

**CC PAM 145-4
Enrollment, Retention and Disenrollment Criteria, Policy and Procedures**

Original Document Date: 10/16/00

Revision Date: 9/12/11

Summary:

This pamphlet provides Gold Standards PMS guidance for enrollment, retention, and disenrollment of Cadets.

Applicability. The provisions of this pamphlet apply to students enrolled in or seeking enrollment in the SROTC Basic and Advanced Courses.

Supplementation. Proponent for this pamphlet is U.S. Army ROTC Cadet Command, ATTN: ATCC-PA-C. Supplementation of this pamphlet is prohibited.

Forms. R forms at the back of this regulation are for local reproduction. Have them printed through your forms management officer.

Suggested Improvements. The proponent for this pamphlet is the Office of the Deputy Chief of Staff, G1, ATCC-PA-C. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) through channels to Commander, U.S. Army Cadet Command, ATTN: ATCC-PAC, Fort Knox, KY 40121-5123.

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Chapter 1 - Introduction [TOC](#)

1-1. Purpose [TOC](#)

Provide guidance for the Battalion Commander/PMS to use in the management of Cadets, and processing Cadet actions for enrollment, retention, and disenrollment.

1-2. References [TOC](#)

[Appendix A](#) contains the required and related publications.

1-3. Responsibilities [TOC](#)

- a. Commander, US Army Cadet Command responsibilities are stated in [AR 145-1](#).
- b. Brigade Commanders are responsible for--
 - (1) Ensuring the Battalion Commanders/PMS complies with the requirements and procedures addressed in this publication and taking corrective action as required on deficiencies noted.
 - (2) Ensuring the enrollment eligibility criteria is applied to students enrolling in the Senior ROTC Program, and for monitoring the retention of Cadets.
 - (3) Monitoring the quality and consistency of Cadet Actions submitted by the Battalion Commander/PMS.
 - (4) Returning any incomplete or improperly documented request for Cadet Action to the Battalion Commander/PMS, as appropriate.
 - (5) Taking final action or forwarding Cadet Actions which are complete, properly justified, and in the best interest the US Army, to Cadet Command, as appropriate.
- c. Battalion Commanders/PMS are responsible for--
 - (1) Verifying the eligibility of students who are seeking entry into the Basic Course and contracting in the ROTC Program.
 - (2) Verifying the continuing eligibility of Cadets enrolled and/or in the ROTC Program.
 - (3) Appointing an enrollment eligibility officer and an alternate to be responsible for determining each student's eligibility for enrollment/contracting and retention.
 - (4) Ensuring requests for waivers and exceptions to policy pertaining to enrollment or retention are:
 - (a) Initiated as soon as the requirement becomes known.
 - (b) Initiated by the Cadet concerned.

(c) Fully justified, properly documented and administratively correct before being forwarded for consideration. Battalion Commanders/PMS will ensure that Cadet quality standards are applied to each request for waiver submitted for approval.

(d) Disapproved and returned to the student if not in the best interest of the ROTC Program. However, if the student desires to submit a waiver for medical disqualification, even though the Battalion Commander/ PMS and medical authority do not support the request, it will be forwarded to Headquarters, Cadet Command (HQCC), with appropriate recommendations for a final determination.

(5) Conditionally contracting only those Non-Scholarship Cadets whose eligibility, based on medical or other criteria, is waivable and still pending.

Chapter 2 - Enrollment and/or Contracting Procedures **TOC**

Section I, Participating Students (Not Cadets)

2-1 General **TOC**

a. Participating students are those who choose not to or are ineligible to sign the **CC Form 139-R**, Cadet Enrollment Record, and therefore are not enrolled Cadets. They are divided into the categories below. All categories of participating students who meet the requirements set by the school authorities may take Army ROTC classes for all 4 years. Participation in other than classroom instruction is not authorized. Specific grades and grade point averages (GPA) awarded to these students are according to the policies set by the school authorities.

b. Participating students may participate in the ROTC program in one of the categories provided:

- (1) They are not authorized access to classified instructional material.
- (2) They are in good standing and attending school full time.
- (3) Such participation is not otherwise prohibited by law, DOD Directive or Army Regulation.

c. Participating students are ineligible for:

- (1) Subsistence allowance;
- (2) Participation in the ROTC Scholarship Programs;
- (3) Commissioning credit, except immigrant alien or refugee students or eligible students who are taking ROTC for academic credit only, may be given credit for the part of the course successfully completed upon enrollment and/or contracting in SROTC. Submit requests for commissioning credit to Cadet Command for final determination.
- (4) Participating students completing the ROTC course of instruction in a non-enrolled status are ineligible for appointment as commissioned officers.

2-2. Eligible Participating Students. **TOC** Students taking ROTC for academic credit but are not seeking a commission; however, at some point in the future could qualify for enrollment/contracting.

2-3. Ineligible Participating Students (Permanent). **TOC** Students taking ROTC for academic credit, but are permanently ineligible for commissioning. The following students are ineligible for enrollment or contracting in the ROTC Program. No waiver is authorized.

a. A person who is a conscientious objector, as defined in [AR 600-43](#). Students who have previously claimed conscientious objector status but no longer have convictions that preclude them from bearing arms and participating in full military service with the U.S. Army are eligible if they furnish a signed affidavit to that effect prior to enrollment/contracting.

b. A person who has previously tested positive for tetrahydrocannabinol or cocaine use by a DOD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs.

c. A person with a permanently disqualifying medical condition.

d. A person with a conviction of a misdemeanor or felony crime of Domestic Violence or a person who has been convicted of any offense listed in [AR 27-10](#), Chapter 24.

e. A person who is a commissioned officer, a former officer of any component of the U.S. Armed Forces, or an individual who has a certificate of eligibility for appointment as a commissioned officer.

f. Members of the U.S. Armed Forces serving on active duty, unless participating in a program approved by the Department of the Army.

g. Officers of the Public Health Service or National Oceanic and Atmospheric Administration.

h. Warrant officers of the Reserve Components of the U.S. Armed Forces.

i. Enlisted members of the Reserve Components of the U.S. Armed Forces not participating in the Simultaneous Membership Program (SMP).

j. This list of ineligible students is not all-inclusive. Address questions to your Cadet Command POC, Cadet Actions and Standards Division, ATCC-PA-C, DCS, G-1.

2-4. Ineligible Participating Students (without Waiver/Exception). **TOC** The following categories of students are ineligible for contracting unless a waiver/exception to policy is granted:

a. A person who will have **10** years or more of active duty service at the time of commissioning. (Requests for exception to policy in extraordinary cases will be forwarded to the CG, Cadet Command.)

b. A person who has been discharged from any branch of the armed forces with a waivable or non-waivable disqualifying reenlistment code or with one of the following types of discharge:

- (1) Dishonorable
- (2) Bad conduct
- (3) Undesirable
- (4) Other Than Honorable conditions
- (5) General or honorable if the reason and authority for separation preclude reentry into military service under [AR 601-210](#).

c. Approval authority for reenlistment code waivers is CG, Army Human Resources Command (OPMD/AHRC-OPD-A)-Fort Knox, KY. (**Exception:** "CG, HQCC, may approve those involving Chapter 16 discharge to participate in ROTC, hardship, compassionate cases or medical disqualifications that have been resolved, provided the student was separated with a waivable RE Code as stated in [AR 601-210](#))." **TOC**)

d. A person who has a pre-trial diversion for a felony; any civil conviction; an adverse adjudication; or any type of court-martial conviction, even though the record may have been sealed or expunged. These students (excluding scholarship students) may be permitted to participant in the Basic Course without a waiver, but must have obtained a waiver prior to attending LTC or contracting in the ROTC Program.

(1) No waiver will be required for minor traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses during any **12-month** period.

(2) Waivers are not required for disciplinary actions in connection with the provisions of the Uniform Code of Military Justice (UCMJ), Article 15. Such disciplinary actions will be considered when evaluating the applicant's character.

e. A person with a conviction for offenses listed below who is supported by intermediate commanders, will be sent through channels to CG, USACC, for determination. Waiver approval authority will not be delegated; however, disapproval authority may be exercised at each command level. A waiver requested disapproved by any intermediate commander need not be sent to higher authority. The supporting recommendations at each command level and appropriate comments as shown below will be included.

(1) A person convicted of a felony under local or Federal law or an offense punishable under the UCMJ by dishonorable discharge or confinement for more than 1 year. For the purpose of this regulation, offenses involving possession, manufacture, use, sale, distribution, or the intent to sell or distribute any controlled substance as listed or defined in 21 USC 812 are treated as felonies, regardless of the classification by local authorities.

(2) A person with a conviction that resulted in a sentence of confinement in a prison, stockade, or detention area, or in a sentence to hard labor. Later proceedings that delete or alter an initial determination of guilt (for example, pardon, expunction, amnesty, commutation, set aside and suspension) do not eradicate the conviction for the purpose of this Paragraph. However, convictions overturned or successfully appealed are not convictions for the purpose of this Paragraph if the appropriate

officials state in writing that no further proceedings (such as retrial) are pending or being considered.

(3) A person with a conviction involving bigamy, contributing to the delinquency of a minor or moral turpitude (which includes any sexually related offense or dishonesty, such as larceny or perjury).

f. In requesting a waiver, the student must list all the above proceedings, whether by military or civilian courts.

g. Except as provided in subparagraphs a, b, and e above, the CG, USACC, may delegate approval authority to subordinate commanders for offenses/convictions under military or civil codes, provided the --

(1) Applicants record does not indicate the offense has recurred or is likely to recur.

(2) Applicant has good potential as an officer.

(3) Current personal conduct and character of the applicant are above reproach. Since the offense, the applicant must have shown that he or she can meet the requirements of good citizenship.

h. A person who has a potentially correctable disqualifying medical condition.

2-5. Auditing Students. **TOC** Students not receiving academic credit for ROTC. Any student may audit courses in the ROTC program if approved by the Battalion Commander/PMS and school authorities. Authority is granted to permit the PMS to cooperate with the school in accommodating a student's request for limited participation in the program.

a. Participation of auditing students is limited to classroom participation only.

b. Battalion Commanders/PMS are not authorized to allow auditing students to participate in any commissioning program activities. Auditing students will not

(1) Participate in drill, marching, leadership laboratories, field training exercises, voluntary programs, or attend LTC or LDAC.

(2) Be issued or wear the uniform.

(3) Receive credit toward commissioning or enlisted grade status through audit of ROTC courses, or be issued a **DA Form 134** for having audited the course.

2-6. Non-immigrant Alien Students. **TOC** Non-immigrants are students who are not normally seeking citizenship or commissioning.

a. Battalion Commanders/PMS will avoid the active recruitment of non-immigrant alien students.

b. Requests for approval of the participation of non-immigrant alien students must be forwarded by the Battalion Commander/PMS to Headquarters, Cadet Command, ATTN: ATCC-PA-C. The request must originate from the student concerned, using **ROTC CC Form 131-E**. Each request supported by the Battalion Commander/PMS will contain a

statement in the forwarding endorsement that the student meets all requirements for entry as stated in Section IV and this Paragraph.

c. Non-immigrant aliens must--

- (1) Be recommended for participation by the Battalion Commander/PMS and approved by Cadet Command.
- (2) Have [Department of Justice Form I-94](#) in their possession.
- (3) Provide certification that their government has no objection to their receiving Senior ROTC instruction or have their [Department of Justice Form I-94](#) stamped "Paroled indefinitely" or "indefinite voluntary departure".
- (4) Be registered for and attending a full-time regular course of instruction at a school where SROTC is available.
- (5) Be recommended by the proper school authority.
- (6) Satisfactorily complete the Basic Course or LTC before being considered for participation in the Advanced Course.
- (7) The Battalion Commander/PMS may dismiss non-immigrant aliens from the Basic or Advanced Course for reasons listed in [Chapter 6](#), if deemed appropriate.

2-7. Military College Students. [TOC](#) For Military Junior College (MJC) students and Senior Military College (SMC) students who have not completed the [CC Form 139-R](#), although military colleges refer to the students as Cadets, for ROTC purposes, if they have not signed the [CC Form 139-R](#), they are classified as participating students.

Section II, Cadets

2-8. General. [TOC](#) Cadets are students who have been determined eligible for enrollment in the SROTC program and have signed the [CC Form 139-R](#). In order for a student to be classified as enrolled in SROTC, appropriate sections of the [CC Form 139-R](#) must be completed and signed. Cadets must either be registered for and taking a military science class for academic/ROTC credit or attending Leaders Training Course (LTC). Cadets enrolled in ROTC are divided into two categories, non-contracted and contracted Cadets.

2-9. Contracted Cadets. [TOC](#) Contracted Cadets are students who have signed the [CC Form 139-R](#), [DA FM 597/597-3](#), as applicable, and the [DD FM 4 Series](#). Contracted Cadets are enrolled in the SROTC program as Non-Scholarship Cadets or as scholarship Cadets. Completion Cadets are contracted Cadets. Cadets are required to sign the Loyalty Oath on the [CC Form 139-R](#) at the time of contracting.

2-10. Non-Contracted Cadets. [TOC](#) Non-contracted Cadets are students who have completed and signed the [CC Form 139-R](#), but have not completed/signed the [DA FM 597/597-3](#) or the [DD FM 4 Series](#). The non-contracted Cadet category includes students with a scholarship award pending contracting, advanced designee scholarship awardees, immigrant aliens/refugees, and Non-Scholarship conditional Cadets who have completed and signed the [CC Form 139-R](#) and [DA FM 597](#).

a. Immigrant and refugee students.

(1) An immigrant is an alien who has been lawfully admitted to the United States for permanent residence. A refugee is an alien who has fled his home or country to establish residence elsewhere and who has been granted refugee status by the appropriate Federal officials (normally the INS). Refugees will be treated as immigrants for the purpose of this regulation.

(2) Eligible immigrant and refugee students will use [ROTC CC Form 131-R](#) to request approval to enroll or participate in the ROTC Program. The student will submit the form to the Battalion Commander/PMS for approval/disapproval action. The Battalion Commander/PMS will verify that the immigrant alien/refugee meets all requirements for entry based on the criteria on the [CC Form 139-R](#). Alien students are ineligible to enroll in the Advanced Course if they are a member of a Reserve Component of the U.S. Armed Forces regardless of whether such enlistment in the Reserve Component is prior to or subsequent to such participation in the ROTC Program. Individuals enrolled as SMP applicants must be U.S. citizens.

(3) The following additional requirements apply to immigrant aliens and refugees:

(a) Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence in the U.S. must have in their possession Department of Justice Form I-151 (Alien Registration Receipt Card) or Department of Justice Form I-551 (Alien Registration Receipt Card). [TOC](#)

(b) Refugees, still in a parole, conditional entry or voluntary departure status, regardless of the country of origin must--

(i) Have in their possession Department of Justice Form I-94 (Arrival-Departure Record) bearing an Immigration and Naturalization Service stamp reading: "Refugee-Conditional Entry", or-

(ii) Be Cuban nationals who have in their possession Department of Justice Form I-94, or-

(iii) Have confirmation in writing from the Immigration and Naturalization Service that they are refugees.

(4) Although immigrant aliens may be authorized to participate in the SROTC program if properly qualified, they must be advised that:

(a) Current Department of Defense policy requires U.S. citizenship to be eligible for a security clearance.

(b) Effective 1 January 1988, Department of the Army policy required the possession of Secret security clearance based on a National Agency Check (NAC) to be eligible to be commissioned.

(c) The above two requirements must be met by graduation date.

(d) Those participating who do not meet these requirements by graduation will not be retained as a participating member of the ROTC program. (No waivers of these requirements will be granted.)

(e) Immigrant alien or refugee graduates who did not meet the DOD requirements but have otherwise fulfilled commissioning requirements may apply for direct commissioning once they meet the DOD requirements.

(f) Immigrant aliens or refugees may be presented a DA Form 134 (Military Training Certificate Reserve Officers Training Corps) after successfully completing all or part of the SROTC program. When issued the certificate it will be annotated to reflect that the certificate does not entitle the student to a commission.

(g) Immigrant aliens or refugees who subsequently meet the above requirements and are contracted; are not authorized to receive retroactive subsistence allowance. The date of enlistment will be the date on which all criteria for contracting are met, including selection and completion of Part II, [DA FM 597](#) and the [DD FM 4 Series](#).

b. Non-Scholarship Conditional Cadets. 

(1) Non-Scholarship students seeking to contract in the ROTC Program whose eligibility, based on a waivable condition such as medical or other criteria, has not been finally determined, or for who a waiver request is pending final decision, may be allowed to participate conditionally, if Part II of [DA FM 597](#) is signed (and the student is otherwise qualified). The student cannot complete [DD FM 4 Series](#) forms until fully qualified. Those two documents will be completed and signed at the time the student is fully qualified for contracting. The DD 4s will not be backdated under any circumstances.

(2) Conditional status does not include alien students or students trying to decide whether they desire to join ROTC and later strive for a commission.

(3) Waiver requests for a disqualifying condition will be initiated by the student and processed by the Battalion Commander/PMS as early as possible in the enrollment/conditional contracting process to enable a timely decision. A student's conditional status must be resolved within a twelve (12) month period; failure to resolve the conditional status will cause the student to revert to participating student status without entitlement to commissioning credit for contracting.

(a) If subsequently determined qualified, or granted a waiver, the conditional students may be officially enrolled by completing Part V of the [DA FM 597](#) and completion of the [DD FM 4 Series](#) forms. Retroactive subsistence allowance is authorized from the date the Cadet began advanced training, provided the date of the [DA FM 597](#) and the date the Cadet began training are the same. However, students who began the ROTC Program as alien students are not authorized to receive retroactive subsistence allowance. The Battalion Commander/PMS will reflect in Part IV of [DA FM 597](#) the effective date of entitlement to subsistence allowance as the date the Cadet began advanced training (date cannot precede the signed date of Cadet in Part II of [DA FM 597](#)).

(b) If determined unqualified, or if the requested waiver is disapproved, the students status will change from that of conditional student to that of participating

student. The student will not be entitled to receive commissioning credit or enlisted grade credit for the period enrolled as a conditional student.

(c) Conditional students are not authorized to attend LDAC until their conditional status is resolved.

(4) Students will not be allowed to conditionally contract if they have:

(a) A disqualifying condition for which a waiver is not authorized, e.g., overweight.

(b) A permanently disqualifying medical condition.

(c) Not completed the periods of supervised probation or deferred or suspended civil conviction sentence.

(d) Elected terminal leave in conjunction with their separation from active duty UP [AR 635-200](#), Chapter 16, and have not yet been separated. This provision prevents dual status from occurring for purposes of longevity or compensation which is specifically prohibited by law.

(e) Been disenrolled from ROTC. See [Section VIII](#) below for guidance concerning re-enrollment of disenrolled Cadets.

2-11. Eligibility of Members of the U.S. Armed Forces [TOC](#)

a. The following individuals are eligible for enrollment in the Basic Course (Non-Scholarship only), but will not be credited with Reserve Component service when computing length of service for any purpose or entitlements to basic pay for the period while enrolled in the Basic Course:

(1) Warrant officers of the Reserve Component of the U.S. Armed Forces not on active duty.

(2) Enlisted member of the Reserve Component of the U.S. Armed Forces not on active duty.

b. The following individuals are eligible for enrollment and contracting in the ROTC Program:

(1) Former warrant officers of the Active or Reserve Components of the U.S. Armed Forces.

(2) Enlisted members of the ARNG or USAR not on active duty who are fully qualified to participate in the SMP.

(3) Former active duty Soldiers who have completed Basic Training or equivalent.

Section III, Non-Scholarship Basic Course Enrollment Responsibilities

2-12. General. [TOC](#) In order to enroll a student in the Basic Course, the Battalion Commander/PMS and the enrollment eligibility officer must ensure that the student meets all eligibility criteria. Enrollment in the Basic Course is the act of completing and signing the [CC Form 139-R](#), except the Loyalty Oath, and other necessary documents as stated

below. Signing the Loyalty Oath is optional for enrollment in the Basic Course, but is required for contracting.

2-13. Battalion Commander/PMS Responsibilities. **TOC** Battalion Commander/PMS are responsible for:

- a. Certifying any placement credit given to the student.
- b. Reviewing all requests for waiver of enrollment criteria submitted by a student and making a prompt determination to forward the request to the appropriate approval authority prior to contracting. All waiver requests forwarded for approval by the Battalion Commander/PMS will contain the rationale for the favorable recommendation.
- c. Monitoring and verifying actions and activities of the enrollment eligibility officer (EEO).

2-14. Enrollment Eligibility Officer (EEO) Responsibilities. **TOC** The EEOs are responsible for--

- a. Ensuring that the student applying for enrollment in the ROTC Program meets all eligibility criteria prior to enrollment or submits an appropriate request for waiver prior to contracting. The EEO will provide the student with administrative guidance and assistance in preparation and submission of waiver request and will monitor the request until a final determination is made by the appropriate approval authority.
- b. Reviewing all items applicable to the student on [CC Form 139-R](#) and completing for each student applying for enrollment.
- c. Verifying that the student is fully qualified for enrollment and retention in the ROTC Program by signing and dating Part II of [CC Form 139-R](#), and filing this and associated documents in the Cadets file for permanent retention.
- d. Reviewing all forms completed by the student for accuracy and completeness, as well as any supporting documentation provided.
- e. Ensuring that the student properly enrolls in the ROTC course of instruction through the institution.
- f. Briefing the student on government sponsored benefits for ROTC Cadets prior to enrollment.
- g. Identifying USAR and ARNG members in the Basic Course for possible subsequent participation in the Simultaneous Membership Program (SMP).

2-15. Student Responsibilities. **TOC** Students enrolling in the ROTC Basic Course are responsible for:

- a. Providing documentation to verify U. S. citizenship (see Para [2-39](#)).
- b. Providing documentation to verify medical qualification (see Para [2-49](#)).
- c. Completing all forms required for enrollment, to include:

- (1) [CC Form 139-R](#), Cadet Enrollment Record (signing the Loyalty Oath is required prior to contracting).
 - (2) [CC Form 136-R](#), Briefing on Government Sponsored Benefits for ROTC Cadets.
 - (3) [CC Form 137-R](#), Authorization for Access to Student Records.
- d. Obtaining the signature of a parent or guardian on applicable forms, if a minor.
- e. Personally initiating any waiver requests required for contracting in the ROTC Program, with the assistance of cadre.
- f. Registering for and attending the appropriate ROTC course of instruction.

Section IV, Non-Scholarship Basic Course Enrollment Eligibility Requirements

2-16. General. TOC In order to be eligible for enrollment in the Basic Course, the student must meet the applicable requirements stated in [AR 145-1](#) and in this section.

2-17. Student Commitment. TOC Students must be willing to complete all pertinent items of [CC Form 139-R](#) and to discuss their responses to the statements contained in those items, i.e., Statement Concerning Civil Convictions, Substance Abuse, Conscientious Objector Status, and Religious Accommodation when appropriate. Waivers must be obtained prior to contracting for criteria that renders the Cadet ineligible. Signing the Loyalty Oath is optional for Basic Course non-contracted Cadets.

2-18. Academic Status TOC

- a. Be registered and attending full time a regular course of instruction at a school participating in the SROTC program. At military colleges and civilian schools, the course of instruction must lead to a baccalaureate or advanced degree in a recognized field that is compatible with the student's participation in the ROTC program. Nursing and other medical specialty students must be enrolled in a program accredited by an agency recognized by the U.S. Secretary of Education. There are no restrictions on the students major (except for scholarship Cadets).
- b. Requests for exception to the enrolled in and attending full time requirements may be submitted by graduate students, completion Cadets, and last semester MS IV Cadets. Requests will be sent to the CG, USACC, for determination on a case-by-case basis. Recommendations at each command level and proper comments regarding justification for exception will be included.

2-19. Age [TOC](#)

- a. Requirements for scholarship applicants are contained in [CC Reg 145-1](#).
- b. Requirements for Non-Scholarship applicants are listed below.
 - (1) Minimum. Applicants must be at least 17 years old to contract in the ROTC Program. Applicants under 18 years old and those who are minors for the purpose of executing contracts under the laws of the state which has jurisdiction where the school is located (even if they are older than 18) require parental consent for contracting.
 - (2) Maximum. Applicants must be young enough that they will not be 39 years old or older at the projected time of commissioning.
 - (3) Waivers. There is no longer a waiver requirement for Non-Scholarship Cadets thru the age of 34 year at the projected time of commissioning. The Brigade Commander is the waiver authority for applicants who will be between 35 and 39 years of age at the projected time of commissioning. Waivers must be approved prior to fully contracting the Cadet. See [Chapter 3](#) for waiver processing procedures.
 - (4) Applicants who are to be appointed after their 39th birthday should be advised that they may not be able to qualify for retirement pay under 10 USC 1331, although they may be able to qualify for retirement pay under 10 USC 3911 if they have served on active duty for 20 years, at least 10 years of which have been served as a commissioned officer.

2-20. Character [TOC](#)

- a. Be of good moral character, as normally substantiated by no record of disciplinary problems or civil convictions. Applicants who have been convicted or admit to a waivable offense must be granted a waiver prior to contracting. See [Chapter 3](#) waiver processing procedures.
- b. Students with misdemeanor or felony domestic violence conviction are ineligible for enrollment in the Basic Course and/or contracting.

2-21. Citizenship. [TOC](#) Students must be a U.S. Citizen and meet the citizenship eligibility requirements in Paragraph [2-39](#) below prior to contracting. Exceptions may be granted for immigrant alien/refugee students who desire to voluntarily participate in the Basic Course or Advanced Course.

2-22. Dependents. [TOC](#) Meet the dependency eligibility requirements in Paragraph [2-40](#) below or be granted a waiver prior to contracting. See [Chapter 3](#) for waiver processing procedures.

2-23. Medical Qualification [TOC](#)

- a. Be medically qualified to ensure that their health and well-being will not be compromised by participation in the ROTC Program in accordance with [AR 145-1](#) and this pamphlet. Applicants must be physically capable of participating in the ROTC program. Medical examination must be of sufficient scope to permit the examiner to state without

qualification that the individual's health and well-being will not be compromised by participation in the ROTC program, i.e., a program not more physically strenuous than a normal college physical education program.

1. Applicants for enrollment in the Basic Course as non-contracted Cadets are responsible for furnishing the EEO the prescribed statement as to their physical capability to participate in the ROTC Program.
2. The [DA Form 3425-R](#) (Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC)(Figure 2-1) must be completed by a physician.
3. Equivalent medical records/statements in lieu of a completed [DA Form 3425-R](#) are acceptable.
4. Any expense incidental to such a medical examination will be borne by the applicant.
 - b. Must provide name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.

2-24. English Language Aptitude. [TOC](#) Guidance for the English Comprehension Level (ECL) test is provided by HQCC, Directorate of Leader Development (DOLD). Refer questions and/or requests for exception to DOLD.

Section V, Contracting Responsibilities

2-25. General. [TOC](#) To preclude erroneous contracting of Cadets, it is essential that the Battalion Commander/PMS and the EEO verify the eligibility of each student prior to contracting.

2-26. Battalion Commander/PMS Responsibilities [TOC](#)

The Battalion Commander/PMS is responsible for:

- a. Reviewing the activities of the EEO to ensure that all students processed for enrollment by the EEO are eligible for contracting and enlistment.
- b. Determining if the student qualifies for placement credit, if applicable.
- c. Signing [DD FM 4/1 and 4/2](#) and [DA FM 597](#) after the EEO confirms eligibility of the student for contracting and enlistment.
- d. Completing the appropriate portions of [CC Form 131-E](#) or [CC Form 131-R](#) (Cadet Action Request) prior to the forwarding of a recommendation for approval to higher headquarters. The Battalion Commander/PMS will also ensure that the packet is administratively complete and correct with sufficient copies prior to submission.
- e. Acting on waivers within his/her authority.

2-27. EEO Responsibilities. [TOC](#) The EEO is responsible for:

- a. Ensuring that all students meet contracting eligibility criteria.
- b. Completing the checklist portion of [CC Form 139-R](#), Cadet Enrollment Record, for each student or re-verifying the criteria, if a Basic Course Cadet is contracting into the ROTC Program. Based on direct student responses, the EEO reviews each response for accuracy and takes appropriate action when a student is determined to have a disqualifying response.
- c. Reviewing all required forms submitted by the student for accuracy and completeness. Initiating follow-up action and inform the student if any information provided renders the student ineligible for contracting and requires a waiver. Assisting the student in the preparation of a waiver request, should the student desire to submit such a request and monitor until a final decision is made.
- d. Briefing the student on government sponsored benefits using [CC Form 136-R](#).
- e. Ensuring that Cadets who complete the Basic Course at the end of one school year, and who are fully qualified for and desire to contract early are given the opportunity to contract and enlist at the end of the school year in which they satisfactorily complete Basic Course requirements. [TOC](#)
- f. Prepare [DD FM 4/1 and 4/2](#) and Cadet contract, [DA FM 597/597-3](#) for PMS/APMS to use in contracting Cadets.
 - (1) [DD FM 4 Series](#) forms will be prepared IAW the instructions a [Appendix C](#) and dated the day that the student takes his/her oath.
 - (2) The Cadet contract will be prepared IAW the instructions at [Appendix C](#).
 - (3) Cadets whose eligibility has not been finally determined or who are pending waiver determination of a waivable condition may be conditionally contracted. However, fully contracting or enlisting these individuals in ROTC is prohibited until that determination or action has been favorably completed. (See Paragraph [2-61](#) below for additional guidance on conditional contracting).
- g. Ensuring that the student is registered for and attending the appropriate ROTC course of instruction.
- h. Identifying USAR/ARNG members as possible SMP participants.
- i. Briefing the student as to the length of military service obligation (MSO) upon being appointed as an officer.
- j. Reviewing/explaining the other options for contracting available to students. (Other contracting options are outlined in [Section VIII](#) below).
- k. Establish and maintain the [ROTC Cadet 201 File](#) IAW instructions in [Appendix E](#). Use the ROTC Cadet 201 File Worksheets ([CC Form 201-R](#)), to separate sections in the file.
- l. Initiate a National Agency Check (NAC) once the Cadet is fully contracted.

2-28. Student Responsibilities. [TOC](#) Contracting students are responsible for:

- a. Providing documentation to verify U.S. citizenship.
- b. Providing documentation to verify medical qualification.
- c. Meeting the weight standards prescribed in [AR 40-501](#) or [AR 600-9](#) for prior service members, as appropriate. No waiver is authorized.
- d. Providing [DD Form 214](#) (applicable only to prior service applicants), if applicable.
- e. Completing and signing all forms required for contracting, to include:
 - (1) [DD FM 4/1 and 4/2](#) (Enlistment Document, Armed Forces of the United States).
 - (2) [DA FM 597/597-3](#) (Army Senior Reserve Officer Training Corps Student Contract).
 - (3) Acknowledgment on briefing on government sponsored benefits for ROTC Cadets, [CC Form 136-R](#).
 - (4) Authorization for access to student records, [CC Form 137-R](#).
 - (5) [CC Form 104-R](#), Planned Academic Worksheet.
- f. Personally initiating any request for waiver of contracting eligibility requirements.

Section VI, Contracting Eligibility Requirements

2-29. General [TOC](#)

- a. To be eligible for contracting as a Non-Scholarship Cadet, the student must meet the applicable requirements for Basic Course Cadets, as well as the requirements stated in this section. Contracting criteria for scholarship Cadets is contained in [CC Reg 145-1](#).
- b. [Section I](#) for a list of ineligibles for enrollment/contracting. Refer any questionable cases to the HQCC POC.

2-30. Officer Potential. [TOC](#) The student must possess qualifications for becoming an effective Army officer. Leadership potential will be emphasized as an important factor in selection for contracting in the ROTC Program. Applicants must possess officer-like qualifications as evidenced by their appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training.

2-31. Student Commitment. [TOC](#) Contracting students must be willing to complete (including signature and date) the statements on [CC Form 139-R](#) pertaining to criminal proceedings, conscientious objector status, substance abuse, and sign the loyalty oath. They must be willing to discuss their responses to the statements, when appropriate.

2-32. Credit/Satisfaction of the Basic Course in Order to Contract in the ROTC Program. [TOC](#) The student must comply with one of the following provisions to be eligible for contracting in the ROTC Program.

- a. Satisfactorily complete the ROTC Basic Course (see [CC Reg 145-3](#)).

- b. Receive placement credit instead of the Basic Course on the basis of other training or service (see [AR 145-1](#), Chapter 5).
- c. Satisfactorily complete ROTC LTC (see [CC Reg 145-5](#)).
- d. Enroll in the Advanced Course under the Alternate Entry Option Program (see [Section VIII](#)).

2-33. Academic Status TOC

- a. Academic criteria for scholarship students are outlined in [CC Reg 145-1](#).
- b. Academic standing.
 - (1) Students contracting will be academically and militarily (ROTC) aligned, whenever practical, and maintain such alignment at the time of contracting to ensure concurrent granting of a baccalaureate degree and commissioning. (The goal is for the Cadet to complete MS I during the freshman year, MS II during the sophomore year, MS III during the junior year, and MS IV during the senior year.)
 - (2) Students at a four-year baccalaureate degree granting institution must be academically aligned at the time of contracting. The only exceptions are those students enrolled in a Military Junior College (MJC) or exceptions personally approved by HQCC.
 - (3) Students at two-year colleges, other than a military junior college (MJC), or who are pursuing an Associate Degree are ineligible for contracting in the ROTC Program.
 - (4) Students must be registered for and attending as a full-time student (according to the schools criteria) a recognized course of instruction producing a baccalaureate degree, advanced degree, or an advanced education program at a fully accredited 4-year degree granting institution or at a fully accredited associate degree granting institution that has been recognized as having established linkage with a fully accredited 4-year degree granting institution. Cadets must be pursuing a baccalaureate or advanced degree in a recognized academic field of study, or an Advanced Education Program (for Cadets who already possess a baccalaureate degree) throughout the period of ROTC enrollment. Required ROTC courses may be counted toward full-time student status, if the academic institution recognizes the course on the transcript.
 - (5) There are no restrictions as to the students major for Non-Scholarship Cadets. However, any change of major requires approval from the battalion commander/PMS. See [CC Reg 145-1](#) for major restrictions for scholarship Cadets.
 - (a) Course work which results in an incomplete will not be counted toward full-time status until a grade for that course is assigned. The incomplete must be changed to reflect a grade based on the school policy.
 - (b) Graduate students may request exception to the full-time enrollment and attendance requirements. Requests for exception will be submitted to HQCC in accordance with guidance in [Chapter 3](#). An acceptance letter from the school they desire to attend to be included in the request.

(c) Cumulative grade point average (CGPA).

(1) See [CC Reg 145-1](#) for GPA criteria concerning scholarship Cadets.

(2) Non-Scholarship Cadets must have an established cumulative GPA of **2.0** or better on a 4.0 system for contracting, or the equivalent on another scale. (School Registrar Office should be consulted for conversion scale if other than a 4.00 scale is used.) Students must have a cumulative college GPA that strongly indicates the ability to meet academic requirements for graduation.

(3) A waiver request for CGPA will not be supported for contracting in the ROTC Program. Therefore, a student must possess at least a **2.00** CGPA or higher for contracting in the ROTC Program.

(4) Students who do not possess at least a college **2.00** CGPA are not authorized to conditionally contract in the ROTC Program, attend LDAC or attend LTC. **TOC**

(5) Military Junior Colleges (MJC) freshmen must have a minimum **2.00** cumulative high school GPA on a 4.00 scale on their high school transcripts and a Scholastic Aptitude Test (SAT) score of **850** or an American College Test (ACT) score of **17**.

(6) Prior service MJC freshmen must have a minimum **2.00** cumulative high school GPA and a SAT score or **850** or an ACT score of **17**. If a SAT or ACT score is not available, must have a score of 110 or higher on the General Technical (GT) aptitude area of the Army Classification Battery.

(7) The following is the proper method for computing cumulative GPA within ROTC:

(a) If the student has not yet established a GPA at the institution where he/she is enrolling, the Battalion Commander/PMS must ensure all hours accepted by the gaining school are used to compute a CGPA for contracting purposes. The CGPA must be at least **2.00**. The number of hours accepted in transfer determines the students academic standing (freshman, sophomore, junior, senior). This entrance GPA remains valid until the end of the enrolled school term at which time the GPA established by the current school will be recognized as the official GPA.

(b) Once the GPA has been established, the institutions procedure for computing the GPA applies to all further actions involving the student in ROTC activities, LTC, scholarship actions, waivers, and commissioning.

c. Nursing student applicants must be enrolled in and attending a nursing program accredited by an agency recognized by the U.S. Secretary of Education and acceptable to DA. Engineering students must be enrolled in and attending an academically accredited program.

2-34. Age TOC

- a. Scholarship student age criteria is outlined in [AR 145-1](#), Chapter 3 and [CC Reg 145-1](#). Age criteria specified for scholarship applicants is statutory. No waiver/exception is authorized.
- b. Non-Scholarship age criteria is contained in Paragraph [2-19](#) above. Cadets must meet age requirements or be granted an age waiver prior to contracting.
- c. Non-Scholarship Cadets contracting in the ROTC Program must be no more than 34 years of age at the projected time of commissioning. Age waivers will be supported for students over 34 years of age for those applicants with outstanding qualifications. The physical demands placed on junior officers require that applicants who request age waivers must have demonstrated exceptional ability in leadership, physical fitness, and endurance. Age waiver requests for students who will be 35 or older at the time of commissioning must be forwarded to the Brigade Commander. See [Chapter 3](#) for guidance on submission of age waiver requests.
- d. Non-Scholarship Cadets may be conditionally contracted while pending waiver decision. Advise the student that waiver approval is not guaranteed.

2-35. Character TOC

- a. Students must be of good moral character as evidenced by having no record of disciplinary problems or civil convictions, unless waived by the appropriate authority, for contracting in the ROTC Program.
- b. Scholarship applicants must be fully eligible at the time of contracting; therefore requests for waiver must be approved by the appropriate authority prior to contracting.
- c. Non-Scholarship Cadets may be conditionally contracted while awaiting a request for waiver. (See Paragraph [2-50](#) below for guidance on conditional contracting of Non-Scholarship Cadets.).

2-36. Civil Convictions or Adverse Adjudication or Disposition TOC

- a. Eligibility criteria are addressed in [AR 145-1](#), Chapter 3 and in this Paragraph.
 - (1) Waiver procedures for civil convictions or adverse adjudication/disposition are outlined in [Chapter 3](#).
 - (2) Applicants for contracting must disclose any arrests, charges, or detention by authorities even if the charge was subsequently dismissed, set aside, sealed or expunged from the record. Failure by the applicant to do so, even if so advised by parents or counsel, may result in disenrollment.
 - (3) Students with misdemeanor or felony domestic violence convictions, or sexually related convictions listed in [AR 27-10](#), **Chapter 24**, are ineligible for enrollment, contracting or retention. No waiver is authorized. Under no circumstances will a waiver or exception to policy be considered (see **Section I, Ineligibles**).

(4) A student is ineligible for contracting and/or retention as a contracted Cadet or attendance at LTC for the following, unless a waiver is granted--

(a) Pre-trial diversion for any felony, civil conviction, adverse adjudication or any type of court martial conviction (even though the record may have been sealed or expunged).

(b) Alcohol-related driving offenses for any accident or traffic citation involving alcohol that results in an arrest, charges, or adverse adjudication for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), Driving After Consuming Alcohol, etc. Later court proceedings or action that results in deletion or alteration of the initial offense does not alleviate the requirement for a waiver (e.g., DWI offense that is subsequently reduced to a lesser conviction such as reckless driving, dismissal, set aside, sealed, expunged, etc). The Commanding General, Cadet Command or his designee is the approval authority for all alcohol-related driving offenses, regardless of the monetary value imposed.

(c) When in doubt, submit a waiver request. Waiver requests for Non-Scholarship Basic Course students may be delayed until the individual is otherwise eligible prior to contracting. [TOC](#)

(5) A waiver is not required for a student (**Exception:** see **Para (4)(b)** above.)

(a) If arrest did not result in referral of charges.

(b) If charges were dismissed without a conviction or other adverse disposition (see Paragraph for the definition of other adverse disposition).

(c) If convicted of a minor traffic violation such as listed in [AR 601-210](#), Para 4-8, for which a fine or forfeiture **is less than \$250**, even if the student is also required to attend a traffic school or perform some type of community service, or results in loss or suspension of drivers license.

(d) If an applicant/Cadet has been found guilty of a minor traffic offense and the fine (to exclude court costs) is less than **\$250**, a waiver is not required except when the applicant has accumulated **6** or more such offenses during **1** year.

(e) If no fine is imposed, but the court either directs or offers the student to attend a drivers safety course (traffic school) in lieu of the fine.

(f) The list of typical minor traffic offenses listed in [AR 601-210](#) is a guide. Treat the offenses as minor traffic offenses despite their classification under State law and whether the determination is deemed a conviction or adjudication under State law.

(6) A waiver is required when a minor traffic conviction--

(a) Results in a fine **\$250 or over** (excluding court costs), even if reduced with the requirement that the student take a defensive driving or perform some type of community service.

(b) Results in other adverse adjudication within a twelve (12) month period, for six (6) or more minor traffic offenses (excluding parking violations) where the fine is **\$100** or more per offense.

(c) Results in other adverse disposition during the previous three (3) years, for ten (10) or more minor traffic offenses (excluding parking violations) where the fine is **\$100** or more per offense.

(d) Results in the fine being more or less than **\$250**, but a sentence of jail time was imposed, even if suspended.

(NOTE: *The CG, Cadet Command is approval authority for all convictions that result in a sentence of confinement in a prison, stockade, or detention area, or in a sentence to hard labor. Later proceedings that delete or alter an initial determination of guilt (for example, pardon, expungement, amnesty, commutation, set aside and suspension/probation) do not eradicate the conviction for the purpose of waiver submission. However, convictions overturned or successfully appealed are not considered convictions if the appropriate officials state in writing that no further proceedings (such as retrial) are pending or being considered. (See [AR 145-1](#), Chapter 3.)* 

(7) A waiver is required for a student

(a) Found guilty by a court of law.

(b) Who makes an admission of guilt by formal entry of a plea or by payment of a fine or forfeiture in lieu of appearance before a court of law.

(c) Even when the record of initial conviction or adverse adjudication is subsequently

(i) Expunged.

(ii) Sealed.

(iii) Set aside.

(iv) Dismissed.

(v) Reopened to change original findings or pleas.

(d) Who is the recipient of an "other adverse disposition". The term other adverse disposition means that a judge, jury, district attorney, juvenile administrator, or other authorized juvenile or criminal justice agency, after reviewing the circumstances surrounding the arrest, placed the individual into a diversionary or similar program with or without the individuals agreement. This includes attendance at a traffic school in lieu of appearance in a traffic court or fine being imposed by a court and the fine amount is not stipulated or is over \$250.00. Also included is disposition of cases by an overseas commander when an act or offense was committed on an overseas military installation, housing area, or other U.S. controlled or leased facility and was handled at that or higher command level.

(Examples: Shoplifting in the PX and installation commander withdraws PX privileges; early return of dependent due to misconduct). If the student did not

enter a plea of guilty or nolo contendere, or was indicted, but the case was nolo prosequi, the individual is deemed to have committed acts alleged in the petition or complaint and has an other adverse disposition, if he or she is required or enters into an agreement with the court or the state or federal authority to:

- (1) Serve probation for any period
- (2) Serve confinement
- (3) Pay restitution
- (4) Pay a fine
- (5) Forfeit a bond that closes a case
- (6) Attend classes or seminars
- (7) Perform community service or perform any other similar acts
- (8) Comply with other conditions based upon an arrest for criminal misconduct

b. Except in exceptional cases, a waiver will NOT be supported for

(1) Students convicted for offenses listed in Paragraph [2-3](#) above.

(2) Students sentenced to periods of supervised probation or given deferred or suspended sentences, and whose periods of probation, suspension or deferment have not yet expired. (Exceptions may be processed if the sentence is unconditionally suspended and any probation is unsupervised and unconditional). [TOC](#)

(3) Students convicted for offenses involving bigamy, contributing to the delinquency of a minor or moral turpitude (which includes any sexually related offenses) and dishonesty such as larceny or perjury if committed after the age of majority. However, battalion commanders/PMS may submit a waiver for consideration on students who, as minors, received adverse juvenile adjudication or convictions for such offenses, if the student acknowledges the adjudication or conviction during the enrollment screening process. Decisions on these waiver requests will be based on the student's age at the time since the offense, and the individuals achievements since the offense.

(4) Students who have more than two convictions of any type. (If two different offenses occurred as a result of a single action, then it will be counted as one offense).

(5) Students who are convicted of driving while intoxicated, driving while under the influence of alcohol, or driving while ability was impaired if the student possesses less than a cumulative GPA of **2.5** on a 4.0 scale.

c. If there is a question about whether or not an individual requires a waiver in this category, Battalion Commander/PMS should contact Headquarters, Cadet Command, Cadet Actions and Standards Division, for guidance or interpretation. If necessary, Headquarters Cadet Command personnel will contact the Command Staff Judge Advocate for a legal opinion.

d. Each request for waiver of civil conviction must contain the required documentation IAW the Support Documentation for Cadet Actions Matrix (see [Appendix B](#)).

2-37. Self-admitted Use of Drugs and/or Chemical Substances TOC

a. Eligibility criteria is addressed in [AR 145-1](#), Chapter 3.

b. Self-admission of drug and/or chemical substance usage, which is not medically disqualifying, may be given waiver consideration as stated below --

(1) Students who admit to limited experimental use, which occurred over six months prior to enrollment, may be enrolled without a waiver, unless medically disqualified by DODMERB. However, such students will be advised that any future use will result in disenrollment.

(2) Students who admit to limited, experimental and/or recent use (i.e., within the last six months) are ineligible without waiver.

(3) Students who admit to frequent and/or habitual use prior to entry into the program are ineligible without a waiver.

(4) After enrollment in the ROTC Program any use of illicit drugs or chemical substances requires a waiver and it is generally not supported.

(5) Students who are medically disqualified UP [AR 40-501](#), Paragraph 2-34, are ineligible for enrollment without waiver.

(6) As a matter of policy, favorable consideration will not be given to requests for waiver in cases of long-term drug or chemical substance usage.

(7) Drug testing requirements for ROTC applicants/Cadets is completed at LDAC, unless otherwise authorized by Cadet Command.

(8) Waiver procedures for use of drugs and/or chemical substances are outlined in [Chapter 3](#).

2-38. Reenlistment (RE) Codes TOC

a. Eligibility criteria are addressed in [AR 601-210](#), [AR 145-1](#), Chapter 3 and in this Paragraph.

b. If a waiver is required IAW [AR 601-210](#), refer to the waiver procedures outlined in Chapter 3.

c. Applicants for contracting must clearly identify the circumstances and specific reasons for the disqualifying RE code. If UCMJ action was involved, those offenses must be discussed and considered as part of the Battalion Commander/PMS recommendation.

d. RE code for qualitative management separations require a waiver. Qualitative management type separations pertain to individuals discharged for-- TOC

- (1) Civil court convictions.
- (2) Concealment of arrest record.
- (3) DA bar to reenlistment.
- (4) Personality disorder.
- (5) Failure to meet Army weight control standards.
- (6) Fraudulent entry.
- (7) Rehabilitation failure.
- (8) For the good of the service.
- (9) Misconduct.
- (10) Unsatisfactory trainee performance (entry level status) and/or conduct (Trainee Discharge Program).

(11) An applicant who has a disqualifying RE code that was assigned as a result of a hardship separation UP [AR 635-200](#), Chapter 6, must present evidence of the removal of the hardship condition. This evidence will be in the form of a statement from the dependent or family member whose previous condition served as basis for the hardship separation. In cases where that person may have deceased, an affidavit from the student will serve this purpose. This statement must cite the nature of the previous hardship and the manner in which the hardship was removed. The HQ/Cadet Command has the authority to approve waivers for hardship or compassionate separation imposed RE codes when such condition no longer exists.

e. If the disqualifying RE code resulted from medical reasons, the applicant must clearly and completely state the reasons and produce an [SF 88](#) and [SF 93](#) stating the condition. Examining and reviewing physician statements must address the condition(s) that resulted in the disqualifying RE code. A copy of the disqualifying medical examination, or Medical Waiver Review Board results and current medical examination showing the condition no longer exists are also needed.

2-39. Citizenship [TOC](#)

a. Citizenship criteria apply to all contracted Cadets, both scholarship and Non-Scholarship. This is a statutory requirement. No waivers/exceptions are authorized. Cadets who hold dual citizenship must be advised that, when requested, they will be required to provide a statement to the OPM investigator, or the adjudicative authority, expressing their willingness to renounce dual citizenship. Failure to do so may result in denial of a security clearance, which is a prerequisite for commissioning, and will result in disenrollment.

b. Citizenship. Scholarship applicants must be U.S. citizens or U.S. nationals prior to contracting as a scholarship Cadets. "U.S. nationals" are persons born in American Samoa and Swains Island.

c. Students born in the United States must submit to the EEO a valid birth certificate for citizenship verification.

(1) A copy of the student's birth certificate will be reproduced and retained in the Cadet's file as evidence of citizenship. Documents not reproducible by law may be verified by the EEO or battalion commander/PMS using an MFR containing the essential information from the document.

(2) Information concerning vital statistics such as obtaining a birth certificate may be found at internet address <http://vitalrec.com/birth.html>. This will assist students in obtaining required verification documents that are not readily available.

d. Students born outside the United States must submit to the EEO a statement notarized by any commissioned officer qualified under Article 136, UCMJ to act as a notary or a Notary Public verifying citizenship as indicated below.

(1) Citizenship by naturalization. The following statement will be submitted: I have this date seen the original certificate of naturalization or certified copy of court order establishing citizenship, stating that (name of applicant) was admitted to the United States by court of (name of court) at (place of court) on (date).

(2) Citizen through naturalization of parents. The following statement will be submitted: I have this date seen the original certificate of citizenship, issued to (name) by the Immigration and Naturalization Service, Department of Justice, stating that (name of applicant) acquired citizenship on (date). **TOC**

(3) Citizenship through birth abroad of parents who are citizens of the United States. The following statement will be submitted: I have this date seen the original or certified copy of (one of the items shown in (a) through (e) below).

(a) **INS Form N-560** (Department of Justice Immigration and Naturalization Service).

(b) **Department of State Form 1350** (Certificate of Birth Abroad of a Citizen of the United States of America).

(c) **FS Form 240** (Report of Birth, Child Born Abroad of American Parent or Parents).

(d) **FS Form 545** (Report of Birth, Child Born Abroad of American Parent or Parents).

(e) Unexpired fully valid U.S. Passport, issued in the name of the applicant.

e. Immigrant alien and refugee students may be authorized to participate in the Advanced Course and to attend LDAC if approved by the Battalion Commander/PMS or HQCC.

2-40. Dependents [TOC](#)

- a. Eligibility criteria for dependency is addressed in this Paragraph. It applies to all contracting Cadets, both scholarship and Non-Scholarship.
- b. Scholarship Cadets must be fully qualified at the time of contracting; therefore must have an approved waiver by the proper authority prior to contracting.
- c. Non-Scholarship Cadets may be conditionally contracted while waiver request is pending final decision. See [Chapter 3](#) for guidance on submission of dependency waiver requests.
- d. Criteria for determining eligibility.
 - (1) The applicant must have no more than three dependents. Commander, Cadet Command, may grant a waiver for a married applicant requesting a waiver.
 - (2) An unmarried applicant who has one or more dependents under **18** years old is disqualified, except as provided in (3) below. No waiver is authorized.
 - (3) A divorced or sole parent applicant may be processed for enrollment without waiver when the child or children of such applicant have been placed in the custody of the other parent, adult relative, or legal guardian by court order, if the applicant is not required to provide child support. If the applicant is required to provide child support, a dependency waiver is required. The CG, Cadet Command, has the authority to grant the waiver. In both cases, the applicant must sign a statement of understanding that he or she will be disenrolled if custody of the child or children is regained while the applicant is enrolled in ROTC. **DA Form 3286-69** (Statement for Enlistment-Parts I thru IV) will be used as a guide. An exception to the disenrollment may be granted only in extraordinary circumstances, such as the death of the legal guardian, or adult having custody of the child or children.
 - (4) An applicant with a spouse in a military component of any armed service (excluding members of the Individual Ready Reserve (IRR)) who has one or more dependents under **18** years old is disqualified. No waiver is authorized.
 - (5) Husband and wife teams who have one or more dependents under **18** years old are disqualified from enrollment in ROTC as a team. No waiver is authorized. Either the husband or wife may enroll without a waiver subject to other provisions of this Paragraph. [TOC](#)
- e. Change in status. Once an applicant has contracted in the ROTC program, a change in the status or number of his or her dependents does not constitute cause for disenrollment, and does not require a waiver. However, if the number, status, or circumstances or a Cadets dependents adversely affects the Cadets performance of duty to the extent that the Cadet fails to fulfill the terms of the ROTC contract, he or she may be processed for disenrollment under [AR 145-1](#), Paragraph 3-43a(7) or (16).
- f. Pregnancy. Pregnant applicants are ineligible to contract, but regain eligibility at the end of the pregnancy, once medically cleared. Contracted Cadets who become pregnant during the course will not be involuntarily disenrolled solely because of pregnancy (see Paragraph 2-40e above for additional information).

2-41. Medical Qualifications [TOC](#)

General. This section provides guidance on medical examinations for contracting and retention in the ROTC program until commissioning.

- a. All contracting students must meet the medical fitness standards prescribed in [AR 40-501](#), chapter 2, for contracting and retention.
- b. Waivers may be requested for medical disqualification. Procedures for submission of waiver requests are in [Chapter 3](#).
- c. Non-Scholarship Cadets may be conditionally contracted pending decision of a waivable medical condition.

2-42. Drug and HIV Testing [TOC](#)

Drug and HIV testing will be conducted according to commissioning requirements at a time and place designated by the CG, Cadet Command. Paragraph [4-16](#) contains procedures for on-campus drug screenings for contracted Cadets.

2-43. Weight/Body Fat Standards [TOC](#)

a. Both scholarship and Non-Scholarship students must meet the weight and/or Army body fat standards as stated below prior to contracting. There are no waivers for contracting an overweight applicant, scholarship or Non-Scholarship.

- (1) All non-prior service students must meet the weight or body fat standards as shown in [Figures 2-3](#) through [2-4](#) for entry into the program.
- (2) Prior service students (to include active and prior Reserve or National Guard members) must meet the weight/body fat standard prescribed in [AR 600-9](#), Table 1 or [Appendix B](#), prior to contracting. Since this regulation provides for a body fat content determination, it will be used for prior service students who do not meet the screening table weight standards.
- (3) All students acknowledge, upon contracting, that they will be required to meet the same weight standards of [AR 600-9](#) and the physical fitness standard prescribed by HQCC.
 - (a) Cadets who have signed the **Jun 95** contract will meet screening weight or body fat percentage required by the Army Weight Control Program prior to the end of the last school term of their Military Science III year, and continuously thereafter or be subject to disenrollment IAW the ROTC contract.
 - (b) Cadets who have signed the **Jul 02** contract will meet the screening weight or body fat percentage required by the Army Weight Control Program each year, prior to attendance at LDAC, and continuously thereafter or be subject to disenrollment IAW the terms of the contract.

2-44. Physical Fitness Testing TOC

- a. Scholarship applicants. Refer to [CC Reg 145-1](#) for policy and procedures for contracting scholarship Cadets.
- b. Four year progression Cadets must meet the initial entry physical fitness standards of 50/50/50, throughout the first semester of their freshmen year (MSL I) and must meet the minimum AR 350-1 standards of 60/60/60 before scholarship benefits are authorized for second semester freshmen year (MSL I). Acceleration Cadets must meet the current Army Physical Fitness standards of 60/60/60 at the time of contracting.
- c. All other applicants. Administer the APFT. A passing score is required for contracting (180 with a minimum of 60 points in each event).
- d. Contracted Cadets (scholarship and Non-Scholarship) must maintain the Active Duty APFT standards as follows
 - (1) Cadets who signed the **Jul 02** contract will meet and maintain the APFT each year, prior to attendance at LDAC, and continuously thereafter or be subject to disenrollment.
 - (2) Cadets who signed the **Jun 95** contract will meet and maintain the APFT standards prior to the end of the last school term of their MS III year, and continuously thereafter or be subject to disenrollment.

2-45. English Language Aptitude. TOC Guidance for the English Comprehension Level (ECL) test is provided by HQCC, Directorate of Leader Development (DOLD).

2-46. Acceleration or Compression. TOC Questions and/or exceptions concerning compression and acceleration will be submitted to HQCC, Directorate of Leader Development (DOLD). See guidance in [Cadet Command Reg 145-3](#), Pre-commissioning Training and Leadership Development.

2-47. Previous Enrollment in Officer Candidate-Type Training Program. TOC The Battalion Commander/PMS must have the recommendation of the officer-in-charge of the previous training contained on [DD Form 785](#) (Record of Disenrollment from Officer-Candidate Type Training). This recommendation need not be favorable, but must be considered by the Battalion Commander/PMS prior to authorizing enrollment. The completed [DD Form 785](#) will be retained in the student's Military Personnel Record Jacket (MPRJ) throughout the period of enrollment in the ROTC Program and attached in support of any required waiver correspondence initiated by the student.

2-48. Veterans Administration (VA) Disability Compensation. TOC Students who were previously separated from any of the Armed Forces, including a Reserve Component, because of a medical disability or medical disqualification, or who are drawing disability compensation from the Veterans Administration or any other federal, state or local agency, are ineligible for enrollment until their medical qualification has been approved by the Commanding General, U.S. Army Cadet Command IAW [AR 145-1](#). The request for review will include the same documents as a request for medical waiver outlined in chapter 3. An individual receiving disability compensation need not surrender this compensation to contract in the ROTC Program. However, the individual will be required

to waive such compensation for any periods for which military pay and compensation is received. These periods include: drill periods with reserve units, any active duty training periods as a reservist, attendance at ROTC Camps (LTC and LDAC), and Cadet Troop Leader Training (CTLT). Any Cadet enrolling in the ROTC Program with enlistment in the USAR Control Group (ROTC) or who is a member of a Troop Program Unit and is receiving VA compensation is required to submit a completed [VA Form 21-8951-2](#) to their Veterans Administration Regional Office. The Cadet must elect to waive VA benefits in order to receive pay and allowances for any training period such as stated above.

2-49. Responsibilities for Medical Qualification TOC

a. The Department of Defense Medical Examination Review Board (DODMERB) schedules examinations for contracting Cadets into the 4-year ROTC Scholarship Program. In addition, DODMERB is the authority for final review and determination of medical fitness for all ROTC applicants (scholarship and Non-Scholarship).

b. The Commanding General, U.S. Army Medical Command (CG, USAMEDCOM) will conduct medical examinations if a Concorde exam site has not been established in the area of the battalion.

c. Major overseas Army commanders will assume the same responsibilities as CG, USAMEDCOM, for all applicants within their jurisdiction.

d. Battalions will not schedule interested scholarship applicants or nonscholarship prospects for DODMERB physicals who exceed AR 40-501 standards by 50 pounds or more. The Army recognizes that some collegiate level athletes who are desirable applicants may not meet standard height/weight due to expectations of their sport, e.g., football players. In such cases, AR 600-9 body fat measurements may be used at the discretion of the PMS. This exception is intended only for student athletes' participating in inter-collegiate sports programs; this exception does not apply to any other applicants. If a prospect meets taping requirements, they may be sent for a DODMERB physical examination.

e. The Battalion Commander/PMS is responsible for--

(1) Maintaining coordination with appropriate medical activities and medical centers to ensure that medical examinations are accomplished as required. Also, the Battalion Commander/PMS is to process requests for medical waivers, as appropriate. (See [Chapter 3](#) for guidance on submission of waiver requests.)

(2) Ensuring that only applicants who meet the medical fitness requirements are contracted and continued in the ROTC program or are offered an appointment as an officer.

(3) Submitting a request for medical determination to HQCC, ATTN: ATCC-PA-C if there is any change in a Cadet's health that may preclude his/her appointment as an officer.

(4) Obtaining a completed [DA Form 2453-R](#) (Statement of Medical and Health Examination) (**Figure 2-2**) on each Cadet prior to LDAC attendance. This form verifies there has been no subsequent change in medical condition since contracting. This form and documentation in support of any medical status change must be included in the Cadet's LDAC medical records. A Cadet who states that there has been

a significant change will be required to provide all operative reports, evaluations and consultations pertaining to the change for review by the supporting MEDDAC to verify the Cadet's qualification to attend camp. If appropriate, further medical examination and/or determination by HQCC may be required.

(5) Forwarding requests for medical determination for ROTC Cadets to Headquarters, Cadet Command, who may have a possible disqualifying medical condition. The Cadet Command Surgeon is the only authority for determining continuance in/or disenrollment from the ROTC Program due to medical reasons.

2-50. Medical Examinations TOC

a. Medical examinations for SROTC applicants/Cadets will be completed as stated below.

(1) Scholarship and Non-Scholarship applicants. The date of the qualified medical examination must be no older than **2 years** at the time of contracting. Three and 4-year scholarship recipients will not be required to take another physical examination before entering the Advanced Course.

(2) Cadets. Cadets must attest upon contracting and annually (during yearly counseling) that there has been no change in his/her physical condition since the last required ROTC qualification physical.

(3) LTC attendees. Applicants for LTC must undergo the same medical examination that is required for contracting in the Advanced Course. The date of the qualified medical examination must be no older than 2 years at the time of contracting.

(4) LDAC attendees.

(a) Immediately upon arrival.

(b) Before LDAC terminates for any Cadet who suffered injury or illness while at camp and as a result and was denied the opportunity to complete camp.

(5) Commissionees. The LDAC medical examination will qualify a Cadet for commissioning. If the medical condition changes prior to commissioning (including Cadets who become pregnant), a medical determination must be submitted to HQCC for a final decision on medical qualification. After the pregnancy (upon release from physician) submit a request for medical determination for commissioning eligibility.

b. Cadets who attend voluntary training at any specialty school must have valid medical examination that qualifies them for the specific school, e.g., Airborne School, etc.

2-51. Medical Examination Forms (Reports) TOC

a. Medical examination forms--

(1) [DD 2351](#)

(2) [DD 2808](#)

b. Medical history forms

(1) [DD 2492](#)

(2) [DD 2807-1](#)

c. Disposition. The Battalion Commander/PMS will retain the Cadets medical records until the Cadet is commissioned or enrollment is otherwise terminated. He/she will ensure that the confidentiality of health records is preserved. Records will be disposed of as follows:

(1) At the time a Cadet is commissioned, the original medical forms listed above (which determine medical fitness for appointment) will be included in the Cadets Military Personnel Records Jacket (MPRJ) and waiver related correspondence, if any, will be attached together for filing in the Official Military Personnel File (OMPF).

(2) As prescribed in [AR 25-400-2](#), (145), under other circumstances.

2-52. Review of Medical Examinations [TOC](#)

a. The **Director, DODMERB, U.S. Air Force Academy, Colorado Springs, CO 80840-6518**, is the reviewing agency for medical examinations for entry into the ROTC program. DODMERB is not the certifying authority for changes in medical status following initial DODMERB certification. Once initially certified by DODMERB, Cadet Command becomes the reviewing and re-certifying waiver approval authority for all medical actions through commissioning.

b. The **Commander, U.S. Army Aeromedical Center, Ft. Rucker, AL 36362-5333** will determine if the Cadet is medically qualified to enter the Flight Training Program. All flight physicals given to ROTC Cadets will be sent to this activity.

c. Medical examinations involving applicants or Cadets in the categories listed below will be forwarded to **HQCC, ATTN: ATCC-PA-C** for final determination regarding contracting or retention in the ROTC program--

(1) Applicants who are drawing disability compensation from the Department of Veterans Affairs (VA) or any other federal, state or local agency and Cadets whose compensation begins after contracting, require a waiver from HQCC. The medical examination will be submitted even if the individual waives the compensation. See [Section VI](#), Veterans Administration (VA) Disability Compensation, for more information concerning Cadets/students drawing disability compensation.

(2) Applicants who were previously discharged from any of the Armed Forces, including a Reserve Components, because of medical disability or medical disqualification, even though they currently meet prescribed standards.

d. Medical waiver approval authority is the CG, Cadet Command. Waivers may be requested for waivable medical disqualifications. See [Chapter 3](#) of this pamphlet for procedures for submission of waiver requests.

2-53. Validity Periods of Medical Examinations [TOC](#)

a. Medical examinations are valid for the purpose and the periods stated below. (The validity period begins from the date the initial examination was begun.)--

(1) Medical Examination-Contracting. Two years for contracting in ROTC. Once contracted the medical examination remains valid until attendance at LDAC, provided there is no change in Cadets medical status.

(2) Medical Examination-Commissioning (conducted at LDAC). Valid for up to two years from the date of the LDAC examination. The Command Surgeon may extend a commissioning PE by approximately one year for the purpose of commissioning. A copy of the commissioning PE and a statement of present health signed by the Cadet must accompany the [CC Form 131-R](#) requesting the extension. The [CC Form 131-R](#) must indicate the anticipated date of commissioning.

(3) Medical Examination-Diving Training. Valid for **18** months for entry into diving training (MOS 00B) and entry into training for aviation classes.

- (4) Medical Examination-Aviation. Valid for **18** months for entry all classes of aviation.
- (5) Medical Examination-Ranger training, air assault, and Special Forces training. Valid for two years for entry into above training.
- (6) Medical Examination-Airborne. Valid for five years for entry into airborne training, provided the medical examination was qualified and the Cadet completes a [DA FM 3081](#) (Statement of Exemption) within 4 months prior to attending airborne school. (This form is attached to the original medical exam.)

2-54. Temporary Medical Disqualification TOC

- a. A temporary or remedial disqualifying medical condition (except overweight or pregnancy) will not prevent the conditional contracting of a Non-Scholarship Cadet. The Cadet must meet the medical fitness standards of [AR 40-501](#), Chapter 2, within 12 months from the inception of the disqualifying medical condition.
- b. A Cadet may participate in camp training if approved by the waiver approval authority (CG, USACC).

Section VII, Contract Agreement

2-55. Dental Exam Requirements TOC

- a. Dental exams performed by a dentist are no longer required as part of the scholarship and Non-Scholarship medical exams due to a change in OSD policy in 2002.
- b. Dental films for casualty identification purposes are required for all participants in the ROTC program who must use government-owned or government contracted transportation. The PMS is to ensure the Cadet's dental records contain sufficient documentation to aid forensic identification.
 - (1) ROTC Cadets must provide name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.
 - (2) ROTC students not pursuing commissioning credit (ineligibles, academic credit only, etc.) are not permitted to participate in other than classroom activities. However, if these students are transported using government owned or government contracted transportation, they must have a dental record for identification purposes. In such circumstances, these students must provide the name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.
- c. In addition to the above, DNA is obtained as part of the commissioning physical at LDAC.

2-56. Non-Scholarship Cadets TOC

a. [DA FM 597](#) may be completed by Non-Scholarship students IAW preparation instructions at [Appendix C](#), (**Exception:** immigrant aliens or refugees) once determined fully qualified by completion of the [CC Form 139-R](#), Cadet Enrollment Record. Completion by the student and the Battalion Commander/PMS or the Assistant PMS, together with the completion of [DD FM 4 Series](#), and execution of the loyalty oath, contracts the student in the Advanced Course, or as an MS II, as authorized by HQDA. If the student is a minor, parental consent is required for completion of [DA FM 597](#). Additionally, students who are less than **18** years of age cannot enlist without parental consent.

b. Former scholarship Cadets who desire re-enrollment as a Non-Scholarship Cadet must repay all previous ROTC financial assistance debts expended on their behalf, prior to contracting (**Exception:** *Cadets disenrolled without obligation, e.g., 4-YR MS I Cadets, etc.*), in addition to meeting all other re-enrollment criteria. The Battalion Commander/PMS will not conditionally contract or fully contract any former scholarship Cadets until they ensure that repayment of previous scholarship funds expended has been made. Requests for exception will be forwarded to the CG, USACC, for consideration.

2-57. Scholarship Cadets [TOC](#)

a. [DA Form 597-3](#) (Army Senior Reserve Officers Training Corps Scholarship Cadet Contract) must be completed by SROTC scholarship recipients IAW the preparation instructions at [Appendix C](#), once determined fully qualified by completion of the [CC Form 139-R](#), Cadet Enrollment Record. Completion by the student and the Battalion Commander/PMS or the Assistant PMS, together with the completion of [DD FM 4 Series](#), and execution of the loyalty oath, contracts the student in the SROTC scholarship program. If the student is a minor, parental consent is required for completion of [DA FM 597](#). Additionally, students who are less than 18 years of age cannot enlist without parental consent.

b. Former scholarship Cadets who desire re-enrollment as a scholarship Cadet must repay all financial assistance expended on their behalf prior to contracting, in addition to meeting all the above stated re-enrollment criteria. The Battalion Commander/PMS will not conditionally contract or fully contract any former scholarship Cadets until they ensure that repayment has been made and all other re-enrollment criteria are met. Requests for exception will be forwarded to the CG, USACC, for consideration.

c. Scholarship Cadets may not be conditionally contracted.

2-58. DD Form 4-Series [TOC](#)

a. Except for students contracted in the SROTC program as SMP Cadets, the [DD FM 4 Series](#) will be completed by the student and the Battalion Commander/PMS or the Assistant PMS. This is a prerequisite to contracting in the Non-Scholarship or scholarship program. Those Cadets who are conditionally contracted do not complete the [DD FM 4 Series](#). The forms will be completed on the same date that contracting is confirmed (Part IV of [DA FM 597](#) or [DA Form 597-3](#)).

b. If the student meets one of the following criteria, they must also complete [DD Forms 1966/1](#) through 1966/8 (Record of Military Processing Armed Forces of the United States), [DA Form 3540](#) (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment), [DA Form 4824-R](#) (Addendum to Certificate and Acknowledgement of Service Requirements), or [NGB Form 594-1](#), as applicable.

- (1) The student has enlisted in an Army Troop Program Unit (TPU) of the USAR under Enlistment Option 9-H for the Army ROTC/Selected Reserve SMP.
- (2) The student is a member of USAR Control Group (ROTC) who subsequently transferred to a TPU.
- (3) The student is a member of USAR or TPU ARNG and is selected to participate in ROTC/SMP.

Section VIII, Other Contracting Options

2-59. Simultaneous Membership Program (SMP) TOC

- a. The SMP policies and procedures applicable to the USAR are contained in [AR 601-210](#), Chapter 9. The SMP policies and procedures applicable to the ARNG are contained in NGB Regulation [600-100](#) and [600-200](#). See [CC Reg 145-1](#) for guidance concerning scholarship SMP programs.
- b. Enlisted members of the USAR or ARNG who are assigned to troop program units and have been selected to participate in the SMP may contract in ROTC (MS II/MS III, as applicable) provided they are advancing academic sophomores or juniors, or are attending an MJC, if otherwise qualified.
- c. Enlisted members of the USAR or ARNG are not eligible to participate in the ROTC Program of the SROTC Program unless they are fully qualified SMP participants. SMP participants must be U.S. citizens.
- d. Conditional contracting is authorized for SMP participants. Troop Program Unit (TPU) members who wish to conditionally participate as SMP applicants in the SROTC Non-Scholarship programs are subject to the following:
 - (1) The conditional status must be resolved within one academic year or the SMP applicant must be disenrolled from the program until he/she can fully qualify for the program.
 - (2) The enlisted TPU member must sign a written agreement stating that he/she agrees that: TOC
 - (a) As a conditional SMP participant, he/she is not entitled to retroactive subsistence allowance, unlike non-SMP conditionally enrolled Non-Scholarship Cadets, for the period participating in the SROTC Program in a conditional status.
 - (b) He/she acknowledges the conditional status must be resolved within one academic year or such status will be terminated. Further, he/she will not be allowed to continue in the SROTC Program until the disqualifying conditional is resolved and the Cadet becomes fully qualified and eligible to reenter under the current re-enrollment criteria.
 - (c) He/she understands the time spent in the SROTC Program as a conditional SMP participant is creditable toward meeting military science requirements for commissioning.

(d) He/she also understands that the conditional status will be creditable toward commissioning requirements and for length of USAR or ARNG service (10 USC 21-6(c) or for pay purposes (37 USC 205(d)) once he/she is commissioned.

e. Release from Reserve Components Troop Program Unit for unsatisfactory performance or participation may be cause for disenrollment from the commissioning program.

2-60. Members and Former Members of the Armed Services TOC

a. Eligibility of prior service members will be determined by a review of the applicant's [DD Form 214](#) (Report of Separation from Active Duty) or [DD Form 220](#) (Active Duty Report) for those Reserve Component unit members who satisfy the ROTC Basic Course requirements by having completed Basic Training in an active duty status. [DD Form 214](#) must show the reason and authority for separation and the reenlistment eligibility (RE) code. The [DD Form 220](#) does not contain an RE code; it is used to show completion of training for Reserve Component members.

b. Certain members and former members of the armed services are ineligible for contracting. See [Section II](#), Ineligibles, above, for additional information.

c. Warrant officers and enlisted members of a Reserve Component of the Armed Forces including the Individual Ready Reserve (IRR) may not be contracted in the Non-Scholarship or scholarship programs until separated from such status, with the exception of those enlisted members of Army Reserve Components who are participating in the Simultaneous Membership Program (SMP) or the Reserve Components ROTC Scholarship Program. A USAR Warrant Officer may vacate his/her Reserve Warrant appointment by enlisting as a reservist for service in either the ARNGUS or USAR (such action automatically vacates the warrant appointment per [AR 135-175](#), Paragraph 5-1d).

(1) An individual will not be allowed to contract or join an SMP unit until it is verified that he/she is eligible (see Paragraph [2-44](#) above for SMP participation).

(2) Battalion commanders/PMS do not have the authority to discharge members of the ARNG or USAR for contracting in the Non-Scholarship or scholarship program. ARNG and USAR soldiers who execute a USAR enlistment upon contracting in ROTC with assignment to USAR Control Group (ROTC) per [AR 145-1](#), Paragraph 3-44d, will be discharged from their current ARNG or USAR enlistment agreements upon receipt of the copy of the ROTC enlistment agreement by the appropriate discharge authority cited in [AR 135-178](#), Paragraph 1-25. The Battalion Commander/PMS is required to provide the appropriate state adjutant general or USAR commander with a copy of the enlistment agreement as soon as possible after contracting.

d. Chapter 16 Discharges (Green to Gold) TOC

In accordance with [AR 635-200](#), Paragraph 16-2b, individuals enlisted in the U S. Army may be discharged to contract in the ROTC Program if they--

(1) Are pursuing a baccalaureate or higher degree.

(2) Have completed at least 2 years of AD, if on their initial enlistment, as well as 3 months of AD for every 1 month of specialized training received (for example, MOS or language) as of the date of discharge. Soldiers on their second and subsequent enlistment must have completed 3 months of AD for every 1 month of the most recent

specialized training received. Waiver of the service obligation for training may be granted by Human Resource Command, ATTN: KNOX-HRC-EPF-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122, on a case-by-case basis.

- (3) Not be under suspension of favorable personnel actions per [AR 600-8-2](#).
 - (4) Meet ROTC procurement medical fitness standards (see [AR 40-29](#) and [AR 40-501](#)), specified academic and administrative criteria (see [AR 145-1](#)), and any other prerequisites for ROTC enrollment prescribed by [AR 145-1](#) or established by the U.S. Army ROTC Cadet Command.
 - (5) Provide a statement from an admissions official of the school they desire to attend indicating acceptance for enrollment and specifying the registration date for the pertinent school term.
 - (6) Provide a statement from the Professor of Military Science (PMS) at the school they desire to attend indicating acceptance for ROTC participation. The PMS statement will also verify that the Soldier is qualified for the ROTC program and that academic and administrative waivers, if any, have been granted.
 - (7) Scholarship winners must provide a copy of the HQ ROTC Cadet Command notification of award of the scholarship. Soldiers who are conditional scholarship winners must furnish documentary evidence from HQ ROTC Cadet Command that they are fully qualified prior to requesting discharge. Scholarship recipients require no further review or documentation to qualify for discharge. [TOC](#)
 - (8) Unless a 3- or 4-year scholarship winner, have satisfactorily completed or received credit for at least 2 years of college work.
 - (9) Before approving discharge under this section, the separation authority (see [AR 635-200](#), Para 1-19) will ensure that the Soldier
 - (a) Meets the criteria stipulated in [AR 635-200](#), Para 16c(1).
 - (b) Has served honorably and possesses officer attributes (such as, leadership potential, exemplary conduct, and appearance).
 - (c) Understands that the discharge is contingent upon enlistment in the USAR in the grade of Cadet for assignment to the USAR Control Group (ROTC) and execution of the ROTC student contract (scholarship or Non-Scholarship).
 - (d) Has been counseled that breaching the terms of the USAR enlistment contract or ROTC student contract will subject him/her to involuntary order to AD to complete the contractual obligation and, if a scholarship Cadet, may require repayment of scholarship benefits received in lieu of AD.
- e. Discharge will be effective the day preceding enlistment in the appropriate branch of the Armed Forces as stated in [AR 635-200](#), Para 16-2a and b, above, and the day preceding enlistment in the USAR as stated in c, above. Discharge documents will not be delivered to the Soldier until verification is made that such enlistment has taken place. For a, b, and c, above, discharge normally will not take place more than 30 days before the starting date of the school term or officer training program for which the Soldier has been accepted. [TOC](#)

- f. The service of Soldiers discharged under this Paragraph will be characterized as honorable.
- g. Breaching the terms of the USAR enlistment contract and/or ROTC student contract will subject him/her to involuntary order to active duty to complete contractual obligation, and, if a scholarship Cadet, may be require repayment of scholarship benefits received in lieu of active duty.
- h. If they are determined to be ineligible or fail to enroll in school/ROTC, they may be returned to active duty to fulfill their service commitment.
- i. There is no guarantee to serve on active duty upon commissioning.
- j. The Chiefs, Personnel Service Companies/Centers and Transition Points/Activities, are responsible for ensuring that-- **TOC**

(1) Discharge orders reflect the effective date of discharge as the day preceding enlistment in the USAR Control Group (ROTC). Discharge documents are not to be delivered to the Soldier until the verification is made that such enlistment has taken place.

(2) Discharge is not normally more than 30 days before the starting date of the school term for which the Soldier has been selected. Terminal leave is not authorized.

(3) Item 9, **DD Form 214**, properly reflects USAR Control Group (ROTC).

(4) Disposition of the Military Personnel Records packet and accompanying documents is in accordance with **DA PAM 600-8-11**, Appendix C, Table D-9, Rule 7.

(5) Enlistment in the USAR Control Group (ROTC) is accomplished in accordance with **AR 145-1**, Paragraph 3-15. In regard to the enlistment document, **DD Form 4**, the following entries are required:

(a) Item 8, pay grade is "CADET".

(b) Items 8, 8c, 13a, and 14a annex (es), delete "annex (es)" and enter "**DA FM 597**" for Non-Scholarship Cadets or "**DA Form 597-3**" for scholarship Cadets.

(c) Item 8b, Remarks. Enter "Authority: **AR 145-1**, USAR Control Group (ROTC)". For those released early from active duty to enter the ROTC Program, enter also the remark "Early release, **AR 635-200**, Chapter 16, original expiration term of service (ETS) was (and list the date)." **TOC**

k. Soldiers who are released erroneously without meeting the eligibility requirements or fail to enroll in school/ROTC will be returned to active duty. All records on the individual will be forwarded to Headquarters, Cadet Command, for a final determination. The PMS will include a detailed memorandum citing the reason(s) the Soldier was determined ineligible or failed to enroll.

l. Soldiers released for 4-Year Green to Gold scholarships and in MS I desiring disenrollment are subject to an Investigating Officer's (IO) Report. The PMS will convene IO to determine the facts and forward the findings and recommendations to HQ, Cadet

Command. These Cadets may be returned to active duty to fulfill their previous service commitment, be ordered to active duty in accordance with the Cadet contract, or be required to repay the scholarship funds expended on their behalf.

2-61. Alternative Entry Option (AEO) [TOC](#)

a. This option allows for the contracting of Non-Scholarship students who desire to contract in the ROTC Program, but who have not completed the Basic Course, LTC or have not received placement credit for the Basic Course.

b. Non-Scholarship students may be contracted under this program, if otherwise qualified under the following criteria:

(1) Possess a cumulative GPA of 2.00 or higher on a 4.00 scale, or equivalent.

(2) Are academically aligned and progressing toward the award of a baccalaureate degree at a degree granting institution.

(3) Possess extracurricular, athletic and leadership experience that demonstrates high potential for future success as a commissioned officer.

c. Alien students are not eligible for this entry option.

d. Students contracted under this option will also sign a [DA Form 597-1](#) (Acknowledgement of Understanding-Non-Scholarship Two Year Program) in which they agree to attend LTC upon completion of MS III and LDAC upon completion of MS IV. Attendance at both camps in one summer is not authorized.

e. Battalion commanders/PMS will ensure that students contracted under this option are scheduled for LTC early to ensure sufficient quotas are available.

f. Scholarship students and MJC students are not authorized to contract under this option per HQDA policy.

2-62. Conditional Contracting of Non-Scholarship Cadets [TOC](#) (see Para [2-58](#) above for conditional contracting of SMP students).

a. Conditional Cadets are those who complete Part II of the [DA FM 597](#) (Army Senior Reserve Officers Training Corps (ROTC) Non-Scholarship Cadet Contract), but do not complete the [DD FM 4 Series](#) (Enlistment/Reenlistment Document-Armed Forces of the United States). Non-Scholarship students seeking to contract in the ROTC Program whose eligibility based on a waivable condition such as medical or other criteria that has not been finally determined, or for who a waiver request is pending final decision, may be allowed to participate conditionally, if Part II of [DA FM 597](#) is signed (and the student is otherwise qualified). The student cannot complete [DD Form 4/1 and 4/2](#) until fully qualified. Those two documents will be completed and signed at the time the student is fully qualified for contracting. The DD 4s will not be backdated under any circumstances.

b. Waiver requests for a disqualifying condition will be initiated by the student and processed by the Battalion Commander/PMS as early as possible in the enrollment/conditional contracting process to enable a timely decision. A student's conditional status must be resolved within a twelve (12)-month period; failure to resolve the conditional status will cause the student to revert to auditing status without

entitlement to commissioning credit for enrollment in the ROTC Program. (This category does not include alien students or students trying to decide whether they desire to join ROTC and later strive for a commission.)

(1) If subsequently determined qualified, or granted a waiver, the conditional students may be officially enrolled by completing Part V of the [DA FM 597](#) and completion of the [DD FM 4 Series](#) forms. Retroactive subsistence allowance is authorized from the date the Cadet began advanced training, provided the date of the [DA FM 597](#) and the date the Cadet began training are the same. However, students who began the Advanced Course as alien students are not authorized to receive retroactive subsistence allowance. The Battalion Commander/PMS will reflect in Part IV of [DA FM 597](#) the effective date of entitlement to subsistence allowance as the date the Cadet began advanced training and signed Part I of [DA FM 597](#) (it cannot precede the signed date). [TOC](#)

(2) If determined unqualified, or if the requested waiver is disapproved, the students status will change from that of conditional student to that of participating student. The student will not be entitled to receive commissioning credit or enlisted grade credit for the period enrolled as an auditing (conditional) student.

(3) Conditional students are not authorized to attend LDAC until their conditional status is resolved.

c. Students will not be allowed to conditionally contract if they have:

(1) A disqualifying condition for which a waiver is not authorized, e.g., overweight.

(2) A permanently disqualifying medical condition.

(3) Not completed the periods of supervised probation or deferred or suspended civil conviction sentence.

(4) Elected terminal leave in conjunction with their separation from active duty UP [AR 635-200](#), Chapter 16, and have not yet been separated. This provision prevents dual status from occurring for purposes of longevity or compensation which is specifically prohibited by law.

(5) Been disenrolled from ROTC. See [Section IX](#) below for guidance concerning re-enrollment of disenrolled Cadets.

2-63. Senior Military College (SMC) Students [TOC](#)

a. Students at senior military colleges are allowed (where participation in the ROTC Program is mandatory) to contract up until the last school term of their MS IV year as Advanced Course Cadets.

b. Senior military college students who are so contracted must meet all other eligibility criteria for contracting and commissioning. These students will attend LDAC upon completion of their MS IV year and will be commissioned upon completion of LDAC.

c. Battalion commanders/PMS at senior military colleges are authorized to contract qualified Cadets, including those transferring from another service ROTC program, into the Advanced Course under the following conditions:

- (1) Cadets cannot be obligated to another service ROTC program.
- (2) Must have at least one academic year remaining to complete the Army ROTC Advanced Course program.
- (3) The CG, CC, may waive the condition in (2) above in exceptional cases submitted through command channels, if circumstances warrant consideration after the first semester of the senior year.
- (4) Attendance at LDAC is mandatory. No waiver is authorized.

d. This provision does not change the Advanced Course placement credit restrictions specified in [AR 145-1](#), Chapter 5.

Section IX, Re-enrollment

2-64. Re-enrollment. **TOC** Students who have previously been disenrolled may be reenrolled in the ROTC Program provided that they meet all of the following criteria:

- a. Have not been disenrolled for more than three years from the ROTC Program.
- b. Still meet the original eligibility criteria except for the two academic years remaining requirement.
- c. Provide documentary evidence that the reason for disenrollment has been corrected in cases involving a medical condition, financial or personnel hardship or academic deficiency.
- d. Have at least one semester/term of the Advanced Course remaining to complete. If any of the uncompleted portion is within LDAC, the student must retake the entire LDAC.
- e. Have not less than one semester/term and not more than two years of academic requirements remaining, except those who were pursuing a five-year program may not have more than three years remaining.
- f. Have a cumulative GPA of at least **2.00** and a 4.00 scale, or equivalent if on a different scale.
- g. If a disenrolled and otherwise eligible scholarship Cadet, must have completely satisfied the contractual obligation, specifically full repayment of financial assistance expended or active duty service.

2-65. Re-enrollment Eligibility. **TOC** Although former Cadets may meet all of the requirements stated above, they are still considered ineligible for re-enrollment in the ROTC Program if they have any one of the following disqualifications:

- a. Have satisfactorily completed all portions of the ROTC Program. No waiver is authorized. Applicants may apply for a direct commission under the provisions of [AR 135-100](#).
- b. Were disenrolled as a result of a board action for failure to satisfactorily complete LDAC.

- c. Were disenrolled for failure to maintain the requirements for enrollment.
- d. Were disenrolled as a conscientious objector under the provisions of [AR 145-1](#), Chapter 3.
- e. Discovery or admission of a fact or condition existing that bars the Cadet from appointment as an officer.
- f. The time lapse from disenrollment to the time of requested re-enrollment is more than **3** years. Waiver may be granted for those disenrolled Cadets who subsequently served on active duty and were granted an honorable discharge. For these, the total time between disenrollment and enlistment plus the time between discharge from active duty and re-enrollment may not exceed 3 years; only the period of active duty may be waived. In addition, all other enrollment eligibility requirements of [AR 145-1](#), Chapter 3 and in this section must be met.
- g. Were disenrolled for deficiencies in ROTC subjects or performance ([AR 145-1](#), Chapter 3). [TOC](#)
- h. Have failed to make full satisfaction of the contractual obligation. No waiver is authorized.
- i. Were disenrolled for substantiated misconduct. As used herein, misconduct includes, but is not limited to, misrepresentation (i.e., failure to reveal a physical, mental or moral disqualifying factor), failure to complete the program due to separation because of drug use, drug or drug Paraphernalia possession or sale, alcohol abuse, criminal conduct, civil confinement, unsuccessful completion of an established weight control program and moral or professional dereliction ([AR 145-1](#), Paragraph 3-43a).
- j. Were disenrolled as a result of board action for the categories listed in [AR 145-1](#), subparagraphs 3-43 (13) through (17). No waiver is authorized.
- k. Former obligated scholarship Cadets who desire re-enrollment must repay all financial assistance expended on their behalf prior to contracting, in addition to meeting all of the above stated re-enrollment criteria. The Battalion Commander/PMS will not conditionally contract or fully contract any former obligated scholarship Cadets until they ensure that repayment has been made and all other re-enrollment criteria are met. Requests for exception to this policy will be forwarded to the CG, USACC, for consideration.

Chapter 3 - Waiver Requests for Contracting [TOC](#)

Section I

3-1. General [TOC](#)

- a. Scholarship applicants must be fully qualified at the time of contracting; therefore a waiver for any disqualifying condition must be approved prior to contracting.
- b. Non-Scholarship Cadets who have attended the Basic Course should have an approved waiver prior to contracting; however, if this is not feasible, Cadet may be conditionally

contracted while pending waiver decision. Advise the student that waiver approval is not guaranteed.

c. The more common types of waiver requests are discussed in this section. Other types of waiver requests may be submitted for consideration, provided they do not involve any nonwaivable restrictions. All requests must be accompanied by documentation appropriate to the request and contain sufficient information with which to make a sound and prudent decision.

d. Data pertaining to completed waiver requests will be annotated on [CC Form 139-R](#) and will be retained in the Cadets MPRJ until graduation. The battalion will make appropriate entries in the Cadet Data Base within five working days of receipt of waiver decision.

3-2. Civil Convictions or Adverse Adjudication Dispositions TOC

a. See Chapter 2, [Section VI](#), of this pamphlet to determine eligibility requirements and if a waiver is required for civil conviction or adverse adjudication or disposition. Use [AR 601-210](#) as a guide in determining whether a waiver is required.

b. The approval authority for granting civil conviction waivers is as follows

(1) The CG, Cadet Command, is the approval authority for granting a waiver of a civil conviction for offenses listed in [AR 145-1](#), Para 3-3e(1) through 3-3e(3). Refer to [AR 601-210](#), Para 4-11, for a listing of typical felony offenses. Waiver authority cannot be further delegated.

(2) The CG, Cadet Command, or his designee, is the approval authority for alcohol-related driving offenses (refer to Para [2-36a\(4\)\(b\)](#)).

c. Headquarters, Cadet Command, is the approval authority for granting a waiver of a misdemeanor civil conviction. Refer to [AR 601-210](#), Chapter 4, for a list of typical misdemeanor offenses.

d. Battalion Commander/PMS is the approval authority for minor non-traffic offenses with fines less than \$250.00. Offenses with fines over \$250.00 must be forwarded to the Brigade Commander for approval. Refer to [AR 601-210](#) for a listing of typical minor traffic and minor non-traffic offenses.

e. A student is ineligible for contracting and/or retention as a contracted Cadet or attendance at LTC who has a pre-trial diversion for any felony, civil conviction, adverse adjudication or any type of court martial conviction (even though the record has been sealed or expunged), unless a waiver is granted. TOC

f. If the Cadet receives a civil conviction, etc., after contracting, a waiver, with documentation, must also be submitted to the proper approval authority. In addition, immediately forward [DA Form 5248-R](#) (Report of Unfavorable Information for Security) to HQCC Security Branch if credible derogatory information is found after the SF 86 has been submitted to OPM.

g. Each request for waiver of civil conviction, etc., must contain the required documentation and approval by the proper approval authority IAW the Support Documentation for Cadet Actions and Approval Authority matrixes at [Appendix B](#).

h. Preparation of the required forms and documentation for waiver submission is outlined in [Section II](#) below and [Appendix C](#).

3-3. Self-Admitted Use of Drugs and/or Chemical Substances [TOC](#)

a. See Chapter 2, [Section VI](#) of this pamphlet to determine eligibility requirements and if a waiver is required for self-admitted use of drugs and/or chemical substances.

b. Waiver requests for Non-Scholarship Basic Course Cadets may be delayed until the individual is otherwise eligible to enter the Advanced Course, i.e., prior to contracting.

c. If the Cadet admits to use of drugs and/or chemical substances after contracting, a waiver along with documentation must also be submitted to the proper approval authority.

d. Each request for waiver must contain the required documentation and approval by the proper approval authority IAW the Support Documentation for Cadet Actions and the Approval Authority matrixes at [Appendix B](#).

3-4. Age Waivers for Non-Scholarship Cadets [TOC](#)

a. Age limitations for scholarship Cadets are statutory and therefore, not waivable. (See [CC Regulation 145-1](#), for scholarship age restrictions).

b. See Chapter 2, [Section VI](#) above to determine eligibility requirements and if a waiver is required for Non-Scholarship Cadets.

c. For individuals over age 34, the Battalion Commander/PMS will forward their personal recommendation for approval to the Brigade Commander.

d. If the Cadet falls behind in his/her academic progression after contracting in the ROTC program and becomes ineligible for commissioning a waiver, along with documentation, must also be submitted to the proper approval authority.

e. Each request for waiver must contain the required documentation and approved by the proper approval authority IAW the Support Documentation for Cadet Actions and Approval Authority matrixes at [Appendix B](#).

f. The battalion will receive the approval or disapproval memorandum from Cadet Command via email.

g. Preparation of the required forms and documentation for waiver submission is outlined in [Section II](#) below and [Appendix C](#).

3-5. Reenlistment Code Waivers [TOC](#)

a. See Chapter 2, [Section VI](#) above to determine eligibility requirements and if a waiver is required.

b. HQDA retains approval authority for all RE code waiver requests (**Exception:** *CG, HQCC, may approve those involving Chapter 16 discharge to participate in ROTC, hardship, compassionate cases, or medical separations that have been resolved, provided*

the student was separated with a waivable RE Code as stated in [AR 601-210](#)). Prior service personnel released early to attend school who received SPD Code KCF, MCF, KCA, or KGX may join ROTC without a RE Code waiver.

- c. Each request for waiver must contain the required documentation and approved by the proper approval authority IAW the Support Documentation for Cadet Actions and Approval Authority matrixes at [Appendix B](#).
- d. The battalion will receive the approval or disapproval memorandum from Cadet Command via email.
- e. Preparation of the required forms and documentation for waiver submission is outlined in [Section II](#) below and [Appendix C](#).

3-6. Dependency Waivers [TOC](#)

- a. See Chapter 2, [Section VI](#) above to determine eligibility requirements and if a waiver is required.
- b. The Commander, Cadet Command is the approval/ disapproval authority for dependency waivers.
- c. Waiver requests for Basic Course Non-Scholarship Cadets may be delayed until the individual is otherwise eligible to enter the Advanced Course, i.e., prior to contracting.
- d. If the Cadet regains custody of dependents after contracting in the ROTC program, disenrollment may be appropriate. If there are extenuating circumstances, submit an exception to policy request along with documentation to the proper approval authority.
- e. Each request for waiver must contain the required documentation and approved by the proper approval authority IAW the Support Documentation for Cadet Actions and Approval Authority matrixes at [Appendix B](#).
- f. Preparation of the required forms and documentation for waiver submission is outlined in [Section II](#) below and [Appendix C](#). [TOC](#)
- g. The battalion will receive the approval or disapproval memorandum from Cadet Command via email.
- h. Other documents required are --
 - (1) A statement by the spouse or guardian that the dependents for whom responsibility is exercised will not suffer hardship from loss of care, supervision, or financial support, if appropriate. (An ex-spouse is not required to make this statement.)
 - (2) Divorce decree and court record showing physical custody of minor children. In this regard, the standards stated in [AR 601-210](#), Para 2-10d. Cadre will not advise, imply or assist an applicant in regards to surrendering custody of children. They only will state what the contracting standard is, what disqualifying conditions are, and what waiver request procedure the student must use if the applicant desires to submit a request for dependency waiver.

i. Refer to [AR 145-1](#), Chapter 3 for additional information on dependency waivers.

3-7. Medical Waivers

a. Medical fitness standards prescribed in the appropriate chapters of [AR 40-501](#) will be adhered to in determining a Cadets/applicants medical fitness for contracting. Requests for waiver will be considered under the provisions of [AR 40-501](#), chapter 1, and this Paragraph.

b. Commanding General, U.S. Army ROTC Cadet Command, retains approval for all requests for waiver of medical disqualifications.

c. A request for waiver of a medical fitness standard will be signed by the Cadet/applicant. The Battalion Commander/PMS is responsible for administrative action such as advising the Cadet that the request for waiver may be made, preparing the request, adding an appropriate recommendation, and forwarding to Headquarters, Cadet Command, for a final decision.

d. Supporting documentation requirements for submission of waiver request are stated in the Support Documentation for Cadet Actions matrix, [Appendix B](#).

e. The Commanding General, Cadet Command, may grant the waiver if the medical condition or physical defect -

(1) Is static in nature or no longer exists.

(2) Will not preclude satisfactory completion of ROTC training (including camp training).

(3) Will not be complicated or aggravated by ROTC training or by military training after appointment.

f. Medical waivers granted are valid until the time of appointment provided the condition has not worsened and the waiver is within limitations described in [AR 40-501](#), Paragraph 1-6c.

g. If the request is approved, the decision made by Cadet Command will be faxed to the battalion. If disapproved, the battalion will receive the disapproval memorandum from Cadet Command via email.

h. If the request for waiver of the medical disqualification is denied by Cadet Command, the applicant will not be contracted.

i. The applicants/Cadets failure to disclose a medical condition or medical information on his/her medical history form is grounds for waiver denial.

3-8. Medical Determinations for Contracted Cadets

a. Commanding General, USACC, is the approval authority for requests for medical determinations.

b. Supporting documentation requirements submission of a medical determination are stated in the Support Documentation for Cadet Actions matrix, [Appendix B](#). When

submitting a request for medical determination, [CC FM 131-R](#) must be used and the Cadet is required to sign and date Blocks 18 and 19 of the form.

c. If the request is approved, the decision made by Cadet Command will be faxed to the battalion. If disapproved, the battalion will receive a disapproval memorandum from Cadet Command via email.

3-9. After-the-fact Waiver Request [TOC](#)

a. Requests for waiver of disqualifying conditions that existed at the time of the contracting, but were not discovered until after enrollment will be submitted as soon as possible after discovery.

b. A complete explanation of the reasons for failure to recognize the need for waiver action prior to enrollment will be furnished by the Battalion Commander/PMS in the forwarding documents. Based upon the particular circumstances of the case, appropriate inquiry will be initiated by the Battalion Commander/PMS to determine if failure to disclose on the part of the student was a factor. If such an inquiry was conducted, the results will be included with the request for waiver if no failure to disclose was found. In those cases where failure to disclose is a factor, the waiver request will be disapproved and appropriate disenrollment proceedings will be initiated as provided for in [Chapter 6](#) of this pamphlet.

c. Battalion Commander/PMS will address action(s) taken to preclude future after-the-fact waivers requests from their battalions.

3-10. Reconsideration of Disapproved Waiver Requests [TOC](#)

a. A request for reconsideration of a disapproved waiver request may be submitted only if the Battalion Commander/PMS furnishes-

(1) Strong additional evidence of the outstanding qualification of the student.

(2) An explanation to the approval authority as to why the additional supporting documentation was not furnished as part of the initial request.

b. Requests for reconsideration must be personally endorsed by the Brigade Commander.

c. Cadet Command battalion cadre will not forward disapproved waiver requests outside of Cadet Command channels nor will they counsel or advise students to use other than channels for reconsideration of their request.

Section II, Waiver Request Preparation/Processing

3-11. General [TOC](#)

a. Waiver requests must be fully documented and properly prepared in order to reduce the administrative workload at each level of review and facilitate the decision making process. The decision authority must have the most complete and accurate information available upon which to base a decision. Improperly prepared waiver request impedes that process; they will be returned, without action, by the next level to the originator for correction. The approval authority for each type of waiver or exception to policy to

student enrollment or retention in the program depends on the specific action. However, disapproval authority may be exercised at each command level. A waiver request disapproved by any intermediate commander need not be sent to a higher authority.

- b. The matrixes at [Appendix B](#) lists the forms/documentation required for waiver submission and the approval authority level.
- c. All waiver requests originating from a Cadet enrolled at an partnership school will be submitted through the host battalion to higher headquarters.
- d. The Battalion Commander/PMS will ensure that the request for waiver or exception to policy is complete, correct and properly supported by the documents or other evidence pertinent to the request. The EEO will assist the Battalion Commander/PMS in this review.
- e. If a contracted Cadet becomes disqualified for retention and submits a request for waiver, the battalion commander will not disenroll the Cadet until a final decision is made. The Cadet may be placed on LOA or administrative suspension of scholarship benefits pending the outcome as appropriate.
- f. Students must have a current cumulative GPA of **2.5** on a scale of 4.0 in order to be favorably considered for waiver. In exceptional retention cases, this may be lowered to **2.2**.
- g. All queries pertaining to actions will be directed to the appropriate Brigade staff. Only Brigades will communicate directly with Headquarters, Cadet Command on cases.
- h. Unless otherwise specified, disapproval authority for waiver or exception to policy requests is at each level of the chain of command.
- i. Waiver requests for Basic Course Non-Scholarship students may be delayed until the student is otherwise eligible to contract into the Advanced Course, i.e., prior to contracting.

3-12. Preparation [TOC](#)

- a. Each request for waiver for contracting must include documentation annotated in [Appendix B](#) and processed IAW [Appendix C](#) (see Paragraph 3-13 below)."
- b. Additional documentation may be included if it applies to specific requests.

3-13. Cadet Action Request ([ROTC CC Form 131-R](#) or [CC Form 131-E](#)) [TOC](#)

- a. Cadet Action Request will be used to initiate and transmit all requests for Cadet waivers and exceptions to policy. The form contains information concerning the Cadet's request and a justification. The Cadet is responsible for the submission of supporting documents pertinent to the request not otherwise contained in the Cadets MPRJ or other official file of which the Battalion Commander/PMS has custody. The Battalion Commander/PMS will indicate his/her recommendation on the [ROTC CC Form 131-R](#) or [CC Form 131-E](#), as applicable, justification for the recommendation, and certifies by signature the accuracy and completeness of the request. The Battalion Commander/PMS is responsible for ensuring that the request for waiver or exception is properly completed

and that all required supporting documents are enclosed prior to submission to through channels to Headquarters, Cadet Command.

b. **CC FM 131-R**, will also be used by the Battalion Commander/PMS when seeking a medical waiver or other enrollment eligibility determination from higher headquarters. In cases of medical determinations, the Cadet is required to sign and date blocks 18 and 19 of **131-R**.

c.

(1) **Appendixes C-5** and **C-8** contain a complete discussion and instructions for using the **CC Form 131-R** and **CC Form 131-E**.

(2) As stated in **Appendix C-8**, the **CC Form 131-E** is used for electronic submission of the following Cadet actions:

(a) Non-immigrant alien participation (see Para **2-6**);

(b) Non-Scholarship age waivers (see Para **2-34c**);

(c) Dependency waivers (Para **2-40**)

(d) Self-admitted drug use (Para **2-37**);

(e) Misdemeanor civil conviction waivers; excluding those in Paragraphs **2-4e(1)** thru (3)-these actions will be submitted in paper copy with supporting documentation.

(f) Requests for termination of scholarship benefits (Para **4-6**).

(g) Reenlistment Code 3 when released from active duty to participate in an officer producing program.

(3) The **CC Form 131-R** (paper copy) will be used for submission of all other Cadet action requests.

(4) **Appendix B**, Approval Authority/Flow of Cadet Actions & Supporting Documentation for Cadet Actions, provides the flow, approval authority, and required documentation for Cadet actions.

3-14. Transcripts **TOC**

a. Transcripts may be either on a prescribed university form or printout from a registrars screen. If the transcript is on anything other than a prescribed university form, the PMS will authenticate as a school official/representative.

b. A current and complete transcript of all college credits and courses taken will accompany each request for waiver, exception to policy or determination for retention or enrollment. This includes copies of transcripts of other institutions attended if the student has attended institutions other than the one currently enrolled in. Transcripts from other academic institutions are not required if the current school transcript has transfer credits

posted. The current semester GPA as well as the cumulative GPA must be indicated on the most recent transcript submitted.

c. Transcripts submitted with Cadet actions must be certified or provided by an appropriate university official. It may be submitted on a institution transcript form, a registrar terminal screen display printout or other appropriate format recognized by the institution. Transcripts provided by the school are acceptable without verification signature if prepared by the registrar on a formatted school transcript form. Certification by a school official is required in all cases where a terminal screen display transcript printout is used (PMS may authenticate the computer printout transcript as a school official). Requests received without the student transcript or with uncertified transcript will be returned by the receiving headquarters without action.

3-15. Planned Academic Worksheet Program ([CC FM 104-R](#))

a. [CC FM 104-R](#) (Planned Academic Worksheet) must be completed prior to contracting any Cadet except for MS I four-year scholarship Cadets who must complete the worksheet during the first school term enrolled. The initial enrollment worksheet must establish that the Cadet is academically aligned at enrollment. The worksheet must be revised (if necessary) for each contracted Cadet at least annually. The worksheet must be authenticated by an appropriate school academic official (academic advisor/counselor) when completed or revised. The Battalion Commander/PMS will review the worksheet with the Cadet each school term to monitor alignment/mission set and academic progress. This review will be noted on Cadet counseling records. The most current worksheet will be enclosed with Cadet action requests as required in [Appendix B](#). All items of the worksheet must be completed or NA indicated when the entry is not applicable to the Cadets academic program.

b. For the form to be considered in supporting a Cadet action, it must be signed and dated by the student as well as an appropriate school official, (e.g., registrar, academic counselor, department head, dean, or other official). Due to academic schedule or catalogue changes, conflicting academic requirements or other circumstances, a student's initial planned academic worksheet may change. If a student falls into that category, he/she will initiate a changed worksheet within 30 days to the Battalion Commander/PMS. An appropriate institutional representative will re-certify it.

c. The statement of understanding, which appears on the reverse side of [CC FM 104-R](#), must be completed by the student and Battalion Commander/ PMS after the completion of the worksheet portion in order for the form to be considered valid.

d. The completed [CC FM 104-R](#) will be maintained as a part of the Cadets MPRJ.

e. [Appendix C](#) contains complete information on the correct preparation of [CC FM 104-R](#).

3-16. DD Form 214

a. The latest [DD Form 214](#) applicable to a prior service Cadet must be submitted with Cadet action requests as indicated in [Appendix B](#). It must contain (legibly) the reason and authority for separation and the reenlistment eligibility (RE) code. If this information is absent, or is illegible, it will be the responsibility of the applicant to correspond with the appropriate service to obtain the needed information prior to submission for a waiver.

Students who are in a reserve component and have completed Basic Training as a member of a reserve component will include a copy of [DD Form 220](#).

b. If telephonic information has been received to provide missing elements of [DD 214](#) but written confirmation has not been received, then the student will enter the pertinent information, the date received, and the name of the source as part of the justification on [CC FM 131-R](#) or [CC FM 131-E](#), if applicable. Hard copy confirmation will be forwarded as soon it is received.

c. The Battalion Commander/PMS must also resolve any reserve duty obligation the student may have as indicated in Block 12i of [DD Form 214](#), and address those obligations under SMP documentation.

3-17. SMP Documentation [TOC](#)

For students who are members of USAR or ARNG units, and who do not intend to become SMP participants but require a waiver, the Battalion Commander/PMS must request clearance from the reserve component by submission of [DD Form 368](#) (Request for Discharge or Clearance from Reserve Component) to the appropriate State AG or USAR commander. A copy of clearance must be attached to the request. Should the requested waiver be approved, the battalion commander/ PMS will complete the discharge action by resubmission of the [DD Form 368](#) to the respective reserve component headquarters with Part III of the form completed.

Chapter 4 - Retention Procedures [TOC](#)

Section I, Responsibilities

4-1. General. [TOC](#) To ensure Cadet retention standards are being met for continued enrollment in the ROTC program, it is essential that the Battalion Commander/PMS and EEO monitor, counsel and re-verify each Cadets eligibility on a regular basis.

4-2. Battalion Commander/PMS Responsibilities. [TOC](#) The Battalion Commander/PMS is responsible for:

- a. Annually verifying the eligibility of contracted Cadets to continue in the ROTC Program.
- b. Ensuring that the Cadet continues to meet the required height/weight standard or is placed on an acceptable weight control program. (See [AR 600-9](#)).
- c. Ensuring Cadets attain the minimum APFT score per Army standard or is placed in a suitable remedial PT program (see [AR 350-15](#)).
- d. All Cadets (scholarship and Non-Scholarship) must maintain the physical requirements as follows:

(1) Cadets who have signed the **Jun 95** contract will meet the Army Physical Fitness Test (APFT) and height/weight standard prior to the end of the last school term of their Military Science III year, and continuously thereafter or be subject to disenrollment IAW the ROTC contract.

(2) Cadets who have signed the **Jul 02** contract will meet the Army Physical Fitness Test (APFT) and height/weight standard each year, prior to attendance at LDAC, and continuously thereafter or be subject to disenrollment IAW the terms of the contract.

- e. Maintaining an effective and well-documented Cadet counseling program.
- f. Taking prompt action in accordance with the procedures stated in this Pamphlet when informed of any changes that affect the retention of any student enrolled in the ROTC Program.
- g. Ensuring Cadets are promptly notified of any changes in retention criteria.
- h. Monitoring the academic progress of contracted Cadets toward baccalaureate degree completion. Additionally, Cadets academic progress will be reviewed at the beginning and end of each semester/term to ensure their contractual academic standards have been met as stated in Paragraph [4-3](#) below.
- i. Determining if the Cadet is failing to maintain acceptable standards for retention in the program as a result of the review or monitoring and, as appropriate, counsel the Cadet and/or initiate probation, termination, disenrollment or other appropriate administrative action.
- j. Advising Cadets that as a contracted ROTC Cadet they are ineligible for enlistment in any service until properly released from their ROTC contractual obligation and discharged from the USAR Control Group (ROTC).

4-3. Student Responsibilities. [TOC](#) The student is responsible for:

- a. Meeting eligibility criteria for retention in the ROTC Program.
- b. Immediately notifying the Battalion Commander/PMS of any changes or developments that could affect the Cadets retention as a contracted Cadet, such as arrest, incident with institutional authorities, academic difficulties or the discovery of a medical problem.
- c. Meeting all of the academic and contractual standards listed below or notifying the Battalion Commander/PMS when a change occurs:
 - (1) Maintaining a full-time student status (normally **12** or more semester/quarter hours per academic term).
 - (2) Making satisfactory academic progress toward the award of a baccalaureate degree in a specified major at the normal projected time for the student.
 - (3) Earning passing grades in all subjects.
 - (4) Promptly resolving all incomplete grades received.
 - (5) Maintaining a semester/quarter and cumulative academic GPA of **2.0** on a 4.0 scale, or the equivalent if the university uses other than a 4.0 scale.
 - (6) Maintaining a term/cumulative GPA of **2.0** on a 4.0 scale in ROTC courses, or the equivalent if the university uses other than a 4.0 scale.

(7) Attaining the height/weight standards established in [AR 600-9](#). See Paragraph [2-43](#) above for weight/body fat standards under different Cadet contracts.

(8) Attaining at least the minimum passing standard on the Army Physical Fitness Test (APFT).

See Paragraph [2-43](#) above for weight/body fat standards under different Cadet contracts.

(9) Maintaining satisfactory progress toward completing all Professional Military Education (PME) requirements, which includes the Enhanced Skills Training Program (ESTP). Refer to [CC Regulation 145-3](#) for exemption.

Section II, Leave of Absence (LOA)

4-4. Leave of Absence (LOA) [TOC](#)

a. An LOA is used to temporarily discontinue the Cadets participation in ROTC. No compensation or allowance will be paid to a Cadet while in LOA status. An LOA will not affect the period of benefits authorized.

b. A Cadet who is absent from any part of military instruction will be required, according to the practice of the university, to make up the instruction missed before being credited with completing either the Basic or Advanced Course.

c. A Cadet requesting an LOA for bona fide reasons stated below must make the request in writing, using [CC Form 131-R](#). The Cadet must give a full justification for the request and provide supporting documentation as appropriate. The justification must clearly state the beginning and ending dates of the LOA being requested.

d. When Cadets are placed on LOA, appropriate university officials will be notified in writing of the commencement and termination of periods of LOA.

e. Cadets in LOA status will be required to keep the Battalion Commander/PMS notified of their current address and telephone number at all times. This requirement will be placed in the LOA notification to the Cadet.

f. Changes to the Cadet Data Base which reflect the initiation of or ending of an LOA will be made promptly as changes occur in order to ensure the accuracy of the Cadets enrollment status.

g. Battalion Commander/PMS must place a scholarship Cadet on LOA when requesting disenrollment pending resolution of the request regardless of whether or not the Cadet is academically aligned. The LOA places the Cadet in a nonparticipating status, which suspends all scholarship benefits and subsistence payments. [TOC](#)

h. The Battalion Commander/PMS will administratively suspend payment of scholarship benefits only without placing the Cadet on LOA, when requesting the termination of scholarship status and retention of the Cadet in Non-Scholarship status. In such cases payment of subsistence allowance would continue provided the Cadet continues participating in the course of instruction and is enrolled in the Advanced Course. (See Paragraph [4-7](#) below.)

i. A Cadet is not to be placed on LOA based on the Cadets own desire to terminate the ROTC scholarship. Rather, subsequent to a breach of contract, the Cadet is to be placed on LOA until a final determination is made.

j. An LOA from ROTC training for a semester or more may be granted by the Brigade Commander, unless subparagraphs (1) through (7) below indicate that the Battalion Commander/PMS may authorize an LOA under the provisions of [AR 145-1](#), Chapter 3.

(1) The Cadet needs more than the normally required time to devote to studies to complete degree requirements. [TOC](#)

(2) The normal period for degree requirements is extended because of minor academic difficulties, addition of another course or for similar reasons. (The Battalion Commander/PMS may authorize an LOA for one semester or equivalent.)

(3) The Cadet enrolls in an academic curriculum requiring five years for completion. (The Battalion Commander/PMS may authorize LOA for one semester or equivalent.)

(4) LOA for medical reasons (illness, pregnancy, injury or convalescence from illness) may be authorized by the Battalion Commander/PMS for one academic term. An LOA for medical reasons which is expected to, or does, interfere with full performance of duty for **over 45** days should be initiated for one semester/term and appropriate medical information sent to HQ Cadet Command for a medical evaluation to determine if the Cadet should be retained or disenrolled. If the medical condition is resolved and his doctor allows the Cadet to fully participate in **less than 45** days, a medical determination action by Cadet Command is not required. If a second LOA is needed for medical determination it will be forwarded to HQ Cadet Command. The request will include all medical examinations the Cadet has undergone to include ROTC entrance examination and any other medical documents.

(5) Cadets who are obligated scholarship students (MS II, III and IV) and who indicate an insincere commitment toward military science instruction and ROTC training will be placed on a LOA by the Battalion Commander/PMS for one academic term as an interim measure in order to forward a request for final determination which may result in a requirement to initiate disenrollment action. If the action is not completed within the LOA period, the battalion commander will extend the LOA for a second term. The Battalion Commander/PMS will recommend the termination of obligated Cadets based on the minimum of four documented adverse/negative counseling sessions during a single semester/quarter. These documented counseling sessions must be submitted with the requested termination/disenrollment.

(6) The Battalion Commander/PMS may place Cadets involuntarily on LOA for one academic term pending administrative action (i.e., disenrollment action). If the action is not completed within the LOA period the Battalion Commander/PMS will extend the LOA for a second term. [TOC](#)

(7) Special reasons not covered by the above categories. (These require Brigade Commander Approval). This includes study abroad. {See [Cadet Command Reg 145-1](#), Paragraph 2-7, Foreign Study, and [AR 145-1](#), Paragraph 3-51(d).}

k. The Brigade Commander may authorize a leave of absence not to exceed a total period of 2 years for students who are enrolled in internship, off-campus studies (to include study years abroad) or other academic studies required by the academic institution to obtain a baccalaureate degree.

l. A one-year LOA may be granted to Cadets enrolled in a five-year academic program, including work-study (cooperative) programs. The Battalion Commander/PMS may adjust the LOA period to accommodate the Cadets academic program.

(1) The Cadet who starts ROTC training at the beginning of the freshman year will take his/her LOA during or after the Basic Course, but before enrolling in MS III.

(2) In cooperative programs, the leave of absence may be during the periods when the Cadet is engaged in training or employment away from the academic institution.

m. Guidelines for the evaluation of LOA:

(1) LOA normally will not be granted in lieu of probation but may be appropriate to allow for academic realignment as a result of misalignment following probationary status.

(2) When an LOA is requested and the transcript indicates probation is appropriate, approval of the LOA is to be contingent upon the Cadet being placed in a probationary status when he/she returns to the ROTC Program. [TOC](#)

(3) LOA can be granted for temporary medical conditions provided the condition can be resolved within the specified period (**NTE 6 months**) and prior to continued participation in ROTC. If the medical condition is not of a temporary nature, forward a request for medical determination to Headquarters, Cadet Command for medical review and final determination before the Cadet returns to the ROTC program.

(4) When approving an LOA, the commissioning age of the Cadet will be verified to ensure the statutory age requirement is met because of the delay in the commissioning date (scholarship Cadets must be under **31 years of age on 31 December** of the year in which they are to be commissioned).

(5) Normally the maximum length for an LOA is one year, unless special circumstances are involved (e.g., service on a church mission, internship, off campus studies, etc.). Generally, a Cadet is lost to the ROTC program if an extended LOA (over one year) is granted.

n. Any request for LOA or other delay in commissioning date will require a review of the Cadets continued eligibility for appointment. If the request is approved, the change in commissioning date will be reported in the Cadet Data Base immediately upon receipt of the approval. If the LOA extends beyond a Cadets **8-year** period of enlistment, the Cadet must voluntarily extend the enlistment by an amount equal to the period of the extended enlistment or LOA. Extensions of enlistment will be executed IAW [AR 601-280](#) and documentation will be filed in the Cadets file with the [DD FM 4 Series](#) documents. [TOC](#)

o. Cadets on LOA will not be allowed to participate in ROTC training or military science class and will not be required to attend formations, drills, APFT, weigh-ins or other ROTC activities. These Cadets will not receive commissioning credit for the period while on LOA and will not be afforded financial assistance (if a scholarship Cadet) or subsistence allowance. The Battalion Commander/PMS will ensure that a Cadet placed on LOA is informed of the above in writing and that a copy of that memorandum is placed in the Cadets file.

p. While students in a completion status are not subject to LOA provisions, they are under Battalion Commander/PMS control. Completion students requiring delays to complete commissioning requirements will be closely monitored.

Section III, Probation

4-5. Probation TOC

a. The PMS may use probation as a retention tool for Non-Scholarship Cadets. Use the provisions of Paragraph [4-7](#) (Administrative Suspension-Forfeiture of Scholarship Benefits) for scholarship Cadets. Probation is a warning to the Cadet when the terms of the contractual agreement are not met. All Cadet entitlements will continue during the period of probation.

b. In exceptional cases, probation may be used for scholarship Cadets who do not meet retention standards due to mitigating circumstances beyond the Cadets ability to influence. These cases will be very rare. Scholarship Cadets who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended. If the PMS decides to use probation (rather than administrative suspension), inform the Brigade Commander of the decision and the rationale.

c. A Cadets first priority is academics. Extracurricular participation in ROTC activities, such as Ranger Challenge or Cadet leadership positions, which adversely affect their academic proficiency and progress will not be sanctioned. The following policy does not preclude a Cadet from participating in training activities designed as part of the overall Program of Instruction (POI) where rotation through various tactical leadership positions is part of the training objective. The purpose is to protect the Cadet from over zealous cadre and to instill in the Cadet a sense of accountability and self-discipline vice using ROTC as an excuse for not making satisfactory grades. Cadre will avoid overusing and abusing the indispensable Cadet leader who silently struggles to make the grades and earn a degree while relying on him to do more and more for the Cadet battalion.

d. Cadets under probation are discouraged from participating in extracurricular activities (e.g., Ranger Challenge or other similar non-mandatory POI activities); however, battalion commanders may, in justifiable circumstances and without imposition on the Cadets academic time, permit a Cadet to participate in only one such activity until such time as the Cadet is removed from probationary status.

e. Below are some reasons for using probation (not all inclusive) -- TOC

(1) Current school term and/or cumulative academic GPA falls below **2.0** on a 4.0 scale or its equivalent; or the ROTC school term/or cumulative GPA falls below **2.0** on a 4.0 scale or the equivalent.

(2) Failure to maintain full-time academic status as determined by the university.

(3) Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification. (**NOTE:** *This should be verified in writing from the respective department head, student academic advisor or other comparable university representative.*)

(4) Failure to meet the APFT and/or height/weight standards (see Paragraph [2-44](#) for contractual requirements).

(5) Misconduct such as civil convictions (e.g., Minor in Possession of alcohol, discreditable incidents with authorities, etc).

f. Non-Scholarship Cadets.

(1) The PMS has the authority to grant first, second, and third probations for Non-Scholarship Cadets.

(2) The Brigade Commander is the approval authority for greater than three (3) probations and when the cumulative academic GPA falls below **2.0** on a 4.0 scale or its equivalent. The Brigade Commander will evaluate each request on a case-by-case basis. This authority may not be further delegated.

(3) If a request for probation is disapproved by the Brigade Commander, the PMS will initiate disenrollment action IAW [Chapter 6](#) of this Pamphlet.

(4) Update CCIMS within 5 working days.

g. The PMS will use the following guidance when placing a Cadet on probation: [TOC](#)

(1) Complete a [CC FM 131-R](#), Cadet Action Request, providing the reason and the specific school term the Cadet is being placed on probation. Retain the form, with supporting documentation (e.g., transcript, PT records, etc.), in the Cadets file.

(2) Notify the Cadet in writing that-

(a) Probation is a warning, the specific reason for probation, and the specific school term;

(b) Continued participation in the ROTC program is required and subsistence allowance will continue; however, failure to correct the deficiency and meet the retention standards could result in initiation of disenrollment action.

h. Scholarship Cadets. Probation will not normally be used for scholarship Cadets. See Paragraph [4-7](#) below for guidance concerning scholarship Cadets who fail to meet retention standards. In very rare cases, if the probation tool is used for scholarship Cadets, rather than administrative suspension, the PMS will inform the Brigade Commander of the decision and rationale.

Section IV, Termination of Scholarship

4-6. Termination of Scholarship with Retention as Non-Scholarship Cadet [TOC](#)

a. Cadet Command is the approving authority for termination of scholarship.

b. If administrative suspension (probation is not normally used for scholarship Cadets) is not appropriate, the Battalion Commander/PMS will request termination of scholarship with retention in a Non-Scholarship status, if qualified under the scholarship contract and has not received all scholarship benefits. The Cadet will not be required to reimburse scholarship funds received if the ROTC program is successfully completed and a

commission is accepted, if offered. Scholarship benefits will be discontinued at this time, but the Cadet will receive subsistence allowance. Upon appointment, the Cadet will assume the same active duty commitment as other scholarship Cadets.

c. In order to initiate the termination of the scholarship but retain as a Non-Scholarship Cadet, the Battalion Commander/PMS will -- **TOC**

(1) Place the Cadet in an administrative suspension status (see Para [4-7](#) below) and notify the Cadet formally of the action being taken, the reason(s) and his/her status in the program.

(2) Notify the institution of the suspension of the Cadets scholarship benefits.

(3) Submit the request to HQCC for final decision. If the Cadet subsequently fails to meet Non-Scholarship criteria, disenrollment action will be submitted to HQCC IAW [Chapter 6](#) below. The Cadet will not be disenrolled/discharged without HQCC decision.

(4) Cadets with an approved scholarship termination and retention in a Non-Scholarship status will not sign a Non-Scholarship contract. They remain governed by the terms and conditions of the scholarship contract.

Section V, Administrative Suspension (forfeiture of scholarship benefits)

4-7. Administrative Suspension **TOC**

a. Administrative suspension is the **forfeiture** of scholarship benefits for Cadets not maintaining retention standards (e.g., academic/ROTC GPA, APFT and/or height failure, misconduct, etc). This is the preferred retention tool to be used (rather than probation). Scholarship Cadets who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended. While on an administrative suspension, the Cadet is required to continue participation in the ROTC program under the scholarship contract and will receive payment of subsistence allowance.

b. In exceptional cases, probation may be used for those scholarship Cadets who do not meet retention standards due mitigating circumstances beyond the Cadets ability to influence. Probation, in lieu of administrative suspension, will be very rare. In these rare cases, if the PMS decides to use the probation tool, the Brigade Commander must be informed of the decision and the rationale.

c. Administrative suspension will be used as follows:

(1) Short-term deficiencies. Deficiencies that can be corrected within the current school term, e.g., if a Cadet fails an APFT / Weight standards during the school term or fails to meet academic standards on the mid-term transcript. The PMS will immediately place the Cadet on administrative suspension.

(a) If the Cadet is able to correct the deficiency/problem that caused the administrative suspension within the same school term, at the PMS discretion, the administrative suspension may be lifted and scholarship benefits paid for that term. The Cadet must be in full compliance with the terms of the scholarship contract

and other regulatory requirements by the last day of the school term in which administrative suspension was used.

(b) Retroactive payment of scholarship benefits **is not** authorized for Cadets who subsequently correct deficiencies after the school term ends (e.g., during the following school term). Failure to update the Cadet Database is not a reason to pay retroactive benefits.

(2) End of school term deficiencies. The PMS will review and evaluate the Cadets overall performance at the end of each school term to determine whether to use administrative suspension, to request scholarship termination, or initiate disenrollment action. Cadets placed on administrative suspension during the end-of-term review/evaluation **will not** be authorized scholarship benefits for the following full term. **TOC**

d. Below are reasons (not all inclusive) for using the administrative suspension tool:

(1) Failure of the Army Physical Fitness Test (APFT) or height & weight standard (see Paragraph [2-44](#) for contractual requirements concerning APFT and height/weight standards).

(2) Failure to maintain academic/ROTC standards.

(3) Failure to maintain full-time academic status as determined by the university.

(4) Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification. (**NOTE:** *This should be verified in writing from the respective department head, student academic advisor or other comparable university representative.*)

(5) Misconduct (e.g., such as Minor in Possession of Alcohol, discrediting incidents with authorities, etc).

(6) When requests for scholarship termination (with retention as a Non-Scholarship) or retention waivers (e.g., civil conviction, self-admitted drug use, etc.) are pending decision.

e. The PMS will use the following guidance when placing a Cadet on administrative suspension: **TOC**

(1) Complete a [CC FM 131-R](#), Cadet Action Request, providing the reason and the specific school term the Cadet is being placed on administrative suspension. Retain the form, with supporting documentation (e.g., transcript, PT records, etc.), in the Cadets file.

(2) Notify the Cadet in writing that--

(a) Scholarship benefits are being withheld (forfeited), the reason, and the specific school term;

(b) Continued participation in the ROTC program is required and subsistence allowance will continue;

(c) Failure to correct the deficiency will result in continued forfeiture of scholarship benefits, termination of scholarship, or initiation of disenrollment action.

(3) Notify the university in which the Cadet is enrolled of the specific school term for which the scholarship benefits are being forfeited.

Section VI, Non-Scholarship Extension of Subsistence Allowance

4.8 Non-Scholarship Extension of Subsistence Allowance TOC

a. Non-Scholarship MS IV Cadets who are pursuing an undergraduate degree that requires in excess of four academic years to complete the baccalaureate degree requirement are eligible to request consideration for extended subsistence allowance for up to **10** months. Extended subsistence allowance may be approved for courses needed for completion of the baccalaureate degree programs that require a fifth academic year or a combination of a part of a fifth academic year. Requests must be submitted to Headquarters, Cadet Command (ATCC-PA-C), no later than **30 days** after the start of the last school term of MS IV and must include the following documentation:

- (1) [Cadet Command Form 131-R](#), Cadet Action Request
- (2) Current transcripts (including the fall semester)
- (3) Updated completed copy of the [Cadet Command Form 104-R](#) (Planned Academic Program Worksheet)
- (4) Extract from the university's catalog, the undergraduate five-year degree program course schedule and required curriculum for degree requirements. Course descriptions are not necessary.

b. Cadets who are granted a Non-Scholarship extension of subsistence allowance must currently be, and continue to be, a full-time student enrolled in the Army ROTC program, maintain at least a **2.0** on a 4.0 scale (or equivalent) term and cumulative grade point average in academic courses, at least a **2.0** on a 4.0 scale (or equivalent) term or cumulative grade point average in ROTC courses, and meet all other contractual requirements.

c. The PMS must structure an MS V program of ROTC on campus classroom training. The Cadet must continue participation in order to continue to be eligible for the subsistence allowance. TOC

d. Requests for Non-Scholarship extension of subsistence allowance **WILL NOT** be approved for:

- (1) Any courses other than those required for completion of the baccalaureate degree.
- (2) The purpose of requiring extra course work because of academic deficiency or failure.
- (3) Cadet who require extra course work because of academic deficiency or failure.

e. After-the-fact or retroactive requests are NOT authorized.

Section VII, Counseling Requirements

4-9. Scholarship Cadets TOC

a. The Battalion Commander/PMS (and, when appropriate or necessary, assisted by the Cadets ROTC instructor) will counsel each scholarship Cadet

- (1) At the time of contracting, to ensure that the student understands
 - (a) That by accepting the terms of the scholarship contract, he/she clearly understands that scholarship benefits are granted in return for the Cadets obligation of military service, as an officer, in the case of successful completion of the contract requirements, or as an enlisted soldier, if the contractual requirements are not fulfilled by the Cadet. (**NOTE:** *Statute and DOD directive grant authority to the Secretary of the Army to order Cadets found in breach to active duty for a period specified by law and the Cadets contract. 40% If the terms of the agreement are not fulfilled, the Cadet, if eligible for enlistment, may be ordered to active duty. The choice of disenrollment options remains at the discretion of the Secretary of the Army (or his designated representative.)*)
 - (b) The requirements of [AR 145-1](#) to retain the scholarship and the consequences of failing to satisfy those requirements.
 - (c) The academic probation process (as described in Paragraph [4-5](#) above).
 - (d) The ROTC curriculum, to include PME.
 - (e) That the students military service obligation is eight (8) years.
 - (f) That acceptance into another officer training program (e.g. USMA) is not authorized unless approved by Headquarters, Cadet Command.
 - (g) That the termination of the contract at the Cadets own request after entering the obligation point (first class of MS II) is not authorized. The contract is a legal and binding agreement, which requires the student to fulfill the terms therein.

- (2) At least once each semester/term while on scholarship.
- (3) Whenever a significant accomplishment or deficiency is noted.
- (4) Prior to submitting a request for termination or probation to Brigade headquarters.
- (5) When the Cadet requests LOA.
- (6) Upon disenrollment.

b. Document the counseling: TOC

- (1) The academic progress of all Cadets must be monitored. Documented counseling sessions must begin immediately upon the outset of academic deficiencies and continued until correction has been effected or decision to initiate termination proceeding has been made. After formal counseling, the Cadet will be notified of the resulting probation action in writing. The notice will include the cause for the

probation, the period of probation and the consequences of failure to correct the deficiencies noted. A copy of this memorandum of notification will be placed in the Cadets file. Cadets on probation will be counseled frequently (not less than once per month) and a complete summary record made of the counseling session. If the Cadet fails to correct the deficiency by the end of the following academic term, the Battalion Commander/PMS will initiate the action outlined in Paragraph 4-2h above. [Chapter 6](#) contains additional information concerning termination of scholarships and disenrollment of scholarship students.

(2) All required counseling will be recorded on [DA Form 4856-R](#) or other appropriate counseling statement form (or verified and acknowledged memorandum for record) and maintained in the Cadets MPRJ.

(3) All Cadet counseling will be signed by the Battalion Commander/PMS or other official administering the counseling and will be acknowledged in writing by the Cadet and dated. Should the Cadet refuse to sign or be reasonably unavailable, the Battalion Commander/PMS will so annotate the counseling form.

4-10. Non-Scholarship Contracted Cadets [TOC](#)

a. A cadre member will counsel each Non-Scholarship Advanced Course student.

(1) At the time of contracting to ensure that the student understands:

(a) That through acceptance of the terms of the contract he/she promises to complete the program and serve as an officer if afforded an appointment. Inform the student that failure to complete the program and accept an appointment, if

resulting from the Cadets voluntary breach of contract, renders the Cadet liable, at the discretion of the Secretary of the Army or his designated representative, to be ordered to active duty as an enlisted soldier in the grade of Private (E1) for two years as stated in statute, directive, and in the Cadets contract.

(b) The requirements of [AR 145-1](#) to remain enrolled in the Advanced Course, and the consequences of failure to satisfy those requirements. [TOC](#)

(c) The academic probation process.

(d) The ROTC curriculum, to include the PME requirement.

(e) That the military service obligation is eight (8) years.

(2) At least once each semester/term.

(3) Upon disenrollment.

(4) Whenever a significant accomplishment or deficiency is noted.

(5) When the Cadet requests or is placed on LOA.

b. All required counseling will be recorded on [DA Form 4856-R](#) or other appropriate counseling record, or memorandum for record and maintained in the Cadets MPRJ. Such counseling records will be verified by the cadre member's signature and date and will be

acknowledge by the Cadet in writing and dated. Should the Cadet refuse to sign or be reasonably unavailable, the cadre member will so annotate the counseling form.

4-11. Non-Contracted Basic Course Cadets TOC

- a. A cadre member will counsel each non-contracted Basic Course Cadet:
 - (1) At least once each semester/term.
 - (2) Whenever a significant accomplishment or deficiency is noted.
- b. Counseling of Non-Scholarship Basic Course Cadets should cover such items as-
 - (1) The requirements in [AR 145-1](#) for enrollment in the Advanced Course
 - (2) The ROTC curriculum, to include PME requirements.
 - (3) The terms of the ROTC contract.
 - (4) Available scholarship options.
 - (5) An appraisal of the student's officer potential.
 - (6) Any condition which would require the student to submit a waiver prior to enrollment in the Advanced Course.
 - (7) That the military service obligation is eight (8) years.
- c. Documenting the counseling.
 - (1) All required counseling will be recorded on [DA Form 4856-R](#), other appropriate counseling form or on a memorandum for record and maintained in the Cadets MPRJ.
 - (2) All counseling will be verified by the signature of the cadre member administering the counseling and will be acknowledged by the student in writing and dated. Should a student refuse to acknowledge the counseling or not be reasonably available to sign the form, the cadre member will so note on the counseling document.

4-12. Other Counseling Requirements TOC

Documented counseling is also required when a student:

- a. Elects to drop ROTC (not authorized after the obligation point is attained).
- b. Is given placement credit.
- c. Is seeking to participate in any of the special options outlined in Chapter 2, [Section VIII](#) above.
- d. Enters an institution as a transfer scholarship student.
- e. Plans to change his/her graduation date or requests to change academic major.

Section VIII, Retention Disqualifications

4-13. General [TOC](#)

- a. Contracted Cadets are disqualified for retention in ROTC without waiver for reasons outlined in the remainder of this section (not all inclusive)--
- b. Cadets are expected to maintain officer-like conduct while enrolled in ROTC. Failure to maintain retention standards and/or obtain a waiver, if required, will result in termination of scholarship, and/or disenrollment IAW with [Chapter 6](#) of this pamphlet.
- c. Waivers for retention will be supported on a case-by-case basis. See [Chapter 3](#) for guidance on submission of waiver requests.

4-14. Age [TOC](#)

- a. Students who exceed the maximum age limits because of slow academic progress, leave of absence, or other deferments to their initial projected commissioning dates are subject to disenrollment or, if a scholarship Cadet, termination with retention as a Non-Scholarship Cadet.

4-15. Academic Standards [TOC](#)

If the Cadet fails to meet the academic standards listed in the contractual agreement during any semester/term following contracting, the Battalion Commander/PMS will-

- a. Place the Cadet on probation IAW the provisions of Paragraph [4-5](#) above.
- b. Notify the Cadet in writing that he/she has been placed on probation. The memorandum will describe the deficiency, the length of the probation, steps, which the Cadet is to take to correct the deficiency during the probationary period and the possible consequences of failure to overcome the deficiency.
- c. If the Cadet fails to correct the deficiency during the probationary period, the Battalion Commander/PMS must consider whether retention of the Cadets scholarship is prudent, or if scholarship termination would be appropriate.

4-16. Use of Drugs and/or Chemical Substances [TOC](#)

- a. Cadets are ineligible for retention without waiver if they:
 - (1) Admit to frequent or recent use of drugs and/or chemical substances, possession of narcotics Paraphernalia, sale of said substances and/or Paraphernalia or of having referred persons to others for the purpose of obtaining illegal drugs, chemical substances or Paraphernalia.
 - (2) Are convicted in a court of law or are found by university officials through a disciplinary hearing to have possession of, used, sold, or referred others for sale of drugs, chemical substances and/or drug Paraphernalia.

(3) Are medically disqualified for dependency under the provisions of [AR 40-501](#), Paragraph 2-35.

b. In addition to LDAC urinalysis testing, drug screenings may be administered by the PMS for illegal drugs on contracted Cadets. Use [AR 600-85](#) as a guide or procedures outlined in the Cadet Command Well Being Program.

(1) This tool should be used very judiciously and only in cases where there is significant, credible evidence a contracted Cadet has breached the terms of his or her contract. The urinalysis will be conducted at a local contracted facility. If there are current arrangements with local military installations, Army national Guard/Reserve, or USAREC units to test contracted Cadets on a case-by-case basis, then continue to use these arrangements. [TOC](#)

(2) Brigade commanders must review and approve all requests for on-campus drug screening prior to testing. PMSs requesting drug tests should schedule testing from the Pembroke Occupational Health website (www.edrugtest.com). The website requires a userid and password. Please contact your Brigade representative for a password to enter the system. The website will provide the PMS with a local test site and results. POC at USACC can be reached at **(757) 788-3835**.

(3) If the Cadet refuses to submit to testing or test positive from such screening, disenrollment procedures may be initiated IAW [Chapter 6](#) of this pamphlet.

4-17. Civil Conviction or Adverse Adjudication/Disposition [TOC](#)

a. Contracted Cadets who are apprehended, placed under charges, confined or incarcerated, placed under investigation, fined, convicted, or otherwise subject to criminal proceedings by civilian or military authorities after the completion of [CC Form 139-R](#) (Cadet Enrollment Record) and prior to commissioning must advise the Battalion Commander/PMS to determine if a waiver is necessary.

b. If an MS IV Cadet and an accession file has been evaluated by HQDA ROTC Selection Board, HQDA, TAPC-OPP-P will be notified immediately by submission of [CC Form 131-R](#) with supporting documentation.

Concealment of such information is grounds for disenrollment and denial of commission. This action serves only as a flagging action and is not to be misconstrued as a waiver request.

4-18. Medical [TOC](#)

a. As soon as a potentially medical disqualifying condition concerning a contracted Cadet becomes known, the Battalion Commander/PMS will either seek

(1) Retention of a Cadet through the Cadets request for waiver of the disqualifying condition, or

(2) Disenrollment by initiation of appropriate action with accompanying medical documentation.

- b. Requests for medical determination will be forwarded directly to Headquarters, Cadet Command for final decision.
- c. Depending on the nature of the medical problem, the Battalion Commander/PMS may place the Cadet on LOA or administrative suspension pending the final determination from Headquarters, Cadet Command. All Cadets have the right to request a waiver. The Battalion Commander/PMS will take no final action to disenroll a Cadet with a potential medical disqualification who desires a waiver until notified in writing from Headquarters, Cadet Command, irrespective of civilian or local medical opinion/findings received. However, if a Non-Scholarship Cadet has been determined medically disqualified by the reviewing authority and the Cadet does not desire a medical waiver, the Battalion Commander/PMS has the authority to disenroll the Cadet. Before disenrollment can be implemented, an investigating officer (IO) must be appointed to verify the facts IAW [Chapter 6](#). In some cases, if the Battalion Commander/PMS prefers, a request for medical determination may be submitted to Headquarters, Cadet Command IAW [6-14b](#) in lieu of an IO, which is acceptable. [TOC](#)
- d. Cadets who fail to meet prescribed height/weight standards will be placed in a weight control program as recommended by appropriate medical personnel and monitored for compliance and documented IAW [AR 600-9](#), Paragraph 21. Disenrollment action will be initiated on those Cadets who fail to achieve the standard after entry into bona fide weight control program.

4-19.Deleted.

4-20. Conscientious Objector. [TOC](#) Conscientious objector status will be grounds for disenrollment from ROTC. The battalion commander will refer to [AR 600-43](#), [AR 145-1](#), Chapter 3, and [Chapter 6](#) of this pamphlet for guidance on handling conscientious objector status applications.

Section IX, Completion Cadet Program - CCP

4-21. Cadet Command Policies [TOC](#)

- a. Cadet Commands goal is to achieve academic alignment for all ROTC Cadets at 4-year institutions. The Command rule is "no degree - no commission." The PMS is responsible for justifying the decision to accept a non-aligned Cadet.
- b. Cadets who complete all commissioning requirements, including required Professional Military Education (PME) courses, but have not completed requirements for their degree will be placed in completion status.
- c. Completion status is limited to a maximum of 24 months or as stipulated on the Cadets Planned Academic Program Worksheet, [CC Form 104-R](#). Completion Cadets are not eligible for subsistence allowance.
- d. A Cadet who has not completed all PME requirements will not be designated a completion Cadet. The Cadet will be designated as MSVI and identified in CCIMS IAW the CCIMS Users Manual. SMP completion Cadets who are not commissioned after completing all ROTC requirements except graduation may continue their SMP status with their Reserve Component (RC) unit. All SMPs must remain satisfactory participants in their RC unit.

e. Completion Cadets who maintain eligibility will be accessed based on their projected graduation date and commissioned upon graduation.

4-22. CCP Goals TOC

a. Provide procedures to manage Completion Cadets toward the earliest completion of their degree requirements.

b. Minimize the time for a Completion Cadet to receive a commission upon graduation and for Cadet files to appear before the ROTC Accession Board.

c. Ensure Cadets remain technically proficient until they are accessed, commissioned, and attend OBC.

4-23. CCP Responsibilities TOC

a. Commander, Cadet Command will--

(1) Utilize CCIMS to monitor the status of Completion Cadets.

(2) Initiate inquiries or requirements for corrective action when unusual circumstances appear to exist, e.g., large number of CCPs, excessive time in CCP status, incorrect information, and/or changes in status.

b. Professor of Military Science will--

(1) Retain control of completion Cadets in accordance with the regulatory guidance in [AR 145-1](#) and this CC PAM.

(2) Manage the files of all completion Cadets and record all counseling sessions on [DA Form 4856-R](#) (General Counseling Form). TOC

(3) Execute an MOU with the Completion Cadet ([Figure 4-1](#)) which outlines requirements and responsibilities until graduation and accession.

(4) Update CCIMS with the date the Cadet enters Completion Cadet status within **5** working days.

(5) Utilize [CC Form 104-R](#) to monitor the academic progress of the Cadet. Emphasis should be placed upon planning academic requirements, monitoring the current/cumulative grade point average, and ensuring Cadets maintain full-time student status. Counseling will be recorded on [DA Form 4856-R](#).

(6) Assist the Completion Cadet with accession packet and other Cadet records/administrative requirements.

(7) Ensure technical proficiency and professional development by allowing Completion Cadet participation in selected ROTC BN training and social activities. Training opportunities may include APFT, professional development, and technical proficiency maintenance courses completed in a non-field environment, i.e., non-hazardous on-campus training.

(8) Continue to monitor SMP Completion Cadets with RC TPUs to ensure SMPs are satisfactory participants in unit training. Keep the RC CDR apprised of the Completion Cadets status.

(9) Initiate appropriate administrative procedures for Completion Cadets who fail to comply with the regulatory and contractual requirements and Completion Cadet MOU. A breach of the contract or failure to comply with the MOU will be cause for board or investigative officer action in accordance with [AR 145-1](#) and Chapter 6 of this Pamphlet. Such action could result in adverse action as outlined in the Cadet contract, to include being ordered to AD in an enlisted status in accordance with [AR 135-210](#) or requirement to repay scholarship funds expended, if applicable.

c. Completion Cadet will-- **TOC**

(1) Complete and sign an MOU ([Figure 4-1](#)) with the PMS prior to the beginning of Completion Cadet status (the date when the Cadet completes all MS requirements but is not eligible to be commissioned).

(2) Meet with the PMS monthly, or as directed by the PMS, to provide a status report on academic progress toward degree completion, provide update on address and telephone changes, and prepare/submit all Cadet records as required. Monitor and correspond as necessary to all official correspondence by utilizing their current AKO account.

(3) Participate in a record APFT and height/weight verification semiannually and remedial APFT and weight control programs as determined by the Battalion Commander/PMS.

(4) Maintain full-time student status and a minimum semester/quarter cumulative academic grade point average of **2.0 on a 4.0 scale** or equivalent.

(5) Participate in refresher/remedial professional development and technical proficiency requirements identified within the ROTC Program of Instruction necessary to successfully complete OBC.

(6) Submit a request for transfer in writing to the PMS in accordance with the Cadet contract, if transferring to another school.

4-24. Administration of the Completion Cadet Program **TOC**

a. An ROTC Cadet will achieve Completion Cadet status when the Cadet has met all MS requirements (to include PME) to be commissioned but has not completed those academic requirements necessary to graduate.

b. The PMS and Cadet will initiate and sign the MOU at [Figure 4-1](#). At that time, the PMS will outline the Completion Cadets responsibilities to-

(1) Meet with the PMS on a monthly basis or as directed by the PMS.

(2) Maintain academic progress as reflected on ROTC [CC Form 104-R](#). Academic plan must reflect graduation at the earliest possible time, but within **24** calendar months.

- (3) Participate in a record APFT and height/weight verification at least semiannually.
- (4) Update the Cadet record.
- (5) Continue professional development through participation in the ROTC BN Program of Instruction (POI). **TOC**

c. When updates or status changes occur, they will be posted in CCIMS within **5** working days of the change. A current copy of the Cadet Record Brief will be maintained in the Completion Cadet file to assist in updating CCIMS. Notify the Accessions Division, USACC, if a change occurs that will affect accession/graduation.

d. As the Completion Cadet approaches completion of his/her academic requirements, the PMS will initiate the administrative requirements to commission the Cadet upon graduation. In addition, the PMS will assist the Completion Cadet in preparing the accession packet.

e. Completion Cadets who have not graduated within **24** calendar months may require a board be conducted to determine whether the Cadet is in breach of his/her contract. A one-year extension of completion Cadet status can be requested if the PMS determines or board, if conducted, finds the failure to graduate is due to circumstances beyond the Cadets control. The PMS has the authority to grant the extension.

f. Completion Cadets who desire to transfer to another 4-year institution to complete their undergraduate requirements must request transfer in writing in accordance with current regulatory guidance. The PMS will forward the Completion Cadets file, by transmittal letter, to the gaining PMS of the ROTC program at the new institution. The gaining PMS will be responsible for managing the Completion Cadet until graduation and the accession process is complete. If the Completion Cadet transfers to a school without an Army ROTC program, the Completion Cadet will be required to maintain contact with the PMS at the closest Army ROTC program to the new institution. The Completion Cadet and the gaining PMS will initiate a new MOU.

Chapter 5 - Health Benefits and Cadet Liability Coverage TOC

5-1. General. TOC The policies and procedures for Cadet health benefit and liability coverage are outlined in this chapter, [AR 145-1](#), Chapter 3, and **PAM CA-550**, Federal Injury Compensation.

5-2. Basic Policy TOC

a. All applicants for enrollment and Cadets who suffer injury and/or illness while participating in authorized, scheduled and supervised training or instruction in the SROTC Program are eligible for coverage under the Federal Employees' Compensation Act through the Office of Workers' Compensation Programs (OWCP) and/or through the Department of Veterans' Affairs (VA). Applicants for enrollment or Cadets traveling to or from scheduled training in government or government procured transportation, or traveling in response to government issued orders are also eligible for the above coverage. Coverage under FECA is authorized for injury or illness incurred under the above circumstances whose nature is temporary and is processed by the Department of Labor (DOL). Claims in cases of death or permanent disability are submitted to the Department of Veterans' Affairs. (see [Figure 5-1 \(CC FM 136-R\)](#), ROTC Cadet Health Benefits Matrix, for additional briefing information.)

b. The term enrolled Cadets is defined as those Cadets who have completed and signed the [CC Form 139-R](#) and/or contracted Cadets (either scholarship or Non-Scholarship). Applicants for enrollment (membership) are defined as those Cadets who have been conditionally contracted IAW [AR 145-1](#), military college Advanced Course Cadets who have signed the loyalty oath, and LTC attendees.

c. Auditing students as defined in [AR 145-1](#), other participating students with a non-waivable disqualification for entry into the ROTC Program and non-enrolled students are not eligible for this coverage. The training discussed above may be conducted on or off campus, to include LTC, LDAC, NSTP, and Cadet Professional Development Training (e.g., Airborne, Northern Warfare Training, CTLT, Air Assault).

5-3. Department of Labor (DOL) Claims TOC

a. When injury or illness occurs to a student/Cadet in the cases stated above, it is the responsibility of the individual concerned to immediately advise the Battalion Commander/PMS or cadre. It is the responsibility of the Battalion Commander/PMS or cadre to assist the student/Cadet in submitting a [Form CA-1](#), Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or a [Form CA-2](#), Notice of Occupational Disease and Claim for Compensation.

b. The applicable form must be completed by the student/Cadet, with the assistance of the responsible cadre, expeditiously but in no case can it be **more than 30** days subsequent to the injury or illness. Failure to submit the appropriate form within the stated suspense may result in the loss of compensation rights and the denial of the claim by the Department of Labor. In those cases where the student/Cadet is incapacitated and physically unable to complete the form, someone should complete it on the student/Cadet's behalf. This can be a parent, spouse, or Battalion Commander/PMS or other cadre member. The form, regardless of the source of the report, must contain the

original signature of the person giving notice of the claim (either the student/Cadet or his/her agent in cases of incapacitation). [TOC](#)

(1) [Form CA-1](#) (injury claims). A sample form is at [Figure 5-2](#). The form, which contains specific instructions and notes, should be reviewed by the Cadet prior to completion. The Cadet must ensure that items **1 through 15** are fully and accurately completed. The description of the cause of the injury in **Item 13** and nature of the injury in **Item 14** should contain concise but complete descriptions as to preclude the necessity of obvious follow-on questions, which will delay processing. If the injury was witnessed, Item 16 should be completed. The cadre should include a line of duty statement before submission directly to DOL.

(2) [Form CA-2](#) (illness claims). A sample form is at [Figure 5-3](#). The Cadet is responsible for the completion of Items 1 through 18 on this form. The instructions, which accompany [Form CA-2](#), give specific guidelines as to the statement of illness, which the Cadet is required to make, and the medical report from the attending physician. Cadets submitting [Form CA-2](#) need to follow these instructions in order to facilitate processing of the claim.

(3) Forms. All required forms may be obtained through your support installation. DOL forms may also be obtained through your local civilian personnel office or the local Department of Labor office or the following internet address:
<http://www.dol.gov/dol/esa/public/regs/compliance/owcp/forms.htm>.
Injury/illness type and source codes required on the forms can be found at [Figure 5-4](#) or Publication **CA-810**, Injury Compensation for Federal Employees which can be located at site: <http://www.dol.gov/dol/esa/welcome.html>, click on **OWCP**, then click on **Division of Federal Employees Compensation**.

c. Upon completion of the claimant's (Cadet's) portion and signature, the [Form CA-1/Form CA-2](#) is given to the Battalion Commander/PMS for review, and a line-of-duty statement (sample at [Figure 5-5](#)). If applicable items on the form are blank or improperly completed, or if required statements are missing or incomplete, the battalion commander/ PMS will assist the Cadet in correcting the deficiency. The PMS review will utilize the supervisor's guidelines listed in the instruction pages, which are a part of [Form CA-1](#) and [Form CA-2](#).

d. [Form CA-16](#). If the Cadet requires additional medical treatment, the Battalion Commander/PMS will initiate and complete the front of [Form CA-16](#), Authorization for Examination and/or Treatment. For other than emergency care, this form must be obtained before treatment is provided. Retroactive authorization is allowable only in the case of emergency care. This form will be expeditiously provided to the Cadet and hand carried to the attending physician/medical facility. Instruction pages also accompany this form in guiding its proper preparation by the battalion commander/ PMS (as employee's supervisor) and the attending physician. The attending physician will complete the reverse side of [CA-16](#) and, will return it to the Battalion Commander/PMS. The physician's report on Part B may be submitted in narrative format and attached as a separate sheet with the form. [CA-16](#) is valid for sixty days after issuance, unless a shorter period is later determined by OWCP. Additionally the Battalion Commander/PMS will ensure that the Cadet also takes Form OWCP-1500a with the [CA-16](#) to the attending physician or medical facility. This form is used in obtaining payment in injury and illness cases and all bills (less those from hospitals and pharmacies) must be signed and stamped by the physician on this form. The physician's original signature must appear on both the [CA-16](#) and the OWCP-1500a. (**NOTE:** *OWCP-1500a is also known as HCFA-1500*).

e. Upon compilation of the above forms and review by the Battalion Commander/PMS, the forms will be forwarded by the Battalion Commander/PMS directly to **US Department of Labor, Office of Workers Compensation Program, 1240 E. 9th Street, Room 851, Cleveland, OH 44199**. On the lower left hand side of the envelope, type: "**DO NOT OPEN IN MAIL ROOM.**". A copy of the [CA-1](#) or [CA-2](#) should be provided to the Cadet Command Safety Manager. To be considered for payment, bills must be submitted to OWCP within one year after the end of the calendar year in which the expense was incurred or the service provided. [CA-16](#) is a controlled form and must be obtained through your local civilian personnel office or the local DOL office. [TOC](#)

f. Once the claim is received by OWCP they will notify the Cadet directly of the receipt of the claim and whether it has been accepted for compensation. OWCP will also directly query the Cadet if additional information or documentation is required. Cadets must respond to OWCP whenever queried concerning injury and illness claims. Failure to do so will jeopardize the Cadet's right to compensation. All cadre will familiarize himself or herself with **PAM CA-550**, Federal Injury Compensation (Rev Jan 99). This pamphlet provides detailed information on the processing of injury and illness claims under FECA. It contains answers to questions often asked about FECA and describes the basic provisions of FECA in simple language. A copy of this Pam can be located at <http://www.dol.gov/dol/esa/welcome.html>, click on OWCP, then click on Division of Federal Employees Compensation. For a status of claims that have been submitted to DOL, call **(216) 357-5100**, the general help line number for OWCP claims.

g. Emergency treatment in military medical facilities. Emergency care for Cadets injured or becoming ill while participating in Army ROTC authorized scheduled and supervised training may be sought from military medical facilities. Such care should be sought only if the military medical facility is the most proximate to the training site. Follow-on care is not authorized for Cadets (less those authorized through appropriate enrollment in

DEERS). Subsequent treatment will be authorized and sought through civilian physicians and medical facilities by initiation of claims and authorization forms under FECA as described above.

5-4. Department of Veterans' Affairs (VA) Claims [TOC](#)

a. Cadets who are permanently disabled as a result of authorized scheduled and supervised training, or during authorized travel to and from, are eligible for compensation through the Department of Veterans' Affairs. This includes treatment in Department of Veterans Affairs medical facilities. Department of Veterans Affairs compensation also applies in case of death. SROTC Cadets engaged in authorized military training qualify as veterans for disabilities and death benefits by statute, Title 38, U.S. Code, Section 101.

b. Compensation is sought in disabling and death cases through the submission by the Cadet or his/her agent of [VA Form 21-526](#), Veteran's Application for Compensation or Pension. This form is submitted by the Cadet or agent directly to the Department of Veterans' Affairs regional office. Cadre will assist the Cadet or agent for the Cadet in making such a claim by ensuring that they have available for the Cadet in making such a claim by ensuring that they have available for submission with the [VA Form 21-526](#) all pertinent medical records as well as accident/injury/illness reports, order assigning the Cadet to training, or training schedule as appropriate. Additionally a cover memorandum from the Battalion Commander/PMS to the regional Department of Veterans Affairs office

will assist the Cadet in obtaining compensation. [VA Form 21-526](#) can be downloaded from the following site: <http://www.vba.va.gov/pubs/candpforms.htm>.

c. In case of death, if the Cadet has had prior active duty service or was a member of the Guard of Reserve, the Cadet's agent should contact the local VA office. The local office will contact the Regional VA to determine if the deceased Cadet qualifies for VA death benefits.

Chapter 6 - Disenrollment Procedures [TOC](#)

6-1. General [TOC](#) (Please see [Appendix B](#) for disenrollment approval authority and flow of action.)

a. When disenrollment is required.

(1) [AR 145-1](#) requires initiation of Cadet disenrollment actions for breach of contract and other criteria listed in Paras 3-43a(1)-(17). See Para [6-5](#) for guidance concerning scholarship termination with retention as a Non-Scholarship Cadet.

(2) Sound leadership and mentoring may help avoid the requirement to initiate disenrollment. Therefore battalion cadre should closely monitor Cadet grades, attendance, and interest. However, cadre should rely on the procedures within this pamphlet when disenrollment action is necessary.

b. References. The following references apply to Cadet disenrollments. Appointing authority, board members and investigating officer (IO) will read applicable Army references prior to actions relating to disenrollment--

(1) [AR 145-1](#). Reserve Officers Training Corps Program: Organization, Administration, and Training.

(2) [AR 15-6](#). Procedures for IOs and Boards of Officers.

(3) [AR 635-200](#). Enlisted Personnel, Ch 6

(4) [AR 600-43](#). Conscientious Objection.

(5) [DOD Directive 1215.8](#)

c. Disenrollment checklists. Disenrollment actions forwarded to Cadet Command must comply with the checklists at [Figure 6-5](#) and [Figure 6-6](#). **Figure 6-6, Checklist/Required Format for Disenrollment (boards/IOs/waiver of rights), must be completed and forwarded to Cadet Command with each disenrollment action.** Any disenrollment actions that fail to comply with these figures may be returned for correction. If waiver of board proceedings is elected by the Cadet, the PMS will only complete Part I of the Checklist at [Figure 6-5](#). [TOC](#)

d. More than One Basis for Disenrollment. In cases where there is more than one basis for disenrollment, each basis should be listed in the notification memorandum and investigated. This helps ensure that the disenrollment authority may take final disenrollment action under the appropriate disenrollment provisions in [AR 145-1](#). Boards and IOs should coordinate with the office of the Cadet Command Judge Advocate in

determining appropriate procedures in disenrollments, especially when more than one basis for disenrollment exists. Complete investigation ensures that disenrollment authority may take appropriate action if one basis for disenrollment is legally deficient or otherwise inappropriate.

e. Dispute of debt. At the time of notification of disenrollment, all scholarship Cadets must be informed of the exact amount of scholarship benefits that Cadet Command has paid for their advanced educational assistance and that such amount is considered a debt to the U.S. Government. They must also be notified that they have the opportunity to dispute the amount and validity of the debt during the disenrollment proceedings and if repayment is subsequently required, they may appeal to the Department of the Army, Deputy Chief of Staff G-1.

f. Relationship between this chapter and [AR 15-6](#). In cases where [AR 15-6](#) conflicts with this chapter, boards and IOs will follow the procedures of this chapter. Specific modifications to [AR 15-6](#) are-- [TOC](#)

(1) In addition to situations defined in [AR 15-6](#), Para 1-3b (2), a military exigency exists when no field grade officer is assigned to or available at the battalion conducting the disenrollment board.

(2) Appointing authorities will use Paragraph [6-3](#) to determine whether to use informal IO or formal board procedures. [TOC](#)

(3) In addition to individuals listed in [AR 15-6](#), Para 2-1, the Battalion Commander/PMS may appoint a formal board.

(4) Investigating officers using informal procedures will use [DA Form 1574](#) for the report of proceedings.

(5) Investigating officers using informal procedures will provide Cadets with an opportunity for an in person or face-to-face meeting.

(6) Cadets subject to informal procedures shall be afforded the same rights to counsel as a respondent to a formal board.

(7) Investigating Officer/Board President will use the scripts at [Figure 6-7](#) or [6-8](#) when conducting the proceedings. The transcripts of proceedings should be a typed summary of proceedings and testimony unless sworn statements were used.

6-2. Battalion Cdr/PMS Actions When Disenrollment is Required [TOC](#)

a. Identify the basis for action. The Battalion Commander/PMS identifies one or more bases for disenrollment as listed in [AR 145-1](#), Paragraph 3-43a to include any breach of contract not specifically listed in [AR 145-1](#).

b. Notify the Cadet. The Battalion Commander/PMS notifies the Cadet in writing of his/her intention to initiate disenrollment action and places the Cadet on LOA in order to suspend scholarship benefits/subsistence. A sample format of the notification/acknowledgment memorandum and Addendum to Part II, Agreement of Cadet Contract offering the Cadet the active duty option, is at [Figure 6-1](#).and [Figure 6-1a](#). [Figure 6-5](#) contains specific guidance, PMS Guidance - Preparation of Disenrollment

Correspondence, in preparation of the notification/acknowledgment memorandum to the Cadet. At a minimum, the notification memorandum must include the following:

- (1) The specific reason(s) and regulatory basis (i.e., subparagraph in [AR 145-1](#), Paragraph 3-43a, for disenrollment action;
- (2) If a scholarship Cadet, the specific dollar amount of funds expended on the Cadets behalf in the form of scholarship assistance (obtain the amount of scholarship funds expended from Cadet Command, RMD, e-mail: CADETPAYCDTCM@usaac.army.mil. When requesting the amount, include Cadet's name, SSN, school fice code and Cadet's current status, e.g., "F" status, etc.);
- (3) That the Cadet may dispute the amount and validity of the debt by presenting evidence on the matter during the disenrollment hearing; and
- (4) That if disenrolled, the Cadet may appeal the debt by forwarding a written appeal to the Commander, U.S. Army Cadet Command within 14 days of notification that the disenrollment action has been approved, unless the Cadet waived his/her rights to a hearing. The Commander, U.S. Army Cadet Command will forward the appeal to Army G-1, if appropriate.

c. Provide information to the Cadet. The Battalion Commander/PMS will enclose the following with the notification/acknowledgment:

- (1) A copy of all documentary evidence that supports the disenrollment action.
- (2) A Privacy Act Release Statement ([CC FM 133-R](#)). [TOC](#)
- (3) The Special Active Duty Provision (SADP) Statement of Understanding ([CC FM 213-R](#)) providing the Cadet the opportunity to be expeditiously ordered to active duty (normally within 30 days) in fulfillment of the Cadet contractual agreement.
- (4) The Addendum to Part II, Agreement of Cadet Contract ([Figure 6-1a](#)). This Agreement provides the Cadet the option to be ordered to active duty, if eligible, (within **60 days** after the current projected graduation date, or dismissal/withdrawal from the school in which enrolled, whichever occurs first) in fulfillment of the Cadet contractual obligation.

d. Notification procedures.

- (1) General. These notification procedures apply whenever this chapter requires that cadre provide notice or rebuttal opportunities to a Cadet. When a Cadet fails to respond to a required notification, such failure does not justify failing to provide the Cadet with subsequent notifications required by this regulation. Therefore, if the Cadet fails to respond to notification of initiation of disenrollment, the Battalion Commander/PMS or IO must nonetheless provide notification to the Cadet of his opportunity to appear before the board and the Battalion Commander/PMS must ensure that the Cadet is provided an opportunity to rebut the findings and recommendations upon completion of the investigation.

(2) Service of process should be accomplished by direct delivery or by certified mail, return receipt requested, to the Cadet's last known mailing address. When practicable, personal delivery is preferred. [TOC](#)

(3) Alternate addresses. Should the Postal Service fail to make delivery because the Cadet no longer resides at the mailing address used, the Battalion Commander/PMS forward the notification to the Cadet's home of record/address listed when the Cadet enrolled/contracted, and/or all known addresses previously provided by the Cadet.

(4) Non-Delivery. Should reasonable efforts fail to result in documented delivery to the Cadet, the Battalion Commander/PMS should complete an MFR to record exactly what attempts were made to ensure delivery and the results of those attempts. As indicated above, failure of a Cadet to respond to a required notification does not justify failing to provide the Cadet with subsequent opportunities to respond or provide rebuttal when required during or following these disenrollment procedures. (2) Alternate Addresses. Report of Proceedings 11c(2) Please make the following change as soon as possible to **CC Pam 145-4**.

e. Waiver of board proceedings. If the Cadet responds to the notification and elects to waive the right to a hearing, and does not dispute the scholarship debt, the procedures of Para [6-11](#) of this chapter apply and the Battalion Commander/PMS need not appoint an IO or board.

f. Appoint IO or board. The Battalion Commander/PMS will appoint a board of officers or IO IAW Para [6-4](#), below if:

(1) After **10** working days of the acknowledged receipt by the Cadet or a member of his/her family at the Cadet's address, the acknowledgment memorandum is not received by the Battalion Commander/PMS, or

(2) The notification/acknowledgment memo is undeliverable.

6-3. Determination of Disenrollment Procedures [TOC](#)

If the Cadet does not waive his/her right to a hearing and/or, if scholarship Cadet disputes the debt, the Battalion Commander/PMS will use the following Paragraphs to determine disenrollment procedures:

a. Investigating Officers (IOs). The Battalion Commander/PMS will appoint an investigating officer (IO) to conduct an informal investigation for cases which fall under [AR 145-1](#), Paragraphs 3-43a (1) through (12).

EXCEPTION: Disenrollment under [AR 145-1](#), Paras 3-43a (3), (5), (7) and (9) will be processed IAW Para [6-12](#), below. (Ensure Cadet is notified and placed on LOA IAW [AR 145-1](#), Para 3-43c.)

b. Formal boards. The Battalion Commander/PMS must establish a formal board when there is reason to believe that a contracted Cadet-- [TOC](#)

(1) Lacks the aptitude for military service ([AR 145-1](#), Para 3-43a(13)).

(2) Possesses undesirable character traits ([AR 145-1](#), Para 3-43a(14)).

(3) Is indifferent to or has a lack of interest in military training ([AR 145-1](#), Para 3-43a(15)).

(4) Is in breach of the terms (includes willful evasion) of an Army ROTC student contract ([AR 145-1](#), Para 3-43a(16)).

6-4. Appointment of Formal Board/IO TOC

a. Appointment memo. Use the sample appointment memorandum, [Figure 6-2](#) to appoint a board of officers or an investigating officer. The Battalion Commander/PMS is normally the appointing authority, unless the Battalion Commander/PMS may be called as a witness or is impartial due to past involvement with the Cadet. Brigade commanders may appoint a board or an IO; however, such cases are exceptions to the norm.

b. Board composition. A board may be comprised of one, three or more (i.e., uneven) commissioned officers as voting members. Reserve officers will be either in an Active Duty or Active Reserve status. Army National Guard officers will not be appointed to disenrollment boards unless they also possess a USAR commission and are in Active Duty or Active Reserve Status. The Battalion Commander/PMS may not appoint himself/herself to the board. Under no circumstances will civilian institutional representatives or faculty members be appointed to a board of officers. Contract cadre may not be appointed to boards. TOC

c. Recorder. While not required, a nonvoting recorder should be designated, especially if a single member board is appointed. In any event, a recorder must be a commissioned officer.

d. Board president. The board president shall be a field grade officer unless the appointing authority determines that this is not practical due to military exigencies (see Para [6-1f\(1\)](#)). If this determination is made, it will be made in writing and included in the file.

e. Oral Appointments. Although, in rare instances, appointments may be verbal due to time constraints, an appointment memorandum as required by [AR 15-6](#), Paragraph 2-1b, must be issued in writing as soon as practical thereafter.

6-5. Actions Taken Prior To Formal Board/IO TOC

a. Notify the Cadet. The investigating officer, junior member of the board, or recorder is responsible for preparing a Cadet notification memorandum which shall comply with [Figure 6-3](#). This notice informs the Cadet-respondent of the time, place and exact purpose(s) of the board or investigation.

b. Notification procedures. The investigating officer, junior member of the board, or recorder will utilize the methods listed under "Notification Procedures" at Para [6-2d](#), above and will sign the notification. The Cadet-respondent should receive this notice at least 5 working days in advance of the first session of any board. Proof of delivery, along with a copy of the notice, will be included in the report of proceedings. All reasonable efforts should be made to ensure that the Cadet is given actual notice of the impending board action or investigation. If the Cadet-respondent requests a delay for good cause, at

least one reasonably short (e.g., **2-5** days) delay should be granted and documented in the file.

c. Distribute information to board members/others. Ensure that all records and documents regarding the case are furnished, when appropriate, to the members of the board and, subject to security requirements, to any named Cadet-respondent or his/her counsel. [TOC](#)

d. Notify witnesses. Provide 5-day minimum written notice to the Cadet-respondent's witnesses, and all others concerned (including, when appropriate, members of the board) of the date, hour, and exact place of convening.

e. Secure witnesses. Arrange to have witnesses present at the hearing who are to testify in person (including witnesses desired by the Cadet-respondent) and a reporter and interpreter, if required. At least one university representative (an administrator or faculty member appointed by the institution) will be permitted to observe any hearings that may arise from the investigation. The invitation and acceptance/declination must be included

in the file. Should the representative decline the invitation, no other review by the institution is required, except that cadre should honor any specific request for review of the completed file.

f. Secure location. Obtain a suitable room for the hearing, and see that it is in order. Procure requisite stationery and other supplies to include electrical recording device if one is necessary.

g. FOR SCHOLARSHIP CADETS: Request [DA Form 5315-R](#), U.S. Army Advanced Education Financial Assistance Record from Cadet Command, RMD, Pay Operations Division via e-mail address: CADETPAYCDTCM@usaac.army.mil Include Cadet's name, SSN, contract date, current status, school FICE code, and an ROTC POC.

6-6. Investigating Officer (IO) (Informal). [TOC](#)

Informal investigations will be conducted IAW [AR 15-6](#), Chapter 4 and this Paragraph.

a. Interview the Cadet. The IO will afford Cadet the opportunity to appear personally before the IO. At a minimum, the IO will inquire of the Cadet whether the Cadet disputes the basis for disenrollment and whether the Cadet disputes the amount and validity of any applicable scholarship debt.

b. Obtain evidence.

(1) Standard. The proceedings will be conducted to obtain the best evidence reasonably available. Investigating officers will use [AR 15-6](#), Paras 3-4 and 3-6, in determining whether evidence is proper and admissible.

(2) Required evidence. Evidence must be obtained to support disenrollment or retention, as appropriate, and to support recommendations regarding call to active duty, recoupment of scholarship funds, or waiver. At a minimum, evidence must be included to support the findings and recommendations required in Para [6-8](#), below.

- c. Take/summarize testimony. All testimony will be summarized in writing ([DA Form 2823](#) should be used) and witnesses will be sworn when practical. Witnesses will be informed prior to making a statement if testimony is to be recorded.
- d. Invite a university representative. IOs will invite a university representative to attend any hearings (note: a hearing is not required but may be provided) or to review the record of proceedings.
- e. Counsel. Cadets are entitled to the same right to counsel as stated below in Para [6-7b](#). [TOC](#)
- f. Manner of investigation. As long as the requirements at Paras a through e above are satisfied, the IO may conduct the investigation in any manner which is most efficient to determine the facts. For example, an investigation into failing to meet PT standards may be as simple as reviewing the PT card and counseling statements, gathering required documents of [Figure 6-6](#) and talking to the Cadet. However, if the Cadet presents matters for consideration, the IO shall document and address each issue. The IO shall document that he or she inquired whether the Cadet disputed the grounds for disenrollment and whether the Cadet disputed the amount or validity of any scholarship debt and the bases for such dispute.
- g. Report. After completion of the investigation, the IO will complete the report of proceedings IAW Para [6-8](#) below.

6-7. Formal Board Proceedings. [TOC](#)

The following procedures apply to formal boards. Formal boards will be conducted IAW [AR 15-6](#), Ch 5 as modified here. All board members will read [AR 15-6](#) prior to the board convening. (Informal investigations shall follow procedures in Para [6-6](#) above.)

- a. Advise Cadet of rights. The Cadet-respondent is entitled to be present at all open sessions of the board. As a preliminary matter, the president should advise the Cadet of the following rights and document doing so in the report of proceedings.
- (1) Examine and object to the introduction of any real or documentary evidence.
 - (2) Cross-examine and object to the testimony of government witnesses.
 - (3) Call witnesses and otherwise introduce evidence.
 - (4) Testify as a witness, and that no adverse inference may be drawn from the exercise of the privilege against self-incrimination or election not to testify. [DA Form 3881](#) (Rights Warning Procedure/Waiver Certificate) should be used ([AR 15-6](#), Para 3-6c(5)). If the Cadet refuses to answer a question, the basis for refusal must be noted for the record.
 - (5) Challenge/object to any board member. However, the president makes final determination in this regard.
 - (6) Dispute the amount or validity of the scholarship debt as listed on the [DA Form 5315-R](#).

b. Right to counsel. In addition to the rights above, the board president will remind the Cadet of the right to counsel, as follows:

(1) Cadets are entitled to any reasonably available military officer to serve as counsel. Cadets may also hire their own civilian counsel. They are not entitled to representation by a JAG officer or a civilian counsel at military expense. **TOC**

(2) Counsel is entitled to be present at all open sessions of the board; but is not allowed to speak/introduce evidence or make statements during proceedings.

(3) If the Cadet-respondent waives the right to counsel that fact must be recorded in the board proceedings.

(4) Counsel will be given a reasonable opportunity to consult with the Cadet-respondent. Reasonable opportunity does not include consulting before or after each and every question or statement.

c. University representative. Invite a university representative to attend the proceedings or to review the record of proceedings, if not in attendance.

d. Evidence.

(1) Standard. The proceedings will be conducted to obtain the best evidence reasonably available. Boards will use **AR 15-6**, Para 3-4 and 3-6 in determining whether evidence is proper or admissible. **TOC**

(2) Required evidence. Evidence must be obtained to support disenrollment or retention, as appropriate, and to support recommendations regarding call to active duty, recoupment of scholarship funds, or waiver. At a minimum, evidence must be included to support the findings and recommendations required in Para **6-8** below.

e. Cadet's presence. The Cadet should be present at the hearing; however, if after proper notice, he/she does not appear for the hearing, the board of officers may proceed with the hearing and make findings and recommendations in the Cadet's absence. If the board is held in the Cadets absence, all efforts to secure the Cadets presence and reason for absence (if known) must be made part of the record.

f. Testimony.

(1) A Privacy Act Statement, **ROTC CC Form 133-R**, will be furnished to and signed by the Cadet respondent prior to making statements or giving testimony. A copy of the statement will be enclosed with the report of proceedings. The statement may also be provided orally; however, the officer who provided the statement will prepare a memo to that effect for inclusion into the report of proceedings.

(2) During the board proceeding, witness statements should be under oath and be elicited by questions and answers. These statements shall be summarized and included in the report required by the appointing authority (a tape or video recorder may be used for that purpose; however, witnesses will be informed prior to being taped).

g. Report. At the completion of board proceedings, the board president (or recorder, if appointed) will prepare the report of proceedings IAW Para [6-8](#) below.

6-8. Report of Proceedings [TOC](#)

a. Findings and recommendations. Findings and recommendations must be supported by the facts contained in the record, and will not be based upon personal knowledge not documented in the report of proceedings.

(1) Findings. A finding is a statement of fact or conclusion based on the evidence of record. Findings must be supported by substantial evidence and that evidence must be of greater weight than the evidence that would support another conclusion. The findings will be stated in a form that gives a coherent and clear recital of the facts established by the evidence and should relate to and must be sufficient to support the recommendation. Findings should be arranged in a logical order. The board or investigating officer must establish and make the following findings. The board or IO may also make additional findings as appropriate: That the Cadet--

(a) Did/Did not enter into a valid Army Senior Reserve Officers' Training Corps (ROTC) Cadet Contract () [DA FM 597/597-3](#)).

(b) Did/Did not receive advanced educational assistance in the form of ROTC scholarship monies from the U.S. Government in the amount of \$_____. Such educational assistance constitutes a valid debt to the U.S. Government.

(c) Did/Did not voluntarily fail to complete the requirements of the ROTC Cadet Contract. Voluntary failure was/was not found in that the Cadet did/did not (reasons). [TOC](#)

(d) (IF APPLICABLE) Due to misconduct, Did/Did not fail to complete the requirements of the ROTC Cadet Contract in that, because of misconduct the Cadet no longer remains eligible for enrollment in the required military training.

(1) If the board or investigating officer enters a finding of misconduct in **Para (d)** above, the board or investigating officer must also enter findings that--

(a) The Cadet exhibited the following behavior that constitutes misconduct, e.g., stealing, use/possession of drugs, etc.; and

(b) The behavior described above Does/Does not qualify as misconduct under 10 USC 2005(a) (3) that warrants recoupment of financial assistance expended by the U.S. Government.

(2) Recommendations. Recommendations must be appropriate to and warranted by the findings. Based on the above required findings, the board or IO must recommend that the Cadet--

(a) Should/Should not be retained in ROTC as a scholarship Cadet.

(b) Should/Should not be retained in ROTC as a Non-Scholarship Cadet.

(c) Should/Should not be disenrolled from ROTC UP [AR 145-1](#), Paras 3-43(a) () and/or ().

(d) Should/Should not be released from the ROTC contractual obligation.

(e) Should/Should not be ordered to active duty in an enlisted status for a period of () years (see contract for active duty obligation). [TOC](#)

(f) Should/Should not be ordered to repay his or her valid debt to the U.S. Government comprised of advanced educational assistance received in the form of scholarship benefits. If not, provide reasons for concluding that the Cadet should not be ordered to repay monies expended for advanced educational assistance.

b. Recoupment/active duty. For disenrollments UP [AR 145-1](#), Para 3-43a (4), (6) and (8) through (17), recoupment or call to active duty is generally appropriate. Recommendation not to repay or be ordered to active duty will be the exception and must

be thoroughly documented with complete written justification for supporting waiver. The following reasons are unacceptable for not requiring recoupment or active duty, as appropriate --

- (1) Discontinuation of military career objective.
- (2) Other offers of employment.
- (3) Academic failure deemed willful on the part of the Cadet.
- (4) Withdrawal from school or ROTC.
- (5) Failure to maintain APFT/height/weight standards.
- (6) Breach of contract (including voluntary breach).
- (7) Inaptitude for MS/indifferent attitude.
- (8) Misconduct.

c. Disenrollments UP [AR 145-1](#), Para 3-43a (2), (3), (5) and (7) do not normally call for recoupment or active duty, except for failure to disclose a fact or condition that will be processed in accordance with Para [6-12](#) below.

d. Procedures. Processing for recoupment or order to active duty will be IAW [6-13](#) below.

e. Minority Report. A board composed of more than one officer arrives at its findings and recommendations by voting. A majority vote of the voting members present makes the determinations on the questions before the board (note quorum must be present for votes UP [AR 15-6](#)). A minority report may be prepared by any member who disagrees with the majority's decision ([AR 15-6](#), Para 3-13). [TOC](#)

f. Final Board action.

(1) [DA Form 1574](#). The report of the proceedings of an investigating officer or a board of officers shall be prepared on the current edition of [DA Form 1574](#). Enclosed or attached to the [DA Form 1574](#) will be items in order as listed in [Figure 6-6](#).

(a) The record will be clear and legible.

(b) Erasures, insertions, and other changes will be initialed by the investigating officer, the recorder or another member of the board officers.

(c) Additional pages will be numbered at the bottom, and a reasonable margin will be left at the top, bottom and sides of each page.

(2) Approval Authority. For approval authority of disenrollment proceedings, see [Appendix B](#).

6-9. Appointing Authority Actions After Receiving Report of Proceedings [TOC](#)

a. Review. The appointing authority will review the proceedings to ensure they comply with [Figures 6-5](#) and [6-6](#) prior to taking any action.

b. Concur or modify. The battalion commander/ PMS (or other appointing authority) will specifically indicate whether each recommendation concerning disenrollment, recoupment, and/or call to active are approved on [DA Form 1574](#) or an attached sheet. The appointing authority will explain the basis for any non-concurrence.

c. Forward to Cadet for rebuttal. After the above action, the Battalion Commander/PMS will forward a copy of the record to the Cadet giving him/her an opportunity to rebut the findings and recommendations IAW [AR 15-6](#), Paragraph 1-8c. [TOC](#)

(1) Notification of rebuttal rights. The Battalion Commander/PMS must use the same procedures to notify the Cadet of his/her rebuttal rights as listed under "Notification Procedures" at Para [6-2d](#), above. A Cadet's failure to respond to earlier notifications during the disenrollment process does not justify failure to make reasonable efforts to provide the Cadet with an opportunity to rebut the board findings and recommendations.

(2) In all cases, the Battalion Commander/PMS will include a record of the Cadet's rebuttal notice and any rebuttal received as an exhibit to the [DA Form 1574](#).

d. Complete [DA Form 1574](#). The Battalion Commander/PMS (or other appointing authority) will record his/her action as final approval authority on [DA Form 1574](#), Section VIII (provided the Battalion Commander/PMS was not a witness). If the Battalion Commander/PMS was a witness, the board must be forwarded to the next echelon for approval authority. The appointing authority will review the rebuttal (if any) prior to completing this section and forwarding his/her recommendation(s) for approval and final action as required below.

6-10. Processing Completed Disenrollment Actions TOC

- a. Completed board actions (IOs and formal) whether recommending retention or disenrollment, will be processed for approval as follows:
- (1) Non-Scholarship Cadets. The Battalion Commander/PMS will forward the appropriate copies of the board proceedings to Headquarters, Cadet Command for final decision IAW [App B](#), Approval Authority/Flow of Cadet Actions and Supporting Documentation for Cadet Actions matrixes.
 - (2) Scholarship Cadets. The Battalion Commander/PMS will forward the appropriate copies of the board proceedings to Headquarters, Cadet Command for final decision IAW [App B](#), Approval Authority/Flow of Cadet Actions and Supporting Documentation for Cadet Actions matrixes. (**NOTE:** *All disenrollment determinations concerning scholarship Cadets are made by Cadet Command. In these cases, the appointing authority's actions serve as a recommendation.*)
 - (3) SMP Cadets. If the Cadet meets the CGs criteria for involuntary call to AD, forward through proper channels to Headquarters, Cadet Command, for a final decision. In all cases ensure SMP disenrollment actions clearly reflect the Cadet's status with his/her unit and contain a [DA 4824-R](#) or [NGB 594-1](#), as applicable.
- b. Administrative matters. Payment of subsistence allowance will be stopped on the date the Cadet is placed on leave of absence pending disenrollment action. The Cadet Data Base will be updated to reflect the LOA action. The disenrollment information will also be updated in the Cadet Data Base within **5** working days once the final disenrollment decision is received
- c. Cadet disposition after boards. TOC
- (1) A Cadet pending disenrollment will not be authorized to participate in ROTC as a conditional student, or be permitted to audit the course, except in instances where the institutional policy authorizes such participation.
 - (2) Cadet disposition will be based on the approved recommendations in Paragraph [6-8a\(2\)](#) above. If Active Duty is not ordered, Non-Scholarship Cadets will:
 - (a) If non-prior service, be discharged upon disenrollment. Effective date of discharge will be the date of disenrollment from ROTC.
 - (b) If prior service, be transferred to the IRR.
 - (c) If SMP participant, remain obligated to complete their Military Service Obligation (MSO) with their Reserve/NG unit upon disenrollment from the ROTC program. If a scholarship Cadet, also required to repay scholarship funds expended on their behalf.
 - (3) Scholarship Cadets subject to recoupment will be processed IAW Para [6-13](#) below.
 - (4) Any scholarship or Non-Scholarship Cadet under consideration for call to active duty will not be discharged from ROTC until determination has been received from Headquarters, Cadet Command. If it is determined that the Cadet will be ordered to

active duty, the Cadet will not be discharged, and appropriate active duty orders will be issued by Cadet Command.

(5) Call to active duty will be processed in accordance with [AR 135-210](#) and Para [6-13](#) below.

6-11. Waiver of Board Procedures. [TOC](#) The following procedure serves as an alternative method for disenrollment of scholarship and Non-Scholarship ROTC Cadets. Under this procedure Cadets who are being disenrolled may waive their right to a board of officers or appointment of an investigating officer as required by directives and regulations (see [Figure 6-1](#) for sample memorandum).

a. No university official participation is required.

b. **Cadet Statements With Waiver.** If the Cadet submits statements with the response to notification, Battalion Commander/PMS will review and determine if a board of officers or an investigating officer should be appointed. If a scholarship Cadet disputes the debt during the waiver process, an I.O. or formal board, as appropriate, must be convened to investigate the facts of the case, and make recommendations concerning disenrollment and the validity of the debt.

c. **Actions following Cadet waiver of board procedures.** If the Cadet responds to the notification and elects to waive the right to a hearing, the following applies

(1) The Battalion Commander/PMS will forward the [CC Form 131-R](#) with appropriate documentation through channels to HQCC for final decision IAW [Appendix B](#).

(2) Non-Scholarship Cadets. HQCC is the disenrollment authority for all Non-Scholarship Cadets who meet the CGs criteria for involuntary call to AD - MS II, MS IIIs, MSIV, MSV, MSVI, and Completion Cadets. The Battalion Commander/PMS is the disenrollment approval authority for Non-Scholarship MS II and MS III SMP Cadets only. [TOC](#)

d. Copies of the disenrollment action will be retained in the Cadet's file for two (2) years. Legal review of these cases is not required. If Active Duty is not ordered, the following applies --

-- If a non-prior service Cadet, the Battalion Commander/PMS will disenroll/discharge the Cadet with no further obligation.

-- If a member of the SMP, the Battalion Commander/PMS will release to the control of ARNG unit or USAR TPU for fulfillment of current enlistment obligation and any outstanding statutory obligation, if appropriate.

-- If prior service (non-SMP), the Cadet will be transferred by Battalion Commander/PMS to the IRR for completion of the contractual and any remaining statutory military service obligation (MSO).

e. "If the Cadet (whether scholarship or Non-Scholarship) elects and is eligible for the Active Duty option or the Special Active Duty Provision (**SADP**) option, forward the disenrollment action directly from the battalion to Cadet Command IAW [App B](#). If Active

Duty is appropriate, a copy of the orders will be furnished to the Battalion Commander/PMS once issued."

f. **Action by higher HQ.** If the case is determined administratively or legally insufficient, the file will be returned to the battalion commander/ PMS for corrective action which may include appointment of a board or an investigating officer or retention of the Cadet in the program as appropriate.

g. **Revocation of waiver.** If the Cadet elects to appear before an investigating officer or a board of officers as appropriate, or if, having previously waived the right to a hearing by a board or an investigating officer, subsequently elects to appear before a board or investigating officer, as appropriate, prior to a final decision being made, the action will be processed in accordance with Para [6-3](#).

6-12. Special Situations TOC

a. Medical disenrollments. Medically disqualified Cadets are handled as follows:

(1) Scholarship Cadets. Battalion Commander/PMS will forward the [CC FM 131-R](#) (ensuring blocks 18 and 19 are signed and dated by the Cadet if the Cadet is contracted) when requesting a medical determination/waiver to HQ, Cadet Command. (Appointment of I.O. or board of officers is not required for disenrollments.)

(a) If the Cadet Command Surgeon determines that the Cadet is medically disqualified and not eligible for waiver, and there is no failure to disclose, the Cadet will be disenrolled.

(b) Failure to disclose. If the Cadet Command Surgeon, or other staff or cadre, determine that the Cadet may have failed to disclose a pre-existing medical condition on his or her entrance physical or at the time of contracting, the Battalion Commander/PMS will appoint a formal board and follow the disenrollment procedures applicable to misconduct. The board will make specific findings to support or refute the failure to disclose and will specifically make a determination whether any failure to disclose constituted misconduct. Whether the findings support or refute failure to disclose, the board will make recommendation on recoupment in accordance with Paras [6-8a\(2\)](#) & b above.

(c) Recoupment/AD. Cadets disenrolled for medical disqualification will not be ordered to active duty or recommended for recoupment, except as directed above. Recoupment would be proper if the medical condition resulted from an act of misconduct, however in that case the disenrollment will not be processed as a medical disqualification.

(2) Non-Scholarship Cadets. The Battalion Commander will submit a request for medical determination to Headquarters, Cadet Command. The Cadet Command Surgeon is the reviewing/decision authority concerning medical qualification. Appointment of an IO or board is not required.

b. Conscientious Objector.

(1) [AR 600-43](#). The requirements of [AR 600-43](#) must be strictly followed for Conscientious Objector disenrollments. Note that [AR 600-43](#) imposes special board notification and other procedures not contained in this pamphlet. Any deviation from

the [AR 600-43](#) requirements will cause the record to be returned for corrective action, because deviations are generally unacceptable to the DA Conscientious Objector Review Board.

(2) If a contracted Cadet makes a request for conscientious objector status, the Battalion Commander/PMS will:

(a) Immediately place the Cadet on LOA.

(b) Instruct the Cadet to submit an application for discharge/conscientious objector status on [DA Form 4187](#) in accordance with [AR 600-43](#), Chapter 2.

(c) Arrange for the Cadet to be interviewed by a military chaplain and a military contracted psychiatrist regarding the application and obtain their professional opinions in writing. [TOC](#)

(d) Appoint an investigating officer UP [AR 15-6](#) to conduct a hearing in accordance with [AR 600-43](#), Paragraph 2-5, to determine if the declaration of conscientious objection is bona fide, and make appropriate recommendations.

(e) Submit the findings of the investigating officer, the Cadets completed [DA Form 4187](#), chaplain and psychiatric evaluation, and appropriate Cadet records through Brigade to Headquarters, Cadet Command. The Battalion Commander/PMS will ensure that the application is administratively correct in accordance with [AR 600-43](#) (to include the required number of copies) prior to endorsing the request and forwarding to Brigade headquarters. If the Cadet making the application is a scholarship Cadet, the Battalion Commander/PMS will also include a completed [CC FM 131-R](#) requesting scholarship termination.

(3) Cadets whose request for conscientious objector status is approved will be disenrolled and are ineligible for any further or future participation in the ROTC Program. Waivers for this ineligibility are not authorized.

(4) Recoupment/AD. Cadets disenrolled for Conscientious Objector status will not be ordered to active duty; however recoupment of scholarship benefits is normally appropriate. Any recommendation to waive recoupment must be specifically explained in the findings and recommendations.

c. Personal hardship/dependency. [TOC](#)

(1) [AR 635-200](#). Personal Hardship or Dependency. These individuals will be processed under the provisions of [AR 635-200](#), Chapter 6.

(2) Recoupment/AD. Scholarship Cadets who have not reached their obligation point (MS II class) may withdraw from the program or be disenrolled by the Battalion Commander/PMS without initiation of disenrollment procedures. If 4-yr, MS I scholarship Cadets are disenrolled prior to entering the first class of MS II, repayment of scholarship funds expended are not required. (**EXCEPTION:** *Four-year Green-to-Gold scholarship Cadets are obligated from the first class of MS I year.*)

d. Disenrollment at Cadet's own request.

(1) Non-Scholarship basic course Cadets. Battalion Commanders may disenroll these Cadets upon their request by updating Cadet Data Base.

(2) Scholarship Cadets who have not reached their obligation point may withdraw from the program or be disenrolled from the ROTC program by the Battalion Commander/PMS without initiation of disenrollment procedures. **EXCEPTION:** *Four-Year Green-to-Gold scholarship Cadets are obligated from the first class of MS I year.*

(3) Obligated Cadets may not withdraw at their own request without obligation except as specified in this chapter.

e. USMA Appointments. Cadets who accept USMA appointments are viewed as accessing into the Army and, as such, must request release for the specific purpose of entering USMA, which disenrollment authorities will generally approve. However, such approval does not relieve the student of the service obligation incurred under any ROTC scholarship contract. Should the Cadet fail to complete the USMA program, accept a commission when tendered, or serve the ROTC service obligation, the Cadet will be obligated to satisfy his or her contractual obligation through either active enlisted service or repayment of all scholarship financial assistance. [TOC](#)

f. See Para [6-14](#) below for procedures prior to disenrollment/discharge of Cadets.

6-13. Recoupment or Order to Active Duty [TOC](#)

a. Scholarship Cadets.

(1) Once the disenrollment procedures are approved by Headquarters, Cadet Command, action will be taken to notify the Cadet of the final results and his/her obligation IAW appropriate regulations. SMP scholarship Cadets are required to repay scholarship funds expended on their behalf, in addition to completing the military service obligation in their unit.

(2) Scholarship Cadets will not be disenrolled or discharged without directive from Headquarters, Cadet Command.

b. Non-Scholarship Cadets. Once disenrollment procedures are approved by the appropriate approval authority (Headquarters, Cadet Command, for Cadets who elect a hearing; see Para [6-11](#)c(2) above for Cadets who waive their rights to a hearing), the following guidance applies --

(1) If Cadet is subject to active duty, Headquarters, Cadet Command will issue orders placing the Cadet on active duty UP [AR 135-210](#).

(2) When the disenrollment authority approves disenrollment without active duty for Non-Scholarship Cadets, the Battalion Commander/PMS will discharge the Cadet if BT or IADT has not been completed. Effective date of discharge will be the date of disenrollment from ROTC. Cadets who have completed BT/IADT will be transferred to the IRR. SMP participants remain obligated to complete their Military Service Obligation (MSO) with their Reserve Component unit upon disenrollment from the ROTC program. If the Cadet meets the CG's criteria, he/she may be involuntarily ordered to active duty IAW the terms of the contractual agreement.

6-14. Procedures Prior To Discharge. [TOC](#)

Cadets will not be disenrolled/discharged without authorization from appropriate authority. In any instance, whether board, IO or waiver of board procedures are used, the Battalion Commander/PMS will ensure

- a. Cadet Data Base is updated within 5 working days after receipt of decision by disenrollment authority, termination authorization control number, reason for and date of disenrollment, etc.
- b. All issued uniform and equipment items are recovered.
- c. Discharge order is mailed to Cadet.
- d. [DD Form 785](#), along with a copy of the [CC Form 139-R](#), is prepared and retained in the Cadet's ROTC [Cadet 201 File](#).

OFFICIAL:

**//original signed//
JAMES M. MCDONALD
Major General, U.S. Army
Commanding**

**//original signed//
GREGORY J. DYEKMAN
Colonel, GS
Chief of Staff**

**/s/
LEVEN R. PRESSLEY-SANDERS
Colonel, GS
Office of the Deputy Chief of Staff, G1**

DISTRIBUTION:

**Brigade Commanders
Battalion Commander/PMS, Senior ROTC Host Battalions
OIC, Senior ROTC Partnership Schools**

Abbreviations **TOC**

ACRONYM	DESCRIPTION
AEO	Alternative Entry Option
AHRC-Fort Knox	Total Army Personnel Command
AIDS	Acquired Immunodeficiency Syndrome
APMS	Assistant Professor of Military Science
APFT	Army Physical Fitness Test
ARNG	Army National Guard
ARPERCEN	Army Reserve Personnel Center
CGPA	Cumulative Grade Point Average
CORB	Conscientious Objector Review Board
CTLT	Cadet Troop Leader Training
DCC	Deputy Camp Commander
DENTAC	Army Medical Department Dental Activity
DFAS-D	Defense Finance and Accounting Service Denver Center
DODMERB	Department of Defense Medical Examination Review Board
ECL	English Comprehension Level
EEO	Enrollment Eligibility Office
FECA	Federal Employees Compensation Act
GPA	Grade Point Average
HIV	Human Immunodeficiency Virus
IO	Investigating Officer
IRR	Individual Ready Reserve
ITO	Immediate Training Officer
LOA	Leave of Absence
MEDCEN	Army Medical Department Medical Center
MEDDAC	Army Medical Department Medical Activity
MJC	Military Junior College
MOS	Military Occupational Specialty
MPRJ	Military Personnel Records Jacket
MSO	Military Junior College
MS	Medical Waiver Review Board
OBC	Officer Basic Course
OSB	Officer Selection Battery
OWCP	Office of Workers Compensation Program
PE	Physical Examination
PMS	Professional Military Science
RE	Reenlistment Eligibility
RMD	Resource Management Division
ROTC	Reserve Officers Training Corps
SIR	Senior Institutional Representative
SMP	Simultaneous Membership Program
SROTC	Senior Reserve Officers Training Corps
STO	Senior Training Officer

Abbreviations **TOC**

(continued)

ACRONYM	DESCRIPTION
THC	Cannabis (Marijuana/Hashish)
TPU	Troop Program Unit
USAR	United States Army Reserve
VA	Department of Veterans Affairs

Appendix A [TOC](#)

References

Required and Related Publications

[AR 15-6](#)

Procedures for Investigating Officers and Boards of Officers

[AR 25-400-2](#)

The Modern Army Recordkeeping System (MARKS)

[AR 40-3](#)

Medical, Dental, and Veterinary Care

[AR 40-29](#)

Medical Examination of Applicants for United States Service Academies, Reserve Officers Training Corps Scholarship Programs, including the Air Force, Army and Navy Two- and Three-Year College Scholarship Program (CS), and the Uniformed Services University of the Health Sciences (USUHS).

[AR 40-330](#)

Rated Codes and General Policies for Army Medical Department Activities

[AR 40-501](#)

Standards of Medical Fitness

[AR 135-91](#)

Service Obligations, Methods of Fulfillment, Participation, Requirements, and Enforcement Procedures

[AR 135-175](#)

Separation of Officers

[AR 135-178](#)

Separation of Enlisted Personnel

[AR 140-10](#)

Army Reserve: Assignments, Attachments, Details, and Transfers

[AR 145-1](#)

Senior Reserve Officers Training Corps Program: Organization, Administration and Training

[AR 335-15](#)

Management Information Control System

Appendix A [TOC](#)

References (continued):

[AR 350-1](#)

Army Training and Education

[AR 600-8-2](#)

Suspension of Favorable Personnel Actions (Flags)

[AR 600-9](#)

The Army Weight Control Program

[AR 600-43](#)

Conscientious Objection

[AR 600-110](#)

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

[AR 601-210](#)

Regular Army and Army Reserve Enlistment Program

[AR 601-280](#)

Army Reenlistment Program

[AR 621-5](#)

Army Continuing Education System (ACES)

[AR 635-100](#)

Officer Personnel

[AR 635-200](#)

Enlisted Personnel

[NGR 600-200](#)

Enlisted Personnel Management

[Cadet Command Reg 145-1](#)

Army ROTC Scholarship Policy, Administration, and Procedures Instructions

[Cadet Command Reg 145-3](#)

Reserve Officers Training Corps Precommissioning Training and Leadership Development

[Cadet Command Reg 145-5](#)

U.S. Army ROTC LTC

Appendix B TOC

Approval Authority/Flow of Cadet Actions (October, 2007)
Cadet Actions and Standards Division

TYPE OF CADET ACTION	Bn	Bn to Bde	Bn thru Bde to Rgn	Bn thru Bde/Rgn to CC	Bn to CC
Age Waivers Non-Scholarship (35 thru 39)(Electronic)		X			
Immigrant Alien Participation	X				
Non-Immigrant Alien Participation (Electronic)				X	
Civil Conviction-Minor Non-Traffic:					
- fine less than \$250 (minus court cost)	X				
- fine over \$250			X		
Civil Conviction-Minor Traffic Fine Over \$250			X		
Civil Conviction-Misdemeanors-No Jail/Confinement - (Electronic)				X	
Civil Conviction - Offenses addressed in AR 145-1 , 3-3e. Multiple misdemeanors and alcohol/drug-related driving offenses - accident/traffic citations involving alcohol that results in arrest, charges or adverse adjudication. (Alteration of initial offense due to later court proceedings does not alleviate the requirement for waiver submission.)				X	
Self-Admitted Drug Use:					
-Limited, experimental use (6 times or less) of marijuana within 6 mos of contracting-Bn Cdr.	X				
-All others-CG, CC (Electronic)				X	
Re-enlistment (RE) Codes:				X	
-Compassionate/Hardship			X		
-All Others-CG, CC				X	
Re-enrollment				X	
Dependency Waivers(Electronic):					
- Dual Military/Dual ROTC				X	
- Non-Custodial parent (child support only)				X	
- **Sole parent (SEE NOTE BELOW)				X	
Exceptions to Policy-AR 145-1:					
- AFS-10 yrs or more				X	
- Less than full-time status (last semester/quarter only)				X	
- Extension of Stipend				X	
Medical Waivers (Non-Contracted)					X
Scholarship Disenrollment Boards				X*	X*
Scholarship Waiver of Rights				X*	X*
Non-Scholarship Disenrollment Boards				X*	X*
Non-Scholarship Waiver of Rights				X*	X*
(For all Cadets that meet the criteria for involuntary call to AD, the CG, CC is the disenrollment authority. The criteria is all MS III, MS IV, MS V, MS VI and completion Cadets.)					

Appendix B TOC

Approval Authority/Flow of Cadet Actions (October, 2007) (continued)
Cadet Actions and Standards Division

TYPE OF CADET ACTION	Bn	Bn to Bde	Bn thru Bde to Rgn	Bn thru Bde/Rgn to CC	Bn to CC
Non-Scholarship Waiver of Rights SMP Cadets--(PMS is approval authority for MS II and MS III SMP Cadets only.)	X				
Administrative Suspension (Scholarship Cadets)	X				
Scholarship Termination w/Retention (Electronic)				X	
Leaves of Absence	X	X	X		
Probations - 1 - 3 (for Non-Scholarship Cadets)	X				
Probations - Greater than 3 (for Non-Scholarship Cadets)		X	X		
*If the PMS recommends involuntary call to AD, disenrollments must be forwarded through the chain of command for endorsement, recommendation and justification for approval (line-thru endorsements are unacceptable).					
SCHOLARSHIP AND NON-SCHOLARSHIP: If the AD option or SADP is chosen, forward the disenrollment directly from Bn to CC.					
**Waivers will not be granted for an applicant who has one or more dependents under 18 years old, unless the dependent child has been placed in the custody of the other parent, or adult relative or legal guardian by court order.					
NOTE: AT THE DISCRETION OF THE RGN CDR, ANY CADET ACTION MAY FLOW THROU BDE AND /OR RGN. DISAPPROVAL AUTHORITY MAY BE EXERCISED AT EACH COMMAND LEVEL. DISAPPROVED WAIVER REQUEST NEED NOT BE SENT TO HIGHER AUTHORITY.					

Appendix B (continued) **TOC**

Support Documentation for Cadet Actions (December, 2006)

TYPE OF ACTOINS AND SUPPORTING DOCUMENTS REQUIRED BY CADET COMMAND	Note 1 CC 131 -E	Note 2 CC 131 -R	Note 3 DA 785	Note 4 DD 214 / 220	CC 104 -R	Transcript	Court Doc	Affidavit	Entrance Physical & Med Recs	Final Stmt	CC 139 -R	Note 5 DA 5248- R	Chklist Items As Appl
AGE (Non-Scholarship>34)(Electronic)	X				F	F					F		
NON-IMMIGRANT ALIEN* (Electronic)	X										F		
<i>Civil Convictions:</i>													
MISDEMEANORS-NO JAIL/CONFINEMENT (Electronic)	X				F	F	F	F			F		
MISDEMEANORS-JAIL/CONFINEMENT		X				X	X	X			X	X	
FELONIES-more serious offense		X				X	X	X			X	X	
ALCOHOLIC/DRUG RELATED DRIVING OFFENSES-- Accident/Traffic Citation involving alcohol that results in arrest, charges, or adverse adjudication. (Alteration of initial offense due to later court proceedings DOES NOT alleviate requirement for waiver submission.)		X				X	X	X			X	X	
SELF-ADMITTED DRUG USE (Electronic) -- Limited/experimental use of marijuana (<6 times within 6 months of contracting) - PMS authority. All others - CG, CC.	X										F		
RE-ENLISTMENT CODE		X		X		X		X	IF APPL				
RE-ENROLLMENT		X	X		X	X					X		
DEPENDENCY** (Electronic)	X				F	F	X			F	F		
Dual Military/Dual ROTC													
Non-Custodial Parent (Child Support Only)													
EXCEPTIONS POLICY		X		IF APPL	X	X	IF APPL		IF APPL	IF APPL	X		
AFS 10 yrs. Or more													
Less than full-time status (last semester/quarter only)													
Extension of Stipend													
MEDICAL DETERMINATIONS (Contracted)		X							X				
MEDICAL WAIVERS (Non-Contracted)		X							X				
DISENROLLMENT BOARDS	(Refer to Chapter 6, Figure 6-6, Checklist, for documentation required for disenrollments. Submit checklist with all disenrollments submitted to HQCC).												X
WAIVER OF RIGHTS	(Refer to Chapter 6, Figure 6-6, Checklist, for documentation required for disenrollments. Submit checklist with all disenrollments submitted to HQCC).												X
TERMINATION/RETENTION (Electronic)	X				F	F					F		

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Support Documentation for Cadet Actions (December, 2006)(continued)

NOTES: Additional information required may be requested on a case-by-case basis.

1. Use [CC FM 131-E](#) as the basic request/transmittal for submission of paperless (electronic) requests. PMS verifies on this form that all supporting documentation in the Cadet's File at the Battalion (items indicated with the letter "F").

2. Use [CC Fm 131-R](#) as the basic request/transmittal (vice memo or letter) for submission of paper requests.

3. The PMS must obtain and review the [DD Form 785](#) before reenrolling any applicant who was previously under contract even if waiver/exception is not required.

4. **DD Form 214** must contain portion with RE Code and narrative reason for separation; SMP Cadets: Include whether or not the Cadet is in good standing with unit and [DA 4824-R](#) or [NGB 594-1](#), as applicable.

5. [DA Form 5248-R](#) must accompany request for waiver for all infractions committed after submission of [SF 86](#).

* **NOTE:** PMS will verify on the form that he is in possession of the following documents for non-immigrant alien participation: (1) Dept of Justice Form I-151 or I-551; (2) I-94; (3) Letter from alien's country (Embassy) authorizing participation in ROTC; and (4) Documentation for medical qualification.

****NOTE:** Dual Military/Dual ROTC Cadets must have an updated family care plan on file ([DA Form 5304](#) and [DA Form 5305](#)).

Appendix C **TOC**

C-1. The Enlistment/Reenlistment Document Armed Forces of the United States (DD Form 4 Series)

C-2. Preparation instructions for completion of the scholarship Cadet contract (**DA Form 597-3**, Jul, 2005) are as follows:

ITEM	TITLE/DESCRIPTION	EXPLANATION AND/OR ENTRY
PART I		
A.	STUDENT NAME	Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial, and any suffix including Jr., Sr., III, etc. If applicant's given initial(s) rather than first and/or middle name, enter each initial(s).
B.	SOCIAL SECURITY NUMBER (SSN)	Enter applicant's SSN, separating division with a hyphen: Example: 000-00-0000
C.	DATE OF BIRTH (YYYYMMDD)	Enter year, month and day sequence. Example: 19800204
D.	NAME OF EDUCATIONAL INSTITUTION	Enter the name of the degree-granting institution. If partnership school, enter the name of both. Example: Learn University/Staly College
E.	ADDRESS OF EDUCATIONAL INSITUION	Enter complete address of the degree-granting institution.
F.	DATE EDUCATION COMMENCES (YYYYMMDD)	Enter the date education begins under this contract. (DO NOT enter the date Cadet started college as a Freshman, unless 4-yr. scholarship recipient).
G.	COMPLETION DATE (YYYYMMDD)	Enter projected graduation date under this contract.
H.	ADDRESS OF RECORD (include ZIP code)	Enter full mailing address of permanent home of record to include ZIP code.
I.	ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED	Enter academic major in which awarded scholarship.
J.	EXTENDED BENEFITS RECEIVED	Enter the number of school terms for which HQ Cadet Command has approved scholarship benefits. Example: 2 semesters

Appendix C TOC

C-2. Preparation instructions for completion of the scholarship Cadet contract ([DA Form 597-3](#), Jul, 2005)(continued)

ITEM	TITLE/DESCRIPTION	EXPLANATION AND/OR ENTRY
K.	PERIOD COVERED	Enter date covered by approval of extended benefits. Example: 93.09/20 - 94.05/15
L.	DATE APPROVED (YYYYMMDD)	Enter date of correspondence from HQ Cadet Command approving extension of scholarship benefits.
M.	AUTHORIZED	Enter HQ Cadet Command (HQ Cadet Command is the approving authority for extended scholarship benefits).
PARAGRAPH 1a.	PAY SCHOLARSHIP BENEFITS	Enter scholarship type. Example: Enter "4" (if student is being awarded a 4-Yr. scholarship, etc.)
PARAGRAPH 1a(1)	TUITION AND FEES	Enter the maximum dollar amount of the scholarship award. Example: \$17,000 or \$20,000 for full time school, enter corresponding rate.
PARAGRAPH 1a(2)	BOOKS AND LABORATORY FEES	Enter the full dollar amount currently authorized by Cadet Command.
PARAGRAPH 1b	PAY MONTHLY SUBSISTENCE	Enter the dollar amount of monthly subsistence for Cadet's class at the rate authorized by Cadet Command.
PART II		
N.	HOME ADDRESS (including ZIP code)	Enter complete mailing address where student's parents are residing, including zip code.
O.	SIGNATURE	Student will sign full name in first, middle and last name sequence. Example: John D. Doe, Jr.
P.	DATE (YYYYMMDD)	Enter date student signs the contract.

Appendix C **TOC**

C-2. Preparation instructions for completion of the scholarship Cadet contract ([DA Form 597-3](#), Jul, 2005)(continued)

PART III		
ITEM	TITLE/DESCRIPTION	EXPLANATION AND/OR ENTRY
Q	SIGNATRE OF PARENT OR GUARDIAN	If scholarship is a minor, the parent or guardian, as appropriate, must sign this block.
R	SIGNATURE OF WITNESS	Witness, other than applicant's contracting official, must attest to the signature of parent or guardian.
S	DATE (YYYYMMDD)	Enter date of signature in Blocks Q and R.
PART IV		
T	EFFECTIVE DATE OF ENROLLMENT (YYYYMMDD)	Enter the date student begins participating as a FULLY QUALIFIED Cadet (DO NOT back date the contract to the beginning of the school term if scholarship student's not fully qualified). This date should be the SAME as the date in Block 18b. of the DD4 series (see Appendix E).
PART V		
U	NAME OF CONTRACTING OFFICIAL	Enter complete name/rank of accepting contracting official.
V	SIGNATURE OF ROTC CONTRACTING OFFICIAL	Prior to signing, accepting contracting official will verify with student the correctness of entries and explain all applicable paragraphs of contract to the student. Individual identified in ITEM U above will sign his/her name as typed/printed in that Block.
W	DATE (YYYYMMDD)	Date of signature of contracting official. Example: 20020830

Appendix C **TOC**

C-3. Preparation instructions for completion of the Non-Scholarship Cadet contract ([DA Form 597](#), Jul, 2005) are as follows:

ITEM	TITLE/DESCRIPTION	EXPLANATION AND/OR ENTRY
A.	STUDENT NAME	Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial, and any suffix including Jr., Sr., III, etc. If applicant's given initial(s) rather than first and/or middle name, enter each initial(s).
B.	SOCIAL SECURITY NUMBER (SSN)	Enter applicant's SSN, separating division with a hyphen: Example: 000-00-0000
C.	DATE OF BIRTH (YYYYMMDD)	Enter year, month and day sequence. Example: 19800204
D.	NAME OF EDUCATIONAL INSTITUTION	Enter the name of the degree-granting institution. If partnership school, enter the name of both. Example: Learn University/Staly College
E.	ADDRESS OF EDUCATIONAL INSTITUTION	Enter complete address of the degree-granting institution.
F.	DATE EDUCATION COMMENCES (YYYYMMDD)	Enter the date education begins under this contract. (DO NOT enter the date Cadet started college as a Freshman, unless 4-yr. scholarship recipient).
G.	COMPLETION DATE (YYYYMMDD)	Enter projected graduation date under this contract.
H.	ADDRESS OF RECORD (include ZIP code)	Enter full mailing address of permanent home of record to include ZIP code.
I.	ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED	Enter academic major pursuing as a non-scholarship Cadet. If dual degree, enter both. Example: History/Religion
PART I		
PARAGRAPH 1a.	PAY MONTHLY SUBSISTENCE	Enter the dollar amount of monthly subsistence for Cadet's class at the rate authorized by Cadet Command.

Appendix C **TOC**

C-3. Preparation instructions for completion of the Non-Scholarship Cadet contract ([DA Form 597](#), Jul, 2005) are as follows: (continued)

PART II		
J.	HOME ADDRESS (including ZIP code)	Enter complete mailing address where student is presently residing, including zip code.
K.	SIGNATURE	Student will sign full name in first, middle and last name sequence. Example: John D. Doe, Jr.
L.	DATE (YYYYMMDD)	Enter date student signs the contract.
PART III		
M	SIGNATURE OF PARENT OR GUARDIAN	If scholarship is a minor, the parent or guardian, as appropriate, must sign this block.
N	SIGNATURE OF WITNESS	Witness, other than applicant's contracting official, must attest to the signature of parent or guardian.
O	DATE (YYYYMMDD)	Enter date of signature in Blocks Q and R.
PART IV		
P	EFFECTIVE DATE OF ENROLLMENT (YYYYMMDD)	Enter the date student begins participating in ROTC (to include conditional contract). This date should be the SAME as the date in Block 18b. of the DD4 series (Exception: <i>Conditional students, see Para 2-61, and conditional SMP Cadets, see Para. 2-58</i>).
Q	NAME OF CONTRACTING OFFICIAL	Enter complete name/rank of accepting contracting official.
R	SIGNATURE OF ROTC CONTRACTING OFFICIAL	Prior to signing, accepting contracting official will verify with student the correctness of entries and explain all applicable paragraphs of contract to the student. Individual identified in ITEM Q above will sign his/her name as typed/printed in that Block.

Appendix C [TOC](#)

C-3. Preparation instructions for completion of the Non-Scholarship Cadet contract ([DA Form 597](#), Jul, 2005) are as follows: (continued)

PART V		
S	DATE (YYYYMMDD)	Date of signature of contracting official; not the date the PMS actually signs the contract. Example: 20020830 (Exception: <i>Conditional students, see Para. 2-61 and Para 2-58 for conditional contracting of Cadets.</i>)

Appendix C TOC

C-4. Preparation for the Planned Academic Program Worksheet ([CC FM 104-R](#) , Dec 04) are as follows:

- a. The [CC FM 104-R](#) will be completed for each applicant/Cadet who is contracting to ensure academic alignment. The intent of this form is to input the data on the PC to prevent errors, especially in the formulas.
- b. Preparation of this form is self-explanatory. When the various Blocks are chosen, a "What's This?" message block will appear which provides instructions for entering correct data in each block. Once the information in Block 1 and Block 4a of Page 1, and Block 9 of page 2 is entered, the same information will automatically populate Page 3, Statement of Understanding.
- c. Block 5. Credit Hours. Items in Block 5 will automatically calculate when data is entered. Block 5 will calculate both semester and quarter hours. From the drop down menu box, select S for semester and Q for quarter system. A sample with instructions for completion of Block 5 is below:

SAMPLE	
5. CREDIT HOURS	
a. Total hours required for degree (Does not include ROTC)	120
(1) ROTC Hours that do not count (Include any ROTC hours that do not count towards the degree to ensure academic and military alignment is maintained)	20
(2) Total Hours Required (automatically calculated)	140
Normal Academic Progression Standard (NAPS) (automatically calculated) (The Total Hours Required divided by the total number of semesters/quarters established in the school catalog to complete the degree + ROTC hours). In this sample, 120 hours (which is normally a 4-year academic program), and eight (8) semesters was used to calculate the academics + ROTC hours required (e.g., $140/8 = 17.50$). This is the normal academic progression required per semester in order to remain academically aligned.	17.50
b. Transfer credits accepted toward degree (Based on institutional certifying official)	45
c. Credits toward degree completed to date	30
d. Remaining for Degree, e.g., $140 - (45 + 30) = 65$ (automatically calculated)	65
e. Number of authorized semesters (automatically calculated) (Remaining for Degree/Normal Academic Progression, e.g., $65/17.50 = 3.71$ (rounds up to 4)). (Any fraction equal to or less than .5 will be rounded down to the lower whole number and anything greater than .5 will be rounded up to the next higher whole number.)	4

Appendix C [TOC](#)

C-4. (continued)

d. An outline of all courses (term, year, course number, course title, number of credit hours per course (Hrs.), number of credit hours per course that counts towards the degree (Cts.), and grade) will be annotated for each term. This academic assessment should be designed to meet the Cadets academic ability while maintaining fulltime status. Block 7 will calculate the total credit hours and credit points per school term when the data is entered.

e. The registrar and examiner of credentials (or other institutional certifying official) and the Cadet must sign and date Blocks 10 thru 13.

f. The PMS and the Cadet will sign Page 3, Statement of Understanding, the date the Cadet is contracted.

g. The [CC FM 104-R](#) will be reviewed with the Cadet at the end of each school term (upon receipt of grades) in order to monitor proper academic alignment and proper Mission Set.

(1) The Cadet initial and date Block 8 beside each term to indicate they have been counseled.

(2) If the Cadets initial Planned Academic Program Worksheet changes, initiate a change within **30** days. PMS will revalidate proper Mission Set alignment.

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C-5. Processing of Cadet Action Request, CC Form 131-R (Paper Cadet Actions)

a. The [CC Form 131-R](#) is used to initiate paper Cadet actions originating from the Battalion Commander/PMS (including certain waiver requests, exceptions to policy, and disenrollment actions) forwarded to HQCC. Electronic (paperless) requests submitted in lieu of hard copy requests will not be processed by Cadet Command.

NOTE: Refer to [Appendix C-8](#) for instructions regarding submission of paperless (electronic) Cadet action requests, i.e., (1) Non-immigrant alien participation (2) Non-Scholarship age waivers (3) Dependency waivers (4) Self-admitted drug use (5) Certain misdemeanor civil convictions waivers and (6) Requests for termination of scholarship benefits with retention in a Non-Scholarship status.

b. Each request for Cadet action will be comprised of [CC Form 131-R](#), and those documents required for the particular action (see matrix at [Appendix B](#)). The Battalion Commander/PMS (or representative) will, as a part of the recommendation, annotate the appropriate table used and verify the correctness and accuracy of the matters presented. Blocks should be filled out by the battalion administrative personnel based on the routing of the particular action.

c. Cadets requesting action will check the block and prepare the reason for the request in detail. Use a plain sheet of paper for continuation of the action.

d. The additional sheet may be used and attached if more space is required. The Cadet will sign and date the request and submit the request to the Battalion Commander/PMS. When received from the Cadet, he/she will complete the certification portion of the reverse side of the form, and check the appropriate block, and prepare appropriate remarks in recommending approval or disapproval of the request. Once signed and dated, the request, with all appropriate documentation, will be forwarded to the approval authority for final determination (see matrix at [Appendix B](#) for approval flow and authority).

e. Actions being requested by the Battalion Commander/PMS will have the action checked with a short explanation prepared by the Battalion Commander/PMS (or representative). It will not be signed by the Cadet. With that exception, it will be prepared and processed in the same manner as those initiated by the Cadet. In cases of medical determinations the Cadet is required to sign and date Blocks 18 and 19 of [CC FM131-R](#).

f. Refer questions to your point of contact at Cadet Command, ATTN: ATCC-PA-C.

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C-6. Preparation of Cadet Enrollment Record, [CC Form 139-R](#)

a. Use. The purpose of this form is to obtain essential information from the student in order to establish his/her record on the Cadet Data Base, execute the Loyalty Oath, certify certain statements which impact on eligibility, acknowledge a Privacy Act statement, and verify enrollment eligibility. It is to be used to determine student eligibility for participation in the ROTC Program for commissioning credit and contracting. The student portion of the form will not be used by itself for the purpose of verifying enrollment eligibility and contracting. All portions of the form must be completed prior to contracting any Cadet. It will be completed by all students enrolling for commissioning credit or contracting on the first day of ROTC class. Retain a copy in the Cadet's ROTC [Cadet 201 File](#).

b. Most blocks are self-explanatory; However, page 6 contains instructions and reference notes to regulations and Cadet Command Pamphlet to determine eligibility policies.

c. Preparation of form.

(1) If completed manually (handwritten), the Cadet will legibly print information in Part I, page 1. (Recommend using a pencil in case of subsequent changes).

(2) If completing the form electronically, click on the various blocks and a "What's This?" message block will appear to provide instructions for entering correct data in each block. Once the name and SSN have been entered on the first page, the last name and SSN will automatically populate on Pages 2 thru 5.

(3) Allow the student to come back later if there are blanks or unanswered questions on specific information.

d. Height/weight information should be approximate and in inches/pounds.

e. The completion of the Cadet Statements portion, Part IV, Page 2, is essential for later determination of eligibility and compliance with statutory requirements. Have the student fill his/her name and SSN at the top of this portion. Explain the purpose of the Privacy Act statement is to allow exchange of information with USAREC in the event the student decides to leave school. Have the student read the statement concerning verification. In filling out this portion have the student check the appropriate block and initial by the check. It is important to explain that the student's certification of the statements and execution of the Loyalty Oath are required in order for a student to be eligible for contracting in the ROTC Program. The Cadets signature and date will be done in ink.

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C-6. (continued)

f. Subsequent to the completion of Pages 1 and 2 of the form by the student, the Enrollment Officer will complete the Enrollment Eligibility Checklist portion, as appropriate. This action must be undertaken immediately for all scholarship students and prior to contract consideration for Non-Scholarship Cadets. Match the student's status against each criteria area and check the appropriate answer. There is space on the Eligibility Checklist for appropriate notes (such as when a waiver has been approved, etc.).

g. Refer to [Appendix B](#), Approval Authority/Flow of Cadet Actions matrix, to determine where the waiver approval authority rests in the case of a waivable ineligibility.

h. Once each area is checked, the Enrollment Officer will check the appropriate box as to the students eligibility for full participation and contracting http://www.army.mil/usapa/eforms/pdf/A597_3.PDF as appropriate. If the student is fully eligible or receives a waiver, the date of execution of the [DA Form 597](#) or [597-3](#) and [DD Form 4](#) will be annotated. The Enrollment Officer will sign and date Page 5 when eligibility status is verified as indicated.

i. Data on the forms will be re-verified by the cadre with the Cadet during required periodic counseling. A statement to this effect will be made on the counseling record and signed by the Cadet.

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C-7. Affidavit Format/Sample

- a. Use. The purpose of the affidavit is to obtain essential information from the student in order to establish the facts surrounding any incident, civil conviction, when requesting a waiver or exception to policy. The affidavit should include any and all specific facts.
- b. General. This form should be typewritten. Care should be taken to ensure all facts are revealed. Any corrections or typewritten strikeouts should be initialed by pen and ink by the person making the statement.

AFFIDAVIT FORMAT/SAMPLE

I, John P. Penny, do solemnly swear this statement of my record of conviction(s) and of the circumstances surrounding said conviction(s) is true and accurate to the best of my knowledge and belief, and that I have not been convicted of any violation(s) other than a minor traffic violation(s) or those as reported below:

DATE OF OFFENSE(S): 31 Aug 1999

OFFENSE(S): Minor in possession/driving under the influence

SENTENCE(S): \$475.00 fine; \$72.50 Court Costs; and mandatory nine (9) weeks alcohol awareness class.

STATEMENT OF FACTS:

On the evening of 31 Aug 1999, three teammates from our high school football team and I were invited to a graduation party at the house of a mutual friend. We drove in my car to the party and arrived at about 10:00 PM. When we got there we found that there must have been 70 to 80 students from our high school there. Our friend's parents were out of town. Everyone seemed to be having a good time and some of the graduating seniors who looked older used some fake ID to get a couple of kegs of beer. Though my teammates and I knew better, we decided to go ahead and each had a couple of beers. We thought wed just hang around for a little bit and then leave.

The party started to get really loud about 11:30 PM and my friends and I thought it might be a good idea to leave. We each had a beer in our hand. Just about then we saw police car lights flashing through the living room windows. I said that wed better get out of the house through the back door. If we were caught it meant that wed be kicked off the team and placed on suspension from school. We ran out the back door and went around the corner to where my car was parked. We didn't think to throw the beers away but threw the can down on the floor of the back seat and half covered them with a jacket. In my hurry to leave, I squealed my tires. That must have gotten the attention of one of the police officers as we were met two blocks away by another police car that stopped us. I was told by the officer to get out of the car. When I was standing behind the car, the officer shined his flashlight into the car and saw the beers. He then told my friends to get out of the car. We were taken in police cars to the police station. I was given a breathalyzer test, which registered .10. I was charged with driving under the influence

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C-7. (continued)

and with being a minor in possession of alcohol. My teammates were also charged with minor in possession. They charged approximately 75 students with various offenses at the party, which included most of the senior class, some juniors, and a few sophomores.

Due to the backlog created my case was not heard by a judge until June 2001. I pled guilty and was given the find stated in above as well as having to pay court costs and attend a nine-week class. The fine and court costs were paid on 18 June 2001 and I completed class on 9 October 2001. Additionally, I was required to sit out the 1991 football season and was placed on probation by the school superintendent for one term. My past record of school activities was taken into account and I was allowed to come back to the football team.

I certify that the above statement was duly taken and subscribed in my presence at Pomfret, Oregon this (date) day of (MM/YY).

Typed name of person making affidavit

Signature of person making affidavit

Typed name of battalion Cdr/PMS or EEO

Signature of battalion Cdr/PMS or EEO

Grade and Organization

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C-8. Preparation and Processing of [CC Form 131-E](#) (Electronic Cadet Actions)

a. The Cadet action requests listed below will be processed electronically. Hard copy requests submitted in lieu of electronic form will not be processed by Cadet Command. (Cadet action requests not listed below must be submitted in hard copy on the [CC Form 131-R](#) (see [App C-5](#) above)):

- (1) Non-immigrant alien participation (Paragraph 2-6)
- (2) Age waivers (Paragraph 2-34c)
- (3) Dependency waivers (Paragraph 2-40)
- (4) Self-admitted drug use (Paragraph 2-37)
- (5) Misdemeanor civil conviction waivers, excluding those in Paragraph 2-4e(1) thru (3)
- (6) Termination of scholarship benefits (Paragraph 4-6)

b. Using email and the Cadet Action Request form ([CC Form 131-E](#)) makes the following assumptions:

(1) The PMS is certifying that all supporting documentation is accurate and complete and is being retained in the Cadet's personnel file (documents will be subject to inspection during command inspections or assistance visits).

(2) The PMS has presented all the facts to include any prior information that may have bearing on the decision. If pertinent information to support the request is not annotated on the Cadet Action Request form, it will be necessary to request the documentation, thereby, negating the paperless concept.

(3) All blocks on the Cadet Action Request MUST be completed (except Section 1a) since supporting documents are not included.

c. The approval path will go from Battalion through the Brigade to Headquarters, email address: CadetActionsCDTCM@usaac.army.mil. Each Brigade will determine the POC who will receive the email from the PMS; however, the e-mail address on [CC Form 131-E](#) (Blocks 2 and 3) should reflect the Brigade Commanders address.

d. Refer questions to your point of contact at Cadet Command, ATTN: ATCC-PA-C.

e. Instructions for Completing the Cadet Action Request Form ([CC Form 131-E](#)) - Electronic Form

(1) This is a Microsoft Excel form. For completion, open the document and select Page 1 at the bottom of the screen. Select, double click, and complete each block (1-23) typing the information requested below. (**NOTE:** *If you click on an incorrect cell, you will receive an error message click OK and select the cell/block under the block heading.*) When the form is completed, Save As using the Cadet's name, e.g., Smith, John.

(2) Blocks 1 thru 23 will be completed by the battalion as follows:

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1. PMS/Battalion email address
2. Brigade information, e.g., POC name/phone number and Brigade Commander e-mail address (there are 2 lines for information, put Bde Cdr e-mail address on second line).
3. CadetActionsCDTCM@usaac.army.mil
4. Battalion POC name, phone number & e-mail address (there are 2 lines for information, put e-mail address on second line).
5. School name/FICE Code (there are 2 lines for information, put FICE Code on second line).
6. Type of action requested (e.g., age waiver, dependency waiver, etc.).

SECTION I

7. Self Explanatory
8. Self Explanatory
9. Cadets mailing address
10. If applicable, if not type N/A
11. Enter type of scholarship (2, 3, 4; 0=Non-Scholarship)
12. Self Explanatory
13. Enter the Academic Discipline M (ADM) of the Cadet (1 thru 5):
 - 1=Generalist
 - 2=Technical
 - 3=Physical Science/Analytical
 - 4=Engineering
 - 5=Nursing
14. Enter the most current cumulative grade point average as of the date of request.
15. Enter most current height in inches and weight in pounds and the date of information, e.g. 69/165-04/01/03, and in the block enter G=GO or N=NO GO.
16. Enter most current APFT data/date, e.g., 275-03/28/03, and in the block enter G=GO or N=NO GO.

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17. S-A-L Assessment type an X inside the box for the category(s) as applicable, type extra curricular activities in the text box.
18. List any other Cadet actions that have been submitted, either pending actions or already completed actions and date.
19. Select the appropriate box and type an X, as applicable.
20. Remarks section should document specific information to support the request, e.g., facts surrounding the request or incident, blood alcohol content (BAC) (if DWI/DUI), all previous convictions, frequency and timeframe of drug use, whether probation has been satisfied, etc. If pertinent information to support the request is not annotated on the form, it will be necessary to request the documentation, negating the paperless concept. If space runs out annotate that remainder will be completed on page 3, i.e., continued on Page 3.
21. Type PMS name as follows //JOHN SMITH// indicating the original is signed and in the Cadets file.
22. Type in the date, i.e., 02/01/04.

SECTION Ia WILL NOT BE USED.

Once the form is completed, save as using the Cadet's name, e.g., Smith, John. (Saving as a separate document will leave the form blank for future use). Attach the completed document to an e-mail message and forward to the Brigade Commander. The email subject line will include the following: Paperless/Type of Action/Cadet Name/SSN [last four]/School, e.g., Paperless Civil Conviction/John Smith/3333/Columbia University.

SECTION II (FOR BRIGADE COMMANDER USE)

-- Brigade Commander clicks in either concur or non-concur text box and places his/her initials in the appropriate box.

- Comments can be made in text box- if more space is needed type see Page 3- then proceed to appropriate box on Page 3 to finish comments.

- Save the document and forward to this headquarters via e-mail address:

CadetActionsCDTCM@usaac.army.mil.

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C-8. (continued)

f. Any questions should be directed to your Cadet Command POC, ATCC-PA-C for processing Cadet actions.

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LIST OF TYPICAL MINOR TRAFFIC OFFENSES (Extract of Table 4-8, AR 601-210)

This list of typical traffic offenses below is a guide. Treat the offenses listed as minor traffic offense despite the classification under State law and whether the determination is deemed a conviction or adjudication under State law. If an applicant/Cadet has been found guilty of minor traffic offense and the fine (to exclude court costs) is less than \$250, a waiver is not required except when the applicant has accumulated 6 or more such offenses during 1 year. Also, see [AR 601-210](#), Paragraph 4-8. However, if the fine (to include court cost) is \$250 or more or the individual received a jail sentence (even if suspended), a request for waiver is required and will be submitted in accordance with Chapter 3 of this pamphlet.

MINOR TRAFFIC OFFENSES:

- Blocking or retarding traffic.
- Bicycle ordinance violation.
- Crossing yellow line, driving left of center.
- Contempt of court for minor traffic offenses.
- Disobeying traffic lights, signs, or signals.
- Driving on shoulder.
- Driving uninsured vehicle.
- Driving with blocked vision/tinted window.
- Driving with expired plates or without plates.
- Driving without license or with suspended or revoked license.
- Driving without registration or with improper registration.
- Driving wrong way on one-way street.
- Failure to appear for traffic violations.
- Failure to comply with officer's directive.
- Failure to have vehicle under control.
- Failure to signal.
- Failure to stop or yield to pedestrian.
- Failure to submit report after accident.
- Failure to yield right-of-way.
- Faulty equipment, such as defective exhaust, horn, lights, mirrors, muffler, signal device, steering device, tail pipe, or windshield wiper.
- Following too closely.
- Hitchhiking.
- Improper backing, such as backing into intersection or highway, backing on expressway, or backing over crosswalk.
- Improper blowing of horn.
- Improper passing, such as passing on right, passing in no passing zone, passing stopped school bus, or passing a pedestrian in crosswalk.
- Improper turn.
- Invalid or unofficial inspection sticker, failure to display inspection sticker.
- Jaywalking.
- Leaving key in ignition.
- License plates improperly displayed or not displayed.
- Operating overloaded vehicle.
- Racing, dragging, or contest for speed.

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MINOR TRAFFIC OFFENSES: (continued)

- Reckless, careless or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement), court costs are not part of a fine.
- Seat belt/child restraint violation.
- Skateboard/roller skate violations.
- Speeding.
- Spilling load on highway.
- Spinning wheels, improper start, zigzagging, or weaving in traffic.
- Violation of noise control ordinance.

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Figure 2-3, Initial Entry Weight Table for Males

Military Acceptable Weight (in pounds) as Related to Age and Height for Males - Initial Army^{1,2}					
Height (Inches)	Maximum Weight (Any Age)	17-20	21-27	28-39	40 and Over
61	100	139	141	143	146
61	102	144	146	148	151
62	103	148	150	153	156
63	104	153	155	158	161
64	105	158	160	163	166
65	106	163	165	168	171
66	107	168	170	173	177
67	111	174	176	179	182
68	115	179	181	184	187
69	119	184	186	189	193
70	123	189	192	195	199
71	127	194	197	201	204
72	131	200	203	206	210
73	135	205	208	212	216
74	139	211	214	218	222
75	143	217	220	224	228
76	147	223	226	230	234
77	151	229	232	236	240
78	153	235	238	242	247
79	159	241	244	248	253
80	166	247	250	255	259

Maximum Body Fat by Years of Age			
17-20	21-27	28-39	40 and Over
26%	26%	28%	30%

NOTES:

¹If a male exceeds these weights, percent body fat will be measured by the method described in AR 600-9.

²If a male also exceeds this body fat, he will be rejected for service.

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Figure 2-4, Initial Entry Weight Table for Females

Military Acceptable Weight (in pounds) as Related to Age and Height for Females - Initial Army^{1,2}					
Height (Inches)	Maximum Weight (Any Age)	17-20	21-27	28-39	40 and Over
58	90	112	115	119	122
59	92	116	119	123	126
60	94	120	123	127	130
61	96	124	127	131	135
62	98	129	132	137	139
63	100	133	137	141	144
64	102	137	141	145	148
65	104	141	145	149	153
66	106	146	150	154	158
67	109	149	154	159	162
68	112	154	159	164	167
69	115	158	163	168	172
70	118	163	168	173	177
71	122	167	172	177	182
72	125	172	177	183	188
73	128	177	182	188	193
74	130	183	189	194	198
75	133	188	194	200	204
76	136	194	200	206	209
77	139	199	205	211	215
78	141	204	210	216	220
79	144	209	215	222	226
80	147	214	220	227	232

Maximum Body Fat by Years of Age			
17-20	21-27	28-39	40 and Over
32%	32%	34%	36%

NOTES:

¹If a female exceeds these weights, percent body fat will be measured by the method described in AR 600-9.

²If a female also exceeds this body fat, she will be rejected for service.