

4 May 2000

**Personnel Procurement
Reserve Officer's Training Corps Procurement
Fiscal Year 2001**

Summary. This circular provides administrative procedures for preparing and submitting accession files for evaluation by the Department of the Army (DA)/Reserve Officers' Training Corps (ROTC) Selection and Branching Board.

Applicability. This circular applies to members of the Headquarters, U.S. Army Cadet Command, ROTC battalions, Early Commissioning Program (ECP) lieutenants, and all cadets participating in the ROTC program.

Supplementation. This circular may be supplemented with approval from the Commander, U.S. Army Cadet Command, ATTN: ATCC-PA, Fort Monroe, Virginia 23651-1052.

Interim Changes. This circular has no interim changes.

Suggested Improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Cadet Command, ATTN: ATCC-PA, Fort Monroe, Virginia 23651-1052.

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1. **Purpose.**

a. This circular provides supplemental instructions for the administrative preparation and submission of accession files used during the DA/ROTC Selection and Branching Board.

b. Governs FY 01 and starts the FY 02 Immediate Active Duty (IA)/Active Duty (AD) and non-active duty accession cycle for ROTC.

2. **Reference.** Department of the Army Circular 601-98-1 (Reserve Officers' Training Corps Procurement Fiscal Years 1999 and 2000, 1 Apr 98 (Circular is currently under revision).

3. **Responsibilities.** Conduct of the FY 01 ROTC officer accession cycle relies upon fulfillment of the following responsibilities:

a. HQ, U.S. Army Cadet Command will--

(1) Provide accession guidance to Professor of Military Science (PMS) of ROTC battalions to assist in preparing and submitting accession documents. Answer questions or provide support for problems with accession program input.

(2) Establish suspense dates for submission of accession and commissioning documents in accordance with Order of Merit List (OML) Panel timeline.

(3) Establish accession files from documents submitted by PMS IAW HQDA guidance and this circular.

(4) Process requests for branch, duty status and Educational Delay (DL) changes.

(5) Obtain Officer Basic Course (OBC) class dates for IA/AD selectees and notify PMS of the results.

(6) Select and manage Gold Bar Recruiters (GBR) and Camp Lieutenants.

b. Professors of Military Science (PMS) will--

(1) Brief all cadets on the accessions process for all duty choices at the time the accession documents are prepared and after the DA/ROTC Selection and Branching Board results are announced.

(2) Prepare and submit accession documents in accordance with guidance provided in DA Circular 601-98-1 and this circular.

(3) Notify HQ, Cadet Command (ATCC-PS-A) of any individual who has been selected for the Health Professions Scholarship Program (HPSP) subsequent to branching.

(4) Ensure all cadets have access to DA Pam 600-3 (Commissioned Officer Professional Development and Utilization), which contains branch descriptions.

(5) Complete Cadet Command Form 67-9-1-R (Supplemental PMS Comments). PMS may provide additional comments based on camp performance, if appropriate. Use short statements in bullet format and limit comments to the space provided. Use upper and lower case when typing comments.

(a) Counsel females requesting Field Artillery (FA) as a branch choice (reference U.S. Army Cadet Command Gold Bar Accessions Bulletin dated August 1999 and Memorandum, HQ Cadet Command, ATCC-PA, 13 Mar 95, subject: Standardized Briefing for Women Considering Field Artillery Branch). PMS must be the individual completing the counseling. If additional information is required, contact Cadet Command Headquarters by e-mail (accessions@monroe.army.mil).

(b) Counsel individuals requesting Aviation Branch of the six-year active duty obligation following completion of flight training or voluntary withdrawal from flight training during phase II of OBC.

(6) Strongly encourage cadets to provide comments on the Cadet Command Form 67-9-1-R (Cadet Bullet Comments). Use short statements in bullet format and limit comments to the space provided. If the cadet elects not to make comments, insert the statement "Cadet declined to comment" in the Cadet Comments block. Statements should be pertinent to Selection and Branching Board and should not repeat information available elsewhere in the packet.

(7) Update and prepare accession documents for ECP lieutenants attending your university or that are within your area of jurisdiction. Packet must include Cadet Command Form 67-9-E, Campus - Gaining PMS Evaluation of ECP Lieutenant. PMS should also solicit a letter of input from the ECP lieutenant's Army National Guard (ARNG) or United States Army Reserve (USAR) unit commander. Letter may be submitted with accession documents or incorporated into gaining PMS comments. Gaining PMS must also ensure the packet is IAW all standing accession guidance and meets quality standards. Completed packet should be submitted to HQ, Cadet Command, ATTN: ATCC-PS-A, Fort Monroe, Virginia 23651-1052, through the same channels as other cadet packets.

(8) Do not highlight or underline military science courses or any other courses on college transcripts.

(9) Inform the cadets of the following:

(a) The information contained on Cadet Command Forms 67-9-1-R and 67-9 are primarily used during the evaluation process. After duty selections are made, DA/ROTC Selection and Branching Board members review PMS and Cadet Comments (if provided) and branch choices as an aid in making branch designations.

(b) Cadets with a Guaranteed Reserve Forces Duty (GRFD) contract wishing to compete for Immediate Active Duty (IA)/Active Duty (AD) must request, from HQ, Cadet Command, a revocation of their GRFD contract. A copy of the approved revocation (Cadet Command Form 204-R) must be in the cadet's accession packet when reviewed by the accession board. Cadets with a Dedicated National Guard Scholarship **may not** revoke their contract. (Scholarship Category = 2G or 4G in ROTCMMS). Title 10, United States Code, Section 2107, requires Dedicated Army National Guard Scholarship commissions to serve in the National Guard. Cadet Command Regulation 145-10 provides procedures and forms.

(c) All cadets requesting Reserve Forces Duty (RD), except those with GRFD contracts, are eligible and will be considered for immediate active duty/active duty.

(d) Cadets with GRFD contracts cannot request an educational delay.

(e) Nurse cadets cannot request an educational delay.

(f) Cadets applying for MI Branch (IA/AD or RFD) are required to complete a request for Top Secret Security Clearance and access to Sensitive Compartmented Information (SCI) paperwork.

(g) All cadets (except nurses) who receive IA/AD are eligible for consideration for the branch detail program whether or not they volunteer for the program. A mandatory field has been added to the Branching Module which must be filled in by all cadets (except GRFD cadets). Cadets must indicate whether or not they are a volunteer for the Branch Detail Program. They must also indicate the detail branch they wish to serve in if selected. (Detail Branch choices: FA, IN, AR, AD, or CM).

(h) Cadets selected Medical Specialist Corps (SP) as a result of the DA/ROTC Selection and Branching Board will not be branched in this area without an undergraduate degree or without meeting professional qualifications.

(i) Cadets selected for Army Nurse Corps (ANC) will not be branched without a minimum of a Baccalaureate Degree in Nursing from a program that is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to the Surgeon General. Those selected for Active Duty will not be accessed ANC or attend OBC without successfully passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Failure to pass the NCLEX-RN in two attempts will result in re-branching, unless an exception to policy is approved for a third attempt.

(j) Approval of a delay in order to obtain a law degree does not guarantee an assignment with the Judge Advocate General's Corps.

(k) Cadets transferring to another college/university at the beginning of their MS4 year and being accessed that same year will have their CC Form 67-9-1-R prepared by the PMS at the college/university the cadet attended during their MS3 year.

(l) Graduate Student Grade Point Average (GPA) Points - Cadet Evaluation System (CES) GPA points for graduate school students will be based upon the student's graduate school GPA, and compared to the average graduate student in his/her major at his/her graduate school.

(10) Counsel cadets concerning:

(a) Nurse cadets. All eligible, qualified nursing cadets must list Active Duty ANC as their first branch choice. For choices two through six, they need to specify a preference for ANC Reserve Forces Duty or Active Duty in another branch. Nurse cadets may not be identified as IA since they have to pass the NCLEX-RN prior to entering Active Duty.

(b) Individuals wanting IA must request IA as their first choice of duty preference.

(11) Notify all individuals of their status upon receipt of the DA/ROTC Selection and Branching Board results.

(12) Ensure all IA/AD designees complete CC Form 218-R, Assignment Preference Sheet. Information requested is self-explanatory. See paragraph 5b(14), below for disposition.

(13) Ensure a National Agency Check has been initiated (required within 60 days of contracting) on every cadet.

(14) Cadets requesting MI branch as their first or second AD branch choices or first RD branch choice, must prepare a draft Single Scope Background Investigation (SSBI) when accession file is submitted. Retain the draft at the battalion

until accession results are announced. Submit final SSBI request to Cadet Command Security Manager not later than 30 December 2000 if Control Branch is MI or selected for RD in MI branch.

4. **Changes.** Branch and status change requests. All requests are submitted on DA Form 4187, Personnel Action.

a. Cadets whose initial request for educational delay was not approved, may resubmit their delay request once a letter of acceptance from a graduate school is received.

b. Cadets granted an Army Medical Department (AMEDD) educational delay may apply for the Health Professions Scholarship Program (HPSP). See AR 601-141 for submitting application.

c. Cadets denied an Army Medical Department (AMEDD) educational delay who have not submitted an HPSP application (see AR 601-141) may do so as soon as they receive a graduate school letter of acceptance. If an HPSP scholarship is approved, the PMS must notify Cadet Command Accessions Branch as soon as possible.

d. Branch and duty status change requests for IA/AD selectees must arrive at Cadet Command Headquarters not later than 13 January 2001. Cadets who received their first or second branch choice will not be considered for a branch change.

e. IA/AD selectees may request a duty status change to RFD if they can document a personal or family hardship. Supporting documentation; i.e., that necessary to document that a hardship exist, must accompany the request.

f. Cadets requesting an RFD branch change should submit their DA Form 4187 through their chain of command to Cadet Command Accessions Branch. The request must be accompanied by a letter of acceptance from a reserve component unit.

g. Lieutenants requesting an RFD branch change should submit their DA Form 4187 directly to AR-PERSCOM. Requests must be accompanied by DA Form 4651-R (Request for Reserve Component Assignment or Attachment) or NGB Form 60 (Request for Clearance from U.S. Army for Enlistment/Appointment in the Army National Guard) from the gaining unit.

5. **Accession File Checklist (Appendix A).**

a. The documents listed below will be obtained from Cadet Command Information Management System (CCIMS). Cadet Command Accessions Branch will print the forms, match with mailed documents (see paragraph b below), and prepare all file folders.

(1) Cadet Command Form 67-9-1-R (ROTC Cadet Accession Management Profile). This form is prepared in the Accessions Module, CCIMS and will be electronically submitted to HQ, Cadet Command. The accessions photo (paragraph b(1) below) will be placed on CC Form 67-9-1-R when printed at Cadet Command.

(2) Cadet Command Form 67-9, Camp (Cadet Evaluation Report (CER), Camp). For individuals who attended camp prior to 1999, mail CC Form 156, ROTC Advanced Camp Evaluation, with other required documents (see b below).

b. The following forms/documents will be mailed to Commander, USA Cadet Command, ATTN: ATCC-PS-A, to arrive by the suspense date for each battalion (see paragraph 5c, below).

(1) Accession photo. Original and one copy. Is taken at Advanced Camp in BDUs. Photo size should be 4" X 6" (vertical format). Photo should display cadet standing at attention. Right shoulder should be facing into camera so the nametag is clearly displayed. Photo should be taken as close up as possible so the frame of picture has minimal amount of empty space (both shoulders and hands must be visible). **NO OTHER PHOTOS ARE AUTHORIZED.**

(a) If an individual attended camp prior to '97 (uniform was Class A), the photo must be retaken in BDUs (mid-thigh to head).

(b) All ECP lieutenants should have an up-to-date photo taken in BDUs.

(2) Cadet Command Form 67-9, Campus (Cadet Evaluation Report (CER), Campus). Two copies. Per previous guidance, Campus CERs for all cadets being accessed are required to be mailed to this HQ, ATTN: ATCC-PS-A, within two weeks after the Spring term ends.

(3) Cadet Command Form 67-9-E, Lieutenant Evaluation Report, Campus - Gaining PMS Evaluation of ECP Lieutenant and letter of input from reserve component unit commander, if applicable. Two copies.

(4) Letter of Acceptance from a reserve unit (if applicable). Two copies.

(5) Cadets requesting Aviation as active or reserve duty branch:

(a) DA Form 6256 (Alternate Flight Aptitude Screening Test (AFAST)). Cadets must have a minimum score of 90 to apply for aviation. Two copies.

(b) Flight Physical. One copy. **(Front page only, but must show date of physical (no more than 18 months old) and approval stamp from the Army Aeromedical Center.)**

(6) Commissioning Physical (other than flight). Must not be more than two years old at time of commissioning. One copy (Front page only of SF 88 showing date of physical). Not applicable to ECP lieutenants.

(7) Graduate study admissions test (as applicable, law, medical, dental, etc.) score (educational delay applicants only). Two copies.

(8) Letter of acceptance to a graduate school if requesting an educational delay (if applicable/available).

(9) Cadet Command Form 204-R (Revocation of the Guaranteed Reserve Forces Duty (GRFD) Cadet Contract Endorsement), if applicable. Two copies.

(10) College Transcripts.

(a) Must cover three academic years. Official transcripts are not required; however, transcripts must include the name of the college/university. If the individual attended other schools, two copies of current and each former school's transcript must be provided.

(b) All GPAs will be converted to a 4.0 scale. Cadet Command Regulation 145-3 (Precommissioning Training and Leadership Development), paragraph 7-2b, will be used to compute cumulative GPAs.

(c) When ROTC grades are not included in the cumulative GPA, prepare a Memorandum For Record (MFR) which includes a cumulative GPA with ROTC grades. Place the MFR in front of the college transcripts.

(d) Individuals with GPAs below 2.0 will not be boarded. GPAs lower than 2.0 will not be rounded up to 2.0 in order to be eligible.

(11) Nurse Summer Training Program (NSTP) evaluation. For nurse cadets who attended NSTP, submit two copies of the appropriate evaluation form. For NSTP attendance in 1997 and 2000, the cadet received an Officer Evaluation Report (OER). In 1998 and 1999, they received an Academic Evaluation Report (AER).

Prior to 1997, they received an Army Nurse Corps Preceptor Evaluation (CC Form 156). Two copies of applicable form/report.

(12) For Medical Specialist (SP) applicants.

(a) Letter of recommendation from two individuals who can evaluate professional competence and potential (two copies of each letter).

(b) Letter of recommendation from program director (two copies).

(13) Cadet Record Brief (CRB). 8 1/2" x 11" size. Original and one copy (Signed and dated by the cadet and an ROTC cadre member) for all except nurse cadets (original plus two copies).

(14) Cadet Command Form 218-R, Mar 00, Assignment Preference Sheet, Appendix B. (original and one copy except nurses, original and two copies)

(15) Cadet Command Form 192-1-R, Registered Nurse Professional Background Check. Required for nurse cadets who were licensed as a Registered Nurse or Licensed Practical Nurse prior to graduation. (two copies)

(16) DA Form 1059, Service School Academic Evaluation Report, (ECPs only). (two copies)

(17) Promotion Orders to first lieutenant, if applicable (ECPs only). (two copies)

c. The OML Panel will be conducted by HQ, Cadet Command 9-27 Oct 00. The DA Selection and Branching Board will be conducted 6-17 Nov 00 at PERSCOM. Duty status and branch selections results should be announced in early Dec 00. Accession documents must be submitted to this headquarters, ATTN: ATCC-PS-A, IAW suspense dates listed below. Suspense dates were set with a view toward giving battalions the maximum time to complete/obtain required documentation while allowing time for Cadet Command to establish and review files before referral to the OML Panel.

<u>First Day of Fall Term</u>	<u>Suspense Date</u>
21 Aug or earlier	5 Sep 00
22 Aug - 25 Aug	11 Sep 00
25 Aug - 1 Sep	18 Sep 00
5 Sep - 8 Sep	25 Sep 00

11 Sep - 15 Sep	2 Oct 00
18 Sep - 22 Sep	10 Oct 00
25 Sep or later	16 Oct 00

d. Incomplete or late accession files. Accession documents not received or incomplete as of 19 October 2000 will not be referred to the OML Panel. When files are established or completed, they will be reviewed by a standby board after completion of the regular board. No files will be accepted for Standby Boards after 28 May 2001.

e. Ineligibles. As noted in paragraph 5b(10)(d), above, files on cadets with Cumulative Grade Point Average (CGPA) below 2.0 (4.0 scale) will not be referred to the OML Panel/Accession Board. In addition, per the CG, Cadet Command guidance, files on cadets/lieutenants who do not meet the height/weight standard of AR 600-9, will not be referred for accession consideration.

f. Status Roster. This roster can be printed from the REPORTS Menu in the CCIMS Main Menu when all CC Forms 67-9-1-R are complete. Submit with the documents to be mailed. It will be used for accountability; i.e., make sure we receive documents for all your accessions. Annotate the roster as appropriate to identify documents not sent with the initial mailing.

6. Educational Delay Program.

a. A request for an educational delay is a request for Active Duty.

b. Scholarship recipients approved for an educational delay should expect AD upon termination or completion of a delay. However, all final AD determinations are dependent upon the needs of the Army at the time the delay is terminated or completed. Cadets who fail to gain admittance into graduate, medical, or law school, or who terminate the delay prior to completion may request RD.

c. Officers who enter educational delay status will be transferred to the jurisdiction of AR-PERSCOM upon attaining their undergraduate degree and having appropriate graduate school acceptance papers (DA Form 591, Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement) received by Cadet Command. Cadet Command will not transfer control of any educational delay officer to AR-PERSCOM until all commissioning, accessions, and graduate program acceptance documents are complete. Until that time, educational delay officers remain under Cadet Command control. Cadet Command will submit requests for status change (Delay to Active Duty) for lieutenants who have not provided required documentation or requested an extension of delay status by 16 October 2000.

7. Duty Preferences and Restrictions.

a. Armor and Infantry are the only branches not available to females.

b. All medically qualified male officers and cadets will list six branch choices on CC Form 67-9-1-R, two each from the combat arms branches, combat support branches, and combat service support branches. One combat arms branch must be listed among the top three choices. Female officers and cadets will list a minimum of one branch from each category.

c. Sons and daughters of Congressional Medal of Honor recipients are guaranteed active duty if requested and supported by the PMS.

d. Senior Military College (SMC) cadets are guaranteed active duty if requested and supported by the PMS.

STEWART W. WALLACE
Major General, U.S. Army
Commanding

OFFICIAL:

JOHN W. CORBETT
Colonel, GS
Chief of Staff

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Appendix A

ACCESSIONS CHECKLIST

- ___ CC Form 67-9-1-R (This form will be printed from CCIMS by HQ Cadet Command)
- ___ CC Form 67-9, Campus (This form must be mailed to HQ, Cadet Command (ATCC-PS-A), NLT two weeks after Spring term ends) (original and one copy)
- ___ CC Form 67-9, Camp (This form will be printed from CCIMS after each Advanced Camp Cycle/Regiment ends)
- ___ CC Form 67-9-E, Campus (This form will be mailed to HQCC, ATTN: ATCC-PS-A)
- ___ Accession Photo (Cadet/LT must be in BDUs) (Photo will be placed on CC Form 67-9-1-R by HQ, Cadet Command) (original and one copy)
- ___ Reserve Component Acceptance Letter, if applicable (original and one copy)
- ___ DA Form 6256 (Alternate Flight Aptitude Selection Test (AFAST))- AV applicants (original and one copy)
- ___ Front page of Flight Physical w/authentication stamp of Army Aeromedical Center for AV applicants (two copies) or front page of commissioning physical for other than AV applicants (one copy)
- ___ Graduate studies admissions test (as applicable) if applying for Educational Delay for advanced schooling (medical, law, dental, etc) (if available) (two copies)
- ___ Letter of Acceptance to graduate school, if applicable and available (two copies)
- ___ DA Form 204-R (Revocation of the Guaranteed Reserve Forces Duty Cadet Contract Endorsement), if applicable (two copies)
- ___ Transcripts from all schools attended (must reflect three years of academic work) (two copies of each transcript)
- ___ Nurse Summer Training Program (NSTP) evaluation. OER for 1997 and 2000 attendees, DA Form 1059 for 1998 and 1999 attendees, or CC Form 156 (Clinical Camp Evaluation) for attendees prior to 1997 (two of applicable evaluation)
- ___ CC Form 192-1-R, (Registered Nurse Professional Background Check (as applicable) (two copies)
- ___ Letters of recommendation from 2 different persons for SP applicants only (two copies)
- ___ Letter of recommendation from program director SP applicants only (two copies)
- ___ Cadet Record Brief (8 1/2 X 11) (original and one copy except for AN applicants, original and two copies)
- ___ CC Form 218-R (Mar 00), Assignment Preference Sheet (two copies)
- ___ CC Form 192-1-R (RN/LPN Background Check) - AN applicants who are licensed prior to graduation must submit two copies of the background check
- ___ DA Form 1059, Service School Academic Evaluation Report, (ECPs only) (two copies)
- ___ Promotion Orders to first lieutenant, if applicable (ECPs only) (two copies)

APPENDIX B

ASSIGNMENT PREFERENCE SHEET

PART 1 - GENERAL INFORMATION

1. NAME: _____ 2. SSN: _____ 3. GRADE: 2LT
(LAST, FIRST & MI)

4. ROTC REGION: _____ 5. SEX: _____ 6. RACE: _____ 7. PPN: _____ 8. MARITAL STATUS: _____

9. DEPENDENTS: _____ 10. DUTY: _____ 11. BRANCH: _____

12. ACAD MAJ: _____ 13. GRAD DATE: _____ 14. COMM DATE: _____

15. SCHOOL ATTENDING: _____

16a. HOST INSTITUTION: _____

b. POC: _____ PHONE# _____

17a. PERMANENT: (NO POST OFFICE BOX) HOME ADDRESS PHONE #: _____
b. ADDRESS IN WHICH (NO POST OFFICE BOX) TRAVEL COMMENCES PHONE #: _____

1. Assignment Preferences (List in order of Preference, must be 4 Overseas):

1. _____ 5. _____ 9. _____
2. _____ 6. _____ 10. _____
3. _____ 7. _____
4. _____ 8. _____

2. I desire to enter active duty on/or about: 1st: _____ 2nd: _____ 3rd: _____

3. I desire the following additional training: () AIRBORNE () AIR ASSAULT () RANGER () OTHER

4. I will travel to OBC by () POV () COMMERCIAL AIR

5. I (DO)(DO NOT) desire to serve as a GOLDBAR RECRUITER.

6. I (DO)(DO NOT) desire to serve as CADRE at ADVANCED CAMP.

7. I (DO)(DO NOT) desire to serve as CADRE at BASIC CAMP.

8. I (DO)(DO NOT) request consideration for a JOINT DOMICILE assignment
(if yes, indicate: name, SSN, grade, branch and location of spouse) _____

9. I have been selected for IA and desire _____ days excess leave or _____ days advanced leave

REMARKS

OFFICIAL USE ONLY:

SCH-OBC _____
SCH-FTL _____
SCH-DLI _____
SCH-KNOX _____
HOR-OBC _____
FTL-OBC _____
KNOX-OBC _____
DLI-OBC _____
HOR-KNOX _____
HOR- FTL _____

I certify the above information is correct and current.

SIGNATURE OF CADET DATE: _____

9. NAME OF SCHOOL COURSE NO CLASS NO REPORTING DATE