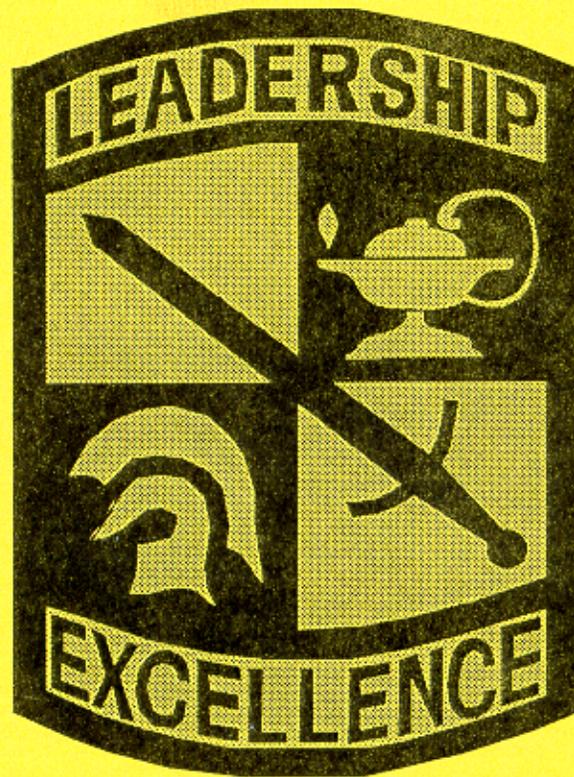


# **GOLD STANDARDS**

**PMS GUIDE FOR  
ENROLLMENT, RETENTION AND DISENROLLMENT**



**U.S. Army Cadet Command  
Fort Monroe, Virginia 23651-5000**

**Cadet Command Pamphlet 145-4  
1 September 1994**

CADET COMMAND PAMPHLET 145-4  
ERRATA SHEET

Page 9. Table 2-1, paragraph 2b. Change 3-1a(2) to read, "3-12(a)".

Table 2-1, paragraph 3. Add, "e. DOD Homosexual Conduct Policy Briefing". Reference/Note Section add, "AR 145-1, para 3-3; CC PAM 2-12; Homosexual Conduct is grounds for barring entry or continued enrollment in the SROTC Program."

Page 17. Paragraph 2-15b(2). Change fourth line to read, "attend the ROTC Advanced Camp or attend the ROTC...."

Paragraph 2-15c. Change first line to read, "Nursing and engineering student applicants must be enrolled in an academically accredited program."

Page 21. Paragraph 2-22e. Change first sentence to read, "All HIV, drug and alcohol testing requirements for ROTC applicants/ cadets will be completed at Advanced Camp."

Paragraph 2-25. Student commitment. Delete the word "homosexuality", insert the words "DOD homosexual conduct policy briefing".

Page 36. Paragraph 2-44d(3)(c) and (d). Change to read, "(c) If the cadet is not an SMP participant and is not voluntarily joining a TPU, but has previously completed basic training and is being transferred to the IRR, forward the dental identification record to ARPERCEN.

(d) If the cadet is not an SMP participant, is not voluntarily joining a TPU and has not previously completed basic training and is being disenrolled and discharged from the ROTC program, dispose of the dental identification records in accordance with AR 25-400-2, The Modern Army Recordkeeping System (MARKS), Appendix B, Record Disposition Standards, 145 Reserve Officer Training Corps."

Page 37. Figure 2-5. Bottom of Figure - ("\*NOTE" section) - Change "SP 603" to read, "SF 603".

Page 40. Paragraph 3-4d(5) Change first sentence to read, "Cdt Cmd Form 202-R or 203-R, as applicable."

Paragraph 3-4e(2). Delete first paragraph (2).

CADET COMMAND PAMPHLET 145-4  
ERRATA SHEET  
(Continued)

Page 44. Paragraph 3-8c. Add following sentence: "Exception: Two-Yr dedicated NG scholarship recipients may not revoke their GRFD contract. (Nonwaivable/statutory)"

Page 49/50. Insert this page, if applicable. (Not all copies are missing this page).

Page 56. Paragraph 5-14. Third line. Replace "(11)" with "(10)."

Page 56. Paragraph 5-15a. Change "TAPC-OPP-P" to read, "TAPC-OPD-CP".

Page 58. Section V. Paragraph 5-21b. Last sentence should read, "They will retain enrolled status, e.g., MSIV, V or VI, and as such retain cadet medical coverage."

Page 77. Table 7-2. Line 5 - Move third and fourth sentences to Line No. 4. Delete from the fourth sentence, "...with approval at Cadet Command HQ."

Page 102. Last line on page-change to read, "(Reserve Commitment Remaining)".

Page 144. Part I, N-9. paragraph a(2) Add, "All cadets will be tested at Advanced Camps for the presence of HIV antibodies regardless of when last tested."

Page 145. Part I, N-9. paragraphs a(2)(a) and (b) Delete.

Page 157. Paragraph 1.b - Delete.

Pages 177 and 180. CONTRACT. ITEM D. (EXPLANATION AND/OR ENTRY column) Change to read, "Enter the name of the degree granting institution."

ITEM E. (EXPLANATION AND/OR ENTRY column) Change to read, "Enter complete address of degree granting institution."

Page 181. ITEM P. (EXPLANATION AND/OR ENTRY column). Add the following: "Exceptions: Conditional students (See para 3-10) and conditional SMP cadets (See para 3-7)."

ITEM S. (EXPLANATION AND/OR ENTRY column). Add the following: (See Chapter 3, Section II, para 3-4d(2)(c) and 3-10, for conditional contracting of students.)

Department of the Army  
 Headquarters, United States Army  
 Cadet Command  
 Fort Monroe, Virginia 23651-5000

1 September 1994

**Reserve Officers' Training Corps  
 ENROLLMENT, RETENTION AND DISENROLLMENT CRITERIA,  
 POLICY AND PROCEDURES**

**Summary.** This pamphlet provides guidelines, policy criteria and procedures concerning enrollment, retention and disenrollment for scholarship and nonscholarship students in the SROTC Basic and Advanced Courses.

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

**Supplementation.** Proponent for this pamphlet is U.S. Army Cadet Command, ATTN: ATCC-PC. 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.** Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to the Commander, U.S. Army Cadet Command, ATTN: ATCC-PC, Fort Monroe, VA 23651-5237.

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Chapter 1

Introduction

1-1. Purpose.

To establish and implement policy, criteria and procedures concerning enrollment, retention and disenrollment for scholarship and nonscholarship students in the SROTC Basic and Advanced Courses.

1-2. References.

Appendix A contains the required and related publications.

1-3. Responsibilities.

a. Commander, US. Army Cadet Command responsibilities are stated in AR 145-1.

b. Commanders, ROTC Regions are responsible for-

(1) Ensuring the eligibility criteria is applied for students enrolling in the Basic and Advanced Courses or Scholarship Program or Basic Camp attendance; and for monitoring the retention of cadets in the Basic and Advanced Courses and Scholarship Program.

(2) Taking final action on or forwarding to Cadet Command, as appropriate, each request for waiver or exception which is complete, properly justified and in the best interest of the ROTC Program and the US Army.

(3) Ensuring the battalion commanders/PMS comply with the requirements and procedures addressed in this publication and taking corrective action as required on deficiencies noted.

(4) Returning to the battalion commander/PMS each incomplete or improperly documented request for waiver or exception.

(5) Monitoring the quality and consistency of actions submitted by the battalion commander/PMS.

c. Battalion Commanders/PMS are responsible for-

(1) Verifying the eligibility of students who are seeking entry into the Basic and Advanced Courses.

(2) Verifying the continuing eligibility of cadets enrolled in the ROTC Program.

(3) Appointing an enrollment eligibility officer and an alternate to be responsible for determining each student's eligibility for enrollment and retention.

(4) Ensuring that waivers and exceptions pertaining to enrollment or retention are--

(a) Initiated as soon as the requirement becomes known.

(b) Initiated by the individual 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 supported 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 through Region Headquarters to Headquarters, Cadet Command with appropriate recommendations for a final determination.

(5) Enrolling as conditional Advanced Course cadets only those students whose eligibility, based on medical or other criteria which is waivable and still pending.

Chapter 2

Enrollment Eligibility

Section I.

Basic Course Requirements

2-1. General.

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.

**2-2. Eligibility criteria.**

In order to be eligible for enrollment in the Basic Course, the student must meet the requirements stated in AR 145-1, Chapter 3 and in this section. Additional information is contained in Cadet Command Pamphlet 145-1, Chapter 3 and Cadet Command Regulation 145-1, paragraph 11.

**2-3. Citizenship.**

Basic Course students must be US citizens. Exceptions may be granted for alien students who desire to voluntarily participate in the Basic Course as provided for in AR 145-1, paragraph 3-29 and Chapter 4 of this pamphlet.

**2-4. Medical qualification.**

Basic Course students must 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, table 3-1, and section IV of this chapter.

**2-5. Student commitment.**

Basic Course students must be willing to complete (including signature and date) all pertinent items of ROTC CADET COMD Form 139 and to discuss their responses to the statements contained in those items, i.e. Loyalty Oath, Statement Concerning Civil Convictions, Substance Abuse, and Conscientious Objector Status, when appropriate (See Appendix O).

**2-6. Academic status.**

Students must be enrolled in and attending full time a regular course of instruction at a school participating in the SROTC program.

**Section II.**

**Advanced Course Requirements**

**2-7. General.**

To preclude erroneous enrollments, it is essential that the battalion commander/PMS and the enrollment eligibility officer verify the eligibility of each student prior to authorizing enrollment in the Advanced Course. Refer to table 2-1 for specific enrollment eligibility references and notes.

**2-8. Eligibility criteria.**

To be eligible for enrollment in the Advanced Course, the student must meet the requirements stated in AR 145-1, chapter 3 and in the remainder of this section. Additional information is contained in Cadet Command Pamphlet 145-1, chapter 6.

**2-9. Citizenship. (Table 2-1, item 1)**

a. Advanced Course students must be US Citizens. Verification will be made in accordance with AR 145-1, paragraph 3-8. The following are acceptable documents for use in verification of US citizenship:

- (1) Birth certificate.
- (2) Certificate of naturalization.
- (3) Certification of naturalization of parents.
- (4) INS Form N-560 (Certificate of Citizenship).
- (5) Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the United States of America).
- (6) FS Form 240 (Report of Birth, Child Born Abroad of American Parent of Parents).
- (7) FS Form 545 (Certification of Birth Abroad of a Citizen of the United States of America).
- (8) Unexpired full validity US Passport issued in the name of the applicant.

b. Certain alien students may be authorized to participate in the Advanced Course and to attend Advanced Camp if approved by the region commander or this headquarters in accordance with AR 145-1, chapter 3, section III, and chapter 4 of this pamphlet. Be advised that some of the documents required for verification may not be reproduced by statute.

**2-10. Age. (Table 2-1, item 6).**

a. Specific age requirements differ for scholarship and nonscholarship students and are explained in AR 145-1, paragraphs 3-6 and 3-34. Students must meet age requirements or be granted an age waiver prior to contracting.

b. Nonscholarship students in the Advanced Course must be under 30 years of age at the time of commissioning. Age waivers will not be supported for students over 30 years of age except for nursing students or applicants with outstanding qualifications. Approval authority is the region commander (through age 32). See paragraph 6-11 below for age waiver requests.

c. Scholarship student age criteria is outlined in paragraph 2-27 below. Age criteria specified for scholarship applicants is not waivable.

**2-11. Medical qualification. (Table 2-1, item 9).**

a. Students must meet the medical fitness standards prescribed in AR 40-501, chapter 2, for enrollment, retention, and for award of a scholarship. See section IV, this chapter, for additional information concerning medical qualifications.

**Table 2-1 Enrollment Eligibility references and Notes (For use in conjunction with checklist portion of ROTC Cadet Cmd Form 139)**

Enrollment Criteria	Reference/Note (Detailed eligibility information is contained in the cited references.)
<p>1. Citizenship</p> <p>a. U.S. Citizen</p> <p>b. Aliens</p>	<p>Statutory; AR 145-1, para 3-8; CC Reg 145-1, para 8a (for scholarship); CC Pam 145-4, para 2-9. Verify birth certificate/naturalization certificate or other forms if birth abroad to US Parents.</p> <p>Refer to AR 145-1, para 3-29 and CC Pam 145-4, chapter 4. Verify I-94/151. Nonimmigrants require a statement from home government. Aliens are ineligible for scholarship and SMP participation.</p>
<p>2. Academic</p> <p>a. School</p> <p>b. Academic Status</p>	<p>Statutory; AR 145-1, para 3-5a; CC Pam 145-4, para 2-6. Enrollment in 2 yr colleges not formally linked disqualifies student from participation. (See CC Pam 145-4, app M)</p> <p>Statutory; AR 145-1, para 3-5a and 3-1a(2); CC reg 145-1, para 3e; CC Pam 145-4, para 2-15, 2-29. Students must have at least 2 full years remaining at contracting. Part time graduate student waivable at Cadet Cmd. MJC scholarship applicant must have HS GPA 2.7, 850 SAT/19 ACT min. RFD must have 2.7 college GPA min (2.5 - Engineering &amp; Physical Science). Must be academically aligned at contracting.</p>
<p>3. Character</p> <p>a. Loyalty Oath</p> <p>b. Conscientious Objector</p> <p>c. Substance Abuse (Drug/Chemical)</p> <p>d. Civil Conviction/ Adverse Adjudication</p>	<p>Statutory; DOD Dir 1215.8; AR 145-1, para 3-34 and 3-40; CC Pam 145-4, para 2-5. Aliens specifically exempt by law. Required by all U.S. citizens.</p> <p>AR 145-1, para 3-3b(1); CC Reg 145-1, para 8h, 9c. Ineligible.</p> <p>AR 145-1, para 3-3e(1); CC Pam 145-4, para 2-5 and 2-22. Experimental use (over 1 yr prior) eligible with stipulation that future use will lead to disenrollment. Long term use will not be waived.</p> <p>AR 145-1, para 3-3b; CC Reg 145-1, para 9d; CC Pam 145-4, para 2-5, 6-10. Minor convictions also include adverse dispositions or adjudications (see AR 601-210, table 4-1). Student pending waiver for minor conviction may be conditionally contracted (NS only). Includes any prison/stockade sentence.</p>
<p>4. Prior Service/Prior Participation in Officer Candidate Tng or Current Service</p>	<p>AR 145-1, para 3-3b(4), 3-14; CC Reg 145-1, app J; CC Pam 145-4, para 2-18, 2-19. Any discharge OTH character or less (BDC, DD) or Honorable/General with a bar to reenlistment is ineligible-no waiver. Former Officers include those of PHS and NOAA. AR 601-210, table 3-6 contains RE codes and their eligibility status. Prior participants in an officer candidate type program require the recommendation of the former OIC and DD Form 785. AD soldiers on terminal leave are ineligible and must await actual separation. RC WO and EM must be separated to be eligible. Review of DD 214 vital to ensure eligibility in this category. Anyone with more than 10 yrs AFS is ineligible.</p>

Table 2-1 (Continued)	
Enrollment Criteria	Reference/Note (Detailed eligibility information is contained in the cited references.)
5. Placement Credit/ Basic Crs Completion	Statutory; AR 145-1, table 5-1; CC Pam 145-4, para 2-13, 2-14. Placement credit outside of that stated in the references is prohibited unless specifically approved by HQ, Cadet Command.
6. Age	Statutory; AR 145-1, para 3-6 and 3-34a; CC Reg 145-1, para 8b & 8c; CC Pam 145-4, para 2-10, para 2-27.
7. English Language Apt.	AR 145-1, para 3-11; CC Pam 145-4, para 2-17, para 6-16 and app B. Student whose score is below 70 may be placed in conditional status until qualifying score is attained (max 2 terms).
8. Dependency	AR 145-1, para 3-9; CC Pam 145-4, para 2-21. In questions of custody, only court orders are acceptable. Powers of attorney have no binding legal effect in such cases. Cadre will not counsel or advise sole parent applicants to turn over legal custody; they may only advise on eligibility standards IAW Army policy.
9. Medical Requirements	AR 145-1, chapter 3, sec II; CC Pam 145-4, chapter 2, sec IV. Also AR 40-29 and AR 40-501, chapter 2. Students with temporary or remedial disqualifications may be enrolled provided the condition is cleared within 6 months. Height and weight standards for non prior service students are found in AR 40-501. Prior service students will be measured against AR 600-9 standards. Female students who are pregnant at the time of enrollment are ineligible at that time but regain eligibility at the end of the pregnancy. Pregnancy after enrollment is not a disqualifier. Students drawing VA or other disability require Cadet Command approval.
10. Physical Fitness	AR 145-1, para 3-34(7); Cadet Scholarship and Nonscholarship contracts; CC Reg 145-1, para 8f & 8g; CC Pam 145-4, para 2-16b. Males taking the PAE must score at least 450; females must score 350. Non prior service students taking the APFT must score at least 160 with a minimum for 50 in each event. All prior service students must take the APFT and score a minimum of 180 with 60 in each event.
11. Precommissioning Assessment System (PAS)	For the Structured Interview and LAP requirements, refer to CC Pam 145-1. OSB score results are governed by CC Pam 145-1 and CC Pam 145-4, para 2-16a. Structured Interview: acceptable rating on 7 of 12 leadership dimensions. Leadership Assessment Program (LAP) shows officer potential.

b. Waivers may be requested for medical disqualification. Procedures for submission of these requests are discussed in paragraph 6-14 below.

c. **Weight and Army body fat standards.**

(1) All non prior service students must meet the weight or body fat standards as shown in tables 2-2 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 the standard prescribed in AR 600-9, table 1 or appendix C prior to contracting and continually thereafter to include commissioning. 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 standards for the Army weight control (AR 600-9) and physical fitness programs as active duty soldiers by the end of the last school term of their MS III year. Failure to do so will be a basis for scholarship termination, disenrollment, and discharge.

d. 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 current medical qualification has been approved by the Commanding General, US Army Cadet Command in accordance with AR 145-1, paragraph 3-23b(1) or (2). The request for review will include the same documents as a request for medical waiver outlined in paragraph 6-14 below. An individual receiving disability compensation need not surrender this compensation to enroll 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 the ROTC Camps (Basic and Advanced); 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 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.

**2-12. Homosexual Conduct.**

a. A person's sexual orientation is considered a personal and private matter, and is not a bar to SROTC Program enrollment or continued service unless manifested by homosexual conduct. Students shall not be asked or required to reveal whether they are heterosexual, homosexual, or bisexual. Students also will not be asked or required to reveal whether they have engaged in homosexual conduct, unless independent evidence is received indicating that a student engaged in such conduct or unless the student volunteers a statement that he or she is a homosexual or bisexual, or words to that effect.

b. Homosexual conduct is grounds for barring entry or continued enrollment in the SROTC Program.

(1) Homosexual conduct is a homosexual act, a statement by the student that demonstrates a propensity or intent to engage in homosexual acts, or homosexual marriage or attempted marriage.

(2) Propensity to engage in homosexual acts means more than an abstract preference or desire to engage in homosexual acts; it indicates a likelihood that a person engages in or will engage in homosexual acts. (See AR 145-1, chapter 3, para 3-3)

**2-13. Satisfaction of the Basic Course.**

The student must comply with one of the following provisions to be eligible for enrollment in the ROTC Advanced Course. These are statutory requirements that cannot be waived. See Table 2-1, item 5.

a. Satisfactorily complete the ROTC Basic Course (see Cadet Cmd Reg 145-3).

b. Receive placement credit instead of the Basic Course on the basis of other military training or service (see AR 145-1, chapter 5).

c. Satisfactorily complete ROTC Basic Camp (Camp Challenge) (See Cadet Cmd Reg 145-5).

**2-14. Acceleration or compression.**

a. Acceleration, which is the participation in two senior ROTC courses of the same level, is authorized as follows:

(1) For MS I to permit students who do not enter ROTC at the beginning of their freshman year to become academically aligned at the start of their sophomore year.

(2) MS I course can be completed during their second semester or if on a quarter/tri-semester system

during the last two of those terms or during one full summer school term (one/two session(s)). No reduction in course scope or content from that given in the regular school term is permitted.

(3) Acceleration is authorized for cadets, other than those listed above, when approved by the Region Commander as an exception, who are participating in a school approved accelerated curriculum and is limited to the last semester, or the last two quarters/tri-semesters of their senior year. Or as an exception under paragraph 2-14c(1) below.

**Table 2-2 Male Initial Army Procurement weight Standards (in pounds) as relates to height and age. To be used with table 2-4 when indicated.**

Height (Inches)	Minimum Weight (any age)	Maximum weight by years of age			
		17 - 20	21 - 27	28 - 39	40 and over
60	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

1. Above data reproduced from message, HQDA, DAPE-MPA-CB.212000Z Aug 91, subject: New Accession Weight and Body Fat Standards.

2. When applicant exceeds maximum weight for height and age, determine body fat content using table 2-4 prior to making a qualification decision.

**Table 2-3 Female initial procurement weight standards (in pounds) as relates to age and height. To be used with table 2-4 when indicated.**

Height (Inches)	Minimum Weight (any age)	Maximum weight by years of 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

1. Above data reproduced from message, HQDA, DAPE-MPA-CB.212000Z Aug 91, subject: New Accession Weight and Body Fat Standards.

2. When applicant exceeds maximum weight for height and age, determine body fat content using table 2-4 prior to making a qualification decision.

**Table 2-4 Maximum Allowable Body Fat Table for Initial Army Procurement**

	Age Group			
	17 - 20	21 - 27	28 - 39	40 and over
Male (% Body Fat)	24	26	28	30
Female (% Body Fat)	30	32	34	36

b. Advanced Course cadets must have sufficient time to attend full time and successfully complete two full years of ROTC Advanced Course work. No acceleration is authorized except as stated in paragraph 2-14a(3) above.

c. Compression, which is the participation in two senior ROTC courses of different levels, is authorized as follows:

(1) MS I and MS II compression may be accomplished by teaching one course of each of two levels during each regular school term of the sophomore year. No reduction in the scope or content of either course is permitted. Exception: if it is impractical to compress MS I and MS II because of class scheduling but feasible to take both MS I courses the first term and both MS II courses the following term such compression is authorized. This compression is applicable to both the 3-year non enrolled ROTC scholarship winner and the nonscholarship student. These compression cadets will be carried as MS I cadets during the compression period.

(2) On-campus summer (compression) program.

(a) This program affords ROTC battalions an oncampus program that grants placement credit for the Basic Course. This program is available only to nursing students who are non prior service and cannot attend Basic Camp and the special Advanced Course Nurse Curriculum cannot be accommodated into their schedule.

(b) Specific guidelines for the conduct of this program are contained in Cadet Command Regulation 145-3. The summer program will only be offered on host institution campuses. Students enrolling in the summer program must meet the same eligibility criteria required for enrollment in the Basic Course.

(c) Individuals who have received placement credit, accelerated training for MS I, attended ROTC Basic Camp (Camp Challenge), or compressed MS I and II are required to attend and successfully complete 2 full years (no acceleration authorized) of the ROTC Advanced Course.

**2.15. Academic status. (Table 2-1, item 2).**

a. Academic standing.

(1) Each applicant for enrollment 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 into the Advanced Course. The only exceptions are those students enrolled in a Military Junior College (MJC) or exceptions personally approved by the region commanders.

(3) Students at two year colleges other than an MJC or formally linked schools, or who are pursuing an Associate Degree are ineligible for enrollment in the ROTC Program. (See appendix M for criteria used to determine formal linkage.)

(4) Each cadet must be pursuing a baccalaureate or advanced degree in a recognized academic field of study, or an Advanced Education Program (for students who already possess a baccalaureate degree) throughout the period of ROTC enrollment. There are no restrictions as to the student's major (except for scholarship cadets).

(5) Students must be enrolled in and attending a full-time course of instruction. This means he/she must register for and complete the number of credits prescribed by his/her institution of enrollment for full-time student status.

(a) Voluntary course withdrawal will not be counted toward full-time status.

(b) Course work which results in the grade of INCOMPLETE will not be counted toward full-time status until a grade for that course is assigned.

(c) Graduate students may request exception to the full-time enrollment and attendance requirements. Requests for exception will be submitted through region headquarters to this headquarters in accordance with AR 145-1, paragraph 3-5b, and this pamphlet.

b. Cumulative grade point average (CGPA) (table 2-1, item 2b). Students must have a cumulative college GPA which strongly indicates the ability to meet academic requirements for graduation. The minimum acceptable cumulative GPA is 2.00 on a 4.00 scale, or the equivalent on another scale. (School Registrar Office should be consulted for conversion scale if other than a 4.00 scale is used).

(1) A waiver request will not be supported for initial enrollment in the ROTC Program. Therefore, a student must possess at least a 2.00 cumulative GPA or higher for enrollment in the Advanced Course. Prior service members in this category must have a minimum score of 110 on the General Technical (GT) Aptitude Area to be eligible to enroll without an established GPA. This score may be obtained from the student's prior service records such as the DA Form 2-1.

(2) Students who do not possess at least a college 2.00 cumulative GPA are not authorized to conditionally enroll in the ROTC Advanced Course or attend the ROTC Advanced Course or attend the ROTC Basic Camp.

(3) Students in Military Junior Colleges must have a 2.00 cumulative 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 19

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

(a) If the applicant has not yet established a GPA at the institution where he/she is enrolling, the battalion commander/PMS must ensure all hours previously earned at other institutions are used to compute a cumulative GPA for enrollment purposes. GPA must be at least 2.00. This entrance GPA remains valid only until the end of that enrolled school term. Upon completion of the term, a new GPA is established based on his/her attendance at that institution and the manner in which the institution computes the GPA.

(b) Once the GPA has been established, the institution's procedure for computing the GPA applies to all further actions involving the student in ROTC activities, Basic Camp (Camp Challenge), scholarship actions, waivers, accessions and commissioning.

c. Nursing student applicants must be enrolled in an academically accredited nursing program.

**2-16. Achievement/diagnostic testing. (Table 2-1, items 10 and 11).**

Each student must be administered the following tests prior to enrollment in the Advanced Course.

a. Officer Selection Battery (OSB). Battalion commanders/PMS will administer the OSB to each student at the following times: four-year scholarship students subsequent to contracting during the MS I year; three-year scholarship students prior to contracting; two-year scholarship and nonscholarship prior to contracting and entry into the Advanced Course. The battalion commander/PMS will concentrate on the diagnostic insights that the OSB results provide. If the student scores below 90 on the OSB, the battalion commander/PMS will thoroughly examine the whole person indicators to determine whether the individual has the potential for successfully completing the Advanced Course. The whole person evaluation system is contained in Cadet Command Pamphlet 145-1, chapter 6, paragraph 6-6.

b. Physical Aptitude Examination (PAE) or Army Physical Fitness Test (APFT). Passing score is:

(1) PAE - 350 for females and 450 for males (See also paragraph (3)(b) below). The test is applicable to:

(a) Four-year scholarship applicants.

(b) Two and three-year scholarship applicants/cadets in lieu of the modified APFT (less prior service active duty scholarship applicants).

(c) Nonscholarship applicants/cadets (except for prior service active duty applicants) as a diagnostic test. A passing score is not required to contract.

(2) Modified APFT - 160 with a minimum of 50 points in any event (See also paragraph (3)(b) below). This test is applicable to nonscholarship applicants/cadets (except for prior service active duty applicants) as a diagnostic test. A passing score is not required to contract.

(3) APFT - 180 with a minimum of 60 in each event. This test is applicable to:

(a) All prior service and active duty scholarship and nonscholarship applicants/cadets for contracting.

(b) All cadets, scholarship and nonscholarship, must meet this requirement prior to the end of the last school term of their Military Science III year according to their ROTC contracts.

c. Structured Interview and Leadership Assessment Program standards are contained in Cadet Command Pam 145-1 and are listed in item 11 of table 2-1.

**2-17. English language aptitude.**

The English Comprehension Level (ECL) Test will be administered to all students who have English as a second language prior to attendance at Basic Camp (Camp Challenge) or enrollment in MS III. Students must achieve a minimum score of 70 or higher to be qualified for Basic Camp attendance and/or admission to the ROTC Advanced Course. (Below minimum ECL score is waivable by region commanders for two semesters only. Cadets must be placed in a conditional status while in this wavier status.) To qualify for Advanced Camp the student must achieve 75 or higher, and for commissioning at least a score of 80. Procedures for administration of the ECL Test are outlined in appendix B (Table 2-1, item 7).

**2-18. Previous enrollment in officer candidate-type training program.**

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. (Table 2-1, item 4).

**2-19. Members and former members of the armed services.**

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 (table 2-1, item 4). 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 enrollment as Advanced Course students. See AR 145-1, paragraph 3-3 and 3-14 for addition information (table 2-1, item 4).

c. Warrant officers and enlisted members of a Reserve Component of the Armed Forces including the Individual Ready Reserve (IRR) may not be enrolled in the Advanced Course 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 enroll or join an SMP unit until it is verified that he/she is eligible to enroll (see paragraph 3-7 below for SMP participation).

(2) Under the provisions of AR 145-1, paragraph 3-44d, battalion commanders/PMS do not have the authority to discharge members of the ARNG or USAR for enrollment in the Advanced Course of scholarship program. ARNG and USAR soldiers who execute a USAR enlistment on enrollment in the Senior 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 enrollment.

d. In accordance with AR 635-200, paragraph 16-2b, individuals enlisted in the US Army may be discharged to enroll in the ROTC Advanced Course if they--

(1) Are pursuing a baccalaureate degree.

(2) Have completed 2 years of active duty on their initial enlistment, as well as three months of active duty for every one month of specialized training received (e.g., MOS or language) as of the date of discharge for enrollment in the program. Soldiers on their second and subsequent enlistment must have completed 3 months of active duty for every one month of the most recent specialized training received. Individuals may submit a request for waiver of service obligation for training to HQDA (TAPC-EPT), Alexandria, VA 22331-0457.

(3) Have satisfactorily completed at least two years of college work or received credit therefore from the school they desire to attend, unless 3 or 4-Year scholarship recipient. Individuals must provide a letter of acceptance from an admissions official of the school they desire to attend, indicating junior or sophomore standing, with completion of at least 90% of the sophomore requirement for a baccalaureate degree, and have at least two years of course work remaining to receive his/her initial baccalaureate degree. The letter of acceptance must also specify the registration date of the pertinent school term.

(4) Possess a minimum GT score of 110 for the nonscholarship program, or 115 for the scholarship program.

(5) Meet body composition/weight control standards of AR 600-9 at the time of discharge.

(6) Meet procurement medical fitness standards IAW AR 40-501, chapter 2.

(7) Are not under suspension of favorable personnel action in accordance with AR 600-8-2.

(8) Are scholarship winners, and they provide a copy of the HQ Cadet Command notification of award of the scholarship. Soldiers who are conditional scholarship winners must furnish documentary evidence from HQ Cadet Command that they are fully qualified prior to requesting discharge. Scholarship recipients require no further review or documentation to qualify for discharge.

(9) Meet all the requirements for entry into the Advanced Course as outlined in this pamphlet and AR 145-1. Processing of individuals for an early discharge will be accomplished in accordance with AR 635-200, paragraph 16-2b. Prior to issuing the letter of acceptance to the individual, the battalion commander/PMS will ensure the individual's enrollment eligibility has

been accurately determined. This includes the securing of approval of any required waiver of entry standards (physical, mental or moral) before the letter of acceptance is issued. The battalion commander/PMS letter of acceptance must include a statement to that effect. **Under no circumstances will battalion commanders/PMS provide an applicant for enrollment UP AR 635-200, chapter 16 a provisional or conditional letter of acceptance. All applicants must meet all eligibility criteria to receive such a letter.**

(10) Individuals discharged from the Army for the purpose of enrolling in ROTC cannot be pursuing a second or graduate degree. However, after the individual completes his/her tour in the Army and desires to enter the program as a prior service member, he/she may, if otherwise qualified, be accepted into the program while pursuing a second baccalaureate or graduate degree.

**(11) Applicants under this provision must not have been previously enrolled as cadets in the ROTC Scholarship Program or as nonscholarship Advanced Course cadets.**

e. Soldiers released under AR 635-200, paragraph 16-2b must be advised that:

(1) 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.

(2) 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 required to repay scholarship benefits received in lieu of active duty.

(3) The discharge under the program does not allow for soldiers to take terminal leave--they are discharged to enroll in the ROTC Program which they cannot do while in an active duty status such as on terminal leave. Discharge normally will not take place more than 30 days before the starting date of the school term.

**(4) If they are determined to be ineligible or fail to enroll in school/ROTC they will be returned to active duty to fulfill their service commitment.**

f. The Chiefs, Personnel Service Companies/Centers and Transition Points/Activities are responsible for ensuring that:

(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) and the appropriate ROTC Region HQ as the command to which the soldier is transferred.

(4) The service of soldier discharged to enter the ROTC Program is characterized as honorable.

(5) 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.

(6) 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 Form 597" for nonscholarship 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)."

**g. Soldiers who are released erroneously without meeting the eligibility requirements to 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 memoran-**

**dum citing reason(s) the soldier was determined ineligible or failed to enroll.**

**h. Soldiers released for 4-Year Green to Gold scholarships, and in MS I desiring disenrollment are subject to Investigating Officer's Report. The PMS will convene IO to determine the facts and forward the findings and recommendations to HQ, Cadet Command. In accordance with guidance in the DOD Directive, these cadets will be returned to active duty to fulfill their previous service commitment.**

**2-20. Civil convictions or adverse adjudication or disposition. (table 2-1, item 3e)**

a. This eligibility criteria is specifically addressed in AR 145-1, paragraph 3-3b.

b. Waiver procedures for this category are outlined in paragraph 6-10 below.

**c. Applicants for enrollment 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, will result in disenrollment.**

**2-21. Dependency. (table 2-1, item 8)**

a. Eligibility criteria for dependency is addressed in AR 145-1, paragraph 3-9.

b. Waiver procedures for eligibility criteria for dependency is outlined in paragraph 6-13 below.

**2-22. Use of drugs and/or chemical substances. (table 2-1, item 3d).**

a. Civil convictions for possession, use or sale of narcotics or habit forming drugs, to include marijuana, or possession of narcotic paraphernalia will be treated as felony convictions. Students having such convictions are ineligible for enrollment without waiver. A waiver will not be granted for convictions involving sale or trafficking of marijuana or any other controlled substance. Applicants for the Basic or Advanced Course who have tested positive for THC or cocaine by a DOD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for

Health Affairs are permanently ineligible for enrollment. No waivers are authorized.

b. Self admission of drug and/or chemical substance usage and which is not medically disqualifying may be considered for waiver/enrollment only as follows:

(1) Students who admit to limited, experimental use which occurred over one year prior to enrollment may be enrolled without a waiver. However, such students will be advised that any future use will result in disenrollment.

(2) Students who admit to frequent or recent use (i.e. within the last twelve months) are ineligible without waiver.

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

c. Students who are medically disqualified UP AR 40-501, paragraph 2-35, are ineligible for enrollment without waiver.

d. 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.

e. Applicants for four year scholarships will be tested for alcohol abuse during their scholarship physical examination. Nonscholarship and all scholarship cadets, even though previously tested prior to entry, will be tested for alcohol and drug usage at Advanced Camp.

### 2-23. Character.

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 enrollment in the ROTC Program.

### 2-24. Officer potential.

Students must possess officer-like qualifications for becoming effective Army leaders as evidenced by their appearance, record, personality, extracurricular activities and the aptitude for military training.

### 2-25. Student commitment.

Advanced Course students must be willing to complete (including signature and date) the statements on ROTC CADET COMD Form 139 pertaining to criminal proceedings, conscientious objector status, homosexuality, substance abuse and loyalty, and to discuss their responses to those statements, when appropriate (table 2-1, item 3).

## Section III.

### Scholarship Requirements

#### 2-26. General.

In order to be enrolled in the Basic Course or the Advanced Course, the scholarship student must meet the eligibility criteria discussed in Sections I and II of this chapter. Additional requirements are outlined in the remainder of this section. (See Cadet Command Regulation 145-1 for additional guidance).

#### 2-27. Age.

ROTC scholarship students must be under 25 years of age on 30 June of the calendar year in which eligible for commissioning. The scholarship age limit for students with prior active duty service may be increased by one month for each month of active duty, up to a maximum of four years. The term "active duty" means full-time duty in the active military service of the United States. It includes full-time training duty, annual training duty, and attendance while in the active military service at a school designated as a service school by law or by the Secretary of the Military Department concerned. It does not include National Guard duty. Therefore, as a maximum, they may be enrolled as scholarship students if they will be under 29 years of age on 30 June of the calendar year in which eligible for commissioning. This is a statutory provision under 10 USC 2107.

#### 2-28. Academic discipline.

Most scholarships are awarded by academic discipline. Battalion commanders/PMS must ensure that the student enrolls at the institution in the awarded discipline. Failure of the scholarship student to enroll in that discipline renders the student ineligible for receipt of scholarship benefits.

**2-29. Academic progress.**

All ROTC scholarship cadets, except military junior college (MJC) students receiving ROTC Basic Camp or dedicated MJC scholarships, must be making simultaneous progress toward the award of a baccalaureate degree and commissioning. (Table 2-1, item 2b. See also paragraph 2-15a(1)).

**Section IV.**

**Medical Requirements**

**2-30. General.**

a. This section provides procedures for the accomplishment of medical examinations for enrollment and continuance in the Advanced Course and appointment as a commissioned officer from the ROTC Program. Specific discussion of medical examination procedures and resultant boards for Basic and Advanced Camps is located at appendix N.

b. Explanation of terms. In addition to those terms contained in AR 145-1, the following apply in the section:

(1) Combat arms/combat support arms. A general term used in this section to refer to seven basic branches of the Army for which the medical fitness requirements are the same as listed in AR 40-501, chapter 5; Armor, Field Artillery, Infantry, Corps of Engineers, Signal Corps, Military Intelligence Corps and Military Police Corps.

(2) Physician. An individual who is legally qualified to prescribe and administer all drugs and to perform surgical procedures in the district in which located.

(3) Designated Army physician assistant, or Primary Care nurse practitioner. (Countersignature by physician on SF 88 (Report of Medical Examination) will be required.)

**2-31. Responsibilities.**

a. The Commanding General, US Army Health Services Command (HSC) and all Army major overseas

commanders are responsible for the conduct of medical examinations of candidates for the ROTC scholarship program, except as provided in b and c below, and or cadets/applicants for enrollment or continuance in the Advanced Course (nonscholarship), Basic and Advanced Camp (to include ROTC Ranger Camp), and commissioning as an officer. The CG, HSC, has further delegated the responsibility for the conduct of examinations within CONUS to subordinate medical centers and medical activities for their geographic areas of responsibility.

b. Responsibility and administration of medical examinations of applicants for initial enrollment in the Four Year ROTC Scholarship (Financial Assistance) Program, to include authority for final review and determination of their medical fitness for enrollment, rests with the Department of Defense Medical Examination Review Board (DODMERB). AR 40-29 provides detailed policy and guidance on DODMERB's medical interface with the ROTC scholarship program.

c. Authority for final review and determination of medical fitness for ROTC two and three year scholarship applicants rests with DODMERB.

d. ROTC region commanders are responsible for maintaining coordination with appropriate medical activities and medical centers to ensure that medical examinations are accomplished as required, to include the review and processing of requests for medical waivers.

e. The Battalion Commander/PMS is responsible for-

(1) Ensuring that only applicants who meet the medical fitness requirements (AR 145-1, table 3-1), or have been granted a waiver under paragraph 2-39 below, or who are acceptable as having only a temporary or remedial disqualification and have not been rejected previously for military service on medical grounds, are enrolled, continued in the ROTC program or are offered appointment as an officer.

(2) Advising the region commander, when appropriate, of any change in a cadet's health which may preclude his/her appointment as an officer.

(3) Disenrollment of nonscholarship cadets who become medically disqualified for continuance, upon determination of such disqualification by appropriate reviewing authority (paragraph 2-38a) provided the cadet does not desire a medical waiver. However, be-

fore disenrollment can be implemented an investigating officer (IO) must be appointed to verify the facts in accordance with paragraph 7-2b below. In some cases, if the battalion commander/PMS prefers to submit a request for medical determination to Headquarters, Cadet Command in accordance with paragraph 6-14b in lieu of appointing an IO, it is acceptable. If the cadet desires a waiver it must be forwarded to Headquarters, Cadet Command for medical determination. In such cases appointment of an IO is not necessary. Final action concerning the cadet will be directed by Headquarters, Cadet Command. For scholarship cadets MS II and above, a medical determination by the Cadet Command Surgeon is required.

(4) Advising a cadet or applicant who, otherwise qualified, does not meet medical fitness standards for assignment to a combat arms/combat support arms branch (AR 40-501, chapter 5). When such individuals are enrolled in a combat arms training course, they will be informed in writing that while meeting medical requirements for commissioning, they will not be eligible for assignment to the branch in which trained, but will be assigned to another branch.

(5) Physical examinations will be forwarded to the appropriate ROTC battalion from the medical examination facility. The ROTC battalion will, in turn, forward the medical examination package for scholarship applicants to DODMERB. Nonscholarship medical packets will be forwarded to the battalion's supporting MEDCEN/MEDDAC for review.

f. Authority for medical disqualification and waivers. Candidates for entry into the ROTC Program, cadets attending camps and those cadets to be commissioned are subject to the physical standards of the appropriate chapters of AR 40-501. Medical waivers may be granted by the Commanding General, US Army Cadet Command. The Medical Waiver Review Board functions under the authority of the Commanding General, Cadet Command at the ROTC Summer Camps (See paragraphs 2-39 and 2-40 below and appendix N).

g. Each cadet in the Basic and Advanced course is responsible for maintaining a high degree of physical fitness. The battalion commander/PMS will counsel each cadet regarding their responsibility to advise the battalion commander/PMS immediately of any change in their personal state of health or well-being which might affect qualification for continuance in the ROTC program or appointment as an officer.

h. Applicants for enrollment in the Basic Course as nonscholarship cadets are responsible for furnishing the battalion commander/PMS the prescribed statement as to their physical capability to participate in the ROTC program. This statement will be made by a physician on DA Form 3425-R (Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC)(figure 2-1) or institutional medical records in lieu of a completed DA Form 3425-R. Any expense incidental to such a medical examination will be borne by the applicant.

**2-32. Medical examinations.**

When required, medical examinations of applicants and members of the ROTC Program will be accomplished at the time indicated, and in accordance with the procedures shown in AR 145-1, table 3-1 and as set forth in this and succeeding paragraphs. Examinations for--

a. Basic Course applicants (MS I and MS II) must be within one (1) year prior to enrollment. (See paragraph 2-31g(1) and 2-34a below for specific requirements).

b. Advanced Course Applicants (MS III and MS IV) must be--

(1) No older than two (2) years prior to enrollment, for those eligible to enroll without attendance at Basic Camp. Three and four year scholarship cadets will not be required to undergo another medical examination prior to enrollment in the Advanced Course.

(2) Prior to arrival at Basic Camp (Camp Challenge).

c. For attendance at Advanced Camp (including Nurse Summer Training Program).

(1) Immediately upon arrival at camp, for cadets attending at a normal time between MS III and MS IV and for cadets enrolled in a five year academic course with one academic year remaining after completion of MS IV or those who are to be commissioned upon camp completion. This examination will be used to determine the cadet's medical fitness for commissioning as an officer and entrance on active duty. This examination remains valid for twenty-four (24) months from the date of the examination provided there is no change in the cadet's medical status. Cadets who do not complete their re-

requirements for commissioning within the 24 month validity period and female cadets who are determined to be pregnant or who become pregnant after this examination must undergo another examination for commissioning. In cases of pregnancy, this examination is to be conducted six weeks after the pregnancy is over, unless precluded by the cadet's medical condition.

(2) Before camp terminates for each cadet who suffered injury or illness while at camp and as a result were denied the opportunity to complete the camp.

(3) To reduce to a minimum the attendance of cadets who have acquired medical deficiencies since their entry into the Advanced Course, each cadet will be required to complete one copy of DA Form 2453-R (Statement of Medical and Health Examination) (fig 2-2) within the final two week period of the academic year preceding camp to indicate that there has been no subsequent change in medical condition. A cadet who states that there has been a 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 to also undergo a medical examination of a scope indicated by the medical history or medical findings. The DA Form 2453-R and documentation, if any change, in support of any medical status change must be included in the cadet's camp medical records. The battalion commander/PMS will advise the cadets that if they develop any illness or injury which might preclude participation in camp training, it will be their responsibility to inform the battalion commander/PMS of this fact.

d. Cadets who attend voluntary training at Airborne or Air Assault Schools must have valid physical examinations which are no more than 12 months old IAW AR 40-501, paragraph 8-16a(7).

### 2-33. Validity periods.

a. Physical examinations are valid for the purpose and the periods stated below. The validity period begins from the date the initial examination was begun, and not from the date completed, if it differs from the date the examination was begun.

(1) Two years for physicals conducted by authorized medical examination authorities for induction, enlistment, entry on active duty, Army Officer Candidate School (OCS), entry into the Army

**Health Professions Scholarship Program (HPSP), and entry into the Army ROTC Program.**

(2) Two years for physical examinations conducted for commissioning at the Army ROTC Advanced Camps.

(3) Eighteen months for entry into diving training (MOS 00B) and entry into all classes of aviation.

(4) Twelve months for entrance into initial airborne training, ranger training, air assault, and Special Forces training.

b. AR 145-1 provides for validity of the medical examination which qualified the applicant to enter the scholarship program (Basic Course, MS I) or Basic Camp to remain valid for up to five years for only continuation or entry into the Advanced Course (MS III). This then would remain valid until the cadet attended Advanced Camp (normally, the end of the MS III year).

c. A DODMERB physical used prior to the expiration date of two years would carry the applicant through MS I, MS II and MS III (total of three years) to Advanced Camp, where the now five year old physical would be replaced with a new commissioning physical, valid for twenty-four (24) months.

### 2-34. Medical fitness requirements. (AR 145-1, table 3-1)

a. For enrollment in the Basic Course, nonscholarship program, applicants must be physically capable of participating in the ROTC program. Medical examination will 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. (See Figure 2-1).

b. For initial enrollment in the scholarship program, applicants must meet medical fitness requirements as prescribed in AR 40-29 and Type B scope (AR 40-501, paragraph 8-15 and Table 8-1).

c. For attendance at Basic Camp, enrollment and continuance in the Advanced Course, attendance at Advanced Camp or Ranger Camp and commissioning in the USAR individuals must meet medical fitness

standards prescribed in AR 40-501, chapter 2. Those individuals who were found medically qualified based on the medical standards in effect prior to March 9, 1987 will not be reevaluated or medically disqualified solely on the basis of the new standards AR 40-501, (paragraph 2-2a(1) dated 15 May 1989). Examination will be of Type A scope (AR 40-501, paragraph 8-15 and Table 8-1). The following special provisions will apply:

(1) Examinations for initial enrollment in the four year scholarship program will be conducted in accordance with AR 40-29. Scholarship cadets must meet the Advanced Course medical fitness standards for commissioning in AR 40-501, chapter 2.

(2) Waivers for enrollment or camp attendance under paragraph 2-39 below will continue to be valid at the time of appointment in the USAR provided the condition has not worsened, the waiver was not for a temporary disqualifying condition and the waiver was within limitations prescribed in AR 40-501, paragraph 1-6c.

(3) Regardless of branch in which ROTC training was administered, cadets must meet the requirements of AR 40-501, paragraphs 5-17 and 5-18, to be assigned or detailed to one of the combat arms/combat support branches.

MEDICAL FITNESS STATEMENT FOR ENROLLMENT IN BASIC COURSE, SENIOR ROTC For use of this form, see AR 145-1; the proponent agency is MILPERCEN.	DATE
<p>I have examined _____ and find no medical (First Name - Middle Initial - Last Name) condition or physical impairment that precludes his participation in the basic course. Army ROTC, a program not more physically strenuous than a normal college physical education program.</p>	
SIGNATURE OF PHYSICIAN	

DA Form 3425-R, 1 Sep 68

(Paper size 8" x 5-1/4"; image size 7"x 4-4/6")

Figure 2-1 Physician's Statement



(4) Prior service personnel must meet the weight standards of AR 600-9 at the time of entry into the Advanced Course and continuously thereafter, to include for commissioning.

(5) HIV testing for the ROTC Program will be as follows:

(a) If pre-contracting or other pre-status physicals are conducted by a DODMERB designated examining facility or a DOD medical treatment facility prior to the applicant's gaining cadet status, HIV antibody screening will be done and the results used for admission/contracting purposes.

(b) If the examining agency is a civilian contract facility (other than DODMERB designated), a civilian medical facility, or any facility not involved in the DOD testing program, such agency is to mark the physical examination to show that the HIV screening was not accomplished. If the scholarship (two and three year) applicants received their physical examinations in such a facility, DODMERB when reviewing the applicant's physical will not require the HIV screening but will indicate the candidate's otherwise medical status. The HIV screening of candidates found otherwise qualified will be deferred until Advanced Camp attendance or Basic Camp attendance.

(c) All cadets attending Basic Camp who have not been tested within twelve (12) months through DODMERB or a DOD medical treatment facility will be HIV screened at camp.

(d) All Advanced Camp cadets will be tested regardless of date of their last test since this examination is a commissioning physical and will remain valid for twenty-four (24) months.

(e) Appendix N contains a detailed discussion of HIV screening procedures for camp physicals.

### **2-35. Examiners.**

a. Basic Course applicants for enrollment in the nonscholarship program may be examined by any physician as defined in paragraph 2-30b(2) above.

(1) A statement on DA Form 3425-R (figure 2-1) by the physician is acceptable.

(2) The battalion commander/PMS may use institutional medical records in lieu of a completed DA Form 3425-R to establish that the applicant "has no medical condition or physical impairment that precludes his/her participation in a normal college physical education program".

b. The CG, HSC, and major overseas commanders will designate examiners according to the following order of priority, using the means most economical to the government. The applicants will be examined in accordance with AR 40-501, except for scholarship applicants. (See AR 40-29 for initial enrollment in the ROTC Scholarship Program including 2- and 3-year college scholarship program.) (The CG, HSC has further delegated authority for the designation of examiners to subordinate MEDCEN/MEDDAC commanders.)

(1) Physicians of Army medical treatment facilities (MTFs).

(2) Physicians of medical treatment facilities of other Armed Forces and Military Entrance Processing Stations (MEPS), when staffing and facilities permit.

(3) Medical officers of Reserve Components of the Army not on active duty; in their absence, medical officers of reserve components of other Armed Forces, not on active duty; when available. These officers may serve as members of mobile medical teams, if appropriate.

(4) Physicians at medical treatment facilities of other government agencies on a reimbursable basis in accordance with AR 40-3.

(5) Civilian physicians of existing facilities at the institution, when arrangement can be made with the institutional authorities. When required, fees will be paid under the schedules prescribed in AR 40-330.

(6) Other civilian physicians when government facilities are not available. Fees will be paid in accordance with schedules in AR 40-330.

c. Travel authorized for accomplishment of medical examinations of applicants for and cadets enrolled in the Advanced Course will be limited to transportation in kind, including transportation furnished by issuance of transportation requests. Subsistence and quarters in kind may be furnished at the place of medical examination, if required. Necessary medical care, including hospitalization, may also be

furnished while at or traveling to or from the installation, subject to restrictions outlined in AR 40-3, paragraph 4-4 and 4-5. (See also JFTR U7150-F).

**2-36. Forms (Reports).**

a. Forms.

(1) Forms (reports) and the numbers of copies required of the various medical examinations are listed in figure 2-3.

(2) For each cadet scheduled to receive a medical examination at camp, the battalion commander/PMS will transmit one copy of SF 88 (Report of Medical Examination) (or DD Form 2351) and SF 93 (Report of Medical History) (or DD Form 2492) prepared as prescribed in paragraph 2-37 below to the Camp Commander in time to arrive 30 days prior to the opening of camp. The Camp Commander will have SF 88, consultation reports, and other medical evidence and documents reproduced as needed.

b. Disposition. The battalion commander/PMS will retain the cadet's medical records until the cadet is commissioned or enrollment is otherwise terminated.

He will ensure that the confidentiality of health records is preserved (AR 40-330, paragraph 1-8a). Records will be disposed of as follows:

(1) At the time a cadet applies for commission, originals of SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492) upon which determination of medical fitness for appointment was based, will be attached to DA Form 61 (Application for Appointment). If granted a waiver of a medical fitness requirement, pertinent correspondence will be attached to the SF 88. A copy of relevant SF 88 and SF 93 and waiver related correspondence, if any, will be fastened together for filing in the cadet's Military Personnel Records Jacket (MPRF) (DA Form 201).

(2) Under other circumstances, and in the case of all other personnel records, as prescribed in AR 25-400-2, (145).

**2-37. Preparation of SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492).**

Standard Forms 88 (or DD Form 2351) and 93 for medical examinations required by this pamphlet will be accomplished as follows:

**Medical Support Requirements for ROTC**

Status	Enrollment in Basic Course		Basic Camp	Enrollment in Advanced Courses			Attendance at Advanced Camp MS IV Cadets #4		Appointment	
	ROTC Nonscholarship Cadets	ROTC Scholarship Cadets #2		For enrollment in Advanced Crs #1	Cadets between MS III & MS IV	ROTC Scholarship	Enrolled in 5-Yr Academic Program	Eligible for appointment upon Camp completion	General	Asgn Cbt Arms
Reports and Forms Required	Statement from physician on DA Form 3425-R #3	1 Cy SF 88 1 Cy SF 93	1 Cy SF 88 1 Cy SF 93	1 Cy SF 88 1 Cy SF 93	1 Cy SF 88 1 Cy SF 93 & DA Form 2453-R	1 Cy SF 88 1 Cy SF 93	1 Cy SF 88 1 Cy SF 93 & DA Form 2453-R	2 Cy SF 88 2 Cy SF 93 & DA Form 2453-R #5	2 Cy SF 88 2 Cy SF 93	2 Cy SF 88 2 Cy SF 93

Notes:

- #1 Not required for 3 & 4-year scholarship cadets and 5th year extension of scholarship benefit cadets.
- #2 Cadets under 18 years of age will be given appropriate consideration for height and weight, commensurate with age.
- #3 A program not more strenuous than a college physical education program.
- #4 For height and weight, all applicants must meet the standards of AR 600-9 no later than the end of the last school term of the MS III year.
- #5 If examination is conducted subsequent to camp, 4 copies of SF 88 and 2 copies of SF 93 will be required.

Forms:

- SF 88 -- Report of Medical Examination of DD Form 2351 in lieu thereof for scholarship processed by DODMERB.
- SF 93 -- Report of Medical History or DD Form 2492 in lieu thereof.
- DA Form 3425-R -- Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC or medical records from school indicating student is medically qualified for Basic Course training.
- DA Form 2453-R -- Statement of Health and Medical Examination.

**Figure 2-3. Medical Support Requirements for ROTC**

a. Preexamination entries. Items 1 through 14 (less item 6) for SF 88 (or items 1 through 9 using DD Form 2351, see subparagraph d, below) and items 1 through 5 for SF 93 (or the first 4 blocks of DD Form 2491) will be completed at the institution prior to medical examination, showing the following specific entries for items indicated:

(1) Item 2, SF 88 and item 4, SF 93 pertaining to grade, component or position: Enter: ROTC Cadet".

(2) Item 3 of the DD Form 2492 (DOD Medical Examination Review Board (DODMERB) Report of Medical History) will have the ROTC point of contact and telephone number:

EXAMPLE: SGT. Smith (719) 555-9999

(3) Item 5, (SF 88 and SF 93), purpose of examination:

(a) If for entry into the scholarship program, enter "Schshp applicant".

(b) If for enrollment into the Advanced Course, enter "Adv. ROTC, apt and combat arms qual", and, if applicable, "Basic Camp".

(c) If for admission to Advanced Camp, enter (Adv. Camp (or Ranger Camp, if appropriate), apt and combat arm qual".

(d) If subsequent to Advanced Camp, enter "Apt and combat arms qual".

(4) Item 9, SF 88 only; enter number of years prior military service.

(5) Item 10, SF 88 only; enter "US Army".

(6) Item 11, SF 88 only; enter the name of the academic institution.

b. Standard Form 93. Cadets will complete the remaining items, less items 6, 7 and 25 in pen and ink and add their signature. Appropriate entries will be made in items 6, 7 and 25 at the examining station.

c. Standard Form 88. Appropriate entries will be made in the remaining items, less item 17 (remains blank), at the examining station.

d. DD Form 2351. Model entries for items 1 through 9 are as follows:

Explanation	Model Entry
(1) Item 1 - date of Examination Record date in military style	14 Jan 94 21 Mar 94
(2) Item 2 - Last Name, First Name, Middle Name.	Jones, William Henry
(3) Item 3 - Social Security Number	111-22-3333
(4) Item 4a - Date of Birth. Record date in military style.	15 Feb 71 29 Apr 69
(5) Item 4b - Age.	19
(6) Item 5 - Sex. Do not abbreviate.	Male Female
(7) Item 6 - Race (Ethnic Group). Do not abbreviate.	Caucasian, Black, Oriental, Native American (Indian), Puerto Rican, Mexican-American
(8) Item 7 - Enter complete ROTC mailing address	ROTC 1234 Main Street Colorado Springs, CO 80840-6518
(9) Item 8 - Military Status. Check block designating applicant's current status.	
(10) Item 9 - Examiner Address. Complete name and address of agency or physician doing examination.	USAF School of Aerospace Medicine, Brooke AFB, TX 78235-5000
(11) Appropriate entries will be made in the remaining items at the examining station.	

e. DD Form 2351. Cadets will complete Sections I, II and remarks with name, signature and date. Examining facility will complete name and address block for examining facility and date block plus examiner's summary with name of physician and date.

f. The ROTC Senior Instructor Groups are responsible for ensuring completed SF 88s meet DODMERB and Cadet Command requirements. They will review all various forms of the physical examination package for completeness in accordance with appendix C of this pamphlet.

g. Contact lens requirements. Ensure that cadets/applicants remove soft contact lenses 72 hours prior to the scheduled medical examination. Hard contact lens wearers must remove lenses 21 days prior to the scheduled examination. Caution cadets/applicants that intermittent use of contact lenses prior to the scheduled medical examination is not acceptable.

#### 2-38. Review.

a. The US. Army MEDCEN/MEDDAC commander in whose geographical area of responsibility the ROTC battalion is located is the reviewing authority for all ROTC medical examinations except as indicated in subparagraphs c and d below. The provisions of AR 40-501 will govern. SFs 88 (or DD Form 2351) and 93 (or DD Form 2492) will be reviewed and normally returned to the battalion commander/PMS within ten days after receipt by the MEDCEN/MEDDAC. For those cadets/applicants found disqualified, the reviewing authority will make a recommendation, which may or may not be sustained by the waiver approval authority.

b. MEDCEN or MEDDAC commanders reviewing questionable or controversial cases will send those cases to the CG, HSC (ATTN: HSCL-C, Fort Sam Houston, TX 78234-6200) for recommendation. In addition to the most recent medical examination, copies of the medical examinations performed at the time of entry into the ROTC Program and of any intervening examination that may have been completed will be sent to the CG, HSC.

c. 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.

d. The Director, DODMERB, US. Air Force Academy, Colorado Springs, CO 80840-6518, is the reviewing agency for medical examination administration for entry to all of the service academies and ROTC scholarship programs. Should nonselectees from either of these programs apply for Army ROTC membership within two years, they should obtain their medical examination report directly from DODMERB. Assemble the documents for submission to DODMERB as shown in figure 2-4. DODMERB is not the certifying authority for changes in medical status following initial DODMERB certification, regardless of commissioning

year. Once initially certified by DODMERB, Cadet Command becomes the reviewing and recertifying waiver approval authority for all medical actions through commissioning. In addition, DODMERB does not have Army ROTC medical waiver approval authority. That authority rests solely with the CG, Cadet Command. Army ROTC battalion commanders/PMS and their cadre are authorized to contact DODMERB only when a significant problem or question exists. Routine telephone calls to DODMERB only serve to hinder their processing of physicals. Battalion commanders/PMS will not contact DODMERB concerning four year scholarship applicant physicals as DODMERB will transmit those physicals only upon the direction of Cadet Command.

e. Reports of medical examination involving cadets in the categories listed below who are applying for enrollment or continuance in the Advanced Course will be forwarded by the region commander to Headquarters, Cadet Command following review by DODMERB for scholarship or MEDCEN/MEDDAC for nonscholarship cadets/applicants.

(1) Applicants who are drawing disability compensation from the Department of Veterans' Affairs (VA) or any other federal, state or local agency. The reports of medical examination will be submitted even if the individual waives the compensation.

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

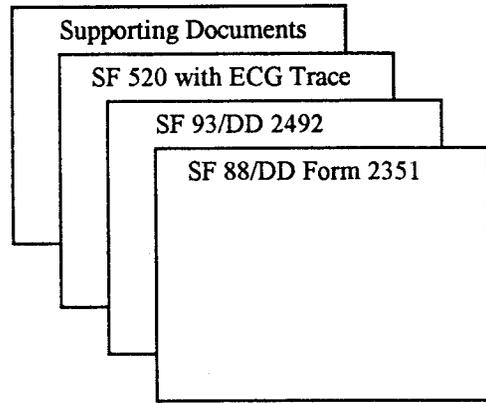
f. All copies of SF 88 (or DD Form 2351) returned to the battalion commander/PMS will show the results of the review. These results will be legibly entered in the "Notes Section" on page 1 of SF 88 (or item 57 on DD Form 2351) to show--

(1) Applicant is or is not medically qualified for-

- (a) Appointment/nonscholarship entry.
- (b) Scholarship entry.
- (c) Airborne/Air Assault/Ranger Training.
- (d) Combat Arms/Combat Support Arms.

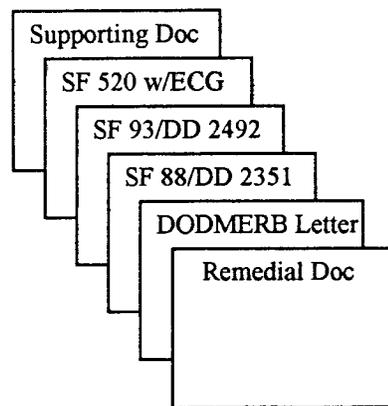
**INITIAL REVIEW ASSEMBLY SEQUENCE**

1. SF 88 or DD Form 2351 (Orig.) One or the other, not both.
2. SF 93 or DD Form 2492 (Orig.).
3. SF 520 with ECG tracing.
4. All other supporting documents (consultations, letters, etc.).



**SUPPLEMENT REVIEW ASSEMBLY SEQUENCE**

1. Remedial medical documents
2. DODMERB letter.
3. SF 88 or DD Form 2351.
4. SF 93 or DD Form 2494.
5. SF 520 w/ECG tracing.
6. All other supporting documents such as consultations.



**Figure 2-4. Assembly of Medical and Related Documents for DODMERB Submission**

(2) The specific reason for disqualification if the applicant was found not medically qualified.

**2-39. Waivers.**

a. Medical fitness standards prescribed in the appropriate chapters of AR 40-501 will be adhered to in determining a cadet's/applicant's medical fitness for enrollment, continuance in the Advanced Course of appointment. Requests for waiver will be considered under the provisions of AR 40-501, chapter 1, and this paragraph. Disqualification under AR 40-501, paragraph 2-39m will not be waived. For cadets applying for flight training, medical conditions which are disqualifying for flight instruction under AR 40-501, chapter 4, will not be waived.

b. A request for waiver of a medical fitness standard will be signed by the cadet/applicant personally. The battalion commander/PMS is responsible for appropriate administrative actions in connection therewith, such as advising the cadet that the request for waiver may be made, preparing the request, adding an appropriate recommendation and forwarding the request to the appropriate ROTC region commander.

c. Requests for waiver of medical fitness standards for enrollment, for continuance in the Advanced Course or for appointment will be forwarded through the ROTC region commander to Headquarters, Cadet Command for waiver approval/disapproval. Requests for waiver must include justification and the recommendation of the battalion commander/PMS. The Commanding General, Cadet Command may grant the waiver if the medical condition or physical defect--

(1) Is static in nature, or for prior service applicants, no longer exists.

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

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

d. Medical fitness standards at the time of enrollment in the Advanced Course will apply to any later medical examination, including examination for appointment.

e. If no waiver of the medical disqualification is granted, a cadet enrolled in the senior program who is found medically disqualified (except as specified in paragraph 2-40 below) will be disenrolled.

f. When a waiver is granted, the appropriate medical condition or physical defect, date of waiver and identification of the approving headquarters will be recorded on SF 88 (or DD Form 2351) and on DA Form 61 (Application for Appointment).

**2-40. Temporary medical disqualification (less pregnancy).**

a. A temporary or remediable disqualifying medical condition (except overweight) will not prevent the conditional enrollment of a cadet in the Advanced Course or cause disenrollment of a cadet already enrolled when in the opinion of the reviewing authority the cadet is expected to meet the medical fitness standards of AR 40-501, chapter 2, within six months after the date of examination. A cadet may participate in camp training if approved by the waiver approval authority (Cadet Command). For changes in medical status occurring after enrollment, a six month recovery period may be authorized for cadets temporarily disqualified.

b. While at Advanced Camp, a cadet with a temporary medical disqualification may request that the ROTC region or camp commander permit him/her to remain at camp. Such a cadet will be allowed to participate in training provided determination is made by the Camp Surgeon that the cadet does not possess a medical condition (or conditions) that might endanger others or compromise his/her own well being.

c. A cadet who does not meet prescribed medical standards and is not allowed to remain at camp, will be returned home from camp as soon as possible.

d. Under no conditions will the cadets referred to in a or c above be disenrolled from the ROTC program until a final decision is received from the reviewing authority or, if a scholarship cadet, is approved by the CG, Cadet Command.

**Section V.**

**Dental Requirements.**

**2-41. General.**

a. This section provides procedures for the implementation of the Department of the Army policy to establish and maintain a dental identification record system for ROTC cadets.

b. The requirement for a dental identification record is applicable to the following:

- (1) All categories of scholarship students.
- (2) Basic Camp applicants.
- (3) Advanced Course cadets.
- (4) Basic course cadets, who participate in ROTC activities which may require travel via government owned or government contracted transportation to a competition site, field training site or a summer encampment. These include such events as:

- (a) Ranger Challenge
- (b) Rifle Teams
- (c) Drill Teams
- (d) Field training exercises
- (e) High risk training
- (f) Staff rides
- (g) Orientation tours
- (h) Training involving transport by military aircraft.

(5) Cadets applying for voluntary training such as the following types:

- (a) Air Assault
- (b) Airborne
- (c) Cadet Troop Leader Training (CTLT)
- (d) Jungle Warfare
- (e) Master Fitness Trainer Course
- (f) Northern Warfare

- (g) Russian Language
- (h) OCONUS Training
- (i) College Exchange Tour
- (j) Mountain Warfare
- (k) Sapper Leader Training

**2-42. Responsibilities.**

a. Region Commanders will:

(1) Spot check during battalion command inspections to ensure that the appropriate dental identification records are on file with the battalion.

(2) Ensure that dental identification records are forwarded by mail after commissioning to the appropriate agency, i.e., Officer Basic Course, duty station or ARPERCEN.

b. Battalion Commander/PMS will:

(1) Arrange to accomplish the necessary dental identification record through the use of military or civilian agencies in accordance with the guidance provided herein.

(2) Ensure that no cadet is allowed to participate in any training which may require travel via government owned or government contracted transportation without the required dental identification record being on file in the battalion.

(3) Forward the dental identification records to the appropriate agency when the cadet is either commissioned or disenrolled.

**2-43. Procedures.**

a. Examinations. Dental examinations will be accomplished using current procedures to complete cadet physicals at federal facilities or through civilian agencies. Federal facilities will be used to the maximum extent possible.

b. Federal facilities. Battalion commanders/PMS must coordinate with their servicing DENTAC to schedule the required dental examination.

c. Civilian agency. Battalion commanders/PMS must obtain prior approval from their servicing DENTAC if dental identification records are to be obtained from a civilian source, based on such factors as availability, timeliness and travel distance from the battalion to the DENTAC. If approved for civilian source examination, the following applies:

(1) The bill for the service performed should be sent to the battalion commander/PMS by the civilian agency along with the identification record.

(2) The battalion commander/PMS is to verify that the service was accomplished and submit the bill to the Patient Administration Division (PAD) of the servicing MEDDAC for payment processing.

(3) The servicing MEDDAC will check to ensure that DENTAC approval was given for use of a civilian source for the dental service. If proper, the MEDDAC will then submit the documentation to the appropriate agency for payment to the civilian source.

#### **2-44. Dental Records.**

a. Records. There are two types of dental identification records used. These are:

(1) Standard Form (SF) 603 with section I, part 4 and Section II completed, or, in lieu thereof a DD Form 2480 (replaced DODMERB Form 6) with blocks one through six (1-6) completed, provided one or the other of the X-rays required by this form are included.

(2) Panographic radiograph completed examination.

b. Type required. Figure 2-5 depicts the type of dental identification record that is required by categories of cadets and when the record should be completed.

c. Location of records.

(1) The dental identification record (SF 603, DD Form 2480 or DODMERB Form 6, or Panographic radiograph) will be filed at the host battalion. Exception: It may be filed at an extension center if the

extension center is staffed with an administrative section.

(2) Dental records will not be transferred or forwarded to military installation training sites prior to commissioning. However, battalions will include a statement in the administrative records, or attached to orders accompanying the cadet, that indicates the type of dental record that is on file at the battalion.

(3) If the cadet is an SMP participant and the cadet's USAR/ARNG unit has the required type of dental identification record of file, a memorandum from that unit stating this fact must be obtained and placed in the cadet's MPRJ at the ROTC battalion. A second set of dental records is not required for participation in the ROTC program

d. Disposition of records.

(1) After commissioning the dental identification record will be forwarded by mail to the officer's gaining OBC, duty station or ARPERCEN as required based on the status of the individual. Under no circumstances may the individual "hand carry" his/her own dental identification records to the new duty assignment.

(2) If the cadet is not commissioned, but is ordered to active duty for any reason in an enlisted status, the dental identification record will be mailed to the individual's first (reporting for) duty station. Under no circumstances may the individual "hand carry" his/her dental identification records to his/her new assignment.

(3) If the cadet is not commissioned nor ordered to active duty, but is disenrolled from the ROTC program, the cadet's dental identification record will be disposed of as follows:

(a) If an SMP participant who has prior dental records on file at the battalion, forward the records to his/her TPU.

(b) If not an SMP participant but the individual is voluntarily enlisting in a TPU, forward the dental identification records to the gaining unit.

(c) If the cadet is not an SMP participant, is not voluntarily joining a TPU and has not previously completed basic training and is being disenrolled and discharged from the ROTC program dispose of the dental identification records in accordance with AR 25-

Category	Standard Form 603/ DD Form 2480*	Panographic Radiograph
Scholarship Cadet MS I and MS II	Complete the initial physical examination.	
Scholarship Cadet MS III and MS IV		Complete prior to departure for Advanced camp.
Basic Camp Applicants	Complete prior to departure for Basic Camp.	
Nonscholarship Cadets (MS III)		Complete with Advanced Course entry Physical Exam.
Basic Course Enrollees	Complete prior to participating in any training which may involve travel via Government owned or government contract transportation (para 2-41b(4))	
Cadets applying for Voluntary Type Training (para 2-41b(5))		If not completed with initial entry physical exam, it must be completed prior to departure for the training location.
Cadets scheduled to attend Advanced Camp/NSTP		If not completed with initial entry physical exam, it must be completed prior to departure for the training location.
ROTC/SMP Cadet		If the cadet's USAR/ARNG unit has the required dental ID on file, a memo to that effect from the unit must be placed in the cadet's MPRJ at the ROTC Bn. If not it must be completed prior to departure for the training location. A second dental record is not required.
<p><b>*NOTE:</b> DD Form 2480 (replaced DODMERB Form 6) may be used in lieu of SP 603 provided one or both of the Xrays required by this form are included.</p>		

Figure 2-5. Cadet Categories and Type Dental Identification Required

400-2, The Modern Army Record keeping System (MARKS), appendix B, Record Disposition Standards, 145 Reserve Officer Training Corps.

### Chapter 3

#### Enrollment Procedures

#### Section I.

#### Basic Course Enrollment

##### 3-1. Student Responsibilities.

The student applying for enrollment into the ROTC Program is responsible for--

a. Providing documentation to verify U. S. citizenship.

(1) A copy of the student's birth certificate will be reproduced and retained in the student's MPRJ as evidence of citizenship.

(2) Addresses for vital statistics offices in the various states and U. S. territories are listed in appendix D to assist students in obtaining required citizenship verification documents.

(3) If a birth certificate is not available, other documentation, as referenced in paragraph 2-9 and table 2-1, item 1a, will be used to verify birth and, if applicable, retained in the cadet's MPRJ after enrollment as evidence of U.S. citizenship.

Reproduction of certain documents is prohibited by law. Copies of those documents will not be made, nor will copies for accepted for verification. Only bona fide originals of those documents will be accepted for verification purposes.

b. Providing documentation to verify medical qualification (chapter 2, section IV). One copy of the following documents will be maintained in the cadet's MPRJ.

(1) Basic Course.

(a) DA Form 3425-R (Medical Fitness Statement) (fig 2-1), or

(b) Extract of institutional medical records which show that the student has no medical condition or physical impairment that precludes participation in a normal college physical education program, and

(c) SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492) pertaining to initial enrollment will be retained until graduation or disenrollment as applicable.

c. Completing all forms required for enrollment, to include--

(1) ROTC CADET COMD Form 139 (Appendix O) to include completing the statements at the bottom of part I of the form.

(2) Briefing on government sponsored benefits for ROTC cadets, ROTC Cadet COMD Form 136-R. (See Appendix P for Health Benefits and Cadet Liability Coverage).

(3) Authorization for access to student records, ROTC Cadet COMD Form 137-R.

d. Obtaining the signature of a parent or guardian on applicable forms, if a minor .

e. Personally initiating any waiver requests required for enrollment in the ROTC Program.

f. Enrolling in the appropriate ROTC course of instruction with the institution's registrar.

##### 3-2. Enrollment eligibility officer responsibilities.

Enrollment eligibility officers 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. The Enrollment eligibility officer will provide the student with administrative guidance and assistance in preparation and submission of a waiver request and will monitor the request until a final determination is made the appropriate approval authority.

b. Reviewing all forms prepared by the student for enrollment for accuracy and completeness as well as any supporting documentation provided.

c. Reviewing all items applicable to the student on ROTC CADET COMD Form 139 (Appendix O), and completing for each student applying for enrollment to include briefing the student on the Department of Defense homosexual conduct policy.

d. Ensuring that the student properly enrolls in the ROTC course of instruction through the institution.

e. Briefing the student on government sponsored benefits for ROTC cadets prior to enrollment, using Appendix P and ensuring cadet signs Cadet Command Form 136-R. The Enrollment Eligibility Officer will advise the student that determination for eligibility for VA benefits is made by the Veterans Administration and that FECA eligibility and Workman's Compensation determination is made by the Department of Labor. Cadet Command has no authority in those matters.

f. Identifying USAR and ARNG members in the basic course for possible subsequent participation in the Simultaneous Membership Program (SMP) and identification of available SMP positions for use of eligible students.

g. Verifying that the student is fully qualified for enrollment and retention in the ROTC Program by signing and dating Part II, ROTC CADET COMD Form 139, and filing this and associated documents in the cadet MPRJ for permanent retention.

h. (FOR SCHOLARSHIP CADETS) Annually reverifying the eligibility for student retention in ROTC Program with the cadet and updating data on the cadet's record as appropriate. This will be accomplished through annotation in the remarks portion of Part II, ROTC CADET COMD Form 139 for the pertinent item.

**3-3. Battalion commanders/PMS responsibilities.**

Battalion commanders/PMS are responsible for--

a. Certifying any placement credit given to the student. See Paragraph 3-10 below for additional information.

b. Reviewing all requests for waiver of enrollment criteria submitted by a student and making a prompt de-

termination to forward the request or to disapprove the request, if warranted. 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.

**Section II.**

**Advanced Course Enrollment**

**3-4. Student responsibilities.**

Students applying for enrollment in the ROTC Advanced Course are responsible for--

a. Providing documentation to verify U.S. citizenship.

(1) A copy of the student's birth certificate will be reproduced and retained in the cadet MPRJ as evidence of citizenship.

(2) Addresses of vital statistics offices in the various states and U.S. territories are located at appendix C to assist students in obtaining required verification documents.

(3) If a birth certificate is not available, other documentation, such as referenced in paragraph 2-9 above and table 2-1, item 1a, will be used to verify birth and, as applicable, retained in the cadet MPRJ upon enrollment as evidence of U.S. citizenship. NOTE: Reproduction of certain certificates is prohibited by law. Copies will not be made nor will copies be accepted for verification. Only bona fide originals will be accepted for verification purposes.

b. Providing documentation to verify medical qualification (chapter 2, section IV).

(1) The student must have an approved qualifying physical examination documented by SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492). SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492) pertaining to the initial enrollment for scholarship cadets will be maintained in the cadet's MPRJ until graduation or disenrollment, as appropriate.

(2) The student who is medically disqualified for enrollment in the ROTC Advanced Course by a supporting MEDCEN/MEDDAC or DODMERB may submit a request for waiver of the disqualifying condition(s). Paragraph 6-15 contains a full discussion of procedures for medical waiver requests. Those conditions listed in Appendix N will not be waived.

c. Meet the weight standards prescribed in AR 40-501 or AR 600-9 for prior service members, as appropriate. No waiver is authorized.

d. Completing all forms required for enrollment, to include--

(1) DD Form 4/1 and 4/1 (Enlistment Document, Armed Forces of the United States). Refer to appendix E for preparation instructions.

(a) Students eligible for the Advanced Course and all scholarship students must enlist in the USAR Control Group (ROTC) concurrent with their enrollment in the ROTC program.

(b) Exceptions to this requirement are aliens who may not be enlisted unless they obtain U.S. citizenship and students who are U.S. citizens and have been accepted for enrollment under the SMP and are already enlisted in the ARNG or USAR.

(c) The backdating of enlistment documents is strictly prohibited. Therefore, item 5 of DD Form 4/1 and item 13c, 14f, 18b and 19f of DD Form 4/2 must reflect the actual date that the Oath of Enlistment is administered to the student. A conditionally enrolled student will not complete the DD Form 4 series until he/she becomes fully qualified.

(2) DA Form 597 (Army Senior Reserve Officer Training Corps Student Contract) or DA Form 597-3 (Army Reserve Officer Training Corps Scholarship Cadet Contract).

(a) Students eligible for the advanced Course and scholarship recipients must execute a current edition of the appropriate contract, depending on their status and any addendum thereto.

(b) The battalion commander/PMS will complete Part V of the contract as evidenced of acceptance for enrollment in the Advanced Course or Scholarship Program, except for conditionally enrolled students.

(c) Students accepted for, and authorized to have, conditional status (a waivable condition) will date and sign part I of the ROTC contract when academically enrolled in the ROTC course of instruction and commence military science training. Conditional status must be resolved within a 12 month period. Conditional nonscholarship students will become eligible for retroactive subsistence allowance and commissioning credit at the time they become fully qualified and are accepted for enrollment in the Advanced Course by the battalion commander's completion of and signature on Part IV of the contract. Scholarship cadets may not receive retroactive subsistence. A scholarship cadet's subsistence allowance will begin on the date that the cadet enters the first term of college work under the scholarship contract or on the date that the cadet meets all requirements for and is appointed as a scholarship cadet, whichever is later. Refer to paragraph 3-10 below for further information as to eligibility for this status.

(3) Applicable portions of ROTC CADET COMD Form 139 to include verification of the statement in part I of the form (Appendix O).

(4) Acknowledgment on briefing on government sponsored benefits for ROTC Cadets, ROTC Cadet COMD Form 136-R.

(5) Cdt Cmd Form 202-R/203-R, Jan 91, as applicable. (Pertains to Guaranteed Reserve Forces Duty (GRFD) contract endorsement.)

(6) Authorization for access to student records, ROTC Cadet COMD Form 137-R.

(7) ROTC Cadet COMD Form 104-R, Planned Academic Worksheet.

e. Personally initiating any request for waiver of enrollment eligibility requirements. Providing DD Form 214 (applicable only to prior service applicants for enrollment).

(1) If the most recent DD Form 214 does not contain the reason and the authority for separation and the re enlistment eligibility (RE) code, then the student applying for enrollment must obtain the pertinent information in writing from the custodian of the prior service records. Location of those records custodians are listed in Appendix F.

(2) Information requests may be accepted from the records custodians telephonically. However, all

service records. Location of those records custodians are listed in Appendix F.

(2) Information requests may be accepted from the records custodians telephonically. However, all verification and documentation for determining enrollment eligibility must be provided by the student to the Enrollment Eligibility Officer in hard copy.

### **3-5. Enrollment Eligibility Officer responsibilities.**

The Enrollment Eligibility Officer is responsible for--

a. Ensuring that all students applying for Advanced Course enrollment meet enrollment eligibility criteria.

b. Completing the checklist portion of ROTC CADET COMD Form 139 Cadet Enrollment Worksheet for each student to include briefing the student on the Department of Defense Homosexual Conduct Policy. Based on direct student responses, reviewing each response thoroughly for accuracy and taking appropriate action when a student is determined to have a disqualifying response.

c. Reviewing all forms submitted by the student for enrollment for accuracy and completeness. He/she will also initiate follow-up action and inform the student if any information provided renders the student ineligible for enrollment and requires a waiver. He/she will assist the student in the preparation of a waiver request, should the student desire to submit such a request, and monitor until a final determination is made.

d. Briefing the student on government sponsored benefits for ROTC students in accordance with paragraph 3-2e above.

e. Ensuring that Basic Course students who complete the Basic Course at the end of one school year, and who are fully qualified for and desire to enroll early as a nonscholarship cadet in the Advanced Course (subject to subparagraph (2) below, are contracted and enlisted at the end of the school year in which they satisfactorily complete Basic Course requirements.

(1) DD Form 4 series forms will be dated the day that the student takes his/her oath. The effective date of the DA Form 597 is the first day of class for the following Fall school term.

(2) Should these students fail to return to school in the following Fall, or return to school but decline to academically register for the required military science courses, they will be disenrolled from the ROTC program under the provisions of AR 145-1, paragraph 3-43a(16), and separated from the USAR Control Group (ROTC) by either transfer to the IRR (if the student had completed BT or 8 weeks OSUT) or discharged in accordance with the provisions of AR 140-10, paragraph 4-5.

(3) Basic Course completion cadets whose Advanced Course enrollment eligibility has not been finally determined or who are pending waiver determination of a waivable condition, may not be contracted or enlisted until that determination or action has been favorably completed.

f. Ensuring that the student is properly academically registered in the appropriate ROTC course of instruction.

g. Identifying USAR/ARNG members as possible SMP participants.

h. Signing and dating the worksheet for enrollment and retention (ROTC CADET COMD Form 139, Part II) in the ROTC Program if the student is fully qualified for enrollment, and filing the worksheet upon completion as a permanent part of the cadet MPRJ.

i. Briefing the student as to the length of military service obligation (MSO) upon being appointed as an officer. As the length of the MSO varies based on conditions, figure 3-1 will be used as a guide to properly inform the student. This briefing must be given again to the cadet immediately prior to commissioning.

j. Re-verifying at least annually the student's eligibility for retention in the ROTC Program with the cadet and updating data on the appropriate cadet record. This verification will be annotated in the notes section of Part II, ROTC CADET COMD Form 139.

k. Explaining the special options for enrollment available to Advanced Course students. Those options are outlined in Section III below.

l. Establish the cadet personnel folder (MPRJ) to include the prescribed documentation listed in paragraph 3-4 above and a completed DD Form 93.

m. Initiate a National Agency Check (NAC) within 60 days of enrolling as a nonscholarship cadet in the

SCHOLARSHIP OBLIGOR	ACTIVE DUTY (AD)	TPU (2)	IRR CONTROL GROUP (3)	TOTAL MSO
USAR/ARNG (4)	0 (OBC only)	8	0 (REINF)	8
RA/OTRA (5)	2	4	2 (REINF)	8
RA/OTRA (5)	3	0	5 (REINF)	8
RA/OTRA (5)	4	0	4 (REINF)	8
RA/OTRA (5)	5	0	3 (REINF)	0
NONSCHOLARSHIP OBLIGOR	ACTIVE DUTY (AD)	TPU (2)	IRR CONTROL GROUP (3)	TOTAL MSO
USRR/ARNG (4)(6) (w/prior AD)	OBC	0	8 (AT) (7)	8
USAR/ARNG (4) (w/o prior AD)	0 (only OBC)	6	2 (REINF)	8
RA/OTRA (5)	2	0	6 (AT) (7)	8
RA/OTRA (5)	3	0	5 (REINF)	8
RA/OTRA (5)	4	0	4 (REINF)	8

**NOTES:**

- (1) Service agreements executed prior to, on or after 1 Jun 84 which reflect a six (6) year rather than an eight (8) year service obligation will be honored as written, regardless of appointment date.
- (2) TPU: An active USAR Troop Program Unit.
- (3) IRR Control Group: A USAR Control Group to which Individual Ready Reserve (IRR) members are assigned. Individuals who have no further mandatory training requirements are assigned to the USAR Control Group Reinforcement (REINF)). Those individuals who still have mandatory training requirements are assigned to the USAR Control Group (Annual Training (AT)).
- (4) USAR/ARNG: United States Army Reserve or Army National Guard. Status of an officer not serving on active duty.
- (5) RA/OTRA: Regular Army or Other Than Regular Army. Status of an officer serving on active duty.
- (6) Service before acceptance of appointment is not creditable toward the eight (8) year contractual military service obligation incurred through the execution of the ROTC contract. However, any unfulfilled portion of the individual's statutory obligation remaining of date of acceptance of commission will run concurrently with the contractual obligation.
- (7) Individual may be assigned for a portion or all of this period to a TPU.

**Figure 3-1. Military Service Obligation (MSO) ROTC Appointed Officers  
(Appointed on and after 1 June 1984)**

Advanced Course. NAC for scholarship cadets is to be initiated immediately after entry into the scholarship program. Scholarship students must obtain a secret clearance within 180 days of the award in order to retain their scholarship status. Extensions not to exceed an additional 90 days may be granted by region commanders. Extensions in excess of 90 days must be approved by CG, Cadet Command.

**3-6. Battalion Commander/PMS responsibilities.**

The Battalion Commander/PMS is responsible for--

a. Reviewing the activities of the Enrollment Eligibility Officer (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 (See Section III of this chapter).

c. Completing the appropriate portions of ROTC CADET COMD Form 131-R (Cadet Action Request) prior to the forwarding of a recommendation for approval to higher headquarters. (Chapter 6 below). The battalion commander/PMS will also ensure that the packet is administratively complete and correct with sufficient copies prior to submission.

d. Signing DD Form 4/1 and 4/2 and DA Form 597 or DA Form 597-3 after confirming the eligibility of the student for contracting and enlistment.

e. Cause to be issued to Advanced Course and scholarship cadets DD Form 2A (Armed Forces Identification Card) as appropriate in accordance with AR 640-3.

**Section III.**

**Special Options for Advanced Course Students**

**3-7. Simultaneous Membership Program (SMP).**

Additional information concerning the SMP program is contained in AR 601-210 (Chapter 10); NGB Regulation 600-100 and 600-200; and in AR 145-1, paragraph 3-17.

a. Only nonscholarship Advanced Course students and Reserve Forces Duty (RFD) or dedicated MJC scholarship winners are eligible for SMP participation.

b. Troop Program Unit (TPU) members who wish to conditionally participate as SMP applicants in the SROTC Nonscholarship Advanced Program 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:

(a) As a conditional SMP participant, he/she is not entitled to retroactive subsistence allowance, unlike non-SMP conditionally enrolled nonscholarship cadets, for the period he/she participates in the SROTC Advanced Course 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 Advanced Course until the disqualifying condition is resolved and he/she becomes fully qualified and eligible to reenter under the current re enrollment criteria.

(c) He/she understands the time spent in the SROTC Advanced Course as a conditional SMP participant is creditable toward meeting military science requirements for commissioning.

(d) He/she also understands that although the conditional status will be creditable toward commissioning requirements, it may not be credited for length of service (10 USC 2106(c) or for pay purposes (37 USC 205(d)) once he/she is commissioned.

c. Entry procedures.

(1) Entry procedures into the SMP vary as to whether or not the student is already a member of the USAR or ARNG. Applicants must be academic juniors; exception: soldiers released UP AR 635-200, paragraph 16-2 who have completed 90% of their academic requirements for junior standing and MJC cadets. Applicants must also meet all other requirements for enrollment in the ROTC Program.

(2) Battalion commanders/PMS and local RC unit commanders must agree to having a student enter the SMP, and will indicate that approval on DA Form 4824-R (for USAR) or NGB Form 594-1 (for ARNG) and other appropriate authentication documents such as the DA Form 3540 series, DD Form 1966 series, DA Form 4836 and DD Form 4 series.

(3) Upon completion or enrollment into the SMP, the Battalion Commander/PMS will ensure that the Cadet Data Base is updated to reflect the cadet's SMP status and the Reserve Component to which the cadet belongs.

(4) During the verification of enrollment eligibility the Battalion Commander/PMS must identify those students who already have existing contracts with Reserve Components of any branch of service to preclude dual contracting. A student under an existing RC enlisted contract of another service who has not properly been released for SMP participation will not be contracted by the Battalion Commander/PMS. However, if an applicant is a member of the USAR or ARNG and at the time of enrollment in the Advanced Course or scholarship program he/she is not eligible to enroll as an SMP participant the Battalion Commander/PMS is to provide the appropriate state adjutant general or USAR commander with a copy of the ROTC enlistment agreement as soon as possible after enrollment. On receipt of the copy of the ROTC enlistment agreement, the authority cited in AR 135-178, Chapter 1, will issue the discharge.

### **3-8. Guaranteed Reserve Forces Duty (GRFD).**

a. The GRFD Program is intended to encourage interest in the Reserve Components. Participation in the Simultaneous Membership Program (SMP) is required of all GRFD cadets; exception: DASE-COOP cadets are not allowed in the SMP.

b. Entry procedures. Refer to Cadet Command Regulation 145-10 for specific details.

c. The student may submit a request to revoke the GRFD contract endorsement by submitting Cdt Cmd Form 204-R to region headquarters.

d. Any nonscholarship student, regardless of academic discipline, may request GRFD quota.

e. Scholarship students are eligible for GRFD quotas only if awarded RFD or MJC dedicated scholarships.

### **3-9. Placement credit.**

a. The Battalion Commander will make all decisions pertaining to placement credit (MS I and MS II) based upon the provisions of AR 145-1, paragraph 5-3 and table 5-1 of that regulation.

b. The Battalion Commander/PMS will ensure that students are granted placement credit for MS I and MS II only to the extent that they possess the maturity to remain competitive with their peers.

c. Placement credit awarded will be annotated on the checklist portion of ROTC CADET COMD Form 139 and in the Cadet Data Base.

d. Placement credit will not be granted for service or training in a foreign military or paramilitary organization.

e. Placement credit will not be granted for any part of the Advanced Course, except that given to a transfer or re enrollment student has satisfactorily completed a portion of the Army ROTC Advanced Course.

### **3-10. Conditional status. (Refer to paragraph 3-7 for SMP individuals).**

a. Nonscholarship students seeking enrollment in the Advanced Course 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 determination, may be allowed to participate conditionally, if Part I of **DA Form 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 enrollment; under no circumstances will enlistment documents be backdated. Action required to determine eligibility or to secure an appropriate waiver for a disqualifying condition will be initiated by the student and processed by the Battalion Commander/PMS as early as possible in the enrollment process to enable a timely determination to be made. **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 course. (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 student may be officially enrolled by completing Part V of DA Form 597 and completion of the DD Form 4 series forms. Retroactive subsistence allowance is authorized from the date the cadet began advanced training, provided the date of the DA Form 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 Form 597 the effective date of entitlement to subsistence allowance as the date the cadet began advanced training and signed Part I of DA Form 597 (it cannot precede the signed date).

(2) If determined unqualified, or if the requested waiver is disapproved, the student's status will change from that of conditional student to that of auditing student and 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 Advanced Camp until their conditional status is resolved.

b. Students will not be allowed to participate conditionally if they have--

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

(2) A potentially correctable disqualifying medical condition (for exception see paragraph 2-40a above).

(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 as a result of a disenrollment board. Neither will they be permitted to audit the course, except where the institutional policy authorizes such participation.

### **3-11. Military College Students.**

a. Section 2104, Title 10, United States Code, allows students at military colleges (4-year degree granting institutions) where participation in the Senior ROTC Program is mandatory, until the last school term of their senior year to contract as Advanced Course cadets.

b. Military college students who are so contracted must meet all other eligibility criteria for enrollment and commissioning. These students will attend Advanced Camp upon the completion of their MS IV year and will be commissioned upon the completion of Advanced Camp.

c. Professors of Military Science (PMS) at senior military colleges are authorized to contract a qualified cadet, to include those transferring from another service ROTC program into the Advanced Course under the following conditions.

(1) The cadet may not be obligated to another service ROTC program and must have at least one academic year remaining to complete the Army ROTC Advanced Course program;

(2) Attendance at the Advanced Camp is mandatory. No waiver is authorized.

d. This provision does not change the advanced course placement credit restrictions specified in Chapter 5, AR 145-1.

### **3-12. Auditing students.**

In accordance with AR 145-1, paragraphs 3-3 and 3-27b, participation of auditing students is limited to classroom participation only. Battalion Commanders/PMS are not authorized to allow auditing students to participate in any commissioning program activities.

### **3-13. 4 and 5 Year Undergraduate Degree Agreements.**

a. There are a number of universities and colleges that have cooperative joint agreements whereby a student can prepare for a professional career in engineering and other degree granting programs and in the process earn two undergraduate degrees simultaneously, commonly referred to as 3+2 program. There are also a few universities that have joint agreements with 2 year colleges whereby a student earns only one undergraduate degree and as such is referred to as a 2+2 program.

b. The agreements are informal and geared toward individuals attempting to obtain a second degree (dual) rather than a specific degree. The program requirements contain more academic hour requirements than attendance at just a 4-year degree granting college. The agreements also vary widely as to transfer criteria and restrictions that apply which can result in the scholarship student not being allowed to transfer to the university which would award the degree required by the scholarship contract.

c. Scholarship cadets are not authorized to participate in 3+2 programs unless current documentation is submitted to Cadet Command headquarters which verifies that the agreements between the colleges permits:

(1) Successful completion of the first college requirement as being automatic admission to the second college which awards the degree required by the scholarship contract.

(2) A cumulative GPA of 2.0 as being acceptable for transfer to the second college.

(3) Transfer to the second college without regard to quota restrictions.

(4) Transfer of all credits earned at the first college to the second college without loss.

d. The above criteria does not apply to nonscholarship cadets. Nonscholarship cadets may participate in recognized programs between 4-year degree granting institutions subject to the provisions of AR 145-1, paragraph 6-28, i.e., they must be commissioned upon earning the baccalaureate degree or its equivalent and successfully completing the ROTC Advanced Course.

e. However, when a 2+2 program involves a community college then it must be submitted for review un-

der the criteria established in Appendix M (Formal Linkage).

#### Chapter 4.

#### Alien Participation

##### 4-1. General.

a. Alien students may be allowed to enroll in the Basic Course or attend Basic Camp and participate in the Advanced Course, provided they satisfy the requirements of AR 145-1, paragraph 3-29, including the receipt of approval from region headquarters for immigrants and refugees, or from Headquarters, Cadet Command for a non immigrant student. Each alien participant must meet the following requirements:

(1) Possess proper documents which establish the student's status as that of immigrant, refugee or non immigrant alien.

(2) Be enrolled in and attending full-time a regular course of instruction at an academic institution where Senior ROTC is available as a part of the curriculum, either through a host battalion, extension center of through cross enrollment.

(3) Be recommended for enrollment by the proper institutional authority.

(4) Be recommended for enrollment by the Battalion Commander/PMS.

(5) Meet the medical fitness requirements in chapter 2, section IV, above. Expenses incurred by an alien student applicant in pursuit of fulfilling these requirements are not reimbursable by the government.

(6) Complete the Basic Course or Basic Camp satisfactorily prior to being considered for participation in the Advanced Course.

b. Approved alien students will not be contracted or enlisted, nor will they be entitled to subsistence allowance while enrolled in the Basic Course, attending Basic Camp or participating in the Advanced Course, to include Advanced Camp.

c. Upon receipt of U.S. citizenship, a participating alien student may be contracted, if otherwise eligible. In accordance with AR 145-1, paragraph 3-30b, the effective date of the ROTC contract will be the date that the student received his/her U.S. citizenship, not the date that the student began participation in the ROTC program as an alien student.

d. Alien students may be disenrolled from the Basic Course for any reason listed in AR 145-1, section VI, if deemed appropriate, or dismissed from participation in the Advanced Course.

#### **4-2. Immigrant and refugee students.**

a. Eligible immigrant and refugee students will utilize ROTC CADET COMD Form 131-R to request approval to enroll or participate in the ROTC Program. This completed form, with appropriate endorsement or forwarding comments, will be sent by the Battalion Commander/PMS to region headquarters for approval/disapproval action. Each forwarding endorsement by the Battalion Commander/PMS will indicate that the alien student applicant meets all requirements for entry as stated in paragraph 4-1 above. Alien students are not eligible to participate in the Advanced Course if they are also a member of a Reserve Component of the U.S. Armed Forces regardless if such enlistment in that Reserve Component is prior to or subsequent to such participation in the ROTC Program. Individuals enrolled as SMP applicants must be U.S. citizens. The following additional requirements apply to specific categories:

(1) 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).

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

(a) 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-

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

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

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

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

(2) 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.

(3) These two requirements must be met by graduation date.

(4) 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.)

c. Alien 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.

#### **4-3. Non immigrant students.**

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 may be forwarded by the Battalion Commander/PMS through region headquarters to Headquarters, Cadet Command, ATTN: ATCC-PC. The request must originate from the student concerned, using ROTC CADET COMD Form 131-R. Each request supported by the Battalion Commander/PMS will contain the statement in the forwarding endorsement that the student meets all requirements for entry as stated in paragraph 4-1a above and this paragraph.

c. Non immigrant aliens must--

(1) Have Department of Justice Form I-94 in their possession.

(2) 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".

## Chapter 5

### Retention Procedures

#### Section I

##### 5-1. Student responsibilities.

The student is responsible for--

a. Meeting all enrollment eligibility criteria for retention in the ROTC Program. (See Cadet Cmd Pam 145-1, chapters 3 and 6 for more information.)

b. Immediately notifying the Battalion Commander/PMS of any changes or developments that could affect the students retention as an enrolled ROTC 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 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) Obtaining a semester/quarter academic GPA of at least a 2.0 on a 4.0 scale, or equivalent if the university uses other than a 4.0 scale.

(7) Maintaining a semester/quarter and cumulative 3.0 (if a scholarship cadet) or 2.0 (if a nonscholarship cadet) on a 4.0 scale in ROTC, or equivalent if the university uses other than a 4.0 scale.

(8) Attaining the height/weight standards established in AR 600-9, that are required for active duty soldiers, by the end of the last school term of the MS III year and maintaining the standard thereafter.

(9) Attaining at least the minimum passing standard on the Army Physical Fitness Test (APFT) for the appropriate age group by the end of the last school term of the MS III year and maintaining the standard thereafter.

(10) Maintaining satisfactory progress toward completing all Professional Military Education (PME) requirements.

##### 5-2. Battalion Commander/PMS responsibilities.

The Battalion Commander/PMS is responsible for--

a. Annually verifying the eligibility of all enrolled students to continue in the ROTC Program. See Cadet Command Pamphlet 145-1, chapters 3 and 6 for more information. Additionally, figure 5-1 contains helpful reminders for the Battalion Commander/PMS.

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 that the cadet attains the minimum APFT score per Army-wide standard or is placed in a suitable remedial PT program. (See AR 350-15).

d. Maintaining an effective and well documented cadet counseling program.

e. Taking prompt action in accordance with the procedures stated in this Pamphlet when informed of any changes which affect the retention of any student enrolled in the ROTC Program.

f. Ensuring that all enrolled students are promptly notified of any changes in enrollment or retention criteria.

g. Monitoring the academic progress of all enrolled Advanced Course students toward baccalaureate degree completion. Additionally, scholarship cadet's academic progress will be reviewed at the beginning and end of each semester/term to ensure that their contractual academic quality obligations have been met as stated in paragraph 5-1 above.

h. 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.

i. Advising all 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).

### **5-3. Leave of Absence (LOA).**

a. A leave of absence from ROTC training for a semester or more may be granted only by the Region Commander, unless subparagraphs (1) through (7) below indicate that the Battalion Commander may authorize the LOA under the provisions of AR 145-1, paragraph 3-38.

(1) The cadet needs more than the normally required time to devote to studies to complete degree requirements.

(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. LOA 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 the cadet is allowed by his doctor 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 through Region Headquarters 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) Cadet 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 conduct board action. If the action is not completed within the LOA period, the battalion commander/PMS will extend the LOA for a second term. The Battalion Commander/PMS 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 board). If the action is not completed within the LOA period the Battalion Commander/PMS will extend the LOA for a second term. 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, APFTs, 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 cadet's file.

(7) Special reasons not covered by the above categories. (These require Region Commander approval.) This includes study abroad. (See Cadet Command Reg 145-1, paragraph 16b).

b. 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 cadet's 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.

c. 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 a 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.

(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 confirmed to ensure that the statutory age requirement is met because of the delay in the commissioning date (scholarship cadet must be under 25 years of age on 30 June of the commissioning year).

(5) The maximum length for an LOA is one year, unless exceptionally extenuating circumstances are involved (such as service on a church mission).

Generally, a cadet is lost to the ROTC program if an extended LOA (over one year) is granted.

d. Any request for LOA or other delay in commissioning date will require a review of the cadet's 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 cadet's 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 cadet's file with the DD Form 4 series documents.

e. No compensation or allowance will be paid to a cadet while in LOA status. An LOA will not affect the period of benefits authorized.

f. Battalion Commanders/PMS must place a scholarship cadet on LOA when requesting termination and 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.

g. 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 nonscholarship 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 5-5 below.)

h. A cadet is not to be placed on LOA based on the cadet's 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 in the case is made.

i. Region commanders may authorized a leave of absence not to exceed a total period of enrollment in the Advanced Course of four 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.

j. A cadet requesting an LOA for bona fide reasons stated above, must make the request in writing, using ROTC CADET COMD Form 131-R (Appendix G). 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.

k. 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.

l. Requests for LOA will be submitted on ROTC CADET COMD Form 131-R referencing Tables 6-1, 6-2, and 7-3. When cadets are laced on LOA appropriate university officials will be notified in writing of the commencement and termination of periods of LOA.

m. While students in a completion status are not subject to LOA provisions, they are under region headquarters control. Completion students requiring delays to complete commissioning requirements will be closely monitored by that headquarters.

n. 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.

o. Changes to the Cadet Data Base which reflect the initiation of or ending of an LOA will be made promptly as the change occur in order to ensure the accuracy of the cadet's enrollment status.

#### **5-4. Probation.**

a. A cadet's first priority is academics. Extracurricular participation in ROTC activities, such as Ranger Challenge or cadet leadership positions, which adversely affects 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 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.

b. Probation is considered a warning. All cadet entitlements and benefits will continue during the period of probation. Due to the varying lengths of enrollments (2, 3, 4 years) and the difference in school terms (semester, quarter, trimester) the number of probations will be determined by the Region Commander.

c. Cadets under a first or second probation--

(1) are eligible to hold the rank of cadet ILT and no higher.

(2) cannot perform duties of or be appointed to a cadet post of a commander (company commander, ranger commander, or other similar commander) or be assigned as the principle staff officer on the cadet battalion staff.

(3) are discouraged from participating in extracurricular activities, however battalion commanders may, in justifiable circumstances and without imposition on the cadet's academic time, permit a cadet to participate in only one such activity until such time as the cadet is removed from probationary status.

d. Cadets under a third or greater probationary period are--

(1) not eligible to hold any office within the cadet battalion command structure.

(2) exempt from holding any rank.

(3) restricted from direct participation in extracurricular ROTC activities, i.e., Ranger Organization, Ranger Challenge, and other similar nonmandatory POI activities.

e. The following standards must be applied to determine when probation is proper and when scholarship termination/disenrollment action is appropriate:

(1) semester/quarter/trimester and/or cumulative GPA falls below 2.0 on a 4.0 scale or its equivalent.

(2) failure in one or more subjects during an academic term.

(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) the ROTC academic term or cumulative GPA falls below 3.0 on a 4.0 scale or its equivalent for scholarship cadets, or 2.0 for nonscholarship cadets..

f. Guidelines for the evaluation of probations (Table 7-2).

(1) Normally, a cadet's probation and retention of scholarship benefits (if applicable) should only be approved if the deficiency is such that corrective action by the student can resolve the deficiency within one term. This is recognizing the fact that the student may still be receiving full scholarship benefits while in such a status.

(2) **Retention of any cadet beyond the third academic probation may be approved by the Region Commander. This retention authority may not be further delegated.**

(3) Battalion Commanders/PMS will consider scholarship termination and disenrollment action of any cadet who has been placed on three probations who are again deficient in any of the categories listed in 5-4a above, **and whose retention is not approved by the Region Commander.**

g. The Battalion Commander/PMS will place on academic probation for one academic term a cadet whose academic deficiencies place him/her in one of the categories listed above. **Battalion Commanders/PMS have the authority to grant first and second probations to cadets whose cumulative GPA is greater than 2.0 on a 4.0 scale. Requests for probations for those cadets whose cumulative GPA is below 2.0 will be forwarded to the Region Commander for approval. Region Commanders also retain authority to approve requests for a third or greater probation.** If a requested probation is disapproved, the battalion commander/PMS will initiate scholarship termination or disenrollment action as appropriate. Tables 6-1, 6-2, and 7-2 will be referenced in completing the Cadet Action Request.

#### 5-5. Administrative Suspension (of Scholarship Benefits).

a. Administrative suspension is that status for scholarship cadets which suspends financial assistance to the cadet but which allows for the continued participation in the ROTC program and payment of subsistence allowance. Administrative suspension will be used in the following cases:

(1) When scholarship termination action is initiated but it appears likely that the cadet will be retained in a nonscholarship status. However, cases where criminal acts, drug and alcohol related matters or misconduct are involved will require the cadet to be placed on LOA.

(2) When a scholarship cadet has not provided medical documentation to clear a temporary disqualification from the MWRB by the designated suspense (Appendix N) or failure to provide other documents necessary to clear a potentially disqualifying administrative or medical condition.

(3) When board action is required to be initiated concerning a cadet but it appears likely that the cadet will be allowed to continue full participation in the ROTC Program following completion of the action.

(4) When retention waivers (medical and nonmedical) have been submitted.

b. Cadets in an administrative suspension status will be notified in writing and will be subject to all requirements of the ROTC Program. The university in which the cadet is enrolled will likewise be notified. Administrative suspension status will be terminated immediately upon the resolution of the condition which caused the status to be initiated or upon initiation of termination/disenrollment action.

#### 5-6. Nurse Progression - Upper Division.

a. An increasing number of nurse cadets are having difficulty gaining acceptance into upper division because of limited spaces. These cadets become "high-risk" cadets as additional time is usually required to complete their degree and they may be in jeopardy of exceeding age requirements.

b. As soon as a cadet fails to be accepted into the upper division of a nursing program, scholarship

eligibility should be evaluated immediately. The following options are available:

(1) First, transfer to another school that will allow progression in a nursing degree with minimal loss of credit. A letter from the transfer school, explaining that the student failed to gain acceptance to upper division because of competitive admission, should be included in the cadet's record.

(2) If the cadet has a reasonable chance of being accepted into the upper division of the present school, they should be placed on a leave of absence (LOA) for a semester. The battalion should ensure that such an LOA will not put the cadet at risk of exceeding the age.

(3) When transfer or LOA is not possible and the cadet's cumulative GPA is above 2.0, the region commander may consider retention of the cadet in a nonscholarship status with a discipline change in the physical sciences.

c. If all of the above options are impossible, the cadet will be boarded for disenrollment action.

d. Battalions will notify their region chief nurse counselor immediately of any cadet who fails to gain admittance to upper division.

## Section II.

### Counseling Requirements

#### 5-7. Scholarship students.

a. The battalion commander/PMS (and, when appropriate or necessary, assisted by the cadet's 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 cadet's 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: While statute and DOD directive grant authority to the Secretary of the

Army to order cadets who have been found in breach onto active duty for a period specified by law and the cadet's contract, HQDA policy directs that cadets found in breach of contract, who are otherwise eligible for enlistment, be first offered the opportunity to repay scholarship benefits in lieu of being ordered to active duty to satisfy the breach of contract. However, if the cadet fails to sign a reimbursement agreement or the terms of the agreement are not fulfilled, the cadet, if eligible for enlistment, will be ordered to active duty. The choice of disenrollment option, however, 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 5-4 above).

(d) The ROTC curriculum, to include PME.

(e) That the student's 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 cadet's 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 region headquarters.

(5) When the cadet requests LOA.

(6) Upon disenrollment.

b. Document the counseling.

(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 cadet's 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 5-2h above. Chapter 7 below 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 cadet's 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.

**5-8. Nonscholarship Advanced Course Students.**

a. A cadre member will counsel each nonscholarship 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. The student will be informed that failure to complete the program and accept an appointment, if resulting from the cadet's 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 cadet's contract.

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

(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 cadet's 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.

**5-9. Nonscholarship Basic Course students.**

a. A cadre member will counsel each nonscholarship Basic Course student--

(1) At least once each semester/term.

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

b. Counseling of nonscholarship Basic Course students 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 officership 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 in 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 cadet's 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.

#### **5-10. Other counseling requirements.**

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 3, section III 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 III.**

#### **Retention Disqualifications**

#### **5-11. Reasons for disqualification.**

Besides the basic eligibility criteria, enrolled students are disqualified from continued retention without waiver for the reasons outlined in the remainder of this section. See chapter 6 below and Cadet Cmd Pam 145-1, chapter 6 for more information.

#### **5-12. Age.**

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 subjected to disenrollment and, if a scholarship student, payback provisions.

b. Waivers for this category will be supported only on a case by case basis. Refer to paragraph 6-11 below for further information.

#### **5-13. Use of drugs and/or chemical substances.**

a. All enrolled students 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 under the provisions of AR 40-501, paragraph 2-35.

b. Requests for waivers for this disqualification committed while a contracted cadet or while a member of the active or reserve components of the Armed Forces will not be supported. (See paragraph 6-15 below for waiver authorities concerning this disqualifying condition.)

#### **5-14. Academic standards.**

a. If the student fails to meet the academic and contractual standards listed in paragraph 5-1c(1) through (11) of this pamphlet during any semester/term following enrollment in the Advanced Course, the battalion commander/PMS will--

(1) Place the cadet on probation for the following semester/term as outlined in paragraph 5-4 above.

(2) 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.

b. If the cadet again fails to meet the academic standards during any subsequent semester/term, the battalion commander/PMS will:

(1) Submit ROTC CADET COMD Form 131-R to region headquarters for retention decision.

**5-15. Civil conviction or adverse adjudication/disposition.**

a. Any Advanced Course or scholarship cadet who is apprehended, placed under charges, confined or incarcerated, placed under investigation, convicted, fined or otherwise subject to criminal proceedings by civilian or military authorities after the completion of the certification in part I of ROTC CADET COMD Form 139 (Cadet Enrollment Record) and prior to commissioning must submit ROTC CADET COMD Form 131-R with supporting documentation through appropriate channels to HQDA (TAPC-OPP-P), 200 Stovall Street, Alexandria, VA 22332-0400. Concealment of such information is grounds for disenrollment and denial of commission. This serves only as a flagging action and is not to be misconstrued as a waiver request.

b. Submission of ROTC CADET COMD Form 131-R with supporting documentation will not be delayed pending final disposition of the case by authorities. Supplemental reports will be submitted as changes in the status of the case occur. Submission of a waiver request is predicted upon final adverse adjudication in the case and will be done IAW paragraph 6-10 below.

**5-16. Medical**

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 the cadet through the cadet's request for waiver of the disqualifying condition, or

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

b. Requests for waiver will be forwarded through region headquarters to Headquarters, Cadet Command for final determination. Refer to paragraph 6-14 below for further information.

c. Depending on the nature of the medical problem, the battalion commander may place the cadet on LOA or administrative suspension pending the final determination. **All cadets have the right to request a waiver.** The battalion commander/PMS will take no final action to disenroll a cadet with a potentially medical disqualification who desires a waiver until notified in writing from Headquarters, Cadet Command irrespective of local medical opinion/findings received. **However, if a NONSCHOLARSHIP cadet has been determined medically disqualified by the reviewing authority and the cadet does not desire a medical waiver, the PMS has the authority to disenroll the cadet. Before disenrollment can be implemented, and investigating officer (IO) must be appointed to verify the facts IAW paragraph 7-2b. In some cases, if the PMS prefers, he may submit a request for medical determination to this HQ IAW 6-14b in lieu of an IO, which is acceptable.**

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.

**5-17. Homosexual Conduct.**

**Homosexual conduct will be grounds for disenrollment from ROTC. The battalion commander/PMS will refer to AR 145-1, Chapter 3 and coordinate with region for guidance on handling homosexual conduct.**

**5-18. Conscientious objector.**

a. If an Advanced Course or scholarship student makes a request for conscientious objector status, the battalion commander/PMS will--

- (1) Immediately place the cadet on LOA.
- (2) Notify region headquarters of the action.

(3) Instruct the cadet to submit an application for discharge/conscientious objector status on DA Form 4187 in accordance with AR 600-43, chapter 2.

(4) Arrange for the cadet to be interviewed by a military chaplain and a military or military contracted psychiatrist regarding the application and obtain their professional opinions in writing.

(5) 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.

(6) Submit the findings of the investigating officer, the cadet's completed DA Form 4187, chaplain and psychiatric evaluation, and appropriate cadet records thru region headquarters 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 region headquarters. If the cadet making the application is a scholarship cadet, the battalion commander/PMS will also include a completed ROTC CADET COMD Form 131-R requesting scholarship termination.

b. Commanding General, TRADOC has approval authority for all requests for conscientious objector status submitted by cadets. This approval authority is administered by the Commanding General, U.S. Army Transportation Center, Fort Eustis, VA. Upon receipt of the application and supporting documentation from region headquarters, Headquarters, Cadet Command reviews the request administratively and legally. When completed, the case is then forwarded to the Commanding General, U.S. Army Transportation Center for a decision. After the decision is rendered, Headquarters, Cadet Command forwards the case to the DA Conscientious Objector Review Board (CORB) for review. CORB retains final authority for those cases

disapproved by the Commanding General, U.S. Army Transportation Center.

c. Headquarters, Cadet Command will forward the final results of the case through region headquarters to the battalion commander/PMS. Specific guidance will be provided on those requests which are disapproved. Guidance on disenrollment (and recouplement if a scholarship cadet) will be provided on approved cases.

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

**Section IV.**

**Reenrollment**

**5-19. Reenrollment eligibility.**

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 uncompleted. If any of the uncompleted portion is within Advanced Camp, the student must retake the entire Advanced Camp.

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 fully repayment of financial assistance expended.

**5-20. Reenrollment ineligibility.**

Although former cadets may meet all of the requirements stated above, they are still considered ineligible for reenrollment in the Advanced Course if they have any one of the following disqualifications:

a. Have satisfactorily completed all portions of the ROTC Program. No waiver is authorized in such a case; such 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 Advanced Camp (AR 145-1, paragraph 3-43a(10)). No waiver is authorized.

c. Were disenrolled for failure to maintain the requirements for enrollment (AR 145-1, paragraph 3-16a(2) and 3-43a(8)).

d. Were disenrolled as a conscientious objector under the provisions of AR 145-1, paragraph 3-43a(9). No waiver is authorized.

e. Discovery or admission of a fact or condition existing which barred the cadet from appointment as an officer. No waiver is authorized (AR 145-1, paragraph 3-43a(11)).

f. The time lapsed from disenrollment to the time of requested reenrollment is more than 3 years. Waiver may be granted for those disenrolled cadets who subsequently served on active duty and whose service is sufficiently meritorious to warrant an honorable discharge. For these, the total time between disenrollment and enlistment plus the time between discharge from active duty and reenrollment 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 must be met.

g. Were disenrolled for deficiencies in ROTC subjects or performance (paragraph 3-43a(6)).

h. Have failed to make full satisfaction of the contractual obligation if a disenrolled scholarship cadet. 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(12)).

j. Were disenrolled as a result of board action for the categories listed in AR 145-1, subparagraphs 3-43(13) through (16). No waiver action is authorized.

**Section V.**

**Completion Cadets**

**5-21. Completion Cadets.**

a. Completion cadets are those cadets who have completed all military science requirements but have yet to complete all academic requirements for graduation in order to be commissioned. To be classified a completion cadet, a cadet must have completed all training requirements as stated in Cadet Command Regulation 145-3 to include all military science courses, Advanced Camp, required professional military education (PME) courses as listed in Cadet Command regulation 145-3, appendix H.

b. Cadets who have not completed all military science requirements will not be certified as completion cadets nor will they be treated as such. Cadets not certified as completion cadets are still required to participate in required training activities, e.g., APFT, FTX, etc. They will retain MS IV status and as such retain cadet medical coverage.

c. Only cadets who have successfully completed all required training will be certified as a completion cadet. They are required to participate in those activities as required by their ROTC contract (e.g., APFT, weigh-in) and as further specified by the memorandum of understanding they are required to complete in accordance with Cadet Command Regulation 145-9, paragraph 4-6d. They may not be required to participate in other ROTC training

activities and have no cadet medical coverage for such.

## Section VI

### Commissioning of Cadets

#### 5-22. Commissioning of Cadets

a. Battalion commanders/PMS will validate with the respective institutions that cadets scheduled for commissioning meet all requirements for the conferring of a baccalaureate degree at the completion of the school term. Confirmation of degree requirements will be obtained in writing from the appropriate institutional official (e.g., registrar).

b. The effective date of commissioning for cadets will not be prior to the first day following the completion of the institution's last day of final examinations for that term. Battalion commanders/PMS are to schedule commissioning ceremonies accordingly. No acceleration of the effective date of commissioning is authorized.

## Chapter 6

### Waiver Procedures

#### Section 1. Waiver Preparation

##### 6-1. General processing.

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 requests 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. In addition to being specifically stated below, part II of ROTC CADET COMD Form 139 lists

in matrix format the specific waiver or exception approval authority for each category.

b. All waiver requests originating from a cadet enrolled at an extension center will be submitted through the host battalion to higher headquarters.

c. The battalion commander/PMS will ensure that request for waiver or exception to policy is complete, correct and properly supported by the documents or other evidence pertinent to the request. The battalion commander/PMS will be assisted in this review by the enrollment eligibility officer.

d. If an enrolled 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.

e. Students must have a current cumulative GPA of 2.5 on a scale of 4.0 on order to be favorably considered for any waiver. In exceptional retention cases, this may be lowered to 2.2.

f. Normally, all requests for waiver or exception to policy submitted to Headquarters, Cadet Command will be in two copies.

g. All queries pertaining to actions will be directed to the appropriate region headquarters. Only region headquarters will communicate directly with Headquarters, Cadet Command on cases.

h. Unless otherwise specified within section II of this chapter, disapproval authority for waiver or exception to policy requests is at each level of the chain of command.

i. Waiver requests for Basic Course nonscholarship students may be delayed until the student is otherwise eligible to enter the Advanced Course.

##### 6-2. Waiver request preparation.

a. Each request for waiver must include the following items in the sequence noted:

(1) ROTC CADET COMD Form 131-R, prepared by the student and properly endorsed by the battalion commander/PMS.

(2) Cadet Record Brief.

(3) ROTC CADET COMD Form 139.

(4) Transcripts (Note: These may be either on a prescribed university form or printout from a registrars screen. **If the transcript in on other than a prescribed university form, the PMS will authenticate as a school official/representative.)**

(5) DA Form 597 or DA Form 597-3, as appropriate.

(6) DA Form 4 series, if applicable.

(7) ROTC Cadet Comd Form 104-R (in **all cases**).

(8) DD Form 214 or DD Form 220, if applicable.

(9) SMP documentation, when applicable. An SMP cadet's status in the Reserve Component unit **must** be reflected on ROTC CADET COMD Form 131-R, otherwise the action will be returned without action.

b. Additional documentation outlined in section II of this chapter will be included in the respective requests of waiver. Table 6-1 indicates which documentation applies to specific requests. It should be used as a guide in preparing the waiver request.

### **6-3. ROTC CADET COMD Form 131-R, Cadet Action Request.**

a. ROTC CADET COMD Form 131-R, Cadet Action Request, will be used to initiate and transmit all requests for cadet waivers and exceptions to policy. The form contains basic items of cadet personnel information not included in the Cadet Record Brief (which will be submitted with each request for waiver), the action that the cadet is requesting and the cadet's justification. The cadet is responsible for the submission of those supporting documents pertinent to the request not otherwise contained in the cadet's 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 CADET COMD Form 131-R, 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 region headquarters. Requests which must be forwarded to Headquarters, Cadet Command will be transmitted from region headquarters with forwarding endorsement indicating the region headquarters recommendation.

b. ROTC CADET COMD Form 131-R will also be used by the battalion commander/PMS when seeking a medical or enrollment eligibility determination from higher headquarters. In those cases, cadet request and signature blocks will not be utilized unless the cadet is requesting waiver of a known disqualifying condition for retention.

c. Appendix G contains a complete discussion and instructions for completion of ROTC CADET COMD Form 131-R.

### **6-4. Tables for waiver and exception requests.**

Tables 6-1 through 6-9 contain general and specific information for the submission of cadets waivers and exceptions to policy for enrollment and retention. These tables will be used as a guide in the preparation of the requests (submitted on ROTC CADET COMD Form 131-R, Cadet Action Request). As the cadet's portion of the form is reviewed, the battalion commander/PMS, EEO, or other designated official will review the request against table 6-1, 6-2, and the specific table covering the action to insure its completeness and accuracy. This review will be certified through the completion of the battalion commander/PMS portion of ROTC CADET COMD Form 131-R.

### **6-5. Transcripts.**

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

b. **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.

**6-6. ROTC Cadet Comd Form 104-R.**

a. ROTC Cadet Comd Form 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 all cadet action requests. All items of the worksheet must be

Table 6-1 CADET ACTION MATRIX (See CC Pam 145-4, Chapters 6&7)

TYPE ACTION	REQUIRED DOCUMENTS/REFERENCE - NOTE: All actions must contain the following documents: ROTC Cadet Comd Form 131-R, Cadet Action Request; Cadet Record Brief; Complete transcripts; ROTC Cadet Comd Form 139-R; ROTC Cadet Comd Form 104-R; and for fully contracted or conditional cadets DA Form 597-3 and DD Form 4 series
Waivers/Exceptions Age Waiver	Cum GPA standard for waivers/exceptions is 2.5 (on a 4.0 scale) Strong endorsement required. Region Cdr must endorse age >32 (at appointment). CC Pam 145-4, para 6-11.
Alien Participation	INS Form I-94, I-551 must be verified. Home govt concurrence required. CC Pam 145-4, ch 4.
Camp Deferment	Documents related to reason for request, as applicable.
Change of Major	CC Form 104-R (Planned Academic worksheet). CC Pam 145-4, para 6-19.
Civil Conviction	Court record, sentence satisfaction from court; affidavit from applicant concerning offense; 3 letters recommendations that speak to offense and attest to applicant. CC Pam 145-4, para 6-10.
Compression	Documents should be related to nature or request. Not allowed for Advanced Course.
Dependency	Monthly financial statement; statement of understanding; court custody decree; spouse or guardian's statement that hardship will not occur (as applicable). CC Pam 145-4, para 6-13.
ECL Score	Results of ECL test; Bn Cdr/PMS must state language improvement potential. CC Pam 145-4, para 6-16.
Hardship Release	Applicant must meet documentation standards of AR 635-200, chapter 6.
Leave of Absence	See CC Pam 145-4, para 5-3 and 5-5. Documents related to reason for request, i.e., medical, academic, etc.
Medical	SF 88 (or DD Form 2351); SF 93; results of medical test, consultations, statements, and examinations. CC Pam 145-4, para 6-14.
RE Code	DD Form 214. Other documents may be required based on nature of RE code. CC Pam 145-4, para 6-12.
Transfer to Higher Cost School	Acceptance in writing by gaining PMS; CC Form 104-R; cost comparison chart showing cost of schools; signed contract addendum; detailed justification. CC Pam 145-4, para 6-20.
Bn Cdr/PMS Request/Actions Medical Determination	Requires the same documentation as a medical waiver request. CC Pam 145-4, para 6-2.
Probation	CC Form 104-R or counseling statements may be called for. CC Pam 145-4, para 5-4.
Leave of Absence (Special)	Supporting documentation needed will depend on circumstances. CC Pam 145-4, para 5-3.
Scholarship Termination	Additional documentation will be determined by circumstances. CC Pam 145-4, para 7-3.
Investigating Officer	Investigating Officer appointment memorandum; notification to respondent; Investigating Officer's report summary; exhibits collected by the investigating officer. See AR 15-6.
Board Actions	Board appointment memorandum; notification to respondent; DD Form 1574 (Board report); summary & transcript of proceedings; CC Form 133-R (Privacy Act Release); All board exhibits; Institutional Representative's review; referral to respondent; Respondents rebuttal; Region SJA Review; Unit Cdr Memo (if SMP) and release to ROTC Control Group. AR 15-6, ch 5; CC Pam 145-4, ch 7, app K and L.

Table 6-2 Processing of all Waivers and Exceptions

Line No.	Action/Procedure
1	All supporting documentation per table 6-1 has been provided and enclosed with ATCC Form 131-R, Cadet Action request.
2	All portions of Cadet Comd Form 131-R have been properly completed and signed by the student and the Bn Cdr/PMS.
3	Applicant has cum 2.5 GPA or better. If not, justification must be strong enough to support an exception to policy.
4	If prior service, is DD Form 214/DD Form 220 attached to reflect RE Code and discharge authority.
5	If applicant is currently on Active Duty, indicate total active duty serve at the time of discharge.
6	The category of placement credit for Advanced Course enrollment must be cited if not clearly evident in the request.
7	For after-the-fact requests, the reason for late submission must be fully explained, to include corrective action taken.
8	The applicant must have had sufficient time to attend college full-time and successfully complete 2 full years of ROTC Advanced course work.
9	The applicant's academic status must be defined through current transcripts and through ROTC Cadet Comd Form 104-R (Planned Academic Worksheet) submitted with the request.
10	If the applicant was previously enrolled in an officer producing program, DD Form 785 (Record of Disenrollment from Officer Candidate-Type Training) must be submitted indicating reason(s) for disenrollment along with recommendation from the OIC of that training.
11	Ensure SAT/ACT and OSB scores have been entered into the CDB.
12	If the applicant desires Reserve Component duty, ensure that a GRFD contract endorsement is enclosed.
13	If formal linkage is involved, verify if the school has approved recognition form Cadet Command.
14	If the student is entering graduate school to qualify, a letter/official notice of acceptance is required in the request.
15	If the student is pursuing a double major, or minor degree applies to degree requirements, Bn Cdr/PMS should so indicate.
16	Any change in academic major must indicated.
17	Bn Cdr/PMS recommendation must indicate student potential as an officer/leader and that approval is in the best interest of the ROTC Program and the Army.
18	If an SMP Applicant, memo of acceptance in TPU, and verification of vacancy is required. Applicants may be contracted conditionally.
19	If the student was placed in a Reserve status/unit after completion of Active Duty, verification of any remaining obligation is required.
20	If the applicant is a member of a Reserve component unit and not an SMP applicant, proper release from the Reserve commitment UP AR 135-178 must be pursued.
21	If the student is a scholarship applicant, the type of scholarship and year of award must be annotated by the Bn Cdr/PMS.
22	Refer to specific table governing the action being requested to complete the administrative preparation on the request.

Table 6-3. Age Waiver

Line No.	Action/Procedure
1	Bn Cdr/PMS must provide information to show that the student, even though a number of years senior to his/her average peer, is so singularly outstanding that the age difference will not pose a problem.
2	Bn/Cdr/PMS is to advise the student that should this request be approved, there is no guarantee that he/she will be selected for Active Duty. If selected for Active Duty there is no guarantee that the student would remain on Active Duty for sufficient time in order to qualify for retirement under Active Duty provisions as DA policy requires mandatory release for those officers below the grade of Colonel no later than age 53.
3	This request requires personal recommendation from the region commander if approval authority is above region level.

Table 6-4. Basic Course Placement Credit

Line No.	Action/Procedure
1	Bn Cdr/PMS must verify if authority to award placement credit is beyond that listed in AR 145-1, table 5-1. Type and duration of the student's prior military training and experience is needed as well as the results of examination for placement. Method of examination must also be noted.

Table 6-5. Dependency Waiver

Line No.	Action/Procedure
1	Applicant must meet the provisions for dependency UP AR 145-1, para 3-9 and CC Pam 145-4, para 6-13.
2	Substantiating documentation must demonstrate that dependents will not suffer hardship from loss of care, supervision or financial support if the student is ordered to Active Duty or overseas.
3	A financial statement must be provided to show the liabilities and projected earnings of the student and spouse as shown in app J, this pam.
4	If divorced, the student must provide a copy of the court decree to include the legal status of any children resulting from the marriage.
5	Bn Cdr/PMS must identify the spouse's current status/occupation (i.e., service member, student, not employed).
6	Change in custody for sole parents must be documented through a court document. A power of attorney or similar document will not be accepted for purposes of surrendering custody
7	Once a student is properly enrolled in the ROTC Program, a change in the status or number of dependents does not constitute cause for disenrollment, and therefore does not require a waiver. However, the change in status could be the cause for disenrollment, if such a change adversely affects the cadet's performance in the program and causes a breach of contract.

Table 6-6 Medical Waivers and Determinations

Line No.	Action/Procedure
1	Bn Cdr/PMS is to verify if the most recent medical examination was administered within a year preceding the request for which the examination was accomplished (such as for enrollment, award of scholarship, etc.).
2	The medical examination conducted must have been for the required scope with appropriate entries in each item of SF 88 or DD Form 2351 and SF 93 or DD Form 2492 for scholarship applicants. All supporting documents must be attached.
3	Medical examination results must be properly evaluated by the supporting MEDDAC. NONSCHOLARSHIP.
4	If the student is currently drawing disability compensation from the Veterans' Administration or any other federal, state or local agency, he/she must identify the specific condition(s) for which compensation is received on the waiver request and on SF 93. Bn Cdr/PMS is to note examining and reviewing physician comments on the conditions.
5	If the student was previously discharged from any of the armed Forces, including the Reserve Components thereof, due to medical disability or medical disqualification, the student must identify the specific conditions on both the waiver request and the SF 93. Bn Cdr/PMS is to note examining and reviewing physician comments on the conditions.
6	Bn Cdr/PMS is to review the condition for which the waiver is being requested against the list of nonwaivable medical conditions which appear in App C and N. No waiver submitted for those conditions.
7	Medical examination results will not be forwarded to Health Services Command or OTSG by the battalion or region for waiver recommendation. This will be obtained by HQ, Cadet Command if needed.
8	Region commanders may disapprove requests for medical waiver for reasons other than medical when deemed appropriate.

Table 6-7 Military or Civil Conviction Waiver

Line No.	Action/Procedure
1	Bn Cdr/PMS must determine if the student has disclosed a record that has been expunged.
2	The request from the student must include an affidavit in that applicant's own words a complete and thorough account of the events which resulted in arrest and/or conviction. This affidavit must be notarized by a notary public or by a commissioned officer.
3	Legible copies of pertinent court records must be attached with the request. If those records are unavailable, copies of letters requesting the documents and the court's negative reply must be enclosed.
4	Bn Cdr/PMS must verify if the student is presently sentenced to an unexpired period of probation or suspended. If so, the student is not eligible for waiver consideration. Exceptions may be processed if the sentence is unconditionally suspended and any probation is unsupervised and unconditional.
5	Bn Cdr/PMS must ensure documentation is enclosed which confirms the satisfaction/completion of the sentence.
6	3 letters of recommendation must be enclosed which attest to the student's character and which address knowledge of the offense. Form letters and letters from current cadre will not be accepted for this requirement.
7	If cum GPA is between 2.5 and 3.5, summary of LAP results must be included (for alcohol related offenses).
8	Offenses involving moral turpitude committed after the age of majority are nonwaivable.

Table 6-8. Reenlistment eligibility (RE) Code Waiver

Line No.	Action/Procedure
1	Student 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 Bn Cdr/PMS recommendation.
2	If the disqualifying RE code was a result of a hardship discharge, the student must present documentary evidence which shows that the hardship condition has been resolved.
3	If the disqualifying RE code resulted from medical reasons, the request must clearly and completely state the reasons as well as enclose SF 88 and SF 93 stating the condition. Examining and reviewing physician statements must address the conditions which 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.
4	If the RE code involved a qualitative management type separation, the Region Commander must personally endorse the request for waiver. This includes those whose RE code resulted from civil court conviction, concealment of arrest record, DA imposed bar to reenlistment, personality disorder, failure to meet Army weight control standards, fraudulent entry, rehabilitative failure, for the good of the service, misconduct, unsatisfactory performance, and entry level status and/or conduct (Trainee Discharge Program).
5	In the case of TDP/EDP, the student must furnish a copy of the separation proceedings/correspondence. Copies of this documentation may be obtained from the National Records Center.
6	Individuals who were separated from their enlisted term of service under conditions stated in lines 4 and 5 above will be favorably considered for waiver approval only in the most unusual circumstances.

Table 6-9. Reenrollment

Line No.	Action/Procedure
1	Bn Cdr/PMS must verify if the student has completed the ROTC Program. If so, he/she may not be reenrolled.
2	Both the request for reenrollment and the forwarding recommendation must address the reasons for the previous disenrollment. Any request for reenrollment not containing this information will be returned as being incomplete.
3	Documentation to support the reason for previous disenrollment action and the resolution of any condition causing the prior disenrollment are required to be submitted with the file for consideration. This includes medical, academic, financial, or personal hardship cases. Those involving ROTC deficiency will not be favorably considered.
4	Bn Cdr will verify the length of time since disenrollment. If the period is greater than 3 years, waiver is not authorized. Exception: Waiver may be granted for time served on active duty after disenrollment. However, total time between disenrollment and enlistment plus time between discharge and reenrollment may not exceed 3 years.
5	If the cadet was a scholarship recipient and disenrolled for academics, reenrollment may be considered only if the student is otherwise eligible, to include line 4 above, and has totally satisfied the breached scholarship contract.
6	Does the student meet all standards for commissioning and requirements for original enrollment.
7	The student is not eligible for reenrollment if disenrollment was a result of board action for failure to satisfactorily complete Advance Camp, deficiency in ROTC academics or performance (failure to maintain requirements for enrollment; discovery of a fact or condition that bars the student from appointment as an officer; misconduct; conscientious objection; or UP AR 145-1, para 3-43a(13) thru para 3-43a(16) which require board action.

completed or NA indicated when the entry is not applicable to the cadet's 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 thirty (30) days to the battalion commander/PMS. It will be recertified by an appropriate institutional representative.

c. The statement of understanding which appears on the reverse side of ROTC Cadet Comd Form 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 ROTC Cadet Comd Form 104-R will be maintained as a part of the cadet's MPRJ.

e. Appendix Q contains complete information on the correct preparation of ROTC Cadet Comd Form 104-R.

#### 6-7. DD Form 214.

a. The latest DD Form 214 applicable to a prior service cadet must be submitted for any waiver request involving a student with prior service. 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 ROTC CADET COMD Form 131-R. Hard copy confirmation will be forwarded as soon as 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.

#### 6-8. SMP documentation.

a. If the student requesting a waiver or other action is in the SMP, then the request submitted by the student must contain a memorandum from the TPU commander which gives that commander's recommendation.

b. 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.

### Section II.

#### Specific Types of Waivers

#### 6-9. General.

a. The more common types of waiver requests are discussed in the 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.

b. Data pertaining to completed waiver requests will be annotated in part II of ROTC CADET COMD Form 139 and will be retained in the cadet MPRJ until graduation. Appropriate entries will be made in the Cadet Data Base within five working days of the receipt of waiver determination by the approving headquarters.

#### 6-10. Civil convictions or adverse adjudications/dispositions.

a. Commanding General, U.S. Army Cadet Command, is the approval authority for requests to waive convictions for the offenses listed in AR 145-1, paragraph 3-3e(1) through 3-3e(3).

b. Commanding General, U.S. Army Cadet Command and/or the region commanders are the approval authorities for all other waiver requests in this category.

c. A student is ineligible for enrollment and or retention in the Basic or Advanced Course or attendance at basic camp (Camp Challenge) who has a civil conviction, and adverse juvenile adjudication, a pretrial diversion for felony or any type of court martial conviction, unless a waiver is granted. Students who have been indicted, but the case was nullo prosequi are likewise ineligible. However, for nonscholarship students the waiver request may be delayed until the individual is otherwise eligible to enter the Advance Course or Basic Camp (Camp Challenge).

**d. A waiver is not required for a student--**

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

(2) If charges were dismissed without a conviction or "other adverse disposition" (see para 6-10e(4) below for the definition of "other adverse disposition").

(3) Convicted of a minor traffic violation such as listed in Appendix H, for which a fine or forfeiture of \$250 or less was imposed, 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 driver's license. **Exceptions:** A waiver is required:

(a) When 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, **a waiver is required.** (This situation is classified as "other adverse disposition").

(b) When the fine is over \$250, but is reduced with the requirement that the student takes a defensive driving or performs some type of community service, then **a waiver is required.**

(c) When the fine is over or less than \$250, but a sentence of jail time was imposed, even if suspended, **a waiver is required.**

(d) When the student, within a twelve month period, has been convicted or received other adverse disposition for six or more minor traffic offenses (excluding parking violations), **a waiver is required.**

(e) If during the previous 3 years the student was convicted or received an adverse disposition for ten or more minor traffic offenses (excluding parking violations), **a waiver is required.**

e. A waiver is required for a student --

(1) Found guilty by a court of law.

(2) 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.

(3) Even if the record of initial conviction or adverse adjudication is subsequently --

(a) Expunged.

(b) Sealed.

(c) Set aside.

(d) Dismissed.

(e) Reopened to change original findings or pleas

(4) Who is the recipient of other adverse dispositions. 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 individual's 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 \$250.00 or more.** 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). Even if the student did not enter a plea of guilty or nolo contendere,

the individual 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 --

- (a) Serve probation for any period.
- (b) Serve confinement.
- (c) Pay restitution.
- (d) Pay a fine.
- (e) Forfeit a bond that closes a case.
- (f) Attend classes or seminars.
- (g) Perform community service or perform any other similar acts.
- (h) Comply with other conditions based upon an arrest for criminal misconduct.

f. Waivers will not be supported for --

(1) Students convicted for offenses listed in AR 145-1, paragraphs 3-3e(1) and 3-3e(2).

(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).

(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 adjudications 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 upon the student's age at the time of the offense, the nature of the offense, the elapsed time since the offense, and the individual's 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. If the applicant's cumulative GPA is between 2.5 and 3.5, a waiver request may be processed provided the results of the applicant's Leadership Assessment Program (LAP) tests substantiate that his/her leadership potential is clearly above average, and these results are enclosed with the waiver request.

g. If there is a question about whether or not an individual requires a waiver in this category, battalion commanders/PMS should contact their region headquarters' Cadet Management Branch for guidance or interpretation. If necessary, the Cadet Management Branch will contact the supporting installation Staff Judge Advocate for a legal opinion.

h. In addition to the requirements of paragraph 6-2a, each request must include the following.

(1) Court proceedings.

(a) A copy of the court records which indicate the charge, plea and/or findings, the sentence imposed and the satisfaction of that sentence must be furnished.

(b) This record will be requested from the court involved, rather than from the local police agency which apprehended and/or charged the student. The request to the court must originate from the student, not the cadre. The request must also be accompanied by a statement from the individual which authorizes the release of the court documents concerning the arrest, trial, and conviction.

(c) If an individual was placed on probation or judgement had been deferred or sentence suspended, documentation must also be submitted which verifies satisfaction of the conditions imposed by the court.

(d) Should their court record be unavailable, the waiver request must include correspondence to and from the court which establishes this fact. Local police documents may then be used in lieu of court records.

(2) Record of court martial. In the case of a student with a record of court martial, a copy of the court martial proceedings must be furnished by the student or be obtained by the student from the National Personnel Records Center, St. Louis, Missouri (see app F below).

(3) Letters of recommendation **are required for all civil conviction waivers**. The students will provide a minimum of three letters of reference if convicted of **offenses listed in AR 601-210, tables 4-1A (if fine is \$250 or more; or jail sentence; or other adverse disposition), 4-1B, 4-1C and 4-1D**. These character references will normally be obtained from such persons as the student's priest or minister, faculty members, employers, local law enforcement or judicial officials and other disinterested persons. These letters must be prepared independently of each other and must state specific knowledge of the offense. The letters must also attest to the student's honesty, judgement, and maturity since the offense.

(4) Affidavit. The student requesting the waiver must submit an affidavit which clearly states, in the student's own words, the circumstances which led up to the offense and resulting arrest, trial and conviction or adverse disposition and satisfaction of the sentence (see app I for format).

**6-11. Maximum age (Table 6-3).**

a. Waiver requests for students over 30 years of age will not be supported, except for nursing students or for individuals who are singularly outstanding. These requests require personal action on the part of the region commander.

b. Region commanders have the authority to approve age waiver requests through age 32.

c. For individuals over age 32 the region commander will forward their personal recommendation for approval to the Commanding General, U.S. Army Cadet Command.

**6-12. Reenlistment code.**

a. HQDA retains approval authority for all RE code waiver requests except that regions may approve those involving hardship cases that have been resolved

provided that the student was separated with a waivable RE code as stated in AR 601-201, table 3-6.

b. RE code waiver requests for qualitative management type separations will not be supported unless the region commander has personally recommended approval via endorsement to the Commanding General, U.S. Army Cadet Command. Qualitative management type separations pertain to individuals discharged for --

- (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).

c. A request for waiver of a disqualifying RE code that was assigned as a result of a hardship separation UP AR 635-200, chapter 6, will be accompanied by 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 region commander has the authority to approve waivers for hardship separation imposed RE codes when such condition no longer exists.

d. Refer to AR 145-1, paragraph 3-3 and table 6-8 below for additional information.

**6-13. Dependency.**

a. The region commanders have approval/disapproval authority for all dependency waivers.

b. Requests for dependency waivers will be considered only for the following:

(1) A student with more than 3 dependents (spouse and two or more children under the age of 18).

(2) A single parent or divorced student whose children have been placed by court order in the physical custody of the other parent, a relative or guardian, and who is ordered to pay child support. (A power of attorney is not sufficient in such cases.

c. Students who have a change in dependency status after being enrolled in the program are not required to request a waiver because of that new status.

d. In addition to the requirements of paragraph 6-2a, requests for dependency waivers must be supported by the following, as appropriate (see tables 6-1, 6-2, and 6-5):

(1) A monthly financial statement (app J).

(2) 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. (An ex-spouse is not required to make this statement.)

(3) ROTC Cadet Comd Form 132-R, Statement of Understanding (Dependency).

(4) Divorce decree and court record showing physical custody of minor children. In this regard, the standards stated in AR 601-210, table 3-1, rule F will apply. Cadre will not advise, imply or assist an applicant in regards to surrendering custody of children. They only will state what the enrollment standard is, what disqualifying conditions are, and what waiver request procedure the student must use if the applicant desire to submit a request for dependency waiver.

d. Refer to AR 145-1, paragraph 3-9, and table 6-5 below for additional information on dependency waivers.

**6-14. Medical Disqualification.**

a. See AR 145-1, paragraph 3-24; chapter 2, section IV above; and table 6-6 below, for additional information on waivers of medical disqualification.

b. Commanding General, U.S. Army Cadet Command retains approval for all requests for waiver of medical disqualification and decisions on medical determination.

c. In addition to the requirements stated in paragraph 6-2a above, waiver requests must be forwarded to region headquarters by the battalion commander/PMS and supported by the following:

(1) The original SF 88 (or DD Form 2351) and SF 93 (or DD Form 2492) for the latest medical examination.

(2) Copies of all other medical examinations and supporting documents which are administered in conjunction with the student's initial enrollment and/or retention in the ROTC Program.

d. Battalion commanders/PMS will not forward medical examination results to Health Services Command (HSC) in pursuit of a waiver recommendation. If an HSC recommendation is required, it will be obtained by Headquarters, U.S. Army Cadet Command. Likewise, all consultation with the Office of the Surgeon General of the Army (OTSG) will only be done by Cadet Command Headquarters.

e. Questionable or controversial cases may be submitted through command channels for consideration to Headquarters, Cadet Command if the accompanying examination or consultation results establish that the student's medical condition or physical defect will satisfy the requirements of AR 145-1, paragraph 3-24b(1) through (3).

f. Region commanders may disapprove requests for reasons other than medical when appropriate.

g. Individuals who are drawing disability compensation from the Veterans' Administration or any other federal, state, or local agency, and applicants previously discharged from any of the Armed Services, including the Reserve Components thereof, for medical disability or disqualification must submit the originals of their most recent report of medical examination through region headquarters to Headquarters, U.S. Army Cadet Command for review and approval of enrollment, even though they are now considered medically qualified. Individuals in this category will not be contracted until

their medical examinations have been reviewed by Headquarters, Cadet Command and approval for enrollment given.

h. No waiver will be granted for temporary medical disqualification if the student does not meet the appropriate height/weight standard. Battalion commanders/PMS will list the individuals current height and weight, with the date of the weigh-in, as a part of their comments on the ROTC CADET COMD Form 131-R submitted by the cadet requesting medical waiver.

**6-15. Use of drugs and/or chemical substances.**

a. Commanding General, U.S. Army Cadet Command is the waiver approval authority for requests pertaining to civil convictions for --

(1) Possession, use, or sale of narcotics or habit forming drugs, to include marijuana.

(2) Possession of narcotic paraphernalia.

b. Commanding General, U.S. Army Cadet Command is the waiver approval authority for students medically disqualified UP AR 40-510, paragraph 2-35c(2).

c. Commanders, ROTC regions are the waiver approval authority for waiver requests for --

(1) Students who admit to frequent and/or habitual use prior to entry into the program.

(2) Students who admit to use after entry into the program.

d. Waiver requests will not be supported for the following type cases:

(1) Those involving long term drug or chemical substance usage.

(2) Those involving civil convictions, adverse adjudication, or university disciplinary action for --

(a) Possession, use, or sale of narcotics or habit forming drugs, to include marijuana.

(b) Possession of narcotics paraphernalia.

(c) Sale or trafficking of marijuana or other controlled substances.

**6-16. English comprehension level (ECL) test.**

a. Region commanders have authority to waive below qualifying scores for admission into the Advanced Course. Provided a waiver is approved, the cadet will be placed in conditional status (if eligible for such status) for a maximum of two terms by which time the student must achieve a minimum score of 70. Those students who fail to reach the minimum score will be disenrolled for failure to qualify.

b. Cadets must have an ECL score of at least 75 in order to qualify for attendance at Advanced Camp. MS III cadets who fail to reach this minimum will either be deferred from attendance for one year or disenrolled. Region commanders, in exceptional cases, may waive (not below a score of 70) the minimum based upon the cadet's potential and other relevant circumstances such as academic achievement, ROTC performance, cadre feedback, and efforts to raise the ECL score.

c. Region commanders have the authority to waive an ECL score of 75-79 to allow commissioning of a cadet. Cadets who achieve an ECL score of 80 or higher upon enrollment in MS III do not have to be retested.

d. In addition to the requirements of paragraph 6-2a above, waiver requests in this category must be supported by the following --

(1) Results of the ECL test.

(2) A statement by the battalion commander/PMS in the forwarding endorsement establishing the student's potential for English language improvement and progress during the previous two term/semesters of schooling.

(3) Each waiver request for Advanced Camp attendance or commissioning must also include the student's academic GPA, ROTC GPA, all previous ECL scores and English language progress.

**6-17. After-the-fact waiver request.**

a. Requests for waiver of disqualifying conditions that existed at the time of the cadet's enrollment in the Advanced Course or Scholarship Program, but which

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 7 of this pamphlet.

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

**6-18. Reconsideration of disapproved waiver requests.**

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. The entire original request will be resubmitted when the battalion commanders/PMS is seeking reconsideration of a disapproved waiver request and if being submitted to Headquarters, Cadet Command must be personally endorsed by the region commander.

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

**6-19. Change of academic major.**

a. See Cdt Cmd Reg 145-1, Appendix Q for approval authority levels. Approval authority for

requests for academic discipline change for 4- and 3-year advanced designee scholarship recipients (who have not yet been enrolled as cadets) resides with HQ, Cadet Command (ATTN: ATCC-PS).

b. Requests for change of academic major must be submitted on ROTC CADET COMD Form 131-R with supporting documents to include a current transcript, ROTC Cadet Comd Form 104-R, and DA Form 597-3.

c. Requests for change in academic major should be carefully considered to ensure that such a change is in the best interest of both the cadet and the Army. Battalion commanders/PMS should consult with the student's academic advisor before making a recommendation on the student's request to the region commander.

d. Battalion commanders/PMS will ensure that the Cadet Data Base is updated within 5 working days of the receipt of approval of a request to change academic major and that ROTC CADET COMD Form 139 is changed to reflect the new academic major.

**6-20. Transfer of Scholarship Cadets to Higher Cost Schools.**

a. Scholarship cadets may request transfer to higher cost schools under the following conditions:

(1) Tuition will not exceed the amount paid under the scholarship contract. Transferring cadets will pay costs above the amount paid under their contract.

(2) Cadets must currently meet all academic standards. Approval will not be given for cadets currently on academic probation for academic or military science deficiencies. Cadets must be meeting the academic cumulative GPA standard of 2.0 (on a 4.0 scale) or higher and the ROTC cum GPA standard of 3.0 or higher.

(3) As a result of the transfer, the cadet may not change his/her academic major to a lower discipline group.

b. Region commanders have the authority to approve such requests; this authority will not be further delegated.

c. ROTC Cadet Comd Form 131-R, Cadet Action Request, will be completed by the cadet

requesting transfer to a higher cost school. In addition to supporting documentation required for all cadet action requests, the following items will be included:

(1) Acceptance from the gaining battalion commander/PMS (and gaining region if applicable).

(2) Detailed justification for the transfer. This can be made part of the cadet's statement on the front side of ROTC Cadet Comd Form 131-R.

(3) Cost comparison of tuition and mandatory fees between the gaining and losing schools.

(4) Signed addendum to the ROTC Scholarship Contract and battalion commander/PMS confirmation. (Figure 6-1)

d. The losing battalion commander/PMS is responsible for

**ADDENDUM TO PART I  
SCHOLARSHIP CONTRACTUAL AGREEMENT**

I, Cadet \_\_\_\_\_, understand and agree that the Army's cost as result of my being allowed to transfer from \_\_\_\_\_ to \_\_\_\_\_ is limited to the provision of my contract. Further, I acknowledge that my cost is any amount above the provision of my current contract.

\_\_\_\_\_  
(Signature) \_\_\_\_\_  
(Date)

**CONFIRMATION BY PROFESSOR OF MILITARY SCIENCE**

As the PMS at \_\_\_\_\_, I verify that Cadet \_\_\_\_\_  
(Name of Losing School)  
has been accepted and will transfer to \_\_\_\_\_. I have coordinated with the gaining Professor of Military Science at \_\_\_\_\_ and verified that he has agreed to accept the cadet. Further, I have confirmed that the costs as shown below are accurate for tuition and mandatory fees.

	Tuition and Mandatory Fees
(Name of Gaining School)	\$ _____
(Name of Losing School)	\$ _____
<b>DIFFERENCE</b>	<b>\$ _____</b>

\_\_\_\_\_  
(PMS Signature) \_\_\_\_\_  
(Date)

**Figure 6-1. Addendum to the ROTC Scholarship Contract**

transferring the cadet's records to the gaining battalion.

e. Both gaining and losing battalion commanders/PMS will notify the respective region resource management divisions of the cadet's transfer.

## Chapter 7

### Disenrollment Procedures

#### 7-1. General

a. Except in cases listed below, the new disenrollment procedure at appendix K will be used as the method for disenrolling 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. Exempt from this procedure for disenrollment are the following types of cases:

(1) Conscientious Objector. In accordance with AR 145-1, paragraph 3-3b(1), these individuals will be processed under the provisions of AR 600-43, except when there is a basis for disenrollment because of a contract breach by reason of unsatisfactory performance or misconduct. Unsatisfactory performance and misconduct cases will be processed under the new proposed disenrollment procedures.

(2) Personal Hardship or Dependency. These individuals will be processed under the provisions of AR 635-200, chapter 6.

b. Commanding General, U.S. Army Cadet Command retains the authority for the termination of scholarship students, except as noted in paragraph 7-3a below.

c. Region Commanders have the authority to disenroll nonscholarship students.

d. Reasons for disenrollment of scholarship and nonscholarship contracts are outlined in AR 145-1, chapter 3, section VI.

e. If the cadet chooses not to waive the right to a hearing, a board of officers will be appointed, as appropriate, by battalion commanders/PMS, brigade commanders, or region commanders as specified in the provisions of AR 145-1, paragraph 3-43b.

f. Any disenrollment action pertaining to an SMP cadet must reflect that cadet's status in the Reserve Component unit. This will be shown in the battalion commander/PMS portion of ROTC CADET COMD Form 131-R. Actions not so annotated will be returned without action.

g. Refer to tables 7-1 and 7-4 below in processing scholarship termination and disenrollment actions.

#### 7-2. Disenrollment of nonscholarship students.

a. Basic Course nonscholarship students may be disenrolled at their own request or by the battalion commander/PMS at any time prior to enrollment in the Advanced Course.

b. Advanced Course nonscholarship students may be disenrolled at any time by the battalion commander/PMS for reasons outlined in AR 145-1, paragraph 3-43, IAW the new disenrollment procedure (appendix K). However, if requested by the cadet or deemed appropriate by the battalion commander/PMS, an investigating officer (IO) or board of officers may be required.

c. Advanced Course students who are believed to be in breach of contract through the reasons stated in AR 145-1, paragraph 3-43a(13) through (16) will be the subject of disenrollment action.

d. In disenrolling nonscholarship students, battalion commanders/PMS will ensure that--

(1) Students have been counseled on the reason(s) for disenrollment. These counselings will be formal and the documentation retained in the cadet MPRJ.

Table 7-1. Request for Scholarship Termination

Line No.	Action/Procedure
1	Review AR 145-1, chapter 3 and CC Pam 145-4, chapter 7 for appropriate guidance before initiating termination action.
2	Ensure that all cadet counseling statements are enclosed to ATCC Form 131-R requesting termination.
3	If the action involves APFT failure or failure to meet Army weight standards, ensure that APFT scores have been documented or medical referral and weight control program documentation has been assembled and enclosed. In cases involving weight control, height/weight data is to be verified by a physician or other medical professional.
4	If the request for termination is based upon a fact or condition which would bar a cadet from appointment, appropriate documentation which reflect the condition or fact must be enclosed.
5	If the request is based upon scholarship academic standards, appropriate academic documentation must be included. Justification, if retention as nonscholarship cadet is recommended, must be included in the Bn Cdr/PMS remarks on the request for termination and cum GPA must be 2.0 or higher. In such cases, Bn Cdr/PMS must administratively withdraw scholarship benefits (not subsistence).
6	If the request is predicated upon termination of scholarship AND disenrollment, Bn Cdr/PMS must place the cadet on leave of absence.
7	If the request is predicated upon termination of scholarship with retention as a nonscholarship cadet, Bn Cdr/PMS must administratively suspend scholarship benefits (payment of subsistence continues). Cum GPA above 2.0 required.
8	In cases where the Bn Cdr/PMS requests termination for medical reasons, complete medical documentation will be required and will include SF 88, SF 93, consultations, test results, etc as is outlined in tables 6-1 and 6-6.
9	In those cases where the cadet qualifies for retention following scholarship termination, the cadet will be placed in a nonscholarship status. However, cadet remains under the scholarship obligation if he/she fails to complete the program and is not commissioned. Cadet Data Base will be updated within 5 days of receipt of determination. Cadets are obligated to successfully complete the ROTC Program active duty and duty in reserve status not on active duty under the provisions of their scholarship contract.
10	Notify the institution of the suspension and/or termination of scholarship benefits as appropriate.

Table 7-2. Probation Actions

Line No.	Action/Procedure
1	Review CC Pam 145-4, para 5-4 and for specific probation guidance.
2	Obtain a recommendation from the cadet's academic counselor and enclose with the request.
3	Enclose cadet counseling statements to the request along with documentation pertaining to the first probation granted by the Bn Cdr/PMS.
4	Justification is required to show why a second or third probation should be granted by the Region Cdr as opposed to scholarship termination or disenrollment action being initiated.
5	Verify whether the cadet is in completion status. Actions involving completion cadets and nonscholarship cadets are controlled by the regions. If request for second, third or subsequent probation for scholarship cadet is denied by the region Cdr, region may retain if cadet meets nonscholarship retention standards and the cadet desires to be retained. If not, region will return to PMS for initiation of disenrollment action with approval at Cadet Command HQ.
6	Ensure that all pertinent documents are enclosed with the request. Current transcripts are vital.

Table 7-3. Leave of Absence (LOA)-Scholarship and Nonscholarship Cadet

Line No.	Action/Procedure
1	If cadet initiated LOA, cadet must prepare ROTC CADET COMD Form 131-R indicating the period of the LOA and reason for requesting the LOA. Cadet must sign and date.
2	If the request is initiated by the Bn Cdr/PMS, he/she is to complete the front of the request for action. No cadet signature is required. PMS will fill out recommendation and sign.
3	If the cadet requests LOA on the basis of hardship (personal and financial), documentation is required to verify the situation. Use the documentation criteria in AR 635-200 as a guide.
4	Determine if the cadet plans to withdraw from school.
5	Determine if the cadet will be academically aligned at the completion of the LOA. If not, the Bn Cdr/PMS must address how alignment will be regained in forwarding correspondence.
6	Determine if the cadet has requested an LOA which extends the cadet's period of enrollment past the cadet's period of enlistment. If so, the period of enlistment must be voluntarily extended by an amount equal to the LOA.
7	Bn Cdr/PMS must verify continuing eligibility to receive scholarship benefits.
8	If the LOA is based upon medical reasons, the complete medical file must be submitted with the request to include complete documentation of the present condition. Bn Cdr/PMS has authority to place a cadet on LOA for one term or to administratively suspend scholarship benefits in doubtful cases pending medical determination from Hq, Cadet Command.
9	If the request for LOA results in a delay of commissioning date, cadets records must be reviewed to ensure continued eligibility for commissioning IAW AR 145-1, para 3-34 (age requirements).
10	If the cadet is requesting LOA for the purpose of transfer to another institution, Bn Cdr/PMS must determine if transfer is due to academic deficiency or another reason. The transfer must be accepted in writing by the gaining Bn Cdr/PMS.
11	Bn Cdr/PMS must advise the cadet that no compensation or allowance is to be paid during the period of the LOA. Also, the institution is to be informed for the period in question.
12	Bn Cdr/PMS is to ensure that LOA is used judiciously and that academic alignment is maintained or achievable before graduation.

Table 7-4. Disenrollment Actions

Line No.	Action/Procedure
1	Review pertinent portions of AR 145-1, AR 15-6, and CC Pam 145-4, Chapter 7 and appendix K and L.
2	Determine if formal board proceedings UP AR 15-6 are required and have been followed.
3	Determine if Bn Cdr/PMS is needed as witness to the proceedings. If so, board must be approved at the next higher HQ.
4	Ensure that board is appointed in writing with a clear directive and that the cadet is formally and promptly notified of the proceedings and their scope. Board president is to be a field grade officer (other must be justified in writing).
5	Ensure that the cadet is afforded the opportunity to consult counsel and given ample notice of the hearing date.
6	Ensure that all pertinent exhibits and cadet records have been collected.
7	Ensure that action has been taken to ensure transcripts and summaries of the board are available and that the institutional representative is notified.
8	Ensure that DA Form 1574 is properly completed and exhibits assembled (in duplicate). See table 6-1.
9	Review DA Form 1574 to ensure that the findings and recommendations of the board are supported by the evidence in the board transcript and the exhibits.
10	Ensure board recommendations are consistent with the terms of the cadet's contract.
11	Ensure that the cadet is given the opportunity to review and provide comments upon the board report. Cadet's review is to be annotated on the DA Form 1574. Include any rebuttal with the packet.
12	At region level, ensure that the region's supporting SJA reviews the action for legal sufficiency.
13	At region level, append appropriate forwarding endorsement to the board packet.
14	Ensure all appeals, once a determination is made at Cadet Command, are forwarded to that headquarters for adjudication.
15	At region level, once a final decision has been made at Cadet Command, ensure that active duty orders or recoupment action is initiated.

(2) An appropriate letter grade for course work is awarded, if appropriate.

(3) Appropriate disenrollment data is entered into the Cadet Data Base.

(4) All issued uniform and equipment items are recovered from the cadet being disenrolled.

(5) Subsistence pay is terminated (if an Advance Course student).

(6) DD Form 785 is prepared and retained for 5 years with ROTC CADET COMD Form 139 and the Cadet Record Brief.

### 7-3. Disenrollment of scholarship students.

a. Battalion commanders/PMS can terminate the scholarship and disenroll any scholarship student who has not passed the contractual obligation point if the student voluntarily requests disenrollment or is failing to fulfill the terms of the scholarship contract as substantiated by an informal investigating officer appointed by the battalion commander/PMS. The contractual commitment point varies based on the specific scholarship. Typically--

(1) A 4-year recipient cannot voluntarily withdraw after the beginning of the first Military Science class of the MSII (sophomore) year, or the second year of the scholarship.

(2) A 3-year recipient cannot voluntarily withdraw after the beginning of the first Military Science class of MSII (sophomore) year, or the first year of the scholarship.

(3) A 2-year recipient cannot voluntarily withdraw after the beginning of the first class of the MSIII (junior) year, or the first year of the scholarship.

b. Once a cadet has entered the Advanced Course or a scholarship cadet has passed the applicable commitment point, he or she may no longer voluntarily withdraw from the ROTC Program, unless the cadet requests release for hardship, submitting supporting documentation as outlined in AR 635-200, chapter 6, and the request has been approved by Headquarters, Cadet Command. A mere request for disenrollment and discharge by a cadet is insufficient, in and of itself, to warrant initiation of disenrollment action unless an

independent underlying reason exists indicating a breach of contract. In those instances where such a request is received by the battalion commander/PMS and no basis for disenrollment exists, the cadet will be advised that the request is being returned without action as being not permissible and that he/she is directed to remain in the program and the consequences of failure to do so. If the cadet persists in his/her desire to terminate the scholarship, and subsequently breaches the contract, the battalion commander will use the disenrollment procedures at appendix K.

c. Should a scholarship cadet accept an appointment to USMA, the cadet will be viewed as representing an accession into the Army and, as such, must request a release for the specific purpose of entering USMA which will generally be approved. However, such approval does not relieve the student of the service obligation incurred under the ROTC scholarship contract. This obligation incurred under the ROTC scholarship contract. This obligation will be satisfied by the successful completion of the USMA course of instruction, acceptance of commission and the concurrent fulfillment of both the USMA and ROTC scholarship required military service obligation. Should the student fail to complete the USMA program, accept a commission when tendered, or serve the (ROTC) number of years active duty service obligation, the student will be obligated to satisfy his/her contractual obligation through either active duty as an enlisted person or repayment of all scholarship financial assistance rendered.

d. After being contracted as a scholarship cadet, the benefits to the cadet under contract cannot be withdrawn except as provided under scholarship contract. In order to initiate the termination of the scholarship, but retain the student as a nonscholarship cadet (provided otherwise qualified--CGPA must be above 2.0 on a 4.0 scale), the battalion commander/PMS will--

(1) Place the cadet in an administrative suspension status as discussed in paragraph 5-5 above.

(2) Notify the student formally of the action being taken, the reasons thereof and his/her status in the program. This will include the statement that as a cadet he/she is ineligible to enlist in any other service until properly released from his/her ROTC contractual obligation.

(3) Submit ROTC CADET COMD Form 131-R requesting scholarship termination to region and include--

- (a) Current and complete transcript.
- (b) DA Form 597-3, ROTC Scholarship Contract.
- (c) DD Form 4 series.
- (d) ROTC CADET COMD Form 139.
- (e) Cadet Record Brief.
- (f) Counseling statements.
- (g) Basic Camp evaluation, if appropriate.
- (h) Advanced Camp evaluation, if appropriate.
- (i) Memorandum of notification to student.

(4) Notify the institution of the suspension of the student's scholarship benefits.

e. Battalion commanders/PMS are not authorized to take disenrollment action on their own authority for scholarship students who have passed their contractual obligation point. They will make recommendations on disenrollment actions forwarded to higher headquarters for decision.

f. In order to terminate a scholarship and disenroll a scholarship cadet under the provision of AR 145-1, paragraph 3-43a (1) through (12) (see para 7-3a above for exceptions), battalion commanders/PMS will--

(1) Place the student on leave of absence as provided for in paragraph 5-3 above. This action places the cadet in a nonparticipating ROTC status and suspends scholarship benefits and subsistence payments.

(2) Notify the student in writing of his/her status in the program, the actions being taken and the reasons thereof using the notification/acknowledgment memo at appendix K.

(3) If cadet does not waive his/her right to a board, appoint an investigation officer (IO) to inquire into the case under the referenced provisions of AR 145-1 using the informal procedures addressed in AR 15-6. The IO will submit a report to the battalion com-

mander/PMS by the required suspense date. The cadet will be afforded the opportunity to personally appear before the IO prior to the completion and submission of the IO's report to the appointing authority.

(4) Submit ROTC CADET COMD Form 131-R thru region headquarters to Headquarters, Cadet Command. The forwarding endorsement by the battalion commander/PMS must state the reasons for recommending termination of the scholarship and recommend if the student should be disenrolled or retained in a nonscholarship status.

(5) Submit appropriate documentation to substantiate the reason(s) for recommending scholarship termination, (table 7-1) such as--

- (a) Complete and current transcript.
- (b) DA Form 597-3, ROTC Scholarship Contract.
- (c) DD Form 4 series.
- (d) ROTC CADET COMD Form 139.
- (e) Cadet Record Brief.
- (f) Counseling statements.
- (g) Basic Camp evaluation, if appropriate.
- (h) Advanced Camp evaluation, if appropriate.
- (i) Medical statements, if appropriate.
- (j) Memorandum of notification to the student.

(6) Submit a change to the Cadet Data Base immediately upon initiation of the cadet's leave of absence to reflect the cadet's status.

(7) Notify the institution of the suspension of the cadet's scholarship benefits.

g. Students in breach of contract through the reasons stated in AR 145-1, paragraph 3-43a(13) through (16) will be subject to scholarship termination and disenrollment. In these cases, battalion commanders/PMS will--

- (1) Place the student on LOA.

(2) Notify the student in writing of his/her status in the program, the actions being taken and the reasons thereof using the notification/acknowledgment memo at appendix K.

(3) If a board is required, notify the brigade commander if a qualified board cannot be appointed UP AR 15-6 within the battalion's resources or if the battalion commander/PMS will be required to be a witness at the board. (The brigade commander will provide additional personnel to the battalion commander/PMS when a qualified board cannot otherwise be appointed. When the battalion commander/PMS is required to be a witness in a disenrollment board, the brigade commander may appoint the board. If appointed by the battalion commander/PMS in that case, the appointing authority will not approve the board. Approval action must be taken at either brigade or region command level.)

(4) Contact the Staff Judge Advocate that supports region headquarters and the region Inspector General to ensure that the steps being taken are appropriate to protect the student right to due process and in the best interest of the student and the U.S. Army.

(5) Refer to appendix K of the pamphlet for the PMS guide for disenrollment actions.

(6) Appoint and convene a board of officers under the provisions of AR 15-6. The board appointment memorandum will contain accurate and precise directives as to the matters being investigated. Additionally, if the board is outside the jurisdiction of the battalion commander/PMS the appointment memorandum will indicate the brigade commander's concurrence.

(7) Review and approve the board's findings and recommendations as contained in DA Form 1574. These findings and recommendations should be consistent with the evidence presented and consistent with law and policy.

(8) Forward the results of the board via ROTC CADET COMD Form 131-R to region headquarters for review and further submission to Headquarters, Cadet Command.

(9) Ensure that the following documents are enclosed with the approved DA Form 1574--

(a) Memorandum of appointment of the board of officers, to include the notice of referral of the cadet as respondent.

(b) Cadet notification memorandum.

(c) Complete and current transcript.

(d) DA Form 597-3 or DA Form 597, as appropriate.

(e) DD Form 4 series.

(f) Counseling statements.

(g) Basic Camp evaluation, if appropriate.

(h) Advanced Camp evaluation, if appropriate.

(i) Institutional representatives comments.

(j) ROTC CADET COMD Form 139.

(k) Cadet Record Brief.

(l) Privacy Act Statement executed by the cadet.

(m) Any other documents or exhibits formally enclosed as a part of the board report, to include transcript of the board proceedings.

(n) Other documents which the battalion commander/PMS reasonably feels is related to the case (e.g. SF 88/93, DD Form 214, consultation with individuals, etc) but was not included in the board report.

(o) Copy of the correspondence by which the cadet was provided a copy of the report of the proceedings and the cadet's reply, if one was offered by the cadet. This includes copies of postal documents showing return receipts and attempts at delivery.

#### 7-4. Cadet Command decision options.

a. Determination on termination and disenrollment actions are made on a case-by-case basis. Adjudication processing time depends on current work load and the completeness and administrative correctness of the file.

b. Decision options pertaining to scholarship students which are available to Cadet Command are shown in appendix L.

c. Decision options pertaining to nonscholarship students as a result of unfavorable board action include call to involuntary active duty as an enlisted soldier, being placed in the Reserve Components as a enlisted soldier, or being released without further obligation.

d. Once a decision has been made at Headquarters, Cadet Command, the battalion commander/PMS will be provided with specific guidance to ensure that the appropriate conditions of the scholarship contract are satisfied. Additionally, the battalion commander/PMS will ensure that DD Form 785 is completed simultaneously with disenrollment and discharge action. Completion of this form pertains to all disenrolled and discharged scholarship and nonscholarship cadets. It will be retained by the battalion for 5 years with the Cadet Record Brief and ROTC CADET COMD Form 139.

#### 7-5. Appeals.

Disenrollment board actions are administrative procedures conducted under the procedures stated in AR 15-6. As such, no formal appeal process exists once the report of proceedings have been approved. A cadet who desires to appeal a final decision should be directed to the address his/her appeal through command channels to the commander having final authority in the case. In cases involving scholarship cadets and those nonscholarship cadets ordered to active duty for voluntary breach (includes willful evasion), that authority is the Commanding General, U.S. Army Cadet Command. Appeals of cadets who are in payback status will be advised to address their appeal to the Director, DFAS-I, Accounting and Debt Management Operations (ADMO), ATTN: Dept. 80, Indianapolis, IN 46249-0001.

#### 7-6. Special Active Duty Provision.

a. Cadets found in breach of contract as a result of the proceeding of a board of officers/investigating officer may opt to request to be expeditiously ordered to serve on active duty as an enlisted soldier in order to satisfy their breach of contract.

b. During the board proceeding/investigation, the cadet respondent will be briefed on the terms of their specific contract and the following:

(1) Cadets remain obligated to fulfill their obligation to serve as an enlisted soldier (Private E1), or if the Army chooses, scholarship cadets may be afforded the opportunity to make monetary repayment of all scholarship benefits extended in lieu of call to active duty.

(2) Department of the Army policy is to first offer cadets found in voluntary or involuntary breach of contract the opportunity to repay scholarship benefits through lump sum repayment or repayment plan in lieu of being ordered to active duty.

c. Having been briefed, the cadet will be asked if they are found in breach of contract would he/she desire to satisfy the contractual breach through an immediate call to active duty in their reserve enlisted grade. If the cadet expresses a desire for immediate active duty, the board/IO will direct the cadet to complete a statement of understanding, such as appears in figure 7-1. This statement will outline the provisions for the cadet's call to active duty. The cadet will acknowledge understanding of the provisions of the call to active duty by signing and dating the statement. The statement will be witnessed by either the battalion commander/PMS, board member, or IO.

d. Upon completion of the board/investigation and statement of understanding, the file will be forwarded to region headquarters for administrative and legal review. If the case is found legally and administratively sufficient, region headquarters will issue orders (normally within 30 days) calling the cadet to active duty. An information copy of the orders and statement of understanding will be provided to Commander, U.S. Army Cadet Command, ATTN: ATCC-PC, Fort Monroe, VA 23651-5237.

e. Scholarship cadets ordered to active duty under this option who fail to complete the prescribed tour of active duty will be required to repay that portion of the debt covered in the period not served. The full debt amount is stated in the active duty orders and the transitioning installation's finance and accounting office will initiate action for the collection of the remaining debt.

#### Appendix A References

#### Required Publications

**Cadet Cmd Pam 145-4**

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

AR 350-15  
The Army Physical Fitness Program

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

AR 640-3  
Identification Cards, Tags, and Badges

NGR 600-200  
Enlisted Personnel Management

Cadet Command Reg 145-1 Army ROTC Scholarship Policy, Administration, and Procedures Instructions

Cadet Command Reg 145-5 U.S. Army ROTC Basic Camp

**APPENDIX B**  
**ENGLISH COMPREHENSION LEVEL (ECL)**  
**TEST**

B-1. The ECL test will be administered to all students seeking enrollment in the Scholarship Program, Advanced Course or attendance at Basic Camp (Camp Challenge) who have English as the second language.

B-2. If a student is required to take the ECL test, the battalion commander/PMS will ensure that--

a. An ECL test control officer is appointed. (A test control officer is not automatically the ECL test control

officer. The ECL test control officer must be specifically so designated by appointment.)

b. The appointment memorandum, a signature card (DD Form 577) and a request for ECL test kit will be sent to the Defense Language Institute, ATTN: DLIELC-LESS, Lackland AFB, Texas 78236. Since a portion of the test is on tape, the battalion commander/PMS must specify Cassette or Reel-to-Reel in the request.

c. Upon receipt, the test is properly controlled in the same manner as other testing materials.

d. The test is properly administered and scored.

e. The appropriate entry is made into the Cadet Data Base.

f. The ECL test answer sheets are destroyed locally when the student meets the ECL score standard for commissioning.

B-3. ECL standards are--

a. For enrollment in the Scholarship Program and the Advanced Course: 70 or higher. Below minimum ECL score is waivable by the region commander for two semesters only; cadets must be placed in conditional status while on this waiver status.

b. For attendance at Basic Camp (Camp Challenge): 70 or higher.

c. For attendance at Advance Camp: 75 or higher.

d. For commissioning: 80 or higher.

B-4. For additional information, refer to AR 621-5, chapter 8.

## **APPENDIX C**

### **GENERAL EXAMINATION PROCEDURES AND PRE-CAMP PREPARATION**

C-1. The purpose of this appendix is to provide battalion commanders/PMS and detachment personnel with a guide for use in processing students for ROTC qualifying physical examinations and subsequent pre-camp preparation. By using this guide for prescreening all cadets for camp, the majority, if not all, medically

unqualified cadets should be precluded from camp attendance.

C-2. This appendix consists of six parts--

a. Actions at the battalion prior to sending or taking the student/cadet to the examining facility.

b. Coordination with the examining facility prior to and during the physical examination.

c. Actions at the battalion after receipt of the physical examination and prior to forwarding the examination to the supporting MEDDAC for review (if appropriate).

d. Actions at the detachment after the return of the examination from the supporting MEDDAC.

e. Action at the battalion if, as a result of MEDDAC review, a request for a waiver of medical disqualification is deemed appropriate.

f. Advanced Camp APFT and Weight Standards

## **PART I**

C-3. Actions at the battalion prior to sending or taking the student/cadet to the examining facility.

a. The actions taken at this point can materially assist in the actual administration of the physical examination by the examining physician. These procedures may also assist the battalion in determining the prequalification status of the individual.

b. Before making an appointment for the student/cadet at the examining facility ask the individual to come to the battalion to complete the prescreening portion of the physical examination. (No written permission or release is needed for this administrative prescreening.) When the student/cadet arrives, explain the purpose of the prescreening. Temporary conditions, such as overweight or a broken arm are sufficient to defer the examination until the condition is corrected or healed.

c. Discourage students/cadets from further processing who are obviously disqualified. This avoids wasting their time and energy, Cadet Command funds, and overcrowding facilities.

d. Provide the student/cadet with a Standard Form 93. Ask that the medical history be filled out as com-

pletely and accurately as possible, leaving out no detail that will subsequently assist the physician in the actual conduct of the examination. If in doubt about any facet of personal medical history, the student/cadet will be advised to list the problem or condition and verified with the personal physician or parents before the actual examination. Make sure that the examinee is told to provide a brief explanation for each "yes" or "don't know" response.

e. Any item on the front which is answered "Yes", with the exception of "Do you have vision in both eyes", is cause for questioning as it has (if severe enough) the possibility of subsequently disqualifying the cadet. Any item on the front which is answered "Don't Know" should be investigated. If the student/cadet does not understand the question, try to clarify it. If the student/cadet is unsure whether he/she has had the disease or medical problem, the examinee should contact someone who might know, such as parents or family physician. It is best to ask medical questions in a nondirective manner in an attempt to get a frank answer. Do not tell the student that the standard that must be met to be acceptable to ROTC when asking the question.

f. If you are unsure of the condition or feel the standards need interpreting, make sure the student/cadet is prepared for the examination but allow the physician to make the medical judgement.

Some questions that may be asked for specific affirmative answers are--

- (1) At what age did you have asthma?
- (2) Who said that you have asthma (doctor, parent, etc.)?
- (3) What was the treatment?
- (4) Do you take medication to control it?
- (5) Are there medical records available concerning the condition?
- (6) What do you mean by trick knee (or shoulder)? What happens?
- (7) Do you participate in sports?
- (8) Have you ever missed work or classes due to the condition?

(9) At what age did you have an epilepsy seizure, etc. ?

h. Any item on the back of the form which is answered "yes" must be explained in detail in the space at the right of the item. The student/cadet should be asked to clarify any area which seems vague or that is not understood.

i. Upon completion of the above the student/cadet should have his/her height measured and be weighed. This should be checked against the height and weight standard established in AR 40-501, table 2-1 or 2-2 or AR 600-9 whichever is applicable. Remember that overweight is not a waivable condition. These steps should reasonably assure that the student/cadet has been prepared for the forthcoming physical examination. Obviously disqualified individuals should have also been identified.

j. If the student/cadet has indicated any potential problem areas, i.e., a "yes" under asthma, trick knee, epilepsy, etc, have the student gather documentation concerning the item being sent to the examining facility. Examples of such documentation are records from the examinee's personal family physician if he/she is currently under treatment or was treated within the previous 5 years. The records should--

(1) Attest to the current status of the condition, performance in school, sport, job, or other activity.

(2) Outline treatment and prognosis.

(3) Contain a copy of the discharge summary in the case of hospitalization.

(4) Contain a copy of the surgical report, pathology report, and discharge summary in the case of surgery. For the evaluation of tumors and cancer, the pathology report is essential. This documentation must be taken by the student/cadet to the examining facility for review by the examining physician. (Ensure that the student/cadet does not leave these documents as they may be the only copy; they may also be needed later in the case of a waiver request or subsequent consultation.)

k. If an SF 93 shows an abnormal number of checks in the "yes" or "don't know" columns, question the student. It may be possible that the cadet did not understand how to fill out the form properly. Item number 8 should indicate present state of health and medication currently being taken.

l. If the student/cadet wears glasses, he/she must bring them to the examining facility. Ensure that the glasses are the current prescription. If the student/cadet wears contact lenses, he/she must either bring eye glasses or a statement (less than 1 year old) from an optometrist or ophthalmologist of spectacle lens refractive error and visual acuity obtained. (If the examinee wears glasses but visual acuity is 20/20, refractive error is still required for scholarship evaluation.) Also remember that the eye examination must be done with contact lenses removed if the student/cadet wears contact lenses.

m. If previously rejected for military service for medical reasons, contact the examining facility's medical staff before sending the student/cadet. Obtain the documents relevant to the rejection.

n. If the student/cadet was hospitalized in the past 5 years, obtain a copy of the hospital discharge summary plus records from the attending physician of the current status of the condition which caused the hospitalization.

o. In some cases, repairs of fractures requiring pins, screws, or plates makes the individual ineligible for ROTC. Copies of the most recent x-rays of orthopedic hardware are essential for evaluation. Contact the examining facility's medical staff in questionable cases.

p. Obtain relevant medical documents. For surgery, obtain the surgical report and hospital discharge summary. (This report and the summary are not needed for tonsillectomy, hernia, appendectomy, gall bladder, or minor skin surgery.) Students/cadets are temporarily disqualified for at least 60 days after hernia, appendectomy, or gall bladder surgery. In most cases, students/cadets are temporarily disqualified after orthopedic surgery.

NOTE: For other areas not mentioned above it is helpful to the examining physician to ensure that the examinee's relevant medical documentation is readily available.

C-4. The following are guidelines for handling medical information by battalion personnel--

a. The fact that a student/cadet has answered "yes" to one or more questions does not mean that he/she is disqualified for ROTC. The principle purpose of conducting a thorough medical prescreening before expending ROTC medical funds is to prepare the student/cadet for the medical examination by advising him/her of the medical documents that will be needed

and to encourage those with temporary disqualifications to have the defect corrected before further processing. The largest dividend paid by the prescreening process is the speed with which the physical examination can be accomplished. Unprepared examinees only prolong the process.

b. The guidelines provided below are general in nature. They are not designed to qualify cadre as medical officers. Each member of the cadre is encouraged to contact the medical staff at the examining facility to obtain clarification.

c. The conditions below are temporarily disqualifying. Further processing of students/cadets with one or more of these conditions should be deferred until corrective action has taken place--

- (1) Overweight.
- (2) A condition that is currently painful or inflamed.
- (3) Hepatitis, until 6 months have passed.
- (4) A hernia operation within the preceding 2 months.
- (5) Orthopedic surgery within the preceding 6 months.
- (6) A fracture still in a splint or cast.

d. The defects below are a partial listing of permanent medical disqualification. Further processing of students/cadets with one or more of these conditions should be deferred until the medical staff at the examining facility has had a chance to review medical documentation provided by the student/cadet concerned.

- (1) Only one kidney.
- (2) A history of cataract surgery.
- (3) An uncorrected heart murmur that is due to valve disease or "hole-in-the-heart". (Murmurs caused by mitral valve prolapse may be waivable if evaluated by a cardiologist and must include an adequate medical history, electrocardiogram (ECG), chest x-ray, or echocardiogram.)
- (4) Surgery performed for a "ruptured disc" in the back.

(5) High blood pressure, even if controlled by medication.

(6) Any history of cancer, (except skin cancer and some types of female cervix cancer). This may be waivable, but pathology reports, operative reports, and hospitable discharge summaries are essential for evaluation.

(7) Cerebral Palsy.

(8) Diabetes (all types, all degrees).

(9) Drug or alcohol addiction. "Experimentation" with drugs may be waivable.

(10) Heart attack.

(11) Mental retardation.

(12) Multiple sclerosis.

(13) Muscular dystrophy.

(14) Psoriasis, eczema, atopic dermatitis, and chronic hand rashes.

(15) Schizophrenia.

(16) Only one lung.

(17) A noticeable limp.

(18) Obvious deformities which are unsightly.

(19) Paralysis of a limb or any body part.

(20) A persistent pulse rate higher than 100 beats per minute.

(21) An undescended testicle (unless searched for by surgery).

(22) A cleft lip that has been repaired by surgery.

(23) A hole in the roof of the mouth, cleft palate.

(24) Tremors or other abnormal, uncontrollable movements.

(25) Severe stuttering.

e. Be sure you advise female students/cadets that medical processing at the examining facility will include

a pelvic and rectal examination. A medical examination may be scheduled during the female student's/cadet's menstrual period if desired.

f. Be sure all areas have been checked properly. Item #12 must be completed by all females. Menstrual disorders that are incapacitating or cause lost time from classes or work are "unfitting".

g. Items #16 through #19 will have varied answers. Request hospital records, operative reports, and pathology reports. Some cases automatically require these records. If these records are sent with the physical it will save considerable time.

h. Ulcer disease. An automatic disqualification if bona fide. If a waiver for "stomach aches" is desired, all pertinent medical records, to include x-rays, GI series reports, physician and hospital records will be needed.

i. Amputation of any extremity, i.e., fingers, toes. Open reduction of upper and lower extremities. Current x-rays are needed as well as knowledge as to whether residual metal is retained. Hospital and surgical reports are required.

j. Knee surgery. If the student has had knee surgery or any major joint surgery, the surgical report, hospital summary and current x-rays are needed in addition to the most recent orthopedic evaluation.

k. Neurological disorder (specifically epilepsy or convulsion disorders). Since age 5 and older, the following are needed--

(1) The original electroencephalogram (EEG), not a copy, taken within the preceding 3 months.

(2) Current neurology report.

(3) Current physician statement outlining current therapy, if any.

l. Scoliosis and curvature of the spine, diseases of lumbo sacral joints, healed spine fracture. All require current x-ray, x-ray reports and orthopedic consultation of reports sent with the physical.

m. Any tumor removed (specifically bone tumors). This will require pathology reports, operative reports, hospital summaries, x-rays and x-ray reports.

n. Reported surgeries. For most cases there is no need for hospital records or surgical reports. However,

some cases may require these documents. If available, submit with the physical to assist in evaluation. In some cases, the physical may be returned with a request for further information. This will be on a case-by case- basis.

o. You should not make any final decision on the student's medical status. However, you should--

(1) Defer the student from further processing if there are one or more temporarily disqualifying medical conditions until corrected.

(2) Defer further processing if there are one or more permanent disqualifying medical conditions that are objective in nature. If there is any doubt by cadre or the student, let the examining physician decide.

(3) Tactfully advise the student of disqualifying factors. Inform the student that correction of disqualifying medical conditions must be borne at personal expense and that with attempted corrective action, there is no guarantee of future qualification. If the student is without funds, he or she may be advised to contact the Public Health Service or other free local health clinic (if available).

## PART II

C-5. Coordination with the examining facility prior to and during the physical examination.

a. Each battalion should establish a harmonious personal working relationship with personnel at the medical examining facility. This can be done by face-to-face visits between the battalion sergeant major and the medical examining facility NCOIC and between the battalion commander/PMS and the commander of the medical examining facility. This liaison can cover such things as the idiosyncrasies of both organizations and their respective schedules, objectives and constraints. (As an example, MEPS may be best able to support ROTC exams at the end of the second week of the month after delayed entry applicants have been processed and before recruiters rush to meet mission before the end of the month.) Some examining facilities want the heading of the SF 88 and 93 filled out before the examinee arrives; other facilities have preprinted forms that the student fills out at the examining facility. Make sure of which procedure is used so the student can be adequately prepared before arrival at the examining facility.

b. The use of block 5 on both the SF 88 and 93 (purpose of examination) is very important. It is this block that tells the examining facility what type of examination is to be given, as well as telling the examining physician which chapter(s) of AR 40-501 should be used in the evaluation of the physical examination.

c. Another suggested method is to send one of the cadre along with the group of students/cadets. This serves many purposes--

(1) If problems arise, the battalion has someone present who can address and hopefully resolve them.

(2) The students/cadets will be more likely to be relaxed with someone familiar to field their questions.

(3) It allows one person to carry the examination paperwork.

(4) It permits immediate interface between the battalion and personnel from the examining facility and leaves any decision-making with a cadre member if needed.

(5) It permits a member of the cadre to quickly screen physical examinations for completeness prior to departure from the examining facility (see part III). Any areas not completed can be done immediately while the student is still present in the examining facility rather than to have to reschedule another visit.

(6) It permits the cadre member to assist students in the completion of the SF 88 and 93 if these forms are to be filled out at the examining facility.

(7) It permits explanation of why the physical examination should be completed in one day and why it would be inconvenient to return the next or another day.

d. In sum, anything that can be done by the battalion with the examining facility before the students or cadets arrive for their physical will increase the chances of obtaining a thorough, complete physical examination in one visit. During this prior coordination, information needed by the students can be obtained by the detachment and passed to the students before they leave for the examining facility, e.g., bring glasses or contacts to the examination, etc.

e. During the liaison visits between the battalion commander/PMS and the commander of the examining facility, the battalion commander/PMS should cover

why it is important to both of them to only have the student examined once. This one physical examination could serve any one of the following purposes and therefore it should be as complete and as accurate as possible: entrance into the ROTC program; airborne; air assault; ranger; commissioning and scholarship. (If the physical is for more than one purpose, be sure all the purposes are listed).

C-6. Any or all of the above actions by the battalion will materially assist in the improvement in the relations between the battalion and the examining facility.

C-7. If students or cadets must go to the examining facility without a cadre member, they should be thoroughly briefed on what to expect and what is to be accomplished. Arrangements should be made with the examining facility to allow the student or cadets to hand carry their completed physicals back to the battalion. They should be instructed to review their own examination to insure all necessary items have been completed (especially block 60 "refraction") to preclude a return visit to the examining facility.

### PART III

C-8. Actions at the battalion after the receipt of the physical examination and prior to forwarding to the battalion's supporting MEDDAC for review (if appropriate).

NOTE: The term "if appropriate" is used here because some supporting MEDDACs conduct the nonscholarship physical examination for the battalion's students/cadets; therefore, their approval of the physical examination also serves as the review of that same examination.

a. Many battalions, after the receipt of the physical examination from the examining facility, do nothing more than place the examination in an envelope and send it to the supporting MEDDAC for review. Battalions should establish procedures to carefully review the physical examination for completeness when it is returned to the battalion, before it is forwarded to the MEDDAC for final review.

b. A member of the battalion's cadre should carefully review the physical examination to check to insure that on the SF 93 the examining physician commented in block 25 on all "yes" answers on the front (blocks 9 through 12) except "vision in both eyes".

c. The following information if keyed to specific blocks on the front and back of the SF 88 (some of these may result in disqualification or the subsequent repeat of a portion of the test):

(1) Block: #7. If the student/cadet is female, you should automatically check #43. It must be checked and indicate whether vaginal, rectal, and results. If this is not done, she will have to return to have this portion of the exam redone.

(2) Under clinical evaluation blocks 18 through 42 must be checked either normal or abnormal for males, add #43 for females.

(3) Block #44, remarks section must contain at least "acceptable" or the appropriate areas to the left must be filled out.

(4) Block #45, b-c are required to be negative. If positive, the specimen should be repeated and quantitated. Positive sugar, repeat, if still positive a 2-hour post prandial (after meal) blood sugar test is required.

(5) Block #46, negative or normal report required.

(6) Block #47, Raid Plasma Reagent (RPR), reactive or nonreactive must be reported.

(7) Block #50, other tests. Usually pregnancy test, human chronic gonadotropin (HCG) results go here.

(8) Blocks #51 and #52. Must be in accordance with AR 40-501, or AR 600-9 whichever is applicable. If the student/cadet is overweight, do not send him/her to be rejected.

(9) Block #57, blood pressure. If the systolic blood pressure (BP) is 140 or over or the diastolic BP is higher than 90, a 3-day blood pressure exam is needed to determine fitness.

(10)Block #59. Visual acuity is needed. The block must be completed by the doctor. It must be correctable to 20/20 for scholarship purposes.

(11)Block #60. In any case where there are lenses of any type or uncorrected distance vision is greater than 20/20 a refraction is required or the student/cadet will have to have it done. Chapters 2 and 5, AR 40-501 have different limits.

(12)Block #61 must be completed.

(13)Block #64, color vision. If color vision is failed, administer the vivid red and green test. Results must be recorded naming the test used.

(14)Block #71, audiometer. All levels must be done with the exception of 250 and 8000. If they are not complete, the student/cadet will have to return to have it redone. Adherence is to appendix II, table I for ROTC.

(15)Block #74. The doctor will summarize what is wrong (if anything) with the student/cadet and indicate what the diagnosis is with respect to the condition.

(16)Block #75. In this block, the doctor may indicate that further examinations are required.

(17)Block #76. Anything except a 111111 could be a cause for disqualification. If there is a 3 under 'E'(eyes) then check to see if a comment has been made anywhere else concerning the eyes. If there is no other comment, you should ascertain why the 3 or why no comment.

(18)Block #77. Look at this block very carefully because there are many pitfalls with respect to just what a student/cadet is or is not qualified for. Also note that there isn't much space here; therefore, many examining facilities use other spaces on the form to indicate their qualification or nonqualification categories. In some cases, more than one space has been used and they fail to agree with one another. Check to see if more than one space is used and if they both agree. Cadets/students should be qualified or not qualified for Army ROTC, Basic Camp, Advanced Camp, and appointment by chapter 2, and for combat arms, air assault, and airborne by chapter 5, AR 40-501.

(19)Block #78. If the student/cadet is not qualified the disqualifying areas are supposed to be entered in this space using the disqualifying item number, e.g., 57 blood pressure and 60 refractive error. However, this is not always adhered to and you must look above the disqualifying condition because block #78 may not have room for all the necessary data.

(20)Block #79. If the examination is signed by a physician's assistant, it must be countersigned by a physician.

C-9. Once you have finished your review of the completed physical examination, (SF 88 and SF 93) and you

are satisfied that all elements of doubt as to whether the student/cadet's examination and the report is an accurate reflection of their state of health you should forward the physical examination (SF 88 and SF 93) and any other relevant documentation to your supporting MEDDAC for review. If you are not sure the examination is accurate or there seems to be some administrative inefficiency, i.e., front side of SF 88 the doctor says "OK" for chapter 2 and the reverse side of the SF 88 another doctor indicates "OK" for chapter 3, you should resolve these questions before forwarding the physical examination to your supporting MEDDAC. ROTC law of physical examinations: "The more loopholes you leave open at the beginning or middle of the process the greater the chance of losing the cadet during the commissioning physical examination" (from the review or observation of thousands of physical examinations). If the student/cadet is worth taking into the program, he/she is worth the effort to make sure they are fully qualified physically, mentally, and morally.

C-10. As in establishing a harmonious relationship with the examining facility, it is also important to establish the same kind of relationship with the reviewing facility. In most cases, this cannot be on a one-on-one basis because of the distance involved. Therefore, this liaison must be accomplished by telephone, and it is best done by the battalion commander/PMS and the chief of the physical examination section. (Your supporting MEDDAC may have a different title for this individual; find out what the title is and who the person is and have a talk with him/her.) Discuss how you can do the job better and how you can help each other to make the job easier. Let him/her know you are receptive to any suggestion for improving the examination and review process. This may result in positive feedback that you can share with the examining facility.

C-11. If the student/cadet has been given a complete physical examination, the supporting MEDDAC should be asked to review the examination using AR 40-501, with the latest change by chapter indicated for the following:

Entry into ROTC Chapter 2

Entry into the Advanced Course Chapter 2

Entry into the Basic Course Chapter 2

Airborne Chapter 5

Air Assault Chapter 5

Ranger Chapter 5

Combat Arms Chapter 5

PART IV

C-12. Actions at the battalion after the return of the physical examination from the supporting MEDDAC.

a. When the physical examination is returned to the battalion by the supporting MEDDAC, it should be checked to ensure that all the paperwork (including relevant medical documentation) that was forwarded has been returned.

b. You should then determine whether the student is qualified or disqualified. If he/she is qualified for everything, the physical examination is placed in the student's/cadet's file in the battalion. Remember, a readable copy of this examination must be sent to the Advanced Camp for use by the hospital in the administration of the commissioning physical, which is conducted for every cadet while in attendance at Advanced Camp.

c. If the student/cadet is qualified for participation in ROTC (chap 2) but not qualified under chapter 7, this is because he/she has not met the higher standards required in those areas. A waiver may be sought for those areas that are disqualifying, however, additional supportive medical documentation will be required. More will be covered in the next section of this appendix.

d. If the individual is not qualified for participation in the ROTC Program as a result of this review you may seek a waiver of the disqualifying area. Additional supportive documentation will be required.

e. In some cases the reviewing medical officer may find the student/cadet disqualified when the examining physician indicated that the student/cadet was qualified. This is not unusual, and in some cases just the opposite happens and the reviewer is considered as the senior, more experienced physician. You should also be interested in the reason for the disqualification. The physician who disqualified the student/cadet is required to enter the specific paragraph in AR 40-501 that was used to reach this conclusion.

f. In the case of an individual who is disqualified for participation in the ROTC Program, you may desire to seek a waiver of the medical disqualification. This is done by submitting a request for medical waiver through

your region headquarters to Headquarters, U.S. Army Cadet Command.

PART V

C-13. Action at the battalion if, as a result of the MEDDAC review, a request for waiver of medical disqualification is deemed appropriate.

a. Before you automatically decide to submit a request for waiver of medical disqualification, please consider the following:

(1) Is a waiver in the best interest of the individual with respect to the problem to be waived not only for today, but for the person's entire Army career?

(2) What effect will the problem have on the individual's assignment limitation, performance as an officer, competitiveness with peers and ultimate career opportunity.

(3) Will the hazards of the military environment aggravate or worsen the problem?

(4) Is the problem waivable?

b. In addition to the above, the medical personnel will consider the chances on the individual subsequently receiving a disability discharge as a result of a service connected degradation of the problem area during a 20 or 30 year career.

c. If, after consideration of the above, you decide to forward a request for waiver, you should prepare the proper documentation and forward it through the chain of command to Cadet Command Headquarters.

d. In preparing your request for waiver, don't assume the submission of the request is sufficient to obtain the waiver. You and the student/cadet must address exactly what the problem is and how that problem will not interfere with his/her performance of duty and career potential as an officer in the United States Army. Substantiating evidence must be presented to the physician or specialist who is knowledgeable or has expertise in the problem area. The supporting documentation may consist of another physical examination by another physician or an evaluation consultation with a specialist. Of course the detailed results of any tests should also be included as part of the relevant documentation.

e. If it is at all possible, we prefer that any subsequent physical examination/review of consultation be accomplished by an Army physician. The Army physician, more than a physician from another service, civilian physician or the family's physician, is best qualified to comment on the rigors of military service with respect to the medical problem area. The Army physician is more familiar and concerned with uniform, appropriate criteria being used in the disqualification of the student/cadet. The family physician can have a conflict of interest because of a potential desire to please the patient rather than serve the best interest of the Army.

f. The submission of medical documentation with the request for waiver should be accompanied by any other pertinent information or documentation that supports the request for waiver. Some examples of this type of information are: Record of athletic participation to include what he/she is currently doing, performance on APFT, and any other activities that demonstrate that the problem does not hinder performance. Remember that well motivated individuals can perform well in the short term but that these individuals may have severe medical problems during a full Army career. Do not promise results that the waiver authority cannot give. If pain or inflammation occurs as a result of this participation, this information should be reported and not kept from the evaluation process. You may also enclose pictures which vividly show the problem area. These pictures should be in color and from different angles. The pictures may also include actual shots of the student/cadet performing specific tasks in spite of the problem. All of this information will be reviewed by this office and the Cadet Command Surgeon before a recommendation is reached. If the disqualification is sustained and the request for waiver is returned to you indicating the student is not qualified for enrollment or the cadet is disqualified and is to be disenrolled, you should know that you may reopen the case again. If you obtain additional new supportive information you may

forward the original request with the new information and request a reevaluation.

g. Procedures for submitting requests for waiver are found in chapter 6 of this publication. A list of normally nonwaivable medical conditions is located at figure N-1.

## PART VI

### C-14. Advanced Camp APFT and Weight Standards

a. Cadets are required to meet the same Army APFT and height/weight standards as active duty personnel not later than the last term of their MS III year and continually thereafter. Failure to meet these standards is a breach of contract and requires the PMS to place the cadet on leave of absence (LOA) from the ROTC program and initiate disenrollment board proceedings. If the PMS sends a cadet to camp, he is verifying that the cadet meets APFT and height/weight standards.

b. Any cadet who arrives at Advanced Camp and fails to meet the height/weight standards of AR 600-9 will be designated a camp failure and will be immediately released from camp. The PMS will place this cadet on LOA and initiate disenrollment board proceedings for breach of contract.

**c. A cadet who attends Advanced Camp and fails to pass the APFT will be given one retest. This retest will be given on a date determined by the camp commander. (As an exception, nurse cadet APFT retests will normally be conducted during the Clinical Phase.) In either case, failure to pass the retest will result in the cadet being designated a camp failure and immediately released from camp. The PMS will place this cadet on LOA and initiate disenrollment board proceedings for breach of contract.**

Appendix D**ADDRESSES OF VITAL STATISTICS OFFICES**

The fees listed below are for single copies only and are subject to change. Written requests for copies of birth certificates should be sent to "VITAL STATISTICS OFFICE" at one of the following addresses:

<u>STATE</u>	<u>ADDRESS</u>	<u>APPROXIMATE COST</u>
Alabama	State Dept of Public Health, Montgomery, AL 36130	\$5.00
Alaska	Dept of Health and Social Services, Pouch H-02G, Juneau, AK 99881	\$3.00
American Samoa	Registrar of Vital Statistics, Pago Pago, AS 96799	\$2.00
Arizona	State Dept of Health Services, PO Box 3887, Phoenix, AZ 85030	\$5.00
Arkansas	Arkansas Dept of Health, 4815 W.Markham St., Little Rock, AR 72201	\$2.00
California	State Dept of Public Health, 410 N.ST., Sacramento, CA 95814	\$8.00
Canal Zone	Panama Canal Commission, APO Miami, FL 34011	\$2.00
Colorado	Colorado Dept of Health, 4210 East Ave., Denver, CO 80220	\$6.00
Connecticut	Dept of Health Services, 150 Washington St, Hartford, CT 06106	\$3.00
Delaware	Division of Public Health, Jesse S. Cooper Bldg, Dover, DE 19901	\$2.50
District of Columbia	D.C. Dept of Human Resources, 425 I St., Washington D.C. 20001	\$3.00
Florida	Dept of Health, PO Box 210, Jacksonville, FL 32231	\$2.50
Georgia	Dept of Human Resources, 47 Trinity Ave SW, Atlanta, GA 20334	\$3.00
Guam	Dept of Health, PO Box 2816, Agana, GU 96910	\$2.00
Hawaii	State Dept of Health, PO Box 3378, Honolulu, HI 98601	\$2.00
Idaho	Bureau of Vital Statistics, Statehouse, Boise, ID 83720	\$6.00
Illinois	State Dept of Public Health, Springfield, IL 62761	\$10.00
Indiana	State Dept of Health, PO Box 1964, Indianapolis, IN 46206	\$4.00
Iowa	Dept of Health, Lucas State Office Building, Des Moines, IA 50319	\$6.00
Kansas	State Dept of Health, Forbes Field Bldg, 740 Topeka , KS 66620	\$6.00
Kentucky	Dept of Human Resources, 275 E.Main St., Frankfort, KY 40621	\$5.00
Louisiana	Office of Health Services, PO Box 60630, New Orleans, LA 70160	\$6.00
Maine	Human Services Bldg, Station 11, State House, Augusta, ME 04333	\$5.00

<u>STATE</u>	<u>ADDRESS</u>	<u>APPROXIMATE COST</u>
Maryland	State Dept of Health, PO Box 13146, Baltimore, MD 21203	\$2.00
Massachusetts	Registry of Vital Statistics, 150 Tremont Street, Boston, MA 02111	\$3.00
Michigan	Dept of Public Health, 3500 N Logan St, Lansing, MI 48909	\$10.00
Minnesota	State Dept of Health, PO Box 9441, Minneapolis, MN	\$5.00
Mississippi	State Board of Health, PO Box 1700, Jackson, MS 39215	\$10.00
Missouri	Dept of Public Health, PO Box 570, Jefferson City, MO 65101	\$4.00
Montana	State Dept of Health, Helena, MT 59620	\$5.00
Nebraska	State Dept of Health, PO Box 95007, Lincoln, NE 68509-5007	\$5.00
Nevada	Dept of Human Resources, Capitol Complex, Carson City, NV 89710	\$4.00
New Hampshire	Health & Welfare Bldg, Hazen Dr, Concord, NH 03301	\$3.00
New Jersey	State Dept of Health, Trenton, NJ 08625	\$4.00
New Mexico	New Mexico Health Dept, PO Box 968, Santa Fe, NM 87504-0968	\$4.00
New York	State Dept of Health, Tower Bldg, Albany NY 12237	\$5.00
New York City	Dept of Health of New York City 125 Worth St., New York, NY 10013	\$4.00
North Carolina	Dept of Human Resources, PO Box 2091, Raleigh, NC 27602	\$3.00
North Dakota	Division of Vital Records, Bismarck, ND 58505	\$5.00
Ohio	Ohio Dept of Health, 65 South Front St., Columbus OH 43215	\$5.00
Oklahoma	State Dept of Health, PO Box 53551, Oklahoma City, OK 73152	\$5.00
Oregon	Oregon State Health Div, PO Box 116, Portland, OR 92707	\$5.00
Pennsylvania	State Dept of Health, PO Box 1528, New Castle, PA 16103	\$4.00
Puerto Rico	Dept of Health, San Juan, PR 00908	\$2.00
Rhode Island	State Dept of Health, 75 Davis St., Providence, RI 02908	\$5.00
South Carolina	South Carolina Dept of Health, Columbia, SC 29201	\$5.00
South Dakota	State Dept of Health, Joe Foss Office Bldg, Pierre, SD 57501	\$5.00
Tennessee	Dept of Public Health, Cordell Hull Bldg, Nashville, TN 37219	\$6.00
Texas	Texas Dept of Health, 1100 W. 49th St, Austin, TX 78756	\$5.00
Utah	Utah State Dept of Health, Salt Lake City, UT 84110	\$5.00
Vermont	Vermont Dept of Health, Burlington, VT 05402	\$3.00

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<u>STATE</u>	<u>ADDRESS</u>	<u>APPROXIMATE COST</u>
Virginia	State Dept of Health, PO Box 1000, Richmond, VA 23208-1000	\$5.00
Virgin Islands St Croix	Charles Harwood Memorial Hospital St Croix, VI 00802	\$5.00
St Thomas	Charlotte Amalie, St. Thomas, VI 00802	\$5.00
Washington	Vital Records, PO Box 9709, Olympia, ET-11, WA 98504	\$6.00
West Virginia	Dept of Health, State Office Bldg No 3, Charleston WV 25305	\$5.00
Wisconsin	Wisconsin Div of Health, PO Box 309, Madison, WI 53701	\$7.00
Wyoming	Div of Health/Medical Services Hathaway Bldg, Cheyenne, WY 82002	\$2.00
Trust Territory of the Pacific Islands	Director of Health Services, Trust Territory of the Pacific Islands, Saipan, Northern Marianas Islands, PI 96950 (\$0.25 to \$0.10 per 100 words; make check payable to Clerk of Court)	

**APPENDIX E****INSTRUCTIONS FOR THE USE AND PREPARATION OF THE ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES (DD FORM 4 SERIES)**

E-1. Use. Enlistment in the USAR for assignment to USAR Control Group (ROTC) is a requirement for enrollment in the Advanced Course or in the Scholarship Program, excluding individuals who enlisted as SMP candidates under the provisions of chapter 10, AR 601-210 or NGR 600-200. Enlistments are to be accomplished in the grade of cadet. The revised 84 Feb, DD Forms 4/1 and 4/2 are the appropriate forms to be used. It is, upon execution, an official legal agreement between the United States Government and the enlisted member.

E-2. General. The form may be prepared mechanically or by typewriter. Care will be taken to record all items accurately. Any corrections or typewriter strikeouts will be initialed by pen and ink by the enlistee and recruiting or service representative, except that corrections are not permitted in items 5

(Date of Enlistment) and 8 (Service, Period of Enlistment and Pay Grade) and in section E. Errors in these items/sections will necessitate complete reaccomplishment of the page(s). All signatures will be made using black or blue-black ink. The DD Form 1966 (Application for Enlistment - Armed Forces of the United States) is the source document in preparing the DD Form 4 for individuals enlisting/reenlisting from civilian life. Sponsoring service representatives will, prior to accepting applicants for enlistment, review entries (including pay grade in which enlisting and the enlistment period) for accuracy and ensure that applicants understand the meaning and intent of the enlistment document.

E-3. Distribution. The DD Form 4 consists of carbon sets in four copies: original (white), copy 2 (yellow), copy 3 (green), and copy 4 (pink). Distribution of completed and executed enlistment/reenlistment documents will be: original and copy 2 in the cadet's ROTC file; copy 3 to the cadet; copy 4-Spare.

E-4. Preparation instructions. The following instructions for completing the DD Form 4 series are standard for all military services:

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
1	Name	Enter applicant's complete last name (including compound full name if applicable), full first name, full middle name(s), and any suffix such as Jr., Sr., III, etc. If the applicant was given initial(s) rather than first and/or middle name, enter such initial(s). When preparing this form mechanically, do not use punctuation of any sort, including periods, commas, and/or dashes. In addition with mechanized preparation, an apostrophe or hyphen contained within a name is not to be used, and spaces are not to be inserted between section of names nor used as substitutes for apostrophes or hyphens. Examples: McAfee John Q is shown as MCAFFEE JOHN Q O'Brien James Henry Jr is shown as OBRIEN JAMES HENRY JR Smith-Connally Martha is shown as SMITHCONNALLY MARTHA
2	Social Security Number (SSN)	Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-0000
3	Home of Record	Enter address (street, city, state, and ZIP code) applicant claims as permanent home of record. Example: 123 Anywhere Avenue Anyplace, State 12345
4	Place of Enlistment/ Reenlistment	Enter military installation/city and state of enlisting/reenlisting activity's location. Example: US Army ROTC Instr Gp Ohio Univ, Athens, OH 45701
5	Date of Enlistment/ Reenlistment	Enter date of enlistment/reenlistment in year, month, and day sequence. Example: 93 AUG 30
6	Date of Birth	Enter in year, month, and day sequence. Example: 73 APR 15
7	Previous Military Service Upon Enlistment/	Enter in spaces provided total active and total inactive military

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
	Reenlistment	service completed at time of enlistment/reenlistment. Enter year, month, and day totals in two positions each, preceding numbers 1 through 9 with a zero. If applicant has no prior military service, enter 00 for year month and day. Complete all blocks. (NOTE: Completion of this item is not required for individuals enlisting/reenlisting from civilian life. Leave this item blank in these cases.)
8	Branch of Service (Complete for all enlistee/reenlistees)	In space provided, enter full name of Armed Force in which enlistment/reenlistment being effected, i.e., Army Reserve.
	Period of Enlistment	Enter as arabic number the period of years for which enlisting.
	Pay Grade	Enter pay grade in which enlisting, i.e., Cadet.
	Annex(es)	Delete the word "annex(es) and enter either "DA Form 597" for nonscholarship cadets or "DA Form 597-3 for scholarship cadets.
8a	For Enlistment in Delayed Entry/Enlistment Program (DEP)	Leave this item blank
8b	Remarks	Enter "Authority: AR 145-1, USAR control Group (ROTC)."For those released early from AD to enter the ROTC Program, enter remark "Early release, Chapter 16, AR 635-200, original expiration term of service (ETS) was (list date).
8C	Initials of Enlistee/ Reenlistee	Delete words "the attached annex(es) and enter "DA Form 597" or "DA Form 597-3", as appropriate. Cadet is to place initials in the space provided. Record enlistee's/reenlistee's full name (last, first, and middle name sequence) and SSN in blocks provided at top of DD Form 4/2. See instructions for 1 and 2 above.
13a	Certification	Delete "the attached annex(es) and enter "DA Form 597" or "DA Form 597-3" as appropriate. Cadet is to X the block "none", if appropriate, and place his initials in the space provided.

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
13b	Signature of Enlistee/ Reenlistee	Applicant will sign full name in first, middle, and last name sequence. Example: GEORGE MELVILLE BAILEY
13c	Date Signed	Example: 93 AUG 30
14a	Branch of Service	Enter "ARMY" and delete "the attached annex(es)" and enter "DA Form 597" or "DA Form 597-3" as appropriate.
14b	Name of Service Representative	Enter in last name, first name, and middle initial sequence of Bn Cdr/PMS or APMS enlisting the cadet.
14c	Pay Grade	Example: O3.
14d	Unit/Command Name	Enter service representative's unit of assignment. Example: US Army ROTC Instr Gp Ohio University
14e	Signature	Prior to signing, accepting individual will verify correctness of entries and explain all applicable paragraphs of enlistment document to applicant. Individual identified in item 14b above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).
14f	Date Signed	93 AUG 30 (Example)
14g	Unit/Command Address	Example: Athens, OH 45701
15	Confirmation of Enlistment/Reenlistment	Immediately following "I" in space provided, enter cadet's full name in first, middle, and last name sequence.
16	Confirmation of Enlistment/Reenlistment	Leave this item blank.
17	Acknowledgement of Enlistment/Reenlistment	Leave this item blank.
18a	Signature	Enlistee/reenlistee will sign full name in first, middle, and last name sequence. Example: GEORGE MELVILLE BAILEY

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
18b	Date Signed	Example: 93 AUG 30 - (This date must be the same date as Part IV, Block T of the scholarship contract and Part IV, Block P of the nonscholarship contract.)
19b	Name	Enter name of commissioned officer (in last, first, and middle initial sequence) who administered oath of enlistment.
19c	Pay Grade	Example: O-3.
19d	Unit/Command Name	Example: US Army Instr GP Ohio University
19e	Signature	Officer identified in item 19b above will sign his/her name in first, middle, and last name sequence (initials and last name are acceptable).
19f	Date Signed	Example: 93 AUG 30
19g	Unit/Command Address	Example: US Army Instr Gp Ohio University

**APPENDIX F**  
**LOCATION OF MILITARY PERSONNEL RECORDS**

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ARMY  
(No Reserve Commitment Remaining)

F-1. For Prior enlisted members discharged from the Army (no Reserve commitment remaining) address to:

Director  
National Personnel Records Center  
General Services Administration  
9700 Page Boulevard  
St. Louis, MO 63132

F-2. This agency requires written requests. A reply will be furnished in approximately 7 - 10 days from the receipt of the request.

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ARMY  
(Reserve Commitment Remaining)

F-3. To obtain the Reenlistment (RE) Code, reason and authority for separation of prior Army enlisted soldiers who have a Reserve commitment remaining, address correspondence to:

Commander  
U.S. Army Reserve Personnel Center  
ATTN: DARP-PRR-MC  
9700 Page Boulevard  
St. Louis, MO 63132

(In the lower left-hand corner of the envelope, place the words: "DO NOT OPEN IN THE MAILROOM".)

F-4. This agency (ARPERCEN) requires that requests for this information be in writing. Turn-around time runs 3 to 4 weeks.

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AIR FORCE  
(No Reserve Commitment Remaining)

F-5. For prior enlisted members discharged from the Air Force (no Reserve commitment remaining) address request to:

Director  
National Personnel Records Center  
Military Personnel Records  
ATTN: Air Force Branch  
9700 Page Boulevard  
St. Louis, MO 63132

(On the lower left-hand corner of the envelope place the words: "DO NOT OPEN IN MAILROOM".)

F-6. This agency requires written requests; they will not respond to telephonic requests. A reply will be furnished 7-10 days from the date of receipt.

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AIR FORCE  
(No Reserve Commitment Remaining)

F-7. For prior enlisted Air Force members who have a Reserve commitment remaining, and who are not assigned to an Air Reserve or Air National Guard unit, address request to:

ARPC/DFSB  
7300 East 1st Avenue  
Denver, CO 80280

F-8. This agency will accept telephonic requests, but will not furnish information over the telephone. They will furnish requested information by letter to the individual with a copy to the Bn Cdr/PMS. Written requests are preferred. Approximately 7-10 days are required for a reply.

F-9. Telephone numbers for this agency are: AV 926-4934 or Commercial (303) 394-4934.

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AIR FORCE  
(Assigned Air Reserve or Air National Guard Units)

F-10. Records of Air Force enlisted members assigned to an Air Reserve or Air National Guard unit are maintained by their assigned unit. Copies of their separation documents, including a copy of the individual's DD Form 214 containing the reason and authority of separation and the RE code, are included in these records at the unit. Should the records of a member assigned to an Air National Guard unit not be at his/her assigned unit, then contact the Adjutant General of the state in which the member's unit is located.

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NAVY-MARINE-COAST GUARD  
(No Reserve Obligation Remaining)

F-11. To obtain the RE code, reason and authority for separation of prior service enlisted member's discharge (no Reserve commitment remaining) from the Navy, Marines, or Coast Guard, correspondence should be addressed to:

National Personnel Records Center  
Military Personnel Records  
ATTN: Navy Branch (or Marine Branch or Coast Guard Branch)  
9700 Page Boulevard  
St. Louis, MO 63132

(On the lower left-hand corner of the envelope, place the words: "DO NOT OPEN IN MAILROOM".)

F-12. Requests submitted to the above agencies must be in writing; they will not honor requests by telephone. A reply is furnished from 7-10 days after receipt of the request.

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COAST GUARD  
(Reserve Commitment Remaining)

F-13. To obtain the RE code, reason and authority for separation of prior Coast Guard enlisted personnel who have a Reserve commitment remaining, address the request to:

Commandant (G/RA/82)  
U.S. Coast Guard  
Washington, D.C. 20590

F-14. This agency will honor telephonic requests and can furnish information within a matter of minutes, providing the records are on file. Telephone numbers are: AV 851-3350; ask for off-net connection to 426-3454/2915; and commercial (202) 426-2345/2915.

NAVY  
(Reserve Commitment Remaining)

F-15. For prior Navy enlisted personnel who have a Reserve commitment remaining and who are not assigned to a Navy Reserve unit, requests for RE code, reason and authority for separation should be addressed to:

Commander  
Naval Reserve Personnel Center  
4400 Dauphone Street  
New Orleans, LA 70149

F-16. This agency will honor telephonic requests and can furnish information within a matter of minutes, providing the records are on file. Telephonic requests must be directed to branches based on the first two digits of the member's Social Security Number as follows:

AV: 363 (appropriate extension listed below)

Commercial: (504) 948 (appropriate extension listed below)

BRANCH	LAST 2 # OF SSN	EXTENSIONS
1	00 - 24	5400/5402
2	25 - 49	5404/5405/5406
3	50 - 74	5430/5431/5432
4	75 - 99	5434/5435/5436

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NAVY  
(Assigned to a Navy Reserve Unit)

F-17. Records, including separation documents from Active Duty, of prior service Navy enlisted personnel assigned to a Navy Reserve unit are maintained by the individual's assigned unit.

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MARINE  
(Reserve Commitment Remaining)

F-18. For prior enlisted Marines who have a Reserve commitment remaining and who are not assigned to a Marine Corps Reserve unit, request for RE code, reason and authority for separation should be addressed to:

Commander  
Marine Corps Reserve Center  
150 East Bannister Road  
Kansas City, MO 64131

F-19. This agency will not honor telephonic requests for information. Requests must be submitted in writing. Replies will be dispatched by this agency 5-7 days after receipt of the request.

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MARINE  
(Assigned to a Marine Corps Reserve Unit)

F-20. Records, including separation documents from Active Duty, of prior service Marines assigned to Reserve units are maintained by those units.

**APPENDIX G****PREPARATION AND PROCESSING  
INSTRUCTIONS FOR ROTC CADET COMD  
FORM 131-R, CADET ACTION REQUEST**

G-1. ROTC CADET COMD Form 131-R Revised is used to initiate all cadet actions originating from the battalion commander/PMS to include waiver requests, exceptions to policy and termination or disenrollment actions. Its purpose and function parallels that of the DA Form 4187.

G-2. Each request for cadet action will be comprised of ROTC CADET COMD Form 131-R (Revised), the Cadet Record Brief, complete authenticated school transcripts, and those documents which are required for the particular action (in duplicate). The enclosed tables, outline what is required for each action. Table 6-1 lists what documents are required with each type of request. 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 in the action.

G-3. The addressee blocks should be filled out by the battalion administrative personnel based on the routing of the particular action and fill in the cadet's name and SSN.

a. Cadets requesting action will check the block and prepare the reason for the request in detail. A plain continuation 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 for final determination.

b. 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.

**APPENDIX H****LIST OF TYPICAL MINOR TRAFFIC OFFENSES  
(Extract of table 4-1A, AR 601-210)**

This list of typical traffic offenses below is a guide. Treat the offenses listed as minor traffic offenses despite their 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 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. Also see paragraph 6-10d(3) above. However, if the fine (to exclude court costs) 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 6 of this pamphlet.

**MINOR TRAFFIC OFFENSES**

- Blocking or retarding traffic.
- Careless driving.
- Crossing yellow line, driving left of center.
- Disobeying traffic lights, signs, or signals.
- Driving on shoulder.
- Driving uninsured vehicle.
- Driving with blocked vision.
- 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 comply with officer's directive.
- Failure to have vehicle under control.
- Failure to keep right or in line.
- Failure to signal.
- Failure to stop or to yield to pedestrian.
- Failure to submit report after accident.
- Failure to yield right of way.
- Faulty equipment, such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers.
- 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 the right,

passing in a no-passing zone, passing stopped school bus, or passing a pedestrian in a crosswalk.

- Improper turn.
- Invalid or unofficial inspection sticker, failure to display inspection sticker.
- Leaving key in ignition.
- License plates improperly displayed or not displayed.
- Operating overloaded vehicle.
- Racing, dragging, or contest for speed.
- Reckless driving (Considered a minor offense when the fine is less than \$250 and no confinement. This excludes court costs.)
- Speeding.
- Spinning wheels, improper start, zigzagging, or weaving in traffic.

**APPENDIX I  
AFFIDAVIT FORMAT**

AFFIDAVIT

25 September 1993

I, John P. Pennypacker, 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(S) OF OFFENSES(S): 13 May 1991

OFFENSE(S):

Minor in possession/driving under the influence

SENTENCE(S): \$475.00 Fine, \$72.50 Court Costs, and mandatory 9 (nine) weeks alcohol awareness class.

STATEMENT OF CIRCUMSTANCES:

On the evening of 13 May 1988, 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 PM. When we got there we found that there must have been 70 to 80 students from Promfret 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 and some cases. Though my teammates and I knew better, we decided to go ahead and each had a couple of beers. We thought we'd 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 we'd better get out of the house through the back door. If we were caught it meant that we'd 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 cans 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 who 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 also 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 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 17 June 1991. I plead guilty and was given the fine 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 Jun 91 and I completed the class on 9 October 1991. 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 which was why I was allowed to come back to the football team, my teammates had been in trouble before and were kicked off the team.

\_\_\_\_\_  
Signature of Person Making Affidavit

\_\_\_\_\_  
Typed Name of Person Making Affidavit

I certify that the above sworn statement was duly taken and subscribed in my presence at Pomfret, Oregon this 25th day of September, 1993.

\_\_\_\_\_  
Signature of Battalion Commander/PMS or

Enrollment Eligibility Officer Taking Affidavit

\_\_\_\_\_  
 Typed Name of Battalion Commander/PMS or  
 Enrollment Officer Taking Affidavit

\_\_\_\_\_  
 Grade and Organization

**APPENDIX J**  
**FINANCIAL STATEMENT FORMAT**

\_\_\_\_\_  
 FINANCIAL STATEMENT

ASSETS:

Savings----- \_\_\_\_\_  
 Bonds, Stocks----- \_\_\_\_\_  
 Furniture----- \_\_\_\_\_  
 House----- \_\_\_\_\_  
 Motor Vehicles----- \_\_\_\_\_  
 Other----- \_\_\_\_\_  
Total: \_\_\_\_\_

LIABILITIES:

Rent or Mortgage----- \_\_\_\_\_  
 Utilities----- \_\_\_\_\_  
 Food----- \_\_\_\_\_  
 Medical----- \_\_\_\_\_  
 Clothing----- \_\_\_\_\_  
 Insurance; Life----- \_\_\_\_\_  
 Insurance; Auto----- \_\_\_\_\_  
 Car Operating Expenses----- \_\_\_\_\_  
 Car Payment----- \_\_\_\_\_  
 College Tuition and Misc Costs----- \_\_\_\_\_  
 Loans/Debts----- \_\_\_\_\_  
 Miscellaneous Expenses----- \_\_\_\_\_  
 Child Support(if divorced)----- \_\_\_\_\_  
 Other:----- \_\_\_\_\_  
 TOTAL MONTHLY DEBTS: \_\_\_\_\_

INCOME:

Applicant----- \_\_\_\_\_  
 Spouse----- \_\_\_\_\_  
 Scholarship/grants----- \_\_\_\_\_  
 Other:----- \_\_\_\_\_  
 TOTAL MONTHLY INCOME: \_\_\_\_\_

\_\_\_\_\_  
 (SIGNATURE OF CADET)

**Appendix K**  
**DISENROLLMENT BOARDS**

**K-1. General. The Battalion Commander/PMS plays a pivotal role in all disenrollment proceedings.**

Consequently, the battalion commander/PMS must be continually alert to those situations which may result in or require a cadet's disenrollment. In many instances, the requirement to disenroll may be avoided through the timely application of traditional leadership and management techniques. Declining student grades, attendance and interest are probably the most significant indicators of potential problems and should be closely monitored by the battalion commander/PMS. Student counseling, tutoring, or adjustments in the program may be required, especially in cases involving schedule conflicts, or excessive demands for student participation. Notwithstanding such assistance, some cadets are unsuited to the program and should be disenrolled at the earliest date. Whenever this is necessary, it is of paramount importance that the battalion commander/PMS ensure that the applicable regulations are followed and the cadet's right to due process is protected throughout the entire proceeding as civil litigation is always a possibility.

**K-2. New Disenrollment Procedure**

The following policy and procedure serves as an alternative method for disenrollment of scholarship and nonscholarship 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.

a. Exemptions. Exempt from this procedure for disenrollment are the following types of cases:

(1) **Conscientious Objector.** In accordance with AR 145-1, paragraph 3-3b (1), these individuals will be processed under the provisions of AR 600-43, except when there is a basis for disenrollment because of a contract breach by reason of unsatisfactory performance or misconduct. Unsatisfactory performance and misconduct cases will be processed under the new disenrollment procedures.

(2) **Personal Hardship or Dependency.** These individuals will be processed under the provisions of AR 635-200, chapter 6.

b. The PMS identifies a specific breach of contract or basis for disenrollment as listed in AR 145-1, paragraph 3-43a.

c. The PMS notifies the cadet in writing of his intention to initiate disenrollment action. The PMS must cite the specific reasons, contractual breach (paragraph within DA Form 597 or 597-3), and regulatory basis (subparagraph in AR 145-1, 3-43a) for disenrollment action. The sample format of the notification/acknowledgment memorandum is at figure K-1 (scholarship) or figure K-2 (nonscholarship).

d. Enclosed with the notification/acknowledgment will be the following:

(1) A copy of all documentary evidence which the PMS will use to support the disenrollment action.

(2) A Privacy Act release statement. (CC FM 133-R)

(3) The Special Active Duty Provision (SADP) Statement of Understanding. (Figure 7-1)

e. If at all possible, the notification/acknowledgment will be given to the cadet personally by the PMS. Should this be impractical due to the cadet leaving the area, the PMS will send the notification to the cadet via certified mail, return receipt requested. The certified receipt and postal documents will become part of the case file to indicate the cadet's receipt or failure to deliver on the part of the Postal Service.

f. If, after 10 working days of the acknowledged receipt by the cadet or a member of his/her family at the cadet's address, a reply memorandum is not received by the PMS, or if the letter is returned by the Postal Service marked REFUSED, a board of officers or investigating officer will be appointed. Should the notification/acknowledgment be returned as undeliverable by the Postal Service, the PMS must appoint a board of officers UP AR 15-6 to consider the case.

g. If the cadet responds to the notification and elects to waive the right to a hearing, the following applies --

(1) A university official does not need to be involved in the case.

(2) If a nonscholarship cadet, the PMS will forward the notification and enclosures, DA Form 597 and ROTC Cadet Comd Form 131-R, with recommendations, through his Brigade to Region HQ, Cadet Management, for a final review and decision. Once administrative and legal sufficiency is established by Region HQ, the PMS will disenroll the student with no further obligation, if a non-prior service cadet. If the cadet is a member of the SMP in good standing, the Region HQ will release to the control of ARNG unit or USAR TPU for fulfillment of current enlistment obligation and any outstanding statutory obligation. However, if the SMP cadet is a non-prior service cadet and initially a member of the USAR Control Group (ROTC), Region HQ will initiate action to return the cadet to ROTC control for release without further obligation unless the cadet desires to remain in the TPU and is acceptable to that commander. If prior service (non SMP), the cadet will be transferred by Region Headquarters to the IRR for completion of the contractual and any remaining statutory military service obligation (MSO). If the cadet elected and is eligible for the SADP option, Region will publish appropriate orders and furnish copies to HQ, Cadet Command and the PMS.

(3) If a scholarship cadet, the PMS will forward the notification and enclosures, DA Form 597-3, and ROTC Cadet Comd Form 131-R, with recommendations, through his Brigade to Region HQ, Cadet Management, for a final review and decision. Once administrative and legal sufficiency is established by Region HQ, action will be taken to terminate the scholarship and provide the cadet with the option to repay scholarship funds in lieu of serving on active duty in fulfillment of the contractual obligation. If the cadet elected and is eligible for the SADP option, Region will publish appropriate orders and furnish copies to HQ, Cadet Command and the PMS. However, if release without obligation is recommended, the file must be forwarded to Headquarters, Cadet Command for final decision.

(4) When the cadet has submitted statements with the notification, Region will review and determine if a board of officers or an investigating officer should be appointed.

(5) If the case is found to be administratively or legally insufficient, Region HQ will return the file to the PMS for corrective action which may include

appointment of a board or an investigating officer or retain the cadet in the program as appropriate.

h. 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 AR 15-6 and CC Pam 145-4 as currently in effect; i.e., nonscholarship boards or investigating officer reports, final approval authority rests with Region Headquarters whereas scholarship boards or investigating officer reports must be forwarded to Headquarters, Cadet Command for final decision.

### K-3. Determining type of disenrollment board.

If the cadet does not waive his/her right to a hearing a board must be appointed under the provisions of AR 145-1, paragraph 3-43a. The battalion commander/PMS will appoint an investigating officer to inquire into cases which fall under AR 145-1, paragraph 3-43a(1), (2), (4), and (6) through (12) using informal procedures of AR 15-6. The battalion commander/PMS must establish a formal board when there is reason to believe that a contracted cadet--

- a. Does not have the aptitude for military service (AR 145-1, para 3-43a(13)).
- b. Possesses undesirable traits of character (AR 145-1, para 3-43a(14)).
- c. Is indifferent to or has a lack of interest in military training (AR 145-1, para 3-43a(15)).
- d. Is in breach of the terms of an Army ROTC student contract. This includes willful evasion or attempt of willful evasion (AR 145-4, para 3-43a(16)). As used herein "breach" includes but is not limited to

failure in the ROTC Program and/or educational requirements because of-

(1) Refusal on the part of the cadet to initiate the application for a commission at the time the cadet completes the ROTC Program.

(2) Refusal to accept a commission at the time it is offered to the cadet.

(3) Without having first obtained written consent of the battalion commander/PMS, dropping ROTC from the normal course load of the cadet, reducing the course load to a level below that of a full time student, as that term is defined by the contract, dropping out of school, transferring to another institution of advanced education without the written permission of the battalion commander/PMS, feigning a disqualifying physical condition during the application process, failing ROTC course work while maintaining on overall grade point average adequate for degree attainment, voluntarily withdrawing from Advanced Camp or entering the officer production program of another service.

### K-4. Appointment of disenrollment board.

a. A memorandum is the prescribed method for appointing a board of officers UP AR 15-6. The battalion commander/PMS is normally the appointing authority. Based on circumstances, boards may also be appointed by brigade or region commanders; however, such cases are rare exceptions. The appointment memorandum must designate that formal board procedures will be utilized. The memorandum will cite AR 15-6 and AR 145-1 as the specific regulations under which the board is authorized to convene. (It is essential that all members of the board be thoroughly familiar with all applicable requirements of the two regulations. Failure to follow the requirements may result in the nullification of any board action.) Refer to the sample appointment memorandum, figure K-3.

b. A board may be comprised of one, three or more commissioned officers as voting members,

ATO \_\_\_ - (145) (Date)

MEMORANDUM FOR (Cadet name/address)

SUBJECT: Disenrollment of Scholarship Cadet from ROTC -  
Cadet \_\_\_\_\_

1. Under the provisions of Army Regulation 145-1, paragraph 3-43 (\_\_\_) I am initiating your disenrollment from the ROTC program due to (specific reason: e.g., failure to maintain a minimum GPA; Advanced Camp failure; indifferent attitude as evidenced by frequent absences from military science classes, etc. I am placing you on leave of absence (or, if appropriate, on administrative suspension of benefits) pending disenrollment. Supporting documents for disenrollment action, e.g., transcript, counseling statements, etc.) are enclosed.
2. You may request a hearing by a board of officers or an investigating officer; or you may waive your right to a hearing.
3. You may consult with any reasonably available military officer (who need not be an attorney) or civilian counsel at no expense to the Government to help you decide whether or not to waive a hearing and otherwise to assist you in exercising your options. If you desire me to designate a nonlawyer military officer for you, you should make your request as soon as possible.
4. You may submit written statements in your behalf.
5. You must sign and return this notification within 10 working days of its receipt in order to waive your rights to a hearing. If you fail to respond within that period of time, a board of officers or investigating officer will be appointed to hear your case.
6. If you elect a hearing before a board of officers or an investigating officer, as appropriate, and then fail to appear, such absence will be considered a waiver of your right to personal appearance. The case will be processed in your absence unless you request a delay and it is granted.
7. The recommendations of a PMS or board of officers or investigating officer are not binding upon the disenrollment approval authority.
8. You retain the status of cadet until disenrollment and discharge action is complete, and as such, may not enlist in any other military service or component.
9. You may be required to repay the amount of scholarship benefits received in lieu of being called to active duty in your reserve enlisted grade of Private E1.
10. If eligible, you may choose the expeditious call to active duty in your reserve enlisted grade of Private E1 in order to satisfy the breach of contract. If you elect this option, complete and return the enclosed Statement of Understanding.
11. You must complete, sign and return the enclosed Privacy Act Statement and the Statement of Understanding (Special Active Duty Provision), if applicable, along with the below signed acknowledgment.

(PMS Signature)

Figure K-1. Sample Notification/Acknowledgment Memorandum - Scholarship

SUBJECT: Disenrollment of Scholarship Cadet from ROTC -  
Cadet \_\_\_\_\_

ACKNOWLEDGMENT OF CADET

I have read and thoroughly understand the above statements under which I am being disenrolled from the ROTC program.

a. I elect to --

\_\_\_\_\_ waive my right to a hearing

\_\_\_\_\_ request a board of officers or investigating officer be appointed to review my case

b. I also elect to --

\_\_\_\_\_ decline expeditious call to active duty

\_\_\_\_\_ accept expeditious call to active duty - I understand this option is contingent on my eligibility for active duty (Statement of Understanding is enclosed)

\_\_\_\_\_  
(Signature) (Date)

Printed Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) - \_\_\_\_\_

Figure K-1. Sample Notification/Acknowledgment Memorandum - Scholarship - Continued

ATO\_\_\_ - (145) (Date)

MEMORANDUM FOR (Cadet name/address)

SUBJECT: Disenrollment of Nonscholarship Cadet from ROTC -  
Cadet \_\_\_\_\_

1. Under the provisions of Army Regulation 145-1, paragraph 3-43 ( ) I am initiating your disenrollment from the ROTC program due to (specific reason: e.g., failure to maintain a minimum GPA; Advanced Camp failure; indifferent attitude as evidenced by frequent absences from military science classes, etc.) I am placing you on leave of absence ( or, if appropriate, on administrative suspension of benefits) pending disenrollment. Supporting documents for disenrollment action, e.g., transcript, counseling statements, etc.) are enclosed.
2. You may request a hearing by a board of officers or an investigating officer; or you may waive your right to a hearing.
3. You may consult with any reasonably available military officer (who need not be an attorney) or civilian counsel at no expense to the Government to help you decide whether or not to waive a hearing and otherwise to assist you in exercising your options. If you desire me to designate a nonlawyer military officer for you, you should make your request as soon as possible.
4. You may submit written statements in your behalf.
5. You must sign and return this notification within 10 working days of its receipt in order to waive your rights to a hearing. If you fail to respond within that period of time, a board of officers or investigating officer will be appointed to hear your case.
6. If you elect a hearing before a board of officers or an investigating officer, as appropriate, and then fail to appear, such absence will be considered a waiver of your right to personal appearance. The case will be processed in your absence unless you request a delay and it is granted.
7. The recommendations of a PMS or board of officers or investigating officer are not binding upon the disenrollment approval authority.
8. You retain the status of cadet until disenrollment and discharge action is complete, and as such, may not enlist in any other military service or component. You will either be discharged without further obligation (non-SMP, non-prior service), transferred to IRR, or released to unit.
9. If eligible, you may choose the expeditious call to active duty in your reserve enlisted grade of Private E1 in order to satisfy the breach of contract. If you elect this option, complete and return the enclosed Statement of Understanding.
10. You must complete, sign and return the enclosed Privacy Act Statement and the Statement of Understanding (Special Active Duty Provision), if applicable, along with the below signed acknowledgment.

(PMS Signature)

Figure K-2. Sample Notification/Acknowledgment Memorandum - Nonscholarship

ACKNOWLEDGMENT OF CADET

SUBJECT: Disenrollment of Nonscholarship Cadet From ROTC -  
Cadet \_\_\_\_\_

I have read and thoroughly understand the above statements under which I am being disenrolled from the ROTC program.

a. I elect to --

\_\_\_\_\_ waive my right to a hearing

\_\_\_\_\_ request a board of officers or investigating officer be appointed to review my case

b. I also elect to --

\_\_\_\_\_ decline expeditious call to active duty

\_\_\_\_\_ accept expeditious call to active duty - I understand this option is contingent on my eligibility for active duty (Statement of Understanding is enclosed)

\_\_\_\_\_  
(Signature) (Date)

Printed Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) - \_\_\_\_\_

**Figure K-2. Sample Notification/Acknowledgment Memorandum - Nonscholarship - Continued**

ATO - \_\_ (145)

(Date)

MEMORANDUM FOR (Board President)

SUBJECT: Appointment of a Formal Board of Officers to Determine Suitability for retention in the Army ROTC Program

1. A board of officers is hereby appointed pursuant to AR 15-6 and AR 145-1 to hear evidence and determine if Cadet \_\_\_\_\_ should be disenrolled for \_\_\_\_\_.

2. The following members are appointed:

NOTE: Formal boards should normally consist of 3 or more Army and/or active Reserve officers. The senior member will be the president of the board and will be listed first, followed by other members in rank order. The junior member will serve as the board recorder (with or without vote). If the recorder is a voting member, the appointment memorandum must so state.

3. The board will meet at the call of the president of the board. The scope of the investigation will include but not be limited to:

Examples of specific matters to consider:

a. Did Cadet \_\_\_\_\_ enter into a valid Army Senior Reserve Officers' Training Corps (ROTC) Cadet Contract (DA Form 597), or Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract (DA Form 597-3), of his/her own volition?

b. Did Cadet receive monies from the U.S. Government in the form of subsistence allowances and/or scholarship benefits while enrolled in ROTC?

c. Are there grounds for disenrollment of Cadet \_\_\_\_\_ in accordance with AR 145-1, paragraph 3-43a( )?

d. (USE ONLY IF APPLICABLE) Did Cadet \_\_\_\_\_ exhibit homosexual conduct? Homosexual conduct is a homosexual act, a statement by a cadet that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempt marriage.

4. (USE ONLY IF APPLICABLE) If homosexual conduct is being considered as grounds for disenrollment, the board will read the Army's implementing guidance for the DOD policy on homosexual conduct. If a cadet has exhibited homosexual conduct for the purpose of avoiding military service and disenrollment would not be in the best interest of the Army, a finding should be made to that effect.

5. The board will utilize formal procedures under AR 15-6, chapter 5. Board proceedings may be verbatim or summarized. Cadet \_\_\_\_\_ is designated as the respondent. Counsel for the respondent, if requested, will be designated by subsequent correspondence.

Figure K-3. Sample Appointment Memorandum

SUBJECT: Appointment of a Formal Board of Officers to Determine Suitability for retention in the Army ROTC Program

6. The report of proceedings will be prepared on DA Form 1574 and submitted to me later than \_\_\_\_ days after the close of proceedings. The board must arrive at findings which will support one of the following recommendations: (a) the cadet should be retained in the ROTC program; (b) the cadet should be disenrolled from the ROTC Program for reasons other than voluntary breach of the terms of his/her ROTC contract; or (c) the cadet should be disenrolled from the ROTC Program for voluntary breach (to include willful evasion) of the terms of his/her ROTC contract.

7. The board will serve until final action has been taken by the board approval authority, and the battalion commander/PMS has been notified of the decision.

Appointing Authority  
Signature Block

Figure K-3. Sample Appointment Memorandum - Continued

i.e. and uneven number of Regular Army and/or Reserve officers. 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.

c. 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. The president of the board should be a field grade officer unless the appointing authority determines that this is not practical due to military exigencies (AR 15-6, para 5-1). If this determination is made, it will be made in writing and be included in the file.

e. The appointment memorandum will specify clearly the matter to be investigated to include specific instances of the alleged impropriety of action which would be construed to be--

(1) Breach (to include willful evasion) of ROTC student contract.

(2) Indifference to and/or lack of interest in military training.

(3) Inaptitude for military service.

4) Undesirable traits of character.

f. The appointment memorandum will also specify that the board will arrive at findings to support one of the following recommendations:

(1) Retain the cadet in the ROTC Program.

(2) Disenroll the cadet from the ROTC Program for reasons other than voluntary breach (to include willful evasion) of the terms of the ROTC contract.

(3) Disenroll the cadet from the ROTC Program for voluntary breach(to include willful evasion) of the terms of the ROTC contract and the cadet ordered to

active duty in a Reserve enlisted grade (Private E1) for 2 or 5 years, as appropriate. A scholarship cadet may be ordered to active duty for up to 5 years and a nonscholarship cadet for 2 years in accordance with the terms of their contract. Scholarship cadet who received extended benefits may be ordered to active duty for an additional period equivalent to the period during which extended benefits were received.

(4) Disenroll the cadet from the ROTC Program for breach (to include willful evasion) of the terms of the ROTC contract, but the cadet should not be given the active duty option. However, the reason(s) for not offering the cadet active duty when a breach (to include willful evasion) is found must be specific; i.e., why the cadet should not serve. Generalized recommendations based on a cadet's desires or a subjective evaluation of how a cadet would serve as an enlisted soldier are not valid reasons. This recommendation should be reserved for those cadets found in breach of contract who potentially would be disqualified for enlisted service upon entrance processing. Cadets found in breach of contract **can** be ordered to active duty for the period provided for in the contract.

g. Although in rare instances appointments may be verbal due to time constraints, an appointment memorandum as prescribed for in AR 15-6, paragraph 2-1b must be issued in writing as soon as practical thereafter.

#### **K-5. Notification to respondent.**

a. The investigating officer, junior member of the board, or recorder is responsible for preparing a notification memorandum (fig K-4) which must contain the following:

(1) Date, hour, and exact place of hearing.

(2) Specific matter(s) to be investigated.

(3) The names of witnesses whose testimony is expected to be used.

(4) Any documents which will be introduced into the record during the board proceedings(AR 15-6, para 5-5).

ATO\_ \_ (145)

(Date)

MEMORANDUM FOR (Cadet/Respondent)

SUBJECT: Notification of Respondent to a Board of Officers

1. A board of officers/investigating officer has been appointed to hear evidence and determine your suitability for retention in the Army ROTC Program. The board/investigating officer may recommend to the battalion commander/Professor of Military Science that you be retained in the ROTC Program, that you be disenrolled from the ROTC Program for reasons other than voluntary breach of the terms of your ROTC contract, or that you be disenrolled from the ROTC Program for reasons which indicate voluntary breach (to include willful evasion) of the terms of your ROTC contract.

2. The specific matters to be investigated are as follows (set forth each allegation that the board/investigating officer will investigate in detail):

a. That you entered into a valid Army Senior Reserve Officers' Training Corps (ROTC) Cadet Contract (DA Form 597), or Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract (DA Form 597-3), of his/her own volition.

b. That you received monies from the U.S. Government in the form of subsistence allowances and/or scholarship benefits while enrolled in ROTC.

c. That there are grounds for your disenrollment in accordance with AR 145-1, paragraph 3-43a( ), i.e.,

3. You are entitled to any reasonably available military counsel. As an alternative, you may retain civilian counsel at your own expense. Although this counsel is not required to be a lawyer, the individual selected should be sufficiently mature and experienced to be of assistance to you. Your counsel may assist you in the preparation of your case and be present with you at all open sessions of the board. Counsel is not permitted to take part in the board proceedings, in a representative capacity.

4. Unless you request additional time, a hearing will be held at (give time, date, and exact place).

5. I will endeavor to arrange for the presence of any witnesses you may desire. It is anticipated that the following witnesses will be present: (list witnesses by name and rank). If the name of a witness is not known, the position that the witness held at the time the operative facts occurred should be described fully; i.e., the noncommissioned officer-in-charge at (name of facility) that administered your hearing test on (date). Contact me immediately if you have any questions, if you find any of these instructions unclear, or if you need any other assistance.

Appointing Authority  
Signature Block

(Attach certification of mailing/hand delivery)

Figure K-4. Notification Memorandum

(5) A statement that the investigating officer, the recorder, or the junior member of the board will endeavor to arrange for the presence of any available witnesses desired by the respondent upon timely written request.

b. The cadet-respondent is entitled to be represented by (nonlawyer) military counsel designated by the appointing authority or he/she may request the appointment of a specific military counsel, if reasonably available, based on the provisions of AR 15-6. It is recommended that the appointing authority designate a nonlawyer military counsel and advise the cadet accordingly in writing in every case. The designated counsel must attend the hearing unless the cadet affirmatively waives the right to counsel, has requested a specific military counsel, or has retained private counsel at no expense to the Army. The counsel may not represent the cadet at the hearing, although counsel should be present to give advice to the respondent at all open sessions of the board.

c. The memorandum will be signed by the investigating officer, junior member of the board, or recorder and the cadet-respondent should receive this notice of hearing at least 5 working days in advance of the first session of the board. Such notice may be delivered by certified mail or in person. Proof of delivery, along with a copy of the notice, will be included in the report of proceedings. All efforts should be made to ensure that the cadet is given actual notice of the impending board action. If the respondent requests a delay, at least one reasonable delay should be granted and documented in the file.

d. The notification to the cadet will contain specific information as to the cadet's rebuttal rights once the board/investigation has completed deliberations and has made findings and recommendations. Scholarship cadets will also be informed in the notification that the findings and recommendations are advisory only and that final determination will be made at Headquarters, Cadet Command. The cadet will be informed that call to active duty or recoupment of all extended scholarship benefits may apply. The cadet will also be directed to keep the battalion commander/PMS informed of his/her current address and phone number until the case is resolved.

**K-6. Arrangements for board hearing.**

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

b. Arrange to have witnesses present at the hearing who are to testify in person (including witnesses desired by the respondent) and a reporter and interpreter, if required. An institutional representative must be invited to attend the proceedings. **The invitation and acceptance/declination must be included in the file. Should the invitation be declined no other review by the institution is required, excepting the honoring of a specific request for review of the completed file.**

c. 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 to be a systematic presentation of the case and a complete and accurate report of proceedings.

d. 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 respondent or his/her counsel.

**K-7. Conduct of the board proceedings: formal procedures must be used.**

a. The cadet-respondent and counsel, if any, are 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 that advice made a matter of record:

(1) Examine and object to the introduction of any real or documentary evidence.

(2) Cross-examine and object to the testimony of adverse 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 (AR 15-6, para 5-8).

(5) The right to counsel as specified in AR 15-6. If the cadet waives the right to counsel, that fact must be recorded in the board proceedings.

b. Obtaining evidence. The proceedings will be conducted to obtain the best evidence reasonably available. The proof of facts may include--

(1) Real evidence (tangible).

(2) Originals of documentary evidence or properly identified copies of records and documents.

(3) Sworn testimony or statements of witnesses (which should be kept to a minimum because they afford the respondent less confrontation or cross examination due process rights).

(4) Official notice of commonly known facts.

(5) The cadet's entire MPRJ contents, Cadet Record Brief, and ROTC CADET COMD Form 139 (or ROTC Cadet Comd Form 139-R/TRADOC Form 476-R) should be included as evidence.

c. The board members should be able to establish in their own minds the following examples of facts from the evidence presented:

(1) Did the cadet voluntarily breach (to include willfully evade) his/her ROTC contract and if so, how? Be specific.

(2) Were the cadet's actions intentional, or were extenuating or mitigating circumstances present?

(3) Was the cadet ever counseled concerning his/her problem prior to being considered for board action?

d. The cadet-respondent 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.

e. Testimony.

(1) **A Privacy Act Statement, ROTC Cadet Comd 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 certificate 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 should be summarized on DA Form 2823, properly authenticated and included in the report of proceedings unless a verbatim transcript has been required by the appointing authority (a tape recorder may be used for that purpose).**

(3) The cadet-respondent will not be compelled to incriminate himself/herself or to make a statement immaterial to the issue. If he/she refuses to answer a question, the basis for the refusal should be noted for the record. "In all cases, the respondent shall be informed of his/her rights against self incrimination before the proceedings begin" (AR 15-6, para 3-7c).

f. Deliberations.

(1) Findings and recommendations must be supported by the facts contained in the record, and will not be based upon personal knowledge not on record in the report of proceedings. A finding is statement of fact or conclusion based on the evidence of record. The board's findings are to be entered in DA Form 1574, section IV. It is important that a board's findings and recommendations be adequately supported by evidence which appears in the record. Generally, findings must be supported by substantial evidence and that evidence must be of greater weight than the evidence which 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. In order to return a finding that a cadet was in voluntary breach (to include willful evasion) of the terms of the ROTC contract, it is essential that all of the following points be established:

(a) The cadet entered into a valid contract with the United States.

(b) The terms of the contract were in effect when the cadet performed an act which was prohibited or failed to perform an act which was required.

(c) That this act constituted a material breach of contract.

(d) That the action of the cadet was willful or voluntary.

(e) That the action of the cadet was undertaken voluntarily and/or with the purpose of willfully evading contractual obligations.

(2) Recommendations - Recommendations must be appropriate to and warranted by the findings. The board must make findings of fact which will support a recommendation that--

(a) The cadet should be retained in the ROTC Program, or

(b) The cadet should be disenrolled from the ROTC Program for reasons other than voluntary breach of the terms of the ROTC contract (a finding of this nature generally calls for recoupment of scholarship funds), or

(c) The cadet should be disenrolled from the ROTC Program for reasons which indicate voluntary breach (to include willful evasion) of the terms of the ROTC contract and that he/she should or should not be ordered to active duty in a reserve enlisted grade (Private E1). (Note that a determination of voluntary breach (to include willful evasion) generally means that the cadet evidenced an intent not to complete the prescribed course of instruction, intentionally violated a contractual requirement, or voluntarily breached through other means such a refusing to accept a commission without good or sufficient reason.)

(d) If the board recommends disenrollment for voluntary breach and that a cadet not be ordered to active duty it must provide a complete written justification supporting that recommendation. Generally, a cadet's discontinuation of a military career objective or offers of other employment would not be considered as an adequate justification of recommending that the cadet not be ordered to active duty. Likewise, a subjective supposition as to the cadet's potential as an enlisted soldier is also an inappropriate justification. Knowledge of a potential disqualification for enlisted service is a sufficient reason for not recommending that the cadet be ordered to active duty in such a case.

g. **Minority Report.** A board composed of more than one officer arrives at its findings and recommendations by voting. In all cases a majority vote of the voting members present makes the determinations on the questions before the board. A minority report may

be prepared by any member who disagrees with the majority's decision (AR 15-6, para 3-13).

h. **Final board action.**

(1) The report of the proceedings of an investigating officer or a board of officers will be prepared on the current edition of DA Form 1574, Report of Proceedings by Investigating Officer (Board of Officers). Enclosed or attached to the DA Form 1574 will be the following:

(a) A copy of the appointment memorandum (fig K-3).

(b) A copy of the memorandum which referred the cadet to the board if not part of the appointment memorandum.

(c) Copies of Privacy Act Statements furnished by cadet and witnesses (ROTC Cadet Comd Form 133-R).

(d) Copies of correspondence to the cadet, including the notification memorandum (fig K-4).

(e) Records of any counseling.

(f) Recommendation or comments of institutional representative when the board report was forwarded for review when voluntary breach (to include willful evasion) was found.

(g) A detailed summary or, if required, a verbatim copy of testimony received at the board.

(h) **Copies of DA Form 2823 from witnesses properly authenticated, if applicable.**

(i) Evidence supporting the allegation of voluntary breach (to include willful evasion) of the ROTC contract.

(j) Other pertinent facts and evidence as may be applicable.

(k) Copy of the cadet's MPRJ, to include a copy of the signed ROTC contract (DA Form 597-3 or 597), DD Form 4, Cadet Record Brief, ROTC CADET COMD Form 139 (or ROTC Cadet Cmd Form 139-R/TRADOC Form 476-R).

(1) Copy of correspondence to the cadet furnishing him/her a copy of the report of proceedings, proof of receipt and his/her response, if one was made.

(2) The following instructions apply:

(a) The record will be clear and legible.

(b) Erasures, interlineations, 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 margin of 2 1/2 inches will be left at the top and one inch at the bottom and sides of each page.

(d) Where testimony is not recorded verbatim, it should be summarized in a question and answer format (DA Form 2823 may be used). When a tape recorder is to be used, each witness must so be informed before recording commences.

(e) When voluntary breach (to include willful evasion) of contract is found, DA Form 1574 (Report of Proceeding) will be prepared in five copies when the cadet is not a participant in the Simultaneous Membership Program (SMP) and in six copies when the cadet is an SMP participant. When the finding is other than voluntary breach of contract (to include willful evasion), four copies will be prepared when the cadet is not a participant in the SMP, or in five copies for SMP participants. Each copy of board proceedings will be authenticated by the signature of the investigating officer or all the members of the board. If any of the foregoing persons is unable to authenticate because of death, disability, or extended absence, the reason will be stated in the report. When the cadet is an SMP participant, a copy must be furnished to the state Adjutant General or USAR commander. Refer to figure K-5 for distribution of board proceedings.

(f) All copies of DA Form 1574, except one, will have copies of all enclosures and exhibits attached. The distribution of copies is found in figure K-5. The copy furnished to the institutional representative for review and comment will be returned. This copy, cases of voluntary breach (to include willful evasion), will be furnished to the cadet with an indication that the cadet has until a certain date (normally a minimum of 15 days) to review the proceedings and submit a written brief in his/her own behalf before action can be taken by the appointing authority. Certification of hand delivery or mailing will be attached to the board proceedings.

i. Completed board actions will be processed for approval as follows:

(1) Finding of no voluntary breach (to include willful evasion) of contract for scholarship or non-scholarship cadets. The following actions will be taken:

(a) Board will recommend retention, or disenrollment for reasons other than voluntary breach (to include willful evasion) of contract and state the specific reason(s) for disenrollment.

(b) Furnish a copy of the report of proceedings with all enclosures and exhibits to the cadet as indicated in AR 15-6, paragraph 5-10.

(c) FOR NONSCHOLARSHIP CADETS ONLY. The battalion commander/PMS will record his/her action as final approval authority on DA Form 1574, section VIII (provided the battalion commander/PMS was not required to appear before the board as a witness. If the battalion commander/PMS did appear before the board as a witness and was the appointing authority of that board, that battalion commander may not act

Finding of Voluntary Breach (to include Willful Evasion)	
Non-SMP Participant	SMP Participant
Original Copy - Region Headquarters	Same
Copy 2 - Region Headquarters	Same
Copy 3 - Region Headquarters	Same
Copy 4 - Institutional official to be returned and forwarded to cadet/respondent	Same
Copy 5 - Retained in battalion files	Same
Copy 6 - None	State AG for ARNG member/USAR commander if in Reserves after approval by Cadet Cmd.
Finding Other than Voluntary Breach (to include Willful Evasion)	
Non - SMP Participant	SMP Participant
Original Copy - Region Headquarters	Same
Copy 2 - Region Headquarters	Same
Copy 3 - Cadet/respondent	Same
Copy 4 - Retained in battalion files	Same
Copy 5 - None	State AG for ARNG member/USAR commander if in Reserves when approved by Bn Cdr/PMS.
NOTE: In all cases, a scholarship cadet will not be disenrolled until such a determination is made by Headquarters, U.S. Army Cadet Command.	

**Figure K-5. Distribution of Report of Proceedings  
(with enclosures and exhibits unless otherwise indicated)**

as approving authority. If the battalion commander was the appointing authority and appeared as a witness, the board must be forwarded to the next echelon in the chain of command for approval authority (normally brigade level).

(d) FOR SCHOLARSHIP CADETS. The battalion commander/PMS will not disenroll or discharge a scholarship cadet prior to a final decision being made by Headquarters, Cadet Command. (Note that with scholarship cadets, all disenrollment determinations are made by Cadet Command Headquarters. In these cases, the appointing authority's actions are a recommendation.)

(2) The finding of voluntary breach of contract (to include willful evasion) of scholarship and non-scholarship cadets. The following action will be taken:

(a) The board will recommend disenrollment for reasons that the cadet voluntarily breached (to include willful evasion) the terms of the ROTC contract and should or should not be ordered to active duty in his/her enlisted Reserve grade (Private E1).

(b) The cadet will not be disenrolled or discharged when there is a finding of voluntary breach (to include willful evasion) of the ROTC contract. **SCHOLARSHIP CADETS WILL NOT BE DISENROLLED OR DISCHARGED UNTIL FINAL DECISION BY HEADQUARTERS, CADET COMMAND. THE REGION COMMANDER HAS THE AUTHORITY TO DISENROLL NONSCHOLARSHIP CADETS IN BREACH OF CONTRACT. (EXCEPTION: SOLDIERS RELEASED UNDER CHAPTER 16 OF AR 635-200 BEFORE ENROLLING IN SCHOOL/ROTC ARE TO BE FORWARDED THRU CHANNELS TO HQ, CADET COMMAND.)**

(3) When the battalion commander/PMS appears before the board as a witness, he/she cannot approve or disapprove the board recommendation. He/she reviews the board proceedings as amends DA Form 1574, section VIII, deleting the approval or disapproval action and inserting a statement that the findings and recommendations have been reviewed and forwarded to region headquarters for disposition. The battalion commander/PMS should look objectively at his/her own involvement in determining whether or not he/she should take final action on disenrollment boards.

(In cases of voluntary breach (to include willful evasion) the appointing authority's action is a recommendation).

(4) The battalion commander/PMS will forward the appropriate copies of the board proceedings to region headquarters for processing **after the cadet has been given the opportunity to rebut the findings and recommendations of the board in accordance with AR 15-6, paragraph 1-8c.** It is the responsibility of the battalion commander/PMS to ensure that DA Form 1574 is accurate and complete prior to forwarding the report to higher headquarters. Region headquarters will review the board proceedings to ensure that they are administratively correct. After completion of this action, the board proceedings will be submitted to the region headquarters supporting staff judge advocate for legal review. After this review, region headquarters will make an appropriate recommendation and forward the board proceedings to Headquarters, Cadet Command for a final decision.

j. After board actions.

(1) In the event the board proceedings are returned for convening of a new board, officers who served on the first board will not be appointed to the new board.

(2) Payment of subsistence allowance will be stopped on the date the cadet stops attending military science class or is placed on leave of absence pending final decision of the board. The Cadet Data Base will be updated to reflect the date and disenrollment code within 5 working days of the board's final decision.

(3) A cadet disenrolled as a result of a disenrollment board 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.

(4) A cadet who is ordered to active duty for voluntary breach (to include willful evasion) will be so ordered within 60 days after the time he/she would normally complete the baccalaureate degree requirements or withdraws from the university, whichever occurs first.

(5) An ROTC nonscholarship cadet will be discharged upon disenrollment for reasons other than voluntary breach (to include willful evasion) of the terms of his/her ROTC contract if he/she has not

completed BT or OSUT unless he/she desires to join a TPU and locates a unit for assignment. Cadets may be allowed up to 30 days to find a vacancy before being discharged. Effective date of discharge will be the date of disenrollment from ROTC. Cadets who have completed BT/OSUT will be transferred to the IRR unless they desire and locate a TPU assignment within 30 days (AR 140-10, para 4-5). SMP participants remain obligated to complete their Military Service Obligation (MSO) with their Reserve Component unit upon disenrollment from the ROTC Program for reasons other than voluntary breach (to include willful evasion).

(6) Any scholarship or nonscholarship cadet under consideration for call to active duty for voluntarily breaching (to include willful evasion) the terms of his/her ROTC contract will not be discharged/disenrolled from ROTC until determination has been received from Headquarters, Cadet Command (in the case of a scholarship cadet) or the region commander (in the case of a nonscholarship cadet) concerning discharge from the USAR and/or ordered from active duty in his/her enlisted grade (Private E1). If it is determined by Headquarters, Cadet Command that the cadet will be ordered to active duty, the cadet will not be discharged, and region headquarters will issue appropriate active duty orders. Periods of active duty will be as follows:

(a) Up to 24 months for ROTC cadets (nonscholarship) enrolled in the Advanced Course.

(b) Up to 60 months for scholarship cadets (in accordance with the specific contract signed by the cadet). Additionally, a cadet who received extended benefits would incur an additional active duty obligation equivalent to the amount of time extended benefits were received.

#### **K-8. General guidance.**

a. No matter how thorough an investigation is conducted, all information must be made a matter of record and included in the report of proceedings or the action may be unsupportable if challenged in a Federal court.

b. Notification to the cadet of the impending board action must be documented in the record. The notification memorandum normally should be presented to the cadet at least 5 working days before the hearing. The notice must always address who, what, when, where, and why.

c. The cadet should have a nonlawyer military counsel appointed, unless there has been an affirmative waiver of that right or the cadet has retained other counsel (at his/her own expense).

d. The cadet, and counsel, should routinely be provided an extract of the applicable portions of AR 15-6 and AR 145-1, as well as other documents which are to be considered by the board.

e. The president and members of the board should always read the applicable portions of AR 145-1, AR 15-6, and the contract which apply to the cadet prior to the board convening to consider the case.

f. The battalion commander/PMS and the board president should make sure the formal procedures are used and that DA Form 1574 has been completed and that it is accurate.

g. The battalion commander/PMS is responsible for obtaining an institutional review, and including it in the report of proceedings in all cases.

h. A copy of the report of proceedings must be given to the cadet respondent after the battalion commander/PMS has taken action and that fact is to be documented in the record.

i. All actions pertaining to the establishment and processing of a board action should be timely, including the appointment and conduct of the board as well as the forwarding of the record of proceedings through region headquarters to Headquarters, Cadet Command.

j. In cases involving nonscholarship cadets board members will not ask cadets if they are willing to repay the Army the subsistence allowance they received as subsistence allowance has been deemed by the Congress to be nonrecoupable and as such, repayment is not an option. Also, it is not an appropriate recommendation in the board report.

k. Normally, witnesses should not be permitted to be present in the hearing room except while giving testimony to the board.

l. In order to avoid the appearance of undue influence, the appointing authority should not attend the hearing except if it is necessary for him/her to testify.

m. If any questions arise during the processing of a board action, refer to the region headquarters or its servicing staff judge advocate for assistance.

n. Additional guidelines and examples are contained in figure K-6.

**K-9. IO Reports.**

Under those circumstances where the battalion commander/PMS appoints an investigating officer (IO) as opposed to a board of officers, the IO will proceed using informal procedures. The cadet, though not a respondent as defined by AR 15-6, will still be afforded all the rights of a respondent stated in AR 15-6 as required by AR 145-1. Testimony may be taken by telephone, by written sworn statement, or face-to face interview. **Regardless of form, all testimony will be sworn.** While the use of DA Form 1574 by the IO to submit the report is highly encouraged, it is only required when so stated in the appointment directive IAW AR 15-6. The IO will make findings and

recommendations based on the same methodology as that of a board as stated above. An IO with specific questions should consult with the appointing authority, region headquarters, or the servicing Staff Judge Advocate. Refer to figure K-7 for sample IO appointment memorandum.

**K-10. Board Actions Pertaining to SMP Cadets.**

In any case where the disenrollment action pertains to an SMP cadet, the battalion commander/PMS will note on ROTC CADET COMD Form 131-R forwarding the case file the status of the SMP cadet in regards to his/her Reserve Component unit, i.e., is the cadet in good standing. Any action pertaining to an SMP cadet not clearly reflecting the cadet's status will be returned without action until the record is corrected to clearly reflect the cadet's status.

**GUIDELINES FOR BOARD ACTIONS AND EXAMPLES OF PROBLEMS**  
(AR 15-6 AND AR 145-1, Para 3-26)

1. Has the cadet been given the opportunity to waive the board proceedings (see appendix K, para K-2)?
2. Has a board of officers been properly appointed in accordance with AR 15-6 and AR 145-1, paragraph 3-43b?
3. Is the mission of the board of officers clearly stated in the board's appointment memorandum (AR 145-1, para 3-43)?
4. Does the composition of the board meet the requirements of AR 145-1, paragraph 3-26?
5. Have arrangements been made for a suitable location for the board to be held (AR 15-6, para 6)?
6. Have the president and the recorder been provided a copy of AR 15-6 to aid in conducting a board?
7. Has the cadet/respondent been notified by the recorder/investigating officer of pending action? If so, was he/she properly advised of the options he/she may elect (AR 15-6, paragraph 5-6)?
8. Was the cadet/respondent notified and informed of his/her rights and privileges in accordance with AR 15-6, paragraph 5-7, challenge of board members for cause?
9. Was the cadet/respondent informed of his/her right to counsel, and the availability of counsel made known to the individual in accordance with AR 15-6, paragraph 5-8?
10. Was the cadet given a reasonable length of time to prepare his/her own case? (A minimum of 15 days is recommended.)
11. Have all records and documents been made available to all concerned, including the cadet/respondent (AR 15-6, para 5-8)?
12. Were all board members sworn, if required by the appointing authority (AR 15-6, para 3-1)?
13. Is the recorder aware of his/her responsibilities as stated in AR 15-6 paragraph 5-3?
14. Was the cadet/respondent present at all open sessions, and was he/she permitted to cross-examine witnesses (AR 15-6, para 5-8)?
15. After conclusion of the hearing, did only the voting members of the board meet in closed session (AR 15-6, para 3-12)?
16. Were all witnesses appearing before the board sworn as prescribed by AR 15-6, paragraph 3-1?
17. Was the testimony of all witnesses obtained within the prescribed procedures and limits contained in AR 15-6, paragraph 3-8?
18. Were the findings and recommendations of the board in accordance with AR 15-6, section II and AR 145-1, paragraph 3-43b?
19. Has the report of proceedings been prepared in accordance with AR 15-6, section II.

**Figure K-6. Guidelines for Board Actions and Examples of Problems**

20. Has the board's action, to include findings and recommendations, been recorded on the current edition of DA Form 1574?
21. If disenrollment action was recommended, is the specific reason(s) for disenrollment also recommended (AR 145-1, para 3-43b)?
22. If the battalion commander/PMS appears as a witness and the board finds voluntary breach (to include willful evasion) on the part of the cadet, the battalion commander/PMS does not make a recommendation.
23. Was an institutional representative invited and encouraged to be present as an observer without vote?
24. Were the allegations against the cadet/respondent well documented? (All counseling sessions should be recorded.)
25. Counsel requested by the cadet/respondent may be an officer, NCO, civilian, or a civilian counsel. (Civilian counsel will be at the cadet/respondent's own expense.)
26. The board should be composed of no fewer than three members when voluntary breach (to include willful evasion) is being considered.
27. Some examples of problems encountered in board actions which constitute an invalid board include the following:
- a. Board convened without all appointed board members.
  - b. Date and time of adjournment not noted on DA Form 1574.
  - c. Notification memorandum to cadet did not specify the individual's right to call witnesses in his/her behalf or the right to counsel.
  - d. A member of the disenrollment board had previously been appointed and served as an investigating officer to determine if the board was necessary.
  - e. Investigating officer and members of the board failed to maintain impartiality during the board proceedings and to present only documentary evidence.
  - f. Institutional representatives were appointed to and served as voting members of the board.

**Figure K-6. Guidelines for Board Actions and Examples of Problems-Continued**

ATO_ - _____ (145)	(Date)
MEMORANDUM FOR (Investigating Officer's Name)	
SUBJECT: Appointment of Investigating Officer	
1. You are hereby appointed as investigating officer pursuant to AR 15-6, chapter 4, to conduct an informal investigation into _____.	
2. In your investigation, all witness statements will be sworn. You will obtain evidence for your investigation utilizing informal procedures as outlined in AR 15-6, paragraph 4-2. However, all witness statements will be sworn. You will also properly notify Cadet _____ that (he/she) is the subject of this investigation in writing as required by Cadet Command Pam 145-4 and advise (him/her) of the right to counsel, the opportunity to present evidence, and right to speak on (his/her) own behalf.	
3. Your findings will be made as to whether Cadet _____ should be retained in the ROTC Program. You will submit your findings and recommendations to me on DA Form 1574 NLT _____.	
4. Should you discover any evidence during your investigation that voluntary breach of contract or other circumstance requiring the appointment of a formal board of officers, you will cease your investigation and notify me immediately.	
Battalion Commander Signature Block	

**Figure K-7. Sample IO Appointment Memorandum**

**APPENDIX L**

**DECISION OPTIONS PERTAINING TO SCHOLARSHIP STUDENTS**

**L-1. General.**

Individuals who participate in the ROTC Scholarship Program and fail to meet their contractual obligation are required to reimburse the government for the cost of their education through serving on active duty in an enlisted status or through paying back the full cost of the educational assistance received plus interest, as specified in the ROTC Scholarship Contract and 10 USC 2005.

**L-2. Disenrollment options.**

a. In consideration of the recommendation of the battalion commander/PMS and an investigating officer or a disenrollment board, the Commanding General, U.S. Army Cadet Command has the option of disenrolling students who are unable to fulfill the terms of their scholarship contract without any reimbursement obligation. The following are conditions (not all inclusive) which may allow the student to be disenrolled without incurring an obligation to reimburse the U.S. Government:

(1) If they have not yet entered MS II. BN Cdr/PMS may disenroll--see para 7-3 of this pamphlet. **(EXCEPTION: 4-Yr Green to Gold Scholarship recipients are committed to ROTC at the time of release from active duty.)**

(2) If they become medically disqualified because of a condition that was incurred or discovered after entering the program.

(3) If they are suffering a personal hardship as specified in AR 635-200, chapter 6. **(Verified by board action.)**

b. The CG, Cadet Command may, due to the following conditions (not all inclusive), disenroll the student and require him/her to reimburse the U.S. Government for all or part of his/her educational expenses, or when appropriate authorize the student to remain in the program in a nonscholarship status with a reimbursement requirement should he/she fail to complete the program:

(1) Voluntary breach (includes willful evasion) of contract. (Verified by board action.)

(2) Indifferent attitude or lack of interest in military training as evidenced by acts or deeds such as frequent absences from military science classes or drill, an established pattern of shirking, failure to successfully complete an established weight control program as prescribed in AR 600-9, paragraphs 20 and 21 or similar acts. (Verified by board action.)

(3) Undesirable character demonstrated by cheating on examinations, stealing, unlawful possession, use, distribution, manufacture, sale (including attempts) of any controlled substance as listed or defined in 21 USC 801, possession of paraphernalia, referral of other persons to narcotics dealers for the purpose of obtaining illegal or controlled substances, discreditable incidents with civil or university authorities, failure to pay just debts, or similar acts. (Verified by board action.)

(4) Inaptitude for military service as demonstrated by lack of general adaptability, skill, hardiness, ability to learn, or lack of leadership abilities. (Verified by board action.)

(5) Misconduct, demonstrated by disorderly conduct in the ROTC classroom or during training, or other misconduct that substantially interferes with the ROTC mission, including unlawful demonstrations against ROTC, illegal interference with rights of other ROTC students, or similar acts. (Substantiated by an investigating officer's report.)

(6) Discovery of a fact or condition that will bar a cadet from appointment as a commissioned officer. (Substantiated by an investigating officer's report.)

(7) Dismissal from Advanced Camp for misconduct or cause, decision by the Advanced Camp Commander to deny camp credit without opportunity for return as a result of a camp board, or withdrawal from Advanced Camp for reasons other than voluntary. (Substantiated by an investigating officer's report.)

(8) Failure to maintain the requirements for enrollment (e.g., failure to maintain academic progression, change of academic major without Bn Cdr/PMS approval, etc.) (Substantiated by an investigating officer's report.)

(9) Failure to maintain a term or cumulative GPA of 2.0 or greater. (Substantiated by and investigating officer's report.)

(10) Withdrawal or dismissal from college. (Substantiated by an investigating officer's report.)

(11) Official recognition and approval of conscientious objector status. (See pare 5-17 of this pamphlet.)

### L-3. Approving authority.

The CG, Cadet Command, retains authority for termination of scholarships and disenrollment of scholarship students, except:

a. Students who have not reached the contract commitment point (MS II) may be disenrolled by the battalion commander/PMS if voluntarily requested by the student, or such student is failing to fulfill the terms of his/her scholarship contract as substantiated by a battalion commander/PMS appointed investigating officer report using informal procedures. (EXCEPTION: 4-Yr Green to Gold scholarship recipients—PMS cannot disenroll these individuals during MS I. The commitment point is at the transition point upon signing the DD 4's. Refer to paragraph 2-19f for guidance concerning cadets who are determined to be ineligible for enrollment or fail to enroll in school/ROTC when released IAW AR 635-200, Chapter 16).

b. Region commanders are delegated approval authority for all requests for scholarship termination which involve retention of a cadet in a nonscholarship status.

### L-4. Procedures.

a. The battalion commander/PMS will forward all recommendations for scholarship termination/retention as well as disenrollment (other than MS I who are not 4-Yr Green to Gold scholarship recipients) to their region headquarters.

b. Region commanders are responsible for determining whether scholarship termination and retention as a nonscholarship cadet is appropriate in cases in which the cadet's academic/ROTC performance falls below the standard for scholarship participation. If the cadet's cumulative academic/ROTC GPA as recorded on the school transcript is below the required cumulative GPA of 2.0 (on a 4.0 scale), termination of a cadet's scholarship status and retention as a nonscholarship cadet is not authorized. Such cases must be forwarded to Headquarters, Cadet Command for determination

concerning recoupment action as well as all other cases recommending termination with disenrollment.

c. CG, Cadet Command will review all recommendations and approve/disapprove the recommendation.

d. Disapproved recommendations will be returned to the region with an appropriate endorsement.

e. If the recommendation is approved and payback is required or offered, payback instructions will be sent to the region outlining the necessary steps to be taken by that headquarters.

f. The region RMD will finalize a letter to the student based on the guidance received from Cadet Command. This correspondence will be direct; it will not be further delegated to brigade or battalion level for issuance to the cadet. (See examples of letters to the student at fig L-1 for cases where active duty is not applicable, and fig L-2 for cases when active duty is applicable, but the cadet is offered payback in lieu of active duty. Attached to such a letter will be a partially completed addendum with the remainder to be filled in by the student. (See examples of the addendum at fig L-3 for cases where active duty is not applicable, and fig L-4 for cases where active duty is applicable.) RMD will also instruct the PMS to request the institution to encumber the cadet's academic records until a properly completed contract addendum is received by RMD from the cadet.

g. The student will be required to respond within 45 days from the date of the notification as to his/her selection as listed on the addendum (fig L-3 and L-4). He/she may opt to--

(1) Pay in full the total amount owed, as specified in the letter. (This option is available only when offered by Cadet Command.)

(2) Repay the total amount owed as specified in the letter by making monthly payments of not less than \$50.00 per month provided the debt will be liquidated within 3 years. (This option is available only to the student when offered by Cadet Command.)

h. If the cadet fails to make any selection within the allotted time, region headquarters will:

(1) Initiate active duty orders, if the cadet has declined payback or refuses to acknowledge the recoupment addendum. Orders should be issued immediately with a reporting date of 60 days from the

actual or projected date of departure from school. However, failure to complete the enlisted service subjects the individual to pay back on a pro-rata basis as specified in his/her scholarship contract.

(2) Forward his case file to Director, DFAS-I to establish the debt and collection action, if the cadet was ineligible to serve and had been directed to monetarily repay his/her debt.

(3) When region RMD forwards any cadet's file to DFAS-I to establish a debt and collection action, the battalion commander/PMS will at that time be instructed to send the cadet's complete ROTC records to region

headquarters for monitoring and follow-up action as needed.

i. Current HQDA policy is that cadets who have been found in voluntary breach of contract will not be ordered to active duty. IAW current HQDA policy concerning scholarship cadets in voluntary breach of contract such cadets will be first offered the opportunity to repay scholarship benefits extended in lieu of being ordered to active duty in the grade of Private E1. If the cadet fails to respond to the offered contract addendum or elects not to repay, orders for involuntary active duty will then be issued.

(File Symbol)

SUBJECT: Repayment of Scholarship Funds

(Cadet Name)

(Address)

1. Your case has been reviewed at Headquarters, U.S. Army Cadet Command, and it has been determined that you are in breach of your scholarship contract based on your \_\_\_\_\_.
2. Accordingly, I have been instructed to provide you with an up-to-date total amount of monies spent in support of your educational assistance (less subsistence and Advanced Camp pay) which you will find at enclosure 1. This amount (\$ \_\_\_\_\_) is your debt to the United States and is now due. Therefore, I have been instructed to inform you that you are directed to repay your debt as shown in the attached Addendum, enclosure 2 (copies A and B).
3. You are to complete the Addendum at enclosure 2 indicating the method of payment you selected. You are to forward the original (copy A) of the Addendum to the Commander, U.S. Army \_\_\_\_\_ ROTC Region, ATTN: ATO\_-RM (Resource Management Division), Fort \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_ for necessary processing.
  - a. If you elect to pay in full the total amount owed, also enclose a check or money order as indicated.
  - b. If you elect to initiate a repayment plan, you are to make no payment at this time. Your repayment selection will be processed and forwarded to the Director, Defense Finance and Accounting Service - Indianapolis Center who will provide you with a repayment schedule.
4. Copy B of the Addendum (enclosure 2) and enclosure 1 are for your records. Copy A of the Addendum is to be returned to the above address on or before (suspense date 45 days) with your selection indicated. Your failure to respond within 45 days of this notice will be construed to mean that you are refusing to make repayment.

FOR THE COMMANDER

2 Encl

Region RM  
Signature Block

Figure L-1. Sample letter when active duty is not applicable

(File Symbol)

SUBJECT: Repayment of Scholarship Funds

(Cadet Name)

(Address)

1. Your case has been reviewed at Headquarters, U.S. Army Cadet Command and it has been determined that you are in breach of your scholarship contract based on your \_\_\_\_\_.
2. You are reminded that under the terms of your contract the Army has the right to order you at active duty as a Private (E-1) in the Army in order to fulfill your contractual obligation. However, based on the particular circumstances of your case, I have been instructed to provide you with the opportunity to repay the cost of scholarship financial assistance you received in lieu of the Army exercising its right to order you to active duty.
3. Accordingly I am providing you with an up-to-date total amount of monies spent in support of your educational assistance (less subsistence and Advanced Camp pay) which you will find at enclosure 1. This amount (\$\_\_\_\_) is your debt to the United States and is now due.
4. Therefore, if you desire to accept this opportunity to make repayment in lieu of being ordered to active duty, you are to complete the Addendum at enclosure 2 indicating the method of repayment you selected. You are to forward the original (copy A) of the Addendum to the Commander, U.S. Army \_\_\_\_\_ ROTC Region, ATTN: ATO\_-RM (Resource Management Division), Fort \_\_\_\_\_, \_\_\_\_\_ - \_\_\_\_\_ for necessary processing.
  - a. If you elect to pay in full the total amount owed, also enclose a check or money order as indicated.
  - b. If you elect to initiate a repayment plan, you are to make no payment at this time. Your repayment selection will be processed and forwarded to the Director, Defense Finance and Accounting Service - Indianapolis Center who will provide you with a repayment schedule.
5. Copy B of the Addendum (enclosure 2) and enclosure 1 are for your records. Copy A of the Addendum is to be returned to the above address on or before (suspense date 45 days) with your selection indicated. Your failure to respond within 45 days of this notice will result in the issuance of your Army active duty orders as a Private (E-1) in order to fulfill your contractual obligation as noted on the enclosed Addendum.

FOR THE COMMANDER

2 Encls

(Region RM)  
Signature Block

Figure L-2. Sample letter with payback offer in lieu of active duty

ADDENDUM TO PART 1  
SCHOLARSHIP CONTRACTUAL AGREEMENT

I, Cadet \_\_\_\_\_, (School), (Region), have received written notification dated \_\_\_\_\_ that I am in breach of my \_\_-year Army ROTC Scholarship Contract. Further, I have been directed to make repayment of the monies expended by the United States in support of my educational assistance in the amount of \$\_\_\_\_\_ which is my debt to the United States and is now due. Therefore, I do hereby elect the following method of repayment (place an X on the line by the appropriate paragraph below and initial the entry):

\_\_\_ I agree to pay in full the total amount owed as specified above and I have attached a certified check or money order in that amount made payable to the Treasure of the United States.

\_\_\_ I promise to make repayment of the total amount owed as specified above in monthly installments (not less than \$50 per month nor to exceed three (3) years of \$\_\_\_\_\_ plus interest on the amount owed as specified in my scholarship contract, i.e., "I agree that if the money I owe to the United States is not paid in a lump sum on the date that I am notified it is due, it shall bear interest at the rate equal to the highest rate being paid by the United States on securities having maturity of ninety days or less and shall accrue from the day that I am first notified of the amount I owe to the United States." I understand that I will be provided with a repayment schedule by the Director, Defense Finance and Accounting Service - Indianapolis Center to follow in the liquidation of my debt.

\_\_\_\_\_  
(Signature) (Date)  
Social Security Number: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTICE: Failure to respond with your selection of payment method within 45 days of the dated notification will be construed to mean that you are refusing to make repayment of your indebtedness. Therefore, after elapse of that time period, action will be taken by the U.S. Government to seek reimbursement from you through appropriate agencies.

Figure L-3. Sample addendum when active duty is not applicable

ADDENDUM TO PART I  
SCHOLARSHIP CONTRACTUAL AGREEMENT

I Cadet \_\_\_\_\_, (School), (Region), have received written notification dated \_\_\_\_\_ that I am in breach of my \_- year Army ROTC Scholarship Contract. Further, I have been reminded that under the terms of my contract that the Army has the right to order me to active duty as a Private (E-1) in the Army in order to fulfill my contractual obligations. However, based on the particular circumstances of my case, I have been advised that I am being provided with the opportunity to repay the monies expended by the United States in support of my educational assistance in the amount of \$ \_\_\_\_\_ in lieu of Army exercising its right to order me to active duty. Therefore, I do hereby elect the following method of repayment or I decline the opportunity to make repayment (Place an X on the line by the appropriate paragraph below and initial the entry:

I agree to pay in full the total amount owed as specified above and I have attached a certified check or money order in that amount made payable to the Treasurer of the United States.

I promise to make repayment of the total amount owed as specified above in monthly installments (not less than \$50 per month nor to exceed three (3) years of \$ \_\_\_\_\_ plus interest on the amount owed as specified in my scholarship contract, i.e., "I agree that if the money I owe to the United States is not paid in a lump sum on the date that I am notified that it is due, it shall bear interest at the rate equal to the highest rate being paid by the United States on securities having maturities of ninety days or less and shall accrue from the day that I am first notified of the amount I owe to the United States." I understand that I will be provided with a repayment schedule by the Director, Defense Finance and Accounting Service - Indianapolis Center to follow in the liquidation of my debt.

I decline the opportunity to make monetary repayment.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Social Security Number: \_\_\_\_\_ Permanent Address: \_\_\_\_\_

NOTICE: Your declination to make monetary repayment or failure to respond with your selection of payment method within 45 days of the dated notification will result in the issuance of your Army active duty orders as a Private (E-1) for \_ years in fulfillment of your obligation as specified above. The orders will be published with the reporting date being within 60 days from the date you withdraw from \_\_\_\_\_ or the date you are scheduled to complete your baccalaureate degree requirements, whichever occurs first; or, if no longer in school, 60 days from dated notification. Further, failure to fulfill Active Duty service obligation, which includes meeting the physical standards for accession, will subject you to the terms of repayment as specified in your original scholarship contract.

Figure L-4. Sample draft addendum with payback offered in lieu of active duty

DRAFT

(File Symbol)

MEMORANDUM FOR (Cadet Address)

SUBJECT: Repayment of Scholarship Funds

1. Your case has been reviewed at Headquarters, U.S. Army Cadet Command, and it has been determined that you are in voluntary breach of your scholarship contract based on your
2. You are reminded that under the terms of your contract the Secretary of the Army has the right to order you to active duty as a Private (E-1) in the Army in order to fulfill your contractual obligations. However, based on a change in policy, I have been instructed to provide you with the opportunity to repay the cost of scholarship financial assistance you received in lieu of the Army exercising its right to order you to active duty.
3. Accordingly, I am providing you with an up-to-date total amount of monies spent in support of your educational assistance (less subsistence and Advanced Camp pay) which you will find at enclosure 1. The amount (\$\_\_\_\_\_) is your debt to the United States and is now due.
4. Therefore, if you desire to accept this opportunity to make repayment in lieu of being ordered to active duty, you are to complete the Addendum at enclosure 2 indicating the method of repayment you selected. You are to forward the original (copy A) of the Addendum to the Commander, U.S. Army ROTC Region, ATTN: ATO-RM (Resource Management Division), Fort for necessary processing.
  - a. If you elect to pay in full the total amount owed, also enclose a check or money order as indicated.
  - b. If you elect to initiate a repayment plan, you are to make no payment at this time. Your repayment selection will be processed and forwarded to the Director, Defense Finance and Accounting Service-Indianapolis Center who will provide you with a repayment schedule
5. Copy B of the Addendum (enclosure 2) and enclosure 1 are for your records. Copy A of the Addendum is to be returned to the above address on or before (suspense date 45 days) with your selection indicated. Your failure to respond within 45 days of this notice will result in the issuance of your Army active duty orders as a Private (E-1) in order to fulfill your contractual obligation as noted on the enclosed Addendum.

FOR THE COMMANDER:

2 Encls

(Region RM)  
Signature Block

Figure L-5. Sample letter for scholarship cadet in voluntary breach

ADDENDUM TO PART I  
SCHOLARSHIP CONTRACTUAL AGREEMENT

I, Cadet \_\_\_\_\_, ROTC Region, have received written notification dated \_\_\_\_\_ that I am in voluntary breach of my \_\_\_-year Army ROTC Scholarship Contract. Further, I have been reminded that under the terms of my contract the Secretary of the Army has the right to order me to active duty as a Private (E-1) in the Army in order to fulfill my contractual obligations. However, based on a change in policy, I have been advised that I am being provided with the opportunity to repay the monies expended by the United States in support of my educational assistance in the amount of \$ \_\_\_\_\_ in lieu of the Army exercising its right to order me to active duty. Therefore, I do hereby elect the following method of repayment or I decline the opportunity to make monetary repayment (place a X on the line by the appropriate paragraph below and initial the entry):

\_\_\_ I agree to pay in full the total amount owed as specified above and have attached a certified check or money order in that amount made payable to the Treasurer of the United States.

\_\_\_ I promise to make repayment of the total amount owed as specified above in monthly installments (not less than \$50 per month nor to exceed three (3) years) of \$ \_\_\_\_\_ plus interest on the amount owed as specified in my scholarship contract, i.e., "I agree that if the money I owe to the United States is not paid in a lump sum on the date that I am notified it is due, it shall bear interest at the rate equal to the highest rate being paid by the United States on securities having maturities of ninety days or less and shall accrue from the day that I am first notified of the amount I owe to the United States." I understand that I will be provided with a repayment schedule by the Director, Defense Finance and Accounting Services-Indianapolis Center to follow in the liquidation of my debt.

\_\_\_ I decline the opportunity to make monetary repayment.

\_\_\_\_\_  
(Signature)                      (Date)

**Figure L-6. Sample draft addendum for scholarship cadet in voluntary breach**

**APPENDIX M**  
**FORMAL LINKAGE**

M-1. Under federal Law, the Senior ROTC Program may be offered only at accredited civilian educational institutions which grant baccalaureate degrees, and at the military junior colleges although they do not confer baccalaureate degrees (10 USC 2102(a)). Under this law, ROTC is almost always not available to the student in the community/city/junior college or the associate degree institution.

M-2. Some states, however, have a single statewide university system. In these states a baccalaureate degree granting institution may encompass many diverse locations, campus sited, and schools of education. These schools are formed into a single legally recognized institution. "Close alignment" and "formal linkage" are not enough by themselves. It is essential that this grouping be recognized as one, single, unified legal entity.

M-3. Headquarters, U.S. Army Cadet Command will determine whether a specific statewide or regional system of universities meet the requirements of a single, unified legal entity. Request for a determination of status will be forwarded from the requesting Battalion Commander/Professor of Military Science through the region headquarters to Headquarters, U.S. Army Cadet Command, ATTN: ATCC-PC. Each request will contain the following information:

- a. A complete extract of applicable law or articles of incorporation of the college or university at issue.
- b. An opinion from the servicing active duty Staff Judge Advocate citing applicable local law that the school is a single, legal entity.
- c. Discussion of additional information which would tend to confirm the existence of a single, unified legal corporate body. Specific points for consideration are:
  - (1) Credit hours earned at one school will be transferred in entirety to the subsequent school without loss.
  - (2) Successful completion of requirements at one school will result in automatic admission to the subsequent school.
  - (3) There must be a common academic administration between the schools.
  - (4) The official unification of institutional publications, bulletins, course content, will be of the same structure and policies concerning all the schools.
  - (5) Any additional indicators of academic commonality.
- d. **Figure M-1 (Formal Linkage-Approved List) is a listing of the currently approved schools that are formally linked and recognized as one, single, unified legal entity. The schools that have been disapproved for formal linkage are at figure M-2 (Formal Linkage - Disapproved List).**

FORMAL LINKAGE  
 (SINGLE, UNIFIED LEGAL ENTITY ESTABLISHED)  
 (APPROVED LIST)

DATE	SCHOOL
26 Jan 81	Univ of Pittsburgh at Greensburg and Univ of Pittsburgh,, Pittsburgh
25 Mar 81	<p>City Univ of New York (Cuny) System includes:  <u>4-year &amp; graduate level colleges</u>            Bernard M. Baruch College,            Brooklyn College,            The City College,            Graduate School and University Ctr            Herbert H. Lehman College            Hunter College            John Jay College of Criminal Justice            Queens College            College of Staten Island            (Formerly Richmond College)            York College            Mount Sinai Medical College</p> <p><u>2-year colleges</u>            Medgar Evers College            Eugenio Maria de Hostos Community College            Fiorello H. LaGuardia Community College            Borough of Manhattan Community College            Bronx Community College            Kingsborough Community College            Queensborough Community College            Staten Island Community College            City Technical College-Manhattan            City Technical College-Brooklyn</p>
2 Apr 81	<p>The Univ System of Georgia includes:  <u>4-year universities</u>            Georgia Institute of Technology            Georgia State University            Medical College of Georgia            University of Georgia</p> <p><u>Senior Institutions</u>            Albany State College            Armstrong State College            Augusta College            Columbus College            Fort Valley State College            Georgia College            Georgia Southern College            Georgia Southwestern College            Kennesaw College            North Georgia College</p>

Figure M-1. Formal Linkage - Approved List

FORMAL LINKAGE  
(SINGLE, UNIFIED ENTITY ESTABLISHED)  
(APPROVED LIST)

Senior Institutions (continued)

Savannah State College  
Southern Technical Institute  
Valdosta State College  
West Georgia College

2-year colleges

Abraham Baldwin Agricultural College  
Albany Junior College  
Atlanta Junior College  
Bainbridge Junior College  
Brunswick Junior College  
Clayton Junior College  
Dalton Junior College  
Emanuel County Junior College  
Floyd Junior College  
Gainesville Junior College  
Gordon Junior College  
Jacon Junior College  
South Georgia College  
Waycross Junior College

Dec 81

The Penn State Univ System includes:  
University Park-Main Campus  
PA State U-Altoona Campus  
PA State U-Behrend College  
PA State U-Hazleton Campus  
PA State U-McKeesport Campus  
PA State U-Mont Alto Campus  
PA State U-Ogontz Campus  
PA State U-Schuylkill/Berks Campus  
PA State U-Delaware Campus

4 May 82

Russell Sage College (NY) and Junior College of Albany

23 Mar 83

The Univ of Wisconsin and the Univ of Wisconsin Center System which includes all Wisconsin 2-yr institutions

2 Aug 83

The Univ of Kentucky and the Community College System which includes:

Community College System

Ashland Community College  
Elizabethtown Community College  
Hazard Community College

Figure M-1. Formal Linkage - Approved List - Continued

FORMAL LINKAGE  
(SINGLE, UNIFIED LEGAL ENTITY ESTABLISHED)  
(APPROVED LIST)

Community College System (continued)

Henderson Community College  
Hopkinsville Community College  
Jefferson Community College  
Madisonville Community College  
Maysville Community College  
Paducah Community College  
Pretonsburg Community College  
Somerset Community College  
Southeast Community College  
Lexington Technical Institute

14 Nov 83

The Univ of Hawaii System includes:  
Univ of Hawaii at Manoa and Hilo,  
The West Oahu College, and all Hawaii community colleges

11 Apr 84

Corpus Christi State Univ and Del Mar College

29 Mar 85

Memphis State Univ and Shelly State Community College

**Figure M-1. Formal Linkage - Approved List**

FORMAL LINKAGE  
(SCHOOL NOT FORMALLY LINKED)  
(DISAPPROVED LIST)

DATE	SCHOOL
12 Jan 81	Kutztown State College (Penn) and Northhampton County Area Community College
19 May 81	State Univ of New York (SUNY) (Community colleges are not a part of the State Univ of New York)
21 Jul 81	Univ of South Florida and St. Peterburg Junior College
12 Aug 81	George Mason Univ and Northern Virginia Community College
15 Oct 81	Univ of West Florida and Pensacola Junior College
5 Jan 82	Illinois Four-Year Colleges/Universities and Illinois Junior (2-yr) Colleges
29 Jan 82	West Virginia State College and Community College Component
29 Jul 82	Univ System of Georgia and DeKalb Community College (Not part of the system)
3 Aug 82	Wright State Univ (Ohio) and Sinclair Community College
21 May 85	Univ of Dayton and Sinclair Community College
5 Sep 85	Central State Univ (Oklahoma) and Oscar Rose Junior College
9 Sep 85	Northern Illinois Univ and (2) College of Dupage nor between Wheaton College and College of Dupage
9 Sep 85	Univ of Dubuque and Finley School of Nursing
18 Dec 85	Winona State Univ and Rochester Community College
8 Oct 86	Univ of Central Florida and Brevard Community College
25 Mar 87	Delta College and Northwood Institute (Mich)
Jan 89	College of St Benedict and St John's University
13 Sep 89	(2) State Univ of New York at Albany and Nassau Community College nor State Univ of New York at Stony Brook and Suffolk County Community College

Figure M-2. Formal Linkage - Disapproved List

**Appendix N**  
**Camp Related Cadet Actions**  
**Part I**

**Medical Waiver Review Board**

**N-1. General.**

The Medical Waiver Review Board (MWRB) operates under the authority of the Commanding General, U.S. Army Cadet Command in conjunction with precommissioning medical examinations conducted at Advanced Camp and with Advanced Course medical examinations conducted at Basic Camp. The provisions of this appendix applies to all Advanced Course cadets attending Advanced Camp and Basic Camp attendees who are required to undergo a medical examination and review.

**N-2. Authority for medical disqualification and granting waivers.**

Candidates for entry into the ROTC program, cadets attending camps, and those cadets to be commissioned are subject to the physical standards stated in AR 40-501 and other pertinent regulations. Medical waivers may be granted to those failing to meet those standards by the Commanding General, U.S. Army Cadet Command. This authority is not delegated. The MWRB functions under the direct authority and control of the Commanding General, U.S. Army Cadet Command IAW AR 145-1, paragraph 3-24b. A waiver will be considered when the medical condition or physical defect--

- a. Is static in nature or, for prior service applicants, no longer exists.
- b. Will not preclude satisfactory completion of ROTC training (including camp training).
- c. Will not require any geographical or duty assignment limitation.
- d. Will not be complicated or aggravated by ROTC training or by military training and duty after appointment.

**N-3. Medical fitness standards.**

Standards applicable at the time of enrollment in the Advanced Course will apply to any later medical examination, including examination for appointment

providing there is no change in the cadet's medical condition. Therefore, the battalion commander/PMS must ensure that the complete medical file is available at camp; i.e., entry physical and supporting medical documents used in the qualification process for all cadets in camp attendance. Supporting medical documentation includes such items as X-rays, operative reports, pathology reports, consultation reports, followup treatment reports, etc.

**N-4. Categories for medical determination.**

The medical examination facility will determine the cadet's medical status and designate the cadet as either qualified (Q) or disqualified (DQ) for appointment in accordance with AR 40-501, chapter 2. If disqualified, but a potentially correctable condition exists or the condition requires further follow-up evaluation after camp departure before a final determination can be made, the reviewing physician will determine whether the condition precludes full participation in camp activities. The MWRB will classify the disqualified (DQ) cadets into the following categories:

- a. Permanent disqualification--
  - (1) Nonwaivable-release cadet from camp (PsW).
  - (2) Waivable-cadet is medically acceptable with waiver for retention and subsequent commissioning (PcW).
- b. Potentially correctable disqualification or the condition requires further follow-up after camp departure before final determination can be made.
  - (1) Condition is such that the camp training would aggravate or complicate the medical condition; therefore, cadet will be released from camp to have the disqualifying condition resolved by submission of a current medical evaluation/consultation which clearly shows the disqualifying condition no longer exists, or it still required a permanent waiver (DsC).
  - (2) Medical condition is minor in nature and would not be aggravated or cause complication by training; therefore cadet may be allowed to remain at camp. The disqualifying condition must be resolved by submission of a current medical evaluation/consultation which clearly shows the disqualifying condition no longer exists, or still requires a permanent waiver (DcC).

**N-5. Objectives of the MWRB.**

Classifying of medically disqualified cadets into specific categories to--

- a. Prohibit further risk to the cadet and the Army for those who cannot remain in ROTC or be commissioned under any circumstances (PsW).
- b. Provide for granting of waivers to those cadets who are medically acceptable for retention and subsequent commissioning (PcW).
- c. Prevent further injury to those who, regardless of subsequent outcome, would be harmed by continuing at camp by releasing the cadet from further training until the disqualifying condition is resolved (DsC).
- d. Allow cadets to remain in camp who require remedial medical care before they can qualify for a commission but are physically able to complete camp (DcC).

**N-6. Establishment of the MWRB.**

The MWRB will be established at each camp and function IAW this appendix. The board will operate in accordance with the policies set forth in figure N-1. The Cadet Command Surgeon or the TRADOC Surgeon (or his designated representative) will be present for every MWRB.

**N-7. Composition of the MWRB.**

The MWRB will consist of the following members:

- a. Camp commander/deputy commander or brigade commander (colonel or above) as President of the Board (voting member).
- b. Cadet Command Surgeon or TRADOC Surgeon (or designated representative) (voting member).
- c. Representative of the camp commander as recorder (nonvoting member).
- d. Representative of the cadet (PMS or designee from detachment or region with knowledge of the total cadet) (nonvoting member).
- e. Consultant to the Cadet Command Surgeon/TRADOC Surgeon when requested by the Surgeon (nonvoting member).

**N-8. Supporting Operations for MWRB.**

a. MWRB will be collocated with the Medical Examination Facility. The MWRB will require minimal administrative support in order to complete the required documentation associated with waivers.

b. The administrative staff of the board will remain operational during as much of the examining day as possible. Medical examinations which reveal a disqualifying condition should be completed and sent through the administrative staff of the board to the G1/Cadet Personnel Officer as quickly as possible to avoid delays in training and processing of cadets.

c. The MWRB staff will prepare a roster by cycle of all disqualified cadets and enter the pertinent data as required on ROTC Cadet Comd Form 148-R (Cadet Command Medical Waiver Review Board Results). Such rosters will be provided to the board for their use in recording the results of each board. THE ORIGINAL COPY OF THE ROSTERS WILL BE FORWARDED TO HQ U.S. ARMY CADET COMMAND, ATTN: ATCC-PC IMMEDIATELY AFTER THE COMPLETION OF EACH BOARD SESSION. Attached to the rosters will be a copy of each cadet's complete past medical file (see paragraph N-3 above) as well as the cadet's camp physical examination with its supporting medical documentation, e.g. consultations (RCS exempt IAW AR 335-15, para 5-2b (8)).

d. Battalion commanders/PMS should brief cadets attending camp on the general examination procedures and pre-camp preparation for the medical examination as outlined in figure N-1.

**N-9. General procedures.**

a. Upon arrival at the camps all cadets will be given a physical examination (PE) and a medical evaluation. As a part of their PE, cadets will be subject to the following:

(1) Immunization (all cadets). Tetanus-diphtheria and meningococcal vaccine given during the initial inprocessing. Subsequently, after testing negative for HIV antibody or it is determined the HIV testing is not required for the individual, the remaining two live virus immunizations of measles and rubella will be administered.

(2) HIV testing (all cadets). Testing procedures are in figure N-2.

(a) Basic camp (Camp Challenge, Fort Knox) - cadets who have not been tested within the last 6 months by a DODMERB or DA approved testing facility are to be tested for the presence of HIV antibodies.

(b) All other camps (Advanced Training) - cadets at these sites are to be tested for the presence of HIV antibodies regardless of when last tested since this is a commissioning physical. NOTE: All entrants to OBC will receive an HIV antibody test within the first 29 days an active duty if six months or more have elapsed since the last test.

(3) Mandatory Drug and Alcohol Testing and Dependency Evaluation (Advanced Camp cadets only).

(a) The National Defense Authorization Act, Fiscal Year 1989 revised the mandatory testing program to require testing for drug and alcohol abuse and evaluation for dependency of ROTC cadets during their precommissioning physical examination which takes place at Advanced Camp.

(b) Specific procedures for urine and blood alcohol or breath alcohol testing during examinations performed by MTF are contained in HSC Pam 600-2. Policy requirements are located at figure N-3.

(4) Female examination. A pelvic examination will be performed on all female cadets at Advanced Camps in accordance with AR 40-501, paragraph 10-19b and table 8-1, item 43.

b. All cadets found to be disqualified by the reviewing authority (USA MEDDAC) will be referred to the MWRB for further evaluation. Examining/reviewing authorities may not waive nor recommend waiver. Examining/reviewing authorities must limit themselves to a sound, objective assessment of the physical structure and function of the involved system, avoiding discussion of waiver potential with the cadet or battalion commander/PMS of the cadet.

c. The MWRB will evaluate all aspects of the cadet's status and the Board President will convey the final decision to the cadet. Some cadets will require additional physical or laboratory examinations at camp before the MWRB decision can be made. In some cases, qualification for commissioning may remain pending until further assessment after the MWRB adjourns; such cases will be referred to HQ Cadet Command for final evaluation by the Cadet Command Surgeon.

## **Part II Flight Physicals**

### **N-10. Flight physicals.**

Cadets requiring a flight physical should be administered the class 1A flight physical examination as soon as possible after arrival at Advanced Camp.

a. Flight physical examinations should be reviewed in detail by the resident flight surgeon upon completion. Any additional consultation or screening required by the flight surgeon's review should be expeditiously accomplished.

1. The following operating policies and guidelines will be used by the MWRB in the processing of all cases when determining medical fitness.

a. **Weight Standards (General):** Effective 1 August 1985, ROTC applicants are required to meet the qualifying weight standards of AR 40-501 for entrance into the ROTC program. They are required to meet the qualifying weight standards of AR 40-501 for entrance into the ROTC program. They also must meet the weight retention standard of AR 600-9 to be commissioned. Cadets signing the 1989 edition (or any subsequent edition) of the ROTC scholarship or nonscholarship contract must meet the same standard in AR 600-9 as active duty soldiers no later than the end of the last school term of the MS III year.

b. **Camp Challenge Weight Standards:**

(1) An applicant who exceeds the allowable body fat (see AR 40-501, Chap 2, tables 2-1 and 2-2) will not be sent to camp.

(2) The body fat provisions of AR 600-9 do not apply to applicants as an ROTC entrance standard, except for prior service members.

c. **Advanced Camps Weight Standards:**

(1) Weight standards of AR 600-9 apply (for exception see paragraph 1a(2), above). Per paragraphs 2-11c(3) and 5-1c(9) above and the terms of the ROTC scholarship and nonscholarship contracts, cadets must meet the same standards for the Army Weight Control Program as specified in AR 600-9 for active duty soldiers no later than the end of the last school term of the MS III year. By issuing orders for a cadet to attend Advanced Camp, a battalion commander/PMS certifies that the cadet meets AR 600-9 standards. All Advanced Camp cadets will be evaluated against the screening weight of AR 600-9 as a part of the commissioning physical upon reporting to Advanced Camp. Those cadets exceeding the screening weight will be taped to determine body fat percentage to determine qualification. If a cadet exceeds the screening weight and body fat percentage, the cadet will be determined an Advanced Camp failure and will be dismissed from camp with no return authorized. The battalion commander/PMS will immediately place such a cadet on LOA pending disenrollment and will initiate disenrollment action by appointing an investigating officer to substantiate the cadet's breach of contract based on the results of the camp weigh-in. The cadet will not be referred to the MWRB because of overweight.

(2) The battalion commander/PMS must certify, in writing for all cadets, that at the time of commissioning the cadet met the weight standards of AR 600-9. Such certification will be a permanent record in the cadet's official medical file for accession.

d. **Medial Disqualification:**

(1) A medical disqualification which is permanent in nature for which a waiver is not granted, will result in the immediate removal of the cadet from the camp and referral to the battalion commander/PMS for initiation of appropriate action to cause disenrollment from the ROTC program. Scholarship cadets require processing of termination requests in accordance with the provisions of chapter 7 of this pamphlet through Region Headquarters to Headquarters Cadet Command, ATTN: ATCC-PC.

Figure N-1. Medical Waiver Review Board (MWRB)-policy and procedures

(2) A medical disqualification which is permanent in nature for which a waiver is granted, will result in the cadet being retained at the camp, the completion of MS IV (if appropriate), and will be valid for the cadet's subsequent appointment as an officer without assignment restrictions unless specifically stipulated by the MWRB and so annotated on the medical record (provided there is no degradation of the waived condition). The MWRB will consider the following in determining if a waiver should be granted:

The cadet is:

- (a) Free of any acute pathological condition, including acute communicable disease, until recovery has occurred without sequelae.
- (b) Free of any deformity, abnormality, defect or disease that impairs general functional ability to such an extent as to prevent satisfactory performance of military service.
- (c) Medically capable of satisfactory completion of required training.
- (d) Medically adaptable to the military environment without the necessity of geographical area limitation.
- (e) Medically capable of performing duties without significant aggravation of existing physical defects or medical conditions.
- (f) Free of any condition which would detract from military bearing, leadership or career potential.

(3) A medical disqualification which is potentially correctable in nature or the condition requires further follow-up evaluation after camp departure before a final determination can be made may result in one of the following courses of action:

(a) If, in the opinion of the MWRB, the disqualification will not be complicated or aggravated by full participation in camp training to cadet will be allowed to remain at camp. However, the cadet will be advised that he/she must take appropriate action to meet qualifying standards or, if the disqualification is unable to be corrected, submit a waiver request and forward the result through the battalion commander/PMS and Region Headquarters in accordance with chapter 6 of this pamphlet to reach Headquarters Cadet Command NLT 15 December following the MWRB decision. Further, the cadet must be advised that his/her failure to take action to meet the appropriate standard, submit a waiver, or waiver declination by the deadline places him/her in breach of contract and subject to appropriate action as a consequence. Participation in any military sponsored training after Advanced Camp (i.e., CTLT, Airborne, Air Assault or NMWT) is prohibited. This prohibition will allow for ample time for the cadet to eliminate the disqualifying defect(s) or attempt to meet the appropriate standard.

(b) If, in the opinion of the MWRB, the disqualification may be complicated or aggravated by full participation in camp training the cadet will not be allowed to remain at camp. The cadet will be advised that failure to take appropriate action to meet the qualifying standards, submit a waiver request, or waiver declination if unable to correct the disqualifying condition, will result in him/her being in breach of contract by the cadet and subject the cadet to appropriate action by the battalion commander/PMS. Participation in any other military sponsored training is prohibited until cleared by Cadet Command.

Figure N-1. Medical Waiver Review Board (MWRB) - policy and procedures - Continued

(c) If the cadet fails to take the necessary action to resolve the potentially correctable medical condition, the battalion commander/PMS will immediately initiate action to cause disenrollment of the cadet from the ROTC program based on a breach of contract. (The battalion commander/PMS should inform the cadet of this requirement immediately upon placement in either category (a) or (b) above). Scholarship termination and disenrollment requires Headquarters Cadet Command approval.

2. The medical conditions contained in the listing below in this figure, if they exist in a cadet or an applicant for the ROTC program, are nonwaivable. Therefore, a battalion commander/PMS who identifies one of these conditions in an applicant/cadet should immediately notify the person of that fact. However, when an applicant/cadet appears before the MWRB with one of these conditions, the board action will be to document the presence or absence of the specific condition.

3. At the conclusion of each cadet's medical examination the examining physician will list all disqualifying defects and diagnosis at item 74 of SF 88 or item 57 of DD Form 2351. The physician will then check at item 77 of SF 88 or item 56 of DD Form 2351 whether the cadet is or is not qualified IAW chapter 2, AR 40-501 and write in the reason(s) for the examination (i.e. Basic Camp/Advanced Camp/Scholarship/Commissioning). The examining physician will sign at item 79 of SF 88 or item 58 of DD Form 2351. The reviewing medical officer from the examining MTF will place his/her stamp showing qualification or disqualification under the appropriate paragraph in AR 40-501 at item 73 of SF 88 or on the reverse side of DD Form 2351 only (not on the front of SF 88) and sign across the stamped entry at item 73 on SF 88 or the reverse of DD Form 2351 with the current date. He/she will also initiate ROTC CADET COMD Form 205-R, MWRB Evaluation/Review Sheet. Enter name and SSN in Part I and complete Part II in its entirety except for item J and signature of Senior Reviewing Medical Officer.

4. The medical records of all medically disqualified cadets will be immediately given to the administrative staff of the MWRB for preparation of the disqualification roster (ROTC Cadet Comd Form 148-R), completion of item J by the Senior Reviewing Medical Officer, and ROTC CADET COMD Form 205-R which will be forwarded to the Camp G-1/Cadet Personnel Officer. The Camp G-1/Cadet Personnel Officer will then inform the Senior Institutional Representative (SIR) from the cadet's detachment of the cadet's medical status and provide additional data on the ROTC CADET COMD Form 205-R. All disqualified cadets will appear before the MWRB with their complete medical file, i.e., entry physical and all subsequent supporting medical documents used in the qualification process during the cadet's enrollment and retention. Refusal to appear will be considered a breach of contract. The SIR will immediately counsel the cadet who refuses to appear and advise the cadet of the possible consequences in accordance with the cadet's contractual obligation. The counseling will be recorded in writing.

a. If the medical disqualification is permanent in nature and a waiver is not authorized (see listing in this figure below), the Camp G-1/Cadet Personnel Officer will arrange for these cadets to have first priority to appear before the MWRB. The G-1/Cadet Personnel Officer will affix ROTC CADET COMD Form 205-R to each medical record and indicate the nonwaivable status. If the board confirms the presence of a nonwaivable condition the Camp G-1/Cadet Personnel Officer will initiate action to release the cadet from camp and provide the SIR with a copy of the release from camp for use by the battalion commander/PMS in further processing of the cadet in accordance with this pamphlet.

b. If the medical disqualification is permanent in nature but a waiver of the disqualification may be considered the following action will be taken:

(1) The cadet, through the Camp G-1 and the SIR, will be notified of the disqualification and that the cadet is to appear before the MWRB for evaluation.

Figure N-1. Medical Waiver Review Board (MWRB) - policy and procedures - Continued

(2) When a cadet is scheduled to appear before the MWRB, he/she will be accompanied by his SIR or other appropriate military representative who will hand carry the cadet's complete ROTC medical records with ROTC CADET COMD Form 205-R attached and his/her personnel files to the MWRB. After an initial review of the medical and personnel files by the board, the cadet and the cadet's representative will appear before the board (either separately or jointly at the direction of the board president). NOTE: Failure to provide the MWRB with a cadet's complete ROTC medical file will most likely require the deferment of a medical decision regarding the cadet's fitness to remain at camp--therefore, battalion commanders/PMS are to ensure that the cadet's complete file has been provided to the camp.

(a) Following deliberation by the board, the president will recall the cadet and his representative to announce the board decision and record the decision on the disqualification roster and ROTC CADET COMD Form 205-R. The Cadet Command or TRADOC Surgeon (or representative) will have placed during the board deliberation a stamp showing the categories of waiver disposition in the notes block on the front of the SF 88 or DD Form 2351 with a check denoting his recommendation, signed and dated. (See below for a sample of stamp data.) He also annotates the disqualification roster. He records on the SF 88 or DD Form 2351 the final MWRB decision as announced to the cadet and initials the entry. NOTE: If a waiver is granted, it is without assignment restrictions unless specifically stipulated by the MWRB and so annotated on the medical record.

(b) The President of the MWRB will then issue to the cadet through the SIR and Camp G-1 a memorandum indicating the board's decision to:

- (1) Not grant a waiver and release the cadet from camp. (See example of the format to be used).
- (2) Approve a waiver. (See below for example of format to be used).
- (3) Defer final decision and direct the cadet's release from camp with follow-up action required by the cadet. (See example below of the format to be used).
- (4) Defer final waiver decision but approve retention and participation at camp with follow-up action required by the cadet (See example below for the format to be used).
- (5) Each camp should ensure that the battalion commander/PMS is provided with a copy of the results of the MWRB actions pertaining to that school as expeditiously as possible for follow-up action to include initiation of actions IAW this pamphlet (with complete documentation through Region Headquarters to Headquarters Cadet Command, ATTN: ATCC-PC, to terminate scholarship benefits, when appropriate).

Figure N-1. Medical Waiver Review Board (MWRB) - policy and procedures-Continued

NON-WAIVABLE CONDITIONS

1. Body composition not meeting standards.
2. Presence of any major contagious disease (includes HIV).
3. Present or recent drug/alcohol abuse
4. Radial Keratotomy
5. Monocular vision
6. Refractive error more than 8.75 diopters
7. Asthma/reactive airway disease at any age
8. Recurrent spontaneous ipsilateral pneumothorax not surgically corrected
9. Hypertension more than 150 / 90
10. Any cardiac/valvular problems with flow abnormalities
11. Any cardiac arrhythmia or conduction defect tending toward arrhythmia (except first degree heart block)
12. Absence of limb
13. Any recurrent major joint injury (or any requiring surgery more than once)
14. Chronic low back pain, leg pain, foot pain
15. Spondylolysis / spondylolisthesis
16. Chronic pelvic pain, untreated
17. TMJ Syndrome
18. Suicide attempt
19. Psychological problems requiring drug treatment within past 5 years (or non-drug treatment within past 2 years)
20. Anorexia / Bulimia
21. Seizures within the past two years
22. Cancer or potentially malignant tumor treated within the last two years
23. Ulcer treated within the past two years
24. Crohn's Disease - any history
25. Renolithiasis, recurrent or bilateral
26. Absence of kidney
27. Meniere's Disease - any history
28. Deafness more than 45 db in speech frequency
29. Eczema with either acute or chronic lesions present
30. Psoriasis at any age
31. Diabetes
32. Rheumatoid arthritis

Figure N-1. Medical Waiver Review Board (MWRB) - policy and procedures-Continued

Cadet Command Letterhead

ATCC-S

MEMORANDUM THRU

Commander, Fort \_\_\_\_\_ ROTC Camp \_\_\_\_\_ ATTN: 199X Camp G-1, Fort \_\_\_\_\_

Senior Institutional Representative, \_\_\_\_\_ University/College at Camp \_\_\_\_\_

Fort \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

FOR Cadet Harry L. Dukes, 555-55-5555, \_\_\_\_\_ University/College

SUBJECT: Dukes, Harry L., 555-55-5555, Permanent Medical Disqualification

1. In accordance with the medical fitness standards of AR 40-501, Chapter 2/3 because of your medically disqualifying condition of \_\_\_\_\_, you are released from the Fort \_\_\_\_\_ ROTC Advanced Camp.

2. Your medical disqualification has been determined to be permanently disqualifying and your retention is inappropriate. Therefore, you are immediately released from camp. Your Battalion Commander/PMS is required to take appropriate action to (disenroll you from)/(terminate your participation in) the ROTC program. If you are a scholarship student the Battalion Commander/PMS must immediately initiate action in accordance with Cadet Command Pamphlet 145-4 to terminate your scholarship benefits and disenroll you from the ROTC program.

FOR THE COMMANDER:

GARLAND X. PENNYPACKER  
Colonel, U.S. Army  
Camp \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION:

\_\_\_\_\_ Region HQ  
Bn Cdr/PMS \_\_\_\_\_  
USACC(ATCC-PC)

Figure N-1a. Sample Memorandum/Permanent Medical Disqualification - Advanced Camp

Cadet Command Letterhead

ATCC-S

MEMORANDUM THRU

Commander, Fort \_\_\_\_\_ ROTC Camp \_\_\_\_\_ ATTN: 199X Camp G-1, Fort \_\_\_\_\_

Senior Institutional Representative, \_\_\_\_\_ University/College at Camp \_\_\_\_\_

Fort \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

FOR Cadet Harry L. Dukes, 555-55-5555, \_\_\_\_\_ University/College

SUBJECT: Dukes, Harry L., 555-55-5555, Permanent Medical Disqualification

1. In accordance with the medical fitness standards of AR 40-501, Chapter 2/3, and your medically disqualifying condition of \_\_\_\_\_, you are cleared for retention in the ROTC program and subsequent commissioning/(enrollment in the Advanced ROTC program)/(and with/without scholarship eligibility). Unless otherwise specifically stated on the medical record, your retention is without assignment restrictions.
2. No subsequent review of this medical decision is required unless there is a further degradation of your current medical condition as recorded this date and for the disqualifying condition listed above.

FOR THE COMMANDER:

GARLAND X. PENNY PACKER  
COL, AR  
Camp \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION:

\_\_\_\_\_ Region HQ  
Bn Cdr/PMS \_\_\_\_\_  
USACC(ATCC-PC)

Figure N-1a. Sample Memorandum/Advanced Camp/Retention

## Cadet Command Letterhead

ATCC-S

MEMORANDUM THRU

Commander, Fort \_\_\_\_\_ ROTC Camp \_\_\_\_\_ ATTN: 199X Camp G-1, Fort \_\_\_\_\_

Senior Institutional Representative, \_\_\_\_\_ University/College at Camp \_\_\_\_\_

Fort \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

FOR Cadet Harry L. Dukes, 555-55-5555, \_\_\_\_\_ University/College

SUBJECT: Dukes, Harry L., 555-55-5555, Permanent Medical Disqualification

1. In accordance with the medical fitness standards of AR 40-501, Chapter 2/3, and your medically disqualifying condition of \_\_\_\_\_, final decision is deferred in your case to permit you additional time to attempt to meet the prescribed physical standards. Your medical conditional is identified as potentially correctable or requires further follow-up evaluation before a decision can be made.
2. However, your disqualifying condition may be complicated or aggravated by full participation in camp training. Therefore, you are being released from camp to have the disqualifying condition resolved.
3. Since your medical condition is disqualifying but potentially correctable or requires further follow-up evaluation before a final determination can be made, your continuation in the program is contingent on the following:
  - a. You are prohibited from attending any other military sponsored training during this summer, i.e. CTLT, Airborne, Air Assault, or NWT.
  - b. You are expected to use the period between release from camp and the beginning of the Fall term to attempt to meet the qualifying physical standard.
  - c. You must submit to the Cadet Command Surgeon direct or through your PMS, as soon as possible, an acceptable medical evaluation/consultation which clearly shows that the disqualifying condition no longer exists, or that it still requires a permanent waiver. If you are a scholarship cadet, your future benefits are at risk if you fail to provide the required medical documentation before Fall term begins.

Figure N-1a. Sample Memorandum/NO Advanced Camp/Decision Deferred

4. If the documentation listed in paragraph 4c above is not received by the Command Surgeon or your PMS as required, you will be prohibited from continuing in the ROTC program. (Your failure to submit the required documentation will require the PMS to initiate immediate action to disenroll you from the ROTC program in accordance with the terms of your contract. Further, if you are a scholarship cadet, the PMS must also request action, through Region Headquarters, to Headquarters, U.S. Army Cadet Command to terminate your scholarship status subject to the contractual provisions of your ROTC contract. These requirements will be strictly enforced following completion of this year's camp.

FOR THE COMMANDER:

GARLAND X. PENNYPACKER  
COL, AR  
Camp \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION:  
\_\_\_\_ Region HQ  
Bn Cdr/PMS \_\_\_\_\_  
USACC(ATCC-PC)

Figure N-1a. Sample Memorandum/NO Advanced Camp/Decision Deferred - Continued

## Cadet Command Letterhead

ATCC-S

MEMORANDUM THRU

Commander, Fort \_\_\_\_\_ ROTC Camp \_\_\_\_\_ ATTN: 199X Camp G-1, Fort \_\_\_\_\_

Senior Institutional Representative, \_\_\_\_\_ University/College at Camp \_\_\_\_\_ Fort \_\_\_\_\_

FOR Cadet Harry L Dukes, 555-55-5555, \_\_\_\_\_ University/College

SUBJECT: Dukes, Harry L., 555-55-5555, Permanent Medical Disqualification

1. In accordance with the medical fitness standards of AR 40-501, Chapter 2/3, and your medically disqualifying condition of \_\_\_\_\_, you are cleared for participation in camp training. Your medical condition is identified as potentially correctable or requires further follow-up evaluation before final determination can be made. Final decision is deferred in your case to permit you additional time to attempt to meet the prescribed physical standards.
2. The camp medical personnel have determined that your disqualifying condition will not be complicated or aggravated by full participation in camp training. Therefore, you will remain at camp for the training.
3. Since your medical condition is disqualifying but potentially correctable or requires further follow-up before a final determination can be made, your continuation in the ROTC program after camp and beyond the first semester/quarter of the coming fall term is subject to the following conditions:
  - a. You are prohibited from attending any other military sponsored training during the summer, i.e. CTLT, Airborne, Air Assault or NWT.
  - b. You are expected to use the period between the end of camp training and the beginning of Fall term to attempt to meet the qualifying physical standards.
  - c. You must submit to the Cadet Command Surgeon or your PMS as soon as possible an acceptable medical evaluation/consultation which clearly shows the disqualifying condition no longer exists, or it still requires a permanent waiver.

Figure N-1a. Sample Memorandum/Advanced Camp/Decision Deferred

5. If the documentation listed in paragraph 4c, above is not received by the Command Surgeon/PMS as required, you will be prohibited from continuing in the ROTC program.\* Your failure to submit the required documentation will require the PMS to initiate immediate action to disenroll you from the ROTC program in accordance with the terms of your contract. Further, if you are a scholarship cadet, the PMS must also request HQ Cadet Command to terminate your scholarship status subject to the contractual provisions of your ROTC contract. These requirements will be strictly enforced following camp completion.

FOR THE COMMANDER:

GARLAND X. PENNYPACKER  
COL, AR  
Camp \_\_\_\_\_  
\_\_\_\_\_

DISTRIBUTION:  
\_\_\_\_ Region HQ  
Bn Cdr/PMS \_\_\_\_\_  
USACC(ATCC-PC)

Figure N-1a. Sample Memorandum/Advanced Camp/Decision Deferred - Continued

1. Policy

a. The Human Immunodeficiency Virus (HIV) (formerly referred to as Human T-Lymphotropic Virus Type III (HTLV-III) Accession Testing Program as required by AR 600-110 is applicable to ROTC cadets.

b. All cadets at Basic Camp who have not been HIV anti-body tested within the last 6 months through DODMERB or military medical facility will be screened for serological evidence of HIV antibody.

c. All Advanced Camp cadets will be HIV antibody tested regardless of date of last test since this is a commissioning physical. Such a physical is valid for 2 years from the date of the physical unless there is a change in the cadet's medical status prior to commissioning. NOTE: All entrants to OBC will receive an HIV antibody test within the first 29 days on active duty if 6 months or more has elapsed since the last test.

d. In accordance with the referenced regulation, if a cadet's initial screening is positive by the Food and Drug Administration approved Elisa test and a second Elisa also tests positive, the blood sample will be further tested by the immunoelectrophoresis test -- Western Blot method. Cadets who test positive by an initial Western Blot will be retested using a new blood specimen. Those cadet who receive a confirmatory positive test from the new specimen will be processed as medically disqualified for continuance in the ROTC program in accordance with the procedure outlined herein. The cadet will be escorted by an individual appointed by the Camp Commander during outprocessing from camp to include transportation to his home-of-record.

e. The MEDDAC will provide a medical briefing to all cadets required to undergo HIV antibody screening, before the blood sample is drawn. Blood should be drawn in the first day or as soon as feasible thereafter. Cadets will be given tetanus-diphtheria and meningococcus immunization during initial processing. However, under no circumstances will the other required vaccines, i.e., measles and rubella, be given until negative HIV screening is confirmed for the cadet. The briefing should normally be given after the SF 93 has been filled out and signed. The briefing should be

concluded with an acknowledgement by the cadet for inclusion in the cadet's medical file. The briefer will provide each cadet with a copy of the HIV Screening Acknowledgement Statement and ask the cadets to follow silently while the statement is read to them (see this figure below for sample). After reading the statement, the cadets are to print their name, enter their SSN and date the form. (The briefer should avoid becoming involved in detailed discussions of the significance of a positive test, its relationship to AIDS, AIDS in general, and any other detailed information beyond the scope or purpose of the acknowledgement form.)

f. Refer to the fact sheet at figure N below and following, concerning AIDS that may be used to answer questions by those who desire additional information.

2. Procedure.

a. The MEDDAC will follow the internal command policies and procedures of Health Services Command (HSC) as concerns the drawing of blood samples, and the administrative processing associated with the control and shipment of the samples and the recording of results on appropriate records.

b. When an initial Western Blot positive test result is received by the MEDDAC, that agency will notify the Camp Commander that "Cadet \_\_\_\_\_ needs to be escorted to the MEDDAC for further evaluation and discussion of a medical problem by Dr. \_\_\_\_\_ at \_\_\_\_\_ hours tomorrow afternoon, Bldg., Room\_\_\_\_\_."

c. Medical and Command personnel will take necessary steps to ensure that this information is not disclosed except as required for medical and administrative purposes on a "need to know" basis.

d. The Camp Commander will appoint a mature escort from the cadet's detachment to escort the cadet to the MEDDAC for notification and counseling. Under no circumstances will the escort suggest to the cadet what the problem might be. Strict confidentiality of the cadet's medical problem will be observed by the escort at all times.

Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing

**Cadet Cmd Pam 145-4**

e. The escort will accompany the cadet to the prescribed place at the appointed time and will await the completion of the counseling session. The escort will not attend such counseling.

f. The purpose of the physician-cadet interview is to notify the cadet of his/her initial positive tests for HIV infection. The individual will be advised that:

(1) He or she has an HIV initial positive Western Blot.

(2) The meaning of the test is unknown at the present time, but it may mean that he or she is infected by HIV.

(3) He or she will be retested using a new blood specimen for further evaluation and will be informed of those results expeditiously.

(4) He or she should make no assumption about present or future health based on the information just given to him/her.

g. After the physician has informed the cadet verbally of the positive test for HIV infection and has obtained the new blood specimen he will return the cadet to the escort and inform the escort that "Cadet \_\_\_\_\_ is to continue his/her ROTC training".

h. If the results of the second test are negative, the cadet will again be requested to return to the MEDDAC for further testing under escort. The cadet will be advised by the physician of the negative results and that a third test will be performed on a fresh blood specimen. The cadet will be advised that if the results are negative no further testing will be necessary.

i. Upon the receipt of a confirmatory HIV positive based on a second or third test by the MEDDAC for a cadet, the MEDDAC will notify the Camp Commander of that fact and request the cadet be escorted to the MEDDAC for further discussion of a medical problem by Dr. \_\_\_\_\_ at \_\_\_\_\_ hours tomorrow afternoon, Bldg \_\_\_\_\_, Room \_\_\_\_\_. (NOTE: The cadet should be seen by MEDDAC personnel early enough in the day to allow the cadet to clear camp while the other cadets are in training.)

j. The Camp Commander will again appoint a mature escort from the cadet's detachment to escort the cadet to the MEDDAC for notification and counselling. Strict confidentiality of the cadet's medical disqualification will be observed by the escort at all times.

k. The escort will accompany the cadet to the prescribed place at the appointed time and will await the completion of the counseling session. The escort will not attend the counseling session.

l. The designated physician will counsel the cadet and cover at a minimum the following items:

(1) The items contained in DA Form 5669-R, Preventative Medicine Counseling Record. The counseling will be recorded in the medical record of the HIV positive cadet, with the individual's acknowledgement signature. The MEDDAC will immediately forward the Commander's copy of the completed DA Form 5669-R to : HQ, U.S. Army Cadet Command, ATTN: Chief, ATCC-PC, Ft Monroe, VA 23651-5237 in a sealed envelope marked "To be opened by the addressee only".

(2) The positive antibody test with Western Blot confirmation means that he/she has been exposed to HIV. Current medical knowledge indicated that once a person has been infected, it is assumed that he/she continues to harbor the virus. Therefore, the cadet is medically disqualified for further continuance in the ROTC program.

(3) That her or she must undergo further evaluation by his or her own private physician before any specific advice or instructions can be given to him/her. Written confirmation of the positive test results is to be provided the cadet. (See sample memorandum below in this figure).

m. After the physician has completed the counselling he will return the cadet to the escort and inform the escort to make arrangements for the cadet's departure from camp.

n. The escort assists the cadet in gathering the cadet's personal belongings and reports to the Camp G-1 to arrange for transportation and escorting the cadet to his/her home of record.

**Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing - Continued**

o. Cadet command will direct the detachment, through Region Headquarters, to disenroll and discharge the cadet "because of his/her nonwaivable medical condition" and, if scholarship, direct the termination of benefits as of the current academic term. The benefits previously received are not subject to recoupment.

NOTE: Since cadets may return to the same college dorms and classrooms which they share with other ROTC cadets who went to camp with them, they require a greater degree of confidentiality than do other accessions to the Army (e.g. MEPCOM model). The above guidance provides probably the maximum confidentiality that the Army can offer.

ACKNOWLEDGEMENT OF SCREENING FOR SEROLOGIC EVIDENCE OF HIV ANTIBODY

I, \_\_\_\_\_, acknowledge that I have (print name) been informed both verbally and by the reading of this document that, as a part of my medical examination, I will have blood drawn from me which will be used to test for the presence of Human Immunodeficiency Virus (HIV) formerly referred to as Human T-Lymphotropic Virus Type III (HTLV-III).

The presence of HIV antibodies in the blood is an indicator of past exposure to HIV, the causative agent of Acquired Immune Deficiency Syndrome (AIDS). A positive testing for HIV antibody only indicates prior exposure to and infection with the HIV, not the presence of AIDS.

Any person whose blood test is found to be positive will have the blood test repeated and also rechecked by a separate and different laboratory test to confirm the

positive results and to ensure a high level of accuracy in the report given. A negative test report means that the laboratory test(s) used did not detect any HIV antibody in that specimen. It does not guarantee that HIV antibody will not be detected in the future.

Any person whose blood test is confirmed positive for HIV antibody using the Western Blot test is disqualified for further participation in the ROTC program, and entry into the U.S. Army. The results of the HIV testing will be recorded in my cadet medical records.

If the test is positive, I will be notified by a physician.

I have \_\_\_\_ or have not \_\_\_\_ had a gamma globulin shot within the last six (6) months.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(SSN)

Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing - Continued

FACTS ABOUT AIDS  
AND THE VIRUS THAT CAUSES IT!

**1. What is AIDS?**

AIDS (Acquired Immunodeficiency Syndrome) is a fatal disease caused by Human Immunodeficiency Virus (HIV). The virus attacks the body's defense system against infection. This leaves the body helpless to many infectious diseases. Defense systems which normally halt cancer growth are also damaged or destroyed.

**2. Why is a HIV positive test disqualifying for military service?**

When military forces deploy to a combat zone and begin taking casualties, the only blood available for transfusion of the wounded is from other soldiers. Secondly, the deployment of soldiers with damaged immune systems into areas of the world which have poor sanitation and inadequate medical care, places those soldiers at an unacceptable risk, especially since they cannot receive protective "live virus" vaccines before going. Finally, HIV positive soldiers are restricted from going to some countries by diplomatic request or laws made in those countries.

**3. How does a person become infected with HIV?**

The virus has been found in blood, semen saliva, tears, breast milk and possibly other body fluids of infected persons. But transmission of infection appears to occur only when the infected fluids make contact with the mucous membranes of body openings (e.g. the mouth, anus, vagina) or gets into the body tissues through broken skin, (as with a hypodermic needle or through an open wound). Thus infection can occur through sexual intercourse (anal, oral or vaginal), by sharing needles, by receiving infected blood as a transfusion, and by passage from an infected mother to her unborn or nursing baby.

... destruction of all positive blood. All blood is tested before use. ... occur from male to female, male to male, female to male. Passage ... not been documented, but if needles are shared, transmission is ... it is not clear, but should be assumed capable of transmission until ... mucous membranes of any body orifice may provide the "door" ... Any unnatural practice is more likely to damage the membranes of ... it is impossible to determine the extent to which any uncommon ... ge in sex with one lifetime partner, who is uninfected, does not use

... transmission by blood or blood products is extremely ... eliminate HIV positive persons from donating, and th ... Passage of the infection during sexual contact may oc ... from female to female during sexual intimacy has n ... possible. The role of oral-genital and oral-anal contac ... the issue is clarified. The presence of injury to the ... through which the virus enters the tissue of the body. ... the body openings and allow infection to occur. Since ... sexual practice transmits the disease, it is safest to enga ... illicit drugs, and is faithful in sex to you.

**4. How does the HIV blood test work?**

When a virus invades the human body, the body produ ... The antibodies may not appear for several months aft ... capable of infecting others for a period of time before t ... and time consuming. Finding the protein molecules, ... blood specimen for HIV testing is first used in a scre ... persons, but also identifies some persons as positive, wh ... test is performed on all specimens which were positive ... also positive, the HIV+ person may request that secon ... test is also positive by the Western Blot test, the diagn ... negative, a third blood specimen is drawn to make a fir

... ces protein molecules, which then attach to the virus to destroy it. ... er infection takes place. A person may therefore be infected and ... heir test becomes positive. Looking for the virus is very expensive ... called antibodies, is much faster and less time consuming. The ... ning test called Elisa test. This test identifies almost all positive ... no are not. Therefore, a second, more reliable (but more expensive) ... on the Elisa test. This second test is the Western Blot test. If it is ... l blood specimen be drawn to confirm the diagnosis. If that blood ... osis of HIV infection is "confirmed". If the second Western Blot is ... al decision.

**5. What does a "confirmed" test mean?**

A person who has a confirmed positive HIV test has at some time in the past been exposed to the virus and is now infected. Once infection has occurred, that person is assumed to remain infected for life, or until a cure becomes available. No curative drug or vaccine is presently available. Following exposure and entry of the virus into the body it may be months before the blood test becomes positive. Persons who become infected may remain well for eight or more years and still develop AIDS. It is not known if all persons with HIV infection will eventually progress to the AIDS of stage of the disease.

**6. How can I become infected?**

Since no one can tell, just by looking, that a person is or isn't infected with HIV it becomes necessary to make some very hard and fast rules to survive. No one should take this disease lightly. Consider this special word of caution. When people use alcohol they may quickly reach the point where their judgement is impaired. A person need not be drunk to feel more "willing" to participate in activities that they wouldn't think of otherwise. With drug abuse it is the same. Saying "Don't mix drugs and sex" isn't good enough. When your inhibitions have been removed by alcohol or other drugs, you may not care what happens...until too late. You must always be responsive to the danger. Therefore, you must never place yourself in a compromised mental state. Here are the best rules currently available to avoid infection:

- a. **Never abuse drugs**. Sharing needles transfers the AIDS virus as well as other serious or fatal diseases. Even use by mouth, of some illicit drugs reduces your body's defenses against infection.
- b. **Limit sex contacts** to a single lifetime mate who is also uninfected, doesn't use illicit drugs and has only sex with you. Abstinence is the only sure protection from becoming infected from sexual contact.
- c. **Be safety conscious** (wear your seat belt) and avoid activities (such as reckless driving) that could result in severe trauma requiring transfusions.
- d. Avoid intimate relations with anyone in a high risk category, or at least until that person's status with regard to HIV infection is known to be negative. While there can be no guarantees, confidence increases with a knowledge that the person has had no exposure to "high risk" behavior for at least one year, and now has a negative test. The longer the time since the person last engaged in high risk activities, the safer you are, providing their HIV test is still negative.
- e. Any time there is any doubt about the HIV infection status of either party to intimacy, abstinence must be seriously considered. The use of an intact, clean prophylactic device (condom) is the only other known protection against HIV infection. If sexual activity occurs, the condom must be placed on the male penis before first contact and remain in place throughout the contact. In this situation, there is no protection against HIV infection from oral sexual activities or deep kissing; they should be avoided as an added measure of protection.
- f. Females who have HIV infection should not become pregnant since the rate of infection of the baby is 30 to 50% and babies have been known to develop AIDS quickly and die within months.
- g. Pregnant females should see their doctor or report to an obstetrical clinic as soon as possible to be tested for HIV infection, particularly if they believe that they have had intimate contact with an HIV infected or high risk person. If a pregnant female learns that she is infected with the HIV, she should consult with her physician as soon as possible for appropriate medical counseling.
- h. Finally, remember that persons who share needles or have sex with a person in a high risk group, are themselves in a high risk group.

**Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing - Continued**

**7. Can I become infected through casual contact?**

There is no evidence that it is possible to become infected through casual contact with persons who are infected with HIV. Even sharing dishes, swimming in the same pool, encountering their sweaty bodies during sports events, or giving them a cheek or lip kiss, are not recognized as a cause of transmitting the virus.

**8. Who are high risk persons?**

The persons at greatest risk of developing infection with HIV are:

- a. Male homosexuals and bisexuals.
- b. Those who abuse drugs by needle injection.
- c. Prostitutes and other highly promiscuous persons.
- d. Immigrants from countries with a high rate of infection.
- e. Persons requiring large numbers of transfusions.
- f. Sex partners of any of above.
- g. Infants born to infected mothers.

**9. What should a person who has HIV positive (+) test do about it?**

See your physician as soon as you can arrange it. Your doctor will wish to perform additional examinations and tests on you to determine the current status of your immune system and other systems which are attacked by the AIDS virus. You should select a physician that you trust and with whom you feel comfortable discussing your problem. Don't despair. There are thousands of doctors and researchers now working on this disease to discover drugs and vaccines to assist patients and prevent infection in others. Also, it could be years before AIDS occurs, if ever. Some people have been HIV positive for years with no threat to their lives.

**10. How can I get additional information about HIV infection or AIDS?**

Make arrangements to see any military physician, your own personal physician or call the Public Health Service Hotline: 1-800-342-AIDS.

**Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing - Continued**

## MEDDAC LETTERHEAD

Medical Processing Section

Cadet \_\_\_\_\_  
 University of \_\_\_\_\_  
 Address \_\_\_\_\_

Dear Mr/Mrs \_\_\_\_\_

As a part of your medical examination at the 199X Advanced Camp, Fort \_\_\_\_\_ to determine your eligibility for further ROTC training and commissioning in the U.S. Army, blood samples were taken from you for testing. This letter reaffirms the verbal notification you received indicating your blood tests shows there is serological evidence of HIV infection, technically known as Human Immunodeficiency Virus (HIV), present in your blood. A positive test for HIV infection is disqualifying for military service, and your test is confirmed positive. To make sure, we repeated the test and got the same results. We also performed a different, even more specific test on your blood samples and, again, we got positive results.

I am sure this information raises a concern about your health. The only thing the test tells us is that you have evidence of past contact with the virus which is believed to be capable of causing Acquired Immune Deficiency Syndrome, which is usually called AIDS. I am not telling you that you have AIDS. I want to be very clear on that point.

You are disqualified for military service and therefore further ROTC training for commissioning, which I know is a disappointment to you. More importantly, you must seek professional medical advice and guidance in order to get the proper evaluation of your medical condition. I urge you to do this as soon as possible. The Army cannot provide you the advice and help that you need. It must come from your own physician or a clinic that can evaluate your total situation and give you detailed advice, which is not a part of your examination for military service. Take this letter with you when you go to your physician or clinic. They need to know that your blood sample tested repeatedly Elisa positive with positive Western Blot confirmation. Copies of your physical examination can be obtained from the ROTC Region Headquarters for your school.

I am sorry that you have been disqualified for further ROTC training and military service. I again strongly urge you to seek further medical advice in your local community.

Benjamin F. Pierce, M.D.  
 Lieutenant Colonel, U.S. Army  
 199X Advanced Camp

(NOTE: This letter is to be used to provide written notification to individuals disqualified due to positive test results for HIV infection. It must be an individually typed original, signed by the notifying physician, and handed to the cadet after he/she has been notified of his/her confirmation of positive test results.)

Figure N-2. Advanced camps and basic camp policy and procedures for HIV Testing - Continued

**MANDATORY PRECOMMISSIONING DRUG AND ALCOHOL TESTING AND DEPENDENCY  
EVALUATION AT ADVANCED CAMPS**

1. Testing and Evaluation Policy. This policy is provided in compliance with current DOD policy. As part of their precommissioning physical examination all cadets attending Advanced Camp will undergo the following:

a. Drug Testing. Cadets will be tested for presence of cannabis (THC) and cocaine. Analysis will be conducted in a DOD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs.

b. Alcohol Testing. Cadets will also be tested for alcohol use using a National Highway Traffic Safety Administration approved breath alcohol test. As an alternative, a DOD approved blood alcohol test may be used, provided forensic chain-of-custody controls are maintained over samples from collection until results of analysis are determined.

c. Dependency Evaluation. Cadets will be medically evaluated for dependency using appropriate medical/psychiatric criteria.

2. Disenrollment Policy.

a. Refusal to test. Cadets who refuse to submit to testing or evaluation will be advised that such refusal will be treated as misconduct and a breach of contract. Therefore, appropriate disenrollment action will be taken for the purpose of ordering to active duty in an enlisted status, or if a scholarship cadet recoupment in lieu of active duty, as appropriate. Such cadets are to be immediately processed for release from the Advanced Camp and the battalion commander/PMS instructed to initiate the disenrollment board action. Future reentry of such cadets in SROTC program is not authorized.

b. Positive Test for THC or Cocaine. Cadets who test positive for THC or cocaine are not eligible to continue in the SROTC program. The positive drug test results will be treated as evidence of misconduct on the part of the cadet for the purpose of order to active duty in an enlisted status or, if a scholarship cadet, recoupment in lieu of active duty as appropriate. These cadets will be immediately processed for release from the Advanced Camp and the battalion commander/PMS instructed to initiate disenrollment board action. Future reentry of such cadets in the SROTC commissioning program is not authorized.

c. Positive Test for Alcohol. Cadets who test positive at a 0.05 blood level also are not eligible to continue in the SROTC program. The positive alcohol test results will be treated as evidence of misconduct on the part of the cadet for the purpose of order to active duty in an enlisted status, transfer to the Reserve Component to fulfill their military service Obligation (MSO), or if a scholarship cadet recoupment in lieu of active duty, as appropriate. These cadets will be immediately processed for release from the Advanced Camp and the battalion commander/PMS instructed to initiate disenrollment board action.

d. Dependency Established. Any cadet who is medically determined to be dependent upon drugs or alcohol is not eligible to continue in the SROTC program and reentry at a future date is not authorized. These cadets will be immediately processed for release from the Advanced Camp and the battalion commander/PMS instructed to initiate disenrollment board action using the medical determination as evidence of misconduct for the purpose of recoupment or other appropriate action.

**Figure N-3. Mandatory precommissioning drug and alcohol testing  
and dependency evaluation at advanced camps**

3. Testing Procedures. Specific procedures for urine and blood alcohol or breath alcohol testing during the physical examination performed by the MTF will be in accordance with HSC Pam 600-2 and other HSC guidance as deemed appropriate.

4. Posting of Test Results. The results of both drug and alcohol testing will be posted to the cadets' physical examination in accordance with HSC Pam 600-2.

5. Notification of Separation. Region Commanders will ensure their headquarters furnishes a report of cadets separated for drugs and alcohol to the Defense Manpower Data Center (DMDC) at Monterey, CA within one duty day following the separation under this program. The report will be sent via telecopier NR: 408-646-2087 or DSN 878-2087. An information copy of this report will be provided, via telecopier NR: 804-727-4161 or DSN 680-4161, to HQ Cadet Command, ATTN: ATCC-PC. The format of this report is as follows:

ROTC Separation Report, ATTN: Recruiter File (Magge Lazzanoff)

SSAN: Date of Separation:  
 Name: Separation Code: (PA for Alcohol/  
 DT for Drugs)

Date of Birth: RE Code: 4  
 Service: Army  
 Sender POC: (Name and phone number, commercial and DSN)

**Figure N-3. Mandatory precommissioning drug and alcohol testing and dependency evaluation at advanced camps - Continued**

b. After the completion of the review by the resident flight surgeon each Advanced Camp Headquarters should package their flight physicals and send them directly to: Commander, U.S. Army Aeromedical Center, ATTN: HSXY-AER, Fort Rucker, AL 36362-5333. To ensure rapid delivery and return, each Advanced Camp should consider using one of the commercial package delivery systems to ship examination package to the Aeromedical Center.

c. The medical review team at the Aeromedical Center will expeditiously process each Advanced Camp's flight physical as a separate group and attempt to have the physical examinations returned to the respective Advanced Camp within a 2 week turn around time.

d. Advanced Camps will send flight physicals to the Aeromedical Center grouped by cycle as each cycle is inprocessed and flight physicals completed.

e. In order to ensure the expeditious processing of all flight physicals, battalion commanders/PMS will counsel cadets that the following medical conditions are causes for rejection for class 1 flight physical examinations:

(1) Uncorrected near and distant visual acuity of 20/20 (J-1) in each eye. (AR 40-501, 4-12a(3)).

(2) Does not meet the linear anthropometric criteria (AR 40-501, 4-16a).

(3) History of asthma or recurrent bronchospasm since age 12 (AR 40-501, 4-19g).

(4) A history of suicide attempted or gesture at any time (AR 40-501, 4-24j).

(5) A history of treatment for drug or alcohol abuse or misuse (AR 40-501, 4-24h and 4-24i).

(6) Any deviation from the height and weight standards in AR 600-9 (AR 40-501, 4-16, 17, and 18).

(7) Any history of psoriasis (AR 40-501, 2-36 and 4-25).

(8) Acute sinusitis or chronic sinusitis (AR 40-501, 4-21i(1))

(9) Ulcers (AR 40-501, 4-4f(1)).

(10) Skull fracture (AR 40-501, 4-23a(17)(f)).

(11) Vertebral fracture (AR 40-501, 4-26a(2)).

(12) Hayfever (allergic rhinitis) since age 12 (AR 40-501, 4-21b(1)).

(13) Any history of narcolepsy, cataplexy or similar states (AR 40-501, 4-23a(12)).

Although not a complete list of disqualifications, it includes the most common conditions causing disqualifications. None of the conditions listed are waivable. Supporting hospitals should also ensure that a complete audiometric evaluation is made using all the required frequencies.

f. Each Advanced Camp will coordinate the execution of flight physicals directly with its servicing MEDDAC. Additional Points of contact are:

(1) Ch, Cadet Standards and Actions Division, Headquarters, U.S. Army ROTC Cadet Command, DSN 680-4534.

(2) Ch, Review and Disposition Service, U.S. Army Aeromedical Center, DSN 558-7430.

g. Advanced Camps will forward the name and phone number of their respective POC for flight physicals to the above listed proponent POC no later than the last work day of each May.

### Part III

Procedure for Documenting a Contracted Cadet's Voluntary Withdrawal from Camp.

#### N-11.

The careful documentation of counseling concerning a cadet's voluntary withdrawal from an ROTC summer camp is important and necessary to preclude possible later board action by the battalion commander/PMS. In both the scholarship and nonscholarship contract, voluntary withdrawal from camp is prima facie evidence of breach of the cadet's ROTC contract.

#### N-12.

Voluntary withdrawal from camp is not to be used as an expeditious substitute for board actions. Dismissals of cadets and unsuccessful camp completion are

appropriate for referral to the Training Evaluation Board for action.

**N-13.**

Copies of the counseling sessions completed during the withdrawal procedures will be forwarded to the battalion commander/PMS for subsequent board action held on the campus.

**N-14.**

The following scenario provides a standard procedure for use at camp and ensures that the cadet is made aware of the possible adverse consequences of voluntarily withdrawing from camp. Copies should be provided to the training officers at the camps.

**N-15. Scenario:**

a. **The Cadet's Announcement.** Usually a cadet will exhibit some form of outward manifestation prior to an announcement of intended withdrawal from camp. Cadre members should be prepared for a withdrawal announcement whenever a cadet begins to cease associating with other cadets. Upon an announcement of a desire or intent to withdraw, the cadet will be counseled by the Immediate Training Officer (ITO) in the cadet's chain of command.

b. **Initial Counseling.** The ITO will prepare for the counseling session by reviewing the cadet's performance record and by identifying the items that will be recorded on the record for the interview (see e below). The ITO will then counsel the cadet. The purpose of the session is the identification of the cadet's problem(s), identification of what the cadet feels the cause of the desire to withdraw from camp and an attempt to reconcile the cadet's view with camp requirements. The ITO will seek to obtain a verbal commitment from the cadet to continue to try to finish the camp. If the cadet furnished such assurances, the ITO will complete a record of the counseling session and retain it for future use. If the cadet refuses to furnish any assurance of remaining and trying to complete the camp, the ITO will obtain the cadet's assurance that he/she will not depart without an interview with his/her Senior Training Officer (STO). After the session, the ITO will complete a record of counseling with the cadet. This record will contain, as a minimum, the items and subjects outlined in paragraph e below. The ITO will then personally arrange a counseling session between the cadet and the STO. The ITO's record of counseling

will be furnished to the STO prior to that officer's counseling session with the cadet.

c. **The Senior Training Officer's Counseling.** STO will prepare for the counseling session by reviewing the ITO's record of counseling, the cadet's record at camp, consulting with other cadre members, cadre from the cadet's detachment (if available at the camp) and review the items to be covered in the record of counseling that the STO will have to prepare after the session. The counseling session will not be confrontational or develop into an adversary relationship. The STO will attempt to draw from the cadet a complete description of the cause of the cadet's desire to withdraw from camp. The STO should take care to identify any pretextual arguments used by the cadet to mask the real cause for his/her intended withdrawal. Again, the STO will seek to obtain the cadet's promise not to depart and to attempt to successfully complete the camp. If such a promise cannot be obtained from the cadet that he/she will not depart prior to an interview with the Deputy Camp Commander (DCC). The STO will then complete a record of counseling similar to that prepared by the ITO and personally arrange a prompt session with the DCC. The cadet's counseling record with comments obtained from the Senior Institutional Representative (SIR) as well as any record of observation by other cadre members will be provided to the DCC prior to the counseling session with the cadet. (See figure N-4 for ITO, STO, and SIR counseling record.)

d. **The Deputy Camp Commander's Counseling.** The DCC has the responsibility to seek the cadet's successful completion of the camp. Should that attempt fail, the DCC has the responsibility to ensure that there is a full and complete record reflecting the events surrounding the cadet's informed, knowing and wholly free decision to voluntarily breach the terms of his/her contract (scholarship or nonscholarship as applicable). The DCC will review what will be necessary in the record of his counseling (para e below), review the contents of the cadet's file, the counseling records of the ITO and STO, the comments of the SIR and other information available from the cadre of the cadet's detachment. During the DCC's counseling session, every effort will be made to draw from the cadet a description of the circumstances that cause the cadet to want to withdraw from camp. The DCC will try to reconcile the cadet's view with camp requirement. The DCC will try to obtain the cadet's promise not to withdraw and to attempt to successfully complete the camp. If such a promise cannot be obtained, the DCC will then explain the consequences of a voluntary withdrawal from camp. This will include the express

statement that a voluntary withdrawal from camp is ordinarily a voluntary breach of the cadet's contract, and could result in a call to active duty in the grade of Private (E-1) in the U.S. Army. The signature of the cadet acknowledging this counseling will be obtained (see figure N-5). If the cadet promises to attempt to complete camp, the DCC will retain the documents until the end of camp. In the event that the cadet leaves without successfully completing the camp, the documents will be forwarded to the cadet's battalion commander/PMS for appropriate action.

e. **THE COUNSELING SESSION.** The primary purpose of the counseling session is to secure the cadet's completion of the camp. The secondary purpose of the session is the creation of a factual basis showing that if the cadet does withdraw from camp, the withdrawal is voluntary and with full knowledge of the consequences. Accordingly, the counseling officers will:

(1) Observe the emotional condition of the cadet, noting whether the cadet's views are based upon real problems, perceived problems or fictitious assertions.

(2) Note what compromises or explanations were offered to the cadet in an effort to resolve the cadet's problem(s).

(3) Note the cadet's reply, identifying whether the reply evidences either a willingness or unwillingness to work matters out.

(4) Advise the cadet that withdrawal would be a voluntary breach of contract, probably evidencing an attempt to willfully avoid the responsibility to serve as an officer and the terms of the cadet's contract.

(5) Note the cadet's response to this information.

(6) The record should conclude with an analysis of the cadet's performance at camp and reach a documented conclusion on whether the cadet would have successfully completed the camp, had the cadet made a determined effort to succeed.

f. If at the conclusion of the DCC's counseling, the cadet remains adamant about leaving the camp, the Statement of Understanding (see figure N-5) will be signed by the cadet, the DCC and another witness of the cadet's signature.

g. After signing the Statement of Understanding, it, along with the other records of counseling, will be placed in the cadet's camp file. The complete file will be returned to the cadet's battalion commander/PMS for appropriate action.

h. Upon return to campus the battalion commander/PMS of the cadet will convene a board UP Chapter 7 of this pamphlet to verify that the cadet voluntarily breached his/her contract and recommend disenrollment and call to active duty as appropriate.

ROTC SUMMER TRAINING  
CAMP \_\_\_\_\_, FORT \_\_\_\_\_,  
RECORD FOR CADET COUNSELING

\_\_\_\_\_  
(Date)

1. Cadet \_\_\_\_\_, (Co/Bn/Rgt), (School), has voluntarily requested withdrawal from ROTC Summer Training on this date.

2. Contracted cadets requesting withdrawal from ROTC Summer Training must be counseled by their training officer chain of command, and the Deputy Camp Commander, with comments provided by their Senior Institutional Representative. A record of such counseling and comments will be typed or recorded in ink below. Continue comments on a separate piece of paper if additional space is needed.

COMMENTS BY THE CADETS IMMEDIATE TRAINING OFFICER:  
(Platoon or Company, as appropriate)

\_\_\_\_\_  
(Training Officer Signature)

COMMENTS BY THE CADET'S SENIOR TRAINING OFFICER:  
(Company, Battalion, or Regiment, as appropriate)

\_\_\_\_\_  
(Training Officer Signature)

SENIOR INSTITUTIONAL REPRESENTATIVE'S COMMENTS:

\_\_\_\_\_  
(SIR Signature)

DEPUTY CAMP COMMANDER'S ACTION:

1. (Approved) (Disapproved) for release from camp.

2. Comments:

\_\_\_\_\_  
(Deputy Camp Commander's Signature)

Figure N-4. Format for cadet counseling record

STATEMENT OF UNDERSTANDING  
BY  
CADET WITHDRAWING FROM ROTC SUMMER TRAINING

I, \_\_\_\_\_ am voluntarily withdrawing from ROTC Summer Training I have been counseled by \_\_\_\_\_ I understand that the successful completion of camp is an essential part of the ROTC program and is required by the terms of my ROTC contract. I further understand that my voluntary withdrawal from Camp is also a voluntary breach of my ROTC contractual obligation. My voluntary breach of contract will invoke those provisions of my contract which permits the Army to order me to active duty in the U.S. Army as a Private (E-1) for the term of service my contract specifies. Knowing this, I make this decision to withdraw from Camp voluntarily and with full knowledge of the consequences of my action to withdraw.

Understanding these things, I affix my signature to this document on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
(Cadet's Signature)

\_\_\_\_\_  
(Cadet's SSN)

Witnessed by:

\_\_\_\_\_  
\_\_\_\_\_  
Above Statement of Understanding explained to the cadet and signed in my presence.

\_\_\_\_\_  
(Deputy Camp Commander's Signature)

Figure N-5. Statement of understanding by cadet withdrawing from ROTC summer training

**APPENDIX O****PREPARATION, MAINTENANCE, AND DISPOSITION INSTRUCTIONS FOR ROTC CADET COMD FORM 139, CADET ENROLLMENT RECORD**

O-1. 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, brief them on the DOD Homosexual Conduct Policy, execute the Loyalty Oath required by statute, to certify certain statements which impact on eligibility, to acknowledge a Privacy Act statement, and to verify enrollment eligibility. It is to be used in conjunction with table 2-1, Enrollment Eligibility References and Notes 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. Both portions of the form must be completed prior to contracting any cadet. It will be retained in the cadet MPRJ as a permanent document and retained with the Cadet Record Brief for five years following the cadet's appointment or disenrollment.

O-2. The form will be given to all new students on the first day of ROTC class. All permanent data items on the front side will be filled out in pen. Items which are changeable, such as local address and phone number, should be filled out in pencil. The form is designed to be quickly filled out to allow more time for classroom orientation. Height/weight information should be approximate and in inches/pounds. Allow the student to come back later if there are blanks on specific information.

O-3. The completion of the statements portion 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. Advise the student that although you will not ask about his/her sexual orientation, this is a briefing on the DOD Homosexual Conduct Policy. 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 participate in the ROTC Program for commissioning credit and to be eligible for contracting.

Have the student read the statement concerning verification. In filling out the reverse side have the student check the appropriate block and initial by the check. The cadet's signature and date will be done in ink.

O-4. Once completed, the data fields highlighted by a box will be entered, as appropriate, into the Cadet Data Base within 5 days of enrollment. Data for those students who are nonimmigrant aliens, auditing, or ineligible to contract will be entered into the Directory Module vice the Cadet Data Base.

O-5. Subsequent to the completion of the front side of the form by the student, the Enrollment Eligibility Officer will complete the reverse side of the form. This action must be undertaken immediately for all scholarship students and prior to contracting consideration for nonscholarship cadets. Match the students status against each criteria area and circle the appropriate answer. There is space on the checklist for appropriate notes (such as when a waiver has been submitted or received). This form also contains information as to where waiver or approval authority resides in the case of a waivable ineligibility. Once each area is checked, the Enrollment Eligibility Officer will check the appropriate box as to the student's eligibility for full participation and contracting 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 Eligibility Officer will sign and date when eligibility status is verified as indicated.

O-6. 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. It will also be annotated in the EEO remarks portion of part II of the ROTC CADET COMD Form 139.

O-7. Cadets who were enrolled prior to the implementation of ROTC CADET COMD Form 139 and who completed ROTC Cadet Cmd Form 139/TRADOC Form 476 will not complete ROTC CADET COMD Form 139. The previously completed form will be retained in the battalion's files and will be updated only for the commensurate items which appear on ROTC CADET COMD Form 139, Part I for which changes occur.

**APPENDIX P**

**HEALTH BENEFITS AND CADET LIABILITY COVERAGE**

P-1. This appendix outlines policies and procedures for cadet health benefit and liability coverage.

P-2. Basic Policy.

a. All enrolled cadets in the Senior ROTC Program, and applicants for enrollment, who suffer injury and illness while participating in authorized, scheduled and supervised training or instruction in the Senior ROTC Program, traveling to or from scheduled training in government or government procured transportation, or traveling in response to government issued orders 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). Coverage under FECA is authorized for injury or illness incurred under the above circumstances whose nature is temporary and are processed by the Department of Labor. Claims in cases of death or permanent disability are submitted to the Department of Veterans' Affairs. (See figure P-1, ROTC Cadet Health Benefits Matrix, for additional briefing information).

b. The term enrolled cadets is defined as those cadets who are fully contracted cadets (either scholarship cadets or Advanced Course nonscholarship cadets). Applicants for enrollment are defined as those cadets who have been properly conditionally contracted IAW AR 145-1, paragraph 3-28, nonscholarship basic course cadets who are fully enrolled and will be eligible for contracting, and Basic Camp attendees.

c. Auditing students as defined in AR 145-1, paragraph 3-27, other participating students with a non-waivable disqualification for entry into the ROTC Program, and nonenrolled students are not eligible for this coverage. The training discussed above may be conducted on or off campus, to include Basic Camp, Advanced Camp, NSTP, and Cadet Professional Development Training (e.g., Airborne, Northern Warfare Training, CTLT, Air Assault).

P-3. Department of Labor Claims.

a. When injury or illness occur to a cadet in the cases stated above, it is the responsibility of the cadet concerned to initiate a report and the notice of claim. This report of illness or injury and claim is submitted either on Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation. This form should be completed by the cadet 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 cadet is incapacitated and physically unable to complete the form, it should be completed by someone on the cadet's behalf. This can be either parent, spouse, or battalion commander or other cadre member. The form, regardless of the source of the report, must contain the original signature of the person giving notice of claim (either the cadet or his/her agent in cases of incapacitation).

(1) Form CA-1 (injury claims). The form, which contains some specific instructions and notes, should be reviewed by the cadet prior to being filled out. 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 form is then submitted to the battalion commander for further processing.

(2) Form CA-2 (illness claims). The cadet is responsible for the completion of items 1 through 18 on this form. The instruction which accompany 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 CA-2 need to follow these instructions in order to facilitate processing of the claim.

b. Upon completion of the claimant's portion and signature, the CA-1/CA-2 is given to the battalion commander/PMS for review and further processing. If applicable items on the form are blank or improperly completed, or if required

Activity & Cadet Category Applicable	Military Medical Treatment Facilities. (MTF)	FECA Compensation Medical, Temporary Disability	VA Benefits Permanent Disability Death	VA DIC	VA Burial	SGLI	Social Security Benefits	Military Death Gratuity
Private Activities; No ROTC CONNECTION; ALL CADETS.	NO	NO	NO	NO	NO	NO	NO	NO
ATTENDING ROTC Classroom Instruction; ALL ENROLLED CADETS.	YES	YES	YES	NO	NO	NO	NO	NO
Attending ROTC Classroom Instructions; AUDITING STUDENTS.	NO	NO	NO	NO	NO	NO	NO	NO
Participation in Authorized, Supervised, Scheduled Field or Hazardous Training; ALL ENROLLED CADETS.	YES	YES	YES	NO	NO	NO	NO	NO
Participating in Authorized, Supervised, Scheduled Field or Hazardous Training; AUDITING STUDENTS	AUDITING STUDENTS ARE NOT AUTHORIZED TO PARTICIPATE IN THESE ACTIVITIES UNDER ANY CIRCUMSTANCES.							
Attending or Traveling to or from Basic Camp.	YES	YES	YES	NO	NO	NO	NO	NO
Attending or Traveling to or from Advanced Camp.	YES	YES	YES	YES	YES	YES	YES	YES
Attendance at Voluntary Training Authorized by CG, Cadet Command (e.g., Airborne, NWTC, CTLT, etc.).	YES	YES	YES	YES	YES	NO	NO	YES

**NOTE: A FULL EXPLANATION OF CADET HEALTH BENEFITS AND PROCEDURES FOR APPLICATION FOR COMPENSATION IS CONTAINED IN APP P. THAT REFERENCE WILL BE USED IN CONJUNCTION WITH THIS MATRIX TO BRIEF ALL CADETS ON THEIR BENEFITS AT THE TIME ROTC CADET COMD FORM 136-R IS EXECUTED.**

**Figure P-1. ROTC Cadet Health Benefits Matrix**

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 CA-1 and CA-2. If medical treatment is required by the cadet, the battalion commander/PMS will initiate and complete the front of Form CA-16, Authorization for Examination And/Or Treatment. The form is used for both injury and illness cases. 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).

c. Upon compilation of the above forms and review by the battalion commander/PMS, the forms will be forwarded by the battalion commander/PMS to the respective region headquarters cadet management branch. Under no circumstances will the battalion commander/PMS send initial claims forms and documentary enclosures directly to the Department of Labor. Each region headquarters has a POC responsible for review and monitoring of claims actions submitted under FECA. Upon receipt of the appropriate claims documents, the region POC conducts a final review for completeness and accuracy before forwarding to the Office of Workmen's Compensation Programs (OWCP), U.S. Department of Labor. 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.

d. Once the claim is received by OWCP, they will notify the cadet directly of the receipt of the claim and as to 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 themselves with PAM CA-500, Federal Injury Compensation (Rev Sep 88). This pamphlet provides detailed information on the processing of injury and illness claims under FECA.

e. 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.

#### P-4. Department of Veterans' Affairs Claims.

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.

b. Compensation is sought in disabling and death cases through the submission by the cadet or his/her agent of VA Form 21-256, 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 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.

P-5. Region Points of Contact. Questions and problems by cadre in assisting cadets in health benefits issues should be addressed to the region headquarters POC in the Cadet Management Branch.

- a. First Region: DSN 256-5580.
- b. Second Region: DSN 464-5154.
- c. Fourth Region: DSN 357-3255.

**APPENDIX Q**

**ROTC Cadet Cmd Form 104-R.**

Q-1. The following information is provided to clarify or expand upon certain items in ROTC Cadet Cmd Form 104-R.

a. Item 2 (Academic Major). Indicate the academic major (do not abbreviate). If pursuing a double major, indicate both majors.

b. Item 4 (Institution Attendance). Identify the institution the individual is attending or will attend while enrolled in the ROTC Program. Check the appropriate block to designate whether the institution is a host, extension center or a cross enrolled school.

c. Item 5 (Credit Hours). Complete the following blocks accordingly:

(1) Including ROTC. Determine the exact hours required for the degree the individual is pursuing (this information will be obtained from the school catalog). If some or all military science credits required for commissioning or for PME satisfaction cannot be applied to the degree as fulfilling general education or elective credit requirements, this entry would be the total credits required for degree completion (as defined by school catalog), plus those excess ROTC credits which cannot be applied to the degree. For example, if an individual requires 120 credit hours to obtain a degree and an additional 18 credit hours of ROTC which does not fulfill any of the required courses, this item would be annotated with the total of 138.

(2) Less ROTC. Enter the same number of credit hours required for the degree as stated in the school catalog.

(3) Total transferred/earned. Enter the total number of credits the individual has earned at all institutions attended.

(4) Acceptable toward degree. Of the total number of credits the individual has earned, enter the total number of those credit hours that fulfill a requirement towards the degree the student is pursuing. This information should be obtained from the School Registrar or other institution certifying official.

(5) Not acceptable toward degree. Enter the difference between total transferred/earned credits and total credits acceptable toward degree.

(6) Remaining for degree. Enter the difference between total credit hours required for degree (including ROTC) and total transferred/earned credits acceptable towards degree, i.e., item 5a(1) less item 5b(1) equal 5c of the form.

d. Item 7. (Term, Year, Course Number, Course Title and Course Credit Hours). The student must complete an outline of all courses to be taken each term in order to obtain his/her degree, to include Military Science courses. The total credit hours of the outlined terms should be the same as the entry in item 5c of this form.

e. Item 8. If the "No" block in this item is checked, annotate the courses that do not count on the reverse side of this form.

f. Items 9-12. The student and the Registrar or other institution certifying official must sign and date these items. Item 11 cannot be signed by a member of the Military Science Department unless the individual is serving as the student's academic advisor.

g. Statement of understanding. The statement as appears on the reverse side of the 104-R must be completed by the PMS and the student.

**APPENDIX R**

**INSTRUCTIONS FOR THE USE AND PREPARATION OF THE ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS CADET CONTRACTS (DA FORM 597 AND DA FORM 597-3)**

R-1. Use. To specify the applicant's contractual agreements and obligations and to document enrollment

in the Army Senior Reserve Officers' Training Corps Scholarship and Nonscholarship Programs.

R-2. General. This form must be prepared by typewriter. Care will be taken to record all items accurately. Any corrections or typewriter strikeovers must be initialed by pen and ink by the applicant and the ROTC contracting official. All signatures will be made using black or blue-black ink. If the applicant is minor, the parent or guardian must also sign and date the contract. The contracting official will, prior to accepting contract, review entries for accuracy and ensure that the applicant

understands the meaning and intent of the contractual agreement. See Chapter 3, paragraph 3-4, Section II, for conditional contracting of students.

R-3. Distribution. Distribution of completed and executed document will be: original and copy in the cadet's ROTC file (MPRJ); copy to the cadet.

R-4. Preparation instructions for the scholarship contract (DA Form 597-3). The following instructions for completing the cadet contract are as follows:

CONTRACT

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
A.	STUDENT'S NAME	Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial and any suffix such as Jr, Sr, III, etc. If applicant was given initials(s) rather than first and/or middle name, enter such initial(s).
B.	SOCIAL SECURITY NUMBER (SSN)	Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-000
C.	DATE OF BIRTH	Enter in day, month, and year sequence. Example: 15 Sep 73
D.	NAME OF EDUCATIONAL INSTITUTION	Enter the name of the host. If cross-enrolled or extension, enter the name of both. Example: Learn Univ/Study Col
E.	ADDRESS OF EDUCATIONAL INSTITUTION	Enter complete address of host institution.
F.	DATE EDUCATION COMMENCES	Enter the date education began under this contract. (Do not enter the date cadet started college as a Freshman, unless 4-yr scholarship recipient).
G.	COMPLETION DATE	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 scholarship benefits have been approved by HQ, Cdt Comd. Example: 2 semesters

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<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
K.	PERIOD COVERED	Enter dates covered by approval of extended benefits. Example: 93/09/20 - 94/05/15
L.	DATE APPROVED	Enter date of correspondence from HQ, Cdt Cmd approving extension of scholarship benefits.
M.	AUTHORIZED	Enter HQ, Cadet Command (HQ, Cdt Comd is the approving authority for extended scholarship benefits).

PART I

N.	HOME ADDRESS (Including Zip Code)	Enter complete/current mailing address where student is presently residing.
O.	SIGNATURE	Student will sign full name in first, middle, and last name sequence. Example: John D. Doe, Jr.
P.	DATE	Enter date student signs the contract.

PART II

20. a. Enter scholarship type. EXAMPLE: Enter "4" (If student is being awarded a 4-yr scholarship, etc.)

PART III

Q.	SIGNATURE OF PARENT OR GUARDIAN	If student is a minor, the parent or guardian, as appropriate, must sign this block.
R.	SIGNATURE OF WITNESS	Witness, other than applicant or contracting official, must attest to the signature of parent or guardian.
S.	DATE	Enter date of signatures in blocks Q and R.

PART IV

T.	EFFECTIVE DATE OF ENROLLMENT	Enter date the student begins participating as a <u>FULLY QUALIFIED</u> cadet. (DO NOT BACKDATE THE CONTRACT TO THE BEGINNING OF THE SCHOOL TERM, IF SCHOLARSHIP STUDENT IS NOT FULLY QUALIFIED. RETROACTIVE SUBSISTENCE IS <u>NOT</u> AUTHORIZED FOR SCHOLARSHIP CADETS). This date should be the same as the date in Block 18b of the DD4 series (see appendix E).
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PART V

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
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	Date of signature of contracting official Example: 30 Aug 93

R-5. Preparation instructions for the nonscholarship contract (DA Form 597). The following instructions for completing the cadet contract are as follows:

CONTRACT

<u>ITEM</u>	<u>TITLE/DESCRIPTION</u>	<u>EXPLANATION AND/OR ENTRY</u>
A.	STUDENT'S NAME	Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial and any suffix such as Jr, Sr, III, etc. If applicant was given initial(s) rather than first and/or middle name, enter such initial(s).
B.	SOCIAL SECURITY NUMBER (SSN)	Enter applicant's SSN, separating divisions with a hyphen. Example: 000-00-0000
C.	DATE OF BIRTH	Enter in day, month, and year sequence. Example: 15 Sep 73
D.	NAME OF EDUCATIONAL INSTITUTION	Enter the name of the host. If cross-enrolled or extension, enter the name of both. Example: Learn Univ/Study Col
E.	ADDRESS OF EDUCATIONAL INSTITUTION	Enter complete address of host institution.
F.	DATE EDUCATION COMMENCES	Enter the date education began under this contract. (Do not enter the date cadet started college as a Freshman, unless 4-yr scholarship recipient).
G.	COMPLETION DATE	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 nonscholarship cadet. If dual degree, enter both. Example: History/Religion

PART I

J.	HOME ADDRESS (Including zip code)	Enter complete/current mailing address where student is presently residing.
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K. SIGNATURE Student will sign full name in first, middle, and last name sequence. Example: John D. Doe, Jr.

L. DATE Enter date contract is signed by student.

PART III

M. SIGNATURE OF PARENT OR GUARDIAN If student is a minor, the parent or guardian, as appropriate, must sign this block.

N. SIGNATURE OF WITNESS Witness, other than applicant or contracting official, must attest to the signature of parent or guardian.

O. DATE Enter date of signatures in blocks Q and R.

PART IV

P. EFFECTIVE DATE OF ENROLLMENT Enter date the student is enrolled and begins participating in ROTC. This date must be the same as Block 18b of the DD4 series.

PART V

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 (print or type) 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.

S. DATE Date of signature of contracting official  
Example: 30 Aug 93

Glossary

**Abbreviations**

<b>AEO</b>	Alternative Entry Option
<b>AIDS</b>	Acquired Immunodeficiency Syndrome
<b>APMS</b>	Assistant Professor of Military Science
<b>APFT</b>	Army Physical Fitness Test
<b>ARNG</b>	Army National Guard
<b>ARPERCEN</b>	Army Reserve Personnel Center
<b>CGPA</b>	Cumulative Grade Point Average
<b>CORB</b>	Conscientious Objector Review Board
<b>CTLT</b>	Cadet Troop Leader Training
<b>DCC</b>	Deputy Camp Commander
<b>DENTAC</b>	Army Medical Department Dental Activity
<b>DFAS-I</b>	Defense Finance and Accounting Service - Indianapolis Center
<b>DODMERB</b>	Department of Defense Medical Examination Review Board
<b>ECL</b>	English Comprehension Level
<b>EEO</b>	Enrollment Eligibility Officer
<b>FECA</b>	Federal Employees' Compensation Act
<b>GPA</b>	Grade Point Average
<b>GRFD</b>	Guaranteed Reserve Forces Duty
<b>HIV</b>	Human Immunodeficiency Virus
<b>IO</b>	Investigating Officer
<b>IRR</b>	Individual Ready Reserve
<b>ITO</b>	Immediate Training Officer
<b>LOA</b>	Leave of Absence
<b>MEDCEN</b>	Army Medical Department Medical Center
<b>MEDDAC</b>	Army Medical Department Medical Activity
<b>MJC</b>	Military Junior College
<b>MOS</b>	Military Occupational Specialty
<b>MPRJ</b>	Military Personnel Records Jacket
<b>MSO</b>	Military Service Obligation
<b>MS</b>	Military Science
<b>MWRB</b>	Medical Waiver Review Board
<b>OBC</b>	Officer Basic Course
<b>OSB</b>	Officer Selection Battery
<b>OWCP</b>	Office of Workers' Compensation Programs
<b>PE</b>	Physical Examination
<b>PERSCOM</b>	Total Army Personnel Command
<b>PMS</b>	Professor of Military Science
<b>RE</b>	Reenlistment Eligibility

RMD  
ROTC  
SIR  
SMP  
SROTC  
STO  
THC  
TPU  
USAR  
VA

Resource Management Division  
Reserve Officers' Training Corps  
Senior Institutional Representative  
Simultaneous Membership Program  
Senior Reserve Officers' Training Corps  
Senior Training Officer  
Cannabis (Marijuana/Hashish)  
Troop Program Unit  
United States Army Reserve  
Department of Veterans' Affairs

FOR THE COMMANDER:

OFFICIAL: ANDREW L. JACKSON, JR.  
Colonel, GS  
Chief Of Staff



LEO E. KEENAN III  
Colonel, GS  
Director, Cadet Personnel and  
Administration Directorate

DISTRIBUTION (Special)  
Cdr, USA First ROTC Region  
Cdr, USA Second ROTC Region  
Cdr, USA Fourth ROTC Region  
Cmdt, School of Cadet Command  
Battalion Commander/PMS, Senior ROTC Host  
Battalions  
OIC, Senior ROTC Extension Centers

Copies Furnished:  
HQDA(DAPE-MPO-D) (2)  
HQDA(TAPC-OPP-P)

# PLANNED ACADEMIC PROGRAM WORKSHEET

(ROTC Cadet Comd Pam 145-4)

## DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974

1. AUTHORITY: Title 10, US Code 2101 and 2104.  
 2. PRINCIPAL PURPOSE(S): To provide information and data necessary for administering the Army Senior ROTC program and processing of selected students for commissioning in the Army IAW established public law and Army Regulations.  
 3. ROUTINE USES: To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years.  
 4. VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL: NOT PROVIDING INFORMATION: Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance or discontinuance in the Army ROTC program.

1. NAME OF STUDENT (Last, First, MI) \_\_\_\_\_

2. ACADEMIC MAJOR \_\_\_\_\_

3. AS OF DATE (YYMMDD) (Date of entry into Advanced Course) \_\_\_\_\_

4. INSTITUTION OF ATTENDANCE AND IDENTIFICATION

a. Name \_\_\_\_\_

b. Identification (Check one):  Host  Extension Center

Cross-Enrolled

5. If attendance is at an extension center or cross-enrolled school, name the host institution. \_\_\_\_\_

6. GRADE POINT AVERAGE (GPA)

a. Cumulative \_\_\_\_\_

b. Last term \_\_\_\_\_

c. Grading Scale \_\_\_\_\_

### 7. TERM, YEAR, COURSE NUMBER, COURSE TITLE AND COURSE CREDIT HOURS

TERM:	YEAR:	COURSE TITLE	Hrs.	COURSE TITLE	Hrs.	
Total Term Hours:				Total Term Hours:		

TERM:	YEAR:	COURSE TITLE	Hrs.	COURSE TITLE	Hrs.	
Total Term Hours:				Total Term Hours:		

TERM:	YEAR:	COURSE TITLE	Hrs.	COURSE TITLE	Hrs.	
Total Term Hours:				Total Term Hours:		

TERM:	YEAR:	COURSE TITLE	Hrs.	COURSE TITLE	Hrs.	
Total Term Hours:				Total Term Hours:		

8. Review: All of the above courses are required (as a minimum) for the completion of the degree:  Yes  No (If no, list exceptions on reverse side of this form). Completion should result in a \_\_\_\_\_ degree, during year month (YYMM)

9. Signature of Student \_\_\_\_\_

10. Date (YYMMDD) \_\_\_\_\_

11. Signature of Registrar and Examiner of credentials (or other institution certifying official) \_\_\_\_\_

12. Date (YYMMDD) \_\_\_\_\_

STATEMENT OF UNDERSTANDING (Two Academic Years Remaining)

We, the undersigned, hereby declare that the two year program outlined on the worksheet (reversed side of this statement) that Cadet \_\_\_\_\_

(FULL

\_\_\_\_\_ is about to undertake is a formally

NAME)

structured program approved by \_\_\_\_\_

(NAME OF UNIVERSITY OR COLLEGE)

designed to meet the requirements of \_\_\_\_\_;

(TYPE OF DEGREE)

that the degree to be attained is the culmination of an undergraduate college program of at least four years; and that the remaining credit hours shown on the worksheet to be attained over the next two years are necessary either to fulfill discipline requirements or to fulfill credit hour requirements, or both, for the attainment of the degree. It is further understood that

Cadet \_\_\_\_\_ will not

(FULL NAME)

accelerate in any way to complete the degree or military science program in a period of time shorter than two remaining academic years.

\_\_\_\_\_  
(CADET)

\_\_\_\_\_  
(PROFESSOR OF MILITARY SCIENCE)

**CADET ACTION REQUEST**  
(ROTC Cadet Command Pam 145-4)

Data required by the Privacy Act of 1974

Authority: 10 USC 2102, and 2107. Principal Use(s): For use by a cadet or battalion commander/PMS in initiating a request for personnel action. Routine Use(s): To initiate cadet actions for waiver, exception, or change in scholarship status by the cadet or battalion commander/PMS. Disclosure: Voluntary. However, failure to provide necessary action will preclude consideration of the request

THRU:

TO:

FROM:

PERSONAL DATA

Name:

SSN:

ACTION REQUESTED (Check the appropriate box)

Administrative Suspension   
 Age Waiver   
 Alien Participation   
 Camp Deferment   
 Change of Major   
 Civil Conviction Waiver   
 Compression   
 Dependency Waiver   
 Disenrollment

ECL Score Waiver   
 \*Leave of Absence   
 Medical Determination   
 Medical Waiver   
 \*Probation   
 RE Code Waiver   
 \*Scholarship Termination   
 Transfer   
 Other \_\_\_\_\_

REASON FOR REQUEST:

(Continuation sheet may be used if needed) (\*Effective Date \_\_\_\_\_)

Cadet's Signature

Date

**BATTALION COMMANDER/PMS CERTIFICATION AND RECOMMENDATION**

I certify that the cadet enrollment and retention information submitted with this request is accurate and complete. This action request has been reviewed and is complete in accordance with Cadet Command Pam 145-4, tables 6-1, 6-2, and -----.

I recommend the following action be taken:

Approval  
Disapproval  
Forwarded for Determination  
Other -----


Remarks:

Typed name and signature of Bn Cdr/PMS

Date

**STATEMENT OF UNDERSTANDING (DEPENDENCY)**

(ROTC Cadet Comd Pam 145-4)

"I \_\_\_\_\_, am the parent of \_\_\_\_\_

and certify that the child(ren) has(have) been placed in the custody of the other parent or another adult by court order or as provided by state law. I further certify that this custody agreement is intended to remain in full force and effect during the term for which I am now enrolling. I understand that if I regain custody of this(these) child(ren), either by court decree, or in accordance with applicable state law, or if the child(ren) are residing with me in lieu of the legal guardian, I will be processed for disenrollment from the program unless I can show that the regaining custody is not contrary to the above stated intent: (e.g., death or incapacity of other parent or custodian)"

My child(ren) are in the custody of: Name \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

I hereby certify that no person, agency or member of the Army, to include my recruiter or enrollment officer has required me to give up custody of my child(ren) as a condition for enrollment. I understand that the Army merely recognizes that some persons for personal reasons may have relinquished custody of their child or children.

I further state that no person, agency or member of the Army has advised me that I will be allowed to regain custody of my child(ren) while in the ROTC program nor has given me any perception or assurance that the policy as stated above is waivable or not upheld once enrolled.

\_\_\_\_\_  
(Signature of Applicant)

-----  
I certify that the above sworn statement was duly taken and subscribed in my presence at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
(Signature of PMS or Enrollment Eligibility Officer)

**PRIVACY ACT STATEMENT ARMY SENIOR ROTC DISENROLLMENT PROCEEDINGS**  
(ROTC Cadet Comd Pam 145-4)

Data Required by the Privacy Act of 1974  
(5 U.S.C. 552a)

AUTHORITY: Section 3012, Title 10, U.S.C.

PRINCIPAL PURPOSES: To be used to determine if you should be retained in the Army Senior ROTC program or disenrolled and discharged from the Army Reserve.

ROUTINE USES: Information gathered will be used to determine whether you should be retained in the Senior ROTC Program. Appropriate documentation, including the decision of the approving authority, will be filed and disposed of in accordance with AR 640-10, and may be used by other appropriate Federal agencies and State and local governmental activities where use of the information is compatible with the purpose for which the information is collected.

MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Voluntary; however, failure to provide statements on your behalf may result in your disenrollment from the Army Senior ROTC Program and discharge from the Army Reserve as deemed appropriate by the approving authority.

-----

I hereby acknowledge receipt of a copy of this statement. I have read and understand its contents. I will keep the battalion commander informed of my current address.

\_\_\_\_\_  
(Signature of Cadet)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_

**PRIVACY ACT STATEMENT ARMY SENIOR ROTC DISENROLLMENT PROCEEDINGS**  
(ROTC Cadet Comd Pam 145-4)

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-----

I hereby acknowledge receipt of a copy of this statement. I have read and understand its contents. I will keep the battalion commander informed of my current address.

\_\_\_\_\_  
(Signature of Cadet)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Permanent Address  
\_\_\_\_\_  
\_\_\_\_\_

**BRIEFING ON GOVERNMENT SPONSORED BENEFITS FOR ROTC CADETS**  
(ROTC Cadet Comd Pam 145-4)

I have been briefed this date on government-sponsored benefits for ROTC cadets and understand that:

1. Army medical treatment facilities (subject to the availability of space, facilities, and capabilities of the professional staff) are authorized to provide in-patient care to ROTC cadets and students who are injured or become ill while participating in Army-sponsored sports, or recreational or training activities. Hospitalization will be provided only on a temporary basis until other arrangements can be made. Except for subsistence, care will be provided without charge.
2. Injured students who are eligible to receive medical treatment are authorized medical care from the following sources:
  - a. U.S. Public Health Service hospitals or physicians where available.
  - b. Army, Navy, Air Force, or VA medical treatment facilities, subject to the availability of space, facilities, and the capabilities of the professional staff. Treatment other than that received during field training will be on a reimbursable basis from the Department of Labor, Office of Workers Compensation Programs, Branch of Special Claims, P. O. Box 37117, Washington DC 20013-7117.
3. A member of the SROTC Program who suffers disease, illness, injury, or death in the line of duty, while engaged in field training or performing authorized travel to or from the training site may be eligible to receive Veteran's Administration (VA) compensation. Specific questions should be addressed to the local office of the VA.
4. Adequate or additional sources of insurance and medical coverage are available; it is the responsibility of the individual ROTC cadet to obtain such protection.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

AUTHORIZATION FOR ACCESS TO STUDENT RECORDS  
(ROTC Cadet Comd Pam 145-4)

Having been advised of the provisions of Public Law 93-380 (20 USC 1232g, Family Educational Rights and Privacy Act of 1974) and in connection with my participation in the Army ROTC program, I, (cadet name) hereby authorize the release of any and all official records maintained by the (name of school) or its ROTC Department to personnel in the Department of Defense and/or my parents, (name of parents). I waive any requirement that I be furnished a copy of those records prior to or concurrent with their release. This consent remains effective until my relationship with the ROTC program is terminated.

\_\_\_\_\_  
Signature of Cadet

\_\_\_\_\_  
Date

DECLINATION OF PARENTAL ACCESS TO STUDENT RECORDS

Although informing my parents of the academic/ROTC progress made by me may assist in my quest to become a commissioned officer, I decline to allow release of official records maintained by (name of school)'s ROTC Department to my parents. (Exception: Parents who still claim student as a dependent for IRS purposes). If I change my mind in the future, I will inform the ROTC Department in writing.

\_\_\_\_\_  
Signature of Cadet

\_\_\_\_\_  
Date



**MEDICAL WAIVER REVIEW BOARD EVALUATION/REVIEW SHEET**  
**(ROTC Cadet Command Pam 145-4)**

**PART I PERSONAL DATA**

1. NAME: \_\_\_\_\_ 2. SSN: \_\_\_\_\_  
3. SCHOOL: \_\_\_\_\_ 4. GRADUATION DATE: \_\_\_\_\_  
5. CUM GPA: \_\_\_\_\_ 6. SCHOLARSHIP: YES  NO  TYPE \_\_\_\_\_  
7. MIL SCIENCE LEVEL: MS III  MS IV  8. HAS GRADUATED? Y\_\_\_ N\_\_\_  
9. PRIOR SERVICE: YES  NO  10. POST CAMP TNG: \_\_\_\_\_  
(2/3/4)

**PART II MEDICAL DATA**

1. DIAGNOSIS: \_\_\_\_\_  
2. WAIVER CONSIDERATIONS. IS THE CADET(S):  
a. CONDITION: PERM  TEMP  CORRECTABLE: YES  NO   
b. FREE OF ANY ACUTE PATHOLOGICAL CONDITION TO INCLUDE ACUTE COMMUNICABLE DISEASE AND/OR SEQUELAE?  
YES  NO   
c. FREE OF ANY CONDITION WHICH WOULD IMPAIR FUNCTIONAL ABILITY TO MILITARY SERVICE SATISFACTORILY?  
YES  NO   
d. MEDICALLY CAPABLE OF COMPLETING TRAINING? YES  NO   
e. MEDICALLY ADAPTABLE TO MILITARY SERVICE WITHOUT GEOGRAPHICAL AREA LIMITATION?  
YES  NO   
f. MEDICALLY CAPABLE OF DUTIES WITHOUT AGGRAVATION OF EXISTING MEDICAL CONDITION?  
YES  NO   
g. FREE OF ANY CONDITION WHICH WOULD DETRACT FROM MILITARY BEARING, LEADERSHIP OR CAREER POTENTIAL?  
YES  NO   
h.  QUALIFIED, NO RISK, WAIVER NOT APPLICABLE.  
i.  REFERRED FOR FURTHER TESTING AND EVALUATION:  
\_\_\_\_ Ordered in-house or \_\_\_\_ Private Physician. Attached: Yes\_\_ No\_\_  
j.  DISQUALIFIED. RISK INVOLVED:  
 HIGH RISK  MODERATE RISK  LOW RISK  
SENIOR REVIEWING MEDICAL OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Signature)

**PART III MWRB DECISION**

- DISQUAL NO WAIVER  DISQUAL WAIVED  DEFER NO CAMP  DEFER CAMP  
CADET COMMAND SURGEON INITIALS \_\_\_\_\_ DATE: \_\_\_\_\_

SROTC CONTRACT AGREEMENT  
SPECIAL ACTIVE DUTY PROVISION  
STATEMENT OF UNDERSTANDING

I, Cadet \_\_\_\_\_ (School), \_\_\_\_\_ (Region), having been briefed on the terms of my SROTC contract and if found to be in breach of my \_\_\_ -year Army SROTC contract, do hereby state that I desire to serve on active duty immediately (normally within 30 days) under Cadet Command's **Special Active Duty** provisions in fulfillment of my SROTC obligation.

I understand that my active duty will be contingent on the board proceedings or investigative officer's report being reviewed at Region level. If the proceedings or report is legally sufficient, and I am eligible to serve on active duty, the Region Commander will approve the action and, based on my request, promptly issue the necessary orders. I understand I will be ordered to active duty as a Private (E-1) in the Active Army for \_\_\_ years in fulfillment of my contractual obligation. I further understand that orders will be published with my reporting date being normally within 30 days from the selection of this option. I also understand that if I am a scholarship cadet and I fail to fulfill this active duty service obligation, which includes meeting the physical standards for accession, I will be subject to the terms of repayment as specified in my scholarship contract. However, if I am a nonscholarship cadet I understand I am not subject to any monetary recoupment under the terms of my SROTC contract. Failure to fulfill my active duty as a prior nonscholarship cadet will subject me to being placed in the IRR to complete my Military Service Obligation.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Social Security Number: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness: \_\_\_\_\_