CCR 145-11

Reserve Officers' Training Corps Simultaneous Membership Program (SMP)

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Summary:

This Cadet Command regulation has been published to provide a current one-source reference for pertinent regulatory and general policies, procedures, and guidance pertaining to the Reserve Officers Training Corps (ROTC) / Simultaneous Membership Program (SMP). State Adjutant General (TAG) Commands and Regional Readiness Commands (RRC) have considerable latitude in applying the provisions of the regulation concerning the ROTC/SMP. Direct coordination between the ROTC, Army National Guard (ARNG) and U.S. Army Reserve (USAR) is essential for the SMP to function as designed and intended.

POC/Impact:

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (HQCC), the ROTC Region and Brigade Headquarters, and Senior ROTC Battalions. ARNG and USAR unit commanders and personnel who supervise, train, administer, or process ROTC/SMP cadets are encouraged to use this regulation. If any information in this regulation conflicts with Department of the Army (DA) regulations or polices, DA policies and regulations will govern.

Supplementation. Supplementation of this regulation is prohibited. ROTC regional publications on this subject will be rescinded. When a pertinent regulatory, general policy, procedure, and guidance change occurs, HQCC will issue a change notice. When a significant portion of the regulation changes, HQCC will issue a revision.

Suggested Improvements. The proponent of this regulation is the Commander, U.S. Army Cadet Command. 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, (ATCC-OP-I-I), Fort Monroe, VA 23651-5000.

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DA Form 4824-R, SMP Addendum (USAR) NGB Form 594-1, SMP Agreement (ARNG)

Chapter 1, Introduction Toc

- **1-1. Purpose.** Toc This regulation will assist the ROTC Battalion Commander/Professor of Military Science (PMS), Assistant Professor of Military Science (APMS), and Reserve Component (RC) company commanders to understand and administer the SMP and successfully supervise SMP cadets. Use of this regulation is encouraged for ARNG and USAR unit commanders and administrative personnel who train, supervise, or process SMP cadets. This regulation is a consolidation of general policies, guidance, rules, and regulations pertaining to the SMP; it does not replace the detailed, technical information of applicable regulations.
- **1-2. Applicability.** The provisions of this regulation apply to all college-level ROTC programs within HQCC. Each TAG and RRC has considerable latitude in applying SMP regulations. Direct coordination with ARNG and USAR units is essential in making the SMP effective.
- **1-3. References**. Required and related publications, along with prescribed and referenced forms are listed in **Appendix A**.
- **1-4. Explanation of Abbreviations and Terms.** Abbreviations and special terms used in this regulation are explained in **Appendix B**.

Chapter 2, General Description of the SMP Toc

2-1. References

- a. <u>AR 145-1</u>, Senior Reserve Officers Training Corps Program: Organization, Administration, and Training, dated 22 Jul 96, Paragraph 3-17.
- b. AR 601-210, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- c. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-1.
- **2-2 Objective.** To provide ROTC graduates for the RC. The objective of the SMP has not changed since it was initiated in 1979. An implied and supporting objective is to increase enrollment in the ROTC Advanced Course and to better prepare active Army lieutenants for integration into the total army concept.
- 2-3. Program. The ROTC/SMP is a volunteer officer training program designed to increase the number of ROTC officers available for Reserve Forces Duty (RFD). It allows simultaneous enrollment and participation in the ROTC Advanced Course (Military Science (MS) III and IV) and enlistment in the RC. It provides the future officer with leadership and RC unit experience. This program is also available to MS IIs on a limited basis. The total number of MS II contracts available is based on funding and as such fluctuates. The contracts for MS IIs are broken down by ROTC Brigade (BDE) and based on their percentage of total non-scholarship ROTC production. For example if BDE X produced 5 percent of the total non-scholarship production they receive 5 percent of the total MS II contracts. The BDE then disseminates these to the ROTC Battalion (BN) as needed. MS II

SMPs are processed the same as MS III and IV SMPs.

2-4. SMP Cadet Toc

- a. By definition, the SMP cadet is a reserve officer trainee assigned to an RC Troop Program Unit (TPU), while simultaneously participating as a contracted cadet in the ROTC Advanced Course or MS II level of military instruction taught at a university or college.
- b. Enlisted members of the ARNG or USAR cannot be contracted into the ROTC Advanced Course or MS II until they have elected to participate in either the SMP or be discharged from the TPU. At this time, they must reenlist in the USAR Control Group (ROTC).
- c. Enlisted members of the ARNG or USAR must be discharged from TPU to accept campus based ROTC scholarships and reenlist in the ROTC control group. They must have their scholarship converted to ARNG or USAR before they can SMP.

Chapter 3, Responsibilities Toc

3-1. References Toc

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, paragraph 9-14.
- b. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Sections III, IV and V.

3-2. Cadet Command Toc

- a. The Commanding General (CG) establishes policy governing Cadet Command personnel in the implementation of the SMP within the command.
- b. The Assistant Chiefs of Staff; RC (ACS-ARNG and ACS-USAR), Cadet Command, advise the command on SMP matters and provide assistance as required with their respective component, establish policy governing the execution of the SMP, and monitor the SMP in accordance with appropriate directives and guidance.
- c. PMSs will:
 - (1) Manage the SMP in their battalion.
- (2) Request support from surrounding ARNG and USAR units for the university/colleges SMP.
 - (3) Supervise all SMP participants.
- (a) Interview and counsel prospective SMP cadets concerning reserve unit assignment during participation in the program and post commission options.
- (b) Ensure that contracted ROTC cadets belonging to a TPU have a SMP status.

- (c) Ensure that cadets are processed for participation in the SMP in accordance with (IAW) Chapter 5 of this regulation.
- (d) Ensure that all Guaranteed Reserve Forces Duty (GRFD), Military Junior College (MJC), and Dedicated Army National Guard (DedARNG) scholarship recipients participate in the SMP.
- (e) Encourage local unit commanders to market GRFD, MJC, and DedARNG scholarships to unit personnel.
- (f) Coordinate with appropriate authorities to ensure RC soldiers electing to participate in the SMP are discharged and reenlist in the USAR Control group (ROTC) prior to contracting as ROTC cadets.
- (g) Verify that the TPU processes the necessary paperwork to place SMP cadets at pay grade E-5, or higher where appropriate (<u>AR 601-210</u>, Para 9-14a (3); <u>NGR 600-100</u>, Paragraph 13-5b,c).
- (h) Verify that SMP cadets are supervised in their TPU by commissioned officers. When necessary, advise TPU commanders when cadets are not being utilized and trained properly to ensure SMP cadets get the best possible leadership experience.
- (i) Provide the cadet's unit commander with a copy of the ROTC battalion's training schedule and obtain a copy of the unit's weekend drill schedule for the year. Resolve training schedule conflicts between the ROTC battalion and the TPU. Refer to Chapter 11 for additional information.
- (j) Conduct periodic reviews of reserve strength reports and officer vacancies with unit administrators and strength management officers located at each Joint Force Headquarters Command (JFHQ) for the National Guard and Regional Readiness Command (RRC) for the USAR to facilitate assignment of cadets in the SMP and reserve components upon commission.
- (k) Conduct visit (at least annually) with the TPU commander to observe SMP cadets during inactive duty training (IDT) periods if possible.
- (I) Conduct coordination (each semester) with the TPU commander. This should provide an opportunity to review with the TPU commander, the cadet's performance and participation as an officer trainee, and coordinate with the TPU commander to insure responsibilities in Paragraph 3-3 are met.
- (m) Counsel MS IV cadets during the preparation of accession packets concerning the completion of **ROTC Cadet Evaluation Worksheet Series 67-9**. Guidance concerning RC force structure, locations of major troop units in the cadet's projected area of residence, and branch opportunities within the respective components should be provided.
- (n) Serve as a liaison between Cadet Command elements and TPU by providing continuous coordination, assistance, and negotiation. Refer unresolved issues to the appropriate RC Assistant Chief of Staff at the local ROTC Regional Headquarters.

(o) Ensure that the Cadet Command Information Management System (CCIMS) is updated and telecommunicated to HQCC in a timely manner to reflect any and all changes related to SMP status for cadets. SMP unit type codes for CCIMS are **G** for ARNG and V for USAR. GRFD Scholarship codes have been retired from CCIMS. GRFD designator codes are now used to identify GRFD scholarship cadets.

3-3. TPU, ARNG/USAR TOC



TPU, ARNG/USAR. Responsibilities of ARNG/USAR units, with respect to the SMP, are established by Army or National Guard regulations and supplemental directives at subordinate levels of the chain of command. The PMS will coordinate with the TPU commander to:

- a. Ensure SMP cadets are supervised and mentored by a commissioned officer in the unit to develop their leadership skills and to receive progressive leadership responsibilities.
- b. Develop training plans to ensure SMP cadets receive instruction and experience in all basic officer duties to enhance development of the officer trainee.
- c. Ensure that SMP cadets are advanced to the appropriate pay grade (E-5/Cadet, unless higher) and paid accordingly.
- d. Evaluate and counsel SMP cadets continuously on the officers leadership role and provide regular feedback on how the officer trainee is executing leadership functions. This evaluation will be provided to the PMS.
- e. Notify the PMS of any adverse actions being taken against the cadet. These include, but are not limited to APFT failure, HT/WT failure, AWOL periods, and UCMJ actions.
- f. Notify the ROTC battalion of SMP cadets who should not be continued due to an inability to develop as a leader (after appropriate mentoring and counseling has been conducted and documented). In the event the TPU commander determines an SMP cadet is unsuitable, the TPU commander contacts the sponsoring ROTC Battalion PMS and coordinates termination of the individuals SMP status.
- g. Maintain assignment control of SMP cadets in the unit and reassign any cadet not remaining in the unit or the ROTC Control Group.
- h. Provide a copy of the units training schedule to the ROTC battalion. Work with SMP cadet and ROTC battalion cadre to resolve scheduling conflicts.
- i. Encourage as many SMP positions as possible are made available, and that the local ROTC battalions are informed of these officer trainee positions. Monitor to ensure that the number of SMP participants in the unit does not exceed unit supervisory capacity or regulatory limits (AR 601-210, Paragraph 9-14d (3); NGR 600-100, Para 13-9a-e).
- j. The exchange of information or coordination (Para 3-2, c 3(I) above) between the PMS and TPU commander should be accomplished by utilizing standard Army counseling tools, i.e. DA Form 67-9-1a, Developmental Support Form and DA Form 4856 Developmental Counseling Form, etc.

Chapter 4, Eligibility Criteria Toc

4-1. References

- a. <u>AR 145-1</u>, Senior Reserve Officers Training Corps Program: Organization, Administration, and Training, dated 22 Jul 96, Paragraphs 3-14 and 3-17.
- b. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- c. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Chapter 13, Table 13-1, (ARNG SMP participants).
- **4-2. SMP Cadet Eligibility.** The following guidelines are provided to assist cadets, recruiters, RC commanders, and ROTC administrators in determining a cadets potential to participate in the SMP. For an ROTC cadet to participate in the SMP, the individual must:
- a. Be a U.S. citizen.
- b. Be fully contracted in the ROTC Advanced Course or contracted as an MS II cadet.
- c. Be eligible for enlistment in or already assigned to, an ARNG or USAR unit as an officer trainee and have completed an SMP agreement. For ARNG/SMP applicants, the SMP agreement is executed on NGB Form 594-1, which is found in NGR 600-100, Figure 13-2. DA Form 4824-R is used for USAR/SMP applicants. A copy of this form is located at the end of this regulation.
- d. Attain sophomore class standing and enroll as a full-time student in a course of instruction leading to a baccalaureate or advanced degree. (Not applicable for students enrolled in an MJC.)
- e. Attain and maintain a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale (2.5 GPA if recipient of a GRFD or DedARNG Scholarship).
- f. Be of good moral character.
- g. Meet medical fitness standards of AR 40-501 as prescribed in AR 145-1.
- h. Meet height and weight standards of AR 600-9.
- i. Have completed basic combat training (BCT), ROTC Leaders Training Course (LTC), or MS I on campus, if enlisted, in ARNG/USAR unit prior to enrollment in the ROTC Advanced Course.
- j. Completion cadets remain eligible to participate in the SMP if they were participating in the program while enrolled in the ROTC Advanced Course.
- **4-3. SMP Cadet Ineligibility.** The following guidelines are provided to assist in determining a cadets ineligibility to participate in SMP:

- a. Cadets who are recipients of a two-, three-, or four-year Green to Gold Scholarship, two- or three-year Campus-Based Scholarship, or four-year National Scholarship.
- b. Two- and three-year Campus-Based and four-year National Scholarship recipients can convert to the 2-YR GRFD USAR or the DedARNG Scholarship to become eligible for the SMP Program through the GRFD Scholarship Program (<u>CC Reg 145-10</u>).
- c. Green To Gold Scholarship recipients are not eligible to convert to the DedARNG or USAR Scholarship to become eligible for the SMP Program through the GRFD Scholarship Program unless an exception to policy is granted by CG HQCC.
- d. Warrant Officers are excluded from participating in the SMP.
- **4-4. Student/Cadet Contracting Criteria.** The following is a consolidation of eligibility criteria provided in pertinent regulations, and policy memorandums concerning the SMP:
- a. ROTC student/cadet criteria:
- (1) Must apply and be fully contracted, either Non-Scholarship or GRFD Scholarship, into the ROTC Advanced Course or MS II level.
- (2) Must be enrolled with a minimum of two years remaining in a full-time course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting ROTC or having a ROTC partnership agreement. This requirement does not apply to individuals contracted and enrolled in MS III or MS IV at time of enlistment.
 - (3) Must attain and maintain a cumulative GPA of at least 2.0 on a 4.0 scale.
- b. Reserve criteria:
- (1) Currently be a member of an ARNG or USAR TPU (or be eligible to enlist) as an officer trainee.
- (2) If enlisted in the ARNG/USAR prior to enrollment in the ROTC Advanced Course, must have completed BCT, ROTC LTC, or MS I on campus.
- (3) Have a remaining statutory or contractual service obligation of four or more years at the time of enrollment into the ROTC Advanced Course. If already enrolled (contracted) in the ROTC Advanced Course, have a remaining statutory or contractual service obligation of four years or more at time of enlistment.
 - (4) Meet medical fitness standards of AR 40-501 as prescribed in AR 145-1.
 - (5) Meet height and weight standards of AR 600-9.
 - (6) Be of good moral character.
 - (7) Be a U.S. citizen.
 - (8) Meet component-specific ARNG/USAR criteria and applicant requirements.

(a) USAR. Requirements for participation in the USAR SMP are stated in <u>AR</u> <u>601-210</u>, Paragraph 9-14. Applicants must complete and submit <u>DA Form 4824-R</u>.

- (b) ARNG. Requirements for participation in the ARNG SMP are stated in NGR 600-100, Chapter 13, Table 13-1. Applicants must complete and submit NGB Form 594-1.
- (9) It is not mandatory that an ARNG or USAR unit accept an ROTC cadet as an SMP officer trainee simply because an ROTC battalion recommends him, nor must a ROTC battalion accept an SMP candidate recommended by an RC unit.
- (10) The PMS and the unit commander retain the authority to accept or reject an individual. Positive coordination between the reserve unit and the ROTC battalion are key to a mutually successful program. This coordination must be done up front and accomplished by completing the SMP agreement.

Chapter 5, Administrative SMP Processing Toc

5-1. References Toc

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- b. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Section VII (ARNG).
- c. NGR 600-200, Enlisted Personnel Management, dated 1 Mar 1997.
- **5-2. ROTC-TPU Coordination.** Administrators are encouraged to coordinate directly with respective ARNG/USAR recruiters and units to review procedures and requirements, to preclude unnecessary duplication or delay.
- a. Administrative SMP processing procedures for applicants may vary depending on the cadet (student) and reserve status.
- b. There are some different requirements for ARNG and the USAR.
- **5-3. USAR (Prior Service Member).** Procedures for enlisting soldiers already in the USAR (first priority) into the SMP (not already contracted in ROTC Advanced Course) are as follows:
- a. A soldier assigned to a TPU becomes a potential participant in ROTC/SMP when he or she executes the Simultaneous Membership Agreement (<u>DA Form 4824-R</u>), and the Agreement has been authenticated by the TPU commander. The agreement will be prepared with an original, and three copies, and distributed as follows:
- (1) The original, together with a cover memorandum requesting it be filed in the soldier's official military personnel file (OMPF), will be sent to: CDR, HRC St. Louis, ATTN: DARP-PRD-M, 1 Reserve Way, St. Louis, MO 63132-5200.
- (2) A copy will be attached as an addendum to the soldier's current DA Form 3540 and retained in the soldier's Military Personnel Records Jacket (MPRJ).

- (3) A copy will be provided to the soldier.
- (4) A copy will be provided to the appropriate Army Reserve Command (USARC)/Army Reserve General Officer Command (GOCOM).
- b. A soldier assigned to a TPU becomes a participant in ROTC/SMP when he or she enrolls in the ROTC Advanced Course and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the cadet must execute the Simultaneous Membership Agreement (<u>DA Form 4824-R</u>). The Agreement will be distributed in the same manner as above.
- c. When a soldier assigned to a TPU applies for enrollment in the ROTC Advanced Course to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the soldier's current enlistment agreement (DD Form 4).
- **5-4. USAR (Prior Service Member IRR).** Procedures for enlisting soldiers in the IRR (second priority) into the SMP (not already contracted in ROTC Advanced Course) are as follows:
- a. When a soldier assigned to an IRR control group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the soldier will be processed for reassignment from the IRR to the TPU per <u>AR 140-10</u>. If the soldier is within 3 months of ETS, he or she will be processed for an immediate reenlistment per <u>AR 140-111</u>, Table 2-3, concurrent with the TPU assignment.
- b. After the soldier has been assigned to the TPU, the provisions of <u>AR 601-210</u>, Paragraph 9-14 apply.
- **5-5. USAR** (**Potential Participants in the ROTC/SMP**). Applicants for enlistment as potential participants in the ROTC/SMP, with or without pervious military service will be processed as prescribed by **AR** 601-210, Paragraph 9-14.
- **5-6. USAR (Non-Prior Service Member).** To participate in the ROTC/SMP, a cadet assigned to Control Group (ROTC), will be processed for reassignment to an officer-trainee position in a TPU as follows:
- a. The PMS:
- (1) Confirms through the TPU commander, or guidance counselor, that an officer-trainee position exists and the TPU commander will accept the cadet for assignment to the position.
- (2) Requests the ROTC Region commander issue an order reassigning a cadet from Control Group (ROTC) to the TPU as a cadet (ES), reporting code 09R20.
- (3) Sends a packet consisting of the following documents to the appropriate guidance counselor:
 - (a) All copies of **DD Form 1966**.

- (b) The original and one copy of the **DD Form 4** used on enrollment of the cadet in the ROTC Advanced Course.
- (c) Two copies of the latest medical examination and medical history (DD 2808 and DD Form 2807-1).
- (d) Five copies of the order reassigning the cadet from Control Group (ROTC) to a TPU.
- b. The cadet, under the guidance of a recruiter or counselor, will complete required portions of the <u>DD Form 1966</u>. The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the cadet.
- c. The guidance counselor will review the documents to determine the cadet's qualification for unit assignment in the same way as if the cadet was being processed for enlistment.
- (1) If the cadet meets the basic eligibility requirements of <u>AR 601-210</u>, Chapter 3. Applicant must take the ASVAB and meet trainability scores in 3-6. The guidance counselor will notify the PMS and reassignment processing will continue.
- (2) If the cadet does not meet the requirements of <u>AR 601-210</u>, Chapters 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC Region commander revoked and advise the cadet that he or she is not eligible for participation in the ROTC/SMP.
- d. If the cadet is qualified for TPU membership, the PMS will:
- (1) Execute <u>DA Form 4824</u>, by obtaining the cadet's signature and the TPU commander's authentication.
 - (2) Execute a **DA Form 3540**.
- (3) Send the completed **DA Form 4824** and **DA Form 3540** to the appropriate quidance counselor.
- e. The guidance counselor will distribute the documents received from the PMS per <u>AR</u> <u>601-210</u>, Paragraph 9-14, as follows:
- (1) Prepare a packet containing the following documents and send to: CDR, HRC St. Louis, ATTN: DARP-PRA-I, 1 Reserve Way, St. Louis, MO 63121-5200, to establish the cadet's OMPF:
 - (a) Original **DD Form 4**, if possible.
- (b) Original **DA Form 3540** with original **DA Form 4824** securely attached.
 - (c) Original DD Form 1966.
 - (d) Copy of latest **DD 2808** and **DD Form 2807-2**.

- (e) Copy of the TPU reassignment order.
- (2) Prepare a packet containing the number 2 copies of the documents outlined above and send it to the appropriate USARC/GOCOM commander. This packet will be used to bring the cadet into the strength accountability of the Selected Reserve as a gain transaction. The USARC/GOCOM will then send this packet to the appropriate TPU to establish the cadet's Military Personnel Records Jacket, U.S. Army (MPRJ).
- (3) Give the cadet the number 3 copies of the <u>DA Form 3540</u> with <u>DA Form 4824</u> attached, <u>DD Form 1966</u>, and the TPU reassignment order.
- (4) At the discretion of USAREC officials, retain or destroy the number 4 copies of the **DD Form 1966**, and the other documents used in effecting this transaction.
- (5) Make every effort to obtain the original <u>DD Form 4</u> executed at the time of the cadet's enrollment in the ROTC Advanced Course. However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.
- f. Once notified that the cadet is qualified, the ROTC battalion will:
- (1) Complete <u>DA Form 597</u>, Army Senior ROTC Non-Scholarship Contract or <u>DA</u> <u>Form 597-3</u>, Army ROTC Scholarship Contract in the case of GRFD Scholarships, or MJC Scholarships, or the DedARNG Scholarship.
- (2) Complete ROTC <u>Cadet Command Form 202-R</u>, GRFD Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC <u>Cadet Command Form 203-R</u>, GRFD Scholarship Cadet Contract Endorsement, in the case of RFD Scholarships, or MJC Scholarships, or the DedARNG Scholarship.
- (3) Attach the SMP Agreement as an addendum to a completed <u>DA Form 3540</u>-series (see <u>AR 601-210</u>, Figure 5-4) and return these documents to the guidance counselor.
- (4) Request the MEPS Guidance Counselor provide the battalion a copy of <u>DA</u> <u>Form 3540</u>-Series, <u>DA Form 4824</u>, and <u>DD Form 1966</u>-Series. (<u>NOTE</u>: <u>AR 601-210</u> does not list the ROTC Battalion in the disposition instructions, so you must request these copies for the cadet file.)
- g. MEPS Guidance Counselor will follow disposition instructions for all documents in accordance with <u>AR 601-210</u>, Paragraph 9-14, and as specifically requested by the ROTC Battalion.
- h. Subsistence entitlements begin with the effective date of the <u>DA Form 597</u> or <u>DA Form 597-3</u>.
- **5-7. ARNG (Current Service Member).** Procedures for students who are already members of an ARNG unit that what to enroll in the SMP.
- a. The PMS coordinates with the JFHQ MILPO to determine whether an SMP position is available in the students current unit of assignment or in another local unit.

- b. The cadet executes the SMP Agreement (<u>NGB Form 594-1</u>). The unit Commander authenticates the agreement.
- c. The PMS coordinates with the current or gaining ARNG commander for an interview.
- d. The ARNG unit commander coordinates with the cadet to complete the following packet for forwarding to the ROTC battalion PMS:
 - (1) Unit and cadet complete NGB Form 594-1.
- (2) Copy of DD Form 4, Enlistment/Reenlistment Document, with NGB Form 594-1 attached.
- (a) The ARNG unit commander forwards a copy of <u>DD Form 4</u> with <u>NGB</u> Form 594-1 attached to the PMS.
- (b) The cadet must have four years remaining on a current military enlistment from the date of contracting in the ROTC Advanced Course. An extension should be completed to meet this requirement. The effective date on the MSB Form 594-1 must be the same as that on the DA Form 597 to preclude dual contracts and erroneous compensation.
- (c) The PMS (after reviewing the cadets military documents and student status) verifies the individual is eligible for enrollment in the ROTC Advanced Course by authentication on <u>DA Form 597</u> or <u>DA Form 597-3</u>. The PMS will also forward one copy to the ARNG Unit Commander.
- **5-8. ARNG (Non-Prior Service Member).** Procedures for enlisting cadets in the ARNG and SMP (not already contracted in ROTC Advanced Course) are as follows:
- a. The ROTC Battalion will assist interested cadets in enlisting in the ARNG SMP by coordinating with the JFHQ Military Personnel Officer (MILPO) to determine the location and types of units in the area with SMP vacancies.
- b. ROTC Battalion Administrator will coordinate with unit commander to verify that an officer position exists and that the unit will accept the student for the SMP. This is accomplished by completing the SMP agreement (NGB Form 594-1).
- c. When a unit vacancy is determined, the ROTC Battalion coordinates with the unit commander to schedule an interview for the SMP applicant.
- d. Once accepted for assignment in the ARNG unit, the ROTC Battalion works with the cadet to prepare the following packet for the gaining unit commander.
 - (1) DD Form 4, Enlistment in the USAR Control Group (ROTC).
 - (2) SF 88, Report of Medical Examination.
 - (3) **SF 93**, Report of Medical History.
- (4) <u>DA Form 597</u>, Army Senior ROTC Non-Scholarship Contract, or <u>DA Form 597-3</u>, Army ROTC Scholarship Contract in the case of RFD Scholarships, MJC

Scholarships, or Dedicated National Guard Scholarships.

(5) ROTC <u>Cadet Command Form 202-R</u>, Guaranteed Reserve Forces Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC <u>Cadet Command Form 203-R</u>, GRFD Scholarship/DASE-COOP Cadet Contract Endorsement in the case of RFD Scholarships, MJC Scholarships, or Dedicated National Guard Scholarships.

- e. The Unit Commander will complete the following:
 - (1) Assist the cadet in completing **NGB Form 594-1**.
 - (2) Enlist the cadet in the ARNG in accordance with NGR 600-200, Chapter 2.
 - (3) Forward copies of the above documents to the ROTC Battalion.
- f. Upon receipt of the above documents, (<u>DD Form 4</u>, <u>NGB Form 594-1</u>, and <u>DD Form 368</u>) from the unit, the ROTC battalion will discharge the cadet from the USAR Control Group (ROTC).
- (1) The effective date of discharge will be one day prior to the ARNG enlistment date on the <u>DD Form 4</u>. Orders will be published in accordance with <u>AR 600-8-105</u>, Format 500, Figure 5-5.
- (2) Copies of the order will be forwarded to the Gaining ARNG Unit Commander and Commander, HRC-ST LOUIS (ARPC-PRA-RD), 9700 Page Avenue, St. Louis, MO 63132-5200.

5-9. Conditional Release of USAR Member Toc

- a. The ROTC Battalion will request a conditional release from the USAR unit for the purpose of enrollment in the ROTC program by completing <u>DD Form 368</u>, Request for Conditional Release from Reserve or Guard Component, dated Nov 94. The PMS completes Sections I and II, granting conditional release from the USAR in order to enlist into the USAR Control Group (ROTC).
- b. Upon receipt of conditional release, the ROTC Battalion immediately enlists the cadet in the USAR Control Group (ROTC).
- c. A copy of <u>DD Form 4</u> will be sent to the unit for forwarding to its local Regional Readiness Command and appropriate discharge authority. Reference (<u>AR 145-1</u>, Paragraph 3-44d, <u>AR 135-178</u>, Paragraph 1-25 and Paragraph 3-3d.1).
- d. The discharge order should be dated one day prior to the date on the **DD Form 4**, effecting enlistment into the USAR Control Group (ROTC).
- e. Subsistence entitlements may begin the day after the effective date of the discharge order, conditional release, or the effective date of the ROTC Cadet Contract, whichever is later.

5-10. Conditional Release of ARNG Member Toc

a. The ROTC Battalion will request a conditional release from the ARNG unit for the purpose of enrollment in the ROTC program by completing <u>DD Form 368</u>, Request for Conditional Release from Reserve or Guard Component, dated Nov 92. The PMS completes sections I and II, granting conditional release from the USAR Control Group (ROTC) enlistment.

- b. Upon receipt, the ROTC Battalion will provide a copy of <u>DD Form 4</u>, effecting enlistment into the USAR Control Group (ROTC) to the unit for forwarding to the Adjutant General along with the request for discharge.
- c. The effective date of the discharge should be dated one day prior to the effective date of the enlistment in the USAR Control Group (ROTC).
- d. Subsistence entitlements may begin the day after the effective date of the discharge order or conditional release or the effective date of the ROTC Cadet Contract, whichever is later.

5-11. Conditional Enrollment, SROTC Advanced Course (Non-Scholarship)

- a. TPU members who wish to participate as an SMP cadet while conditionally enrolled in the senior ROTC Advanced Course (nonscholarship) will be treated the same as a potential participant. Reference <u>AR 601-210</u>, Paragraph 10-7 and <u>NGR 600-100</u>, Paragraphs 13-3 and 13-6.
- b. The ROTC battalion will require the potential SMP participant to sign a written agreement stating that they understand and agree to the following provisions:
- (1) As a conditional SMP participant, they are not entitled to retroactive pay for either advancement to E-5 (cadet) pay grade or for the SROTC monthly stipend for that period.
- (2) They acknowledge the conditional status must be resolved within one academic year or such status will be terminated. Continuance in the ROTC Advanced Course will not be allowed until the conditional status is favorably resolved and they become fully qualified and eligible to reenter under current reenrollment criteria.
- (3) They understand that time spent in the ROTC Advanced Course as a conditional SMP is creditable toward meeting military science requirements for commissioning.
- c. The ROTC Battalion should coordinate directly with the TPU concerned to secure a copy of **DD Form 4** with **DA Form 4824-R** or **NGB Form 594-1** attached.
- (1) The individual must have four years remaining on the current enlistment from the date of contracting.
- (2) The effective date on <u>DA Form 4824-R</u> or <u>NGB Form 594-1</u> must be the same as that on <u>DA Form 597</u> (ROTC Contract) to preclude dual contracts and erroneous compensation.

(3) The ROTC Battalion verifies the cadets eligibility and authenticates **DA Form 597**. A copy of the authenticated **DA Form 597** is then forwarded to the TPU commander.

Chapter 6, Assignment Priorities Toc

6-1. References

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, d(5) (USAR).
- b. NGR 600-100, dated 15 Apr 94, Paragraph 13-9e (ARNG).
- **6-2. USAR.** The number of individuals applying to take part in the SMP with a given unit may exceed the number of officer trainee spaces available. When this occurs, the following order of priority will be used:
- a. First priority is for a current AR TPU soldier not enrolled in the ROTC Advanced Course; however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.
- b. Second priority is for a soldier assigned to a control group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC Advanced Course, and must have completed basic training.
- c. Third priority is for the enlistment of a PS applicant. The applicant must be eligible for enrollment in the ROTC Advanced Course.
- d. Fourth priority is for the enlistment of a NPS applicant who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the PMS for entry into MS III.
- e. Fifth priority is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed the ROTC Leadership Training Course (LTC).
- f. Sixth priority is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed MS II.
- g. Seventh priority is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC Advanced Course.
- h. Eighth priority is for the reassignment of a cadet enrolled in the ROTC Advanced Course from Control Group (ROTC) to the AR TPU.
- **6-3. ARNG.** The number of persons applying to take part in the SMP with a given unit may exceed the number of officer trainee spaces available. When this occurs, the following order of priority will be used:
- a. ARNG enlisted soldiers participating in state-funded scholarship programs or recipients of a GRFD-ARNG or MJC Scholarship.

b. Other applicants enrolled in the ROTC Advanced Course or MS II.

6-4. Scholarship Cadet Participation. Toc GRFD, DedARNG, MJC Scholarship recipients, and Non-Scholarship contract students with GRFD endorsements, are required to participate in the SMP. All other scholarship cadets are ineligible for participation in the SMP. Reference AR 145-1, Chapter 3, 3-17; AR 601-210, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, d(2) and Cadet Command Regulation (CCR) 145-10.

Chapter 7, Provisions Governing Size of SMP (TPU)

7-1. References Toc

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, d(3)
- b. AR 140-1, Mission, Organization, and Training, dated 12 Jan 04, Paragraph 2-5c-d.
- c. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, date 15 Apr 94, Paragraph 13-9(a-c).

7-2. SMP TPU Size Guidance Toc

- a. The need to prioritize candidates stems from provisions limiting the size of the SMP. Headquarters, DA directives have limited the total of SMP participants assigned to a RRC or a GOCOM to no more than four percent of that command's authorized total combined officer and enlisted strength.
- b. Forces Command (FORSCOM) TPUs must stay within enlisted pay grade limitations.
- c. Officer trainees may be assigned to one unit and attached elsewhere to facilitate training; e.g., a unit geographically closer to the ROTC battalion.
- d. The total number of officer trainees drilling with a TPU will not exceed three SMP members per commissioned officer supervisor. The cadet will be assigned as overstrength against that officer position.
- e. Unique ARNG requirements:
- (1) ARNG authorizes assignment of SMP participants on the basis of commissioned officer vacancies, or projected vacancies within the unit.
- (2) This includes authorized over-strength positions. The total number of SMP participants per state will not exceed four percent of wartime required aggregate (officer and enlisted) strength without prior approval of the Chief, National Guard Bureau.
- (3) The unit commander will determine the number of ARNG SMP members based upon the number that can be effectively supervised and trained.
- (4) SMP members may be attached to other units, but the State MILPO must control the total number attached.

Chapter 8, SMP Cadet Grade/Rank Toc

8-1. References TOC

- a. AR 601-210, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, a(3).
- b. AR 37-104-4, Military Pay and Allowances Policy, dated 08 June 2005.
- c. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-4, 13-5.
- d. **AR 611-201**, Enlisted Career Management Fields and Military Occupational Specialties, dated Sep 94, Paragraph 7-5.
- **8-2. Grade.** SMP participants will be paid in Grade E-5. Members of USAR or ARNG units who held a higher grade prior to becoming an SMP participant will continue to be paid at the higher grade. SMP participants who are disenrolled from the ROTC Advanced Course will return to the pay grade held prior to SMP participation.
- **8-3. Rank.** Commanders will ensure that officer trainees are afforded the same respect and courtesy (except saluting) normally reserved for commissioned officers of the United States Armed Forces.
- a. Officer trainees will be addressed as Mister, Ms, or Cadet.
- b. Officer trainees will be expected to salute all officers and warrant officers.
- **8-4. Disenrollment Reduction.** SMP participants who are disenrolled from the ROTC Advanced Course will be returned to the grade and rank that they held prior to SMP participation.

Chapter 9, Uniform, Subsistence, and Billeting Toc

9-1. References Toc

- a. NGR 600-100, dated 15 Apr 94, Paragraphs 13-12 through 13-14.
- b. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- **9-2. Uniform Issue.** Too SMP members are authorized a complete uniform issue by their RC unit under the provisions of <u>CTA 50-900</u>, Clothing and Individual Equipment, dated Sep 94. ROTC battalions should not duplicate this issue. ROTC battalions should provide items peculiar to ROTC; i.e., items of clothing worn as an outer garment on which the ROTC shoulder insignia has been or will be sewn.
- **9-3. Uniform Wear.** The specific uniform worn at unit activities will be determined by the ARNG or USAR commander. The following are not appropriate for wear while participating in RC unit training activities:

- a. ROTC cadet rank, ribbon, and fourragere.
- b. Officer or enlisted military rank insignia.
- c. Unit insignia (crest) on utility or garrison caps.
- d. ROTC insignia is authorized for wear while in ARNG status.

9-4. Subsistence and Billeting Toc

- a. During IDT and Annual Training (AT), officer trainees (SMP Cadets) will not be charged for meals, but will be required to sign for meals on the unit signature headcount sheet (**DA Form 3351**).
- b. Officer trainees (SMP Cadets) should be billeted with junior officers during training periods that require overnight billeting.

Chapter 10, Incentive Program Status Toc

10-1. References Toc

- a. AR 135-7, Incentive Programs, dated 15 Apr 96.
- b. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, d (6).

10-2. Selected Reserve Incentive Programs Toc

- a. Enlistment bonus.
- b. Reenlist/extension bonus.
- c. Accession/Affiliation bonus.
- d. Repayment of student loans.
- e. Health Professionals Loan.

10-3. Termination of Incentives

- a. All Selected Reserve Incentive Programs that could apply to potential SMP participants listed above are terminated when the individual enters the ROTC/SMP on enrollment in the ROTC Advanced Course or becomes an assigned member of Control Group (ROTC).
- b. Individuals who were eligible for Montgomery GI Bill (MGIB) benefits prior to contracting in the ROTC Advanced Course do not lose their eligibility simply based on contracting. This includes cadets who are receiving financial assistance under a GRFD Scholarship (Title 10, U.S. Code 2107a). DedARNG scholarship cadets presently cannot simultaneously receive CH 1606 MGIB and scholarship benefits. These cadets will also receive the MGIB SMP Kicker if otherwise qualified.

c. Cadets participating in the SMP are also eligible to receive federal and state tuition assistance.

10-4. Recoupment of Incentives Toc

- a. A recipient of Selected Reserve Incentive Program benefits already received is not subject to recoupment of benefits upon becoming an SMP participant.
- b. However, some MGIB benefits may be subject to recoupment. MGIB benefits are based on one year of benefits for every two years served. Example: an individual enlists in a USAR or ARNG unit in his/her freshman year in college and completes Initial Active Duty Training (IADT). He/she then begins receiving MGIB benefits as a sophomore. At the junior year, the individual contracts in ROTC and becomes an SMP participant (Non-Scholarship). The individual completes college and is commissioned, having received the maximum of 36 months of benefits for a full-time student. If that individual should then enter on Active Duty, having served only four years of the Reserve enlistment, the Department of Veterans Affairs may recoup one year of benefits.

Chapter 11, Training Toc

11-1. References Toc

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated16 May 05, Paragraph 9-14.
- b. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraphs 13-10 and 13-11.

11-2. Supervision Toc

- a. SMP participants will be assigned duties in a position of responsibility commensurate with the grade of second lieutenant under the supervision of a commissioned officer.
- c. Officer trainees will be subject to the same standards and regulations for satisfactory performance as apply to enlisted personnel assigned to the unit.

11-3. Training Guidelines/Utilization Toc

- a. Officer trainees should be exposed to the full range of duties (in a supervisory capacity) normally accomplished by junior grade enlisted personnel (i.e. guard duty, K.P., motor pool, etc.).
- b. Commanders and supervisors should provide continuous counseling on the officer's leadership role. The Commander/supervisor should keep in mind the officer trainee's future role as a commissioned officer when providing comments on his/her performance in executing leadership functions.
- c. Unit commanders and supervisors should be aware of the cadet's ROTC classroom and field instruction and, when possible, compliment the training received from ROTC participation.

d. Officer trainees will not be placed in any position requiring them to act directly for the commander. Such duties include: Duty officer, member of a court martial, solely responsible for conducting live-fire training, handling public monies or records pertaining to public monies, or to any position requiring an officer's certification.

- e. Officer trainees may serve as officer of the guard or officer of the day provided such duties are performed under the supervision of the staff duty officer.
- f. Advanced Course participation in MS III and MS IV instruction is mandatory for SMP cadets.
- g. PMS will provide a yearly training calendar (YTC) to the RC commander and compare YTC to RC unit YTC to identify potential conflicts.
- h. Commanders should ensure that SMP cadets are given the respect and courtesy (except saluting) normally reserved for commissioned officers. SMP cadets will be expected to salute all officers and warrant officers. SMP cadets will be referred to as Mister or Miss. Terms such as sir, ma'am, or sergeant will not be used.

11-4. Training Priorities (USAR). References

- a. References.
- (1) AR 601-210, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- (2) AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, dated 26 Sep 00, Paragraph 4-8.
- (3) AR 140-1, Mission, Organization, and Training, dated 20 Jan 04, Paragraph 3-12, 3-20.
- b. Annual Training (AT). Officer trainees will be excused, upon their request, from AT during the year they are required to attend ROTC Leader Development and Assessment Course (LDAC). They will not be required to attend both unless they choose to do so, but they must attend LDAC. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.
- c. Unit Training Assemblies (UTAs). (AR 140-1, Para 3-12) USAR-SMP members are required to attend all UTAs, (drill weekends). When conflicts arise between weekend drills and ROTC exercises, the unit commander may authorize rescheduled training (RST) for the cadet.
- d. Rescheduled Training (RST). Rescheduling of missed training will be accomplished by requesting RST. RST requests must be made in advance of the weekend drill that will be missed. RST may be granted to ROTC SMP participants to attend certain school functions that, in the judgment of the commander, would enhance their military training and professional development. Such functions must meet the four-hour rule, be performed in the prescribed uniform, and be documented on a DA Form 1380, Record of Individual Performance of Reserve Duty Training, submitted for approval by the TPU Commander, and signed by the PMS. Instructions for preparation of the DA Form 1380 are found in

AR 140-185, Paragraph 3-3b.

11-5. Training Priorities (ARNG) Toc

- a. Reference <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-10e.
- b. All ARNG-SMP members are required to attend both AT and ROTC LDAC. When the dates conflict, priority will go to the ROTC LDAC and AT attendance will be rescheduled IAW NGR 350-1. Commanders will interview all officer trainees to determine the best time to reschedule their AT. AT rescheduling will not conflict with college classes or course work.
- c. Attendance at ROTC airborne or air assault is encouraged and authorized. Constructive credit will be used to report these members on **DA Form 1379** for IDT or AT.
- d. UTA/Weekend Drills. If conflicts occur between a unit drill weekend and an ROTC field training exercise (FTX), Dining In, or military ball, the following applies:
- (1) If the ROTC event is part of the required program of instruction in MS III or MS IV, attendance is mandatory for the officer trainee and the ROTC training will have priority. However, the officer trainee is responsible for notifying the unit in advance and providing a training attendance certificate. The PMS must also verify that the ROTC training was performed.
- (2) If the ROTC training is not part of the required program of instruction and is voluntary, the ARNG weekend drill will have priority.
- (3) When a weekend drill is missed, the unit commander has the option to grant a split unit training assembly (SUTA) which authorizes normal drill pay, authorize an excused absence (no pay involved), or authorize equivalent training (ET) (for pay). A SUTA or ET may be authorized for duties performed with ROTC.
- **11-6.** Overseas Deployment. Toc A cadet who has completed IADT is eligible for AT with a unit deploying for overseas deployment training (ODT). ROTC LTC and/or any combination of MS I, MS III, MS III, and MS IV do not equate to IADT and do not qualify the individual for ODT (10, USC 671).

11-7. Mobilization or Call to Active Duty (AD)

- a. References.
- (1) DA Memorandum, Subject: Fencing U.S. Army Reserve and Army National Guard Soldiers in the Reserve Officers Training Corps (ROTC) Program, dated 2 May 2005.
- (2) DA Memorandum, Subject: Mobilization of Reserve Component Member Cadets in U.S. Army Cadet Command (USACC), dated 30 August 2005.
- b. As an exception to <u>AR 601-210</u>, Paragraph 9-14, all contracted ROTC cadets are to be considered non-deployable until they either, receive their commission and complete their Officer Basic Course, or they are disenrolled from the program.

c. Additionally, all first year non-contracted ROTC cadets serving in USAR or ARNG units, who have successfully completed their first semester, and remain enrolled in the ROTC program, be considered non-deployable.

Chapter 12, Evaluation of Officer Trainees

12-1. References Toc

- a. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- b. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-8b.
- **12-2. Evaluation.** Too Officer trainees will be evaluated on their performance. The commander's evaluation of the officer trainee's performance and development will be provided to the PMS.
- a. ARNG-SMP: The evaluation for the first year of unit performance and the two weeks of AT should be forwarded to the PMS no later than **1 August**. A second evaluation should be completed **90 days** prior to the projected commissioning date and will include a recommendation to commission or not to commission. An evaluation is required in any case of unsatisfactory performance and may be submitted at any time. The commander is encouraged to provide informal evaluations to aid in the development of the officer trainee. Ongoing communication between the PMS and the unit commander is essential to provide optimum training and assistance to the officer trainee as well as to preclude possible problems at the time of commissioning. An enlisted evaluation report will not be prepared while the individual is an SMP participant.
- b. USAR-SMP: Although USAR Regulation <u>AR 601-210</u>, Paragraph 9-14, q(11) prohibits the preparation of officer or enlisted evaluation reports (OER/NCOER) for SMP participants, this does not preclude TPU commanders from using the <u>DA form 67-9-1a</u> Developmental Support Form and <u>DA form 4856</u>, Developmental Counseling Form. Regardless of the form used, the PMS needs feedback from the TPU commander on the progress of the SMP member.

Chapter 13, Scholarships Toc

13-1. References

- a. <u>CCR 145-1</u>, Reserve Officers Training Corps Army ROTC Incentives Policy, dated 9 Sep 01.
- b. <u>CCR 145-10</u>, Reserve Officers Training Corps Guaranteed Reserve Forces Duty (GRFD) Program, dated 1 May 02.

13-2. General Information Toc

a. Enlisted members of RC units may apply for a two-, three-, or four-year ROTC scholarship. RC unit members who are awarded a scholarship must be discharged from their RC unit, enlisted in the USAR Control Group (ROTC), and contracted on **DA Form**

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b. ROTC Advanced Course (MS III and MS IV) and MS II cadets with two-, three-, and four-year campus based scholarships are not eligible to participate in SMP. This restriction applies regardless of the current status of the scholarship.

- c. GRFD Scholarships. A full-time student may apply for a GRFD ROTC scholarship. For application purposes, they do not have to be a member of a reserve unit. All recipients of GRFD scholarships (including dedicated MJC scholarships) must execute a GRFD endorsement to their ROTC contract and must participate in the SMP with the ARNG. A GRFD scholarship participant will not be eligible to compete for active duty during the annual accession process except for GRFD and dedicated MJC recipients at the MJCs. GRFD and dedicated MJC scholarship recipients at the MJCs must submit and have an approved CC Form 204R prior to accessions to be considered for active duty.
- d. Dedicated National Guard Scholarship (2-, 2.5-, 3-year scholarships) recipients must execute a GRFD endorsement to their ROTC contract and SMP with the ARNG. Like all other GRFD scholarships, the participant will not be allowed to compete for Active Duty during the annual accession process, including those at MJCs. They must serve their military service obligation in the National Guard.
- e. All members of ARNG TPUs may participate in state funded ARNG State Scholarships or Tuition Assistance Programs provided they meet the state qualifications.

Chapter 14, Leave of Absence (LOA) Toc

14-1. References Toc

- a. <u>AR 145-1</u>, Senior Reserve Officers Training Corps Program: Organization, Administration, and Training, dated 22 Jul 96, Paragraphs 3-38 and 3-48.
- b. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-5d.
- **14-2. General Guidance.** The ROTC Region Commander is the approving authority for LOA. Approval authority may be delegated as necessary.
- a. An SMP cadet who has been placed on LOA for an extended period may, at the discretion of the unit commander, be reassigned from the RC unit to the USAR Control Group (ROTC) under the administrative jurisdiction of the appropriate ROTC Battalion in which the cadet is enrolled. The cadet will remain assigned to the USAR Control Group (ROTC) until disenrolled (discharged), commissioned, or reassigned to participate as an SMP member. SMP participants will not be transferred to the Control Group (ROTC) solely to be discharged from the ROTC and thereby avoid statutory or contractual MSO. (See Paragraph 5-8.f of this regulation for more information.)
- b. If a LOA is granted to an SMP cadet to study abroad, coordination must be made with the appropriate ARNG or USAR unit to ensure that the SMP member is placed in an inactive status for the duration of the LOA.
- c. A LOA from ROTC training for a semester or more may be granted to a scholarship cadet by the CG, HQCC, unless subordinate level approval is authorized for one or more of

the reasons listed in AR 145-1, Paragraph 3-38.

Chapter 15, Uniform Code of Military Justice (UCMJ)

15-1. References

- a. <u>AR 135-91</u>, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, dated 1 Feb 05.
- b. AR 135-78, Enlisted Administration Separations, dated 13 March 2007.
- **15-2. USAR.** USAR members not on AD are subject to UCMJ only while serving on AT, ADT or when flying space-available on military aircraft. During UTAs and other forms of Inactive Duty for Training, members are subject to administrative action under the provisions of AR 135-91 and AR 135-78.
- **15-3. ARNG.** By Federal law, each state has authority to conduct general, special, and summary courts-martial for ARNG personnel accused of a military offense. Implementation of this depends on each state legislature granting authority to exercise powers (state military codes).
- a. Some state statutes may provide non-judicial and administrative powers to the governor in relation to the state's ARNG.
- b. While on full-time training duty (FTTD), AT, or when flying space-available on military aircraft, ARNG members are subject to the UCMJ.
- c. IDT ARNG SMP cadets are in Title 32 training status.

Chapter 16, Early Commissioning Program/Completion Cadet Program Toc

16-1. References Toc

- a. <u>AR 145-1</u>, Senior Reserve Officers Training Corps Program: Organization, Administration, and Training, dated 22 Jul 96, Chapter 6, Section II.
- b. <u>AR 601-210</u>, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14.
- c. <u>NGR 600-100</u>, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-7.
- d. CCR 145-9, Accessioning and Commissioning, dated Apr 99, Chapter 5.
- **16-2. Academic Alignment.** Too Cadets will be academically aligned to the fullest extent possible. Those completing ROTC requirements, including required Professional Military Education (PME) courses, but have not completed requirements for their baccalaureate degree, will be placed in completion status and will be processed for accessioning based on their graduation date. The only exception to the above are MJC graduates. A cadet enrolled at an MJC who has completed all ROTC requirements may be commissioned under the Early Commissioning Program (ECP) upon graduation from the

MJC.

a. HRC-St. Louis assigns ECP lieutenants to USAR units or transfers them to the local National Guard JFHQ for appointment and assignment to ARNG units. In those cases where an MJC ECP candidate has coordinated with a USAR or ARNG unit in the area of the four-year school he/she plans to attend, and has been accepted to fill a vacancy in the unit, the following documents should be forwarded through HQCC to HRC-St. Louis prior to commissioning:

- (1) Letter of acceptance from a four-year school.
- (2) Memorandum of Understanding (MOU) between ECP Lieutenant and USACC.
- (3) Letter of acceptance from unit that identifies (TOE) (TDA) paragraph and line number for the officer vacancy.
- (4) <u>DA Form 4651-R</u> (or <u>NGB Form 60</u> for ARNG units) will be attached to the letter of acceptance from the unit. This form will be prepared by the RC unit IAW <u>AR 140-10</u> and endorsed by the RC command level authorized to approve assignments.
- (5) See <u>CC Reg 145-9</u>, Accessioning and Commissioning, dated Aug 99, for other documents required prior to and after commissioning.
- b. MJC commissionees who have not secured a lieutenant position in an RC unit prior to graduation and commissioning from the MJC will request the assistance of the gaining PMS at the four-year institution in finding unit vacancies at ARNG and USAR units in the area. In such cases, the DA Form 4651-R and the unit letter of acceptance will be processed through the unit's command channels to HR-St. Louis for assignment to the USAR unit or transfer to the ARNG for appointment and assignment.
- **16-3.** Accessioning. ECP lieutenants will be processed for accessioning based on the graduation date from the four-year institution granting their baccalaureate degree. Accessioning guidelines are provided in <u>CC Reg 145-9</u>, Accessioning and Commissioning, dated Aug 92.
- **16-4.** Completion Cadet Program.
 SMP cadets who are in a completion status may continue their SMP status in their ARNG or USAR unit. Only Completion Cadets who were previously SMP participants may continue to participate after all ROTC course requirements are completed. Completion Cadets who continue participating in the SMP retain their unit pay and any benefits to which they are entitled through unit membership. They do not receive an ROTC subsistence allowance. These cadets must remain satisfactory participants in their units, and may remain in a completion cadet status no more than 24 months unless proper authority grants an extension.

Chapter 17, Guaranteed Reserve Force Duty

- **17-1. References.** CCR 145-10, Guaranteed Reserve Forces Duty (GRFD) Program, dated 1 May 2002.
- **17-2. Contracting Requirements.** Too All cadets and prospects should be informed of the GRFD program. All cadets who are GRFD, MJC, or Dedicated National Guard Scholarship recipients must execute a GRFD Contract Endorsement (<u>Cadet Command</u>)

Form 203-R) and must participate in the SMP.

a. Non-scholarship SMP cadets who do not have the GRFD Contract Endorsement (<u>Cadet Command Form 202-R</u>) may request the endorsement anytime prior to accessions. All Non-Scholarship cadets who have executed the GRFD Contract Endorsement must participate in the SMP.

- b. Revocations of non-scholarship GRFD contracts must now be approved by the CG, HQ USACC. Unless the cadet requests revocation of the GRFD Contract Endorsement, he/she will submit an accession packet requesting GRFD during the MS IV year (or the academic year in which graduation is projected), and will be accessed RD. For a complete explanation of the new GRFD revocation policy see CCR 145-10, CH 3, 3-4.
- c. Academically nonaligned SMP GRFD cadets will be accessed during the academic year in which they will graduate. Those requesting RD will be accessed RD. Those desiring consideration for IA, AD, or ED may request revocation of their GRFD Contract Endorsement prior to submitting their accession packet by completing ROTC Cadet Command Form 204-R and transmitting it to HQCC. If approved, the request for revocation will be included in the accession packet when submitted.
- d. Revocation of a GRFD Contract Endorsement does not guarantee that a cadet will be selected for IA, AD, or ED. Such selection will be based on the needs of the Army.

Chapter 18, Reserve Forces Duty Preference Toc

- **18-1. References.** Toc <u>CCR 145-9</u>, Accessioning and Commissioning, dated Apr 99.
- **18-2. Procedure.** Current Human Resource Command (HRC) St. Louis directive requires all MS IV cadets, completion cadets, and ECP lieutenants who are submitting accession packets to complete ROTC Cadet Evaluation and Management Worksheet Series 67-9 as part of their accession packet. These forms are incorporated into the automated accession forms.
- a. For SMP participants and RC-assigned ECP lieutenants, these documents are of major importance, especially Section 9, Preferred Unit of Assignment. During the RD Branching Board actions, individuals checking the ARNG block will be branched and assigned to units based on the availability and location of ARNG lieutenant vacancies. Similarly, individuals checking the USAR block will be branched and assigned according to the force structure needs of the USAR. Individuals indicating no preference will be involuntarily branched in the USAR.
- b. ARNG or USAR APMSs at ROTC battalions should play a major role in counseling accession cadets about the branch opportunities or limitations, force structure, and locations of major units and commands for RC on both the regional and national levels.
- **18-3. ROTC Lieutenant Management Offices.** Both the USAR and ARNG maintain offices at HRC-St. Louis. These offices work in close coordination with each RRC and JFHQ. They obtain and update current lieutenant vacancy listings for all units within their respective components. Cadets needing guidance or advice about specific branches or unit vacancies for a particular area or community are encouraged to contact the appropriate branch of the Lieutenants Transition and Distribution Division at HRC-St. Louis.

a. USAR by Branch:

(1) OD, EN, SC:

Toll Free: 1-800-359-8483, option 1, then 464-9285

(2) CM, AR, IN:

Toll Free: 1-800-359-8483, option 1, then 464-9034

(3) AG, FI, MI, FA:

Toll Free: 1-800-359-8483, option 1, then 464-9508

(4) TC, MP, AD, QM:

Toll Free: 1-800-359-8483, option 1, then 464-9642

(5) AV:

Toll Free: 1-800-359-8483, option 1, then 464-9417

(6) MS, AN

Toll Free: 1-800-359-8483, option 1, then 464-8467

(7) ECP LTs:

Commercial: (314) 592-0000 Ext. 3675 Toll Free: 1-800-325-1879, option 3

b. ARNG. TOC

National Guard Lieutenants Management Branch

Commercial: (314) 592-0000 Ext. 0815

Toll Free: 1-800-325-4389

FOR THE COMMANDER:

WAYNE L. GARCIA Colonel, GS Chief of Staff

Appendix A, References Toc

Section I, Required Publications

AR 37-104-4

Military Pay and Allowances Policy

AR 40-501

Standards of Medical Fitness

AR 135-91

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

AR 140-1

Mission, Organization, and Training

AR 140-10

Assignments, Attachments, Details, Transfers

AR 145-1

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

AR 310-10

Military Orders

AR 600-9

The Army Weight Control Program

<u>AR 601-210</u>

Regular Army and Army Reserve Enlistment Program

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties

CCR 145-1

Army ROTC Scholarship Administrative and Procedural Instructions

CCR 145-9

Accessioning and Commissioning

CCR 145-10

Reserve Officers Training Corps Guaranteed Reserve Force Duty (GRFD) Program

NGR 350-1

Army National Guard Training

NGR 600-100

Commissioned Officers Federal Recognition and Related Personnel Actions

Appendix A, References (continued) Toc

NGR 600-200

Enlisted Personnel Management

10 USC 671

10 USC 2106

10 USC 2107

37 USC 205

Appendix B, Abbreviations Toc

| ACRONYM | DESCRIPTION | | | | |
|--------------|---|--|--|--|--|
| AD | Active Duty | | | | |
| ADT | Active Duty for Training | | | | |
| APMS | Assistant Professor of Military Science | | | | |
| ARNG | Army National Guard | | | | |
| AT | Annual Training | | | | |
| CCP | Completion Cadet Program | | | | |
| CCR | Cadet Command Regulation | | | | |
| DA | Department of the Army | | | | |
| ECP | Early Commissioning Program | | | | |
| ET | Equivalent Training | | | | |
| FTX | Field Training Exercise | | | | |
| GPA | Grade Point Average | | | | |
| GRFD | Guaranteed Reserve Force Duty | | | | |
| HQCC | Headquarters, U.S. Army Cadet Command | | | | |
| IADT | Initial Active Duty for Training | | | | |
| IDT | Inactive Duty Training | | | | |
| IRR | Individual Ready Reserve | | | | |
| JFHQ | Joint Force Headquarters | | | | |
| LDAC | Leader Development and Assessment Course | | | | |
| LTC | Leadership Training Course | | | | |
| MJC | Military Junior College | | | | |
| MS | Military Science | | | | |
| MUSARC | Major U.S. Army Reserve Command | | | | |
| NCO | Noncommissioned Officer | | | | |
| NGB | National Guard Bureau | | | | |
| OCAR | Office of the Chief, Army Reserve | | | | |
| ODT | Overseas Deployment Training | | | | |
| OER | Officer Evaluation Report | | | | |
| PME | Professional Military Education | | | | |
| PMS | Professor of Military Science | | | | |
| RC | Reserve Component | | | | |
| RFD | Reserve Force Duty | | | | |
| RFO | Request For Orders | | | | |
| ROTC | Reserve Officer Training Corps | | | | |
| RRC RST | Regional Readiness Command (USAR) | | | | |
| | Rescheduled Training Strength Management Officer | | | | |
| SMO | ŭ ŭ | | | | |
| SMP SROTC | Simultaneous Membership Program Sonior Posoryo Officer Training Corps | | | | |
| SUTA | Senior Reserve Officer Training Corps Split Unit Training Assembly | | | | |
| TAG | The State Adjutant General | | | | |
| TPU | Troop Program Unit | | | | |
| UCMJ | Uniform Code of Military Justice | | | | |
| USAR | United States Army Reserve | | | | |
| USC | United States Army Reserve United States Code | | | | |
| UTA | Unit Training Assembly | | | | |
| UIA | Unit framing Assembly | | | | |

Appendix C Toc

Sample Discharge Order Format for the purpose of discharging a cadet from the ROTC Control Group (USAR) for reassignment in the Army National Guard (ARNG) to participate in the Simultaneous Membership Program (SMP).

ROTC LETTERHEAD

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are discharged from the Component shown.

Authority: Army Regulation 601-210.

National Guard Regulation 600-100.

Effective Date: (Enter the effective date.)

Component: USAR Control Group

Additional Instructions: Enter any authorized additional instructions.

Must include the following statement: This order does not effect your enlistment in the

(enter state) Army National Guard

Format: 500

(Enter Authentication)

Signature Block
Professor of Military Science

(Enter Distribution)

Appendix D Toc

Sample Transfer Order Format for the purpose of transferring a cadet from the ROTC Control Group (USAR) to the Army Reserve (USAR) to participate in the Simultaneous Membership Program (SMP).

ROTC LETTERHEAD

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are reassigned in the Reserve Components as shown below.

Released from: (Enter the released from organization or unit)

Reason: (Enter the reason for the reassignment)

Assigned to: (Enter the unit of assignment (including UIC) and station of assignment.)

Effective Date: (Enter the effective date.)

Additional Instructions: (Enter any authorized additional instructions)

FOR ARMY USE

Auth: (Enter the authority information.)

Assigned To Management Designation: 09R20

Basic Branch: Not Applicable Control Branch: Not Applicable Control Specialty: Not Applicable Projected Specialty: Not Applicable

Format: 450

(Enter Authentication)

Enter Signature Block
Professor of Military Science

(Enter Distribution)

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Sample Professor of Military Science Certification ROTC/Simultaneous Membership Program Enlistment Option (Sample Memorandum)

I FTTFRHFAD

| (ROTC Institution) | |
|---|-------------------|
| (Office Symbol) | (Date) |
| MEMORANDUM FOR SUBJECT: PMS Certification | |
| 1. IAW NGR (AR) 600-100, Chapter 13, officials of the Army National Coertification from a ROTC, Professor of Military Science (PMS), that an a ROTC Simultaneous Membership Program will be enrolled in the ROTC sefore the ARNG enlistment can be completed. | applicant for the |
| 2. As a result of an interview with(Name) on(Date) thathe or she will be accepted for enrollment in the ROTC Senior applicant appears to have those qualifications necessary for becoming officer. | Course. The |
| 3. POC (Name) at(Telephone: commercial and/or appropriate). | DSN) (email when |
| (Signature Block of PMS) | |

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Sample Notice of Removal from Participation in ROTC/SMP with Continuing Membership in the Troop Program Unit of Assignment (Sample Memorandum)

| LETTERHEAD | |
|--|--------------|
| (Unit) | |
| (Office Symbol) | (Date) |
| MEMORANDUM FOR SUBJECT: Notice of Removal from Participation in the Simultaneous Members with Continuing Membership in the Unit of Assignment. | hip Program |
| Effective this date, Officer Trainee (Full Name) _ SSN:, is hereby removed from the SMP as a result of: | |
| a Not having enrolled in the ROTC Senior Course within one y into the SMP; | ear of entry |
| b. Not having been accepted for enrollment in the ROTC Senio | r Course; |
| c. Having been disenrolled from the ROTC Senior Course; | |
| d. Not complying with satisfactory participation standards; | |
| e. Refusing to accept a commission when tendered; or | |
| f. Not having been tendered a commission. | |
| 2 (Full Name) has a remaining military service obligation, estatutory or contractual. (He or She) is thereby retained as a member of the (USAR), currently assigned to this unit, until the date of expiration of term of sewhich is (ETS Date) | ARNG or |
| 3. The following additional information is provided: | |
| a. The Officer Trainee is reverted to enlisted pay grade(Private, etc.)(Graprior to Officer Trainee Status). | ade held |
| b. Reporting code is changed from 09R10/09R20 to(PMOS/DMOS) | |
| c. Entry on Initial Active Duty for Training (IADT) to complete basic training or individual training, or both, (is) (is not) required. A training reservation (has) been obtained through the REQUEST system. The member will enter on IADT (Date) at (Location) to undergo training in MOS | |

| Appendix F (continued) | тос | |
|-------------------------------|------|--|
| 4. POC(Name) appropriate). | at _ | (Telephone: commercial and/or DSN) (email when |
| | | FOR THE COMMANDER: |
| | | (Commanders Signature Block) |

| Appendix G Toc |
|--|
| Sample Statement of Understanding of Conditional Enrollment - Simultaneous Membership Program (SMP) |
| LETTERHEAD |
| (PMS Institution) |
| (Office Symbol) (Date) |
| MEMORANDUM FOR |
| SUBJECT: Statement of Understanding of Conditional Enrollment Simultaneous Membership Program (SMP) |
| I,(Full Name), SSN:, have been briefed and understand that while conditionally enrolled in the ROTC SMP, I am subject to the following: |
| a. I can only be conditionally enrolled in the Army ROTC Senior Course for a maximum of one academic year. |
| b. I will receive service credit for the time spent as a conditional cadet provided I meet all eligibility requirements and become fully contracted within one academic year. |
| c. I will be eligible for any reenlistment or extension bonuses due as an actively participating enlisted member of the (ARNG or USAR) while in a conditional status. |
| d. If not already in a pay status equivalent to E-5 or above, I will be eligible for an administrative advancement to Cadet pay grade E-5 (MOS 09R20) in the (USAR or ARNG) effective on the day that I am fully contracted into the ROTC Senior Course. |
| e. I will not be eligible for the stipend while in a conditional status. |
| f. I will receive credit for my reserve time for either length of service (Title 10 USC, 2106(c)) and for pay purposes (Title 37 USC, 205(d)) once I am commissioned. |

Signature of Applicant

Signature of PMS or Enrollment Officer

Appendix H Toc

ARNG/USAR SMP Process Checklist

| Applicant enlisted in USAR unit, then contracts in ROTC | Applicant enlisted in ARNG unit, then contracts in ROTC |
|--|--|
| Soldier informs TPU as soon as intent is made to contract with ROTC | Soldier informs TPU as soon as intent is made contract with ROTC |
| 2. ROTC BN prepares SMP agreement (DA Form 4824-R) signed by TPU CDR prior to contracting | 2. ROTC BN prepares SMP agreement (NGB For 594-1-R) signed by TPU CDR prior to contracting 3. ROTC BN completes DA Form 597 (Non- |
| 3. TPU prepares and soldier signs DA Form 3540 | Scholarship) or DA Form 597-3 (Scholarship) |
| 4. ROTC BN completes DA Form 597 (Non- Scholarship) or DA Form 597-3 (Scholarship) | 4. ROTC BN forwards copy of DA Form 597/597-3 to TPU |
| 5. ROTC BN forwards copy of DA Form 597/597-3 to TPU | 5. TPU will assign soldier to an authorized officer trainee position and submit pay action, changing soldier to CDT E-5 |
| TPU will assign soldier to an authorized officer trainee position and submit pay action, changing soldier to CDT E-5 | 6. TPU forwards copy of assignment orders and D Form 4 to ROTC BN |
| 7. TPU forwards copy of assignment orders and DD Form 4 to ROTC BN | |
| 8. Cadet attends drill | 8. Cadet attends drill |
| Applicant contracted in ROTC, then | Applicant contracted in ROTC, then |
| joins USAR TPU | joins ARNG TPU |
| 1. ROTC BN completes DA Form 597 (Non- Scholarship) or DA Form 597-3 (Scholarship) | 1. ROTC BN completes DA Form 597 (Non- Scholarship) or DA Form 597-3 (Scholarship) |
| 2. ROTC BN prepares SMP agreement (DA Form 4824-R) signed by TPU CDR prior to contracting | 2. ROTC BN prepares SMP agreement (NGB For 594-1-R) signed by TPU CDR prior to contracting |
| 3. TPU prepares and cadet signs DA Form 3540 | 3. Cadet is administered ASVAB testing |
| 4. Cadet is administered ASVAB testing | New DD Form 4 is executed by the TPU along with assignment orders, assigning the cadet to an SMP position. |
| 5. ROTC BN forwards copy of DD Form 4 and assignment orders transferring the cadet to the TPU position 9991 | 5. TPU initiates pay action to pay cadet as CDT 5 and forwards copy of DD Form 4 and assignment orders to the ROTC BN |
| 6. TPU initiates transfer in RLAS, assigning cadet to position 9991 and starts pay as CDT E-5 | 6. ROTC BN publishes discharge orders on the cadet (Date effective on the day prior to the effective date on the new DD Form 4) |
| 7. Cadet attends drill | 7. Cadet attends drill |
| Enlistment physical not required if ROTC Advanced Co no change in medical stalus since last physical | ourse physical is less than 4 years and cadet has had |

DA Form 4824-R, SMP Addendum (USAR)
NGB Form 594-1, SMP Agreement (ARNG)