

**CCR 145-6**  
**Reserve Officers' Training Corps Green to Gold Program**

**Original Document Date:** 12/01/02

**Revision Date:** 09/20/2011

**Summary:**

This regulation provides guidelines, policy criteria, and procedures for the successful conduct of recruiting activities within Active Duty military populations. This regulation supersedes ROTC Cadet Command Regulation 145-6, dated 1 Dec 02.

**POC/Impact:**

**Applicability.** The provisions of this regulation apply to members of U.S. Army Cadet Command and active-duty Soldiers pursuing an officer commission via this program. It is provided to other DA agencies outside Cadet Command as information.

**Supplementation.** Do not supplement this regulation without approval of Commander, U.S. Army Cadet Command (ATCC-OP),Fort Knox, KY 40121.

**Suggested Improvements.** The proponent of this regulation is the Recruiting Operations Directorate, U.S. Army Cadet Command. Send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command (ATCC-OP),Fort Knox, KY 40121.

**Availability.** This regulation is also available on the U.S. Army Cadet Command Homepage.

**Details:**

**Table Of Contents**

**Chapter 1, Introduction**

<b>1-1</b>	<a href="#">Purpose</a>
<b>1-2</b>	<a href="#">References</a>
<b>1-3</b>	<a href="#">Explanation of Terms</a>
<b>1-4</b>	<a href="#">History</a>
<b>1-5</b>	<a href="#">Organization</a>
<b>1-6</b>	<a href="#">Responsibilities</a>
<b>1-7</b>	<a href="#">Army Education Center</a>
<b>1-8</b>	<a href="#">Retention NCOs</a>

**Chapter 2, Establishing Positive Relationships with Army Installations**

<b>2-1</b>	<a href="#">Initial Contact</a>
<b>2-2</b>	<a href="#">Briefing COIs</a>
<b>2-3</b>	<a href="#">Promoting Referrals</a>
<b>2-4</b>	<a href="#">Promoting Cooperation and Good Will</a>

**Chapter 3, Advertising and Prospect Management**

<b>3-1</b>	<a href="#">Advertising and Public Affairs</a>
<b>3-2</b>	<a href="#">Prospect Management</a>
<b>3-3</b>	<a href="#">Referrals</a>
<b>3-4</b>	<a href="#">Contact With The Prospect</a>
<b>3-5</b>	<a href="#">Pre-Qualifying Prospects</a>

**[Chapter 4, Submission of Application](#)**

**Chapter 5, Soldiers Separation Eligibility Criteria (Scholarship & Non-Scholarship)**

<b>5-1</b>	<a href="#">General</a>
<b>5-2</b>	<a href="#">Requirements For Separation (Scholarship)</a>
<b>5-3</b>	<a href="#">Requirements For Separation (Non-Scholarship)</a>

### Chapter 6, Active Duty Option

6-1	<a href="#">General</a>
6-2	<a href="#">Requirements For Participation</a>
6-3	<a href="#">After Graduation ADO Out Processing Procedures</a>
6-4	<a href="#">ADO Soldiers Not Commissioned</a>

### Chapter 7, Notification Procedures and Administrative Disposition Criteria

7-1	<a href="#">Notification</a>
7-2	<a href="#">Administrative Disposition</a>
7-3	<a href="#">Counterpart Battalion Review</a>
7-4	<a href="#">Education Benefits</a>
7-5	<a href="#">Deferment Procedures</a>
7-6	<a href="#">Non-Selection</a>
7-7	<a href="#">In-Processing Procedures Upon Arrival At School</a>

### Chapter 8, Training

8-1	<a href="#">Leadership Development and Assessment Course (LDAC)</a>
-----	---

### Chapter 9, Accession Options

9-1	<a href="#">General</a>
9-2	<a href="#">Scholarship</a>
9-3	<a href="#">Non-Scholarship</a>
9-4	<a href="#">ADO</a>

### Appendices

A	<a href="#">References</a>
B	<a href="#">Counterpart Battalions Listing</a>
C	<a href="#">Sample ROTC Prospect Referral Form (CC Form 155-R)</a>
D	<a href="#">Sample Prospecting Letter</a>
E	<a href="#">Sample College ROTC Welcome Letter</a>
F	<a href="#">Nurse Recruiting on Army Installations</a>
G	<a href="#">Sample Installation Memorandum of Agreement</a>
H	<a href="#">Sample PMS Scholarship Letter of Acceptance</a>
I	<a href="#">Sample Chapter 16 Soldier Discharge Packet Scholarship Option</a>

Appendices (continued)

J	<a href="#">Sample Chapter 16 Soldier Discharge Packet Non-Scholarship Option</a>
K	<a href="#">Sample Active Duty Option Notification</a>
L	<a href="#">Division and Corps Commander Hip Pocket Scholarship Program</a>
M	<a href="#">Sample Waiver of Time In Service To HRC</a>
N	<a href="#">Calculation Example and Sample Waiver Of Training Service Obligation to HRC</a>
O	<a href="#">Financial Statement</a>
P	<a href="#">Memorandum of Agreement Between the PMS and ADO Cadet</a>
Q	<a href="#">ADO Out-Processing Packet Documents</a>
	<a href="#">Glossary</a>

## Chapter 1, Introduction [TOC](#)

### 1-1. Purpose [TOC](#)

The Green to Gold program identifies enlisted Soldiers with officer potential and assists them in transitioning from active duty to attend college and compete for an officer commission through ROTC.

### 1-2. References [TOC](#)

Required and related publications are listed in [Appendix A](#).

### 1-3. Explanation of Abbreviations and Terms [TOC](#)

Abbreviations and special terms used in this regulation are explained in the Glossary.

### 1-4. History [TOC](#)

This program grew out of the Army Transition Management (ATM) program that began in December 1986. Under ATM, the Army sought to counsel Soldiers and help them make re-enlistment, educational, vocational, and/or retirement decisions. A portion of the ATM involves education counseling provided through Army Education Centers (AEC). Cadet Command forged an alliance with these AECs to find quality Soldiers with leadership potential who desire information on ROTC opportunities.

### 1-5. Organization [TOC](#)

Green to Gold is a Commander's program. The chain of command must understand that the program helps them care for Soldiers while building a stronger officer corps. Many young men and women enter the Army with the intent of gaining short-term job experience and government educational benefits. As we consider Soldiers' goals and assist them, the Army demonstrates a commitment to helping people reach their full potential while ensuring that the Army will have the quality leadership it needs for the future. An active duty Soldier can earn a degree and commission through ROTC by using one of three options.

#### a. Scholarship Option.

(1) Allows Soldiers to be discharged early to pursue their bachelor's degree or graduate Degree through **2-**, **3-**, or **4-**year scholarship option.

(2) Division/Corps Commanders' Hip Pocket Scholarship Program. Allows division and corps commanders to award **2-year scholarships** to deserving and qualified Soldiers so that they may be discharged early to pursue a bachelor's or master's degree (see [Appendix L](#)).

b. Non-Scholarship Option. Allows Soldiers to be discharged early to pursue their first baccalaureate or advanced degree. Soldiers must have no more than two years remaining to receive their degree.

c. Active Duty Option (ADO). Allows Soldiers to receive their first baccalaureate or advanced degree. Soldiers must have no more than two years remaining to receive their degree. However, these Soldiers remain on active duty and receive full pay and allowances.

### 1-6. Responsibilities [TOC](#)

#### a. Headquarters, U.S. Army Cadet Command:

(1) Recruiting Division, G-2, will supervise command participation in the Green to Gold Program; provide for coordination between Department of the Army (DA), Deputy Chief of Staff for

Personnel (G-1) and ROTC Regions to ensure responsiveness of the Green to Gold Program; and ensure assignment of an ROTC Counterpart Battalion to each Army installation ([Appendix B](#)).

(2) Marketing Division, G-2, will provide media materials, recruiting publicity items, press releases, and success stories to help promote the program.

(3) Incentives Division, G-2, will process all Green to Gold scholarship and ADO applications, including communicating with applicants on missing items and status of their applications. The Scholarship Branch will screen out ineligible applicants and conduct the national Green to Gold scholarship selection board in accordance with Cadet Command Regulation ([CC Reg 145-1](#)).

b. Region Headquarters:

(1) Assign staff responsibility for supervision of the Green to Gold Program at Army installations and oversight of Counterpart Battalion activities. Region Green to Gold program managers will: coordinate on a regular basis to share good ideas and resolve problems where responsiveness of assigned battalions may be less than desirable and update HQCC with changes to assigned Counterpart Battalions at [Appendix B](#) as required.

(2) Provide command supervision of battalion cadre in the performance of duties outlined in this regulation.

c. Brigade Headquarters: [TOC](#)

(1) Identify and request support from installation commanders for the Counterpart Battalions' Green to Gold efforts. Where necessary, visit installation commanders and review the Green to Gold Program with them.

(2) Update Region Headquarters with changes to assigned Counterpart Battalions at [Appendix B](#) as required.

d. Counterpart Battalions:

(1) Appoint one or more Green to Gold Representatives and establish positive relationships with assigned Army installations ([Chapter 2](#)).

(2) Prepare and sign a Memorandum of Agreement with the installation commander ([Appendix G](#)).

(3) Actively recruit at Army installations to locate Soldiers with Scholar-Athlete-Leader (SAL) attributes and present them with the appropriate information; receive referrals from the installation's chain of command, retention community, and the Army Education Center (AEC).

(4) Refer a potentially qualified Soldier who has demonstrated a positive intent to enroll in college and Army ROTC to the battalion at the Soldier's college of choice. Utilize Army ROTC Prospect Referral Form ([CC Form 155-R](#)) to process these referrals ([Appendix C](#)).

(5) Prior to discharge, verify all eligibility requirements to include required waivers are approved with the gaining ROTC battalion. Coordinate with the Installation Transition Point to ensure the Soldier signs a contract for enlistment in the U.S. Army Reserve (USAR) with assignment to USAR Control Group (ROTC). Date of such contract is the day following discharge. Discharge orders will not be issued to the Soldier until completion of the contract of enlistment in the USAR with assignment to USAR Control Group (ROTC). Discharge date will be not earlier than 30 days prior to the start of the first semester in which the Soldier will be participating in Army ROTC.

e. Gaining ROTC Battalions:

(1) Contact Soldier referrals immediately upon receipt to determine if the Soldier is eligible for the desired program IAW Chapter 5 of this regulation and [AR 145-1](#), Chapter 3.

(2) Evaluate the Green to Gold applicant's qualifications and potential to become an effective Army officer. Include a statement of the evaluation in a Letter of Acceptance to the Soldier. A sample memorandum is found in [Appendix H](#).

(3) Assist Soldiers in preparing packets for a scholarship application through HQCC. The Letter of Acceptance for Green to Gold scholarship applicants may include the statement, "Acceptance is conditional on physical qualification by Department of Defense Medical Examination Review Board (DODMERB)," with reference to the status of the physical – date of exam, date submitted to DODMERB, etc.

(4) Redirect referrals to a new gaining battalion when a Soldier indicates a change in his/her college of choice. Utilize Army ROTC Prospect Referral Form ([CC Form 155-R](#)) to process these referrals ([Appendix C](#)).

(5) Review the documentation of Non-Scholarship Soldiers separating under [AR 635-200](#), Chapter 16, to ensure that they meet the eligibility criteria for enrollment and contracting prior to discharge. Chapter 5 provides requirements for separation, and Appendices I and J provide checklists. **Do not issue a letter of acceptance until all eligibility requirements are met.** Attach copies of approval memorandums for all required waivers and attach a copy of the DODMERB qualification letter. Ensure that Soldiers who have applied for but were not offered a scholarship are reevaluated on all criteria, and issue a new PMS letter certifying Non-Scholarship eligibility.

(6) Coordinate the status of prospect referrals and recruiting activities with the referring Counterpart Battalion. Provide a courtesy copy of any acceptance letters and eligibility verification ([CC Form 139-R](#)) to the Counterpart Battalion.

**1-7. Army Education Center (AEC)** [TOC](#)

The AEC provides Soldiers with assistance in the areas of counseling, testing, and applying to college. They assist Soldiers, as necessary, in assembly of admissions packets for educational institutions requiring a formal application. The packet includes an Education Services Officer's (ESO) letter of introduction. They also counsel Soldiers on their educational benefits and complete a financial worksheet that displays potential costs at their colleges of choice.

a. Within the Continental United States (CONUS), the AECs perform all the activities described above and telephonically refer Soldiers who express an interest in ROTC (who have not previously contacted ROTC officials) to the Cadet Command Counterpart Battalion for the installation.

b. Outside CONUS (OCONUS), the AECs perform all the functions described above, but they will refer the Soldier using a [CC Form 155-R](#). Also, the AEC may telephonically refer Soldiers who express an interest in ROTC (who have not previously contacted ROTC officials) to the Soldier's school of choice.

**1-8. Retention Noncommissioned Officers (NCOs)** [TOC](#)

These career counselors also serve as a source of referrals. Although their primary mission is to reenlist Soldiers on active-duty or transfer Soldiers into the Reserve Components (RC), they may receive equal credit for referring Soldiers to the Green to Gold Program. Properly informed, Retention NCOs are a valuable asset in helping Soldiers and informing Commanders on ROTC opportunities.

## Chapter 2, Establishing Positive Relationships With Army Installations TOC

### 2-1. Initial Contact TOC

ROTC Counterpart Battalions are required to establish contact and create a positive relationship with their installation. Assignment responsibilities for installations are outlined in [Appendix B](#). It is recommended that these contacts include the following activities:

- a. Meet the installation point of contact (POC) and thoroughly brief him/her on the program. Let the POC assist you in developing a Centers of Influence (COI) list, and meet with each of them as you deem necessary. Examples of COIs are the installation commander, installation Education Service Officer (ESO), Public Affairs Officer (PAO), Director of Training, Retention NCOs, officer-in-charge of the separation transition point, the installation Adjutant General (AG) and commanders and personnel staff officers at all levels.
- b. Carefully orient the installation ESO. Ensure that the ESO has a Green to Gold Briefing Packet. Ensure that the officer who supervises the ESO is briefed.
- c. Visit the installation PAO and provide him/her press releases and advertising materials concerning the program.
- d. Establish a Memorandum of Agreement (MOA) with the installation to help avoid any misunderstandings between Counterpart Battalions and supported installations. A sample MOA is found at [Appendix C](#). The installation's Green to Gold POC should assist you in this activity. The installation commander and the Counterpart Battalion commander should sign the MOA.

### 2-2. Briefing COIs TOC

Schedule appointments with COIs. Beginning at higher levels, work your way through the chain of command to discuss the following:

- a. Identify goals of the Green to Gold program and emphasize that the program does not compete with post reenlistment efforts. A Green to Gold acceptance counts as a reenlistment.
- b. Emphasize that the program cares for Soldiers by helping them reach their full potential and it strengthens the Army by identifying Soldiers with officer potential for future leadership roles. Emphasize the SAL traits we seek in future officers and the requirement to balance the needs of the Army with the desires of the Soldier. Not every Soldier who expresses an interest in Green to Gold can or should be selected.
- c. Explain that a prospect must meet procurement rather than retention medical fitness standards ([AR 40-29](#) and [AR 40-501](#)) as well as specified academic and administrative criteria ([AR 145-1](#)). There are other prerequisites for ROTC enrollment prescribed by [AR 145-1](#) or [AR 635-200](#) or established by Cadet Command in [CC Reg 145-1](#), including a physical exam conducted and reviewed by DODMERB.
- d. Explain the referral process, including the role of the post AEC. Provide copies of the Army ROTC Prospect Referral Form ([CC Form 155-R, Appendix C](#)).
- e. Leave literature that provides basic facts about the program, and ensure the COI knows how to contact your battalion.



### **2-3. Promoting Referrals** TOC

Never miss the opportunity to promote continued service in the Army through ROTC and the Green to Gold Program. Conduct regular visits to the installation and focus on the COI, particularly those officers and NCOs who regularly encounter high quality Soldiers. Look for opportunities to contact these Soldiers directly as well. Consider conducting briefings at the following events:

- a. Unit officer professional development (OPD), non-commissioned officer professional development (NCOPD) classes, and training sessions for Retention NCOs.
- b. Newcomer and separation briefings as well as orientations at post education facilities.
- c. Primary Leadership Development Course (PLDC) graduation ceremonies.
- d. Commander/First Sergeant Course.

### **2-4. Promoting Cooperation and Good Will** TOC

- a. Provide information.

(1) When requested, provide Green to Gold statistics to installation chains of command in a memorandum format. Recommended routing of these reports is through the installation POC to the installation commander. Focus on quality rather than quantity.

(2) Keep the AEC apprised of the status of Soldier referrals under the program. Such activity will promote cooperation in exchanging information.

(3) Provide success stories to the PAO about installation Soldiers who have won scholarships or made some noteworthy achievement assisted through the Green to Gold program.

(4) Acquire an installation-wide commander e-mail distribution list, and send them information periodically.

- b. Provide recognition.

(1) Write letters of appreciation or recognition to those who assist you.

(2) Recognize Soldiers within their units; acknowledge the unit commander's assistance in promoting the program. Special certificates recognizing a Soldier's acceptance to college and demonstrated potential for ROTC enrollment may be used.

(3) Coordinate the presentation of active-duty scholarships in ceremonies held on the installation. Involve the chain of command to the maximum extent possible and secure media coverage of the event.

## **Chapter 3, Advertising and Prospect Management** TOC

### **3-1. Advertising and Public Affairs** TOC

a. The purpose of localized Green to Gold advertising is to increase Counterpart Battalion referral activities through cost effective media exposure in the respective installation market areas. Primary targets are first-term Soldiers and COIs.

b. Local advertising by the installation can be an important tool to inform prospects. There are several media alternatives available: installation newspapers, daily bulletins, unit newsletters, and personalized Counterpart Battalion advertisements for display near highly visible troop areas and with COIs. Counterpart Battalions will make every effort to obtain free installation media exposure

when appropriate, e.g., active duty scholarship presentations and Green to Gold stories. Focus all media efforts on the identification of Soldiers who demonstrate SAL traits.

### **3-2. Prospect Management**

Prospect management includes the development of prospect lists, referrals to gaining battalions, and individual communication with the prospect.

a. Prospect sources. There are several sources of quality prospects available to the Counterpart Battalion. Prospects come from various installation lists, inquiries from local advertising, and referrals from installation COIs. Installation COIs include the various chains of command and education counselors. Ensure individual sources understand the SAL traits we seek.

b. Targeted prospect lists. Working lists should include, but are not limited to: the Montgomery GI Bill/Army College Fund participant list, any locally obtained Military Personnel Office (eMILPO) lists, and any lists developed by contacting unit commanders and senior NCOs. These lists should be pared down using quality criteria such as college GPA or other available SAL criteria. Prospects are contacted most efficiently through direct mail, e-mail or by telephone. Direct mail is the least effective response method, but more time efficient, than telephoning each prospect. E-mail can be useful as an alternative if the addresses are current and available. A possible source of funding for direct mail is the G1/Division Reenlistment budget. Counterpart Battalions must determine the best prospecting method based on manpower and funding resources.

c. Army Education Center (AEC). Having a routine presence or set schedule at the installation AEC provides flexibility for scheduling walk-in appointments by the ESO and other COIs, but they must not divert attention from the targeted high-quality Soldiers. Counterpart Battalions will ensure they are not spending valuable time qualifying Soldiers who express an interest in the program but who do not demonstrate SAL traits and/or who have not been specifically identified and recommended by a COI. Focus on filling the schedule at the AEC with appointments with the targeted prospects we seek.

### **3.3 Referrals**

a. QUEST. Counterpart Battalions, Reenlistment NCOs, ESOs and others can assist prospects to complete an Army ROTC Prospect Referral Form ([CC Form 155-R, Appendix C](#)) with as much information as possible. Although the information may be self-reported, it will assist the gaining battalion in developing a priority for contacting the prospect. Forward all Green to Gold referrals to the following address for fulfillment:

**QUEST CENTER**  
**PO BOX 3279**  
**WARMINSTER PA 18974-9872**

b. Counterpart Battalion. When the Counterpart Battalion does not assist in the referral, copies should be forwarded by telephone, e-mail or fax (include prospect name, address, telephone number, e-mail address as a minimum) to the Counterpart Battalion POC for the Soldier's installation. Copies may also be provided to the Enrollment Officer at the gaining Army ROTC battalion (Soldier's college(s) of choice).

### **3-4. Contact With The Prospect**

a. Army ROTC battalion commanders will ensure that careful and expeditious processing occurs upon receipt of Green to Gold referrals. The gaining battalion sponsors the Green to Gold prospect. The battalion will execute the following procedures:

- (1) Establish contact within seven days of receipt of a referral.

(2) Introduce yourself, confirm the Soldier will attend your university and determine the status of his college application paperwork.

(3) Provide a telephone number to the prospect (yours or that of the ROO or Enrollment Officer), and ask him/her to call you if his status changes or if he/she needs additional information.

(4) Inform the prospect that you will mail a welcome letter and additional material tailored to their individual needs.

b. Mail a welcome letter ([Appendix E](#)) within ten days of receipt of the referral. An admissions packet from your university is an optional enclosure to the letter, depending upon the prospect's needs.

c. Contact the admissions office of the university to determine the Soldier's status and potential for admission. Ensure that the university understands the requirement for academic alignment and that the Soldier receives all possible credit for college work.

d. The gaining battalion should also make telephonic contact with the Soldier's commander, platoon leader, or first sergeant to ensure a positive unit recommendation. This is critical if the prospect will not be able to visit the college of choice during the application cycle.

e. Should the prospect change schools, the battalion receiving the initial referral will forward ROTC [CC Form 155-R](#) with any supporting documentation to the gaining host battalion. It then becomes the responsibility of the newly assigned ROTC battalion to make positive contact within the guidelines established above.

### **3-5. Pre-Qualifying Prospects** [TOC](#)

a. The purpose of pre-qualifying prospects is to determine their individual goals, motivation for becoming an officer, SAL attributes, and eligibility to participate in the ROTC program. These interviews can also be used to communicate the benefits of the program to outstanding Soldiers.

b. Pre-qualify the prospects by determining that they:

(1) Have an interest in the ROTC program.

(2) Meet the enrollment requirements of [AR 145-1](#) and [CC Pamphlet 145-4](#). (The eligibility worksheets at [Appendices I](#) and [J](#) list the requirements of [AR 145-1](#). Official Military Records such as the Enlisted Record Brief will be used to verify accuracy of information provided by prospects).

(3) Meet the basic enrollment standards of their college of choice at the appropriate level of academic standing.

(4) Possess the potential to become an effective Army officer. Applicants must possess potential as evidenced by appearance, personality, academic excellence, extracurricular activities, physical fitness, and performance as an enlisted Soldier and/or NCO.

### **Chapter 4, Submission of Application Green to Gold Scholarship and Active Duty Option (ADO) Program** [TOC](#)

a. Submit application to Headquarters, Cadet Command, (**ATTN: Green to Gold**) **1<sup>st</sup> Cavalry Regiment Road, Building 1002, Fort Knox, KY 40121** or email to **train2lead@usacc.army.mil**.

b. Place the documents in order, using the Green to Gold Scholarship or ADO Checklist found in the U.S. Army ROTC Green to Gold Scholarship or ADO Program application listed in [Appendix A](#). (**DO NOT USE DOCUMENT PROTECTORS.**)

c. Each soldier submitting an application will receive acknowledgement of receipt, and a request to furnish any additional information if necessary.

d. Only complete applications will appear before the selection board. Use the Green to Gold Scholarship or ADO Checklist found in the U.S. Army ROTC Green to Gold Scholarship or ADO Program application listed in [Appendix A](#) to ensure that the application is complete.

## **Chapter 5, Soldiers Separation Eligibility Criteria (Scholarship and Non-Scholarship)**

### **5-1. General** [TOC](#)

The CG, Cadet Command, will annually select and process the best qualified active duty applicants as winners of the Green to Gold 2-, 3-, and 4- year Scholarship and Soldiers nominated to participate in the Commander's Hip Pocket Scholarship program. The Battalion Commanders will verify eligibility and select active duty applicants for participation in the Green to Gold Non-Scholarship Program.

### **5-2. Separation Eligibility Criteria (Scholarship)** [TOC](#)

The Green to Gold Scholarship Option is available to eligible active duty Soldiers who desire to receive educational financial assistance while pursuing their commission. There are 2-year, 3-year and 4-year opportunities available based upon the number of years required to complete degree requirements. To be eligible for separation the soldier must meet the below criteria. Requirements for separation from active-duty to receive a ROTC scholarship are as follows (Sample discharge packet at [Appendix I](#)):

a. Meet the scholarship eligibility requirements listed in [AR 145-1](#), Chapter 3 and other prerequisites for ROTC enrollment established by Cadet Command. The Green to Gold Scholarship selection board will verify eligibility prior to awarding a scholarship.

b. To be eligible for separation to participate in Army ROTC through the Green to Gold Scholarship Program, the Soldier's scholarship application packet must contain documentation verifying that the Soldier--

(1) Is a citizen of the United States.

(2) Is eligible for an appointment in the USAR or Regular Army (RA) as a commissioned officer under the provisions of [AR 135-100](#) and [AR 135-101](#).

(3) Has completed at least 2 years of active duty on his or her initial enlistment but less than 10 years at the projected time of commissioning, as well as 3 months of active duty for every one month of specialized training received as of the date of discharge for enrollment in ROTC, or has a time-in-service waiver approved by HRC-. Soldiers on their second and subsequent enlistment must have completed three months of active duty for every month of the most recent specialized training received. Soldiers may submit a time in service waiver through HQCC to HRC- (see sample at [Appendix M](#)). Soldiers must submit the time in-service waiver request with the scholarship application. Montgomery GI Bill/Army College Fund requires 20 months for 2-year enlistment and 30 months for 3-year or greater enlistment to keep benefits.

(4) Have completed three months of active duty for every one month of specialized training received as of the date of enrollment into the program. (This includes language training, critical Military Occupational Skill (MOS), or Additional Skill Identifiers (ASI) received. Service obligations are served concurrently; the most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course.)

(a) If a waiver of the service obligation for training is required, Soldiers must submit the request for waiver through HQCC to HRC- with the application. HQCC will forward the [DA Form](#)

[4187\(s\)](#) with notification letters to HRC- for Soldiers who are selected to participate in this program.

(b) Soldiers currently scheduled to attend an approved reclassification MOS training school will not be considered for a waiver until a request for cancellation of the approved reclassification MOS training has been processed and approved by the proper approval authority.

(5) Be under 31 years of age on **31 December** of the year they complete all requirements for a commission and a college baccalaureate degree. This is a statutory requirement and there are no waivers authorized. [TOC](#)

(6) Has the required amount of college work or academic placement credit from the institution the Soldier desires to attend (The Soldier must have a letter of acceptance from the institution stating the Soldier's academic standing and the start date for the term the Soldier will attend). Four-year scholarship applicants must have freshman academic standing; three-year scholarship applications must have sophomore academic standing; two-year scholarship applications must have junior academic status and graduate students must have completed any prerequisites and be fully accepted into the graduate program).

(7) Have favorable recommendations from the chain of command (immediate and field grade officer) that addresses the Soldier's qualifications (e.g., leadership potential, appearance, personality, military record, and aptitude for further military training and service as an officer). (This will be recorded on ROTC [CC Form 173-R](#), U.S. Army ROTC Green to Gold or ADO Program Application, below the commander's and field grade officer's recommendation.).

(8) Has a minimum General/Technical (GT) score of 110. There is no waiver authorized.

(9) Three-year scholarship applicants must have an ACT score of 19 or greater or SAT score of 920 or greater.

(10) Is a high school graduate or the equivalent.

(11) Has a cumulative grade point average (CGPA) of 2.5, on a scale of 4.0, on all completed college work. Four-year scholarship applicants must have a CGPA of 2.5 on a 4.0 scale on high school work (use of weighted GPA is not authorized).

(12) Has a letter of acceptance from the ROTC battalion commander at the institution where the Soldier is seeking enrollment (The letter must state that the Soldier is accepted into the ROTC program, and the start date of the school term). (See [Appendix H.](#))

(13) Does not have any Uniform Code of Military Justice (UCMJ) or civil conviction actions pending.

(14) Has passed a physical examination in accordance with [AR 40-501](#) and determined to be medically qualified by DODMERB (The Soldier must also within the height and weight standards listed in [AR 600-9](#). The physical must also be annotated to show the date of the last drug and alcohol test. Any positive test precludes entry into the ROTC program. Soldiers with permanent profiles are ineligible).

(15) Does not have more than three dependents, including spouse; is not a sole parent unless the child or children of such applicant have been placed in the custody of the other parent, or adult relative or legal guardian by court order; is not married to a service member with one or more dependents under age 18 (the CG, Cadet Command is the approval/disapproval authority for granting dependency waivers).

(16) Does not have financial hardship (CC Form 228-R, [Appendix O](#)).

(17) Have a current Army Physical Fitness Test (APFT) with a minimum total score of 180 (60 points in each category, alternate events are not authorized). Additionally, applicants cannot be on a

profile.

(18) Is eligible to reenlist.

(19) Have no moral or personal conviction that will prevent the applicant from supporting and defending the Constitution of the United States against all enemies, foreign and domestic, and conscientiously bearing arms.

(20) Have favorable or have initiated a National Agency Check Local and Credit (NACLC).

### **5-3. Separation Eligibility Criteria (Non-Scholarship) TOC**

The Green to Gold Non-scholarship option is available to active-duty Soldiers who have earned sufficient academic credit to be accepted by their college of choice as an academically aligned junior or graduate. Requirements for separation and immediate enrollment as a non-scholarship cadet are as follows (sample discharge packet at [Appendix J](#)):

a. Meet the basic ROTC eligibility requirements listed in [AR 145-1](#), Chapter 3, Section I, paragraphs 3-5 through 3-12 and any other prerequisites for ROTC enrollment prescribed by [AR 145-1](#) or established by U.S. Army Cadet Command. The gaining battalion must verify the applicant meets all eligibility for enrollment (IAW [AR 145-1](#) and [CC Pam 145-4](#)) and discharge ([IAW AR 635-200](#), Chapter 16-2) prior to issuing a letter of acceptance.

b. To be eligible for separation to participate in Army ROTC through the Green to Gold program as a non-scholarship cadet, the Soldier must:

(1) Be a citizen of the United States.

(2) Be eligible for an appointment in the USAR or Regular Army (RA) as a commissioned officer under the provisions of [AR 135-100](#) and [AR 135-101](#).

(3) Have completed at least 2 years of active-duty on his initial enlistment but less than 10 years at the projected time of commission, as well as three months of active duty for every month of specialized training received as of the date of discharge for enrollment in ROTC or has a time-in-service waiver approved by HRC-. Soldiers on their second and subsequent enlistment must have completed three months of active duty for every month of the most recent specialized training received. Soldiers may submit a request for a time in service waiver through their chain of command to HRC- (see [Appendix L](#)). Montgomery GI Bill/Army College Fund requires 20 months for two-year enlistment and 30 months for three-year or greater enlistment to keep benefits.

(4) Have completed three months of active duty for every one month of specialized training received as of the date of enrollment into the program (this includes language training, critical Military Occupational Skill (MOS), or Additional Skill Identifiers (ASI) received. Service obligations are served concurrently; the most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course).

(a) If a waiver of the service obligation for training is required, Soldiers must submit the request for waiver through their Chain of Command to HRC-.

(b) Soldiers currently scheduled to attend an approved reclassification MOS training school will not be considered for a waiver until a request for cancellation of the approved reclassification MOS training has been processed and approved by the proper approval authority.

(5) Will not reach age 35 prior to commissioning requirements being met. The Brigade Commanders are authorized to approve waivers for applicants who will be between 35 and 39 at the projected time of commissioning. Applicants who are to be commissioned after their 39th birthday, should be advised that they may not be able to qualify for retirement pay under 10 USC 1331

although they may be able to qualify for retired pay under 10 USC 3911 if they have served on active-duty for 20 years when at least 10 years has been served as a commissioned officer.

(6) Have completed 2 years of college work (minimum 54 semester hours) and is accepted by the institution as an academic junior. The Soldier must receive a letter of acceptance from the institution's admissions office stating the Soldier's academic standing as an academic junior and the start date of the school term the Soldier will attend.

(7) Have a favorable recommendation from the immediate commander commenting on the Soldier's qualifications, e.g., leadership potential, appearance, personality, military record, and aptitude for further military training and service as an officer. A favorable endorsement or recommendation by the field grade commander is also required. [TOC](#)

(8) Have a minimum GT score of 110. No waiver authorized.

(9) Have a cumulative college GPA of 2.0, on a scale of 4.0, on all college work completed.

(10) Have obtained a letter of acceptance from the ROTC battalion commander at the institution where the Soldier is seeking enrollment. The letter must state that the soldier meets all eligibility criteria IAW [AR 145-1](#), is accepted into the ROTC program as an MSIII Cadet, and is academically aligned as a junior or graduate, and the start date of the school term.

(11) Not have any UCMJ or civil conviction actions pending.

(12) Has passed a physical examination in accordance with [AR 40-501](#) and determined to be medically qualified by the DODMERB. The Soldier must also meet the height and weight standards listed in [AR 600-9](#). The physical must also be annotated to show the date of the last drug and alcohol test. Any positive test precludes entry into the ROTC Program. Soldiers with permanent profiles are ineligible.

(13) Does not have more than three dependents, including spouse; is not a sole parent unless the child or children of such applicant have been placed in the custody of the other parent, or adult relative or legal guardian by court order; is not married to a service member with one or more dependents under age 18 (waiverable). The CG, Cadet Command is the approval/disapproval authority for dependency waivers.

(14) Have a current Army Physical Fitness Test (APFT) with a minimum total score of 180 (60 points in each category, alternate events are not authorized). Additionally applicants cannot be on a profile.

(15) Be eligible to reenlist.

(16) Have a favorable or have initiated a National Agency Check Local and Credit (NACLC).

## **Chapter 6, Active Duty Option (ADO) [TOC](#)**

### **6-1. General [TOC](#)**

The Green to Gold ADO program is available to eligible active duty Soldiers who have earned sufficient academic credit that applies toward their degree to be accepted by their college and be academically aligned to complete their degree requirements within 21 months.

### **6-2. Requirements for Participation in the Green to Gold ADO Program [TOC](#)**

Requirements for Participation in the Green to Gold ADO Program is as follows: (Sample Notification letter is at [Appendix K.](#))


a. Meet the eligibility requirements outlined in [AR 145-1](#), Chapter 3. The Green to Gold ADO board will verify eligibility prior to notification of winners to HRC-

b. To be eligible for the participation in Army ROTC through the Green to Gold ADO Program, the Soldier's application packet must contain documents verifying that the Soldier:

(1) Is a citizen of the United States.

(2) Is eligible for an appointment in the USAR or Regular Army (RA) as a commissioned officer under the provisions of [AR 135-100](#) and [AR 135-101](#).

(3) Will not reach age 34 prior to **1 August** of the year which the degree and commissioning requirements are met. (Age waivers will be considered for applicants with quality qualifications. Applicants who are to be commissioned after their 39th birthday, should be advised that they may not be able to qualify for retirement pay under 10 USC 1331 although they may be able to qualify for retired pay under 10 USC 3911 if they have served on active duty for 20 years when at least 10 years has been served as a commissioned officer. Approval authority is the CG, USACC).

(4) Have completed at least two years of active federal service, but less than ten years of active federal service (AFS) at the time of commission (this date will vary from one institution to another. Therefore, applicants that may be disqualified under this section will be carefully checked for eligibility). Soldiers may submit a time in service waiver through HQCC to HRC (see sample at [Appendix M](#)). Soldiers must submit the time-in-service waiver request with the scholarship application. Additionally, waivers can be submitted for AFS waiver; approval authority is HQCC. 

(5) Have favorable recommendations from the chain of command (immediate and field grade officer) that addresses the Soldier's qualifications (this will be recorded on ROTC [CC Form 174-R](#), U.S. Army ROTC Green to Gold ADO Program Application).

(6) Have at least 48 months remaining upon entering the program (Soldiers who do not meet the Service Remaining Requirement (SRR) for this program must be processed IAW [AR 601-280](#), Paragraph 4-6, before complying with orders directing movement to Student Detachment, Fort Jackson, South Carolina).

(7) Have received a score of 110 or higher on the General Technical (GT) Aptitude Area of the Army Classification Battery if applying for the program. No waivers authorized.

(8) Must have a minimum cumulative grade point average of 2.5 on a 4.0 point grading system, on all previous college work completed.

(9) Have passed an Army Physical Fitness Test (APFT) and achieved at least a score of 180 or higher with a minimum of 60 points in each event within the last six months. Alternate events are not authorized.

(10) Have two academic years remaining (four semesters/six quarters) as a full time student as indicated on [CC Form 104-R](#) (Planned Academic Program Worksheet). (Summer sessions are authorized but cannot interfere with LDAC attendance. Transfer hours accepted by the school of attendance must be included on [CC Form 104-R](#), Block 5.b, as credits applied towards the degree being pursued. This information must be confirmed by the school's administration through an official evaluation of all official transcripts).

(11) Obtain an unconditional letter of acceptance from a baccalaureate/graduate degree producing college or university that has an approved Educational Service Agreement (ESA) with the United States Army. (The letter must indicate unconditional Junior or Graduate status).

(12) Obtain a letter of acceptance from the Professor of Military Science (PMS) providing acceptance into the Army ROTC program. (Contact the PMS at the institution in order to receive this



letter.).

(13) Have a favorable or have initiated a National Agency Check Local and Credit (NACLC). (If it is determined that a security clearance will not be granted after enrollment in the program, the Soldier will be removed and reassigned based on the needs of the Army at their current enlisted grade/rank and MOS.)

(14) Is medically qualified IAW [AR 40-501](#), Chapter 2, for participation in the ROTC program as determined by DODMERB, the agency responsible for reviewing physicals **NOTE: SOLDIER SELECTED FOR THE ADO PROGRAM MUST BE MEDICALLY QUALIFIED BY 15 JULY**. If the Soldier is unable to become fully qualified, the Soldier's Company Commander must request the award be deferred until the next term.

(15) Does not have more than three dependents, including spouse; is not a sole parent unless the child or children of such applicant have been placed in the custody of the other parent, or adult relative or legal guardian by court order; is not married to a service member with one or more dependents under age 18. (The CG, Cadet Command, is the approval/disapproval authority for granting waivers.)

### **6-3. After Graduation ADO Out-Processing Procedures** [TOC](#)

a. Leave. Leave credit will be carried forward into commissioning officer service. Leave will not extend beyond the officer's BOLC II report date. The sale of leave is not authorized IAW **DOD FMR Volume 7000**, 7A, Chapter 35.

b. Separation from prior service. One day before appointment the Soldier's records will be closed and a discharge certificate prepared. A discharge certificate will not be given to the Soldier until the oath of office to commission has been taken.

c. Upon a Soldier meeting course and program requirements, HQCC, will publish an accession order ordering the Soldier to active duty as a 2LT. The order will further assign the Soldier to their next permanent duty station upon completion of BOLC II and BOLC III (OBC). As a result of the training scheduling for BOLC, ADO Soldiers will be placed into an attached status to their respective ROTC Battalion awaiting travel to their TDY locations and subsequent PCS to their gaining station.

d. To ensure these personnel are properly accessed onto the Army's personnel and finance systems as a 2LT the following packet must be assembled by the Soldier's ROTC Battalion and submitted within 24 hours of commissioning via fax to the Fort Jackson Student Detachment for Processing, **(803) 751-5346/5392**, ATTN: Mrs. Singleton: (see [Appendix Q](#)).

(1) Accession Order published by Cadet Command and available through CCIMS.

(2) Uniform Allowance. Make sure all is filled out.

(a) Circle these two options for everybody:

- "Initial Uniform Allowance AD in excess of 90 days" AND

- "Active Duty Uniform Allowance"

(3) SF 71 (Oath of Office) [TOC](#)

(a) Ensure Blocks 1-8, 10 and 13 are filled out. Do not need to fill out Block 9 or 12.

- If married to a civilian or divorced, a copy of the marriage certificate must be provided and need a date in Block 8 (3). Ensure Blocks 1-8, 10 and 13 are filled out. Block 10 must have current physical address.

- If married to an active duty member, ensure Blocks 1-8, 10 and 13 are filled out. Ensure Blocks 8 (1) and 8 (2) are filled out with spouse's SSN and duty station. Ensure Block 10 is filled out with current physical address.

- If Soldier married while on PCS leave, a copy of marriage certificate must be provided. Ensure Blocks 1-8, 10 and 13 are filled out. Ensure block 10 is filled out with current physical address. Ensure Block 13 is signed and dated.

- If Soldier is single, ensure Blocks 1-8 10 and 13 are filled out. Ensure block 10 states "Self" and type/write in current physical address.

(b) Only the Soldier signs this form. Signatures are not required in Blocks 15 and 16, these blocks are only for finance.

(4) [DA Form 4187](#) (Authorization for COLA), if applicable, based upon unit location.

e. Upon receipt of these documents the Student Detachment will forward the required documents to the Fort Jackson Transition Center to have the Soldier's **DD Form 214** and separation orders issued.

f. Upon receipt of the **DD Form 214** and separation orders, Student Detachment will then forward a pay packet consisting of all of the above mentioned documents to the Fort Jackson DMPO for processing the Soldier's Pay account as a 2LT.

g. Pay inquiries ([DA Form 2142](#)) regarding the status of the Soldier's pay will be faxed to the respective Region S1 Finance Technician stating the nature of the inquiry and must include the date the above required documents were submitted to Fort Jackson. The region finance technician will research the inquiry in the Military Pay System (DJMS) and send the response back to the unit Human Resource Assistant (HRA). If the pay inquiry cannot be answered by the Region finance technician, then the finance technician will fax the pay inquiry to the Fort Jackson Student Detachment for processing through the Fort Jackson DMPO. **Note:** *These personnel will not show on the Unit Commander's Finance Report (UCFR) while in an attached status. Any request for pay changes, i.e. Allotments, will need to be processed through the Fort Jackson Student Detachment and forwarded to the Fort Jackson DMPO for processing.*

h. Upon successful transition from enlisted to officer in the Military Pay System and eMilpo, the Region S1 eMilpo Clerk will attach the Soldier to the respective ROTC Battalion for accountability on the AAA-162. The Soldier will be attached for rations, quarters, administration, and UCMJ for the period shown on their orders. In order to facilitate the processing of this transaction, the ROTC unit will fax an Arrival/Departure sheet through Brigade to the Region S1 eMilpo Clerk with a copy of the orders within 24 hours of the Soldier's commissioning. Upon departure from the unit, an Arrival/Departure sheet must be submitted within 24 hours through the Brigade to the Region S1 eMilpo Clerk with a copy of the orders and unit clearance memo signed by the PMS to have the Soldier released from attachment and removed from the AAA-162.

#### **6-4. ADO Soldiers Not Commissioned**

ADO Soldiers must maintain eligibility. Failure to maintain the eligibility requirements below will result in removal from the program and immediate re-assignment.

a. A Green to Gold ADO program Soldier may be removed from the program for:

- (1) Failure to maintain a CGPA of 2.5 or higher.
- (2) Failure to complete degree in the time allotted (21 consecutive months).
- (3) Failure to meet height/weight standards IAW [AR 600-9](#).

- (4) Failure to pass a record APFT (will be administered every six months).
- (5) Misconduct as defined by [AR 145-1](#) Para 3-43 (12).
- (6) Lack of aptitude as defined by [AR 145-1](#) Para 3-43 (13).
- (7) Undesirable character as defined by [AR 145-1](#) Para 3-43 (14).
- (8) Indifferent attitude as defined by [AR 145-1](#) Para 3-43 (15).
- (9) Change in medical condition which makes the Soldier ineligible for commissioning.

b. If an ADO Soldier is removed from the program at any time after enrollment, the established SRR will remain in effect and the Soldier will be reassigned immediately based upon the needs of the Army.

c. An ADO Soldier who has been notified that they will be removed from the program may provide mitigating reasons to the appropriate Brigade Commander. These reasons must be in writing and must be initiated within seven days of notification of possible removal. The Brigade Commander will determine if removal packet is forwarded after review of the mitigating reasons submitted by the Soldier. CG, USACC will make the final determination based upon the removal packet, Brigade Commander recommendations and any mitigating factors provided in writing by the Soldier.

## **Chapter 7, Notification Procedures and Administrative Disposition Criteria** [TOC](#)

### **7-1. Notification** [TOC](#)

Headquarters, Cadet Command will announce the selectees for the 2-, 3-, and 4-year Scholarship and ADO program upon final approval of the winner list by the Commander. The list of winners will be posted on the Cadet Command website. Award letters will be mailed to each Soldier's respective Company Commander when the list is posted to the Cadet Command website.

### **7-2. Administrative Disposition** [TOC](#)

a. Scholarship Option. Winners of the 2-, 3-, or 4-year Green to Gold Scholarship or the Commander's Hip Pocket scholarship may apply for early discharge under the provisions of [AR 635-200](#), Chapter 16-2c. Applications will be carefully processed and qualifications verified before discharge. HQ Cadet Command, the gaining battalion, along with the Counterpart Battalion, will verify qualification to ensure the Soldier's discharge results in enlistment in the USAR Control Group (ROTC) and execution of the Army Senior ROTC Scholarship Cadet Contract. HQ Cadet Command has the responsibility for authorizing discharges dependent on chain of command approval (a sample discharge packet is at [Appendix I](#)).

b. Non-Scholarship Option. Soldiers who qualify for enrollment in the Non-Scholarship option may apply for early discharge under the provisions of [AR 635-200](#), Chapter 16-2c. Personnel in this category must be processed carefully to verify their qualification before discharge. The Professor of Military Science (PMS) has the responsibility to ensure qualification prior to authorizing discharge, dependent upon the chain of command approval. The Soldier will enlist in the USAR Control Group (ROTC) and execute the Army Senior ROTC Non-Scholarship Cadet Contract (a sample discharge packet is at [Appendix J](#)).

c. Active Duty Option. The Cadet Command Green to Gold Program Manager will initiate final clearance from Human Resources Command (HRC-) for Soldiers selected to participate in the Green to Gold ADO. Human Resources Command will give final clearance for those selected to participate. Soldiers will be required to meet the 48-month service remaining requirement (SRR) before complying with orders directing movement to the Student Detachment, Fort Jackson, South Carolina. Soldiers are not separated to participate in this option.

### **7-3. Counterpart Battalion Review of Documentation** TOC

- a. Counterpart Battalions will review the documentation for all Soldiers separating (scholarship and Non-Scholarship option) under [AR 635-200](#), Chapter 16, to ensure that they meet the qualifications for ROTC contract prior to discharge.
- b. A sample discharge packet is contained in [Appendix I](#), Scholarship Option, and [Appendix J](#), Non-Scholarship Option.
- c. Counterpart Battalions will coordinate with Transition Points at the installation(s) they serve to ensure that a [DA Form 597](#) (Army Senior ROTC Non-Scholarship Cadet Contract) or [DA Form 597-3](#) (Army ROTC Scholarship Cadet Contract) is completed for each separating Chapter 16 Soldier. A counterpart battalion officer normally completes the form.
- d. The counterpart battalion officer representative will be authorized by the PMS at the gaining battalion to swear-in and to contract the separating Soldier on his/her behalf. A thorough, coordinated review of separation documentation, official swearing in, and contracting at the separating point will reduce instances of processing error and permit Cadet Command to expeditiously recall to active duty those few who fail to satisfy the terms of their contracts.
- e. The Soldier's discharge from Active Army status for the purpose of entering the Army ROTC program is dependent upon immediate enlistment in the USAR Control Group (ROTC). This is done on [DA Form 4-1](#) and [4-2](#). A discharge is effective the day preceding the enlistment in the USAR Control Group (ROTC).
- f. The Soldier may not be enlisted in an USAR Troop Unit (TPU) directly from active-duty. Non-Scholarship cadets may enlist in a TPU through coordination with the university upon arrival in order to participate in the Simultaneous Membership Program (SMP), but will not be provided a GRFD control number and may therefore be ineligible for certain state or federal tuition assistance.
- g. The Soldier's 201 File will be forwarded to the gaining ROTC battalion.
- h. The processing of any required waivers is the responsibility of the gaining ROTC battalion for non-scholarship option. The Counterpart Battalion will ensure that all required waivers are complete prior to discharge or will refer the Soldier to the gaining battalion for completion. At no time will a Soldier be discharged prior to meeting all eligibility requirements including all waivers. HQCC will ensure that all required waivers are complete for scholarship winners prior to releasing a fully qualified winner letter.

### **7-4. Education Benefits** TOC

Public Law, [AR 621-5](#), and [AR 621-202](#) require that all separating Soldiers be counseled on their earned educational benefits. AEC's are responsible for this counseling. Soldiers must clearly understand what benefits they have earned given their individual service and transitioning situation. If participating in the Montgomery GI Bill Program, they must have served a minimum of 20 months of a two-year enlistment or 30 months of a three-year or greater enlistment to qualify for benefits. There have been instances where transitioning Soldiers have not understood this and have been denied benefits upon application to the Veterans Administration. Recoupment of an unearned bonus to include student loan repayment is not required if the Soldier is separated to permit acceptance into a program leading to a commission. The entitlement to additional unpaid bonus will be terminated.

### **7-5. Deferment Procedures** TOC

- a. Soldiers who submit a Green to Gold application packet and subsequently receive PCS orders may submit a [DA Form 4187](#) requesting a deferment of orders until the results of the scholarship board are released. Soldiers should not be misled into thinking the Cadet Command ROTC program has priority over their current/pending assignment or has authority over that of the Soldier's chain of

command.

b. Soldiers who receive PCS orders prior to submitting a Green to Gold packet may submit a [DA Form 4187](#) for deferment. However, such requests, although reviewed on a case-by-case basis, do not have to be granted.

c. [DA Form 4187](#) requesting deferment will be submitted through normal command channels.

d. If a [DA Form 4187](#) requesting deferment is disapproved, the Soldier's command may contact Department of the Army Deletions and Deferments Branch at **DSN 221-4805** to appeal the disapproval.

e. DA Deletions and Deferments Branch will contact Headquarters, U.S. Army Cadet Command to determine the Soldier's eligibility for the program. DA will then have the final approval/disapproval for the deferment.

#### **7-6. Non-Selection** [TOC](#)

a. Scholarship. Soldiers who were not selected for a Green to Gold Scholarship may reapply in the next open window.

b. ADO. Soldiers who were not selected for the Green to Gold ADO program will be offered a scholarship. If the Soldier decides to decline the scholarship the Soldier can reapply in the next open window.

#### **7-7. In-Processing Procedures Upon Arrival At School** [TOC](#)

a. Scholarship and non-scholarship winners must present their notification letter and any other correspondence received from HQCC to the Professor of Military Science when they enroll in college.

b. ADO winners must present their notification letter, orders and any other correspondence received from HQCC to the Professor of Military Science on the report date on their orders. Upon receipt of the above documentation the soldier must execute a Memorandum of Agreement (MOA). ([Appendix P](#)). The MOA must be maintained in the soldiers DA 201 File. Additionally, they must complete an in-processing packet, available on the US Army Student Detachment website at <http://www.jackson.army.mil/usasd/>

### **Chapter 8, Training** [TOC](#)

#### **8-1. General** [TOC](#)

Green to Gold Scholarship, Non-scholarship and ADO option participants are required to attend LDAC

#### **8-2. LDAC Attendance** [TOC](#)

a. Scholarship and non-scholarship winners are authorized to be deferred from attending LDAC with approval from the Brigade.

b. ADO Cadets are not authorized to be deferred from attending LDAC without approval of the USACC CG. The only reason for deferral is a medical condition that would prevent completion of LDAC.

### **Chapter 9, Accession Options** [TOC](#)

#### **9-1. General** [TOC](#)

**9-2. Green to Gold Scholarship Option** TOC

Individuals may request either Active or Reserve Component. The DA/ROTC Selection and Branching Board will make the final determination.

**9-3. Green to Gold Non-Scholarship Option** TOC

Individuals may request either Active or Reserve Component. The DA/ROTC Selection and Branching Board will make the final determination.

**9-4. Green to Gold Active Duty Option** TOC

Individuals will be accessed onto Active Duty. The DA/ROTC Selection and Branching Board will make the final determination.

OFFICIAL:

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

//original signed//  
JAMES M. MCDONALD  
Major General, US Army  
Commanding

DISTRIBUTION (Special)  
Deputy Commanding General  
Cmdt, School of Cadet Command  
Battalion Commander/PMS  
HQDA (DAPE-MPO-D/TAPC-OPP-P)

**Appendix A** [TOC](#)

**Section I** [TOC](#)  
**References**

**Required Publications**

**[AR 40-29](#)**

Medical Examination of Applicants for United States Services Academies, Reserve Officer Training Corps (ROTC)

**[AR 145-1](#)**

Senior ROTC Program: Organization, Administration and Training

**[AR 40-501](#)**

Standards of Medical Fitness

**[AR 600-9](#)**

The Army Weight Control Program

**[AR 601-280](#)**

Army Retention Program

**[AR 635-200](#)**

Enlisted Personnel

**[Cadet Command Regulation 145-1](#)**

Army ROTC Scholarship Policy, Administrative and Procedural Instructions

**[Cadet Command Regulation 145-4](#)**

Marketing, Advertising and Publicity to Support Enrollment

**[Cadet Command Pamphlet 145-4](#)**

Enrollment, Retention and Disenrollment Criteria, Policy and Procedures Guide

**[Cadet Command Form 173-R](#)**

Green to Gold Scholarship Application

**Active-Duty Green to Gold Scholarship Booklet**

**Section II** [TOC](#)  
**Related Publications**

**AR 351-5**

United States Army Officer Candidate School College Scope

Appendix B **TOC**

**Counterpart Battalions Listing**

Post	ROTC Battalion	Commercial Telephone	DSN Telephone
Aberdeen Proving	Morgan State University	(443) 885-3264	
Alaska	University of Alaska	(907) 474-7501	
APO AP	HQ 8 <sup>TH</sup> Bde	(253) 966-7183	347-7183
APO-AA	Campbell University	(910) 893-1590	
APO-AE	Campbell University	(910) 893-1590	
Ft Belvoir, VA	George Mason University	(703) 993-2707	
Ft Benning	GA Columbus State	(706) 568-2058	
Ft Bliss	TX University of Texas El Paso	(915) 747-6692	
Ft Bragg	NC Campbell University	(910) 893-1590	
Ft Buchanan, PR	U/Puerto Rico-Rio Piedras	(787) 764-0000x7653	
Ft Campbell, KY	Austin Peay State Univ.	(615) 648-6149	
Ft Carson, CO	U of Co at Colorado Springs	(719) 262-3236	
Ft Dix, NJ	Princeton University	(609) 258-4225	
Ft Drum, NY	Syracuse University	(315) 443-1752	
Ft Eustis, VA	College Of William and Mary	(757) 221-3600	
Ft Gordon, GA	Augusta State University	(706) 667-4648	
Ft Hood, TX	Tarleton State University (Fort Hood Extension)	(254) 285-2196	
Ft Huachuca, AZ	University of Arizona	(520) 621-1078	
Fort Irwin, CA	Claremont McKenna College	(909) 621-8102	
Ft Jackson, SC	University of South Carolina	(803) 777-3639	
Ft Knox, KY	University of Louisville	(502) 852-7902	
Ft Leavenworth, KS	University Of Kansas	(785) 864-1109	
Ft Lee, VA	Virginia State Univ.	(804) 524-5537	
Ft Lewis, WA	HQ, 8th Bde	(253) 966-7183	357-7183
Ft Rucker, AL	Auburn University at Montgomery	(334) 670-5603	
Ft Mcpherson, GA	Georgia Inst of Tech	(404) 894-9938	
Ft Meade, MD	Bowie State University	(301) 860-3563	
Ft Myer, VA & WRAH	Georgetown University	(202) 687-7008	
Ft Polk, LA	Northwestern Louisiana State	(318) 357-5177	
Ft Riley, KS	Kansas State University	(785) 532-6754	
Ft Detrick, MD	McDaniel College	(410) 857-2727	
Ft Sam Houston, TX	Univ. of Texas, San Antonio	(210) 458-4622	
Ft Sill, OK	Cameron University	(580) 581-2340	
Ft Stewart, GA	Georgia Southern University	(912) 681-0040	
Hawaii	University of Hawaii	(808) 956-7766	
Redstone Arsenal, AL	Alabama A&M	(256) 372-5775	
Walter Reed Army, DC	Georgetown University	(202) 687-7008	
White Sands MR, NM	New Mexico State University	(505) 646-4030	



**Sample Army ROTC Prospect Referral Form**  
**(Sample CC Form 155-R - Front)**

<b>ARMY ROTC PROSPECT REFERRAL FORM</b> For use of this form, see CC Reg 145-6, the proponent agency is ATCC-OT					
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>					
<b>Authority</b>	10 USC 2101, 2103, 2104, 2111 and 5 USC 301.2				
<b>Principal Purpose</b>	To obtain personal data in order to provide information on Army ROTC and the Green to Gold Program.				
<b>Routine Uses</b>	To provide information for use by Army ROTC to issue information.				
<b>Disclosure</b>	Disclosure is voluntary. However, failure to provide complete information and provide responses will suspend release of information.				
I was briefed on Army ROTC and am interested in the Army ROTC Program at your institution.					
<b>Email Address:</b>					
<b>Signature:</b>					
1. TO	QUEST CENTER PO BOX 3279 WARMINSTER, PA 18974-9872	2. FROM			
3. NAME <small>(Last, First, MI)</small>	4. DATE <small>(MM/DD/YYYY)</small>	5. SSN			
6. CURRENT ADDRESS <small>(City, State, Zip Code)</small>			7. TELEPHONE <small>(Commercial Only)</small> <small>Overseas start with country code; within US start with area code</small>		
8. PERMANENT MAILING ADDRESS <small>(City, State, Zip Code)</small>			9. TELEPHONE <small>(Commercial Only)</small> <small>Overseas start with country code; within US start with area code</small>		
10. MARITAL STATUS <small>(check one)</small> SINGLE: _____ MARRIED: _____			11. DOB <small>(MM/DD/YYYY)</small>		
12. CITIZENSHIP <small>(check one)</small> : YES _____ NO _____		13. GENDER <small>(check one)</small> : MALE _____ FEMALE _____		14. Number of Dependents:	
15. SERVICE DATA: a. CURRENTLY IN AIT <small>(circle one)</small> : YES NO c. ETS DATE <small>(MM/YYYY)</small> : _____ d. RANK: _____ e. DATE OF RANK <small>(MM/YYYY)</small> : _____ b. YRS OF ACTIVE FEDERAL SERVICE: _____					
16. AFQT / GT SCORE:			17. INTENDED MAJOR:		
18. TOTAL COLLEGE HOURS:		19. GPA:	20. SAT:	21. ACT:	
22. HIGH SCHOOL DATA: a. GRADUATION YEAR: _____ b. GPA: _____ c. JUNIOR ROTC PARTICIPANT <small>(circle one)</small> : YES NO d. # OF YRS _____					
23. I am interested in Army ROTC at the following colleges or universities:			ADMISSIONS STATUS TO DESIRED COLLEGE / UNIVERSITY		
NAME OF COLLEGE / UNIVERSITY	FICE CODE	Accepted	Applied	Not Applied	Other

Appendix C **TOC**

**Sample Army ROTC Prospect Referral Form  
(Sample CC Form 155-R - Back)**

24. LIST YOUR EXTRACURRICULAR ACTIVITIES OR VALUE-ADDED SPECIAL SKILLS:									
25. SOURCE OF REFERRAL: <i>(check one)</i> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%;">TAC / DRILL SGT _____</td> <td style="width: 33%;">BATTALION COMMANDER _____</td> <td style="width: 33%;">MALO _____</td> </tr> <tr> <td>EDUCATION COUNSELOR _____</td> <td>RETENTION NCO _____</td> <td>RECRUITING OFFICER _____</td> <td>OTHER _____</td> </tr> </table>			TAC / DRILL SGT _____	BATTALION COMMANDER _____	MALO _____	EDUCATION COUNSELOR _____	RETENTION NCO _____	RECRUITING OFFICER _____	OTHER _____
	TAC / DRILL SGT _____	BATTALION COMMANDER _____	MALO _____						
EDUCATION COUNSELOR _____	RETENTION NCO _____	RECRUITING OFFICER _____	OTHER _____						
26. NAME AND TITLE OF PERSON MAKING REFERRAL:	27. DATE (MM/DD/YYYY)								
28. NAME OF REFERRAL UNIT OR AGENCY:	29. DATE (MM/DD/YYYY)								
30. ADDRESS OF REFERRAL UNIT OR AGENCY: <i>(CITY, STATE, ZIP CODE)</i>									
31. REMARKS:									
32. ENCLOSURES: <i>(check the appropriate box)</i>	a. Unit Commander's Recommendation / Evaluation <i>(required for Battalion Commander / Education Center referrals)</i>								
	b. Copy of Admissions Packet <i>(required for Education Center referral only)</i>								

CC FORM 155-R, AUG 02 (Back)

PREVIOUS EDITIONS ARE OBSOLETE

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

**(Address)**

Dear Specialist Jones:

I am told that you are enrolled in the GI Bill or Army College Fund. That was a smart decision! I commend you for serving your country and continuing your education.

As you think about college, you should know about a great program. It is Army ROTC, and with it, your previous military experience goes to work for you. Upon completion of your degree, you could become a lieutenant in the Regular Army, the National Guard, or the Army Reserve.

I would appreciate the opportunity to tell you how Army ROTC and your time as an officer will set you apart from others. Army ROTC could supplement your income substantially, while attending college, by providing financial assistance through scholarship opportunities, a simultaneous membership in the Army Reserves/National Guard and other income producing benefits and programs.

Did you know that you can pursue both your civilian and Army careers at the same time? Army ROTC is the path for obtaining an Army commission as a second lieutenant. The training you receive through Army ROTC provides the "hands-on" leadership experience future employers are looking for.

Interested? Then you owe it to yourself to hear how Army ROTC can meet your educational, financial and career needs. Return the enclosed referral card, or call me at (XXX) XXX-XXXX.

Leadership Excellence Starts Here!

**Sincerely,**

**JOHN DOE**  
**Major, Field Artillery**  
**Assistant Professor of Military Science**

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

Sergeant John E. Vet  
845 Support Group  
Fort Gold, Arizona 44444-5555

Dear Sergeant Vet:

I would like to take this opportunity to welcome you to Army ROTC at the University of (insert name). You are wise to prepare in advance and include ROTC in your college plans.

We have appointed Cadet Smith as your sponsor. He will contact you in the near future and assist you on campus when you arrive. In the meantime, I have enclosed some brochures that discuss our ROTC program at (name of school). I am sure that you will find the (name) Battalion has the high level of esprit and pride that is found in the best active Army units.

Remember, Army ROTC (scholarship/non-scholarship) cadets receive a monthly allowance of (current stipend amount). This financial assistance is in addition to any GI Bill (or Veteran's Educational Assistance Program) and Army College Fund benefits you may have earned as a Soldier.

Please read the enclosed brochures for more information. You may contact me by calling collect at **(555) 666-7777** or by writing to the address above.

We look forward to seeing you in the Fall. If I can be of any further assistance, please do not hesitate to call me.

Leadership Excellence Starts Here!

**Sincerely,**

**JACK DOE**  
**Captain, Armor**  
**Assistant Professor of Military Science**

**Appendix F, Nurse Recruiting on Army Installations** TOC

**F-1. General.** College-bound Army Medical Department (AMEDD) Soldiers need to be identified regarding their intent to pursue a baccalaureate degree in nursing and be given the necessary information to allow them to choose ROTC nursing.

**F-2. Recruiting Assistance Assets.**

a. Army Nurse Corps (ANC) officers, at each ROTC Region and Brigade Headquarters are available to assist with the recruiting of Soldiers interested in pursuing a career as a nurse.

b. ANC officers at each United States Army Medical Center (MEDCEN) and Army Medical Department Activity (MEDDAC) can provide information to college-bound AMEDD Soldiers about nursing as a profession and the opportunities available through ROTC.

**F-3. Responsibilities.**

a. Counterpart Battalions will notify their Brigade Nurse Counselor or Region Chief Nurse of the need for nurse recruiting assistance.

b. Region Chief Nurses will assist in recruiting college-bound AMEDD Soldiers and act as a liaison between Counterpart Battalions and ANC officers assigned to MEDCEN/MEDDAC.

**F-4. Procedures.**

a. Recruiting visits and public awareness presentations.

(1) ROTC Counterpart Battalions will use the expertise of their Region Chief Nurse/Brigade Nurse Counselor to assist them in the recruitment of AMEDD Soldiers.

(2) Upon request, the Region Chief Nurse/Brigade Nurse Counselor will coordinate the use of local MEDDAC/MEDCEN ANC officers with Counterpart Battalions.

(3) Battalion requests for assistance must be made in sufficient time to allow for proper coordination with MEDDAC/MEDCEN department of nursing chiefs.

b. Mailouts. The nursing specific letter (shown below) should be used to attract AMEDD Soldiers interested in nursing.

**F-5. Administration.** Counterpart Battalions will refer Soldiers for the ROTC nurse program in the manner described in Chapters 3 through 7 of this regulation.

**Appendix F, Nurse Recruiting on Army Installations (continued)** TOC

**Sample Nurse Prospecting Letter**

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

**(Address)**

Dear Specialist Jones:

I am told that you are enrolled in the GI Bill or Army College Fund. That was a smart decision! I commend you for serving your country and for continuing your education.

Because you are currently in the health care field, it is hoped that you may want to consider nursing as a career choice as you make your college plans.

Nursing--Army nursing--offers choice for career mobility, professional development, and the opportunity for you to put your health care expertise to work.

I would like to tell you how enrollment in Army ROTC can supplement your income substantially while attending college. Can you use additional money during your college years in addition to your GI Bill/Army College Fund benefits? Army ROTC can provide this financial assistance through scholarship opportunities, a simultaneous membership in the Army Reserves and other income producing benefits and programs.

Army ROTC is the path for obtaining an Army commission as a second lieutenant. The training you receive through Army ROTC provides the "hands-on" leadership experience that you will need as a nursing officer and leader.

Interested? Then you owe it to yourself to hear how Army ROTC nursing can meet your financial and career needs. Return the enclosed card, or call me at (XXX) XXX-XXXX.

Leadership Excellence Starts Here!

**Sincerely,**

**JOHN DOE  
Major, Field Artillery  
Assistant Professor of Military Science**

**(Appropriate Letterhead)**

**MEMORANDUM OF AGREEMENT  
BETWEEN  
INSTALLATION COMMANDER, FORT XXXXXXX, XX  
AND  
ROTC COUNTERPART BATTALION**

1. Purpose. The purpose of this MOA is to build a mutually supporting program between the Fort XXXXX installation and the U.S. Army Cadet Command counterpart battalion in identifying quality Soldiers with officer potential and in assisting them in transition from active duty to a college ROTC program. The intent is to promote close and mutually supporting coordination at the lowest level possible of both commands.
2. Background. Operation Green to Gold evolved from the DA DCSPER Transition Management Program that was designed to assist active duty personnel as they transition from their initial tour of duty. Initially, region commanders were required to establish direct coordination between ROTC battalions and Army Transition (separation transfer) Points. In June 1987, this focus shifted from Transition Points to Army Education Centers (AECs). In October 1987, the focus was once more shifted from AECs to the chain of command.
3. Need. A clearly defined program is needed to promote closer coordination between the installation and the ROTC battalion to ensure that quality Soldiers with officer potential are made aware of and given the opportunity to participate in the Green to Gold program.
4. Responsibilities. The Fort XXXXXXX installation will provide:
  - a. An installation project officer who is responsible for the program, keeps the commander informed, and coordinates for installation publicity through garrison newspapers and television/radio programs. This project officer coordinates through installation agencies so ROTC cadre will have access to commander and first sergeant courses, Officer Professional Development, Non-commissioned Officer Professional Development, separating Soldiers, and the NCO Academy.
  - b. Cooperation of AEC, career counselors, and commanders.
  - c. Access to and assistance in identification and referral of enlisted Soldiers.
  - d. Office space to work from and counsel prospective Soldiers.

**Appendix G, Sample Installation Memorandum of Agreement (continued)** TOC

5. U.S. Army Cadet Command Counterpart Battalion will provide:

a. A project officer who will be available to conduct regularly scheduled briefings to attendees at commanders' and first sergeants' courses, newcomers' and separation briefings, and the NCO Academy.

b. Available advertising materials to the garrison and the media representatives.

c. Green to Gold briefings to the AEC director and counselors, post Adjutant General officer who processes Officer Candidate School applications, IN/OUT processing center director, and the separation transfer point officer in charge.

d. Green to Gold packets geared to the audience; Soldiers get information on program benefits, supervisors get information on enrollment procedures, applicable Army regulations and contact information, and counselors get information on scholarships and enrollment standards.

e. Quarterly report to the installation commander of Soldiers referred.

6. Resources. This program will be managed to minimize administrative workload by using current policies and procedures and in place programs. No additional personnel are authorized.

7. This MOA is effective upon signature and will be implemented immediately.

---

**I. B. Atrainer**  
**LTC, Armor**  
**PMS XXXXX College**  
**(date)**

---

**I.B. Aleader**  
**COL, Infantry**  
**Installation Commander**  
**(date)**



Appendix H, Sample PMS Scholarship Letter of Acceptance TOC

(Appropriate Letterhead)

**ATCC (145)**

**(Date)**

**MEMORANDUM FOR HQ**, Cadet Command (Scholarship and ADO) or Approving Authority (Non-Scholarship)

**SUBJECT:** Request for ROTC Duty UP [AR 635-200](#), Paragraph 16-2 (Your name and SSN)

1. Application for acceptance into a ROTC Program is approved.
2. (Your name and SSN) will be separated UP [AR 635-200](#), Paragraph 16-2, provided such action is not in contravention of **AR 600-31**.
3. SM meets all eligibility for contracting in ROTC and USAR Control Group (ROTC) IAW [AR 145-1](#) and [Cadet Command Pamphlet 145-4](#).
4. SM has been accepted by Sample State University as an academic (freshman, sophomore, junior) for the school term beginning August 15, XXXX.
5. Original copy of this correspondence has been filed in Soldier's MPRJ. Individual and appropriate administrative chains of command will be informed of contents of this correspondence.

**FOR THE COMMANDER:**

**Bn Cdr's Signature Block**

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option** 

<http://www.army.mil/usapa/efrms/pureEdge/A4187.XFDL>

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** [TOC](#)

**Sample Scholarship Notification Letter (Fully Qualified)**

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

**MEMORANDUM FOR COMMANDER**, Unit, Fort XXXXXX

**SUBJECT:** Green to Gold Scholarship Program

1. It is my pleasure to inform you that the Soldier listed below has been selected to receive a U.S. Army Reserve Officers' Training Corps Green to Gold Active Duty Scholarship commencing in the Fall of 20XX.

STATUS: Qualified

**NAME:** SPC I.M. Strack

**SSN:** 123-45-6789

**TYPE:** 2-, 3-, or 4-year Full Tuition annually

**COLLEGE/UNIVERSITY:** UNITED STATES UNIVERSITY

2. The enclosed information and instruction sheet, to be provided to the individual, explains selection status, benefits, and the Administrative and discharge procedures to be followed..

3. Qualified scholarship recipients must initiate a request for discharge through their commanding officer and the Personnel Administration Center (PAC) to the approving authority under the provisions of [AR 635-200](#), Chapter 16. Prior to such discharge, you must ensure the Soldier has no actions pending IAW [AR 600-8-2](#). Transition leave is not authorized in conjunction with attending school.

3. SPC Strack must present a copy of this memorandum to the Professor of Military Science (PMS) this Fall. Additionally, he/she must return the enclosed Acceptance/Declination Form to this headquarters **NLT 30 days** from date of this memorandum.

4. Enclosed is a certificate for presentation at an appropriate ceremony.

**JOHN P. DOE**  
**Major General, U.S. Army**  
**Commanding**

3Encls:

1. Information Sheet
2. [CC Form 167-R](#)
3. Certificate

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** [TOC](#)

**Sample Scholarship Notification Letter (Conditional Winner)  
(Appropriate Letterhead)**

(Office Symbol)

(Date)

**MEMORANDUM FOR COMMANDER**, Unit, Fort XXXXXX

**SUBJECT:** Green to Gold Scholarship Program

1. It is my pleasure to inform you that the Soldier listed below has been selected to receive a U.S. Army Reserve Officers' Training Corps Green to Gold Active Duty Scholarship commencing in the Fall of 20XX.

**STATUS:** Conditional – Medical or Administrative or Medical/Administrative

**NAME:** SPC I.M. STRACK

**SSN:** 123-45-6789

**TYPE:** 2-, 3-, or 4-year Full Tuition annually

**COLLEGE/UNIVERSITY:** UNITED STATES UNIVERSITY

**Discharge is not authorized until you receive final notification, from this headquarters that SPC STRACK is fully qualified for discharge.**

2. The enclosed information and instruction sheet, to be provided to the individual, explains selection status, benefits, and the Administrative and discharge procedures to be followed.

3. Qualified scholarship recipients must initiate a request for discharge through their commanding officer and the Personnel Administration Center (PAC) to the approving authority under the provisions of [AR 635-200](#), Chapter 16. Prior to such discharge, you must ensure the Soldier has no actions pending IAW [AR 600-8-2](#). Transition leave is not authorized in conjunction with attending school.

4. SPC STRACK must present a copy of this memorandum to the Professor of Military Science (PMS) this Fall. Additionally, he/she must return the enclosed Acceptance/Declination Form to this headquarters NLT 30 days from date of this memorandum.

5. A certificate will be forwarded for presentation at an appropriate ceremony, when SPC STRACK is qualified.

**JOHN P. DOE**  
**Major General, U.S. Army**  
**Commanding**

3Encls:

1. Information Sheet
2. [CC Form 167-R](#)
3. Certificate

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** [TOC](#)

**Sample Final Scholarship Notification Letter (Conditional Status cleared)**

**(Appropriate Letterhead)**

**(Office Symbol)**  
**(Date)**

**MEMORANDUM FOR COMMANDER**, Unit, Fort XXXXXX

**SUBJECT:** Green to Gold Scholarship Program

1. Reference is made to notification memorandum, this headquarters dated (Date), informing you that SPC STRACK was conditionally selected to receive an Army ROTC Green to Gold Scholarship.
2. The Department of Defense Examination Review Board has confirmed that the referenced individual is medically qualified, and/or all administrative matters have also been fully resolved. Therefore, the award of the soldier's scholarship is now final. Discharge procedures may be initiated IAW reference above.
3. A copy of this memorandum should be provided to the individual. Individual should provide this memorandum and the notification memorandum to the Professor of Military Science this fall/spring.
4. Enclosed is a scholarship certificate for presentation to the soldier.

**JOHN P. DOE**  
**Chief, Incentives Division**  
**U.S. Army Cadet Command**

Encls:  
Certificate

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** [TOC](#)

**Green to Gold Scholarship Discharge Eligibility Checklist**

**SOLDIER'S NAME** \_\_\_\_\_

In accordance with [AR 635-200](#), Enlisted Personnel, Chapter 16-2, a soldier may be discharged for the purpose of entry into ROTC as a scholarship cadet. This checklist is designed to determine if a soldier is eligible for discharge under [AR 635-200](#), chapter 16-2 for participation in the Green to Gold scholarship program. All waivers must be approved prior to the soldier being discharged.

ELIGIBILITY CRITERIA	ELIGIBILITY REQUIREMENT	ELIGIBLE	
		Circle One	
1. United States Citizen	All applicants must be citizens of the United States ( <b>No Waivers</b> ).	YES	NO
2. Time in Active Federal Service (AFS)(months)	All applicants must have at least 24 months of AFS, but less than 120 (10 years) at date of discharge. Applicants should submit a Time in Service Waiver Request ( <a href="#">DA Form 4187</a> ) with application ( <a href="#">Appendix L</a> ).	YES	NO -or- WAIVER
3. Training Service Obligation (TSO)	An additional three months oaf AFS is required for each month of specialized training. Applicants should submit a Training Service Obligation Waiver Request ( <a href="#">DA Form 4187</a> ) with application ( <a href="#">Appendix M</a> ).	YES	NO -or- WAIVER
4. Age (Years)	Applicants may not turn Age <b>31</b> prior to <b>31 Dec</b> of the year in which degree and commissioning requirements are met. ( <b>No Waiver Authorized.</b> )	YES	NO
5. GI Bill Eligibility	Applicants must complete 20 months of a two-year enlistment or 30 months of a three-year or longer enlistment ( <b>No Waivers</b> ) <b>NOTE:</b> <i>The GI Bill is not required for participation in the Green to Gold Program.</i>	YES	NO -or- N/A

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** TOC

**SOLDIER'S NAME** \_\_\_\_\_

ELIGIBILITY CRITERIA	ELIGIBILITY REQUIREMENT	ELIGIBLE Circle One	
6. Flagged	Must not be flagged.	YES	NO
	Must meet Height/Weight Standards of <a href="#">AR 600-9</a> (No Waivers).	YES	NO
	Must pass APFT with a minimum of 60 points in each event. <b>(No Alternative Events)(No Waivers).</b>	YES	NO
	All applicants must be eligible to reenlist or have a waivable reenlistment code.	YES	NO
7. College/University Letter of Acceptance	Letter must state the start date of the term the Soldier will attend and that the Soldier is accepted by the college as an academic junior (for 2-year applicants/min. 54 semester hours), sophomore (for 3-year applicants/min. 27 semester hours), or freshman (for 4-year applicants). <b>(No Waivers).</b>	YES	NO
8. Professor of Military Science (PMS) Letter of Acceptance	All applicants must be accepted into the ROTC Program at the school they will attend. The letter must state the Soldier is qualified for the Advanced Course and aligned as an academic junior and any waivers required have been granted <b>(No Waivers).</b>	YES	NO
9. Cumulative GPA	Minimum high school cumulative GPA of 2.5 for 4-year applicants. Minimum college cumulative GPA of 2.5 for 3- and 2-year applicants. <b>(Waivers Authorized).</b>	YES	NO -or- WAIVER
10. GT Score	110 or higher <b>(No Waivers).</b>	YES	NO
11. UCMJ or civil convictions: Any actions completed or pending.	If Item 11 is <b>YES</b> , Soldier needs a waiver.	YES	NO -or- WAIVER
12. Physical Exam	Soldier must pass physical IAW AR 40-501 <b>(Waivers Possible).</b> <i><b>Soldiers with permanent profiles are not eligible.</b></i>	YES	NO -or- WAIVER
13. Dependents	Have three or fewer dependents. If more than three, Soldier needs a Waiver.	YES	NO -or- WAIVER
Married to a Service-member and has a child under age 18	If <b>YES</b> , Soldier is eligible with a Waiver from Department of the Army.	YES	NO -or- WAIVER
Single Parent	If <b>YES</b> , child or children must be in the legal custody of other parent, adult relative, or legal guardian and evidenced by court document. (Payment of child support requires waiver.)	YES	NO -or- WAIVER
14. Financial	Determines if Soldier has financial backup ( <a href="#">Appendix O</a> ).	YES	NO

**Appendix I, Sample Chapter 16 Soldier Discharge Packet Scholarship Option  
(continued)** [TOC](#)

**SOLDIER'S NAME** \_\_\_\_\_

<b>ELIGIBILITY CRITERIA</b>	<b>ELIGIBILITY REQUIREMENT</b>	<b>ELIGIBLE Circle One</b>	
15. Conscientious Objector	If YES, Soldier is not eligible ( <b>No Waivers</b> ).	<b>YES</b>	<b>NO</b>

\*Headquarters, Cadet Command, will ensure that an applicant meets all the above eligibility criteria prior to issuing a conditional or fully- qualified winner notification letter. Conditional (Medical and/or Administrative) scholarship winners must furnish additional documentary evidence to Headquarters, Cadet Command, prior to being issued a fully-qualified letter. Once the qualified letter is issued, the Soldier may request discharge IAW [AR 635-200](#).



**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non- Scholarship Option (Sample DA Form 4187)** TOC

Copy 1	Copy 2	Copy 3	Copy 4
<b>PERSONNEL ACTION</b>			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b> Title 5, Section 3012; Title 10, USC, E.O. 9397.			
<b>PRINCIPAL PURPOSE:</b> Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).			
<b>ROUTINE USES:</b> To initiate the processing of a personnel action being requested by the soldier.			
<b>DISCLOSURE:</b> Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (Include ZIP Code) Commander, (Intermediate Cmd) HQ, XXXXX XXXXXXX Fort XXXXX, 99999-5000	2. TO (Include ZIP Code) HQ, (AR 635-200, para 1-21 Approving Auth) Attn: XXXX-XX Fort XXXXX, 99999-5000	3. FROM (Include ZIP Code) Unit Commander Unit Attn: XXXX-XX Fort XXXX 99999-5000	
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME (Last, First, MI) Soldier's Name		5. GRADE OR RANK/PMOS/AOC Soldier's Grade/PMOS	6. SOCIAL SECURITY NUMBER 000-00-0000
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/>	Other (Specify) AR 635-200, Chapter 16-2 Voluntary Separation
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>			
<p>1. I request early separation from the United States Army for acceptance into a program leading to a commission, in accordance with AR 635-200, Chapter 16-2c.</p> <p>2. I am not under any charges or pending separation under other provisions AR 635-200. I am not under suspension of favorable personnel action per AR 600-8-2. I am not under a bar to reenlistment per AR 601-210.</p> <p>3. I meet the ROTC procurement medical fitness standards, specified academic criteria, and all other prerequisites for ROTC enrollment UP AR 145-1.</p> <p>4. I understand my discharge is contingent upon enlistment in the USAR in the grade of cadet for assignment to the USAR Control Group (ROTC) and the execution of the ROTC student contract.</p> <p>5. I understand that my service will be characterized as honorable.</p> <p><b>ENCLS</b></p> <p>1. Acceptance Memorandum from Professor of Military Science at XYZ University (must state that the soldier is accepted as an academic junior or Graduate Student into the ROTC Advanced Course, the start date of school, and that no waivers are required or list all required waivers and state that they have been granted).</p> <p>2. Acceptance letter from XYZ University (must state that the soldier is accepted as an academic junior and the start date of school).</p> <p>3. Copy of physical exam, SF 88 and SF 93.</p> <p>4. Copy of DA Forms 2 and 2-1.</p> <p>5. Copies of required waivers listed in enclosure 1.</p>			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE	14. DATE (YYYYMMDD)

**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non-Scholarship Option  
(continued) [TOC](#)**

**Sample PMS Letter of Acceptance (Non-Scholarship)**

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

**MEMORANDUM FOR WHOM IT MAY CONCERN**

**SUBJECT:** Acceptance of Sergeant Joe E. Qualified, 000-00-0000, into the Army Senior ROTC Program as a Non-Scholarship Advanced Course Cadet

1. I hereby certify that Sergeant Joe E. Qualified has been accepted for enrollment in the Senior ROTC Program at Sample State University, subject to discharge from Active Army status and immediate enlistment in the USAR with assignment to USAR Control Group (ROTC). Acceptance is for Fall Term, 20XX, which begins 16 August 20XX. Individual will be discharged no more than 30 days prior to beginning of term. Terminal Leave is not authorized.
2. As a result of an interview and review of his application packet, Sergeant Qualified appears to possess those qualifications and the potential necessary to become an effective Army officer. The Soldier is not under suspension of favorable personnel actions. The Soldier meets the Army ROTC procurement medical fitness standards IAW [AR 40-501](#). The Soldier meets all specified academic and administrative requirements IAW [AR 145-1](#). No academic or administrative waivers are required (or The following academic/administrative waivers were granted: ...).
3. Sergeant Qualified has completed at least 2 years of active duty and at least 2 years of acceptable college work. The Soldier is accepted into the **ROTC Advanced Course as an academic junior**. The Soldier is eligible for separation IAW [AR 635-200](#), Paragraph 16-2.
4. Sergeant Qualified must be enlisted in the USAR for assignment to Control Group (ROTC). The Soldier must enlist for eight years and the contract must so state. The commander effecting discharge must accomplish enlistment under [AR 145-1](#), paragraph 3-15.

**HARVEY PROFESSOR  
Lieutenant Colonel, IN  
Professor of Military Science**

**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non-Scholarship Option  
(continued) [TOC](#)**

**Sample Instruction letter from PMS**

**(Appropriate Letterhead)**

**ATCC (145)**

**(Date)**

**MEMORANDUM FOR SGT Joe E. Qualified, 0000 Any Street, Anywhere, State  
00000**

**SUBJECT:** Procedures for Acceptance into an ROTC Program

1. Present this letter of acceptance to your commander.
2. Complete a [DA Form 4187](#), have your commander sign, and forward it to the battalion commander. The [4187](#) should include: letter of acceptance from the PMS, letter of acceptance from the university stating you are starting as an academic junior, a copy of your physical exam, a copy of your DA Form 2 and 2-1, and any required waivers. Talk to your commander about the discharge date. Ensure you are discharged in enough time to get settled, register, and pay the required fees. Your discharge date is not set by us but by your chain of command, and it cannot be more than 30 days prior to the start of the academic semester.
3. Your battalion commander must sign an endorsement and enclose it with the [DA Form 4187](#). This entire packet will be forwarded through channels to the separation authority.
4. You must enlist for 8 years in the USAR for assignment to a Control Group (ROTC). Discharge will be effective the day proceeding the date of enlistment. Terminal leave is not authorized.
5. Separation authority will prepare discharge paperwork and orders assigning you to the Control Group (ROTC) XXXX Region within the USAR. Your [DD Form 250](#) should indicate an RE Code of 1. Separation authority should talk to Headquarters, Cadet Command at **(757) 788-3770** or **DSN 680-3770** if they have any questions.
6. Point of contact is the undersigned, DSN XXX-XXXX or Commercial (XXX) XXX-XXXX.

**HARVEY PROFESSOR  
LTC, IN  
Professor of Military Science**

**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non-Scholarship Option  
(continued) [TOC](#)**

**Sample Endorsement for Soldier's Battalion Commander**

**(Appropriate Letterhead)**

**ATCC (145)**

**(Date)**

**MEMORANDUM FOR SEPARATION AUTHORITY**

**SUBJECT:** Request for ROTC Duty UP [AR 635-200](#), Paragraph 16-2 (Your name and SSN)

1. Application for acceptance into a ROTC Program is approved.
2. (Your name and SSN) will be separated UP [AR 635-200](#), Paragraph 16-2, provided such action is not in contravention of **AR 600-31**.
3. (Appropriate remarks).
4. Original copy of this correspondence has been filed in the Soldier's MPRJ. Individual and appropriate administrative chain of commands will be informed of contents of this correspondence.

**Bn Cdr's Signature**  
**Bn Cdr's Signature Block**

**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non- Scholarship Option (continued)** TOC

**Green to Gold Non-Scholarship Discharge Eligibility Checklist**

**SOLDIER'S NAME** \_\_\_\_\_

ELIGIBILITY CRITERIA	ELIGIBILITY REQUIREMENT	ELIGIBLE Circle One	
1. United States Citizen	All applicants must be citizens of the United States <b>(No Waivers)</b> .	<b>YES</b>	<b>NO</b>
2. Time in Active Federal Service (TIS)(months)	All applicants must have at least 24 months of AFS, but less than 120 (10 years) at date of discharge. Applicants should submit a Time in Service Waiver Request ( <b>DA Form 4187</b> ) with application ( <b>Appendix M</b> ).	<b>YES</b>	<b>NO</b>  -or- <b>WAIVER</b>
3. Training Service Obligation (TSO)	An additional three months of AFS is required for each month of specialized training. Applicants should submit a Training Service Obligation Waiver Request ( <b>DA Form 4187</b> ) with application ( <b>Appendix N</b> ).	<b>YES</b>	<b>NO</b>  -or- <b>WAIVER</b>
4. Age (Years)	Non-Scholarship applicants may not turn Age <b>34</b> at the projected time which degree and commissioning requirements are met. Add expected age at discharge to the years of college needed to complete degree & commission requirements: <b>Discharge Age + College Required = Age at Graduation</b> If your age is more than your maximum allowable age, you may request a waiver. <i>Bde Cdr's may approve waivers up through age 39.</i>	<b>YES</b>	<b>NO</b>  -or- <b>WAIVER</b>
5. GI Bill Eligibility	Applicants must complete 20 months of a two-year enlistment or 30 months of a three-year or longer enlistment <b>(No Waivers)</b> <b>NOTE:</b> <i>The GI Bill is not required for participation in the Green to Gold Program.</i>	<b>YES</b>	<b>NO</b>  -or- <b>N/A</b>
6. Flagged	Must not be flagged.	<b>YES</b>	<b>NO</b>
	Must meet Height/Weight Standards of <b>AR 600-9 (No Waivers)</b> .	<b>YES</b>	<b>NO</b>
	Must pass APFT with a minimum of 60 points in each event. <b>(No Alternative Events)(No Waivers)</b> .	<b>YES</b>	<b>NO</b>
	All applicants must be eligible to reenlist or have a waiverable reenlistment code.	<b>YES</b>	<b>NO</b>

**Appendix J, Sample Chapter 16 Soldier Discharge Packet Non-Scholarship Option (continued)** [TOC](#)

**Green to Gold Non-Scholarship Discharge Eligibility Checklist (continued)**

**SOLDIER'S NAME** \_\_\_\_\_

ELIGIBILITY CRITERIA	ELIGIBILITY REQUIREMENT	ELIGIBLE Circle One	
		YES	NO
7. College/University Letter of Acceptance	Letter must state the start date of the term the Soldier will attend and that the Soldier is accepted by the college as an academic junior (min. 54 semester hours). If Graduate Program, complete degree in two years. <b>(No Waivers)</b> .	YES	NO
8. Professor of Military Science (PMS) Letter of Acceptance	All applicants must be accepted into the ROTC Program at the school they will attend. The letter must state the Soldier is qualified for the Advanced Course and aligned as an academic junior and any waivers required have been granted <b>(No Waivers)</b> .	YES	NO
9. College GPA	Minimum 2.0 on all college work completed <b>(No Waivers)</b> .	YES	NO
10. GT Score	Non-Scholarship applicants need a 110 GT or higher <b>(No Waivers)</b> .	YES	NO
11. UCMJ or civil convictions: Any actions completed or pending.	If Item 11 is <b>YES</b> , Soldier needs a waiver.	YES	NO -or- WAIVER
12. Physical Exam	Soldier must pass physical IAW <a href="#">AR 40-501</a> <b>(Waivers Possible)</b> . <b>Soldiers with permanent profiles are not eligible.</b>	YES	NO -or- WAIVER
13. Dependents	Have three or fewer dependents. If more than three, Soldier needs a Waiver.	YES	NO -or- WAIVER
Married to a Service-member and has a child under age 18	If <b>YES</b> , Soldier is eligible with a Waiver from Department of the Army.	YES	NO -or- WAIVER
Single Parent	If <b>YES</b> , child or children must be in the legal custody of other parent, adult relative, or legal guardian and evidenced by court document. (Payment of child support requires waiver.)	YES	NO -or- WAIVER
14. Financial	Determines if Soldier has financial backup ( <a href="#">Appendix O</a> ).	YES	NO
15. Conscientious Objector	If <b>YES</b> , Soldier is not eligible <b>(No Waivers)</b> .	YES	NO

**Appendix K, Sample Active Duty Option (ADO) Notification letter (Fully Qualified)**

TOC

(Appropriate Letterhead)

(Office Symbol)  
(Date)

**MEMORANDUM FOR COMMANDER, Unit, Fort XXXXXX**

**SUBJECT:** Green to Gold Active Duty Option (ADO) Program

1. It is my pleasure to inform you that the Soldier listed below has been selected to participate in the U.S. Army Reserve Officers' Training Corps Green to Gold ADO Program commencing in the Fall of 20XX.

**STATUS:** Qualified

**NAME:** SPC I.M. Strack

**SSN:** 123-45-6789

**TYPE:** 2-year ADO

**COLLEGE/UNIVERSITY:** UNITED STATES UNIVERSITY

2. The enclosed information and instruction sheet, to be provided to the individual, explains selection status and additional instructions needed to fulfill the requirements associated with program participation.

3. Soldiers selected to participate in this program will receive assignment instruction from Human Resources Command (HRC,) through their servicing Personnel Administration Center (PAC). Prior to receiving assignment instructions, commanding officers must ensure the soldier has no pending actions IAW [AR 600-8-2](#), meets height/weight standards IAW [AR 600-9](#), and has met the Service Remaining Requirement (SRR) of 48 months IAW [AR 601-280](#). Ordinary leave and Permissive TDY is authorized in conjunction with attending school.

4. Upon arrival at the university, SPC Strack must in-process via mail or online with U.S. Army Student Detachment, Fort Jackson, South Carolina at [www.jackson.army.mil/usasd](http://www.jackson.army.mil/usasd). In addition he/she must present a copy of this memorandum to the Professor of Military Science and return the enclosed notification of Intent to his headquarters **NLT 30 days** from the date of this memorandum.

5. Enclosed is a certificate for presentation at an appropriate ceremony.

**JOHN P. DOE**  
**Major General, U. S. Army**  
**Commanding**

3Encls

1. Information Sheet
2. [CC Form 167-R](#)
3. Certificate

**Appendix K, Notification of Intent to Participate In Army ROTC Green to Gold  
Active Duty Option (ADO) Program** TOC

**NOTIFICATION OF INTENT TO PARTICIPATE IN  
ARMY ROTC  
GREEN TO GOLD ACTIVE DUTY OPTION (ADO) PROGRAM**

**Commander, US Army Cadet Command  
ATTN: ATCC-OP-I-S (Green to Gold)  
1<sup>st</sup> Cavalry Regiment Road, Bldg 1002Fort Knox, KY 40121**

You may accept to participate in the 2-year Army Green to Gold Active Duty (ADO) Program or you may decline. Once you make your choice that will be the program you are enrolled in at the designated College or University.

Place an "X" in the box next to the one statement that reflects your intention:

**I, I. M. Strack, XXX-XX-XXXX**

- Accept participation in the 2-year Army ROTC Green to Gold ADO Program at UNITED STATES UNIVERSITY
  
- Decline participation in the 2-year Army ROTC Green to Gold ADO Program at UNITED STATES UNIVERSITY.

\_\_\_\_\_/\_\_\_\_\_  
**Soldiers Signature / Date**



**Appendix K, Sample Active Duty Option (ADO) Program Notification Letter  
(Conditional Winner) [TOC](#)**

(Appropriate Letterhead)

(Office Symbol)

(Date)

**MEMORANDUM FOR COMMANDER, Unit, Fort XXXXXX**

**SUBJECT:** Green to Gold Active Duty Option (ADO) Program

1. It is my pleasure to inform you that the Soldier listed below has been selected to participate in the U.S. Army Reserve Officers' Training Corps Green to Gold ADO Program commencing in the Fall of 20XX.

**STATUS:** Conditional – Medical or Administrative or Medical/Administrative

**NAME:** SPC I.M. Strack

**SSN:** 123-45-6789

**TYPE:** 2-year ADO

**COLLEGE/UNIVERSITY:** UNITED STATES UNIVERSITY

**Reassignment is not authorized until you receive final notification, from this headquarters, that SPC STRACK is fully qualified.**

2. The enclosed information and instruction sheet, to be provided to the individual, explains selection status and additional instructions needed to fulfill the requirements associated with program participation.

3. Soldiers selected to participate in this program will receive assignment instruction from Human Resources Command (HRC, through their servicing Personnel Administration Center (PAC). Prior to receiving assignment instructions, commanding officers must ensure the soldier has no pending actions IAW [AR 600-8-2](#), meets height/weight standards IAW [AR 600-9](#), and has met the Service Remaining Requirement (SRR) of 48 months IAW [AR 601-280](#). Ordinary leave and Permissive TDY is authorized in conjunction with attending school.

4. Upon arrival at the university, SPC Strack must in-process via mail or online with U.S. Army Student Detachment, Fort Jackson, South Carolina at [www.jackson.army.mil/usasd](http://www.jackson.army.mil/usasd). In addition he/she must present a copy of this memorandum to the Professor of Military Science and return the enclosed notification of Intent to his headquarters **NLT 30 days** from the date of this memorandum.

5. A certificate will be forwarded for presentation at an appropriate ceremony, when SPC STRACK is qualified.

**JOHN P. DOE**  
**Major General, U.S. Army**  
**Commanding**

2Encls

1. Information Sheet
2. Notification of Intent

**Appendix K, Sample Final Active Duty Option Notification Letter (Conditional Status Cleared)** [TOC](#)

**(Appropriate Letterhead)**

**(Office Symbol)**

**(Date)**

**MEMORANDUM FOR COMMANDER, Unit, Fort XXXXXX**

**SUBJECT:** Green to Gold Active Duty Option (ADO) Program Conditional Winner

1. Reference is made to notification memorandum, this headquarters dated (Date), informing you that SPC STRACK was conditionally selected to participate in the Green to Gold ADO program.

2. The Department of Defense Examination Review Board has confirmed that the referenced individual is medically qualified, and/or all administrative matters have also been fully resolved. Therefore, the award of the soldier's participation in the ADO program is now final. HRC will be notified to place the soldier on assignment instructions.

3. A copy of this memorandum should be provided to the individual. Individual should provide this memorandum and the notification memorandum to the Professor of Military Science this fall.

4. Enclosed is a scholarship certificate for presentation to the soldier.

**JOHN P. DOE**  
**Chief, Incentives Division**  
**U.S. Army Cadet Command**

Encls  
Certificate

**Appendix L, Division and Corps Commander Hip Pocket Scholarship Program** 

**L-1. General.** This program allows a division or corps commander to award scholarships to Soldiers within his/her respective command. Allocations will be made annually to each commander.

**L-2. Procedures:**

- a. Annually, HQCC will mail each division or corps commander an information packet containing the number of scholarships allocated and instructions for awaiting the scholarships.
- b. Division or corps commander nominates individual for a scholarship. Upon nomination, the Soldier becomes a conditional scholarship winner.
- c. The Soldiers submits application packet to HQCC NLT **1 Apr.**
- d. Soldiers have the required amount of college work or academic placement credit from the institution the Soldier desires to attend. Has a letter of acceptance from the institution stating the Soldier's academic standing as a junior and the start date of the term the soldier will attend.
- e. The Soldiers have a favorable National Agency Check Local and Credit (NACLC).
- f. The Soldiers have a minimum General/Technical (GT) score of 110. No waiver authorized.
- g. The Soldiers have a cumulative college Grade Point Average (GPA) of 2.5 on a scale of 4.0.
- h. The Soldiers have a letter of acceptance from the ROTC battalion commander at the institution where they are seeking enrollment. The letter must state that the Soldier is accepted into the ROTC program and the start date of the school.
- i. The Soldiers must not have any UCMJ or civil conviction actions pending.
- j. The Soldiers have passed a physical examination in accordance with [AR 40-501](#) and determined to be medically qualified by DODMERB. The soldier must also meet the height and weight standards listed in [AR 600-9](#). The physical must also be annotated to show the date of the last drug and alcohol test. Any positive test precludes entry into the ROTC Program. Soldiers with permanent profiles are not eligible.
- k. The Soldiers do not have more than three dependents, including spouse (waiverable); is not a sole parent (non-waiverable) unless the child or children of such applicants have been placed in the custody of the other parent, or adult relative or legal guardian by court order; is not married to a service member with 1 or more dependents under 18 (waiverable).

**Appendix L, Division and Corps Commander Hip Pocket Scholarship Program**  
**(continued)** [TOC](#)

- l. The Soldiers do not have financial hardship (CC Form 228-R, [Appendix O](#)).
- m. The Soldiers have an APFT score of at least 180 points with scores of at least 60 points in each area of the APFT (no alternate events).
- n. The Soldier is eligible to reenlist.
- o. The Soldier will be on active-duty on 1 June of the current year.
- p. The Soldier is not a conscientious objector as defined in [AR 600-43](#).
- q. The applicant has not been convicted of a domestic violence crime (non-waiverable).

**Commanders Green to Gold Hip Pocket Scholarship Program Participants**

**Commanders Green to Gold Hip Pocket Scholarship Program Participants**

<b>Div/Corp/Command</b>	<b>Location</b>	<b>Auth Scholarships</b>
101st Air Assault	Fort Campbell	5
10th Mountain	Fort Drum	5
1st Armor	Germany	5
1st Cavalry	Fort Hood	5
1st Infantry	Fort Riley	5
21st Theater	Europe	3
25th Infantry	Hawaii	5
2d Infantry	Korea	5
3rd Infantry	Fort Stewart	5
4th Infantry	Fort Hood	5
First Army Div West & Ft Carson(formerly 7th Infantry Division)	Fort Carson	2
82nd Airborne	Fort Bragg	5
US Army Fires Center of Excellence and Fort Sill (AD/FA)	Ft Sill	2
Army Intelligence Center	Ft Huachuca	2
Aviation Center	Ft Rucker	2
US Army Maneuver Support Center of Excellence (CM/MP/EN)	Ft Leonard Wood	2
Fort Polk	Fort Polk	2
Ft Richardson, Alaska	Fort Richardson	2
I Corp	Fort Lewis	3
III Corp	Fort Hood	3
US Army Maneuver Center of Excellence and Fort Benning	Ft Benning	2
National Training Center	Fort Irwin	2
NATO	Germany	1
Sustainment Center of Excellence and Fort Lee (OD/QM/TC)	Fort Lee	2
Signal Center	Ft Gordon	2
United States Army Special Operations Command	Fort Bragg	2
United States Army Soldier Support Institute	Ft Jackson	2
Southern Europe	Europe	2
V Corp	Germany	3
XVIII Corps	Fort Bragg	3
44 <sup>th</sup> Medical Command	Ft Bragg	1
Military Surface Deployment & Distro Command	Alexandria	1
19 <sup>th</sup> Theater Support Command	Germany	2
NORAD and USNORTHCOM	Peterson AFB	2
United States Army Accessions Command	Fort Knox	2
Basic Combat Training Center of Excellence and Ft Jackson	Fort Jackson	2
US Army 20 <sup>th</sup> Support Command	APG	2
Joint Forces HQ, National Capital Region	DC	2
Joint Multinational Training Command	Germany	1
3d Sustainment Command Expeditionary	Fort Knox	2
US Army Network Enterprise Technology Command (SC)	Fort Huachuca	2

**Appendix M, Sample Request for Time In Service Waiver to HQDA  
(Sample DA Form 4187) TOC**

<b>PERSONNEL ACTION</b>			
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b> Title 5, Section 3012; Title 10, USC, E.O. 9397.			
<b>PRINCIPAL PURPOSE:</b> Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).			
<b>ROUTINE USES:</b> To initiate the processing of a personnel action being requested by the soldier.			
<b>DISCLOSURE:</b> Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.			
1. THRU (Include ZIP Code) HQ, CADET COMMAND ATTN: Green to Gold Scholarship 55 Patch Rd., Bldg. 56 Fort Monroe, VA 23651-1052		2. TO (Include ZIP Code) Commander, PERSCOM ATTN: TAPC-PDT-P 200 Stovall Street Alexandria, VA 22332	3. FROM (Include ZIP Code) Soldier's Unit
<b>SECTION I - PERSONAL IDENTIFICATION</b>			
4. NAME (Last, First, MI) DOE, John M.		5. GRADE OR RANK/PMOS/AOC PFC/68F10	6. SOCIAL SECURITY NUMBER 000-00-0000
<b>SECTION II - DUTY STATUS CHANGE (AR 600-8-6)</b>			
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
<b>SECTION III - REQUEST FOR PERSONNEL ACTION</b>			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card	
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags	
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations	
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS	
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB	
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Time-in-Service Waiver	
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required) (Soldier must sign and date this form)			10. DATE (YYYYMMDD)
<b>SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)</b>			
1. Soldier requests a Time-in-Service (TIS) waiver for attendance/acceptance to the Green to Gold Program.			
2. The following information is provided: a. BASD: 18 June 1997 b. ETS: 30 November 2004 c. School Name: (Enter the university or college you are planning on attending) d. School Start Date: (DDMMYYYY) e. Requesting a discharge under the provisions of AR 635-200, Chapter 16, para 16-2b(1)(f) f. Requesting Separation Date: (DDMMYYYY) (cannot be more than 30 days prior to the School Start Date)			
3. I will have served _____ months on Active Duty at the time of my requested date of separation.			
4. I have met all the other eligibility requirements UP AR 145-1 for this program.			
<b>SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL</b>			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE (Print Commander's Signature Block)		13. SIGNATURE (Commander must sign and date this form)	14. DATE (YYYYMMDD)

**Appendix N, Specialized Training Service Obligation (TSO) Calculation** TOC

First term Soldiers and any re-classified Soldiers must calculate the AIT service obligation. Any regardless of whether this service obligation has already been met. Soldiers on their second or subsequent enlistment, who have not attended an additional AIT, will calculate only the most recent service obligations for specialized training.

1. AIT: MOS: \_\_\_\_\_

a. # of months service obligation: \_\_\_\_\_ ([AR 614-200](#), Table 4-1)

b. Discharge Date Requested: \_\_\_\_\_ (yy/mm)

Date Completed/Graduated AIT: \_\_\_\_\_ (yy/mm)

# of months since AIT: \_\_\_\_\_

c. # of months since AIT:

> # of months service obligation for AIT training, therefore AIT requirement met  
OR

< # of months service obligation for AIT training, therefore request waiver of  
\_\_\_\_ months

2. Most recent service obligation for additional specialized training:

Skill Identifier (ASI or SQI): \_\_\_\_\_

a. # of months service obligation: \_\_\_\_\_ ([AR 614-200](#), Table 4-1)

b. Discharge Date Requested: \_\_\_\_\_ (yy/mm)

Date Completed ASI/SQI course: \_\_\_\_\_ (yy/mm)

# of months since ASI/SQI course: \_\_\_\_\_

c. # of months since ASI/SQI:

> # of months TSO for ASI/SQI training, therefore requirement met  
OR

< # of months TSO for ASI/SQI training, therefore request TSO waiver of  
\_\_\_\_ months

**Note:** *The most recent service obligation for specialized training may not be based on the most recent course attended. Longer duration ASI/SQI courses may have service obligations that override a shorter but more recent course. Calculate all recent courses to determine any required waivers.*

**Appendix N, Sample Request for Training Service Obligation (TSO) Waiver to HQDA (Sample DA Form 4187) TOC**

<b>PERSONNEL ACTION</b>		
For use of this form, see AR 600-8-6 and DA PAM 600-8-21; the proponent agency is ODCSPER		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
<b>AUTHORITY:</b>	Title 5, Section 3012; Title 10, USC, E.O. 9397.	
<b>PRINCIPAL PURPOSE:</b>	Used by soldier in accordance with DA PAM 600-8-21 when requesting a personnel action on his/her own behalf (Section III).	
<b>ROUTINE USES:</b>	To initiate the processing of a personnel action being requested by the soldier.	
<b>DISCLOSURE:</b>	Voluntary. Failure to provide social security number may result in a delay or error in processing of the request for personnel action.	
1. THRU (Include ZIP Code) HQ, CADET COMMAND ATTN: Green to Gold Scholarship 55 Patch Rd., Bldg. 56 Fort Monroe, VA 23651-1052	2. TO (Include ZIP Code) Commander, PERSCOM ATTN: TAPC-EPT-F 200 Stovall Street Alexandria, VA 22332	3. FROM (Include ZIP Code) Soldier's Unit
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) DOE, John M.	5. GRADE OR RANK/PMOS/AOC SGT/97B2O	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Overseas Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Training Service Obligation Waiver
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required) (Soldier must sign and date this form)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
1. Soldier requires 2 years of active duty service as well as an additional 3 months of active duty service for every one month of specialized training received in order to be eligible for an ROTC Green to Gold Scholarship.		
2. Soldier's MOS training for 97B was _____ weeks in length (Day Month Year - Day Month Year), requiring him to have _____ months of active duty service.		
3. Soldier is requesting a waiver of _____ months of his service obligation in order to apply for the Green to Gold Scholarship Program and fulfill his new service obligation as a commissioned officer.		
4. The following information is provided: a. BASD: 18 June 1997 b. ETS: 30 November 2004 c. DOB: 11 September 1978		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -		
<input type="checkbox"/> HAS BEEN VERIFIED <input checked="" type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE (Print Commander's Signature Block)	13. SIGNATURE (Commander must sign and date this form)	14. DATE (YYYYMMDD)



**Appendix O, Sample Army ROTC Financial Statement Form  
(Sample CC Form 228-R) TOC**

<b>FINANCIAL STATEMENT</b>	
For use of this form see, CC Pam 145-4, proponent agency is ATCC-PC	
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>	
<b>Authority</b>	10 USC 2101, 2103, 2104, 2111 and 5 usc 3012
<b>Principal Purpose</b>	To obtain financial data in order to request a dependency waiver for a cadet participating in the Senior ROTC program.
<b>Routine Use(s)</b>	To provide information concerning a cadet's/applicant's financial status while participating in the Senior ROTC program.
<b>Disclosure</b>	Disclosure is voluntary. However, failure to provide complete information and provide responses may result in a disapproval of the requested action.
<b>PART I - PERSONAL DATA</b>	
1. NAME (Last, First, MI):	1a. SSN (Do not include any dashes)
<b>PART II - ASSETS</b>	
Enter the dollar amount (round any cents to whole dollars) beside each item that applies.	
2. SAVINGS (Savings Account, Money Market Account, IRA)	<input style="width: 100%;" type="text"/>
3. BONDS, STOCKS (Investments)	<input style="width: 100%;" type="text"/>
4. COLLEGE TRUST	<input style="width: 100%;" type="text"/>
5. MOTOR VEHICLES (No Lein-Holder)	<input style="width: 100%;" type="text"/>
6. OTHER (i.e., Motorcycle, Rental Property)	<input style="width: 100%;" type="text"/>
7. TOTAL ASSETS	<input style="width: 100%;" type="text"/>
<b>PART III - COLLEGE LIABILITIES</b>	
Enter the dollar amount (round any cents to whole dollars) beside each item that applies.	
8. RENT/MORTGAGE (Apartment/House)	<input style="width: 100%;" type="text"/>
8a. LIVE WITH PARENTS/FAMILY (Enter an amount if there is a cost)	<input style="width: 100%;" type="text"/>
<i>(NOTE: If item 8 or 8a is \$0 explain why):</i>	
9. UTILITIES (Electric, Water, Telephone, Cable, Gas)	<input style="width: 100%;" type="text"/>
10. MONTHLY FOOD EXPENSE	<input style="width: 100%;" type="text"/>
11. MEDICAL EXPENSE (Outstanding Medical Bills)	<input style="width: 100%;" type="text"/>
12. MONTHLY CLOTHING EXPENSE	<input style="width: 100%;" type="text"/>
13. INSURANCE (Life, Medical)	<input style="width: 100%;" type="text"/>
14. INSURANCE (Auto, Motorcycle, Home, Renters)	<input style="width: 100%;" type="text"/>
15. CAR OPERATING EXPENSES (Maintenance)	<input style="width: 100%;" type="text"/>
16. CAR PAYMENT	<input style="width: 100%;" type="text"/>
17. TOTAL LOANS/DEBITS (Outstanding Bills, VISA, Credit Cards)	<input style="width: 100%;" type="text"/>
18. MISCELLANEOUS EXPENSES (i.e. Entertainment)	<input style="width: 100%;" type="text"/>
19. CHILD SUPPORT (Dependent child under age 18)	<input style="width: 100%;" type="text"/>
20. OTHER	<input style="width: 100%;" type="text"/>
21. TOTAL MONTHLY DEBTS	<input style="width: 100%;" type="text"/>
<b>PART IV - INCOME UPON ENTRY INTO THE ARMY ROTC PROGRAM (GROSS MONTHLY)</b>	
22. FREE ROOM & BOARD <i>(Check the appropriate box)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
23. SCHOLARSHIP (Other than ROTC)	<input style="width: 100%;" type="text"/>
24. WORK STUDY	<input style="width: 100%;" type="text"/>
25. SCHOLARSHIP (ROTC)	<input style="width: 100%;" type="text"/>
26. STUDENT LOANS	<input style="width: 100%;" type="text"/>
27. STIPEND	<input style="width: 100%;" type="text"/>
28. APPLICANT SALARY	<input style="width: 100%;" type="text"/>
29. MGIB CHAPTER 30	<input style="width: 100%;" type="text"/>
30. SPOUSE SALARY	<input style="width: 100%;" type="text"/>
31. ADDITIONAL MGIB	<input style="width: 100%;" type="text"/>
32. GRANTS	<input style="width: 100%;" type="text"/>
33. ARMY COLLEGE FUND	<input style="width: 100%;" type="text"/>
34. PLUS +	<input style="width: 100%;" type="text"/>
35. TOTAL MONTHLY INCOME	<input style="width: 100%;" type="text"/>
APPLICANT'S SIGNATURE	COMMANDER'S SIGNATURE (ONLY required for Green to Gold Applicant's)

**Appendix P, Memorandum of Agreement Between Professor of Military Science  
and Green to Gold Active Duty Option (ADO) Cadet** TOC

**MEMORANDUM OF AGREEMENT  
BETWEEN  
PROFESSOR OF MILITARY SCIENCE  
AND  
GREEN TO GOLD ACTIVE DUTY OPTION CADET**

**(Office Symbol)**

**SUBJECT:** Memorandum of Agreement (MOA) - ROTC Green to Gold Active Duty Option Program

1. I have been accepted for participation in the ROTC Green to Gold ADO Program. I agree to maintain all regulatory requirements of the ROTC program, to include (but not limited to the following):

**a. FULL-TIME STUDENT AGREEMENT.** I agree to remain a full-time student in good standing at the following educational institution, \_\_\_\_\_ until I receive my degree and I am not authorized to transfer schools. A full-time student is defined as one enrolled in sufficient academic courses to receive a degree within four semesters or six quarters. This includes the required Army ROTC classes, which may be part of, or in addition to, those courses required for my degree. I agree to remain enrolled in and successfully complete the ROTC program, including Leadership Development and Assessment Course and all training as prescribed by the Secretary of the Army or his/her designee, as a prerequisite for commissioning.

**b. ACADEMIC GRADE POINT AVERAGE AGREEMENT.** I agree to maintain, at a minimum, a cumulative academic grade point average (GPA) of 2.0 on a 4.0 or equivalent scale. This GPA must also be maintained for each semester or quarter. If I am required by my academic major or by the school I am attending to maintain a higher cumulative semester or quarter GPA, I agree to maintain that higher standard until the completion of the academic requirements for my degree. I understand and agree that failure to maintain the minimum academic GPA average may subject me to disenrollment from the Green to Gold Active Duty Program and necessitate my return to the Army in my previously-held enlisted rank.

**c. ROTC COURSES GRADE POINT AVERAGE AGREEMENT.** I agree to maintain at least a 3.0 on a 4.0 or equivalent scale, cumulative semester or quarter academic GPA in all ROTC courses. I understand and agree that failure to maintain the minimum ROTC courses GPA may subject me to disenrollment from the Green to Gold Active Duty Program and necessitate my return to the Army in my previously-held enlisted rank.

**Appendix P, Memorandum of Agreement Between Professor of Military Science and Green to Gold Active Duty Option (ADO) Cadet (continued)** [TOC](#)

**d. MEDICAL AND PHYSICAL FITNESS STANDARDS.**

(1) I agree to maintain eligibility for enrollment and retention in ROTC and for commissioning as defined by statute, Army regulation, and this MOA, throughout the period of this MOA.

(2) I agree to meet and maintain the APFT standard, and the screening weight and body fat percentage required by the Army Weight Control Program (AWCP) as required of active duty Soldiers. These will be continuous requirements that I must continue to meet until the date I report to the Officer Basic Course (OBC) and thereafter. Commissioning eligibility standards, including the APFT and AWCP standards, are subject to change, and I must keep myself informed of such changes through contact with the PMS. I understand and agree that failure to maintain the weight and physical fitness requirements may subject me to disenrollment from the Green to Gold ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(3) I agree to undergo pre-commissioning drug and alcohol screening tests, normally administered during the Leader Development and Assessment Course (LDAC), or as may otherwise be prescribed by USACC. If the result of any test is positive, I will be subject to disenrollment from the Green to Gold ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(4) I agree to undergo testing for Human Immunodeficiency Virus (HIV) antibody during my pre-commissioning physical examination; normally during LDAC or as USACC may otherwise prescribe. If the result of the testing is confirmed positive, I will be disenrolled from the Green to Gold ADO Program and return to the Army in my previously-held enlisted rank.

**e. DISCLOSURE OF DISQUALIFYING CONDITIONS.** By executing this MOA, I represent that I meet all eligibility criteria for participation in the Green to Gold ADO Program and commissioning, as defined by statute, Army regulation, and this MOA. I represent that I have disclosed any and all pre-existing medical conditions and non-medical conditions that would make me ineligible for enrollment in the ROTC program as specified in statute, Army regulations (including but not limited to [AR 145-1](#)) and this MOA. Failure to have disclosed or to disclose any disqualifying condition, including any conditions I should have known about, will subject me to immediate release from the ROTC program and reassignment based on the needs of the Army.

**Appendix P, Memorandum of Agreement Between Professor of Military Science and Green to Gold Active Duty Option (ADO) Cadet (continued)** TOC

**f. NATURE OF DUTIES AND CONSCIENTIOUS OBJECTOR STATUS.** My acceptance of the terms and conditions of this agreement signifies my readiness to bear arms, to engage in and support combat operations, and to operate and support operations of approved weapons systems. If, at any time, I apply for conscientious objector status, I will be disenrolled from the Green to Gold ADO Program and be returned to the Army in my previously-held enlisted rank.

**g. CADET OBLIGATION.**

(1) I understand and agree that I will incur an active duty obligation upon entry into the program.

(2) If I am disenrolled for any reason, I understand that I will be returned to active duty in my previously-held enlisted rank to serve out enlistment obligation. The unexpired portion of my previous statutory enlistment obligation runs concurrently with my contractual military service obligation under this agreement.

2. I understand that the active duty obligation for participation in the program is four years. I further understand that the minimum service obligation as a commissioned officer is three years.

3. I understand that if I have received an Enlistment or Selective Reenlistment bonus, I must give the end date of the bonus and will add the following statement: "I understand that if selected for this training, I will refund the percentage of the bonus equal to the percentage of obligated service I will not perform in the specified MOS. My eligibility for bonus pay ceases on the date I departed my current duty station."

4. I understand that there are no scholarship or stipend benefits associated with this program. I am aware that I can use the Montgomery GI Bill, Army College Fund, and/or Pell Grant in conjunction with this program if otherwise qualified. However, I understand that I am not authorized to use any form of Tuition Assistance (TA), if it is discovered that TA is used I understand that I can be released from the ADO program and be required to repay the funds.

5. I understand that any accrued leave that exceeds 60 days by the end of the fiscal year is lost. Additionally, I understand that upon completion of the ADO program, the sale of leave is not authorized IAW **DOD FMR Vol 7000**, 7A Chapter 35.

**GtoG ADO cadet's signature  
block and signature**

**PMS or Enrollment Officer's  
signature block and signature**

**Name  
Cadet Rank**

**Name  
Rank/Branch  
Title**

\_\_\_\_\_  
**(Date)**

\_\_\_\_\_  
**(Date)**

Appendix Q, Data Required by the Privacy Act 1974 TOC

**DATA REQUIRED BY THE PRIVACY ACT 1974**

1. Authority: Section 3687, Title 10, U.S. Code
2. Principal Purpose(s): Provides a basis for reimbursement of an individual's uniform allowance upon entry on active duty.
3. Routine Use: Establishment of individual's entitlement to the allowance and ultimately to pay him/her this entitlement.
4. Mandatory or voluntary disclosure and effect on the individual not providing information: **Mandatory. Noncompliance may result in delay or denial of payment of uniform allowance.**

<b>UNIFORM ALLOWANCE STATEMENT</b>		
I request reimbursement for uniform allowance as provided in Chapter XXX, DODFMR Volume 7A. Specifically: (Check the block on which entitlement is based.)		
Initial Uniform Allowance – Completion of 14 days AD or ADT	Initial Uniform Allowance AD in excess of 90 days	
Active Duty Uniform Allowance		
<b>SECTION I – INITIAL UNIFORM ALLOWANCE – Completion of 14 days AD or ADT</b>		
Enter inclusive dates during which not less than 14 days of AD or ADT were performed:		
From:	To:	
<b>SECTION II – INITIAL UNIFORM ALLOWANCE – AD in excess of 90 days</b>		
1. Status immediately prior to entry on active duty:		
2. Date of final type physical examination:		
3. Date reported for AD in excess of 90 days:		
4. Cite complete authority (Issuing HQ, date of orders, etc):		
<b>SECTION III – ACTIVE DUTY UNIFORM ALLOWANCE</b>		
1. Date of final type physical examination:	2. Date reported for AD for an indefinite period in excess of 90 days:	3. Cite complete authority (Issuing HQ, date of orders, etc):
Signature		Date
Printed Name		SSN

Updated  
January 2006

Appendix Q, Data Required by the Privacy Act 1974 (continued) [TOC](#)

[DA Form 71](#)  
[DA Form 5960](#)  
[DA Form 4187](#)  
[DA Form 2142](#)

**Section I - Abbreviations**

**ACT**

American College Test

**AEC**

Army Education Center

**AG**

Adjutant General

**AMEDD**

Army Medical Department

**ANC**

Army Nurse Corps

**ARNG**

Army National Guard

**ATM**

Army Transition Management

**CCDSS**

Cadet Command Decision Support System

**COI**

Centers of Influence

**CONUS**

Continental United States

**DCSPER**

Deputy Chief of Staff for Personnel

**DOB**

Date of Birth

**DSN**

Defense Switching Network

**ESO**

Education Services Officer

**ETS**

Expiration Term of Service

**Glossary (continued)** [TOC](#)

**Section I - Abbreviations**

**FY**

Fiscal Year

**GT**

General/Technical

**HQCC**

Headquarters Cadet Command

**HQDA**

Headquarters, Department of the Army

**IRR**

Individual Ready Reserve

**MACOM**

Major Army Command

**MEDCEN**

U.S. Army Medical Center

**MEDDAC**

Medical Department Activity

**MOA**

Memorandum of Agreement

**NCOPD**

Non-commissioned Officer Professional Development

**OCONUS**

Outside Continental United States

**OPD**

Officer Professional Development

**PAO**

Public Affairs Officer

**PMS**

Professor of Military Science



**Glossary (continued)** [TOC](#)

**Section I - Abbreviations**

**POC**

Point of Contact

**RC**

Reserve Component

**ROTC**

Reserve Officers' Training Corps

**RPI**

Recruiting Publicity Item

**SAT**

Scholastic Assessment Test

**SIDPERS**

Standard Installation/Division Personnel System

**SMART**

Strategic Marketing, Advertising, and Recruiting Tool Book

**SMP**

Simultaneous Membership Program

**SSN**

Social Security Number

**START**

Student Tracking Assessment Refinement Transfers

**TACC**

Total Army Career Counselor

**TPU**

Troop Program Unit

**UIC**

Unit Identification Code

**USACC**

U.S. Army Cadet Command

**USAREC**

U.S. Army Recruiting Command

**Glossary (continued)** [TOC](#)

**Section I - Abbreviations**

**USAR**

U.S. Army Reserve

**Section II - Terms**

**Army College Fund**

Provides for a "kicker" (bonus) in addition to basic Veterans Administration educational benefits for members who enlist in selected specialties and participate in the Montgomery GI Bill

**[Cadet Command Form 155-R](#)**

A referral card to be used for referring Soldiers from COI/chain of command to the Green to Gold Counterpart Battalion and/or Soldier's college of choice

**Centers of Influence**

Individuals who, by virtue of their relationship with and access to Soldier prospects, are capable of directly or indirectly influencing them to seek more information about ROTC

**College of Choice**

The university the Soldier prospect has preference for and apparent qualifications for enrollment.

**Counterpart Battalion**

An ROTC battalion tasked to establish a relationship with a nearby Army installation for the purpose of making active-duty Soldiers aware of the Green to Gold Program and to assist Soldiers with the application and transition processes

**Gaining Battalion**

An ROTC battalion who receives a Green to Gold referral through the efforts of the Counterpart Battalion.

**Lead**

A pre-qualified Green to Gold prospect referred by a Counterpart Battalion to his or her university of choice for enrolling in Army ROTC.

**Memorandum of Agreement**

An agreement between the installation commander and the Counterpart Battalion defining responsibilities for the Green to Gold Program.

**Pre-Qualification**

A screening process conducted by the Counterpart/Gaining Battalion to determine a prospect's eligibility for enrollment into Army ROTC.

## **Section II - Terms**

### **Prospect**

A potential Green to Gold referral expressing interest in Army ROTC but not yet pre-qualified or referred by the Counterpart Battalion.

### **QUEST**

Query Utilization Exchange Student Tracking System. Automated prospect referral, fulfillment, tracking and reporting system for U.S. Army Cadet Command

### **Simultaneous Membership Program**

A program that provides for concurrent enrollment in the ROTC Advanced Course and enlisted membership in an ARNG or USAR troop program unit as an officer trainee

### **Transition Management**

The Army's program to assist Soldiers in transitioning from active-duty to civilian life, providing assistance in education, job placement or retirement services as needed by Soldiers. The program encourages Soldiers to consider reenlistment or enlistment in the U.S. Army Reserve or National Guard.