

US ARMY ROTC SCHOLARSHIP APPLICATION PACKET  
for 2-YEAR GUARANTEED RESERVE FORCES DUTY (ARNG/USAR)  
AND DEDICATED ARNG SCHOLARSHIPS

GENERAL INFORMATION

Army ROTC provides scholarships to individuals desiring to become a commissioned officer in the Army National Guard (ARNG) or United States Army Reserve (USAR). The program offers courses in military science to students at more than 1,500 colleges and universities throughout the nation. The Guaranteed Reserve Forces Duty (GRFD) and Dedicated ARNG scholarship programs provides 2-year scholarships to students pursuing a baccalaureate degree who are entering their junior year of college and to high school students who attend a Military Junior College (MJC).

Individuals may also apply for a scholarship to pursue a graduate degree. A graduate degree scholarship is a two-year scholarship. You are eligible for this scholarship if you have only two years remaining for completion of your graduate degree. You must already possess a baccalaureate degree or have a letter of acceptance to a graduate program and meet all other scholarship eligibility requirements.

GRFD and Dedicated ARNG scholarship cadets, in addition to their normal college degree requirements, take military science courses, professional military education subjects, participate in scheduled leadership laboratories, attend the ROTC National Advanced Leadership Camp, normally between their junior and senior years (freshman and sophomore years for those attending a MJC), and attend drills as a member of an ARNG or USAR unit one weekend per month. Membership in the ROTC program and the ARNG or USAR, which is permitted through the Simultaneous Membership Program (SMP), is required for GRFD and Dedicated ARNG scholarship cadets.

Upon successful completion of military science and degree requirements, scholarship cadets will be commissioned as second lieutenants in one of the branches of the Army, i.e., Infantry, Engineer, Armor, Finance Corps, etc. and serve their obligated service in the ARNG or USAR depending on the type of scholarship.

If you receive the GRFD or Dedicated ARNG scholarship, your active duty requirement after commissioning is the completion of an Basic Officer Leadership Course (BOLC) which is approximately 6 months in duration depending on the branch in which you are commissioned. After completion of BOLC, you will be released from Active Duty (AD) to continue your civilian occupation/graduate program on a full-time basis while continuing your Reserve Component service. After completion of your service obligation of 8 years, you may continue your Reserve Component career toward eventual retirement.

## SCHOLARSHIP BENEFITS

The U.S. Army ROTC GRFD and Dedicated ARNG scholarships provide financial assistance toward college tuition and educational fees. By, law, Army ROTC Scholarships cannot pay room and board. Additionally, a flat rate amount is provided to purchase textbooks, classroom supplies and equipment. It does not pay for aviation flight fees. Army ROTC scholarship winners also receive a monthly tax-free subsistence allowance, which is tiered commensurate with the military science class, up to 10 months a school year. Besides scholarship benefits, individuals will receive drill pay of an E-5 (or higher rank if previously attained) as an SMP participant, earn pay for attending the ROTC Advanced Camp, and may be able to attend the two weeks annual training period with their assigned unit.

Scholarship recipients must be continually enrolled for 45 days after the academic start date at the university before the Army pays tuition and fees. This 45 day requirement will apply only to the fall term of each academic year. Recipients who have made payment in advance for tuition or fees must retain the receipts for these expenditures and provide them to the Professor of Military Science for reimbursement of an authorized amount. Recipients who fail to comply with provisions of their scholarship contract for any reason before the 45th day is reached, are liable to the institution for tuition and fees.

## ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply:

a. Character. Be of good moral character, as evidenced by participation as a member of his/her home community and the institution where enrolled.

b. Citizenship. Be a citizen of the United States.

c. Age.

(1) Be at least 17 years of age by 1 October of the year of enrollment as a scholarship cadet.

d. Be under 27 years of age on 30 June of the calendar year in which eligible for appointment as a second lieutenant. An extension for a maximum of 3 years may be granted for prior active duty service. The length of extension cannot exceed the actual period of service, e.g., with 2 years active service must be under 29 at the time of appointment.

	YY	MM	DD
30 Jun of Grad Year	04	06	30
Birthdate	75	02	26
Age when Grad	29	04	04
Subtract AD service	02	05	05
	26	10	29

d. Motivation. Exhibit a strong desire to obtain a commission, a baccalaureate degree and pursue a military career in the Reserve Components (RC).

e. Officer potential. Leadership potential will be emphasized as a very important factor in consideration for selection and continuance of the scholarship. Applicant must possess officer-like qualifications as evidenced by physical fitness, appearance, personality, and activities in and outside of college.

f. Medical. Be medically qualified for enrollment in the ROTC scholarship program. Department of Defense Medical Examination Review Board (DODMERB) will determine the medical status IAW the standards of Chapter 2, Army Regulation 40-501. If an applicant is determined medically disqualified, applicant may submit a request for a medical waiver through the Professor of Military Science (PMS) at the institution he/she attends. Submission of a request for waiver does not ensure a waiver will be granted. **No award is final until medically qualified.**

g. Curriculum.

(1) College Students. Be enrolled in or accepted for enrollment as a full-time academic **junior** in a major course of study leading to a baccalaureate degree (except theology) beginning with the fall of the year of enrollment as a scholarship cadet. Students who will not attain junior status until the second semester or second or third quarter following the fall of the year of the award may compete for a 2-year scholarship provided they are otherwise qualified. The scholarship will be effective with attainment of junior status (with baccalaureate degree requirements to be completed in 2 academic years) and concurrent enrollment in MS III. If you are awarded a scholarship you will be required to pursue an undergraduate degree in the academic discipline in which your scholarship was awarded.

(2) Students who are going to attend a Military Junior College and win either a GRFD or a Dedicated ARNG scholarship, must enroll in MS III and attend an MJC in the fall of the year of award. These students will not be permitted to use this scholarship at a 4-year institution. MJC winners must agree to

transfer to a baccalaureate degree granting institution for enrollment in an academic course to complete degree requirements.

h. Academic status and potential.

(1) College Students.

(a) Have a minimum cumulative academic grade point average (GPA) of 2.5 or higher on a 4.0 grading scale (waiverable).

(b) Have satisfactorily completed 2 years of college academic course work (54 semester hours or 81 quarter hours) toward your degree and will be entering as an academic junior in the fall or second semester of the year of enrollment as a scholarship cadet.

(c) Have 2 academic years remaining (unless enrolled in a bonafide 5 year degree program) at the institution you elect to attend and be accepted by that institution.

(2) MJC students applying for a GRFD or a Dedicated Army National Guard Scholarship.

(a) Be a high school graduate or possess an equivalent certificate prior to the fall of the year of award.

(b) Must have a minimum qualifying SAT score of 920 or ACT score of 19.

(c) Must have a high school academic cumulative GPA of 2.5 on a 4.0 scale.

i. The Army Physical Fitness Test (APFT) is no longer required as part of the application, but scholarship winners will be required to pass the APFT before fully qualifying for the scholarship and payment of benefits. This must be accomplished by the end of the semester that the scholarship is awarded.

j. Must not have any civil conviction or conviction under military law for other than minor traffic violations with fine of \$250 or less. A waiver may be submitted for any violation other than a domestic violence crime. You must sign a confirmation that you have not been convicted of any domestic violence crime.

OBLIGATION

If selected for a US Army ROTC GRFD or a Dedicated ARNG scholarship and you accept, you are required to:

a. Enter into an appropriate contract with the Secretary of the Army. If you will be under 18 years of age by the fall enrollment, your parents or guardian must sign the contract - if

you are 18 or older, only your signature is required. This contract requires repayment to the U.S. Government for all financial aid received if an individual fails to comply with the terms of the contract. This repayment may be monetary or in the form of enlisted service. The choice rests with the Army and not the scholarship cadet.

b. Enlist in the ARNG or USAR for a period of 8 years or have a minimum of 4 years remaining on the enlistment obligation at the time of enrollment in the ROTC Advanced Course. Individuals with less than 4 years remaining must extend their enlistment in order to qualify for application.

c. Join the Simultaneous Membership Program (SMP) by completing applicable SMP agreement.

d. Be qualified in all respects for initial entry into the ROTC Advanced Course. At the time the award becomes effective, you must have completed or received placement credit for the Basic Course. If you do not or will not possess the previously mentioned placement credit by the fall of the year of enrollment as a scholarship cadet, you must validate your scholarship by attendance at the ROTC Leader's Training Course during the summer prior to fall enrollment or by successful completion of The Leader's Training Course. LTC must be successfully completed with a minimum qualifying score established by HQ Cadet Command in order to validate your scholarship. Failure to qualify will make you ineligible for the scholarship. There are no waivers to this requirement.

e. Attend an institution offering Army ROTC or an institution with an established partnership to a school offering Army ROTC. Visit [www.armyrotc.com](http://www.armyrotc.com) for a listing of Army ROTC programs. If your school is not listed, contact the nearest school with Army ROTC as they may have a partnership agreement with your school. The MJC students applying for a GRFD or Dedicated Army National Guard scholarship must attend one of MJCs listed below:

Marion Military Institute  
Marion, AL 36756  
(334) 683-2327

Georgia Military College  
Milledgeville, GA 31061  
(912) 445-2730

Wentworth Military Academy  
Lexington, MO 64067  
(660) 259-2219

New Mexico Military Institute  
Roswell, NM 88201  
(505) 624-8293

Valley Forge Military Academy and Junior College  
Wayne, PA 19087  
(610) 687-9495

f. Accept a commission in the ARNG or USAR as appropriate upon completion of the required academic and military courses.

g. As a GRFD scholarship recipient, you will be required to serve your commitment as a member of an ARNG or USAR unit for a period of 8 years. If otherwise eligible, you may collect your Chapter 30 Montgomery G.I. Bill or Chapter 1606 Selected Reserve-Montgomery G.I. Bill and any G.I. Bill SMP Kicker benefits in addition to your scholarship.

h. As a Dedicated ARNG scholarship recipient, you must serve your commitment as a member of the ARNG for a period of 8 years. If otherwise eligible, you may collect your Chapter 30 Montgomery G.I. Bill and any G.I. Bill SMP Kicker benefits in addition to your scholarship. However, you may NOT collect your Chapter 1606 Selected Reserve-Montgomery G.I. Bill or any G.I. Bill SMP Kicker benefits in addition to your scholarship.

i. Complete a National Agency Check (NAC) as prescribed in AR 380-67 immediately upon your enrollment as a cadet. Request for initial or revalidated (if required) NAC will be initiated by the PMS.

j. Contractual agreements and requirements. Execute DA Form 597-3, Army Senior Officer's Training Corps Scholarship Cadet Contract, Scholarship Guaranteed Reserve Forces Duty (GRFD) contract (ROTC Cadet Command Form 203-R), and the SMP agreement (NGB 594-1).

#### REQUIRED DOCUMENTS

To apply, you must return one signed original of each of the below listed forms to the Department of Military Science on the campus you wish to attend that has Army ROTC. These forms will then be forwarded to the appropriate ARNG Adjutant General (TAG) or USAR Regional Support Command (RSC) by 1 May preceding your junior year of college. Applications will be accepted after this deadline and considered on a case by case basis.

a. Cadet Command Form 139-R (Cadet Enrollment Record). Instructions for completing this form and the form itself are enclosed in appendix A.

1. Legibility is important and signatures must be in ink.

2. CC form 139-R is also available on the US Army ROTC Web Site ([www.rotc.monroe.army.mil](http://www.rotc.monroe.army.mil)).

- (a) From the Home Page choose Document Site
- (b) Click on CC Forms
- (c) Choose CC Fm 139-R

b. Authenticated copy of your current official college transcript (high school for MJC applicants).

c. Letter of acceptance from an ARNG or USAR unit stating that they will accept the individual in the Simultaneous Membership Program (SMP). See sample in Appendix C.

d. A resume highlighting civilian and military experience, education, activities, accomplishments, and awards. See sample in appendix B.

#### PROCESSING

When you have completed the above forms by the due date established, return your packet to the scholarship advisor in the Army ROTC Military Science Department. The PMS will schedule and/or complete the following actions as needed.

a. Medical examination and completion of the required medical forms.

b. Request for any required waivers (if applicable).

c. Cadet Command Form 104-R (Planned Academic Program Worksheet). PMS will give this form to you for completion. Form must be verified by the registrar or the university's departmental head and returned to the PMS. This form is mandatory.

d. Not later than 15 March the PMS will forward the documents listed above to the appropriate ARNG Adjutant General (TAG) or USAR Regional Support Command. By 1 April, TAGs/RSCs will forward all application packets and their Order of Merit list to HQ, Cadet Command, ATNN: ATCC-OI-R. HQ, Cadet Command will confirm scholarship awards and notify TAGs/RSCs and ROTC battalions of winners.

#### ANNOUNCEMENT OF WINNERS

You will be notified of your status in writing by your Professor of Military Science as soon as competition results are released.

## Appendix A

### CC Form 139-R, Cadet Enrollment Record & instructions for completion.

Must be completed with ROTC Cadre Member Assistance

#### PART I: General Information

Name (Pen)	Self Explanatory
SSN (Pen)	Self Explanatory
College ID (Pen)	Number assigned by school if different than SSN
Email	Enter email address
Local Address (Pencil)	Current address at which you live
Phone Number (Pencil)	Current phone number at address at which you live
Permanent Address (Pen)	Home of Record
Phone Number (Pencil)	Current phone number at Your Home of Record
Date of Birth (DOB) (Pen)	Self Explanatory
Place of Birth (POB) (Pen)	Self Explanatory
Religious Preference (Pencil)	Denomination or Religion
Blood Type (Pencil)	A/B/O, Pos/Neg

**PART I: Continued**

ACT Score (Pen)	Composite Score if you took ACT
SAT Score (Pen)	Composite Score if you took SAT
Sex (Pen)	M=Male F=Female
Height (Pencil)	Self Explanatory (inches)
Weight (Pencil)	Self Explanatory (Lbs)
Marital Status (Pencil)	Self Explanatory
Dependents (Pencil)	Y or N (Do not include yourself)
If "yes"	Enter how many
Race/Ethnicity (Pen)	Check Category
Citizenship (Pencil)	Check Category
Do you have any condition (Pen)	Yes or No (Yes needs explanation)
Medical Disability Payments	Yes or No
If "yes"	Explain
Designated Next of Kin (Pencil)	Self Explanatory
Next of Kin Address (Pencil)	Self Explanatory
Phone Number (Pencil)	Self Explanatory

## PART II: Academic Information

ROTC Host School (Pen)	School where you will be taking ROTC classes (Name and FICE Code)
School of Attendance (Pencil)	School where you are taking courses for your major (Name and FICE Code)
Residency Status (Pen)	In-state student (R) or out-state (N) student tuition
Academic class (Pencil)	Fr/So/Jr/Sr
Projected Graduation Date (Pencil)	Self Explanatory
Academic Major (Pencil)	Self Explanatory (Spell out Major and three letter code)
Academic Minor (Pencil)	Self Explanatory (Spell out Major and three letter code)
Credits toward Degree (Pencil)	Credits completed <b>towards degree</b> program (if you have transfer credit hours, use only credit hours accepted towards degree)
Credits Required for degree (Pencil)	Self Explanatory (include ROTC courses, is ROTC adding more to your degree programs, or is ROTC used as elective hours, in your degree program)
CGPA, (Pencil)	Self Explanatory (College GPA for College Students/High School GPA for High School Students)
Other Colleges Attended (Pen)	Self Explanatory
Year(s) Attended (Pen)	Self Explanatory

**Part II: Continued**

High School Attended (Pen)	Name, city, and state
Graduation Date (Pen)	Self Explanatory (High School)
ROTC Scholarship Recipient (Pencil)	Yes or No
If "yes",	Enter Type (4, 3 1/2, 3 AD, 3, 2 1/2, 2, 2-Yr Basic Camp, GRFD USAR, GRFD ARNG, DED ARNG )
Other Scholarship (Pen)	Self Explanatory
JROTC Experience (Pen)	Self Explanatory

**Part III: Current or Prior Military Service (to include Officer Producing Program)**

Not Applicable (Pen)	Go to Section 4
Is Applicable (Pen)	Self-Explanatory

At the top right side of page 2 of 6 print your last name and social security number (Pen)

Read each block of information. Check the box that applies to you and put your initials beside each box you checked. (Pen)

Your signature and date (day, month, year) at the bottom of page 2 of 6 (two places require your signature and date). (Pen)

At the top right side of pages 3 of 6, 4 of 6, 5 of 6, and 6 of 6 print your last name and social security number (Pen)

**Parts V, VI, and VII: Do Not fill out**, the Eligibility Enrollment Officer will complete the appropriate enrollment eligibility checklist portion of the form

## APPENDIX B

### Sample Resume Format

---

Name  
Address  
Telephone  
Email Address

#### **Objective**

Brief statement about your goals

#### **Civilian/Military Education**

Name of university/college, city, state.  
Major, Number of credit hours completed, and GPA  
Name of high school, city, state.

Course and year completed  
Rank and MOS

#### **Accomplishments/Activities**

List here any achievements, awards, or activities. May include club memberships, varsity sports, intramurals, extra-curricular activities, and honors

#### **Civilian Employment/Experience**

Several choices:

1. List all experience (including internships, part-time, Co-op, and volunteer) in reverse chronological order (most recent first).

Name of organization, city, state.

Your title, dates

Active description of duties, accomplishments, and responsibilities.

2. Use a combination statement to summarize part-time, temporary, and/or odd jobs (Held several part-time jobs as a secretary, cook, and sales clerk to earn 50 percent of college tuition. 1994-96.)

#### **Military Experience/Assignments**

Position title, duty, location/installation, dates

#### **Interests/Hobbies**

Optional

**SIGNATURE**

## Appendix C

### Sample TPU Letter of Acceptance into the Simultaneous Membership Program

UNIT LETTERHEAD

Office Symbol

Date:

MEMORANDUM FOR RECORD

SUBJECT: Acceptance for Participation in the Simultaneous Membership Program.

1. Upon contracting into the Reserve Officers' Training Corps at ( college/university), (potential cadet's name ) will be accepted into (RC unit), (Unit Identification Code), as a participant in the Simultaneous Membership Program (SMP).
2. (Potential cadet's name) will obtain the rank of Cadet.
3. (Potential cadet's name) will obtain the pay grade of (E5 or higher) dependent upon pay grade held before entering the program.
4. (Potential cadet's name) will be assigned to paragraph line number: 09R10/20.
5. POC for this memorandum is (enter Unit Company Commander's designated action officer here) at (enter telephone number here) or (enter email address here).

RC Unit Company Commander's 

---

Signature Block