

✓ INITIAL ENROLLMENT PAPERWORK REQUIREMENTS ✓

(IDEALLY COMPLETED WITHIN FIRST ROTC SEMESTER. DELAYS COMPROMISE CADET'S ABILITY TO CONTRACT)

- **Cumulative GPA is 2.0 or higher. Full time student status.**
- **Initial Counseling (Syllabus):** Initial Counseling with ROTC signed by Cadet, Instructor, and PMS.
- **USACC 139-R:** Cadet Application & Enrollment Record
- **USACC 104-R:** Planned Academic Program Worksheet (Signed by Academic Advisor & PMS and filled out from the first semester of college all the way out to graduation semester)
- **Military Clothing Size Sheet:** Used to order initial uniforms for Cadets
- **DD Form 2983:** Recruit/Trainee Prohibited Activities Acknowledgement
- **USACC 136-R:** Briefing of Government Sponsorship Benefits
- **USACC 137-R:** Authorization for Access to Student Records
- **Birth Certificate** (PDF Copy)
- **Social Security Card** (PDF Copy)
- **US Passport** (Only if you are a Naturalized Citizen. PDF Copy.)
- **US Naturalization Certificate** (Only Naturalized Citizen. PDF Copy.)
- **Selective Service Registration Proof** (Only if applicable)
- **SF 1199-A or FD2231:** Tax Withholding and Direct Deposit Setup
- **Form W-4:** Employee's Withholding Certificate
- **DD93:** Records of Emergency Data
- **SGLV 8286:** Servicemembers' Group Life Insurance Election Form.
- **DA Form 2453-R:** Statement of Health and Medical Examination (Report any changes to medical status; DMACS approved Cadets only)
- **DA Form 3425:** Medical Fitness Statement (Only if no DMACS physical is approval; ordinarily only new Non-Contracted Cadets)
- **DD Form 2005:** Privacy Act Statement - Health Care Records.
- **DD Form 2058:** State of Legal Residence.
- **DD Form 4:** Enlistment/Reenlistment (If prior service or SMP)
- **Creation of CCIMM Profile:** ROTC Cadre Action:
- 🎉 **YOU ARE NOW A CADET IN PROBABLE "P" STATUS** 🎉

💰 ROTC Scholarships Awardees or Future Applicants Only 💰

- **USACC 167-R:** ROTC Scholarship Acceptance/Declination Statement
- **ACT/SAT Scores:** Used for scholarship eligibility and placement.
- **High School Transcript:** Academic record for scholarship consideration (optional)

🏥 MEDICAL APPROVAL TO CONTRACT (DMACS) 🏥

(COMPLETE AS SOON AS POSSIBLE ONCE ENROLLED)

- **Complete Medical History Form in DMACS**
- **Schedule and Attend Physical**
- **Schedule and Attend Yellow Exam**

- Medical Provider Submits Exam Results to DMACS.
- **Complete any Additional Medical Information Requests and Remedials**
- **Apply for Waivers if Necessary**
- **Receive DD Form 2808 / 2807-2 DMACS Physical Packet (Stamped APPROVED):** Final medical approval.

📄 BASIC COURSE CREDIT 📄

(CADETS NEED TO FULFILL **ONE OF THE BELOW REQUIREMENTS** TO CONTRACT AND ENTER MS301)

- 1) Completion of MS101, 102, 201, 202 semesters.
 - 2) Proof of Basic Training, 4-years of JROTC experience, or 2-years of equivalent "Basic Course" credit from Air Force or Navy military ROTC source (certified by PMS)
 - 3) Basic Camp: Packet to attend Basic Camp training at Fort Knox during summer between sophomore/junior year. Graduation certificate from Basic Camp.
- 🎉 **YOU ARE NOW A CADET IN CONDITIONAL "B" STATUS** 🎉

📁 DOCUMENTS NEEDED TO CONTRACT 📁

(COMPLETE ONCE ALL OF THE PREVIOUS CONDITIONS ARE MET)

- **DA Form 705:** Multiple passing AFT scores (pattern)
- **Passing Height/Weight or DA Form 5500/5501:** Multiple passing Army Body Fat assessments (demonstrated pattern of success)
- **Form W-4 Update:** Updates to payment, if necessary.
- **SF 1199-A or FD2231 Update:** Updates if necessary.
- **DD Form 4:** Enlistment/Reenlistment (Contracting document for non-prior service Cadet)
- **DA Form 597-7 or 597-3:** Scholarship Cadet Contracting Forms (4-year "National" or 2-, 3-, 4-year "Line" scholars)
- **DA Form 4824-R USAR or NGB Form 594-1** (Only if contracting as SMP with National Guard or Reserve)
- 🎉 **CONTRACTING CEREMONY** 🎉

! IMMEDIATE ACTIONS AFTER CONTRACTING !

- **Apply for CAC Card** (Military ID) and Login Pin Number
- **2 Sets of Dog Tags:** Issued for identification during training. 2 sets of red allergy tags, if necessary.
- **ISM Order:** Initial CIF gear issue.
- **NG Unit Issue & Memo:** National Guard equipment and documentation (Only if National Guard SMP Cadet)

🔒 SECURITY CLEARANCE (SECRET) 🔒

- **PSIP/E-QIP Packet:** Initiates background investigation.
- **Fingerprint Appointment:** Required for clearance processing.

📅 CST (CADET SUMMER TRAINING) 📅

- **Build Talent Based Branching (TBB) Profile** (Fall, Junior Year)
- **Packing List Validation:** Ensures readiness for camp.
- **DTS Profile and DTS Authorizations** (Travel pay)
- **DD Form 2807-1 / 2808 Medical History and Physical Exam Forms** (Submit for approval to attend CST)
- **Campus Evaluation Reports (CER)** (3x SOAR Cards, Rater/Senior Rater Comments, Cohort Order of Merit #)
- **CST Application Packet**
- **CST Orders** (DAMPS System)
- **CTLT/CPDT/NSTP Packets** and LNO Requirements (if attending additional or follow-on summer training opportunities)
- **CCIMM Regiment Input** (CST attendance date locked)

🕒 ACCESSIONS (GETTING YOUR JOB AFTER CST) 🕒

- **DTS Vouchers** (Complete travel pay)
- **PMS ACER/SOAR Card Counseling** (Review CST performance)
- **Official Transcripts** Submitted to Brigade S1 for Accessions
- **Talent Based Branching (TBB) Profile Lock** (Finalize branch and ADSO/BRADSO preferences)
- **Accessions Management Worksheet Lock** (Finalize component choices and all OMS accessions points)
- **HireView Branch Interviews**
- Component "Eligible" Board Result Release
- Initial Assignment Preference Finalized (Location ADSO Request)
- Final Component and Branch Board Result Release
- 🎉 **BRANCH REVEAL NIGHT (RECEIVED YOUR JOB)** 🎉
- **National Guard Only:** Coordinate Letters of Acceptances (LOAs)
- **Reserve Only:** Coordinate Vacancy Hold Requests (VHRs)
- **Initiate Top Secret (TS) Clearance for MI, SI, CY, EOD**
- **BOLC-B Class Date Scheduling**

👑 COMMISSIONING ELIGIBILITY (READY TO BE A 2LT) 👑

- Confirm **Military History Requirement** Complete
- Confirm **Combat Water Survival Test (CWST)** Complete
- Confirm **degree conferment through official transcript**
- Complete **AFT, Height/Weight and Urinalysis** within 90 days
- **USACC Form 145-5-1:** Appointment Checklist
- **DA 71:** Oath of Officer
- **DS Login ID for IPPS-A** 🎉 **COMMISSIONED AS A 2LT** 🎉

▶ ACTIONS DUE EVERY SEMESTER ▶

- **Cumulative GPA is 2.0 or higher**
- **Initial Counseling (Syllabus):** Initial Counseling with ROTC signed by Cadet, Instructor, and PMS
- **USACC 104-R:** Planned Academic Program Worksheet (Signed by Academic Advisor & PMS and filled out from the first semester of college all the way out to graduation semester. Updated every semester within 30 days of first ROTC class)
- **Baltimore Student Exchange Program (BSEP) Form:** Cross Town Academic Enrollment Agreements if attending Towson, Notre Dame of Maryland, or Goucher
- **DA Form 2453:** Statement of Health and Medical Examination (Report any changes to medical status; DMACS approved Cadets only.)
- **DA Form 3425-R:** Medical Fitness Statement (Only if no DMACS physical is approval; ordinarily only new Non-Contracted Cadets.)
- **DD Form 2983: Recruit/Trainee Prohibited Activities Acknowledgement**
- **Mid-Term and End-of-Term Counselings:** Signed by Cadet and Instructor (mid-term and final progress reviews)
- **Course Registration and Course Overrides, as necessary**
- **Cadet Records Brief (CRB) Review / Cadet Asset Inventory (CAI):**
 - **Order of Merit Score (OMS) Review for Cadet Activities (OML Points)**
 - **All other Cadet status, cohort ("mission set"), graduation date, and commissioning date data correct**
 - **Emergency contact information correct**
 - **Official transcript request** from Cadet's host university: **ROTC Grade and Cumulative GPA Input into CCIMM**
 - **DA Form 705 Scoresheet: Army Fitness Test Scoresheet (Passing AFT Score)**
 - **Passing Height/Weight or DA Form 5500/5501: Army Body Fat Content Worksheet (Passing Body Fat Percentage)**
- **Coordinate with Registrar offices for reporting back to home academic institutions**
 - **Mid-Term Progress Reviews and Final Course Grades submitted to Loyola Registrar**
- **Passing Urinalysis Results**
- **Confirm Military History Requirement Complete** (or Cadet has attendance planned for future semester)
- **Confirm Combat Water Survival Test (CWST) Requirement Completed** Once Total During ROTC (or plan of action if failing)
- **Check status of uniform and equipment issue/orders, as necessary.**
- **Confirm Cadet's proper registration into following semester's ROTC courses (early/priority registration)**
- **Confirm Cadet's future requirements to schedule attendance at Basic Camp or Basic Training, if applicable**
- **Continue to check on DMACS medical qualification status and security clearance status, as necessary**