



DEPARTMENT OF THE ARMY
LOYOLA-TOWSON ARMY ROTC
4501 N CHARLES ST
BALTIMORE, MD 21210

ATCC-DDM-DLC

15 September 2025

MEMORANDUM FOR Cadre and Cadets of the Greyhound Battalion

SUBJECT: Policy Memorandum #6 - Contracting

1. **References:** U.S. Army Accessions Mission Letter for FY26 to 28; USACC Pamphlet 145-4 Enrollment, Retention, and Disenrollment Criteria, Policy, and Procedures, Battalion Policy Memorandum #2 – Battalion Order of Merit Policy.
2. **Purpose:** This memorandum describes the process by which the Greyhound Battalion will contract prospective Cadets to ensure the process is transparent, fair, equitable, and timely.
3. **Background:** The Army is undergoing a comprehensive transformation to build a leaner, more lethal force. ROTC Officer accessions mission requirements will likely be reduced in the coming years. In Mission Set 2026, Loyola University Maryland is tasked to Commission 15 Officers per year. This number is forecasted to reduce to 12 Officers per year by Mission Set 2027. This dynamic will likely create a situation where there are more qualified candidates wishing to contract than available slots for future Officers.
4. The Loyola University ROTC program will utilize the Battalion and Cohort Order of Merit List (OML) to determine which Cadets will receive the opportunity to Contract. This method will be used to ensure the best performing Cadets progress from the ROTC Basic Course (MS1 and MS2) to the Advanced Course (MS3 and MS4) in the event a cohort size exceeds Loyola University Maryland's commissioning mission.
5. **Probable ("Z Status") and Retention in the Basic Course:** All Cadets in the in the ROTC Basic Course (MS1 and MS2) who are not scholarship recipients will be placed, by default, into a Probable status. During the first- and sophomore year, Cadre will notify these Cadets of their required actions to meet contracting requirements. Cadets should continuously make all efforts required to position themselves into a status where they meet all Contracting requirements in accordance with USACC Pamphlet 145-4 by the end of their sophomore (MS2) academic year.
6. **Entry into Advanced Course:** If a Cadet is unable to contract based on an insufficient OML ranking or other factors (medical disqualification, unable to complete Basic Camp, <2.00 GPA, etc.) by the end of their sophomore (MS2) year, they will not enroll into the Advanced Course (MS301), and will be dropped from the ROTC program.
7. **Conditional Contract ("B Status"):** In the event a Cadet is **waiting for reasonable and feasible condition(s) to be met to allow them to contract**, (including, but not limited to DMACS physical determination, AFT & Height/Weight standards, a formal non-contracting recommendation by Cadre, or Brigade or USACC waiver determination), the **Professor of Military Science may grant "Conditional Contract" status to allow the Cadet to enter the Advanced Course and remain academically aligned with their Cohort, pursuant to a reasonable expectation that these conditions can be fulfilled prior to attendance at Cadet Summer Training (CST)**. Cadets will be counseled in writing on the steps they must take to resolve the Conditional Contract status. Generally, Conditional Contracts

SUBJECT: Policy Memorandum #6 – Contracting

must be resolved by the end of the fall semester of their junior year (MS301), or the Cadet will be dropped from ROTC.

7. **Medical Waiver Determination Timeline:** In accordance with USACC Pamphlet 145-4, Conditional Students, waiver requests for a disqualifying condition will be initiated by the Cadet and processed by the Professor of Military Science as early as possible to enable a timely decision. A temporary or remedial disqualifying medical condition (except overweight or pregnancy) will not prevent the Conditional Contracting of a non-scholarship Cadet. **A Cadet's conditional status must be resolved within a twelve (12)-month period; failure to resolve the conditional status will cause the student to become a Non-Contract Drop** or revert to an auditing status without entitlement to commissioning credit for enrollment in the SROTC program.

8. **Exceptions:** The Army G1, USAREC, or USACC may designate certain student categories as priority efforts. Currently STEM degrees (targeted as 25% of each cohort), Nurse Candidates, and Medical Corps Scholars (medical school candidates) are prioritized. Cadets in targeted mission areas may receive contract offers regardless of their standing on the OML.

9. The point of contact for this policy is the undersigned at evan.m.westgate.mil@army.mil.

EVAN M. WESTGATE
LTC, MI
Professor of Military Science