



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

ATCC-OI

JUN 16 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for Contracting Non-Scholarship MS II Cadets

1. General.

a. The Commanding General, Cadet Command, has approved contracting of Non-scholarship MS IIs effective 1 Aug 2004. This initiative is designed to provide an incentive to quality cadets at an earlier point in their career.

b. These instructions are effective upon receipt.

2. Purpose. The focus of this program will be to increase production. To accomplish this, this program is a tool to increase retention and recruit new individuals to join the program. Approximately 50 percent of these contracts are to be used for recruiting individuals not currently in the program. The remaining 50 percent is targeted to retain quality individuals by allowing them to commit to the program early.

3. Concept.

a. PMSs will select qualified, non-scholarship cadets to be considered for contracting.

b. PMSs will ensure these cadets meet all requirements prior to contracting. Eligibility requirements are detailed in AR 145-1.

4. Responsibilities.

a. CG, Cadet Command, will:

(1) Establish and maintain contracting policy and procedures.

(2) Establish appropriate control measures to ensure the allowable number of MS IIs contracted is not exceeded.

b. During OIPs, Region Commanders will inspect a minimum of 10 percent of the non-scholarship MS IIs contracted to ensure

ATCC-OI

SUBJECT: Memorandum of Instruction for Contracting Non-Scholarship MS II Cadets

they meet all contracting requirements at the time of contracting.

c. Brigade Commanders will:

(1) Review contracting procedures during their visits to reinforce correct contracting procedures.

(2) Control the total number of MS II contracts IAW allocations provided below (Table 1). Coordination between brigades is authorized if additional allocations are required. However, the total number of cadets contracted under this program may not exceed 600.

E	1	73	6%	34
E	2	56	4%	26
E	3	53	4%	25
E	4	100	8%	47
E	5	92	7%	43
E	6	149	12%	70
E	7	68	5%	32
W	8	116	9%	55
W	9	67	5%	32
W	10	106	8%	50
W	11	89	7%	42
W	12	110	9%	52
W	13	85	7%	40
W	14	112	9%	52
		1277	100%	600

(Table 1)

d. PMSs will:

(1) Present this option to all eligible cadets and prospects.

(2) Publicize this contracting option.

(3) Screen applications to ensure eligibility.

(4) Conduct Physical examinations IAW established procedures. These cadets must have an approved DODMERB medical examination. If the examination was procured from sources other than a DODMERB contract facility, forward completed physicals pertaining to applicants to:

ATCC-OI

SUBJECT: Memorandum of Instruction for Contracting Non-Scholarship MS II Cadets

DOD MEDICAL EXAMINATION REVIEW BOARD  
ARMY BRANCH CSB (ATTN SHARON ROSS)  
8034 EDGERTON DRIVE SUITE 132  
USAF ACADEMY CO 80840-2200

(5) Enter required information in Cadet Command Information Management System (CCIMS), within 5 working days of executing the contract.

(6) Complete the contract as prescribed in AR 145-1 and CC PAM 145-4. Ensure all individuals are "fully qualified" at the time of contracting.

5. Eligibility.

a. Applicants must meet basic eligibility requirements listed in AR 145-1, paragraph 3-4 through 3-12. Individuals listed in paragraph 3-3 are ineligible for contracting.

b. Document the expected graduation date by using Cadet Command Form 104-R (Planned Academic Program Worksheet). These individuals must be academically and militarily aligned.

c. Once contracted these cadets are not eligible to be considered for a scholarship. IAW CCR 145-1, individuals already contracted as non-scholarship are ineligible for scholarship consideration.

6. Simultaneous Membership Program (SMP). Currently, these cadets are not authorized to participate in the SMP.

7. Green to Gold Non-Scholarship Option. Active duty soldiers are not authorized to use this program. Non-scholarship Green to Gold applicants must be academically aligned to enter the Advanced Course, MS III and IV.

8. Administration.

a. The PMS is required to ensure that the applicant still qualifies for the award before contracting. To prevent an ineligible student from contracting the PMS or cadre member is required to complete CC Form 139-R (Cadet Enrollment Record) for each new cadet and place in the cadet's Military Personnel Records Jacket, U.S. Army.

b. The following must be included in the cadet's file at the time of contracting:

- (1) CC Form 139-R (Cadet Enrollment Record).
- (2) DA Form 597 (Non-Scholarship Contract).

ATCC-OI

SUBJECT: Memorandum of Instruction for Contracting Non-Scholarship MS II Cadets

- (3) DD Form 4s (Enlistment/Reenlistment Document).
  - (4) DD Form 93 (Emergency Data Record).
  - (5) DODMERB PE (QUAL'D).
  - (6) SF Form 1199A (Direct Deposit Sign Up Form).
  - (7) SGLV 8286 (Service members Group Life Insurance Election Certificate).
  - (8) DD Form 2005, Privacy Act Statement
  - (9) W-4 (Employee Withholding Allowance Certificate)
  - (10) ROTC Cadet Command Form 104-R, Planned Academic Program Worksheet. This form is mandatory and must be validated by an institution official. The institution official validating the 104-R should be the applicant's counselor, department dean, or similar official.
  - (11) College Transcripts. Include transcripts from all colleges/universities the applicant has attended. If cumulative GPA is not recorded by the university, it will be calculated in accordance with CC PAM 145-4 and annotated on the latest transcripts.
  - (12) Approved waivers for any condition that requires a waiver submission. Waiver packet contents are established in CC PAM 145-4 for the following: Civil Conviction, Dependency, Medical, Re-enlistment Code, and Drug Usage. The CG, Cadet Command, is final approval authority for waivers. This authority may be delegated to the Director, Personnel and Administration Directorate.
- c. The PMS or Enrollment Officer must verify the following items prior to contracting.
- (1) Birth Certificate
  - (2) Social Security Card
  - (3) Transcript
- d. Instructions for entering in database. Instructions will be provided under separate cover.

9. Corrections. Send corrections and suggested improvements of this MOI via e-mail to: [cadetactions@monroe.army.mil](mailto:cadetactions@monroe.army.mil)

ATCC-OI

SUBJECT: Memorandum of Instruction for Contracting Non-Scholarship MS II Cadets

10. Supplementation of this MOI is not authorized without written permission from HQ, Cadet Command.

FOR THE COMMANDER:



RODNEY A. PHILLIPS  
Colonel, GS  
Chief of Staff

DISTRIBUTION:

Region, Brigade and Battalion Commanders, U.S. Army Cadet Command  
Directors and Special Staff, HQ, U.S. Army Cadet Command

CF:

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Deputy Commanding General