



Simultaneous Membership Program



STANDARD OPERATING PROCEDURE

***V1.4 20151208
RESERVE COMPONENT DIRECTORATE
UNITED STATES ARMY CADET COMMAND***

**RESERVE COMPONENT DIRECTORATE
SIMULTANEOUS MEMBERSHIP PROGRAM
STANDARD OPERATING PROCEDURE**

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CHAPTER 1: INTRODUCTION

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1-1. Introduction to the SMP SOP

This document should serve as the common operational document that forms the basis of your own Simultaneous Membership Program within your organization. It is an update from previous SOPs that have been produced by various sources and includes current Techniques, Tactics and Procedures (TTP) that have been provided by current Subject Matter Experts (SME) in the field. The document can be used by members throughout your formations to assist in building a predictable and sustainable Reserve Officer Training Corps (ROTC) accession pipeline for the Reserve Component. This is a living document that will be updated as policies and procedures adjust for the purpose of maintaining a professional and viable program and best practices are identified.

CHAPTER 2: OVERVIEW

2-1. Purpose

To address and improve the ARNG/USAR management of and participation in the Simultaneous Membership Program and to provide unit commanders, ROTC Cadre, ROTC Cadets, OSMs, potential Cadets, and other personnel involved with SMP Cadets a quick reference guide to the SMP program.

2-2. End-State

A document that presents a standardized SMP program concept throughout the ARNG/USAR major commands, supports the USACC Commander's intent for the SMP program and identifies and highlights best practices.

2-3. Goals

- a.* Improve ARNG/USAR strength posture through SMP management
- b.* Improve Scholarship use and understanding
- c.* Create an SMP Smart book
- d.* Inform OSM, Unit Commanders and ROTC Programs of the SMP program
- e.* Publish one document for use by the Reserve Component (ARNG & USAR)
- f.* Identify and share best practices
- g.* Improve communication between the Reserve Component and the PMSs
- h.* Identify responsibilities for managing SMP Cadets
- i.* Identify pertinent regulations

2-4. Terms

- a.* ARNG - Army National Guard
- b.* ECP – Early Commissioning Program
- c.* GRFD – Guaranteed Reserve Forces Duty

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- d.* IRR – Individual Ready Reserve
- e.* MJC – Military Junior College
- f.* MSO – Military Service Obligation
- g.* NGB – National Guard Bureau
- h.* OSM – Officer Strength Manager
- i.* PMS – Professor Military Science
- j.* ROTC – Reserve Officer Training Corps
- k.* SMC – Senior Military College
- l.* SMP – Simultaneous Membership Program
- m.* USACC – United States Army Cadet Command
- n.* USAR – United States Army Reserve

2-5. General Description of the Simultaneous Membership Program

a. The purpose of the SMP Program is to give eligible enlisted members of the Reserve Component an opportunity to participate in the Advanced ROTC Program and to provide Guaranteed Reserve Forces Duty scholarship, Military Junior College scholarship, Dedicated ARNG or USAR scholarship, and non-scholarship students an opportunity to serve in a Reserve Component unit while participating in Advanced ROTC.

b. The SMP Program is a volunteer Officer training program designed to increase the number of ROTC Officers accessed for Reserve Forces Duty (RFD). It encourages enrollment and participation in the ROTC Advanced Military Course and provides the future Officer with leadership and reserve unit experience.

c. A Reserve Component Soldier or ROTC Cadet that has completed basic training, or an equivalent qualification (MSI & MSII, Cadet Initial Entry Training (CIET), Jr. ROTC), who is an academic sophomore (MJC or 4-yr Scholarship winner - Freshmen), can join the SMP Program and earn a commission as an Officer in the United States Army while completing their college degree.

2-6. Program Intent

The intent of the SMP program is to increase Officer accessions into the Reserve Component by increasing ROTC enrollment from enlisted RC members who are attending college. The SMP program also reinforces training on the role of the commissioned Officer in the Reserve Component and gives Cadets the experience of working with Soldiers and Non-commissioned Officers as they develop as leaders in ROTC.

2-7. SMP Cadet

The term refers to a Reserve Officer Trainee assigned to a Reserve Component Troop Program Unit (TPU), while simultaneously participating as a contracted Cadet in the ROTC Advanced Course at a university or college.

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SMP options:

1. Non-scholarship - can be SMP in NG or USAR - can use 1606/7 or CH 30/33 benefits. If eligible, can request to compete for active duty or request USAR or NG assignment – can use Federal Tuition Assistance (FTA) and State Tuition Assistance (STA) if eligible
2. GRFD USAR scholarship - pays benefits for up to 4 semesters - must drill in a USAR unit - can use 1606/7 or CH 30/33 benefits if eligible, can request USAR or NG assignment - CANNOT compete for active duty - CANNOT use FTA even if eligible.
3. GRFD ARNG scholarship - pays benefits for up to 4 semesters - must drill in a NG unit - can use 1606/7 or CH 30/33 benefits if eligible, can request USAR or NG assignment - CANNOT compete for active duty - CANNOT use FTA even if eligible. Can use STA.
4. Dedicated USAR scholarship - pays benefits for up to 6 semesters - Must drill in a USAR unit - CANNOT use 1606/7 benefits, even if eligible, but can use CH 30/33 if eligible. Will only get a USAR assignment - CANNOT request a NG assignment and CANNOT compete for active duty - CANNOT use FTA even if eligible.
5. Dedicated ARNG scholarship - pays benefits for up to 6 semesters - must Drill in a NG unit - CANNOT use 1606/7, can use CH 30/33 benefits if eligible, will only get a NG assignment - CANNOT request a USAR assignment and CANNOT compete for active duty - CANNOT use FTA even if eligible. Can use STA.
6. Dedicated USAR Minuteman scholarship - pays benefits for up to 8 semesters - Must drill in a USAR unit - CANNOT use 1606/7 benefits, even if eligible, but can use CH 30/33 if eligible. Will only get a USAR assignment - CANNOT request a NG assignment and CANNOT compete for active duty - CANNOT use FTA even if eligible. Must have MSC, CASA or USAR Ambassador endorsement.
7. Dedicated ARNG Minuteman scholarship - pays benefits for up to 8 semesters - must Drill in a NG unit - CANNOT use 1606/7, can use CH 30/33 benefits if eligible, will only get a NG assignment - CANNOT request a USAR assignment and CANNOT compete for active duty - CANNOT use FTA even if eligible. Can use STA. Must have State TAG or CASA endorsement.

CHAPTER 3: RESPONSIBILITIES

3-1. ARNG Officer Strength Manager (OSM)

- a. Track SMP Cadets in the commissioning pipeline.
- b. Ensure that SMP Cadets are supervised and mentored by a commissioned Officer.

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- c.* Communicate with and encourage collaboration between the SMP Cadet's PMS and their ARNG Unit.
- d.* Evaluate SMP Cadets to that State's standards and identify potential to commission into that State.
- e.* Notify the ROTC program (PMS) of SMP Cadets who demonstrate challenges in developing as a leader. Ongoing dialogue between PMS, OSM and Unit CDR is critical in such cases.
- f.* Notify State Recruiting and Retention CDR (RRC) of SMP progression and selection of Officers.
- g.* Process SMP Form 594-1 as the signature authority. (Note: IAW SMOM 13-046 and SMOM 14-031, State OSMs are the signature authority on this combined document and should request a GRFD Control number on all SMP Cadets that affiliate with the ARNG).

3-2. Army Reserve Careers Division (ARCD) Career Counselor
To be published in future edition.

3-3. Unit Commander

- a.* Conduct interview with prospective SMP candidates for suitability prior to acceptance into program.
- b.* Ensure SMP Cadets are supervised and mentored by a Company Grade Officer and ensure the tasks assigned to the Cadet during their training are appropriate for the development of an Officer.
- c.* Develop SMP training plan.
- d.* Evaluate and counsel SMP Cadets. Provide a developmental OER if desired.
- e.* Notify the ROTC PMS and State OSM, as appropriate for ARNG if SMP Cadet demonstrates challenges in developing as a leader.
- f.* Provide a copy of unit's training schedule to the ROTC PMS showing drills and annual training dates.
- g.* Communicate with the PMS to resolve conflicts that arise.
- h.* Ensure that the number of SMP participants in the unit is not in excess of unit supervisory capacity or regulatory limits.

3-4. Professor of Military Science (PMS)

- a.* Interview and counsel prospective SMP Cadets concerning reserve unit assignment and the SMP.
- b.* Ensure that contracted ROTC Cadets assigned to an RC unit have SMP status.

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c. Ensure that the SMP agreement (NGB Form 594-1 or DA Form 597) is properly completed before Cadet signs the ROTC contract.

d. Provide RC unit Commander with copy of ROTC Program (BN) training schedule and obtain copy of unit's drill and annual training schedule.

e. Conduct visit (at least annually) with RC unit Commander to observe SMP training.

f. Allow SMP Cadets to openly discuss the experiences received during training.

g. Afford all SMP Cadets equal opportunity to available ROTC programs.

h. Ensure SMP Cadet is enrolled in the Reserve Component Cadet Career Opportunity Network (ReC³ON) and track success in program.

i. Verify all information in CCIMM accurately represents Cadet's preferences prior to accessions.

j. Make every opportunity for the Cadet to pursue civilian career development, to include participation in internships.

3-5. SMP Cadet

a. Satisfactorily participate in all required ROTC and RC unit training functions.

b. Be a pro-active participant in leadership and self-development.

c. Keep leadership informed. Communicate with PMS and unit commander as soon as possible to resolve conflicts.

d. Make civilian career development a top priority, to include participation in internships.

3-6. SMP Coordinator / Senior SMP

a. The SMP Coordinator will be a Program additional duty position assigned by the Commander to a Commissioned Officer in the grade of O-1 or higher.

b. Responsibilities will be:

1) Become familiar with this SOP and references listed governing the SMP program.

2) Advise the Commander on issues affecting the SMP program.

3) Provide guidance to unit commanders on the SMP program.

4) Assign and personally supervise the unit Senior Cadet.

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- 5) Ensures all unit leadership receive information about the role of the SMP Cadets, including protocol.
- c. The SMP Coordinator will assign a Senior Cadet who will work closely with the SMP Coordinator to ensure:
- 1) All new participants are properly processed into the unit and provided mentorship.
 - 2) Oral and written communication is maintained with the ROTC Department of Military Science.
 - 3) Resolution of conflicts between ROTC and RC unit training events.

CHAPTER 4: ELIGIBILITY CRITERIA

4-1. SMP Cadet Eligibility

a. The following guidelines are provided to assist Cadets, recruiters, unit commanders, and ROTC Cadre in determining a Cadets potential to participate in the SMP program. For an ROTC Cadet to participate in the SMP program, the individual must:

- 1) Be a U.S. citizen.
- 2) Be fully contracted as an MS II Cadet or higher (MS I if a 4-yr scholarship nominee.)
- 3) Be eligible for enlistment in or be already assigned to, an RC unit as an SMP and have completed an SMP agreement. For ARNG/SMP applicants, the SMP agreement is executed on **NGB Form 594-1**, which is found in **NGR 600-100**, Figure 13-2. A copy of this form is located at the end of this regulation. For Army Reserve Soldiers, complete Form 4824-R.
- 4) Achieve minimum qualifying total score of 850 on the College Entrance Examination Scholastic Aptitude Test (SAT), composite score of 19 on the American College Test (ACT), or minimum total score of 85 on the Preliminary SAT (PSAT). If these scores are not available, or, if the person does not qualify on SAT, ACT, or PSAT, Recruiting Brigade Commanders may approve waivers for enlistments in cases where applicant achieved a GT score of 110 or higher. All applicants must have an ASVAB score of record to enlist as an SMP.
- 5) Have sophomore academic standing and enroll as a full-time student in a course of instruction leading to a baccalaureate or advanced degree. Students enrolled in an Early Commissioning Program at an MJC and 4-yr scholarship nominees can enter as an academic freshman.
- 6) Attain and maintain a cumulative grade point average (GPA) of at least 2.0 on a 4.0 scale (2.5 GPA if recipient of a GRFD or DedARNG/USAR Scholarship, 3.0 in all ROTC Courses).

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- 7) Be of good moral character.
- 8) Meet medical fitness standards of AR 40-501 as prescribed in AR 145-1.
- 9) Meet height and weight standards of AR 600-9.
- 10) Have completed basic combat training (BCT), ROTC Cadet Initial Training (CIET), or MS I on campus.

b. Completion Cadets remain eligible to participate in the SMP if they were participating in the program while enrolled in the ROTC Advanced Course.

4-2. SMP Cadet Ineligibility

The following are ineligible to participate in the SMP:

- 1) Cadets who are recipients of a two-, three-, or four-year Green To Gold Scholarship, two- or three-year Campus-Based (Line) Scholarship, or four-year National Scholarship.
- 2) Two- and three-year Campus-Based and four-year National Scholarship recipients may convert to the GRFD or the DedARNG/DedUSAR Scholarship to become eligible for the SMP Program through the GRFD Scholarship Program (CC Reg 145-10).
- 3) Green-To-Gold Scholarship recipients are not eligible to convert to the GRFD, DedARNG/DedUSAR Scholarship.
- 4) Warrant Officers are excluded from participating in the SMP.

4-3. Cadet Contracting

a. ARNG applicants must submit NGB Form 594-1.

b. USAR applicants must submit DA Form 4824-R and LOA.

c. It is not mandatory that an RC unit accept an ROTC Cadet as an SMP simply because an ROTC program recommends him/her, nor must a ROTC PMS accept an SMP candidate recommended by an RC unit.

d. The PMS and the unit commander retain the authority to accept or reject an individual. Coordination between the RC unit and the ROTC program is key to a mutually successful program. This coordination must be done initially by completing the SMP agreement.

CHAPTER 5: ADMINISTRATIVE SMP PROCESSING

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5-1. Procedures for students in the ARNG (Current Serving Members) that want to enroll in the SMP program

- a.* The OSM coordinates with the State Joint Forces Headquarters Military Personnel Office to determine whether an SMP position is available in the student's current unit of assignment or in another local unit.
- b.* The Cadet executes the SMP Agreement (**NGB Form 594-1**). The unit Commander authenticates the agreement for non-scholarship Cadets. If the Cadet is on a GRFD/DED ARNG scholarship, the OSM authenticates and is the signature authority.
- c.* The OSM coordinates with the current or gaining RC unit Commander for an interview.
- d.* The ARNG unit commander coordinates with the Cadet to complete the following packet for forwarding to the ROTC program PMS:
 - 1) Completed **NGB Form 594-1**.
 - 2) Copy of DD Form 4, Enlistment/Reenlistment Document, with **NGB Form 594-1** attached.
 - 3) The ARNG OSM forwards a copy of **DD Form 4**, with **NGB Form 594-1** attached, to the PMS.
 - 4) The Cadet must have four years remaining on a current military enlistment from the date of contracting in the ROTC Advanced Course. An extension should be completed to meet this requirement. The effective date on the **NGB Form 594-1** must be the same as that on the **DA Form 597** to prevent dual contracts and erroneous compensation.
 - 5) The PMS, after reviewing the Cadet's military documents and student status, verifies that the individual is eligible for enrollment in the ROTC Advanced Course and indicates that by authenticating on **DA Form 597** or **DA Form 597-3**. The PMS will also forward one copy to the ARNG Unit Commander.

5-2. Procedures for Cadets enlisting in the ARNG (Non-Prior Service) who are not already contracted in ROTC Advanced Course

- a.* The ROTC Program will assist Cadets interested in enlisting in the ARNG SMP program by coordinating with the OSM to determine the location and types of units in the area with SMP vacancies.
- b.* The OSM will coordinate with unit commander to verify that an Officer position exists and that the unit will accept the student for the SMP program. This is accomplished by completing the SMP agreement (**NGB Form 594-1**).
- c.* When a unit vacancy is determined, the OSM coordinates with the unit commander to schedule an interview for the SMP program applicant. Prior to enlistment, the Cadet must be qualified through MEPS.

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d. Once accepted for assignment in an ARNG unit, the ROTC Program works with the Cadet to prepare the following packet for the gaining unit commander:

- 1) **DD Form 4**, Enlistment in the USAR Control Group (ROTC).
- 2) **DD Form 2807-2**, Report of Medical Examination.
- 3) **DD Form 2808**, Report of Medical History.
- 4) **DA Form 597**, Army Senior ROTC Non-Scholarship Contract, or **DA Form 597-3**, Army ROTC Scholarship Contract in the case of GRFD Scholarships, MJC Scholarships, or Dedicated National Guard Scholarships.
- 5) **Cadet Command Form 202-R**, Guaranteed Reserve Forces Non-Scholarship Cadet Contract Endorsement, if applicable, or **Cadet Command Form 203-R**, GRFD Scholarship/DASE-COOP Cadet Contract Endorsement in the case of GRFD Scholarships, MJC Scholarships, or Dedicated National Guard Scholarships.

e. The On-Campus Recruiter (OCR), Human Resource Administrator (HRA), and OSM will do the following:

- 1) Assist the Cadet in completing **NGB Form 594-1**.
- 2) Enlist the Cadet in the ARNG in accordance with **NGR 600-200**, Chapter 2.
- 3) Forward copies of the above documents to the ROTC Program.
- 4) Upon receipt of the above documents, (**DD Form 4**, **NGB Form 594-1**, and **DD Form 368**) from the OCR, the ROTC program will discharge the Cadet from the USAR Control Group (ROTC).
- 5) The effective date of discharge will be one day prior to the ARNG enlistment date on the **DD Form 4**. Orders will be published in accordance with **AR 600-8-105**, Format 500, Figure 5-5.
- 6) Copies of the order will be forwarded to the **Gaining ARNG Unit Commander and the ROTC PMS**.

5-3. USAR (Current Serving Member)

a. Soldier becomes potential participant when he/she fills out the SMP Agreement (DA Form 4824-R, and that agreement has been signed by the TPU Commander

b. The TPU will then disperse the agreement form as follows:

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- 1) The original, with a cover memorandum requesting the form be filed in the Soldier's official military personnel file by sending to: CDR, HRC Fort Knox, ATTN:DARP-PRA-I, 1600 Spearhead Div Ave, Fort Knox, KY 40122
- 2) A copy will be attached as an addendum to the Soldier's current DA Form 3540 and retained in Soldier's personnel records.
- 3) Copy presented to the Soldier.
- 4) Copy will be provided to the appropriate Army Reserve Regional Personnel Support Center (RPSC).
- 5) SMP Cadet will give a copy of their current enlistment agreement (DD Form 4) to the ROTC PMS

5-4. USAR (Prior-Service Member)(IRR)

- a.* IRR Soldiers must first utilize an Army Reserve Career Counselor to be placed into a unit (TPU Commander must accept potential SMP).
- b.* Once accepted the Soldier will be processed for reassignment from the IRR to the TPU per AR 140-10
- c.* Once assigned to TPU, Soldier becomes potential participant when he/she fills out the SMP Agreement (DA Form 4824-R), and that agreement has been signed by the TPU Commander
- d.* The TPU will then disperse the agreement form as follows:
 - 1) The original, with a cover memorandum requesting the form be filed in the Soldier's official military personnel file by sending to: CDR, HRC Fort Knox, ATTN:DARP-PRA-I, 1600 Spearhead Div Ave, Fort Knox, KY 40122
 - 2) A copy will be attached as an addendum to the Soldiers current DA Form 3540 and retained in Soldier's personnel records.
 - 3) Copy presented to the Soldier.
 - 4) Copy will be provided to the appropriate Army Reserve Regional Personnel Support Center (RPSC).
 - 5) SMP Cadet will give a copy of their current enlistment agreement (DD Form 4) to the ROTC PMS.

5-5. Conditional Release of Reserve Component Members to Commission Regular Army

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- a.* The ROTC program will request a conditional release from the RC unit for the purpose of enrollment in the ROTC program by completing **DD Form 368**, Request for Conditional Release from Reserve or Guard Component, dated Nov 92. The PMS completes sections I and II, recommending granting conditional release from the USAR Control Group (ROTC) enlistment.
- b.* Upon receipt, the ROTC program will provide a copy of **DD Form 4**, effecting enlistment into the USAR Control Group (ROTC) to the unit along with the request for discharge.
- c.* The effective date of the discharge should be dated one day prior to the effective date of the enlistment in the USAR Control Group (ROTC).
- d.* Subsistence entitlements may begin the day after the effective date of the discharge order or conditional release or the effective date of the ROTC Cadet Contract, whichever is later.

5-6. Conditional Enrollment

- a.* RC Soldiers who wish to participate as an SMP Cadet while conditionally enrolled in the senior ROTC Advanced Course (non-scholarship) will be treated the same as a potential participant. Reference **AR 601-210**, Paragraph 10-7 and **NGR 600-100**, Paragraphs 13-3 and 13-6.
- b.* The ROTC program will require the potential SMP participant to sign a written agreement stating that they understand and agree to the following provisions:
 - 1.* As a conditional SMP participant, they are not entitled to retroactive pay for either advancement to E-5 (Cadet) pay grade or for the SROTC monthly stipend for that period.
 - 2.* They acknowledge the conditional status must be resolved within one academic year or such status will be terminated. Continuance in the ROTC Advanced Course will not be allowed until the conditional status is favorably resolved and they become fully qualified and eligible to reenter under current reenrollment criteria.
 - 3.* They understand that time spent in the ROTC Advanced Course as a conditional SMP is creditable toward meeting military science requirements for commissioning.
- c.* The ROTC program will coordinate directly with the unit concerned to secure a copy of **DD Form 4** with **DA Form 4824-R** or **NGB Form 594-1** attached.
- d.* The individual must have no less than four years remaining on the current enlistment from the date of contracting.
- e.* The effective date on **DA Form 4824-R** or **NGB Form 594-1** must be the same as that on **DA Form 597** (ROTC Contract) to prevent dual contracts and erroneous compensation.
- f.* The ROTC program verifies the Cadet's eligibility and authenticates **DA Form 597**. A copy of the authenticated **DA Form 597** is then forwarded to the unit commander.

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CHAPTER 6: ASSIGNMENT PRIORITIES

6-1. ARNG/USAR

The number of persons applying to take part in the SMP with a given unit may exceed the number of SMP spaces available. When this occurs, the following order of priority should be used:

- 1) ARNG/USAR enlisted Soldiers participating in state-funded scholarship programs or recipients of a GRFD, Dedicated or MJC Scholarship.
- 2) Other applicants enrolled in the ROTC program.

6-2. Scholarship Cadet Participation

GRFD, Dedicated, MJC Scholarship recipients, and Non-Scholarship contract students with GRFD endorsements, are required to participate in the SMP. All other scholarship Cadets are ineligible for participation in the SMP. Reference AR 145-1, Chapter 3, 3-17; AR 601-210, Regular Army and Army Reserve Enlistment Program, dated 16 May 05, Paragraph 9-14, d(2) and Cadet Command Regulation (CCR) 145-10.

CHAPTER 7. PROVISIONS GOVERNING SIZE OF SMP

7-1. ARNG/USAR

a. The need to prioritize candidates stems from provisions limiting the size of the SMP. Headquarters, DA directives have limited the total of SMP participants assigned to a RRC or a GOCOM to no more than four percent (4%) of that command's authorized total combined Officer and enlisted strength.

b. Forces Command (FORSCOM) Units must stay within enlisted pay grade limitations.

c. SMP Cadets may be assigned to one unit and attached elsewhere to facilitate training; e.g., a unit geographically closer to the ROTC program.

d. The total number of SMP Cadets training with a Unit should not exceed three SMP members per commissioned Officer supervisor. The SMP Cadet will be assigned as over-strength against that Officer position.

e. SMP Cadets count as part of the enlisted strength of a unit, although they are considered over-strength and non-deployable assets. SMP Cadets are coded as 09R.

f. Unique ARNG requirements:

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- 1) ARNG authorizes assignment of SMP participants on the basis of commissioned Officer vacancies, or projected vacancies within the unit.
- 2) This includes authorized over-strength positions. The total number of SMP participants per state will not exceed four percent of wartime required aggregate (Officer and enlisted) strength without prior approval of the Chief, National Guard Bureau.
- 3) The unit commander will determine the number of ARNG SMP members based upon the number that can be effectively supervised and trained.
- 4) SMP members may be attached to other units, but the State MILPO must control the total number attached.

CHAPTER 8: SMP CADET GRADE / RANK

8-1. Grade

SMP participants will be paid in Grade E-5. Members of RC units who held a higher grade prior to becoming an SMP participant will continue to be paid at the higher grade. SMP participants who are disenrolled from the ROTC Advanced Course will return to the pay grade held prior to SMP participation.

8-2. Courtesy

Commanders ensure that SMP Cadets are afforded the same respect and courtesy (except saluting) normally reserved for commissioned Officers of the United States Armed Forces.

8-3. Disenrollment / Reduction

SMP participants who are disenrolled from the ROTC Advanced Course will be returned to the grade and rank that they held prior to SMP participation.

8-4. Protocol

a. The following rules of protocol apply to members of the SMP program:

- 1) Enlisted personnel will address all Cadets as either Sir/Ma'am or Cadet, and render all customs and courtesies ordinarily reserved for commissioned Officers, with exception of saluting.
- 2) Cadets are addressed as either Cadet or Mr./Ms. by all Officers.
- 3) Cadets will address their peers as Mr./Ms.
- 4) Cadets will address enlisted personnel by their rank.

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5) Cadets will address all commissioned Officers as Sir/Ma'am.

b. Section leaders are informed of the rules of protocol by Unit Commanders, and are responsible for enforcement of these rules.

CHAPTER 9: UNIFORM, SUBSISTENCE, BILLETING

9-1. Uniform Issue

SMP members are authorized a complete uniform issue by their RC unit under the provisions of CTA 50-900, Clothing and Individual Equipment, dated Sep 94. ROTC programs should not duplicate this issue. ROTC programs should provide items peculiar to ROTC; i.e., items of clothing worn as an outer garment on which the ROTC shoulder insignia has been or will be sewn.

9-2. Uniform Wear

The specific uniform worn at unit activities will be determined by the RC Commander. The following are not appropriate for wear while participating in RC unit training activities:

- 1) ROTC rank, or awards.
- 2) Officer or enlisted military rank insignia.
- 3) Unit insignia (crest) on utility or garrison caps.
- 4) "ROTC" insignia is authorized for wear while in RC status.

9-3. Subsistence

During IDT and Annual Training, SMP Cadets will not be charged for meals, but will be required to sign for meals on the unit signature headcount sheet (**DA Form 3351**).

9-4. Billeting

SMP Cadets should be billeted with junior Officers during training periods that require overnight billeting.

CHAPTER 10: SELECTED RESERVE INCENTIVE PROGRAMS

10-1. Programs

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- a.* Enlistment bonus.
- b.* Reenlist/extension bonus.
- c.* Accession/Affiliation bonus.
- d.* Repayment of student loans.
- e.* Health Professionals Loan.

10-2. SMP MGIB Kicker

a. In order for a Cadet to be eligible for the ROTC/SMP Kicker, the Soldier must first be eligible for the Chapter 1606 Basic Benefit.

b. The authorized amount for the ROTC/SMP MGIB Kicker is \$350.00. A Soldier already receiving a MOS Kicker (\$100-\$200) can receive the increased amount of the ROTC/SMP Kicker upon contracting to become a Cadet. However, if the Soldier received a \$350 kicker upon enlistment, the kicker amount will not be increased.

c. Once it is determined that a Soldier is an ROTC/SMP Cadet, the ROTC/SMP **Kicker data must be updated in Reserve Component Manpower System (RCMS) MGIB Eligibility application.** A copy of the “MGIB Kicker Eligibility Checklist” must be scanned and emailed to: usarmy.knox.hrc.mbx.tagd-mgib-support@mail.mil

d. Documents required for ROTC/SMP MGIB Kicker:

DD Form 214 or course completion certificate for completion of MOS producing course and the order awarding an MOS. These documents should be filed in the Soldier’s Official Military Personnel File (OMPF) / iPERMS.

10-3. Termination of Incentives

a. All Selected Reserve Incentive Programs that could apply to potential SMP participants listed above are terminated when the individual enters the ROTC/SMP on enrollment in the ROTC Advanced Course or becomes an assigned member of Control Group (ROTC).

b. Individuals who were eligible for Montgomery GI Bill (MGIB) benefits prior to contracting in the ROTC Advanced Course do not lose their eligibility simply based on contracting. This includes Cadets who are receiving financial assistance under a GRFD Scholarship (Title 10, U.S. Code 2107a). DEDARNG Scholarship (Title 10, U.S. Code 2107) will have their SR-MGIB benefits terminated with no future benefits authorized. *See DoDI dated 15 JAN 15.

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c. Cadets participating in the SMP program are also eligible to receive federal and state tuition assistance if qualified.

10-4. Recoupment of Incentives

a. A recipient of Selected Reserve Incentive Program benefits already received is not subject to recoupment of benefits upon becoming an SMP participant, however some MGIB benefits may be subject to recoupment.

b. MGIB benefits are based on one year of benefits for every two years served. Example: an individual enlists in an ARNG unit in his/her freshman year in college and completes Initial Active Duty Training (IADT). He/she then begins receiving MGIB benefits as a sophomore. At the junior year, the individual contracts in ROTC and becomes an SMP participant (Non-Scholarship). The individual completes college and is commissioned, having received the maximum of 36 months of benefits for a full-time student. If that individual should then enter on Active Duty, having served only four years of the Reserve enlistment, the Department of Veterans Affairs may recoup one year of benefits.

CHAPTER 11: TRAINING

11-1. Supervision

a. SMP Cadets will be assigned duties in a position of responsibility commensurate with the grade of second lieutenant under the supervision of a commissioned Officer.

b. SMP Cadets will be subject to the same standards and regulations for satisfactory performance as enlisted personnel assigned to the unit.

11-2. Training Guidelines / Utilization

a. SMP Cadets should be given the opportunity to observe the full range of duties normally accomplished by junior grade enlisted personnel (e.g. guard duty, K.P., motor pool, etc.).

b. Commanders and supervisors should provide frequent counseling on an Officer's leadership role. The Commander/supervisor should keep the SMP's future role as a commissioned Officer in mind when providing comments on his/her performance in executing leadership functions.

c. Unit commanders and supervisors should be aware of the Cadet's ROTC classroom and field instruction and, when practical, compliment the training received from ROTC participation.

d. SMP Cadets will not be placed in any position requiring them to act directly for the commander. Such duties include: Duty Officer, member of a courts martial, sole responsibility for conducting live-fire

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training, handling public monies or records pertaining to public monies, or any position requiring an Officer's certification.

e. SMP Cadets may serve as Officer of the guard or Officer of the day provided such duties are performed under the supervision of the staff duty Officer.

f. Advanced Course participation in MS III and MS IV instruction is mandatory for SMP Cadets.

g. The PMS will provide a yearly training calendar (YTC) to the RC commander and compare YTC to RC unit YTC to identify and resolve potential conflicts.

h. The two different training modules the Unit Commander can use for the SMP's are:

- 1) Rotation. Cadets rotate from one section of the unit to another. The unit commander will determine how long the Cadet will participate with a section. This may be based on a prescribed number of training days or on an evaluation of skills obtained/tasks completed. Upon entering a section the section leader ensures that the Cadets receive information about the section's mission, responsibilities, and capabilities. The Cadet participates in, and functions as, a working member of the section, within the guidelines of protocol. The section leader is responsible for the Cadet's training. Upon leaving a section, Cadets should have a basic working knowledge of the function and mission of that section. The Cadet attests to this knowledge by completing a written memorandum for record (MFR), at the time of rotation.
- 2) Phase. Phase training is similar to rotational training but instead of general assignment to a section the Cadet is placed in a duty or skill level position. The Cadet may be given the responsibilities and duties of that position (e.g. the Cadet is the platoon leader) or may be directly assigned to the Soldier occupying that position. (e.g. the Cadet works with the squad leader, learning the job.)

i. SMP Cadets can and should also be assigned Additional Duties, such as Education Officer, Master Fitness Officer, etc., and may also be tasked with other duties or projects that provide them with military and professional experience.

j. Cadets will be involved in as many Officer related events/functions as determined appropriate by the commander, such as OPD, training meetings, social functions.

11-3. Training Priorities

a. All SMP members are required to attend both AT and ROTC CLC, if required by unit CDR. When the dates conflict, priority will go to the ROTC CLC and AT attendance will be rescheduled IAW **AR 350-1**. Commanders will interview all SMP Cadets to determine the best time to reschedule their AT, so as not to conflict with college classes or course work or ROTC activities.

b. Attendance at ROTC airborne or air assault is encouraged and authorized. Constructive credit will be used to report these members on **DA Form 1379** for IDT or AT.

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c. UTA/Weekend Trainings. If conflicts occur between a unit training weekend and an ROTC Leader Development Exercise (LDX), Dining In, or military ball, the following applies:

- 1) If the ROTC event is part of the required program of instruction in MS III or MS IV, attendance is mandatory for the SMP Cadet and the ROTC training will have priority. However, the SMP Cadet is responsible for notifying the unit in advance and providing a training attendance certificate. The PMS should verify that the ROTC training was performed.
- 2) If the ROTC training is not part of the required program of instruction and is voluntary, the RC unit weekend training will have priority.
- 3) When a weekend training is missed, the unit commander has the option to grant a split unit training assembly (SUTA) which authorizes normal training pay, authorize an excused absence (no pay involved), or authorize equivalent training (ET) (for pay). A SUTA or ET may be authorized for duties performed with ROTC.
- 4) Commanders may allow Cadets to reschedule training in order to allow them to attend school/ROTC functions that would enhance their military training and professional development. Rescheduled training should involve activities that promote the Cadet's leadership development. The Senior Cadet must give the SMP Coordinator at least a one month notice on potential conflicts.

11-4. Overseas Deployment

A Cadet who has completed IADT is eligible for AT with a unit deploying for overseas deployment training (ODT). ROTC CIET and/or any combination of MS I, MS II, MS III, and MS IV do not equate to IADT and do not qualify the individual for ODT (10, USC 671).

11-5. Mobilizations or calls to Active Duty

a. As an exception to **AR 601-210**, Paragraph 9-14, all contracted ROTC Cadets are to be considered non-deployable until they either, receive their commission and complete their Officer Basic Course or they are disenrolled from the ROTC program.

b. Additionally, all first year non-contracted ROTC Cadets serving in RC units, who have successfully completed their first semester, and remain enrolled in the ROTC program, will be considered non-deployable.

11-6. Unit Status Reporting (USR)

SMP Cadets are not considered MOS qualified and are not deployable assets. They will be excluded from unit totals when computing readiness reports (AR 220-1 and AR 614-301). Cadets may volunteer for mobilization but US Army Cadet Command is the approving authority. Technically they are still

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eligible for state active duty under the authority of the governor, although in actual practice this situation is uncommon.

CHAPTER 12: SMP SPONSORSHIP / MENTORSHIP

12-1. SMP Sponsor/Mentors

All SMPs will be assigned a Company grade Officer mentor in the unit in which they are an SMP. The mentor will be responsible for allowing the SMP Cadet to shadow them and partake in training activities and to observe training being planned. Also, the SMP Cadet, under the supervision of the Mentor may supervise training in order to enhance their professional development.

12-2. Sponsorship/Mentorship Guidelines

- a.* SMP Cadets need to be sponsored just as new Soldiers are. Units should be able to easily adapt their current sponsorship program to accommodate any specific needs of these future officers.
- b.* All TPU's accepting SMPs should develop a deliberate mentorship program for Cadets. This will benefit not only the Cadet but also the mentor and the unit, by providing structure and accelerating the growth and development of the Cadets.
- c.* A Cadet's primary mentor should feel a sense of ownership for the Cadets' development. Mentors should evaluate their mentorship efforts.
- d.* The mentorship program should instill in the SMP Cadet a sense of the responsibilities and rewards of being an Army Officer.
- e.* EXAMPLES are the single most powerful tool of mentorship.

12-3. SMP Evaluations

- a.* SMP Cadets will be evaluated on their performance. The commander's evaluation of the SMP's performance and development will be provided to the PMS.
- b.* The evaluation for the first year of unit performance and the two weeks of AT should be forwarded to the PMS no later than **01 August** utilizing the CC Form 67-9 (Cadet Evaluation Report). A second evaluation should be completed **90 days** prior to the projected commissioning date and will include a recommendation to commission or not. An evaluation is required in any case of unsatisfactory performance and may be submitted at any time. The commander is encouraged to provide informal evaluations to aid in the development of the SMP Cadet. Ongoing communication between the PMS and the unit commander is essential to provide optimum training and assistance to the SMP Cadet as well as to prevent possible problems at the time of commissioning. An enlisted evaluation report will not be prepared while the individual is an SMP Cadet. (See Annex B, pg 30. for an example).

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12-4. SMP Unit Evaluations

SMPs will complete a unit evaluation once every 6 months. This document will be turned in to both the PMS, Company Commander and OSM. The purpose of the evaluation is to ensure that the SMP is being properly utilized and trained by the personnel in the TPU unit.

CHAPTER 13: SCHOLARSHIPS

13-1. Guaranteed Reserve Forces Duty (GRFD)

a. Those Cadets interested in commissioning into the reserve component should pursue a GRFD Scholarship. Cadets must understand that by taking a GRFD Scholarship they cannot compete for accession into the Active Component. GRFD allows the Cadet to elect accession into either the US Army Reserve or the Army National Guard. The GRFD Scholarship does not guarantee the Cadet a commission within the State or unit that they are an SMP at. The ARNG GRFD Cadet must still compete for a Letter of Acceptance (LOA) through the State Officer Strength Management office (see current FY LOA Policy).

b. If a ROTC Cadet takes a GRFD Scholarship, the Cadet cannot use Federal Tuition Assistance, but maybe be eligible to utilize State Tuition assistance if available or any National Guard specific Tuition assistance offered.

- 1) Scholarship Cadets who receive a GRFD may receive 1606/1067 GI benefits if eligible. Cadets on Scholarship may not request to revoke their GRFD control number and cannot compete for Active Duty accession.
- 2) Non-Scholarship. Non-Scholarship GRFD Cadets may also receive 1606/1607 benefits and may request to revoke their GRFD control number in order to compete for active duty. Their revocation is not guaranteed and requires PMS, RC ACoS and CG USACC approval.

13-2. Dedicated ARNG/USAR Scholarship

a. Those Cadets interested in commissioning specifically into the Army National Guard or Army Reserve may compete for a Dedicated Guard Scholarships through their ROTC program. The Dedicated Guard Scholarship does not guarantee the Cadet a commission within the State. The Dedicated Guard Cadet must still compete for a Letter of Acceptance through the State Officer Strength Management office (see current FY LOA Policy), and cannot compete for Active Duty accession.

b. If a ROTC Cadet takes a Dedicated GRFD Scholarship, the Cadet cannot use Federal Tuition Assistance or 1606/1607 benefits

13-3. Advanced Designee Scholarship (AD)

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a. Those Cadets who are interested in obtaining a GRFD scholarship while a senior in High School, may apply for a 3-yr Advanced Designee scholarship. The High School senior will apply while a senior and if accepted, will sign a conditional contract and then complete his first year at a 4 year institution as a non contracted MS I Cadet. After successfully completing their first year, the Cadet may then contract and begin receiving scholarship benefits for their remaining 3 years, and cannot compete for Active Duty accession.

b. If a ROTC Cadet takes an AD Scholarship, the Cadet cannot use Federal Tuition Assistance or 1606/1607 benefits.

CHAPTER 14: LEAVE OF ABSENCE (LOA)

14-1. General Guidance

a. The ROTC Brigade Commander is the approving authority for LOA. Approval authority may be delegated as necessary.

b. An SMP Cadet who has been placed on LOA for an extended period may, at the discretion of the unit commander, be reassigned from the RC unit to the USAR Control Group (ROTC) under the administrative jurisdiction of the appropriate ROTC program in which the Cadet is enrolled. The Cadet will remain assigned to the USAR Control Group (ROTC) until disenrolled (discharged), commissioned, or reassigned to participate as an SMP member. SMP participants will not be transferred to the Control Group (ROTC) solely to be discharged from the ROTC and thereby avoid statutory or contractual MSO.

c. If a LOA is granted to an SMP Cadet to study abroad, coordination must be made with the appropriate ARNG or USAR unit to ensure that the SMP member is placed in an inactive status for the duration of the LOA.

d. LOA from ROTC training for a semester or more may be granted to a scholarship Cadet by the CG, HQCC, unless subordinate level approval is authorized for one or more of the reasons listed in **AR 145-1**, Paragraph 3-38.

CHAPTER 15: UNIFORM CODE OF MILITARY JUSTICE (UCMJ)

15-1. ARNG

a. By Federal law, each state has authority to conduct general, special, and summary courts-martial for ARNG personnel accused of a military offense. Implementation of this depends on each state legislature granting authority to exercise powers (state military codes).

b. Some state statutes may provide non-judicial and administrative powers to the governor in relation to the State's ARNG.

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c. While on full-time training duty (FTTD), AT, or when flying space-available on military aircraft, ARNG members are subject to UCMJ.

d. While performing IDT, ARNG SMP Cadets are in Title 32 training status.

15-2. USAR

USAR SMP Cadets are subject to UCMJ only while serving on AT, ADT or when flying space-available on military aircraft. During UTAs and other forms of Inactive Duty for Training, members are subject to administrative action under the provisions of **AR 135-91** and **AR 135-78**.

CHAPTER 16: EARLY COMMISSIONING PROGRAM (ECP) CADETS

16-1. Eligibility for Appointment

a. The ROTC graduates may be commissioned under the provisions of the Early Commissioning Program provided they are graduates of an MJC. The only exception is for those Cadets who have been selected for Reserve Forces Duty by the DA/ROTC Selection Board. Acceptance of an early commission terminates Cadet status. Title 10, 2107a authorizes continued funding for ECP LTs to complete their undergraduate degree, typically referred to as the Education Assistance Program (EAP.)

b. ECPs may volunteer to attend BOLC prior to receiving a bachelor's degree. However, scheduling and paying for the officer to complete BOLC prior to obtaining their baccalaureate degree, requires approval by HRC-AR PERSCOM. In addition, LTs who choose to complete BOLC prior to completing their undergraduate degree forfeit further assistance under the EAP. Priority should be given to degree completion. (ref: NGR 600-100, para 12-8)

c. The MJC graduates are eligible for appointment under the ECP provided they meet the following criteria:

- 1) Have completed all ROTC requirements.
- 2) Have less than 36 months remaining to complete baccalaureate degree requirements after being commissioned.
- 3) Must have an official letter of acceptance to an accredited baccalaureate degree granting 4-year institution.

d. MJC graduates commissioned under the provisions of the ECP must join an ARNG or USAR unit if available. The PMS will assist each Cadet in finding a unit. Those Cadets selected for reserve forces duty are eligible for appointment provided:

- 1) They have a letter of acceptance from a reserve component unit which identifies a specific unit Officer vacancy.

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- 2) This letter must be attached to a completed DA Form 4651–R (Request for Reserve Component Assignment or Attachment).
- 3) The letter and DA Form 4651–R be endorsed through the RC chain of command. The unit vacancy must be verified by the state Military Personnel Office for ARNG units or the major U.S. Army Reserve Command for Army Reserve units.

e. The completed DA Form 4651–R becomes the PMS’ authorization to process the Cadet’s record to the region headquarters for preparation of the commissioning packet under ECP. The letter of acceptance and DA Form 4651–R will be included in the commission packet.

16-2. Administrative control of the Early Commissioning Program

Cadets who are commissioned under the provisions of ECP will be administered by the CG, HRC. HRC will coordinate with the State Adjutant General for ECP Officers located in ARNG units and the major U.S. Army Reserve Command for ECP Officers located in USAR units. The PMS will inform the RC chain of command of an Officer who is failing to maintain academic standards or make satisfactory progress toward a 4-year degree.

CHAPTER 17: RECRUITING AND RETENTION

17-1. Recruiting/Retention

- a.* Recruiters can use the SMP program and GRFD scholarships as incentives for recruiting college students and other prospects that plan to go to college. The financial incentives and opportunity to become an Officer in the Reserve Component may attract quality people who do not wish to pursue an active duty career but are unaware of the opportunity to be commissioned into the ARNG or USAR. Prospects who are not yet able to contract ROTC due to class standing (not yet an academic junior) may choose to enlist in the ARNG/USAR, planning to contract ROTC when eligible.
- b.* The SMP program may influence enlisted members of the ARNG/USAR, who are attending college, to join the ROTC. These valuable unit members, by participating the SMP program, are able to stay with their unit while being an Officer trainee.
- c.* SMP Cadets who have a positive SMP experience may influence other ROTC Cadets to participate in SMP. They may also influence fellow college students to join ROTC or to enlist in the ARNG/USAR. A positive SMP experience may also influence Cadets to seek a commission in the RC.

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REFERENCES

Army Regulation 601–210

Active and Reserve Components Enlistment Program

AR 135–7

Army National Guard and Army Reserve Incentive Programs

NGR 600–200

Enlistment Personnel Management

AR 135–175

Separation of Officers

AR 601–270

Military Entrance Processing Stations (MEPS)

AR 145-1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

CCR 145-1

Reserves' Officer Training Corps Army ROTC Incentives Policy

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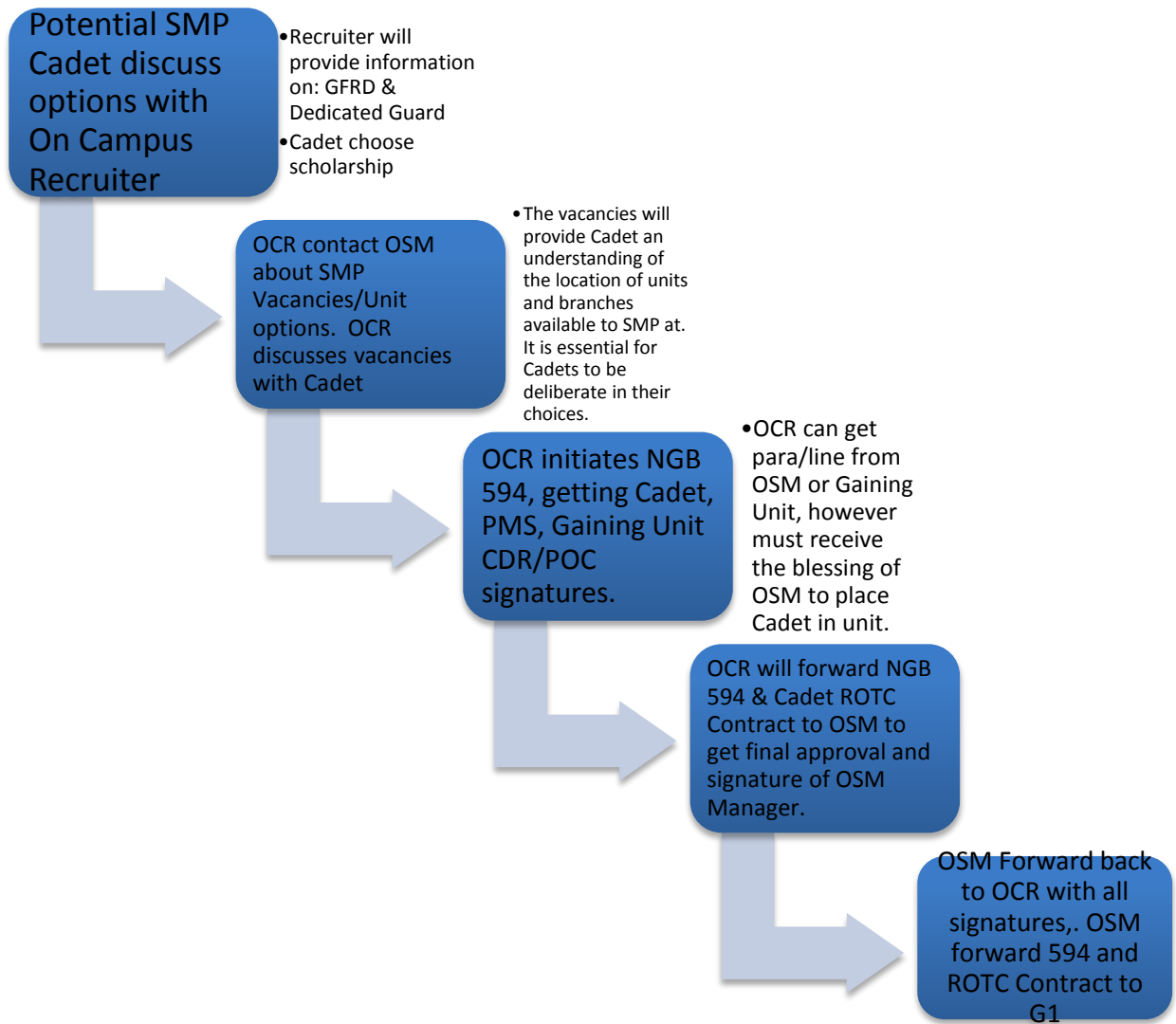
ANNEXES

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ANNEX A

SMP FLOW CHART



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ANNEX B

SMP Evaluation Form			
NAME OF CADET (Last, First, MI)	SSN	DATE	
CADET STATUS: Senior Cadet Junior Cadet			
Section/ Phase Assignments/ Duties: _____ _____ _____ _____			Code: O: Outstanding E: Excellent S: Satisfactory U: Unsatisfactory N/A: Not Applicable
Rate the Cadet in these 16 leadership dimensions:			
Oral Presentation	O E S U N/A	Technical Competence	O E S U N/A
Oral Communication	O E S U N/A	Initiative	O E S U N/A
Written Communication	O E S U N/A	Mission Accomplishment	O E S U N/A
Sensitivity	O E S U N/A	Delegation	O E S U N/A
Judgement	O E S U N/A	Followership	O E S U N/A
Problem Analysis	O E S U N/A	Influence	O E S U N/A
Decisiveness	O E S U N/A	Planning & Organizing	O E S U N/A
Physical Stamina	O E S U N/A	Administrative Control	O E S U N/A
OVERALL EVALUATION: O E S U			
Comments:			
TYPED OR PRINTED NAME OF EVALUATOR:			
EVALUATOR SIGNATURE	CADET SIGNATURE	DATE	

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ANNEX C

SMP Process Checklist	
Applicant enlisted in USAR unit, then contracts in ROTC	Applicant enlisted in ARNG unit, then contracts in ROTC
1. Soldier informs TPU as soon as intent is made to contract with ROTC	1. Soldier informs unit as soon as intent is made to contract with ROTC
2. ROTC BN prepares SMP agreement (DA Form 4824-R) signed by TPU CDR prior to contracting	2. ROTC BN prepares SMP agreement (NGB Form 594-1-R) signed by unit CDR prior to contracting
3. TPU prepares and soldier signs DA Form 3540	3. ROTC BN completes DA Form 597 (Non-Scholarship) or DA Form 597-3 (Scholarship)
4. ROTC BN completes DA Form 597 (Non-Scholarship) or DA Form 597-3 (Scholarship)	4. ROTC BN forwards copy of DA Form 597/597-3 to unit
5. ROTC BN forwards copy of DA Form 597/597-3 to TPU	5. Unit will assign soldier to an authorized officer trainee position and submit pay action, changing soldier to CDT E-5
6. TPU will assign soldier to an authorized officer trainee position and submit pay action, changing soldier to CDT E-5	6. Unit forwards copy of assignment orders and DD Form 4 to ROTC BN
7. TPU forwards copy of assignment orders and DD Form 4 to ROTC BN	
8. Cadet attends drill	8. Cadet attends drill
Applicant contracted in ROTC, then joins USAR TPU	Applicant contracted in ROTC, then joins ARNG unit
1. ROTC BN completes DA Form 597 (Non-Scholarship) or DA Form 597-3 (Scholarship)	1. ROTC BN completes DA Form 597 (Non-Scholarship) or DA Form 597-3 (Scholarship)
2. ROTC BN prepares SMP agreement (DA Form 4824-R) signed by TPU CDR prior to contracting	2. ROTC BN prepares SMP agreement (NGB Form 594-1-R) signed by unit CDR prior to contracting
3. TPU prepares and cadet signs DA Form 3540	3. Cadet is administered ASVAB testing
4. Cadet is administered ASVAB testing	4. New DD Form 4 is executed by the TPU along with assignment orders, assigning the cadet to an SMP position.
5. ROTC BN forwards copy of DD Form 4 and assignment orders transferring the cadet to the TPU position 9991	5. Unit initiates pay action to pay cadet as CDT E-5 and forwards copy of DD Form 4 and assignment orders to the ROTC BN
6. TPU initiates transfer in RLAS, assigning cadet to position 9991 and starts pay as CDT E-5	6. ROTC BN publishes discharge orders on the cadet (Date effective on the day prior to the effective date on the new DD Form 4)
7. Cadet attends drill	7. Cadet attends drill
*Enlistment physical not required if ROTC Advanced Course physical is less than 4 years and cadet has had no change in medical status since last physical	

NOTE: Cadets enrolled in Tricare Reserve Select will be dropped when discharged as an enlisted member and must re-enroll as an officer to continue coverage.

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ANNEX D

SMP Evaluation of Unit		
Name of Cadet (Last, First MI)	Unit	Date
Duties Assigned:		
Briefly describe how you are involved in unit operations:		
Briefly describe what your unit is doing to enhance your Leadership skills:		
Briefly describe the mentorship you are receiving from the unit's leadership:		
Briefly describe your roll in the unit's planning and preparation:		
Briefly describe what impact you have on your unit's Mission Accomplishment:		
Are you tasked or do you participate in unit activities between trainings? If yes, describe:		
How are you employed during a training weekend?		
Are you seeking additional responsibilities and tasks or does the unit have to assign them to you?		
How could you be better utilized?		

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ANNEX E

SMP ROLES AND RESPONSIBILITIES

SMP CADET	SHADOWED OFFICER	VARIOUS DUTIES & RESPONSIBILITIES
1 ST /2 ND SEMESTER	PLATOON LEADER	Works with the Platoon Leader learning duties such as mission planning, developing subordinates, collective training, administration, Soldier equipment readiness, Soldier morale and discipline.
3 RD SEMESTER	EXECUTIVE OFFICER	Works with the company XO learning duties with emphasis on unit administration, unit supply, and unit maintenance.
4 TH /5 TH SEMESTER	BATALLION STAFF OFFICER	Works in coordination with either the BN S-1, S-3, or S-4 and rotates to a different BN staff position the following semester. <ul style="list-style-type: none"> • S-1 – personnel readiness, personnel services, headquarters management, BN admin support, UMRs, and rosters • S-3 – all matters concerning training, operations, plans, allocates resources to ensure accomplishment of missions, OPORDs, training schedules, and memoranda to facilitate training and ops. • S-4 – logistics integration of supply, maintenance, transportation for the BN, coordinates all handle of supply and equipment for training, conducts inventories, and knowledge of supplies within BN
6 TH SEMESTER	BRIGADE STAFF OFFICER	Works in coordination with BDE S-1 and S-3 performing similar duties from a BDE perspective.

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ANNEX F

SMP Training Record				
NAME OF CADET (Last, First, MI)		SSN		STATUS MSI / MSII
Rotation Record				
Section/ Phase	Date Assigned	Projected End Date/ Completion Criteria	MFR Completed	Evaluation Done
<i>Additional Duties</i>				
Additional Duty	Date Assigned	Date Ended	Evaluation Done	<i>Notes</i>
Additional Specific Training Received				
Training/ Event	Date	Training/ Event	Date	
Comments				

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ANNEX G: ROTC/SMP (\$350) Kicker Processing

Reference Information Paper, Subject: Eligibility for Montgomery GI Bill-Selected Reserve (MGIB-SR) and “Kicker” Incentive Benefits for ROTC/SMP Cadets, dated 1 Feb 12

1. Army Reserve units are required to have access to Reserve Component Manpower System (RCMS) MGIB Eligibility. This is a function of the S1/G1/Human Resources (HR).
2. If the SMP Cadet is otherwise eligible for MGIB-SR Chapter 1606, then that Soldier may be eligible for the \$350 MGIB-SR Kicker if the Soldier already has a Kicker of a lower amount or does not currently have a Kicker.
3. Once it is determined that the Soldier is eligible for MGIB-SR Chapter 1606 and is in an approved/authorized ROTC course of instruction with their college or university, then the unit should process the Soldier for his/her \$350 MGIB-SR Kicker.
4. The Soldier must provide to the Army Reserve unit of assignment, a DA Form 597 from the college or university attending. The effective date of the \$350 Kicker is the date that the education commences, as indicated on the DA Form 597.
5. The S1/G1/HR office with the Soldier’s Army Reserve unit of assignment will complete the SMP MGIB Kicker (\$350) Eligibility Checklist.
 - a. Unit will verify the Soldier has completed IADT and that the DD Form 214 is on file in the Soldier’s iPERMS record. Eligibility for the MGIB-SR Chapter 1606 begins the day AFTER the date of completion of IADT.
 - b. Transaction with RCMS MGIB Eligibility is completed
 - (1) Unit will submit [Add/Edit Kicker](#) transaction in RCMS MGIB Eligibility
 - (2) Date of Kicker contract will be the date of the DA Form 597
 - (3) Date of Start Date of Kicker will be the date education commences from the DA Form 597.
 - (4) MOS for Kicker will be changed to 09R
 - (5) Amount of Kicker will be changed to \$350
 - c. The date that the Education commences and the completion date from the DA Form 597 are entered on the checklist.
 - d. Unit verifies that a DA Form 4824-R (Commanders acceptance of Soldier as an SMP Cadet in unit); DA Form 5435-1-R (MGIB-SR Chapter 1606 Kicker Addendum) are completed.

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- e. Unit must verify that Soldier is NOT a 10 USC 2107 ROTC Scholarship recipient (this usually means that the Soldier as an active duty service obligation with the Active Component).
 - f. Soldier must be updated and reported as a SMP Cadet in TAPDB-R with rank as CSR and reporting code 09R shown as MOS.
 - g. Soldier must sign and date the checklist.
 - h. Unit S1/G1/HR representative or the Soldier's unit Commander, prints, signs and provides contact information on checklist.
 - i. Unit submits checklist via email to email address shown at bottom of checklist (Army Reserve GI Bill Team office at Army Human Resources Command, Fort Knox) (usarmy.knox.hrc.mbx.tagd-mgib@mail.mil).
6. Both the Checklist and the Kicker Transaction in RCMS MGIB Eligibility are required. If the Checklist is received first, then the team will check RCMS for Kicker Transaction; if the Kicker transaction is received, then the team will check mailbox for Checklist.
7. Remember, Soldier MUST be eligible for MGIB-SR Chapter 1606 in order to receive any Kicker.
8. For assistance, please contact the Army Reserve GI Bill Program Team at HRC Fort Knox by email at usarmy.knox.hrc.mbx.tagd-mgib@mail.mil or by phone at (502) 613-8578/8577.