

Memorandum of Instruction for Division Commander's Hip Pocket Scholarships (Dedicated 2, 3, 4-year Green to Gold Scholarships) for SY 12/13

1. This memorandum of instruction provides eligibility criteria and instructions for completing the Green to Gold Scholarship application (Cadet Command Form 173-R) required when submitting nominations for the Hip Pocket Scholarship. In addition to Cadet Command Form 173-R, nominees must submit all items listed on the enclosed checklist (enclosure 1), and the Division Commanding General/Commander must submit a letter nominating the soldier for this scholarship. The nomination process is at the discretion of the Division Commander. Upon receipt of nomination letter and the application, Cadet Command will review the application to ensure eligibility requirements are met. Afterwards, the soldier's chain of command will be informed of the soldier's status as a qualified or conditional winner (conditional-medical or conditional-admin or both). Once the soldier is fully qualified, the Division Commanding General will be notified. There is no board process at Headquarters, Cadet Command. **The award of scholarship becomes final only when the nominee is fully qualified and has no unresolved medical or administrative issues (to include any required waivers).**

2. This scholarship will pay full tuition, as well as \$1200.00 annually for books and supplies. Once contracted, the cadet will also receive a monthly stipend up to \$500.00 per month, depending on their academic status, up to ten months per year.

3. All applications for SY 12/13 must be received by Cadet Command NLT 1 April 2012. If the soldier nominated requires any waivers, the earlier the application is submitted the better chance the soldier has of receiving required approvals in time to start school in the fall. In addition, ensure a point of contact is annotated on the nomination letter for coordination purposes.

4. Enclosed is an eligibility checklist (enclosure 2) which should assist in verifying if the nominated soldier qualifies for this scholarship. Ensure all soldiers are qualified for discharge in accordance with AR 635-200, Chapter 16-2.

5. Soldiers are ineligible for this scholarship if they:

a. Are not on Active Duty on 1 June of the scholarship award year.

- b. Are ineligible for reenlistment.
- c. Are a conscientious objector as defined by AR 600-43.
- d. Are under suspension of favorable action due to unfavorable personnel action (AR 600-8-2).
- e. Have greater than 10 years active federal service as of the date of discharge. A waiver may be requested.
- f. Are under probation on a civil conviction or charges are pending at the time of application.
- g. Had an adverse juvenile adjudication or were arrested, indicted, or convicted by a civil court or military law (other than minor traffic offenses with a fine of \$250 or less). A waiver may be requested.
- h. Are ineligible for reenrollment in ROTC basic or advanced course (prior ROTC cadet).
- i. Are unmarried and have one or more dependents less than 18 years of age. A waiver may be requested.
- j. Have a spouse in the military and has one or more dependents less than 18 years of age. A waiver may be requested.
- k. Have been convicted of a domestic violence crime (nonwaiverable).

6. Enclosure 3 is the instructions for completing the Green to Gold Scholarship application, Cadet Command Form 173-R. Please access the forms at the GoArmy.com website at [www.goarmy.com/rotc/enlisted\\_soldiers.jsp](http://www.goarmy.com/rotc/enlisted_soldiers.jsp). Under the Enlisted Soldiers section click on Green to Gold Scholarship Option & Application Download, then scroll down and click on Download Application for Scholarship Option Program.

7. Enclosure 4 is a list of the approved participating Division Commanders along with their authorized allocations.

8. Point of contact for this action is Ms. Gloria Pringle, DSN 464-6937, (502) 624-6937, or [gloria.pringle@uscc.army.mil](mailto:gloria.pringle@uscc.army.mil). **Please provide the name and e-mail address for your Hip Pocket Scholarship point of contact.**

For more information or to submit an application, contact Ms. Gloria Pringle at DSN 464-6937, (502) 624-6937 or fax (502) 624-6937.  
Internet address: [www.rotc.usaac.army.mil](http://www.rotc.usaac.army.mil).

**APPENDIX A**

**U.S. Army ROTC Green to Gold Scholarship Option Checklist**

Prior to mailing, ensure the following items are in the order specified in your folder **(please no binders or document protector. Use pocket folders or manila folders only.---**

- Application** - CC Form 173-R (Green to Gold Scholarship)
  - Signed and dated by individual
  - Signed and dated by Commanding Officer and Field Grade Commander
- Applicant Snapshot** - CC Form 103-R
  - Military photo taken within the last 90 days
  - Full length preferred
  - Deployment Orders
- Army Physical Fitness Test (APFT) Scorecard** - DA Form 705 (last three (3) test)
  - Passing score in each event
  - DD 5500-R, Bodyfat Worksheet with Current Height/Weight (HT/WT) IAW 600-9, if applicable
  - Latest test must be dated within the last six (6) months
  - Verified by Commander
- Enlisted Record Brief**
  - Verified and signed by MILPO
- Medical Examination Forms**
  - Exam taken within the last six (6) months
  - DD Form 2351, DoDMERB Report of Medical Examination
  - DD Form 2492, DoDMERB Report of Medical History
- Official Transcripts**
  - Transcripts from all previous colleges attended
  - High School transcripts (4-YEAR APPLICANTS ONLY)
- SAT/ACT Test Results** (4-YEAR APPLICANTS ONLY)
- Acceptance Letter from the University/College** - (indicating your academic status)
  - Letter must be from the university/college you will be enrolling in the Fall or Spring
  - Letter must indicate your status as a first semester **Freshman, Sophomore, Junior, or Graduate**
- OFFICIAL Evaluation of Transfer Credit** - **(form must be verified by a school official (academic advisor etc))**
  - Form must be from the university/college you will be attending
  - Forms must provide academic status and hours accepted towards the degree being pursued
- Acceptance Letter from the Professor of Military Science (PMS)**
- Planned Academic Program Worksheet** - CC Form 104-R
  - Form must be from the university/college you will be attending
  - Verified, signed, and dated by the student, PMS, and Registrar
- Copy of Waiver(s)** - Civil Conviction, Time-in-Service, Service Obligation, Dependency, etc., if applicable
  - Civil Conviction - Court Documents, Affidavit and any other supporting documents
  - Time-in-Service/Active Federal Service - DA Form 4187
  - Service Obligation - Specialized Training Service Obligation - DA Form 4187 or Appendix D
  - Dependency - Family Care Plan or court documents
- Statement of Understanding (Dependency)** - CC Form 132-R, if applicable
  - Court custody decree
- Financial Statement** - CC Form 228-R
  - Form must be verified and signed by Company Commander
  - Part IV must reflect **MONTHLY** income while participating in the AROTC program
- Scholar-Athlete-Leader (SAL) Checklist**
  - Have your Commander expound on your specific S-A-L qualities
- Memorandum of Understanding (MOU)** - **we are asking in para 9 if you have any service obligation remaining from specialized training not your ETS date.** (2 year & ADO applicants ONLY)
- Statement of Eligibility**
- Verification of a favorable or initiated National Agency and Local Check (NACLC)**
- NCO Evaluation Report (DA Form 2166-8) and Service School Academic Evaluation Report (DA Form 1059)** - SGT and above must submit copies of the last two (2) DA Form 2166-8 and the latest DA Form 1059 if applicable
- Awards and Service School Academic Evaluation Report (DA Form 1059)** - SPC/CPL and below must submit copies of the last three (3) awards and/or the latest DA Form 1059 received, if applicable

**Division Commander's Dedicated 2, 3, 4-year Scholarship  
Eligibility Checklist**

<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>NOTES</b>
U.S. citizen			Nonwaiverable
Be under 31 years of age on 31 December of the projected year of commissioning.			Nonwaiverable
Be considered a SAL (Scholar, Athlete, & Leader)			
<b>Scholar</b> -Honor Graduate/ Commandant's List of NCOES school -3.0 and SAT/ACT over 1100/21 For two-year scholarship applicants, either -Cumulative GPA over 3.0 on all college level courses or if 25% of the course work is in Math, Science, Engineering or technical courses, cumulative GPA over 3.0 or SAT/ACT over 1100/21			
<b>Athlete</b> -Score 270 on APFT with a minimum 90 points in each event -Active competitive involvement on post level or higher sports team -Placement in top three of individual athletic competition (triathlon, mountain biking, running, martial arts, etc.			
<b>Leader</b> -Selected as Soldier/NCO of the quarter/year at battalion level or higher board -Served in team leader/squad position for minimum six months with favorable endorsement from company commander -Inducted into the Sergeant Audie Murphy/Sergeant Morales Club			
Have completed a minimum of 2 years active duty. Must have a minimum of 18 months active duty at the projected start of school to request a waiver.			Waiver of Time in Service (TIS) is approved by HRC-Fort Knox. Provide Cadet Command with DA Form 4187 and all endorsements. Applicants must have at least 18 months active duty service at the projected start date of school to be considered for a TIS waiver.
Have Completed any Service Remaining Requirement incurred as a result of attending any functional course, seminar and so forth as of the date of discharge for enrollment in ROTC			Waiver of Training Service Obligation (TSO) is approved by HRC-Fort Knox. Provide Cadet Command with the DA 4187 and all endorsements.
GT Score 110 or greater			Nonwaiverable

STANDARD	YES	NO	NOTES
Have passed an Army Physical Fitness (APFT) and achieved a score of 180 or higher with a minimum of 60 points in each event within the last six months. No alternate event. Soldiers on a temporary or permanent profile are ineligible.			
Minimum Cumulative Grade Point Average (CGPA) 2.5 on a 4.0 scale			4-year applicants provide the High School CGPA. 2- and 3-year applicants provide the College CGPA, established by college or on all previously completed college work
Have no more than 2, 3 or 4 academic years remaining (excluding summer) to obtain first Bachelor degree. Have no more than 2 years remaining to complete first Master's degree.			<b>The previously earned semester/quarter hours obtained must be accepted toward degree being pursued by school that has accepted soldier as a student (2, 3 year applicants only)</b>
School soldier desires to attend has accepted him/her as an academic freshman, sophomore, junior or a graduate student.			Letter of acceptance from a degree producing college or university offering Army ROTC
Professor of Military Science accepts soldier into the Army ROTC program at the desired school			Letter of acceptance from the PMS at the school the soldier plans to attend containing the start date of the school term
Have a favorable National Agency Check with Local and Credit Check (NACLC)			The soldier must submit a letter from the Security Manager indicating that a clearance has been initiated or granted.
Have no more than three dependents (including spouse)			If more than three dependents, a waiver must be requested
Spouse in the military and dependent children are under 18			If answer is yes, a waiver must be requested
IAW Lautenberg Amendment Gun Control Act of 1968, soldier cannot have a misdemeanor record of a domestic violence conviction (DVC)			Nonwaiverable
Have had an adverse juvenile adjudication, or have been arrested, indicted or convicted by a civil court or military law for other than minor traffic violations (\$250 or less)			If answer is yes, a waiver must be requested

**Each applicant must be medically qualified by the Department of Defense Medical Examination Review Board before any award of scholarship is final.**

**INSTRUCTIONS FOR COMPLETING CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR  
SCHOLARSHIP APPLICATION**

ITEM	REMARKS
Scholarship Award Year	Enter FALL – Nominations for the Hip Pocket Scholarship is only available for those applicants applying to start school in the fall semester
Board	Enter: Board 1 - fall enrollment
1. Social Security Number	Self-explanatory
2. Last Name	Self-explanatory
2a. First Name	Self-explanatory
2b. Middle Initial	Self-explanatory
3. Application Type	Select the appropriate code for the type of scholarship that is being applied for from the drop down menu: 2 – 2 YR                      4 – 4 YR 3 – 3 YR                      M - Masters
3a. Green to Gold Active Duty Option Program	<b>2-year and Masters applicant's only.</b> If you wish to also be considered for the Green to Gold Active Duty Option Program enter "Yes", otherwise enter "No". <b>NOTE:</b> The HP nomination is for the scholarship ONLY. Applicants that express interest in the ADO program will have to compete due to the limited number of allocation.
4. Date of Birth	Enter as Month, Day and 4-digit Year <b>with</b> slashes; ex. 12/31/1988
5. Sex	Enter either Male or Female.
6. Race	Enter your Racial/Ethnic Descent
	American Indian or Alaska Native
	Asian
	Black or African American
	Native Hawaiian or Other Pacific Islander
	White
	Hispanic or Latino
	Other
	Not Hispanic or Latino
7. Work Street Address	Enter the unit street address
7a. Work City	Enter unit city
7b. Work State	Enter the two character state abbreviation (ex., VA, AL, etc.)
7c. Work Zip Code	Enter the unit zip code
7d. Work Phone Number	Enter the unit phone number. Include area code and if overseas include the country code.
8. Home Street Address	Self-explanatory
8a. Home City	Self-explanatory
8b. Home State	Enter the two character state abbreviation (ex., VA, AL, etc.)

8c. Home Zip Code	Self-explanatory
8d. Home Phone Number	Include area code and if overseas include the country code.
9. Marital Status	Enter the appropriate code. S - Single, M - Married, or D - Divorced
10. Number of Dependents	Enter the number of dependent children.
11. Spouse Military	If spouse is a member of any Armed Services select "Yes" other wise select "No".
12. Citizenship	Enter the appropriate category:
	C = U.S. Citizen
	N = Non-U.S. Citizen
	P = Pending
12a. Naturalization Number	If naturalized enter the naturalization number in space provided and submit the naturalization certificate with the application
13. Rank	Enter your current.
14. Applicant E-Mail Address	AKO address ( <b>Mandatory item</b> )
15. Date of Current Enlistment	If this is your <b>first enlistment leave this entry blank</b> . If you have re-enlisted this date will be the date of your current re-enlistment. Enter as Month, Day, and 4-digit Year with slashes ex., 12/31/2001
16. Enlisted Expiration Date	Enter as Month, Day, and 4-digit Year with slashes ex., 12/30/2006
17. Date of Original Enlistment	Enter your first enlistment, Basic Active Duty Service Date (BASD); enter as Month, Day, and 4-digit Year with slashes ex., 06/25/1996
18. MOS	Enter the first three digits of your primary MOS
19. General Technical Aptitude Area Score (GT)	Self-explanatory
20. Civil Convictions	Enter either "Yes" or "No." Indicate "Yes" if you have been arrested, indicted or convicted of violating <b>any</b> civil or military law or had <b>any</b> adverse juvenile adjudication or other adverse disposition imposed except minor traffic violations for which a fine of \$250.00 or less was imposed. List <b>ALL</b> convictions, <b>even</b> if expunged.
21. Army Physical Fitness Test (APFT) Push-Ups	Enter the exact number of repetitions.
22. Army Physical Fitness Test (APFT) Sit Ups	Enter the exact number of repetitions.
23. Army Physical Fitness Test (APFT) 2-Mile Run	Enter the exact time in minutes and seconds.
24. APFT Sum	Calculate APFT events for a total APFT sum.
25. APFT Pass	Enter either "Yes" or "No". If total APFT sum is <b>equal to or greater than</b> 180 enter "Yes". If total APFT sum is <b>not equal to or greater than</b> 180 enter "NO".



26. Name of College or University that you will attend for ROTC	If item #27 does not host Army ROTC, indicate the school where you will take ROTC.
26a. ROTC FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
27. Name of College or University for Academics	Self-explanatory
27a. Academic FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
28. Academic Major Code	Enter the appropriate code for the academic discipline you will pursue. Refer to pages A-7 - A-11.
29. Resident Status	Enter either "Resident" or "Non-Resident".
30. Favorable Security Clearance Completed	Enter either "Yes" or "No".
31. Cumulative Grade Point Average (CGPA)	Enter your cumulative grade point average (CGPA). 4-year applicants enter your HS CGPA. 3-, and 2-year applicants enter your CGPA established from all previous college or CGPA established by the college/university you will be attending.
32. SAT or ACT score	<b>4-year applicants only.</b> Enter your SAT score (combined Math and Verbal) score or ACT composite score
33. FAX Number for Applicant	DSN or Commercial (include area code and if overseas include country code)
34. Awards, Decorations, etc.	List awards, decorations or special recognition bestowed upon you.
35. Were You Ever Disenrolled From the ROTC Program	Enter "Yes" or "No".
36. Applicant's Personal Statement - <b>Must be completed</b>	Requires a written or typed statement why you desire a commission as an Army Officer. If additional space is required (current space holds 600 characters) attach a separate sheet of paper and include your full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #36 continued)
37. Signature of Applicant	Print off the application and sign here as the applicant.
37a. Date	Enter the Month, Day, and 4-digit Year with slashes ex., 08/01/2005
38. Verification and Signature by the MILPO Office	Take the application after you sign in item #37 to your servicing MILPO and have them verify the data and then they must sign here. Be sure to include the rank of the person signing in this block.
38a. Date	Enter the Month, Day, and 4-digit Year with slashes ex., 08/02/2005
A. Officer Evaluation	

1. Social Security Number	Self-explanatory
2. Rank	Self-explanatory
2a. Last Name	Self-explanatory
2b. First Name	Self-explanatory
3. Statement of Military Aptitude and Motivation	<p>Must be completed by the current Company Commander.</p> <p>Each item holds approximately 600 characters; attach a separate sheet of paper if more space is needed. Include applicant's full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #3 continued).</p>
4. Statement of Performance and Potential	<p>Must be completed by the current Company Commander.</p> <p>Each item holds approximately 600 characters; attach a separate sheet of paper if more space is needed. Include applicant's full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #4 continued).</p>
B. Commanding Officer's Recommendation	<p>Must be completed by the current Company Commander. Be sure to check the appropriate box. Check only ONE box.</p> <p>The Commanding Officer must sign and date this item. Additionally, the Commander must enter a signature block along with a telephone number and email address.</p>
C. Field Grade Commander's Evaluation and Recommendation	<p>Must be completed by the current Company Commander.</p> <p>Each item holds approximately 600 characters; attach a separate sheet of paper if more space is needed. Include applicant's full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #C continued)</p> <p>The Commanding Officer must sign and date this item. Additionally, the Commander must enter a signature block along with a telephone number and email address.</p>

**Commanders Green to Gold Hip Pocket Scholarship Program Participants**

<b>Div/Corp/Command</b>	<b>Location</b>	<b>Auth Scholarships</b>
101st Air Assault	Fort Campbell	5
10th Mountain	Fort Drum	5
1st Armor	Germany	5
1st Cavalry	Fort Hood	5
1st Infantry	Fort Riley	5
21st Theater	Europe	3
25th Infantry	Hawaii	5
2d Infantry	Korea	5
3rd Infantry	Fort Stewart	5
4th Infantry	Fort Carson	5
First Army Div West & Fort t Carson(formerly 7th Infantry Division)	Fort Carson	2
82nd Airborne	Fort Bragg	5
US Army Fires Center of Excellence at Fort Sill	Ft Sill	2
US Army Intelligence Center of Excellence and Fort Huachuca	Ft Huachuca	2
Aviation Center of Excellence and Fort Rucker	Ft Rucker	2
US Army Maneuver Support Center of Excellence (CM/MP/EN)	Fort Leonard Wood	2
Joint Readiness Center Fort Polk	Fort Polk	2
US Army Alaska	Fort Richardson	2
I Corp and Joint Base Lewis-McChord	Joint Base Lewis-McChord	3
III Corp and Fort Hood	Fort Hood	3
US Army Maneuver Center of Excellence and Fort Benning	Fort Benning	2
National Training Center and Fort Irwin	Fort Irwin	2
North Atlantic Treaty Organization (NATO)	Germany	1
US Army Combined Arms Support Command and Sustainment Center of Excellence	Fort Lee	2
Signal Center of Excellence and Fort Gordon	Fort Gordon	2
US Army Special Operation Command	Fort Bragg	2
US Army Soldier Support Institute	Fort Jackson	2
US Army Southern European Task Force	Europe	2
V Corps	Germany	3
XVIII Airborne Corps	Fort Bragg	3
44th Medical Brigade	Fort Bragg	1
Military Surface Deployment and Distribution Command	Alexandria	1
19th Sustainment Command (Expeditionary)	Germany	2
NORAD and USNORTHCOM	Peterson AFB	2
Headquarters, US Army Cadet Command	Fort Knox	2
US Army Training Center of Excellence and Fort Jackson	Fort Jackson	2
20th Support Command	APG	2
Joint Forces Headquarters-National Capital Region	DC	2
Joint Multinational Training Command	Germany	1
3d Sustainment Command (Expeditionary)	Fort Knox	2
US Army Network Enterprise Technology Command	Fort Huachuca	2
US Army Recruiting Command	Fort Knox	2
US Army Human Resources Command	Fort Knox	2