



# Department of Defense INSTRUCTION

NUMBER 1215.08  
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USD(P&R)

SUBJECT: Senior Reserve Officers' Training Corps (ROTC) Programs

- References:
- (a) DoD Directive 1215.8, "Senior Reserve Officers Training Corps (ROTC) Programs," March 25, 1994 (hereby canceled)
  - (b) Deputy Secretary of Defense memorandum, "DoD Directives Review – Phase II," July 13, 2005
  - (c) DoD Instruction 1215.12, "Alien Student Participation in Senior Reserve Officer Training Corps Programs," February 7, 1970 (hereby canceled)
  - (d) DoD Instruction 1215.16, "Reserve Officers Training Corps (ROTC) Procurement Resources Report," January 21, 1992 (hereby canceled)
  - (e) through (l), see Enclosure 1

## 1. PURPOSE

This Instruction:

- 1.1. Reissues Reference (a) as a DoD Instruction according to the guidance in Reference (b).
- 1.2. Replaces References (c) and (d), establishes policy, assigns responsibilities, and prescribes procedures for DoD oversight of the Service academies.

## 2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense and the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

### 3. DEFINITIONS

The terms used in this Instruction are defined in Enclosure 2.

### 4. POLICY

It is DoD policy that the Department of Defense establish and maintain a Senior ROTC program to prepare selected students (cadets and midshipmen) for appointment as commissioned officers in the Military Services. Such military education shall include a conceptual awareness of war, an introduction to Service roles and missions, and a basic understanding of joint and combined operations.

### 5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) shall:

5.1.1. Establish overall policy and provide implementing guidance regarding the conduct, procedures, and administration of the ROTC program.

5.1.2. Resolve matters of conflict that may arise among the Military Services operating ROTC units.

5.1.3. Approve, in coordination with the Under Secretary of Defense (Comptroller), the methodology used to disestablish ROTC units proposed by the Military Department concerned.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Establish, operate, and disestablish ROTC units in accordance with policy and as specified in this Instruction.

5.2.2. Advise the USD(P&R) and the Military Services on the location of proposed ROTC units before releasing such information.

5.2.3. Enter into a written contract as a condition of providing an ROTC scholarship to persons who agree to conditions stipulated in this Instruction.

5.2.4. Determine the period of active duty to be served by an ROTC scholarship recipient.

5.2.5. Authorize additional practical military training as defined in Enclosure 2 when it is determined that such training serves the best interest of the Military Service concerned, and authorize resultant expenditures.

5.2.6. Develop and implement scholarship programs to increase enrollment in regional studies and language training in regions and languages of strategic importance to the Department of Defense. Scholarships should be structured to support study abroad opportunities, including language immersion and associated Cadet/Midshipman travel, as well as course work at the host institution.

5.2.7. Authorize additional practical military training as defined in Enclosure 2 when it is determined that such training serves the best interest of the Military Service concerned, and authorize resultant expenditures.

## 6. PROCEDURES

### 6.1. Establishment and Continuation of ROTC Units at Educational Institutions

6.1.1. To establish an ROTC unit, an educational institution shall:

6.1.1.1. Apply in writing to the respective Military Department.

6.1.1.2. Be accredited fully by the appropriate regional accrediting association for post-secondary colleges and schools.

6.1.1.3. Agree to provide adequate physical facilities as specified by the respective Military Department.

6.1.1.4. Certify that it does not discriminate with respect to admission or subsequent treatment of students on the basis of race/ethnicity, religion, national origin, or gender. Institutions that lawfully maintain a single-gender admissions policy are not necessarily prevented from making this certification.

6.1.2. ROTC units shall not be established or maintained at an educational institution unless:

6.1.2.1. The senior commissioned officer of the Armed Force concerned assigned to the program at that institution is given the academic rank of professor (10 U.S.C. 2102(b)(1), Reference (e)).

6.1.2.2. The institution fulfills the terms of its contractual agreement with the Secretary of the Military Department concerned (10 U.S.C. 2102(b)(2), Reference (e)).

6.1.2.3. The institution adopts as a part of its curriculum a 4-year course of military instruction or a 2-year course of advanced training of military instruction, or both, which the Secretary of the Military Department concerned prescribes and conducts (10 U.S.C. 2102(b)(3), Reference (e)).

6.1.3. Two or more Military Departments may operate ROTC units on the same campus. Decisions to collocate additional units shall be based on the school's ability to accommodate the additional unit without affecting the ability of the original units to remain productive. Before final selection of an educational institution to receive a new ROTC unit, a Military Service shall:

6.1.3.1. Inform the other Military Services of proposed new units.

6.1.3.2. Consult with any Military Service that already has a unit at the school under consideration or actively is considering establishing a new unit at the school.

6.1.3.3. Negotiate with the Military Service concerned if problems arise from collocation of two or more ROTC units on the same campus.

6.1.3.4. Refer disagreements to the USD(P&R) for resolution if they cannot be resolved among the Military Services.

6.1.4. Before releasing information on the location of proposed ROTC units, the Military Service shall provide this information to the USD(P&R) and the other Military Services.

6.2. Disestablishment of ROTC Units. Officer production from each ROTC unit shall be adequate to justify DoD investment.

6.2.1. When a Military Service is considering closing a unit, the following factors shall be considered, as appropriate:

6.2.1.1. The quality of the officers produced by the unit.

6.2.1.2. The operations and maintenance cost of maintaining the unit.

6.2.1.3. The numbers of officers produced to meet Service commissioning goals from categories of officers that the Military Service determines are difficult to achieve (e.g., with technical academic majors).

6.2.1.4. The number of officers produced by the unit. A 4-year unit normally shall commission a minimum of 15 officers annually to remain viable, and a 2-year unit normally shall commission a minimum of 7 officers to remain viable. To accommodate yearly variances, viability will be determined by average production over a minimum of 5 years. The Military Service concerned may grant exceptions to the minimum officer production in cases where specific weighting factors are enumerated. For example, a Military Service may determine that a unit is viable with a production of 12 officers annually if at least 5 of the commissionees are in technical academic majors, regional/area studies programs, and foreign language majors of strategic value to the Department of Defense. To ensure equitable application of exceptions, the weighting factors will be enumerated by the Military Service and will be applicable to all ROTC units of that Service.

6.2.1.5. The number and location of units in the area or State being considered for closure. Multiple ROTC units in a single geographic region or metropolitan area may be considered for consolidation instead of closure.

6.2.2. The Military Services shall advise educational institutions whose ROTC units are not producing enough officers to justify DoD investment. The Military Services shall work closely with the institutions to restore officer production to acceptable levels.

6.2.3. When units continually fail to produce enough officers, the Military Departments may initiate disestablishment procedures. Units approved for disestablishment shall be phased out with enough time to permit enrolled ROTC students to complete the program or offer the students a practical alternative for obtaining commissions.

6.2.4. The Military Departments shall advise the USD(P&R) prior to initiating the process to disestablishment procedures.

6.2.5. The decision to disestablish a ROTC unit is the prerogative of the Secretary of the Military Department concerned.

### 6.3. Operation of ROTC Units

6.3.1. Academic Credit for ROTC Courses Taught by Military Instructors. Credit for ROTC courses shall be reviewed by host institutions on the same basis as other institutional courses. If credit is questioned, the institution shall recommend adjustments that would make the courses credit-worthy. Denial of degree credit for ROTC courses may constitute grounds for withdrawal of the unit. Regardless of the amount of credit, ROTC course grades must appear on student transcripts.

6.3.2. Student Eligibility for ROTC Based on Undergraduate Major Courses of Study. Undergraduate students shall not be denied the opportunity to enroll in ROTC solely because of their major courses of study. However, the Secretary of the Military Department concerned has the prerogative of using the major course of study as a criterion for determining eligibility for allocation of a scholarship and an advanced course quota.

6.3.3. Student Eligibility for Extended Financial Assistance and Subsistence Allowance Payment. Extension of financial assistance and subsistence allowance payments may be approved for students enrolled in baccalaureate degree programs that require a 5th academic year or a combination of a part of a 5th academic year and summer sessions (10 U.S.C. 2107(c)(1), Reference (e)).

6.3.3.1. The Secretary of the Military Department concerned shall determine which baccalaureate degree programs will be approved for extended entitlements. The policy shall include, but not necessarily be limited to, the following considerations.

6.3.3.1.1. The average length of enrollment required by all students to complete a specified program at a specified institution.

6.3.3.1.2. The amount of effective credit granted ROTC courses toward degree requirements in a specified program at a specified institution.

6.3.3.1.3. Validated personnel requirements for accessing graduates with specified degrees.

6.3.3.2. Extended entitlements may be approved:

6.3.3.2.1. For courses required for completion of the baccalaureate degree for approved programs, including elective requirements of the ROTC program.

6.3.3.2.2. On a case-by-case basis for non-scholarship students admitted to the advanced program and for students with 4-year scholarships in progress.

6.3.3.3. Extended entitlements shall not be approved for:

6.3.3.3.1. The purpose of requiring extra courses for particular warfare skills or military career specialties.

6.3.3.3.2. Students who require extra course work because of academic deficiency or failure.

6.3.3.3.3. Creation of a 5-year scholarship as such, except in the unusual circumstances whereby an institution prescribes a 5-year baccalaureate degree requirement for a program that also meets the criteria in subparagraph 6.3.3.1.

6.3.3.4. The Secretary of the Military Department concerned shall ensure that students who accept extended scholarship entitlements execute amended contracts that extend their active duty service commitment for a period of time equivalent to the length of the entitlement extension.

6.3.4. Active Duty Commitment and Reimbursement Requirements for Scholarship Students (10 U.S.C. 2005, Reference (e)).

6.3.4.1. The Secretary of the Military Department concerned shall require, as a condition of providing an ROTC scholarship to any student, that he or she enters into a written contract in which the recipient agrees to:

6.3.4.1.1. Complete the educational requirements specified in the agreement, accept appointment as a commissioned officer in accordance with 10 U.S.C. 2107 (b) (Reference (e)), serve on active duty or duty in a Reserve component for the period specified in the agreement, and complete the military service obligation specified in 10 U.S.C. 2107(b)(5) (Reference (e)).

6.3.4.1.2. Either serve on active duty for a period specified in the agreement or reimburse the United States in the manner described in subparagraph 6.3.4.1.3, below for educational costs it has expended on the student's behalf (10 U.S.C. 2005 (a)(2), (f)(1), Reference (e)), at the discretion of the Secretary of the Military Department concerned, if that student fails to complete the education requirements specified in the agreement or fails to fulfill any term or condition prescribed by the Secretary of the Military Department concerned. Selected Reserve enlisted service will not be used as a substitute for active duty enlisted service or reimbursement.

6.3.4.1.3. Reimburse the United States in an amount that bears the same ratio to the total cost of education provided to that student as the unserved portion of active duty bears to the total period of active duty the student agreed to serve (10 U.S.C. 2005 (a)(3), Reference (e)) if that student voluntarily or because of misconduct fails to complete the period of active duty specified in the agreement or fails to fulfill any term or condition prescribed.

6.3.4.1.4. Such other terms and conditions as the Secretary of the Military Department concerned may prescribe to protect the interests of the United States (10 U.S.C. 2005 (a)(4), Reference (e)).

6.3.4.2. The Secretary of the Military Department concerned shall determine the period of active duty to be served by any ROTC scholarship recipient, to include an additional obligation equivalent to any scholarship entitlements extended beyond 4 years.

6.3.4.3. The Secretary of the Military Department concerned shall:

6.3.4.3.1. Prescribe the conditions for repayment of a student's outstanding reimbursement obligation so that the interest rate (if applicable), the monthly repayment, term, and method of payment reasonably replicate the repayment schedule of the Guaranteed Student Loan sponsored by the U.S. Department of Education.

6.3.4.3.2. Establish procedures for proper accounting and timely collection of debt repayment funds due to the U.S. Treasury on behalf of the Military Service concerned.

6.3.4.4. The obligation to reimburse the United States is a debt owed the United States. A discharge in bankruptcy under Chapters 1 through 13 of title 11 of the United States Code (Reference (f)) may not release a person from an obligation to reimburse the United States, under the terms of an agreement defined in this Instruction, if the final decree of the discharge in bankruptcy was issued within 5 years after the last day of a period during which such person had agreed to serve on active duty. This applies to a discharge in bankruptcy in any proceeding that began after September 30, 1978 (10 U.S.C. 2005(d), Reference (e)).

6.3.5. Disenrollment Procedures. When obligated students become subject to disenrollment, the senior officer commanding the ROTC unit shall appoint a board of officers or an investigating officer to determine the reasons for such action and give students reasonable notice. At least one official of the institution (an administrator or faculty member appointed by the institution) shall be permitted to observe any hearings that may arise from the investigation.

The student being disenrolled has the right to appear personally before the board or the officer conducting the investigation.

6.3.5.1. The requirement for appointment of a board of officers or investigating officers is waived if the student subject to disenrollment action voluntarily waives (in writing) his or her right to such board review within 10 days of notification of pending disenrollment. When a medical disqualification, determined by the appropriate medical authority, forms the basis for disenrollment action, no board of officers, investigating officer, or waiver of rights to such a review is required.

6.3.5.2. Disenrollees normally shall be ordered to active enlisted service. If not ordered to active enlisted service, disenrollees shall be required to reimburse the cost of educational assistance, as specified in their agreements, unless the Secretary of the Military Department concerned waives the reimbursement pursuant to section 6.3.5.3.

6.3.5.3. The Secretary of the Military Department concerned may consider medical disqualification, humanitarian reasons, needs of the Military Service, and other mitigating circumstances, in determining whether to waive active duty enlisted service or reimbursement for disenrolled ROTC students. Such considerations shall be developed and documented carefully in the board's or investigating officer's report and/or by the Military Service. The final decision regarding whether to waive active duty enlisted service or reimbursement shall be made by the Secretary of the Military Department concerned after careful review of the circumstances to determine that such a decision is consistent with existing statutory requirements, personnel policies or management objectives, equity and good conscience, and the best interest of the United States.

6.3.6. Ordering Disenrolled ROTC Students to Active Duty Enlisted Service. The Military Department shall delay ordering students who have breached their contracts to active duty until they complete their normal undergraduate degree requirements projected at the time of disenrollment from ROTC, or disenroll from the institution, whichever occurs first.

6.3.6.1. Graduate students may not be ordered to active duty until they complete the academic year in which they are enrolled or are disenrolled from the institution, whichever occurs first.

6.3.6.2. Scholarship students who complete their degree requirements but refuse to accept their commissions, will be required to serve for 4 years.

6.3.6.3. Scholarship students who were active duty enlisted personnel when selected for ROTC scholarship and were separated early for the purpose of accepting the scholarship normally shall be ordered to active duty at the end of the school term in which they were disenrolled. Their service commitment shall be determined as follows:

6.3.6.3.1. If they were freshman members of the basic course in the Army or Air Force ROTC programs when disenrollment occurred, their service commitment shall be equivalent to the time not served on their original enlistment contract when they were separated



to accept an ROTC scholarship. If they were freshman members of the basic course in the Navy ROTC program (that is, members of the Navy Reserve), all service as midshipmen is counted as service under the enlistment or period of obligated service (10 U.S.C. 516(b), Reference (e)). Those students with less than 1 year remaining shall be required to reimburse the cost of educational assistance and discharged.

6.3.6.3.2. If they were obligated members when disenrollment occurred, their service commitment shall be determined in accordance with their Service contract.

6.3.7. Appropriate Titles for Military Officers Assigned to ROTC. The senior officer of each ROTC unit will receive the academic rank of professor, including appropriate prerogatives and prerequisites associated with the position of a professor (excluding tenure) as head of a department or program at the institution. Other ROTC officers shall receive the academic rank of assistant professor or other appropriate academic rank, using procedures comparable to those used for their civilian faculty colleagues.

6.3.8. Titles of ROTC Units on Campus. The term "Program" instead of "Department" is acceptable as a descriptive term for the ROTC educational activity, provided no extracurricular connotation is involved, and the term is applied in the same manner as other academic programs within the institution.

6.3.9. Uniform Wear. The Military Department concerned shall prescribe the specific standards for uniform wear for cadets and midshipmen.

6.3.10. Amount of Drill. The Military Department concerned shall prescribe the specific standards of performance cadets and midshipmen shall achieve in drill. The Professors of Military Science, Naval Science, and Aerospace Studies shall prescribe the specific amount of drill to attain this standard.

6.3.11. Institutional Standing Committees on ROTC. The Military Departments shall cooperate with institutional standing committees on ROTC to develop mutually a program of instruction consistent with the goals of both parties. When the university proposes changes that are inconsistent with law or military policies, the Military Departments shall reject the proposals.

6.3.12. Course Substitution. The Military Departments may use institutionally taught courses, or courses taught jointly by civilian and military faculties, when these courses satisfy the objective contained in the ROTC curriculum and exist at, or can be developed by, the educational institution. Guest lecturers may provide specific hours of instruction in areas where they are qualified academically, provided the institution approves of this practice. This provision may not be used to reduce the required minimum military contact hours as specified by the Military Departments.

6.3.13. Parking Reimbursement. The Secretary of the Military Department concerned may reimburse parking expenses in excess of \$25 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions for military and civilian cadre

in accordance with Chapter 3, Part G U3550 of the Joint Federal Travel Regulation (JFTR) (Reference (g)).

6.4. Acceptance by ROTC Staff Members of Payments or Other Benefits Offered by Educational Institutions. An ROTC staff member shall accept only the following payments or other benefits from an institution:

6.4.1. Reasonable compensation or other benefits for services that are rendered the institution by military staff members of the ROTC unit during their non-duty hours (such as coach for an athletic team, parking lot attendant, assistant military property custodian, and/or duties at the recognized Senior Military Colleges as set forth in 10 U.S.C. 2111a, Reference (e)) provided the services are not part of the member's regularly assigned military duties, do not interfere with the full and effective performance of his or her official military duties, do not bring discredit upon the Government, and do not interfere with the customary or regular employment of local civilians in their art, trade, or profession. Duty hours for individual staff members of an ROTC unit may not vary from the duty hours of the unit simply to permit members to qualify for compensation for services rendered to an institution during the duty hours of the ROTC unit.

6.4.2. Housing, if a reasonable rental has been paid. If housing is accepted by a member from an institution at other than a reasonable rental, as for example, without charge, the housing shall be considered as furnished on behalf of the United States and the member may not be entitled to a basic allowance for quarters.

6.4.3. Reimbursement by the institution for expenses incurred by the member for services that the member performed at the request of the institution that are clearly beyond the scope of the member's regularly assigned military duties. Itemized bills for these expenses shall be presented to the institution. When possible, arrangements shall be made for the institution to be billed directly for these expenses. Under no circumstances may a commuted or fixed allowance be accepted from the institution for the purpose of meeting these expenses.

6.4.4. If offered on the same basis to civilian members of the staff or faculty of the institution: enrollment in courses by the member or any member of his or her immediate family; tickets to institution or institution-sponsored activities; books and other supplies and materials from the institution's book store; and library privileges, either without charge or at a reduced rate.

6.5. Procedures Regarding Oaths and Security Requirements, Physical Examination, Deferment, Commissioning, and Assignment of Graduates. See Enclosure 3.

6.6. ROTC Scholarship Program. The minimum age for award of an ROTC scholarship is 17 (10 U.S.C. 505(a), Reference (e)). At least 50 percent of each Military Department's ROTC scholarship recipients must qualify for in-state tuition rates at their respective institutions and shall receive tuition benefits at that rate (10 U.S.C. 2107(c)(1), Reference (e)). The limitation is applied on a Military Departmental basis.

6.7. Conduct of Military Training. Field training or practice cruises, as defined in Enclosure 2 is prescribed by 10 U.S.C. 2104 and 2109 (b)(6) (Reference (e)), must be completed successfully by members of the program as a prerequisite to commissioning. Additional practical military training may be authorized by the Secretary of the Military Department concerned as considered necessary to ensure successful participation in the commissioning program, and authorize resultant expenditures.

6.8. Cadet Uniforms and Commutation in Lieu of Issue-in-Kind Uniforms

6.8.1. Cadet and midshipman uniform issue shall be at the discretion of the Secretary of the Military Department concerned. The Secretary shall prescribe the standard uniform items appropriate for cadets or midshipmen enrolled in ROTC at the basic and advanced levels.

6.8.2. Commutation in lieu of issue-in-kind uniforms is payment made by the Military Departments instead of the issue of uniforms in accordance with 10 U.S.C., Chapter 103, Section 2110 (a)(2), (Reference (e)). Commutation in lieu of issue-in-kind uniforms for ROTC students enrolled at military colleges (colleges and universities maintaining a corps of cadets) is reimbursement made to cadets and midshipmen for uniforms based on the requirement to wear uniforms daily throughout the school year. Starting with the fiscal year beginning 1 October 2006, this reimbursement shall be based on the actual 4-year cost of the uniform issuance at each military college, but shall not exceed an amount equal to three times the value of a basic or advanced cadet uniform issue at non-military schools based upon approved Service military clothing issue item prices as published annually by the Defense Logistics Agency. For those cadets and midshipmen who enrolled in the Senior ROTC program in the 2005-2006 academic year and prior years shall be grandfathered and shall receive commutation in lieu of uniforms at the fiscal year 2006 rate (2005-2006 academic year).

6.8.2.1. Commutation rates for military colleges shall be determined based upon approved Service military clothing issue items. Cadets and midshipmen enrolled in ROTC for purposes of obtaining a commission as an officer shall be reimbursed based upon a comprehensive issue of uniform items for either basic or advanced ROTC. Uniform issue shall consider dress, duty (daily, seasonal), and athletic uniforms, including insignia, outer garments and accessories, plus a consideration (not to exceed \$100.00 per cadet or midshipman) for alterations and maintenance.

6.8.2.2. By the end of May each year, the Secretary of the Military Department concerned shall provide the estimated rates of commutation for basic and advanced ROTC programs to the USD(P&R). The USD(P&R) will determine and notify the Military Services of the approved rates that will serve as a maximum rate for the year.

6.8.2.3. At the discretion of the Military Department concerned, payment shall be made to cadets and midshipmen on an annual basis and payment shall be spread evenly over the cadet's and midshipman's 4-year period of study in the Senior ROTC program, 25% per year. Uniforms issued under commutation remain the property of the cadets and midshipmen. Payment of commutation funds may be made after an initial probationary period of enrollment.

During the probationary period, basic course (freshman and sophomore) cadets and midshipmen shall, at a minimum, be required to:

6.8.2.3.1. Sign a statement of understanding which outlines the probationary period requirements,

6.8.2.3.2. Provide a completed enrollment form,

6.8.2.3.3. Successfully complete an enrollment screening interview, and

6.8.2.3.4. Successfully pass the Physical Fitness Test.

6.9. Eligibility for Membership in Senior ROTC by Foreign Persons

6.9.1. Pursuant to 10 U.S.C. 2103 and 12201 (Reference (e)), the Secretaries of the Military Departments are responsible for approving enrollment of persons from foreign countries and participation in the Senior ROTC program under criteria approved by the Secretary of State. In carrying out this provision:

6.9.5.1. Care will be exercised to avoid active recruitment of foreign students.

6.9.5.2. Foreign ROTC students may be disenrolled from the program when the Secretary of the Military Department concerned determines that the interest of the Service requires such action.

6.9.5.3. Foreign ROTC students will not be charged against the Senior program enrollment objectives, but will be reported.

6.9.5.4. Foreign ROTC students will be notified that participation in and completion of the Senior ROTC program will not result in their appointment as a regular officer in any of the Military Services of the United States. Foreign students may be appointed as Reserve officers under the provisions of 10 U.S.C. 12201 (Reference (e)), if they:

6.9.5.4.1. Have been lawfully admitted to the United States for permanent residence under 8 U.S.C. Chapter 12 (Reference (h));

6.9.5.4.2. Satisfactorily complete the Senior ROTC program as prescribed by the Military Department concerned;

6.9.5.4.3. Receive a baccalaureate degree; and

6.9.5.4.4. Are not limited in assignments (e.g., 10 U.S.C. 6019 (Reference (e)) precludes the assignment of non-citizens to duty as officers aboard U.S. vessels).

6.9.5.4.5. Are otherwise qualified as prescribed in regulations published by the Military Department concerned.

6.9.6. Foreign students who become naturalized citizens of the United States prior to completing the advanced ROTC program, and are otherwise qualified, will be enrolled in the appropriate course under the provisions of 10 U.S.C. 2104 (Reference (e)) or released from the program.

6.9.7. Foreign ROTC students may be provided appropriate uniform clothing, or the civilian educational institutions may be provided ROTC commutation funds in lieu of issue-in-kind uniforms. Foreign ROTC students will return uniform clothing to the responsible Military Service or civilian educational institution upon completion of or withdrawal from the Senior ROTC program.

6.9.8. Foreign students are not eligible for enrollment in the program for advanced training under 10 U.S.C. 2104 and are not eligible for scholarship under 10 U.S.C. 2107 (Reference (e)).

6.10. Medical Leave of Absence (MLOA). DoD Directive 6130.3 and DoD Instruction 6130.4 (References (i) and (j)) establish policy and issue criteria and procedure requirements for physical standards for appointment into the United States Armed Forces. The decision to place a cadet or midshipman on an MLOA shall be made by the Service Secretary or designee.

6.10.1. Payment of the scholarship and stipend benefits may be suspended during a period of health-related incapacity of the cadet or midshipman only in accordance with policy and regulations prescribed in this Instruction. Specifically, the medical status and record of each cadet or midshipman who is being considered for an involuntary medical leave of absence shall be independently evaluated by an authorized physician, military or civilian, to evaluate the health-related incapacity or condition.

6.10.1.1. The purpose of the medical record review is to determine whether the health-related incapacity or condition presents clear evidence that, following medical treatment, the cadet or midshipman will be unable to meet the physical standards for appointment into the United States Armed Forces within a reasonable period of time.

6.10.1.2. Pertinent considerations that should be determined by military or civilian medical reviewers in consultation with Professors of Military and Naval Science and Aerospace Studies in the cadet's or midshipman's chain of command include whether the medical condition or physical defect would require excessive time lost from duty, result in prolonged inability to attend classes, or preclude sufficient academic progress toward a degree.

6.10.2. The cadet or midshipman shall receive written notification of the intent to recommend suspension of scholarship and stipend benefits under an MLOA and the basis for that determination.

6.10.3. The cadet or midshipman shall be provided sufficient time, but no less than 30 days if requested, to submit relevant written information for consideration by the medical

reviewer, and the Secretary concerned or his designee prior to having scholarship and stipend benefits suspended.

6.10.4. If a recommendation is made by medical reviewers that the cadet or midshipman under the foregoing standards and procedures be placed on an MLOA, the Secretary concerned or his designee shall review the record, including the recommendation of the applicable Professor of Military or Naval Science or Aerospace Studies, and make a determination.

6.10.4.1. The MLOA shall not be implemented until the record review has been completed by the Secretary concerned or his designee and a determination made.

6.10.4.2. The MLOA shall remain in effect until such time as determined by an authorized physician, in consultation with the Professor of Military or Naval Science or Aerospace Studies, that the health-related incapacity no longer exists or the cadet or midshipman is able to participate in ROTC activities and demonstrates the potential to meet the physical standards and other requirements to be qualified to receive an appointment as a commissioned officer. Procedures and criteria shall be established to allow reimbursement of suspended scholarship benefits in cases in which cadets or midshipmen placed on MLOA are restored to duty.

6.10.5. A cadet or midshipman shall be notified in writing that his or her scholarship and stipend benefits will be suspended under MLOA procedures along with an explanation of the reasons for the suspension, the conditions under which the scholarship and monthly benefits may be restored, and information about how to submit an appeal to the Service Secretary or his designated reviewing authority.

6.11. Medical Benefits. Pursuant to section 1074b of Reference (e), cadets and midshipmen, and designated applicants for membership in the Senior ROTC, shall receive medical and dental care, except as outlined in subparagraph 6.11.3.

6.11.1. A cadet, midshipman, or designated applicant is entitled to the benefits described in subparagraph 6.11.2., who incurs or aggravates an injury, illness, or disease:

6.11.1.1. In the line of duty while performing duties under section 2109 of Reference (e);

6.11.1.2. While traveling directly to or from the place at which the duties under 10 U.S.C. 2109 (Reference (e)) were performed or were to be performed;

6.11.1.3. In the line of duty under section 2109 of Reference (e) while remaining overnight immediately before the commencement of duties performed pursuant to 10 U.S.C. 2109 (Reference (e)) or, while remaining overnight between successive periods of performing such duties, at or in the vicinity of the site of the duties performed, if the duty site is outside reasonable commuting distance from the residence of the cadet, midshipman, or designated applicant.

6.11.2. A cadet, midshipman, or designated applicant eligible for benefits under subparagraph 6.11.1., for an injury, illness, or disease is entitled to:

6.11.2.1. The medical and dental care authorized under Chapter 55 of Reference (e) that is appropriate for the treatment of the injury, illness, or disease until the injury, illness, disease, or any resulting disability cannot be materially improved by further hospitalization or treatment; and

6.11.2.2. Meals during hospitalization.

6.11.3. A cadet, midshipman, or designated applicant is not entitled to benefits under paragraph 6.11.2., for an injury, illness, or disease, or the aggravation of an injury, illness, or disease that is the result of the gross negligence or the misconduct of the cadet, midshipman, or designated applicant.

6.12. Senior ROTC Procurement Resources Report. To support the planning, programming, and budgeting process, and/or budget execution process, Services shall report annually to the USD(P&R), accurate, consistent, and complete resource information on an actual or estimated basis applicable to the Senior ROTC program. Information submitted, which shall be consistent with current President's Budget requests, shall be considered the official costs, and shall be the basis for responding to congressional as well as public inquiries.

6.12.1. Resources to be reported are those funded under the following:

6.12.1.1. Military Personnel Accounts (Service personnel, cadet subsistence, travel, and uniforms).

6.12.1.2. Operation and maintenance (O&M) funds for supplies, equipment, and facilities to include items provided on a reimbursable or non-reimbursable basis by another organizational segment of the reporting Service.

6.12.1.3. Procurement items (computers and systems, etc.).

6.12.2. Reporting and Record Keeping. Minimum reporting and record-keeping requirements for resources identified with ROTC programs are as follows:

6.12.2.1. The Army, the Navy, the Air Force, and the Marine Corps shall submit annually individual reports on the costs and budgets for their respective Senior ROTC programs. Although the Marine Corps does not have its own ROTC program, it shall report those resources used in support of the Naval ROTC program.

6.12.2.2. Reports developed shall be consistent with data in the current President's Budget request as well as those amounts displayed in the Comptroller's Report (Reference (k)). All costs shown on the specified formats shall be in current dollars for each fiscal year (FY) addressed.

6.12.2.2.1. Within 30 days after the President's Budget has been submitted to the Congress (about February 20th), the Services shall annually submit data to cover:

6.12.2.2.1.1. The previous FY finished (actual).

6.12.2.2.1.2. The current FY.

6.12.2.2.1.3. The budgets for the two forthcoming FYs.

6.12.2.2.2. As specified on the formats, the following two estimates shall be provided for the current FY:

6.12.2.2.2.1. The current year's authorized request.

6.12.2.2.2.2. The Services' best current estimate consistent with costs submitted in the latest President's Budget.

6.12.2.3. For each format in Enclosures 4 and 5, fill in the applicable blanks identifying the active force or Reserve component supporting the ROTC program, date prepared, and FY reported.

6.12.2.4. Projected and/or estimated inflation rates used in the computation of military pay, civilian pay, and the O&M shall be those provided annually in the Comptroller of the DoD Memorandum, "National Defense Budget Estimate (Green Book)" (Reference (1)).

6.12.2.5. Costs incurred in the conduct of multiple programs and consolidated under a single budget item shall be separated for reporting on the applicable formats. For example, if multiple officer programs (ROTC, academies, officer candidate schools and/or the officer training school) are accounted under one budget element (e.g., communications and/or automation), costs shall be allocated or prorated among the programs and reported under the appropriate heading. A prorated or allocated cost shall be shown with an asterisk denoting that the cost is an estimate rather than a specific amount for which records are maintained.

6.12.2.6. Each Service (to include data for the Reserve components) shall submit only those formats for which manpower or funds have been committed to an ROTC program.

6.12.2.7. If the total annual amount allocated to an individual cost category shown on the "Reserve Officers Training Corps Resources Summary Report" (DD Form 2609, Enclosure 4) is less than \$500, it need not be reported under this requirement.

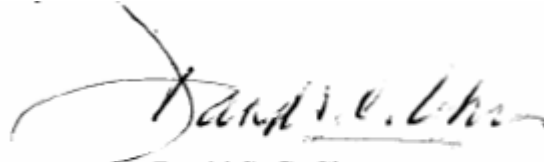
## 7. INFORMATION REQUIREMENTS

The annual reporting requirements in subparagraph 6.12. are assigned Report Control Symbol DD-P&R(A)1874.



8. EFFECTIVE DATE

This Instruction is effective immediately.



David S. C. Chu  
Under Secretary of Defense  
(Personnel and Readiness)

Enclosures – 5

- E1. References, continued
- E2. Definitions
- E3. Procedures Regarding Oaths and Security Requirements, Medical Examination, Deferment, Commissioning and Assignment of Graduates
- E4. Completion Instructions For DD Form 2609, "Reserve Officers Training Corps Resources Summary Report"
- E5. Completion Instructions For DD Form 2611, "Reserve Officers Training Corps Enrollment Data"

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Sections 505, 516, 591, 1074b, 2005, 2102, 2103, 2104, 2107, 2109, 2110, 2111a, 6019, and 12201 and Chapters 55 and 103 of title 10, United States Code
- (f) Chapters 1-13 of title 11, United States Code
- (g) Joint Federal Travel Regulations, Chapter 3, Part G, U3550 (current edition)<sup>1</sup>
- (h) Chapter 12 of title 8, United States Code
- (i) DoD Directive 6130.3, "Physical Standards for Appointment, Enlistment, or Induction," December 15, 2000
- (j) DoD Instruction 6130.4, "Medical Standards for Appointment, Enlistment, or Induction in the Armed Forces," January 18, 2005
- (k) Comptroller of the Department of Defense Report, "Office of the Secretary of Defense, Operation and Maintenance Overview," annual edition<sup>2</sup>
- (l) Comptroller of the Department of Defense Memorandum, "Budget Guidance," annual issuance<sup>3</sup>

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<sup>1</sup> This document may be found at the Defense Travel System (DTS) webpage ([www.defensetravel.osd.mil](http://www.defensetravel.osd.mil)) under DTS Travel Center target or by going to the DoD Per Diem, Travel and Transportation Allowance Committee webpage (<https://secureapp2.hqda.pentagon.mil/perdiem/?SMIDENTITY=NO>) under the Travel Regulations target.

<sup>2</sup> This document may be found at the OUSD(Comptroller) webpage (<http://www.defenselink.mil/comptroller/>) under the Defense Budget target, followed by the DoD Summary Budget Materials/Budget Links target.

<sup>3</sup> This document may be found at the OUSD(Comptroller) webpage (<http://www.defenselink.mil/comptroller/>) under the Defense Budget target, followed by the DoD Summary Budget Materials/Budget Links target.

## E2. ENCLOSURE 2

### DEFINITIONS

E2.1.1. Advanced Course. The portion of the ROTC program undertaken by students who have entered into a contractual agreement with the Military Department concerned to accept a commission upon completion of all requirements of the ROTC program.

E2.1.2. Basic Course. The portion of the ROTC program undertaken by students prior to students' undertaking a contractual obligation to receive a commission in the Armed Forces.

E2.1.3. Education. Any course or program of instruction in an institution of higher learning. Senior ROTC educational programs qualify cadets and midshipmen for commissioning and establish a basis for their future professional growth and performance in their Military Service. Senior ROTC programs provide cadets and midshipmen with:

E2.1.3.1. An understanding of the fundamental concepts and principles of military, naval, and aerospace sciences.

E2.1.3.2. A basic understanding of associated military professional knowledge.

E2.1.3.3. A strong sense of personal integrity, honor, and individual responsibility.

E2.1.3.4. An appreciation of the requirements for national security.

E2.1.4. Medical Leave of Absence. A medical leave of absence (MLOA) is an involuntary suspension of the scholarship and stipend benefits paid to a cadet or midshipman due to a health-related incapacity or condition that presents clear evidence that a cadet or midshipmen, following medical treatment, will be unable to meet the physical standards for appointment into the United States Armed Forces or otherwise complete the requirements for commissioning within a reasonable period of time. References (i) and (j) establish policy and issue criteria and procedure requirements for physical standards for appointment into the United States Armed Forces.

E2.1.5. Military Colleges and Military Junior Colleges. Educational institutions that grant undergraduate degrees, organize students into a corps of cadets under military discipline, and require all members of the corps (including those enrolled in ROTC) to be in uniform and meet military standards when on campus.

E2.1.6. Military Service Obligation. The total required service that each person who becomes a member of an Armed Force shall serve in an Armed Force unless discharged under regulations prescribed by the Secretary of Defense and the Secretary of the Military Department concerned.

E2.1.7. Military Training

E2.1.7.1. Field training prescribed by 10 U.S.C. 2104 (Reference (e)).

E2.1.7.2. Practice cruises prescribed by 10 U.S.C. 2104 (Reference (e)).

E2.1.7.3. As set forth in 10 U.S.C. 2109 (Reference (e)), the Secretary of the Military Department concerned may prescribe and conduct practical military training designed for the further instruction and leadership development of members of the program, which is in addition to field training and practice cruises.

E2.1.8. Obligated Member. A member who incurs an active duty service obligation or an obligation to reimburse the United States for educational costs. There are two categories of such individuals:

E2.1.8.1. Cadets and midshipmen who accept scholarship entitlements after the freshman year.

E2.1.8.2. Cadets and midshipmen who contract to become members of the advanced training program.

E2.1.9. ROTC Scholarship, Educational Costs. The portion of the scholarship that pays for an ROTC member's tuition, fees, books, and laboratory expenses essential for a course of post-secondary study and other educational expenses paid by the ROTC scholarship, to include room and board if authorized. It excludes the portion of the scholarship that provides for pay, subsistence, and allowances for uniforms, travel, and military training.

E3. ENCLOSURE 3

PROCEDURES ON OATHS AND SECURITY REQUIREMENTS, MEDICAL EXAMINATION, DEFERMENT, COMMISSIONING, AND ASSIGNMENT OF GRADUATES

E3.1. OATHS AND SECURITY REQUIREMENTS

E3.1.1. Basic Course Enrollment

E3.1.1.1. With the exception of foreign students enrolled under 10 U.S.C. 2103(b) (Reference (e)), each applicant for formal enrollment in the advanced course or financial assistance programs in Senior ROTC shall execute the following oath or affirmation:

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign or domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

E3.1.1.2. Students who are required or permitted by educational institutions to undergo military training and who are not accepted for formal enrollment may receive basic course instruction with the approval of the Military Department concerned. Foreign students may be enrolled as members of the program under 10 U.S.C. 2103(b) (Reference (e)), when approved by the Military Department concerned under criteria approved by the Secretary of State.

E3.1.2. Financial Assistance Programs and Advanced Course Enrollment. Each applicant for appointment or enrollment in any of the financial assistance programs of the Military Services and each applicant for appointment or enrollment in the advanced course, Senior ROTC, must satisfy the loyalty and security requirements for enlistment in the Reserve components of the appropriate Military Service.

E3.2. MEDICAL EXAMINATION

E3.2.1. To reduce to an absolute minimum the loss, at graduation, of persons found medically disqualified for appointment as commissioned officers, thorough and complete medical examinations shall be conducted before enrollment in the scholarship program or at the time of or immediately before enrollment in the advanced courses of Army, Navy, and Air Force ROTC programs.

E3.2.2. Such examinations shall, in all respects, be equal to the examination conducted to determine medical qualifications for appointment as a commissioned officer.

E3.2.3. Medically disqualified persons may participate in a nonenrolled status with the approval of the Military Department concerned. If such persons subsequently become medically qualified while participating, they may receive participation credit at the discretion of the Military Department concerned.

### E3.3. CROSS-ENROLLMENT

To increase the number of quality students in their host institution's ROTC programs, ROTC units may enroll qualified students from nearby non-host institutions. Cross-enrollment is permitted when a host and non-host institution are linked directly by a cross-town or consortium agreement. A cross-town agreement is a written agreement among a host institution, a non-host institution, and the Army, the Navy, or the Air Force ROTC program manager permitting students from the non-host institution to enroll in the appropriate ROTC program. A consortium agreement is an agreement by two or more institutions for their mutual benefit to permit cross-enrollment of their students. As a department of the host institution, the ROTC unit shares as a beneficiary of the consortium agreement.

### E3.4. COMMISSIONING OF GRADUATES

On the successful completion of the required course of instruction, a graduate of a program referred to in this Instruction, if otherwise qualified, may be appointed a commissioned officer in the appropriate Military Service.

### E3.5. ASSIGNMENT OF GRADUATES

E3.5.1. Graduates shall be ordered to active duty or active duty for training as soon as possible within a 12-month period following their appointment as commissioned officers.

E3.5.2. Graduates who have fulfilled their active military training and service obligation, or have performed a minimum of 6 months of active duty or active duty for training and have enlisted reserve status, following their appointment as commissioned officers and in accordance with Military Service requirements, may be either:

E3.5.2.1. Ordered to active duty or active duty for training under conditions contained in agreements with the Military Departments; or

E3.5.2.2. Placed in appropriate selected Reserve assignments when unit location and skill requirements are compatible with the residence of the assignee and with his or her military skill.

E3.5.3. A graduate may be delayed from being ordered to active duty or active duty for training under regulations issued by the Secretary of the Military Department concerned if he or she:

E3.5.3.1. Is the recipient of a fellowship or scholarship;

E3.5.3.2. Has been accepted by a recognized institution of higher education for graduate studies;

E3.5.3.3. Would suffer undue personal hardship; or

E3.5.3.4. Is otherwise prevented from reporting as ordered for cogent and acceptable reasons. If delayed, the graduate shall remain subject to the assignment criteria in paragraphs E3.5.1. and E3.5.2. of this enclosure, above, and shall be ordered to active duty or active duty for training, as appropriate, at such time as the cause of his or her delay ceases to exist.

E4. ENCLOSURE 4

COMPLETION INSTRUCTIONS FOR DD FORM 2609, "RESERVE OFFICERS TRAINING  
CORPS RESOURCES SUMMARY REPORT"

For each Military Service (to include its Reserve component), display for the ROTC program the total FY obligations attributable to a resource designation for the 4 years requested. (The following paragraph numbers coincide with the numbers on DD Form 2609.)

1. Military Personnel and Reserve Personnel Appropriation. For that account, display total costs for the following items:
  - a. Staff and/or Support. Display total military pay for both Active and Reserve component personnel.
  - b. Cadet Pay. Display total amount for military pay to both scholarship and non-scholarship cadets.
  - c. Cadet Subsistence. Display total amount of funds used for cadet subsistence.
  - d. Cadet Travel. Display total amount of funds used for cadet travel.
  - e. Cadet (Other). Display total amount of funds not identified in items 1.a. through 1.d., above, that support cadets under that appropriation.
  - f. Subtotal. Display total amount funded under the title "Military Personnel Appropriation" and/or "Reserve Personnel Appropriation," and if applicable, "National Guard Personnel Appropriations" (paragraphs 1.a. through 1.e.).
2. Operation and Maintenance Appropriation. For that account, display total costs for the following items:
  - a. Civilian Pay. Display total amount funded for civilian pay.
  - b. Travel. Display total amount funded for all travels by military (except cadets) and civilian personnel.
  - c. Advertising. Display total amount funded for advertising in support of the ROTC program.
  - d. Audio and/or Visual. Display total amount funded for audio and/or visual supplies and services.
  - e. Computers (Automation). Display total amount funded for computers to include computer support costs.



- f. Communications. Display total amount funded for communication costs.
  - g. Scholarships. Display the total amount of funding for scholarships.
  - h. Educational Skills. Display the total amount funded for supplementary training skills in support of the ROTC program.
  - i. Training Camp Overhead. Display the total amount funded for basic and advanced training courses.
  - j. Real Property Maintenance. Display the total amount of funds expended under the heading, "Real Property Maintenance."
  - k. Other (ROTC Support). Display the total amount for other O&M costs not reported in another category (paragraphs 2.a. through 2.j.).
  - l. Subtotal (O&M). Display the total of all costs funded under the heading, "Operation & Maintenance Appropriations" (paragraphs 2.a. through 2.k.).
3. Procurement Appropriation. For that account, display total costs for the following items:
- a. Computers (Hardware). Display the total amount funded for the purchase of computers or related hardware.
  - b. Equipment (Other). Display the total amount funded for the purchase of equipment or machinery.
  - c. Subtotal. Display the total amount of funds reported for Procurement Appropriations (paragraphs 3.a. through 3.c.).
4. Totals. Display the sum (paragraphs 1.f., 2.l., and 3.c.) of all ROTC resources expended by the Service.

Attachments - 2

E4.A1. Definitions for DD Form 2609, "Reserve Officers Training Corps Resources Summary Report"

E4.A2. DD Form 2609, "Reserve Officers Training Corps Resources Summary Report," Nov 91

E4.A1. ATTACHMENT 1 TO ENCLOSURE 4

DEFINITIONS FOR DD FORM 2609, "RESERVE OFFICERS TRAINING CORPS  
RESOURCES SUMMARY REPORT"

E4.A1.1.1. Military Personnel Appropriation and/or Reserve Personnel Appropriation. Those costs associated with pay and allowances for military personnel involved with ROTC programs that are accounted for under Military Personnel Appropriations (MPA) and/or the Reserve Personnel Appropriations (RPA). If applicable, includes National Guard Personnel Appropriations with the Reserve Personnel Appropriations. The costs include pay and allowances for active duty personnel, Reserve personnel assigned to full-time duty (e.g., Active Guard/Reserve status on active duty or full-time National Guard duty), personnel in the Selected Reserves, and personnel in the Obligated Reserve Section (to include cadets and midshipmen).

E4.A1.1.1.1. Staff and/or Support Personnel. The total amount of pay and allowances to include retirement accrual for officers and enlisted personnel assigned to permanent duty and for temporary duty in support of the ROTC program.

E4.A1.1.1.1.1. Pay and allowances to military personnel assigned administrative responsibilities and duties at field and/or regional organizations as well as higher headquarters.

E4.A1.1.1.1.2. Pay and allowances to military personnel assigned to operational units (colleges and universities) to include instructors as well as support personnel.

E4.A1.1.1.1.3. Reserve personnel using man-day spaces (Active Duty for Training or Active Duty for Special Work) in support of ROTC courses, field training, and summer camp sessions.

E4.A1.1.1.1.4. Pay and allowances to military personnel engaged in the basic and advanced training of ROTC cadets. For that requirement, military pay of active force and Reserve personnel should be computed using an established Composite Standard Rate Schedule (that includes basic pay, retired pay accrual, Basic Allowance for Quarters, Permanent Change of Station, Incentive, Special Pay and misc.) for officers and enlisted personnel based on an average workyear cost. Military pay for Reserve personnel may be computed using a composite standard rate for officer and enlisted Reserve personnel or a force structure rate (i.e., number of personnel times average rate for grade).

E4.A1.1.1.2. Cadet Pay. The total amount of pay and allowances paid to both scholarship and non-scholarship cadets attending summer camp and field training (to include funds to any Advanced Training Program and language related/immersion programs).

E4.A1.1.1.3. Cadet Subsistence. The total amount for all subsistence allowances provided to both scholarship and non-scholarship cadets during the academic year. Specifically, the monthly allowance provided to cadets enrolled in the basic and advanced courses, and payments for subsistence while at summer camps and field training.

E4.A1.1.1.4. Cadet Travel. The total amount paid to cadets for all travel costs whether as a direct payment or on a reimbursable basis. It is the total of funds provided for ROTC students to and from summer training activities and field training as well as initial travel for scholarship cadets to the educational institution and upon discharge from the ROTC program.

E4.A1.1.1.5. Cadet Other. The total of all remaining costs (not in definitions E4.A1.1.1.1. through E4.A1.1.1.4.) paid to cadets under the heading of "Active or Reserve Military Appropriations" account. That heading would include uniform expenses both issue-in-kind and commutation costs.

E4.A1.1.2. Operation and Maintenance (O&M) Appropriations. Those costs in support of the ROTC program that are accounted for under the DoD heading of "Operation & Maintenance (O&M) Appropriations" to include funding for the Reserve and/or Guard (e.g., Operation & Maintenance Army Reserve).

E4.A1.1.2.1. Civilian Pay. O&M funds for direct hire civilian personnel assigned to duties supporting military officer procurement for the ROTC program. That category would include civilian manday spaces in support of basic or advanced training to include the proration of facilities support and overhead personnel. It includes O&M funds for civilians in field and/or regional organizations as well as those at higher headquarters whose principal functions are to support the ROTC program.

E4.A1.1.2.2. Travel. The total amount for travel expenses by military personnel and civilians in support of the ROTC program. Does not include cadet travel costs.

E4.A1.1.2.3. Advertising. O&M funds expended on national and local recruitment advertising in support of the ROTC program. Those include not only funds expended for media time, but contractor management and production costs (e.g., contractor labor, overhead, and administrative) associated with the acquisition of such media. Additionally, it includes funds expended on promotional materials, advertising research, sales report literature, printed materials, direct mail, list purchases, and miscellaneous expenses associated with advertising.

E4.A1.1.2.4. Audio and/or Visual Items. O&M funds expended for audio and/or visual supplies and services paid for either on a direct or a reimbursable basis. Additionally, it would include the cost for any art or display work performed by a contractor.

E4.A1.1.2.5. Computers (Automation). O&M funds expended on computer systems designed to manage or account for ROTC cadets to include the management of items in support of the ROTC program. The cost of in-house development and/or purchase of software to include support programs such as models, databases, or utilities. Includes costs for systems utilized in administration or training seat (reservation) programs and costs of telecommunications equipment and dedicated data links for computer systems. If telecommunication lines cannot be separately identified for computer support, then include costs with communication costs.

E4.A1.1.2.6. Communications. O&M funds expended for telephone calls, purchase of telecommunication equipment and the cost of any leased lines. Included in that resource category are funds for commercial, Federal and military charges, and the acquisition of leased communications systems.

E4.A1.1.2.7. Scholarships. O&M funds expended for ROTC scholarships to include tuition costs, academic books, laboratory fees, room and board, and other related expenses accounted for under that heading.

E4.A1.1.2.8. Education Skills. O&M funds expended on the educational training of ROTC cadets to include supplemental instruction courses (e.g., enhancement of English skills, basic training skills).

E4.A1.1.2.9. Advanced and/or Basic Camp Costs. O&M funds expended in support of basic or advanced training sessions to include any identifiable base operations costs, training camp overhead, additional contractual support, and operating supplies and equipment.

E4.A1.1.2.10. Real Property Maintenance. O&M funds for Real Property Maintenance to include utility costs associated with buildings on military installations. Do not include the cost of capital equipment over \$15,000 nor engineering projects costing in excess of \$200,000.

E4.A1.1.2.11. Other (ROTC Support). O&M funds for all other expenses (not in definitions E4.A1.1.2.1. through E4.A1.1.2.10.) used in support of the ROTC program. This category includes funds for the following:

E4.A1.1.2.11.1. Operating and maintaining vehicles and aircraft.

E4.A1.1.2.11.2. Office supplies and equipment.

E4.A1.1.2.11.3. Miscellaneous contractual support for operational units as well as higher headquarters.

E4.A1.1.2.11.4. Postal costs to include use of automated stamp machines paid for directly or on a non-reimbursable basis.

E4.A1.1.2.11.5. Other costs in support of the ROTC programs from O&M appropriations (e.g., professional development courses for staff, fuel costs, shipment charges, and miscellaneous expenses).

E4.A1.1.3. Procurement Appropriations. Those costs associated with the procurement or purchase of equipment costing less than \$15,000 that are used in direct support of the ROTC program. It includes items procured for colleges, field and/or regional organizations as well as higher headquarters.

E4.A1.1.3.1. Computers (Hardware). Funds used to purchase micro-, mini- or main-frame computers whose function is support of a ROTC program. In addition, funds used to

purchase hardware or other machinery falling within the regulations that govern procurement funds, which is not included in funds expended on Computers (Automation).

E4.A1.1.3.2. Equipment. The use of procurement funds for the purchase of equipment or any other machinery used in direct support of the ROTC program.

E4.A2. ATTACHMENT 2 TO ENCLOSURE 4

DD FORM 2609, "RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT," NOV 91

RESERVE OFFICERS TRAINING CORPS RESOURCES SUMMARY REPORT (Dollars in Thousands)					REPORT CONTROL SYMBOL	
A. SERVICE <b>S</b> ARMY					RCS # DD-FM&P (A) 1874	
					B. DATE OF REPORT January 15, 1992	
(1) Port Category	(2) FY 1990 Actual	(3) FY Programmed	(4) FY Current Estimate	(5) FY President's Budget	(6) FY President's Budget	
<b>1. MILITARY PERSONNEL AND RESERVE PERSONNEL APPROPRIATION</b>						
a. STAFF/SUPPORT	180,179					
b. CADET PAY	7,805					
c. CADET SUBSISTENCE	18,811					
d. CADET TRAVEL	8,183					
e. CADET (Other)	10,984					
f. SUBTOTAL	225,942					
<b>2. OPERATION AND MAINTENANCE APPROPRIATION</b>						
a. CIVILIAN PAY	26,606					
b. TRAVEL	6,215					
c. ADVERTISING	9,556					
d. AUDIO / VISUAL	2,619					
e. COMPUTERS (Automation)	2,757					
f. COMMUNICATIONS	1,129					
g. SCHOLARSHIPS	61,500					
h. EDUCATIONAL SKILLS	141					
i. TRAINING CAMP OVERHEAD	6,464					
j. REAL PROPERTY MAINTENANCE	553					
k. OTHER (ROTC Support)	7,096					
l. SUBTOTAL (O&M)	124,636					
<b>3. PROCUREMENT APPROPRIATION</b>						
a. COMPUTERS (Hardware)	365					
b. EQUIPMENT (Other)	270					
c. SUBTOTAL	635					
<b>4. TOTALS</b>	351,213					

DD Form 2609, NOV 91

E5. ENCLOSURE 5

COMPLETION INSTRUCTIONS FOR DD FORM 2611, "RESERVE OFFICERS TRAINING  
CORPS ENROLLMENT DATA"

For each Military Service sponsoring an ROTC program, display average and end strength enrollments for all cadets in scholarship or non-scholarship programs, as follows: (The following paragraph numbers coincide with the numbers on DD Form 2611.)

1. Scholarship Cadets. For each of the four Military Science levels, display by FY the average and end strength enrollments for all scholarship cadets in the ROTC program.
  - a. Military Science I. Display the total number of scholarship enrollments who are classified as "Military Science I level."
  - b. Military Science II. Display the total number of scholarship enrollments who are classified as "Military Science II level."
  - c. Military Science III. Display the total number of scholarship enrollments who are classified as "Military Science III level."
  - d. Military Science IV and V. Display the total number of scholarship enrollments who are classified as "Military Science IV and V levels."
  - e. Subtotals. Display the total number of scholarship enrollments in Military Science levels I through V (paragraphs 1.a. through 1.d.).
2. Scholarship Skills. For the requested 4 years, report numbers of all scholarship enrollments in the basic course and the advanced course.
  - a. Basic Course. Display for each of the requested FYs, the average and end strengths for all scholarship enrollments in the basic course of the ROTC program.
  - b. Advanced Course. Display for each of the requested FYs, the average and end strengths for all scholarship enrollments in the advanced course of the ROTC program.
3. Non-scholarship Cadets. For each of the four Military Science levels, display by FY the average and end strengths for all non-scholarship enrollments for cadets in the ROTC program.
  - a. Military Science I. Display the total number of non-scholarship enrollments who are classified as "Military Science I level."
  - b. Military Science II. Display the total number of non-scholarship enrollments who are classified as "Military Science II level."

c. Military Science III. Display the total number of non-scholarship enrollments who are classified as "Military Science III level."

d. Military Science IV and V. Display the total number of non-scholarship enrollments who are classified as "Military Science IV and V levels."

e. Subtotals. Display the total number of non-scholarship enrollments who are in Military Science I through V levels (paragraphs 3.a. through 3.d.).

4. Non-scholarship Skills. For the requested 4 FYs, report numbers of non-scholarship cadets attending the basic course and/or the advanced course.

a. Basic Course. For each of the requested FYs, display average and end strengths for all non-scholarship enrollments in the basic course of the ROTC program.

b. Advanced Course. For each of the requested FYs, display average and end strengths for all non-scholarship enrollments in the advanced course of the ROTC program.

5. Operational Units. For each of the requested FYs, display the number of operational units (college and/or university) by category listed.

a. Hosts. Display the number of fully operational host units.

b. Extension Centers. Display the number of units supported by a host unit.

c. Subtotals. Display the sum of host and extension units providing ROTC programs (paragraphs 3.a. and 3.b.).

Attachments - 1

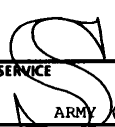
E5.A1. DD Form 2611, "Reserve Officers Training Corps Enrollment Data," Nov 91



E5.A1. ATTACHMENT 1 TO ENCLOSURE 5

DD FORM 2611, "RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA," NOV

91

RESERVE OFFICERS TRAINING CORPS ENROLLMENT DATA							REPORT CONTROL SYMBOL	
<b>A. SERVICE</b>  ARMY (ROTC)							RCS # DD-FM&P (A) 1874	
							<b>B. DATE OF REPORT</b>	
							Feb. 15, 1992	
(1) Cost Category	(2) Actual FY 1990		(3) Current FY _____		(4) President's Budget FY _____		(5) Presidents' Budget FY _____	
	Average	End Strength	Average	End Strength	Average	End Strength	Average	End Strength
<b>1. SCHOLARSHIP CADETS</b>								
a. MILITARY SCIENCE I	1,005	1,076						
b. MILITARY SCIENCE II	2,158	2,446						
c. MILITARY SCIENCE III	3,142	3,228						
d. MILITARY SCIENCE IV & V	3,193	3,032						
e. SUBTOTALS	9,489	9,782						
<b>2. SCHOLARSHIP SKILLS</b>								
a. BASIC COURSE	3,163	3,522						
b. ADVANCED COURSE	6,335	6,260						
<b>3. NON-SCHOLARSHIP CADETS</b>								
a. MILITARY SCIENCE I	26,063	24,667						
b. MILITARY SCIENCE II	11,449	10,462						
c. MILITARY SCIENCE III	6,210	5,117						
d. MILITARY SCIENCE IV & V	5,880	5,168						
e. SUBTOTALS	49,602	45,414						
<b>4. NON-SCHOLARSHIP SKILLS</b>								
a. BASIC COURSE	37,511	35,129						
b. ADVANCED COURSE	12,090	10,285						
<b>5. OPERATIONAL UNITS</b>								
a. HOSTS	315	314						
b. EXTENSION CENTERS	98	97						
c. SUBTOTALS	413	411						

DD Form 2611, NOV 91