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

REPLY TO
ATTENTION OF

ATCC-OP-I-S

AUG 3 1 2004

MEMORANDUM FOR Region/Brigade/Battalion Commanders, U.S. Army Cadet Command

SUBJECT: Memorandum of Instruction (MOI) for the Reserve Officers' Training Corps (ROTC) Green to Gold Active Duty Option Program

1. References:

a. Memorandum of Approval, HQ, HRC-A, 25 June 2004, subject: Approval of Reserve Officers' Training Corps (ROTC) Green to Gold Active Duty Option Program.

b. CCR 145-6, Green to Gold Program, 15 January 2004.

c. Memorandum of Instruction, HQ, USACC, 27 January 2004, subject: Prospects of the ROTC Green to Gold Active Duty Option Program.

d. Memorandum of Agreement, HQ USACC and U.S. Army Student Detachment (USASD), 01 July 2004, subject: Green to Gold Active Duty Option Program.

2. Purpose. To provide cadre guidance on Soldiers participating in the Green to Gold Active Duty Option.

3. Introduction. The ROTC Green to Gold Active Duty Option Program provides eligible, active duty enlisted Soldiers an opportunity to complete a baccalaureate or graduate degree and be commissioned as Army officers upon receiving the appropriate degree. This two-year program allows Soldiers to enter the ROTC program as academic juniors or graduate students and requires that they graduate within 21 months. As an incentive, Soldiers who are selected to participate in this program will continue to receive their current pay and allowances while in the program (for up to 21 consecutive months). It is the duty of cadre not to misuse the skills of these cadets who are serving on active duty. They should and will be allowed to function as normal progression cadets.

4. Responsibilities. The Professor of Military Science (PMS) will regard Green to Gold Active Duty Option cadets as cadets, not as enlisted Soldiers. Active Duty Option cadets will receive the same treatment as normal progression cadets. The following procedures will be followed:

a. While participating in the ROTC program, Soldiers will be assigned to USASD, Fort Jackson, South Carolina with duty at the prospective university. USASD's mission is to provide financial and administrative support for Soldiers participating in special education programs. All records and personnel information will be handled through the personnel office at Fort Jackson. Contacts can be located at http://www.jackson.army.mil/usasd/contacts.htm.

b. No Soldiers participating in the Green to Gold Active Duty Option Program will be allowed ROTC scholarship benefits to pay for tuition. They will either use the benefits of the Montgomery G.I. Bill, outside scholarships, or pay for tuition as an out-of-pocket expense. Soldiers are not eligible for tuition assistance because they are full-time students.

c. Green to Gold Active Duty Option cadets will remove enlisted rank and wear the rank of the appropriate Military Science Class and duty position. The only authorized patch and crest for all uniforms is the U.S Army ROTC "Leadership, Excellence" insignia. If the Soldier is eligible to wear the "combat" patch, it is authorized.

d. Green to Gold Active Duty Option cadets will not be assigned any additional duties that would normally be assigned to a cadre member (i.e., supply NCO, training NCO, etc.).

e. Cadets will not be used as duty Soldiers for any events and are not authorized to drive GSA vehicles at any time.

f. Cadets WILL NOT become active IMPAC Credit Card holders for any reason.

g. Cadets will be required to take a RECORD Army Physical Fitness Test every six months to remain in the ROTC program while attaining an overall score of at least 180, with a score of 60 points in each event.

h. Cadre will monitor active duty promotions and inform the cadet of any known promotions strictly for pay purposes. Any cadet who has passed a promotion board prior to entering the ROTC

program but does not have enough promotion points to be promoted, will be allowed a promotion if they meet the promotion points for their MOS. Cadets will not be allowed to attend promotion boards for any reason or to gain promotion while in the ROTC program. The purpose of this program is to gain a commission, not increase NCO status.

i. For any medical needs or emergencies, cadets will proceed to the nearest military treatment or TRICARE facility if there are no military treatment facilities available. If there are serious questions with TRICARE regarding payments or enrollments, contact the TRICARE Management Activity in Aurora, CO. POC is Linda Miller at (303)676-3427 or mailto:linda.miller@tma.osd.mil. Cadets will ensure the PMS is informed of any medical condition.

j. Cadets will receive their Basic Pay, BAH, and BAS while in the ROTC Program. Cadets will not receive any scholarship (tuition, book money) or contract benefits (monthly stipend, payment for summer training). Cadets will handle all pay inquiries and updates of SGLI through their ROTC administration office, which will forward all documentation to USASD. The proper forms will be faxed or e-mailed to the cadet for signature. Upon return, the forms will processed by USASD personnel and a copy will be forwarded to the cadet. Cadets will use the nearest military facility for any ID Card losses or renewals. Leave and Earning Statements and W2's will be the responsibility of the cadet to download from the MYPAY website at http://www.dfas.mil/mypay. Use of a Government Travel Card is prohibited. PMS's will ensure that all cadets' cards are deactivated upon arrival at the ROTC Battalion.

k. As long as leave does not interfere with schooling or training, cadets are encouraged to take leave. Academic breaks between semesters or quarters are non-chargeable; though these are excellent times to use leave if they plan to leave the area. The PMS will be the pass approval authority with the following used as guidance:

(1) The pass lasts less than 96 hours.

(2) The pass is contiguous with at least two consecutive weekend days.

(3) The pass does not conflict with any academic obligations.

(4) Travel distance is less than 500 miles.

l. All leave requests will be processed through the PMS and forwarded to USASD for final approval. Leave in excess of 15 days must be submitted 30 days in advance. All leave must be submitted in a timely manner for approval. USASD will act on the request immediately, process it and send back promptly - either by fax or email attachment.

m. Emergency leave will also be processed through the PMS and forwarded to USASD for final approval. Emergency leave will be at the cadet's own expense. USASD does not require any additional documentation. USASD encourages the use of faxing leave requests - alternatively an e-mail of the requested leave form is acceptable; USASD will generate the leave form and return it to the PMS. Fax to (803)751-5346 or 5392. E-mail in PDF, JPG format, or simple text to: <mailto:fayardj@jackson.army.mil>.

n. Cadets will receive a Service School Academic Evaluation Report (DA 1059) annually, or 30 days prior to graduation. The Recruiting, Retention, and Operations Division of Cadet Command will generate the AER. The PMS will send a letter of performance to Cadet Command. A copy of the final AER will be forwarded to the cadet and the PMS.

o. The Green to Gold Active Duty Option Program is a two-year program. Failure to graduate on time will result in a cadet's return to active duty and forfeiture of the opportunity to commission. The cadet will receive an AER that states unsuccessful completion of the course.

p. The PMS must immediately notify the Headquarters Cadet Command Program Manager if a cadet disenrolls from a university. The cadet branch manager will be contacted and the cadet reassigned back to their original MOS based on the needs of the Army.

q. The Commander, USASD, will serve as the authority for any violations of the Uniform Code of Military Justice. However, all requests for UCMJ action must be forwarded through the Cadet Command chain of command immediately. The HQ Cadet Command program manager will forward the action to USASD. Forward pertinent information and documentation to Cadet Command so that proper action can be initiated.

r. Cadre will enter each cadet into the CCIMS Student Management Module IAW CCIMS Manual, Chapter 7.

s. Participation in Cadet Professional Development Training (CPDT) is under review.

t. The following forms can be downloaded for use during personnel actions from http://www.jackson.army.mil/usasd/Forms.htm:

DA Form 31	Request For Leave Form
DD Form 93	Record of Emergency Data
SGLV-8286	Service Group Life Insurance Request
DA Form 1059	Service School Academic Evaluation Report
DD Form 2560	Advance Pay Certification / Authorization
DD Form 1351-2	Travel Voucher
DD Form 2058-1	State Income Tax Exemption Test Certificate
DA Form 2142	Pay Inquiry
DA Form 5960	Authorization to Start/Stop/Change BAH
Standard Form 1199A	Direct Deposit Sign Up Form
TLE Form	Claim for Temporary Lodging Expense
Form W-4 2004	Federal Taxes Withholding Form
DD Form 2058	State of Legal Residence Certification
DA Form 3685	JUMPS - JSS Pay Elections
DD Form 2559	Savings Bond Allotment Authorization
DD Form 2558	Authorization to Start/Stop/Change Allotment

u. Upon entering the ROTC program at each prospective university, cadets will sign a Memorandum of Agreement (Enclosure) that outlines the details and obligations of participation in the Green to Gold Active Duty Option Program.

5. Performance. Cadre are responsible to ensure that the performance of Active Duty Option cadets matches that of normal progression cadets. It is necessary to review performance to ensure that these cadets remain in compliance with the terms of the program. Notify Cadet Command immediately if the cadet is no longer in compliance with the terms of the program or has willingly dropped from the program.

6. Point of contact for this memorandum is Ms. Joycelyn Bryant, (757)788-3341, or mailto:joycelyn.bryant@usaac.army.mil.

FOR THE COMMANDER:

Encl

RADAMES CORNIER, JR.
COL, GS
Chief of Staff

MEMORANDUM OF AGREEMENT
BETWEEN
PROFESSOR OF MILITARY SCIENCE
AND
GREEN TO GOLD ACTIVE DUTY OPTION CADET

(Office Symbol)

SUBJECT: ROTC Green to Gold Active Duty Option (GtoG ADO) Program Memorandum of Agreement

1. I have been accepted for participation in the ROTC Green to Gold Active Duty Option Program. I agree to maintain all regulatory requirements of the ROTC program, to include (but not limited to the following):

a. **FULL-TIME STUDENT AGREEMENT.** I agree to remain a full-time student in good standing at the following educational institution, _____ until I receive my degree. A full-time student is defined as one enrolled in sufficient academic courses to receive a degree within four semesters or six quarters. This includes the required Army ROTC classes, which may be part of, or in addition to, those courses required for my degree. I agree to remain enrolled in and successfully complete the ROTC program, including Leadership Development and Assessment Course (LDAC) and all training as prescribed by the Secretary of the Army or his/her designee, as a prerequisite for commissioning.

b. **ACADEMIC GRADE POINT AVERAGE AGREEMENT.** I agree to maintain, at a minimum, a cumulative academic grade point average of 2.0 on a 4.0 or equivalent scale. This grade point average must also be maintained for each semester or quarter. If I am required by my academic major or by the school I am attending to maintain a higher cumulative and semester or quarter grade point average, I agree to maintain that higher standard until the completion of the academic requirements for my degree. I understand and agree that failure to maintain the minimum academic grade point average may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

c. **ROTC COURSES GRADE POINT AVERAGE AGREEMENT.** I agree to maintain at least a 3.0 on a 4.0 or equivalent scale, cumulative and semester or quarter academic grade point average in all ROTC courses. I understand and agree that failure to maintain the minimum ROTC courses grade point average may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

d. **MEDICAL AND PHYSICAL FITNESS STANDARDS.**

(1) I agree to maintain eligibility for enrollment and retention in ROTC and for commissioning as defined by statute, Army regulation, and this MOA, throughout the period of this MOA.

(2) I agree to meet and maintain the Army Physical Fitness Test (APFT) standard and the screening weight or body fat percentage required by the Army Weight Control Program as required of active duty Soldiers. These will be continuous requirements that I must continue to meet until the date I report to the Officer Basic Course (OBC) and thereafter. Commissioning eligibility standards, including the APFT and Army Weight Control Program standards, are subject to change, and I must keep myself informed of such changes through contact with the PMS. I understand and agree that failure to maintain the weight and physical fitness requirements may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(3) I agree to undergo pre-commissioning drug and alcohol screening tests, normally administered during LDAC training, or as may otherwise be prescribed by U.S. Army Cadet Command. If the result of any test is positive, I will be subject to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(4) I agree to undergo testing for HIV (Human Immunodeficiency Virus) antibody during my pre-commissioning physical examination; normally during LDAC training or as the U.S. Army Cadet Command may otherwise prescribe. If the result of the testing is confirmed positive, I will be disenrolled from the GtoG ADO Program and return to the Army in my previously-held enlisted rank.

e. **DISCLOSURE OF DISQUALIFYING CONDITIONS.** By executing this MOA, I represent that I meet all eligibility criteria for participation in the GtoG ADO Program and commissioning, as defined by statute, Army regulation, and this MOA. I represent that I have disclosed any and all pre-existing medical conditions and non-medical conditions that would make me ineligible for enrollment in the ROTC program as specified in statute, Army regulations (including but not limited to, AR 145-1) and this MOA. Failure to have disclosed or to disclose any disqualifying condition, including any conditions I should have known about, will subject me to immediate release from the ROTC program and

reassignment based on the needs of the Army. I certify that I have been notified of the Department of Defense Homosexual Conduct Policy, and I understand that my sexual orientation does not make me ineligible for contracting with the Army. Therefore, nothing in this paragraph requires a disclosure of my sexual orientation in violation of the Department of Defense Homosexual Conduct Policy as addressed in AR 600-20.

f. **NATURE OF DUTIES AND CONSCIENTIOUS OBJECTOR STATUS.** My acceptance of the terms and conditions of this agreement signifies my readiness to bear arms, to engage in and support combat operations, and to operate and support operations of approved weapons systems. If, at any time, I apply for conscientious objector status, I will be disenrolled from the GtoG ADO Program and be returned to the Army in my previously-held enlisted rank.

g. **CADET OBLIGATION.**

(1) I understand and agree that I will incur an active duty obligation upon entry into the program.

(2) If I am disenrolled for any reason, I understand that I will be returned to active duty in my previously-held enlisted rank to serve out enlistment obligation. The unexpired portion of my previous statutory enlistment obligation runs concurrently with my contractual military service obligation under this agreement.

2. I understand that the active duty obligation for participation in the program is four years. I further understand that the minimum service obligation as a commissioned officer is three years.

3. I understand that if I have received an Enlistment bonus or Selective Reenlistment bonus, I must give the end date of the bonus and will add the following statement: "I understand that if selected for this training, I will refund the percentage of the bonus equal to the percentage of obligated service I will not perform in the specified MOS. My eligibility for bonus pay ceases on the date I departed my current duty station."

4. I understand that there are no scholarship or stipend benefits associated with this program. I am aware that I can use the Montgomery GI Bill, Army College Fund, and/or Pell Grant in conjunction with this program if otherwise qualified.

Office Symbol
SUBJECT: ROTC Green to Gold Active Duty Option (GtoG ADO) Program Memorandum of Agreement

GtoG ADO cadet's signature block and signature	PMS or Enrollment Officer's signature block and signature
Name Cadet Rank	Name Rank/Branch Title
_____ (Date)	_____ (Date)