

UNCLASSIFIED

Department of the Army  
Army Reserve Officers' Training Corps (ROTC)  
Illinois State University  
211 North University Street  
Normal, Illinois 61790

Scholarship and Contracting Board  
Guidance

27 February 2020

OFFICIAL:

KRAIG M. KLINE  
Lieutenant Colonel, Military Intelligence  
Chair, Department of Military Science

**History.** This publication supersedes all Standard Operating Procedure (SOP) for Scholarship and Contracting Board procedures.

**Summary.** This document standardizes Scholarship and Contracting Board procedures at Illinois State University, 3<sup>rd</sup> Brigade, United States Army Cadet Command (USACC). It prescribes policy and procedures for management of Scholarship and Contracting Boards for formal accountability procedures and management of all Scholarship and Contracting Boards conducted at Illinois State University.

**Applicability.** These procedures apply to all full-time students who are currently enrolled in a Military Science class at Illinois State University, Illinois Wesleyan University, or Bradley University, or will transfer to one of these universities and enroll in a Military Science class.

**Proponent and Exception Authority.** The proponent for this regulation is the Professor of Military Science (PMS) and the Recruiting Operations Officer for the Illinois State University Army ROTC Program. The proponent has the authority to approve exceptions or waivers to this procedure that are consistent with applicable controlling law and regulations.

**Supplementation.** Supplementation of this SOP is prohibited without approval from the PMS at Illinois State University, Normal, IL 61790.

**Suggested Improvements.** Submit comments and suggested improvements to the Recruiting Operations Officer at Illinois State University Army ROTC, 211 North University Street, Normal, IL 61790. Use DA Form 2028, Recommended Changes to Publications and Blank Forms.

**Distribution.** This publication is available in electronic media only.

UNCLASSIFIED

UNCLASSIFIED

**Table of Contents**

1. References
2. Purpose
3. Applicability
4. Responsibilities
5. Procedures

UNCLASSIFIED

UNCLASSIFIED

**Scholarship and Contracting Board  
Standard Operating Procedure (SOP)**

**1. References:**

- a. Army Regulation 145-1, SROTC Organization, Administration, and Training, 06 September 2011
- b. Cadet Command Regulation 145-1, Army ROTC Incentives Policy, 02 August 2016
- c. Cadet Command Pamphlet 145-1, Army ROTC Incentives Procedures, 02 August 2016
- d. Cadet Command Pamphlet 145-4, Enrollment, Retention, and Disenrollment Criteria, Policy and Procedures, 12 September 2011
- e. Cadet Command Regulation 145-10, Reserve Officers' Training Corps Guaranteed Reserve Forces Duty (GRFD) Program, 13 February 2006
- f. Title 10, U.S. Code 2104

**2. Purpose.** This Standard Operating Procedure (SOP) is to provide scholarship, quality contracting, and board guidance. Forward requests for exceptions to this SOP through the Recruiting Operations Officer (ROO) to the Professor of Military Science (PMS) for approval.

**3. Applicability.** These procedures apply to all full-time students who are currently enrolled in a Military Science class at Illinois State University, Illinois Wesleyan University, or Bradley University, or will transfer to one of these universities and enroll in a Military Science class.

**4. Responsibilities.**

- a. Professor of Military Science.
  - 1) President of the Board
  - 2) Exercises the PMS' authority to either approve, temporarily decline, or decline an applicant's wishes to pursue either a contract with scholarship or contract non-scholarship
  - 3) Distributes Scholarship Offer Letters to the winners as they are received from the ROO
- b. Recruiting Operations Officer.
  - 1) Publishes Brigade Scholarship Board types and dates
  - 2) Publishes Battalions Scholarship Board types and dates
  - 3) Provides quality control on scholarship and non-scholarship packets
  - 4) Submits approved scholarship packets to the Brigade Scholarship Boards
  - 5) Submits Nurse Contract Non-Scholarship packets to the Brigade Scholarship Boards
  - 6) Ensures board members meet the requirements of the references listed above
  - 7) Provides board packets to each member of the board
  - 8) Coordinates for a University employee to be present at each board
  - 9) Provides Scholarship Offer Letters to the PMS as they are received from brigade

UNCLASSIFIED

UNCLASSIFIED

5. Procedures.

a. **Battalion Contract Board.**

- 1) The Battalion Contract Board exercises the PMS' authority to either approve, temporarily decline, or decline an applicant's wishes to pursue either a contract with scholarship or contract non-scholarship. All applicants will attend the Battalion Contract Board on ISU's campus (exceptions may be made to conduct this board on BU's campus).
- 2) If approved, the ROO will submit the scholarship packet to brigade. Once at brigade, the paperboard will be conducted and the brigade commander will determine one of three outcomes; recommend, decline, or temporarily decline. If the brigade commander recommends a scholarship, the packet is forwarded to Cadet Command, who will produce the scholarship offer letter. The scholarship offer letter is sent to the ROO through brigade and is forwarded to the PMS. Students must contract with their scholarship in the term the offer letter states.
- 3) In order to attend the Battalion Contract Board, applicants must have completed all Basic Enrollment and Contracting Documents, initiated the Department of Defense Medical Evaluation Review Board (DoDMERB) exams, passed the Army Physical Fitness Test (APFT), meet the minimum GPA requirements, as well as all other eligibility requirements (or working towards meeting eligibility) as established in Army Regulation 145-1, Cadet Command Regulation 145-1, and Cadet Command Pamphlet 145-4.
  - I. The Basic Enrollment and Contracting Documents are found on our website at <https://arotc.illinoisstate.edu/scholarships/forms/>.
  - II. DoDMERB is a two-part medical exam that determines whether the applicant is medically qualified. The medical portion of the Military Entrance Processing Station (MEPS) physical may be used in lieu of DoDMERB, if the applicant will be contracted with Army ROTC on or before the one year anniversary of the date of the medical exam completed at MEPS, and has completed Basic Combat Training.
  - III. The applicant must pass the APFT by earning a minimum of 60 points in each of the three events (push-up, sit-up, two-mile run) in order to be eligible to apply for a contract either with scholarship or non-scholarship.
  - IV. The applicant must have a minimum 2.5 cumulative GPA on a 4.0 scale, and a minimum 3.0 ROTC GPA in order to be eligible to apply for a contract with scholarship. The applicant must have a 2.0 cumulative GPA on a 4.0 scale, and a minimum 3.0 ROTC GPA in order to apply for a contract non-scholarship.
  - V. ***All eligibility requirements must be met prior to contracting.*** Conditional Contracts can only be offered to students who will not contract by the last add/drop date of the fall semester of their MS III year due to pending waiver results. All other students who are not contracted by the last add/drop date of the fall semester of their MS III year must drop the Military Science class.

UNCLASSIFIED

UNCLASSIFIED

- 4) Battalion Scholarship and Contract Board dates are posted at the beginning of each school year and are based off of brigade's deadlines.

I. SY 2019-2020 Battalion and Brigade Deadlines and Board Types.

<u>Battalion Packets Due</u>	<u>Battalion Board Dates</u>	<u>Brigade Packets Due</u>	<u>Brigade Board Date</u>	<u>Board Type</u>
26 April	03 May	30 July	01 AUG	Migrations, Line, Nurse, GRFD
16 August	19 August	N/A	N/A	Non-Scholarship
06 September	09 September	17 September	19 September	Migrations, Line, GRFD
18 October	21 October	29 October	31 October	Migrations, Line, Nurse, GRFD
29 November	02 December	14 January	16 January	Migrations, Line, Nurse, GRFD
29 February	02 March	10 March	12 March	Migrations, Line, GRFD
03 April	06 April	14 April	16 April	Migrations, Line, Nurse, GRFD

b. Contracting Options.

1) National Scholarship Program

- I. High School Seniors apply online, on or about 12 June each year at [www.goarmy.com/rotc](http://www.goarmy.com/rotc). United States Army Cadet Command (USACC) offers scholarships to the top ~2000 that apply for scholarships using three boards annually.
- II. Four-year and three-year Advanced Designee (AD) scholarships are awarded. Four-year Scholarship benefits start the fall semester freshman year. Three-year AD Scholarship benefits start the fall semester sophomore year.
- III. The National Scholarship Program awards both Line and Nurse Scholarships. Line Scholarships are for applicants who, are pursuing a degree in any area other than nursing.
- IV. Four-year scholarship winners *are the only students authorized to contract as academic freshmen.*
- V. National scholarship applicants that receive scholarships are not subject to the Battalion and Brigade Contract Board processes.
- VI. National Scholarship designees must be contracted prior to the end of the term in which the scholarship benefit was scheduled to begin. Any scholarship recipient who, does not contract by the end of the semester in which the scholarship is scheduled to start may, have their offer withdrawn by Cadet Command.

UNCLASSIFIED

- VII. Students may apply for retroactive benefits if they were not able to contract during the semester for which they were originally awarded a scholarship if the delay was beyond the Cadet's control (e.g. delayed approval of their DODMERB physical or delay in receiving an administrative waiver). These requests may be submitted in accordance with Paragraph 2-7.i. of Cadet Command Regulation 145-1.

**2) PMS 3AD Scholarships**

- I. These are scholarships awarded by the PMS to incoming freshman that went through the National Scholarship Process, but were not offered a scholarship.
- II. Allocations for the PMS 3AD come from brigade and are not guaranteed to occur annually.
- III. Recipients of the PMS 3AD must pursue a degree other than nursing.
- IV. PMS 3AD Scholarship winners must be contracted prior to the end of the semester in which their scholarship benefit is scheduled to start per the offer letter. Any scholarship recipient who does not contract by the end of the semester may have their offer withdrawn by Cadet Command.
- V. Students may apply for retroactive benefits if they were not able to contract during the semester for which they were originally awarded a scholarship if the delay was beyond the Cadet's control (e.g. delayed approval of their DODMERB physical or delay in receiving an administrative waiver). These requests may be submitted in accordance with Paragraph 2-7.i. of Cadet Command Regulation 145-1.

**3) Campus Based Scholarships**

- I. Students who are currently enrolled in a Military Science class, or will transfer and enroll in a Military Science class are eligible to apply for a scholarship.
- II. All applicants will attend the Battalion Contract Board.
- III. The type of scholarships available at each scholarship board, and scholarship packet deadlines are based upon Brigade's Scholarship Board process.
- IV. The scholarship types are Line (any major other than nursing), Nurse, and Guaranteed Reserve Forces Duty (GRFD).
- V. Academic freshmen can apply for a scholarship, but cannot receive the benefits until sophomore year.
- VI. Campus Based Scholarship winners must be contracted prior to the end of the semester in which their scholarship benefit is scheduled to start per the offer letter. Any scholarship recipient, who does not contract by the end of the semester, may have their offer withdrawn by Cadet Command.

UNCLASSIFIED

UNCLASSIFIED

- VII. Students may apply for retroactive benefits if they were not able to contract during the semester for which they were originally awarded a scholarship if the delay was beyond the Cadet's control (e.g. delayed approval of their DODMERB physical or delay in receiving an administrative waiver). These requests may be submitted in accordance with Paragraph 2-7.i. of Cadet Command Regulation 145-1.

**4) Line Scholarships**

- I. Students who are pursuing a degree in any area *other than nursing* are eligible to apply for a Line Scholarship.
- II. Line Scholarship Cadets are eligible to commission into the Regular Army, Army National Guard or Army Reserve.
- III. Line Scholarship applicants cannot have an enlistment contract with the Army National Guard or Army Reserve. In cases where the applicant is currently enlisted, a DD Form 368, Conditional Release Form, must be submitted with the scholarship packet.

**5) Nurse Scholarships/Contract Non-Scholarship**

- I. Nursing students who have been accepted in to a four-year Bachelor of Science in Nursing (BSN) nursing program, or are currently in a four-year BSN nursing program are the only students eligible to apply for a nurse scholarship.
- II. The nurse scholarship packet deadlines are based upon Brigade's Scholarship Board process. Nurse scholarship board dates are infrequent and are only conducted once or twice a semester.
- III. All nurse scholarship and nurse non-scholarship contracts must be approved by the Brigade Commander.
- IV. All nurse scholarship and nurse non-scholarship applicants must be interviewed by the Brigade Nurse Counselor prior to attending the Battalion Board.
- V. Nurse scholarship applicants cannot have an enlistment contract with the Army National Guard or Army Reserve. In cases where the applicant is currently enlisted, a DD Form 368, Conditional Release Form, must be submitted with the scholarship packet.
- VI. Nurse scholarship and non-scholarship Cadets will either commission into the Regular Army or Army Reserve.
- VII. If a nurse scholarship recipient changes their major they will lose a minimum of one semester of benefits and line scholarship funds have to be available in order for them to keep the scholarship. *ONLY* Cadet Command can approve a change of major for Nurse Scholarship recipients.

UNCLASSIFIED

UNCLASSIFIED

**6) Guaranteed Reserve Forces Duty (GRFD) Scholarship**

- I. Students who are currently enlisted in the Army Reserve or Army National Guard, or who are in the enlistment process, and are pursuing a degree in any area *other than nursing* are eligible to apply for this scholarship.
- II. The scholarship types are the two-year (GRFD) and the Dedicated Scholarships (2.5 years or longer).
- III. Cadets on the two-year GRFD Scholarship who are eligible for the Montgomery GI Bill Chapter 1606/1607 will retain their GI Bill benefits and will receive the SMP Kicker Bonus. Cadets on the two-year GRFD will serve the full eight-years of their officers' contract in either the Army Reserve or Army National Guard. Selection for which component will take place during MS IV year.
- IV. *The Dedicated Scholarship will terminate the GI Bill benefits for life.* Cadets on the Dedicated Scholarship will serve the full eight-years of their officers' contract in the Reserve Component (Army Reserve or Army National Guard) they are enlisted in at the time of accepting the scholarship.
- V. *Cadets on the two-year GRFD and Dedicated Scholarship are not authorized to commission into the Regular Army.*

**7) Minuteman Scholarship**

- I. These are Dedicated Scholarships that Army ROTC has given to the Army Reserve, Army National Guard (Adjutant General for each State), the Civilian Aid to the Secretary of the Army (CASA) and the Army Reserve Ambassador (ARA).
- II. Students who are currently enlisted in the Army Reserve or Army National Guard, or who are in the enlistment process, and are pursuing a degree in any area *other than nursing* are eligible to apply for this scholarship.
- III. Two-year GRFD Scholarships may be awarded.
- IV. Cadet Command determines annually the availability of these scholarships.
- V. *Minutemen Scholarship Cadets are not authorized to commission into the Regular Army.*
- VI. The Army Reserve, Army National Guard (Adjutant General for each State), CASA, and ARA each have their own processes to award their scholarship allocations.

UNCLASSIFIED



UNCLASSIFIED

**8) Contract Non-Scholarship**

- I. Students who are currently enrolled in a Military Science class, or will transfer and enroll in a Military Science class are eligible to apply to contract non-scholarship. Contracting non-scholarship is available for both Line and Nurse Majors.
- II. Applicants will attend the contracting board through the Battalion Board process. At the conclusion of the board, the PMS will determine one of the three outcomes; approve, decline, or temporarily decline. If approved, the student will contract non-scholarship once eligibility has been verified.
- III. *Cadets who contract non-scholarship are **NOT** eligible to compete for a scholarship at a later date.*
- IV. Applicants are not required to enlist in the Army National Guard or Army Reserve, but may do so after contracting.
- V. The contract packet deadlines are based off of Brigade's Scholarship Board process in order to stay on the same time line as those competing for a scholarship, and to establish a timeline for the students to work towards.
- VI. Contracted non-scholarship Cadets are eligible to commission into the Regular Army, Army National Guard, or Army Reserve.

**9) Contract Non-Scholarship; Simultaneous Membership Program (SMP)**

- I. Students who are currently enlisted in the Army Reserve or Army National Guard, are eligible to contract non-scholarship SMP. Contracting non-scholarship SMP is available for both Line and Nurse Majors.
- II. Students who are currently enrolled in a Military Science class, or will transfer and enroll in a Military Science class are eligible to apply to contract non-scholarship.
- III. Applicants will attend the contracting board through the Battalion Board process. At the conclusion of the board, the PMS will determine one of the three outcomes; approve, decline, or temporarily decline. If approved, the student will contract non-scholarship SMP once eligibility has been verified.
- IV. *Cadets who contract non-scholarship SMP are **NOT** eligible to compete for a scholarship at a later date.*
- V. The contract packet deadlines are based off of Brigade's Scholarship Board process in order to stay on the same time line as those competing for a scholarship and to establish a timeline for the students to meet. However, these packets are not part of the brigade boards.
- VI. Contracted Non-Scholarship SMP Cadets, who are pursuing any degree other than nursing, are eligible to commission into the Regular Army, Army National Guard or Army Reserve.

UNCLASSIFIED

UNCLASSIFIED

- VII. Contracted Non-Scholarship SMP Nursing Cadets will either commission into the Regular Army or Army Reserve.

**6. Scholarship/Contract Benefits.**

- a. Federal Scholarships (National Scholarship, PMS 3AD, Line)
  - 1) 100% tuition and fees ***OR*** room and board (\$5,000/semester)
  - 2) \$1,200/year book allowance
  - 3) \$420/month stipend for up to ten months each year
  
- b. Nurse Scholarship
  - 1) 100% tuition and fees ***OR*** room and board (\$5,000/semester)
  - 2) \$1,200/year book allowance
  - 3) \$420/month stipend for up to ten months each year
  - 4) One-time payment of \$650 for clinical supplies
  - 5) Reimbursement for the National Council Licensure Examination (NCLEX) Prep Course
  - 6) Reimbursement for the NCLEX
- c. GRFD and Minuteman Scholarships
  - 1) 100% tuition and fees ***OR*** room and board (\$5,000/semester)
  - 2) \$1,200/year book allowance
  - 3) \$420/month stipend for up to ten months each year
  - 4) E5 Paygrade
  - 5) GI Bill-must be eligible, and only for the two-year GRFD Scholarship
  - 6) SMP Kicker Bonus-must be eligible for the GI Bill, and only for the two-year GRFD Scholarship
  - 7) Only State Tuition Assistance (Guard Grant) can be used in conjunction with this scholarship
  
- d. Contract Non-Scholarship
  - 1) \$420/month stipend for up to ten months each year
  
- e. Contract Non-Scholarship SMP
  - 1) \$420/month stipend for up to ten months each year
  - 2) E5 Paygrade
  - 3) GI Bill-must be eligible
  - 4) SMP Kicker Bonus-must be eligible for the GI Bill
  - 5) Federal Tuition Assistance and State Tuition Assistance (Guard Grant) can be used in conjunction with this contract

**7. Assessing Applicants.**

a. All applicants are assessed off of the scholar/athlete/leader criteria. Applicants that are academic freshman may use data from their junior and senior years of high school.

**1) Scholar**

I. Points awarded in this category come from the semester, cumulative, and ROTC Grade Point Averages (GPA), if and when applicable. Students who do not have a university GPA are assessed off of their cumulative high school GPA on a 4.0 scale, as well as either their ACT or SAT composite score. Points are also awarded for any awards, lists, or recognitions earned due to academics.

**2) Athlete**

I. Points awarded in this category come from the Army Physical Fitness Test (APFT) score as well as any other physically demanding events. The time duration of the event and any leadership position held also accrue points.

**3) Leader**

I. Points awarded in this category come from memberships to club or organizations, volunteering, work, enlistment, etc. The time duration of the event, average hours worked, and any leadership positions held also accrue points.