



**DEPARTMENT OF THE ARMY
 FOURTH BRIGADE, EASTERN REGION
 UNITED STATES ARMY CADET COMMAND
 VIRGINIA TECH AND RADFORD ARMY ROTC
 BLACKSBURG, VIRGINIA 24061**



ATOE-DVA-VP

7 June 2007

MEMORANDUM FOR Prospective New River Battalion Army ROTC Cadets

SUBJECT: Information for Incoming Army ROTC Cadets

1. WELCOME. Welcome to the New River Battalion. The battalion consists of two of the most successful Army ROTC programs in the country, Virginia Tech (VT) Army ROTC and Radford University (RU) Army ROTC. If you are a Virginia Tech Cadet you are invited to attend the Army ROTC orientation on 13 August during New Cadet Week. Your Cadet cadre will provide you more details when you arrive on campus, Saturday 11 August.

2. REGISTERING FOR CLASSES. Please register for one of the following Military Science I (MSI) classes; either MS1005 (VT) or MSCI 111 (RU). Each section also has a leadership lab associated with the course. If you are unable to fit the Military Science class into your class schedule, register for all other classes first and then if please see Debra Harry at 226 Military Building or call her at (540) 231-6401. Do not dump the classes your advisor provides. We can always force-add your military science class once you are on campus after classes begin. However please note that the likelihood of a Freshman Army Cadet earning a 3.0 QCA/GPA or better is less than 10% for those who take 17 or more credits. Students tend to do much better after they get through the first semester (i.e. football season, VTCC Red Phase, change of major, adjusting to college life). If you are a transfer student or already have placement credit for MS1005 or MS111 please see the enrollment officer. Below are the MSI sections offered. If you have been asked to take a different level Military Science Course or have questions on which course to take please contact the Enrollment Officer at (540) 231-4804/6401

School	Section /CRN	Course Number	Course Title	Credits	Meeting Days	Time	Lecture Location/ LAB	Instructor
VT	94158	MS1005	Military Science I	2.0	T	1100-1150 1530-1720	SEC201 SMYTH331	SGM Ferrone
VT	94156	MS1005	Military Science I	2.0	T	1400-1450 1530-1720	SEC201 SMYTH331	SGM Ferrone
VT	94157	MS1005	Military Science I	2.0	H	1100-1150 1530-1720	SEC201 SMYTH331	SGM Ferrone
RU	2901	MSCI 111	Military Science I	2.0	T W	0800-0850 1500-1650	YG405 MG311	TBD

NOTES: Additional Sections will be made available as needed. Lab locations are typically outside as directed by the instructor.

3. ITEMS TO BRING: We have physical fitness training (PT) three mornings a week. Please bring a good pair of running shoes and white socks (crew or calf length) to wear with your Army Physical Fitness Uniform. All Army uniforms and equipment will be provided to you. Equipment issue will occur during Army Lab on 21 (VT) & 22 (RU) Aug.

4. FALL SEMESTER ARMY ROTC KEY EVENTS: In the fall there are two separate weekend training events for Army ROTC Cadets. We conduct a one-day Rifle Marksmanship Qualification Range, and a two-day Field Training Exercise. During the spring semester Cadets participate in a two-day Field Training Exercise and a half-day Combat Water Survival Training Exercise. The scheduling of each of these events does not conflict with academic courses, exams or Virginia Tech Corps of Cadet (VTCC) activities. In addition to Virginia Tech Corps of Cadet events the following are key fall events for Army Cadets. Army Physical Fitness Tests are held monthly through November. These fitness tests are important especially for those planning to contract during the fall semester and activate their Army ROTC scholarship. Events in **bold** are mandatory events for all Army Cadets. All other events involve a select number of cadets. For a complete list of all Army ROTC activities please see your instructor during the first week of school.

Date	Event	Date	Event
22 AUG	PT Begins	7 OCT	Army Ten-Miler
27&29 AUG	Army Physical Fitness Test	13 OCT	RU Homecoming
Monthly	Army Physical Fitness Test	20 OCT	VT Family Day
8-9 SEP	Basic Rifle Marksmanship	22-28 OCT	Ranger Challenge Competition
29 SEP	Alumni Tailgate and VT Homecoming	2-4 NOV	Fall Field Training Exercise

5. ADMINISTRATION: There are several administrative items that must be accomplished during your first semester. For your convenience, we are providing as much information and the forms ahead of time for your review. Most of these forms are available on-line at <http://www.armyrotc.vt.edu/Incoming%20Freshman.htm>. None of the administrative paperwork obligates you beyond participation in Army ROTC as a class. During New Cadet Week most of the required documentation is completed on Monday, 13 August. During New Cadet Week you will have an opportunity to meet the Army Department Staff enjoy refreshments and participate in a question and answer session. Radford Cadets will complete the paperwork during the first week of class.

NOTE: All required documents listed below must be completed prior to contracting.

Students WILL NOT receive any FINANCIAL BENEFITS until all forms are turned in.

a. VERIFICATION OF CITIZENSHIP FOR ALL CADETS: We must verify that you are a US citizen. The following are acceptable documents for use in verification of US citizenship. Please bring one of the following with you during summer orientation (VT) or when you report for the Fall Semester:

1. Birth Certificate (issued by Department of Health). We will need to see the original or notarized copy -- **THIS WILL BE RETURNED TO YOU AFTER VERIFICATION. WE RECOMMEND THAT YOU BRING THIS IN DURING SUMMER ORIENTATION/QUEST.**
2. Certificate of Naturalization
3. INS Form N-560 (Certificate of Citizenship)
4. Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the United States)
5. FS Form 240 (Report of Birth, Child Born Abroad of a Citizen of the United States)

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6. FS Form 545 (Certification of Birth Abroad of a Citizen of the United States)
7. Unexpired, fully valid US Passport issued in the name of the applicant

b. GENERAL DOCUMENTS FOR ALL CADETS: Three forms required are; CC Form 136-R (Briefing of Government Benefits) and CC Form 139-R (Cadet Enrollment Record) will be completed during New Cadet Week. Submit CC Form 137-R (Release of Student Records) during New Cadet Week. This form allows or denies parents access to personal information on their son or daughter.

c. FINANCIAL DOCUMENTS FOR ALL VT CADETS and RU SCHOLARSHIP CADETS: Complete and bring to New Cadet Week (VT) or first day of class (RU); SF 1199A (Direct Deposit Form), W-4 (Employee's Withholding Allowance Certificate) and DD 2058 (State of Legal Residence). **YOUR BANK WILL NEED TO PUT AN ACCOUNT NUMBER, ROUTING NUMBER, AND SIGN THE SF 1199A.** All Virginia Tech cadets must have direct deposit to receive their Uniform Commutation Payment used to help offset the cost of VTCC Uniform Rental. For Scholarship Cadets, you will also receive the monthly stipend payment of \$300 (freshman scholarship cadets) once contracted.

d. ACADEMIC PLAN: Complete CC Form 104-R (Academic Alignment Sheet) once you start classes. You should have an idea of what classes you will need to take to graduate. The classes you list may not be exactly what you will take, but it is a required form and will give us an idea of your graduation date. This form requires your academic advisor's signature; explain to them that this form is not binding - it is only used to project your graduation date. If questions, please call us! This must be returned to the Admin Office **NO LATER THAN 28 SEPTEMBER!!**

e. MEDICAL: If you applied for a 4 Year Scholarship (regardless of service) - **REGARDLESS IF YOU RECEIVED A SCHOLARSHIP OR NOT**, you should have received a notice indicating that you are physically qualified from Department of Defense Medical Examination Review Board, please bring this with you. OR If you received a notice that you need to complete a remedial, please bring this letter with you when you come to school. In order to contract and activate an Army ROTC Scholarship, Cadets must be medically qualified or be granted a medical waiver through DODMERB. If you have not taken a DODMERB Physical you will need to complete DA Form 3425-R (Medical Fitness Statement) prior to the start of classes.

f. ID TAGS: All cadets will be issued ID Tags and nametapes. Complete the ID Tag form and return when asked.

g. PRIOR SERVICE: If you are prior service (Active Duty, Reserve or National Guard), you will need to provide this office with a copy of your DD Form 214 (with RE code at the bottom) or NGB Form 22, indicating your active duty time. Also, you must bring a copy of your Enlistment Contract (DD Form 4 Series). If you are currently a member of a National Guard or Army Reserve unit, please provide this office with the unit name, address, point of contact and phone number. You also need to provide a copy of your DD Form 214 (with RE code at the bottom) or NGB Form 22, indicating your active duty time. Also, you must bring a **copy of your Enlistment Contract (DD Form 4 Series)**.

6. ADDITIONAL INFORMATION FOR SCHOLARSHIP CADETS AND ALTERNATES: (4 year, 3 year AD, GRFD, Green to Gold) Some scholarship recipients were asked to complete a CC Form 167-R (Scholarship Acceptance/Declination). This form is not required. The acceptance statement sent to Cadet Command serves the same purpose. Two other forms are also required during

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contracting, SGLV Form 8286 (Service member Group Life Insurance) and DD93 (Record of Emergency Data). ALL THESE FORMS SHOULD BE FILLED OUT AFTER THE START OF THE FALL SEMESTER.

a. SF 86 SECURITY CLEARANCE: Questionnaire for National Security Positions. This is done electronically and submitted to the ADMIN office on a 3.5 disk. The website for downloading the EPSQ subject edition is: www.dss.mil, version 2.2. Complete instructions are available in the ADMIN office. This is extremely important and must be submitted upon contracting.

b. CONTRACT. If, on 21 August 2007, you are under the age of 18, your parents must complete and sign in Section III of the Army ROTC Contract (DA Form 597-3). If you are not a four year scholarship winner you will not be expected to contract as a freshman Cadet unless you earn an on-campus scholarship (3.5, 3, 2 year scholarship).

c. PHYSICAL FITNESS REQUIREMENT: All scholarship recipients must pass an Army Physical Fitness Test prior to contracting to activate the scholarship. The final Fall semester APFT is scheduled for the week of 12-16 November. Please refer to the APFT Standards and Instruction documents posted on-line. Height and Weight standards must also be met prior to contracting.

d. RESERVE OR NATIONAL GUARD MEMBERS. If you are a scholarship winner and are currently a member of the Army Reserve or National Guard, please notify this office immediately. You will need to be discharged from your current unit to accept your ROTC scholarship. This must be done as soon as possible; notify your unit to get paperwork started for processing your discharge. If there are any questions, please contact this office and we will assist in any way needed. Please ensure the unit sends a copy of the discharge orders to this office. Please provide a point of contact name, address, and phone number to Army ROTC ASAP!

e. RESERVE OR NATIONAL GUARD OPPORTUNITIES: If you are a **NONSCHOLARSHIP CADET** and are interested in joining a National Guard or Army Reserve Unit, please contact us. There are several units in the area you can join and certain benefits are available as a member. For example, there are Infantry, Engineer, Chemical, and Transportation Units within a 100 mile radius of the New River Valley. We can provide more information on benefits if you are interested. You must be a **NONSCHOLARSHIP CADET TO JOIN!!** Expect to learn new skills, be challenged, and have fun! We have several cadets who are dual members of the ROTC program and the National Guard/ Reserves. All members receive in-state tuition rates and several have from 75-100% tuition assistance.

7. SCHOLARSHIPS: The names of those students who were awarded an Army ROTC scholarship will be given to the university o/a 1 July. After this time the tuition bill for either Virginia Tech or Radford University Army ROTC should reflect this credit. Radford University scholarship recipients should also receive a credit for room and board. Let us know (NET 9 July) if these credits do not appear in your account. Scholarship recipients no longer have to bring us a copy of the award letter.

8. QUESTIONS, CONCERNS, OR FOR GENERAL INFORMATION. Please contact CPT Fernandez at (540) 231-4804 or email at rotc@vt.edu, 216 Military Building, Virginia Tech, Blacksburg, VA 24061, Fax 540-231-8019. Or contact the Admin office at (540) 231-6402/6401/8016. Or for Radford University you can also contact Connie Sowers at (540) 831-

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5609/5608 or email at csowers4@radford.edu. Enjoy your summer and we look forward to your arrival this fall.

C. PATRICK HOGEBROOM IV
MAJ, EN
Recruiting Operations Officer