Initial Cadet Paperwork (For enrollment into the Freshman or Sophomore ROTC Classes)

Here you will find all the documents you need to participate in the Army ROTC program outside of the classroom setting. Please bring all your documents **typed and signed** to the first day of class and give them to your instructor or to the Enrollment Officer, prior to the start of semester classes.

**Cadet Enrollment Record (CC Form 139-R)**

**When completing this form, use the sample and read the guidance provided below before completing the applicable parts.**

**PAGE 1**

**PART I – GENERAL INFORMATION**:  If information requested in one box is the same as information in a prior box, put “See Item #\_\_” listing the applicable item number.  For Item #24 list the First, MI, and Last Name of next of kin and relationship (example:  John H. Doe – Father) .

**PART II** – ACADEMIC INFORMATION:  It is not necessary for us to know your graduation date (Item #29), credits towards degree (Item #32), and credits required for degree (Item #33) at this time so those items are “N/A” as indicated.

**PART III** – CURRENT OR PRIOR MILITARY SERVICE (TO INCLUDE OFFICER PRODUCTING PROGRAMS):  If you have never been in the military “or” ROTC before, check the box top left that says “NOT APPLICABLE (GO TO PART IV)” and go to Part IV which starts on page 2.  Otherwise, provide the required information before you go to page 2.

**PAGE 2**

**PART IV** – STUDENT STATEMENTS:

On the very top right of the form, print your Last Name and the last four of your SSN.

ITEM #42 (Release of Information) – Read the statement, and put an X in the box and your initials to the left of the box.

ITEM #43 (Statement of Criminal Proceedings by Civil or Military Authorities) – Read the statement carefully.   If you have any questions ask the ROTC Admin Office.  Put an X in the box that corresponds to your answer and your initials to the left of that box.  IF you “X” and initial the box “The above statement is not true”, then to the right of the box you must explain why in the space provided.

ITEM #44 (Substance Abuse) – Read the three possible choices, and put an X in the box that corresponds to your answer and your initials to the left of the box.  If you answer the second or third boxes indicating you have been a recent user or past user of illegal substances or drugs you must explain “When” and “How Often” in the spaces provided to the right of the box.

ITEM #45 (Religious Accommodation) – Read the statement, and put an X in the box and your initials to the left of the box.

ITEM #46 (Conscientious Objection) – Read the statement, and put an X in the “left” box to indicate you are not a conscientious objector (then put your initials to the left of the box).  If you feel you might be a conscientious objector, do not check the “right” box (STOP and see your ROTC Admin Office immediately for clarification).

ITEM #47 (DOD Homosexual Conduct Policy Briefing) – Read the statement, then in the box “X” and put your initials just to the left of the box.

**JUST BELOW ITEM 47, SIGN AND DATE TO THE RIGHT OF THE STATEMENT “All information given on this form is correct to the best of my knowledge”**

ITEM #48 (Loyalty Oath – Optional for Non-Contracted Cadets) – You do not have to complete this item if you are not contracting with ROTC.  However, you should read the loyalty oath and if you have no objection please sign and date where indicated.  REMEMBER, signing the loyalty oath “does not” constitute a contractual agreement or obligation between you and ROTC (or the government).

**BRIEFING ON GOVERNMENT SPONSORED BENEFITS FOR ROTC CADETS (CC Form 136 R)**

You are covered medically under Federal Workers Compensation for injury while traveling to and from, and during ROTC training as long as you are registered as a full-time student and properly enrolled in ROTC.  If you are injured during ROTC training and require medical treatment you must (within 10 days) see your ROTC Admin Office to file a claim under Workers Compensation.  Delay in filing a claim may affect approval of your case.  After reading the form, date , sign and print your First Name, Middle Initial, and Last Name where indicated under your signature.

**AUTHORIZATION/DECLINATION FOR ACCESS TO STUDENT RECORDS (CC Form 137-R)**

This gives the government access to your student records. In Part I where indicated print your First name, Middle Initial, and Last name. If not already listed, print the name of the school you are attending. When printing the name of your parents put their first and last name (example: John & Mary Doe). If your parents are divorced, print the first and last name of each parent (example: John Doe & Mary Smith). Sign and date Part I. Part II at the bottom of the form (declination of parental access) is optional, but if you want to deny parental access to your records through ROTC then list the name of the school you are attending and also sign and date Part II.

**DENTAL RECORD VERIFICATION FORM**

Fill out this form providing information on the dentist who has your dental records on file. Once completed, sign and date the bottom verifying that all the information you provided is correct. If you don’t have your dentist information, extract the form from the packet and obtain and return the form when completed.

**MEDICAL QUALIFICATION (DA Form 3425-R)**

If you are a Cadet participating in ROTC and do not have a MEPS physical or qualified DODMERB physical you must have an examination by a healthcare professional. Print off the Medical Fitness Statement form, take to your medical provider and have them complete a physical and sign form you are medically cleared to participate in ROTC activities (Physical Training, Leadership Labs, and Field Training Exercises).