



DEPARTMENT OF THE ARMY
UNITED STATES ARMY SENIOR ROTC INSTRUCTOR GROUP
THE UNIVERSITY OF MEMPHIS
MEMPHIS, TENNESSEE 38152

ATCC-GGT-NUM

10 May 2016

MEMORANDUM FOR New Army ROTC Students

SUBJECT: Army ROTC Enrollment Requirements

1. The following documents are required to be completed legibly and in black pen and submitted to Mr. Brian Hagood, Recruiting Operations Officer, no later than 17 Aug 16:

- Cadet Information Sheet
- CC 139-R (15 Feb 13 version) (Basic Enrollment form); **complete pages 1 & 2**
- CC Form 136-R (Government Sponsored Benefits Statement)
- CC Form 137-R (Authorization for Access to Student Records)
- MSD 100-R (Scholar, Athlete and Leader Criteria)
- MSD 101-R (Bi-Lingual Capability Questionnaire)
- DD Form 2005 (Medical Privacy Act Statement)
- DA Form 3425-R (Medical Fitness Statement – requires physician's approval to conduct physical training); **USAR/ARNG Soldiers and DODMERB qualified students do not complete**
- HQ4R Form 64 (Statement of Physical Condition)
- UPR Form 145-4-R (Dental Exam Requirements Statement)
- DD Form 369 (Police Record Check –complete sections 1–9, sign #11)
- Lead Source Analysis/Source Enrollment
- Liability Waiver (parental/guardian signature required for under 18)
- Copy of unofficial or official High School Transcripts and College Transcripts (if applicable)
- Copy of ACT or SAT Scores (act.org or sat.org)
- Copy of Current Immunization Record
- Copy of Birth Certificate
- Copy of Social Security Card

2. Completion of enrollment documents is **NOT** "signing up for the Army". By completing these requirements, you are eligible to **Enroll** in Army ROTC College Courses. Refer to the Cadet Contracting Requirements Memorandum for what it takes to be selected to enlist/contract as an Army ROTC Cadet. Again, Freshmen and Sophomore Army ROTC Courses can be taken with no military service obligation. Students approved for enrollment will meet with Mr. Hagood during Orientation week to finalize enrollment record.

3. USAR, ARNG and Prior Service Members will be required to submit additional service related documents. These documents can be pulled from IPERMS for current service members. Bring Common Access Card (CAC).

4. Point of contact for this memorandum is the undersigned at (888) 237-ROTC or bhagood@memphis.edu.

BRIAN D. HAGOOD, GS-11
Recruiting Operations Officer
University of Memphis Army ROTC