

Army Regulation 140-9

Army Reserve

**Entry on Active
Duty or Active
Duty for
Training(ROTC
Officers)**

**Headquarters
Department of the Army
Washington, DC
1 August 1984**

UNCLASSIFIED

SUMMARY of CHANGE

AR 140-9

Entry on Active Duty or Active Duty for Training (ROTC Officers)

This Change 1-

- o Requires ROTC scholarship recipients who are selected for Reserve forces duty be mandatorily assigned to units.
- o Eliminates minimum 3-month training period for ROTC officers.
- o Clarifies that OBC must be taken in residence.

Army Reserve

Entry on Active Duty or Active Duty for Training(ROTC Officers)

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History. This publication was originally printed on 1 November 1978. It was authenticated by J.C. Pennington, Brigadier General, and Bernard W. Rogers, General. This electronic edition publishes the basic 1978 edition and incorporates Change 1. Change 1 to this regulation was printed on 1 August 1984. Change 1 was authenticated by Robert M. Joyce, Major General, and John A. Wickham, Jr., General. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This IS A CHANGE to AR 140-9, November 1978. Changes have been made in chapters 1 and 2. Major changes include a requirement that ROTC scholarship recipients who are selected for Reserve

forces duty be mandatorily assigned to units; eliminates the minimum 3-month training period for ROTC officers; and clarifies that OBC must be taken in residence.

Applicability. a. Except as specified in paragraph 2-2b and 2-7b, this regulation applies to the Army Reserve only. Specifically, it applies to—

1. All ROTC cadets who are eligible for commissioning, or who will be commissioned in the USAR during a school year (para 1-3a).

2. Reserve commissioned officers who are appointed from the ROTC program and are currently in a delay status under the provisions of AR 601-25, and who are scheduled for AD or ADT during a school year.

3. Military junior college (MJC) graduates who are commissioned in the Reserve and assigned in an educational delay status.

b. As used in this regulation, the masculine gender pronoun will be constructed to include both male and female personnel unless otherwise expressly so stated.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Local limited supplementation of this regulation is permitted, but is not required. If supplements are issued,

Army Staff agencies and major Army commands will furnish one copy of each to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUS-RCPD-PRO, 9700 Paste Blvd., St. Louis, MO 63132; other commands will furnish one copy of each to the next higher headquarters.

Interim changes. Users of this regulation will not implement interim changes unless the change document has been authenticated by The Adjutant General. (Interim changes expire 1 year after publication date.) If a formal printed change is not received by the time the interim change expires, users will destroy the interim change.

Suggested improvements. The proponent agency of this regulation is the Adjutant General's Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to Cdr, RCPA(DARC-PPC), 9700 Page Boulevard, St. Louis, MO 63132.

Distribution. To be distributed in accordance with DA Form 12-9A requirements for AR, Army Reserve.

Active Army: C
ARNG: D
USAR: A

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Reproducible Forms

RESERVED

Chapter 1 General

Section I Introduction

1-1. Purpose.

This regulation prescribes policies and procedures and establishes responsibilities for processing graduates of the Reserve Officer Training Corps (ROTC) program. It includes processing Regular Army (RA) applications; selecting entry specialties (branches); and scheduling individuals for initial officer basic course assignments, active duty (AD), and active duty for training (ADT).

1-2. Applicability.

a. Except as specified in paragraph 2-2b and 2-7b, this regulation applies to the Army Reserve only. Specifically, it applies to—

(1) All ROTC cadets who are eligible for commissioning, or who will be commissioned in the USAR during a school year (para 1-3a).

(2) Reserve commissioned officers who are appointed from the ROTC program and are currently in a delay status under the provisions of AR 601-25, and who are scheduled for AD or ADT during a school year.

(3) Military junior college (MJC) graduates who are commissioned in the Reserve and assigned in an educational delay status.

b. As used in this regulation, the masculine gender pronoun will be constructed to include both male and female personnel unless otherwise expressly so stated.

1-3. Explanation of terms.

The terms defined in AR 140-1, AR 310-50, and the following terms apply for purposes of this regulation.

a. School year. The period 1 April through 31 March.

b. Year group. The fiscal year (FY) in which an officer enters AD or ADT or, if selected for an RA appointment, the FY in which the RA oath of office is signed.

1-4. Policy.

a. When the number of officers accessioned during a fiscal year exceeds the need for officers on AD, there will be a Reserve Forces Duty (RFD) program. The RFD program requires that selected officers will be ordered to ADT for the period necessary to complete the Active Component resident OBC, plus travel. Selected officers will be ordered to ADT within 1 year of date commissioned, unless a longer delay is granted by the Commanding General, RCPAC.

b. The period of AD to which an ROTC graduate is ordered will be in accordance with appropriate regulations governing the respective programs.

c. Distinguished military graduates (DMG) and Army scholarship recipients selected for RA appointment will be ordered to AD and will be assigned as prescribed in AR 14-105. The procedures in AR 614-105 also apply when RA selectees cannot be appointed at the time of graduation.

d. ROTC officers who are delayed from entry on AD under the provisions of AR 601-25 to pursue a course of study leading to a degree in medicine, osteopathy, dentistry, veterinary medicine, and certain Medical Service Corps (MSC) specialties are considered to be participants in the Army Medical Department (AMEDD) Early Commissioning Program AR 601-140).

e. Exceptions to the policies in this regulation will be made individually by Headquarters Department of the Army only.

1-5. Branch school quotas.

a. Service school quotas must stay within the man-year spread of the fiscal year budget. To accomplish this, the US Army Military Personnel Center (MILPERCEN) or the US Army Reserve Components Personnel and Administration Center (RCPAC) will be furnished scheduled input quotas to order ROTC officers to AD or ADT. Based on the input requirements and the capacities of branch service schools to absorb officers, the Commanding General, US

Army Training and Doctrine Command (CG, TRADOC) will establish and provide MILPERCEN (for AD officers) and RCPAC (for RFD officers) with officer basic course quotas and class schedules. The Office of the Surgeon General will allocate AMEDD officer basic courses.

b. Officers commissioned in the Military Intelligence (MI) branch will be ordered to AD to attend one of the following courses of instruction:

- (1) Tactical/Strategic Intelligence.
- (2) Counterintelligence/Human Intelligence.
- (3) Cryptology.

c. If requested by an ROTC region commander or RCPAC and if budgetary limitations are not exceeded, the CG, TRADOC, is authorized to adjust allocations to meet individuals personal situations.

Section II RESPONSIBILITIES

1-6. Commanding General, US Army Training and Doctrine Command.

The CG, TRADOC, will provide AD officer basic course quotas and class schedules for ROTC accessions to MILPERCEN and RCPAC.

1-7. Commanding General, US Army Military Personnel Center.

The CG, MILPERCEN, will—

a. Select ROTC graduates for RA, AD, and RFD.

b. Convene RA selection boards and announce selections.

c. Convene a board of officers to select basic entry specialties, branches, and initial assignments of officers selected for AD. The Surgeon General (SGPE-PDM) will determine professional eligibility of applicants within the AMEDD branches.

d. Furnish rosters of RA selectees to TRADOC, ROTC regions, and RCPAC (DARC-RDD).

e. Furnish copies of consolidated rosters, indicating results of all RA, AD and RFD selections, and copies of ROTC school rosters to TRADOC, ROTC regions, and RCPAC.

f. Forward the following completed forms and related documents for officers selected for RFD to Commander, RCPAC, ATTN: DARC-RDR 9700 Page Blvd., St. Louis, MO 63132.

(1) DA Form 4370-R (Preference Statement for Specialty (Branch), Duty, and Initial Training)). See AR 601-25 for copy of DA Form 4370-R and local reproduction instructions.

(2) DA Form 61 (Application for Appointment). DA For, 61 is available through normal publications supply channels.

(3) Photograph.

(4) DA Form 4609-R (Cadet Evaluation). DA For, 4609-R will be reproduced locally on 8 x 10-1/2 inch paper (fig 1-1; locate at the end of regular size pages).

(5) ROTC Advanced Camp Evaluation.

(6) An official college transcript.

g. Announce normally, by letter, changes to the AD or RFD ROTC program.

1-8. Commanding General, US Army Reserve Components Personnel and Administration Center.

The CG, RCPAC, will—

a. Determine basic entry specialty (branch) and initial assignment of officers selected for RFD. The Surgeon General (SGPE-PDM) will determine professional eligibility of applicants for branches within AMEDD.

b. Ensure that ROTC officers in a delay status complete DA Form 4370-R.

c. Appoint ROTC graduates previously selected for RA in the branch shown on the RA appointment documents when their delay terminates. Requests for branch selection will not be submitted for these officers unless the RA appointment is declined.

d. Announce, by letter, additional procedures governing branch and Reserve unit assignments of officers selected for RFD.

e. Furnish accession data to MILPERCEN as prescribed in the annual MILPERCEN letter of instructions.

f. Informs delayed officers, by letter, of AD or RFD selections.

1-9. Commanders of ROTC regions.

Under TRADOC direction, ROTC regions commanders will—

a. Distribute the ROTC officer accession program booklet for each cadet to professors of military science (PMS).

b. Forward to Commander, RCPAC (DARC-RDD), DA Form 4370-R and related documents shown in paragraph 1-7f for cadets granted an educational delay.

c. Furnish accession data to MILPERCEM as prescribed in annual letter of instructions.

d. Inform individuals, by letter, of AD or ADT selections (see para 2-3).

e. Process applications for appointment in the Army Reserve in accordance with provisions of chapter 6, AR 145-1 and forward the Military Personnel Records Jacket (MPRJ) and Official Military Personnel File (OPMF) of ADT selectees to Commander, RCPAC, ATTN: DARC-RDR, 9700 Page Blvd., St. Louis, MO 63132.

f. Initiate a background investigation for cadets appointed in Field Artillery and Air Defense Artillery.

Chapter 2 PROCESSING PROCEDURES

2-1. Preference statement.

a. DA Form 4370R (Preference Statement for Specialty (Branch) Duty, and Initial Training)) will be completed in the number of copies prescribed by ROTC regions or RCPAC and in accordance with instructions furnished by MILPERCEN. The form must be completed by all ROTC cadets who are eligible for commissioning, or who will be commissioned in the USAR during the school year (1 April -31 March). Reserve commissioned officers who were appointed from the ROTC program and currently in a delay status are required to complete the form if their scheduled entry on AD or ADT is before 31 March.

b. Detailed procedures for completing DA Form 4370-R will be announced annually by MILPERCEN. The letter of instructions will include due dates for accomplishing procedures.

2-2. Requests for change of branch preference.

a. *Prior to announcement of AD/RFD selections.* Request to change or withdraw a preference statement submitted prior to announcement of AD/RFD selections will be forwarded through channels to MILPERCEN. ROTC region commanders will carefully review and consider each request. Only those requests containing exceptional circumstances (extreme personal hardship, compassionate reasons, or unprogrammed gains or losses) will be forwarded to MILPERCEN.

b. *Subsequent to announcement of AD/RFD selections.*

(1) *Officers selected for AD.* Requests for branch transfer from AD selectees will be forwarded to MILPERCEN for consideration only under exceptional circumstances; e.g., additional experience gained since the time of initial appointment. ROTC region commanders will disapprove requests without referral to MILPERCEN if there are no valid reasons to approve the request.

(2) *Officers selected for RFD.* Requests for branch transfer from RFD selectees will be submitted to Commander, RCPAC (DARC-RDR). Applications from officers assigned to USAR units will be submitted through the appropriate unit commander and processed in accordance with the following:

(a) Applications received in RCPAC more than 30 days before the officer's basic course (OBC) start date will be processed. A branch transfer will be issued and the officer rescheduled for OBC appropriate to his new branch.

(b) Applications received at RCPAC within 30 days of the officer's OBC start date will not be processed. The officer will be required to complete OBC as originally scheduled. The request for branch transfer will be returned to the unit commander where it will be held until ADT is completed. The officer will be informed that he is required to complete OBC as originally scheduled; that request for branch transfer will be resubmitted following completion of ADT; and that qualification in the requested branch may be attained through enrollment in a correspondence course.

(c) Procedures in NGR 600-100 will be followed for officers appointed in the ARNG. When appointment results in a change of branch, the time frames in (a) and (b) above apply.

c. *Subsequent to completing AD/ADT.* Requests for branch transfer from officers who have completed AD/ADT will be processed in accordance with the provisions of AR 140-10.

2-3. AD or RFD selection.

Upon receipt of selection rosters, ROTC region commanders and the CG, RCPAC, will inform individuals by letters (fig 2-1 and 2-2) that they have been selected for AD or RFD.

a. For AD selectees, the letter will include the branch of service assigned (or reappointed, when appropriate). ROTC region commanders may delegate this responsibility to the professors or military science (PMS) for ROTC cadets.

b. A DA Form 4255-R (Request for Initial Assignment Instructions for Active Duty) will be forwarded to each AD selectee. See AR 614-105 for copy of DA Form 4255-R and local reproduction instructions.

2-4. Notice of service school attendance.

Upon receipt of branch school quotas, the ROTC region commanders and CG, RCPAC, will schedule input to service schools and will furnish each individual a letter of notification. The letter will include the name of service school, course number, class number, and scheduled reporting date. The PMS will initiate security clearances for all personnel branched Air Defense, Field Artillery, or Military Intelligence at least 3 months before scheduled entry date. A special background investigation is required for Military Intelligence.

2-5. Oversea assignment.

Each officer who is selected for overseas assignment and who has dependents will be directed to comply with the provisions of chapter 3, AR 55-46. Processing of officers assigned to an overseas command is the responsibility of school commandants (see AR 612-105).

2-6. Officers selected for AD.

a. ROTC graduate officers selected for AD will be reported for assignment instructions on DA Form 4255-R. Completed forms will be furnished MILPERCEN (DAPC-OPP) during the basic officer course conference. MILPERCEN and the Surgeon General will complete assignment data on DA Form 4255-R and prepare appropriate request for orders. The DA Form 4255-R will be retained by the personnel assignment branch or special branch and will be placed in the individual's branch file. DA Form 4255-R of candidates for Army Nurse Corps and Army Medical Specialist Corps who are delayed to complete professional qualifications will be retained by the ROTC region. RCPAC will retain the DA Forms 4255-R of all other delayed officers.

b. Officers must report promptly any significant or impending change that affects the initial active duty assignment.

c. An officer may request a specific type of duty assignment provided it does not affect his branch assignment. The request will indicate the type of duty assignment for which the officer feels best qualified and will include a summary of additional education and experience acquired since initial appointment. Requests must be submitted to the commander exercising jurisdictional control in sufficient time to be attached to the DA Form 4255-R. Comments and recommendations from commanders are not required.

d. Procedures in AR 614-105 will be followed for distinguished military graduates who intend to apply for an RA appointment.

e. Procedures in AR 601–140 will be followed for officers participating in the Early Commissioning program. The program includes officers who have completed certain Medical Service Corps specialties and officers who have completed the medical, osteopathic, dental, or veterinary education for which delayed under the provisions of AR 601–25 and have been or will be reappointed in the Medical Corps, Dental Corps, or Veterinary Corps.

2–7. Officers selected for RFD.

a. Officers selected for RFD are subject to mandatory unit assignment and participation requirements prescribed in AR 135–91 and AR 140–10. Scholarship officers, except those selected for graduate delay or a military junior college graduate, will be assigned to a unit. RFD officers will be ordered to active duty for training for the length of time required to complete the Active Component resident OBC, plus travel time. Following release from ADT, the officer will be retained in the Ready Reserve until the eighth Anniversary date of initial appointment.

b. Officers selected for RFD may volunteer for appointment in the ARNG or assignment to a USAR unit before entering ADT. (Those who do not volunteer for appointment/assignment will be considered for mandatory assignment to a USAR unit.) ARNG unit commanders will notify Commander, RCPAC, ATTN: DARC–RDR of volunteers appointed in the ARNG by submitting an NGB Form 60 through the State adjutant general. USAR unit commanders will indorse voluntary requests for assignment to the Commander, RCPAC, ATTN: DARC–RDR. The endorsement will include the effective date of assignment to the USAR unit. Officers who are appointed in the ARNG will automatically be granted a conditional release from the USAR to accept the ARNG appointment. When the branch required by the unit in which the officer is appointed/assigned is not the same as the officer's branch, the procedures in paragraph 2–2 will be followed. The CG, RCPAC, will request officer basic course quotas for all RFD selectees from the CG, TRADOC.

c. Rescinded.

d. Rescinded.

e. Rescinded.

f. RCPAC will furnish additional guidance governing assignment and processing of personnel selected for RFD.

2–8. Orders.

a. *Statutory authority.* Officers commissioned from the ROTC will be ordered to AD or ADT for the following periods under the authority cited:

(1) The period necessary to complete the Active Component resident OBC, plus travel time (50 USC 456(d)(1)).

(2) Four years (10 USC 2107(b)(6))—all scholarship cadets who receive financial assistance.

(3) Three years (10 USC 672 (d))—all ROTC officers not listed in (1) or (2) above.

(4) Two years (10 USC 672(d))—ROTC officers assigned in an educational delay status whose ROTC agreement specifies in 2–year active duty commitment.

b. *Preparing and processing orders.*

(1) Orders will be issued in the format shown in AR 310–10.

(2) The appropriate FY code will be cited in the order.

(3) Orders will be published in sufficient time to reach the individual at least 30 days before the reporting date when possible.

(4) Orders will be distributed as prescribed in AR 310–10 and as required by ROTC region commanders and CG, RPAC.

(5) The proper procurement program number (PPN) will be determined as provided in AR 601–10 and will be included in orders as part of the authority to order to AD or ADT.

(6) The appropriate permanent change of station and movement designator code (MDC) will be determined as provided in AR 310–10 and will be entered as a response to the MDC leadline in the order.

(7) The appropriate authority given in a above will be cited in the order.

c. *Special instructions for preparing AD orders.*

(1) Commanders of ROTC regions will issue orders for all personnel selected for AD, except those granted an educational delay.

(2) Orders will direct temporary duty en route to the respective branch service school.

(3) Initial assignment will be to the active duty accession detachment of the major command headquarters preparing the orders.

d. *Special instructions for preparing ADT orders.*

(1) Commanding General, RCPAC, will issue ADT orders for all personnel selected for RFD.

(2) The assignment to which an officer returns the following release from ADT will be shown on the orders (USAR Control Group (Annual Training)) or a unit of the Army National Guard or US Army Reserve)). Copies will be furnished ARNG/USAR unit commanders as appropriate.

2–9. Medical examinations.

a. ROTC officers not medically examined within 12 months before the anticipated date of entry on AD/ADT will be required to undergo a medical examination before entering AD or ADT, except as indicated in b below. The following medical fitness standards must be met:

(1) Officers appointed or reappointed in MC, DC, VC must meet the medical fitness standards prescribed in chapter 8, AR 40–501.

(2) All other ROTC officers must meet the medical fitness standards prescribed in chapter 3, AR 40–501.

b. ROTC officer who are ordered to AD or ADT within 1 year of initial date of commission but who are not medically examined within that year (AR 140–120) will be medically examined at the first duty station.

c. Medical examinations of senior ROTC cadets will be reviewed and qualification for assignment to combat arms noted. Assignment to a combat arm will not be made unless the officer meets the requirements of AR 145–1. Requests for waiver of these requirements will not be approved unless fully justified.

d. Reports of medically unacceptable officers will be reviewed by the US Army Health Services Command. The original SF 88 (Report of Medical Examination), SF 93 (Report of Medical History), consultation (when appropriate), and the medical examination accomplished for the advanced course of the ROTC program will be forwarded to the Commander, US Army Health Services Command, ATTN: HSPA–C, Fort Sam Houston, TX 78234. If the reviewing authority confirms the medical disqualification, the officer will be promptly notified and processed for discharge (AR 135–175).

SUBJECT: Notification of Selection for Active Duty (AD)

1. Reference is made to your election to serve on active duty.
2. Your preference for entry on active duty has been approved. Insofar as possible, you will be scheduled for duty in accordance with any previously expressed desires. It is emphasized, however, that the requirements of the Active Component must be satisfied first and that previously anticipated reporting dates may require adjustment.
3. You will be advised of a specific reporting date in May or June or as soon as the information is available.
4. Please accept my best wishes for a challenging and rewarding tour of duty.

Figure 2-1.

SUBJECT: Notification of Selection for Reserve Forces Duty (RFD)

1. You have been selected to serve an initial period of active duty for training (ADT). As a participant in ADT program, you incur a statutory service obligation which requires that you remain a member of the Ready Reserve until the eighth anniversary date of your appointment as a Reserve commissioned officer. Statutory law and Department of the Army policy require that you serve on active duty for training (ADT) for the period necessary to complete the Active component resident officer basic course. This training cannot be waived nor can it be completed by correspondence.
2. Upon appointment in the USAR, you will be under the jurisdictional control of the Commanding General, US Army Reserve Components Personnel and Administration Center (RCPAC) in St. Louis. You may join or be assigned to a unit of the Army National Guard (ARNG) or US Army Reserve (USAR) before entering ADT. Once assigned to a unit, you will be required to attend all scheduled training assemblies (normally 1 weekend each month) and at least 14 days of annual training (AT) each year, unless excused by proper authority.
3. If you are mandatory assigned, or if you volunteer for assignment to an Army National Guard (ARNG) or US Army Reserve (USAR) unit, you will be required to participate in unit training for 6 years from your date of assignment. At the end of 6 years of satisfactory unit participation (minus any period of assignment to a Control Group), you may request transfer to the USAR Control Group (Reinforcement) to complete the remainder of your 8-year service obligation. Any period of assignment to a Control Group cannot be counted toward the 6 years of required satisfactory unit participation. Once assigned to the USAR Control Group (Reinforcement), you will not be required to participate in unit training assemblies or annual training.
4. If you are not assigned to a unit, you will be retained in the USAR Control Group (Annual Training) and you will be subject to mandatory assignment until the eighth anniversary date of your appointment. Each year you remain assigned to this Control Group, you can be ordered to perform up to 30 days of active duty for training.
5. Information regarding unit vacancies may be obtained by contacting the nearest National Guard Armory or US Army Reserve Training Center. Consult your local phone book for addresses and telephone numbers. If you join an ARNG or USAR unit before entering on ADT, you should request transfer to the appropriate branch required by that unit. If your application for branch transfer is received at RCPAC more than 30 days before you are scheduled to report for active duty training (ADT), you will be rescheduled in the officer basic course (OBC) appropriate to your new branch. If an application is not received within that time frame, you will be required to complete OBC as originally scheduled. After you have completed the period of ADT, you may qualify for the requested branch through enrollment in a correspondence course.
6. You will be furnished a specific ADT reporting date during April or sooner if the information becomes available. The CG RCPAC will contact you by letter and will furnish you more detailed information.

Figure 2-2.

CADET EVALUATION

For use of this form, see AR 140-9; the proponent agency is MILPERCEN.

CADET NAME (Last, First, Middle Initial)	SOCIAL SECURITY NUMBER
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INSTITUTION	HIGHEST POSITION HELD
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SUMMARY OF DUTIES

RATING OFFICER'S REMARKS

PROFESSOR'S OF MILITARY SCIENCE REMARKS

EVALUATION (Check one box)

This cadet's current stage of development is:

- | RATER | PMS | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | AS PROFICIENT AS THE NEWLY ASSIGNED 2D LT. |
| <input type="checkbox"/> | <input type="checkbox"/> | LESS PROFICIENT THAN THE NEWLY ASSIGNED 2D LT, BUT WILL ACHIEVE ACCEPTABLE STANDARDS BY GRADUATION WITHOUT EXTRA ASSISTANCE. |
| <input type="checkbox"/> | <input type="checkbox"/> | LESS PROFICIENT THAN THE NEWLY ASSIGNED 2D LT, AND WILL NEED ASSISTANCE TO ACHIEVE ACCEPTABLE STANDARDS BY GRADUATION. |
| <input type="checkbox"/> | <input type="checkbox"/> | DOES NOT PRESENTLY APPEAR TO BE SUFFICIENTLY MOTIVATED TO ACHIEVE ACCEPTABLE STANDARDS. |
| <input type="checkbox"/> | <input type="checkbox"/> | DOES NOT PRESENTLY APPEAR TO HAVE THE ABILITY TO ACHIEVE ACCEPTABLE STANDARDS. |

SUMMARY (Check one box)

- | RATER | PMS | | RATER | PMS | |
|--------------------------|--------------------------|-------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | OUTSTANDING | <input type="checkbox"/> | <input type="checkbox"/> | AVERAGE |
| <input type="checkbox"/> | <input type="checkbox"/> | SUPERIOR | <input type="checkbox"/> | <input type="checkbox"/> | BELOW AVERAGE |
| | | | <input type="checkbox"/> | <input type="checkbox"/> | POOR |

TYPED NAME, GRADE & BRANCH OF RATER	SIGNATURE OF RATER	DATE
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TYPED NAME, GRADE & BRANCH OF PMS	SIGNATURE OF PMS	DATE
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