

**CCR 145-10
Reserve Officers' Training Corps Guaranteed Reserve Forces Duty (GRFD)
Program**

Original Document Date: 05/01/02

Revision Date: 02/13/06

Summary:

This regulation provides guidance, procedures, and responsibilities for implementing the Guaranteed Reserve Forces Duty (GRFD) Program.

POC/Impact:

Applicability. This regulation applies to members of the Headquarters, U.S. Army Cadet Command (HQ, USACC), ROTC Region Headquarters, ROTC battalions, U.S. Army Reserve Support Commands, Army National Guard Adjutant General Offices, U.S. Army Reserve Units, Army National Guard Units, and all cadets eligible to participate in the GRFD Program.

Supplementation. Do not supplement this regulation without the approval of the Commander, USACC (ATCC-OP-I-I), Fort Monroe, Virginia 23651-5000.

Forms. "R" forms at the back of this regulation are for local reproduction. Have them printed through your forms management officer.

Suggested Improvements. Send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) through channels to Commander, USACC (ATCC-OP-I-I), Fort Monroe, VA 23651-5000.

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Details:

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Chapter 1, General [TOC](#)

1-1. Purpose. This regulation provides policy, procedures, and responsibilities for the administration of the Guaranteed Reserve Forces Duty (GRFD) Program.

1-2. References [TOC](#)

[AR 135-91](#)

Service Obligation, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, 26 Sep 00.

[AR 135-100](#)

Appointment of Commissioned and Warrant Officers of the Army, 1 Sep 94

[AR 145-1](#)

Senior ROTC Program: Organization, Administration, and Training, 22 Jul 96.

[AR 601-210](#)

Regular Army and Army Reserve Enlistment Programs, 28 Feb 95.

[NGR 600-100](#)

Commissioned Officers-Federal Recognition and Related Personnel Actions, 15 Apr 94.

[CCR 145-1](#)

Army ROTC Incentives Policies, 02 Feb 06.

[CCR 145-9](#)

Accessioning and Commissioning, 19 Aug 05.

[CCR 145-12](#)

Cadet Command Information Management System (CCIMS), 20 Dec 05.

[USACC Pamphlet 145-4](#)

GOLD STANDARDS (PMS Guide for Enrollment, Retention and Disenrollment), 7 Nov 05.

1-3. Explanation of Abbreviations and Terms. Please refer to [Section I](#) and [Section II](#). [TOC](#)

1-4. Program Description [TOC](#)

a. The GRFD Program is comprised of the scholarship and Non-Scholarship options. The GRFD Program is mandatory for all GRFD scholarship cadets to include Dedicated Military Junior College (DedMJC) Scholarship recipients. The GRFD is not available for campus-based scholarship cadets unless their scholarship is converted to GRFD. However, GRFD is available, on a voluntary basis, for Non-Scholarship contracted cadets.

- b. The GRFD Program is designed to attract cadets who are interested in obtaining a commission in the Army National Guard (ARNG) or the U.S. Army Reserve (USAR).
- c. The GRFD Program also allows cadets to make a statement of early individual preference for Reserve Force Duty (RD). Those who satisfactorily participate are guaranteed to receive a RD duty assignment during the accession process. If a Non-Scholarship cadet becomes interested in active duty, they may request to revoke their GRFD contract endorsement and compete for active duty during the accession process. Use of this program will enable the Army ROTC Program to continue to meet its active duty (AD) requirements while providing officers for the Reserve Components (RC).
- d. Since the intent of the GRFD Program is to encourage interest in the RC, satisfactory participation in the Simultaneous Membership Program (SMP) is required of all GRFD cadets.

Chapter 2, Responsibilities **TOC**

2-1. CG, USACC **TOC**

CG, USACC will:

- a. Determine the number of GRFD contract endorsements allocated for each mission set. This will be accomplished by setting GRFD ceilings identified within the annual USACC mission memorandum.
- b. GRFD nurse contracts, to include ARNG, USAR, scholarship and Non-Scholarship cadets, may not exceed 15 per mission set. Conversion of Nursing Scholarships to GRFD are not authorized.
- c. Issue GRFD Control Numbers for ROTC Cadet Contract Endorsements when requested by ROTC Professor of Military Science (PMS). Monitor the status of the GRFD Program by maintaining a GRFD Cadet Database.
 - (1) The GRFD Control Number is the only guarantee that the cadet has to ensure a RD assignment during the accession process. It is a unique seven-character, alphanumeric sequence assigned to a particular cadet and placed in the CCIMS. It is designed to track cadet contract endorsements by mission set. This number should remain with the cadet until he/she is commissioned and released from HQ, USACC.
 - (2) Control numbers will only be issued as a part of the final contracting process, or after the contract has been initiated. Once all numbers have been issued, the GRFD Program option will be closed for that mission set, unless additional allocations have been requested and approved.
- d. Enter all control numbers into the CCIMS, Student Management Module.
- e. Post changes of GRFD status to the CCIMS within five working days of any changes, such as voided or revoked GRFD Control Numbers.

f. Act as the final approval authority for revocation of GRFD Cadet Contract Endorsements. (The revocation process is further discussed in Section [3-4](#).)

2-2. ROTC Professor of Military Science (PMS) will: [TOC](#)

- a. Inform prospects and cadets of the GRFD Program.
- b. Ensure prospects are completely qualified to participate in the GRFD Program before requesting a control number and executing the GRFD contract endorsement.
- c. Ensure the SMP agreement (ARNG - [NGB Form 594-1](#) or USAR - [DA Form 4824-R](#)) with the RC unit is completed before attempting to contract a Non-Scholarship SMP cadet.
- d. Ensure SMP contract is accurately and completely filled out.
- e. Request and process request for Non-Scholarship prospects/cadets that are interested in and eligible for the GRFD Program.
- f. Counsel cadets that request Non-Scholarship GRFD contracts that revocation requests must now be approved by CG Cadet Command and are no longer guaranteed.
- g. Process requests for revocation ([CC Form 204-R](#)) of the Non-Scholarship GRFD Cadet Contract Endorsement ([CC Form 202-R](#)) before submitting the cadets accession packet to Cadet Command for the National OML Ranking process and the DA/ROTC Selection and Branching Board.

2-3. GRFD Cadet will: [TOC](#)

- a. Enter into a SMP agreement with an ARNG or USAR unit at the earliest possible time during the semester/quarter when contracting with ROTC. See Paragraph [3-2a](#) for exemptions.
- b. Remain a satisfactory participant in the SMP RC unit.
- c. Complete all academic requirements necessary for the receipt of a baccalaureate degree before commissioning.
- d. Complete all academic requirements necessary for the receipt of an Associates Degree before commissioning if attending a MJC and enrolled in the Early Commissioning Program (ECP).
- e. Successfully complete all ROTC requirements necessary for commissioning within four semesters of contracting in ROTC.
- f. Lieutenants commissioned through the ECP at a MJC must also complete academic requirements for a baccalaureate degree within 36 months of being commissioned.
- g. Request RD when completing the ROTC accessions packet, [Cadet Command Form 67-9-1-R](#), ROTC Cadet Accession Management Sheet, Block 17, Duty Preference, unless the GRFD Cadet Contract Endorsement has been revoked.

h. Inform the RC chain-of-command of your projected commission date to facilitate appointment into the ARNG or USAR and subsequent assignment to the RC.

Chapter 3, Administration TOC

3-1. Eligibility TOC

a. To enter the program, a cadet must be fully eligible to enroll and contract as a Military Science and Leadership (MSL) II or III cadet in the ROTC Advanced Course. GRFD Contract Endorsements will not be completed on conditional cadets.

b. Based on availability, GRFD contract endorsements may be requested and issued as late as **31 August** of the Fall that the cadet is to be accessed by the DA Branching and Selection Board. GRFD contract endorsements are given to scholarship cadets as first priority and issued to Non-Scholarship cadets on a first-come, first-serve basis as long as control numbers are available.

c. Campus-Based scholarship cadets may not participate in the GRFD Program unless they have their scholarship converted to GRFD.

3-2. Guidelines TOC

a. Participation in the SMP is mandatory for all GRFD cadets, unless area RC units are over strength and are unable to accept SMP participants. The cadet must seek placement into an RC unit at the earliest possible time. While the cadet is expected to participate in the SMP, the cadet will not be penalized if RC unit positions are not available.

b. Cadets will be considered in breach of the GRFD Cadet Contract Endorsement, if they refuse to participate in the SMP when RC unit vacancies exist. The ROTC Professor of Military Science will make a determination, if a breach has taken place, and initiate the appropriate board action to revoke the cadets GRFD status and disenroll the cadet under the provisions outlined.

c. Non-Scholarship GRFD participants incur an eight-year statutory obligation (six in active drilling status and the final two in Inactive Ready Reserve) from the date of commission.

d. Scholarship GRFD participants incur an eight-year statutory obligation (all in active drilling status) from the date of commission.

e. Soldiers who are already members of a RC unit must participate in the SMP if they want to join ROTC unless they are a winner of a non-GRFD scholarship. SMP cadets may voluntarily elect the GRFD option if available.

3-3. Processing TOC

a. The PMS will request a GRFD Control Number from HQ,USACC (ATCC-OP-I-I), using [CC Form 227-R](#). HQ, USACC, will validate the issuance of GRFD Control Numbers and enter the GRFD Control Number into the CCIMS.

b. GRFD control numbers will only be issued to fully contracted cadets or fully contractible prospects as a part of the final contracting process. Do not request GRFD control numbers for conditional cadets.

c. Once eligibility requirements have been met by the prospective cadet, the ROTC PMS will initiate a [DA Form 597](#) (Army Senior Reserve Officers Training Corps (ROTC) Non-Scholarship Cadet Contract), or a [DA Form 597-3](#) (Army Senior Reserve Officers Training Corps (ROTC) Scholarship Cadet Contract).

d. A GRFD Cadet Contract Endorsement will be executed between the ROTC PMS and the cadet. GRFD Scholarship winners will complete their GRFD endorsement at the time of contracting.

(1) Non-Scholarship GRFD participants must complete a [CC Form 202-R](#).

(2) RFD Scholarship cadets must complete a [CC Form 203-R](#).

(3) ROTC battalions will ensure the GRFD control number is posted into the CCIMS, and annotate it on the GRFD Cadet Contract Endorsement in the space provided.

e. A copy of the Non-Scholarship GRFD Contract Endorsement ([CC Form 202-R](#)), GRFD Scholarship Contract Endorsement ([CC Form 203-R](#)), and any subsequent approved requests for revocation ([CC Form 204-R](#)) must remain with the original cadet contract.

f. Forward copies of all GRFD documents with the cadet accession packet in order to ensure selection for RD.

g. Commissioning packets will also include copies of all GRFD documents to ensure the cadet is commissioned into the reserve components.

3-4. Revocation of GRFD Control Numbers TOC

a. Non-Scholarship GRFD Cadets who wish to revoke their GRFD and DedMJC Scholarship cadets at a MJC who wish to revoke their GRFD Cadet Contract Endorsement and compete for an active duty selection must request revocation of the GRFD endorsement through the PMS by **1 September** of the Fall in which they are to be accessed by the DA/ROTC Selection and Branching Board, using [CC Form 204-R](#) (Revocation of the GRFD Cadet Contract Endorsement).

b. The PMS will forward cadet requests for revocation to HQ, USACC (**ATCC-OP-I-I**), for approval. This must be completed before transmitting the cadet's accession packet to the National OML Ranking process and DA/ROTC Selection and Branching Board.

c. GRFD cadets who request and are selected for active duty may be liable and subject to recoupment for any benefits received from the SRMGIB, MGIB Kicker, federal tuition assistance, and ARNG state tuition assistance programs. SMP cadets must be counseled on this fact before initiating a revocation request.

d. The CG, USACC, is the final approving authority for revocation requests. Revocation of the GRFD contract is not guaranteed. Suspense date of **31 August** will

be strictly adhered to.

e. GRFD ARNG/USAR, except MJC cadets, and DedARNG Scholarship Cadets can not revoke their GRFD endorsement to compete for an active duty accession.

Chapter 4, Guaranteed Reserve Forces Duty and Dedicated Army National Guard Scholarships [TOC](#)

4-1. Description [TOC](#)

a. GRFD/Dedicated ARNG scholarships are available for those soldiers/cadets that are interested in serving in the ARNG/USAR upon commissioning. Acceptance of these scholarships requires participation in the SMP. Information regarding the SMP can be found in [AR-145-1](#) (Paragraph 3-17), [AR 601-210](#) (Chapter 10), [NGR 600-100](#) (Chapter 13), and [NGR 600-200](#).

b. All GRFD and Dedicated ARNG scholarships are allocated to the ARNG/USAR. To compete for these scholarships, ROTC battalions must coordinate with the local ARNG or USAR headquarters. These scholarships are "over and above" the Campus Based Scholarship Program (CBSP) allocations so they do not count against the ROTC BNs allocation. Available GRFD scholarships by number and type are--

223 GRFD-USAR Scholarships (allocations are published annually).

108 GRFD-ARNG Scholarships (1 per state/territory).

Dedicated ARNG Scholarships (allocations by state/territory - dependent on funds).

c. Applicants for these programs must meet all eligibility requirements as stated in [AR-145-1](#), Paragraph 3-34, and [CCR 145-1](#).

d. All GRFD/Dedicated ARNG scholarships not allocated during the initial selection process will be used to establish an adjustment pool of GRFD and DedARNG scholarships and will be available to qualified alternate applicants. HQ, USACC, will award these scholarships based on procedures agreed to between HQ, USACC, the National Guard Bureau (NGB), and the Office of the Chief of the Army Reserve (OCAR). It is recommended that TAGs and USAR Regional Readiness Commands (RRCs) submit more applications than they have allocations. This helps ensure full utilization of scholarships in the event that an applicant declines an offer or becomes ineligible. It may also help TAGs/RRCs get additional scholarships from the adjustment pool.

4-2. GRFD-USAR 2-Year Scholarships [TOC](#)

a. RRC Commanders are responsible for marketing and utilizing GRFD-USAR scholarships. All applications for GRFD scholarships will be processed by the PMS/ROTC BN. The PMS will forward completed applications to the **RRC scholarship point of contact (POC)** who will board and select scholarship recipients by establishing an Order of Merit List (OML). The RRC will forward applications and OML to HQ, USACC, for final validation. HQ, USACC, will notify the RRC and PMS of scholarship awards. The RRC or PMS will prepare offer letters to scholarship winners. The PMS is encouraged to nominate on-campus prospects to the RRC for these

scholarships.

- b. The GRFD-USAR Two-Year Application should include a [CC Form 139-R](#) (ROTC Scholarship Application), a current transcript, [104-R](#), a letter of acceptance ([Figure 2-1](#) for sample) in the SMP by a local Troop Program Unit (TPU), and a resume ([Figure 2-2](#) for sample) outlining the potential cadets achievements, accomplishments, extracurricular activities, community involvement, work history, and career objectives.
- c. Applicants must be members of the USAR or be willing to join the USAR as an SMP participant. Individuals desiring a GRFD scholarship who do not yet belong to a USAR unit must submit a letter of acceptance from a USAR troop unit stating they will accept the individual in the SMP. GRFD-USAR scholarship winners must join an USAR unit as an SMP.
- d. Individuals selected for GRFD-USAR scholarships must serve their eight-year military service obligation in either the USAR or ARNG in an active drilling capacity (one weekend a month and a two-week annual training period each year), except for period(s) of AD required to obtain branch qualification (i.e., Officer Basic Course) or related to mobilization. At the conclusion of the eight-year commitment, the officer may request service on AD.
- e. Chapter 30, MGIB and Chapter 1606, Selected Reserve MGIB benefits may be used in addition to these scholarship benefits.

4-3. GRFD-ARNG 2 Year and Dedicated ARNG 2-, 2.5- and 3-Year Scholarships [TOC](#)

- a. TAG's are responsible for marketing and utilizing GRFD and Dedicated ARNG scholarships. All applications for GRFD/Dedicated scholarships will be processed by the PMS/ROTC BN. The PMS will forward completed applications to the TAG's **Officer Strength Manager** who will board and select scholarship recipients by establishing an OML. The TAG will forward applications and OML to HQ, USACC, for final validation. HQ, USACC, will notify TAG and PMS of scholarship awards. The TAG or PMS will prepare offer letters to scholarship winners. The PMS is encouraged to nominate on-campus prospects to the TAG for these scholarships.
- b. The GRFD-ARNG/DedARNG application should include a [CC Form 139-R](#) (ROTC Scholarship Application), a current transcript, [104-R](#), a letter of acceptance ([Figure 2-1](#) for sample) in the SMP by a local Troop Program Unit (TPU), and a resume ([Figure 2-2](#) for sample) outlining the potential cadets achievements, accomplishments, extracurricular activities, community involvement, work history, and career objectives.
- c. Applicants must be members of the ARNG or be willing to join the ARNG as an SMP participant. Individuals desiring a GRFD/Dedicated scholarship who do not yet belong to the ARNG must submit a letter of acceptance from a ARNG unit stating that they will accept the individual in a SMP status. GRFD and DedARNG scholarship winners must join an ARNG unit as an SMP.
- d. Individuals selected for DedARNG scholarships must serve their eight-year military service obligation in the ARNG in an active drilling capacity (one weekend a month and a two-week annual training period each year), except for period(s) of AD

required to obtain branch qualification (i.e., OBC) or related to mobilization. Individuals selected for GRFD-ARNG scholarship cadets must serve their eight-year military service obligation in either the ARNG or USAR. At the conclusion of the eight-year commitment, the officer may request service on AD.

e. Chapter 30 MGIB and Chapter 1606 SRMGIB benefits may be used in addition to the GRFD-ARNG scholarship benefits. However, Chapter 1606 SRMGIB benefits may **NOT** be used in addition to DedARNG scholarships. Chapter 30 MGIB benefits **MAY** be used in addition to the Dedicated ARNG scholarship.

4-4. GRFD Scholarships Conversations

a. If an individual has been offered a two-year Campus Based or Basic Camp Scholarship and desires a GRFD scholarship, they may request conversion. Conversions are allowed based on GRFD availability. There are a limited number of GRFD scholarships each mission set. Request conversion by submitting a Request for Conversion to GRFD or Dedicated National Guard Scholarship ([CC Form 226-R](#)), to **Commander, USACC, (ATCC-OP-I-I), Fort Monroe, VA 23651-1051**.

Request for conversion must be accompanied by a letter of acceptance from an ARNG/USAR unit stating they will accept the individual in a SMP status.

b. Scholarship winners of any length of benefit other than two years are prohibited from converting to a GRFD scholarship.

4-5. Dedicated ARNG Scholarship Conversions

a. This program allows 2, 2.5, 3, and 4-year National Scholarship winners to elect to convert their scholarship to DedARNG during the second semester/term of their MSL II year. This is not a new scholarship, but a conversion process for currently enrolled scholarship cadets.

b. To received this conversion, applicants must have a letter of acceptance from an ARNG unit stating they will accept the individual in a SMP status. The applicant must complete the application for conversion ([CC Form 226-R](#)). Forward the conversion memorandum and unit letter of acceptance [Figure 2-1](#) to **Commander, USAAC (ATCC-OP-I-I), Fort Monroe VA 23651-5000**.

c. Upon approval from HQ, USAAC, the individual must execute a GRFD scholarship contract endorsement ([CC Form 203-R](#)) and SMP agreement ([NGB 594-1](#)). They must also join an ARNG unit as a SMP.

d. Individuals selected for DedARNG scholarships must serve their eight-year military service obligation in the ARNG in an active drilling capacity (one weekend a month and a two-week annual training period each year), except for period(s) of active duty required to obtain branch qualification (i.e., OBC) or related to mobilization.

Section I, Abbreviations [TOC](#)

AD	Active Duty
APMS	Assistant Professor of Military Science
ARNG	Army National Guard
CG	Commanding General
DA	Department of the Army
ECP	Early Commissioning Program
GRFD	Guaranteed Reserve Forces Duty
HQ	Headquarters
MJC	Military Junior College
MSL	Military Science and Leadership
MS	Mission Set (year group management of commissionees)
OML	Order of Merit List
PMS	Professor of Military Science
RC	Reserve Components (ARNG and USAR)
RD	Reserve Forces Duty
ROTC	Reserve Officers Training Corps
SRMGIB	Selected Reserve Montgomery GI Bill
SMP	Simultaneous Membership Program
USAR	U.S. Army Reserve
USACC	U.S. Army Cadet Command

Section II, Terms **TOC**

Assistant Professor of Military Science (APMS).

The primary instructor for ROTC cadets enrolled in Military Science. APMS duties include recruiting, training, administration, coaching, and ultimately, commissioning the future officer leadership of the Army.

Early Commissioning Program (ECP).

A program that allows ROTC cadets who have completed all ROTC requirements, except that of obtaining a baccalaureate degree, to be commissioned.

Guaranteed Reserve Forces Duty (GRFD) Endorsement.

Endorsements to the ROTC basic contract that guarantee cadets reserve forces duty is based upon the needs of the Army.

Human Resources Command (HRC) - St Louis.

Responsible for policies and procedures to assign, attach, detail, remove, or transfer U.S. Army Reserve soldiers.

Military Junior College (MJC).

A military school that provides junior college and possibly high school level instruction but does not confer a baccalaureate degree.

MSI/II/III/IV.

Designation for the different levels of Military Science and Leadership. For example, MSL I is the first year, while MSL IV is the fourth year. MSL III and IV are the designation for the advanced course.

Mission Set.

That year group of cadets that are commissioned and accessed into the Total Army.

Professor of Military Science (PMS).

The academic and military position of the senior commissioned Army officer assigned to duty with a senior ROTC battalion.

Reserve Components (RC).

Army National Guard and United States Army Reserve.

Simultaneous Membership Program (SMP).

An officer training program that requires RC enlisted status for eligibility in a Troop Program Unit. Enlisted members of RC units who contract in the ROTC Advanced Course must assume SMP status or be discharged from their unit. GRFD Scholarship and Non-Scholarship cadets.

Figures **TOC**

Figure 2-1

Sample TPU Letter of Acceptance Into the Simultaneous Membership Program (SMP)

ROTC BN Header

Office Symbol


Date:

MEMORANDUM FOR RECORD

SUBJECT: Acceptance for Participation in the SMP

1. Upon contracting into the RTC at (college/university), (potential Cadet's Name) will be accepted into (RC Unit), (Unit Identification Code), as a participant in the SMP.
2. (Potential Cadet's Name) will obtain the rank of Cadet.
3. (Potential Cadet's Name) will obtain the pay grade of (E5 or higher) dependent upon pay grade held before entering the program.
4. (Potential Cadet's Name) will be assigned to the Paragraph Line Number: 09R10/20.
5. Point of contact for this memorandum is (enter Unit Company Commander's designated Action Officer here) at (enter telephone number here) or (enter e-mail address here).

RC Unit Company Commander's Signature Block

Figure 2-2 

Sample Resume Format

Name:
Address:
Telephone:
E-Mail Address:

Objective:

Brief statement about your goals.

Civilian/Military Education:

- Name of University/College, City, State
- Major, Number of Credit Hours Completed, and GPA.
- Name of High School, City, and State
- Course and Year Completed
- Rank and MOS

Accomplishments/Activities:

List here any achievements, awards, or activities. May include club memberships, varsity sports, intramural, extra-curricular activities, and honors.

Civilian Employment/Experience:

Several Choices --

1. List all experience (including internships, part-time, Co-Op, and Volunteer) in reverse chronological order (most recent first):

- Name of Organization, City, and State
- Your Title, Dates
- Active Description of Duties, Accomplishments, and Responsibilities

2. Use a combination statement to summarize part-time, temporary, and/or odd jobs (held several part-time jobs as a secretary, cook, and sales clerk to earn 50 percent of college tuition. 1994-96).

Military Experience/Assignments:

Position Title, Duty, Location/Installation, and Dates

Interest/Hobbies:

Optional.

W. MONTAGUE WINFIELD
Major General, U.S. Army
Commanding

OFFICIAL:

WAYNE L. GARCIA.
Colonel, U.S. Army
Chief of Staff

DISTRIBUTION: