



**ADDENDUM TO CERTIFICATE AND ACKNOWLEDGEMENT OF SERVICE  
REQUIREMENTS (DA FORM 3540) FOR ALL PERSONNEL APPLYING FOR PARTICIPATION IN THE RESERVE  
OFFICERS TRAINING CORPS (ROTC)/SIMULTANEOUS MEMBERSHIP PROGRAM (SMP)**

For use of this form, see AR 601-210; the proponent agency is ODCSPER

**INFORMATION REQUIRED BY THE PRIVACY ACT**

**AUTHORITY:** Title 10 USC Section 270, 10 USC 511, 10 USC 673a and Executive Order 9397, 22 November 1943.  
**PRINCIPAL PURPOSE:** To explain additional obligations and participation requirements imposed as a result of this specific option and to insure that your agreement to these conditions is a matter of record.  
**ROUTINE USES:** Confirmation of obligations and participation requirements incurred under this option; occasionally as a basis for removal from the program if the requirements are not met.  
**DISCLOSURE:** Disclosure of your SSN is voluntary; however, if not provided you will not be accepted into the program.

**APPLICABILITY**

This addendum to DA Form 3540 will be completed by all individuals applying for participation in the ROTC/SMP and will be reproduced locally.

**INSTRUCTIONS TO USAR ACCEPTANCE OFFICIAL**

Each individual applying for participation in the ROTC/SMP will read, initial where indicated, and sign this addendum prior to participating in the program if they are currently unit members, or prior to being enlisted, reenlisted, extended, or reassigned, as a member of a troop program unit of the USAR. All questions will be answered to the applicant's satisfaction. After completion of the Authentication block below, a copy of this Addendum will be attached firmly to each copy of the DA Form 3540 and distributed in accordance with the instructions contained in Section IV, Chapter 8, AR 140-111.

**EXPLANATION TO APPLICANT**

1. In connection with my selection for participation in the ROTC/SMP as a currently assigned unit member, or in connection with my enlistment reenlistment, extension of enlistment, or reassignment from Control Group (ROTC) to a troop program unit of the US Army Reserve, I accept the following

Option 1: Selection for participation in ROTC/SMP as a member currently assigned to the appropriate troop program unit. I further acknowledge that (*check one*):

I have previously successfully completed a basic training course conducted by the US Armed Forces; or I have successfully completed 3 years or more of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC has been issued and is available to the recruiting officials; or I have attended a Service Academy for one year; or I have successfully completed MS II; or I have successfully completed ROTC Basic Camp. Read and initial paragraphs 2a through 2f, h, i, j, l, and m.

Entry on Initial Active Duty for Training (*IADT*) to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through 2f, h, i, j, l, and m.

Option 2: Enlistment for ROTC/SMP with no previous military service or ROTC credit placement for enrollment in Advanced ROTC. Entry on Initial Active Duty for Training (*IADT*) to complete basic training is required to be successfully completed prior to entrance in ROTC/SMP. Read and initial paragraphs 2a through g, i, j, k, and m.

Option 3: Enlistment, reenlistment, or extension of enlistment, for ROTC/SMP with one of the following:

- a. Previous military service and have successfully completed a basic training course conducted by US Armed Forces.
- b. Have successfully completed 3, or more, years of Junior ROTC and a letter of acceptance by a Professor of Military Science as credit placement for enrollment in Advanced ROTC, has been issued and is available to the recruiting officials.
- c. Have attended a Service Academy for one year.
- d. Have successfully completed MS II.
- e. Have successfully completed ROTC Basic Camp

Read and initial each paragraph 2 a through 2m.

Option 4: Reassignment from Control Group (*ROTC*) to a troop program unit for participation in ROTC/SMP and already enrolled and participating in the Advanced ROTC Program. Read and initial paragraphs 2a, b, c, d, i, j, k, and m.

2. In connection with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group (*ROTC*), the following additional agreements are acknowledged:

- a. I understand the ROTC/SMP is a voluntary officer training program which requires Reserve Component enlisted status for eligibility.
- b. I understand that by law (*10 USC 2106*) a commissioned officer may not apply credits which stem from enlisted service served concurrently with ROTC Advanced Course training, when computing length of service for any purpose.
- c. I understand that participants in the Army ROTC scholarship program are not eligible for participation in ROTC/SMP. ROTC/SMP participants may apply for Army ROTC scholarships; however, they will be reassigned from the troop program unit to the Control Group (*ROTC*) prior to acceptance of such scholarships.
- d. I agree that upon successful completion of the ROTC Advanced Course, to include ROTC Advanced Camp, I will volunteer for commissioning under the provisions of the ROTC Early Commissioning Program (*ECP*) if, upon completion, I am not scheduled to receive a baccalaureate degree within six months.
- e. I am not ineligible to enroll in the Advanced ROTC Program as provided in paragraph 3-14, AR 145-1.

f. I understand if I am accepted for participation in the ROTC/SMP and do not apply for enrollment in the ROTC Advanced Course within one year following enlistment, I will be dropped as a potential ROTC/SMP participant and retained in the unit in an enlisted status until completion of my military service obligation (*statutory or contractual*). I will also be required to undergo any initial active duty for training not previously completed.

g. I understand if I enlist directly for participation in the ROTC/SMP and I apply but am not accepted for enrollment in the ROTC Advanced Course (*see eligibility requirements, paragraphs 3 51 and 3-17, AR 145-1*) I will, at my request be retained in the unit, or be honorably discharged. If I am retained in an enlisted status I will be dropped as a potential ROTC/SMP participant and required to complete an initial active duty for training not previously completed.

h. I understand if I enlisted under any other enlistment program or option and was selected for ROTC/SMP participation and I do not apply for enrollment in the ROTC Advanced Course within one year following my selection, or I am not accepted for enrollment in the ROTC Advanced Course, I will be dropped as a potential ROTC/SMP participant and retained in an enlisted status until completion of my military service obligation (*statutory or contractual*).

i. I understand that if I am disenrolled from Advanced ROTC, or fail to complete the ROTC Advanced Course, I will be dropped from the ROTC/SMP and, if otherwise qualified, retained in the unit in an enlisted status until completion of my military service obligation (*statutory or contractual*). I must undergo initial active duty for training if not previously completed. I will be administratively reduced immediately to the grade and rank authorized by AR 140-158.

j. I understand that if I fail to volunteer for the ROTC Early Commissioning program (*ECP*), or fail to accept a commission, or fail to be tendered a commission, I will be treated in the same manner as those ROTC/SMP participants who fail to complete Advanced ROTC. See paragraph i above.

k. I understand that when enlisting directly for participation in the ROTC/SMP I am not entitled to enlistment incentives under the provisions of DA Circular 135-23, or similar Federal directives.

l. I understand that when entering the ROTC/SMP if I received an enlistment incentive under the provisions of DA Circular 135-23, or similar Federal directives, I will not be entitled, upon my assignment to an officer-trainee position, to future incentive payments and may be required to pay back some, or all, of the money I have received prior to my assignment to an officer-trainee position.

m. I understand that any enlistment/reenlistment program, other than the Enlistment Incentive Program (*DA Circular 135-23, or other similar Federal directives*), which I would have otherwise elected and been eligible for upon initial enlistment/reenlistment, will be available upon my application for said program should I remain in an enlisted status upon removal from the ROTC/SMP.

3. I have read, initialed, and understood, each of the statements above which pertain to the option I chose in paragraph 1 above. Any other promise, representation, or commitment made to me in conjunction with my enlistment, reenlistment, extension of enlistment, or reassignment from Control Group (*ROTC*), for participation in the Reserve Officers Training Corps (*ROTC*)/Simultaneous Membership Program (*SMP*) is written below in my own handwriting, or is hereby waived. (*If none, write "NONE".*)

**AUTHENTICATION**

ASSIGNED UNIT DESIGNATION AND COMPLETE ADDRESS (*Include ZIP Code*)

DATE	TYPED NAME AND SOCIAL SECURITY NUMBER OF APPLICANT	SIGNATURE OF APPLICANT
DATE	TYPED NAME, GRADE, BRANCH AND TITLE OF RECRUITING OFFICIAL	SIGNATURE OF RECRUITING OFFICIAL