Enrollment Forms Guide

Completing the USACC 139-R

Current version is dated May 2023

CADET APPLICATION AND ENROLLMENT RECORD
For use of this form, see USACC Pam 145-4, the proponent agency is ATCC-PAC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	10 USC 2101, 2103, 2104, 2107, 2111, and 5 USC 301
Principal Purpose(s)	To obtain personnel data in order to determine eligibility for enrollment and serve as a source document for cadet's service record throughout participation in the ROTC Program. Provides data for the administration of the ROTC student commencing with application for enrollment into the ROTC Program.
Routine Uses	To verify eligibility to participate in the ROTC Program; to provide information on addresses and telephone numbers for use in the event of death, injury, illness or unauthorized absence while participating in ROTC activities; to facilitate contact with complete information with a cadet during other than normal training periods; to make a matter of record the information provided by the cadet.
Disclosure	Disclosure is voluntary. However, failure to provide complete information and provide responses will suspend the enrollment process into the ROTC Program.

PART I - GENERAL INFORMATION

Reset Form

1. NAME Last   1a. NAME First   1b. NAME MI

2. SSN   3. COLLEGE ID #   4. E-MAIL

5. LOCAL ADDRESS   5a. CITY   5b. STATE   5c. ZIP CODE   6. PHONE

7. PERMANENT ADDRESS   7a. CITY   7b. STATE   7c. ZIP CODE   8. PHONE

9. DOB   10. POB   11. RELIGIOUS PREF   12. BLOOD TYPE   13. ACT   14. SAT

15. SEX   16. HEIGHT   17. WEIGHT   18. MARITAL STATUS   19. DEPENDENTS   19a. Number of Dependents

20. ETHNICITY (Check One)   Hispanic or Latino   Non-Hispanic or Non-Latino   20a. RACE   American Indian or Alaska Native   Asian   Black or African American   Native Hawaiian or Other Pacific Islander   White   Multiracial

21. CITIZENSHIP (Check One)   U.S. Citizen   U.S. Born   Naturalized   Born Overseas with U.S. Parents   Dual Citizenship (See USACC PAM 145-4, 5-17)   Non U.S. Citizen   Immigrant Alien   Nonimmigrant Alien   Refugee

22. Do you have any condition that could interfere with you participating in a normal college physical education course?   22a. If "yes" explain

23. Have you ever received Medical Disability payments from any source?   23a. If "yes" explain

24. NEXT OF KIN   24a. ADDRESS   24b. PHONE

PART II - ACADEMIC INFORMATION

25. ROTC HOST SCHOOL   Pennsylvania State University   25a. FICE CODE   003329   26. SCHOOL OF ATTENDANCE   Pennsylvania State University   26a. FICE CODE   003329

27. RESIDENCY STATUS   28. ACADEMIC CLASS   29. PROJECTED GRADUATION DATE   30. ACADEMIC MAJOR

31. ACADEMIC MINOR   32. CREDITS TOWARD DEGREE   33. CREDITS REQUIRED FOR DEGREE   34. CGPA (COLLEGE)

35. OTHER COLLEGES ATTENDED   35a. YEAR(S) ATTENDED   36. HIGH SCHOOL ATTENDED

36a. GRADUATION DATE   37. ROTC SCHOLARSHIP RECIPIENT   37a. If "yes" what type?

38. OTHER SCHOLARSHIPS   39. JROTC EXPERIENCE

PART III - CURRENT OR PRIOR MILITARY SERVICE (TO INCLUDE OFFICER PRODUCING PROGRAMS)

NOT APPLICABLE (Go to PART IV)   40. CURRENT SERVICE: Are you currently in the Armed Forces?   40a. If "yes" which Branch?

40b. SMP UNIT   40c. Is your spouse currently a member of the Armed Forces?

41. PRIOR SERVICE: Have you ever been enrolled in an officer producing program?   41a. Were you ever disenrolled from any ROTC Program?   41b. Were you ever enrolled in a Service Academy?

41c. Were you ever discharged from the Armed Forces?   41d. If "yes" what type of discharge?   41e. If "yes" what was the RE Code?

41f. Months of Active Service

41g. Have you ever been discharged for medical reasons?   41h. If "yes", explain: 41i. Have you enlisted through the Military Accessions Vital to National Interest (MAVNI) Program?

Picture of page 1 of USACC form 139-R

RULES

- Fill out pages 1 and 2 ONLY.
- Follow these instructions. Some questions are not asking for the information or the format that you may think is appropriate.
- Download the form, open the form with Adobe Acrobat, and type your information (Do not open in a web browser or email program).
- Use proper capitalization (Typically, not all capital letters and not all lower-case letters).
- If you do not know, leave blank.

1. NAME

1. NAME Last	
1a. NAME First	
1b. NAME MI	

- Enter your last name in 1. NAME Last, e.g. Smith. Use lower case letters for prefix portions of family names, e.g. Mc, Mac, de, St., Van, etc. If you have a suffix (Jr., III), add it to end of last name, e.g. Jones, Jr.
- Enter first name in 1a. NAME First, e.g. John
- Enter middle initial in 1b NAME MI, e.g. J.

2.SSN

2. SSN

- Clearly enter your 9-digit Social Security Number WITHOUT including any dashes

- If you are remote, include this ONLY IF your instructor sent you instructions to upload this form to a secure site.

- ★ *NEVER send your Social Security Number in an unencrypted email or text.*

3. College ID#

3. COLLEGE ID #

- Enter your Penn State ID number
- This is the 9-digit number on your PSU ID card that starts with the number "9"

4. eMail Address

4. E-MAIL [@psu.edu]

- Insert your PENN STATE email address
- Include the "@psu.edu" e.g. abc123@psu.edu

- Incoming students without a Penn State email account can use a personal email, but must provide their instructor their Penn State email when one is assigned.

5. Local Address

5. LOCAL ADDRESS   Dorm room & building or off-campus # & st.

- On-Campus: Room number and Building, e.g. 123 Beam
- Off-Campus: Number and Street, include apartment number if applicable,
e.g. 456 N. Atherton ST or
123 W. College AVE, Apt 3

5a., 5b, and 5c. Local Address (Continued)

5a. CITY	University Park	5b. STATE	PA	5c. ZIP CODE	16802

- On-campus:
  5a. University Park
  5b. PA
  5c. 16802

- Off-campus city, state and ZIP code
  e.g. State College / PA / 16801

6. Local Phone

6. PHONE   Local / Cell

- Enter your cell phone (preferred) or local number where you can be reached.

- If not included, you may miss out on scholarship or other opportunities.

- If you do not wish to be notified by text, write "No text" in PENCIL to the right of block 6.

7. Permanent Address

7. PERMANENT ADDRESS

Home: number and street

- Street or RFD number and street name of home address (123 Main ST) , include apartment number if applicable

7a., 7b, and 7c. Permanent Address (Continued)

| 7a. CITY | | 7b. STATE | | 7c. ZIP CODE | |

Home (Permanent) address:

- 7a. City

- 7b. State (Two letter postal code)

- 7c. ZIP code (five digit)

8. Home Phone

8. PHONE

- Enter the phone number for your home of record (permanent address/parent's address)
- If you no longer have a house phone, use the number of a spouse, parent or guardian.

9. DOB: Date of Birth

9. DOB [ ]

- use DDMMMYY format, e.g. 25AUG03, 01APR99
- For the month, use the first three letters, all capitalized:
  JAN   FEB   MAR   APR
  MAY   JUN   JUL   AUG
  SEP   OCT   NOV   DEC
- Do NOT use any slashes "/"

10. POB: Place of Birth

10. POB	

- Enter the City and State of the place where you were born.
  e.g., Pittsburgh, PA
        Leesburg, VA

- If born outside the United States, enter the city and country where you were born.
  e.g. Frankfurt, Germany

11. Religious Preference

11. RELIGIOUS PREF

- Enter your religious preference (partial list below):

Assemblies of God	Evangelical Covenant	Other Religions
Baptist American	Friends (Quaker)	Pentecostal
Baptist Other	Jehovah's Witnesses	Presbyterian
Baptist Southern	Jewish	Protestant
Brethren	Latter Day Saints	Protestant (Other)
Buddhist	Lutheran	Reformed
Christian	Methodist	Roman Catholic
Church of Christ	Muslim	Salvation Army
Church of God	Nazarene	Seventh-Day Adventist
Disciples of Christ	No Preference	Unitarian Universalist
Episcopal	Orthodox	United Church of Christ

12. Blood Type

12. BLOOD TYPE

- Enter blood type, if known.

A+	A-
B+	B-
AB+	AB-
O+	O-

13. ACT

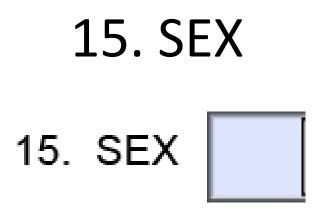13. ACT

- If you took the ACT, enter the 2-character ACT COMPOSITE score (this is the composite score for all 4 areas); i.e., 24, 32, etc.

14. SAT

14. SAT [ ]

- If you took the SAT, enter the combined score for <u>verbal</u> and <u>math</u>; i.e. 1200, 950, etc.
- Do NOT include your essay score.

15. SEX

15. SEX

- Enter:
  M for Male
  F for Female

16. Height

16. HEIGHT

- Enter your height in <u>inches</u>; i.e., 60, 72, etc.

5' 0" = 60	5' 1" = 61	5' 2" = 62
5' 3" = 63	5' 4" = 64	5' 5" = 65
5' 6" = 66	5' 7" = 67	5' 8" = 68
5' 9" = 69	5'10"= 70	5'11"= 71
6' 0" = 72	6' 1" = 73	6' 2" = 74

17. Weight

17. WEIGHT

- Enter your weight in pounds.

18. Marital Status

18. MARITAL STATUS

- Use the appropriate one-letter code:

  S – Single
  M – Married
  D – Divorced
  W – Widowed

19. Dependents

19. DEPENDENTS

- Enter "Yes" if you have a spouse, children, or others who depend on you for life support.
- Enter "No" if not.

19a. Number of Dependents

19a. NUMBER OF DEPENDENTS

- If you have a spouse, children, and/or others who depend on you for life support, enter the number of your dependents.

- If you have no dependents, leave blank.

20. ETHNICITY
20a. RACE

20. Use an "X" to check the appropriate block:
- ❑ Hispanic or Latino

OR
- ❑ Non-Hispanic or Non-Latino

20a. Use an "X" to check the appropriate block:
- ❑ American Indian or Alaska Native
- ❑ Asian
- ❑ Black or African American
- ❑ Native Hawaiian or Other Pacific Islander
- ❑ White
- ❑ Multiracial

21. CITIZENSHIP

Even though the form says "Check One," this section requires you to check <u>TWO</u> boxes:

- Use an "X" to check U.S. Citizen or Non U.S. Citizen.

- If U.S. Citizen, then check either U.S. Born, Naturalized, Born Overseas With U.S. Parents, or Dual Citizenship.

- If you are a Non U.S. Citizen, then check either Immigrant Alien, Nonimmigrant Alien, or Refugee.

- Notify your instructor if you are a Non U.S. Citizen.

22. Do you have any condition that could interfere with you participating in a normal college physical education course?

22. Enter "Yes" or "No" as appropriate.

22a. Explain a "Yes" answer.

23. Have you ever received Medical Disability payments from any source?

23. Enter "Yes" or "No" as appropriate.

23a. Explain a "Yes" answer.

24. Next of Kin

24. NEXT OF KIN

- Enter Nearest Living Relative's Last Name, First Name, Middle Initial and Relationship; i.e., Jones, Pamela D. Mother
- If married, use spouse's information.
- If not married, use a parent or guardian.
- If no living parent or guardian, use an adult sibling, aunt or uncle.

24a. Address of Next of Kin
24b. Phone of Next of Kin

24a. ADDRESS [   ]   24b. PHONE [   ]

- 24a: Enter the Next of Kin's Address; include street, city, state and ZIP code; i.e. 987 Anyplace Street, Anytown, NY 12345

- 24b: Enter the Next of Kin's phone number; include the area code and do not include any special characters. If overseas, include country code; i.e., 7571234567, 01162212345689. etc.

25. ROTC Host School
25a. FICE Code

- 25. ROTC Host School:
  "The Pennsylvania State University"

- 25a. FICE Code: "003329"

26. School of Attendance
26a. FICE Code

University Park campus:

- 26. School of Attendance:
  "The Pennsylvania State University"

- 26a. FICE Code: "003329"

27. RESIDENCY STATUS

27. RESIDENCY STATUS

- Enter an "R" if you are resident of Pennsylvania*
- Enter an "N" if you are not a resident of Pennsylvania

*Enter "R" if you paying Penn State the in-state tuition rate due to special circumstances

28. ACADEMIC CLASS

28. ACADEMIC CLASS

- Enter one of the following:

    FR - Freshman

    SO - Sophomore

    JR - Junior

    SR - Senior

    GR - Graduate

29. PROJECTED GRADUATION DATE

29. PROJECTED GRADUATION DATE

- Most non-engineering majors, enter the May date.
- Engineering majors, enter the December date.

Graduating the end of…	Graduation Date
Fall 2024	21 Dec 2024
Spring 2025	10 May 2025
Fall 2025	20 Dec 2025
Spring 2026	9 May 2026
Fall 2026	19 Dec 2026
Spring 2027	8 May 2027
Fall 2027	18 Dec 2027

30. ACADEMIC MAJOR

30. ACADEMIC MAJOR

- Enter your projected major of study.

https://admissions.psu.edu/academics/majors/4year/?displayBy=alpha

31. ACADEMIC MINOR

31. ACADEMIC MINOR

- Enter your projected minor of study, if applicable.

32. CREDITS TOWARD DEGREE

32. CREDITS TOWARD DEGREE

- Enter the number of credits that <u>Penn State</u> will count toward completion of your desired degree.

- NOTE: Not all completed classes, transfer classes, or AP credits necessarily count toward degree completion.

33. CREDITS REQUIRED FOR DEGREE

33. CREDITS REQUIRED FOR DEGREE

- Enter the number of credits that you must complete to earn your desired degree.

https://bulletins.psu.edu/programs/#filter=.filter_22

34. CGPA (COLLEGE)

34. CGPA (COLLEGE)

- Enter your college GPA.
- If this is your first semester, leave blank.

35. OTHER COLLEGES ATTENDED
35a. YEAR(S) ATTENDED

35. OTHER COLLEGES ATTENDED

- Enter the name of any other college or university that you attended as a full-time student.

35a. YEAR(S) ATTENDED

- Enter the number of years you attended the other college or university.

36. HIGH SCHOOL ATTENDED
36a. GRADUATION DATE

36. HIGH SCHOOL ATTENDED

- Enter ONLY the five-digit ZIP code of the High School from which you graduated.

36a. GRADUATION DATE

- Date that you graduated High School.

  (If filling form by hand, use DDMMMYY format, e.g. 07JUN21).

37. ROTC SCHOLARSHIP RECIPIENT

37. ROTC SCHOLARSHIP RECIPIENT [   ]

- If scholarship recipient, enter "Yes".
- If not, enter "No".

37a:

- If scholarship recipient, enter "4 year" or "3 AD"
- If not, Leave 37a blank.

38. OTHER SCHOLARSHIPS

38. OTHER SCHOLARSHIPS

- Note any scholarships other than any from ROTC (name only).

39. JROTC EXPERIENCE

39. JROTC EXPERIENCE

- Enter which branch of JROTC the student participated in, Army, Navy, Air Forces, Marines, and the number of years spent in JROTC; i.e., Army 4 years, Navy 3 years, etc.

PART III - CURRENT OR PRIOR MILITARY SERVICE (TO INCLUDE OFFICER PRODUCING PROGRAMS)

- If you never enlisted in any branch of the military, check the box "NOT APPLICABLE" (Go to PART IV).

- If you never attended a military academy or OCS, check the box "NOT APPLICABLE" (Go to PART IV).

- If one of the above is true, leave the section blank for now and see me later.

42. RELEASE OF INFORMATION

- Read the statement and check or initial in the block

43. STATEMENT OF CRIMINAL PROCEEDINGS BY CIVIL OR MILITARY AUTHORITIES

When answering these questions, you <u>must</u> include records that are expunged, sealed, set aside, dismissed, or original findings or pleas changed.

- Have you ever been cited, ticketed, or arrested for underage drinking?

- Are you now, or have you ever been, in pre-trial diversion (like a first-time offender program)?

- Have you ever received any traffic-related tickets (speeding; parking; seatbelt; other traffic violations) where the fines (not including fees or court costs) have been over $250?

- Have you had alcohol or drug related driving offenses?

- Have you had 6 or more minor traffic violations (excluding parking violations) in a 12-month period where the fine is $100 or more per offense?

- Have you had 12 or more minor traffic violations (excluding parking violations) during the previous 3 years where the fine is $100 or more per offense?

- Have you ever been summoned or indicted into court under civilian or military law as a defendant in a criminal proceeding to include any and all proceedings involving juvenile or adult criminal offenses, but excluding traffic violations which involved a fine or forfeiture of $250 or less?

- Have you ever been convicted, fined, imprisoned, placed on probation, paroled or pardoned for anything other than traffic violations under $250?

If you answered NO to all the questions above, initial "The above statement is true."
If you answered YES to any of the first eight questions, initial "The above statement is not true" and explain in the box provided.

44. SUBSTANCE ABUSE

- Read the statements and initial the appropriate block for your situation.

- If you initialed the second or third block, complete the "When" and "How often" boxes.

NOTE: Any future drug use will be grounds for disenrollment from the ROTC Program.

45. RELIGIOUS ACCOMMODATION

- Read the statement and check or initial in the first block.

- Check if you do or do not wish to submit a religious accommodation. A religious accommodation would include consideration for meals that meet specific religious dietary requirements.

46. CONSCIENTIOUS OBJECTION

- Read the statement and check or initial the appropriate block for your situation.

- If you are a conscientious objector, explain in the box provided.

47. EXTREMIST GROUPS

- Have you ever had, or currently have, any association with an extremist/hate organization or gang?

  Check or initial the Yes or No block.

"All information given on this form is correct to the best of my knowledge."

- Sign the SIGNATURE OF CADET block in black ink or sign electronically.

- By signing this block, you are certifying that all the information on pages 1 and 2 are true.

48. LOYALTY OATH

- Read the oath.
- If you are a scholarship winner, you must agree to the oath and sign and date the form.
- If you are not currently a scholarship winner, you may agree to the oath and sign now or wait until you are offered a contract (scholarship or non-scholarship) later.

PAGES 3-6

- FILL OUT PAGES 1 AND 2 ONLY

- DO NOT MAKE ANY ENTRIES BEYOND PAGE 2