

# New Mexico Military Institute - Army ROTC Early Commissioning Program

## ROTC Application and Contracting Checklist

Completing these forms does not obligate you to the US Army or to NMMI but are required if you intend to move forward with becoming an Army officer in two years through the Early Commissioning Program.

You must be accepted by NMMI Admissions in order to participate in Army ROTC at NMMI. This checklist is for future Cadets interested in joining Army ROTC to pursue a commission as a second lieutenant in the US Army. Read more about this program at [www.nmmi.edu/rotc](http://www.nmmi.edu/rotc).

Deadline for the Fall semester is 15 April, deadline for Spring semester is 15 November (sooner is better since training seats and scholarships are limited). By submitting the forms you indicate your desire to participate the Early Commissioning Program and (if eligible) to compete for a 2-Year ROTC scholarship. The forms will be used for multiple different purposes. For example: screening you for ROTC Room/Board Scholarship eligibility, building your ROTC file, initiating your DODMERB (medical physical), reserving your seat for Basic Camp (summer training if you have not completed Basic Training), making training travel arrangements (the US Army flies you to/from Basic Camp), making sure you get paid and to prepare your ROTC contract (your obligation to the US Army). Complete and submit documents listed below for Basic Camp and ROTC scholarship consideration.

Items 1-7 can be found online at [www.nmmi.edu/rotc](http://www.nmmi.edu/rotc). We strongly encourage you to hold on to these forms until you have all of them completed, then submit them in one email to [nmmirotc@nmmi.edu](mailto:nmmirotc@nmmi.edu). (scanned .pdf is the preferred file type) This will alleviate duplication and confusion.

Please digitally complete (type) these forms, if we cannot read it we will return it to you for clarification and will delay processing.

### **Required Documents:**

1. \_\_\_\_\_ 139-R (Cadet Application and Enrollment Record) (Only complete Pages 1 and 2)
2. \_\_\_\_\_ SF1199 (Direct Deposit Form)
  - Your bank can assist you in completing the form, ensure routing and account numbers are correct.
  - You must be the primary account owner, parents can be joint but the account must be in your name.
3. \_\_\_\_\_ W4 (Employee's Withholding Allowance Certificate)
4. \_\_\_\_\_ DD Form 2058 (State of Legal Residence)
5. \_\_\_\_\_ SGLI (Servicemembers' Group Life Insurance, 3 pages)
6. \_\_\_\_\_ DD 2005 (Privacy Act Form)
7. \_\_\_\_\_ DD Form 93 (Record of Emergency Data, 2 pages)
8. \_\_\_\_\_ Copy of your Birth Certificate (Must show original prior to you signing your ROTC contract)
9. \_\_\_\_\_ Copy of your Social Security Card (Must show original prior to you signing your ROTC contract)

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10. \_\_\_\_\_ Copy of your high school transcript and ACT or SAT score.
- Minimum for participation in ROTC: 2.0 GPA and a 17 ACT or 850 SAT.
  - Minimum to be considered for scholarship: 2.5 GPA and a 19 ACT or 1000 SAT
11. \_\_\_\_\_ Photo of you in athletic attire or in uniform
12. \_\_\_\_\_ If you have a DODMERB or MEPS physical include a complete copy with this application.
- The recruiting officer will initiate the DODMERB physical for you if you are not already medically qualified.

### The following suggestions are highly recommended:

- \_\_\_\_\_ Complete the FAFSA (Free Application for Federal Student Aid) ([Click](#)).
- This allows NMMI Financial Aid to screen you for NMMI scholarships, federal assistance and loans.
- \_\_\_\_\_ Set up your payment plan with the NMMI Business Office ([Click](#)).
- ROTC money does not begin until you have signed your ROTC contract, this contract obligates you to complete the ROTC Early Commissioning Program to serve in the US Army as an officer.
  - Contracting usually occurs in September provided you have completed the “big 4”:
    - 1. You are medically qualified,
    - 2. You have passed the Army Physical Fitness Test,
    - 3. You have proven your US citizenship,
    - 4. You have completed all the forms required for your Contracting Packet.
  - You are responsible for payments to NMMI to cover uniforms, tuition, etc. Once you contract ROTC monies will be paid to your direct deposit account.
- \_\_\_\_\_ View New and Old Cadet information on the Commandant’s webpage ([Click](#)).
- This includes packing lists, calendar events and important information regarding life as a Cadet at NMMI.
- \_\_\_\_\_ Read through the Army ROTC ECP Handbook to learn more about the Army ROTC ECP ([Click](#)).
- \_Yes/No\_ Do you qualify for the US Armed Services Tuition Discount? ([Click](#))
- If you have enlisted and have a DD214 or if you are a dependent of a service member or veteran, submit their DD214 to the NMMI Registrar ([Click](#)).
- \_\_\_\_\_ **New Mexico residents only:** Complete the NM Legislative Scholarship Application ([Click](#)).
- \_\_\_\_\_ **Enlisted Cadets Only:** provide copies of these documents from your 201 Personnel File:
- MEPS DD Form 2807-1 Report of Medical History and DD Form 2808 Report of Medical Examination
  - DD214 or DD220 Certificate of Release or Discharge from Active Duty
  - DD Form 4-1 Enlistment/Reenlistment Document

END

For questions or assistance contact the Recruiting Officer at (575)624-8292 or email [nmmirotc@nmmi.edu](mailto:nmmirotc@nmmi.edu)