



TAB B CADET INTERNSHIP APPLICATION 2019

PRIVACY ACT STATEMENT			
AUTHORITY: 10 U.S. Code 103 (Sec 2103, 2104).			
PRINCIPAL PURPOSE: To obtain personal data to determine eligibility for participation in Cadet Internships.			
ROUTINE USES: (1) To secure information on addresses and telephone numbers for use in the event of illness, injury, or death while participating in ROTC activities and (2) To make a matter of record the information provided by the cadet.			
MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary; however, failure to furnish any or all of the requested information may delay processing of pay and making final travel arrangements.			
Complete application by typing all information. All information is mandatory for consideration for the Cadet Internship Program. Items left blank may result in an application receiving Not Favorably Considered (NFC) status			
CADET DATA			
1. Last Name, First MI	2. Gender	3. MS Level	4. Date of Application
5. Cadet Primary Email Address :		6. Degree Major:	
7. Cadet Cell Number:		8. Cumulative GPA toward Bachelors Degree:	
9. MSL course GPA:		10. Projected graduation date/commissioning date:	
11. Meet Height/Weight Standards: Yes _____ No _____		12. Body Fat Test: Pass _____ Fail _____	
13. APFT Score: Date _____ Push Ups _____ Sit Ups _____ Run _____ Total _____			
UNIVERSITY AND ROTC DEPARTMENT DATA			
14. Brigade:		15. PMS Name:	
16. School Name:		17. PMS Email:	
18. School FICE Code:		19. PMS Number:	
20. School POC:		21. School POC Email:	
22. School POC Phone Number:		23. University Fall Start Date (2019):	
SECURITY INFORMATION			
24. Clearance Type:		25. Date Requested:	
26. Security Clearance: Circle one. Submitted Interim Granted		27. Date of Approval:	28. Status:
29. Level One Force Protection Completed: Yes _____ No _____		30. Date Completed:	
INTERNSHIP REQUEST DATA			
31. Select internship type by placing a number (in priority of preference, no more than 3) next to each internship you are applying for:			
ACE _____, ACI _____, AMEDD _____, ARL _____, ATEC _____, AVIP _____, BIP _____ (LND, CSP, ENG, ADM-circle choice), CDHAM _____, CERDEC _____ (CP&I, S&TCD, NVESD, PRD-circle choice), CHIP _____, CPPIP _____, DFSC _____, EIP _____, EVIP _____, FBIIP _____, FIP _____, JMTC (EM, PA, PPSE, S-circle choice), MITLL _____, MIP _____, NASA-A _____, NVIP _____, PVIP _____, WCCO _____			
Brigades have been allocated seats for each of the below Internships requiring TS Clearance. Submit Cadet name to Brigade NLT 29 OCT 18. INSCOM (<i>Bde Selects Cadets</i>), NGICIP (<i>Bde Selects Cadets</i>), NSA (<i>Bde Selects Cadets</i>)			
Academic Credit Requests. Provide the contact information for your university's off-campus education POC			
32. Title and Name:		33. Email Address:	
34. Telephone and Fax Number:		35. Type of Credit Requested:	

36. Why do you think you should be chosen over other Cadets applying for this internship? Please include any academic information or experiences related to the internship.

FACULTY RECOMMENDATIONS

MSL Instructor or ROTC Advisor:

37. The MSL Instructor recommendation should focus on the Cadet's scholar, athlete, and leader characteristics and growth while participating in the ROTC program. Place specific emphasis on the Cadet's leadership abilities to collaborate or work as a team and ability to motivate peers. A separate sheet may be used if the recommendation exceeds the space provided. Emailed recommendations/attachments are also acceptable. **(ADDRESS ALL ACCOMPLISHMENTS AND ACTIVITIES THE CADET IS INVOLVED/PARTICIPATED IN)**

PMS Recommendation:

38. PMS should recommend the Cadet for participation in the program and attest to the Cadet's leader skills and abilities, maturity level and commitment to the ROTC program. A separate sheet may be used if the recommendation exceeds the space provided. Emailed recommendations/attachments are also acceptable. **(ADDRESS ALL ACCOMPLISHMENTS AND ACTIVITIES THE CADET IS INVOLVED/PARTICIPATED IN)**

INTERNSHIP STATEMENT OF UNDERSTANDING

1. Cadet Data

Full Name: _____ School _____

This block for administrative use only

Type: _____ Seq #: _____ Training Location: _____

Training Dates: _____ to _____ Advanced Camp Regiment: _____

Academic School Starting Date _____

2. INTERNSHIP CHECKLIST OVERVIEW *(Cadet initial each statement)*

- ____ Internships are usually 4 week long training opportunities but some are eight to nine weeks in duration. Do not accept an internship if you cannot complete the full tenure of time.
- ____ Uniform. Cadets will wear Cadet Second Lieutenant rank appropriate for the uniform of the day. Some internships require Class A and/or B uniforms or semi-formal civilian attire. Uniforms are provided by your university and must be carried to Advanced Camp (AC).
- ____ All Cadets will receive a Cadet Officer Evaluation Report (COER) regardless of the position in which they serve.
- ____ Internship experiences vary greatly depending on unit and timing. Some Internships require the Cadet to work shifts and cause non-routine meal times. Cadet may be forced to work on weekends depending on the Internship.
- ____ When traveling to and from your Internship assignment, Cadets are in an on-duty status, therefore they **will not consume any alcohol during travel.**
- ____ Approved TOP SECRET or interim clearance is required in order to attend certain Internship programs. An extension must be requested for all interim clearances to the effect that the clearance will not expire while attending training.
- ____ **Cadets are paid at a rate of approximately \$37.00/day after 28 consecutive days of Active Service. Pay will post to the Cadet's direct deposit account on either the 1st or 15th of the month, whichever is closest to the departure date.**
- ____ The packing list needed for AC is sufficient for Internship assignments. A green or white ID card and ID tags are required. Red Reserve IDs are not valid.
- ____ Lodging and transportation will be provided by the government. Cadets must stay at the coordinated billets/lodging. Residing with local family or friends is authorized as exception only.
- ____ Meals. Most internships are authorized full Per Diem for meals only. By exception, those which are not will be identified to the Cadet and HRA. Cadets must carry a copy of their orders and a photo ID card in order to eat in some mess facilities if required.
- ____ POVs are not authorized unless required by the Internship Program Manager and approved by G37 after verification with ROTC Program Cadre.. **Cadets electing to purchase, rent, or drive a POV in connection with Internship and not authorized by former stated parties, WILL NOT be reimbursed.**
- ____ Cadets are authorized a travel advance to cover meals and incidentals.

4. STATEMENT OF UNDERSTANDING *(Cadet initial each statement)*

- ____ ***I understand that if I accept the Internship assignment and I fail to attend or successfully complete the assignment for ANY reason, a waiver is required for commissioning through the CG USACC. If I fail to successfully complete the assignment due to misconduct or moral reasons, than a waiver is required for commissioning through HQDA G1. I will only be granted early release from this duty by an emergency situation (validated by Red Cross, still requires waiver). The end date for my assignment is the end date indicated on my Orders.***
- ____ ***I understand voluntary failure to participate or successfully complete the Internship assignment may be viewed as my inability to follow through on a commitment (dependability) and this view may have an impact on my standing on my ROTC Program's Branching Order of Merit List (OML) and the automated OML.***
- ____ I understand that the USACC Commander (ROTC), retains the authority to release me from this Internship assignment based upon failure to complete camp, medical reasons, or other extenuating reasons.
- ____ I understand that I must file my DD Form 1351-2 within five days of completing this Internship. If approved for a travel advance, it is my responsibility to submit the advance request. When filing my final travel claim, I must claim any travel advances that I receive.

Cadet Name (Print/Sign):

PMS or Representative (Print/Sign)

Date:

Date:

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PMS Application Checklist		
Cadet's Name:	Date:	
Instructions: Select "Yes" or "No" for each question by placing an "X" in the appropriate column. Responses should be as of the time of application. Place remarks in the "No" column for each "No" response.		
Checklist Items	Responses	
	Yes	No (provide remarks)
Does the Cadet have a projected December 2019 graduation or later?		
Does the Cadet meet the prerequisites for all internships as identified in CC 145-3-1.		
Is the Cadet a SMP Cadet? (If yes, include a copy of the memorandum request for Internship participation).		
Does the Cadet possess a Secret/Top Secret or interim secret security clearance? (If yes, include copy with packet).		
Has the Cadet completed Level One Force Protection Training with in the last year? (If yes, include copy).		
Is the Cadet's cumulative GPA 2.5 or better (on a 4.0 scale)? Include Transcripts		
Is the Letter of Recommendation (LOR) from the MSL Instructor focusing on the Cadet's scholar, athlete, and leader characteristics and growth while participating in the ROTC program included?		
Is the PMS LOR recommending the Cadet for participation in the program and attest to the Cadet's leader skills and abilities, maturity level and commitment to the ROTC program included?		
Is a LOR from a professor in the Cadet's academic discipline nominating him/her for participation in the program and attesting to the Cadet's leader skills and abilities, maturity level included in the application packet?		
Does the Cadet understand every statement initialed on the Statement of Understanding?		
Is the Cadet's student transcript (official or unofficial) submitted along with this application?		
If traveling OCONUS does the Cadet have a passport? (If not, Cadet may require a tourist passport.)		
Is the complete application submitted prior to the 1 December 2018 deadline?		
PMS Name:		
PMS Signature:		

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Instructions for Completing the Internship Application

- Block 1 – Enter Last Name, First MI
- Block 2 – Enter M for male or F for female
- Block 3 – Enter the level in the Military Science and Leadership program of ROTC (MSL IV, MSL V, or completion)
- Block 4 – Enter the date the application is completed
- Block 5 – Enter the Cadet's primary email address. May also include a university email address.
- Block 6 – Enter the academic major (indicate the type of degree currently pursuing).
- Block 7 – Enter the contact telephone number of the Cadet during the regular school year.
- Block 8 – Enter your cumulative (overall) GPA.
- Block 9 – Enter your MSL (ROTC) GPA.
- Block 10 – Enter your projected graduation and commissioning date.
- Block 11 – Enter current ht/wt information. Place an "X" in the appropriate blank indicating if standards are being met or not.
- Block 12 – If does not meet current ht/wt standards. Place an "X" in the appropriate blank indicating if passed or failed body fat test.
- Block 13 – Enter the date and scores for the APFT.
- Block 14 – Enter the Brigade (1-8)
- Block 15 – Enter the name of the PMS.
- Block 16 – Enter the name of the University (partnership schools should enter the host institutions name).
- Block 17 – Enter the email address for the PMS'.
- Block 18 – Enter the ROTC program FICE Code.
- Block 19 – Enter the phone number for the PMS.
- Block 20 – Enter the name of the ROTC Department POC.
- Block 21 – Enter the email address of the ROTC Department POC.
- Block 22 - Enter the phone number for the ROTC Department POC.
- Block 23 – Enter the start date of Fall semester for next year.
- Block 24 – If clearance has been granted, enter the type (i.e. SECRET, TOP SECRET).
- Block 25 – Enter the date security clearance was requested.
- Block 26 – Circle the appropriate security clearance the Cadet has or has not been granted.
- Block 27 – Enter the date the clearance was granted.
- Block 28 – If clearance has not been granted, enter the current status.
- Block 29 – Place an "X" in the appropriate blank indicating if Level One Force Protection has or has not been completed.
- Block 30 – Enter the date Level One Force Protection was completed.
- Block 31 - Place an "X" in the blank next to the internship which you are applying.
- Block 32 – If requesting academic credit for internship, enter the name of off-campus POC, who will be supervising.
- Block 33 – Enter the address of the off-campus POC
- Block 34 – Enter the telephone and fax numbers for the off-campus POC.
- Block 35 – Enter the type of credit being requested.
- Block 36 – State why you think you should be chosen over other Cadets for this internship. List any special qualifications or experiences you have that may contribute to your participation in this internship. Identify if you are in an Academic Delay program.
- Block 37 – MSL Instructor/ROTC Advisor recommendation- This block should be completed by your Instructor or ROTC advisor.
- Block 38 – PMS Recommendation – This block should be completed by your PMS.