U.S. ARMY ROTC
GREEN TO GOLD
ACTIVE DUTY OPTION
PROGRAM

INFORMATION BOOKLET

AS OF 1 June 2024
It is the applicant’s responsibility to ensure that the online application is started, completed and all required documents are uploaded by all required suspense dates.

Critical Dates

12 Jun 2024: Application window for Active Duty Option opens.

29 Nov 2024: Application window closes.

9-13 Dec 2024: Selection Board convenes.

January 2025: Board results released via MILPER Message, Phase 2 Selects announced.

30 Apr 2025: Applicant Phase 2 document deadline for PMS acceptance and 104R.

1 Jul 2025: Final date for DODMERB qualification.

Announcement Date: Applicants selected to move to Phase 2 will be notified late January via MILPER Message published by HRC. This will be available on the MILPER message page when released.

Status Updates: If applicants have a change of address, want to withdraw from competition, or have a change of command after submission of application, they must notify this command as soon as possible, in writing via email to usarmy.knox.usacc.mbx.train2lead@army.mil.

Applicants who are not selected must re-apply; applications will not be carried over into the next cycle.
GENERAL INFORMATION

Mission Statement
The Green to Gold (G2G) Active Duty Option (ADO) Program is a 21 month program that provides eligible Regular Army (RA) Enlisted Soldiers an opportunity to complete their first Baccalaureate degree or their first Masters degree. Upon the successful completion of their degree program the Soldier is commissioned as an Officer in the RA. Soldiers are boarded and selected based on the Cadet Command Scholar/Athlete/Leader model. (SAL)

What makes a Green to Gold applicant competitive as it relates to the SAL concept:
Scholar
- High Composite Grade Point Average (CGPA)
  o CGPA is calculated by the Green to Gold Team in accordance with Green to Gold guidelines
- Academic rigor relative to majors/classes taken versus grades received
- Attendance and performance at military schools
- Honor Graduate at military schools
- Other academic awards or honors

Athlete
- ACFT score
- Participation in sporting activities in the community, i.e. community runs, biking, hiking, fitness competitions etc.
- Participation in unit or post athletic teams
- Sports played in high school and/or college

Leader
- Leadership positions held in the military, school/college, or the community
- Mentor/coach for youth activities or sports
- Attendance and performance at military leadership training
- Honor graduate at military leadership training

Note: Applicants enter the program as academic Juniors or Graduate students. They retain all benefits, base pay, allowances, and promotional status until commissioning. Tuition assistance is not authorized.

Current law (10 USC 2106(c)) does not allow any of his/her accrued time as a Cadet participant in the SROTC to count towards RA 20–year retirement eligibility/benefits and/or RC retirement eligibility points. In addition, G2G ADO Soldiers must agree that as ROTC participants, they are not members of the Selected Reserve. Consequently, once a G2G ADO Soldier is commissioned, the time spent in the Advanced Course phase of SROTC (MSL III and MSL IV instruction) will not be included, for any purpose, in service computations made after the Soldier accepts an appointment (for example, it may not be used to compute either time in service for pay purposes, or in computing years of service for retirement).

Phases:

The Green to Gold Active Duty Option application process consists of two phases, as shown below.

Phase One (The Application Phase): This phase consists of creating an online application, submission of board required documents, scheduling of Medical Examination, verifying board eligibility, and packet review by the selection board. Online applications are created using the “Create Account link at the website.

Green to Gold (army.mil)

It is recommended that the applicant use a personal email address as their username when creating the account. It is also recommended that applicants use a personal computer on a personal network when creating the account and accessing the Green to Gold Application System. The security features in government computer systems and networks many times cause access issues when trying to create and work in this application via a government
The applicant may also need to try more than one browser depending on their own computer, network, and browser settings.

**Phase Two** (The Selection Phase): Selected Soldiers must be administratively and medically qualified prior to awarding of an Offer Letter. To become administratively qualified the applicant must ensure all required documents (to include all administrative waivers) are uploaded to the application portal. To be medically qualified the applicant must be cleared by the Department of Defense Medical Evaluations Review Board (DoDMERB), there are no exceptions. In addition, all applicants must be screened by Human Resources Command (HRC) to ensure they are fully eligible to be placed on assignment. This includes AEA/restriction codes and MRC Codes, Exceptional Family Member Program and Joint Domicile requirements (if applicable) a valid clearance, and 48 months retention from the start date of their school. Soldiers may not be flagged.

**Board Process**
The board process consists of Professors of Military Science (PMS) and two Senior Enlisted Advisors who review all completed applications. Selections are based on the Scholar, Athlete, Leader, (SAL) concept as described on page 3 above. Once the selection process is completed selections are made. HRC will publish a MILPER Message listing those Soldiers selected to advance to Phase Two.

**Offer Letter**
The Offer Letter is generated upon fulfilling all Phase 2 requirements. The applicant’s file receives final verification to ensure all requirements have been completed. The Offer Letter will be sent to the applicant’s Company level Commander through email. Upon receipt of the Offer Letter the applicant must accept or decline the offer and return the signed Letter of Intent (LOI). Once the Offer Letter has been generated the Soldier’s name will be sent to HRC to be placed on assignment. Once this step is completed PCS orders will follow through normal channels approximately 90 days prior to school start date.

**Obligation**
Applicants meeting all requirements and entering the program will incur an 8-year service obligation upon commissioning. This will be fulfilled by serving in the Regular Army for a minimum of 3 years followed by 5 years of service in the Army in either an Active Duty or Army Reserve status.

**Waiver Process**
All Cadet Command required administrative waivers will be submitted according to current Cadet Command Policy Guidelines as determined by the Commanding General, USACC. It is the Soldier’s responsibility to upload any required 4187’s and accompanying documentation. No waivers will be processed without a completed 104R.

Any Soldier requiring an HRC directed Time in Service (TIS) or Training Service Obligation (TSO) waiver must follow the instructions in the online application, and have a Personnel Action Request (PAR) completed by their unit and approved by Force Alignment and Development Division, HRC.

**Tuition**
Applicants are responsible for their educational expenses, e.g., tuition, books, and fees. They may receive any portion of the GI Bill benefits they have earned since entering the military. However, IAW Department of Defense Directive 1322.8, Soldiers selected to participate in this program are not eligible to use tuition assistance.

**NOTE**: GI Bill payments for RA Soldiers on active duty may have limitations; therefore, it is important to contact the Department of Veterans Affairs for specific entitlements. For information regarding eligibility for GI Bill contact your installation’s Education Center or visit the Department of Veterans Affairs website at http:// www.va.gov or call 1-888-442-4551. It is the applicant's responsibility to ensure he/she fully understands all benefits before making any decision.

**Class Attendance**
Applicant must be enrolled as a full-time student, taking a minimum of 12 semester hours for Bachelor degree and 9 hours for masters degree students. 50% of scheduled classes must be taken in a traditional classroom environment. There are no exceptions to the 50% requirement per AR 145-1.
Counterpart
For questions or assistance in completing the application contact the ROTC Program located nearest your Military installation. These “Counterpart Programs” are listed on page 10 of this handbook. Soldiers stationed outside the United States are also assigned a Counterpart Program staffed specifically to assist them.

Assignment
During any phase of the Green to Gold application, if a Soldier comes down on assignment it is the Soldier's responsibility to contact their unit S1 for deferment/deletion of the assignment.

Eligibility
To be eligible to participate in this program, a Soldier must:

1. Be a citizen of the United States. No waiver authorized.

2. Be eligible for appointment as a commissioned officer in the U.S. Army under the provisions of AR 135-100.

3. Be under 30 years of age upon graduation and completion of all requirements for commission. Waiver authorized up to a maximum of 41 years of age at commissioning.

4. Have completed less than 10 years Active Federal Service (AFS) at the projected time of the start of classes in the program. Waiver authorized.

5. Have favorable recommendations from Soldiers current Chain of Command (immediate Company and Battalion Level Commander) on the USACC Form 174-R in the application.

6. Not be currently scheduled to attend an approved reclassification MOS training school. Applicant will not be considered for a waiver until a request for cancellation of the approved reclassification MOS training has been processed and approved by the proper approval authority.

7. Have at least 48 months remaining from the start date of college classes. Soldiers who do not meet the service remaining requirement for this program must be processed IAW DA Pamphlet 601-280 Paragraph 5-1 before orders PCS orders can be published.

8. Have received a score of 110 or higher on the General Technical (GT) Aptitude Area of the Army Classification Battery. No waiver authorized. Proof of qualifying score may be done by uploading the proper page of the Soldier Talent Profile or a validated Education Center scoresheet. Cadet Command will validate the accuracy of scores on all Soldiers selected for Phase 2.

9. Have a minimum cumulative grade point average of 2.5 on a 4.0 grading point system (unweighted) on previous college work completed as determined by Cadet Command processors. Waiver authorized.

10. Have a passing ACFT score, with no alternate events, taken in calendar year 2024.

11. Have two academic years (21 months/4 semesters) remaining as a full-time student as indicated on CC Form 104-R, Planned Academic Program Worksheet. Summer sessions (between Junior and Senior year) are authorized but cannot interfere with Advance Camp attendance. Any planned summer classes require PMS approval.

NOTE: Soldiers must be enrolled full-time with 50% of the curriculum in traditional class-room settings. Exceptions to the 50% in class rule or exceeding 21 months are not authorized.

12. Obtain a letter of acceptance from the Professor of Military Science (PMS) into the Army ROTC Program affiliated with the college/university the Soldier plans to attend and the start date of the school term. The template for this letter is in the application and is the only authorized form for use.
13. Have a secret or higher security clearance. Soldiers without a clearance must provide a memo from their unit’s security manager’s office that states that the individual has a favorable closed Tier-3 (T3), Tier-5 (T5), Single Scope Background Investigation (SSBI), or National Agency Check Local and Credit (NACLC) investigation.

14. Be medically qualified IAW AR 40-501, Standards of Medical Fitness dated 27 June 2019, Chapter 2, to participate in the ROTC program as determined by Department of Defense Medical Examination Review Board (DoDMERB), the agency responsible for reviewing medical examinations (must be medically qualified by not later than 45 days prior to school start date or request to be deferred until the following Fall Semester).

15. Have no more than three dependents (including spouse). Waiver authorized.

**Ineligibility**
Soldiers are ineligible for the program if he/she:

1. Fails to meet all eligibility requirements
2. Is ineligible for reenlistment.
3. Is a conscientious objector, as defined in AR 600-43, Conscientious Objection.
4. Has a misdemeanor or felony record of a Domestic Violence Conviction.
5. Is under suspension of favorable personnel action (FLAGS) IAW AR 600-8-2.
6. Is under probation for a civil conviction or charges are pending at the time of application, including UCMJ.
7. Had any adverse adult or juvenile adjudication (even if the record may have been sealed or expunged), or have been arrested, indicted, or convicted by a civil court or military law for other than minor traffic violations (fine of $300 or less), or had imposed other adverse disposition, e.g. attend classes, perform community service or perform any other similar acts) unless waived for this program. Waivers are authorized.
8. A Soldier without a spouse and who has one or more dependents under 18 years of age is disqualified except as provided in paragraph 9(c) below. Waiver authorized.
9. Dependents:
   a. A Soldier with a spouse in a military component of any armed service (excluding members of the Individual Ready Reserve (IRR)) that has one or more household members under 18 years of age. Waiver authorized.
   b. A divorced Soldier may be processed for enrollment without a waiver when the child or children has/have been placed in the custody of the other parent, an adult relative or legal guardian by court order and the Soldier is not required to provide child support. Copies of court documents must be provided with the application.
   c. A divorced Soldier may be processed for a dependency waiver when the Soldier has joint/sole custody and/or the Soldier is required to provide child support. In both cases mentioned, the Soldier must sign a statement of understanding acknowledging he or she can be removed from the program should they regain custody of the child or children while enrolled in ROTC. An exception to the removal will only be considered if extraordinary circumstances prevail such as the death of the legal guardian or adult. Copies of court documents must be provided with the application.
   d. An unmarried applicant who has one or more dependents under 18 years old is disqualified. Waiver authorized.
Application Procedures
Read instructions carefully.
It is the Soldier’s responsibility for uploading all required forms and meeting all published deadlines.

Application must be completed electronically online. Go to: Green to Gold (armyrotc.army.mil)

On the right of the page use the G2G Access Portal button to begin your application.
To log into the Access Portal, go to: GreenToGold Access Portal - Sign-In Notification (gtg.usarmyrotc.com)
Enter the email address you used to create the account as your username, enter password, then proceed with the application.

A completed application will consist of the items listed below: (A checklist is on page 11 of this handbook). It is the Soldier's responsibility to ensure all required documents are uploaded through the Green to Gold Access Portal, NO LATER THAN the published deadline. Incomplete files will not be forwarded to the Army Green to Gold ROTC Selection Board for review.

NOTE: RETAIN A COPY OF ALL DOCUMENTS FORWARD FOR RECORD.

Phase 1 Document Requirements

1. Soldier Talent Profile (STP): An updated copy of the STP indicating citizenship, GT score, security clearance, awards, and assignments. NOTE: The STP is “you” appearing before the Selection Board. Ensure it is current and complete, and that the photo, race, and gender information is redacted. An Education Center ASVAB test score sheet with identifying information may be used for the GT score.

2. TRANSCRIPTS: Official transcripts of ALL colleges attended. Cadet Command will compute the grades from all previous college work completed and establish a CGPA. If applicants received college credit by means of the USAFI or CLEP tests, official results of such tests must also be furnished to this headquarters. College Grade Reports are not transcripts and are unacceptable. Transcripts which appear in languages other than English must be translated prior to submission. Foreign transcripts must be accompanied by a valid evaluation by an accredited agency or school. Any credits listed on a transcript as “transfer credits” will not be validated without the complete transcript from the school listed as providing transfer credits.

3. Soldiers are responsible for ensuring all transcripts are uploaded in their application chronologically, most recent school attended to oldest.

4. ACADEMIC SUMMARY: This is the Soldier’s verification of college courses completed prior to applying for the program. No signature other than the Soldier’s is required. Previous schools attended must be listed chronologically, most recent to oldest, and should mirror all transcripts and match all schools listed in the academic tab. Do NOT upload this form until all transcripts have been uploaded.

5. USACC FORM 174-R (Green to Gold Program Application): This form is automatically generated in the online application. It cannot be created until all transcripts have been uploaded and your CGPA has been entered by the processing team.

   a. If Item 13, civil conviction is yes, all charges and disposition of charges must be listed in this block. If any offense occurs after submission of the application, inform this headquarters and request a waiver.

   b. A favorable recommendation from the immediate company level commander and battalion level commander commenting on the Soldier’s officer-like qualities, i.e., Scholar-Athlete-Leader (S-A-L) criteria, leadership potential, appearance, personality, military record, and aptitude for further military training. NOTE: To be electronically signed the USACC 174-R must be signed in the following sequence: Company Commander, Battalion Commander, Soldier. If the sequence cannot be followed the form can be manually signed. The written commander recommendations must be on the form, and the pending UCMJ/flagging action radio button completed.
6. DoDMERB: The names of applicants whose application status reflects “Board Ready” will be electronically submitted by the G2G Team to DoDMERB. Once this information is received by DoDMERB the below steps will be taken:

CONUS:
DoDMERB will: Send “Board Ready” applicants an email with instructions to create a DoDMETS account. The applicant will receive information for scheduling medical appointments. It is critical that this account be monitored for updates and any correspondence.

OCONUS:
DoDMERB will: Send “Board Ready” applicants an email with instructions to contact the nearest US Military Medical Facility, inquire if that facility can accomplish the examination, if so, schedule medical appointments at this facility to complete physical examinations. If there are no US Military Facilities where the applicant resides, the examination may be accomplished by a civilian physician at the applicant’s own expense. The examination results must be in English.

Applicants should print and complete the attached forms from this link:

Print “REQUIRED TESTS FOR DODMERB EXAMS” on all forms. This will alert ALL concerned of the types of exams that must be conducted. The results of the exam can be submitted using any of the below methods:

Dha.ncr.dod-merb.mbx.helpdesk@health.mil
CIV Team at 215-587-9600
Postal mail: DoDMERB, 8034 Edgerton Dr, Suite 132, USAF Academy CO 80840-2200.
Fax: (719) 333-3578

Please contact DoDMERB within 10 business days of submission to confirm receipt of physical examination forms.

NOTE: The physical type or reason should reflect “ADEP.”

Applicants are advised to frequently monitor their account for updates and requests for additional medical information (AMI). It is the applicant’s responsibility to provide all required medical documents in a timely manner.

Phase 2 Requirements for Soldiers Selected and Identified on the MILPER Message:

1. USACC FORM 104-R: During Phase 2 this form must be completed by the university’s ROTC Program, verified, and signed by both the Soldier, the school registrar’s office, and the PMS. The PMS or his/her representative will assist applicants in the completion of this form. Soldiers selected to participate in the program must attend the institution that provides the USACC Form 104-R which mirrors the offer letter. If hand signed the all signatory name must be printed and legible.

2. PMS Letter: The letter must verify acceptance to the university, acceptance into the ROTC program, academic status, and school start date. The template is in the application portal and is the only acceptable form.

3. WAIVERS: Copy of waivers and/or waiver requests, as applicable. All waivers which require a DA Form 4187 must be submitted on a fillable DA 4187 and must be digitally signed. NOTE: Although waivers are not required until Phase 2 it is recommended to submit Civil Conviction Waivers ASAP. All required waivers must be uploaded by the Soldier into the online application. See above for TIS and TSO waiver requirements.
Civil Conviction Waivers:

The waiver request along with any supporting documents must be submitted along with the proper endorsement or approval with the application. Include a complete written affidavit with the description of the offense, to include all circumstances leading up to arrest and conviction and complete sentence imposed, witnessed by a commissioned officer, or notary public. In addition, submit a copy of the court record which indicated the charge, plea, and/or findings, as well as the sentence imposed and the record showing satisfaction of the sentence (when court records are not available, this fact must be established by correspondence from the court). This includes any probation or court ordered supervision requirements.

NOTE: Any offenses that occurred and were waived prior to initial entrance to the military may be granted an exception to the waiver requirement. The Soldier must upload the initial enlistment DD Form 1966 which verifies any required waivers were granted. In addition, the Soldier must provide a personal affidavit signed by a commissioned officer or notary public listing all charges and disposition, regardless of when the offenses occurred. The remarks section of the DD Form 1966 must clearly state that a moral waiver was approved by the responsible U.S. Army Recruiting Battalion. All listed charges must have occurred prior to entry onto active duty. Charges which did not require a waiver, or which are listed as a “suitability review” are not considered to have been waived and will require a civil conviction waiver by Cadet Command.

DEFERMENT: If an applicant selected for Phase 2 is not fully qualified (Medically/Administratively) by 01 JUL of the cycle year that Soldier must notify their processor and request a one-year deferral until following Fall Semester (Deferral to Spring Semesters are not allowed). Deferrals are not automatic and will be reviewed on a case-by-case basis. A Soldier’s failure to provide non-medical related documents or to not respond timely to medical information requests is not necessarily a reason for a deferral.

QUICK REFERENCE: SOLDIER’S RESPONSIBILITIES/APPLICATION PROCEDURES

Phase 1
1. Soldier creates an online application and completes all tabs. Once the application has been created the Soldier will be assigned a Cadet Command processor, who will be the primary point of contact throughout the process. Subsequent changes (address, commander etc.) will be updated as occur.

2. All required Phase 1 documents are uploaded for Cadet Command processor validation. The following guidelines apply to application preparation and the uploading of documents:

   a. All documents are to be uploaded with the proper horizontal or vertical orientation.
   b. The Academic Summary “Schools Attended” is to be completed chronologically, beginning with the most recent to oldest school attended.
   c. The STP and test scoresheet must reflect the required clearance, GT score, U.S. or naturalized citizenship, assignments and awards. Photos, gender, and race information must be redacted.
   d. College transcripts are required from all colleges attended and will be uploaded as a single PDF file arranged chronologically in the same sequence as the academic summary indicates, most recent to oldest.
   e. The Application Personal Statement tab has a maximum of 2,000 characters and will electronically transfer onto the CC Form 174-R on page 3. Additional personal statements are not authorized and will be deleted.
   f. A current, validated ACFT scorecard taken in 2024 and DA Form 5500/5501 as required.
   g. All Letters of Recommendation are to be uploaded as one PDF file.
   h. The required Commander written recommendations on the 174R must be on the form, no continuation pages are authorized.
   i. No medical documents of any kind are authorized in this application.
   j. Should a Soldier wish to update a document they are to email their processor for assistance.

3. Once all Phase 1 documents are validated. Applicant’s status updates to “Board Ready”

4. Once applicant is “Board Ready” Soldier’s name will be forwarded to DODMERB to have physical examination scheduled and the applicant’s packet will be reviewed by the Selection Board.
Phase 2
1. Soldiers selected for Phase 2 will be notified by MILPER message with program suspense dates.

2. Selectees will begin coordinating with their school of intent Recruiting Operations Officers and PMSs to initiate all required administrative waivers, USACC Form 104-R and PMS acceptance letter. Completed documents, to include waivers, will be uploaded by the Soldier directly to the application only after selected and Phase 2 begins. No waivers may be completed without a validated, complete 104R.

3. Once all Phase 2 documents, to include waivers, are uploaded and validated Cadet Command will verify with Human Resources Command that the Soldier is fully eligible for reassignment. This includes assignment restriction code, medical readiness code, 48-month retention, EFMP issues, Joint Domicile requirements, flagging actions, and security clearance. Any HRC identified deficiency will delay issuance of the Offer Letter. It is the Soldier’s responsibility to correct any HRC issues. If necessary, the Soldier is responsible to have their DEROS date adjusted to meet PCS requirements prior to the scheduled school start date.

4. All Cadet Command and HRC requirements must be met prior to any applicant receiving an Offer Letter. Once all requirements are met the Offer Letter will be emailed to the applicant’s Company Commander. The Soldier must accept/decline, sign, and upload to the application portal as “Letter of Intent.”

5. Cadet Command will then furnish Soldier’s information to HRC as ready for assignment. HRC will action the request for assignment and coordinate all publication of required orders through the Soldier’s branch and local MPD. Soldiers will be permitted no more than 5 days early reporting to school. It is anticipated PCS orders to be published 90 days prior to school start date. **Soldiers pending orders are not to contact HRC regarding order status under any circumstances.**

Soldiers are also encouraged to monitor the US Army Cadet Command Green to Gold Facebook page for updates and information: [US Army Cadet Command Green to Gold Program | Facebook](https://www.facebook.com/CadetCommand/)

Upon publication of orders G2G ADO Soldiers will be provided a report date to their school and assignment, and special instructions for in-processing to HHD, Cadet Command, Fort Knox, KY.

**REQUIRED DOCUMENTS**

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