MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Requesting Guaranteed Reserve Forces Duty (GRFD) Control Numbers.

1. All recipients of any 2-year RFD scholarship, including Army Reserve (RV), National Guard (RG), or Dedicated Guard (2G or 4G), must be assigned a GRFD control number. Headquarters, Cadet Command will automatically assign GRFD control numbers when the scholarship award is made.

2. Non-scholarship cadets are also eligible for the Guaranteed Reserve Forces Duty Program. Requests for these cadets may be submitted during the final stages of contracting or up until the end of the semester in which the cadet is contracted. However, GRFD control numbers may not be available later in the semester. There are a limited number of GRFD contracts authorized each fiscal year and are filled on a first come first serve basis. GRFD control numbers for non-scholarship cadets can be requested by:

   a. Email to atccps@monroe.army.mil.

   b. Through normal mail channels to Commander, United States Army Cadet Command, Attn: ATCC-PS, 55 Patch Road, Building 56, Fort Monroe, Virginia 23651-5000.

   c. Facsimile at (757) 727-2393.

3. Attached is the standard format for submitting GRFD control number requests which must contain name, SSN, graduation date, commission date, host institution, school of attendance, FICE code, and academic major code (three letter designation).

4. A GRFD control number is the only guarantee a cadet has that ensures them a duty assignment in either the United States Army Reserve or Army National Guard during accessions.
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5. On receipt of a GRFD control number from Headquarters, Cadet Command, it is the ROTC Battalion’s responsibility to annotate the control number on the GRFD endorsement (CC Form 202-R or 203-R) and enter it into the Cadet Database per CCR 145-10.

6. Cadets who participate in the GRFD program are required to participate in the Simultaneous Membership Program (SMP).

7. POC for this memorandum is 1LT Kelly Chestnut at (757) 727-4551/chestnuk@monroe.army.mil or 1LT Rodney Parker at (757) 727-2782/parkerra@monroe.army.mil.

FOR THE COMMANDER:

/Original signed/

C. PAUL WHITAKER
Colonel, GS
Director, Personnel and Administration Directorate

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