

2017 West Virginia Army National Guard Minuteman Scholarship



The Minuteman Scholarship is an Army Officer producing program for the West Virginia Army National Guard. It is a 4 year scholarship opportunity for High School Seniors and Currently Serving West Virginia Army National Guard Soldiers planning on starting college in the fall semester of 2017. The Minuteman Scholarship is also a 2 – 3 year scholarship opportunity for Currently Serving West Virginia Army National Guard Soldiers who are currently attending college. The intent of the Minuteman Scholarship is to recruit individuals who possess the character, intellect, and leadership attributes to become successful leaders of Soldiers in the West Virginia Army National Guard and leaders in the industries and communities of West Virginia.

Target Applicants:

Students who are well-rounded scholars, athletes, leaders within the student body, and community.

This document lists 2 paths for applicants:

- High School Seniors applying for the Minuteman Scholarship
- Current West Virginia Army National Guard Members applying for the Minuteman Scholarship This document also includes a step-by-step guide on how to apply.

Contact your local West Virginia Army National Guard Recruiter: 1-800-GO-GUARD

Thank you for your time and Good Luck!

CPT Clayton Seldomridge Officer Strength Manager WVARNG







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Scholarships Benefits:

- Full tuition and fees through the West Virginia Army National Guard tuition assistance to in-state schools with ROTC programs
- Room and Board [flat rate of \$10,000.00 per year]
- ROTC Cadet Monthly Stipend [\$300-Fresh \$350-Soph \$450-Junior \$500-Senior]
- Book Stipend \$1200 annually [\$600 per semester]
- E-5/CDT Monthly Drill Pay

Applicable Universities

University	ROTC Program	Location
West Virginia University	WVU ROTC	Morgantown, WV
Fairmont State University	WVU ROTC	Fairmont, WV
Marshall University	Marshall ROTC	Huntington, WV
West Virginia State University	WVSU ROTC	Institute, WV
West Virginia University Tech	WVSU ROTC	Beckley, WV
University of Charleston	WVSU ROTC	Charleston, WV



Applicant Requirements:

- United States Citizenship. Per NGB 600-100, all commissioned Officers in the ARNG are required to be a citizen of the United States. Dual citizenship is not authorized
- Membership in the West Virginia National Guard (WVARNG). If the applicant is not currently a member of the WVARNG, they will be required to enlist with a local recruiter as a 09R (ROTC Cadet) no later than 07 April 2017
- Medical Eligibility to Commission. Applicants are required to pass a Chapter 2 physical from a Military Entrance Processing Station (MEPS). Applicants may arrange the MEPS physical with their local WV ARNG recruiter.
- Compliant with Army Physical Fitness Standards. Applicants will be required to pass the Army Physical Fitness Test (APFT) IAW FM 7-22. Awardees will not be eligible to receive scholarship benefits until they have successfully passed the APFT.
- Compliant with Army Height/Weight and Body fat Standards. Applicants will pass Height/Weight and Body Fat assessments IAW applicable regulations.
- ACT or SAT Results. Candidates are required to achieve a minimum score of 19 on the ACT or minimum score of 920 on the SAT.
- Maintain 2.5 GP A. Candidates will provide college or high school transcripts verifying a minimum 2.5 G.P.A.



Applicant Requirements Continued:

- Acceptance Letter. Candidates are required to provide proof of their acceptance into any College or University that offers Army ROTC, via Acceptance Letter from the institution.
- Professor of Military Science (PMS) Interview. Applicants must schedule an interview with the College or University's PMS. Interviews can be scheduled through the Recruiting Operations Officer (ROO) or other ROTC faculty.

* Note: The PMS interview is coordinated and scheduled by the Scholarship Applicant. The PMS interview is not Coordinated by the WVARNG Officer Strength Manager or the WVARNG Recruiter. It is incumbent upon the Scholarship Applicate to coordinate and schedule the PMS interview as an individual. Applicable University Recruiting Operations Officers contact information is included below:

Applicable University Recruiting Operations Officers

University	Name	Email	Phone
West Virginia University	John Dowling	john.dowling@mail.wvu.edu	Office: (304) 293-7546 / Cell: (304) 685-7766
Fairmont State University	John Dowling	john.dowling@mail.wvu.edu	Office: (304) 293-7546 / Cell: (304) 685-7766
Marshall University	Kelli Brewer	brewerk@marshall.edu	Office: (304) 696-6450 / Cell: (304) 617-2636
West Virginia State University	Bill Kinsey	william.r.kinsey.civ@mail.mil	Office: (304) 766-3295 / Cell: (304) 389-1985
West Virginia University Tech	Bill Kinsey	william.r.kinsey.civ@mail.mil	Office: (304) 766-3295 / Cell: (304) 389-1985
University of Charleston	Bill Kinsey	william.r.kinsey.civ@mail.mil	Office: (304) 766-3295 / Cell: (304) 389-1985



Applicant Requirements Continued:

- CC Form 104-R. The applicant will complete this academic plan, which will display the credit hours necessary and courses required to obtain a bachelors degree of the applicant's choice. Applicants must be able to commission prior to their 30th birthday.
- * Note: the CC Form 104-R (Academic Plan) is completed in conjunction with the respective ROTC Program.
- The Adjutant General (TAG) of the WV ARNG (or designee) Interview. Applicants must schedule an interview with the WV ARNG TAG through the Officer Strength Manager (OSM).
- * Note the OSM is the final Point of Contact in the application process. Applicants must complete all requirements before contacting the OSM. The first Point of Contact is the Local WVARNG Recruiter. (The Local Recruiter will maintain contact with the OSM until minimum requirements are met). WVARNG OSM Points of contact are included below:

West Virginia Army National Guard Officer Strength Manager Contact Information												
Title Name Email Phone												
Officer Strength Manager (OSM)	CPT Clayton Seldomridge	clayton.a.seldomridge.mil@mail.mil	(304) 561-6534									
OSM NCOIC SFC Sean Sullivan sean.r.sullivan26.mil@mail.mil (304) 561-6340												





Disqualification Criteria:

Applicants who fall into any of the categories below are not ineligible for consideration:

- Applicants who are not U.S. Citizens
- Have any previous criminal convictions (including juvenile convictions);
- Possess any conscientious objections, IAW AR 600-43;
- Are a single parent, are married with more than three dependents (including the spouse), OR are part of a dual-military couple with any dependents.
- Have any unauthorized tattoos, IA W AR 670-1.





Step 1: Applicant must contact their Local West Virginia Army National Guard Recruiter (during this process the applicant notifies the WVARNG Recruiter that he/she is applying for a Minuteman Scholarship.)

Step 2: Applicant will provide the WVARNG Recruiter with the following source documents:

- Social Security Card
- Driver's License / State Identification Card
- Birth Certificate / Naturalization Certificate (verify U.S. Citizenship)
- High School Transcripts (verify HS GPA" 2.5 or above)

Step 3: WVARNG Recruiter will submit Live Scan for the applicant

Step 4:WVARNG Recruiter will schedule the applicant the ASVAB and Chapter 2 Physical (the Applicant must obtain a minimum AFQT of 31 or Higher and pass the Chapter 2 Physical to be considered for the Minuteman Scholarship)

Step 5: WVARNG Recruiter will build applicant's SF-86 in Recruiter Zone

Step 6: Applicant Schedules and conducts Professor of Military Science Interview. At the PMS Interview the following source documents must be provided to the ROTC program

- Acceptance Letter to the University
- ACT/SAT Verification (ACT: 19 / SAT 920 Minimum)
- Birth Certificate
- Official High School Transcript
- Chapter 2 Physical Verification





Step 7: Applicant Provides the WVARNG Recruiter with the following documents:

- WVARNG OSM Minuteman Scholarship Application
- Applicant 500 Word Typed Essay (Why I want to become a West Virginia Army National Guard Officer)
- Letter of Acceptance to the University
- ROTC PMS Memorandum of Acceptance

Step 8: WVARNG Recruiter Provides Applicant Minuteman Scholarship Packet to the Officer Strength Manager. Minuteman Packet includes the following: No Later Than 13 March 2017 0800.

- Social Security Card
- Diver's License / State Identification Card
- Birth Certificate / Naturalization Certificate (verify U.S. Citizenship)
- Acceptance Letter to the University
- ACT/SAT Verification (ACT: 19 / SAT 920 Minimum)
- Official High School Transcript
- Chapter 2 Physical Verification (Completed 2808 and 2807)
- WVARNG OSM Minuteman Scholarship Application
- Applicant 500 Word Typed Essay (Why I want to become a West Virginia Army National Guard Officer)
- ROTC PMS Memorandum of Acceptance





- Step 9: Applicant Schedules Army Physical Fitness Test with Officer Strength Manger
- * Note: Applicants who fail to score a minimum of 180 (60 points in each APFT event) on the APTF will not be considered for the Minuteman Scholarship and their application will be terminated by the WVARNG Officer Strength Manager.
- Step 10: WVARNG Officer Strength Manager will schedule all applicants with complete Minuteman Scholarship Packets for the TAG Interview Board.
- *Note: TAG Interview Board is Business Attire. All applicants are required to arrive 15 minutes prior to scheduled interview start time. Exceptions will be handled on a case-by-case basis
- Step 11: WVARNG Officer Strength Manager will create the Minuteman Scholarship Order of Merit List (OML) based on TAG Board scoring criteria.

Step 12: DECISION POINT

- Applicants who are selected by the WVNG TAG for the 2017 Minuteman Scholarship will contact their WVARNG Recruiter and will enlist in the West Virginia Army National Guard as a 09R Simultaneous Membership Program Cadet.
- Recruiter will follow SMOM 17-001 Simultaneous Membership Program and Officer Candidate School Enlistment Option Checklists in order to complete Minuteman Scholarship Nominee Enlistment.

Step 13: WVARNG Officer Strength Manager will submit the Minuteman Scholarship Checklist to the respective ROTC Program.



Step 14: Applicant will coordinate with the ROTC Program to complete the remainder of the Minuteman Scholarship processing requirements.

Step 15: ROTC Program and WVARNG to complete Minuteman Scholarship processing





Step 1: Applicant Schedules and conducts Professor of Military Science Interview. At the PMS Interview the following source documents must be provided to the ROTC program

- Acceptance Letter to the University
- ACT/SAT Verification (ACT: 19 / SAT 920 Minimum)
- Birth Certificate
- Official College / High School Transcript
- MEPS Physical DD Forms 2808 and 2807

Step 2: Applicant must contact the WVARNG Officer Strength Manager and provide the following documentation: <u>No Later Than 13 March 2017</u> <u>0800.</u>

- Birth Certificate /Naturalization Certificate (verify U.S. Citizenship)
- DD Forms 2808 and 2807 MEPS Physical
- IMR Print-off from MEDPROS
- Current DA 705
- Current DA 5500 and 5501 (if applicable)
- ACT/SAT Verification (ACT: 19 / SAT 920 Minimum)
- Official High School / College Transcripts
- Acceptance Letter / Proof of Enrollment in a University with a participating ROTC Program
- WVARNG OSM Minuteman Scholarship Application
- Applicant 500 Word Typed Essay (Why I want to become a West Virginia Army National Guard Officer)
- ROTC PMS Memorandum of Acceptance

Step 3: Applicant Schedules Army Physical Fitness Test with Officer Strength Manger

* Note: Applicants who fail to score a minimum of 180 (60 points in each APFT event) on the APFT will not be considered for the Minuteman Scholarship and their application will be terminated by the WVARNG Officer Strength Manager.



Step 4: WVARNG Officer Strength Manager will schedule all applicants with complete Minuteman Scholarship Packets for the TAG Interview Board.

*Note: Uniform for the TAG Interview Board is the Army Service Uniform (ASU) Exception to ASU uniform requirement, is any current RSP Member that has not yet been issued the ASU. RSP Members are required to report to the TAG Interview Board in business attire. All applicants are required to arrive 15 minutes prior to scheduled interview start time. Exceptions will be handled on a case-by-case basis

Step 5: WVARNG Officer Strength Manager will create the Minuteman Scholarship Order of Merit List (OML) based on TAG Board scoring criteria.

Step 6: WVARNG Officer Strength Manager will submit the Minuteman Scholarship Checklist to the respective ROTC Program.

Step 7: Applicant will coordinate with the ROTC Program to complete the remainder of the Minuteman Scholarship processing requirements.

Step 8: ROTC Program and WVARNG to complete Minuteman Scholarship processing



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Deadlines:

*Note: The following deadlines are **<u>Drop-Dead</u>** dates. Failure to comply with the scheduled deadlines will result in the applicant not being considered for the Minuteman Scholarship.

13 March 2017: WVARNG Minuteman Scholarship Application Packet submission to the WVARNG Officer Strength Manager Deadline: All application packets must be submitted no later than 0800 Monday 13 March 2017 *Note: Applications submitted after the specified deadline will not be considered for the Minuteman Scholarship.

18 March 2017: Minuteman Scholarship Army Physical Fitness Test WV North. Location: Camp Dawson APFT Track. Camp Dawson, WV

25 March 2017: Minuteman Scholarship Army Physical Fitness Test WV South. Location: University of Charleston Stadium, Charleston, WV.

01 April 2017: WVARNG TAG Interview Board. Location: 1705 Coonskin Dr. Charleston, WV 25311, Recruiting and Retention Battalion Conference Room.

07 April 2017: Membership in the West Virginia National Guard (WVARNG). If the applicant is not currently a member of the WVARNG, they will be required to enlist with a local recruiter as a 09R (ROTC Cadet) no later than 07 April 2017

15 April 2017: WVARNG Officer Strength Manager submits complete Minuteman Scholarship Packets to respective ROTC Recruiting Operations Officer.



WVARNG Minuteman Scholarship Application (High School Seniors)

1a. Last Name						1b. Fir	1c. Mide	. Middle Initial 1d. SSN														
2a. Age	2b. Gen	der	Male	Fem	nale	2c. Marita	I Status	Married Single 2d. Do you have children?				Yes	1	No	2e. Nu	umber o	f childr	en				
Are you a U.S. Citi	zen?	Yes	No		CT / SAT	Г Score		Are you	Are you a member of Student Govern				nment? Yes			Office He	eld					
4a. Home Phone N	lumber					4b. Cell P	hone Numl	ber		4c. Email Address												
5a. Parent Home F	Phone Nur	nber				5b. Parer	nt Cell Phon	e Number			5c. Parent Email Address											
6a. High School Sp	a. High School Sports						nool Clubs			7a. Work Hi	story											
6a1. Sport			6a	a2. Yea	ars 61	o1. Club		6b2. \	Years	7a1. Compa	ny			7	'a2. I	Position					7a3. Yea	rs
8a. Community / \	/olunteer	Work (Organi	ization	n / Natu	re)																
9a. College Degree Program Major 9b. What U.S. Army Career Field i						d intere	sts you?			9c. Pla	anned	Civil	ian Occu	pation								
10a. Recruiter Nar	ne			10b. Recruiter Cell Phone Number 10c. Recruiter Email Address																		

WVARNG Minuteman Scholarship Application (Current WVARNG Members)

WVARNG N	VVARNG Minuteman Scholarship Application (Current WVARNG Members) 14																		
1a. Last Name						1b.	First Name					1c. Mid	dle Init	ial		1d. 55	SN		
1e. Rank						1f. U	Init					1g. MO	1g. MOS			1h. A	SI		
2a. Age	2b. G	ender	М	lale	Female	2c. Mar	ital Status	Married	Sing	le 2d. D	Do you have	children?		Yes	No	D	2e. N	lumber of children	
Are you a U.S. C	itizen?	Y	/es	No	ACT / S	AT Score	AT Score Are you a member of Stu					mment?	Yes	No	0	ffice He	ld		
4a. Home Phone	Numbe					4b. Ce	l Phone Num				4c. Emai	il Addre	ess						
5a. RNCO Office	Phone N	umbe	r			5b. RN	CO Cell Phone	e Numbe	r			5c. RNC	O Email	Addres	ss				
6a. High School	/ College	Sport	s			6b. High	School / Colle	ge Clubs		7a. Wor	rk History								
6a1. Sport				6a2.	Years	6b1. Club	I	7a1. Co	mpany			7a	2. Po	osition			7a3. Years		
8a. Community	/ Volunte	er Wo	rk (Or	rganiza	ition / Na	ture)				9a. Military Awards									
10a. College Deg	ree Prog	ram N	lajor	r 10b. What U.S. Army Officer AOC in						erests you	?		10c. Pl	anned	Civili	ian Occı	upatio	on	
11a. Cmdr. Nam	e					11b. C	ndr. Cell Phor	ne Numb	er				11c. C	ndr. Em	nail A	Address			

WVARNG Minuteman Scholarship Application Checklist (High School Seniors)

Last Name		First Name		Middle Initial		SSN	
WVARNG Rec	cruiter Checklist						
Document		Check Block	Verification Date (yyyymmd	ld) Recr	uiter li	nitials	OSM Staff Initials

Social Security Card		
Diver's License / State Identification Card		
Birth Certificate / Naturalization Certificate		
Acceptance Letter to the University		
ACT/SAT Verification		
Official High School Transcript		
Chapter 2 Physical Verification (Completed 2808 and 2807)		
WVARNG OSM Minuteman Scholarship Application		
Applicant 500 Word Typed Essay		
ROTC PMS Memorandum of Acceptance		

WVARNG Officer Strength Manager Checklist

Document	Check Block	Verification Date (yyyymmdd)	OSM NCOIC Initials	OSM Initials
DA 705 APFT Score Card				
TAG Interview Board Score Card				
TAG Nomination Memorandum (if applicable)				

Selection Board Administrative Data Selection for TAG Nomination Yes No Reason for Non-selection Overall Score OML Ranking OSM Signature Image: Contract Con

WVARNG Minuteman Scholarship Application Checklist (Current WVARNG Members)

Last Name		First	Name			Middle Initial		SSN			
WVARNG Soldier Checklist		•	•				•	•	•		
Document					Check Blo	Check Block Verification			ndd)	OSM Staff In	itials
Birth Certificate /Naturalization Certificat	e										
DD Forms 2808 and 2807 MEPS Physical											
IMR Print-off from MEDPROS											
Current DA 705											
Current DA 5500 and 5501 (if applicable)											
ACT/SAT Verification											
Official High School / College Transcripts											
Acceptance Letter / Proof of Enrollment i	n a University	y with a p	articipating ROT	C Program							
WVARNG OSM Minuteman Scholarship A	pplication										
Applicant 500 Word Typed Essay											
ROTC PMS Memorandum of Acceptance											
WVARNG Officer Strength Manage	er Checklist										
Document			Check Block	Verification D	ate (yyyymmo	ld) OS		IC Initials		OSM Initials	
DA 705 APFT Score Card											
TAG Interview Board Score Card											
TAG Nomination Memorandum (if appli	cable)										
Selection Board Administrative Da	ta										
Selection for TAG Nomination	Yes	Reason fo	or Non-selection		Overall Score OML						
OSM Signature					R&R BN CO Signature						

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Scoring Criteria:

Order of Merit (OML) development and selection will be based on a 1000-point scale. Applicants will be ranked using the Scholar, Athlete, Leader model and will be graded using transcripts from high school and/or college, the Army Physical Fitness Test, and the submitted essay that will reflect all leadership roles fulfilled during high school and/or college.

Transcripts from High Schools or Colleges will be scored based on the students CGP A. CGPAs will be multiplied by 100 which will give the students score (i.e. CGPA = 3.76 = 376 points). Transcripts must be sent directly from the school and addressed to the WVARNG Recruiter (High School Seniors) or the WVARNG Officer Strength Manager (Current Service Members). Addresses will be provided directly to the applicant by the WVARNG Recruiter or OSM. Transcripts printed by or mailed from the applicant will not be accepted.

The Army Physical Fitness Test consists of three timed events: Push-ups, Sit-ups, and 2-mile run. Each event is worth 100 points, for a total of 300 points. The unofficial extended scale will be used which will allow applicants to score over 300 points on the APFT. The extended scale will be used in the event of an overall tied score between two or more applicants. The WVARNG OSM Section will coordinate directly with applicants to schedule the APFT. There will be held of two dates: 18 March 2017: Minuteman Scholarship Army Physical Fitness Test WV North. Location: Camp Dawson APFT Track. Camp Dawson, WV and 25 March 2017: Minuteman Scholarship Army Physical Fitness Test WV South. Location: University of Charleston Stadium, Charleston, WV. Additional APFT information will be provided to the applicant upon APFT scheduling with the OSM Section.





Scoring Criteria (continued):

Leadership will be judged by the applicant's ability to communicate their leadership experience by submitting an essay (500 Word Minimum) to the WVARNG OSM. Leadership experiences may range from high school student government positions, athletics, jobs, volunteer experience, etc. It is important the applicant specifically describe their duties and responsibilities for each leadership experience and why they should be awarded this scholarship.

The Leadership Evaluation Board / TAG Interview Board will have a minimum of five WVARNG leaders, which can be Officers, Warrant Officers, and/or Non-Commissioned Officers (NCO). Each board member will be allocated a total of 300 points per candidate. The average of the board members' points will be used for the final leadership score of each candidate. Points will be awarded based on leadership positions held, volunteer work, duties and responsibilities, and the student's narrative on why they should be awarded this scholarship.



WVARNG Minu	tem	an S	cho	larsh	ip Al	pplic	ant S	Score	Card					OML	Ranking	
Last Name						Fire	st Nam	e			Middle Initial	I	SSN			
Interview Boar	d Mo	emb	er: l	Name	e an	d Gra	ade:									
Attribute	1	2	3	4	5	6	7	8	9	10	Comments					
Character																
Presence																
Intellect																
Leads																
Develops																
Achieves																
Physical																
Conceptual																
Interpersonal																
Selfless Service																
Interview Board Score	Formu	ula = R	law Sc	ore X 3	(Max	imum S	Score =	300) A	pplican	t Final S	core will be an Average Score Based on	all 5 Board	Member Scor	e Cards		
Interview Board Score						Board	Preside	ent (Nar	me and	Grade)			Reco	ommend T	AG Nominatio	n
GPA Score						Board	Membe	er (Nam	ne and C	Grade)			YES		N	0
APFT Score						Board	Membe	er (Nam	ne and C	Grade)		ο	fficer Strengt	h Manager		
Total Score						Board	Membe	er (Nam	ne and C	Grade)						
Certifying Official (Name and Grade) Board Member (Name and G						Grade)		R	ecruiting & Re	etention Bl	N Commander					
Воа					Board	DTG (y	yyymm	dd)								