



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1533.12A
N9
15 Oct 19

NSTCINST 1533.12A

From: Commander, Naval Service Training Command

Subj: DIRECTED ACTIVE ENLISTED SERVICE POLICY FOR NAVAL RESERVE
OFFICER TRAINING CORPS OPTION SCHOLARSHIP MIDSHIPMEN

Ref: (a) 10 U.S.C. §2107
(b) NSTC M-1533.2C
(c) ASN (M&RA) Advanced Education Assistance Policy memo of 21 Apr 15
(d) CNO WASHINGTON DC memo of 3 Nov 15
(e) DoD Instruction 1304.25 of 31 October 2013
(f) MILPERSMAN 1531-020
(g) COMDTMIDNIST 1920.1G
(h) OPNAVINST 6110.1J

1. Purpose. To prescribe the disenrollment procedures for Naval Reserve Officers Training Corps (NROTC) Navy Option scholarship midshipmen (MIDN) requesting voluntary disenrollment within 12 months of their expected graduation date.

2. Cancellation. NSTCINST 1533.12.

3. Applicability. This instruction applies to NROTC Navy Option scholarship MIDN participating in the NROTC program while receiving financial benefits per reference (a) and voluntarily requesting disenrollment from the NROTC program within 12 months of their expected graduation date. Reference (b) addresses all other disenrollment procedures.

4. Background. Per reference (c), the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN (M&RA)) authorized the Chief of Naval Operations and Commandant of the Marine Corps the authority to individually determine the primary recoupment option for Navy Option and Marine Corps Option NROTC MIDN requesting disenrollment within 12 months of their expected graduation date. Reference (d) authorizes Commander, Naval Service Training Command (CNSTC) to determine whether Directed Active Enlisted Service (DAES) or reimbursement of educational funds is the appropriate option for NROTC Navy Option Scholarship MIDN requesting disenrollment within 12 months of their expected graduation date.

5. Responsibilities

a. The Secretary of the Navy (SECNAV) or designee establishes the NROTC Advanced Education Assistance policy and retains authority to make the final decision on any disenrollment package. Similarly, SECNAV or designee considers waiver requests on a

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case-by-case basis and retains final approval authority on determination of whether DAES, reimbursement of educational funds, or waiver is the appropriate option.

b. CNSTC executes the NROTC Advanced Education Assistance policy and ensures that NROTC Navy Option scholarship MIDN acknowledge, in writing, that they have read and understand the policy and are cognizant of the opportunity to submit requests for waivers of DAES to SECNAV or designee for their determination on a case-by-case basis.

c. NROTC Professors of Naval Science (PNSs) accept Navy Option scholarship MIDN voluntary requests for disenrollment and administratively process the requests providing CNSTC with initial recommendations regarding disenrollment, recoupment, DAES, or waivers and the requisite military and academic records to aid CNSTC in making recommendations.

6. Process

a. MIDN Notification. When Navy Option Scholarship MIDN within 12 months of their expected graduation date notify their respective PNS of their intent to voluntarily withdraw from the NROTC program, the PNS shall:

(1) Place the student on leave of absence pending disenrollment and guide MIDN through the disenrollment process.

(2) Counsel MIDN regarding the importance of complying with academic and military regulations while the MIDN's request is pending adjudication.

(3) Reiterate the SECNAV's Advanced Education Assistance policy and the MIDN's requirement to either financially reimburse the United States for educational costs expended on behalf of the MIDN or be ordered to DAES.

(4) Restate to MIDN their right to submit waivers of DAES or financial reimbursement to the SECNAV or designee.

(5) Gather the MIDN's academic and military performance data.

(6) Ascertain the MIDN's future academic intentions by requesting that the MIDN state, in writing using the NROTC Student Disenrollment Report Form, NSTC 1533/122, whether they wish to disenroll from their academic institution or submit a waiver to SECNAV or designee to defer DAES in order to complete undergraduate degree requirements if the Navy orders DAES. A MIDN may request deferment of DAES for the purpose of completing undergraduate requirements starting from the date of the disenrollment process to the date of the MIDN's expected graduation at the time of the disenrollment request. NSTC will not provide any financial support during this time. Once MIDN receive their Performance Review Board (PRB) report, they shall submit their deferment request prior to the PNS's review of the disenrollment package. The MIDN's deferment request must include a statement or other documentation from the MIDN's original academic institution that the MIDN can complete the degree requirements

within the aforementioned time permitted by the Navy. Requests for deferment will be granted when the SECNAV or designee determines that deferment is in the best interests of the Navy.

b. NROTC Unit Adjudication. When a Navy Option scholarship MIDN voluntarily disenrolls within 12 months of their expected graduation date, the PNS will review the academic and military performance of the MIDN, along with any extenuating personal circumstances and determine, on a case-by-case basis, whether to recommend DAES, financial reimbursement, or waiver of DAES and reimbursement. In making the recommendation, the PNS shall consider any hardship on the MIDN imposed by DAES or other unsuitability for military service.

(1) Length of active duty service. Per reference (e), the Department of Defense states that every person who enters military service by enlistment or appointment incurs a Military Service Obligation (MSO) of eight years from that entry date. The number of years that the MIDN must serve on active duty during the eight-year MSO per reference (a), shall not exceed four years.

(2) Paygrade. Similar to the specifications in references (f) and (g), the Navy will assign the MIDN a paygrade of E-3.

c. NSTC Adjudication. Upon receipt of the disenrollment package, NSTC Deputy Director of NROTC Operations (N9) and Student Management (N93) will ensure it includes supporting documentation and the PNS' explanation for the initial recommendation. N93 shall expedite the administration of any disenrollment packages with PNS recommendation for DAES. Once the review is complete, N93 will forward the package to the Deputy Commander for NROTC Operations (N04) for review and comment prior to sending to CNSTC. CNSTC will conduct a review of the disenrollment package to make determinations regarding disenrollment. Except in circumstances involving hardship, dependency, or other unsuitability for military service, CNSTC will recommend DAES for Navy option MIDN requesting voluntary disenrollment within 12 months of their expected graduation date. CNSTC will then forward the package to the SECNAV or designee and notify NSTC N9 of CNSTC's disenrollment decision. NSTC N93 will inform the NROTC unit to notify the MIDN, in person or by certified mail, that the Navy will order the MIDN to DAES upon receipt of the SECNAV or designee's final approval.

d. SECNAV or Designee Adjudication. The SECNAV or designee retains the overall approval authority regarding a MIDN's disenrollment disposition. When the SECNAV or designee has determined the MIDN's final disposition, the SECNAV's staff will return the package to NSTC N9.

e. NSTC Administrative DAES Process. Upon receipt of the SECNAV or designee approved disenrollment package ordering DAES, NSTC units shall take the following actions:

(1) NSTC N9. N93 will notify the NROTC unit of the SECNAV or designee's decision to assign the disenrolled MIDN DAES. The NROTC unit will activate the MIDN to active duty using the Form 4 that the MIDN originally signed to participate in the NROTC program.

N93 will track the progress of the disenrolled MIDN while assigned to the NROTC unit and enter the proper classification into OPMIS for future data analysis.

(2) NROTC Unit. The PNS shall take the following actions, by telephone and certified mail if necessary:

(a) DAES Obligation. The PNS will notify the disenrolled MIDN when the SECNAV or designee approves ordering the MIDN to immediate or deferred active duty service.

(b) Pay and Benefits. The PNS shall inform the disenrolled MIDN of any alterations to pay and benefits. The disenrolled MIDN shall not receive any scholarship or subsistence allowance benefits once disenrolled from the NROTC program. However, once the NROTC unit receives final notification of the SECNAV or designee's approval of DAES and the disenrolled MIDN is activated using the DD Form 4, the individual will receive pay and benefits of an E-3 paygrade, and the NROTC unit will address the individual with the honorific of "Seaman." If the SECNAV or designee approved a deferral of DAES until graduation, the PNS will not activate the disenrolled MIDN until the academic institution confers an academic degree to the disenrolled MIDN or the deferral's expiration date, whichever occurs first. The disenrolled MIDN will not receive pay and benefits of an E-3 paygrade during the period of deferral.

(c) Period of Deferment. If the SECNAV or designee approved a deferral of DAES, the PNS will inform the disenrolled MIDN that the Navy shall not include the period of deferment in the computation of unexpired portions of an enlistment contract or period of obligated service outlined in an agreement and in any seniority computations.

(d) Navy Opportunities. The PNS and NROTC staff will discuss with the disenrolled MIDN opportunities for life in the Fleet and provide general knowledge regarding the Navy's enlisted ratings and financial benefits of Fleet service.

(e) Accountability. From the date of the MIDN's initial notification of intent to disenroll from the NROTC program to the date of report at Recruit Training Command (RTC), the PNS is accountable and responsible for the MIDN. The disenrolled MIDN shall conform to NROTC regulations while awaiting orders to RTC. Until transported to RTC, the disenrolled MIDN is responsible for notifying the PNS of any changes in the number of dependents and any circumstances that may affect suitability for military service.

(f) Uniforms and Personal Items. Prior to departure to RTC to attend the Veteran's Orientation course, the disenrolled MIDN is responsible for personal items and shall not leave any personal items or uniforms at the NROTC unit. Once the NROTC unit receives the MIDN's permanent change of station orders to RTC, the MIDN's personal items may be shipped from the home of record established on the DD Form 4 or from the MIDN's NROTC unit. Disenrolled MIDN reporting to the Veteran's Orientation course should bring previously purchased or previously provided, fully serviceable enlisted sea bag items with them to avoid unnecessary expenses. Additionally, the disenrolled MIDN must have complete copies of their NROTC record and academic transcript along with medical records including Department of Defense Medical Examination Review Board results.

(g) Transportation. NSTC, via temporary additional travel orders generated from the Defense Travel System, will provide the disenrolled MIDN the travel allowance and transportation necessary to travel from their respective NROTC unit or home of record established on the DD Form 4 to RTC. The PNS will notify the disenrolled MIDN via certified mail that the Navy has ordered the MIDN to active duty and will provide the time and date the MIDN must report to RTC. The PNS should also make every effort to notify the MIDN either personally or via telephone. The MIDN's report date shall be within 21 days of initial DAES notification or conclusion of deferment, if applicable.

(3) Recruit Training Command (RTC). A MIDN ordered to active duty shall report to RTC as a Seaman. Upon arrival, RTC will conduct the following actions:

(a) In-Processing. RTC will provide living accommodations, perform necessary administrative procedures, examine uniforms previously supplied while in the NROTC program, and issue any new uniforms with the Seaman accruing the financial cost. RTC will enroll them into the Veteran's Orientation course and ensure that they report to Personnel Support Detachment Great Lakes for in-processing. They will be gained into the Navy and available for orders as a Professional Apprenticeship Career Track (PACT), Surface-PACT (S-PACT) (undesignated seaman). Upon receipt of the availability, Navy Personnel Command (PERS 4010) will issue orders to an operational command.

(b) Reclassification. While attending the Veteran's Orientation course, they may choose to remain undesignated or may request reclassification into a Navy rating. The RTC Customer Service Desk will complete the necessary procedures regarding changes in branch, service obligation, program requirements, screenings, and guarantees to include administering the ASVAB and other required examinations. RTC will inform them that RTC processing may require 60 days to complete although the average processing time is 30 days for orders within the Continental United States and 45 days for Outside the Continental United States.

(c) Physical Fitness. In accordance with reference (h), they must pass a Navy Physical Readiness test. They shall bring their NROTC unit physical fitness results. Prior to transfer from RTC, they must also successfully complete a U.S. Navy standard Body Composition Assessment.

(d) Urinalysis. RTC will perform a U.S. Navy standard urinalysis test within their first 24 hours of reporting to RTC.

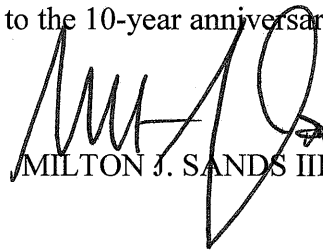
(e) Identification Card Issuance. RTC will provide a new identification card. They must bring applicable records to ensure a comprehensive administrative process (e.g. NROTC unit administrative forms, driver's license, marriage license, birth certificate(s) of dependents).

(f) Completion. RTC will report their completion of the Veteran's Orientation course and location of first duty station along with any reclassifications to NSTC Flag Administration, NSTC Programming, Production, and Business Management (N3), and NSTC N9.

(g) Discharge. Once ordered to active duty, they are subject to the Uniform Code of Military Justice. If they commit any infraction requiring disciplinary action or if the Navy finds them unsuitable for service in the military, the Navy will separate them and determine the appropriate type of military discharge. Early discharge will also result in a notification to Defense Finance and Accounting Services to begin financial recoupment of the government's monetary funds expended while they were enrolled in the NROTC program.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

8. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,
http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.