



**DEPARTMENT OF THE NAVY**  
**NAVAL SERVICE TRAINING COMMAND**  
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NSTCINST 1533.11A  
N00  
14 Jul 16

NSTC INSTRUCTION 1533.11A

From: Commander, Naval Service Training Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS HOST UNIT LOADING  
AND PLACEMENT PROCEDURES

Ref: (a) Navy Option Production Management Strategy for  
Academic Year (Current Year)  
(b) DoDINST 1215.08, Senior Reserve Officers' Training  
Corps (ROTC) Programs  
(c) U.S. News & World Report (updated annually)  
(d) Forbes' America's Top College List (updated  
annually)  
(e) NSTC M-1533.2 Regulations for Officer Development

Encl: (1) [Notional Host Unit Scholarship Loading Diagram](#)  
(2) [Placement Cap Breakdown](#)

1. Background. The purpose of this document is to codify actions required in the distribution of scholarships to Naval Reserve Officers Training Corps (NROTC) units. Reference (a) serves as guidance for the number of expected scholarships that the NROTC Program will offer for a given fiscal year. Naval Service Training Command (NSTC) shall derive NROTC Scholarship selectee distribution using school characteristics and historical unit performance to leverage established efficiencies and alignment of NROTC production with accession goals of the Navy and Marine Corps. NSTC Officer Development is directed to allocate NROTC scholarships in accordance with the below procedures.

2. Cancellation. NSTCINST 1533.11.

3. Implementation. Prospective scholarship distribution for an incoming freshman class will adhere to the following process:

a. Scholarship Baseline. To ensure every unit is theoretically able to meet production minimums outlined in reference (b), each unit will begin with a baseline of 15 seats for prospective scholarships.

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b. Scholarship Cap. The Scholarship Cap is the target number of scholarship freshman desired to report to the unit. The Scholarship Baseline is adjusted by applying the following rules, in order, to determine the Scholarship Cap. The rules are cumulative. However, the maximum Scholarship Cap at any unit **will be no more than 35** seats.

(1) Technical Majors. Units whose Navy commissionees were 65 percent or more technical majors, based on an average of the last five years, receive six seats above baseline.

(2) In-State Tuition. Units with greater than 50 percent of midshipmen receiving in-state tuition, based on a five-year average, will receive five seats above baseline.

(3) Elite Colleges and Universities. Elite schools are defined as those ranking in the top third of all NROTC colleges and universities based on the school's average ranking in references (c) and (d) at the time. Units with an elite school host will receive five seats above baseline; units with an elite school crosstown affiliate will receive three seats above baseline.

(4) Public Schools. Units with a public school host will receive five seats above baseline; units with a public school crosstown will receive three seats above baseline.

(5) Nuclear Power Production. Units with nuclear accession performance in the top 25 percent of all NROTC units (in either total number of nuclear accessions or as a percentage of unit production) over the last five years will receive six seats above baseline.

(6) Marine Production. Units in the top 15 of all units, based on a five-year average of Marine commissions, are authorized six additional seats above baseline.

c. An example of notional host unit scholarship loading is shown in enclosure (1).

d. Offer Cap. The Offer Cap is the maximum number of offers that may be allocated to a unit at any one time. Scholarship offers are made in excess of desired actual loading to account for host institution admission rates, scholarship declinations, and medical disqualifications. This number is calculated by dividing the Scholarship Cap by a five-year average of the matriculation rate (show rate) for that unit.

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For example, if the Scholarship Cap is 24 and the unit had an average matriculation of 20 students for the previous five years, the average matriculation rate would be  $20/24 = 0.833$ . The Scholarship Cap would then be calculated as  $24/0.833 = 29$ .

(1) The Offer Cap is then distributed into service specific caps of 75 percent Navy and 25 percent Marine. This distribution reflects officer production percentages for the NROTC program.

e. Applicant Preferences. Applicants list five schools in order of preference on their applications. One school listed in the applicant's top three must be a school in which they merit in-state tuition at a public university or college. NSTC OD notifies applicants that application and admittance into the schools listed in their application is their responsibility. Applicants may submit changes to their preferences until initial placement.

f. Initial Placement. A selectee shall be placed at their top choice which has not reached its offer cap, while adhering to the scholarship cap policy outlined above. Placement is done by order of merit from selection board ranking. Completed and received applications are assigned to selection boards based on "first received, first boarded" criteria. An example diagram of Initial Placement is provided in enclosure (2).

g. Waitlists. If a selectee cannot be placed at their preferred school or has several actionable plans for college, the selectee can request to be placed on NROTC unit waitlists. Each unit has a waitlist, 25 names maximum, with selectees ranked chronologically by request date. A selectee can be on three waitlists at a time.

h. Waitlist Offers. As seats become available at a unit due to selectee attrition or declination, OD2 shall offer scholarships to the selectees on that unit's waitlist, while adhering to the policy of initial placement and the option balance of 75 percent Navy and 25 percent Marine Corps. Selectees have three weeks to accept or decline the offer. No additional offers are made to candidates on a unit's waitlist once the unit begins its Freshmen Orientation.

i. One-on-One Placement. If selectees do not gain admittance to a school or a preferred seat does not become available, OD2 guides them to units with NROTC scholarship offers available.

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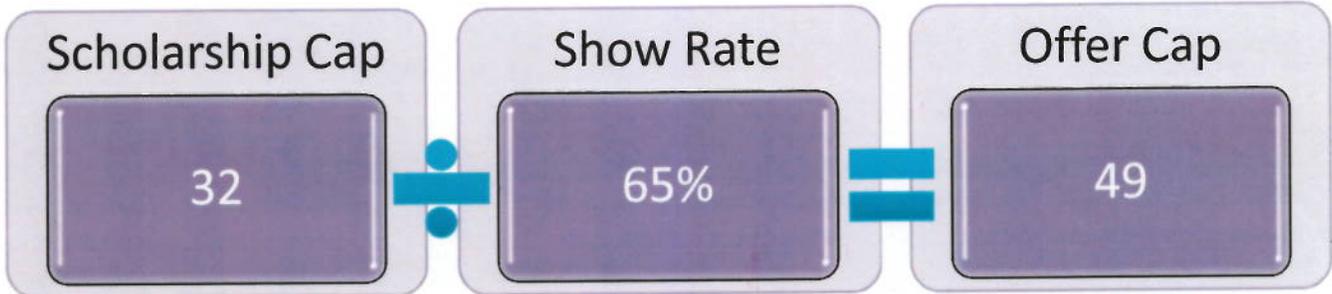
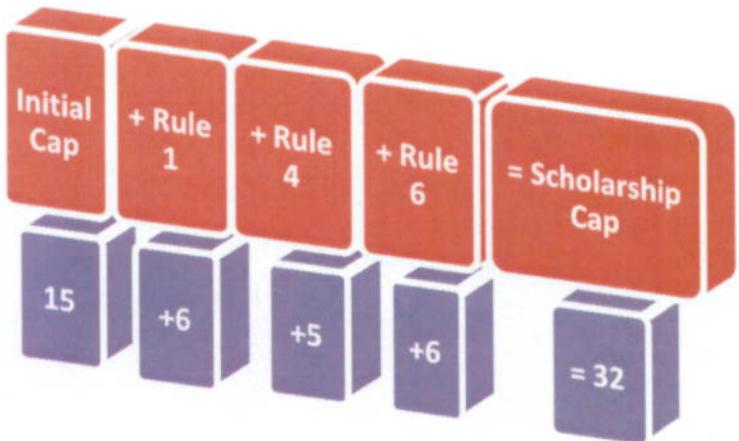
j. Top Selects. Reference (e) discusses the additional placement process for scholarship recipients who receive a select score in the top ten percent of the current year's selection board score.

A handwritten signature in cursive script, appearing to read "S. C. Evans".

S. C. EVANS

# Notional Host Unit Scholarship Loading

Baseline	15
Rule 1	+6
Rule 2	N/A
Rule 3	N/A
Rule 4	+5
Rule 5	N/A
Rule 6	+6



**Unit: Example**

Show rats vary from 12% to 100%.  
Program average is 65%

