

Appendix O

PERFORMANCE REVIEW BOARD (PRB) AND DISENROLLMENT GUIDANCE

Table of Contents

CHAPTER 1 Overview

CHAPTER 2 PRB Procedures

2-1 PRB Due Process and Legal Concerns

2-2 PRB Forms

2-3 PRB Overall Workflow

2-4 PRB Documents

CHAPTER 3 Disenrollment Procedures

3-1 Standard Procedures

3-2 Special Circumstances

3-3 Disenrollment Package

CHAPTER 1 Overview

This appendix is meant to augment and provide complementary guidance to NSTC 1533.2 (Series) Regulations for Officer Development (ROD) sections 6-9 through 6-19 regarding the PRB and disenrollment process. This guidance will help process all required paperwork for PRBs and, if required, disenrollments as they are submitted to Naval Reserve Officer Training Corps (NROTC) Operations (N9), Naval Service Training Command (NSTC), Marine Corps Recruiting Command (MCRC), Maritime Administration (MARAD), and Assistant Secretary of the Navy (ASN).

CHAPTER 2 PRB Procedures

2-1 PRB Due-Process and Legal Concerns

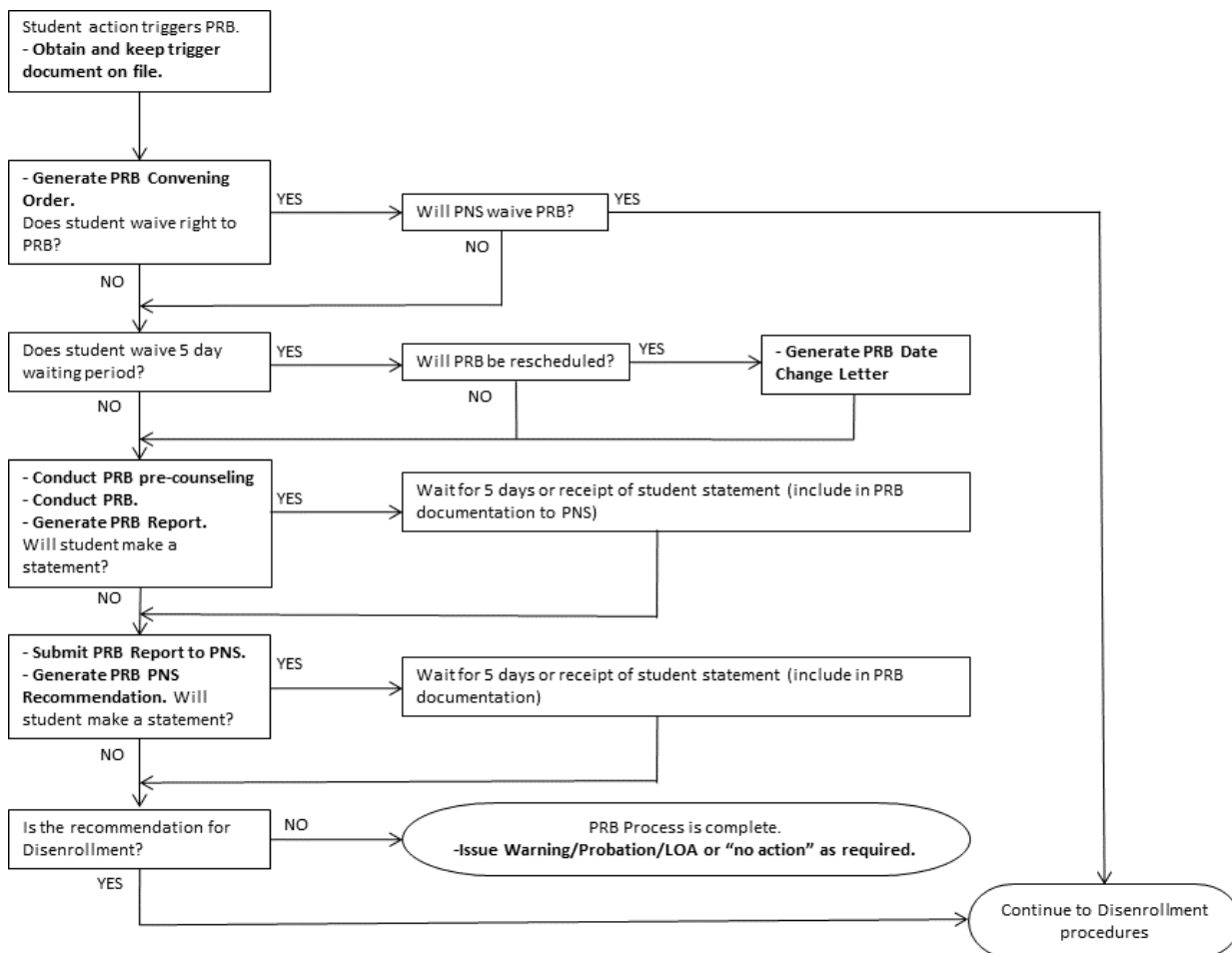
PRB processes conducted incorrectly (due-process violation) may result in the inability to recoup scholarship funds. Therefore, it is imperative the PRB process is conducted meticulously as outlined.

2-2 PRB Forms

1. Examples. The current forms and examples listed in Appendix K SHALL be used. All PRB/disenrollment related examples in Appendix K are fillable word documents. In accordance with the Correspondence Manual and NSTC guidance, Times New Roman is the only allowed font for all official correspondence. Making substantive changes, using outdated, or unit generated versions of forms/examples listed in Appendix K is not authorized. These non-standard documents will not be accepted and will result in the specific portion of the PRB/disenrollment process being repeated utilizing the correct form/example document. This may also result in all steps after the incorrect form/example being repeated as well to ensure disenrollment timeline remains intact.

2. Memorandum for the Record (MFR). Student Management will often direct a unit to fix a document or procedural mistake with a MFR. This document will consist of one or more paragraphs explaining the departure from standard procedure or why the disenrollment required more than 30 days to submit after the PRB was complete or the MIDN waived their right to the PRB (ROD para 6-14.6.a). The MFR shall be signed by the PNS or Senior Board Member when appropriate.

2-3 PRB Overall Workflow



2-4 PRB Documents

1. Trigger Document. Required to initiate a PRB, and the subsequent disenrollment, if applicable. The trigger document may consist of a single or multiple events, and must be included in the overall PRB package when presented to the student in question.

a. Examples (not all inclusive):

(1) Signed and dated valid Drop on Request (DOR). The DOR must be signed and submitted prior to starting the PRB process. DORs submitted via email do not have to be signed by the student, but it is a best practice.

(2) Student transcript (Academic)

(3) Counseling notes/remediation efforts (Inaptitude/unsuitable)

(4) Documentation of NJP/Alcohol/Failed Urinalysis/Police Report/Honor Code Violations/Plagiarism report/Preliminary Investigation (PI) (Disciplinary)

(5) N9 endorsed BUMED letter recommending no waiver (Medical)

(6) University notification/transcript (Failure to enroll or Drop by institution)

(7) Official PRT Failures, to include all score sheets or OPMIS data (Physical fitness/Aptitude)

(8) MCRC Letter (MCRC Directed)

(9) Student Statement and Counseling notes of Financial Hardship or Family Illness, Document of Refusal of Immunization, Student Statement of Conscientious Objection, Corps of Cadets letter, Notification to OD of death (Special reasons)

b. Depending on the nature of the trigger document, a Preliminary Inquiry may be required, please consult the current ROD for guidance.

2. PRB Convening Order (Example 6-E). This is normally presented by the class advisor or another staff officer. If the student is not in the immediate area, send via certified mail with return receipt requested (mark “restricted” so only the student can see it). Due consideration should be given to provide a self-addressed stamped envelope for return mail. It must be presented to the student along with all documents that may be presented against the student at the PRB. The student’s signature acknowledges the PRB.

a. Paragraph 1 - The student SHALL be notified of all reasons/triggers for the convening of the PRB. Per the ROD, 6-12.5, “The board is limited to considering only those performance shortcomings listed as the reason(s) for the PRB specified in the student notification letter. This limitation does not prevent the board from hearing of previous shortcomings or administrative actions.”

(1) Per NSTC JAG – “The purpose behind this provision is to give the student proper notice regarding why they're undergoing a PRB so that they may respond appropriately. For example, if a student is at a PRB for aptitude reasons, the PRB must only consider the student’s aptitude deficiencies in making their determination regarding any administrative action (Warning/Probation/LOA/ disenrollment and recoupment). However, they may hear about the student’s overall NROTC performance, including any academic deficiencies, and counsel the student on them. If the PRB decides that they'd like to take any administrative action (to include disenrollment) against the student for academic reasons as well, they are required to stop the board and re-notify the MIDN for the additional grounds for administrative action (including disenrollment).”

(2) The ‘reason(s) for PRB’ should be general and be categorized by one of the twelve reasons listed in ROD Section 6-16. Recommended verbiage:

(a) “...regarding your DOR submission on [DD MMM YYYY]”,

(b) “...regarding your substandard academic performance during the Fall/Winter/Spring Semester/Quarter”,

(c) “...regarding your Fall/Spring PFA/PFT/CFT failure” this will include failing BCA,

(d) “...regarding your aptitude/disciplinary incident on [DD MMM YYYY]” (covers underage drinking, arrest, failed urinalysis etc.)

(e) "...regarding your BUMED letter dated [DD MMM YYYY]".

b. Paragraph 2 – Refer to ROD Chapter 6-10 for rules regarding additional members and participants of the board. List all participants (recorders, observers, etc.)

c. Paragraph 3 – A specific time and date SHALL be listed. You are not allowed to utilize "No Earlier Than..." to schedule the PRB.

(1) Five Full Business Days Requirement – This waiting period begins the business day AFTER the student signs the PRB Convening Order. The PRB can be convened AFTER (not on) the fifth business day.

(2) For example: Student signs on Monday 2 JAN, Tues/Wed/Thurs/Fri/Mon are the five business days. PRB can be convened as early as Tuesday 10 JAN.

d. Paragraph 4 – This paragraph clarifies the student's rights regarding waiving the PRB. If the PRB has been appointed for more than one reason, and one of the reasons allows the student to waive their right to the PRB, you must still conduct the PRB because of the other non-waivable reasons.

e. Paragraph 5-8 are self-explanatory

f. Student Acknowledgement Section:

(1) Paragraph 1 – self explanatory

(2) Paragraph 2 – Explanation of student's individual rights. Student shall initial next to each DO/DO NOT or WILL/WILL NOT statement. They retain the right to change their response at a later date but should notify the unit in writing as soon as possible of any changes.

(a) If student WILL NOT appear at PRB – PRB SHALL be conducted with the student in absentia. Active duty students are required to appear before the board.

(b) If student challenges member(s) of PRB Panel – The Senior Member will make the decision on whether to change panel member(s) based on student's reasoning. If the student challenges the Senior Member, the PNS will determine the suitability. A MFR will be issued if a member is replaced. If not, PNS will issue an MFR stating reason for NOT replacing board member and notify student of this decision. This must be dated PRIOR to the PRB.

(c) If student "WILL" submit a statement – Student must have statement submitted to PRB recorder prior to the convening of the PRB. Recorder will present to panel during PRB. The statement must be signed and dated.

(d) If student "WILL" present witnesses, observers, or documents – Student SHALL provide PNS with list of witnesses or documents to be presented to the PRB Panel. Deadline to PNS is 48 hours before the board.

(e) If student requests to review their personnel records – Advisor SHALL review student's personnel record with them prior to the PRB.

(f) Waiver of Five Full Business Days Requirement – If the student waives the five business day requirement (by initialing such on the PRB Convening Order), the PRB can be convened earlier than the date listed in the PRB Convening Order. A PRB Date Change Letter (Example 6-H) must be acknowledged via signature by the student with the new date.

(g) If Student “WILL” retain counsel – (ROD 6-11.5) Students subject to PRB may retain counsel at their own expense. Students who wish to have their counsel present at PRB proceedings must notify the PNS in writing no later than 48 hours before the board. Generally, counsel is free to make opening and closing statements on the student’s behalf, as may any witness. During these statements, counsel may testify/recount the counsel’s understanding of the events that occurred. Counsel may also explain why these events do not warrant any, or lesser, administrative action on the part of the Navy. However, counsel may not actively participate in the board’s proceedings (e.g., call witnesses, ask questions of witnesses).

(h) If Student “WILL” have observers – (ROD 6-11.6) Students who wish to have observers attend the PRB must notify the PNS in writing no later than 48 hours before the board.

(3) Paragraph 3 – If student is to be placed on Interim LOA, paragraph 3 SHALL be retained. Effective date of Interim LOA in OPMIS SHALL be the day student signs the PRB Convening Order or date of signed delivery receipt if mailed. It is PNS’s discretion whether to place a student on Interim LOA – Awaiting PRB (J-code in OPMIS) prior to the PRB. It is recommended all midshipmen be placed on Interim LOA – Awaiting PRB (J-code) who have submitted a DOR, were medically disqualified, were dropped by the institution, or who have failed to enroll. The duration of the Interim LOA should not exceed 30 days, unless waiting to convene PRB after the summer. N93 will inquire about Interim LOA’s greater than 30 days.

(4) Privacy Act Statement – Student is required to sign and date upon acknowledgement.

(5) OPMIS Action Completed – If the student is placed on Interim LOA – Awaiting PRB (J-code), it is recommended the individual responsible for updating OPMIS write their name and date when the action is completed. If no OPMIS action is required, write N/A on date completed and initial.

3. Student Waiver of Right to PRB (Example 6-F). If the student desires to waive their right to the PRB (IAW ROD para 6-9.4), the “Performance Review Board Waiver” MUST be signed and dated AFTER they sign the PRB Convening Order (you cannot skip issuing the PRB Convening Order), but before the convening of the PRB. The student cannot waive their right to the PRB (sign and date the Student Waiver of Right to PRB) after the scheduled date of the PRB without a PRB Date Change letter (Example 6-H).

a. Active duty students (STA-21 OCs and MECEPs) may not waive their right to a PRB and their presence is mandatory at the PRB.

b. It is ultimately the PNS’s authority whether to conduct the PRB if the student waives their right.

(1) Per the ROD 6-9.4.a, a midshipman eligible for Directed Active Enlisted Service (Directed AES) cannot waive their right to the PRB.

(2) Per the ROD 6-9.4.b, a PRB SHALL be held, with or without the student’s presence, if there is evidence that the student intentionally concealed a known condition during the student’s DODMERB physical or annual certification. Concealment of disqualifying medical information warrants a PRB to consider recoupment.

c. If student is unavailable or declines to sign waiver, unit SHALL hold PRB in absentia as originally scheduled.

4. PNS Waiver of PRB (Example 6-G). This document is used instead of the PNS Recommendation Letter (Example 6-J) when the student waives their right to their PRB, and the PNS deems the PRB is not necessary. PNS SHALL notify student via “PNS Waiver of PRB” letter (Example 6-G) they accept the waiver and deem the PRB not necessary. Student must sign and date this form to acknowledge the PNS decision to waive the PRB and proceed with disenrollment. Upon receipt of signed document, proceed with Disenrollment Procedures in Chapter 3.

a. If the student selects “WILL NOT” submit a statement, there is no requirement to wait five full business days before proceeding to the next step.

b. If the student selects “WILL” submit a statement, the unit shall wait up to five full business days to receive the statement prior to proceeding. If the student acknowledged they “WILL”, but does not submit a statement in the time allotted, PNS shall explain this fact in the CO’s Summary Letter.

c. NOTE: The student SHALL be placed on Disenrollment LOA (G-code) upon PNS decision. Do not delay placing the student on LOA while waiting for acknowledgment and student signature. If the student was already on another LOA code, end it dated the day prior to PNS decision, and place them on G-code.

5. PRB Date Change Letter (Example 6-H)

a. If PRB is not conducted on the date listed (time of day can be different) on the PRB Convening Order, student will sign this form as acknowledgement and acceptance of the date change. This letter can be signed on the same day before the new PRB is convened. This can be due to moving the PRB to an earlier date (student waives waiting period) or to a later date for various reasons.

b. When rescheduling to a later date, unit shall take into consideration if the student has witnesses, observers, legal counsel, or any other factors. Unit shall attempt to set a new date that is agreeable with the student. This should be discussed prior to drafting this document. If a future date cannot be agreed upon, unit can invoke the five full business day waiting requirement for scheduling the PRB.

(1) Paragraphs 1 and 2 are self-explanatory.

(2) Paragraph 3 –

(a) “been waived by you per ref (b)” – use this option when the student waives the five full business day waiting period on the PRB Convening Order, and the PRB is rescheduled earlier than the original date.

(b) “been met” – use this option when the student agrees to the new PRB date that happens AFTER the original scheduled PRB date.

(c) “been reinstated” – use this option if a new date CANNOT be agreed upon or if the new date is greater than five full business days from the student acknowledgement date of this document. There must be at least five full business days between the new PRB date and the date of student’s signature on this form. This can also be used if new evidence (that falls under the same trigger) is discovered and needs to be presented to the student prior to the PRB. If new evidence is found that does

not fall under the same trigger, a new PRB Convening Order SHALL be created to add the new trigger to the PRB.

6. PRB Report (Example 6-I). Only required if PRB is conducted. Per the ROD 6-13, the PRB report SHALL be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members, and forwarded to the PNS via the midshipman for which the PRB was conducted. When a board member is not from the local area, an electronic signature obtained via email or fax will suffice. Any board member may submit a dissenting opinion and append it to the report. The PRB report SHALL include the convening order, the preliminary investigation (if applicable), all documents considered by the board, a summarized testimony of each witness, the board's finding(s) of fact, board recommendations, and tallies of board votes (i.e., 3-0, 2-1). If a dissenting vote occurs, the tally of votes shall also be included (i.e., 2-1 for disenrollment, with the dissenting vote for Leave of Absence).

a. Enclosures – Those listed 1 – 4 are the minimum required. If the PRB date was changed, all documents pertaining to the date change shall also be listed.

b. Paragraph 1 – Date must match PRB Convening Order or PRB Date Change Letter/MFR.

c. Paragraph 2 – Members must be the same as those listed in PRB Convening Order.

d. Paragraphs 3-7 are self-explanatory.

e. Paragraph 8 – The PRB SHALL produce one or more findings. Findings must be consistent with the purpose for the board, unless new information is presented at the board.

(1) Positive urinalysis results due to wrongful drug use – “that midshipman did wrongfully use (drug)...”. This SHALL be used to fulfill legal requirements. Without this statement, the PRB is at risk of being reconvened.

(2) DOR – “that midshipman submitted a valid DOR dated DD MMM YYYY.” This helps verify if midshipman is obligated.

(3) Medical NPQ involving failure to disclose – “midshipman did not disclose use of (medication) on annual certificate of physical condition.” or “midshipman failed to disclose pre-existing condition.”

f. Paragraph 9 – Recommendation must be related to the purpose and findings in paragraph 8. There can be multiple recommendations in addition to the list provided in ROD, such as “recommend place on LOA pending disenrollment” or “recommend place on Academic Warning and convene follow-on PRB to discuss aptitude issues discovered in this PRB.” A recommendation must also be made regarding recoupment.

(1) If the student is eligible for Directed AES (Navy option, scholarship student, who DORs within one year of their expected graduation date) a recommendation shall be made regarding Directed AES. If Directed AES is not recommended, reasoning must be explained.

(2) When new significant information or findings are discovered that may result in further disciplinary action, NO ACTION may be recommended in paragraph 9 to address the new information that was discovered. At PNS discretion begin the process for a new PRB to address the new information as appropriate.

(3) If WARNING/PROBATION/LOA is selected, you must type in which type before the drop down (ACADEMIC WARNING, APTITUDE PROBATION, etc.). The recommendation must match the deficiency that was the trigger(s) for the PRB.

g. The PRB report will be given to the student. An electronic copy may be sent if positive receipt is documented. If the student is not in the immediate area, send via certified mail with return receipt requested (mark “restricted” so only the student can see it). Due consideration should be given to provide a self-addressed stamped envelope for return mail.

7. PNS Recommendation (Example 6-J). Only required if the PRB is conducted. After reviewing the PRB Report and student’s statement (if submitted) in response to the recommendation in the PRB Report, PNS will then present their recommendation to the student on this document. The student must sign and date this form to acknowledge the PNS recommendation. The student will then have five full business days to submit a response to the PNS’s recommendation. If they respond, it will be included in the PRB process paperwork or PRB/disenrollment documentation.

a. PNS must acknowledge student statement in response to PRB Report if made (reference (c) on document), or note if student acknowledged they “WILL” submit the statement but didn’t. In this case, the PNS shall acknowledge the student marked they “WILL” make a statement but did not, by adding para 3. “Student acknowledged they would submit a statement, but none has been received as of my recommendation. If their statement is received at a later date, it will be forwarded to Student Management for inclusion into the disenrollment package.”

b. If the student selects “WILL NOT” submit a statement, there is no requirement to wait five full business days before proceeding to the next step.

c. If the PNS does not recommend disenrollment (i.e. recommends Warning/Probation/LOA, no action or issuance of a 30-day medical compliance letter), process as required. If Warning/Probation/LOA is the recommendation, issue a letter IAW guidance found in the ROD para 6-7 placing the student on Warning/Probation/LOA, to include student acknowledgement. Once complete, retain originals in the student file.

d. If the PNS recommends disenrollment, proceed with Disenrollment Procedures in Chapter 3.

(1) If the student selects “WILL” submit a statement, the unit shall wait up to five full business days to receive the statement prior to proceeding. If the student acknowledged they “WILL”, but does not submit a statement in the time allotted, PNS shall explain this fact in the CO’s Summary Letter.

(2) NOTE: The student SHALL be placed on Disenrollment LOA (G-code) upon PNS decision. Do not delay placing the student on LOA while waiting for acknowledgment and student signature. If the student was already on another LOA code, end it dated the day prior to PNS decision, and place them on G-code.

8. Special Circumstances – DOR submission before, during, and after the PRB process (ROD para 6-9.4.a)

a. If the student submits a valid DOR prior to being notified of a PRB (prior to signing a PRB Convening Order), begin the normal DOR PRB process, unless extenuating circumstances exist (i.e. failed urinalysis, pending legal adjudication, etc.).

b. If the student submits a valid DOR after being notified of a PRB for any other reason, but before the PRB is conducted, submit a new PRB Convening Order for the original PRB reason and the DOR. This may require changing the date to account for the standard five full business day notification, and the student cannot waive their right to this PRB because it is for more than one reason. The board shall make recommendations on the original reason for the PRB and for the DOR.

c. If the student submits a valid DOR after the PRB is complete, the PRB process shall be started over again if the PRB did not recommend disenrollment.

(1) If the PRB did not recommend disenrollment, the PNS cannot change the recommendation to disenrollment based solely on the DOR.

(2) If the PRB recommended disenrollment, it should be noted on the PNS Summary Letter the student submitted a DOR further solidifying the disenrollment, but the code and reason for disenrollment shall remain the original as determined by the PRB.

CHAPTER 3 Disenrollment Procedures

For disenrollment purposes, the PRB process is **required** for all students who sign a DD-4 and NSTC Form 1533/127 or /135, or for all active duty students (MECEP and STA-21).

3-1 Standard Procedures

1. NSTC 1533/122 (04-17) - NROTC Student Disenrollment Recommendation. This form SHALL be completed and sent to NSTC OD within 30 days of the PRB in which disenrollment was recommended and concurred by the PNS.

a. NOTE: Unit's SHALL add school to the "FROM" line at the top of the document (Example: Commanding Officer, NROTC University of Prona)

b. Student Data. The following items can be found in OPMIS:

(1) Estimated commissioning date (in Student Menu/Program tab)

(2) Class year (Naval Science Year in Student Menu/Program tab)

(3) Enroll date (Date Reported in Student Menu/Program tab)

(4) Obligation – "Obligated?" and "obligation date" can be determined from the student's agreement/contract.

(a) Scholarship MIDN (1533/135) - shall have signed the contract and obligation date is explained in section 5 of the contract.

(b) College Program Advanced Standing MIDN (1533/127) - are obligated from the date they sign the agreement/contract.

(5) "Terms tuition received" and "total tuition, books, and fees" shall be determined utilizing the Education Cost Sheet (1533/113). Book fees can also be found in OPMIS/reports/textbook payment. The Education Cost Sheet shall be updated and verified after each academic term payment. Total tuition, books, and fees shall match the obligated amount on the (1533/120).

(6) EAOS only applies to active duty students.

c. Program Information. All data can be found in OPMIS/Student Menu/Program Tab.

d. Student Background

(1) Academic GPA's – SHALL be up to date to include most recent academic performance, including summer session, and other GPA listings SHALL match OPMIS. 5.0 scale schools will enter converted GPA into OPMIS and this document. GPA's SHALL match original term transcripts (converted as required for 5.0 scale schools), student background section, and student comprehension reports, found in OPMIS/Student Menu/Grades/Reports. This will help account for any grade forgiveness policies.

e. Previous administrative actions. Supporting documentation (i.e., corresponding Warning/Probation/LOA letters) is required for all annotations in this section. Do not count any interim LOA occurrences or the final G-code (Disenrollment) LOA in this section.

f. PNS Disenrollment Recommendations. "Reason" and "Recommended attrition code" SHALL match. If the MIDN is not eligible for Directed AES, do not use an AES related attrition code.

(1) Type of disenrollment will be in line with the trigger for PRB. When more than one type of disenrollment is possible, see ROD 6-16 for guidance on which type to choose.

g. Student Statement. If student wishes to re-use previous statement, annotate which specific document this refers to (i.e., "See student statement in response to Memorandum for PRB dtd..." or "See student statement dated...")

(1) WARNING. This document SHALL not be signed the same day as the student submits a DOR, unless all other documents are prepared, signed, and acknowledged the same day. Signing and dating this document the same day as a DOR, but having multiple days between all other documents may be seen as a violation of due process and result in all steps being repeated. This document should be signed and dated after all other documents listed above but before the PNS Summary Letter, ensuring all documents are kept in timeline order.

(2) WARNING. "See attached document" is not authorized because it is too vague.

h. PNS Remarks. The PNS remarks can be copy/pasted word-for-word to the PNS Summary Letter. The PNS SHALL provide an endorsement to NSTC for recoupment, Directed AES, or a waiver of obligation. The PNS may also make a statement in support of Active Enlisted Service if the student has the aptitude to serve, but N9 will establish the student's debt with DFAS even if the student intends to enlist.

(1) WARNING. "See PNS Summary Letter", "See CO Statement" or similar statements are not authorized.

(2) The PNS should address any new remarks made by the student in this section.

2. NSTC 1533/120 (03-16) – NROTC Disenrollment Acknowledgement. Per the ROD para 6-15.3 – All obligated students being processed for disenrollment SHALL be afforded the option to request recoupment or AES using the Disenrollment Acknowledgement Form NSTC 1533/120. The NSTC

1533/120 is required for all scholarship midshipmen being disenrolled, regardless of obligation status, all College Program Advanced Standing midshipmen, MECEP, and STA-21 OC's. Because of this requirement, this document will not be accepted with a "~~line through~~" across the entire document annotated with an "N/A".

a. Obligation amount – "I acknowledge I am indebted to the US Government in the amount of \$....." the dollar amount SHALL be the same as on the 1533/122 and Education Cost Sheet 1533/113 total. It is recommended that a specific obligation amount not be utilized on any other disenrollment documents. To calculate obligation amount, utilize 1533/113, tuition and fees invoices, and all textbook payments to ensure all monetary expenses have been accounted for.

(1) NOTE: All scholarship midshipmen are 'obligated' once they accept any funds (book payment, tuition/fees). NSTC N9 has been delegated the authority to waive recoupment for scholarship midshipmen who have not reached their obligation date. ASN is the obligation authority for midshipmen disenrolled after their obligation date.

(2) WARNING: If the dollar amounts DO NOT MATCH or are INCORRECT, these documents must be re-issued and re-signed to reflect the correct amount. Corrected copies with the obligated amount lined through or white-out applied and initialed as acknowledgement will not be accepted.

(3) "\$0" is only authorized for College Program Advanced Standing and MECEP disenrollments. All other disenrollments utilizing the 1533/120 require the obligation amount, whether they have reached their obligation date or not.

b. Section 3. Midshipman Requests

(1) If student requests for waiver of financial reimbursement/AES, they must explain the reason(s) for the request on 1533/122 in "Student Statement" section.

(2) If the student requests deferment of involuntary AES to complete their education, they must explain the reason(s) for the request on 1533/122 in "Student Statement" section.

(3) In exceptional cases, the student may request a waiver of all obligations for medical or other extraordinary circumstances. Students SHALL provide a written statement regarding this request for obligation waiver.

c. Student and Witness Signatures. Anyone on the unit staff, military or civilian, can serve as the witness when the student signs in person.

d. If the student is not in the immediate area, send an **unsigned** copy via certified mail with return receipt requested (mark "restricted" so only the student can see it). Due consideration should be given to provide a self- addressed stamped envelope for return mail. If the document is not returned, include the certified mail receipt with proof of delivery to serve in place of the student and witness signatures. If the document is returned signed by the student, but without a witness signature, include the certified mail receipt with proof of delivery to serve in place of the witness signature. This document will not be accepted without student and witness signatures, or certified mail receipt with proof of delivery as listed above.

3. Commanding Officer (PNS) Summary Letter (Example 6-K)

a. Paragraph 1. Background

- (1) Ensure student full name and class year are correct
 - (2) Host and crosstown/consortium shall be listed
 - (3) Current major and tier. Note if student changed major
 - (4) Program code and scholarship type or Advanced Standing
 - (5) Home of Record
 - (6) Current status of student (enrolled at host university, participation status, current location?)
- b. Paragraph 2. Type of Disenrollment (must match subject line)(subparagraphs are not required)
- (1) Short summary of disenrollment type related details (i.e. Number of semesters below GPA of 2.5, number of official PFAs failed, etc.)
 - (2) Further supporting information as applicable.
- c. Paragraph 3. Academic Summary (chronological order from oldest to current)
- (1) Prior to any grade entries, if your university has a “Retake” or “Grade Forgiveness” policy, it must be explained in this section.
 - (2) NOTE: Any 5.0 GPA schools shall list the student’s GPA as converted to 4.0 scale. It is recommended the unit list the GPA as 5.0/4.0 in this section.
 - (3) Format for this section should follow the example provided below.
 - (a) Fall/Winter/Spring/Summer Year (GPA)
 - (b) Only list classes that were failed (F), classes where a student failed to reach the minimum grade required by the university to proceed or to have the credit count towards their degree, withdrawn, or retaken and failed again.
 - (c) Identify any classes that replaced old failed grades due to school’s “Retake” and “Grade Forgiveness” policies (i.e. CALC II “A” replaces CALC II “F” from Spring 2015 and the subsequent GPA recalculation).
- d. Paragraph 4. Aptitude Summary (chronological order from oldest to current)
- (1) Format for this section should follow the example provided below.
 - (a) Fall/Winter/Spring Year – Aptitude Score
 - (b) List all aptitude issues under their corresponding term
- e. Paragraph 5. Previous administrative actions. List all administrative actions that were issued during their tenure in chronological order from oldest to current, and all matching supporting documents SHALL be included in the disenrollment package submission. Format for this section should follow the example below.

(1) DATE and document serial # – Description of administrative action (previous PRB's, all letters placing the student on Warning/Probation/LOA, all removal letters, FEP placement, formal counseling, etc.).

f. Paragraph 6. Medical Considerations. Only list medical information pertinent to the disenrollment. Ensure there are no pending medical issues unresolved that may hamper or delay a non-medical disenrollment.

g. Paragraph 7. Mitigating factors. List any mitigating factors the PNS believes are relevant to the disenrollment.

h. Paragraph 8. Unit actions. List any reasons the unit was unable to comply with the 30 day submission requirement (certified mailing delays, unit administrative delays, or required corrective actions to the disenrollment package).

i. Paragraph 9. PNS Recommendation. These statements may be word-for-word from the 1533/122. However, this is the PNS's final opportunity to provide their final thoughts on the disenrollment to NSTC. If any new information, accusations against the unit have been made at any time during the disenrollment process, or the student has submitted a statement in response to the 1533/122 or the CO's Recommendation/Decision Letter, it must be addressed in this section.

(1) The letter SHALL include:

(a) Disenrollment Recommendation (or recommendation for retain with supporting argument)

(b) Recommendation on recoupment (monetary, Directed AES, or no recoupment)

(c) If the MIDN is eligible for Directed AES, the PNS SHALL make a recommendation for or against.

(d) If the MIDN is eligible for monetary recoupment but the PNS recommends a waiver (hardship), it must be supported here.

j. ROD 6-14.6.a – The PNS SHALL sign and forward the properly completed disenrollment recommendation to N93 within 30 days of the date of the PRB or the date that the student waived the right to a PRB. If more than 30 days have elapsed, whether due to administrative delay at the unit or communication via mail, an MFR explaining the delay is required.

3-2 Special Case Disenrollments

The following scenarios cover all College Program Basic (CPB) (5A) students, Advanced Standing (Provisional) (5T) students, CPB students selected for scholarship (5A(Sch)) or Advanced Standing (5A(AS)) who have not yet signed their contract, and National Scholarship awardees who were not medically qualified (4P) or failed to meet program standards (4F).

1. DOR (Non-contracted). This section applies to students who have not signed a DD-4 or contract.

a. 5A/5A(Sch)/5A(AS)/4P/4F students: The unit is not required to complete the PRB process for disenrollment.

b. 5A students:

- (1) Student formally submits DOR to unit. PRB is not required, but if held, include PRB documentation in step 4.
- (2) Generate NSTC 1533/122.
- (3) Attrite student in OPMIS using 91GG code with effective date of PNS signature on NSTC 1533/122.
- (4) Retain DOR statement and NSTC 1533/122 for current calendar year plus 2 years.
- (5) NOTE: Senior Military Colleges (SMC) may instead generate a memorandum of all CPB disenrollments containing name, disenrollment approval date and future acceptability code. This document shall be retained for a minimum of two years. SMCs shall also use 91GG as the attrition code, with an effective date of CO authorization.

c. 5A(Sch)/5A(AS)/4P/4F:

- (1) Student formally submits DOR to unit. PRB is not required, but if held, include PRB documentation in step 4.
- (2) Generate NSTC 1533/122.
- (3) Submit DOR statement and NSTC 1533/122 to NSTC HRA rep (N9341[1-4]). NSTC HRA rep will attrite student in OPMIS using 91GG code.
- (4) Retain DOR statement and NSTC 1533/122 for current calendar year plus 2 years.

2. Not Medically Qualified (Non-contracted). This section applies to students who have not signed a DD-4 or contract.

a. 5A/5A(Sch)/5A(AS)/4P/4F students: The unit is not required to complete the PRB process for disenrollment.

- (1) Obtain N9 endorsed BUMED “DOES NOT/IS NOT” letter and NSTC “Waiver Not Granted” letter for student.
- (2) Generate NSTC 1533/122.
- (3) Submit NSTC 1533/122 with NSTC “Waiver Not Granted” letter to NSTC HRA rep (N9341[1-4]). NSTC HRA rep will attrite student in OPMIS using 9045 code.
- (4) Retain NSTC 1533/122, final adjudicated BUMED “DOES NOT/IS NOT” letter and NSTC “Waiver Not Granted” letter for current calendar year plus 2 years.

3. Performance Related (Non-contracted). This section applies to 5A/5A(Sch)/5A(AS)/4P/4F students who have not signed a DD-4 or contract. The unit is required to complete the PRB process.

a. If the PNS final decision is disenrollment.

(1) Generate NSTC 1533/122. There is no requirement for a NSTC 1533/120 (NROTC Disenrollment Acknowledgement) or PNS Summary Letter.

(2) Submit NSTC 1533/122 with PRB process paperwork and supporting documents to NSTC HRA rep (N9341[1-4]). N934 will generate and send recension letter to unit if scholarship or advanced standing was offered to student. NSTC HRA rep will attrite student in OPMIS using appropriate code.

(3) Retain recension letter (if received), NSTC 1533/122, PRB process paperwork, and supporting documents for current calendar year plus 2 years.

4. Not selected for Scholarship or Advanced Standing. Any student, upon reaching two years from expected graduation, who is not selected for scholarship, advanced standing or provisional advanced standing, shall be attrited by the unit utilizing 9137 (Not selected for Advanced Standing). A student on a 4.5 year track, is considered to be on a 5 year track and the same year group, refer to ROD Para 2-13.1.

a. College Program Basic student (5A). Upon receipt of non-select message, unit representative shall attrite the student(s) utilizing 9137 (Not selected for Advanced Standing), with an effective date of the message release.

b. College Program Advanced Standing Provisional (5T). No PRB process is required. Upon receipt of non-select message.

(1) Generate NSTC 1533/122.

(2) Submit NSTC 1533/122 with non-select message to NSTC HRA rep (N9341[1-4]). NSTC HRA rep will attrite student in OPMIS using 9137 code.

(3) N9 will generate an Appointment Termination and return, endorsed, to unit for retention.

(4) Retain Appointment Termination, NSTC 1533/122, non-select message for current calendar year plus 2 years.

3-3 Disenrollment Package

Once all disenrollment documents are completed, the unit designated representative shall compile the disenrollment package using form "NSTC 1533/159 - NROTC Disenrollment Checklist" as a guide. Enclosures will be in chronological order, one sided only. The disenrollment package SHALL present a clear story from start to finish for N9/NSTC/MCRC/MARAD/SECNAV to make their recommendation/decision. This requires the inclusion of any pertinent supporting documents to the disenrollment.

1. Per ROD 6-17, the disenrollment package SHALL include originals of:

- a. All items on the 1533/159
- b. Student File
- c. Performance File, to include a current transcript
- d. Health Record (Medical and Dental)

e. Other required supporting documents pertaining to the disenrollment:

(1) Total obligation amount verification for all disenrollments. Include all 1533/113s, tuition and fees invoices, and textbook payment reports, which are part of the student file.

(2) If a medical disenrollment or medical condition was addressed during the process, include the non-medical assessment. Please remove all annual physical certifications (1533/107) and the DODMERB physical qualification from the medical record and add to the disenrollment package.

(3) For a failed urinalysis, the positive drug report, observer report, student's signed NROTC Drug and Alcohol Statement of Understanding (NSTC 1533/153), at a minimum.

(4) The above supporting documents listed in the ROD and above are not all inclusive, and may require the unit to submit upon request by N9.

2. The above list will also include any documents referred to during the PRB process resulting in disenrollment.

3. If there are any inconsistencies or any confusion in the time line (non-linear, large time gaps, lack of five full business day requirement, etc.), it SHALL be addressed via MFR. If it is discovered any "due process" has been violated or not documented properly, contact your N93 unit coordinator for discussion on how to proceed. Options can vary from submitting an MFR (providing further details) to re-doing the PRB process.

4. NSTC 1533/159 – NROTC Disenrollment Checklist. Compile disenrollment package IAW this document.

5. Once package is complete, send IAW PII regulations, which includes double wrapped with a PII cover sheet attached to the inner wrapper, to:

ATT: N93
Naval Service Training Command
Student Management
250 Dallas St. Ste A
Pensacola, FL 32508