

## NAVAL RESERVE OFFICERS' TRAINING CORPS PLACEMENT CHANGE

OMB CONTROL NUMBER: 0703-0026

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### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information, OMB-0703-0026, is estimated to average 3 hours and 35 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

### PLEASE DO NOT RETURN YOUR RESPONSE TO THE EMAIL ADDRESS ABOVE.

Responses should be sent to:

#### Naval Service Training Command NROTC

Selection and Placement, N92

320A Dewey Avenue

Bldg 3. Rm 106

Great Lakes, IL 60088

### PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE COMPLETING THE APPLICATION.

**AUTHORITY:** The authority to request this information is contained in: 5 U.S.C. § 301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2107 (Financial Assistance Program); and Executive Order 9397 (Use of Social Security Numbers), and System of Records Notices (SORNs) N01130-1 and N01080-3

**PRINCIPAL PURPOSE(S):** To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service. The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

**ROUTINE USE(S):** Information provided on the application will be used to screen and select individuals to receive scholarships, maintain data on the scholarship program, compare scholarship applicants from previous or subsequent years, and provide academic data and contact information to Navy activities and admissions officials at colleges and universities for recruitment purposes. Other uses may include providing the information to officials and employees of: the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility; Federal, state or local agencies that maintain civil, criminal and other relevant information pertaining to the letting of contracts; in response to an inquiry from a congressional office of record for an individual; to the Office of Personnel Management (OPM) to carry out legally authorized government-wide personnel management functions and studies; and to the General Services Administration (GSA) for the purposes of records management under the authority of 44 USC § 2904 & 2906. Information provided in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission, unless it comes with an exception to the Act, or one of the routine uses in 32 C.F.R. § 701.112, <https://www.navy.mil/privacy.asp>, and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

**DISCLOSURE:** Voluntary - However, failure to do so may result in our inability to process your application for the NROTC program. Note that the Social Security number (SSN) is required at the time of application to ensure proper identification of the applicant. There are times applicants have the same names, therefore the collection of SSN is required to ensure proper identification.

More information on the SORNS can be found at the following link(s):

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01131-1.aspx>,

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.asp>.

Please fill in all applicable information:

NROTC Scholarship Nominee Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_  
(last four digits only) XXX – XX – \_\_\_\_\_

State of Legal Residence: \_\_\_\_\_ County of Legal Residence: \_\_\_\_\_

Mailing Address:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Contact Information:

Home: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Other: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

**I would like to request a change of school assignment from my current assigned unit.**

*Please list the actual school you are assigned to and the actual school you wish to attend.*

CURRENT ASSIGNED UNIT:

TO

REQUESTED UNIT

ACTUAL ASSIGNED SCHOOL:

TO

DESIRED SCHOOL:

Are you a Navy, Nurse, or Marine Option Scholarship Nominee?

Navy ☐ Nurse ☐ Marine ☐

Would the school currently assigned be considered in-state tuition?:

Yes ☐ No ☐ I do not know ☐

Have you been offered admission to school currently assigned?

Yes ☐ No ☐ Did not apply ☐

Decision has not yet been made. ☐

Expect to know by: \_\_\_\_\_

Have you been offered admission to the requested school?

Yes ☐ No ☐ Did not apply ☐

Decision has not yet been made. ☐

Expect to know by: \_\_\_\_\_

Have you been attending the requested school for 1 semester or more?

Yes, and I have been participating in the College Program Yes ☐ No ☐

**SEND SCHOOL CHANGE REQUEST TO:**

VIA EMAIL:

VIA MAIL SERVICE (in a sealed envelope):

[GRLK\\_NROTC.Placement@us.navy.mil](mailto:GRLK_NROTC.Placement@us.navy.mil)

Naval Service Training Command  
NROTC Selection & Placement (N92)  
320A Dewey Avenue, Building 3, Rm 106  
Great Lakes, IL 60088-2834

If the unit you are requesting to be transferred to is full at the time of your request, you will automatically be placed on the waiting list for that unit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT