

Appendix Q

NEW STUDENT ORIENTATION (NSO) AND SCHOLARSHIP ACTIVATION

Overview

This document is meant to augment and provide complimentary guidance to NSTC 1533.2 Regulations for Officer Development (ROD). This guidance will help you process all required paperwork for acceptance and activation of all College Program and Scholarship midshipmen.

The current forms and examples listed in Appendix L SHALL be used.

DO NOT backdate any forms listed in this process.

In this document, the following terms are defined for standardization purposes:

Scholarship Not Activating: Accepting a student off the 61 Report and coding them as a 4P/7P (not medically qualified) or 4F/7F (does not meet minimum NROTC standards, i.e. did not pass PFA) and not activating their scholarship (not signing a DD Form 4 or NSTC 1533/135).

Activation: Activating a scholarship student and coding them as 4A/7A (verifying citizenship and medical qualification, passing a PFA, signing a DD Form 4, signing an NSTC 1533/135).

Decline: Student fails to enroll in school, declines scholarship upon entry, or drops out during Midshipmen Candidate New Student Indoctrination (NSI) or NSO prior to acceptance or activation.

1533/107 – Annual Certificate of Physical Condition

Recommend completing this form prior to completing the scholarship activation PFA/PFT/CFT.

DD FORM 4 (ENLISTMENT/REENLISTMENT DOCUMENT ARMED FORCES OF THE UNITED STATES) OCT 2007 (ROD Section 4-16)

DD Form 4 is the basic document, which establishes a legal relationship between the U.S. Government and an enlisted member. It can be found at <http://www.esd.whs.mil/DD/> under the DoD Forms dropdown. DD Form 4 is designed to provide a complete and comprehensive document that specifies the terms of the agreement between the enlistee and the U.S. Government/Armed Forces in clear English to avoid recruit and/or parent misunderstanding. This document is required for all scholarship MIDN. This document shall not be completed for College Program Basic MIDN. The governing document for the DD Form 4 is COMNAVCRUITCOMINST 1130.8 Vol III, and all policies set forth below conform to that guidance. Student shall initial at the bottom left corner of each page.

WHEN: This document shall only be completed when a student is being activated on scholarship, in conjunction with the NSTC 1533/135, and after all other requirements have been met (medically qualified, passed PFA, proof of citizenship, etc.)

HOW: For legibility, it is highly recommended this document be filled out electronically, then signed by pen and ink.

The following items will be verified prior to preparing the DD Form 4:

a. Student will be medically qualified by DoDMERB or have a medical waiver by BUMED. If not medically qualified, DO NOT sign this form or their scholarship contract, instead they will be accepted in OPMIS under the “4P/7P” code, as explained in a later section.

b. Verification of citizenship (ROD section 4-10). Students must be a U.S. Citizen to activate the scholarship. Students with dual citizenship may apply and, if selected, activate their scholarship but must acknowledge readiness to renounce their citizenship to the other country in order to continue in the NROTC Program. If they are not U.S. citizens, DO NOT activate their scholarship. Contact N934 for further guidance.

c. Be accepted for admission as a full-time student at a participating NROTC academic institution or maritime academy.

d. Meet the minimum PFA/PFT requirements directed by current policy (Note: Achieving a Good Low at NSI (or Marine Option equivalent) is adequate for the PFA/PFT requirement). If they did not meet the PFA/PFT standards, DO NOT sign this form or their scholarship contract, instead they will be accepted in OPMIS under the “4F/7F” code, as explained in a later section.

e. If a college programmer or if already currently enrolled at the university will be in good academic, disciplinary, or aptitude standing.

SECTION A - ENLISTEE/REENLISTEE IDENTIFICATION DATA

1. Name: Full Name including middle name is required (or NMN if applicable). Unit shall verify via birth certificate unless legally changed (then as listed on name change documentation). Do not fill in remainder of section with X's.
2. Full social security number is required. Per principal purposes above, the SSN is required for positive identification. Unit shall verify correct SSN via social security card.
3. Home of Record: (MILPERSMAN 1000-100) “The place recorded as the service member’s home when enlisted or appointed”. Where student was living prior to coming to the unit prior to joining, and where they consider their home to be outside of the university/local area.
4. Place of ENLISTMENT/REENLISTMENT: Unit address.
5. DATE of ENLISTMENT/REENLISTMENT: This date SHALL NOT be back-dated (ROD 4-8). This corresponds to the date the student is sworn in, and SHALL be the same as section 13A, 14F, and 19F of this document.
6. DATE of BIRTH: Unit shall verify via birth certificate.
7. PREV MIL SVC UPON ENL/REENLIST: Should be all zero’s. Only filled out when a student transfers from BLUE/GREEN or vice versa, and should reflect inactive time served in the former service (ROD 4-32.2.c).

SECTION B - AGREEMENTS

8.
 - 1) BRANCH- Navy Reserve (also for SSO), USMC Reserve.
 - 2) DATE- 8 years and 0 weeks.
 - 3) PAY GRADE- MIDN.
 - 4) All remaining blanks in section 8 shall be left blank.

8.a. is not applicable.

8.b. REMARKS: Unit SHALL type in “Military obligation is defined by the NROTC Scholarship Contract (NSTC 1533/135).”

SECTION C - PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS

9. Through 12. SHALL be read by the MIDN.

SECTION D- CERTIFICATION AND ACCEPTANCE

- 13. b. Ensure MIDN understands by signing that all information is correct.
- 14. a. Service: USNR/USMCR depending on which option the student is in. Can be unabbreviated.
- 14. b. through g. SHALL be either the PNS or XO. This SHALL NOT be delegated by direction. The only exception is a Marine Option midshipman. MCRC desires this section be filled out by the MOI, if present and available.

SECTION E - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

- 15. Student’s full name
- 16. N/A
- 17. N/A
- 18. a. and b. Student signs and dates.
- 19. a. through g. SHALL be either the PNS or XO. This SHALL NOT be delegated by direction

SECTION F - DISCHARGE FROM/DELAYED ENTRY/ENLISTMENT PROGRAM

20. N/A

SECTION G - APPROVAL AND ACCEPTANCE BY SERVICE REPRESENTATIVE

21. N/A

SECTION H - CONFIRMATION OF ENLISTMENT OR REENLISTMENT

- 22. N/A
- 23. N/A

NSTC 1533/135 - NROTC Scholarship Service Contract (ROD Section 4-15)

The primary use of this information is by the official to administer the Naval Reserve Officers Training Corps (NROTC) Program and to set forth the terms and conditions, including military service obligations under which the Navy will be providing an NROTC scholarship. This document is considered an annex to the DD Form 4.

As per the guidance regarding the eligibility for signing the DD Form 4, if the midshipmen was not qualified to sign that document, DO NOT have the midshipmen sign the NSTC 1533/135 either. Scholarship MIDN are eligible to sign both documents (DD Form 4 or NSTC 1533/135) or neither.

Once this document is signed, the US Government is required to pay all applicable tuition, fees, and stipend. If there is a question as to whether the midshipman is eligible to sign and activate their scholarship, especially if not during the beginning of the academic school year, contact N934 for confirmation. Activating a scholarship early will result in a midshipman running out of benefits and being placed on Expiration of Benefits LOA prior to their graduation/commissioning.

Full Name: As reflected on birth certificate, unless legally changed (then as listed on name change documentation). This should match the name on their DD-4.

SSN: Full Social Security Number. Due to service contract being an addendum/appendix to DD Form 4, full social is required per MILPERSMAN 1000-060.

The School: Name of actual university student is attending, no abbreviations.

The Unit: Unit/Consortium Name, abbreviations okay.

Tier: Unit SHALL enter the tier student was selected for on the '61' Report (National Scholarship) or Side Load Selections OMM.

NROTC Program: Enter option that student is selected for on the '61' Report (National Scholarship) or Side Load Selections OMM.

Section 1 through 4: Ensure student reads these sections.

Section 5 MILITARY SERVICE OBLIGATIONS:

WARNING:

Students SHALL NOT initial both sections for the military obligation

5. a. If student was selected directly out of high school, and immediately entered into the program, have the student initial the below obligation. The date below indicates the beginning of the Fall Semester of the following year.

Example: Student starts freshman year on 22AUG2018, his obligation date would begin 01SEP2019.

01 SEPTEMBER 20__ : Student Initials: Self Explanatory

In all other cases (all NSTC/MCRC controlled scholarships and all students that have completed their freshman year in a university, whether affiliated with the NROTC Program or not), use the second set of Student Initials. They are obligated immediately upon completion of the document.

Section 6-7: Ensure student reads.

Section 8 Notices:

Command Name: Unit/Consortium

Address: Self Explanatory

Student's Name: Full name (First Middle Initial Last)

Student's Address: Use student's Home of Record address.

STUDENT SIGNATURE

Student Signature: Self Explanatory

Student's Date of Birth: YYYY MM DD

Full Name: First Middle Initial Last

Signature of Witness: Shall be permanent unit staff (not stash Ensigns). The day the midshipman signs the 1533/135 shall be the same day the witness signs.

CONSENT OF PARENTS (OR GUARDIANS)

To be completed if student is under 18 years of age at the time of signing the contract. Parent/Guardian must be physically present.

Signature: Of Parent/Guardian

Print Full Name: First Middle Initial Last of Parent/Guardian

FOR THE SECRETARY OF THE NAVY

The Commanding Officer's (PNS) Signature: Self Explanatory

Printed Name and Rank: First Middle Initial Last, RANK

Name of Unit: Unit/Consortium

The date the PNS signs this document should be the same date the scholarship is activated. Once this document is signed, the MIDN is entitled to all tuition and benefits associated with the scholarship.

NSTC 1533/153 – Drug and Alcohol Statement of Understanding

All incoming MIDN (scholarship and college program) SHALL sign this document. Officer Candidates and MECEP's should already have an OPNAV 5350/1 (Drug and Alcohol Abuse Statement of Understanding for active duty).

Principal Purpose(s): To obtain information used to evaluate an individual's compliance with policy and fitness for service as a commissioned officer.

Any non-electronic signatures SHALL be in ink.

Unit SHOULD review the form in its entirety with the MIDN prior to signing.

Certifying Official: SHALL be a commissioned officer attached to the unit.

Witness: Any unit staff member (LT, HRA, etc.).

NSTC 1533/121 – NROTC Concept of Honor (ROD Section 4-14)

All incoming MIDN (scholarship and college program) SHALL sign this document. This document is optional for OC's and MECEP's.

Have MIDN read before signing.

Signature of MIDN: Print full name and sign.

Witness: SHALL be an active duty staff member attached to the unit.

NSTC 1533/126 – NROTC Acceptance and Oath of Office (ROD Section 4-13)

All incoming scholarship MIDN SHALL sign this document. This document is NOT for OC's and MECEP's.

Principal Purpose(s): Used when administering the acceptance of the oath of office for new NROTC MIDNs.

Have MIDN read before signing.

Acceptance

I, **(First Middle Last)**,

from the: **(1st)** day of **(month)**, **(year)**

Oath of Office

I, **(First Middle Last)**,

Subscribed and sworn to before me this **(1st)** day of **(month)**, **(year)**.

Witness: SHOULD be unit XO or PNS, but SHALL be commissioned officer part of the permanent staff.

SF 1199A – Direct Deposit Form

All incoming Scholarship MIDN SHALL complete this document. This document is required for a Scholarship or Advanced Standing MIDN to receive book payments and subsistence allowance. This is NOT for OC's, MECEP's, or college program MIDN.

Principal Purpose(s): to establish pay channel for financial assistance.

This completed form is MANDATORY per DFAS policy in the DODFMR and SHALL be used by the unit to enter the pay and accounting information in OPMIS. Without this information in OPMIS, a MIDN will receive payments in the form of checks sent to the unit.

All guidance for completing this form is on page 4 of the document. Contact DFAS if any questions.

NAVPERS 1070/613 (Pg 13) – Elective Surgery Acknowledgement

All incoming personnel (MIDN, OCs, and MECEPs) shall sign and date a Pg. 13 with the following entry:

a. I am aware that prior to undergoing elective surgery I am required to inform my Chain of Command of my intentions, so I can be counseled regarding the impact this decision may have on commissioning and participation in the NROTC program. I understand that if I have an unexpected outcome or complications from an elective procedure which result in me being medically disenrolled, unable to commission or fulfill active enlisted service, I will be held liable for repayment of all scholarship and stipend costs.

b. If I have any of the following elective surgeries performed while a midshipman: bariatric surgery, other weight loss surgeries, Nuss bar or other hardware for cosmetic correction of pectus excavatum, or placement of intra-ocular contact lenses, I will be medically disenrolled and responsible for payment of the entirety of my scholarship and stipend costs..

c. I understand that many elective surgeries may result in Medical Leave of Absence (MLOA) until the recovery period is complete and I either 1) meet the physical standards or 2) meet the criteria for a waiver of the physical standards for continuation in the NROTC program.

d. I am also aware that some elective surgeries (e.g. LASIK/PRK) require a significant wait time before I can be reviewed for a potential waiver of the medical standards, and that my timing in getting such a procedure may cause a delay in my required training evolutions and/or planned commissioning date.

Witness: SHALL be an active duty staff member attached to the unit.

DD FORM 2005 – Privacy Act Statement – Health Care Records

All incoming MIDN (scholarship and College Program) shall sign and date.

DD FORM 2983 – Recruit/Trainee Prohibited Activities Acknowledgement

All incoming MIDN shall sign and date after receiving appropriate training. Is only required to be completed once, shall be approved by unit Executive Officer or PNS, and filed as directed by the ROD.

OPNAV 5211/12 – General Privacy Act Statement

All incoming students shall complete.

NAVCRUIT 1130/104 – United States Navy Tattoo Screening Certificate

ROD – All NROTC units shall screen incoming students for offensive or inappropriate tattoos. Units shall periodically screen midshipmen during their enrollment with the NROTC Program. Waivers for Navy midshipmen or OCs will be forwarded to NSTC for approval and Marine and MECEP will be forwarded to MCRC.

For NAVY only – NAVADMIN 082/16 (R 311732Z MAR 16)

All incoming MIDN shall complete. It shall be verified and signed and dated by unit Executive Officer or PNS.

For USMC only – MCBul 1020 (2 JUN 16)

SGLI

ROD Para 4-18: NROTC midshipmen (except College Program Basic students) and OCs are eligible for SGLI coverage. NROTC midshipmen are only covered when assigned to active duty training. If any student desires less than maximum coverage, they may elect a lesser amount on SGLI Election and Certification Form SGLV-8286. Once completed, attach two copies to the Dependency Application/Record of Emergency Data, place them in the Student File and provide a copy to the student. Directions for filling out the SGLV 8286 are located on the form.

NAVPERS 1070/613 (Pg 13) - Directed Active Enlisted Service

All incoming scholarship MIDN shall sign and date a Pg. 13 with the following entry:

I certify that I have read and understand DCNO(MPT&E)/CNODC(M&RA) Memo of April 21, 2015, and that as a Naval Reserve Officers' Training Corps (NROTC) scholarship recipient, I understand that if I request disenrollment from the NROTC program within 12 months of my anticipated commissioning date, that, in accordance with my NROTC contract, I may be required at the discretion of the Secretary of the Navy or designee, the Assistant Secretary of the Navy (Manpower and Reserve Affairs), to repay my service obligation by serving 4 consecutive years of active enlisted military service immediately following my disenrollment from the NROTC program.

Witness: SHALL be an active duty staff member attached to the unit.

MCRC Accession to Active Duty SOU (Annex D)

To be completed by Marine Option MIDN only. Shall be signed and verified by unit MOI.

Dependency Application/Record of Emergency Data (NAVPERS 1070/602) (ROD Section 4-17)

Required by MILPERSMAN 1070-270.

Because the NAVPERS 1070/602 only exists electronically in NSIPS, fill out a DD 93 and file in the student file. Detailed instructions are attached to the DD 93. This document should be reviewed annually.

Student Release form

SECNAVINST 5211.5E

This document is optional.

OPNAV 5211/9 – Record of Disclosure

SECNAVINST 5211.5E

Required for inclusion in all new student records and shall be updated as required.

Initial OPMIS Scholarship Activation/Acceptance:

This section will cover the initial reporting in and activation/acceptance of National Scholarships (including Nurse Option) and non-affiliated college students awarded a National Scholarship - “4A/7A”, “4F/7F”, and “4P/7P”. All other scholarship activations (i.e. existing College Programmers awarded a National Scholarship) require a transition from an already existing program code in OPMIS to their new code. This action requires N934 intervention and will be covered in a later section.

WARNING:

DO NOT add an incoming MIDN as a duplicate by manipulating SSNs. Wait until the MIDN appears on the 61 report or physically checks into the unit. If it is determined a MIDN SSN is wrong on the 61 report, continue to report them in with that SSN. Once reporting is complete, then change the SSN on the Personal tab in OPMIS.

For initial activation or acceptance from the 61 Report, the only codes authorized are listed below:

a. “4A/7A” (4 year national scholarship/Navy Nurse option) a student that has signed their DD Form 4 and their scholarship contract for a Navy URL/Marine Corps national option (4A) or Navy Nurse option (7A).

b. “4P/7P” (4 year national scholarship/Nurse option not medically qualified) a student that is not medically qualified and has not signed their contract for the national scholarship.

c. “4F/7F” (4 year national scholarship/Nurse option that have not met the minimum requirements to start scholarship) a student that is not in good standing with university, met physical fitness standards, or is in some academic, disciplinary or aptitude trouble prior to activating the scholarship.

If a scholarship MIDN is both not medically qualified and did not meet the physical fitness standards required to activate their scholarship, accept them as a “4F/7F”.

WARNING:

DO NOT decline a scholarship MIDN from the 61 report that is not medically qualified and then add them as a College Program MIDN (5A). They shall be accepted as “4P/7P” as described below.

The following supporting documents must be completed or received to activate the scholarship in OPMIS. This will only apply to the initial activation of National Scholarship Awardees as “4A/7A” or “4P/7P” reporting in by unit via the 61 report.

- a. Signed and verified DD Form 4 (to include citizenship information)
- b. Signed and verified NSTC 1533/135
- c. Completed SF-1199A (required to set up pay via direct deposit)
- d. Verify what school attending if a cross-town (proof of enrollment).
- e. Medical qualification. You will need the DODMERB PQ letter or if in the case of a DODMBERB NPQ, a signed letter from N04 granting them a waiver.
- f. College transcript for any previously non-affiliated individual awarded a National Scholarship.

Accepting/activating them off the 61 Report:

1. Select the Student Reporting In tab.
2. For all students who are being accepted/activated as “4A/4P” or “7A/7P”, select “Scholarship Activating (4A or 4P, 7A or 7P)”.
3. A list of scholarship recipients will populate the screen, and you will select the midshipman you are activating/accepting. For a student to be ‘green’ they will have accepted the scholarship offer and been admitted into the school (the unit annotates school admission). You will not be able to accept a ‘red – declined’ student. If the student declines to accept their scholarship, annotate that in the “Unit Decline Code”.

4. Midshipman's Student Information screen will appear. All starred fields in OPMIS are mandatory. You will fill in the following information:

- a. Last Name, First Name, Middle Initial and Suffix (verified from the birth certificate).
- b. SSN should already be populated. (verified with SSN card)
- c. Date of Birth (birth certificate).
- d. Sex (birth certificate). If transgender, contact N92A.
- e. E-Mail (collect from midshipman).
- f. Cell Phone (collect from midshipman).
- g. Ethnic code (birth certificate and midshipman).
- h. Alien (birth certificate).
- i. Legal Residence - State (Home of Record, DD FORM 4)
- j. Citizenship information (birth certificate and/or passport).
- k. DOD Race (birth certificate)
- l. Home of Record (Provided by Midshipman).

At this point you will select the next button in top right corner.

The next screen to populate will be Program information. You will fill in the following information:

- a. Naval Science Year – The default shall be 1 for all newly activated students. If a question arises, please contact your N934 unit coordinator.
- b. NSY Effect Date - For all newly activated students out of high school, this will be the date the midshipman signed their contract.
- c. Date Reported - First date of NSO.
- d. Estimated Date of Commission – Per scholarship contract, default should be four years from activation and should be closely tied to Date of Graduation, which can be obtained from your university.
- e. Date of Graduation – Should be obtained from your university. Default should be four years from start of school and should be closely tied to Estimated Date of Commission.
- f. Date of DIEMS (Date of Initial Entry into Military Service) - Date midshipman signed contract.
- g. Program Effective Date - Date midshipman signed contract.
- h. Initial Physical - DODMERB information. This information may be pre-populated. If there is no date because the student is not medically qualified by DODMERB or a signed waiver obtained from N04,

leave this date blank. If the student is not medically qualified, ensure you classify them as ‘scholarship not activating’ 4P/7P. If student is both not medically qualified and did not meet minimum standards (failed initial PFA), default should be ‘scholarship not activated’ 4F/7F.

j. Security – You will probably have no information for this section, and can leave blank until a security investigation has been initiated.

Once complete with Program Information, verify all data is correct. If correct, select next button in the top right corner.

The next screen to populate will be the Academic Information. You will fill in the following information:

- a. University ID – University issued student ID number (optional).
- b. Tuition Type - Select appropriate In State/Out of State tuition. Consult school bursar if questions arise.
- c. Major – This should be pre-populated. If the student was authorized to change their major by N92 prior to activation, change the major in OPMIS IAW their authorization letter. Students are not authorized to change their major without a pre-approval letter.
- d. SAT/ACT – This should be pre-populated.

At this point you can either finalize the acceptance/activation process or press the additional information button and enter in history information, direct deposit information (very important) and SGLI information. The SGLI information does not allow student to receive SGLI or take SGLI payments from student.

For acceptance as a “4F/7F”, select “Scholarship Not Activating (4F or 7F), and follow all steps as described above.

If a scholarship MIDN is both not medically qualified and did not meet the physical fitness standards required to activate their scholarship, accept them as a “4F/7F”.

Initial entry of College Program, MECEP, and STA-21 OC

Select the appropriate radio button.

Enter the student’s full SSN, and then follow the steps as described above.

If you receive an error (i.e. due to a duplicate SSN), contact your N934 representative.

OPMIS Program Code Transition

For all other scholarship activations including unit affiliated college program MIDN awarded a National Scholarship - “4A/4B”, NSTC/MCRC controlled scholarships (2- and 3-year scholarship) - “6B/6C”,

College Program Advanced Standing (CPAS) - “5C”, and Naval Nuclear Propulsion Program – “6C/6D” a request must be forwarded to your N934 unit coordinator for program code change.

For an existing College Program Basic MIDN (5A) a completed Degree Completion Plan is required to verify expected graduation date.

If requesting to activate an existing College Program Basic MIDN (5A) that was awarded a National Scholarship, with the intent of sending them to CORTRAMID or other summer training, the scholarship shall not be activated until after the completion of the spring term. Ensure this is noted in the correspondence to your N934 unit coordinator. In this case, DO NOT sign any contracts until speaking to your N934 unit coordinator.