



# **Regulations for Officer Development (ROD) Programs**



## Executive Summary

This Executive Summary highlights to Commanding and Executive Officers items of importance contained in this manual and references more detailed information.

This Manual updates NSTC M-1533.2E, Regulations for Officer Development (ROD) for the Naval Reserve Officers' Training Corps (NROTC), dated April 2023. It is intended to ensure maximum effectiveness and efficiency in the fulfillment of the missions and administration of the NROTC, Seaman to Admiral-21 (STA-21), Strategic Sealift Midshipman (SSMP), and Marine Enlisted Commissioning and Education (MECEP) programs by providing uniform policy, processes, and procedures aligned with higher echelon, Department of Defense (DoD), and legal guidance and reflective of best practices and to all NROTC units and Departments of Naval Science.

### Background:

1. An act of Congress dated 4 March 1925 created the original "Contract NROTC Program." A later act, dated 13 August 1946, created the "Regular NROTC Program," also known as the "Holloway Plan." A subsequent act, dated 13 October 1964, modified and replaced these earlier acts without major substantive changes, changing the name of the program to the "Senior Reserve Officers' Training Corps Program,".
2. NROTC, STA-21, MECEP and SSMP programs are executed at post-secondary educational institutions (universities, colleges, institutes and academies) involving five categories of student participants:
  - a. NROTC Scholarship Program midshipmen. These participants are enlisted in the Navy or Marine Corps (depending on option) Reserves as a midshipman and sign a scholarship contract pursuant to Title 10, Chapter 103, U.S.C. whereby the Secretary of the Navy is authorized to provide financial assistance to selected students enrolled in NROTC who are citizens or nationals of the United States, who contract to serve for the period required by the NROTC program, and who agree in writing that, at the discretion of the Secretary of the Navy, they will accept an appointment, if offered, as a commissioned officer in the Navy or Marine Corps.

b. NROTC College Program students and midshipmen. These students have no military status unless and until they are selected and enter into the Advanced Course at which time they cease to become College Program Basic (CPB) participants and become College Program Advanced Standing (CPAS) participants as per Title 10, Chapter 103 U.S. Code (U.S.C.) College Program students may be selected for the Advanced Course as they enter their junior year, at which time they are enlisted in the U.S. Navy or Marine Corps Reserve. College Program Advanced Standing midshipmen are obligated to accept and are typically offered an appointment as a commissioned officer in the Navy or Marine Corps upon graduation.

c. STA-21 Officer Candidates are active duty enlisted sailors who were competitively selected to participate in an educational degree program which leads to a commission in the United States Navy.

d. MECEP Officer Candidates are active duty enlisted Marines who were competitively selected to participate in a baccalaureate degree program which leads to a commission in the United States Marine Corps.

e. SSMP midshipmen are students at the United States Merchant Marine Academy (USMMA) and six state maritime academies (SMAs) who have applied for and been accepted into the SSMP that leads to commissioning in the U.S. Navy Reserve as a Strategic Sealift Officer (SSO).

3. Appointment in any status other than those indicated above is not authorized. The descriptions provided in paragraph 2 above are meant to be explanatory only. They do not create any rights, entitlement, or benefit not granted by Federal statute.

4. Upon receipt of this manual, commanding officers and officers in charge are directed to comply with this manual, pursuant to Title 10, U.S. Code, Chapter 103. Additional governing directives include, but are not limited to, DoD Instruction (INST) 1215.08 Senior Reserve Officers' Training Corps (ROTC) Programs, OPNAVINST 1534.1E, Strategic Sealift Officer Program, OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual, and OPNAVINST 1530.8B, Midshipman Summer Training Program. These regulations are binding on all personnel assigned to NROTC units and Departments of Naval Science.

5. Submit suggestions to improve program administrative policy and procedures in this manual to the appropriate NSTC N-Code personnel for review and possible change submission. Decision Guidance Memorandums (DGMs) issued subsequent to this manual are to be considered fragmentary orders for incorporation into future ROD revisions, as appropriate,

while Official Mail Messages (OMMs) are to be considered amplifying and clarifying detailed guidance

6. Changes from NSTC M-1533.2E to NSTC M-1533.2F include administrative changes, as well as changes to policy based on Presidential Executive Order ENDING RADICAL AND WASTEFUL GOVERNMENT DEI PROGRAMS AND PREFERENCING, and Presidential Executive Order DEFENDING WOMEN FROM GENDER IDEOLOGY EXTREMISM AND RESTORING BIOLOGICAL TRUTH TO THE FEDERAL GOVERNMENT. A detailed summary of changes is provided in Appendix U.

7. The inventory of forms provided in Appendix K or identified in the main body of the ROD are the only forms authorized for daily unit operations. These forms can be downloaded via the Naval Service Training Command website at: <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/Regulations-for-Officer-Development/>.

  
C. T. MATTINGLY



**REGULATIONS  
FOR  
OFFICER DEVELOPMENT**



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### **1-1 Authorization**

The United States originally established the Naval Reserve Officers Training Corps (NROTC) under authority of the Contract NROTC Program Act of 4 March 1925 (Sec. 22) and the Regular NROTC Program Act of 13 August 1946, as amended and reenacted. The Senior Reserve Officers Training Corps Program Act of 13 October 1964 (10 U.S.C. 2101 et seq.) replaced these acts.

## 1-2 Supervision

1. In conformity with the provisions of existing law, the NROTC Program operates through appropriate directives issued by the Department of the Navy (DoN) and the Department of Defense (DoD). DoD Instruction 1215.08, 19 January 2017 Change 1, 07 March 2018, establishes policy, assigns responsibilities, and prescribes procedures for DoD oversight of the ROTC Programs.

2. Commander, Naval Service Training Command (CNSTC) prescribes courses for theoretical and practical professional naval education for NROTC units, provides NROTC units with the necessary transportation, equipment, and uniforms, prescribes policies, and authorizes such expenditures from proper appropriations as necessary for the efficient execution of the NROTC Program.

3. Naval Service Training Command (NSTC) implements the NROTC Program, Seaman to Admiral-21 Program (STA-21), Strategic Sealift Midshipman Program (SSMP), Marine Enlisted Commissioning Education Program (MECEP), Meritorious Commissioning Program (Marine) Reserve (MCP-R), and exercises military command of all NROTC units and Departments of Naval Science (DNS).

a. CNSTC is the Immediate Superior in Command (ISIC) for NROTC Units.

b. NSTC N04 is the Director of Officer Development for NROTC and serves in the following capacities:

(1) Principle advisor to Commander, NSTC on all policy matters related to NROTC.

(2) Principle representative to commands and organizations outside NSTC on all matters related to NROTC in all cases where the Commander is not representing NSTC in person.

(3) Principle and first point of contact with NROTC unit Commanding Officers. All tasking from NSTC to NROTC units will be coordinated through and approved by the Director for Officer Development (N04), unless it is directly from the Commander, Chief of Staff, or Executive Director (in which case it will still be coordinated through N04 in all but the most exceptional circumstances). NROTC Commanding Officers will likewise communicate principally with and through the NSTC Director for Officer Development.

(4) Principle and first point of contact within NSTC for all matters bearing on NROTC. NSTC N-Code Department Heads and Special Assistants will report to the Deputy Commander

for NROTC for all functions under their responsibility that support the NROTC mission and NROTC units.

c. NSTC N9 is the NROTC Program Manager, Chief Academic Officer, and the point of contact for NSTC's NROTC officer development programs and procedures.

### **1-3 Terms**

The following standard terminology is used throughout this document:

1. Abbreviated references to Academies and/or Naval Activities will be in accordance with the Standard Naval Distribution List (SNDL), Catalog of Naval Shore Activities.
2. References in this manual to the Commanding Officer (CO) and Professor of Naval Science (PNS) are considered synonymous, unless otherwise noted.
3. References to DNS may refer to either the academic department of the college/university headed by the PNS or the activity headed by the Officer in Charge (OIC) at a maritime academy. Meaning is determined by context of the topic.
4. The term "student" is used to refer generically to any student in the NROTC Program, MECEP, STA-21 Program, or Strategic Sealift Midshipmen (SSM) without regard to sex, unless specifically noted.
5. The term "officer candidate" is used to refer to any enlisted member in any commissioning program overseen by NSTC, such as those members in the STA-21, MECEP, and MCP-R programs.
6. The term "midshipmen candidate" is used to refer to applicants for the NROTC program attending New Student Indoctrination (NSI) with status most specifically covered under 10 USC 2104(b) regarding eligibility for initial enrollment.

### **1-4 Program Mission, Goals, Honor Code, and Core Values**

1. Mission. To develop future officers morally, mentally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future

development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

2. Goals. The primary objectives are to imbue in students a strong moral compass, self-discipline, and a passion to serve and to provide students with:

- a. An understanding of the fundamental concepts and principles of naval science;
- b. A basic understanding of associated professional knowledge;
- c. An appreciation of the requirements for national security;
- d. An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the Naval Service; and
- e. A high state of physical readiness.

3. Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. NROTC must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. A future officer does not lie, cheat, or steal.

4. Naval Core Values. Throughout its history, the Naval Service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. The Navy's and Marine Corps' core values are honor, courage, and commitment. A naval officer must exhibit these values in the everyday practice of the profession.

a. Honor. Honor is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one's self at all times to the highest personal standards in responsibility and accountability.

b. Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult, make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences, meet all challenges while adhering to a higher standard of personal conduct and decency, be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way, and have

the moral and mental strength to do what is right, even in the face of personal or professional adversity.

c. Commitment. Every officer is responsible for the safety and professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion, or sex; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence; and work together as a team to improve themselves and others.

## 5. NSTC Core Values.

- a. Agility. Always improve your fighting position.
- b. Connected. Create and strengthen connections across the domain.
- c. Trust. Foster and extend trust.
- d. Respect. Demonstrate respect toward all our teammates.
- e. Teamwork. Operate as a unified team. Mission first; people always.

## **1-5 Intent of the NROTC Program**

The intent of the NROTC Program is to provide officer accessions for the Navy and Marine Corps and to provide and maintain naval officer strength by:

1. Qualifying students for appointment as Ensigns in the Navy or Second Lieutenants in the Marine Corps; and
2. Dissemination of information concerning the Navy and Marine Corps, their purposes, ideals, and achievements, thereby gaining and holding increased public interest in the maintenance of adequate naval preparedness.

## **1-6 Organization of the NROTC Program**

The NROTC Program is composed of naval units established at civilian institutions of higher education in the United States. These units are officially designated as "NROTC Unit

[Institution Name], "(e.g. "NROTCU Northwestern University") and in the case of consortia, by a term descriptive of the associated institutions (although the associated NROTC units within a consortium retain their individual identifiers) (e.g. "NROTC Chicago Area"). In the case of Maritime Academies, they are designated by a term descriptive of the associated institution.

### **1-7 Department of Naval Science**

Instruction given at state and federal maritime academies, per the programs prescribed, shall be conducted and supervised by the OIC, DNS.

### **1-8 Establishment and Continuation of Units**

1. Upon approval by the Secretary of the Navy (SECNAV), NSTC may establish an NROTC unit for the purpose of preparing selected students for commissioned service at any accredited civilian educational institution authorized to grant baccalaureate degrees.
2. The establishment, continuation, and disestablishment of an NROTC unit shall be per Title 10, Section 2101, et seq., United States Code and appropriate DoD and DoN directives.
3. A civilian institution of higher education desiring to establish an NROTC unit must apply to the DoN. Decisions concerning establishment are the prerogative of the SECNAV. NSTC N93 coordinates the application process and maintains application files.
4. NSTC shall review the effectiveness and efficiency of each unit annually to assess its viability in terms of established criteria. Units assessed as substandard will be placed in an evaluation status or disestablished by NSTC per directives issued by DoD and DoN.

### **1-9 Withdrawal of Authority for Establishment of a Unit**

An institution desiring its NROTC unit be withdrawn will report in writing, giving reasons in full, to NSTC N9 at least three months prior to the date upon which withdrawal is to be effective. A unit will not be maintained at an institution when the institution, after thorough consideration, desires its withdrawal. Ordinarily, NSTC will withdraw a unit at the end of an academic year. The SECNAV may, upon the recommendation of NSTC N9, via CNSTC, and upon at least three months written notice to the institution, withdraw the unit from an institution. Whenever the authorities of an institution request the withdrawal of a unit, or when in the opinion of the PNS a

unit should be withdrawn, the PNS shall write to NSTC N9 providing details of the withdrawal request. In all cases, final authority for withdrawal is with the SECNAV.

### **1-10 Cross-Enrollment**

1. Quality students from nearby institutions may cross-enroll in the NROTC Program when the Navy, host institution, and the non-host institution they attend create or have in effect written agreements that permit such enrollments.
2. To establish new cross-enrollment agreements, a written request for each agreement is submitted to NSTC N93. This request must include a cover letter and a copy of an agreement proposal. The proposed agreement must, among other things, address acceptance of Naval Science Courses as college-level study, transfer of credit for these courses, and enrollment procedures. Conditions for canceling the agreement and other matters deemed appropriate should be made part of the agreement. Parties to the agreement are the NROTC unit, the host institution, and cross-town (non-host) college or university. NSTC will make the final decision regarding establishment of cross-town agreements. Units must possess CNSTC's written approval before signing, or allowing university officials to sign, the agreement.
3. Separate written agreements are required for each non-host institution. Agreements with community or junior colleges shall not be negotiated unless the host institution confirms the admission of students upon successful completion of a college transfer program at the non-host institution. Each NROTC unit shall maintain a file of its agreements in effect.
4. Each NROTC unit shall ensure that one copy of each applicable agreement is on file at NSTC N93 and the NSTC Office of General Counsel (OGC). When new agreements are negotiated, current agreements are dissolved, or when changes in contractual terms are implemented, CNSTC must concur and approve such changes.
5. Successful negotiation of a cross-enrollment agreement does not imply approval for establishment of a future NROTC unit.

### **1-11 Limitation of NROTC Program Size**

NSTC develops program strength plans based on projected officer accession requirements established by the Chief of Naval Operations (CNO). These plans are subject to statutory limits, funding constraints, and approved strength levels.

## **1-12 Land Grant Institutions**

The obligations of land grant institutions to provide military instruction, imposed by the Act of 2 July 1862 (7 U.S.C. 304), are not altered by the enacting law authorizing the NROTC nor by this instruction. The military training requirements, prescribed by the above act, are considered to be fulfilled by students who have successfully completed two years of Naval Science Courses and drills.

## **1-13 Facilities, Equipment, and Services**

The responsibilities of the NROTC unit and the host institution, including facilities, equipment, and services provided by the institution, shall be per the terms of the Agreement to Establish and Maintain an NROTC Unit.

## **1-14 Navy Junior Reserve Officers Training Corp (NJROTC), Navy National Defense Cadet Corps (NNDCC), Marine Corps Junior Reserve Officers Training Corps (MCJROTC) Assistance**

1. General. As part of the NROTC Program, units shall serve as a “Big Brother” to one or more of the NJROTC, NNDCC, and/or MCJROTC units in the area, when requested by an NJROTC unit within a 50 mile radius of the NROTC unit. NSTC N93 will coordinate the assignment process. NSTC N93 will also incorporate the practical sponsorship requirements into the NROTC Program and will serve as the point of contact on all matters relating to the emphasis of the “Big Brother” Program.
2. Authorization. NSTC authorizes and encourages NROTC units to use their staff and students to support and sponsor NJROTC, NNDCC, and MCJROTC activities such as:
  - a. Hosting
    - (1) Host/conduct on-campus drill and field meets.
    - (2) Conduct on-campus air rifle matches and serve as range safety officers.
    - (3) Provide escorts to NJROTC cadets visiting the college campus for orientation and allow cadets to attend NROTC classes with the students;

b. Visiting NJROTC Units and Providing Support

- (1) Conduct visits to NJROTC/NNDC units to acquaint students with the NROTC Scholarship Program.
- (2) Disseminate information to the NJROTC/NNDC cadets concerning the NROTC Program purposes, ideals, and achievements.
- (3) Provide guest speakers to the NJROTC/NNDC Naval Science classes.
- (4) Assist the NJROTC unit's instructors with cadet inspection and other ceremonial events.
- (5) Provide assistance with all areas of the NJROTC/NNDC armed and unarmed drill teams' training and performance.
- (6) Provide assistance with NJROTC/NNDC activities.
- (7) Advise NJROTC/NNDC cadets; and

c. Providing Logistical Assistance to NJROTC/NNDC Units

- (1) Provide naval training aids and/or equipment as requested and as available.
- (2) Provide logistics advice and assistance as needed.

## CHAPTER 2 Selection and Placement

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1. General. This chapter covers the selection and placement of students into NROTC programs. NROTC is designed to educate and train deserving young men and women for careers as commissioned officers in the unrestricted line of the Navy or Marine Corps or the Staff Corps in the Navy Nurse Corps. Prescribed university requirements, Naval Science requirements, and annual training requirements for all programs are specified in Chapter 4, Professional Development.

2. Midshipman Eligibility Requirements. To be eligible for enrollment as an NROTC midshipman, an applicant must meet the following requirements:

- a. Be a United States citizen, naturalized U.S. citizen, or have submitted naturalization papers.

(1) Scholarship selectees must be a U.S. Citizen in order to activate the scholarship.

(2) Scholarship selectees must obtain their U.S. citizenship and activate their scholarship within the first academic year after the stated scholarship offer begin date listed in their scholarship notification letter or their scholarship offer will be rescinded.

(3) Retroactive benefits will not be approved for those selectees who delayed activating their scholarship due to not obtaining their U.S. citizenship.

(4) Applicants with dual citizenship may apply and, if selected, activate their scholarship but must acknowledge that they are prepared to renounce their non-U.S. citizenship should they be required to do so. Students are no longer required to renounce their non-U.S. citizenship in order to receive a commission; however, security clearance requirements for assignment to specific designators may require such action.

b. Have no moral obligations or personal convictions that will prevent bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign and domestic or to taking an oath to perform such acts;

c. Be at least 17 years of age and not yet 23 on or before 1 September of the year of enrollment and less than 27 years of age upon commissioning. Those with prior or current active duty in the Armed Forces may be granted age waivers equal to the number of months served. Those granted the maximum age waiver must not have reached their 29<sup>th</sup> birthday upon commissioning. Note: Waivers may be granted via N93 for designators that allow commissioning after the age of 29 (e.g., NFO – 31 years old, SWO - 35 years old, Nuclear – 31 years old, SEAL/EOD – 42 years old);

d. Meet physical requirements for the NROTC Program;

e. Possess a high school diploma or equivalent certificate;

f. Be accepted for admission as a full-time student at a participating NROTC college or university;

g. Have no felony conviction or conviction by courts-martial; and

h. Not be awaiting criminal trial or sentencing, be under any other type of military or civil restraint as a result of violation of law or regulation, or have been convicted of an offense the nature of which renders the applicant unfit for commissioned service.

- i. Have no body piercings or tattoos that violate Navy ([Navy Uniform Regulations](#)) or Marine Corps ([Marine Corps Tattoo](#)) policy, as applicable.
  - j. All NROTC National Scholarship selectees must complete (or have waived) New Student Indoctrination (NSI) at Naval Station Great Lakes, IL, the summer before reporting to their assigned NROTC Unit, in order to be able to activate their scholarship.
3. Active duty Navy applicants are ineligible to apply for the NROTC Program through Navy Recruiting Command (NRC), per COMNAVCRUITCOMINST 1533.4 (series). Active members of other branches of the military may apply but must be granted a conditional release before activating their scholarship. If an NROTC applicant desires to enlist, or is already enlisted into the Delayed Entry Program (DEP), they shall not be shipped to Recruit Training Command (RTC) until after a final determination (selection or non-selection for the NROTC scholarship) has been decided.

## **2-1 NROTC College Program Basic Course**

1. General. The NROTC College Program is offered to college students who wish to serve their country as commissioned officers, but who have not been awarded any form of an NROTC scholarship. College Program students are selected from those who have applied for enrollment at the NROTC unit and sign a contract in which they agree to complete certain Naval Science Courses and one summer training period (if selected for Advanced Standing). The Basic Course of the College Program is designed for those students with more than two years of college coursework remaining. While in the Basic Course, students have the status of civilians.
2. Application. The prospective College Program student shall submit the NROTC College Program Application [NSTC 1533/133](#) and the Report of Medical History [DD Form 2807-1](#) to the NROTC unit at their school.
3. Selection. The PNS/OIC is authorized to select students for the Basic Course of the College Program. The minimum criteria for selection are:
  - a. Be motivated to serve as a commissioned officer in the Naval Service;
  - b. Be a U.S. or naturalized citizen or have submitted naturalization papers (must be naturalized prior to entry to Advanced Standing);
  - c. Be enrolled as a full-time student at a host institution or an institution with a cross-town-enrollment agreement;

- d. Be a high school graduate or possess an equivalency certificate;
- e. Have no apparent physically disqualifying factors based on a review of the Report of Medical History [DD Form 2807-1](#);
- f. Have the ability to meet the height/weight requirements;
- g. Have no felony conviction or conviction by courts-martial;
- h. Not be awaiting criminal trial or sentencing, be under any other type of military or civil restraint as a result of violation of law or regulation, or have been convicted of an offense the nature of which renders the applicant unfit for commissioned service;
- i. Meet DoN requirements concerning use of drugs or alcohol in accordance with [OPNAVINST 5350.8](#) (series). Each unit shall explain these requirements to students before they execute the NROTC College Program Application [NSTC 1533/133](#) and ask that each student, as part of the application process, sign the Drug and Alcohol Statement of Understanding [NSTC 1533/153](#).
- j. Complete and sign Drug Statement for Naval Reserve Officer Corps Application [NSTC 1533/101](#). Any completed statements with positive responses will be forwarded to NSTC 92 for waiver consideration. Any student who answers yes to questions concerning previous use or involvement with drugs may not be awarded Scholarship/Advanced Standing without the specific approval of Director of Officer Development, NSTC N04.
- k. Have no body piercings and tattoos that violate Navy or Marine Corps policy, as applicable; and
- l. Have more than two years of college coursework remaining until they receive a degree.

## **2-2 NROTC College Program Advanced Course**

1. General. NROTC College Program students are considered to be in Advanced Standing if they are selected by NSTC N92 or Marine Corps Recruiting Command (MCRC) for Advanced Standing, accepted in the Advanced Course by the PNS, found physically qualified by the Department of Defense Medical Review Board (DoDMERB) and attend the third year of the Naval Science Course. NROTC College Program Advanced Standing includes the third and fourth year of Naval Science classes and First Class (1/C) summer training. Every student selected for the Advanced Course must enlist in the Naval or Marine Corps Reserve prior to commencing the Advanced Course. In return for enlistment and acceptance into the Advanced

Course, the Navy will provide each Advanced Standing student uniforms, Naval Science textbooks, and a subsistence allowance for a maximum of 20 months. The NROTC College Program Advanced Standing student, upon graduation and completion of Naval Science requirements, will be commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps.

2. Basic Course Participation. Participation in the College Program Basic Course is not required to be considered for the Advanced Course.

3. Application. The Navy Advanced Standing Selection Board meets each summer to consider those midshipmen expected to enter Advanced Standing at the commencement of the fall academic term and select which students shall enter Advanced Standing. The Marine Corps Side-load Advanced Standing Selection Board occur twice a year during the fall and spring. An Official Mail Message will announce the submission deadlines each year.

a. The Official Mail Message will outline the procedures for nominating a midshipman and the documents/information required in the nomination package.

b. Each unit shall confirm that those nominated intend to enroll as Advanced Standing, if selected.

c. College Program applicants who are not selected for a (“side-load”) scholarship by the “Summer Board” will automatically have their package placed before the Advanced Standing Board. If not selected for Advanced Standing, applicants will automatically be considered for Provisional Advanced Standing if there are slots available.

d. Selected midshipmen shall be physically qualified by DoDMERB before being placed in Advanced Standing. As directed in the annual Official Mail Message, NROTC units shall schedule the applicant for an entry physical at a nearby Military Medical Facility or DoDMERB Comprehensive Health Services (see Chapter 9). Physicals may not be performed by Military Entrance Processing Stations (MEPS).

e. The PNS shall recommend for disenrollment College Program midshipmen not selected for Advanced Standing by the board, unless they are selected for Provisional Advanced Standing IAW Section 2-21.

f. College Program students selected for Advanced Standing shall be notified of their acceptance via their unit, and shall complete the following documents, which will be maintained in the Student Administrative File:

- (1) Advanced Standing Agreement [NSTC 1533/127](#);
  - (2) Oath of Office [NSTC 1533/126](#); and
  - (3) Enlistment/Reenlistment Document Armed Forces of the United States, [DD Form 4](#) with annexes (for example, Annex D for Marine Officer Candidates).
- g. See Section 2-21 for details on the Provisional Advanced Standing requirements.

### **2-3 Naval Science Students**

1. Civilian Students. With the approval of the PNS/OIC and the university, students who are not participating in any NROTC scholarship program may enroll in Naval Science Courses because of their personal interest in the course or as a candidate for enrollment in the NROTC College Program or the SSMP. These civilians are known as Naval Science students. Such enrollments are permitted provided the acceptance of such students will not adversely affect the instruction given to students who are participating in NROTC programs. Naval Science students are not members of the NROTC unit or DNS. Unless specifically authorized by NSTC N04, they will not be eligible to participate in NROTC Summer Training, unit physical fitness training, or drill, and will not be issued uniforms, have access to sensitive information, or receive any NROTC benefits. They are not considered NROTC midshipmen and may withdraw from Naval Science classes per university guidelines.
2. Previous Credit. Naval Science students who request and are approved for the College Program or the SSMP are credited with Naval Science courses previously completed.

### **2-4 Program Benefits Limitations**

1. Program benefits include tuition, book allowance, academic fees, and/or stipend payments. Scholarship students are authorized all four, College Program Advanced Standing students receive only the stipend, and College Program participants prior to earning Advanced Standing receive none of the four benefits listed previously. The normal duration of scholarship benefits will be for no more than four years (40 months). The length of scholarship benefits is predicated upon the student's degree plan. Students will receive scholarship benefits only for the time required to receive their Baccalaureate Degree or four years, whichever comes first. Master's Degrees are not funded. Students entering the NROTC program who have already earned college credit are expected to maximize the use of those earned credits towards their degree plans and strive to complete the program and commission in the shortest time possible. NROTC units shall take these credits, as applicable, into account when setting the projected

graduation date for a student in OPMIS. The normal duration of benefits will not exceed the limits below.

a. National scholarship: No more than four years (40 months of benefits) from the effective date of the scholarship.

b. One, Two or Three Year (i.e. side-load) scholarship: No more than one year (10 months), two years (20 months of benefits) or three years (30 months), depending on the year group of the applicant, from the effective date of the scholarship. Length of scholarship awarded (two or three years) will be specified in the message announcing selectees.

c. The normal duration of the Advanced Standing benefits will be for no more than 2-years (20 months of benefits), from the effective date of the offer.

d. The normal duration of the Provisional Advanced Standing benefits will be for no more than 1 year (10 months of benefits) from the effective date of the offer.

e. The effective date for all Scholarship, Advanced Standing, or Provisional Advanced Standing offers is normally the beginning of the fall term immediately after selection.

2. The total duration of program benefits that a midshipman (Scholarship, Advanced Standing, Provisional Advanced Standing or combination thereof) may receive will not exceed 40 months without extended entitlements approved by CNSTC. Those midshipmen requiring program benefits exceeding those awarded as described above in order to obtain their Baccalaureate Degree (whether on a bona-fide five-year track or otherwise) must submit a request for extended entitlements. See Section 4-32 for details on requesting extended entitlements.

3. Pursuant to 10 U.S.C. Section 2107, in the case of a midshipman eligible to receive scholarship benefits, the Secretary of the Navy has authorized that NROTC scholarship students may choose, in lieu of the tuition and required fees, to provide financial assistance in the form of room and board expenses not to exceed \$11,500 per year.

a. All scholarship students, regardless of payment option, are to complete the [NSTC 1533-170](#) NROTC Scholarship Benefits Room and Board or Tuition and Fee Election Form, selecting either tuition or the room and board option. For payment execution and audit readiness, a completed and signed copy of the form should be retained in the student administrative file with the [NSTC 1533/113](#) Individual Naval Reserve Officers Training Corps Education Program Cost Sheet. Any changes after the 44<sup>th</sup> day of the term will be applied to the following term.

b. In order to report and track the room and board option for NROTC scholarships, OPMIS must be updated for each student. All units are required to report their room and board elections (Y or N) in OPMIS for all assigned NROTC scholarship students.

(1) The election for the scholarship benefits to cover the room and board option shall be selected in OPMIS in the Room and Board Custom Field. To enter room and board data, go to “Select Student”, from the “Student Menu” select “Custom Fields”, click the plus sign to the left of “Customs Field Label”, select “Room and Board” from the dropdown, enter a “Y” for room and board or a “N” for the tuition option, and click on the disc icon to save the record.

#### 4. Stipends

a. The amount of the monthly subsistence stipend is prescribed by law and Navy policy. The following table lists the current authorized subsistence amounts:

Benefit Year	Stipend
1st (normally Freshman year)	\$250
2nd (normally Sophomore year)	\$300
3rd (normally Junior year)	\$350
4th (normally Senior year)	\$400
5th (requires CNSTC approval)	\$400

b. The initial stipend amount paid to scholarship and Advanced Standing Midshipmen is based on their Program Code:

Program Code	Award Type	Benefit Year	Initial Stipend
4A/7A	National Scholarship	1 <sup>st</sup>	\$250
4B/7B	CP MIDN selected for National Scholarship*	2 <sup>nd</sup>	\$300
6B	3-Yr Scholarship	2 <sup>nd</sup>	\$300
6C	2-Yr Scholarship	3 <sup>rd</sup>	\$350
5C	Advanced Standing	3 <sup>rd</sup>	\$350
5T	Provisional Advanced Standing	3 <sup>rd</sup>	\$350

\*CP MIDN are no longer eligible to be selected for the National Scholarship.

c. Stipend amounts will increase, as authorized, each year the midshipman remains in the program up to the limit of the benefit duration specified above.

## **2-5 National Scholarship Program**

### **1. General**

a. Recipients of National Scholarships are selected from applicants through a national competition. Applicants apply for the Navy Option, Nurse Corps Option, or Marine Corps option and selectees are appointed midshipmen in either the United States Navy Reserve (USNR) or United States Marine Corps Reserve (USMCR), as appropriate. Selectees also are granted the compensation and benefits authorized by law and current policy during the Basic Course (not to exceed 20 months) and the Advanced Course (not to exceed 20 months) for a total period not to exceed four years (40 months or 50 months with approved extended entitlements). During this period, the government pays for college tuition, authorized academic fees, a textbook stipend, a subsistence allowance as prescribed by law and Navy policy, and provides uniforms or compensation in lieu. In lieu of the tuition and required fees, a midshipmen on scholarship may elect instead to receive payment of room and board expenses not to exceed \$11,500 per year.

b. All scholarship selection decisions are announced by NSTC N04 (Navy and Nurse Corps) or Marine Corps Recruiting Command (MCRC).

c. All NROTC National Scholarship selectees must complete (or have waived) New Student Indoctrination (NSI) at Naval Station Great Lakes, IL, the summer before reporting to their assigned NROTC Unit, in order to be able to activate their scholarship. Refer to [OPNAVINST 1530.8B](#) Midshipman Summer Training Program, [NSTC M-1533.5D](#) Midshipman Summer Training Manual, and Chapter 3 of this manual (Professional Development) for details on NSI.

d. The PNS should consider a selectee's status against program requirements and standards. If a PNS determines that a scholarship selectee does not meet program standards and it is in the best interest of the Department of the Navy to not activate the scholarship, the PNS shall contact NSTC N9 or MCRC immediately to discuss the case and the way ahead. Some of the conditions that fail to meet programs standards are, but are not limited to, the following:

(1) Has not obtained their U.S. citizenship;

(2) Failure to maintain the level of academic performance shown in their scholarship application;

- (3) Failure to maintain the level of personal conduct shown in their scholarship application;
- (4) Failure to report to the unit within service height/weight or body fat standards;
- (5) Failure to pass initial physical readiness tests; and
- (6) Having any body piercings or tattoos that violate service regulations.

e. If a scholarship is not activated for other than medical reasons within the first academic year after the stated scholarship offer start date listed in the selectee's scholarship notification letter, the scholarship offer will be rescinded prior to the start of the next academic year. The student will be notified in writing of the recession of the scholarship offer.

f. If a student has been medically disqualified, not recommended for BUMED waiver and denied a CNSTC line waiver and still wishes to appeal, they must provide new medical information that supports their appeal to DoDMERB. The student may be required to provide new medical information to DoDMERB or BUMED prior to a line waiver determination if DoDMERB or BUMED requests additional information as necessary to make a qualification determination or waiver recommendation. If a student is not medically qualified or waived by September 30 in the academic year in which they graduate, the scholarship offer will be rescinded, and they may not be commissioned via the NROTC program.

## 2. Application/Placement

a. Applications. In order to be considered for a National Scholarship, individuals apply via the NROTC website, <https://www.netc.navy.mil/NSTC/NROTC/>, in coordination with a local Navy/Marine Corps recruiter. If the individual meets the basic eligibility criteria in Section 2-1, the applicant shall complete additional signature forms (drug and debarment statements, statement of understanding), perform an Applicant Fitness Assessment, and be interviewed by an officer at the NROTC Unit or NTAG CO/XO. Completed Navy applications are forwarded to NSTC N92 Selection and Placement Office (signature forms mailed and application electronically released). Completed Marine Corps applications are forwarded to the Marine Recruiting District.

b. Selections. Final scholarship selection decisions for Navy-option applicants are made by Commander, Naval Service Training Command (CNSTC) based on recommendations from a Continuous National Selection Board (CNSB) that convenes pursuant to a precept that lists selection criteria and the administrative process under which the board will operate. NSTC N92 conducts this board each year for Navy Option and Navy Nurse Option scholarships. MCRC

holds a selection board for Marine Option scholarships bi-annually in November (early board) and February (principal board).

c. Notification. NSTC N04 notifies Navy Option and Nurse Option applicants and MCRC notifies Marine Option applicants of the results of the selection boards.

d. Medical Exam. Scholarship nominees must meet physical qualification standards. The data for those nominated for scholarship (both Navy and Marine Option) is loaded by NSTC N92 in the OPMIS NROTC Placement Form. From the data contained in the Placement Form, names and social security numbers (SSNs) are sent to DoDMERB to assist in the scheduling and completion of a physical examination. DoDMERB contractors are responsible for contacting nominees and scheduling an examination. DoDMERB determines if the nominees are qualified or disqualified and notifies the nominees and NSTC N92. It is the nominees' responsibility to provide any additional medical information requested by DoDMERB, and failure to do so may result in disqualification for a scholarship. The case files for nominees who are found disqualified will be automatically forwarded by DoDMERB to the Bureau of Medicine and Surgery (BUMED) for waiver recommendation. NSTC N04 will notify the nominees of the decision to waive or not to waive any disqualifying physical condition. If a nominee reports to an NROTC unit before being found physically qualified or before securing any needed waiver, the unit shall assist the student in completing the physical qualification process. Students may not be placed in scholarship status until found physically qualified or securing a waiver (BUMED or line) for any disqualifying condition. See Chapter 9 for further guidance.

e. Final OPMIS Physical Code. In October of each year, the current year's placement file data must be transferred to a history file in order to get ready for the next year's group of scholarship nominees. After data transfer, unit personnel must enter the final physical code and approval date in the OPMIS Personal/Program Form.

f. Placement. Once offered a scholarship, each selectee is placed at an NROTC unit based on the desires of the individual (1st choice school in their application) unless that school is at capacity limits. In that case, the student will be placed at their 2nd choice school, or next school without capacity limits. Students may request, in writing, a change of their choice of schools any time prior to school start dates – these will be accommodated when midshipmen loading factors, sequencing of indoctrination and orientation training events, financial factors and school start dates do not conflict with the request.

(1) Units shall refer all requests for school changes or inquiries regarding unit vacancies to NSTC N92 via email to: [GRLK\\_NROTC.Placement@navy.mil](mailto:GRLK_NROTC.Placement@navy.mil). [NSTC 1533/141](#) form must be submitted along with proof of admissions to the new school to [GRLK\\_NROTC.Placement@navy.mil](mailto:GRLK_NROTC.Placement@navy.mil).

(2) NSTC's CMGO is a primary point of contact for questions regarding NROTC and the application process. CMGO can be reached via email to: [GRLK\\_NROTC\\_CGO@navy.mil](mailto:GRLK_NROTC_CGO@navy.mil).

g. Unit Role in Placement

(1) When the nominees' names appear on the OPMIS GF20R61 report, the NROTC unit shall send a welcome letter to the prospective nominees (see Section 4-5 ). This personal follow-up promotes acceptance of the scholarship and also provides the nominee with information about the host institution and unit. All correspondence with nominees must state that the scholarship is contingent on being found physically qualified or receiving a waiver for any physical disability and admission into the academic institution listed on their application.

(2) If a nominee is not accepted into the academic institution to which their scholarship is placed, units will update the "school accept" field in OPMIS at the earliest opportunity. The nominees must be directed by the unit to inform NSTC N92 of their new choice of academic institution. Failure to do so will cause them to remain on the database of the original unit, not appear on the database of their new choice of unit, and potentially cause them to lose the scholarship.

h. Acceptance. Individuals who accept a four-year national scholarship, who are found physically qualified or secure a waiver, and are admitted to the academic institution to which they are placed, are mailed letters of authorization by NSTC N92 to proceed to that academic institution and report to the PNS. A copy of this letter is also provided to the unit. These letters will be mailed starting in August and continue until the end of October. After October, units shall send individual requests to N92 for a letter of authorization. Side-load Scholarship selectees are not authorized proceed letters.

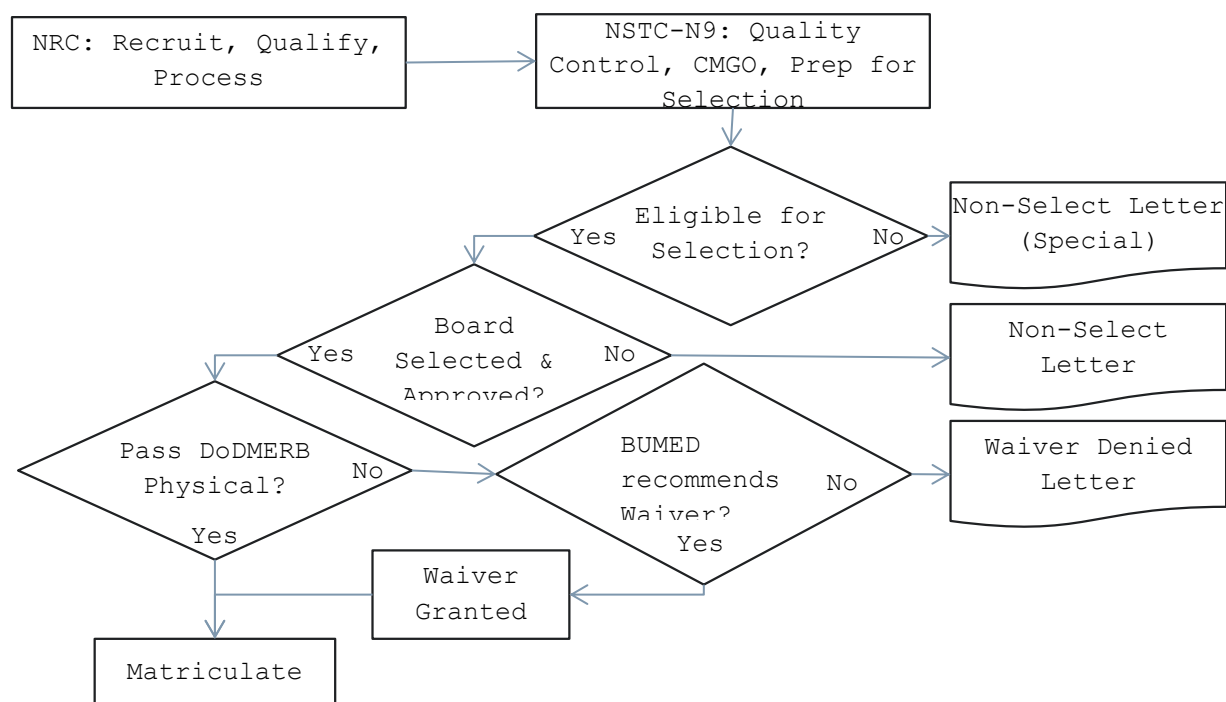
i. Deferring Acceptance. Those who want to defer acceptance of the scholarship shall immediately notify NSTC N92. Requests to defer come from the student via the NROTC unit to N92. Requests to defer scholarships are granted on a case-by-case basis.

j. Active Duty Selectees. For active duty selectees, such as those from other services with conditional releases or those who applied prior to shipping to Recruit Training Command (RTC), NSTC N92 will request orders from the appropriate branch or notify RTC to issue a Standard Transfer Order (STO). The current Joint Travel Regulations (JTR) identifies moves by active duty personnel to an NROTC unit as a Permanent Change of Station (PCS) move. Travel shall be liquidated at PCS rates.

k. Non-Active Duty Selectees. Non-active duty selectees make their own arrangements for transportation to NROTC units. Travel will be liquidated at the current temporary additional duty (TAD) rate per mile by Personally Owned Vehicle (POV) or the cost of a Government transportation ticket.

l. Pending Physical Status. Individuals who accept a scholarship, have been admitted to the academic institution to which they have been placed, but who have not yet been found physically qualified or secured a waiver, may not be put on scholarship status. NSTC N9 will advise these individuals that they may proceed to campus and enroll in courses, but that they do so at their own risk and with no guarantee of scholarship or any other NROTC benefit until they are found physically qualified or a waiver is given. Tuition shall not be paid for such individuals, but unit personnel may work with university bursars' offices to arrange for delays in tuition payment until the students' status are known. Students pending final physical status shall obtain a statement from a physician stating they are physically fit to participate in physical activity before units allow them to participate in the physical requirements of orientation, Physical Readiness Test/Physical Fitness Test/Combat Fitness Test (PFA/PFT/CFT), or drills that require physical activity.

**FIGURE 2-1: NATIONAL SCHOLARSHIP SELECTION/PLACEMENT PROCESS**



## **2-6 Navy Nurse Corps NROTC Program**

The Navy Nurse Corps program is available to students interested in pursuing a Bachelor of Science degree in Nursing (BSN). Upon graduation, Navy Nurse Program midshipmen are commissioned as Regular officers in the Navy Nurse Corps. Nurse NROTC eligibility is the same as the National Scholarship Program requirements. Navy Nurse Corps NROTC scholarship recipients are selected during either the National Scholarship CNSB or during the National 1-, 2- or 3-year Scholarship Board. 1-, 2-, 3-year Nurse Scholarship availability will be included in the announcement OMM. Those interested in a four-year program apply through the National Scholarship Program. Those interested in a 1-, 2- or 3-year scholarship in the Navy Nurse Corps Program require a nomination from the local PNS. In the nomination package, the PNS must address the nominee's nursing school admission status. The Navy Nurse NROTC Program is not for those pursuing any other medical program.

## **2-7 Immediate Scholarship Reservation (ISR)**

The ISR is a Commander, Navy Recruiting Command program that offers four-year scholarships to the NROTC Program. Nominations are validated by the CNSB.

## **2-8 NROTC Preparatory Program (NPP) Scholarship Reservations**

1. The NROTC Preparatory Program (NPP) Scholarship is an additive effort to the CNSB, allowing NSTC to recruit and educate a year-group of officers that best reflects the projected future needs of the Navy. The NPPs are special, expanded partnerships between the NROTC Units and the colleges and universities which host them to capture untapped talent and potential. The mission of the NPP is to enhance midshipman candidates' moral, mental, and physical foundations to prepare them for success in the NROTC.
2. High school seniors may apply to the NPP. It is part of a five-year education program, where a student attends a University's Preparatory Program for the first year and then enters the NROTC Navy Option Program, earns a four-year degree and a Navy commission. The preparatory year is funded by a partnering university or through other non-Navy funds. After successful completion of the University's Preparatory Program, the student will be awarded an NROTC National Scholarship for up to 40 months of benefits. NSTC allocates a target number of NPPs for use at participating NROTC colleges and universities. NPP requirements and selection procedures are available in [y](#) (series).

## 2-9 Year Group Determination

1. Midshipmen (4-year or 5-year track) must be selected for Scholarship, Advanced Standing, Provisional Advanced Standing or be disenrolled prior to starting the fall semester in which they are within 2 years of their estimated graduation/commissioning date. For example:

Est Comm Date	Est Comm YG	Term that they must be on Scholarship Advanced Standing or Provisional
Oct 22 - Sep 23	23	Fall 2023
Oct 23 - Sep 24	24	Fall 2024
Oct 24 - Sep 25	25	Fall 2025
Oct 25 - Sep 26	26	Fall 2026

2. A midshipman's estimated commissioning date and resulting Year Group is based on their individual degree completion plan (e.g., a fall 2019 incoming freshman on a normal 4-year matriculation is in YG23; a fall 2019 incoming freshman on a 4 1/2 or 5-year matriculation is in YG24; a fall 2019 rising sophomore on a normal 4-year matriculation is in YG22, a fall 2019 rising sophomore on a 4 1/2- or 5- year matriculation is in YG23).

## 2-10 1-, 2- or 3-Year Scholarship Program (Navy/Nurse Option)

1. The selection board for this program will consider nominations for the following categories of students: College Program midshipmen, non-affiliated students, Marine to Navy Change of Option request, Nurse to Navy Unrestricted Line (URL) change of option requests (Advanced Standing only for 1 or 2 year nominees).

2. The 1-, 2- and 3-Year National Scholarship Program is open to any college student (College Program midshipman or non-affiliated student) with at least 30 college semester hours (45 quarter hours), but no more than 120 college semester hours (180 quarter hours) of credits counting toward their degree, who wishes to compete for Scholarship or Advanced Standing.

3. Eligible nominees who will be considered for Advanced Standing include only those nominees that are one or two years prior to graduation, including eligible members of a Senior Military College who has completed the prerequisite naval science classes. Any 1- or 2-Year scholarship nominee who does not get selected for a scholarship will automatically be considered for Advanced Standing. Any nominee not selected for Advanced Standing will automatically be considered for Provisional Advanced Standing, if there are slots available, unless specifically NOT RECOMMENDED by the PNS.

4. This board will also consider Marine to Navy Change of Option and Nurse to Navy URL Program change of option requests. Refer to Section 4-32 for details on the Marine to Navy change of option process. Nurse to Navy change of option nominations are processed in the same manner as a normal Navy Option nomination.

5. Each year NSTC N92 will release an Official Mail Message identifying eligible year groups and nomination package requirements.

6. Nominees must meet the eligibility requirements for midshipmen set forth in Section 2-1 above and the following criteria:

- a. Must be within 1, 2 or 3 years of estimated graduation/commissioning date;
- b. Must have at least 30 semester hours (45 quarter hours) but no more than 120 semester hours (180 quarter hours). Note: College credit includes those already earned and those currently enrolled in and anticipated to be earned during the spring term;
- c. Must have a minimum college GPA of 2.5 (on a 4.0 scale);
- d. Must be admitted to a school affiliated with the NROTC unit from which they are being nominated; and
- e. Must pass a PFA (Good Low score from the 20-24 year old table regardless of age), nonaffiliated students must score at least a 60 on the Applicant Fitness Assessment (AFA).

7. Application Process.

a. Non-affiliated Students.

(1) Applicants must apply to and receive a nomination from the PNS of the NROTC unit affiliated with the college/university they wish to attend.

(2) Applicants must complete the application and forward it, along with all required enclosures, to the PNS of the NROTC unit affiliated with the college/university they wish to attend.

NOTE: Units must thoroughly review the student's degree plans (including Naval Science and specified courses) and verify commissioning year group is correct in order to maintain the integrity of the board process.

(3) Application documents are available on the NROTC website at:  
<https://www.netc.navy.mil/NSTC/NROTC/>.

(4) The NROTC website will publish the deadline for applications to be received by the NROTC units.

(5) The PNS shall review the application, interview the applicant, and forward the application to:

NSTC N92  
320A Dewey Ave,  
Building 3, Room 106,  
Great Lakes, IL 60088-2911

(6) The annual Official Mail Message will establish the deadline that nominations from the NROTC units must be received by NSTC N92.

b. College Program Midshipmen.

(1) Navy Option nominations must be submitted electronically through OPMIS by the deadline established in the annual Official Mail Message.

(2) Units should review the Comprehensive Student Information Summary (Program ID WGF84) for each prospective nominee to ensure its accuracy and completeness. Changes, additions, or deletions should be made sufficiently in advance of the nomination deadline to ensure incorporation into OPMIS. Updates to OPMIS after the nomination deadline will not update the board database. Units must contact NSTC N92 with updates after the deadline.

NOTE: Units must thoroughly review the student's degree plans (including Naval Science and specified courses) and verify commissioning year group is correct in order to maintain the integrity of the board process.

(3) As part of the submission process the following documents/forms are to be uploaded into OPMIS:

- (a) Degree plan;
- (b) Transcripts;
- (c) Statement of Understanding;

(d) Debarment Statement; and

(e) Drug Statement

c. Change of Option Request

(1) Marine to Navy nominations to the board shall be submitted in accordance with paragraph 7.b. above.

(a) Scholarship and College Program Advanced Standing Marine Option midshipmen must request the Change of Option endorsement from MCRC before the Change of Option Board convenes.

(b) The Change of Option request must be approved by MCRC and received by N92 prior to the conclusion of the selection board.

(2) Nurse to Navy URL nominations to the board will be submitted in accordance with paragraph 7.b. above.

(a) Selection by the board is approval for the Change of Option.

(b) 1 and 2 Year Nurse to Navy (URL) change of option will be approved for Advanced Standing only.

8. Additional Information

a. A nominee who answered yes to questions on NSTC Form 1533/101 concerning previous use or involvement with drugs may not be awarded a Scholarship/Advanced Standing without the specific approval of NSTC N04. The PNS comment section of the nomination must specifically discuss any drug usage/involvement.

b. PNS Recommendation. The PNS recommendation for midshipmen and non-affiliated nominees shall include assessments on the areas identified in the annual Official Mail Message.

9. Post Board Actions

a. Results of the selection process will be announced by Official Mail Message to all units. That message will constitute authority to appoint the selectee a Midshipman, USNR.

b. Non-affiliated students will also receive a letter from NSTC notifying them of their select or non-select status.

c. Upon notification of selection, units shall enter non-affiliated selectee's data into OPMIS as a College Program Basic midshipman.

d. PNSs will ensure that their selectees are certified to be medically qualified by DoDMERB, or have been granted a medical waiver by Director of Officer Development, N04, based on the recommendation of BUMED prior to activating their scholarship.

e. Subsistence payments will commence on date of appointment (e.g., during new student orientation, if conducted) and start again on the first day of classes.

f. Prior to appointment, the student will be required to sign a statement indicating understanding of the specified duration of benefits.

g. Upon acceptance of appointment, selectees must agree, in writing, to complete all program requirements stipulated in the reference for Scholarship or Advanced Standing students as appropriate.

h. Scholarships or Advanced Standing will not be awarded to students in probationary or leave of absence (LOA) status. If such status has been assigned in the interval between nomination and selection, the unit may retain the offer for one-term, and if the MIDN is still on probation or LOA at the beginning of the next term, the Unit shall return the Scholarship/Advanced Standing to NSTC N92 not offered.

i. Once a selectee is found physically qualified, units shall notify NSTC N93 to enter the appropriate program/option code in OPMIS.

## **2-11 College Program to Scholarship for NNPP Selects**

1. College Program midshipmen who meet the eligibility requirements for the Naval Nuclear Propulsion Program (NNPP) may opt to attend interview at Naval Reactors (NR) as early as 30 months from graduation (spring semester of sophomore year or later). Any midshipmen selected for the NNPP in this manner will be placed on scholarship, effective the semester that they were selected (i.e., retroactive to the start of the term during which the midshipman completed the NR interview), and will remain on scholarship until graduation (up to a maximum of two and a half years). Selected midshipmen do not need to apply for a side-load scholarship, as their screening and interview by Naval Reactors constitutes board action. This scholarship opportunity also pertains to students who are Advanced Standing or Provisional Advanced Standing. The

midshipman scholarship offer shall conform to the requirements of Section 2107, 10 USC (Title 10) and this manual.

a. Selected midshipmen shall be physically qualified by DoDMERB before their scholarship is activated. NROTC units shall schedule the applicant for an entry physical at a nearby Military Medical Facility or DoDMERB Comprehensive Health Services (see Chapter 9). Physicals may not be performed by Military Entrance Processing Stations (MEPS).

## **2-12 2- or 3-Year Scholarship Program (Marine Option)**

MCRC will convene two selection boards a year (spring and fall) to consider those midshipmen who wish to compete for a Marine Option NROTC Scholarship or Advanced Standing. An Official Mail Message will announce the submission deadlines each year. College Programmers can be considered for scholarship or Advanced Standing after one semester (or equivalent) of observation.

## **2-13 Seaman to Admiral 21 (STA-21) Commissioning Program**

1. General. STA-21 is a commissioning program that provides an opportunity for highly motivated enlisted Sailors to earn a commission. STA-21 officer candidates apply for and are accepted by a selection board for placement in specific program options (e.g., Nuclear, Civil Engineer Corps, Special Warfare, etc.). STA-21 officer candidates are assigned to specified NROTC colleges and universities and are required to graduate within 36 months. Additional information regarding the STA-21 Program requirements is contained in [OPNAVINST 1420.1](#) (series) and the annual NAVADMIN message. Program authorizations for STA-21 Program options are available on the website: <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/STA-21/STA-21-program/>

2. Nuclear Target Option (STA-21(N)). The STA-21(N) option provides enlisted personnel in the Naval Nuclear Propulsion Program (NNPP) with the opportunity to complete a Bachelor of Science degree in an engineering or technical major, obtain a regular commission, and become a nuclear-trained officer. STA-21(N) is part of the STA-21 Commissioning Program but is administered separately. The program manager for STA-21(N) is NSTC N91. The community manager for STA-21(N) Officer Candidates (OCs) is Deputy Chief of Naval Operations (Manpower, Personnel, Training & Education) (DCNO (MPT&E)) (OPNAV N133).

a. STA-21(N) students shall only enroll in those approved NROTC universities for the STA-21(N) program. NSTC N91 maintains the list of approved STA-21(N) universities and majors.

b. All STA-21(N) students are considered volunteers for the nuclear propulsion training program. They will be screened and interviewed by the Director, Naval Nuclear Propulsion for acceptance into the NNPP. This interview will be similar to those given for NROTC personnel and will be coordinated by NSTC N91. Any student who is not selected for this program, but who is maintaining minimum STA-21(N) academic standards and has received a recommendation from the PNS and N91, may be allowed to complete their degree and be commissioned as a URL officer; alternatively, they may be directed to not commission and return from the nuclear rating they were selected from instead.

3. Selection and Placement. STA-21 officer candidates are selected each fall by a specially convened selection board. STA-21(N) target option applications are first screened by Naval Reactors before being presented to the board. Reporting orders are issued by PERS-4010K. Prior to receiving orders from PERS-4010K, all STA-21 officer candidates are required to have six years of active duty service obligated, be found physically qualified, and provide a degree plan and college admissions letter to NSTC N92. STA-21 students will complete Naval Science Institute (NSI – typically convened once a year in February at OTC in Newport, R.I. and not to be confused with New Student Indoctrination, the other “NSI,” convened during the summer prior to a midshipman’s matriculation into NROTC) before reporting to the unit.

## **2-14 Marine Enlisted Commissioning Education Program**

The MECEP is a commissioning program for specifically selected enlisted Marine Corps personnel leading to a baccalaureate degree and a commission in the United States Marine Corps (USMC). Candidates are selected by an annual board series at MCRC. During their participation in the MECEP, Marines are attached to NROTC units. Additional guidance is contained in Appendix J and Appendix T of the ROD.

## **2-15 Meritorious Commissioning Program Reserve (MCP-R)**

Meritorious Commissioning Program Reserve (MCP-R) MCP-R is an enlisted to officer commissioning program designed to provide enlisted Marines the opportunity to serve as Marine Corps officers in the SMCR. The MCP-R program affords exceptionally qualified enlisted Reserve Marines who possess an associate’s degree or 75 semester hours to attend OCS and commission without a baccalaureate degree. Newly commissioned Second Lieutenants must possess a degree prior to being promoted to Captain. NROTC Units shall provide administrative support to assigned MCP-R personnel and ensure that their Urinalysis, PFT and CFT, and general military training requirements are fulfilled, at a minimum. Additional guidance is contained in [MCO 1040.43](#).

## **2-16 Strategic Sealift Midshipman Program (SSMP)**

1. General. The SSMP is an education and training program conducted by the DNS at the United States Merchant Marine Academy (USMMA) and six state maritime academies (SMAs). The program is designed to qualify participants for commissioned service into the Strategic Sealift Officer Program (SSOP). Midshipmen who successfully complete the SSMP will receive a U.S. Navy Reserve Officer commission as a Strategic Sealift Officer (SSO), designator 1665, with the rank of Ensign. Newly commissioned SSOs are part of the Strategic Sealift Readiness Force (SSRF), which is part of the Individual Ready Reserve (IRR) component. Program administration, eligibility, participation requirements, and training are directed by NSTC N9. Interested applicants may apply to the USMMA or enter the program while attending one of the six SMAs. Additional SSOP and SSMP guidance, including mission, background, policy, and eligibility, is contained in Appendix Q, [OPNAVINST 1534.1](#) (series) and Code of Federal Regulations (C.F.R.) 46, Ch. II, part 310 – Merchant Marine Training.

### **2. Eligibility:**

- a. Be a U.S. citizen, naturalized U.S. citizen, or have submitted naturalization papers.
- b. Meet physical standards specified by the U.S. Coast Guard for original licensing as a merchant marine officer.
- c. Meet the DoDMERB physical qualification standards.
- d. Register with the Selective Service Registration Representative if required under the Military Selective Service Act (MSSA).
- e. Apply for, be offered, and have accepted midshipman status in the U.S. Naval Reserve and simultaneously have applied and been accepted for Enlisted Reserve Status.
- f. Have no moral obligations or personal convictions that will prevent bearing of arms and supporting and defending the Constitution of the U.S against all enemies, foreign and domestic or to taking an oath to perform such acts.
- g. All SSM are required to meet the same basic enrollment requirements as NROTC midshipmen.
- h. Not have passed the 25th birthday on the day of enrollment at the school.
- i. Be at least 17 years of age on or before 1 September of the year of enrollment.

j. Be less than 27 years of age on 31 December of the year of expected graduation.

k. Complete all training requirements and be commissioned.

l. Those with prior or current active duty in the Armed Forces may be granted age waivers equal to the number of months served. Those granted the maximum age waiver must not reach their 30<sup>th</sup> birthday by 31 December of year of anticipated graduation and commissioning.

## **2-17 Navy Option College Program Continuation (CPC) Program**

1. Purpose. To allow PNS recommended College Program midshipmen to continue into the Junior year as Provisional Advanced Standing if not selected for Advanced Standing; or, to allow rising Seniors from Senior Military College cadets to be recommended if they have completed all the prerequisite Naval Science Classes to that point.

2. Background. Potential officers are currently released from the program following their sophomore year, largely due to the lack of a viable policy option to place students on a commissioning track.

3. Eligibility:

a. College Program Midshipmen who would normally be entering their 2/C year and were eligible but not selected for scholarship or Advanced Standing on the two-year side-load board; or

b. Cadets at the Senior Military Colleges that would normally meet board eligibility requirements and continue to take Naval Science Courses into their junior year; or

c. Non-affiliated students who meet requirements; or

d. Midshipmen who were previously selected for Advanced Standing following their sophomore year.

4. Application Process. College program MIDN or non-affiliated students nominated to the two-year scholarship or Advanced Standing may be allowed to continue in the College Program in a probationary status, if they were selected for Provisional Advanced Standing by the board. Any two-year scholarship nominee not selected for a scholarship will automatically be considered for Advanced Standing and, if not selected, for Provisional Advanced Standing, if

there are slots available, unless specifically NOT RECOMMENDED for those programs by the PNS. .

5. Those midshipmen selected for Provisional Advanced Standing shall receive a stipend in the amount of \$350.00 per month (or the minimum allowed by 37 US CODE 209). [NSTC 1533/165](#) applies. All College Program midshipmen in Provisional Advanced Standing status will be reviewed by a one-year scholarship/Advanced Standing board following their Junior year. Those midshipmen not selected by the board shall be released from the Naval Reserve Officers' Training Corps Program with no obligation. Consistent with previous policy, any midshipman in Advanced Standing or Provisional Advanced Standing who is screened for Naval Nuclear Propulsion Program Interview AND is selected by Naval Reactors shall be offered a scholarship contract.

## CHAPTER 3 Professional Development

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### **3-1 General**

1. NSTC specifies the professional development program for officer accession personnel within the guidelines of the [Professional Core Competencies](#) (PCC) for Officer Accession Programs and per the policies of the DoN. The professional development program includes education, training, and physical conditioning designed to prepare students for commissioned service in the Navy or Marine Corps.
2. The NROTC Program is academic in nature. NROTC unit activities shall foster that intent and not establish unreasonable distractions. As a first priority, midshipmen shall focus on receiving the best education possible and maintain good standing in the unit. During the academic year, midshipmen shall consider other activities secondary.
3. In most circumstances, the NROTC units shall provide NROTC students the opportunity to get a full eight hours of uninterrupted rest each evening. PNS/OICs may waive the minimum period in unusual, nonrecurring circumstances.
4. “General Guidelines for Performances Deficiencies” (Appendix B) is provided for information related to this chapter.

### **3-2 Staff Professional Conduct**

The following standards of professional conduct shall be adhered to by all NROTC staff and all student staff personnel:

1. Addressing Trainees/Subordinates. All staff and students will be treated with the common human dignity and respect that they deserve. All members within the command will be addressed respectfully and the use of vulgar, obscene, profane, sexually explicit, racially/ethnically-slanted, or otherwise offensive/disrespectful language, either directly or indirectly, is prohibited.
2. Prohibited Conduct and Actions. Prohibited conduct and actions include the use of midshipmen and/or other students as personal servants, maltreatment, hazing, larceny, wrongful appropriation, extortion, soliciting gifts, and fraternization. These prohibited actions are outlined in numerous Navy and Marine Corps instructions and the Uniform Code of Military Justice (UCMJ). The intent of this section is not to re-publish each of these instructions but as a reminder of expected standards of conduct.

### **3-3 Responsibilities of PNS for Professional Development**

1. Authority and Role in the University. Because of differences in students, their courses of study, and academic programs, both within and among institutions, a single, standard program of study is not feasible. Therefore, the PNS can structure the most effective program of study to meet individual requirements. However, the PNS is responsible for meeting the instructional objectives specified in the curricula provided by NSTC N7 and for offering Naval Science Courses in the recommended sequence.

a. By public law, Title 10 United States Code Section 2102, the senior military officer assigned is given the academic rank of Professor. Each PNS is expected to function as an academic department head according to institutional policy. As it relates to Title 10, Section 2102, actions and decisions that affect the NROTC unit and the status of Naval Science Courses and accreditation shall be reported/recommended in writing to NSTC Director of Officer Development (N04).

b. The PNS structures and sets appropriate performance goals to achieve full academic potential and monitors the program of study to ensure each student meets Navy and university requirements for graduation and commissioning. NROTC instructors maintain appropriate degree plans, academic schedules, grade reports and checklists in a Student Performance File, as discussed in Chapter 6. . NROTC instructors shall conduct academic counseling routinely and keep appropriate comments on file. NSTC expects NROTC students to progress and graduate in the minimum time possible consistent with their own abilities and the constraints of program structures and course offerings. Degree completion plans requiring less than a normal load (See 3-5.3.) should be revised for an earlier graduation/commissioning date when possible. Satisfaction of both the institution's requirements for a baccalaureate degree and Navy requirements shall constitute the basis for a commission.

2. Course Accreditation. The PNS, as head of an academic department, shall establish academic accreditation procedures for Naval Science Courses. These courses shall be accredited academically by the university on terms mutually agreeable to the Navy and the institution, regardless of whether degree credit is granted for each course.

a. Credit Status Policy. Participating institutions shall review credit for NROTC courses on the same basis as other institutional courses, per established DoD policy. If an institution questions credit, the institution shall, in accordance with their agreement with SECNAV, recommend adjustments to make the course credit worthy. Regardless of the amount of credit awarded, NROTC course grades must appear on student transcripts. Institutions shall list all NROTC courses in institutional catalogs in the same manner as other institutional offerings. Each PNS shall continually seek to obtain the most favorable course status possible.

b. Academic Excellence. As an academic department head, the PNS shall establish a learning environment conducive to achieving academic excellence. The NROTC unit shall maximize the use of the host university or college learning facilities (such as reading, mathematics, science laboratories, tutorial assistance, etc.). To raise performance in calculus and physics, the PNS shall, at the beginning of each term, require two hours of tutoring per week for scholarship students in these courses. This time may include: university tutoring programs, office hours with professors, teaching assistants, military academic advisors, and tutoring provided by upper-class midshipmen who earned a “B” or higher in the course. The PNS may relax this requirement for a specific course once the student demonstrates satisfactory performance in that course. Section 8-13 provides guidance for funding of tutorial services.

### **3-4 Professional Development Responsibilities of Military Staff**

1. Staff Instructors. Each military staff member assigned to the NROTC unit is an instructor and advisor. Accordingly, the Navy charges each staff member with fulfilling the intent and objectives of the professional and academic aspects of NROTC programs. Advising and developing officers is the primary professional development task assigned to all members of the staff.

2. Instructor Responsibilities. The primary job of instructors is to advise students and, as such, portray an upstanding academic, professional, and personal deportment. Advisorship includes academic instruction, professional training, monitoring of progression in university and Navy requirements, counseling on academic, personal, and professional standards, and motivating students in preparation for careers in the naval services. Using OPMIS 84 Report and NSTC forms [NSTC 1533/115](#) and [NSTC 1533/117](#) instructors shall:

a. Acquire appropriate expertise in subject matter content for the courses assigned to them and support other instructors and other courses with their professional expertise as needed;

b. Achieve and demonstrate competency in teaching methods and techniques of student evaluation. All officers ordered to NROTC instructional duty shall attend the “Teaching in Higher Education: NROTC Instructor Preparation Course” (TiTE) en route to or within a few months of reporting. This Instructor Prep Course is held twice each year, Summer (traditionally, late July) and Winter (typically, mid-December). Instructors reporting to units where schedules conflict with attending the next Instructor Prep Course will require waivers or postponements authorized by N9. The expectation is that instructors that have not completed this course will not be instructing courses at their unit. There is no substitute course.

c. Provide formal, scheduled counseling and advising to NROTC students at a minimum of twice per academic term;

d. Make themselves readily available to students during the normal working day. In all situations, the appropriate, confidential nature of personal and student information must be observed. The NROTC instructor shall use these counseling sessions and other situations to accomplish the following officer advisor responsibilities:

- (1) Assist students in setting realistic academic performance goals, as well as overall academic planning and course scheduling;
- (2) Assist students in evaluating academic performance against goals;
- (3) Counsel students on term and cruise aptitude evaluation results;
- (4) Verify entries and ensure OPMIS student records are accurate and up-to-date;
- (5) Closely monitor student performance on all NROTC Program requirements. Ensure calculus and physics requirements or mathematics and physical science requirements are met as appropriate;
- (6) Closely monitor performance in all professional requirements, including physical fitness, swimming, and body composition;
- (7) Provide information on Naval Service career options and service assignment procedures;
- (8) Provide information on NROTC regulations, student personnel administration, and NROTC Program requirements;
- (9) Act as a positive role model and representative of the Naval Service. Instructors are role models at all times and must maintain a professional relationship with the students;
- (10) Maintain a Student Performance File containing detailed counseling/advising records and other information required by Chapter 6;
- (11) Prepare students for summer training and commissioning; and
- (12) Demonstrate and assist midshipmen with uniform standards, appropriate dress, and appearance;

- e. Perform all academic and institutional responsibilities to the highest standards of the teaching profession and be an active member of the faculty of the host university;
- f. Establish and use channels of communication with the appropriate NROTC Course Coordinator for exchange of course information (see 3-8.2);
- g. Maintain comprehensive academic course files that include updated lesson plans, instructional resource listings and academic records, including student grades and test files;
- h. Participate in NROTC Naval Laboratory sessions, as directed;
- i. Perform duties at summer training sites, in support of Summer Training Staff;
- j. Serve on unit boards and perform collateral duties, as assigned;
- k. Pursue intellectual and professional growth. While opportunities for this growth may include working toward another degree, this endeavor is not a primary duty. As such, taking graduate classes shall not, in any substantive way, negatively impact advising of students or participating in collateral duties, summer training assignments, and special programs. The PNS shall carefully consider all circumstances which may impact instructor availability to the program or students; and
- l. Field questions from non-NROTC students inquiring about the NROTC Program and assist with applications, if necessary.

### **3-5 NROTC Academic Program Requirements**

1. General. The NROTC Program groups commissioning requirements into academic and professional training categories. This section specifies the academic requirements. Professional training requirements are detailed later in this chapter.
2. Course Grading and Credit. Universities must offer all NROTC-specified courses and Naval Science Courses as a letter grade and not on a pass/fail grading basis, unless precluded by specific university policy.
  - a. Courses taken for college credit prior to entering the NROTC Program (including Advanced Placement (AP) Courses or College Level Examination Program (CLEP) exam) are acceptable so long as credit is awarded toward a baccalaureate degree by the host university. In this case a letter grade is not required. Per paragraph 3-6.1 below, students may not use this type

of credit to fulfill both semesters (or quarter equivalents) of the requirement for calculus and physics; at least one semester/quarter each of calculus and physics must be taken in the university classroom environment for a letter grade. Higher level math like CALC III, Differential Equations, or Dynamics taken at the university count toward the calculus requirement.

b. The cross-town institution must accept courses taken at host institutions for transcript credit with a letter grade (not pass/fail).

c. Classes taken via distance learning (e.g., online, videotape) are not acceptable for fulfilling the NROTC academic program, unless the host university accepts the course for transcript credit with a letter grade. NROTC units are not authorized to accept distance learning for calculus, physics, or Naval Science classes without specific approval from NSTC N9 or N04.

3. Academic Requirements. Students must complete academic requirements consisting of three parts: the institution's baccalaureate degree program with a selected academic major, NROTC-specified courses (offered by the institution), and Naval Science Courses. Normal loading for NROTC students shall be between 15 and 18 semester hours per term, including all NROTC-required course work. Normal length of degree programs is four years for midshipmen and MECEP officer candidates and no more than 36 months for STA-21 Officer Candidates.

4. Baccalaureate Degree Programs. The NROTC Program requires a bachelor's degree from an accredited institution for commissioning. During initial meetings with incoming students, the PNS shall discuss the need for technically competent officers to man the warfare communities of the Navy. The discussion shall include the service assignment process, including the positive consideration of technical prowess as demonstrated by a degree in a technical field. For non-technical majors, students shall be encouraged to pursue a field of study which is relevant to the Navy's needs for cultural knowledge and languages. All students shall pursue electives that are relevant to the Naval Services' need for culture, language, and business acumen.

a. Scholarship and College Program (Navy Option). PNSs shall encourage students to pursue majors in a Tier 1 or Tier 2 category, to meet the requirements of the modern Navy per [NSTCINST 1533.3](#) (series), Academic Major Selection Policy for Naval Reserve Officers Training Corps (NROTC) Navy Option Scholarship Midshipmen. Navy Option Scholarship midshipmen shall conform to the academic policy set forth in [NSTCINST 1533.3](#) series. Navy Option Scholarship and College Program midshipmen must also complete the required Naval Science Courses and the NROTC-specified college courses delineated later in this chapter. Navy Option College Program students are not required to enroll in a Tier 1 or Tier 2 category major; however the PNS shall encourage midshipmen to pursue these majors and counsel them

on the advantage of these majors when competing for a NROTC 2- or 3-year scholarship. Items of note within the Tier instruction include:

(1) NSTC N93 will conduct an annual review of Midshipmen academic majors and tier assignments NLT 31 May;

(2) Minimum 65% technical (i.e., Tier 1 and Tier 2) major graduates for Navy Option Scholarship midshipmen;

(3) Currently specified Tier 1 academic majors include Aerospace (Aeronautical or Astronautical) Engineering; Chemical Engineering; Electrical Engineering; Mechanical Engineering; Naval Architecture & Marine/Naval Engineering; Nuclear Engineering; Ocean Engineering; and Systems Engineering.

(4) Specified Tier 2 academic majors include Agricultural/Biological Engineering & Bioengineering; Architectural Engineering/Architectural Engineering Technologies; Astrophysics; Biochemistry, Biophysics & Molecular Biology; Biomathematics & Bioinformatics; Biomedical/Medical Engineering; Biotechnology; Cell/Cellular Biology & Anatomical Sciences; Ceramic Sciences & Engineering; Chemistry; Civil Engineering/Civil Engineering Technologies; Computer Engineering; Computer Programming; Computer Science/Information Technology; Construction Engineering; Electronics & Communications Engineering; Engineering Mechanics; Engineering Physics; Engineering Science; General Engineering; General Science; Industrial Engineering; Manufacturing Engineering; Materials Engineering; Mathematics; Metallurgical Engineering; Microbiological Sciences and Immunology; Mining & Mineral Engineering; Nuclear & Industrial Radiologic Technology; Oceanography; Petroleum Engineering; Pharmacology & Toxicology; Physics; Physiology, Pathology & Related Sciences; Polymer/Plastics Engineering; Quantitative Economics; Statistics; and Textile Sciences & Engineering.

(5) LREC majors: In accordance with [NSTCINST 1550.1](#) (series), students in a Language Skills, Regional Expertise, and Culture (LREC) academic major will be assigned as a Tier 3 major.

(6) Non-technical academic majors (Tier 3): All other academic majors not listed.

(7) NROTC Navy Option College Program midshipmen are not required to enroll in a specific tier of majors; however, midshipmen are encouraged to pursue Tier 1 or Tier 2 majors to enhance their competitiveness for NROTC scholarship or Navy commission.

(8) The NROTC Continuous National Selection Board draft precept and CNO guidance will include direction stating that not less than 85% of scholarship offers for incoming, Navy Option Scholarship freshman must be assigned to Tier 1 or Tier 2 academic majors. The board report shall include specific academic major tier assignment for each selected scholarship candidate and alternate.

(9) At the beginning of the sophomore year, the class should consist of a minimum of 80% technical majors. At the beginning of the junior year, the class should consist of a minimum of 75% technical majors. At the beginning of the senior year, the class should consist of a minimum of 70% technical majors.

(10) The PNS may approve Tier 1 to Tier 2, Tier 3 up to Tier 1 or Tier 2, or within tier changes. The PNS notifies N93 of the change.

(11) NSTC N9 will convene a panel to review midshipmen requests to transfer to Tier 3 academic majors. NSTC N93 will chair the panel. If there are no available Tier 3 quotas, the panel will review the midshipmen's request and consider for transfer to the College Program, Nurse Corps Program, or Marine Corps Program. If a change to Tier 3 is approved, the midshipmen must confirm with the student advisor that the tier change is still desired and have the student advisor contact NSTC N93 Unit Coordinator to enable the Tier 3 option in OPMIS.

Note: NSTC N93 convenes these Tier Change Panels in June, December, and January (for Freshman to have results of first semester grades). Request for Tier Changes outside of these board times are discouraged as the need for a Tier Change should be anticipated a semester before it is necessary and requires submission as a unique request from a separate panel.

b. Scholarship and College Programs (Marine Corps Option). Although no restrictions exist on academic majors for Marine Corps Option students, the PNS, with the assistance of the Marine Officer Instructor (MOI), shall review proposed academic majors and guide the students to select their field of study in areas considered beneficial to the Marine Corps and to the individual concerned for a career as a Marine Corps officer. In addition, the PNS and MOI shall assist students in selecting foreign language skills courses per [NSTCINST 1550.1](#) (series). When feasible, Marine Option students should consider completing the NROTC-specified courses (see Table 3-1), so that a change to Navy Option is not precluded by an academic burden.

c. Nurse Option Program. Nurse Option Scholarship recipients must matriculate at an NROTC-affiliated school completing an NSTC-approved BSN.

d. Marine Enlisted Commissioning Education Program

(1) University Requirements. USMC requires MECEP students to complete specified university requirements for their approved major, plus specified professional development training as determined by the PNS to meet the pre-commissioning training objectives established by the Commandant of the Marine Corps. Marines participating in MECEP are required to maintain a full-time academic schedule that meets the college or university's full-time student status. MECEP Marines are expected to complete their academic requirements in the most expedient means possible. MECEP students are expected to graduate in four years or less. See Appendix J and U for further details.

(2) Required Naval Science Courses. MECEP students are required to complete the following Naval Science Courses: Evolution of Warfare, Fundamentals of Maneuver Warfare, and Leadership & Ethics. The PNS may grant waivers for Evolution of Warfare and Fundamentals of Maneuver Warfare only if these courses will cause an academic overload and result in a graduation delay.

(3) Drill/Laboratory. MECEP students shall participate in NROTC drill/laboratory in the same manner as midshipmen. When MECEP students are excused by the PNS from drill or "all-hands" laboratory periods, the MOI shall provide alternate training or activities.

e. STA-21. The annually issued [Seaman to Admiral-21 \(STA-21\) Program Authorizations](#) detail the specified academic requirements for STA-21 students and in cases of conflict take precedence over the requirements listed below. Each unit shall keep a copy of the program authorization for every student's admittance. Program requirements occasionally change from year to year; therefore, each student is bound by their specific authorization for admittance. The STA-21 Program requires a baccalaureate degree and NROTC-specified courses (including calculus and physics). STA-21 students complete Naval Science Courses at the NSI prior to reporting to a specific NROTC unit with the exception of the Leadership & Management and the Leadership & Ethics courses. In addition to the [Seaman to Admiral-21 \(STA-21\) Program Authorizations](#), more information regarding pay, tuition, GPA, enlistment bonus, and special duty assignment pay can be found in [OPNAVINST 1420.1](#) (series) and [OPNAVINST 1160.6](#) (series). Requirements include:

(1) Academic Requirements. STA-21 officer candidates are expected to:

(a) Remain enrolled full-time per university standards year round (typically 15-18 hours in the fall and spring semesters, 6-9 hours in the summer term or quarter equivalent), attend summer school vice summer training, and graduate at the earliest possible date within 36 months. The PNS/OIC may authorize a reduced academic load due to academic rigor or

university-directed academic probation (**OPNAV N133's approval via NSTC N91 is required prior to acting on these changes for STA-21(N)s only**). If the reduced course load results in an extended graduation date, the PNS shall obtain authorization from NSTC N93 and OPNAV N131 (NSTC N91 and OPNAV N133 for STA-21(N)s). Extensions are not normally authorized;

(b) Complete one year of calculus and calculus-based physics, except Nurse Corps option. Calculus and physics taken at the college level prior to or during Navy enlisted service may meet the calculus/physics requirement; their acceptability will be determined on a case-by-case basis during initial degree plan review;

(c) Complete NSI prior to matriculation at the university. They shall also complete the Leadership and Management and Leadership and Ethics courses while at the university;

(d) If deviations from the approved academic plan become necessary, the PNS shall base additional or substitute courses on furthering the STA-21 officer candidate's potential as a future Naval Officer. The PNS will give first priority to the science, mathematics and/or engineering courses, second priority to courses in personnel management and behavioral science, and third priority to political science and history. Change requirements to STA-21(N) degree completion plans are detailed in Chapter 4..

(2) Academic Standards. STA-21 officer candidates shall maintain high levels of academic performance as students. At a minimum, they shall maintain a cumulative academic GPA of 2.5 on a 4.0 scale (3.0 on a 4.0 scale for STA-21 Nuclear and Civil Engineering Corps (CEC) Officer Candidates) (See Appendix M). Additionally, STA-21(N) officer candidates must earn a grade of "C" or better in all technical/math/science courses. The procedures to follow when addressing academic deficiencies are addressed in Chapter 6. Academic standards and program administration for STA-21(N) officer candidates are further delineated in Chapter 4 and Chapter 6.

(3) Physical Fitness Standards. STA-21 officer candidates must meet NROTC Program standards for physical fitness and shall participate in testing with midshipmen. The procedures and consequences to follow when addressing failures to meet NROTC Program physical fitness standards are addressed in Chapter 6. Procedures and consequences to meet fleet Navy standards are covered in the applicable OPNAV Instruction.

(4) Performance Evaluation. The PNS shall assign a class officer to advise the STA-21 officer candidate during the academic year. In some cases, the PNS may assign one academic advisor to the STA-21 officer candidate throughout their time in the program. The unit's designated Nuclear Power Officer (NPO) shall advise all STA-21(N) officer candidates.

f. SSMP Academic Requirements

(1) USMMA – Aligning with the U.S. Naval Academy GPA requirement, midshipmen at USMMA shall maintain a minimum cumulative and term GPA of 2.5 on a 4.0 scale to remain in good standing. SMA – Aligning with NROTC GPA requirements, SSM shall achieve a minimum cumulative and term GPA of 2.5 on a 4.0 scale to remain in good standing. Units shall follow the appropriate section of the ROD for guidance when SSM fall below the GPA requirement (e.g., warning, probation, academic counseling, etc.);

(2) SSM must pursue a Bachelor of Science degree with a major in an approved USCG Merchant Marine Officer/License Track;

(3) Complete the following three Naval Science Courses: Introduction to Naval Science, Strategic Sealift Officer, and Leadership and Ethics;

(4) Participate in Naval Science Laboratory;

(5) Possess a secondary school education or equivalent, satisfactory for admission as an undergraduate to college under control of the State in which the school is located; and

(6) Meet the requirements established by the maritime academy in regard to secondary school, grades, rank in graduating class, aptitude, achievement, and qualities of leadership.

**3-6 Specified Courses**

The host institution provides these Specified Courses taught by civilian faculty as listed in Table 3-1 (found in Section 3-7 on page 3-14 above Table 3-2). The table describes semester hours; colleges using trimester or quarter systems shall take an equivalent content number of hours as determined by the PNS.

1. Navy Option Scholarship Students. These students are required to complete course sequences in calculus and physics equivalent to at least six semester hours in each area. It is expected that calculus and physics are completed at the university at which the student is enrolled (host university or cross-town school).

a. Calculus. The calculus sequence shall include material through differential and integral calculus of one real variable. Higher level math like CALC III, Differential Equations, or Dynamics taken at the university count toward the calculus requirement when students place out of courses like CALC I and II.

b. Physics. The physics sequence shall be calculus-based and, at a minimum, cover the traditional topics of mechanics, electricity, and magnetism. All other classical physics topics should be covered as appropriate to meet the time requirement. Students shall include appropriate laboratory classes in completing the physics requirement.

c. NSTC N91 will promulgate the list of approved calculus and calculus-based physics courses at each host university/cross-town school. Desired changes to this list shall be routed to N91.

d. Students who have taken calculus or calculus-based physics for college credit prior to entering the NROTC Program, which their college has validated, must complete one additional three semester-hour (or equivalent) college course in each of those areas to satisfy this requirement, unless these courses were taken at an NROTC affiliated school. This course shall be the second (or higher) in the sequence. Courses covered by this exception may include courses taken at other universities while in high school, AP examination credit, or university placement credit.

e. Students shall complete calculus by the end of the second year of Naval Science (normally the sophomore year) and shall complete physics by the end of the third year of Naval Science (normally the junior year). To this end, students shall take a preparatory math, calculus, or physics course each term at the discretion of the PNS until their calculus and physics requirements are met. The PNS shall place students not completing this requirement (or failing to schedule these courses to ensure compliance) on academic LOA pending completion. The LOA shall begin at the first indication that the student will not meet these requirements. For example: By the late fall semester, if a junior has not scheduled Physics II for completion in the spring, this student shall be processed for LOA prior to the spring semester. In certain instances, NSTC N93 may grant a time-of-completion waiver.

f. In rare instances a student may be authorized to take calculus and/or physics at another NROTC host institution or cross-town school during the summer at the student's expense. For example, a student enrolled at Purdue who lives in Norfolk, Virginia, may desire to take calculus at Old Dominion University during the summer. This should be the exception rather than the rule, and in all cases the calculus/physics course taken in this manner shall be one appearing on the N91 authorized list. The PNS may authorize course completion of this nature. In a case such as this transfer of credit and with a letter grade to the student's institution is NOT required.

g. NSTC N9 cannot waive the requirement to for Navy Option Scholarship MIDN to complete calculus and physics.

h. The PNS shall place students who fail calculus or physics a second time on academic LOA.

2. Navy College Program Students. These students must complete one-year of college-level study in both mathematics and physical science as a prerequisite for commissioning.

a. Mathematics courses must be at the level of college algebra or higher.

b. The physical science requirement can be met by completing a one-year sequence, or two courses, in an area of physical science. Students shall include appropriate laboratory classes in completing the science requirement. Physical science subjects include chemistry, physics, earth science, astronomy, geology, agrophysics, soil science, geomorphology, geophysics, physical geography, seismology, meteorology, and oceanography.

c. Students shall complete the mathematics requirement by the end of the junior year and the physical science requirement by the end of the senior year. The PNS shall place students not completing these requirements on time on academic LOA pending completion.

d. Students who have completed these courses by validation, such as College Level Examination Program (CLEP) examination, shall be considered to have completed the requirement; however, the validation must appear on the transcript.

### 3. Other NROTC-Specified Academic Requirements

a. American History/National Security Policy Courses. These courses shall focus on U.S. military history, world military history, U.S. National Security policy, or combinations of these topics. The PNS shall approve these courses.

b. World Culture and Regional Studies Courses. These courses must have a cultural emphasis on regions of interest to the Navy. See enclosure (1) to [NSTCINST 1550.1](#) for specific regions. This academic requirement is designed to expand our future officer corps' awareness, knowledge, and sensitivity to world cultures and peoples. Foreign language courses that do not provide instruction on culture are insufficient to meet this requirement. The PNS shall approve courses to meet this requirement. Note: Participation in Project Go during summer may substitute for this requirement. Project Go would be noted on the Degree Completion Plan and initialed by advisor and MIDN to avoid later concern with this academic requirement.

c. **English Courses.** These courses, which total six semester-hours or equivalent, must concentrate on the areas of grammar and composition and require significant student writings. The PNS shall approve these courses.

d. Successful completion of the National Council Licensure Exam-Registered Nurse (NCLEX-RN) is required of all Nurse-option students. These students should start the licensing process approximately two to three months prior to graduation. All Nurse-Option students have approximately 45 days after graduation to successfully complete the NCLEX. Notify N92A (Medical Liaison) if any new Nurse Corps officer does not pass the NCLEX after the first attempt for additional guidance.

### **3-7 Naval Science Courses**

1. General. The Naval Science Courses are listed below in the recommended sequence. The curricula for these courses are developed by NSTC N7 based on 3 semester credits. The actual credit granted by each university may vary. NSTC N9 authorizes flexibility for individual unit course sequencing, provided the Introduction to Naval Science course is the first course taught, Leadership and Ethics is the last course taught and the Navigation and Engineering courses are presented prior to first class cruise. Naval Science course requirements are summarized in Table 3-2.

Note: Maritime units may teach the Strategic Sealift Officer Course last vice Leadership and Ethics and Professors of Naval Science within a consortium may teach Leadership and Ethics anytime in a MIDN 1/C's/OC's/MECEP participant's final year in the program.

2. Introduction to Naval Science. This course is a general introduction to the USN and USMC that emphasizes organizational structure, warfare components and assigned roles/missions of the USN/USMC. It covers all aspects of Naval Service from its relative position within the DoD to the specific warfare community/career paths and includes basic elements of leadership and USN and USMC Core Values. The course provides students with initial exposure to many elements of naval culture and provides the conceptual framework/working vocabulary for students to use on summer cruise.

3. Sea Power and Maritime Affairs. This course is a study of the U.S. Navy and the influence of sea power on history that incorporates both a historical and political science process to explore the major events, attitudes, personalities, and circumstances that have imbued the U.S. Navy with its proud history and rich tradition. It deals with issues of national imperatives in peacetime, as well as war, varying maritime philosophies that were interpreted into naval strategies/doctrines, budgetary concerns which shaped force realities, and the pursuit of American diplomatic objectives. It concludes with a discussion of the Navy's strategic and

structural changes at the end of the Cold War and its new focus, mission, and strategy in the post-September 11, 2001 world.

4. Leadership and Management. (The PNS may waive this course for Nurse Option MIDN if a similar course is taught in the nursing school and approved by the Dean of the School of Nursing). The course introduces the student to many of the fundamental concepts of leading Sailors and Marines, which shall be expanded upon during the continuum of leadership development throughout NROTC. It develops the elements of leadership vital to the effectiveness of Navy/Marine Corps officers by reviewing the theories and parameters of leadership and management within and outside of the Naval Service and progressing through values development, interpersonal skills, management skills, and application theory. Practical applications are explored through the use of experiential exercises, readings, case studies, and laboratory discussions.

5. Navigation. This course is an in-depth study of the theory, principles, procedures, and application of plotting, piloting, and electronic navigation, as well as an introduction to maneuvering boards. Students learn piloting techniques, the use of charts, the use of visual and electronic aids, and the theory of operation of both magnetic and gyrocompasses. Students develop practical skills in plotting and electronic navigation. Other topics include tides, currents, effects of wind/weather, voyage planning, and an application and introduction to the international/inland rules of navigation. The course is supplemented with a review/analysis of case studies involving moral/ethical/leadership issues pertaining to the concepts listed above.

6. Evolution of Warfare. In this course, students trace the development of warfare to the present day. It is designed to cover the causes of continuity and change in the means and methods of warfare. It addresses the influence of political, economic, and societal factors on the conduct of war, with significant attention focused on the role of technological innovation in changing the battlefield. Students will explore the contribution of preeminent military theorists and battlefield commanders to our modern understanding of the art and science of war.

7. Naval Ships Systems I (Engineering). In this course, students learn detailed ship design, hydrodynamic forces, stability, propulsion, electrical theory and distribution, hydraulic theory and ship control, and damage control. The course includes basic concepts of theory/design of steam, gas turbine, diesel, and nuclear propulsion. Case studies on leadership/ethical issues in the engineering arena are also covered.

8. Naval Ships Systems II (Weapons). This course outlines the theory and employment of weapons systems. Students explore the processes of detection, evaluation, threat analysis, weapon selection, delivery, guidance, and explosives. Fire control systems and major weapons types are discussed, including capabilities and limitations. The physical aspects of radar and

underwater sound are described. Facets of command, control, communications, computers, and intelligence are explored as a means of weapons system integration. The tactical and strategic significance of command and control warfare and information warfare is discussed. This course is supplemented with review/analysis of case studies involving the moral and ethical responsibilities of leaders in the employment of weapons.

9. Fundamentals of Maneuver Warfare. In this course, students cover broad aspects of warfare and their interactions with maneuver warfare doctrine. It focuses on the USMC as the premier maneuver warfare fighting institution. It covers historical influences on current tactical, operational, and strategic implications of maneuver warfare practices, including case studies. It focuses on the evolution of the USMC as a maneuver warfare organization, with particular attention devoted to the structure and capabilities of the present day USMC as a forward deployed and rapid deployment force and the development of Expeditionary Maneuver Warfare concepts. Enrollment preference is given to NROTC students.

10. Naval Operations and Seamanship. This course is a continued study of relative motion, formation tactics, and ship employment. It includes introductions to naval operations and operations analysis, ship behavior and characteristics in maneuvering, applied aspects of ship handling, afloat communications, naval command and control, naval warfare areas, and joint warfare. The course is supplemented with a review/analysis of case studies involving moral/ethical/leadership issues pertaining to the concepts listed above.

11. Leadership and Ethics. This course completes the final preparations of ensigns and second lieutenants for service in the Navy and Marine Corps. The course integrates an intellectual exploration of Western moral traditions and ethical philosophy with a variety of topics, such as military leadership, core values, professional ethics, the UCMJ and Navy regulations, and discussions relating to the roles of enlisted members, junior and senior officers, command relationships, and the conduct of warfare. The course provides midshipmen with a foundation of moral traditions, combined with a discussion of actual current and historical naval and military events, to prepare them for the role and responsibilities of leadership in the Naval Service of the 21st century.

12. Naval Science Laboratory. The school normally recommends one semester-hour credit for the laboratory. The NROTC unit shall schedule Naval Science Laboratory for a two-hour period weekly each school term. Units may use the laboratory time to conduct close-order drill and professional education/training. Topics shall cover general Navy/Marine Corps mission and policies, force protection, operational security, watch standing, physical fitness, nutrition, stress management, and other professional development subjects not normally included in the curriculum of the Naval Science Courses. Laboratory periods may also be used on an occasional basis to supplement the Naval Science Courses and provide additional time for

projects, such as navigation chart work. The Naval Science Laboratory curriculum guide lists the topics for the laboratory periods.

### 13. Strategic Sealift Midshipman Program Courses

a. Intro to Naval Science (Freshman year). The course introduces SSM to the organization of the Naval Service, varied career opportunities, long-held customs and traditions of the service, capabilities of the Navy, duties of a junior officer, and Navy policies on wellness issues. Additionally, the course prepares SSM for their first experience onboard a Navy ship by imparting basic information concerning shipboard procedures.

b. Strategic Sealift Officer (Sophomore or Junior year). The course provides candidates seeking a United States Coast Guard (USCG) Merchant Marine Officer's license with the basic professional information and skills needed to operate a U.S. registry merchant ship as a naval or military auxiliary vessel in time of war or national emergency.

c. Leadership and Ethics (Junior or Senior year). This course is derived from the NROTC Leadership and Ethics curriculum. SSM develop an ethical foundation and the basic leadership tools needed to be effective junior officers. Additionally, the course provides broad knowledge of the various moral, ethical, and leadership philosophies that strengthen personal character and presents an overview of duties, responsibilities, and expectations of junior officers in the United States Navy.

d. SSM at NROTC units interested in pursuing an Active Duty Navy commission are highly encouraged to enroll in all NROTC courses.

Complete By End of		Sem Hrs	Scholarship		College Program Advanced Standing		Nurs e	STA- 21 <sup>2</sup>	SSM P
			Nav y	USM C	Nav y	USMC			
3/C	Calculus	6	●	+	+	+		●	
	English	6	●	●	●	●	●	●	●*
2/C	Physics (calculus based)	6	●	+	+	+		●	
	College Algebra or higher	6			●				●*

1/C	American History or National Security	3	•	•	•	•		2	
	World Culture and Regional Studies <sup>3</sup>	3	•	+	•	+	•	2	
	Physical Science	6			•				

TABLE 3-1: SPECIFIED COURSES

•: Required

+: Advised to make student competitive for USN scholarship

\*: Only required for SSMP enrolled at a State Maritime Academy

<sup>2</sup> [STA-21 Program Authorizations](#) take precedence over these requirements

<sup>3</sup> Project Go may substitute for this requirement but must be documented in the DCP

TABLE 3-2: NROTC COURSE REQUIREMENTS

Typical Timing		Scholarship or Advanced Standing					
		Navy	USMC	Nurse	MECEP	STA- 21	SSMP
4/C	Introduction to Naval Science	•	•	•		NSI	•
	Sea Power and Maritime Affairs	•	•	•		NSI	
3/C	Leadership and Management	•	•	• <sup>2</sup>		•	
	Navigation	•				NSI	
2/C	Strategic Sealift Officer Course						•
	Naval Ship Systems I (Engineering)	•				NSI	
	Naval Ship Systems II (Weapons)	•				NSI	
	Evolution of Warfare		•		• <sup>1</sup>		
1/C	Naval Operations and Seamanship	•				NSI	

	Fundamentals of Maneuver Warfare		●		● <sup>1</sup>		
	Leadership and Ethics	●	●	●	●	●	●
All terms	Naval Science Laboratory	●	●	●	●	●	●

●: Required

NSI: Course requirement met by completion of NSI

<sup>1</sup> PNS may waive course under conditions in 3-5 4.d. (2)

<sup>2</sup> PNS may waive course under conditions in 3-7 4.

14. Instruction and Content. NSTC N7 develops and NSTC N9 approves curriculum guides for each Naval Science course. NSTC N7 will make the curriculum guides available to all instructors. (All Naval Science curriculum guides are available online. Contact N934 for access to DoDLearn. Note: DoDLearn contains education aids beyond the curriculum guide and is a location supporting collaborative improvement of education aids for every Naval Science course through respective course coordinators.) The PNS is responsible for the instruction of these courses to ensure coverage of all PCCs, regardless of the amount of degree or course credit provided by the institution. Students must meet the learning objectives specified for each course in the respective curriculum guides. Team approaches to instruction are encouraged. In rare cases where the institution offers a course that is substantially equivalent to a Naval Science course, the PNS may permit substitution of that course with written approval from NSTC N9. In such cases, the PNS shall ensure all relevant competencies and specified learning objectives are met, using Naval Laboratory sessions to cover material not otherwise addressed. In a similar manner, a Naval Science course that cannot be completed during the normal course schedule (e.g., semester abroad, green-to-blue, direct conflict with degree completion) may be completed via directed study with written approval from N9. Such directed study courses must still appear on the student transcript or have an independent study waiver approved by N9 that documents coverage of PCCs taught in the course.

15. Adaptation for Quarters and Trimesters. Schools under the quarter system shall modify the credits for each course to a quarterly basis. For example, a three-credit semester course would be a five-credit quarter course based on the increased contact hours per week required to cover the material in the shorter time span of a quarter. Alternatively, a course may be divided over two quarters.

16. Accreditation Status and Reporting. NSTC N7 maintains records on the status of accreditation of Naval Science Courses relative to university credit and acceptance for degree credit in various majors for all host institutions and cross-town agreement institutions.

a. Each October, units shall review the previous year's Course Credit Survey data, update the information indicating course credit, course sequencing, or other changes that have occurred and forward the revised survey to NSTC N7. Where no changes have occurred, negative reports are required.

b. Unless a catalog is available on-line, annually, or upon revision, the PNS shall provide to NSTC N7 one copy of the undergraduate college/university catalogs/bulletins from the host institutions and other colleges and universities which have written cross-enrollment agreements.

17. NJROTC Credit. The PNS may exempt students having satisfactorily completed at least three years of naval science coursework in the NJROTC or MCJROTC from Introduction to Naval Science. The PNS is not authorized any exemptions for NJROTC students who completed less than three years of naval science in high school.

### **3-8 Curriculum Development and Revision**

1. General. The [PCC Manual](#) provides policy guidelines for the professional development of NROTC students. Using the guidance provided by the PCC Manual, NSTC N9 prescribes course content and NSTC N7 develops courses and procures necessary texts, references, training aids, and support material.

2. Course Coordinators. NSTC N9 designates specific instructors from NROTC units as Course Coordinators for each Naval Science course. The Course Coordinator role is a command responsibility. The PNS shall designate the unit instructor teaching the course the Course Coordinator Action Officer. Instructors so designated serve as a focal point of communication and information for NSTC N7 in reviewing, evaluating, and revising the course(s) assigned. Course Coordinator Action Officers shall chair peer review and revision panels when assigned. Course Coordinator Action Officers shall also serve on the staff of the semi-annual Instructor Prep Course to train prospective instructors in course content and teaching competencies. Each Course Coordinator shall directly liaison with NSTC N7 and NROTC units for matters pertaining to the curriculum assigned. Similarly, all NROTC units are authorized direct liaison with the Course Coordinators. NSTC expects an active exchange of information and ideas. Naval Science Instructors may submit course revision recommendations to the Course Coordinator at any time.

a. Other Officer Accession Programs. The Navy designates PCCs as the baseline for all Navy officer accession programs; hence, the basic core subjects are similar among these programs, creating the opportunity and the necessity for active interchange of thoughts and ideas and for the sharing of expertise. NSTC N7 and N9 (and the Course Coordinators as NSTC N9

representatives) shall maintain liaison with the United States Naval Academy (USNA) and Officer Training Command for this purpose.

b. Navy Technical Activities. As appropriate, the resources of the various technical activities throughout the Navy shall be used to develop naval science instruction. NSTC N7 and N9 (and the Course Coordinators as NSTC N9 representatives) shall determine requirements and establish required liaison.

c. Process. NSTC N7 shall develop and revise all Naval Science Courses used in the NROTC Program.

d. Although the courses are in a continuous state of review, NSTC N9 shall complete a comprehensive review of each course no less than once every four years in compliance with [DoDI 1215.08](#).

e. The development and revision processes, anchored on the PCCs, use a systems approach to instructional analysis, design, development, implementation, and evaluation. Using the PCCs as a baseline, NSTC N7 develops and structures appropriate learning objectives and instructional strategies to achieve effective and efficient instruction.

f. NSTC N9 manages curriculum updates and changes with assistance of Course Coordinators.

g. In addition to the required quadrennial review, each Naval Science Course Coordinator shall continuously review their assigned course to identify needed updates and changes. Revisions may be made for any of the following reasons:

- (1) Modification of the [PCC Manual](#);
- (2) Desirability or necessity based on Course Coordinator/unit interaction;
- (3) Revisions of prescribed texts and references;
- (4) Changes in technology, operational doctrine, command structure, etc.;
- (5) Direction from higher authority; or
- (6) Other appropriate indicators of the need for change.

h. The Course Coordinator Action Officer manages the curriculum development process for the assigned PNS, in accordance with course revision guidance provided in Appendix C. NSTC N9 directs the revision process but relies on the PNS of the unit, assigned in the Course Coordinator role to ensure content is relevant, current, and compliant with Navy policies. When revisions are submitted to N9, the curriculum shall be reviewed by a select group of subject matter experts determined by NSTC N7/9 and the course coordinator PNS in a peer review manner.

### 3. Curricular Materials

a. Curricula and Lesson Guides. NSTC N7 shall provide a curriculum guide for each Naval Science course and make the guides available online. Each curriculum guide contains course objectives, a listing of available instructional aids, the course bibliography, and lesson guides for each course topic. Each lesson guide provides applicable learning objectives, a listing of instructor references and student texts, identification of applicable instructional aids, method and procedures options, and a detailed outline of the presentation of content. The lesson guide is the primary resource for the instructor to prepare individual lesson plans. Because of differing circumstances among NROTC schools, it may not be possible to teach each lesson as a specific unit of instruction; however, instructors are accountable for meeting all learning objectives stated in the curriculum guides.

b. Lesson Plans. Lesson plans shall be prepared by NROTC instructors for each class for the course(s) they teach. The lesson plan is prepared using the appropriate lesson guide(s), references, and the officer's education, professional training, personal experience, and instructional style. Although personalized, the lesson plans shall be systematically prepared to include statements of applicable lesson objectives, specification of instructor and student resources, and a thorough and complete outline of the presentation. The basic format of the lesson guide is recommended for structuring lesson plans. Because teaching to the objectives defined in curriculum guides is a matter of accountability, instructional planning by instructors shall be reviewed during command self-inspections and by the NSTC N9 Command Assessment and Training Team (CATT). Detailed and fully documented lesson planning is required to promote effective teaching and shall be provided to the relieving instructor as a part of the turnover from the departing instructor.

c. Text, Reference, and Instructional Support. NSTC N7 shall coordinate the distribution of student texts, instructor references, and instructional aids for each Naval Science course. Materials in the Navy supply system that are not provided by NSTC N7 shall be requested through the NETPDC N862c, Instructional Materials Supply Technician, using the Naval Logistics Library order form. If NETPDC N862c is unable to procure the requested item, it should be ordered by stock number by the NROTC unit. Units will only be provided enough

texts to cover expected enrollment of NROTC program students. This expected enrollment is based on commissioning class size plus 20% to allow for students taking the course out of the normal sequence. In cases where civilian students enroll in a Naval Science course, NROTC units may loan available texts to these students. However, this practice shall not create a demand for additional texts. Units shall ensure the university will stock Naval Science textbooks required by civilian students for purchase at the university bookstore.

d. Additional Instructional Resources. NSTC N7 shall provide and support only those texts, references, and instructional aids identified in approved Naval Science curriculum guides and supporting special informational programs directed by higher authority. Units may supplement these course materials, if so desired, but such purchases must be from the unit's Operating Target (OPTAR). These other materials of interest shall be brought to the attention of NSTC N7 and the applicable brought to the attention of NSTC N7 and the applicable Course Coordinator for possible inclusion in the official curriculum.

### **3-9 Evaluation of NROTC Instructional Effectiveness**

The evaluation of instruction and instructional programs is imperative. In the NROTC Program, evaluation occurs at both the NROTC unit and program-wide.

#### **1. NROTC Unit-Level Evaluation**

a. Measuring Achievement. The unit shall use achievement tests to assess subject matter mastery and student competency. Instructors shall become competent in test construction and make full use of the techniques of test construction and validation. Course syllabi prepared by instructors shall specify the methods used for measuring student achievement and the frequency of such testing. The testing process shall be reviewed during command self-inspections and by the NSTC CATT.

b. Evaluating Instruction. The PNS shall establish a system to evaluate the instruction provided by NROTC instructors. The PNS and the Executive Officer (XO) shall each personally observe and evaluate each primary instructor for each Naval Science course at least once each term the course is taught and shall use Example 3-B when conducting this observation and evaluation. Multiple offerings of a course within a term (e.g. multiple sections, consortiums) which are taught by the same instructor are not considered separate courses. Evaluation shall be in writing and maintained for the duration of the instructor's tour. Where the institution specifies a system of instructional evaluation, the PNS shall use, but not be limited by, that system.

2. Test Security. The PNS shall also develop clear-cut written guidelines for security of Naval Science tests and other sensitive instructional material. Instructors shall avoid overuse of the same test questions. Such materials shall be afforded a level of security similar to that provided for an enlisted advancement exam. Test material maintenance and security shall be reviewed during command self-inspections and by the NSTC CATT.

### **3-10 NROTC Professional Training**

1. NROTC professional training includes the Naval Science Institute, Command and Leadership Training (CALT), Small Arms Training, Summer Training, indoctrination field trips and visits, and physical readiness. Each of these is detailed in paragraphs 3-11 through 3-17.
2. The NSTC Training Safety Program instruction, [NSTCINST 1500.13](#) (series), provides additional requirements for some training and should be consulted when planning training with any level of elevated risk. Examples include: small arms training, physical readiness, and swimming.

### **3-11 Naval Science Institute (NSI)**

NSI is an intensive professional, academic, and physical training program conducted by NSTC at Officer Training Command, Newport RI. NSI provides STA-21 Officer Candidates a longer course of professional and academic training. STA-21 academic work includes the following six Naval Science Courses: Introduction to Naval Science, Seapower and Maritime Affairs, Naval Ships Systems I (Engineering), Naval Ships Systems II (Weapons), Navigation, and Naval Operations and Seamanship.

### **3-12 Command and Leadership Training (CALT)**

In addition to the Naval Science Courses listed, all NROTC midshipmen shall receive CALT. This training is structured to ensure midshipmen are able to demonstrate officer command and leadership qualities prior to commissioning. CALT places the midshipmen in settings that manifest conditions of stress, time management, personal accountability, management decision making, and command leadership. To the maximum extent practicable, CALT shall occur in settings that simulate an operational unit. All midshipmen shall receive a minimum of 20 hours of CALT training during each of their last two years prior to commissioning. This requirement is separate from participation in summer cruise and exposure to a range of CALT options is

desirable. At a minimum, CALT shall include the options described below, with at least 10 hours per year being in one of the "preferred" options:

1. Drill team (preferred);
2. Inter/intra-unit competitive military exercises (preferred);
3. Battalion management and administration; and
4. Planning and coordination of major battalion functions.

### **3-13 NROTC Small Arms Training**

1. Midshipmen are required to demonstrate proper handling and firing of small arms using current safety procedures. [OPNAVINST 3591.1](#) (series) and [NSTCINST 1500.13](#) (series) cover safety of small arms programs and must be complied with in administering this professional training.

#### **2. Small Arms Training Requirements**

a. Caliber. Any small arms caliber may be used subject to range capability, but the 9mm pistol is preferred as it is the most universal small arm to which commissioned officers will be exposed. Note: Per DGM dated 29 Jan 18, CORTRAMID will serve as the primary sources for midshipmen to obtain the Navy Small Arms Training and Qualification.

b. Instructors. NROTC Units will ensure midshipmen who did not receive small arms training through CORTRAMID or OCS events meet the PCC requirement by contracting all aspects of the training (weapons, ammunition, range facility, etc.). If NROTC staff members conduct the training, all safety procedures and range qualifications listed in [OPNAVINST 3591.1](#) (series) shall be met prior to commencing training.

c. Range. Range selection by the unit must be done with rigor and with safety as the foremost concern. Ranges to be considered include military, law enforcement, university, and commercial ranges. Units may request assistance with range evaluation from NSTC Safety through N9.

Note: If removing drill or ceremonial weapons from NROTC controlled spaces, it is advisable to notify university/campus police of the move, especially when ceremonial weapons closely resemble operational small arms. Observation of these moves without notification has generated

campus security lockdowns in the past. Coordinate with your host university and/or municipality for further guidance.

3. Command Responsibilities. The PNS is responsible for the safe conduct of small arms training and adherence to applicable Navy safety and security regulations and requirements. Most units are expected to be unable to maintain a qualified Range Safety Officer (RSO) due to the semi-annual requalification requirement.

a. If the unit leads small arms firing, the Commanding Officer shall appoint, in writing, an RSO and alternate, as required for periods when the RSO is not present.

4. When assigned, the RSO or Alternate RSO shall:

a. Make certain all personnel involved in firing are knowledgeable of range safety procedures and requirements and the safe handling of weapons before allowing them to take part in live fire training. Unit-provided Primary and Alternate RSOs shall meet the qualifications and requirements set forth in reference [OPNAVINST 3591.1](#) (series); and

b. Ensure that all range safety regulations are enforced during small arms training and that the instructor-to-student ratios are in accordance with [OPNAVINST 3591.1](#) (series).

5. Units may seek alternate means than those listed above to safely and effectively accomplish the small arms training, such as:

a. Requiring students to participate in an appropriate university club or university course that provides or supplements small arms training to meet PCC requirements;

b. Using a nearby military range (to include those of other services) to meet PCC requirements. Students may be issued no-cost TAD orders to the military range to conduct training; or

c. Using small arms training conducted by USMC range staff during Marine week at CORTRAMID that meets or exceeds the PCC requirement.

6. Commands with midshipmen not completing small arms training through CORTRAMID shall review these references: [NETCINST 1500.13](#) (series), [NSTCINST 1500.13](#) (series) and [OPNAVINST 3591.1](#) (series) before determining the most appropriate means of completing small arms training. The references contain useful guidance in running a safe small arms training program and place substantial restrictions on administering a program at NROTC units.

7. Midshipmen and officer candidates that do not meet the PCC requirements for small arms training require a waiver submitted by the PNS to N93.
8. Units are encouraged to review guidelines for the Government Purchase Card Program. Units may not purchase ammunition directly using the government purchase card. However, range services that include expending ammunition as part of instruction are deemed a valid purchase and are subject to the same contracting dollar value limitations as other purchases. Split purchases are not allowed. Questions may be directed to NSTC N8.
9. NROTC midshipmen may be permitted to take advantage of additional training opportunities meeting the above guidelines. NSTC is not obligated to reimburse for ammunition. Such training, when available, shall focus on achieving a service pistol weapons qualification in accordance with [OPNAVINST 3591.1](#) (series) for all Navy students.

### **3-14 Summer Training**

1. General. A summer training period is conducted annually to furnish NROTC midshipmen the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods range from two to six weeks in length with embedded cruise experiences three to four weeks in length. NROTC Scholarship midshipmen are required to participate in summer training during each of the four summers between graduating from high school and commissioning at the end of their senior year. The first class cruise shall not be waived unless the Navy is unable to provide access to fleet resources (i.e. if midshipmen are not allowed aboard ships, submarines and squadrons due to health protection concerns caused by a pandemic).

a. Fourth Class Summer Training. New Student Indoctrination (NSI) at Naval Station Great Lakes is a key component in the training cycle of a Midshipman and is a program requirement for participation in the NROTC program. The training event is normally conducted the summer prior to a midshipman candidate reporting to their respective NROTC unit. Midshipman candidates who were unable to participate the summer leading up to their fourth class year will be required to complete NSI the following year or be disenrolled from the NROTC program. College programmers applying for a Navy or Marine Corps 3-year side-load scholarship are required to attend NSI. The waiver authority for failure to complete NSI and activation of NROTC scholarships is held by the NSTC Director of Officer Development (N04) and may not be further delegated.

b. Third Class Summer Training. Normally conducted between the freshman and sophomore academic years for all scholarship students who have completed NSI, Career Orientation and Training for Midshipmen (CORTRAMID) provides warfare community

indoctrination. Nurse Corps Option midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is at-sea training with the midshipmen assigned to the medical department of the ship. See Midshipman Summer Training Manual, [NSTC-M 1533.5](#) (series).

c. Second Class Summer Training. Second Class Summer Training is conducted between the sophomore and junior academic years for all scholarship students who have completed NSI. This at-sea

training on surface ships and submarines furnishes midshipmen with basic shipboard orientation, an introduction to senior enlisted life, the Chief and division officer relationship and the roles of the work center supervisor. Second class midshipmen who completed NSI but did not participate in CORTRAMID as third class midshipmen may do so in lieu of second class cruise if billets are available. Nurse Corps Option midshipmen who did not attend third class cruise shall participate in the second class at-sea training. 2/C Marine Option MIDN shall attend a Fleet Marine Force cruise .

d. First Class Summer Training. First Class Summer Training is conducted between the junior and senior academic years for all first class NROTC midshipmen. First class cruise provides exposure to the officer and wardroom environment and is executed in an at-sea training environment aboard a ship. First class Navy Option midshipmen may also opt for aviation, submarine, or Foreign Exchange Training for Midshipmen (FOREXTRAMID). When practicable, the type of cruise should be aligned with anticipated designator. Marine Option first class midshipmen attend Officer Candidate School (OCS) in Quantico, VA. Marine Option midshipmen shall also be required to sign an OCS Statement of Understanding prior to reporting to OCS. The Nurse Corps Option first class cruise is at a naval hospital, with the primary training objective to learn the organizational structure and functions of a naval hospital and to gain appreciation for the concept of Navy healthcare. Absent exceptional circumstances (such as a pandemic), midshipmen unable to complete their First Class cruise during the summer training period will be required to accomplish during the academic year and cannot commission until the cruise is accomplished.

2. Eligibility for Summer Training. To be eligible for Third, Second, and First Class Summer Training, midshipmen must be on scholarship or Advanced Standing, meet the physical fitness and body composition standards of Section 3-20, and cannot be on LOA. Due to its physically demanding nature, OCS requires participants to have attained a minimum PFT score of 265. The PNS may waive the physical fitness standards for Third and Second Class cruises only to the extent given in Table 3-3. The physical fitness standard may not be waived for midshipmen attending OCS.

Note: Units are responsible for conducting official PFAs listed in Table 3-3. Inventory PFAs conducted at CORTRAMID will not preclude training but can place a midshipman on FEP during CORTRAMID.

Table 3-3 Summer Cruise Physical Fitness/Readiness Requirements

Cruise	Fitness Level	USMC PFT SCORE	USN PFA Score
CORTRAMID	Recommended	-	-
	Standard	200	Good Low (20-24)
	Min Waiverable	Per PNS	Satisfactory
2nd Class	Recommended	-	-
	Standard	235	Good Low (20-24)
	Min Waiverable	220	Satisfactory
1st Class	Recommended	265	-
	Standard	235	Good Low (20-24)
	Min Waiverable	No Waivers	n/a

a. Scholarship Midshipmen. For Scholarship Program students, the timing of the appointment to Scholarship status determines the requirement for participation in summer training. All 4-year NROTC Scholarship students should participate each summer. Those appointed to 3-year scholarships are eligible to cruise following completion of NSI and at least one term on scholarship; however, Spring-start Scholarship midshipmen are space-available only in the first summer, by special request from the unit to NSTC N94. Three-year Navy Option scholarship recipients, following completion of NSI, may participate in CORTRAMID or Second Class cruise and First Class summer training periods. One-year and two-year Navy Option scholarship recipients shall participate in first class summer training only upon completion of NSI. Marine Option scholarship recipients may participate in CORTRAMID or Second Class Cruise following completion of NSI, and shall participate in OCS regardless of NSI completion status.

b. College Program Midshipmen. Each NROTC College Program Advanced Standing student is required to participate in the first class cruise following completion of NSI. Marine Option Advanced Standing students are required to complete OCS regardless of NSI completion status. College Program students shall not participate in Third or Second Class summer training.

c. SSM. SSM expressing a strong interest in active Naval Service following graduation are eligible to participate in at-sea cruises similar to those of NROTC midshipmen. However, as they are not NROTC midshipmen, they are ineligible for NROTC Program funding and generally pay all expenses out-of-pocket, including transportation, lodging, and meals. SSM shall request at-sea cruises via NSTC N94.

d. STA-21. STA-21 Officer Candidates do not participate in summer training and are required to maintain full-time academic study during the summer term.

e. MECEP. MECEP Officer Candidates are required to complete Marine OCS at Quantico prior to reporting to the NROTC unit and are not required to participate in summer training

3. Waivers and Postponements. Summer training is required of all NROTC Scholarship midshipmen every summer between selection for an NROTC scholarship and their senior year. NSTC N04 may waive Third and Second Class cruises for eligible midshipmen in special cases. Waivers are not appropriate for midshipmen found to be ineligible; for such cases notify NSTC N94 of the midshipman's ineligibility and document the cause in the midshipman's record. Where CORTRAMID or Nurse afloat cruises are waived following freshman year, they can be completed, as space permits, following the sophomore year. Because OPNAVINST 1530.8A requires NSTC to ensure midshipmen participate in at least one cruise prior to commissioning and completion of either the First or Second Class cruises normally satisfy the USC 10 (Title 10) commissioning requirement for Navy-option NROTC midshipmen, completion of a cruise can be postponed beyond the summer, but at least one cruise must normally be completed prior to commissioning (legal exceptions can only be made during exceptional circumstances, such as a pandemic resulting in prohibitions from midshipmen being allowed aboard ships, submarines, and squadrons). Thus, midshipmen postponing their First Class cruise may be required to complete their First Class cruise AFTER graduation but PRIOR to commissioning. Requests for waivers and/or postponements shall be considered by NSTC N94 beginning in March and forwarded to the N04 for approval. Midshipmen with post-commissioning ship assignments shall not cruise on their assigned ship.

#### 4. Academic Year Cruises

a. Academic year cruises are provided only for midshipmen unable to complete a cruise during their First or Second Class Summer Training. As the December break timeframe is usually not sufficient for fleet training due to holiday stand-down, academic year cruises are available on a limited basis. Commanding Officers shall submit requests for academic year cruises to NSTC N94 in accordance with the annually-published Academic Year Cruise Official Mail Message.

b. Submarine orientation cruises are available on a limited basis during the academic year for those individuals considering submarines for service assignment and are coordinated by NSTC N91. Refer to [OPNAVINST 6420.1](#) for physical requirements for embarking on submarines.

5. Regulations. NROTC Scholarship and College Program Advanced Standing midshipmen are on active duty orders during summer cruise and are, therefore, subject to all laws and regulations of the U.S. Naval Service, including pertinent ship or station orders, special cruise or training regulations, and the UCMJ. However, in accordance with JAGINST 5800.7 (series), article 0106, non-judicial punishment is not authorized for midshipmen. Consult the NSTC Staff Judge Advocate (SJA) regarding any UCMJ violations committed by any midshipman during summer training.

Note: While Project Go opportunities are highly desirable (to include substitution for the World Culture and Regional Studies course requirement) and provide strategic language training for DoD, these are not technically summer training; thus, midshipmen are not on active duty during these events, and a waiver is required when Project Go interferes with summer cruise. Expect such waivers for Project Go to be granted by N04 unless this interferes with a commissioning requirement.

6. Preparation of Midshipmen. The unit staff shall thoroughly prepare midshipmen for cruise. As this may be the first time these young adults have traveled outside their local regions, particular care must be paid to ensure their safety. Providing midshipmen with “life lines” (i.e., phone numbers and points of contact both at the destination and at the unit) is one key element of this preparation. The following summer training governing instructions are updated annually and are available on the NROTC website <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/>:

- a. Midshipman Summer Training Manual, [NSTC-M 1533.5](#) (series);
- b. Midshipman Summer Training Handbook, [NSTC M-1533.6](#) (series);
- c. [OPNAVNOTE 1530.8](#); and
- d. NSTCNOTE 1530.

### **3-15 Sail Training**

1. Units are not required to maintain a sail program and will not be funded to do so.

### **3-16 Indoctrination Field Trips and Visits**

1. General. The professional training of NROTC students extends beyond the study of naval science on campus and summer training. This important aspect of training takes on a variety of

forms as allowed by available opportunities. Visits to Navy and Marine Corps bases, surface ships, submarines, and aviation indoctrination visits are typical events that contribute to motivating and preparing students for future Naval Service.

2. Scheduling of Field Trips and Visits. PNS requests shall be addressed to the appropriate Fleet commander, training command, or designated representative, with information copies to NSTC N93. Because of the time involved in coordination of unit travel, early submission of requests is essential.

a. The PNS shall request aviation indoctrination visits through the Chief of Naval Air Training (CNATRA (N3)) and the respective aviation type commander for visits involving any flying activities, providing information copies of all correspondence to NSTC N93.

b. The PNS shall request for nuclear submarine indoctrination field trips through the appropriate commander geographically closest to the unit, providing information copies of correspondence to the respective type commander and NSTC N91.

c. The PNS shall request surface ship indoctrination field trips through the appropriate commander, providing information copies of all correspondence to the respective surface force type commander and NSTC N93.

d. Units shall coordinate visits to Marine Corps bases. Instructions for these visits are published in an annual MARADMIN.

3. Faculty Participation. In an effort to increase the value of indoctrination field trips and visits, units are encouraged to authorize participation of a limited number of faculty members, in addition to NROTC midshipmen and staff. This participation shall be on a space-available basis and per Management of Department of the Navy Airlift Assets, [OPNAVINST 4631.2](#) (series), Public Affairs Policy and Regulations, [SECNAVINST 5720.44](#) (series), and guidance provided by NSTC and NETC. Release from claim of injury is required for each non-NROTC student not otherwise entitled to space-available travel under the provisions of [OPNAVINST 4631.2](#) (series).

4. Special Provisions. Indoctrination field trips and visits are separate and distinct from "annual training duty" and do not constitute "active duty for training" as defined in the Servicemen's and Veterans' "Survivor's Benefits Act," even though these may, in rare cases, be of more than 14 days in duration. Such field trips and visits are provided for by Section 2109, USC 10 (Title 10). Section 8140, USC 5 extends the death and disability entitlement of Subchapter 1, Chapter 81, USC 5 to such persons with certain limitations.

5. NROTC Student Orders. To ensure NROTC events have an official status, NROTC students participating in field trips, visits, orientation programs, and unit-sponsored events, including overnight training, the unit shall issue appropriate orders for each period of participation.

a. Unfunded (no-cost) orders are generally appropriate and may be issued at the unit's discretion using the Defense Travel System (DTS) (or a completed DD Form 1610 outside DTS).

b. Funded orders may only be issued with NSTC N04's approval, and only for events to improve professional knowledge. Funded orders shall be issued through DTS.

6. Operational Risk Management (ORM). PNSs must conduct a formal, written ORM assessment for any field trip, visit, orientation, or similar NROTC official event. Training Time Out (TTO) may not be part of some visited units' operational mind-set, so NROTC units must ensure, before the visit, that TTO procedures shall be followed for midshipmen.

### **3-17 Physical Readiness/Fitness Training**

#### **1. General**

a. Physical fitness is a crucial element of mission performance and must be part of every midshipman's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all NROTC students and military personnel shall maintain personal fitness by regular exercise and proper nutrition.

b. The principal goal of the Physical Readiness/Fitness Program is to create a culture of fitness to enhance a member's ability to complete tasks that support the command's mission. The NROTC unit PNS shall safely and effectively integrate physical readiness activities into the training program.

c. The Physical Fitness Assessment/Physical Fitness Test/Combat Fitness Test (PFA/PFT/CFT) includes a Body Composition Assessment (BCA) and Physical Readiness Test (PRT). BCA for midshipmen is height/weight standards or body circumference measurements, if necessary (i.e., no single-site abdominal circumference measurement from NAVADMIN 178/15). BCA for active duty personnel (Officer Candidates) will include single-site abdominal circumference measurement, if necessary. The PRT consists of planks, push-ups, and either run or swim. The Marine PFT consists of planks, pull-ups or push-ups, and a three-mile run. The Marine CFT consists of three events: Movement To Contact (MTC), Ammunition Lift (AL) and Maneuver Under Fire (MANUF).

d. All students are required to meet the standards set forth in this manual. Members who are unable to meet PFA/PFT/CFT standards shall be subject to administrative action. The PNS shall recognize members who make significant improvements in physical fitness or consistently score excellent or better through comments on fitness reports, evaluations, and other incentive awards.

## 2. Command Physical Fitness and Conditioning Administration

a. Background. As potential future Naval Officers, the unit must indoctrinate students in a healthy and fit lifestyle congruent with military service. The professional development of students assigned to NROTC units shall include physical conditioning to meet military requirements. (See Appendix B.)

(1) Guidance from this chapter, along with [OPNAVINST 6110.1](#) (series), the 21<sup>st</sup> Century Sailor portion of the Navy Personnel Command website, and [MCO 6100.13A](#) (series), shall assist to safely and effectively administer a unit's physical training program.

(2) Providing student guidance on elements of physical training programs (e.g., proper hydration, warm-up, cool-down), enhances the safety of physical training. Guidance does not negate the need to conduct an ORM assessment prior to each and every physical training session. The risk factors to be assessed shall include the particular requirements of the unit, with emphasis on location, climate, season, weather, and the purpose of the event being conducted.

b. Student Initial Physical Condition. When students report to the unit, little is known of their physical capabilities. Students may be reporting to a geographic or climatic region that is dramatically different from their home of record. For these reasons, a conditioning program based on sound physiological principles and tailored to meet individual needs from pre-entry through commissioning is required.

c. Responsibilities. Responsibilities are described in [OPNAVINST 6110.1](#) (series), [MCO 6100.13A](#). Physical and Medical Requirements can be found on the NROTC website, [Naval Reserve Officers Training Corps - Scholarship Requirements \(navy.mil\)](#). Additional responsibilities are provided in the following paragraphs.

(1) NSTC N9. Physical conditioning congruent with military service shall start at or before selection for an NROTC scholarship. Selectees shall be notified of military height/weight and physical fitness standards. In addition, all selectees shall be directed to the Program Requirements for New Student Indoctrination (NSI) on the NROTC website, [Naval Reserve Officers Training Corps - Program Information \(navy.mil\)](#), in preparation for meeting Navy or

Marine Corps physical training requirements. For references to Marine Corps fitness standards, see [MCO 6100.13A](#).

(2)NROTC Units shall:

(a) Ensure all medically-qualified personnel meet or surpass all physical readiness standards;

(b) Provide, via welcome letters/packages, a second notification of Navy or Marine height/weight and physical fitness standards, along with information on the planned dates of the initial and official PFA/PFT/CFT;

(c) Conduct at least one inventory PFA/PFT one to three months prior to each official NROTC PFA/PFT. The inventory PFA/PFT provides the individual students the opportunity to gauge their level of conditioning and physical readiness prior to an official NROTC PFA/PFT. The PNS may waive students with demonstrated superior physical readiness from an inventory PFA/PFT. The inventory PFA/PFT may also indicate a need to assign a Fitness Enhancement Program (FEP). Additional physical fitness tests may be administered at the PNS' discretion to facilitate the monitoring of students. Note: PFA/PFTs conducted at CORTRAMID are not official and, therefore, may not be used for placing students on LOA or making a disenrollment recommendation;

(d) Provide information and activities to assist students in achieving physical fitness standards. Unit directed activities to meet this requirement should not occur more than three times per week;

(e) Conduct an official fitness evaluation in compliance with [OPNAVINST 6110.1](#) (series) and [MCO 6100.13A](#) (series) twice per year with the tests at least four months apart. Navy Option midshipmen shall be given the PFA twice, while Marine Option midshipmen are given the PFT in the first half of the calendar year and the CFT in the second half; and

(f) Develop and implement a FEP that meets the needs of all personnel striving for improved fitness, not simply those who do not meet standards. FEP plans may direct activity more than three times per week. The FEP must be designed to increase and maintain cardio respiratory fitness, muscular strength, endurance, and flexibility, reduce excess body fat, promote year-round fitness and health, and provide nutritional guidance.

(3)NROTC CO. The CO has overall responsibility for the physical training program. At a minimum, the CO shall:

- (a) Ensure all physical training complies with [NSTCINST 1500.13](#) (series);
- (b) Brief the NROTC staff on the proper conduct of the Navy PFA and the Marine PFT/CFT, along with guidance outlined in the chapter;
- (c) Monitor the overall physical fitness of students through the implementation of a safe and effective year-round physical conditioning program;
- (d) Reinforce the importance of a year-round physical conditioning program for all students prior to extended periods of absence from the unit; and
- (e) Appoint a Command Fitness Leader (CFL) to administer the physical conditioning program as outlined in Navy and Marine Corps directives.

(4)Command Fitness Leader. The CFL designs and directs unit physical training in accordance with Navy and Marine requirements. The CFL shall:

- (a) Obtain prescribed training for CFLs outlined in [OPNAVINST 6110.1](#) (series);
- (b) Consider principles of acclimation, injury prevention, safety, and exercise physiology in designing physical training;
- (c) Require presence of an AED prior to commencement of all physical training (for outdoor runs, the AED will be carried in a vehicle or pack);
- (d) Report all student physical training injuries requiring medical intervention (beyond immediate first aid) per [OPNAVINST 6110.1](#) (series) and [MCO 6100.13A](#) (series), to NSTC N92A (Medical Liaison) and to the NSTC Safety Manager; and
- (e) Ensure midshipmen obtain a qualified or waived status on their DoDMERB physical. If not qualified or waived prior to the start of the first unit-directed physical conditioning session, the midshipmen must submit a recent (notionally 90 days) civilian sports physical to the CFL. **Under no circumstances shall a MIDN participating in unit-directed physical training (PT) without proper documentation of a physical examination.** The unit requirements must meet or exceed academic institution requirements for physical training programs (e.g., intramural sports).

Note: Satisfactory completion of NSI during the summer before fall term shall be considered sufficient to meet the 90 day currency on sports physicals and avoid duplicate sports physicals for entry into the NROTC program as long as no positive screening questions appear on the PARFQ and Annual Certification of Medical Status.

(5)Academic Advisor. The academic advisor shall incorporate a review of physical conditioning into the regularly scheduled professional development advising sessions. A review of the student's progress on physical conditioning can be validated through personal logs, observed performance, and PFA results. These sessions provide an opportunity to document performance progression.

(6)Students. While the NROTC Program provides information and activities to assist students in achieving physical fitness standards, it is the responsibility of students to:

(a) Participate in the unit physical conditioning program and maintain an adequate personal PT program to meet physical fitness standards;

(b) Develop and maintain a lifestyle that promotes optimal health and physical conditioning; and

(c) Report injuries or illnesses that limit participation in physical conditioning or individual physical activities at the first available opportunity to the CFL or unit staff. Reporting mechanisms include verbal notification to a unit staff member and the Physical Activity Risk Factor Questionnaire (PARFQ).

d. Action. NROTC unit Commanding Officers/OICs shall ensure completion of the following in the execution of their PT programs:

(1) Ensure the CFL has each student complete a yearly Physical Activity Risk Factor Questionnaire (PARFQ) prior to starting unit-directed PT. Any affirmative responses require evaluation by a licensed physician, nurse practitioner, or Navy Independent Duty Corpsman prior to initiating PT, and the PNS's signature. The CFL must also have each student complete an Annual Certificate of Physical Condition, [NSTC 1533/107](#) (refer to Section 9-10). Note: The [NSTC 1533/107](#) is required in each subsequent year (even for college programmers that had a valid sports physical in the initial year);

(2) Ensure completion of a DoDMERB physical indicating the status of physically "qualified (Q)" or "waived (W)" for each scholarship midshipman participating in PT. If a midshipman does not have a DoDMERB status of waived or qualified, a sports physical must be completed no earlier than 90 days prior to the first unit PT session. Under no circumstances shall PT commence without proper documentation of a physical examination;

(3) Conduct ORM prior to every PT session. Risk factors to be assessed and mitigated shall include but not be limited to safety, and conditions (such as terrain and environment, weather,

emergency provisions, and emergency actions plans with contact phone numbers). Care should be taken when running or training in wet or slippery conditions. Use heat and wind chill index charts (such as that found on the National Oceanic and Atmospheric Administration website at <https://www.weather.gov/safety/cold-wind-chill-chart>);

(4) Conduct training on wellness and safety topics per [OPNAVINST 6110.1](#) (series). These topics can be found in NROTC's Naval Science Laboratory Curriculum Guide, [OPNAVINST 6110.1](#) (series), and the Navy and Marine Corps Public Health Center (NMCPHC) website at <https://www.med.navy.mil/Navy-Marine-Corps-Public-Health-Center/Pages/Home/>. Ensure a TTO brief is conducted prior to every unit-directed PT session. This brief shall include demonstrations of the standard signals used to identify a person in trouble or who requests a TTO. Signs of impending distress and the need for honest self-reporting shall be reviewed with all students and staff semi-annually. PFA/PFT/CFT standards shall be reviewed with all students and staff at the beginning of each term and prior to official PFA. Training on acclimation/hydration shall be conducted annually, at the beginning of the fall term. First aid procedures shall be reviewed semi-annually. Nutrition shall be discussed annually;

(5) Conduct an assessment of a new student's physical condition at matriculation or new student orientation by assessing stated pre-entry level of conditioning (running) using NRCFNG Program stages, conducting a pressure-free, off-record trial PFA/PFT, and comparing the NRCFNG stage and trial PFA/PFT run time to develop an individual conditioning program utilizing the NRCFNG Pre-Entry Physical Training Plan as a general guide. .

(6) Incorporate the following into unit PT sessions:

(a) Direct staff supervision at all unit-sponsored/directed PT sessions, to include swim qualifications. Personnel other than unit staff are prohibited from independently conducting or supervising unit PT. Unit PT is for officer candidates and midshipmen students (Navy Baccalaureate Degree Completion Program (BDCP) and Marine Platoon Leaders Course (PLC) members may participate with a signed hold harmless agreement);

(b) Adequate hydration through replenishment of lost fluids;

(c) A 5-minute warm-up, 5-10 minutes of stretching, aerobic or muscular endurance activity appropriate to the level of the individual, 5 minutes of cool down and 5-10 minutes of stretching;

(d) Up to three unit-directed PT sessions per week as part of an individual fitness plan to ensure an appropriate fitness level. In special circumstances, when approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions, such as FEP.

(e) FEP shall be separate from general unit-directed PT; and

(f) Sound ORM and physical training practices at all times.

(7) Encourage all students to participate in the FEP to improve their physical conditioning and maintain established standards. If needed, and approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions.

(a) Participation in FEP is required when a student does not meet the physical fitness or body composition standards given in section 3-20 .

(b) Students shall not be released from required participation in the FEP until they meet both the physical fitness and body composition standards given in section 3-20 for a monthly mock PFA or an official PFA.

### 3. Administration and Testing

#### a. Physical Fitness Testing

(1) Each student shall be required to take the Navy PFA twice or Marine Corps PFT and CFT each academic year, with the tests at least four months apart. Retesting procedures are detailed in [OPNAVINST 6110.1](#) (series) and [MCO 6100.13A](#); in addition, units shall document each PFA/PFT/CFT test on the evaluation and counseling reports. The results of each official test shall be noted in the OPMIS student file and block 7a of the Evaluation Report and Counseling Record (NAVPERS 1610/2). Scores impact block 35 ratings as well (see Section 6-5 , paragraph 6.c.)

(2) Units are encouraged to provide suitable recognition to students who demonstrate exceptional progress or achievement in the physical fitness program (e.g., for those achieving an Outstanding; 285 for Marines).

(3) The unit shall ensure that all scholarship midshipmen have an OPMIS physical status code of "Q" (Qualified) or "W" (Waiverable) prior to the PFA/PFT/CFT. Any midshipman with a physical status code of "D" (Disqualified) or "R" (Remedial) cannot take the PFA without a sports physical stating the student is physically qualified to participate. College Program Basic Standing students must provide a sports physical stating the student is physically qualified to participate in the PFA/PFT/CFT.

(4) The PNS must refer students with positive answers on the Risk Factor Screening Questionnaire to a physician, adult nurse practitioner, physician assistant, or Independent Duty Corpsman for medical clearance.

b. Swimming

(1) Swim tests shall be given to all first-term NROTC students. Entering students failing to qualify as swimmer 3rd class shall be required to obtain qualified swim instruction, typically from a third party. Swim Test Administrator qualification is not sufficient to provide swim instruction. The results of the swimming test shall be noted in their Fitness Report and Counseling Record.

(2) Units without university swimming facilities available shall arrange for suitable public or private facilities. If necessary, funds shall be requested from NSTC N9 in the annual budget call.

(3) Any unit-directed swimming events, including those associated with the PFA and with 2nd and 3rd class swim tests, require at least one staff member and as many qualified lifeguards as necessary to ensure a safe student-to-lifeguard ratio, as outlined in [NETC Swim Manual P 1552/16](#) (series) and [NSTCINST 1500.13B](#). The [Record of Swim Qualification](#) is used to assist swim-test administrators.

Note: Swim Test Administrators are not conducting a course/specific class; thus, High Risk Medical Screening forms are not required to administer swim tests. Participants shall comply with medical screening requirements for participation in all physical training, the medical screening includes the annual periodic health assessment (PHA), a semi-annual NAVPERS 6110/3 Physical Activity Risk Factor Questionnaire (PARFQ), and pre-physical activity questions (e.g., Do you have chest pain (with or without exertion), bone or joint pain, high blood pressure or high cholesterol?; Have you had a change in your medical status since the last time you were asked these questions?; Are you ill today or know of any medical condition that may prevent you from participating in physical activity today?; etc...). Members who respond "yes" to one or more of the pre-physical activity questions (except the question on PHA currency) shall be referred to a physician, adult nurse practitioner, physician assistant, or Independent Duty Corpsman for medical clearance.

### **3-18 Academic Standards of Student Performance**

PNSs shall encourage their midshipmen to work to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to ensure that NROTC graduates can satisfactorily complete Navy post-accession training and be professionally competitive in the various warfare communities. To maximize the

opportunity to achieve these important standards, the PNS may direct mandatory study, not to exceed 15 hours per week.

1. Academic Standards. To ensure NROTC graduates are properly prepared academically, each student shall meet the following standards:

a. Have no failing grade in any subject required for completion of degree or commissioning requirements;

b. Maintain a cumulative GPA on a 4.0 scale of 2.5 for midshipmen, MECEPs, and STA-21 OCs, or 3.0 for STA-21 Nuclear and CEC Options;;

c. A term GPA of 2.5 for midshipmen, MECEP, and STA-21 OCs, or 3.0 for STA-21 Nuclear and CEC Options.; university's School of Nursing admission standards, but not less than 2.5 on a 4.0 scale;

d. Maintain satisfactory overall progress toward completion of degree requirements within established program time limits while maintaining full-time student status per institution regulations; and

**e. Keep their NROTC class advisors fully informed about all matters pertaining to performance, degree progress, and changes to their degree completion program.**

2. Waivers. NSTC N9 may waive specific courses or requirements when academic or professional work has been achieved that substantially and clearly meets all course requirements for which a waiver is requested.

3. Academic Deficiencies.

a. Academic deficiency is defined as failure to comply with one or more of the standards addressed in this chapter. Administrative procedures for academic deficiencies are addressed in Chapter 6. Appendix B provides guidelines.

b. An academic deficiency exists when any of the following apply:

(1) Failed or incomplete courses. Passing grades which do not permit enrollment in a required follow on course may still represent a deficiency for failure to maintain satisfactory progress, see 1.d above;

(2) Failure to maintain good academic standing with the academic institution;

- (3) Failure to meet standards identified under paragraph 1 above;
- (4) Term credit less than 12 credits (excluding Naval Science credits) without PNS approval for midshipmen or less than term credit equal to full time student for MECEPs and STA-21 OCs;
- (5) Calculus or physics requirement not met as scheduled without a time-of-completion waiver; or
- (6) For a repeat failure of a program required calculus or physics course the PNS must place the student on Academic LOA.

### **3-19 Conduct and Aptitude Standards of Student Performance**

1. Conduct Standards. Students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. Inappropriate standards of conduct are categorized as major and minor offenses.

a. Major offenses. Major offenses are those offenses which violate the NROTC Honor Code or involve moral turpitude, a serious breach of discipline, disregard or contempt for authority, or actions which bring discredit upon the Naval Service. Major offenses include but are not limited to the following:

- (1) Falsehoods of any nature, including fraud, cheating, plagiarism, and intentional failure of any NROTC standard;
- (2) Theft;
- (3) Moral turpitude offenses;
- (4) Alcohol/drug abuse;
- (5) Insubordination;
- (6) Assault;
- (7) Hazing;
- (8) Destroying or defacing property;

(9) Aggravated or repeated unauthorized absence, to include unauthorized academic class absences

(10) Sexual harassment/assault;

(11) Harassment of any persons or groups based on race, color, religion, sex, national origin, or sexual orientation;

(12) Pattern of conduct unbecoming an officer (conviction not required); and

(13) Repeated infractions of minor offenses.

b. Minor offenses. Minor offenses are offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, or regulations, such as poor grooming standards, poor personal appearance, and repeated tardiness or unauthorized absence regarding prescribed Naval Science classes or activities.

2. Aptitude Standards. Aptitude is the perceived ability of a student to succeed in commissioned service. The delineation between satisfactory and substandard aptitude is a responsibility of the PNS. The PNS shall determine aptitude performance based on personal observation, counseling records, and discussions with unit personnel. The PNS shall document this performance on the midshipman's fitness reports (Section 6-5) and in OPMIS.

a. An aptitude deficiency exists when any of the following apply: commission of a major or minor offense (as described above), failure to meet physical readiness requirements (as described below), poor display of leadership, unwillingness to schedule required academic courses, dropping courses without prior approval of the PNS, or poor personal conduct, such as irresponsibility in contracting debt.

b. While term aptitude marks shall reflect all aptitude deficiencies, students who commit a major offense should be considered for a disciplinary disenrollment rather than an aptitude disenrollment (see Chapter 6).

c. Students who receive a term aptitude grade of 2.5 or below shall receive, at a minimum, an "Aptitude Warning" letter from the PNS (See section 6-7 ). The PNS may also choose to place the student on probation. Marginal performers who are retained in the NROTC Program are to be regularly supervised and counseled by the responsible class advisor and the PNS. If improvement to full acceptability is not noted, the PNS will consider disenrollment.

### 3-20 Physical Readiness Standards

All students must strive for their highest levels of excellence in physical fitness and swimming skills. The amount of personal effort and improvement shall be used to determine aptitude for the service. The standards regarding physical fitness and body composition are addressed in applicable Navy and Marine Corps directives [OPNAVINST 6110.1](#) (series) or [MCO 6100.13A](#).

#### 1. Physical Fitness Standards

a. Navy Option midshipmen and STA-21 OCs must obtain a PFA score of "Good Low" (utilizing 20-24 year age group for midshipmen and appropriate age group for STA-21 OCs) as outlined in [OPNAVINST 6110.1](#) (series) in all areas. A swim may be substituted for a run only in special cases; if a run is not completed during the first class year, approval is required from NSTC N93. Runs may be conducted on treadmills in accordance with Navy PFA standards.

b. Marine Option midshipmen must obtain a PFT score of 200 for their current age group for scholarship activation. 3/C and 2/C Marine Option midshipmen must obtain a 235 for their current age group as outlined in [MCO 6100.13A](#) (series). Although not required, it is recommended that Marine Option students maintain a PFT score of 265 or higher to successfully complete the 6-week OCS course. The CFT minimum score is 235 for all classes.

Note: Approximately 10% of Marine Option scholarships are 3-year scholarships awarded to high school graduates with college credits. For these midshipmen, the 200 PFT applies to their first year.

c. All students must meet the applicable standard above during their First Class year in order to commission.

d. **All students are expected to improve their level of physical readiness achievement as they progress through the program.** The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer. If the member is not within standards, the PNS must have a medical evaluation conducted prior to assigning the student to remedial FEP.

2. Body Composition Standards. NROTC students whose height/weight and/or body fat percentage exceed established standards below shall participate in FEP physical conditioning and are to obtain professional dietary assistance. If out of standards, midshipmen, STA-21 OCs, and MECEPs shall not be commissioned.

- a. Navy midshipmen are not allowed to have body fat percentages in excess of 23% for males and 34% for females. Neither PNS nor NSTC N9 may waive.
- b. [MCO 6110.3](#) (series) gives the body fat percentage limits for Marine Option midshipmen and MECEPs. PNS or NSTC N9 shall not waive.

### 3. Swimming Standards

- a. Midshipmen shall qualify as Swimmer 3<sup>rd</sup> Class (per [MILPERSMAN 1414-010](#)), by the end of the first year in the program.
- b. Units shall verify that STA-21 OCs and MECEP Marines have met service swim qualifications.
- c. Due to the number of career paths that require Swimmer 2<sup>nd</sup> Class, all students shall test for Swimmer 2<sup>nd</sup> Class. Those qualifying as Swimmer 2<sup>nd</sup> class are exempt from further swim testing. Students failing to qualify Swimmer 2<sup>nd</sup> class shall retest annually.

### 4. Physical Fitness Deficiencies (see Appendix B). A physical fitness deficiency, which is also an aptitude deficiency, exists when any of the following apply:

- a. Failure to meet the physical fitness or body composition standards given above during an official PFA;

(1)For seniors, the PNS shall place the student on LOA and shall not commission the student prior to them subsequently meeting the above physical fitness and body composition standards.

(2)For all other students who fail to meet the above standards, the PNS shall take administrative and/or remediation actions as appropriate for the severity and number of failures. Appendix B provides guidance.

(3)Units shall submit a disenrollment package and recommendation for students failing to meet the above standards twice in a three year period. Note that the above standards are higher than the general Navy standards. Any CO recommendation for retention in a disenrollment package submitted under this paragraph must provide justification for an exception to this disenrollment policy; and

- b. Failure to meet the swimming standards above.

(1) Midshipmen who cannot meet swimming standards within the first year of the program must seek remedial swim instruction. NOTE: Swim Test Administrator is not a swim instructor qualification.

(2) In preparation for The Basic School (TBS), MECEPs and Marine Option midshipmen should be allowed ample opportunity to master swim requirements;

(3) College Program midshipmen shall not be admitted to advanced standing unless these standards are met; and

(4) Students unable to meet swim standards are subject to a PRB convened by the NROTC unit.

### **3-21 Midshipmen Military Organization**

1. General. This section provides general guidance in structuring the military organization of NROTC midshipmen. The actual military organization of the students of any particular NROTC unit shall conform to unit requirements and abide by host institution policies, as long as they are not inconsistent with NROTC goals.

2. Organization. Midshipmen will form one battalion that will be organized, in general, as follows:

- a. Each company containing two to four platoons;
- b. Each platoon containing two to four squads;
- c. Each squad containing 4-10 midshipmen;
- d. NROTC student officers shall be as follows:

(1) Battalion Staff

- (a) Commander: Midshipman Commander
- (b) XO: Midshipman Lieutenant Commander
- (c) Operations Officer: Midshipman Lieutenant
- (d) Academic Officer: Midshipman Lieutenant

- (e) Administrative Officer: Midshipman Ensign
- (f) Supply Officer: Midshipman Ensign
- (g) Chief Petty Officer: Midshipman Chief Petty Officer;

(2) Color Guard

- (a) National Color Bearer: Midshipman Chief Petty Officer
- (b) Battalion Color Bearer: Midshipman Chief Petty Officer
- (c) Color Escort: Midshipman Petty Officer First Class
- (d) Color Escort: Midshipman Petty Officer First Class;

(3) Drum and Bugle Corps or Band

- (a) Commander: Midshipman Lieutenant Junior Grade
- (b) XO: Midshipman Ensign
- (c) Chief Petty Officer: Midshipman Chief Petty Officer
- (d) Mustering Petty Officer: Midshipman Mustering Petty Officer;

(4) Company Staff

- (a) Commander: Midshipman Lieutenant
- (b) XO: Midshipman Lieutenant Junior Grade
- (c) Chief Petty Officer: Midshipman Chief Petty Officer; and

(5) Platoon Organization

- (a) Commander: Midshipman Ensign
- (b) Mustering Petty Officer: Midshipman Mustering Petty Officer

(c) Guide: Midshipman Petty Officer First Class

(d) Squad Leaders: Midshipman Petty Officer First Class;

3. The PNS is authorized to deviate from this structure in cases where such action is appropriate, normally for reasons of unit size. Where this is done, the basic intent of establishing a military structure and promoting midshipmen professional growth shall be observed. Whenever possible, the PNS shall use the battalion organizational concept.
4. At some institutions where ROTC units of the Army or Air Force are established, the PNS may consider it advantageous to have the NROTC Battalion Commander appointed to the rank of Midshipman Captain, with other ranks adjusted accordingly to achieve comparability.
5. The number of battalion, company, and platoon staff officers shown above shall not be increased. Instead, collateral duties shall be assigned to provide for other areas of responsibility.
6. Units having drill teams may integrate students into regular battalion companies or constitute drill companies as distinct entities within the overall battalion structure. At no time shall NROTC unit drill teams use fixed bayonets, either in practice or during exhibition.
7. The intent of the battalion organization is to promote the military development of NROTC students. Each student must be assigned to a position of responsibility prior to commissioning in order to develop leadership skills. Units shall make assignments to students as early as possible and not reserve assignments for seniors. Special attention shall be given to those students whose development indicates a need for both guidance and the opportunity for experience.
8. The battalion shall seek academic excellence. The battalion shall exercise considerable responsibility in organizing and conducting tutoring, remedial instruction, and other forms of academic assistance. The battalion academic officer shall coordinate these programs.
9. Although the military organization outlined makes provision for a drum and bugle corps or band, the Navy will not provide or fund such items as musical instruments, music, and musical supplies for such activities.
10. NROTC unit staff shall constantly monitor safety procedures when allowing midshipmen to supervise other midshipmen. All functions and operations must incorporate ORM. NROTC unit staff shall implement a formal ORM study with recurring events of even moderate risk

where midshipmen leadership is relied heavily upon. **Under no circumstances shall midshipmen be the sole supervision of unit functions with elevated risk.**

### **3-22 New Student Orientation Programs**

1. New Student Orientation (NSO). Orientation programs for new midshipmen were traditionally conducted at NROTC units. Typically, these programs ranged from two to seven days in duration and were used to orient incoming students to the NROTC Program. With the advent of New Student Indoctrination (NSI), NSO is no longer funded. While units are not required to execute an intensive, multi-day NSO, the PNS may still elect to conduct NSO as a means to level training for those that did not attend NSI. Alternatively, the PNS may conduct a one-to-two day administrative NSO to orient students and parents to the unit and complete administrative processes, including [DD Form 4](#), urinalysis, any remaining medical items, scholarship activation and unique university items.

2. Objectives. When conducting an orientation program for new midshipmen, the following program objectives shall be considered for inclusion:

- a. Enrollment processing;
- b. Issuing uniforms and conducting basic instruction in Navy uniform regulations and grooming standards (not required for midshipmen that completed NSI);
- c. Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command (not required for midshipmen that completed NSI);
- d. Acquiring basic competency in military drill and ceremony (not required for midshipmen that completed NSI);
- e. Physical fitness and swim testing to determine readiness to meet NROTC Program and Navy/Marine Corps requirements (successful completion of the PFA/PFT test at NSI meets this requirement. Note: There are separate lists for completion of NSI and for the PFA/PFT at NSI);
- f. Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities (not required for midshipmen that completed NSI);
- g. Orientation in such other subject matter as desired by the unit and/or the university (e.g., how to use the library, availability of tutoring services, university rules and regulations); and

h. The importance of team work and how the Naval Services function as a team (not required for midshipmen that completed NSI).

3. Military Orientation Limitations. **If the PNS directs a traditional NSO,** active duty staff members must be present at all evolutions during orientation, to include movement between events. Orientation programs for new midshipmen are not the equivalent of boot camp. These programs shall not be a “weeding out” process, a hurdle, or an ordeal for newcomers to the program. Overzealous application of military training shall not be permitted during orientation. Hazing is never acceptable. The orientation staff shall demonstrate excellence through leadership and introduce new members of the Naval Service to a military environment. The four years which follow shall provide ample opportunity for identification of those who do not measure up to the standards of the Navy and Marine Corps.

4. Planning. **If the PNS directs a traditional NSO,** Orientation and Active Duty Staff members shall develop a detailed plan for the student orientation program using the objectives as a general framework. ORM shall be used to help identify and mitigate risks. Daily itineraries for midshipmen shall incorporate ample time for meals and rest, including an uninterrupted full night’s sleep of at least eight hours. Planning for drill and physical readiness training shall reflect a graduated conditioning program of increasing difficulty. [OPNAVINST 6110.1](#) (series) and Chapter 3 of the Command Fitness Guide provide guidelines for warm-up and conditioning exercises. New Navy Option midshipmen shall demonstrate Good Low performance in the Navy PFA Program for the 20-24 year old age group (i.e., the anticipated age upon graduation) in all categories. The Marine Option standard is 200 on the PFT. This is the same standard found in Section 3-20, and if completed at NSI, this is sufficient to satisfy the physical fitness requirement for scholarship activation. Program plans shall clearly define the duties, responsibilities, and scope of authority of all staff personnel and upper class students who shall supervise and assist with the program. Training plans shall go beyond the preparation of a daily itinerary. NROTC staff shall prepare, review, and approve lesson plans for each lecture or evolution contemplated. The unit CO shall approve orientation programs, ensuring a risk assessment of each training evolution is conducted and procedures/safeguards are developed and implemented to eliminate or minimize the hazards involved. TTO procedures shall be incorporated into all curricula.

5. Execution. **If the PNS directs a traditional NSO,** staff supervision is the key to a successful orientation program. The CO shall be directly involved with the orientation program. Officers, other staff, and upper-class midshipmen who are selected for leadership positions must be fully cognizant of the purpose of the program, safety considerations, and the CO’s directions regarding their responsibilities and authority. Fully qualified instructors shall conduct all evolutions. NROTC staff will select top performing upper-class midshipmen to assist officers or staff members in charge of events. Upper-class midshipmen shall not be placed in charge of any

group of new students without frequent oversight by a staff officer. The PNS shall assign a staff officer as Duty Officer, on scene during each night of orientation, unless students are residing in university-operated residence halls. The new midshipmen will be allowed sufficient time for hygiene/showers and provided with as much privacy during this time as facilities permit. Hygiene/showering shall not be conducted as a military training evolution.

6. Orientation Program Responsibilities

a. The NROTC Unit CO shall (if conducted):

(1) Review and approve, in consultation with the Training Safety Officer and with appropriate university authorities, all orientation program plans and curriculum;

(2) Ensure that medical physical exams have been completed on all new midshipmen prior to participating in any strenuous training, to include physical fitness training, and that risk screenings are completed in compliance with the Navy PFA and an Annual Certificate of Physical Condition, including completion of [NSTC 1533/107](#);

(3) Ensure that new students identified as possible risks are cleared by medical authority before activating their scholarship, if applicable, and before participating in any demanding exercise or other elevated-risk training;

(4) Ensure compliance with NSTC High Risk Training Safety Program, [NSTCINST 1500.13](#) (series);

(5) Ensure new students are provided training in the following areas:

(a) Sexual Assault Prevention and Response;

(b) Fraternization;

(c) Hazing;

(d) Online / Social Media Conduct; and

(e) Trainer-Trainee Relations, [DoDI 1304.33](#), (requires completion of [DD Form 2983](#));

(6) Assign only instructors qualified to conduct scheduled training evolutions;

(7) Select only top performing upper-class midshipmen for orientation duty, and ensure they are fully cognizant of the goals of the program and scope of their authority;

(8) Ensure maximum CO/XO on-scene oversight of orientation evolutions and progress;

(9) Provide direction to orientation staff regarding safety, risk reduction, TTO procedures, and deviation from planned schedules or evolutions to reduce risk (e.g., very hot/humid conditions). Ensure Emergency Action Plans (EAP) are developed and briefed for reasonable contingencies that may occur during training evolutions with elevated risk;

(10) Ensure new students receive adequate fluids, food, and rest;

(11) Require a fire and evacuation drill from the quarters used by new students during the first day of training (not required if students are residing in a university-operated residence hall); and

(12) Ensure availability of ambulance/medical facilities for physical readiness testing as required by [OPNAVINST 6110.1](#) (series) and [MCO 6100.13A](#).

b. Staff Personnel in charge of training evolutions shall **(if conducted)**:

(1) Provide leadership-by-example, exercising firm, fair control over the new students;

(2) Direct and guide upperclassmen assisting with the program;

(3) Be thoroughly familiar with the curriculum, training plan, and details of the evolution, including all inherent risks and safety considerations;

(4) Establish an atmosphere where midshipmen are challenged, yet unafraid to call a TTO for any reason;

(5) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(6) Be alert to emerging hazards;

(7) Modify or cancel scheduled PT evolutions when environmental conditions pose a risk to those who participate;

(8) Be thoroughly familiar with evacuation routes from quarters assigned to new students as part of duty officer responsibilities; and

(9) Ensure the presence of one or more personnel qualified to administer cardiopulmonary resuscitation (CPR), Automatic External Defibrillator (AED), and oxygen during strenuous training evolutions, including PFA/PFT/CFT and other evolutions that are based on risk assessment.

c. Orientation Midshipmen Student Staff. Upper-class midshipmen participating in orientation training shall **(if conducted)**:

(1) Carry out the directions and orders of officers conducting training evolutions;

(2) Provide leadership-by-example by demonstrating the highest standards in military appearance and physical fitness;

(3) Be familiar with training plans of evolutions in which they shall assist and be fully cognizant of risk and safety precautions;

(4) Assist officers in charge by encouraging an atmosphere where new students are unafraid to call a TTO for any reason;

(5) Be knowledgeable on Navy policy regarding hazing and specific relevant examples of prohibited behavior.

(6) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(a) Be alert to emerging hazards; and

(b) When assigned temporary responsibility for leadership of new students, exercise firm, fair control within the scope of the guidance of the CO and staff officers in charge of orientation evolutions.

7. Safety. NROTC unit staff shall not schedule unnecessarily hazardous activities. The required medical screening that precedes physical readiness testing and strenuous physical activity applies to orientation programs as well. ORM must be applied at all stages of planning to reduce risks. Strict adherence to safety considerations during execution cannot be over-emphasized during orientation programs.

8. Resources. New student orientation may be required by the PNS outside the regular academic year. NSTC N9 will not authorize augmentation of unit operating funds for new student orientation as New Student Indoctrination is designed to substitute as one program replacing many different ones across NROTC. New students participating in orientation programs shall not be charged any fees by the Navy nor be required to purchase any items in connection with the training.

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## **4-1 Student Classification**

Students are classified by their standing in the NROTC Program for Naval Science year purposes only. This classification does not determine the point of obligation. Classification is as follows:

### **1. Basic Course**

a. Midshipmen Fourth Class are students who are enrolled in or have completed the first two Naval Science Courses and Laboratory periods, but are not yet attending their third Naval Science Course.

b. Midshipmen Third Class are students who are enrolled in, or have completed, three or four Naval Science Courses and Laboratory periods, but are not yet attending their fifth Naval Science Course.

### **2. Advanced Standing**

a. Midshipmen Second Class are students who are enrolled in or have completed five or six Naval Science Courses and Laboratory periods, but are not yet attending their seventh Naval Science Course.

b. Midshipmen First Class are students who are enrolled in or have completed seven or eight Naval Science Courses and Laboratory periods.

## **4-2 Terminology and Timing**

1. Terminology. Enrollment, Enlistment, Activation, and Appointment by design are normally concurrent. However, the subtle differences in these terms are important.

a. Enrollment refers to a student completing the necessary steps to become a member of the NROTC/SSMP program.

(1) College Program midshipmen must complete appointment.

(2) Scholarship Program midshipmen must complete appointment, enlistment, and activation.

(3) STA-21 and MECEP Officer Candidates are enrolled upon reporting to the unit or to Naval Science Institute (NSI) in accordance with their orders.

b. Enlistment refers to a student becoming a member of the Enlisted Reserves.

(1) College Program Basic midshipmen do not complete this step. Of note, if a College Program midshipmen is already an enlisted member of the Naval Reserve, they must be released from their enlistment prior to enlisting as a MIDN (as either a scholarship or CP Advanced Standing MIDN).

(2) Scholarship and College Program Advanced Standing midshipmen complete this step by executing the Enlistment/Reenlistment Document Armed Forces of the United States [DD Form 4](#), in accordance with [DODINST 1304.02](#). This step shall be concurrent with scholarship activation.

(3) STA-21 and MECEP Officer Candidates retain their enlisted status per their respective programs.

c. Activation refers to a student and the Navy entering into a service agreement.

(1) College Program Basic midshipmen do not complete this step.

(2) College Program midshipmen enter Advanced Standing when the Service Agreement for Advanced Standing College Program Students ([NSTC 1533/127](#)) is executed. This step shall be concurrent with enlistment.

(3) Scholarship midshipmen complete this step when the NROTC Scholarship Contract (NSTC 1533/135) is executed. This step shall be concurrent with enlistment.

(4) STA-21 and MECEP Officer Candidates enter similar service agreements prior to reporting to the unit per their respective programs. Units should verify that the student meets those agreements.

d. Appointment refers to a student becoming a midshipman.

(1) Midshipmen are appointed by executing the Acceptance and Oath of Office ([NSTC 1533/126](#)) or the last item of the College Program Application ([NSTC 1533/133](#)).

(2) STA-21 and MECEP Officer Candidates do not complete this step.

2. Timing. Except where a student reports late or is selected during the school year, the effective date of appointment into the NROTC Program is the date of the first day of orientation, the first day of classes at their respective academic institution, or the date authorized by N9 and meeting all requirements. The student's Date of Initial Entry into Military Service (DIEMS) is the date the student signs the [DD Form 4](#) and the service contract.

### **4-3 Enrollment**

1. Each candidate for enrollment in any NROTC Program must meet the following qualifications:

a. Be a citizen of the United States and present official certified proof of citizenship, except as noted in Section 4-10;

b. Midshipmen must be at least 17 years of age for scholarship and 16 for College Program on or before 1 September of the year of enrollment and be less than 27 years of age upon commissioning. Applicants with prior active enlisted service (AES) may be granted an age waiver by CNSTC, via NSTC N93 (See Paragraph 2-1.2.c for more details);

c. Be morally qualified and possess officer-like qualities and character. Their appearance, scholarship, extracurricular activities, and record in their home community shall be exemplary. Candidates convicted of any crime involving moral turpitude will not normally be accepted into any officer accession program. The unit shall initiate a National Agency Check with Local Agency and Credit Checks (NACLC) upon student check-in. This check is only done for Scholarship students and students entering Advanced Standing status;

d. Be accepted for admission as a full-time student at a participating NROTC academic institution or maritime academy. NROTC students may enroll at schools near host NROTC universities and colleges provided both the institution and the NROTC unit have an NSTC-approved cross-enrollment agreement;

e. Be medically qualified in accordance with Chapter 9. Meet requirements concerning prior use of drugs or alcohol per [OPNAVINST 5350.4](#) (series);

f. Agree to the conditions for reimbursement of educational assistance prescribed per specific service agreements;

g. Agree to complete prescribed Naval Science Courses, program specific university course requirements, and applicable summer training requirements;

h. Develop a degree plan with the host NROTC unit and university; and

i. Sign the Concept of Honor [NSTC 1533/121](#) and NROTC Acceptance and Oath of Office [NSTC 1533/126](#).

j. If already a student at the university the scholarship is offered, the student must be in good academic standing with at least a 2.5 GPA.

2. There are no restrictions as to the marital status of a candidate. However, in accordance with [OPNAVINST 1740.4](#) (series), single parents who have custody of dependent children, dual-military couples with dependents, service members or midshipmen who have custody of a child or children from a prior relationship, and service members or midshipmen who are legally responsible for an adult family member who is incapable of providing for themselves must present a Family Care Plan package to their chain of command. The [NAVPERS 1740/6](#) Department of the Navy Family Care Plan Certificate and [NAVPERS 1740/7](#) Family Care Plan Arrangements form must be used to document the family care plan. The service member or midshipman must submit these forms through the chain of command as part of the family care plan package. The family care plan must be recertified annually. Single parents must be advised that individuals accepted for Naval Service must maintain a high degree of commitment to professional responsibilities and exemptions from personnel policies or preferential treatment for duty assignments should not be expected. Refer to [MyNavy HR Navy Family Care Plan website](#) and [Marine Corps Order 1740.13](#) (series) for more information on the Family Care Plans. Refer to OPNAVINST 6000.1 (series), for the Military Parental Leave Program.

3. NROTC applicants who have been nominated for an NROTC scholarship but choose to enroll in a service academy, state maritime academy, Army or Air Force ROTC Program, or any other officer-type training program, forfeit the NROTC scholarship. They may reapply the following year. College Program candidates who have previously enrolled in a service academy, a state maritime academy, an Army or Air Force ROTC Program, any service academy preparatory school, or any other officer-type training program, **may not** enroll in the NROTC College Program without written approval from NSTC N9. The above individuals are not eligible for immediate scholarship benefits. The PNS may nominate for an NROTC 2- or 3-Year scholarship after all nomination requirements are met. A written request endorsed by the PNS with a Record of Disenrollment from OC-Type Training ([DD Form 785](#)) from the previous

officer-training program is required. Applicants disenrolled for aptitude or disciplinary reasons, or “not recommended for future officer programs” from any service officer training program may not be accepted without prior authorization from NSTC N9.

4. Any person receiving compensation from the Veterans Administration (VA) for disability incurred in military service of the United States or who has any claim pending under that administration on account of such disability is not eligible for enrollment or re-enrollment in NROTC. Veterans who have previously filed such claims may become eligible for enrollment if:

- a. The VA has disallowed the claim; or
- b. The veteran has withdrawn the claim under procedures set forth in current VA directives (withdrawal of any pending claim is voluntary).

5. A former NROTC scholarship or College Program student who desires re-enrollment as a College Program student must submit a written request to NSTC N93. Re-enrollment of students must be approved by NSTC N9.

#### **4-4 Foreign Students**

1. Foreign students are ineligible for scholarship programs or Advanced Training Participation. Section 2103(b) of Title 10 authorizes persons from foreign countries to enroll in the NROTC Program under criteria approved by the Secretary of State. For this instruction, “persons from foreign countries” means persons who are not citizens of the United States of America. Foreign persons are ineligible for:

- a. Advanced training under Section 2104 of Title 10 of the U.S. Code; and
- b. Scholarships under Section 2107 of Title 10, of the U.S. Code.

2. College Program Basic Course Participation. Persons from foreign countries can enroll in the NROTC College Program’s basic course. However, enrollment by such persons in the basic course is limited to:

- a. Persons who, although not yet eligible for naturalization, can produce written evidence that they have filed a Declaration of Intention (ICE Form N-300 or any successor form thereto) to become a citizen of the U.S. However, such persons must become naturalized U.S. citizens before they will be allowed to participate in Advanced Training, execute an enlistment contract,

or receive any subsistence payments. Failure to obtain U.S. citizenship before the first day of Advanced Training requires the student to be disenrolled from the College Program;

b. Persons who are qualifying for commissions in the service of certain foreign governments;  
or

c. Persons who are foreign Navy students. These students may participate in the NROTC basic course as special Naval Science students through arrangement with the U.S. government and the foreign country's government. Except in special instances as determined by CNSTC, not more than five students from any one foreign country may be newly enrolled in any one NROTC unit each year.

3. Active recruitment of foreign persons to participate in NROTC should be avoided.

#### **4-5 Welcome Aboard Letters**

The PNS/OIC shall send the student a Welcome Aboard Letter as soon as the unit becomes aware of the prospective student. In accordance with Section 3-17.2.c.(2)(b) the letter shall include notification of Navy or Marine height/weight and physical fitness standards (i.e., Good Low for 20-24 year olds or 200/235 PFT), along with information on the NRCFNG pre-entry physical conditioning program and the planned dates of the initial and official PFA/PFT/CFT. The letter shall also include the following forms (Items 3 through 5 are for review only and will be completed once the student arrives at the unit):

1. Questionnaire for National Security Positions [SF 86](#) and Fingerprint Card (SF 87);
2. Record of Emergency Data [DD Form 93](#);
3. NROTC Drug and Alcohol Statement of Understanding [NSTC 1533/153](#);
4. Acceptance and Oath of Office [NSTC 1533/126](#);
5. NROTC Scholarship Service Agreement [NSTC 1533/135](#) or other service agreements as applicable;
6. Direct deposit form, Treasury Department Standard 1199A. The account type, account number, and nine-position routing number (RTN) must be entered in OPMIS. In doing so, the Defense Finance and Accounting Service (DFAS) will affect all payments through the Direct Deposit/ Electronic Funds Transfer (EFT) Program; and

7. Self-addressed return envelope.

#### **4-6 Officer Program Management Information System (OPMIS)**

1. OPMIS supports the NROTC Program by providing a computer link between NSTC N9, each NROTC unit, DFAS, Navy Personnel Command (NPC), NRC, and DoDMERB. An OPMIS Student Record must be established by the unit for all Scholarship and College Program MIDN, and all OCs.
2. Due to the relationship between OPMIS and the various other DoD systems that derive information from it, it is imperative that every student file is complete and accurate. OPMIS must include student information, such as the type of NROTC program in which the student is enrolled, subsistence, grades, foreign language testing, swim, PFA/PFT/CFT, Leave of Absence (LOA), probation, estimated commissioning dates, and security clearance.
3. OPMIS is also used to activate scholarships and other program benefits. All students who report to the unit shall be “reported-in” via OPMIS, but benefits will not be activated until the student is found to be fully qualified and has executed all applicable agreements.
4. The NROTC unit shall ensure that on 1 October each year, all records for new reports are verified up to date in OPMIS and that "Student Reported" procedures have been followed. Any student who has not reported, except those students with an approved deferment or LOA, will be coded as “declined” in OPMIS by this date.
5. Units shall maintain accurate and up-to-date OPMIS records and student files for all required students throughout the student’s participation in the NROTC Program. All inquiries regarding OPMIS administrative functions shall be directed to the Unit Coordinator (N933X).

#### **4-7 Navy College Management Information System (NCMIS)**

1. NCMIS supports the NROTC Program by providing a computer link to facilitate administration of STA-21 OCs. The information that may be stored in NCMIS includes personal data, university class schedules, and funding available to each student. At the NROTC unit level, NCMIS is used to forecast funding requirements and manage each STA-21 OC’s available funding.
2. The PNS shall assign an NROTC/university staff member to be responsible for maintaining personal information and syllabus data in NCMIS. The staff member must be provided with Privacy Act training before undertaking these duties. The staff member shall produce a STA-21

Tuition Authorization Form indicating the fees directly charged by the university each semester the STA-21 OC is enrolled. Once the form is signed by both the OC and the staff member, the OC must take the form to the bursar's office and request that the academic institution invoice the Government. Copies of the STA-21 Tuition Authorization Forms and all reimbursable expenses shall be maintained in the Student Administrative File.

#### **4-8 Reporting Incoming Students**

1. NROTC Scholarship Midshipmen. The NROTC unit is informed of all incoming Four-Year National Scholarship students via an OPMIS GF20R61 Report or Placement Table. The unit will enter students listed on the GF20R61 report as "accepted" into OPMIS upon verification of their acceptance by the educational institution into a major in the appropriate tier. Prior to enrollment in OPMIS, the NROTC unit must ensure the appropriate physical qualification code is reflected in OPMIS. If the student is not physically qualified, the unit shall not activate the scholarship or allow the student to sign any documents (See Chapter 9 for more guidance). Although the student may attend class, the scholarship and stipend must not be activated by the unit, and the student shall be advised that any costs incurred are at the student's risk and ultimately may not be paid by NROTC. Once the student is found physically qualified (PQ), the documents will be dated on or after the day the student is found PQ or waiverable – DO NOT BACK-DATE DOCUMENTS. In such cases, tuition (not paid by a third party) is retroactive to the beginning of the term (semester/quarter), but subsistence is to start the day the PNS and individual sign the DD Form 4 and NSTC Form 1533/135. The NROTC scholarship agreement and enlistment document can only be executed on or after the actual date the student is found physically qualified or waived. If NSTC N9 concludes that the delay in determining the student's physical qualification is no fault of the student's, retroactive payment of tuition, fees and books is authorized. However, subsistence cannot be back-dated because it falls under Military Personnel, Navy (MPN) funds, and the student is not officially on the Navy roster until they sign the Enlistment/Reenlistment Document Armed Forces of the United States [DD Form 4](#). NSTC N93 shall address retroactive payment requests.

2. NROTC College Program Midshipmen. Those interested in becoming College Program Basic students must complete an NROTC College Program Application, [NSTC 1533/133](#).

3. STA-21 OCs. The NROTC unit is informed of all incoming STA-21 OCs via an OPMIS GF20R61 Report or an Official Mail Message published by N92. PERS 4010 cannot issue orders to STA-21 selectees until they have been accepted into a college or university and have undergone medical screening and received favorable results. STA-21(N) OCs shall attend the earliest possible NSI class.

#### 4. STA-21 Nuclear Option OCs

a. Upon completion of the STA-21 selection process, NSTC N91 will forward the list of nuclear option selectees and alternates, with their top three school choices, to the appropriate NROTC units. The PNS shall provide information to the nuclear option selectees on housing, tuition, enrollment procedures, and other useful relocation information. The unit Nuclear Power Officer (NPO) may be needed to assist in expediting the admissions process for these students.

b. The NPO shall verify that each OC has six years of obligated service as of the date reported to the NROTC unit.

5. MECEP and Meritorious Commissioning Program Reserve (MCP-R) OCs. The NROTC unit is informed of all incoming MECEP/MCP-R OCs by MCRC (ON/E). All MECEP and MCP OCs' student data must be entered in OPMIS when they join the unit.

6. SSM. Departments of Naval Science at the USMMA and state maritime academies are informed of incoming students through the respective academic institution's registrar's office. Those interested in participating in the SSMP complete an SSMP application. Processing of midshipman applications must be completed at USMMA within the first month of the student's arrival at the academy. The processing of midshipman applicants at the state academies shall be completed once the student indicates a desire to enter the program.

#### **4-9 Student Administrative File**

The unit, with the exception of Senior Military Colleges (SMCs), will maintain a Student Administrative File for each student. SMCs are not required to maintain Student Administrative Files on students who have not expressed interest in commissioning through the NROTC program. The Student Administrative File must be reviewed annually by a reviewing authority other than the unit staff member charged with maintaining the file. The review shall be annotated on the Student Administrative File Index [NSTC 1533/128](#). Electronically generated documents are allowed but their use does not eliminate the requirement for original signatures. The contents of each file will vary depending on type of program (e.g., College Program Basic, College Program Advanced Standing, Scholarship, SSMP, MECEO, OC).

1. The following documents will be maintained on the **left side** of the Student Administrative File:

a. Student Administrative File Index [NSTC 1533/128](#);

- b. The Concept of Honor [NSTC 1533/121](#);
  - c. Acceptance and Oath of Office ([NSTC 1533/126](#)) (Scholarship and CP advanced standing only);
  - d. Dependency Application/Record of Emergency Data NAVPERS 1070/602. Attach 2 copies of the Servicemembers' Group Life Insurance (SGLI) Election and Certification Statement [SGLV 8286](#) to this form (Not applicable to College Program students in the Basic Course);
  - e. Copies of official correspondence originated at the unit (e.g., change of option, transfer requests, Performance Review Board (PRB) reports, warnings, probations, and LOA letters). The class advisor will maintain an additional copy of correspondence in the Student Performance File (Section 6-2 );
  - f. NROTC Scholarship or College Program Application (may be national competition form or local form, as appropriate);
  - g. Document, letter, or Official Mail Message awarding Scholarship or Advanced Standing, if any;
  - h. Recruit/Trainee Prohibited Activities Acknowledgment forms ([DD Form 2983](#));
  - i. NROTC Drug and Alcohol Statement of Understanding [NSTC 1533/153](#); for midshipmen (including College Programmers) or [OPNAV 5350/3](#) for Officer Candidates;
  - j. NROTC Scholarship Service Agreement [NSTC 1533/135](#), NROTC College Program Advanced Standing Service Agreement [NSTC 1533/127](#) or other applicable service agreements;
  - k. Enlistment/Reenlistment Document, Armed Forces of the United States [DD Form 4](#) and any extensions [NAVPERS 1070/621](#) for those received from active or reserve duty;
  - l. Copy of Certificate of Release or Discharge from Active Duty [DD Form 214](#) for those midshipmen reporting from active duty or a Request for Conditional Release [DD Form 368](#) for midshipmen reporting from reserve duty; and
  - m. General Purpose Privacy Act Statement (OPNAV 5211/12).
2. The following documents will be maintained on the **right side** of the Student Administrative File:

- a. Disclosure Accounting Form [OPNAV 5211/9](#);
- b. Individual NROTC Education Program Costs [NSTC 1533/113](#), STA-21 Tuition Authorization and Claim for Reimbursement for Expenditures on Official Business [OF 1164](#) or any other education cost forms that may apply. Midshipmen and STA-21 OCs must sign forms acknowledging payment of tuition and fees for each term that tuition and fees are paid on their behalf;
- c. Photocopy of Birth Certificate or other proof of citizenship and/or naturalization (such as a passport), with endorsement indicating that the original or a certified true copy was presented to the unit;
- d. Tattoo screening form (USN or USMC as appropriate) and copies of any waivers;
- e. Certified copy of SSN card (Marines certified by MOI);
- f. Elective Surgery NAVPERS 1070/613 (Pg 13)
- g. Directed Active Enlisted Service NAVPERS 1070/613 (Pg 13)
- h. SF 1199A Direct Deposit Form
- i. OCS, Six Week Course, Statement of Understanding (USMC option only);
- j. Copies of any other documents that would otherwise be maintained in a service record (for STA-21 OCs and MECEP Marines); and
- k. Other documentation generated by higher authority or deemed appropriate by the unit, such as waivers and awards.

3. The NROTC Student Administrative File shall be maintained at the unit until the student is commissioned or disenrolled. The disposition of the Student Administrative File upon commissioning is addressed in section 4-53 . The disposition of the Student Administrative File upon disenrollment is addressed in Chapter 6.

#### **4-10 Evidence of Citizenship**

1. GENERAL. To be eligible for appointment in an active or reserve component, U.S. citizenship is required (born in the U.S.A., naturalized, or born abroad of U.S. parents). Dual

citizens are eligible to apply, but they must acknowledge that they are prepared to renounce their non-U.S. citizenship should they be required to do so. Contact the NSTC Security Manager for further guidance concerning dual citizenship, as this may have security clearance implications.

2. Students are no longer required to renounce their non-U. S. citizenship in order to receive a commission, however, security clearance requirements for assignment to specific designators may require such action.

### 3. Evidence of Citizenship

a. Applicants for all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of application.

b. Native born citizens: Applicants born in the geographical United States (50 states, Guam, Puerto Rico, Virgin Islands and the Northern Mariana Islands) are considered native born citizens.

c. Applicants born outside the United States of U.S. citizen parents. One of the following forms can be sighted for verification purposes:

(1) Certificate of Citizenship issued by USCIS, formerly INS.

(2) Report of Birth Abroad to a Citizen of the United States of America (FS 240).

(3) Certification of Birth issued by a U.S. Consulate of the Dept. of State (FS 545 or DS 1350).

(4) U.S. passport (or one in which the applicant was included).

d. Derived citizenship or naturalized citizens:

(1) Applicants who have either completed naturalization proceedings on their own behalf or claim to derive citizenship, though alien-born, from the citizenship/naturalization of their parent(s), must present a Certificate of Citizenship, a Certificate of Naturalization (both of which are issued by USCIS, formerly INS), or a U.S. passport, or one in which the individual was included, as proof of citizenship.

(2) In the case of those applicants who claim to derive citizenship from the status of their parent(s), and who can offer no proof other than documentary evidence of their parent(s)' status, the following can be used:

(a) Document Verification Request (INS G-845) can be used by the applicant to request verification of naturalization or certificate of citizenship, or

(b) A U.S. passport.

e. The unit shall photocopy the proof of citizenship documentation and maintain it in the Student Administrative File. The Armed Forces are authorized to copy documents used for eligibility determinations, to include documents which state that it is unlawful to reproduce or copying is not authorized. The copy(s) shall have "Original document sighted and reproduced for military records and reference purposes only," written or typed in a conspicuous location to ensure that the original was sighted. Originals will be immediately returned to the student.

TABLE 4-1: DOCUMENTS APPROVED FOR VERIFICATION OF CITIZENSHIP AND PLACE OF BIRTH

	US BORN	NATURALIZED CITIZENS (see note 4)	FSM/RMI/PALAU	JAY TREATY OF 1796 NATIVES	NON US CITIZENS
<b>CITIZENSHIP</b>	Birth Certificate  US Passport DD 372  (Request for Verification of Birth)  FS 240 (Report of Birth Abroad of a US Citizen)	USCIS N- 550/551/570  (Naturalization Certificate)  USCIS N- 560/561  (Certificate of Citizenship)  U.S. Passport	Birth Certificate  Passport  USCIS N- 550/551/570  (Naturalization Certificate)  USCIS N-560/561  (Certificate of Citizenship)	Birth Certificate  Tribal Letter/Card	USCIS I- 551  (Permanent Residence Card)

	DS 1350 (Certification of Birth)  FS 545 (Certification of Birth Abroad)				
<b>PLACE OF BIRTH</b>	Birth Certificate  US Passport  DD 372 (Request for Verification of Birth) FS 240 (Report of Birth Abroad of a US Citizen)  DS 1350 (Certification of Birth) FS 545 (Certification of Birth Abroad)	Birth Certificate  Passport  USCIS I-551  (Permanent Residence Card)	Birth Certificate  Passport  USCIS I-551  (Permanent Residence Card)	Birth Certificate  Passport  USCIS I- 551  (Permanent Residence Card)	Birth Certificate  Passport  USCIS I- 551  (Permanent Residence Card)

**Note 1:** The following forms must be originals or “Certified True Copies”:

Birth Certificate

DD 372 (Only for cases where primary birth verification documents don’t exist)

FS 240

DS 1350

FS 545

Tribal Letter/Card

**All other documents must be originals.**

**Note 2:** Return all original documentary evidence to the applicant after proper entries have been made on required documents.

**Note 3:** Puerto Rico birth certificates issued prior to 1 July 2010 are invalid for use in accordance with Puerto Rico Birth Certificate Law 191 of 2009 and are not acceptable for enlistment/commissioning/ affiliation purposes. To be valid, birth certificates issued by the Puerto Rico Vital Statistics Record Office must have been issued on or after 1 July 2010.

**Note 4:** To include applicants who derived citizenship from their parents.

#### **4-11 Physical Exam/BUMED Waiver Recommendation**

Prior to receiving benefits, midshipmen are required to have documentation of a DoDMERB physical stamped “Qualified or Waiver Granted” on file in their medical record prior to scholarship activation. The unit may receive a copy of an NSTC waiver granted letter prior to the availability of the shipped physical on the DoDMERB website. Sports physicals are only acceptable for College Program Basic students. STA-21 OCs and MECEP Marines are required to be medically qualified by their respective service before reporting to an NROTC unit. Additional guidance is contained in Chapter 9.

#### **4-12 Drug and Alcohol Abuse Statement of Understanding**

1. All students are required to meet the standards regarding drugs or alcohol in accordance with [OPNAVINST 5350.4](#) (series).
2. All students shall sign and have explained to them by the unit representative the Drug and Alcohol Abuse Statement of Understanding, [NSTC 1533/153](#), prior to executing the Enlistment Contract, Acceptance, and Oath of Office. All officer candidates and MECEPs shall sign and have explained to them by the unit representative the Drug and Alcohol Abuse Statement of Understanding, OPNAV 5350/1.
3. Evidence of wrongful drug or alcohol by any NROTC student use requires a PRB. Wrongful drug use mandates disenrollment on the first offense and prohibits AES. OCs and MECEPs will be processed for administrative separation. OCs may be subject to recoupment of all educational assistance received.

#### **4-13 Acceptance and Oath of Office**

All midshipmen must execute "The Acceptance and Oath of Office" [NSTC 1533/126](#) prior to scholarship activation, witnessed by a commissioned officer, normally the Commanding Officer. Any student who refuses to execute such an oath or affirmation shall be denied enrollment. The NROTC scholarship is merit-based and once activated minimum levels of academic, aptitude, and physical fitness performance are required to maintain the scholarship. Chapter 3 provides details on standards. Appendix B provides a one-page quick reference guide for NROTC standards and considerations for termination of scholarship entitlements and disenrollment.

#### **4-14 The Concept of Honor**

All students shall execute "The Concept of Honor" [NSTC 1533/121](#) at the time of enrollment in the program. The original will be filed in the Student Administrative File and a copy provided to the student. The original must contain a member of the NROTC unit staff's original signature.

#### **4-15 Service Agreements**

Applicants are required to sign program-specific service agreements upon reporting to the NROTC unit. The following agreements apply:

##### **1. NROTC Scholarship Contract**

a. In order to sign the contract and receive financial assistance, NROTC scholarship midshipmen must meet eligibility requirements (see Chapter 2), including being physically qualified for the program, and execute an NROTC Scholarship Service Agreement [NSTC 1533/135](#) at the time of their appointment.

b. The Service Agreement provides that the Navy will not pay tuition or fees for any midshipmen unless active scholarship status is demonstrated during the first 45 days after the start of each academic term by:

(1) Being enrolled in an academic institution associated with their assigned NROTC unit.

(2) Actively participating in all aspects of the NROTC Program, including, but not limited to university courses, Naval Science Courses, and drill.

(a) Midshipman are required to fulfill the NROTC scholarship contract requirements during the first 45-days of each term before they receive scholarship benefits. Once the

Midshipman meets their scholarship requirements, the Government assumes financial liability for tuition and allowable fees for that term in accordance with the academic institute's Educational Service Agreement.

(b) If the midshipman fails to comply with the 45-day requirement, the midshipman will be liable to the institution for tuition and fees assessed for that term.

**c. Midshipmen should refer to their contract for specific information regarding their obligation and minimum service requirement.**

## **2. College Program Advanced Standing Service Agreement**

a. All NROTC College Program students who attain Advanced Standing and wish to take the advanced course must execute a Service Agreement for NROTC Advanced Standing College Program Students ([NSTC 1533/127](#)) at the time of their appointment.

b. College Program Students in the advanced course who do not complete the course of instruction or who complete the advanced course and all other NROTC College Program requirements but decline to accept a commission when offered may be ordered to active duty in an enlisted status by the Secretary of the Navy for such period of time as the Secretary may prescribe.

## **3. STA-21 OC Service Agreement**

a. Upon receipt of PCS orders detaching the OCs from the Fleet, all OCs are required to sign a six-year active duty service obligation by extending or reenlisting. The PNS shall ensure that each STA-21 OC arrives with a reenlistment contract or extension of enlistment with no less than six (6) years remaining.

b. All STA-21 OCs who complete degree requirements but fail to be commissioned will be obligated for five (5) years enlisted service from the date of program disenrollment. Each OC will execute a reenlistment contract and/or extension, as necessary, to fulfill this requirement. Any student refusing to enlist or execute a reenlistment or extension in order to incur five years of obligated service upon their projected date of commissioning will be disenrolled immediately.

c. If disenrolled and retained in the Navy, the OC will be issued PCS orders to return to enlisted duty. As provided in [OPNAVINST 1420.1](#) (series), the service member is required to complete five years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer. Moreover, as per Title 10, Section 2005, OCs

who cannot perform active duty may be subject to recoupment. As a result, the unit shall make the following entry in their service record, Page 13 [NAVPERS 1070/613](#):

"Service Agreement: Education (STA-21). I understand that, as a condition to receiving financial assistance from the federal government, I may be obligated to reimburse the government for any tuition/fees paid for on my behalf. Normally, recoupment is pursued when OCs are disenrolled from the program and no longer suitable for active duty."

4. MECEP Service Agreement. MECEPs are required to complete all application requirements as set forth in the current Marine Corps MARADMIN. See Appendices K and Q.

5. SSMP Service Agreement

a. All SSM are required to meet the same basic enrollment requirements as NROTC midshipmen.

b. All midshipmen attending the USMMA must sign and execute a Service Obligation Contract for the USMMA at the time of appointment/enlistment.

c. Those students receiving Maritime Administration (MARAD) Student Incentive Payments (SIP) and SSM must sign a Service Obligation Contract for their State Maritime Academy.

d. Students not receiving SIP may participate in the SSMP. These students may be appointed and enlisted in the same manner as SIP recipients.

#### **4-16 Enlistment/Reenlistment**

1. All midshipmen, except those in the College Program Basic Course, must execute an Enlistment/Reenlistment Agreement [DD Form 4](#) to serve in the USN/USMC Reserve, as appropriate, for a period of eight years concurrently with being appointed a midshipman, as required by Title 10, USC, Sections 2103a, 2104 and 2107. Units will type "Military obligation requirements are defined in the NSTC 1533/135" in the remarks block of the DD Form 4.

2. Active duty scholarship recipients (midshipmen only) will remain on active duty and be released the day prior to their first day of class. On the first day of class, they will be appointed midshipmen, provided they are fully qualified and have been accepted to the institution they are authorized to attend. NROTC Four Year Scholarship Program midshipmen who enter the program from active or inactive enlisted duty are conditionally released from their enlistment

contract and must terminate their affiliation with drilling reserve units. However, College Program midshipmen in the basic course may continue their affiliation with a drilling reserve unit until they enter into a contract with the Navy. Members of reserve components must be conditionally released using [DD Form 368](#) from their present enlistment contract and enlisted under the provisions of the NROTC Program to facilitate scholarship or College Program Advanced Standing enrollment. These reservists may be enrolled as Naval Science students pending discharge from such status. NROTC midshipmen appointed from enlisted status shall be entitled to NROTC-related compensation and entitlements that are normally provided to other NROTC midshipmen. The period of time served in the NROTC Scholarship or College Program shall not be counted in computing longevity, retirement eligibility, retired pay, or for any purpose in computing the length of service of any officer of the Armed Forces. NROTC scholarship or College Program midshipmen in Advanced Standing may not simultaneously be a member of another officer accession program established under 10 U.S. Code Section 12209 (Officer candidates: enlisted Reserves).

3. Reservists must be released from their present enlistment contract and enlist under the provisions of the NROTC Program to facilitate Scholarship or College Program Advanced Standing enrollment. They may be enrolled as Naval Science students pending release from their reserve obligation, provided they are fully qualified and have been accepted to the institution they are authorized to attend. The NROTC unit shall obtain a Request for Conditional Release [DD Form 368](#) prior to allowing the student to sign an Enlistment/Reenlistment Agreement [DD Form 4](#).

4. SSM shall enlist in the U.S. Navy Reserve upon their appointment to the USMMA or prior to receipt of SIP.

5. STA-21 OCs and MECEP Marines shall agree to extend their service obligations when applying for or accepting their respective programs, as appropriate.

#### **4-17 Dependency Application/Record of Emergency Data**

The unit will prepare a Dependency Application/Record of Emergency Data NAVPERS 1070/602 for all incoming students. The unit will maintain a copy in the Student Administrative File. This form must be verified annually by the student by an annotation on the back of the form. Only a record of emergency data is required for Basic Standing College Program students.

#### **4-18 Servicemembers' Group Life Insurance (SGLI)**

NROTC midshipmen (except College Program Basic students), OCs, and MECEPs 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 Administrative File and provide a copy to the student.

#### 4-19 Personnel Security Investigations (PSI)

1. Entrance Investigation. Per [DoD 5200.2-R](#) and [SECNAVINST 5510.30](#) (series), each service member must undergo a PSI prior to appointment. A PSI must be conducted on all midshipmen who have signed a DoD enlistment form. All PSI requests will be prepared by the unit using guidance found at: <http://www.navysecurity.navy.mil/>. PSIs require the student to submit two items:

a. A completed Questionnaire for National Security Positions SF 86, which must be completed and submitted by the student on the Office of Personnel Management (OPM) website at [www.opm.gov/e-QIP/](http://www.opm.gov/e-QIP/).

b. A Fingerprint Card (SF 87) contains basic instructions for obtaining classifiable fingerprints and must be carefully followed. Only trained personnel shall take the fingerprints. Assistance of Naval Criminal Investigative Service offices or local law enforcement agencies may be requested when necessary. When completing the SF 87, the student shall indicate "OC-Navy" or "OC-Marine" in the "Reason Fingerprinted" block. The SF 87 must be mailed to OPM at the following address:

via U.S. Postal Service	via FEDEX OPM-FIPC OPM-FIPC
Office of Personnel Management	Office of Personnel Management
PO Box 618	1137 Branchton Road
Boyers, PA 16018	Boyers, PA 16018

A signed copy of the Questionnaire for National Security Positions [SF 86](#) must be maintained by the command until the security clearance is finalized. If the student has been absent from the NROTC Program or from military service for two years or more, the student must submit a new SF 86. The most current copy of the Joint Personnel Adjudication System (JPAS) Personal Summary sheet that indicates clearance eligibility shall be retained.

2. Summer Training. Individual security clearances must be obtained prior to the first Summer Training period. Since many security clearances take over a year to complete, **all midshipmen and OCs shall have their security clearance initiated within 30 days of reporting to the unit.** Some students may be selected for programs that require a Single Scope Background Investigation (SSBI) for access to Top Secret (TS) or Sensitive Compartmented Information (SCI). Specifically, students assigned to any of the following designators will require an SSBI:

- Submarine Warfare Officer (1170)
- Surface Nuclear Power Officer (1160N)
- Naval Reactors (1220N)
- Special Warfare Officer (1180)
- Special Operations Officer (1190)
- SWO/INTEL (1160L)
- SWO/ INFO PRO (1160P)
- SWO INFO WARFARE (1160W)
- Student Naval Flight Officer (1370)
- Student Naval Aviator (1390)
- Information Warfare Officer (1810)
- Information Professional Officer (1820)
- Intelligence Officer (1830)
- Cyber Warfare Engineer (1840)

The SSBI process should be initiated immediately upon a student being assigned to any of these designators.

3. Security Clearance Required for Commissioning. NROTC students shall not be commissioned without a security clearance. Because the authority to take action to deny acceptance or retention in the Navy and Marine Corps is vested in the Commander, NPC and the Commandant of the Marine Corps, the CO/OIC shall immediately notify NSTC N93 or MCRC (ON/E), as appropriate, in all cases where a student is scheduled to be commissioned but has not obtained a proper security clearance. Each January, NSTC N93 will verify via OPMIS report that all First Class midshipmen are reported to have clearances.

4. Misconduct/Security Issues. The PNS must report any serious student misconduct or security issue that has the potential to affect the student's security clearance. The PNS must submit any such report as soon as possible in writing to the Department of the Navy, Central Adjudication Facility (DONCAF), with a copy to OPM (if the PSI has not been closed), and the NSTC Security Manager. The report shall set forth all relevant facts with a course of action.

#### **4-20 Selective Service Registration**

The Military Selective Service Act (MSSA) of 2003 and the Presidential Proclamation issued of 2 July 1980 requires male citizens between 18 and 26 years of age to register. Although young men serving in the military on full-time active duty and those attending the service academies do not have to register, nearly all of our students (minus MECEPs and OCs who enlisted prior to turning 18) are required to. While paragraph 12 of the DD Form 4 states that, “Completion of this form constitutes registration with the Selective Service,” this paragraph does not pertain to the NROTC Program.

#### **4-21 Tattoo, Piercing Policies, and Religious Accommodation**

1. All NROTC units shall screen incoming students for offensive or inappropriate tattoos. Units shall also periodically screen midshipmen during their enrollment in the NROTC Program to ensure compliance with the Navy or Marine Corps tattoo policies. Standard guidance is that tattoos should not be visible while in military uniform; however, if visible, they must not convey any racial epithets, gang symbols, drug preferences, political statements, or other statements contrary to good order and discipline. Tattoos will not be positioned on the body as to detract from military appearance, (e.g., on the face, ears, or head). The number and size of tattoos shall conform to appropriate Navy and Marine Corps regulations. NSTC N9 has the authority under the above cited guidance to waive certain tattoos for Navy students. Marine Option and MECEP tattoo waivers shall be forwarded to MCRC (ON/E). Piercing policies for NROTC students are governed by the piercing provisions of the Navy and Marine Corps Uniform Regulations.

2. For religious accommodations, all personnel should submit the request in writing. When making a request, the instruction provides specific language for signature to document the desire to submit. Refer to NSTC Command Chaplain and [MyNavy HR Religious Accommodations website](#) for more information.

Note: Approval is a long process and uniform standards must be maintained even if the PNS grants a local, authorized waiver (e.g., beard). This waiver would have to be rescinded for summer cruise.

#### **4-22 Student Identification Cards**

All midshipmen, except those enrolled in the College Program Basic Course or SSMP, shall be issued an Armed Forces Identification/Common Access Card. OCs shall use their previously

issued identification/Common Access Card. The local Personnel Support Detachment (PSD) or Navy Operational Support Center (NOSC) is responsible for preparing identification/Common Access Cards. SSMP students shall be issued a Common Access Card on a case by case basis in order to complete 1/C cruise or equivalent training.

#### **4-23 Status Reports**

In addition to OPMIS input, units are responsible for additional status reports:

1. Marine Option/MECEP Status Report. The Commanding General, MCRC has directed that units must submit monthly reports on the status of Marine Option midshipmen, MECEP Marines, and MOIs to enable the updating of the Marine Corps Recruiting Information Support System (MCRISS). The report must address the status of each Marine Option student (noting the student's race, ethnic code, PFT/CFT, graduation date, Height/Weight (HT/WT), and GPA), MOI performance, enrollments, and disenrollments.
2. STA-21 (Nuclear Option) Grade Reports and Degree Plans. These requirements apply only to STA-21(N) schools:
  - a. Initial Degree Completion Plan (DCP). STA-21(N) OCs are required to follow an approved DCP. During their first term, the OC and NPO shall prepare an executable DCP for submission to OPNAV N133. The initial DCP shall be submitted by the PNS to OPNAV N133 via NSTC N91 for approval with the routine end-of-term grade report following the first fall term. The DCP shall contain:
    - (1) Name, major, and graduation date of OC;
    - (2) All courses planned for completion of degree. Non-technical courses and all electives may be generalized (e.g., Humanities – 3 credits). Course grading and credit requirements are set forth in Chapter 4 and apply to all courses for which the STA-21(N) OC is enrolled;
    - (3) Minimum of two semesters (three quarters) each of calculus and calculus-based physics. Advanced Placement transfer credit is acceptable, but at least one semester of each subject shall be taken in a classroom environment;
    - (4) Full-time enrollment each semester, typically a minimum of 15 hours per term;
    - (5) A minimum of 15 hours per week of study monitored by a class advisor. Experience has proven that some students have difficulty with the initial transition to the college academic

environment following the accelerated pace of the nuclear propulsion pipeline. The PNS may remove OCs in good academic standing per program requirements after the first fall term; and

(6) For students with previous college credit, report STA-21(N) Program GPA only.

b. DCP Revisions. Once approved, the DCP must be followed explicitly. Proposed changes to DCPs may be submitted independently or as a part of the routine end-of-term grade report. Requests for changes must be submitted in a timely manner to facilitate term registration. Use of telephone or electronic means for initial notification is encouraged, but formal written notification and approval will follow in all cases. Prior approval for changes must be obtained as follows:

(1) The PNS may approve changes to non-technical electives, changes in the timing of technical courses, or swapping one technical elective for another that fulfills the same requirement.

(2) OPNAV N133, via NSTC N91, must approve in advance all changes which result in a change of major, change in graduation date, or less than full-time enrollment status. Students must not act on changes to DCPs until they have been approved by NSTC N91 and OPNAV N133.

c. End-of-term Grade Report. At the end of each academic term, including summer sessions, the PNS shall submit an End-of-Term Grade Report to OPNAV N133 via NSTC N91. This report is due within two weeks of the start of the next academic term and shall include:

(1) Updated DCPs for each OC;

(2) Descriptions of any changes to the DCPs which were authorized by the PNS and any which require OPNAV N133 approval along with justification;

(3) Details of actions taken for any OC who failed to meet program standards, as discussed in Chapter 3, including any issues not requiring a PRB;

(4) Grade Summary Report listing term and cumulative GPAs for each student, to include a remarks column summarizing corrective actions if applicable;

(5) Reports of any PRB with PNS endorsement. For issues requiring a PRB, see Chapter 6. PRBs that result in disenrollment must contain a recommendation regarding the OCs suitability for duty in the NNPP as an enlisted member. If a PRB has not been conducted by the submission deadline, the grade report shall indicate when the PRB is scheduled. The PRB

report, as described in Chapter 6, must be submitted to OPNAV N133 via NSTC N91 within one month of the commencement of the next academic term;

(6) Copies of any letters of warning or probation; and

(7) Any non-academic issues that might preclude normal academic participation or commissioning in the URL shall be addressed in the grade report. Copies of medical reports concerning disabling diseases or injuries must be forwarded to NSTC N91. Inability to maintain physical qualifications may result in disenrollment and a return to enlisted status.

d. Withdrawals. Prior to withdrawing from any technical course, approval must be obtained from OPNAV N133 via NSTC N91. Justification for withdrawal must be provided as part of this request. Withdrawal from a course to prevent a poor grade is not considered adequate justification. Withdrawal from non-technical courses may be approved by the PNS provided the student maintains a full-time enrollment status.

e. Disenrollment. Disenrollment is discussed in Chapter 6. The following guidelines are specific to STA-21(N) OCs. Disenrollment is within the purview of NSTC N91, CNSTC, and OPNAV N133, who may direct such action for academic reasons, disciplinary and civil problems, or PNS recommendation.

(1) Should issues arise which the PNS feels might warrant disenrollment, the PNS shall immediately provide details and recommendations to NSTC N91. If disenrollment is recommended, the PNS shall make a specific recommendation regarding the OC's suitability for duty in the NNPP as an enlisted member.

(2) STA-21(N) OCs who are disenrolled for any reason may not remain in the core program and are not eligible for transfer or acceptance to any other commissioning program and will be screened for return to the enlisted nuclear propulsion training program or assignment to the Fleet in either a nuclear or non-nuclear assignment, as determined by OPNAV N133.

(3) In the case of a recommendation for disenrollment, pending OPNAV N133 approval, the OC shall enroll in the next academic term unless this is prohibited by university regulations. The PNS shall discuss future enrollment intentions with NSTC N91 immediately following a recommendation for disenrollment.

(4) Upon receipt of disenrollment authorization from OPNAV N133, either in writing or by telephone, the PNS will immediately issue an Availability Report. This report will be in message format as described by MILPERSMAN 1306-1702. NSTC OFFICER DEVELOPMENT GREAT LAKES, IL shall be an information addressee.

(5) Upon receipt of authorization to disenroll the OC from the STA-21(N) Program, NSTC N93 shall initiate administrative processing and disenrollment from STA-21 as described in Chapter 8.

#### **4-24 Midshipman Subsistence and Training Pay**

1. NROTC Scholarship and College Program Advanced Standing midshipmen are entitled to subsistence throughout the school year and active duty pay while participating in summer cruise.
2. The period of subsistence is established in OPMIS for all eligible students. The "from" and "through" dates for all eligible students shall reflect the host university's official first and last day of class, however they may reflect the new student orientation date for those students who attend. Midshipman summer pay, subsistence and book stipends are processed through the Student Manager Program, Pay and Account Information.
3. Midshipmen are authorized 80% advance pay for summer training. The unit must input the initial training dates at least three weeks prior to travel in order for midshipmen to receive advance pay. The final training dates must be entered into OPMIS manually upon completion of summer training. Failure to process the final training dates will result in a debt owed to the Government. When a student is in an overpaid status, the student's subsistence and book stipend will be adjusted or stopped by the unit Supply Technician.
4. Normally, the NROTC unit can reconcile midshipman pay problems by reviewing the monthly DFAS Defense Joint Military Pay Systems - Reserve Component (DJMS-RC) ROTC Monthly Status and Payment Report and the midshipman's Leave and Earnings Statement. To resolve pay problems, the unit shall contact DFAS-Cleveland, Reserve Pay Matters, Code PMMD. In the event the pay problem cannot be corrected through DFAS, the unit shall contact NSTC N93. Additional guidance may be found in the OPMIS Reporting Requirements and Considerations, the OPMIS NROTC Training Manual, and 0.
5. SSMP Student Incentive Pay (SIP) Program. See Appendix Q.

#### **4-25 Summer School Tuition**

1. Authorization. OCs and MECEPs are required to attend school on a year-round basis. However, midshipmen do not normally attend summer school because this time is normally reserved for Summer Training. Provided that the midshipman's advisor has recommended in

writing the midshipman's attendance at summer school in order to fulfill the midshipman's degree plan, the PNS has the authority to approve midshipman's attendance at summer school under one of the following circumstances:

- a. When specific courses are an integral part of the major field of study required for the baccalaureate degree but are not offered during the regular academic year;
  - b. When attendance at summer school will advance the normal commissioning date and will not preclude meeting Naval Science and cruise requirements. Normal commissioning date means finishing a prescribed curriculum (including Naval Science Courses) in the time prescribed by the institution. For example, the midshipman is in a normal eight semesters/12 quarter curriculum and they take summer school, the midshipman can be commissioned in seven semesters/11 quarters;
  - c. If attendance at summer school will enable a student who would otherwise be eligible for extended entitlements to graduate within the prescribed semesters (e.g., eight semesters for a four-year scholarship midshipman);
  - d. If courses are required to be repeated due to injury or illness which prevented completion of the scheduled courses during the regular academic year, provided such absence was approved by school officials and the PNS; and/or
  - e. When schools have attendance at a summer session as a degree requirement. At institutions operating an accelerated program or cooperative study programs, students who register and participate in NROTC unit training during summer terms may be paid subsistence allowance during such period subject to the limitations for the basic and advanced courses.
2. No Authorization. Summer school tuition is not authorized for midshipman who need to make up credits to graduate on schedule because they dropped or failed courses, lost credit due to change of major, did not carry a large enough class load, or have a substandard GPA.
  3. Payment of summer school tuition does not extend a midshipman's obligation to the government.
  4. Universities with semester or quarter hour schedules equaling less than 10 months of total benefits per academic year may authorize summer term attendance provided it meets the following criteria:
    - a. Student's attendance of summer school does not conflict with mandatory summer training requirements;

- b. Total benefits for tuition and stipend do not exceed 10 months of total benefits in any given academic year and 40 months total;
- c. Courses must be recommended by the student's academic advisor and approved by the PNS or designated representative prior to the start of the term. Courses being repeated due to prior failure or withdrawal which has previously been paid for are not covered and are the responsibility of the student; and
- d. It is the responsibility of the individual unit to ensure the 10-month maximum is strictly adhered to, taking into account start and stop times for stipend benefits related to orientation and other obligations which may exceed normal academic start and stop dates.

#### **4-26 STA-21 Tuition Authorization and Reimbursable Expenses**

1. STA-21 OCs are authorized to receive up to \$10,000 each calendar year in advanced educational assistance. All tuition authorized must be recorded by the unit Supply technician on a STA-21 Tuition Authorization Form. STA-21 OCs are also eligible to claim reimbursement for books and consumable supplies necessary for their education by completing a Claim for Reimbursement for Expenditures on Official Business (OF 1164).
2. When claiming books and miscellaneous expenses, the OC must provide receipts indicating the costs incurred to the designated NROTC/university staff member. The staff member will then prepare the OF 1164 via Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT), which requires the OC's signature and an authorizing official's signature. Once the OF 1164 is processed by NETPDC N811, DFAS will make an EFT payment directly to the OC. Specific requirements and allowances for reimbursement are listed in OPNAVINST 1420.1 (series). STA-21 tuition, books, and fee payment questions may be directed to NSTC N8.

#### **4-27 Foreign Language Testing and Registry**

1. NROTC units are required to screen all students for language skills. Those students who self-identify skills in a language listed on the Navy Strategic Language list (see [NSTCINST 1550.1](#) (series)) and for which a test exists must be tested prior to commissioning.
2. Screening and testing for midshipmen shall take place at the beginning of the senior year, to include STA-21 and MECEPs who have not already been tested. This timeline ensures that the Defense Language Proficiency Test (DLPT) scores (which are valid for one year) remain valid through the commissioning date.

3. All screening and testing shall be conducted by the unit Test Control Officer (TCO). Once the screening and testing has been completed, the results shall be entered in OPMIS.
4. Maritime academies may submit SSMP foreign language screening and test results using a spreadsheet. This report shall be maintained as current as possible.
5. Students may be eligible for Foreign Language Proficiency Bonus, provided they meet the requirements of the Foreign Language Proficiency Bonus Program ([OPNAVINST 7220.7H](#)).

#### **4-28 Leave of Absence (LOA)**

An LOA is, in effect, a suspension of NROTC benefits. Placing a student on LOA, other than by the student's requests, must follow due process covered in Section 6-7. While it may be requested in some situations, it may be required in others.

1. Typically, LOAs do not apply to MECEP and STA-21 OCs because of their active duty status. However, they may make requests for overseas study, internships, personal hardship, or medical reasons. Requests shall be by standard naval letter from the OC to CNSTC via the PNS and NSTC N93. For STA-21(N) OCs, requests shall be approved by OPNAV N133 via NSTC N91 prior to forwarding documentation to NSTC N93. MECEPs must forward such requests to MCRC via the NETC Senior Marine Representative.
2. In the event a MECEP requires longer than four years to complete their degree, an extension will be requested by standard naval letter, with justification, from the MECEP to MCRC via the NETC Senior Marine Representative. See Appendix P for more details.
3. OCs may only pursue an internship if it is a degree requirement and does not delay commissioning. All internships for STA-21 OCs shall be conducted near the host institution. MECEP Marines approved for overseas study will be considered to be on unofficial travel status.
4. Types of LOA. There are several types of LOA. Each type may require additional consideration, supporting documentation or endorsements.
  - a. Performance Related LOAs. Performance related LOAs will result in forfeiture of benefits for the term of the LOA and are not eligible to be paid retroactively. These types of LOA are assigned based upon failure to meet standards given in Chapter 3. Further discussion is provided in Chapter 6 and Appendix B:

- (1)Academic;
- (2)Aptitude;
- (3)Disciplinary; and
- (4)Physical Readiness.

b. Special:

(1) Overseas Study and Internships. Students may request LOA to participate in professional programs overseas. LOA for overseas study is discussed in Section 4-42;

(2)Personal. Upon the student's request, the PNS has the authority to assign an LOA for personal hardship or other reasons found compelling by the PNS;

(3)Graduate Study. Navy Option midshipmen may request LOA from NSTC N93 to participate in professional programs that lead to a graduate degree. LOA for the purpose of graduate study is addressed in Section 4-40; and

(4)Religious Mission. Used for a midshipman who is partaking in a religious mission, charity, or humanitarian work and will be away from the unit for an extended period not to exceed 24 months. This does not relieve the midshipman of obligation in accordance with their service contract, e.g., a student who remains in the NROTC Program but who takes an LOA during the sophomore year becomes obligated.

c. Expiration of Benefits. A student's benefits may expire prior to the completion of all NROTC Program requirements, including degree completion. The PNS may grant LOA to allow completion of these requirements if such delay in completion is no greater than 12 months. If the LOA extends the graduation date or the commissioning date, the PNS shall immediately notify NSTC N9 and update the OPMIS graduation date.

d. Dropped from USMC OCS. In the instance of a Marine Option midshipman being dropped from OCS, the student will be immediately placed on interim LOA until a PRB can be convened unless the Marine Option midshipman has been invited back to OCS and completion is pending medical clearance, in which case the actions detailed the next paragraph are more appropriate than a PRB.

e. Medical. Students who are unable to meet program requirements due to medical conditions may be granted a Medical Leave of Absence (MLOA). MLOAs are discussed in section 9-5.

5. Duration of LOA; Authority to Grant LOA. The PNS is authorized to grant an LOA (non-medical) of up to one full academic term. A full academic term of LOA is defined as beginning prior to or on the 45th day of the semester/quarter and not being removed from LOA until after the 45th day of the semester/quarter. LOA requests for consecutive, full-term LOAs (non-medical) of any type, or a second, full-term, non-consecutive LOA of the same type (non-medical) during a midshipman's tenure may only be approved by the NSTC Director of Officer Development, N04, via NSTC N93. N04 may also approve a third quarter of LOA (non-medical) to allow consistency between semester and quarter systems. A third semester, fourth quarter or more of LOA, regardless of the length of the term of LOA, during a midshipman's tenure may only be granted by CNSTC after endorsement by N04. No LOA may be extended by more than two years. An already authorized LOA may be extended in writing by NSTC N9 to permit the student to engage in charitable and humanitarian work for up to two consecutive semesters (or for three quarters for quarter schools).

6. Processing LOA Authorizations

a. LOA Request. LOA requests and requests for extension of an LOA shall be made using standard naval letter format. If the LOA request is for one semester and will not delay graduation beyond the fiscal year, the PNS is authorized to make a determination on the LOA and notify N93 via the Unit Coordinator. If the LOA would be for more than one semester or will delay graduation beyond the fiscal year, the LOA request must be routed via the PNS to NSTC N93. The PNS shall include a statement of facts, a justification for why the LOA is requested, and a current transcript and updated DCP which accounts for the requested LOA.

b. Time for Decision. The PNS shall process all LOA requests as soon as possible and make a determination on each request no later than when the next tuition payment is due.

c. Notice to Student. The PNS shall notify the student of the terms and conditions of the LOA in a written notice that states the duration and requirements of the LOA and actions, including disenrollment that may be taken if the midshipman fails to comply with the LOA's provisions. The notice shall state that the midshipman will be personally responsible for payment of any tuition, fees, and other educational expenses incurred during any academic term on which the student is on LOA and that, except as noted in Chapter 7, such expenses are not payable by NROTC. The notification of LOA shall be acknowledged by the student with date and signature.

d. LOA Terms and Conditions. The LOA may require the midshipman to attend Naval Science classes and participate in unit activities at their own expense while on LOA, if the PNS so directs. Continued participation in the NROTC program is mandatory for students placed on a performance-related LOA so the PNS can continue to observe the midshipman's performance. For LOAs assigned for reasons not related to performance, the required participation is at the discretion of the PNS.

e. End of LOA. The PNS will notify the midshipman by letter when they are removed from LOA status and shall be acknowledged by the student with date and signature.

f. OPMIS Entries. If the LOA is approved, the PNS shall ensure that following actions are taken as soon as possible:

(1)The unit enters the LOA code and start date in the OPMIS Miscellaneous Form, which will also change the Subsistence Form; and

(2)DFAS is notified of the student's LOA status. Similarly, the PNS shall ensure that the unit enters the LOA end date in the OPMIS Miscellaneous form in a timely manner and likewise notifies DFAS of the return of the student from LOA in a timely manner.

#### 7. Effect of LOA on NROTC Program Benefits

a. NROTC shall not pay or be obligated to pay any financial benefits, including tuition, fees, stipend or subsistence payments for any midshipmen during the time they are on LOA. Payments for such benefits shall be suspended as of the effective date of the LOA.

b. Midshipmen on LOA status are responsible for all tuition and fees and will not receive subsistence payment.

c. NSTC N9 may authorize retroactive payments of tuition benefits for students placed on LOA because:

(1)Transitory physical conditions render them temporarily physically disqualified (MLOA); or

(2)Extraordinary circumstances beyond the student's control, as reasonably determined. A condition of making such payments shall be that the midshipman attends class and meets all other program requirements.

d. Midshipmen on LOA do not incur any additional military service obligation.

**e. Midshipmen on LOA as they enter their sophomore year, despite not receiving benefits, become obligated and are subject to recoupment or AES if they are later disenrolled from the program.**

f. The PNS shall ensure that midshipmen on LOA are notified of any recommendation for commissioning and all other administrative actions at the same time and in the same manner as for all other NROTC students.

#### **4-29 Student Awards**

1. The PNS shall recognize outstanding performance. Awards and formal recognition to NROTC students shall be initiated by unit awards boards or similar staff bodies and given for excellence of performance in the categories of academic excellence and performance of duty/military aptitude.

2. The PNS shall present the majority of NROTC awards at an annual formal ceremony to which parents and relatives of midshipmen and OCs, distinguished members of the local university, civilian, and military communities, and representatives of presenting organizations are invited to attend. Representatives of presenting organizations shall be invited to attend and participate in the ceremonies.

#### **4-30 Midshipman Official Name Change**

1. MIDN may submit a name change request to their NROTC Unit. The request shall be accompanied by at least one of the documents listed below as documentary evidence verifying the change in name:

- a. Marriage Certificate;
- b. Final divorce decree containing provision for restoration of maiden name;
- c. Court order authorizing name change;
- d. Birth Certificate – may be used only upon initial accession;
- e. Naturalization Certificate; or
- f. Social Security Card.

2. The NROTC unit shall maintain the name change request along with a copy of the supplied supporting documents in the MIDN's Student Administrative File.
3. The NROTC unit shall update the MIDN's name in the student record in OPMIS.
4. The NROTC Unit shall update the MIDN's NAVPERS 1070/602, SGLI form and direct the MIDN to receive a new CAC Card.
5. In order to ensure commissioning documents as well as future orders are issued in the correct name, a copy of the legal documentation authorizing the name change must be forwarded to N93 for any MIDN who legally changes their name after entering the Service Assignment cycle.

#### **4-31 Transfers between NROTC Colleges/Universities**

1. Midshipmen may request transfer to other NROTC academic institutions under certain conditions. Due to PCS costs and other factors, OCs may not transfer to other institutions unless applying to a cross-town school within the NROTC unit's consortium. Requests shall be sent to NSTC N93. A midshipman requesting a transfer to any other NROTC institution must:
  - a. Be in good standing (e.g., cannot be on academic/aptness probation or LOA);
  - b. Be accepted by the academic institution to which they are requesting transfer. A copy of an acceptance letter must be included in the transfer request;
  - c. Provide a written statement of the reason they are requesting a transfer and whether it concerns a proposed course of study (e.g., difficulty of obtaining courses required for degree);
  - d. Not be proposing a transfer to an institution that has a tuition cost significantly higher than the current institution;
  - e. Not be proposing a transfer that will result in a significant loss of credit or delay graduation or commissioning, as evidenced by a DCP from the gaining unit. The student must be briefed that requests for extended entitlements resulting from the approval of a transfer will not be approved;
  - f. Secure a favorable endorsement by the PNSs at both NROTC units. Endorsements should address the above requirements; and

- g. Normally have one full academic year of observation.
2. If NSTC N9 approves the request, the transferring NROTC unit shall:
- a. Forward the complete NROTC Student Administrative File, Performance File, Medical/Dental Record, and an official transcript to the receiving unit;
  - b. Ensure that all data in OPMIS is current and that all grades have been entered; and
  - c. Ensure the student is released in DTS.
3. The gaining unit shall:
- a. Forward the request to NSTC N93 via the PNSs at both NROTC units; and
  - b. Report to NSTC N93 when the student has reported and request the student be transferred in OPMIS.

#### **4-32 Extended Entitlements (EE)**

1. Academic programs requiring more than four academic years for completion of baccalaureate degree requirements (including elective requirements of the Senior ROTC course) are eligible for EE. EE may provide financial assistance under this section during a fifth academic year for qualified majors. This assistance may include regular semesters/quarters or summer sessions beyond Naval Science year four. EE may be applied only after the student has used all normal entitlements. Students may not be required to enroll in Naval Science courses but shall participate in all other unit activities while receiving EE.
- a. EE is not mandatory for qualified majors. Units shall apply all transferable college credits when validating a student's Degree Completion Plan (DCP) to see if the student can graduate without the use of EE.

- b. Units shall encourage the use of summer school in lieu of EE terms when practical.
  - c. All “PNS-not recommended” EE requests shall be forwarded to the annual EE Panel to afford the student a second look at the request.
  - d. Utilization of EE creates an additional service obligation as follows:
    - (1) Per Semester: 6-month obligation
    - (2) Per Quarter: 4-month obligation
    - (3) Per Summer Session (after 4<sup>th</sup> academic year in NROTC): 3-month obligation
  - e. EE approval is only valid for a specific major and university. Therefore, a change in majors or universities will invalidate any existing EE approvals. However, a student may re-apply for EE as necessary.
2. The PNS has the authority to approve student EE requests for majors on the CNSTC List of Approved Degrees for EE. In the event a specific degree should be removed from or added to the CNSTC List of Approved Degrees for EE, it is the responsibility of the unit to contact N93 and submit a formal request to CNSTC (template available). The request shall include the following for each major:
- a. Option EE requesting approval for (USN/USMC or both)
  - b. How many extra terms requested for specific option
  - c. Justification for EE (calculations for course load, or list of classes for sequencing)
3. The PNS request to get a degree approved for EE by CNSTC shall be based on the following:
- a. If the major (combined with mandatory NROTC courses) requires more than four years due to excessive course load (over 18 credits per term [or quarter system equivalent]): The number of extra terms will be the minimum required to reduce the course load to no more than 18 credits per term.
- Example: Credits required for major  
+ Credits required for NROTC program  
- Overlapping credits (e.g., math, physics)

= Total credits required  
÷ 8 semesters (or equivalent quarters)  
= Total credits required per term

b. If the major (combined with mandatory NROTC courses) requires more than four years due to sequencing: The number of extra terms will be the minimum to complete the required sequence.

4. Student EE requests shall be submitted after the completion of the student's sophomore year, but no later than 15 October of the Fall semester of their junior year. This timeframe is to minimize paperwork in the event the student changes majors (submitting too early), and to ensure this does not affect Service Selection (submitting too late). Student EE requests will be processed in one of two ways:

a. Student EE requests that qualify IAW CNSTC List of Approved Degrees for EE:

(1) Student will request EE from the PNS.

(2) PNS can approve or not recommend based on factors such as student performance, application of prior college credits, summer school as an alternative, etc.

**If EE is approved by the PNS:**

(a) Unit shall submit PNS endorsed approval letter to N93 (template available) with the following information:

1. Student Name
2. Class
3. Option
4. Program Code
5. Major
6. GPA
7. Justification for EE (Course Load or Sequencing)
8. How many extra terms approved
9. Term type (Quarter or Semester)

(b) Upon validation, N93 will notify unit to:

1. Initiate and send to N93 an electronic copy of signed form NAVPERS 1070-613 (Page 13, template available), which includes a Statement of Understanding (SOU) of the

required extension and for continued participation in unit activities while on EE. The original Page 13 shall be added to the student's commissioning documents that are sent to PERS.

2. Update Student's Estimated Date of Commission and Date of Graduation in OPMIS to reflect the approved term(s).

(c) Upon receipt of the electronic copy of the signed Page 13, N93 will change student's status to receive EE in OPMIS, and notify unit once complete.

(d) N9 shall provide CNSTC an update on all PNS approved EE requests.

**If EE is not recommended by the PNS**, the unit shall submit a full EE package to the annual EE Panel with a negative PNS endorsement.

b. EE requests that do not qualify IAW CNSTC List of Approved Degrees for EE shall be submitted as a full EE package to N93 for the annual EE Panel. EE packages shall include:

(1) EE Request Cover Sheet (contact N93 for template) which includes questionnaire and checklist

(2) Student request to NSTC containing an SOU of the required extension and for continued participation in unit activities while on EE.

(3) PNS endorsement (positive or negative) with recommended extra terms

(4) Most recent transcripts (will accept unofficial)

(5) DCP without EE (showing excessive course load and/or sequencing)

(6) DCP with EE (showing adjusted course load and/or sequencing)

5. EE Panel- N93 shall hold a panel annually in November (and additional supplemental panels as required) to process EE requests that either are not recommended by the PNS, or that do not qualify IAW CNSTC List of Approved Degrees. The EE Panel will consist of 3 members of NSTC who will each make a case-by-case recommendation for each EE request.

a. Factors for consideration (not all inclusive):

(1) PNS's endorsement, noting specifics about the student's request

(2) GPA

(3) Previous course load

(4) Justification / extenuating circumstances

b. Common factors for disapproval:

(1) Academic deficiency

(2) Failure to complete an academic requirement

(3) Scheduling conflict created by an avoidable student action

(4) Major change that creates a need for additional term(s)

(5) Lost credits due to university transfer

6. Recommendations from the EE Panel shall be forwarded to N9. N9 shall then make a recommendation, and then forward to CNSTC for final decision.

7. CNSTC final decision is normally promulgated via Official Mail Message or a direct response to units via N93.

a. If approved for EE, unit shall:

(1) Initiate and send to N93 an electronic copy of signed form NAVPERS 1070-613 (Page 13, template available), which includes a Statement of Understanding (SOU) of the required extension and for continued participation in unit activities while on EE. The original Page 13 shall be added to the student's commissioning documents that are sent to PERS.

(2) Update Student's Estimated Date of Commission and Date of Graduation in OPMIS to reflect the approved term(s).

(3) Upon receipt of the electronic copy of the signed Page 13, N93 will change student's status to receive EE in OPMIS, and notify unit once complete.

b. If denied for EE, MIDN shall be placed on Expiration of Benefits LOA (I-Code) as soon as practical upon expiration of scholarship funds.

#### **4-33 Change of Option, Marine to Navy Midshipman**

1. Midshipmen can request a change of option from Marine to Navy in writing to the PNS. The request must include a current transcript and a DCP that includes all required courses noted below. Those seeking to change their option to the Navy must meet the following requirements:

a. All change of option requests for freshmen and sophomores are submitted to the selection board for approval by N92. Prior to executing change of option, a continuation package must be submitted to BUMED to ensure medical suitability for Navy Unrestricted Line. Documentation of physical qualification or waiver must be placed in the medical record. In their junior year, requests will be processed by N93 and a release from MCRC will be required. Any student requests in the senior year will not normally be approved due to course requirements;

b. Successful completion or an agreement to complete the following courses:

(1)All students: American History/National Security Policy, English, and Cultural Awareness.

(2)Scholarship (except Nurse Option) students: Calculus and calculus-based physics.

(3)College Program students: physical science and college algebra or advanced trigonometry

**Note:** Calculus and calculus-based physics are required for consideration for nuclear option;

c. Successful completion or agreement to complete the following Naval Science Courses: Introduction to Naval Science, Sea Power and Maritime Affairs, Naval Ships Systems I (Engineering), and Naval Ships Systems II (Weapons). If these courses cannot be completed during the normal academic year, a request for independent study waiver should be submitted to N9. During their junior/senior year, the midshipman must complete the following Naval Science Courses: Navigation, Naval Operations and Seamanship, Leadership and Management, and Leadership and Ethics;

d. Successful completion of the First Class Navy Cruise prior to commissioning;

e. Statement as to reason for request, career goals, and qualifications to serve as a Navy officer;

f. Midshipmen must compete for assignment to designator choices during the Service Assignment process; and

g. Waivers for required NROTC university courses or Naval Science instruction must be approved in writing by N9. Summer Training waivers must be approved in writing by N04 and are submitted to NSTC N94 for processing.

2. Option change requests shall be processed as follows:

a. The PNS shall endorse the request and nominate the midshipman to the Scholarship/Change of Option/Advanced Standing Selection Board held by N92 at the end of the spring academic term;

b. Students requesting change of option in their junior year should include a current transcript, a degree completion plan for the requirements of the requested option, and any waivers granted (e.g., course completion waiver). Requests for change of option shall not delay commissioning; and

c. Marine Option students who are approved to become Navy Option students shall be discharged from the U.S. Marine Corps Reserve and enlist in the U.S. Naval Reserve for a period of eight years or for such other period of time that ensures they will incur five years of obligated service beyond commissioning. They will be discharged from the Marine Corps Reserve one day and enlist in the Naval Reserves the next day without broken service. The NROTC unit will prepare an Administrative Remarks, [NAVPERS 1070/613](#). The midshipman shall complete and sign the Enlistment/Reenlistment Document [DD Form 4](#). Block 7b of the DD Form 4 shall reflect the inactive time served in the USNR. Once all actions are complete, the NROTC unit will notify NSTC N93, who will enter the appropriate changes in OPMIS.

d. Marine to Navy change of option cases driven by a medical recommendation to waive the physical requirements leading to a commission in the Navy and to NOT waive the physical requirements leading to a commission in the Marine Corps shall be handled with special consideration of the circumstances leading to the change of option and the readiness and potential of the midshipmen to serve successfully in the Navy. In these cases, especially where the midshipman is about to graduate or has already graduated from their undergraduate institution, commissioning into a Navy restricted line community (if requested by the midshipmen), may be recommended by N04 to CNSTC as the most appropriate course of action.

#### **4-34 Change of Option, Navy to Marine Midshipman**

1. Midshipmen can request a change of option from Navy to Marine by applying to the Marine Corps Side-load Board. Prior to executing this change of option, a continuation package must be submitted to BUMED to ensure medical suitability for Marine Corps. Documentation of

physical qualification or waiver must be placed in the medical record. The request must include a current transcript and a degree completion plan. Those seeking to change their option to the Marine Corps must meet the following requirements:

- a. The request must be made after completion of one full academic year but no later than the end of the junior year;
  - b. An agreement to complete the six-week course at Marine Corps OCS prior to commissioning. This requirement cannot be waived. Those who fail this course (not recommended to return) are subject to disenrollment from the NROTC Program;
  - c. The completion of or agreement to complete American History/National Security Policy courses;
  - d. The completion of or agreement to complete the following courses in accordance with Table 3-2: Introduction to Naval Science, Sea Power and Maritime Affairs, Evolution of Warfare, Leadership and Management, Leadership and Ethics, and Fundamentals of Maneuver Warfare; and
  - e. The waiver of USMC-required Naval Science Courses is at the discretion of MCRC (ON/E). Waiver is possible because Marine Option midshipmen will develop a considerable base of such knowledge at The Basic School.
2. The PNS shall endorse the change of option request and forward it to MCRC (ON/E) for the current selection board's review. MCRC will notify NSTC N93 of approved selectees and, if approved, NSTC N93 will enter the appropriate changes into OPMIS.
  3. Navy Option midshipmen selected for Marine Option will be released from the USNR and enlisted in the USMC Reserve for a period of eight years. They will be discharged from the Naval Reserve one day and enlist in the Marine Corps Reserve the next day without broken service. Prepare an Administrative Remarks page [NAVPERS 1070/613](#). Complete an Enlistment/Reenlistment Document [DD Form 4](#). Block 7b of the [DD Form 4](#) shall reflect the inactive time served in the USNR.

#### **4-35 Change of Option, Navy Option Midshipman URL to Navy Nurse Scholarship**

1. Any midshipmen meeting the eligibility criteria specified below can request a change of option to the Navy Nurse Scholarship.
  - a. The applicant must have completed one full academic year.

- b. The applicant must apply no later than the end of their sophomore year.
  - c. The applicant must be accepted at an accredited nursing school affiliated with an NROTC Program.
  - d. The applicant must have completed or agree to complete the following courses: regional studies, world culture, or world religions, and English.
  - e. The applicant must have completed, or agree to complete, the following Naval Science Courses: Introduction to Naval Science, Sea Power and Maritime Affairs, Leadership and Management, and Leadership and Ethics.
  - f. The applicant shall complete a 3/C or 2/C cruise at sea with a medical department and must complete a 1/C cruise at a naval hospital.
2. If the applicant has already received Scholarship or Advanced Standing, or is not applying for additional benefits, Navy Option applicants shall submit their change of option request to NSTC N93 via NSTC N92 (Medical Liaison). Marine Option applicants will submit their change of option request to NSTC N93 via MCRC (ON/E) and NSTC N92 (Medical Liaison). If the applicant is applying for Scholarship or Advanced Standing, the applicant must submit their request to NSTC N92 per the procedures outlined in [Chapter 2](#).
3. All application packages must include a letter of acceptance from the nursing school, a copy of official transcripts, a DCP, and a PNS recommendation.
4. If approved, the applicant must sign a Nurse Scholarship Service Agreement, and NSTC N93 shall change the option in OPMIS.

#### **4-36 Change of Option, Scholarship to College Program**

1. As an alternative to disenrollment, Scholarship midshipmen who fail to satisfactorily complete calculus, calculus-based physics, or other program requirements, may contact NSTC N93 and request transfer to the College Program following the results of a PRB. This alternative is the only option change available to Nurse Scholarship students who are disenrolled from their Nursing Program. Once the PNS has reviewed and endorsed the PRB, the PNS may favorably endorse the midshipman's request for this change. If the PNS endorses the change request, the PNS must provide NSTC N93 with the following information and items:

- a. The specific reason for the change request (e.g., failure of calculus course and/or physics at least twice);
  - b. The number of times the student was placed on probation or LOA for academics;
  - c. The student's aptitude for Naval Service;
  - d. The extent of the student's involvement in unit activities (e.g., battalion commander, squad leader);
  - e. A current transcript;
  - f. The student's DCP; and
  - g. A copy of the most recent PRB with all endorsements.
1. h. An [NROTC Student Disenrollment Recommendation \(NSTC 1533/122\)](#).
  2. If the request to change option to the College Program is approved by CNSTC, NSTC N93 will prepare an Appointment Termination Disenrollment Authorization ([NSTC 1533/124](#)) stating the obligation and enter the appropriate changes into OPMIS. The unit shall ensure the midshipman signs and acknowledges the following [NAVPERS 1070/613 Page 13](#) entry:

“Scholarship students approved for transfer to the College Program who have received more than one year of subsidized education (two semesters/three quarters of tuition and ten months of subsistence), or accepted their scholarship at the beginning of the second or later year of Naval Science and receiving benefits, shall be required to repay the educational benefits they received while enrolled in the NROTC Program if they fail to commission unless otherwise waived.”
  3. Upon receipt of the Appointment Termination, NSTC N93 will enter the appropriate OPMIS code to change the midshipman's status from Scholarship student to College Program student.
  4. Prior to the start of the junior year, approved students will be transitioned to College Program Basic. If not selected for Advanced Standing, students will be disenrolled. If the student was obligated by their previous scholarship contract, a complete disenrollment package will be sent to N93 for processing.

#### **4-37 Change of Option, STA-21**

1. STA-21 Target Option OCs are not normally allowed to change options unless found not physically qualified (NPQ) for their original designator. Changes that meet the needs of the Navy and do not delay commissioning may be considered by N04 assuming that the OC meets **all** requirements for the requested designator.
2. STA-21 OCs who request a change of option or re-designation must submit their requests in writing to OPNAV N131 via NSTC N93.
3. STA-21 Target Option OCs interested in the nuclear community shall request transfer to core or surface warfare option. This request shall be submitted to OPNAV N131 via NSTC N93. After being accepted for transfer to core or surface warfare, these OCs shall then submit an applications for the nuclear community to NSTC N91. STA-21 OCs will be interviewed by Director, Naval Nuclear Propulsion before being accepted into the NNPP.

#### **4-38 Transfers to Other Services' Programs for Midshipmen**

1. Inter-service transfers are not available for midshipmen. While midshipmen may seek appointments to any service academy or other ROTC programs, those desiring to transfer to other officer accession programs will be placed on LOA (pending disenrollment) and processed as a Drop on Request (DOR).
2. If the midshipman's disenrollment is subject to recoupment, the midshipman may submit a request to DFAS to have their recoupment order deferred. Upon commissioning and completion of two years of active duty, the former midshipman may request their entire obligation be terminated.

#### **4-39 Inter-service Transfers for STA-21 and MECEP Students**

1. This section outlines responsibilities and procedures for allowing STA-21 and MECEP students to transfer to, and receive commissions in, the Marine Corps and Navy, respectively. Both OPNAV N13 and MCRC (ON/E) must concur in all transfers. Midshipmen seeking commissions in the Army, Air Force, or Coast Guard shall follow procedures specified by those services. STA-21(N) Target Option OCs are ineligible for inter-service transfers.
2. A STA-21 student requesting to be commissioned in the Marine Corps must:

a. Submit their request to MCRC (ON/E), via NTSC N93 no later than the end of their junior year. The request must contain the following documents:

(1)Endorsement from CNSTC with recommendation;

(2)NROTC unit CO's endorsement;

(3)MOI statement or endorsement (MOI shall also sign [DD Form 368](#) as "recruiter");

(4)Request from the student;

(5)[DD Form 368](#), Request for Conditional Release, filled out and signed by an authorized Navy official;

(6)NROTC Marine Applicant Information Sheet; and

(7)Additional information responding to the NROTC Information Sheet Questions, such as tattoo photos with explanations, court documents, and statement for legal convictions or arrests. Requirements for commissioning in the Marine Corps are established in the [MCRC Officer Commissioning Manual](#);

b. Successfully complete Marine Corps OCS. If they fail to do so, they must either fulfill their remaining STA-21 requirements or be disenrolled. If they successfully complete Marine Corps OCS, they shall participate in all Marine Option Naval Science instruction and meet all other program requirements, including those set forth in the [MCRC Officer Commissioning Manual](#), that are necessary to receive a commission as a second lieutenant; and

c. When accepted by MCRC (ON/E), the student must submit a request for separation from the Navy to PERS (N13) in compliance with MILPERSMAN 1910-102.

3. MECEP students requesting commissioning in the Navy must:

a. Submit a written request that contains the following information to NSTC N93 via MCRC (ON/E) and the Senior Marine, NETC no later than the end of their sophomore year:

(1)A statement on the reason for request, career goals, qualifications, interest, and other information deemed relevant by the requester;

(2)Current transcript(s) and a DCP; and

(3) A statement that the requester understands that if conditionally approved for commissioning in the Navy that they must complete a pre-commissioning physical examination no later than 18 months prior to the graduation and be qualified for commissioning in the Navy as an URL officer; and

b. MECEPs approved for transfer will compete for service assignment and are treated as STA-21 Core option students in the service assignment process. Requirements for commissioning in the Navy are established in Chapter 4. MECEPs seeking a commission in the Navy will complete all of the same prescribed NROTC university courses as STA-21 OCs.

4. Students will retain their status as STA-21 OCs or MECEPs in their original service until graduation. When requirements for commissioning have been met, students will be commissioned as ensigns or second lieutenants, as appropriate. If commissioning requirements for the requested service are not met, the individual may be retained in their original service in a status determined by that service.

#### **4-40 Inter-service Transfers for Strategic Sealift Midshipman Program**

See Appendix Q.

#### **4-41 Graduate Study**

Many options are available for midshipmen to pursue graduate education either before or after they are commissioned. Marine Option students are not eligible for graduate education scholarships until they have completed The Basic School (TBS). STA-21 OCs may only apply for the Burke Program. Graduate education programs require additional active duty obligations in accordance with [DoDI 1215.08](#). Midshipmen who are interested in graduate study shall make their interests known to NSTC N93 before or during service assignment. Education programs are classified as fully-funded, partially-funded, or non-funded.

##### **1. Fully-Funded**

a. Massachusetts Institute of Technology (MIT)/Woods Hole Oceanographic Institution (WHOI) Joint Master Program. USNA and NROTC may each nominate one midshipman for participation in the MIT/WHOI Oceanography Program. The program begins in June, typically requires 24-27 months to complete, and leads to a 6402P (Operational Oceanography) subspecialty code. Midshipmen who service select aviation are not eligible for this program. Applicants for this program must first submit an application to MIT/WHOI by the deadline listed

in the annual NAVADMIN. A package consisting of a copy of the MIT/WHOI application, transcripts, Graduate Record Examination (GRE) scores, student statement, and PNS endorsement shall be forwarded to NSTC N93 no later than the MIT/WHOI application deadline listed in the NAVADMIN. Upon receipt, NSTC N93 will screen the packages for eligibility and forward to OPNAV N13 for community manager concurrence. Once NSTC N93 receives community manager concurrence, the list of nominees will be forwarded to the Office of the Oceanographer and Navigator of the Navy for approval.

b. The Junior Line Officer Advanced Educational Program (Burke Program). The Burke Program provides an opportunity for URL officers in scientific and engineering disciplines for assignment to subspecialty billets. This program includes aviation, subsurface, and surface midshipmen and STA-21 OCs. Curricula shall be consistent with the individual's designator and the needs of the Navy. Upon commissioning, the selected recipient will attend post-accession training before their initial 30-36 month operational tour. After completion of their initial tour, Burke Program students may be assigned duty under instruction at civilian schools or attend the Naval Post-Graduate School (NPS). Participants in this program will receive full pay and allowances and will be entitled to a PCS if applicable. NSTC N9 may select 15 senior NROTC midshipmen or OCs each year. The PNS shall forward nominations to NSTC N93. Upon receipt, NSTC N93 will screen the packages for eligibility and forward to OPNAV N13 for community manager concurrence. Once NSTC N93 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval.

## 2. Partially-Funded

### a. The Scholarship Program

(1) The Scholarship Program is directed toward fulfilling Navy needs in operational, technical, and managerial areas in concert with the officer subspecialty system. Upon commissioning, selectees attend graduate school full-time and receive full pay and allowances. Applicants must complete their degree in 24 months or less. Personnel may not attend law or medical school under this program. Participation in the program will be at an institution within the United States that is accredited by a regional accrediting association recognized by the Department of Education. Subspecialty code determination is performed by NPS upon review of the student's curriculum. Exceptions are made for Rhodes, Olmsted, and similar scholarships where study is required at a foreign institution. Typically, the applicant must apply and receive a scholarship that is equal to or greater than 50 percent of the tuition costs. Annual program quotas are established by OPNAV N13. Historically, these quotas have ranged from three to eleven NROTC midshipmen.

(2) An application package prescribed by the annual NAVADMIN must be received by NSTC N93 no later than 15 January. Upon receipt, NSTC N93 will screen the packages for eligibility and forward them to OPNAV N13 for community manager concurrence. Once NSTC N93 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. Selected students shall submit proof of acceptance into a graduate program with a qualifying scholarship to NSTC N93 no later than 31 May. Additional guidance may be found in the annual NAVADMIN and [OPNAVINST 1520.24](#) (series).

b. Anna Sobol Levy Foundation Scholarship

(1) The purpose of this fellowship scholarship is to provide future officers an opportunity to learn first-hand about the unique relationship between the U.S. and Israel, to master regional politics, culture, and security affairs, and to study foreign languages at Hebrew University in Jerusalem. Midshipmen should apply directly to the Foundation using application materials available from [www.annasobollevyfoundation.org](http://www.annasobollevyfoundation.org).

(2) Midshipmen must submit an application package to NSTC N93 per the current NAVADMIN for this scholarship program and [OPNAVINST 1520.24](#) (series) no later than 15 January. Upon receipt, NSTC N93 will screen the packages for eligibility and forward them to OPNAV N13 for community manager concurrence. Once NSTC N93 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. The student will be approved for graduate study contingent on detailer concurrence, acceptance into the graduate program, and receipt of the foundation scholarship. The student shall submit proof of the foundation's scholarship to NSTC N93 no later than 31 May.

(3) This program is not the only means of attending the Hebrew University in Jerusalem; midshipmen may also apply under the Olmsted Foundation program. Midshipmen may also attend for the purposes of broadening regional awareness and acquiring critical language skills in Hebrew and Arabic through cultural immersion via non-funded graduate, overseas study, or personal LOA.

(4) This program may not be available every year.

3. Non-funded

a. Graduate Education LOA. NSTC N9 may grant up to 40 Graduate Education LOAs for Navy Option midshipmen to pursue a graduate degree. Although selectees still compete for service assignment and are assigned a designator during their senior year, they are not commissioned until they finish their graduate degree requirements. A five-year obligation must be maintained beyond graduation, the student must sign an Agreement to Extend Enlistment

[NAVPERS 1070/621](#) to maintain a five-year obligation beyond graduation. To qualify for a Graduate Education LOA, the midshipmen must meet the following conditions:

- (1)The student shall be ranked in the top 25% of their midshipman class;
- (2)The graduate course of study shall reflect a logical progression of the undergraduate study;
- (3)The study must be in a field of Navy interest;
- (4)The study must be under the PNS supervision;
- (5)The study must not require more than 24 months for completion; and
- (6)All approvals are contingent on community manager concurrence and acceptance into a graduate program.

b. Although Navy Option midshipmen may indicate their interest in graduate education during service assignment (i.e. when submitting their Service Assignment/Duty Preference Form) all official requests for Graduate Education LOA must be submitted to NSTC N93. In doing so, midshipmen must indicate their degree interest, the school they plan to attend, and the anticipated length of the LOA. In addition, they shall provide a current transcript and either a completed application or proof of acceptance into a graduate degree program. Students scheduled for commissioning 1 October through 31 March must submit their request to NSTC N93 no later than 1 August of the year prior to commissioning. All requests for graduate study LOA must be received by N93 no later than eight months prior to the requester's scheduled graduation date. Upon receipt, NSTC N93 will screen the packages for eligibility, make assignments, and coordinate community manager review. Upon receipt of community manager concurrence, the PNS is responsible for tracking the midshipman's acceptance into a graduate degree program prior to commencement of LOA. NSTC N93 will notify those midshipmen approved for graduate education LOA.

#### **4-42 NROTC Graduate Attendance at Medical or Dental School**

1. NROTC midshipmen may apply for an Armed Forces Health Professions Scholarship (AFHPS) in accordance with [OPNAVINST 1520.39](#) to attend an accredited medical or dental school or the Uniformed Services University of the Health Sciences (USUHS). Unlike other graduate degree programs, these programs pertain to service assignment and result in a primary designator.

2. NSTC N92 (Medical Liaison) will convene a recommendation board each July to select the most qualified applicants for the AFHPS and USUHS programs. For an applicant to be considered competitive and subsequently accepted, the midshipman shall have a minimum GPA of 3.5 (with a strong emphasis in calculus, physics, biology, and chemistry) and high Medical College Aptitude Test (MCAT) or Dental Aptitude Test (DAT) scores.

3. Midshipmen shall take the MCAT/DAT in the spring of their junior year for inclusion in their application. Because of lead times associated with administering the MCAT/DAT and the early deadlines associated with medical school applications, midshipmen must submit their applications to NSTC N92 no later than 30 June of their junior year or the date otherwise specified via Official Mail Message to include the following information:

a. A copy of the American Medical College Application Service (AMCAS) submitted by the midshipman;

b. A certified copy of the results of the MCAT or DAT;

c. Current transcript;

d. A personal statement from the midshipman explaining why they want to serve in the Navy Medical or Dental Corps;

e. An endorsement from the PNS; and

f. Recommendation letters from three professors at the university the student is currently attending.

4. During service assignment, the NROTC unit shall enter a Restricted Line (RL) designator code of 1970 (Medical Officer) or 1980 (Dental Officer) into OPMIS for those candidates desiring to be considered for Medical or Dental Corps. Following the Service Assignment Panel's determination, selected midshipmen, if any, will be designated 1970 or 1980. If the midshipman has been selected by AFHPS vice USUHS, and designated by the Service Assignment Panel, the candidate will be designated as either a 1975 (Reserve Medical Officer) or a 1985 (Reserve Dental Officer). Depending on the needs of the Navy and the number of midshipmen commissioning in any given fiscal year, Service Assignment Panels may not assign any midshipmen to Medical or Dental Officer communities – this should be made clear to midshipmen in order to avoid unrealistic expectations.

5. Midshipman applicants not accepted by AFHPS or USUHS no later than 1 June of their senior year must accept a URL designator. Service obligations for AFHPS and USUHS begin

on completion of residency or internship and are served consecutively with the NROTC Program obligation.

#### **4-43 Overseas Study**

1. Overseas Study is normally an elective option and not required for graduation. Students may participate while on LOA or with financial benefits but are responsible for all travel.
2. Overseas Study without Benefits. The PNS may approve an LOA for midshipmen in overseas study without benefits under the following conditions:
  - a. Study is full-time and credits earned meet degree requirements; and
  - b. Study does not affect timely completion of NROTC requirements, drills or summer training.
3. Overseas Study with Benefits. NSTC N9 may approve overseas study with benefits under the following conditions.
  - a. Study is full-time and credits earned meet degree requirements;
  - b. Study does not affect timely completion of program requirements, drills or summer training;
  - c. Graduation and commissioning are not delayed;
  - d. Study is in the best interest of the individual and the Navy; and
  - e. Financial benefits are limited to only tuition and fees for specific classes and may not exceed normal tuition payments per term at the host institution. Note that only those items covered through the NROTC Scholarship Program (i.e. tuition, book stipend, and fees) may be funded; other items, such as travel expenses are not authorized, regardless of cost.
4. All requests for overseas study with benefits must be endorsed by the PNS and forwarded to NSTC N93. Requests for STA-21(N) OCs shall be forwarded to OPNAV N133 via N91 before being sent to NSTC N93. In addition to addressing the above requirements, the request should state where, when, and how long the student would be engaged in overseas study. The request must include a DCP, current transcript, and a completed [NSTC 1533/164](#). For STA-21 and

MECEP students, when filling out NSTC 1533/164, leave Blocks 1-3 blank, and in line 16, type in “University tuition covered by student” and enter the appropriate dollar amount.

5. STA-21 and MECEP Marines are DoD personnel and are required to adhere to DoD travel regulations. The PNS should also require midshipmen to review and comply with the DoD Foreign Clearance Guide regarding travel clearances, as well as all State Department travel advisories. When the State Department Travel Advisory recommends deferring travel to a foreign country, travel to the country should not be authorized. In addition, the PNS shall provide a security brief in accordance with [SECNAVINST 5510.30](#) (series), encourage students to consult their local Naval Criminal Investigative Service, and review applicable guidance contained at <http://www.ncis.navy.mil> concerning force protection and counter intelligence.

6. All overseas travel should be carefully evaluated prior to approval. Disregarding DoD travel clearance requirements may adversely affect the student’s ability to obtain a nuclear designator and/or security clearance.

#### **4-44 Service Assignment Survey**

1. The Service Assignment Survey is normally conducted during April of each year. It is used by NSTC, OPNAV N13, and NPC to anticipate Navy Option midshipman and STA-21 OC graduation dates and determine designator production goals for service assignment. This survey is required for freshman, sophomore, and junior classes.

2. When conducting the Service Assignment Survey, each NROTC unit is required to update or validate the “Naval Science year” and “date of commission” as listed in the OPMIS Student Data File. In addition, each unit must enter the “first choice designator” for each student in the Service Assignment Form. Although Aviation Selection Test Battery (ASTB) scores and other program requirements may not be completed yet, the unit shall not allow a student to choose a community for which they have already been disqualified.

#### **4-45 Pre-Service Assignment/ Military Occupational Specialty Assignment Requirements**

1. Student Naval Aviator (SNA) (1390) and Student Naval Flight Officers SNFO (1370). The requirements for these designators are subject to change based on the most recent program authorization.

a. Age. Navy applicants must not have passed their 27th birthday when commissioned. SNA (1390) may be granted an age waiver up to their 29th birthday, and SNFO (1370) may be granted

an age waiver up to their 31st birthday for active duty prior service. Marine Corps applicants must not have passed 27 1/2 at the time of commissioning. An age waiver may be granted up to their 29th birthday for all Marine Corps applicants including prior service.

b. Pre-commissioning physical. The PNS must ensure the applicant has an approved NMOTC pre-commissioning physical.

c. Education. A cumulative 2.5 GPA is required on a 4.0 scale.

d. ASTB Scores

(1) For Navy applicants, the following scores are required:

(a) Pilot: Academic Qualifications Rating (AQR) 4/ Pilot Flight Aptitude Rating (PFAR) 5; or

(b) Naval Flight Officer (NFO): AQR 4/ Flight Officer Flight Aptitude Rating (FOFAR) 5

(2) For Marine Corps applicants, the following scores are required:

(a) Pilot: AQR 4/PFAR 5; or

(b) NFO: AQR 4/FOFAR 5.

The ASTB exam can be retaken as long as the first retest occurs no sooner than the 31st day following the first administration and the second and final retest occurs no sooner than the 91st day following the second administration (test may only be taken 3 times). The most recent score is used.

Note: While Introductory Flight Screening (IFS) is not a Pre-Service Assignment or MOS requirement, an IFS is required, post-commissioning, by both USN and USMC. The IFS is managed by Naval Aviation Schools Command (NASC) and conducted at Quantico, Annapolis, and Pensacola.

2. Special Operations (SPECOPS) (1190) and Special Warfare (SPECWAR) (1180). The following considerations apply to SPECOPS (1190) and SPECWAR (1180). These requirements are subject to change based on the most recent program authorization. Applications for SPECOPS and SPECWAR are due to NSTC N93 in accordance with the

annual Service Assignment OPMIS message. N93 will forward the applications to the appropriate community manager.

- a. Physical Fitness. Applicants must pass a physical fitness test established by the SPECOPS/SPECWAR community and administered according to their policy.
  - b. Pre-commissioning Physical. Applicants must be physically qualified by BUMED with no history of back or knee problems.
  - c. Unofficial Transcript. Applicants must submit a current transcript with their application.
  - d. Letters of Recommendations. Applicants should obtain letters of recommendation from current or former SPECOPS or SPECWAR officers to be included in the application.
  - e. Top Secret Security Clearance. Because SPECWAR/SPECOPS require eligibility for a top secret security clearance, applicants shall have an SSBI initiated immediately upon assignment to either of these communities.
  - f. Personal Essay. Applicants must submit a personal essay that addresses their work history, athletic achievements, extracurricular activities, leadership potential, and interest in either SPECOPS or SPECWAR.
  - g. PNS Interview. The applications must be strongly endorsed by the respective PNS, and the applicants must be ranked in the top 25 percent of their class. The PNS must screen the applicants for physical fitness and comment on the applicant's suitability for either designator.
3. Medical Officer (1970/5) and Dental Officer (1980/5). These designators apply to officers attending medical school on active or reserve duty. Officers designated as 1970 or 1980 will attend USUHS while on active duty. Officers designated as 1975 and 1985 will participate in the AFHPS Program as reserve officers. During service assignment, midshipmen wanting to be considered for medical or dental officer must choose the respective designator as their RL choice. The NSTC Service Assignment Panel will consider the medical board recommendations when assigning designators. Applicants not accepted for AFHPS or USUHS no later than 1 June of their senior year must accept an URL designator. Those selected for 1970 or 1980 are commissioned as regular officers. Those selected for 1975 or 1985 are commissioned as reserve officers. Units must notify NSTC N93 immediately upon notification of acceptance to either USUHS or AFHPS or in the case of non-acceptance to either program.

#### **4-46 Service Assignment**

1. Service Assignment is the process by which Navy Option midshipmen, STA-21 OCs, and SSM are assigned community designators. Marine Option midshipmen and MECEPs do not receive a military occupational specialty (MOS) until they complete The Basic School unless under the Marine Guaranteed Flight Option. Commissioning scrolls, as discussed in Section 4-51 are required before any regular or reserve officer is commissioned.

2. Although final Service Assignment decisions are made during the last year of enrollment, information about the process takes place throughout the NROTC Program.

a. PNSs are to communicate to students they will be assigned where the Navy needs them most. The NROTC process is service assignment – not service selection.

b. Prior to the start of the sophomore year, the PNS will ensure that expectations regarding service assignment are reinforced to midshipmen before they become obligated. If students are not prepared to serve where the Navy needs them to serve, they should not continue in the program.

c. Prior to the submission of student Service Assignment packages, the PNS is to communicate with seniors to ensure understanding and support of Navy needs and of service above self.

3. Service Assignment is conducted by NSTC N9 based on Navy needs and input provided by the student and the unit. The information used to assign a designator will come from the OPMIS Service Assignment Form and the Service Assignment Packages. NSTC N9 conducts a Service Assignment Panel that recommends designator assignment to CNSTC for approval.

4. The OPMIS Service Assignment Form is the primary source of information for the actual assignment of designators for NROTC Navy Option midshipmen and STA-21 OCs and is derived directly from the student data file in OPMIS. Although some changes may be made at a later date, it is imperative that all student information such as Designator Choices, actual (anticipated) Date of Graduation/Commissioning, ASTB scores, and Physical Qualification Status be as accurate as possible prior to pulling the verification report. When reviewing and updating the student information contained in OPMIS, the following considerations apply:

a. Units shall verify completion and accuracy of race, sex, ethnicity, dependents, marital status, home of record, required university and Naval Science Courses, Summer Training, degree major, cumulative GPA including Naval Science Courses, aptitude scores, ASTB scores, security clearance status, status of pre-commissioning physical, commissioning date, and graduation date;

b. Each student will be asked to list their top preferences for URL designators. Student must also indicate their preferred RL or Staff Corps (SC) designator should they be found NPQ for the URL at a later date. Students shall not list designators for which they are not eligible (e.g., 1390 without qualifying ASTB score, 1170 if they have been down-screened by NR). **The PNS must certify the applicant has not been physically disqualified for any designator they list.**

c. In addition to the information given here, details on service assignment preference submission, service assignment packages, and the deadline for final update of the OPMIS Service Assignment Form will be provided annually via Official Mail Message; and

d. After the deadlines established by NSTC N93 have passed, all service assignment data is transferred to the master Service Assignment File maintained by NSTC N93. Any future changes must be emailed to NSTC N93.

5. Service Assignment Packages. A service assignment package is required for all NROTC Navy Option midshipmen and STA-21 OCs. SSM who request active duty shall follow guidance in Section 4-50 . Additionally, a service assignment package is required for all MECEP students that have been approved to commission into the Navy. Once the Service Assignment File has been updated, a Service Assignment Package must be assembled per the below guidance.

a. Content of Individual Packages. All service assignment packages shall include the following documents:

(1)OPMIS Service Assignment Unit Verification Report (GF30R17). This report is available as soon as the Service Assignment File is transferred to NSTC N9;

(2)Service Assignment/Duty Preference Form;

(3)Transcript (Official, if at all possible);

(4)Proof of pre-commissioning physical, (i.e., DoDMERB-approved [DD-2808](#) or BUMED/NMOTC waiver recommendation approved). If not approved by the date of mailing, the PNS shall indicate physical status in the remarks section of the Service Assignment Duty Preference Form. For example:

(a) "Pre-commissioning physical taken 21 May XXXX and submitted to BUMED. No indication of disqualifying physical defects."

(b) "Pre-commissioning physical scheduled 21 September XXXX. Entry physical and subsequent annual certifications of physical status indicate no disqualifying defects will be found;" and

(5) Any application or amplifying documents required for certain requested designators.

b. Administrative Processing by the Unit. All service assignment packages shall be consolidated at the unit and forwarded to NSTC N93 per the guidance below:

(1) Print an OPMIS Service Assignment Unit Verification Report, GF30R17 for each participating student and attach it to the top of each service assignment package;

(2) Prepare one cover letter listing the name and SSN for each service assignment package. Ensure that each package beneath the cover letter is stapled separately. NROTC units with SSM may be required to prepare two or three separate cover letters. One cover letter shall address all NROTC midshipmen. The second cover letter shall address all STA-21 OCs (target and core option/MECEP approvals). The third cover letter shall address SSM who request active duty;

(3) IRR Hardship Waiver and Volunteer Requests as well as all Graduate Study LOA Request Notifications should be submitted with the service assignment package; and

(4) The deadline for final update of the OPMIS Service Assignment Form will be provided annually by Official Mail Message.

c. Commissioning. Students will normally be assigned a URL designator upon commissioning. Specific goals and policy decisions regarding assignments to URL and RL/SC designators are promulgated annually by NPC based on the needs of the Navy. PERS-8 will provide the unit the commissioning documents needed for officer appointment, provided the student's name appears on an approved regular or reserve commissioning scroll provided to PERS-8 by N93.

#### **4-47 Individual Ready Reserve (IRR)**

Some newly commissioned Navy Option NROTC midshipmen may be required to commission into the IRR prior to beginning active duty and community-specific post-accession training. NSTC will provide information regarding the IRR, including the policies, processes, and schedule for that year-group. CNSTC is the approval authority for hardship waivers requesting exemption from the IRR.

#### **4-48 Marine Guaranteed Flight Option**

1. Service assignment or duty assignment for MECEPs and Marine Option midshipmen is normally conducted at TBS. However, MECEPs and Marine Option midshipmen may apply for guaranteed assignment to an aviation MOS after they have completed the requirements in Appendix P. The goal of this program is to pre-designate students for aviation service a few years before their commissioning in order to best control and anticipate recruiting requirements.
2. Marine Option midshipmen previously awarded an aviation guarantee through another source (e.g., PLC) must reapply. The application package must be endorsed by the MOI and PNS and forwarded directly to MCRC (ON/E) no later than 30 September.
3. Application packages shall include:
  - a. Official Photograph [NAVPERS 1070/884](#);
  - b. Information Sheet (NSTC 1533/62);
  - c. DoDMERB physical (unless a senior);
  - d. Eye refraction with depth perception and color blind testing;
  - e. Report of Medical Examination [DD 2808](#);
  - f. Anthropometric Data Record, [NAVMED 6410/9](#); and
  - g. Contact Lens Statement.
4. Typically, aviation guarantees are granted freshman through junior year. However, the opportunity to commission with an aviation MOS is not completely closed to Marine seniors. If a senior desires an aviation MOS, they need to have an NMOTC-approved flight physical with their Request For Appointment (RFA) or commissioning package and meet all other aviation requirements. If billets are available for that fiscal year and the student has requested aviation on their RFA, they may be selected for a commission with an aviation MOS. However, the RFA is the final point to request commissioning with an aviation MOS unless the needs of the Marine Corps dictate otherwise.

#### 4-49 Nuclear Screening and Application

1. The Navy is highly interested in students who want to pursue a career either as a nuclear-trained officer in the Fleet or as an engineer at Naval Reactors (NR). To maximize each student's opportunity to enter these fields, the PNS shall encourage them to pursue technical majors within Tier 1 and Tier 2 categories, complete calculus and physics requirements prior to application, participate in a nuclear submarine cruise or surface nuclear 2/C or 1/C cruise, and submit an application to be screened by NR at the earliest opportunity.

2. The screening of applicants for nuclear service is in addition to service assignment and does not guarantee they will be service assigned to a nuclear billet.

a. Scholarship Midshipmen and STA-21 Core Officer Candidates. May submit an NNPP application to NSTC N912 once all calculus and physics requirements are met and the student is within 24 months of graduation, in accordance with MILPERSMAN 1520-050 (series).

b. College Program Midshipmen. May submit an NNPP application to NSTC N912 once calculus and physics requirements are met, and the student is within 30 months of graduation.

c. STA-21 Nuclear Option Officer Candidates. All STA-21(N) OCs will plan on interviewing the summer prior to their graduation. STA-21(N) OCs are required to submit an NNPP application to N912 and an individualized interview prep plan to N913 in the February prior to their interview.

3. The following additional documents shall be included with the application upon submission:

a. Each application must include complete transcripts, showing course numbers, course names, and full letter grades. This requirement applies to current and all previous collegiate academic institutions attended. The transcripts must include the most recently completed term. An updated transcript with courses in progress will be required to be sent to N912 prior to attending an interview. Unofficial transcripts are acceptable if verified by a member of the unit's chain of command.

b. A Pre-service Drug Abuse Statement must be signed by the student and a witness, in accordance with [OPNAVINST 5355.3](#) series. The witness should be the Nuclear Power Officer or other Unit staff officer.

4. Successful completion of an NNPP interview will require significant preparation by each candidate and close supervision and assistance from the host NROTC unit NPO instructor, other leaders, and the PNS. Each candidate will require a tailored study plan which should include, at

a minimum, self-study of calculus and physics problems and concepts using resources such as Khan Academy, and practice technical interviews with the NPO in the weeks or months preceding the interview. Close coordination with N912 should routinely occur to ensure candidates are equipped for success at interview. The checklist in Appendix N should be used as a guideline for the preparation of an NNPP candidate.

5. Students selected to the NNPP are eligible for the Nuclear Officer Accession Bonus as authorized by [OPNAVINST 7220.11](#) (series). The bonus is normally paid within two months of their interview.

6. Any STA-21(N) OC who is not selected for the NNPP may be allowed to complete their degree and be commissioned as a URL officer. The OC must maintain minimum program standards and be recommended by the PNS and N91.

7. A radiation exposure medical examination in accordance with NAVMED P-5055 shall be conducted at the earliest opportunity (Spring semester prior to graduation for December graduates, Fall semester prior to graduation for Spring graduates). To the extent possible, the PNS shall ensure students are physically qualified for nuclear duty prior to interviewing in accordance with section 9-9. Appendix D should be utilized as a reference for Nuclear MIDN Pre-Commissioning requirements. To that end, students should not be prevented from interviewing early in order to first complete their physical; however, students with known medical issues or injuries that may affect their physical qualification should not attend interview until their medical clearance is resolved.

8. NR Engineer applicants need not be physically qualified for a URL commission, but must be qualified for the RL as well as Nuclear Field Duty. See section 9-9 for further guidance on pre-commissioning physicals.

#### **4-50 Service Assignment for SSM**

See Appendix Q.

#### **4-51 Commissioning Scrolls**

1. Initial accessions are commissioned as regular or reserve officers. All officer accession sources must prepare commissioning scrolls for Secretary of Defense (SECDEF) approval. This requirement applies to all officers of the armed forces.

2. All midshipmen expected to commission in the Navy, STA-21 OCs, and all MECEP Marines approved to commission in the Navy are added to the regular and/or reserve officer commissioning scroll based on their estimated commissioning date, as reflected in OPMIS. An Official Mail Message will be sent out annually on or about 1 June, notifying NROTC Units of the pending OPMIS data pull for students scheduled to commission during the following fiscal year. Upon receipt of this message, all NROTC units must verify the accuracy of the records of all students that are expected to commission during the next fiscal year, paying particular attention to ensure the scheduled commissioning date as well as the student's Naval Science year is correct. Note: The PNS shall verify the OPMIS record of every midshipman or OC scheduled to commission the following fiscal year.
3. No later than 15 July annually, NSTC N93 will pull this information from OPMIS in order to prepare the scroll. NSTC N93 will forward the scroll to the SECDEF via CNSTC and the Chief of Navy Personnel (CNP). Midshipmen and OCs who do not receive SECDEF approval prior to graduation will not commission on time.
4. SSM will be handled in the same way as outlined above but will be submitted on a separate scroll. **An SSM who does not receive SECDEF approval prior to graduation will not commission on time.**
5. Marine Option and MECEP students are added to the regular officer commissioning scroll by MCRC based on information contained in MCRISS. MCRC ensures all Marine Option midshipmen and MECEPs are included on a scroll and forwarded the scroll to SECDEF. MECEP request for appointment procedures are in Appendix P.
6. Once a Navy/SSMP scroll is approved by SECDEF, N93 will forward the approved scroll to PERS-8, who will then issue commissioning packages to the respective NROTC units or maritime academies.
7. Once MCRC (ON/E) receives the SECDEF approved scrolls for Marine Option midshipmen and MECEPs, they will issue the commissioning documents for those students to the respective NROTC units or maritime academies.

#### **4-52 Commissioning Procedures**

1. The Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) or USMC Appointment Acceptance and Record (NAVMC 763) is mailed to each NROTC unit and/or maritime academy by PERS-8 or MCRC (ON/E). Upon receipt, the PNS/OIC shall verify the name, commissioning date, date of birth, SSN, and designator listed on each document. The commissioning document is prepared for the requested date of appointment and may not be

used for any other date except as provided for in paragraph 6 below to comply with federal law. The PNS/OIC shall report any errors found on the commissioning document, to include misspelled words to NSTC N93 or MCRC (ON/E) immediately. Signatures must match the typed name on the commissioning document.

2. The PNS/OIC is responsible for certifying that the student is fully qualified to be commissioned. Under no circumstance shall a student be commissioned while awaiting trial, on probation, or serving a suspended sentence without concurrence from N04 or MCRC (ON/E). If the student cannot be commissioned on the date printed on the commissioning document, the PNS/OIC must return the NAVPERS 1000/4 or NAVMC 763 to PERS-8 or MCRC (ON/E), as appropriate, and notify NSTC N93.
3. Graduating students and advisors must review the midshipman's aptitude evaluations during the pre-commissioning counseling session.
4. NROTC midshipmen, OCs, and SSM may be commissioned upon successful completion of the following requirements:
  - a. Prescribed university and Naval Science Courses;
  - b. Naval Science Laboratory and CALT;
  - c. Summer Training/OCS;
  - d. Approved baccalaureate degree. The units must verify with the university that the student has met all degree requirements but need not delay commissioning awaiting written degree confirmation (e.g., do not delay commissioning because diplomas will be mailed or the registrar provided verification via voice/email but closed prior to sending a paper letter). For Marine Option students, written verification of the completion of degree must be in hand before commissioning the student. See OCM for acceptable forms;
  - e. Proof of pre-commissioning physical (i.e., DoDMERB [DD 2808](#) or BUMED waiver recommendation approved);
  - f. Department of Navy Central Adjudicating Facility (DONCAF) approved secret security clearance;
  - g. USCG Merchant Mariner Credential (MMC) or License (SSMP only); and

h. Under no circumstances will a student selected for aviation duty (1370/1390) be commissioned without final approval from NOMI.

5. Commissioning ceremonies are an important and serious occasion. The PNS/OIC shall ensure propriety of the ceremony and ensure all midshipmen and OCs meet applicable requirements. [U.S. Code, Title 10, Article 1031](#) requires the administration of the oath of office by a commissioned officer or other person designated by DoD regulations to all persons enlisting in, or appointed to, the U.S. Armed Forces. To preserve the dignity of the occasion and to avoid possible legal repercussions, all commissioning ceremonies must be conducted by a commissioned officer or other authorized designee in accordance with such regulations. **In addition to taking the oath, students must sign the commissioning documents the day of the ceremony.** Signing must be done in conjunction with taking the oath. “Back-dating” commissioning documents is not permitted.

6. The date of rank for ensigns or second lieutenants between 1 May and 30 June shall be the date of graduation of midshipmen from the USNA that year. Therefore, blocks 14 and 16 of the NAVPERS 1000/4 shall reflect USNA’s commissioning date. The oath shall be signed with the actual date of commission as that is the start of pay and benefits. The date of rank for ensigns or second lieutenants commissioned between 1 July and 30 April is the date upon which they become fully qualified for commissioning. The PNS/OIC shall ensure the student and witnessing officer sign the NAVPERS 1000/4, thereby acknowledging the actual date of commissioning and commencement of active or inactive duty.

7. Midshipman are encouraged to consult their supporting PSD for advice on whether their active duty service for summer cruise or other training shall be included in the computation of their basic pay as a commissioned officer or toward their retirement and retirement pay.

8. The unit must enter the actual date commissioned and the appropriate attrition code in OPMIS (see Appendix L).

9. To get a new Armed Forces Identification/Common Access Card, visit a RAPIDS ID Card Office. Upon commissioning:

a. Newly appointed Ensigns and MECEP Second Lieutenants shall be issued an active duty Armed Forces Identification/Common Access Card (unless initial assignment is in the IRR);

b. Newly appointed Marine second lieutenants (non-MECEP) shall be issued a reserve Armed Forces Identification/Common Access Card upon commissioning; and

c. O-1E pay status shall be established if the service member has four years of continuous active duty service prior to commissioning.

#### **4-53 Disposition of the Student Administrative File**

The Student Administrative File will be closed upon commissioning and maintained at the unit for a minimum of two years.

##### **1. Newly Appointed Active Duty Ensigns**

a. The following original or first copy documents, as applicable, are used to create the permanent personnel record. These documents shall be prepared or removed from the Student Administrative File and sent to PERS-8. Once received, PERS-8 will forward these documents to PERS-312C to create the officer permanent record:

(1) The Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) (original);

(2) College Transcript(s). The unit shall provide a copy to PERS-45E. PERS-45E (Vice Registrar, NPS) is responsible for getting degree and subspecialty data into the officer's permanent record;

(3) USCG MMC or License (If available, include in commissioning package);

(4) Program Service Agreements (Nuclear, Air, Nurse) as applicable (original);

(5) NROTC Scholarship/Non-Scholarship Service Agreement, or other applicable service agreements (original);

(6) Enlistment/Reenlistment Document Armed Forces of the United States ([DD Form 4](#)) (plus any annexes);

(7) Administrative Remarks Discharge, [NAVPERS 1070/613](#) (original);

(8) Certificate of Release or Discharge from Active Duty DD Form 214 or 215, if any);

(9) History of Assignments, [NAVPERS 1070/605](#) (if applicable);

(10) Montgomery GI Bill [DD Form 2366](#);

- (11) Drug and Alcohol Abuse Statement of Understanding [OPNAV 5350/1](#);
  - (12) Dependency Application/Record of Emergency Data NAVPERS 1070/602. This form shall be updated upon commissioning;
  - (13) SGLI [SGLV 8286](#). Updated upon commissioning;
  - (14) Classified Information Non-Disclosure Agreement [SF 312](#);
  - (15) Officer's Report of Home of Record and Place from Which Ordered to a Tour of Active Duty, [NAVPERS 1070/74](#) (original). Please refer to the JTR U5376 for guidance on shipment of household goods;
  - (16) Report of Medical Examination (copy);
  - (17) Report of Medical History (copy);
  - (18) NROTC Education Cost Record;
  - (19) Official Photo. A new full-length photograph wearing Summer Khaki is required for all Navy officers upon commissioning. Detailed guidance is contained in MILPERSMAN 1070-180; and
  - (20) Photocopy of a birth certificate or other proof of citizenship, endorsed, indicating that the original or a certified true copy was presented to the ROTC unit.
- b. All documents shall be securely fastened and mailed to PERS-8. Documents for several officers may be sent in a single mailer marked "Officer Appointment-do not open in the mailroom." The following addresses for type of shipment apply:
- (1) FEDEX or UPS: Commander, Navy Personnel Command, PERS-8, Bldg. 768, Room N206, 5660 Ticonderoga Loop, Millington, TN 38054.
  - (2) General Mail: Commander, Navy Personnel Command, PERS-8, 5720 Integrity Drive, Millington, TN 38055-8450.
- c. A copy of each document shall be provided to the newly appointed officer. In addition, the newly appointed officer shall receive all other miscellaneous documents such as travel orders, training certificates, letters of commendation, birth certificates, naval correspondence, completion certificates, cruise orders, and other documents which may be of value. They shall

be advised to maintain these documents for their own personal use and hand-carry them to their first duty station.

d. To effectively process a NROTC midshipman to full strength Active Duty Ensign, provide the following to the FSC, Great Lakes via Transaction Online Processing System (TOPS):

- (1) Orders (if applicable)
- (2)NAVPERS 1000/4 (Oath of Office)
- (3)PG13 BAH
- (4)SF 1199A (Direct Deposit Form)
- (5)DD 2058 (State of Legal Residence)
- (6)W-4 (Employee Withholding Allowance Certificate)
- (7)DD 2366 (MGIB)
- (8)NAVPERS 1070/602
- (9)Sibling Form
- (10) SGLV 8286
- (11) Birth Certificate
- (12) DD Form 4

e. When the student signs the Oath of Office, enter the appropriate attrition code into OPMIS.

2. Newly Appointed Reserve Duty Ensigns. A copy of each document shall be provided to the newly appointed officer. In addition, the newly appointed officer shall receive all other miscellaneous documents such as travel orders, training certificates, letters of commendation, birth certificates, naval correspondence, completion certificates, cruise orders, and other documents which may be of value. They shall be advised to maintain these documents for their own personal use and hand-carry them to their first duty station. The following original or first copy documents, as applicable, are used to create the permanent personnel record (documents are sorted by destination activity):

a. PERS-8

- (1) NAVPERS 1000/4, Oath of Office (original);
- (2) Official Transcript of School;
- (3) SSMP Training and Service Agreement; and
- (4) [NAVPERS 1070/613](#), Discharge to accept Reserve Commission.

b. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) (N14)

- (1) NAVPERS 1070/602;
- (2) NAVPERS 1000/4;
- (3) Copy of USCG MMC or License (SSMP only);
- (4) NAVPERS 1070/74, Officer's Home of Record.

c. PERS-9

- (1) Medical and dental records;
- (2) [NAVPERS 1070/613](#), Discharge to accept a Reserve Commission;
- (3) NAVPERS 1301/4, Officer Qualifications Questionnaire;
- (4) NAVPERS 5720/1, Officer Biography Sheet; and
- (5) [OPNAV 5350/1](#), Drug and Alcohol Abuse Statement of Understanding.

3. Newly Appointed Second Lieutenants

a. Upon commissioning, the Appointment Acceptance Record (NAVMC 763) with proof of degree must be returned to MCRC (ON/E). Also, all newly appointed second lieutenants will be discharged from enlisted status to accept a commission in the USMC. The unit shall ensure a NAVMC 763, Proof of Graduation, or DD Form 214, if applicable, is mailed to MCRC (ON/E).

b. A copy of each document shall be provided to the newly appointed officer. In addition, the newly appointed officer shall receive all other miscellaneous documents such as travel orders, training certificates, Letters of Commendation, birth certificates, naval correspondence, completion certificates, cruise orders, and other documents which may be of value. They shall be advised to maintain them for their own personal use and hand-carry them to their first duty station.

c. Newly commissioned second lieutenants are eligible to receive TRICARE benefits while they wait (in an IRR status) to go to TBS. In order to be eligible for TRICARE benefits, the service member must enroll in Defense Enrollment Eligibility Reporting System (DEERS) (coded in DEERS as 001) through their personnel office. Dependents are not eligible for TRICARE until the service member reports for active duty (normally when they report to TBS).

#### **4-54 Health and Dental Record Disposition**

Prior to summer training, the Health (and Dental Record, if created) shall be delivered to the student along with summer training orders. Students are not required to provide an empty dental record to summer training. Upon completion of summer training, the health record will be returned to unit custodian. Upon disenrollment or commissioning, the disposition instructions are as follows:

1. Disenrollment. As previously addressed, Health and Dental Records are only required for Scholarship and College Program Advanced Standing Students. In cases of Disenrollment, Health and Dental Records disposition will be handled by N92A (Medical Liaison) and N93.
2. Commissioning. When any midshipman, STA-21, or MECEP is commissioned, all Service Records, Health and Dental Records shall be issued to the newly appointed officer.

## CHAPTER 5 Unit Operations and Administration

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## General Policies

1. Program Supervision. Supervision, control, and direction of the Officer Development Programs are administered by SECNAV and NETC through NSTC.
2. Academic Relationships. Academic institution officials have the same academic relationship with the Department of Naval Science that they have with other departments of the institution.
3. Unit Supervision. COs and OICs shall ensure that each individual in their command is aware they are fully accountable for their own actions. They shall assign clear lines of authority and responsibility, provide adequate resources and supervision for subordinates to meet prescribed responsibilities, and initiate appropriate corrective action when individuals fail to meet their responsibilities.

## **5-1 Head of the Department of Naval Science**

### **1. Assignment**

a. Professor of Naval Science. The Head of the DNS at an institution where an NROTC unit is established is the officer ordered by Navy Personnel Command or MMOA/M&RA as CO of the NROTC unit with additional duty as PNS. PNSs should have a broad knowledge of the education field, both secondary and higher education. They must also be technically qualified in the subject area of naval science, be capable of teaching at the college level, and have the ability to administer an academic program at a college or university. A previous command tour is desirable; a graduate degree is essential.

b. Officer-in-Charge. The Head of the DNS at a Maritime Institution where an NROTC unit is NOT established is the officer ordered by Navy Personnel Command as OIC.

### **2. Reporting Relationships. The PNS/OIC:**

a. Reports directly to CNSTC for all matters relating to the command and control of a naval activity and for the professional development of NROTC midshipmen and officer candidates;

b. Has Direct Liaison Authorized (DIRLAUTH) to the Naval Installations Command Regional Commander for the purposes of antiterrorism and force protection (AT/FP) and other regional functions; and

c. Reports to college or university officials responsible for academic and institutional governance for matters relating to the instruction of Naval Science on campus.

3. Academic Institution Benefits. As required by 10 USC § 2102, each academic institution hosting an NROTC unit must accord the academic rank of “Professor” to the PNS, together with all prerogatives and privileges (except tenure and financial benefits) associated with such rank. In instances where a specific term for the NROTC CO has been defined through a contract with the institution by SECNAV, that title will be used. The PNS or OIC, together with all other officers serving as instructors in the DNS, should be considered faculty members by the academic institution, shall be accorded ranks and titles commensurate with their faculty status comparable to those of their civilian colleagues and may thereby accept benefits from the institution listed in [DoDI 1215.08](#) (series).

### **4. Duties. The PNS or OIC shall:**

a. Perform General Administration and Management. The PNS/OIC shall carry out all duties required by applicable law and policy and ensure the appropriate personnel at the academic institution(s) are aware of any changes to such law and policy, maintain appropriate records for the staff and students assigned, resources allocated, and other matters relating to their unit, and request appropriate resources and execute program resource allocations to meet NROTC or SSMP and host institution goals and objectives;

b. Act as CO or OIC. The PNS is the CO of all Naval personnel and is the second level supervisor/senior rating official of all civil service personnel assigned to the DNS. The OIC at each maritime academy has authority over all Naval service personnel assigned to their unit. The PNS/OIC shall conduct periodic inspections of military service members attached to the DNS staff;

c. Provide Curriculum Support. The PNS/OIC shall supervise and evaluate the instruction of the Naval Science curriculum, plan and implement improvements and changes in courses to meet the requirements of the Navy, Marine Corps, and the host institution, establish high standards of teaching effectiveness and student achievement, and teach Naval Science Courses and lecture on Naval Science subjects as appropriate.

d. Evaluate Performance of Naval Science Instructors. The PNS/OIC shall evaluate the performance of the Naval Science faculty to ensure a high level of performance per Section 3-9. In all cases, the goal of the evaluation is to improve instructor delivery and enhance student understanding of subject material. The PNS/OIC shall also encourage professional growth of the Naval Science faculty.

## 5. Supervise Student Instruction and Development

a. NROTC, STA-21, MECEP, and SSMP Students. The PNS/OIC shall supervise the ethical, professional, and military development of students, ensuring each maintains high standards of performance and meets all qualifications to become a newly commissioned officer in the Navy, Marine Corps, or the USNR Strategic Sealift Officer Program, ensure service above self is promoted in all unit activities, conduct periodic inspections of students, supervise the planning of academic study programs for students to ensure compatibility with the needs of the Naval Service and the students, and ensure students are given advisors and role models through NROTC staff assignments.

b. Duty Under Instruction Students (DUINS). Officers are assigned to Navy-funded, full-time degree programs at selected civilian institutions to meet Navy requirements for master's and doctoral degrees. The Civilian Institutions (CIVINS) Office of the Naval Post Graduate School (NPS) is the Navy's program manager for the CIVINS graduate education program. The

CIVINS Office supports selected active-duty Navy at full-time residency graduate degree programs at accredited institutions within the US. The Medical Service Corps Graduate Programs provides central management and oversight of graduate and professional education and training for Medical Service Corps officers. At those NROTC units where officers are taking graduate courses, the PNS, as their CO, shall o administrative affairs in connection with their military supervision and conduct. The Superintendent of the Postgraduate School will exercise, through the PNS, supervision over educational matters pertaining to such students. For additional information, refer to [OPNAVINST 1520.23](#) (series) which provides guidance on the Navy's graduate education programs.

c. Host Institution Committees and Organizations. The PNS or OIC shall work closely and cooperate with officials of the host institution on all matters affecting NROTC and the DNS. The PNS or OIC shall also:

- (1) Serve on committees and boards and participate in planning activities as a faculty member;
- (2) Encourage membership and participation by DNS instructors in and on standing and special faculty committees; and
- (3) Encourage DNS instructors to join faculty clubs, societies, and similar organizations.

d. Community Relations. The PNS/OIC shall maintain liaison with campus and community organizations, military related groups, veteran's organizations, active and reserve military commands, and other groups or organizations having an interest in the Naval Service and seek assistance from and work with these groups and organizations, encouraging their cooperation to improve NROTC programs and the national defense posture.

e. Recruiting Efforts. The PNS/OIC shall establish contact and engage directly with local Navy Talent Acquisition Groups (NTAGs) or remaining Navy Recruiting Districts (NRDs) in order to aid and facilitate interview of NROTC scholarship applicants NROTC staff members currently assigned to NROTCUs, manage and coordinate recruiting efforts at host and cross town schools to meet program goals and objectives, serve on selection boards, serve as a member of the recruiting district Navy Scholarship Information Team (NAVSIT), assisting local military recruiters, and seek ways to improve recruiting. The PNS/OIC should also make contact with their local USNA Blue and Gold Officer (BGO - see <https://www.usna.edu/Admissions/BGO.php> for a listing) to coordinate efforts such that prospective future naval officers are aware of opportunities through both NROTC and USNA.

f. Area Coordination. The PNS/OIC shall support military area coordinator functions and any other duties requested by seniors in the military coordination chain of command.

g. JROTC Programs. The PNS/OIC shall support local NJROTC and MCJROTC units with activities such as advising, field meets, and guest lectures. Specific NJROTC and MCJROTC responsibilities are listed in [Chapter 1](#).

h. Safety. PNSs/OICs have primary responsibility for the safety and health of military and civilian staff members (and students when in a military duty status). They shall coordinate with institution safety and health personnel to ensure classrooms and training devices are also in compliance with institution safety policies and procedures and ensure ORM is used routinely to evaluate all aspects of the Naval Science Program per [OPNAVINST 3500.39](#) (series) and [MCO 5100.29C](#) (series) for Marine Specific events.

6. i. Anti-terrorism. Anti-terrorism guidance is provided in OPNAVINST F3300.53 (series), which can be accessed on the [OPNAV SharePoint Portal](#). Units shall contact the Naval Installations Command, Regional Commander regarding force protection measures and guidance. In implementing DoD and DON anti-terrorism guidance, NROTCUs must not violate state, local, and host-school laws and regulations which have legal authority over the facilities the NROTCUs operate within or attempt to impose restrictions on civilians that are legal only on military or federally controlled facilities.

## **5-2 Duties of the Naval Science Instructor**

Naval Science Instructors (NSI) train future Navy and Marine Corps officers and civilian mariners in the U.S. Flag Merchant Fleet. Naval Reserve officers are critical to the success of the NROTC, STA-21, MECEP, and SSMP programs. NSIs must model the characteristics and values they are attempting to instill and foster in their students. Academic and professional training responsibilities are defined in [Chapter 3](#). General duties include, but are not limited to:

1. Provide counsel and advice to students;
2. Maintain appropriate security for personal information of students (Privacy Act requirement);
3. Perform academic and institutional responsibilities to highest standards as an active member of the academic community;

4. Act as a positive role model and professional representative of the Naval Service to include signature and adherence to DD Form 2982 (maintained on file at the NROTC unit with the exception of that of the PNS submitted to N04);
5. Document all proceedings of PRBs and submit correspondence in a timely fashion, as assigned;
6. Prepare students for commissioning through professional development activities outside the classroom;
7. Pursue opportunities for personal and professional development by taking advantage of formal education and training opportunities; and
8. Perform a wide variety of collateral duties. A staff member shall not be required to sign a contract with the institution to serve in the hierarchy of the Corps of Cadets (e.g., Battalion Advisor, Tactical Officer).

### **5-3 Duties of Other Officers and Enlisted Personnel**

1. XO. The duties and responsibilities of the XO of the NROTC unit include, but are not limited to:
  - a. Student Instruction;
  - b. Prepare all administrative actions required by current NSTC N9 program regulations, directives, notices, and other forms of official correspondence in a timely manner;
  - c. Assign NROTC staff as student advisors;
  - d. Act as the NROTC unit OPMIS manager, responsible for the accuracy and timeliness of all data entered into OPMIS;
  - e. Serve as the supervisor/rating official for all civil service employees assigned to the unit;
  - f. Due to a potential conflict of interest if an administrative or disciplinary action becomes necessary, (e.g., a PRB), the XO shall not be designated or appointed as the Command CMEO, DAPA, UPC or SAPR POC. Additionally, when there is an NSTC-approved Memorandum of Understanding (MOU) in place for one of these duties, the XO shall not be the unit's POC; and
  - g. Perform other duties as assigned by the CO.

2. Officers/Enlisted Personnel. Staff officers and enlisted personnel ordered to the NROTC unit for duty shall perform such duties as assigned by the CO. Duty Under Instruction Students (DUINS) shall only be assigned additional duties which do not conflict or have the potential to conflict, with their academic studies.

3. ROTC Staff as Faculty. So that maximum coordination may be achieved between the Naval Science and other academic departments, it is desired that the officers assigned to the staff of the PNS be made members of the university or college faculty in appropriate ranks (Associate Professor, Assistant Professor, etc) and be accorded the rights and privileges, excluding tenure, of faculty members. As such, it is desired that the PNS encourage the institutional authorities, when appropriate, to use these officers on special faculty committees in the same manner as other faculty members. It is encouraged that that all NROTC staff members accept invitations that may be extended them to join special college faculties within the university and join faculty clubs, societies, and faculty student organizations.

#### **5-4 Payments and Benefits Offered by Educational Institutions**

1. Refer to [DoDI 1215.08](#) (series) for a description of payments and benefits offered by educational institutions that may be accepted by NROTC staff members and the conditions under which they may be accepted Pursuit of Graduate Degrees.

2. Professor of Naval Science. Each PNS may take graduate courses of instruction D. Participation in such courses must not negatively impact the fulfillment of responsibilities as Commanding Officer and Professor of Naval Science. As such, enrollment in a formal program leading to a masters or doctorate degree may not be reasonably feasible; in no case will enrollment in such a course of study be considered a factor mitigating accountability should failure to fulfill CO and PNS responsibilities become apparent.

3. NROTC Unit Staff. A PNS may authorize officers and enlisted personnel under their command to take courses of instruction at institutions. These courses shall not interfere with the individual's fulfillment of their responsibilities , which will at all times be considered paramount.

#### **5-5 Residence and Uniform for NROTC Staff**

1. Residence/Housing. Officers and enlisted personnel performing duty with NROTC units shall, when practicable, reside near the institution in which they are assigned. If housing is accepted by a member from an institution at other than a reasonable rental, such as, for example,

free of charge, the housing will be considered as furnished on behalf of the U.S. government and the individual will not be entitled to a Basic Allowance for Housing (BAH).

2. Uniforms. In the performance of their duties, officers and enlisted personnel in the Navy performing duty with NROTC units shall wear the seasonal service uniform prescribed by the PNS, who shall be guided by the directives of the local Naval Installations Command, Regional Commander. The PNS shall be aware of USMC directives regarding uniform guidance.

## **5-6 Ethics Regulation/Standards of Conduct**

Unit operations must conform to [DoD 5500.7-R](#), the Joint Ethics Regulation (JER). The JER requires that all civilian personnel new to the DoD receive one hour of ethics training no later than 90 days after the day they reported for duty. Designated ethics counselors can provide this training and can also provide a safe harbor letter concerning proposed courses of contact. The PNS and unit personnel are encouraged to consult the NSTC Ethics Counselor on all ethics questions and any matters that may pose an appearance issue. Contact the NSTC Ethics Counselor for questions regarding ethics..

## **5-7 Acceptance of Institution Benefits**

Refer to [DoDI 1215.08](#) (series) para 3.2.1.(1) for a description of payments and benefits offered by educational institutions that may be accepted by NROTC staff members and the conditions under which they may be accepted. NROTC staff members are encouraged to take courses at their host institutions, provided the coursework will not interfere with the individual's proper discharge of their duties to the unit. Enrollment in courses of study at the institution is not guaranteed but is subject to the institution's policies and requirements.

## **5-8 Unit Viability**

Annual assessments of each NROTC host unit will be conducted by NSTC in accordance with [DoDI 1215.08](#) (series) and NSTCINST 1533.15 (series). These assessments will include data pertaining to the host institution and their respective cross-town schools and will be used to evaluate the efficiency and effectiveness of each unit. Individual results of this assessment will be sent from CNSTC to the respective host institutions each year in accordance with [DoDI 1215.08](#). The PNS will be notified by the Deputy Commander for NROTC Operations, N04, prior to these letters being sent. For questions on this assessment or current criteria being used, refer to NSTCINST 1533.15 (series).

## 5-9 Unit Military Manpower

1. Detailing of Personnel. The detailing and relief of officer and enlisted personnel for duty with NROTC units is a function of the Navy Personnel Command, the USMC Manpower Management Office Assignments (MMOA), or the USMC Manpower Management Enlisted Assignments (MMEA), as appropriate. Direct liaison between the units and BUPERS in matters relating to the nomination and institutional acceptance of staff officers and personnel is authorized. For Marine Corps personnel, MMOA/MMEA coordinates annual boards to select and assign all Marines. Nominations for CO, XO, MOI, and OIC will be initially coordinated between NSTC N9, NSTC N1, Navy Personnel Command, and MMOA/MMEA. These nominees, once approved by CNSTC, will be forwarded to the NROTC unit CO for presentation to the appropriate institutional authorities for acceptance. Units should not initiate discussions with university officials regarding PNS, OIC, or XO fills until the endorsement from CNSTC is received. Once acceptance has been granted by the academic institution, the CO shall notify NSTC N9 and N1 via email, and Navy Personnel Command via letter.
2. NROTC Unit Manpower. The number of officers and enlisted personnel assigned to duty with NROTC units will be determined by the CNO and the Commandant of the Marine Corps (CMC), based upon the needs of the Navy and the Marine Corps. NSTC determines unit manpower requirements based on unit mission, throughput, capacity, and Navy requirements determination regulations. Requests for changes to requirements should be addressed to NSTC N93 for review and submission to NSTC N1 Manpower for evaluation and recommendation.
3. Personnel Rotation. An institution normally will be notified by Navy Personnel Command (nomination and orders processes) via NSTC N1 before any change of military personnel is made. Military personnel slated for NROTC duty must be acceptable to the institution and pass a high-risk screening in accordance with [OPNAVINST 1500.75](#) (series) and [OPNAVINST 3500.39](#) (series), prior to final execution of orders. USMC personnel will be screened via the applicable selection boards.
4. Navy Sponsor Program. The PNS shall assign sponsors for reporting active duty members. The guiding directive for the Sponsor Program is [OPNAVINST 1740.3](#) (series).
5. Biography Sheets and Photographs. Upon reporting for duty, each CO, XO, and OIC shall submit biographical background information using the Officer Biography Sheet, an 8x10 color photograph in Service Dress Blue (Navy) or Service Alpha (USMC), and home telephone number or cellphone to NSTC N9 Executive Assistant (N9S). These items should be updated as required throughout the tour.

6. Leave Authorization. Authority to grant leave rests at the unit commander level. COs and OICs should have their leave requests approved by their XOs for accountability purposes. However, a letter requesting CO/OIC separation or terminal leave must be routed to the NSTC Chief of Staff (CoS) via the Deputy Commander for NROTC (N04). COs and OICs must keep NSTC N04 informed of their leave plans and identify the officer acting in their stead during their absence. Military service members on unit staffs should be encouraged to take leave when practical during times when students are on breaks or vacations. All Navy leave transaction will be accounted for using Electronic Leave via the Navy Standard Integrated Personnel System (NSIPS). All Marine Corps leave transactions will be accounted for in Marine Online (MOL).

## **5-10 Communications**

It is the responsibility of the PNS and OIC to ensure that the information promulgated by regulations, manuals, instructions, and notices is properly disseminated to college, university, and institution officials, departmental staff personnel, and students as appropriate, within the limitations imposed by the Privacy Act.

## **5-11 Officer Program Management Information System (OPMIS)**

OPMIS supports the NROTC Program by linking each NROTC unit and vital student information to NSTC, DFAS, Navy Personnel Command, MCRC, CNRC, and DoDMERB. The PNS shall ensure applicable information is entered into OPMIS in a timely manner.

## **5-12 Paper Files and Correspondence**

1. Format. The guiding directive for Navy standards of writing quality, correspondence format, and paperwork management is the DoN Correspondence Manual [SECNAV Manual 5216.5](#) (series). It applies to all personnel who prepare and approve correspondence. Local activities have latitude in implementing the many details, including, but not limited to, the number and routing of internal copies and the format for correspondence serial numbers.
2. File Codes. File codes must be assigned to all files in accordance with [SECNAV Manual 5210.2](#) (Standard Subject Identification Code Manual) .
3. Attachments. When forwarding documents smaller than normal letter size (8 1/2 x 11), such as birth certificates and transcripts, attach the document to a standard size sheet of paper. When using multi-copy forms and continuation sheets, ensure copies of the continuation sheet are attached to each copy of the form.

4. Disposal. Disposal guidelines for hard copies and electronic documents are contained in the Navy and Marine Corps Records Management Manual [SECNAV M-5210.1 and its associated DoN Records Management Schedules \(available at \[secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/Allterms.aspx\]\(http://secnav.navy.mil/doni/Records%20Management%20Schedules/Forms/Allterms.aspx\)\)](#), the governing guidance for government documents. Units should familiarize themselves with host institution requirements for correspondence and file retention when dealing with post-secondary institutional correspondence. Host institution guidance does not supersede DoN guidance.

### **5-13 Staff Fitness Reports**

[BUPERINST 1610.10](#) (series) and [MCO P1610.7](#) (series) establish procedures and reporting periods for Navy and Marine Corps personnel, respectively. Specific guidance regarding submission of materials in support of preparing fitness reports for PNSs and OICs will be provided annually by NSTC N1.

### **5-14 Civilian Personnel Procedures**

1. NSTC Civilian Manpower Support. NSTC N1 Manpower Office, Great Lakes, provides civilian manpower/manning support to all NROTC units. NSTC civilian position information and related personnel information and requirements will be developed by N1 via separate NSTC directives or specific subject emails.

a. Requests for personnel actions, which include recruitment, hiring, pay setting, name changes, awards, and/or other personnel actions affecting the employee are processed by the NSTC N1 office. Requests for hiring freeze waiver are routed to N1.

b. To ensure civilian personnel manning status information is maintained by NSTC N1 and that units are provided with appropriate civilian personnel related guidance, any civilian personnel resignation, transfer to new position, retirement, or other action resulting in civilian positions becoming vacant shall be reported by NROTC units to NSTC N1 with courtesy copy to NSTC N9.

c. NSTC N1 will coordinate the classification of all NROTC civil service position descriptions (PD) with the NETC Human Resources Office (HRO). NSTC N1 will maintain copies of all classified PDs and provide copies to the commands. Unit compliance with civilian personnel directives regarding position descriptions and periodic evaluations will be assessed during command self-inspections and Manager's Internal Control Program (MICP) assist team visits.

d. Supervisors shall ensure employees have access to their PDs by providing copies to unit employees. Supervisors shall review all PDs to ensure accuracy.

2. Evaluating Civilian Employee Performance. Annually, NSTC N1 will provide guidance regarding the requirements of civilian personnel performance evaluations and award programs and processes.

3. Support for Civilian Equal Employment Opportunity (EEO), Disciplinary, and Other Actions. Units shall seek support concerning disciplinary, EEO, work hours, administrative grievance procedures, workplace injury claims, the Drug-Free Workplace Program, and Civilian Employee Assistance Program (CEAP) from NSTC N1 and/or NETC HRO. Units shall, in all cases, seek such support and may not initiate any disciplinary actions without first consulting with NETC HRO (850-452-8069) and documenting this consultation in unit files. Units shall consult with NSTC N1 for all other issues prior to taking any action.

#### 4. Leave

a. Federal Holidays. If a federal civilian employee is required to work a day designated as a paid holiday for federal civilian employees, the work must be considered and documented as overtime, and the employee will receive premium pay. Federal civilian employees cannot receive compensatory time for work performed on an established holiday and employees cannot be given a substituted day off for federal holidays.

b. Administrative Leave. NROTC units cannot arbitrarily grant a federal civilian employee administrative leave during host institution holidays (e.g., spring break, winter holiday, semester break). IAW DoDI 1400.25, the employees must either take leave of some nature, except sick leave, or the command will need to assign them other work to complete while university/unit spaces are unavailable during these planned shutdowns. Examples where administrative leave may be granted include extreme weather, extended power failure, machine breakdowns, or physical closure of a building. Granting administrative leave when the building or office in which the employee works is “physically closed” is widely misinterpreted. When a unit or institution limits operations during a school break, it does not mean that the building is physically closed if other members of the unit staff such as duty officers and telephone watches have access to the building. The building must be physically closed and the employee denied access to the work place in order to grant administrative leave. Some examples of physical closure of a building would be if the host school shuts off the heat or electricity during winter break, or declares the building closed and forbids entry. In such a case, administrative leave may be authorized. The PNS has authority to grant administrative leave for unplanned contingencies up to three consecutive work days. If the unit has NOT stopped all operations and the employee

does not want to take annual leave, they must be allowed to work. Caution should be used regarding employee safety.

5. Civilian Employee Training Requirements. Federal civilian employees will be provided and complete training in a number of areas as directed through formal communications, such as an NSTC notice or Official Mail Message.

6. Supervisor Training Requirements. Supervisors of civilian employees will likewise be provided and complete training in a number of areas as directed through formal NSTC communications.

7. The CO/OIC shall exercise oversight in the accomplishment of all required civilian employee and supervisor training. If the unit experiences difficulties in accessing or providing training by requested deadlines, the unit must contact NSTC N1 for guidance and assistance, courtesy copy NSTC N9, as soon as possible.

8. Host Institution employees. Employees of the host post-secondary educational institution should be assigned and trained in accordance with applicable host institution local personnel office directives.

### **5-15 Staff and Unit Awards**

1. General. Good management practices prescribe public recognition for the achievement of excellence. This recognition is the responsibility of the PNS.

2. Presentation. Awards and statements of recognition should, when possible, be presented during formal, public ceremonies with appropriate media coverage. Awards and recognition shall be given consistent with law and regulation, including Navy instructions. They should never be presented solely on the basis of availability or for the sake of giving awards.

3. Military Staff. The CO/OIC may recommend to CNSTC military members of their staff for commendations in accordance with provisions and timelines of the NSTC Awards Program Instruction ([NSTCINST 1650.2](#) (series)). The CO/OIC may locally approve awards in accordance with regulations applicable to the rank at which they hold command. Award recommendations for COs and OICs will be generated by the unit staff and submitted directly to NSTC Flag Admin for endorsement or approval, as appropriate. See the NSTC Awards Program Instruction for submission procedures.

4. Civilians. The CO/OIC may recommend civilian members or organizations of the university and local community who have worked closely with the Navy and the NROTC program for

appropriate commendations/citations – contact NSTC N1 for additional details. Awards proposed for non-Federal entities or non-Federal personnel must first be cleared for potential endorsement or other ethics issues with the NSTC Ethics Counselor, Code OGC at (847) 688-4422.

5. Department of Defense Senior ROTC and Educational Institution Partnership Excellence Awards. See Section 5-40.

## **5-16 Command Assessment and Training Team**

1. Command Assessment and Training Team (CATT). NSTC CATT visits are currently suspended. Once resumed, the notional timing and conduct of future CATT visits will be directed by NSTC instruction and notice.

## **5-17 Inspector General (IG) Programs**

For all IG programs below, the NSTC point of contact is the NSTC IG.

1. Manager's Internal Control Program (MICP). Conducted in accordance with the annual [NSTCNOTE 5200](#), NSTC Manager's Internal Control Program. This note is published each spring and provides detailed guidance on MICP including inventory, flowcharts, ORM Assessments, Internal Control Systems Test, and Annual MICP Certification Statement.

2. Command Evaluation (CE) Program. [NETCINST 5000.1A](#), Command Evaluation within the NETC Domain, provides policy and guidance for all NETC commands. The CE Program, designed to be a proactive tool within a command, establishes a non-audit approach for performing and documenting independent, in-house reviews. Unit COs shall designate in writing a CE Officer. Each unit must provide NSTC IG with the name of this officer by 15 September each year by sending it to:

NSTC Inspector General (IG)  
2601A Paul Jones Street  
Bldg 1, Room 220  
Great Lakes, IL 60088-5000

CE Officers shall become familiar with the CE Program and Review process. The CE officer shall conduct or coordinate reviews and forward the results to the unit CO.

## **5-18 Unit Safety**

[NETCINST 5100.1 \(series\)](#) requires all NSTC departments, commands, and activities to provide a safe, healthful workplace and training environment and to ensure safety is integral to all elements of the NSTC mission. Safety initiatives shall be maintained at a level that facilitates sage and realistic training that fulfills fleet operational requirements within practical limits. This policy is not intended to eliminate risk where it is necessary to meet valid training objectives but to promote the safest training that produces confident, capable officers. Injuries and property damage are costly and in most cases avoidable. Mishaps result in loss of operational readiness, pain, and personal hardship to those involved. There is no task so urgent or so important that it must be accomplished at the expense of safe work practices, training, and working conditions. ORM shall be used to continuously evaluate procedures, processes, and practices to identify and mitigate risk factors. The success of our safety program is dependent upon the combined efforts of all NROTC Program personnel – staff, instructors, and students alike. COs and OICs will ensure all staff and active-duty students adhere to the traffic safety requirements set forth in [OPNAVINST 5100.23 \(series\)](#) including training and personal protective equipment requirements. Midshipmen not anticipated to operate/ride a motorcycle on a naval installation are exempted from the motorcycle safety course requirement of [OPNAVINST 5100.23 \(series\)](#), except when activated, but are required to meet the personal protective equipment requirements at all times.

## **5-19 Safety Occupational Health Management Evaluation (SOHME)**

[NETCINST 5100.23 \(series\)](#) states all NETC Domain Commands will receive an Occupational Safety and Health Evaluation (SOHME) triennially. The evaluation will be conducted by the NSTC Safety Manager (N00X) virtually.

## **5-20 Traffic and Motorcycle Safety**

1. COs and OICs will ensure all active duty personnel adhere to the traffic safety requirements set forth in, [OPNAVINST 5100.23 \(series\)](#) including motorcycle training and personal protective equipment requirements.
2. All personnel are required to wear Personal Protective Equipment, including Department of Transportation or SNELL-approved helmet and eye protection designed for motorcycle operators, sturdy over the ankle footwear, long sleeve shirt or jacket, and long trousers while operating or riding on a motorcycle.

3. Midshipman who ride a motorcycle are required to comply with ALL motorcycle requirements when on active duty orders, to include licensing, registration, insurance, and training before street riding.

## **5-21 Mishap and Incident Reporting**

### **1. Death or Injury of Personnel**

a. Active Duty Students and Staff. Death or injury to active duty service members and civilian staff (e.g., staff, STA-21, MECEP, DUINS students) will be reported per [OPNAVINST 5102.1](#) (series), [NETCINST 5100.1](#) (series), and NSTC 3100.1 (series). Units shall ensure that deceased students are subsequently disenrolled per Chapter 6. The unit should also consider holding a memorial service depending on circumstances and family desires.

b. Midshipman in an Active Duty Status. As per [MILPERSMAN 1770-010](#), a midshipman, who is injured or dies while performing authorized travel to, from, or while attending summer cruise is treated as an active duty member of the Navy. Personnel casualty reporting procedures are found in [MILPERSMAN 1770-010](#), [MILPERSMAN 1770-030](#), [OPNAVINST 1770.1](#), [MCO P3040.4](#) (series), and NSTC 3100.1 (series). Inform N04 and NSTC Chief of Staff or Executive Director immediately of any such instances and include NSTC N93 in the distribution of all death and injury reports. Ensure the deceased midshipman is subsequently disenrolled per Chapter 6. The unit should also consider holding a memorial service depending on circumstances and family desires.

c. Midshipman Not on Active Duty Status. Immediately inform the NSTC chain of command starting with NSTC N9. If, in the reasonable discretion of the PNS, significant media interest is anticipated, inform the NSTC PAO and follow reporting procedures provided in [NSTC 3100.1](#) (series). Ensure the deceased midshipman is subsequently disenrolled per Chapter 6. The unit should also consider holding a memorial service depending on circumstances and family desires.

### **2. Mishap Reporting Procedures**

a. Actions Requiring Report. [OPNAVINST 5102.1](#) (series) and [OPNAVINST 5100.23](#) (series) require the reporting of the below injury classes for on-duty DoD civilian mishaps and military on/off-duty mishaps. Reports will be entered into ESAMS, investigated by the NSTC Safety Manager, and closed when complete.

(1) Class A (Fatality, permanent disability or equipment damage over \$2M).

(2)Class B (Permanent partial disability or equipment damage is \$500K to \$2M).

(3)Class C (Injury resulting in 1 or more days away from work or equipment damage is \$50K to \$500K).

b. Reporting Requirements. Notify NSTC chain of command starting with NSTC N9, NETC Staff Duty Officer (SDO) and Commander, Naval Safety Center (COMNAVSAFECEN) within eight hours of all non-aviation Class A/B mishaps. In the case of Marine Corps fatalities, also notify the CMC (Safety Division).

3. Personnel Incident Reports. OPNAVINST F3100.6 (series), available from the NSTC Security Manager, promulgates the procedures for worldwide reporting of events and special incidents that may attract national and/or high Navy interest. [NSTCINST 3100.1](#) (series) provides OPREP-3 reporting procedures. Submit an OPREP-3 NAVY BLUE for incidents with potential media interest and/or high Navy (Chief of Naval Operations (CNO)/Fleet Commander) interest. Submit a UNIT SITREP for incidents that are unlikely to generate media interest. Use of the SITREP Data Tool (SDT) is mandatory across the NETC domain as of 1 Jul 2018. The NSTC Flag Duty Officer will verify with the NROTC unit POC that all pertinent information was entered in the SDT. The notepad version of the report that is generated within the SDT will then be released via OIX/NICE message traffic. Units must have approval from the NSTC CoS or N04 to release an OPREP-3.

a. Incident reports are required for active duty service members (staff or student) and civilian staff. Make voice reports to N04 and NSTC Chief of Staff or Executive Director and submit pertinent information via SDT.

b. Incident reports are required for midshipmen in an active duty status. In accordance with [NSTCINST 3100.1](#), OPREP reporting requirements apply when the midshipman is involved in a reportable event during unit-related activities or anytime media interest is anticipated. For incidents involving midshipmen that do not require OPREP reporting, contact NSTC N9 to report the incident.

c. Sexual assault incidents involving active duty personnel (staff or students) or midshipmen in an active duty status require, in addition to the NAVY BLUE or UNIT SITREP, submission of OPNAV Form 1752/2, "Sexual Assault Incident Response Oversight (SAIRO) 8-Day Report," to NSTC within eight days, and completion of NAVPERS 1752/1, "Sexual Assault Disposition Report", to CNO N1 within two business days of **final disposition**. A command impact statement is due to CNSTC at the 30-day mark.

d. Motorcycle mishap incidents and other mishaps involving active duty personnel (staff or students) or midshipmen in an active duty status require a MISHAP Report in addition to the OPREP-3 Report.

## **5-22 Physical, Personnel, and Information Security Programs**

[OPNAVINST 5530.14](#) (series) details the minimum requirements for Physical Security and Loss Prevention. The PNS shall maintain a comprehensive Physical Security Program. Physical Security is that part of an overall security program which is designed to apply physical measures for protection of activities and their facilities, materials, equipment, personnel, and documents against theft, sabotage, or other covert acts which would in some degree lessen the ability of the activity to perform its mission.

1. Personnel/Information Security. The guiding directive for Personnel Security is [SECNAV M-5510.30](#). The guiding directive for Information Security is [SECNAVINST 5510.36](#) (series). The PNS shall ensure the unit is complying with applicable instructions in the conduct of personnel and information security, conduct self-assessments using the modified checklist included in [NSTCINST 5211.1](#), provide training for newly assigned personnel, and provide annual training for all employees.
2. Classified Material. Normally, no requirement exists for the unit to maintain classified material. If such material is received by the unit, the designated Security Manager must log material in and destroy it using approved procedures. Procedures shall be established to ensure all classified information intended for destruction is destroyed by authorized means and appropriately cleared personnel. Records of destruction are not required for Secret and Confidential information. Contact the originator/distributor and request the unit be removed from the distribution list. For further guidance refer to the DoN Information Security Program (ISP) Regulation SECNAVINST 5510.36. NROTC units shall not hold any classified material.
3. Cyber Security. The guiding directives for Cyber Security are [SECNAVINST 5239.3](#) (series) and [OPNAVINST 5239.1](#) (series).
4. Staff Security Clearances. Officer, enlisted, and civil service staff must ensure they have and retain security clearance eligibility while assigned to an NROTC unit. The PNS and the Personnel Security Manager shall maintain no less than a secret clearance. All civilian employees must maintain eligibility for a secret clearance due to the non-critical sensitive nature of their positions.
5. Student Security Clearances. Per [SECNAV M-5510.30](#), a National Agency Check with Local Agency Check and Credit Checks (NACLC) is required for each NROTC candidate before

appointment. It is paramount that all clearance issues are resolved and the NACLC completed well before the approach of commissioning. Additionally, per summer training guidance provided in the annual [NSTCNOTE 1530](#), all midshipmen must have a satisfactorily completed National Agency Check (NAC), one portion of the NACLC, and be granted a SECRET clearance prior to departing for summer training.

6. Privacy Act Requirements. The Privacy Act limits an agency's collection and sharing of personally identifiable information and imposes safekeeping, access, and other requirements. The PNS shall ensure the unit is complying with the guiding directive [SECNAVINST 5211.5](#) (series) and [NSTCINST 5211.1](#). All unit personnel must receive Privacy Act training when first reporting to the unit and annual training thereafter. Training certificates shall be maintained at the unit. Questions concerning the Privacy Act can be addressed to the NSTC Privacy Act Coordinator, Code OGC, at (847) 688-4422.

### **5-23 General Military Training (GMT)**

All units are to fully support DoD and Navy programs by action, education, training, and indoctrination. Units shall provide GMT training to all officer and enlisted personnel (to include STA-21, MECEP, postgraduate students, stashed ensigns, and Temporary Duty (TEMDU) personnel) per current NAVADMIN messages. The unit shall maintain an annual training plan that meets requirements and is logical. Training records must be kept on file. NOTE: Civilian employees and midshipmen may be included in the program as appropriate.

### **5-24 Physical Readiness**

The Physical Readiness Program is governed by [OPNAVINST 6110.1](#) (series) for Navy military personnel and [MCO 6100.13A](#) for Marine Corps military personnel.

### **5-25 Sexual Assault, Equal Opportunity (EO)/Sexual Harassment**

Reporting procedures in the case of sexual assault are provided in [OPNAVINST 1752.1](#) (series) and OPNAVINST F3100.6 (series). Reporting procedures for EO/Sexual Harassment complaints are provided for in [OPNAVINST 5354.1](#) (series).

### **5-26 Victim and Witness Assistance Program (VWAP)**

Per [OPNAVINST 5800.7A](#), each unit shall appoint in writing a Victim and Witness Assistance Coordinator (VWAC) who is the unit's primary point of contact in the area of victim and witness assistance. VWAP shall be incorporated into the unit training program and training will be conducted at least once per year. All DoN employees and service members should be provided

with [DD Form 2701](#) as part of annual training. Each unit shall contact their respective Region Legal Services Office for any additional Region VWAP requirements. The unit VWAC is responsible for meeting all requirements contained in [OPNAVINST 5800.7A](#).

### **5-27 Command Managed Equal Opportunity (CMEO) for Military**

The PNS will maintain a CMEO/EEO program in accordance with current instructions. The guiding directives for CMEO are [OPNAVINST 5354.1](#) (series), [OPNAVINST 5370.2](#) (series), and NSTCINST5354.1 (series).

### **5-28 Alcohol and Drug Abuse Prevention and Control**

The PNS is responsible for implementing the requirements of [OPNAVINST 5350.4](#) (series), aggressively supporting these policies, and taking corrective measures in all cases where active duty personnel or midshipmen are involved in drug and alcohol abuse.

### **5-29 Urinalysis Testing**

1. All military personnel (including military staff members, officer candidates, and any other active duty military assigned to the command such as DUINS) and midshipmen (including all College Program midshipmen) assigned to or administered by an NROTC unit are subject to urinalysis testing as prescribed by [OPNAVINST 5350.4](#) (series) and [NSTCINST 5350.1](#) (series). All midshipmen, including all College Program midshipmen, will sign [NSTC 1533/153](#) Naval Reserve Officers Training Corps Drug and Alcohol Statement of Understanding, agreeing to be tested within 30 days of joining the unit and to random testing thereafter.

2. Monthly testing. An echelon 2 waiver is in place that allows units to test twice a month rather than four times a month.

#### 3. Annual Testing

a. New Student Sweep. All new students must be tested within 30 days of joining the unit. Typically this testing occurs during new student orientation at the beginning of the academic year. This also satisfies the annual requirement. These new students will also be subject to random urinalysis each month during the academic year.

b. End of Year Sweep. [OPNAVINST 5350.4](#) (series) requires commands to “review all personnel onboard who were not tested during the fiscal year and conduct a unit sweep of all those personnel prior to the end of the fiscal year.” As students attend their host schools based on

an academic year, a waiver is in place to conduct end of year midshipman sweeps based on the academic year. This means that any midshipman who was not tested in the past year must be tested within the first 30 days of the fall semester. For example, any midshipman who was not selected for random urinalysis during the sophomore year must be tested within the first 30 days of the junior year. For active duty members, end of year sweeps are still based on fiscal year.

c. End of year sweeps, though conducted in the fall, satisfy the annual requirement for the previous academic year and therefore are not considered in the end of year sweep the following fall. For example, a College Program Basic student tested upon entering the program as a freshman, would be subject to random urinalysis during the freshman and sophomore years, and to an end of academic year sweep during the first 30 days of the junior year if the midshipman was selected for Advanced Standing or a side-load scholarship and was not selected for random urinalysis during the second academic year.

4. Urinalysis Program Coordinators (UPCs) and Observers. Although [OPNAVINST 5350.4](#) (series) states “officers and chief petty officers should serve as UPCs and observers to the greatest extent possible,” NROTC units may designate civilian employees as UPCs and may use trusted first-class midshipmen and STA-21 OCs/MECEP Marines as observers but not as the UPC. UPCs must be designated in writing by the CO or OIC and may not also be the command Drug and Alcohol Program Advisor (DAPA). Observers shall sign the Urinalysis Observer Briefing Sheet available in the UPC handbook and can include Air Force or Army active duty personnel from a co-located ROTC unit. The UPC will keep the DD Form 2624, UPC Ledger, and Observer Briefing Sheets on file for two years. Unit UPCs will use current Navy Drug Screening Program (NDSP) software to administer the urinalysis program. NROTC UPCs must send urinalysis samples to the appropriate Navy Drug Screening Laboratory and will ship samples by FEDEX, using the FEDEX government rate. It is required that the UPC complete the Urinalysis Program Coordinator course, CPPD-UPC-011-1.2, available in the eLearning section of Navy Knowledge Online. Additional program information for UPCs is available at the Navy Drug Detection and Deterrence Website <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Drug-Alcohol-Deterrence/>. Units may enter into a Memorandum of Understanding (MOU) to receive UPC services from a nearby unit such as a Navy Operational Support Center (NOSC). A sample urinalysis MOU is available from the NSTC Alcohol and Drug Control Officer (ADCO). All urinalysis MOUs must be sent for review to the NSTC N4 and NSTC ADCO prior to signature. For units that do not enter into an MOU, the Urinalysis Program Coordinator Navy Drug and Alcohol Deterrence Program Guide 2022 OPGuide is available [Policies & OPGuides \(navy.mil\)](#).

5. NSTC Alcohol and Drug Control Officer (ADCO). The NSTC ADCO is responsible for monitoring the unit urinalysis programs throughout the NSTC domain and will monitor the

status of all positive test results in the domain. The NSTC ADCO will provide guidance to unit UPCs regarding current CNETC-directed testing rates.

6. COs. When a unit is notified of a positive drug test result, [OPNAVINST 5350.4](#) (series) states the “COs must investigate a positive drug result to assist in determining if the member's positive sample was the result of authorized or legitimate or wrongful or illegitimate use.” If the CO makes a determination of “wrongful” drug use, the unit shall begin the process for administrative separation or disenrollment. No PRB is required to remove a College Program Basic midshipman from the program, however the NSTC ADCO must be provided written record of the action taken, i.e. a copy of a notification letter to the midshipman. Adhere to procedures in [OPNAVINST 5350.4](#) (series) and [NSTCINST 5350.1](#)

7. Commissioning Physical Urinalysis. The urinalysis test given during a student’s commissioning physical is not an official test. Among other things, this test does not have the necessary chain of custody requirements. Although an investigation should be conducted to determine the circumstances that resulted in the positive test result, the test by itself may not be the basis for any administrative action.

### **5-30 Drug and Alcohol Program Advisor (DAPA)**

Although the [OPNAVINST 5350.4](#) (series) states the “DAPA should be an E7 or above,” units may designate civilian employees as the command DAPA. DAPAs shall not be assigned duties as the UPC. Within 90 days of assuming duty, DAPAs must complete the DAPA course unless they have completed the course within the previous three years. DAPAs shall ensure their completed training is properly documented. Units may enter into an MOU with other units for DAPA services. A sample DAPA MOU is available from the NSTC ADCO. All DAPA MOUs must be sent for review to the NSTC ADCO prior to signature. As midshipmen are not entered into the Alcohol and Drug Management Information System (ADMITS), unit DAPAs must maintain a running spreadsheet or similar tracking system of all unit alcohol- or drug-related incidents, such as arrests for minor in possession of alcohol, driving while intoxicated, public intoxication. The tracking system should include, at a minimum, the name of the offender, the date of the incident, a brief description of the incident, and the ultimate disposition, e.g., warning, probation, LOA, disenrollment. This report will be an NSTC Inspector General Assist Visit review item.

### **5-31 Suicide Prevention**

The PNS will conduct a Suicide Prevention Program in accordance with [OPNAVINST 1720.4](#) (series). Suicide prevention training shall be conducted at least annually for all active duty service members. Suicide prevention training should be included in GMT for midshipmen.

### **5-32 Voting Assistance**

The PNS shall maintain a program encouraging voter participation in accordance with [OPNAVINST 1742.1](#) (series).

Note: NAVADMIN 168/17 eliminated the Voting Officer requirement, but Title 10 (10 USC Section 1566f) and DODI 1000.04 of 13 Sep 12 still require Voting Assistance to date.

### **5-33 Navy Family Accountability and Assessment System (NFAAS)**

The NFAAS system permits the Navy to account, manage, and monitor the recovery process for personnel and their families affected by a wide-spread catastrophic event. Each unit shall appoint a primary and secondary NFAAS Coordinator. Both coordinators shall have unit administrative rights within the NFAAS system and are responsible for overseeing all unit NFAAS musters. NFAAS is accessible at <https://navyfamily.navy.mil>.

### **5-34 Public Affairs**

1. Public Affairs Program. Because of its proximity to young people on the college campus, the NROTC unit has a distinct advantage in creating and promoting a favorable image of the United States Navy and Marine Corps to those men and women who will shape both the Naval Service and the country's future. The presence of NROTC units on campuses across the nation positions the Navy and Marine Corps in highly visible areas of public opinion. The ability of the Naval Service to obtain public support for its overall mission is affected by the effectiveness of the unit level public affairs program. Every unit's public affairs program additionally supports the Navy and Marine Corps recruiting efforts and is particularly important in the era of the All-Volunteer Force. NSTC recognizes this unique opportunity and is ready to assist each NROTC unit in developing a vigorous public affairs program. Three parties are principals to this end: the NSTC Public Affairs Officer (PAO), the unit PAO, and the university or college PAO. Units should directly liaise with the NSTC PAO. All correspondence between the unit and NSTC PAO must include NSTC N93 as an info recipient. Close cooperation with the

campus public affairs operation will mean better contacts with the public simply by virtue of continuity. This section provides guidelines to the NROTC unit PAO for developing and implementing a dynamic public affairs program. It is based on the directives and information contained in [SECNAVINST 5720.44](#) (series) and [NSTCINST 5720.2](#).

2. Public Relations. The NROTC unit's public affairs program revolves around three core areas: Internal Relations (Command Information), Community Relations, and Public Information (Media Relations). Using this priority, there are "target audiences" within these core areas that should be identified and addressed.

a. Internal Relations

(1) For the NROTC unit, Internal Relations should be the forefront of a public affairs program because the students are the focal point of the entire NROTC Program. Good communication with the battalion presents a three-fold opportunity:

(a) To pass the word on all aspects of the Navy and Marine Corps from SECNAV to the Battalion Commander, including the elimination of rumors, doubts, and misinformation;

(b) As an educational tool, to impress on future Navy and Marine Corps officers the value of good communication and how it is achieved; and

(c) To strengthen the confidence of each student in both the NROTC Program and the Navy/Marine Corps, this contributes to a solid group of "ambassadors" on campus and in home communities.

(2) Four target audiences exist for the NROTC unit Internal Navy Relations Program: the battalion, the family members of the students, the unit staff, and the Navy and Marine Corps. The Internal Navy Relations Program should primarily educate and inform, report and interpret, recognize individual and group accomplishments, and develop unit pride and esprit de corps with these audiences. At the unit level, the printed word and face-to-face dialogue are considered the two most widely used and convenient methods of communication. A variety of channels for internal relationships exist, such as:

(a) Print Media. The Plan of the Day (POD) is the most common example of a print medium in the Navy and Marine Corps. It is considered best for a listing of daily routine, sometimes modified, but not to be relied upon for any sort of in-depth news or as a channel for feedback; and

(b) Newspapers. A unit newspaper is best suited to reach three of the target audiences (students, unit staff, and family members) with maximum effect. The newspaper may contain a broad range of news from DoD to Navy/Marine Corps to NETC, but primary emphasis should be on the unit. If guest editorials and letters to the editor are used, the newspaper will be an invaluable means of total unit communication, allowing thoughts, opinions, and ideas to flow up and down "the chain of command." A regular feature of it should be input from the PNS who can use it to discuss topics of current interest and value to the unit.

1. Editorial Staff. An editorial staff composed of students should be appointed from volunteers and tasked with publishing a newspaper at least four times per academic year.

2. Unit Newspaper. The unit newspaper need not be large, but should be comprehensive in that it consistently represents the students, their family members, and unit staff. For critiques of your newspaper's performance in the areas of news coverage, compare it with those from other units and/or contact the NSTC PAO for a more in-depth review.

3. Funding. A unit newspaper can be funded by unit OMN funds; however, if OMN funds are used, advertising may not be included. There are three publications that provide guidance on printing regulations: Department of the Navy Publications and Printing Regulations, the Navy Ship and Station Newspaper Handbook, and the Navy Civilian Enterprise Publications Handbook. Funding and publication by a student non-federal organization or the university should be encouraged.

4. Appropriated/non-Appropriated Funding. The Department of the Navy Regulations and Printing Regulations require that no Navy publication or printed matter, prepared or produced with either appropriated or non-appropriated funds or identified with any activity of the Department of the Navy, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Department of the Navy endorses or favors any specific commercial product, commodity, or service. Units desiring to advertise in local publications shall do so in conjunction with local Navy Talent Acquisition Group or Recruiting District (NTAG or NRD) advertising staff.

(c) Unit Yearbook. The yearbook is a valuable capsule of the year's events and is usually very popular among students. Funding for this type of publication is authorized through student/battalion organizations only; use of official funds for this purpose is not authorized.

(d) Unit Website. NROTC host universities own and control the Department of Naval Science departmental websites. These websites reside in the .edu domain and are located on the university's server; however, NSTC PAO and Chief Information Officer (CIO) will monitor and provide recommendations on the content of these departmental websites. These departmental

sites are not official Navy websites and should not claim to be. They should also not state they are “unofficial” Navy websites as this implies they are unapproved. Website topics are limitless and can include everything from the military medical system to the unit’s schedule for drill periods and the reason behind it. The website may include information such as instructor names and office contact information, if such information is published on other departmental websites. Answering the most often asked questions via one of these methods will lessen correspondence and telephone calls. Data available to the general public must be in accordance with Privacy Act regulations. If a unit also maintains a website which resides in the .mil domain and is located on a Navy server, it must be identified as an “Official Navy Website”, and the PNS must ensure it complies with the regulations outlined in Chapter 7 of the DoN Public Affairs Policy and Regulations, [SECNAVINST 5720.44](#) (series).

(e) The Unit Brochure. Contingent upon available resources, each NROTC unit should publish a unit brochure for public affairs, recruiting, and student orientation. The brochure should include these areas:

1. An overview of the NROTC mission;
2. A description of the host university or college and how the unit fits in as an academic department;
3. A description of the unit staff and battalion organization and size;
4. A capsule summary of the NROTC Program, especially if cross-town enrollments are available;
5. A description of special activities, such as field trips, NROTC drill, rifle, or pistol teams, social events, community activities, and athletic events;
6. The details of where to find the unit on campus and how to contact it by phone, mail, or email; and
7. Photographs are attractive in such a brochure, but are not required. An offset printing at a commercial printer is considered most suitable for such a brochure.

(f) Audio-Visual Media

1. Navy/Marine Corps News This Week. Each NROTC unit should encourage students to view this program each week. It is an excellent vehicle for keeping students up-to-date on fleet events, policies and programs. Navy/Marine Corps News This Week is available

online from the Navy Broadcasting Service, Washington, D.C. under the "News" tab at <http://www.navy.mil/index.asp>.

2. Unit Presentation. Every NROTC unit and maritime academy should have a unit presentation. The presentation is a good method of describing the NROTC Program to new students and their parents and should double as an effective recruiting tool.

3. Bulletin Board. Every NROTC unit and maritime academy should devote one highly accessible bulletin board for material that is not reproduced in the unit newspaper. Such material should include:

- a. Navy Editor Service Clipsheet;
- b. Material from Navy Birthday Kits/Captain's Call; and
- c. Armed Forces Press Service Clipsheet (from Assistant Secretary of Defense for Public Affairs)

4. Fleet Hometown News Program (FHTNP). The value of an active FHTNP cannot be overemphasized. An NROTC unit or maritime academy can more effectively generate positive publicity via FHTNP than any other vehicle. Information on how to organize and execute a viable FHTNP is available in the FHTNP "How to" Guide.

5. Captain's Call. By virtue of classroom time and drill periods, much time is available at an NROTC unit for face-to-face communication. Regularly scheduled "Captain's Calls" are most beneficial to deal directly with the students and the staff on the broad range of Navy and Marine Corps issues.

b. Internal Relations Outside the Unit. The remaining segment of the internal relations responsibility relates to the rest of the Navy and Marine Corps. These two target audiences should be informed of significant events, plans, programs, and accomplishments of the NROTC program.

### 3. Community Relations

a. General. Strong campus and community support is the most expeditious means of developing public awareness of the Navy and Marine Corps on a local level. It is also the simplest means of enhancing the Department of the Navy's recruiting efforts.

b. Any community relations program organized and executed by an NROTC PAO should include the following components:

(1)Community Liaison. Liaison with community organizations, particularly those affiliated with the military: Navy League, Naval Reserve Association, American Legion, Marine Corps Associations, Veterans of Foreign Wars, Coast Guard Auxiliary, etc. is encouraged. When interacting with such organizations, take care not to endorse any non-federal entity. Questions regarding what constitutes such endorsement should be directed to the NSTC Ethics Counselor, code NSTC OGC.

(2)Extracurricular Activities. Participation by the unit drill team, color guard, or a representative group of students and staff in campus and community activities such as parades, athletic events, etc. is encouraged.

(3)Open House/Orientations. Annual open houses and orientation tours should be scheduled with the concurrence of the host institution. Both local citizens and campus residents should be invited. The event need not be complicated. A presentation on the NROTC unit and a demonstration of equipment on hand promotes public understanding. These tours are invaluable in tying the mission of the unit and the Naval Service to the public interest.

(4)Community Relations Outreach Program. Community relations will be enhanced by visible community service and humanitarian projects. As an example, several inner city NROTC units sponsor a campus-wide collection of toys for children to be donated to local inner city hospitals. Other potential projects include volunteer work in learning centers and campus ecology projects. The volunteers for these projects should be readily identifiable as NROTC students. Students should be encouraged to wear naval uniforms to allow maximum recognition of the local NROTC unit's participation. In organizing these events, units must be aware that they cannot sponsor an event which "directly or indirectly benefits or favors...any private individual, commercial venture, sect, political or fraternal group", as published in the Navy Public Affairs Regulations, "Fund Raising Events." Care shall be taken in such events not to violate federal ethics guidelines. When in doubt, contact the NSTC Ethics Counselor, Code NSTC OGC.

(5)Scholarship Awards. Some of the best opportunities for public recognition occur in conjunction with NRC activities. For example, NTAGs normally will arrange for presentation of NROTC scholarship awards to recipients at high school commencements or award ceremonies and are usually more than happy to have the PNS make the presentation. These presentations can be particularly effective if the recipient is a prospective member of the unit.

(6)Annual Events. NROTC units typically sponsor various social events during the year that should include prominent members of the community whenever possible. When organizing an awards banquet, mess night, or a Navy Birthday Ball, ensure university and local civic, industrial, and religious leaders are invited to participate when appropriate.

(7)Speakers Bureau. Face-to-face communication with other students and the local civilian community generates awareness, understanding, and support not only for the unit but the Navy and Marine Corps as well. In order to accomplish this, every NROTC unit's Speakers Bureau should consist of the PNS, the XO, and selected students. For this plan, students may be more effectively employed as speakers to groups in their hometowns during breaks in the academic year. Potential audiences include students, faculty, and parent groups on the college, high school, and primary school level; local businessmen's associations such as the Lions Club, Elks, Rotary, Jaycees, etc.; and military affiliates such as the American Legion, VFW, and MOAA.

(8)Other Activities. The Navy Public Affairs Regulations discuss at least three other special programs well within the capability of an NROTC unit:

- (a) Exhibits of Navy and Marine Corps combat art;
- (b) Guest cruises for high-ranking university officials and civic leaders; and
- (c) Allowing certain groups (e.g., Navy League, Naval Reserve Associations) use of the unit wardroom for monthly meetings.

#### 4. Public Information

a. General. Every NROTC unit and maritime academy should have a systematic and regular means of publicizing news of unit programs, events, and achievements to the campus and community. The unit should work closely with the host institution to demonstrate support for the goals of the university. The university's public affairs office maintains contacts with media representatives in the area. This relationship allows the unit to function as a university or college department while utilizing a single source of media contact. In smaller communities or universities, such an office may not exist, or the public information office of the host institution may not be capable of meeting the needs of the unit. In this case, the NROTC unit or maritime academy may need to organize and execute a public information program.

b. Media Relations. Like Internal Relations and Community Relations, a strong Public Information Program is an asset to the NROTC unit as it generates awareness and support for the unit. However, it is more difficult than the other two programs to execute because it is less accessible and more time consuming. Stories of value to editors from the average NROTC unit center mostly on a highly visible drill team or unit marching, special occasions such as awards

ceremonies or mess nights, presentations at local high schools, and significant unit accomplishments. In cases where adverse media coverage is likely, all releases must be coordinated between the PNS (or OIC), N04, and NSTC PAO (or CNSTC, depending on severity).

c. Queries. All media queries should be referred to the NSTC PAO. Advise NSTC N9 when this occurs.

d. Feedback Procedures. The ability of each NROTC unit to sell itself to the community in a manner which is credible and professional is a matter of interest to NSTC. Since NROTC units do not have public affairs specialists and the officers that serve in the billet do so as a collateral duty, the experiences of one unit may be helpful to another. Units that have instituted programs that are unique and particularly successful should share the “best practice” with other units and forward a copy to NSTC PAO and NSTC N93.

e. Information Provided to the University. The PNS/OIC may furnish the host institution with information about the department and the students enrolled in the program as appropriate. Information related to special activities and accomplishments of members of the NROTC unit, such as visits to Navy and Marine Corps installations and assignments to special programs such as flight, submarine, and nuclear power, may be included. Provide copies of these reports to NSTC PAO, as appropriate.

f. VIP Visits. The PNS shall notify NSTC N9 in advance of visits to the NROTC unit by flag/general officers or civilians of the equivalent rank. The PNS should forward an after action summary report to NSTC N9S and PAO as soon as possible following the visit. If a 3-star FOGO/civilian equivalent or higher visits and anything significant is discussed, contact commander NSTC by phone in addition to the below summary. Utilize the following format:

NROTC Unit:  
NAME OF VIP/FLAG:  
VIP/FLAG COMMAND/MAILING ADDRESS:  
DATE:  
REASON FOR VISIT:  
COMMENTS:

In addition, all past, present and projected future visits will be reported via e-mail in the following format in a Microsoft Excel Document:

<b>NROTC Unit</b>	<b>2016 Visits</b>	<b>2017 Visits</b>	<b>2018 Visits</b>	<b>2019 Visits</b>	<b>2020 Visits</b>	<b>Planned Future Visits</b>
<b>BU/MIT</b>	None	ADM Raymond Spruance (14 May 17) GEN George Marshall (3-4 Dec 17)	Lt. Gen. Lewis Puller (12-13 May 18) RADM Cozad (8 Jun 18)		None	

g. Media Issues. Units shall contact NSTC when issues arise which appear to have potential media interest, specifically if the issue is controversial, politically sensitive, or could require NSTC action. When local media produce items that relate to the NROTC Program or DoD policies, copies should be forwarded to NSTC.

### **5-35 Funding for NROTC Advertising**

1. CNRC provides funds to Commanders, Navy Recruiting Regions for the support of the PNS. These funds are administered by the COs of NTAGs or NRDs in whose recruiting territory the NROTC units are located. Expenditures must be approved by the NTAG or NRD CO prior to obligation of funds by the PNS. These funds shall be used for local advertising and direct mail expenses incurred by the PNS while recruiting for the NROTC Program. These funds will not be used for the production of internal publications for use by the NROTC unit or the procurement of services and materials not related to NROTC Program advertising. Advertising expenditures are restricted to the purchase of newspaper and magazine space, creative production, and direct mail only. This precludes the purchase of any recruiting aids (e.g., key chains, bumper stickers, patches, etc.) and radio, television, and outdoor advertising.

2. There are several interrelated objectives which should be achieved when obligating the advertising funds:

a. Identification of potential Scholarship and College Program candidates, especially potential nuclear power candidates; and

b. Identification of potential NROTC Nurse Corps Scholarship candidates.

3. The PNS should place advertising in cost-efficient media that generates the most inquiries concerning the NROTC Program and the unit. Units desiring advertising assistance may contact their recruiting district or recruiting area public affairs officer.

### **5-36 Recreation Funds**

1. As Naval commands, NROTC units may maintain a Morale, Welfare, and Recreation (MWR) Fund for active duty personnel, including both staff and active duty students. Expenditure of MWR funds must benefit active duty personnel only; NROTC midshipmen are prohibited from participating in such funds. An annual grant request letter, including the exact number of active duty staff and active duty students actually onboard as of 30 September must be provided to Commander, Naval Installation Command (CNIC), N948D. An annual financial statement shall also be provided in accordance with CNIC guidance.
2. The establishment of a Student Recreation Fund is authorized. This fund must be generated from local sources and separated at all times from the MWR fund. No report of a Student Recreation Fund is required by Navy Personnel Command.

### **5-37 National Scholarship Applicants Officer Interviews (OI)**

1. The Officer Interview (OI) is one of the biggest factors affecting the awarding of a national scholarship. Board members rely on the OI to indicate what the candidate is really like.
  - a. The OI should help the board clarify or interpret potential discrepancies or questions in the application.
  - b. The OI should assess whether the applicant has the traits we want in our officers and should briefly explain why or why not.
  - c. The OI should not try to assess whether or not the rest of the candidate's record will get them a scholarship.
2. NROTC unit staff members will conduct an officer interview for students applying for a National Scholarship. All Navy and Nurse Scholarship applicants must be interviewed by an officer at an NROTC unit or an NTAG CO or XO.

a. While NROTC units cannot conduct the interviews for all the applicants to the National Scholarship, units will coordinate with their local NTAGs in order to conduct interviews to the maximum extent possible.

b. To the maximum extent practicable, it is recommended that the interviews be conducted by the PNS or XO.

c. There is no requirement for the applicant to have listed a school at a unit as one of their five school choices for the unit to conduct the interview. The interview does not need to be conducted at the closest NROTC unit.

d. Distance interviews (e.g., video, phone) are permitted when geographic or scheduling limitations make in-person interviews unnecessarily burdensome to the applicant or interviewer. Applicants shall not benefit nor be penalized based on in person or distance interviews.

e. These interviews maybe set up by the local recruiter, scheduled by the NROTC unit, or may be done for an applicant who walks in “off the street” during a campus visit. Units should have a “Schedule an Officer Interview” or similar link on their homepage, or publish some way that OIs may be scheduled with the NROTC unit.

3. Units who conduct the interviews at a local recruiting station are authorized to use the unit’s Government Owned Vehicle (GOV) for transportation to the recruiting station. The GOV may be parked at the recruiting station overnight.

4. All interviewers must receive the Officer Interview Training at least once; the Officer Interview Training is provided by NSTC N92 in an annual official mail message and during the Teaching in Higher Education (TiHE) course and PCO/PXO Conference.

5. Interviewers must utilize the Officer Interview Form [NSTC 1533/157](#), to enter assessment comments, scores, and an Officer Interview Cumulative Average (OICA) in the Overall Assessment comment section of the interview form.

a. The OICA is the average of the Overall Assessment score for all interviews conducted. Interviewers must use the OICA Spreadsheet to track and maintain the interviewer’s OICA.

b. The Officer Interview OI form should be submitted via the online application, the link for which is provided in the annual OMM. Submissions via US mail or password protected .pdf to the Coordinator is authorized.

### **5-38 Host University Assessments and NROTC Excellence Awards**

1. Host University Assessments are conducted annually and will be metrically based to support awarding the DoD ROTC and Educational Institution Partnership Excellence Awards IAW [DoDI 1215.08](#) (Series) Quality, demography, resources, and community involvement are the listed performance criteria for the unit. Educational Institution Support (also called university support) evaluates quality of life, unit morale and esprit de corps, facilities and environment, and security.
2. The ROTC and Educational Institution Partnership Excellence Award Program provides an opportunity for recognition of universities that go above and beyond to facilitate success of the NROTC mission. The selection criteria include the above specified performance criteria and university support, as well as other noteworthy achievements. Competitive period will be from August 1 to July 31 of each year. The Navy ROTC nominations are due to the Office of Accession Policy NLT 31 January of the following year. Presentations of awards will occur in May.
3. Host University Assessments will be provided to the PNS for discussion with university leadership. These assessments will not be provided directly to the host university from N9 so that they may be discussed face-to-face or over the phone by the PNS.

### **5-39 Support Agreements**

1. The NSTC Support Agreement (SA) Manager (SAM) is located in the Logistics Department (N4) and is responsible for the management of the SA Program including Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), and DD Form 1144s. To ensure compliance with all applicable regulations and instructions all SAs are reviewed by NSTC prior to signature. In addition, an annual review is completed on each active SA.
2. Responsibilities:
  - a. Activity/Command will:
    - (1)Forward each draft SA to the NSTC SAM for review before any party signs the agreement.
    - (2)Work with the NSTC SAM to complete the NSTC review of your draft SA.

(3) Work between the NSTC SAM, the NSTC staff, and the other activity/command engaging in the SA, to negotiate the terms and conditions of the SA.

(4) Once the draft SA has been reviewed by NSTC and returned to the activity/command, ensure an electronic .pdf copy of the final signed SA is emailed to the NSTC SAM for archival record within 14 working days of signature of document.

(5) Complete an annual review of all active SA's, when tasked by the NSTC SAM. The review will include annotating whether each SA is current, needs updating or should be cancelled. Work with the NSTC SAM if changes are required to any SAs.

b. NSTC SAM will:

(1) Ensure NSTC Staff review and NETC review, if required, is completed on all draft SA received.

(2) Ensure draft SAs are updated per comments from the NSTC staff and NETC code and returned to the NSTC activity/command for finalization, signature, and implementation.

(3) Complete an annual review of all active SAs to ensure all terms and conditions are still applicable, forwarding a listing of each commands active SA for review. If changes to the terms and conditions are required, work with the activity/command to ensure changes are annotated on a new SA.

3. All questions and concerns regarding SAs should be forwarded to the NSTC N4 SAM.

## CHAPTER 6 Performance Evaluation and Counseling

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### 6-1 General

This chapter covers performance evaluation and counseling from reporting through commissioning or disenrollment.

## **6-2 Student Performance File**

The Student Performance File is maintained by the counselor or class advisor and consists of the following documents:

### **1. Left Hand Side**

- a. All Fitness Reports and Counseling Records (NAVPERS 1610/2);
- b. Letters of appreciation, certificates, and awards; and
- c. Warning and probation letters, LOAs, and PRB reports.

### **2. Right Hand Side**

- a. Comprehensive Student Information Summary (OPMIS 84 Report), including all previous summaries;
- b. Degree Completion Plan ([NSTC 1533/117](#)) and as a supplement, units may add an approved degree plan from the University;
- c. Academic Term Performance and Counseling Record ([NSTC 1533/115](#)); and
- d. Current college level academic transcripts including summer school and transfer credit including transcripts from previous semesters to maintain history of grade forgiveness/replacement changes.

## **6-3 Principles of Performance Counseling**

- 1. The performance evaluation system facilitates reviewing academic progress and measuring a student's aptitude for service as a naval officer. The evaluation system uses periodic counseling among other tools to identify shortcomings and motivate performance improvement.
- 2. The tasks of the counselor or class advisor are to direct and focus the performance of the student and to develop their professional and military expertise. Before students can improve, they must know how well they are currently performing and what is expected of them.

3. Counseling should be a dynamic relationship where the student feels free to discuss issues and to receive direction and guidance. The counselor should discuss all relevant strengths and weaknesses.

4. The counseling session can be enhanced by:

a. Determining the best time for the session and providing the student advance notice so they can prepare;

b. Gathering information and relevant material;

c. Having students complete a self-appraisal and gather all relevant information related to their performance; and

d. Planning discussion points, remembering the objective is to achieve growth in performance.

5. There are five objectives to accomplish during each counseling sessions:

a. Identify the student's strengths and weaknesses. Establishing a fair, accurate, and realistic assessment of the student's performance is crucial to the counseling process;

b. Address specific performance problems, concentrating on ways to develop growth in these areas. Point out ways to improve, but do not dwell on the negatives;

c. Help the students evaluate their previous goals, and establish new goals for each semester. Ensure that the goals are challenging, realistic, and attainable;

d. Ensure the students have a clear understanding of their performance and acknowledge the areas that need improvement; and

e. Review what is expected of the student before the next counseling session. Make sure they understand program expectations. However, be careful not to make promises or guarantees to the midshipman regarding what the marks or recommendations will be at the end of the evaluation period.

6. The student and advisor shall sign the counseling form. The student shall receive a copy, and the original shall be placed in the Student Performance File.

#### **6-4 Midshipman Counseling**

1. Initial Interview. The class advisor shall conduct an initial interview with each student at the beginning of each academic term. During the initial interview with the student, the class advisor will review the student's past performance, as evidenced by high school record, SAT/ACT scores, or prior college-level work. The purpose of the initial interview is to establish goals for the ensuing academic term and remaining college career while considering course load, past performance, extracurricular activities, outside work, and other factors that may impact an individual's performance. The student's goals are to be noted as expected grades for scheduled courses and expected GPA for the term. The interview will include at a minimum:

- a. A review of the individual's Student Administrative File and Student Information maintained in OPMIS;
- b. A discussion of specific program requirements and the requirement to develop or revise an individual degree completion plan;
- c. A review of academic performance based on information either from the institution or from the individual, as required under the circumstances;
- d. Discussion that aptitude scores and scholastic achievement contribute to a student's national ranking for designator assignment and class rank (lineal number) upon commissioning; and
- e. Advice to the student on their assigned billets within the battalion.

2. Progress Counseling. The class advisor shall conduct at least one counseling session (in addition to the initial counseling session) with each student during the academic term to determine progress in meeting established goals. The number of counseling sessions depends upon the needs of the individual. The unit shall consult with the academic institution faculty advisor when the student's academic performance becomes marginal or unsatisfactory.

3. End of Term Performance Counseling

a. Upon receipt of an official grade report or transcript, the class advisor shall counsel each student on their performance in the previous academic term. This counseling session may be combined with the initial counseling session for the next term. This counseling session should identify:

(1) Students who do not appear to be performing at a level commensurate with their potential as established during the initial interview;

(2) Students who have unsatisfactory degree progress or have unsatisfactory academic results within a program or degree requirement; and

(3) Students whose individual DCP will not permit them to complete requirements within the time period indicated in their NROTC contract. Factors to consider include, but are not limited to, changes in major, option, or academic course offerings, or any physical readiness deficiencies. A revised DCP should be developed and approved during the review. This DCP may require consultation with the academic institution academic advisor.

b. The advisor shall debrief and have the student sign the student's most recent fitness report.

c. The PNS will conduct a review of each individual's performance with the class advisor and take appropriate action to implement remedial programs, place the individual on probation, and/or hold a PRB, if required or appropriate.

## **6-5 Midshipman Fitness Reports**

The fitness report performance evaluation system provides a formal process for reviewing a student's developmental progress and measuring their aptitude for service as a naval officer. Units shall complete Midshipman fitness reports on all students using Fitness Report and Counseling Record, NAVPERS 1610/2.

1. Objectives. The objectives of midshipman Fitness Reports are to:

a. Contribute to a student's national ranking for designator assignment, ship selection, aviation order of merit and disenrollment processing;

b. Identify areas for improvement and provide counsel and guidance to improve officer-like qualities;

c. Give each student experience performing professional observation and evaluation of individual performance; and

d. Rank students in their officer-like qualities for assignments to positions of authority and responsibility within the program.

2. Raters. For the professional development of midshipmen, battalion involvement in the Fitness Report process is encouraged, to include providing 'Comments on Performance'.
3. Reporting Senior. The Fitness Report shall be signed by the PNS as the Reporting Senior and the trait average assigned shall be entered into OPMIS as the midshipman's aptitude score.
4. Timing. There are two reporting periods per year. Reports and OPMIS entries are due on 31 Jan and 31 Jul of each year. Closing dates should coincide with the end of the preceding academic term.
5. Competitive Groups. Competitive groups are divided by program and expected fiscal year of commission. The three programs include Navy options including nurses, Marine options, and STA-21 OCs. For example, all Navy Option midshipmen with FY2019 estimated commissioning dates compete only against other Navy Option, FY2019 commissioning midshipmen. The estimated fiscal year of commission for incoming freshman shall be four years out. For those not planning to graduate in four years, the unit shall update their estimated fiscal year of commission upon approval of extended entitlements or other special requests. This approval normally occurs during their sophomore year.

NOTE: MECEPs are not covered by this program but are covered general under USMC requirements.

6. Ratings. In addition to the rubric given on NAVPERS 1610/2, direction is provided for the following:

- a. Professional Expertise (Block 33). This trait mark shall reflect the student's cumulative grade point average in Naval Science Courses as follows:

NS GPA (4.0 scale)	P. E. Trait Mark
NS GPA < 1.50	1
1.50 <= NS GPA < 2.50	2
2.50 <= NS GPA < 3.15	3
3.15 <= NS GPA < 3.75	4
3.75 = NS GPA	5

- b. Command Climate/Equal Opportunity (Block 34). Use the rubric provided on the form substituting NROTC Program retention/attrition for Navy retention/reenlistment.

c. Military Bearing/Character (Block 35). Students on a conduct based warning, probation, or LOA during the reporting period shall not be rated higher than 'Progressing', 2.0, on this trait. Students failing to meet the physical readiness standards (see section 3-20 ) during the reporting period shall not be rated higher than 'Progressing', 2.0, on this trait. A Navy PFA of 'Outstanding' or a Marine PFT/CFT of 285 is required to receive 'Greatly Exceeds Standards', 5.0, on this trait.

d. Teamwork (Block 36). Evaluate per PNS direction consistent with the rubric provided on the form.

e. Mission Accomplishment (Block 37). This trait should reflect contributions to the battalion's mission to include billet performance and unit participation. However, strong performance and participation cannot come at the cost of their individual responsibility to the program. Students failing to make satisfactory progress toward degree completion and program academic requirements during the reporting period shall not be marked higher than 'Progressing', 2.0, on this trait.

f. Leadership (Block 38). Evaluate per PNS direction consistent with the rubric provided on the form.

g. Tactical Performance (Block 39). This trait only applies to warfare qualified officers and shall be marked 'NOB'.

h. Recommendations (Block 40). Use as the PNS directs.

i. Comments (Block 41). Comments are not required. The PNS may use this area for the professional development of those rated and those providing rating inputs. Fitness reports, including any comments, are part of the midshipman's file.

j. Promotion Recommendation (Block 42). Rounding up to the next whole person, no more than 20% of a competitive group may be rated as 'Early Promote'. Similarly, up to 40% of a competitive group may be rated as 'Must Promote'.

k. A student rated less than 3.0 in any category (Blocks 33-38) shall receive more frequent counseling and other supervision as directed by the PNS.

7. Summary Sheets. Summary sheets shall be prepared and held for submission at NSTC N9 request. These requests generally coincide with the convening of various boards or panels.

8. Summer Training Aptitude. Although aptitude evaluation during Summer Training is optional, OICs of each program may identify midshipmen whose performance, attitude, and motivation is clearly outstanding or substandard and notify the appropriate PNS by letter.

a. Summer Training aptitude assessment for NROTC 1/C, 2/C, and 3/C midshipmen involves assessment of performance of duty, leadership qualities, and whole person evaluation. Evaluations may be submitted in the form of a Fitness Report or a Page 13. The Midshipman Summer Training Manual contains the procedures for conducting the evaluations. Although optional, if completed, Summer Training aptitude grades (5.0 grade scale) shall be entered in the OPMIS Grade Screen, and the fitness report shall be placed in the individual's Student Performance File.

b. If commands hosting summer training elect to submit shipboard evaluations of a midshipman, the command shall conduct and document the evaluation in the manner prescribed in the Summer Training Manual. These reports shall be reviewed and signed by the ship's CO and forwarded under a transmittal letter to the respective NROTC units no later than 15 days following the midshipman's debarkation from cruise.

## **6-6 Active Duty Student Performance Evaluation**

The provisions of [BUPERSINST 1610.10](#) (series) and [MCO P1610.7](#) (series) apply as appropriate for active duty students, including those in the STA-21 and MECEP programs. IAW with the Performance Evaluation System (PES), MECEP reports are to be Not Observed reports as are all formal school reports.

1. STA-21 students will normally have a Class Advisor as Rater, XO as Senior Rater, and CO as Reporting Senior (RS). Statements concerning aptitude, potential for service as an officer, military bearing, and evaluation of potential for completing the program should be included as remarks.
2. Forward copies of STA-21(N) student evaluations to NSTC N91 that contain adverse comments or on which a student elects to make a statement.
3. For students in a DUINS status only, a report may be delayed up to three months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This delay is an exception to the general rule against delay of periodic reports. See Chapter 8 of [BUPERSINST 1610.10](#) (series).

4. For MECEP students, when possible, both the RS and Reviewing Officer (RO) shall be a Marine Corps officer. The RS will normally be the MOI. The RO will normally be the CO, unless the CO is USN and the XO is USMC. In this situation, the RO should be the XO. Senior Marine, NETC will conduct Third Officer sightings on MECEP adverse reports. IAW with the PES, MECEP reports are to be Not Observed reports as are all formal school reports. The RS and RO may still make comments to the academic standing and achievements in the selected narrative sections of the Fitness Report.

5. For USMC reports, the RS will submit the complete report via the Automated-Performance Evaluation System (A-PES) accessed through the Marine Online (MOL) website or hard copy (with three signed copies of page 5) to the RO. The RS should also forward a summary of performance and copies of commendatory letters. Commendatory, derogatory, or administrative material will not be forwarded to Commandant of the Marine Corps as attachments to the fitness reports. This material must be sent to CMC (MMSB-20) under a separate cover letter for inclusion in the Marine's Official Military Personnel File (OMPF).

## **6-7 Warning, Probation, and Leave of Absence**

When counseling fails to correct substandard performance as defined in Chapter 3, the actions below should be considered. Appendix B provides guidelines on the level of action in response to common issues. Unless clear from the onset that neither an LOA nor a recommendation for disenrollment is being considered, a PRB is required.

1. Warning. Warning is the first level of disciplinary action for students who have failed to achieve or maintain program standards. Warning requires an OPMIS entry, counseling and documentation in the Student Performance File. The PNS shall issue a letter notifying any student placed on warning, and the letter shall be acknowledged by the student with date and signature. The warning letter shall state precisely the nature of the concern, identify remedial actions required of the student, outline assistance available, and warn that failure to correct the deficiencies or identification of further deficiencies may result in probation, LOA, or disenrollment. The decision to place a student on warning is at PNS discretion and does not require a PRB.

a. Academic Warning. The conditions stated in the academic warning letter shall include participation in a mandatory study hall consisting of a minimum of unit or academic institution-supervised study and weekly counseling with the class advisor. Mandatory study hours should be flexible to encourage individual time management and shall not exceed 15 hours per week. Mandatory study hall hours may include the student's tutoring session, time spent in the computer lab, and other similar time approved by the class advisor. The academic warning letter

shall address where the student can obtain additional assistance and state that continued poor academic performance may result in probation, LOA, or disenrollment.

b. Aptitude Warning. The concerns stated in the warning letter should also be documented in the student's counseling worksheet or fitness report. See 3-19 regarding aptitude standards.

c. Physical Readiness Warning. A student may be placed on physical readiness warning based on substandard performance on a mock or official PFA or swim test. Direction to participate in FEP or to seek qualified swim instruction is generally appropriate.

2. Probation. Probation is an administrative tool. It shall have no effect on the student incurring a service obligation or the student's receipt of NROTC benefits. The PNS shall issue a letter notifying any student placed on probation and the letter shall be acknowledged by the student with date and signature. The probation letter shall state precisely the nature of the concern, identify remedial actions required of the student, and warn that failure to correct the deficiencies or identification of further deficiencies may result in LOA, or disenrollment. An OPMIS entry is required when a student is placed in a probationary status. In no case shall a student be placed on probation for more than two consecutive terms for the same deficiency without approval of NSTC N9, especially applicable in the cases of midshipmen who are about to enter obligated status. Although continuation of probation beyond one term is an option that may be exercised by the PNS, a more appropriate action may be LOA or disenrollment. The decision to place a student on probation is at PNS discretion and only requires a PRB if requested by the student.

a. Academic Probation. Once the academic term has ended, the student will be re-evaluated. A second term of academic probation is not prohibited but should only be considered when reasonable certainty exists that the student will overcome their difficulties.

b. Aptitude Probation. See 3-19 regarding aptitude standards. Probation letters shall specify the nature of the performance concerns and required actions to remediate. If any doubt exists regarding aptitude for service, the unit should consider LOA or disenrollment. Aptitude probation shall not be assigned for more than one term.

c. Disciplinary Probation. Generally, disciplinary probation is assigned to students who commit a single major offense, as defined in 3-19, which does not warrant disenrollment. Such violations may include minor in possession of alcohol, underage drinking, plagiarism, or similar offenses. This type of probation should not be assigned to those who have exhibited a pattern of misconduct. Since this type of probation is designed to provide an opportunity to develop core values and improve moral reasoning, it should not normally be assigned to seniors who do not have time to be remediated before graduation.

(1) The PNS may place students on disciplinary probation in lieu of disenrollment if it is believed the student can learn from their mistake and correct their actions. The PNS will administer the remedial aspects of the probation and assign a member of the staff to serve as an advisor. The class advisor will then notify the student being placed on probation of probation requirements. Upon completion of the remediation period, the advisor should state whether the individual successfully completed the remediation program or whether disenrollment is recommended.

(2) The student may be required to complete additional selected readings during their period of remediation that will cause them to reflect on correct values. The student may also be tasked with preparing a written paper relating to ethics and character. The readings and writing project should be tailored to the individual student's specific transgression and be reasonably related to the deficiency to be remediated. The student may be required to keep a journal discussing their reflections concerning the remediation efforts and progress.

d. Physical Readiness. Any student placed on probation for deficiencies in physical fitness or body composition should be assigned to a FEP. A student with swim deficiencies should obtain assistance from qualified swim instructors. The terms of probation should state that any repeat failure could result in LOA or disenrollment. A second term of physical fitness probation is not prohibited but should only be considered when significant improvement has been noted and reasonable certainty exists that the student will overcome their difficulties.

3. LOA. LOA is an administrative tool which suspends NROTC benefits. Performance-related LOAs are discussed below. Other types of LOAs are discussed in Section 4-28. When considering circumstances for which this manual directs an LOA, the PRB must verify said circumstances before recommending LOA. The decision to place a student on LOA is at the PNS discretion and, unless an exception is provided below, requires a PRB. The PNS shall issue a letter notifying any student placed on LOA and shall be acknowledged by the student with date and signature. The letter shall state precisely the nature of the concern, identify remedial actions required of the student, and warn that failure to correct the deficiencies or identification of further deficiencies may result in disenrollment.

a. Interim LOA. The PNS may assign interim LOA pending further investigation.

(1) A PRB should be held as soon as possible after assigning an interim LOA. Situations where this may be appropriate include, but are not limited to, a midshipman failing to meet program requirements by the end of their freshman year or a student charged with a crime by civil authorities that is a major offense as defined in 3-19. If the board recommends an LOA, and the PNS concurs, the interim status will transition to a regular LOA.

(2) A PRB is not required for interim LOAs issued for any midshipman who is being investigated, charged with, or is pending prosecution for any infraction which might lead to disenrollment on disciplinary grounds. Place the student on interim LOA until the matter is fully resolved and consult NSTC N93 and NSTC Staff Judge Advocate (SJA). Ensure associated OPMIS entries are made.

(a) If the midshipman is convicted of a crime considered a major offense as defined in 3-19, a PRB must be held to consider disenrollment from the program. If the midshipman is incarcerated, hold the PRB in absentia. The midshipman shall be notified of the pending PRB and provided a copy of the preliminary inquiry. Once the PRB is held and endorsed by the PNS, the midshipman shall receive a copy of the PRB report and its endorsements.

(b) Midshipmen found not guilty or exonerated of criminal charges, may be removed from LOA and allowed to continue in the program or receive their commission. A PRB may still be held, however, to examine the circumstances surrounding the event and assess the midshipman's behavior and aptitude for service. In the event the unit has already received commissioning documents for the midshipman, use those same documents to confer the commission (unless it is determined that disenrollment processing is appropriate). The effective date will remain the original date of commissioning for time-in-grade purposes.

(3) If a midshipman claims to be a conscientious objector, the PNS shall assign interim LOA and will follow Navy regulations for active duty personnel by processing for disenrollment in consultation with NSTC N93 and the NSTC SJA.

b. Academic LOA. A midshipman may be placed on LOA due to unsatisfactory academic performance or when it appears that the midshipman may not complete the program. If the midshipman is still academically deficient at the end of one term on LOA, the PNS shall recommend either an extension or academic disenrollment. All requests for extensions shall be submitted to NSTC N93 in letter form. The PNS shall include a statement of facts and a copy of the midshipman's most current transcript and degree completion plan.

c. Aptitude LOA. A midshipman may be placed on LOA for continued or significant deficiencies in aptitude as defined in 3-19.

d. Disciplinary LOA. A disciplinary LOA is generally given for a major offense, as defined in 3-19, when the PNS does not recommend disenrollment.

e. Physical Readiness LOA. An LOA for Physical Readiness must be based on an official PFA/PFT/CFT or swim test. A PRB should review the administration of the test and accuracy of

the results being considered in addition to the other aspects of midshipman performance. Students who fail to adhere to physical readiness standards but demonstrate significant improvement may be granted a second probation.

## **6-8 UCMJ and Administrative Separations**

1. Midshipmen fall under the UCMJ only when assigned to active duty, normally during Summer Training. Although midshipmen are subject to the UCMJ regulations while on summer cruise, midshipmen suspected of any infraction are normally returned to their home NROTC unit for disciplinary or administrative action. If a midshipman is sent home from summer cruise or other active duty periods due to disciplinary reasons, NROTC unit COs are required to officially contact the Fleet command from which they were detached and acknowledge the midshipman's return and inform the Fleet that appropriate actions are being taken. It is inappropriate, however, to discuss the exact nature of the actions taken. In cases of misconduct by midshipmen, the PNS will normally use administrative remedies (e.g., warning, probation, LOA, disenrollment). If circumstances warrant, after consultation with the NSTC SJA, the PNS may request the midshipman be recalled to active duty for trial by court martial. Midshipmen are not eligible for non-judicial punishment.
2. OCs are always subject to the UCMJ. In cases of misconduct by OCs, the PNS may conduct NJP or refer the charges to trial by court martial after consultation with the NSTC SJA. The PNS may also convene an Administrative Separations Board to determine whether the individual is suitable for continued service.
3. Although any finding of guilt during NJP can, in some instances, be enough to warrant disenrollment, a PRB must be held before disenrolling the student due to the differences in process, possible outcome, and releasability of information.

## **6-9 Performance Review Board (PRB)**

1. The PRB is an administrative tool available to the PNS to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students enrolled in any NSTC officer development program. Ideally, the unit will identify potential problems that may lead to a PRB and solve most problems through counseling or extra instruction, as appropriate.
2. [Appendix E](#) provides guidance on how a PRB shall be conducted. Appendix O provides guidance on the administrative processing for a PRB. The PRB is not a judicial proceeding but rather an informal administrative hearing most similar to a college or university academic

review board. As such, the student is not entitled to be represented by an attorney at the hearing (see Section 6-11). The PRB will be conducted with formality and decorum, although testimony under oath is not necessary, it is permissible. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on the student's behalf. The student will be counseled by the class advisor and shall be given the opportunity to review all evidence to be presented to the board prior to convening.

3. PRB Required. The PRB process protects certain rights of midshipmen; therefore, a PRB shall be convened:

- a. When a student, who is being placed on probation without a PRB, requests a PRB in writing within seven days of being notified of the probation;
- b. When administrative action may result in a leave of absence;
- c. For performance that may result in disenrollment or active service obligation by any midshipman who has signed a [DD Form 4](#) (Enlistment contract) and service agreement ([NSTC 1533/127](#) or NSTC 1533/135);
- d. When an Executive Board (EB), Academic Review Board, Honor Board, or Superintendent's Review has been conducted at the USMMA and the OIC does not concur with the findings of the board;
- e. When a student tests positive for drugs and the CO has determined that the student abused drugs, as defined in OPNAVINST 5340.4 (series). Drug abusers who are recommended for disenrollment shall not be recommended for AES;
- f. When a STA-21 OC receives a grade or cumulative GPA less than program requirements as defined in the applicable OPNAV N13 Program Authorization. As these are active duty students, the OC's presence at the PRB is mandatory;
- g. When a MECEP fails to meet established standards as directed by MCRC. As these are active duty students, the OC's presence at the PRB is mandatory; and
- h. For STA-21(N) Option only, a PRB may be used at the discretion of the PNS to motivate academic or aptitude performance. PRB results shall be reported in accordance with Section 4-23. The PRB should be completed in time to ensure it is an effective tool for shaping the next semester's performance. As these are active duty students, the OC's presence at the PRB is mandatory. A PRB is required in the following cases:

- (1)Term GPA < 2.75;
- (2)Two consecutive terms of a GPA < 3.00;
- (3)Cumulative GPA < 3.0; and
- (4)Receipt of a failing grade in any course.
- (5)When directed by N9 or NSTC SJA.

4. PRB Waivers. Midshipmen being considered for disenrollment may waive the right to a PRB in certain types of disenrollments. In those specific disenrollment cases that allow midshipmen to waive their PRB, an acknowledgement using Example 6-F must be signed and dated by the student who elects to waive the PRB. The PNS may still hold the PRB if deemed necessary. Active duty students, such as STA-21 OCs and MECEP Marines, may not waive a PRB and their presence at the PRB is mandatory. The types of disenrollments midshipmen may waive are outlined below:

a. DOR. Midshipmen who received educational assistance and/or subsistence from the Navy and who request to drop from their program may waive their PRB, except in the case of midshipmen who are within a year of commissioning and who are eligible for consideration for ASN Directed AES under current SECNAV guidance. Midshipmen who have received notification of a PRB for any reason other than a DOR may not submit a subsequent request to drop nor a DOR PRB waiver;

b. Medical Disqualification. Midshipmen found Not Physically Qualified (NPQ) by BUMED may waive their PRB. However, 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. Additionally, if there is evidence that a midshipman became NPQ through the midshipman's negligence also warrants a PRB to consider recoupment;

c. Dropped by Institution. Midshipmen dropped by their institution (e.g., the student is denied continuation due to financial reasons, the institution denied them opportunity to continue in the school of nursing) may waive their PRB, unless disenrollment for disciplinary or academic reasons is more appropriate; and

d. Corps of Cadets Membership (subset of Special Reasons). Midshipmen who are no longer in the Corps of Cadets at a unit where the host institution requires Corps of Cadet membership in

order to participate in ROTC may waive their PRB. This exception does not apply if another disenrollment type, such as disciplinary or aptitude, is appropriate.

5. PRB Not Required. A PRB need not be convened under these circumstances:

a. Drop on Request by any College Program Basic student who has signed neither a [DD Form 4](#) nor a scholarship agreement ([NSTC 1533/127](#) or NSTC 1533/135). Full disenrollment packages are not necessary in this case. Refer to Appendix O for specific disenrollment requirements.

b. A PRB is not required when one of the following Academy Boards has been conducted at the USMMA and the OIC concurs with the findings of the board: Executive Board, Academic Review Board, Honor Board, or Superintendent's Review.

6. MECEPs and Marine Option midshipmen who are the subject of a PRB for misconduct or other incident that calls the individual's morals into questions and results in the PNS not recommending disenrollment, must have their packages forwarded to MCRC ON/E via Senior Marine, NETC for review and a moral waiver decision. Senior Marine, NETC will make a recommendation to MCRC.

7. Terms and conditions guidance for ending LOAs are in Section 4-28.6.

## **6-10 Convening a PRB**

1. The PNS will normally be the appointing authority for the PRB, unless otherwise directed by higher authority. The PRB shall consist of at least three voting members (an uneven number composed of at least two officers and, potentially, a representative of the academic institution) and one non-voting member (officer or senior enlisted) to serve as the recorder. The PNS may also appoint one other non-voting board member, (e.g., the student's company or battalion commander) to advise the senior board member on the student concerned. The PRB shall be appointed via PRB Convening Order (Example 6-E), and will include all participating members (voting, non-voting and observers) and all reasons for the student's PRB, (i.e., one of the 12 reasons for potential disenrollment (Section 6-16)).

2. The senior member of the PRB is a voting member and normally will be the unit XO or another O-4. An O-3 may chair a PRB for a minor offense (see 3-19) or for a performance-related issue such as failing to meet academic, aptitude, or physical fitness standards. An O-4 must chair any PRB for a major offense (see 3-19) and for any PRB held subsequent to an O-3 chaired-PRB for a performance-related issue. The PNS may not be a member of the PRB. Voting board members may include any active or reserve commissioned officer with rank O-3 or

above, active duty enlisted with the rank of E-8 or E-9 or an official from the academic institution concerned. If the host institution declines to appoint a member representing the academic institution, or if the person appointed does not attend, the PNS will appoint another member.

3. To avoid conflicts of interest, only persons who have no involvement with the matters before the board may be appointed as voting members. If the XO or any other voting board member has a conflict of interest, as determined by the PNS, the PNS must appoint a new voting board member. The class advisor of the student concerned shall not serve as a voting board member.

4. The PRB outcome is determined by majority vote. The senior board member's vote carries the same weight as other voting members.

5. The recorder is a non-voting member, normally the student's class advisor and is typically the most familiar with the student's performance and conduct. The recorder is responsible for preparing and presenting the case on behalf of the command. At the discretion of the PNS, an additional member from either the active duty or civilian staff may be assigned to assist the recorder in note-taking duties and serve as the recorder's assistant. Normally, the student's company or battalion commander will be asked to provide testimony regarding the student concerned. Although there is no limit to the number of people attending or speaking at a PRB, only the voting members may be present during final deliberations.

6. The recorder is responsible for assembling pertinent directives, interviewing prospective witnesses, gathering all available evidence, and conducting a preliminary inquiry in cases involving disciplinary matters.

a. No later than five full business days (not counting the day of notification nor the day of the PRB) before the PRB is scheduled to convene, the recorder shall:

(1) Provide the student with written notice of the date the PRB will convene and general reasons for the PRB;

(2) Provide the student with any and all documents that may be presented in the case against the student, including but not limited to the PRB Convening Order, counseling sheets, witness statements, and a complete copy of the preliminary inquiry (if any);

(3) Provide the student with a list of all witnesses expected to be called in the Recorder's case;

(4) Have the student sign AND DATE the convening order and acknowledge receipt of all material provided; and

(5) Obtain a signed Privacy Act Statement from the student (included in the convening order).

b. The recorder must keep an accurate record of the proceedings and prepare the record for the senior board member's review and signatures of all board members. This summary shall include the testimony of the student, all board members, and any witnesses. A recorded or verbatim transcript is not required but is highly advised in more contentious cases. Audio recordings of the proceedings may be used for purposes of preparing an accurate summary. Any recordings shall be retained until disposition decision is made by final authority. In the event the proceedings are not recorded, the recorder should take sufficient notes in order to prepare summaries.

c. Ensure that a copy of the record of proceedings is delivered to the student no later than five full business days after the PRB (See 6-13).

#### **6-11 The Respondent's Rights before the PRB**

1. Students shall be advised of the following rights before their PRB:

a. To appear before the board at their expense. Non-active duty student's presence is recommended but is not mandatory. If the student does not intend to appear, the student shall submit written notification to the PNS within the five business day notification period. In these cases, the PRB will be held in absentia. Likewise, if the student is in civilian or military custody or unable to appear based on circumstances outside of the control of the command, the PRB may also proceed in absentia. Active-duty student's presence is required.

b. To submit a written statement to the board.

c. To present documents or witnesses on their behalf (at own expense).

d. To review their personnel record and all documents submitted for board consideration prior to the convening of the board.

2. The student shall be advised of the possible outcomes the board may recommend to the PNS and that ASN Directed AES or recoupment could apply in case of disenrollment.

3. The student shall be notified, in writing, at least **five full business days** prior to the convening of a PRB. The day of notification and the day the PRB is being conducted do not count towards the five full business day notification period. Notification should be delivered in person, normally by the class advisor or another staff officer, or if the student is not in the immediate area, by certified mail with return receipt requested. A copy of the convening order, along with a signed and dated proof of delivery, shall be included in the board report. The convening order shall advise the student, in general terms, of the reason(s) for the PRB.
4. The student may waive the five business day notification period via the convening order. If the student waives the five business day notification, the PNS can reschedule the PRB to an earlier date, or if requested by the student, a reasonable delay in convening the proceedings may be granted and should be documented via PRB Date Change Letter (Example 6-H) and included in the PRB file. If due to an administrative error the PRB is held within less than five full business days and the student did not waive the five business day notification period and the PRB resulted in the PNS recommending disenrollment, CNSTC shall make a determination as to whether the error has harmed the student's case or not. CNSTC may direct a new PRB or determine that no harm to the student resulted as a result of this administrative error.
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).
6. The student may request to have observers attend the board. This request must be made in writing to the PNS no later than 48 hours before the board.

## **6-12 PRB Procedures**

1. The senior board member will call the board to order and explain the basis for holding the board (e.g., academic, aptitude), presenting only the facts before the board. The student will again be advised of the possible outcomes of the board, including ASN Directed AES or recoupment if disenrollment is recommended and approved.
2. The recorder will present the relevant facts, to include any witness testimony or documentary evidence. Unless unavoidable (e.g., the PNS is the only eyewitness to an incident), the PNS shall not testify as a witness to preclude the appearance of undue command influence. When it

appears the PNS may have to testify, guidance shall be obtained from the NSTC SJA. Unless specifically authorized by the student, medical documents shall not be acquired for or presented to the PRB. BUMED notification of a student's disqualification suffices to determine that the student is not physically qualified. However, if a student is suspected of concealing a disqualifying medical condition, either during the DoDMERB evaluation or during annual physical certifications, the board may request medical documents to determine if recoupment is warranted.

3. The student, and/or the student's counsel, will be afforded the opportunity to make a statement on the student's behalf. At the senior member's discretion, any board member may ask the student or counsel to clarify any testimony or statements brought before the board.
4. The student or student's counsel may object to specific board actions or proceedings, but must provide a statement as to why it is objectionable. Any objections will be considered and ruled on by the senior member. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the hearing will be adjourned until order is restored. The rulings of the senior member are final with respect to the proceedings but are subject to review by higher authority. All objections and rulings must be included in the PRB report.
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. If the board discovers a different grounds for administrative action and desires to pursue this additional reason for administrative action, the board shall halt proceedings to begin the PRB process over, including a new PRB Convening Order that includes any additional reason(s) for a PRB.
6. After all evidence has been presented and all statements have been submitted, all persons, except the voting board members, will leave the board room. Only the voting board members may deliberate and, to prevent the appearance of undue command influence, **vote shall be by secret ballot**. A simple majority will determine the outcome. Upon reaching a decision, the senior member will reconvene the board (to include the student and any witnesses desired by the student) and announce the board's findings of fact and recommendations. The PRB may make the following recommendations: no action, issuance of a 30-day compliance letter to investigate medical concerns, warning, probation, LOA, or disenrollment. If the board recommends disenrollment, they shall also make a recommendation regarding ASN Directed AES or recoupment, if applicable.

### 6-13 The PRB Report

1. The PRB report (Example 6-I) shall be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members and recorder, 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 of fact, board recommendations, and tallies of board votes (i.e., 3-0, 2-1). If any vote is not unanimous, include the specific dissenting vote content (name not desired) in the report.
2. The PRB report will be given to the student. An electronic copy may be sent if positive receipt is documented. If the PRB was held in absentia or the student is no longer in contact with the unit, a copy of the PRB report shall be sent to the student by certified mail with return receipt requested. The student shall acknowledge receipt of the PRB report and be afforded an opportunity to agree/dispute the proceedings and five full business days to provide a written response to the PNS.
3. PNS Endorsement. Once the student has had an opportunity to respond to the PRB report, the PNS will consider the package in its totality and endorse the board report, either concurring or non-concurring with the findings and recommendations of the board in the PRB PNS Recommendation Letter (Example 6-J). In cases where the PNS is a witness and has testified before the PRB, the PNS may not endorse the PRB report and shall seek guidance from the NSTC SJA. In the endorsement, the PNS should not comment on matters not discussed before the PRB, either by the board members or the student, but instead limit comments only to those matters presented to the board.
4. The student shall be given a copy of the PNS's endorsement, and the student will be given up to five full business days to respond to the recommendations in the PNS's endorsement. If the PRB was held in absentia or the student is no longer in contact with the unit, a copy of the PNS's endorsement shall be sent to the student by certified mail, return receipt requested.
5. A copy of the PRB report, including the student's responses and the PNS endorsement, shall be maintained in the Student Administrative File.
6. In cases involving STA-21(N) OCs, a copy of the PRB report, including PNS cover letter and student responses, shall be forwarded to OPNAV N133 via NSTC N91. This report is the only instance when the PRB report must be forwarded to NSTC N93 absent of a recommendation for disenrollment. However, should the applicant be processed for disenrollment, the entire

disenrollment report must be forwarded to NSTC N93 after disenrollment approval has been granted by N133 via NSTC N91.

7. For Marine Option students, forward a copy of the PNS endorsement and the PRB report to MCRC ON/E.

#### **6-14 Disenrollment Recommendations**

1. Ultimate disenrollment authority for obligated Navy or Marine Option midshipmen is with SECNAV (currently delegated to Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA))), for obligated SSM with CNSTC, for all non-obligated midshipmen with Director, Officer Development. (Note: non-obligated SSMP may be disenrolled by the unit PNS/OIC), for STA-21 OCs with CNSTC, and for MECEP Marines with MCRC. The PNS has some latitude in determining whether circumstances warrant the recommendation of disenrollment of a student. However, a recommendation for disenrollment should be considered as the primary course of action following a PRB for the following:

a. Academic deficiencies (Section 3-18) that result in a cumulative GPA of less than a 2.5 at any point after completing three semesters (or four quarters) of college, regardless of time in the NROTC program.

b. Any Major offenses (Section 3-19).

c. Substandard aptitude following remediation or an unwillingness to make necessary behavioral changes.

d. Two official PFA/PFT/CFT failures within three years, especially when it appears the individual is not exerting proper effort to achieve and maintain these standards.

2. The PNS endorsement shall contain a recommendation for repayment: AES or recoupment. All recommendations marked “Definitely not recommended” for future military service must include justification.

3. If, during the PRB or in the disenrollment paperwork, a statement is made that the student has a medical, physical, psychological, alcohol, or drug problem that may preclude them from AES, a BUMED 30-day notification letter shall be issued to the student and BUMED continuation review submitted and adjudicated before mailing the disenrollment package to NSTC N93. Contact N92A for questions about the medical review process. If the student tests positive during an official urinalysis test, a medical evaluation is not required.

4. The PNS shall personally sign all disenrollment reports and make the appropriate recommendations. If the PNS is unavailable, the XO may sign the disenrollment report as "Acting." However, the XO may not endorse the disenrollment report if the XO served as the senior member for that board. The student is also required to sign the disenrollment report. In doing so, the student may address any matters pertaining to the disenrollment recommendation. In effect, the student is allowed to make two statements: one immediately following the PRB, and a second prior to completion of the disenrollment report. There is no separate appeal process of a disenrollment recommendation as every disenrollment package, including student statements, is reviewed by each signature authority as the disenrollment package progresses (N04, CNSTC, MCRC, and ASN (M&RA), as appropriate).

5. If the PNS recommends disenrollment following a PRB and the midshipman is not already on Interim LOA or LOA, the midshipman shall be immediately placed on G-code ("pending disenrollment") LOA pending final disenrollment determination. All entitlements will be stopped. Should the recommendation for disenrollment be overturned in the chain of command above the PNS, all entitlements, less stipend, will be restored effective the date LOA began. Stipend monies will be restored effective the date the disenrollment recommendation is overturned.

6. The timeliness of disenrollment recommendations is critical to ensure program efficiency and proper use of Navy and Marine Corps manpower.

a. The PNS shall sign and forward the properly completed midshipmen 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. Packages delayed at the unit beyond 30 days shall contain a written explanation of the delay signed by the PNS. This policy includes packages that are forwarded by the unit to NSTC N93 that are deficient; deficient packages must be corrected by the unit within 30 days of the PRB. Deficient packages not corrected within 30 days of the PRB shall require a written explanation from the PNS of the deficiency and delay from the unit.

b. The OIC at the USMMA shall inform the office of the USMMA Superintendent regarding all recommendations for midshipman disenrollment. If the USMMA Superintendent's office desires to add information to the disenrollment package, that information will be included in the OIC's disenrollment submission to NSTC N93. Due to this additional administrative requirement, disenrollment packages from the USMMA shall be forwarded to NSTC N93 within 45 days of the PRB or an explanation of the delay must be forwarded with the package by the OIC.

c. NSTC N9 shall sign all complete disenrollment packages for non-obligated midshipmen within 30 days of receipt from the units. NSTC N9 shall process and forward all other complete

disenrollment packages to CNSTC within 30 days of receipt from the units. Deficient disenrollment packages received at N93 shall be processed and forwarded within 30 days of receiving all corrected documents. Packages delayed at N9 beyond this 30-day requirement shall have a written explanation of the delay, signed by the N9 that will be forwarded with the package.

d. NSTC N93 will ensure a system to track disenrollment actions pending at NROTC units and N9 is in place and available for CNSTC review. NSTC N9 will use DON Tracker to submit packages to CNSTC to provide greater visibility of packages moving to completion.

e. CNSTC will be equally timely in its processing of disenrollments. All packages shall be processed and forwarded as appropriate within 30 days of receipt from NSTC N9.

f. Active duty disenrollments (STA-21, MECEP) will be expedited at each level in order to efficiently return manpower to the fleet. The processing of active duty disenrollments shall take priority over midshipmen disenrollments.

7. **STA-21(N) only.** If the PNS considers the OC unsuitable for enlisted duty in the NNPP, then Navy Enlisted Classification Code (NEC) removal action per [OPNAVINST 1220.1](#) (series) shall be initiated as part of the disenrollment recommendation. Nuclear NEC removal will not be considered a substitute for appropriate disciplinary action. Recommendations for non-return to nuclear enlisted service shall include sufficient information and justification concerning the recommendation (e.g., counseling records, NJP documentation). Lack of motivation is not sufficient reason for non-return to nuclear enlisted service.

8. The PNS may authorize students disenrolled for other than disciplinary reasons or aptitude before the end of an academic term to complete the current term as Naval Science students.

9. Any student who is disenrolled must return all government property (uniforms, Naval Science textbooks, etc.) before leaving the unit. As midshipmen are members of the Inactive Ready Reserve until ASN (M&RA) approves disenrollment, midshipmen pending disenrollment shall not have their military identification/common access cards confiscated until final disenrollment approval is given. The student shall be held accountable for damaged, missing, or lost items and must reimburse the government for any items returned damaged or not returned. When a student has left the unit without turning in government property, the PNS will request via certified mail, the return of all government property. In addition, students who have had access to classified material shall be debriefed and shall execute a Security Termination Statement [OPNAV 5511/14](#), in accordance with [SECNAVINST 5510.30](#) (series). The original will be filed in the Student Administrative File and a copy maintained at the unit for a period of two years.

## **6-15 Recoupment, AES, and Obligation Waiver**

1. NROTC midshipmen who have a military obligation per their service agreement (e.g., have passed their obligation date, were released from active duty to accept a scholarship), but who attrite from the program before commissioning are subject to recoupment and/or ASN Directed AES per the terms of their service agreement.

a. Scholarship students who incur obligation remain obligated even if they transfer to the College Program.

b. Students awarded NROTC scholarships from active duty will be processed for recoupment and may be ordered back to active duty to complete the obligation remaining on their most recent enlistment contract. These students will be referred to the appropriate Service Agency (USN or USMC) for re-accession into the enlisted ranks.

2. SSM disenrolled at any time may be subject to recoupment or ASN Directed AES. The authority to pursue recoupment rests with the MARAD. The authority to pursue ASN Directed AES rests with the US. Navy. Review Appendix Q for more information.

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.

a. Requests for AES must explain the reason(s) for the request for service.

b. If the student refuses to sign the Disenrollment Acknowledgement Form, the PNS shall make a statement to that effect on the form.

4. 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 their request for obligation waiver.

5. The PNS shall provide an endorsement to N93 on the student's [NSTC 1533/122](#), PNS Summary Letter, or waiver request and must recommend recoupment, ASN Directed AES, or a waiver of obligation. The PNS should base the decision on the following guidance:

a. Per [NSTC 1533.12](#), ASN Directed AES must be considered for midshipmen who drop-on-request within 12 months of expected graduation date.

b. AES may be recommended if the student has indicated the desire for AES and the PNS judges this to be in the interest of the Armed Forces. AES should not be recommended if the PNS feels that the student is unsuitable due to disciplinary issues, drug abuse, family hardship, etc.

c. The PNS will normally recommend recoupment in all other cases where the midshipman fails to meet the requirements set forth in their Service Agreement.

d. The PNS will consider requests to waive all obligations on a case-by-case basis and generally only recommend such waivers when significant extenuating circumstance beyond the student's control lead to the disenrollment.

## **6-16 Types of Disenrollments**

The following sections classify the 12 types of disenrollments and address the unique requirements of each:

### **1. Academic**

a. Students who remain on academic probation or on LOA for more than one term (quarter or semester) must be considered for academic disenrollment.

b. The PNS shall recommend the disenrollment of any NROTC student whose general academic record and/or specific academic failures make their value as an officer doubtful.

c. When recommending a student for an academic disenrollment, a statement concerning any probationary or LOA letters previously issued by the PNS is required. The statement need not be submitted as a separate letter, but may be included within the statement of circumstances recorded on the NSTC 1533/122 form in the space designated for PNS's comments or the PNS Summary Letter. The statement need only declare that the student was issued previous letters of academic probation and list the dates of such letters. For example: "MIDN [Name] has been placed on academic probation on two different occasions by correspondence dated 21 January and 15 April 2017."

d. The PNS shall include a recommendation regarding AES or recoupment, if the student is obligated.

2. Inaptitude. The PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of officer aptitude (Section 3-19) as to make further retention unjustified.

3. Disciplinary

a. Disciplinary disenrollment recommendations should be made for students who have committed a major offense (see 3-19) or a similar offense, unless the PNS believes that remediation is possible before the student's anticipated commissioning date.

b. The academic institution may take independent disciplinary action. The PNS will advise NSTC N9 of any disciplinary action taken by the institution.

4. Physical Readiness. Inability to meet physical conditioning standards or swimming qualification requirements (Section 3-20). Note: N93 requires PRB packages where two PFA/PFT/CFT failures have occurred (even if the PRB finding is favorable). The PNS may make a retention request as part of the disenrollment package. PNSs will submit the PRB according to the above timelines.

5. DOR

a. Requests to drop from an officer commissioning program should be in writing, dated, and signed by the student. If submitted electronically (via email), every attempt should be made to obtain a handwritten signature on a printout of the statement, with a date if not included in the original printout. If the student submits the request to drop prior to being issued a PRB Convening Order, the disenrollment will be processed as a drop on request. If a PRB is appointed for any reason other than a request to drop prior to when the request to drop is submitted, the PRB will be conducted for the reason provided in the PRB Convening Order, or a new PRB will be convened to address the original reason and the DOR. As with any PRB, midshipmen who request to drop may choose not to be present at the PRB (active duty members are required to attend their PRBs). The final attrition code in OPMIS will be entered by N93 when final approval for disenrollment has been received.

b. Any student may disenroll at their own request if appointed to another service academy or ROTC program. Additional guidance concerning inter-service transfer requests is contained in Chapter 4.

c. Voluntary disenrollment requests for STA-21(N) OCs should be given careful consideration and forwarded with appropriate comments and recommendations. The PNS must make a statement concerning the OC's suitability for return to nuclear enlisted duty.

d. The PNS shall include a recommendation regarding ASN Directed AES for all Navy option scholarship midshipmen who submit a drop on request within 12 months of graduation IAW [NSTCINST 1533.12](#).

6. Special Reasons (Hardship, Conscientious Objector, Refusal of Immunization, and Corps of Cadets Membership).

a. NROTC students may apply, via the chain of command, for disenrollment for special reasons due to hardship, family illnesses, or conscientious objector status, as described below. Such requests shall be endorsed only after conducting an inquiry and a PRB.

(1) Severe financial hardship as set forth in MILPERSMAN 1910-110.

(2) Family illnesses that require student withdrawal from school.

(3) A conscientious objector as defined in MILPERSMAN 1900-020.

(a) Students' statements that they are conscientious objectors do not automatically constitute grounds for disenrollment. Students bear the burden of proving their claims as grounds for disenrollment or assignment to noncombatant training and service. Students also have the burden of determining and setting forth the exact nature of their request (e.g., whether for separation or for assignment to noncombatant training).

(b) An O-4 or above should be appointed by the PNS as investigating officer to conduct an inquiry to determine the student's motive. If the investigating officer determines that the student made the statement for the purpose of seeking separation, the unit may process the disenrollment on the basis of DOR, or if other concerns are brought to light, the unit may process the disenrollment on the basis of inaptitude. In either case, recoupment or AES may be recommended.

(c) For further guidance, consult MILPERSMAN 1900-020 and the NSTC SJA before taking action regarding an alleged conscientious objector.

b. Refusal of Immunization. See Chapter 9 regarding immunization requirements. Consult the NSTC SJA regarding students who refuse any required immunization.

c. Corps of Cadets Membership. At some host institutions, it is a school requirement that a student be a member of the Corps of Cadets in order to participate in ROTC. At such schools, any midshipman who resigns, is expelled, or is suspended from the Corps of Cadets shall

normally be disenrolled. The PNS may recommend to CNSTC that a midshipman's scholarship be transferred to another host institution.

## 7. Medical disqualification

a. The PNS will request a review of pertinent medical information, records, and/or examinations by BUMED when it is suspected that physically disqualifying problems exist for an NROTC student. The PNS shall include any existing medical documentation on behalf of the midshipman. Moreover, it is equally important that the PNS provide BUMED and NSTC N9 a "non-medical assessment of the student" concerned.

b. Upon written notification and determination by BUMED that a student is NPQ for continued service, the Deputy Commander for NROTC Operations, N04, as delegated by CNSTC, may concur with a BUMED waiver recommendation. If N04 non-concurs with the BUMED recommendation, the BUMED letter will be forwarded to CNSTC for a waiver determination. If N04 or CNSTC disapproves the waiver, the PNS shall process the disenrollment due to physical disqualification.

c. If an active duty student (MECEP/STA-21) is found NPQ for the program by BUMED, and BUMED, MCRC, N9, or the PNS believes that the member may be medically disqualified for continued military service, the member will be referred to the nearest Medical Treatment Facility (MTF). The MTF will make a determination if a Medical Evaluation Board (Med Board) would be appropriate. Should the MTF determine that a Med Board is required, efforts should be made to transfer the student to the nearest military location capable of receiving members placed on medical hold. These actions will be conducted parallel to the disenrollment process. The member should not be made available for orders back to the fleet until the MTF review has been completed.

d. A student processed for disenrollment due solely to alcohol abuse/dependency may be processed as a medical disenrollment if BUMED has confirmed that the problem is disqualifying and does not recommend a waiver. However, if misconduct is involved or an administrative action is pending, the alcohol problem and misconduct may be treated separately. In doing so, process the disenrollment for either disciplinary or inaptitude reasons, as appropriate. Likewise, an inability to meet physical readiness standards shall be characterized as such, unless occasioned by a medical problem. If medical reasons are not the only basis for disenrollment, the PNS may use the other reason to determine the type of disenrollment recommended.

8. Death. When processing a disenrollment due to death, the following shall be addressed and forwarded to NSTC N93:

- a. NROTC Student Administrative File (to include Health records); and
  - b. Statement from the PNS concerning the death (time, date, location, and circumstances, if known).
9. Dropped by the Institution. Any NROTC student dropped (or involuntarily disenrolled) by the academic institution for any reason shall be immediately be processed for disenrollment, including students who are "suspended," "forced to withdraw," "not permitted to register for the next semester," or for any other similar reason prevented by the institution from continuing their enrollment (temporarily or permanently).

10. Failure to Enroll

- a. The PNS shall process for disenrollment any NROTC student who has failed to enroll in the required Naval Science Course.
- b. Any student who, although eligible to continue enrollment at the institution, discontinues their enrollment, shall be processed for disenrollment by the PNS.

11. MCRC Directed

- a. Moral Waiver Denials. MCRC may direct the disenrollment of a MECEP or Marine Option midshipman following the review of a moral waiver request. As a PRB was previously conducted for the moral waiver, no further PRB is required for the MCRC directed disenrollment. The unit shall forward all other required documentation for the disenrollment to N93 for normal disenrollment processing.
- b. OCS Failure. MCRC may direct disenrollment processing based on performance at OCS. The PRB shall consider the midshipman's performance at the unit in its entirety and should consider and make a recommendation regarding change of option to the Navy.

12. Not Selected for Advanced Standing. This characterization is given to disenrollments of College Program Basic students who are not selected for Advanced Standing or scholarship prior the start of their junior year.

## **6-17 Disenrollment Packages**

1. Scholarship Program Midshipman or College Program Advanced Standing

a. When processing a student for disenrollment and the PNS summary letter has been signed, if the student is currently on a non G-code (“pending disenrollment”) LOA in OPMIS, this code will be closed out and the student assigned a G-code (“pending disenrollment”) LOA status. If the student is not on LOA, then a G-code LOA will be initiated. These actions will be accomplished prior to the disenrollment package being forwarded to NSTC N93. The following documents shall be forwarded to NSTC N93 within 30 days of the PRB:

(1) All items listed on the Disenrollment Checklist, [NSTC 1533/159](#);

(2) Student Administrative File;

(3) Health Record; and the

(4) Performance File, to include a current transcript.

b. The above documents reflect the basic documents required for all disenrollment packages. Additional required documents depend on the disenrollment type.

(1) Academic, Dropped by the Institution, Inaptitude, Disciplinary, or Special Reasons

(a) All student transcripts, to include proof of grade forgiveness;

(b) Official notification of being dropped by the institution (if applicable) and statement from college officials (if available); and

(c) Preliminary Inquiry, urinalysis report, arrest report or other supporting documents.

(2) Medical Disqualification

(a) BUMED letter endorsed by N04 or CNSTC stating the student is not physically qualified for continued service;

(b) Statement from the PNS or the PNS endorsement, if applicable, including a statement regarding the student’s injury and/or illness, and a recommendation for recoupment or non-recoupment; and

(c) Physical annual certifications, DoDMERB physical, print outs of any BUMED emails, and any other applicable documentation.

(3) Failure to Enroll

(a) Statement from the student concerned or statement from the PNS regarding the student's refusal to sign or provide a statement;

(b) Statement from the PNS or the PNS endorsement, if applicable, concerning the student's case, overall opinion of their academics and aptitude, and a recommendation for recoupment or AES; and

(c) Documentation from the institution providing proof the student failed to enroll.

(4)Drop on Request

(a) Any statements or emails from the student requesting to drop from the program. If the student refused to provide a written request, provide a signed and dated statement from the active duty staff member who received the verbal request to drop.

(b) Statement from the PNS or the PNS endorsement, if applicable, regarding a recommendation for recoupment or ASN Directed AES, in accordance with NSTCINST 1533.13.

c. Upon receipt of the disenrollment package, NSTC N93 will process and forward through the chain of command for a final decision, as appropriate (Section 6-14).

d. Midshipmen packages are reviewed by ASN M&RA (see Section 6-14). ASN may, when in the best interests of the service, release any person from the program and discharge them from Naval Service. Also, ASN (M&RA) may order obligated students who fail to complete educational requirements to ASN Directed AES or to reimburse the government with interest for scholarship costs.

e. Upon receipt of the disenrollment package from ASN (M&RA), NSTC N93 will prepare and send the unit a Disenrollment Authorization, [NSTC 1533/123](#) and Appointment Termination, [NSTC 1533/124](#). The originals should be signed by the disenrolled student and returned within 30 days of receipt from NSTC N93. The unit shall discharge the midshipman from the USNR or USMCR. NSTC N93 will enter the appropriate attrition code in OPMIS (see Appendix L) and forward the closed-out record to the Federal Records Center, St. Louis, Missouri.

f. National Scholarship midshipmen disenrolled are entitled to travel reimbursement to their home of record through the end of the school year. If a student continues their enrollment at the institution after the school year of NROTC disenrollment, they are not entitled to travel reimbursement. When authorized, the [NSTC 1533/124](#) must be endorsed by the PNS to indicate

the amount to be reimbursed. In addition, attach a Travel Voucher with completion instructions to the original [NSTC 1533/124](#) and deliver it to the student. Retain a copy in the unit files and all other copies may be destroyed. NSTC/MCRC Controlled Scholarship students are not authorized travel reimbursement to their home of record.

## 2. STA-21 OCs

a. STA-21 OCs are obligated to serve five years from their disenrollment date or fulfill their existing contracts, whichever is longer. Moreover, if deemed unsuitable for AES, STA-21 OCs may be required to reimburse the government for any funds received for tuition, books, and fees. Determination of unsuitability for AES requires processing for administrative separation in accordance with MILPERSMAN 1910-400. When processing a STA-21 OC for disenrollment, the following shall be forwarded to NSTC N93:

(1) Disenrollment Checklist ([NSTC 1533/159](#)) and accompanying documents. A PRB is required for all STA-21 disenrollments, including the PNS endorsement with recommendation regarding continued active service and any student rebuttals;

(2) STA-21 Tuition Authorization forms from NCMIS for each academic term attended;

(3) Administrative separation naval message from CNSTC or CNPC, as applicable; and

(4) Disenrollment authorization from N133 (STA-21(N) OCs only).

b. Disenrollment as a result of administrative separation by CNSTC or CNPC should be preceded by a naval message. Any additional documents required depend on the type of disenrollment.

### (1) Dropped by Institution, Academic, Inaptitude, Disciplinary, or Special Reasons

(a) All student transcripts, to include proof of grade forgiveness;

(b) Official notification of drop and a statement from college officials (if statement is available).

(c) Preliminary Inquiry, urinalysis report, arrest report or other supporting documents.

### (2) Medical Disqualification

(a) BUMED letter stating OC is NPQ for continued service.

(b) PNS endorsement, including any PNS comments about the OC's injury or illness.

c. Upon receipt of the disenrollment package, NSTC N93 will review the package for completeness and accuracy and forward to CNSTC. In cases of administrative separation, CNSTC will make a determination for recoupment. Once approved, NSTC N93 will enter the appropriate attrition code in OPMIS.

(1) If the service member is deemed suitable for active duty by CNSTC, the package will be returned to the unit. Upon receipt, the PNS shall ensure that a [NAVPERS 1070/613](#) is prepared for the Enlisted Service Record and ensure the service member is made available to the servicing PSD for orders.

(2) If recoupment is directed by CNSTC, a copy of all STA-21 Tuition Authorization forms shall be forwarded to DFAS-DE by NSTC N93 to initiate recoupment. The PNS shall ensure that an Administrative Remarks Form [NAVPERS 1070/613](#) is prepared for the Enlisted Service Record.

(3) In cases of administrative separation, the unit must coordinate with the servicing PSD for separation processing.

### 3. MECEP

a. MECEPs are obligated to fulfill the time remaining on their enlistment or reenlistment contract. When processing a MECEP Marine for disenrollment, the following shall be forwarded to MCRC (ON/E), via NSTC N93:

(1) Disenrollment Checklist ([NSTC 1533/159](#)) and accompanying documents. A PRB is required for all MECEP disenrollments, including the PNS endorsement with recommendation regarding continued active service and any student rebuttals; and

(2) Performance file.

b. The above documents reflect the basic documents required. Any additional documents required depend on the type of disenrollment.

#### (1) Dropped by Institution, Academic, Inaptitude, Disciplinary, or Special Reasons

(a) All student transcripts, to include proof of grade forgiveness.

(b) Official notification of drop and a statement from college officials (if statement is available).

(c) Preliminary Inquiry, urinalysis report, arrest report or other supporting documents.

(2) Medical Disqualification

(a) BUMED letter stating the MECEP is NPQ for continued service.

(b) PNS endorsement, including comments regarding the MECEP's injury or illness.

c. Upon receipt of the disenrollment package, NSTC N93 will process and forward the package to MCRC (ON/E), who will make the final decision. Once approved, MCRC (ON/E) will return the package to the unit and NSTC N93 will enter the attrition data in OPMIS. The PNS shall ensure that a Page 13 entry is prepared for the Service Record and ensure the service member is made available to local Inspector and Instructor (I&I) unit for further action.

4. SSM

a. Disenrolled SSM may be obligated to serve on active duty or reimburse the government as required by current policy. USMMA midshipmen are obligated after having attended the USMMA for two years or such period of time as specified in 46 U.S.C. § 51306. Midshipmen attending a state maritime academy are obligated upon receipt of SIP for at least two academic years or such period of time as set forth in 46 U.S.C. § 51509. In either case, the MARAD has the authority to recoup should SECDEF not pursue AES. Disenrollments for non-obligated SSM may be processed at the unit. However, in the case of obligated midshipmen, the following shall be forwarded to NSTC N93:

(1) Disenrollment Report, [NSTC 1533/163](#);

(2) Copy of the SSMP Service Agreement and enlistment contract; and

b. The above documents reflect the basic documents required. Any additional documents required depend on the type of disenrollment:

(1) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

(a) Copy of PRB to include all enclosures (notification, preliminary inquiry, student PRB waiver (if applicable), past probation letters, etc.).

(b) Official notification of drop and statement from college officials (if available).

(c) Statement from the student concerned regarding mitigating circumstances, such as illness, which may have affected academic or physical performance, or statement from the PNS regarding student's refusal to sign or submit a statement.

(d) Statement from the PNS regarding student's case and a recommendation for recoupment or AES.

(2) Medical Disqualification

(a) BUMED letter stating student is not physically qualified for continued service.

(b) Statement from the student concerned regarding mitigating circumstances, such as illness, which may have affected academic performance or statement from the PNS regarding student's refusal to sign or submit a statement.

(c) Statement from the PNS concerning the student's injury or illness, and overall opinion of their academics and aptitude.

(3) Other

(a) Statement from the student concerned, or statement from the PNS regarding student's refusal to sign or provide a statement.

(b) Statement from the PNS concerning the student's case and overall opinion of their academics and aptitude.

(c) Statement from the PNS regarding student's case and a recommendation for recoupment or AES.

c. Forms such as the Disenrollment Authorization, [NSTC 1533/123](#) or the Appointment Termination, [NSTC 1533/124](#) do not apply. Nonetheless, the OIC shall forward the Disenrollment Report, [NSTC 1533/163](#), and all supporting documentation to NSTC N93 for review and final decision.

d. Upon receipt of the disenrollment package, NSTC N93 will review the package for completeness and accuracy and send to CNSTC, who will review the package and forward to MARAD. Typically, any action taken by MARAD to pursue recoupment or AES is outside the

scope of NSTC. Consequently, final results are not made known, in contrast to decisions made by ASN (M&RA). Nonetheless, the OIC should ensure the Student Administrative File, Health Record, and Performance File are returned to the individual or destroyed.

#### **6-18 ASN (M&RA) Directed AES**

1. Upon receipt of the disenrollment package from ASN (M&RA), NSTC N93 will prepare and send the unit a Disenrollment Authorization, [NSTC 1533/123](#) and Appointment Termination, [NSTC 1533/124](#). The originals should be signed by the disenrolled student and returned to NSTC N93.
2. In the event ASN (M&RA) orders a former midshipman to Directed AES, refer to [NSTCINST 1533.12](#) (series).

#### **6-19 ASN (M&RA) Directed Recoupment**

In those cases where ASN (M&RA) has directed recoupment, the NROTC unit shall perform the following actions:

1. The Disenrollment Authorization, [NSTC 1533/123](#) shall be signed and dated by the individual. If the individual is unable or refuses to sign, this fact should be typed or annotated on the form with a copy of all certified, restricted return receipt mail signatures required to N93. Provide a copy of all final disenrollment documents to the midshipman and forward the original to NSTC N93. Upon approval by ASN (M&RA), NSTC N93 will send the original to DFAS;
2. After the [NSTC 1533/123](#) is received by DFAS-IN, the individual will receive a debt collection letter to establish a payment plan. The burden is on the individual to make minimum monthly payments until after graduation;
3. If the individual does not respond to the collection letter, the debt will be transferred to a collection agency, the Internal Revenue Service (IRS) will be notified, and reports will be made to the three major credit-reporting agencies; and
4. Individuals who either commission as an active duty officer in the U.S. Navy or any armed forces service or who enlist and serve honorably for two years on active duty in any armed forces service would be eligible for debt removal.
  - a. Individuals who commissioned as an active duty officer in the U.S. Navy or any U.S. armed forces service would be eligible immediately upon commissioning for debt removal, by

providing a copy of the member's contract, a commissioning oath, and a cover letter requesting removal of the debt to Naval Service Training Command (NSTC) N93.

b. Individuals who desire to have their debt deferred through voluntary AES should contact N93 after reporting to their first duty station. When doing so, the individual should provide NSTC N93 a copy of the enlistment contract with a cover letter requesting deferment of the debt. NSTC N93 will then forward the request to DFAS-IN. On receipt, DFAS-IN should suspend the debt while the service member is in an active duty status. Once the service member completes two years of honorable active enlisted service, the service member would be eligible to have the debt removed by providing a copy of his/her enlistment contract, a written request to remove the debt, and a statement of service letter signed by the Commanding Officer on command letterhead as proof of two years of service. NSTC N93 will then send a letter to DFAS-IN requesting that the debt be terminated.

c. This correspondence regarding debt removal may be directed to:

Naval Service Training Command  
NROTC Student Operations (N93)  
320A Dewey Ave, Building 3 Room 106  
Great Lakes, IL 60088

## CHAPTER 7 Pay, Allowances and Benefits

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### 7-1 General Benefits

1. Financial benefits are authorized for courses which are required to receive an undergraduate degree in the major field of study set forth in the NROTC Service contract and for Naval Science Courses. Benefits are not authorized for courses which are not required by the degree or the NROTC Program.

2. Students on LOA are not authorized financial benefits or subsistence payments.

3. Entitlement to benefits for Scholarship Program students is authorized by Title 10, USC, for the length of the scholarship award and is subject to the following limitations:

a. In accordance with Section 209, Title 37, USC, subsistence benefits shall not exceed 20 months during the basic course (first two years of Naval Science) and 20 months during the advanced course (last two years of Naval Science) for a total period not exceeding 40 months. In addition, entitlements cannot exceed a maximum of ten months per year;

b. For a student transferring from the College Program to the Scholarship Program, the length of the scholarship award is predicated upon the student's degree plan. Students will receive scholarship benefits only for the time remaining until their class would graduate. If additional benefits are necessary, midshipmen may, in some cases, be granted extended entitlements as discussed in Section 4-32; and

c. Entitlements during the advanced course may be extended if authorized per the provisions of extended entitlements as discussed in Section 4-32. However, entitlement to such benefits shall not exceed a total of 30 months, in accordance with Section 209, Title 37, USC.

4. Students must be full time students and meet all curriculum and Naval Science requirements to be eligible to receive benefits. The PNS may waive participation in some requirements for short periods of time based on degree plan requirements and short-term medical limitations. Naval Science students (those university students not affiliated with the NROTC Program) are not entitled to any benefits, but may use Naval Science textbooks if sufficient inventory exists.

5. Financial benefits are not authorized for retaking courses for which payment was made in previous terms (e.g., second tries at courses previously failed, re-enrollment in courses dropped after the Navy was financially obligated to pay tuition, etc.).

## **7-2 Scholarship Tuition, Fees, and Related Expenses**

1. Payment for educational expenses (tuition, book stipends, and approved fees) are subject to limitations for the basic and advanced courses and the length of the scholarship award as set forth in Section 7-1.

a. Tuition. Payments are not authorized for special interest elective courses requiring additional fees (e.g., physical education courses for mountain climbing, skiing, horseback riding, etc.) or courses in elective options for academic majors that require additional fees (e.g., flying instruction).

b. NROTC will pay for tuition and fees, excluding travel costs, for a course taken away from the campus where the student is enrolled, provided that:

(1) The course is included in the student's approved degree plan and has been approved by the PNS and the institution in advance; and

(2) Tuition for the course will not exceed that which would be paid for a course taken at the campus where the student is enrolled.

2. Fees. Fees for advanced placement examinations will be reimbursed only if the examination results in credit for courses which are included in the student's degree program or will advance the student's commissioning date. NROTC will pay fees (such as health, student activity, athletic, library, student union, or transcript fees) imposed on all full-time undergraduate students, and which are not optional (i.e. cannot be rejected by the student). The PNS will ensure that only fees compensable under this section are paid with NROTC funds.

3. Personal Student Equipment. Purchase of any equipment intended for personal use (e.g., laptops, calculators, drafting tools) cannot be paid by NROTC even if such purchase is required by the educational institution.

4. GI Bill. GI Bill benefits are available to students with prior enlisted service who are eligible for such benefits. The VA's Office of the General Counsel (OGC) has determined that use of both STA-21 Program funds and GI Bill benefits may be used simultaneously so long as payment is for different courses and not combined to pay for the same course. The VA determined that while 38 U.S.C § 3681(a)(1) bars concurrent use of funds from both the GI Bill and DoD programs like STA-21 to pay for the same course, it does not bar concurrent payment from both sources for different courses that are part of a program of education.

a. The Navy's STA-21 Program pays selected enlisted service members up to \$10,000 annually to attend college full time and earn a degree, on the condition that they will then serve the Navy for an agreed upon period of time. This Navy scholarship is not always sufficient to pay for all courses needed to fulfill degree requirements. The service member can use GI Bill benefits from the VA (Chapter 30 of Title 38) to pay for courses after the service member's STA-21 funds are exhausted.

b. Because MECEP and College Program students do not receive tuition allocation, they are already authorized to use the GI Bill for tuition payments.

c. Scholarship students are not authorized to use GI Bill benefits for tuition payment.

d. Questions concerning this or any other matter regarding the coordination of benefits executed under NSTC N9 and the VA should be directed to NSTC N93.

5. Expenses Paid by the Individual Student. Many education-related expenses are not reimbursable by the Navy and are the responsibility of the student. These include, but are not limited to:

a. Expendable supplies, such as pencils, pens, films, and art supplies;

b. Refundable fees and deposits, such as breakage fees or deposits required to obtain the use of any apparatus or any breakage charges or fees incurred by the student;

c. Delinquent fees assessed by the institution for failure to comply with institutional requirements;

d. Tuition charges and fees for work undertaken as a result of past academic deficiencies or failures, including but not limited to:

(1) Withdrawn courses;

(2) Courses repeated due to the student's initial failure;

(3) Withdrawn courses after incurring a fee because withdrawal was after a time with the student could have withdrawn without penalty; or

(4) Courses retaken to receive a better grade;

e. Food, lodging, transportation, and other travel expenses for travel that is not taken pursuant to official government travel orders;

f. Textbook costs not covered by the textbook stipend (currently limited to \$750 annually);

g. Nurse Corps Option midshipmen nursing uniforms;

h. Any alterations of uniforms after the initial fitting and issue; and

i. Successful completion of the National Council Licensure Exam-Registered Nurse (NCLEX-RN) is required of all Nurse-option students. The first attempt at this exam shall be funded for all Scholarship nursing students by the NROTC unit with appropriated funds, including approved travel to the examination site closest to the NROTC unit in cases where the exam is not offered at the university. This funding applies to the first attempt only. Funding for any subsequent attempts will be the sole responsibility of the student (including travel). STA-21 nursing students are responsible for all licensure exam fees and associated costs; however, travel will be provided as required, as indicated above.

6. MECEP Marines receive full pay and allowances that are commensurate with their rank and may be eligible for non-competitive promotion. They do not receive any additional monies to pay for educational expenses from the Navy or Marine Corps. MECEP students, if eligible, may be able to receive educational assistance from the VA under Chapter 30, Active Duty GI Bill.

Contact the local host institution's VA representative and check the [VA's Website](#) for further guidance and procedures.

7. STA-21 students receive full pay and allowances per their enlisted pay-grades and are eligible for advancement while participating in the program. STA-21 students receive up to \$10,000 per year, paid by NSTC to the university/college for the supplemental cost of tuition, books and fees (i.e., if tuition, books and fee cost totals \$7,000, only \$7,000 will be paid; if tuition, fees and book costs total \$13,000, the OC must pay \$3,000). STA-21(N) students are not eligible for Submarine Duty Incentive Pay (SUBPAY), Special Duty Assignment Pay (SDAP), or Selective Reenlistment Bonus (SRB). Some special pays may continue for those individuals selected for and participating in the STA-21 Special Warfare or Special Operations Option Programs (if directed by the Officer Community Manager). STA-21 students are not eligible for tuition assistance under the Navy's Tuition Assistance Program.

8. Financial benefits and subsistence payments are not authorized for courses required for any degree other than the one in the major course of study indicated in the student's service agreement.

### **7-3 Subsistence Allowances**

1. General Entitlement. Scholarship Program students and Advanced Course College Program students are entitled to a monthly stipend, unless they are performing Summer Training or at-sea training while considered to be on active duty for training and receive active duty pay.

2. Scholarship Program students in the first two years (basic course) of a four-year program are entitled to a subsistence allowance beginning on the day they start the first term of college work (and during new student orientation, if conducted prior to class start) and continuing through completion of the second year. Entitlement to subsistence may not exceed 20 months or be paid during summer vacation between the traditional academic school years.

a. Scholarship and Advanced Course College Program students enrolled in the last two years of a four-year program are entitled to receive the subsistence allowance beginning on the day advanced training commences. Additionally, subsistence is paid during the summer between the junior and senior year. Entitlement to subsistence may not exceed 20 months, unless extended entitlements are authorized.

b. The subsistence allowance is calculated on a daily basis.

3. Participation in NROTC training at the Unit during the summer. At institutions operating an accelerated program or cooperative study programs, students who register and participate in

NROTC unit training during summer terms may be paid the subsistence allowance subject to the time limitations for the basic and advanced courses.

4. MARAD SIP and Allowances.

a. Simultaneous participation in more than one officer accession program is prohibited. NROTC Scholarship or College Program students enrolled at maritime academies who receive subsistence payments under Section 209, Title 37, USC, are not eligible for the MARAD SIP commencing with the first date they become eligible for subsistence payments. Loss of SIP remains in effect for the remainder of the student's enrollment in NROTC.

b. Maritime academy students may also qualify for travel allowances payable by the Secretary of Transportation for costs incurred while travelling to and from training (See 46 USC §51508).

**7-4 Active Duty Pay**

1. Basic Pay. Scholarship and Advanced Standing College Program students and applicants for membership in the NROTC (NSI attendees) are entitled to basic active duty pay at the rate established for USNA midshipmen while attending summer or at-sea training. Pay status begins on the day of arrival at the training site or on the effective date of orders, whichever is later, and ends on the day the member or applicant is relieved from such training. There is no entitlement to basic pay while performing authorized travel to or from the training site. No longevity increases may accrue because of participation in such training.

2. Special and Incentive Pay. A member or applicant for membership in the NROTC Program is not entitled to special or incentive pay. Accession bonuses are not affected by this provision.

3. Allowances. A member or applicant for membership in the NROTC Program is not entitled to allowances while performing field training or at-sea training.

4. Travel and Transportation Allowances. A member or applicant for membership in the NROTC Program may be furnished travel and transportation allowances as prescribed in the JTR Section U7600.

5. Subsistence in Kind (SIK). All members of the NROTC shall be provided subsistence in kind while embarked on a naval vessel for at-sea training or while undergoing summer training ashore. When members of the NROTC are subsisted in a mess other than a general mess,

payment for their subsistence will be made by the disbursing officer to the mess treasurer, per existing instructions contained in the [DoD FMR Volume 7a](#).

## **7-5 Payments and other Benefits in Cases of Disability or Death**

1. Entitlement. A member or applicant for membership in the NROTC who suffers disability from an injury incurred in the line of duty while performing Summer Training or at-sea training or while going to or from such training may be entitled to the payments and benefits described in the DoD FMR Volume 7A, Chapter 59, paragraph 5902.
2. Payments on Behalf of Deceased Members. Beneficiaries of any member or applicant for membership in the NROTC who suffers death under the conditions specified in the DoD FMR Volume 7A, Chapter 59, paragraph 5907 may be entitled to the payments and benefits described therein.
3. SGLI. [Title 38, United States Code, Section 1965](#) et seq. provides for SGLI coverage to ROTC members if death occurs while on orders performing Summer Training.

**Note:** [SECNAVINST 1770.5](#) (series) contains additional information regarding disability benefits for Navy and Marine Corps Reservists.

## **7-6 Service Disabled Veterans**

Any member of the NROTC who is separated under other than dishonorable conditions with a service-connected disability may be eligible for Service Disabled Veterans Insurance (S-DVI). More information can be obtained at <http://benefits.va.gov/compensation/>. Disability is determined by the VA.

## **7-7 Space Available and Reduced Fare Travel**

1. Under certain conditions, NROTC students may be eligible for reduced fares offered by some commercial carriers. Questions about eligibility for reduced fares should be directed to the individual carriers.
2. All NROTC Scholarship students and Advanced Standing College Program students, due to their status as midshipmen in the Naval Reserve are eligible to travel on government aircraft within the United States on a space-available basis upon presentation of a valid Armed Forces

Identification Card. NROTC students who do not fall into the above categories are not eligible to travel on a space-available basis.

## **7-8 Federal Taxes**

1. Federal Income Tax. Active duty pay is taxable. Subsistence allowances are non-taxable. Entitlements received for medical care, tuition, fees, books, laboratory expenses, and uniforms are not taxable.
2. Federal Insurance Contributions Act (FICA). The basic pay of all NROTC students while engaged in Summer Training duty of 14 days or more is subject to FICA withholding for the Social Security Program.

## **7-9 Uniform Allowances**

Both Regular and Reserve Officers commissioned upon completion of the NROTC Program are entitled to initial active duty uniform allowances upon first reporting for active duty. The procedures for payment of these allowances are contained in the DFAS Pay/Personnel Procedures Manual (Navy), Vol 1 ([NAVSO P-3050-1](#)).

## **7-10 Record of Education Expenses**

1. Permanent records of all costs attributable to tuition, book stipend, and fees paid by the government, either directly to Scholarship Program students or on their behalf, must be maintained at the unit for each student. The Individual NROTC Education Program Costs [NSTC 1533/113](#) must be used for documenting authorized education expenses. Neither benefit costs nor signatures shall be entered for any term in which a midshipman is on LOA, and tuition, book stipend and other NROTC benefits shall not be paid. Enter "LOA" for that particular term. If the midshipman is placed on LOA during the term, document all tuition, book stipend, and fees paid prior to commencement of LOA. In cases where benefits are paid retroactively, enter tuition, book, and fee costs and have the midshipman sign the document in the block indicated for signature. This form ensures there is documentation of the midshipman's acknowledgment of benefits paid so if recoupment is directed, in cases of disenrollment, the total amount of benefits paid on the midshipman's behalf is established by the unit and the midshipman.

a. Tuition amounts recorded on the cost form must match exactly the amount listed on the university invoice. Only those midshipmen on the itemized university invoices should receive tuition support.

b. Forms shall be signed by students after costs have been gathered from invoices and written on the cost record in ink. Midshipmen shall sign the form as soon as possible after university invoices have been received by the unit.

c. All signatures and dates shall be made in ink. Corrections or changes to tuition shall be initialed and dated in ink by the midshipman. Do not use whiteout or correction tape. Corrections shall be made by lining-out and initialing.

d. The Individual NROTC Education Program Cost Form [NSTC 1533/113](#) shall be retained in each Scholarship midshipman's NROTC Student Administrative File while the student is enrolled, in either an active or LOA status.

## 2. Disposition of Record of Costs

a. The original Individual NROTC Educational Program Costs Form must be left in the Student Administrative File when submitting a disenrollment. A copy shall be retained by the unit for two years.

b. When midshipmen are commissioned, forward the original cost form in the commissioning package to Commander, Navy Personnel Command (PERS-8024) or MCRC (ON/E). A copy shall be retained by the unit for two years.

## **7-11 Procedures for Paying Education Expenses**

1. For procedures for paying Midshipmen tuition, mandatory fees, tutoring and advance placement exams, refer to Chapter 8.

2. Refer to current NSTC Comptroller (N8) guidance for paying all other costs attributable to education expenses for midshipmen to host and non-host institutions.

## **7-12 Non-Government Funds**

1. Funds allocated to the NROTC unit by the institution will be administered using the policies and procedures of the institution. It is imperative that non-government funds are maintained and accounted for separately from the appropriated funds provided to the unit.
2. Midshipman/Battalion Funds. Midshipman/Battalion organizations, which receive non-governmental funds, should be linked to the host school in a manner similar to other student organizations. This relationship requires adherence to policies and procedures prescribed by the host school.
3. Contributions to Midshipman/Battalion funds or fundraising activities may not be required as a condition to continue in the NROTC Program.

## CHAPTER 8 Supply Procedures

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## **8-1 General Supply Management**

### **1. Introduction**

a. NROTC units are fourth echelon shore activities that report directly to CNSTC. NROTC units are provided administrative and logistics support and guidance necessary to effectively operate as a shore activity and to achieve the objectives of the NROTC Program. The majority of guidance regarding supply management is provided by NSTC N4 with the majority of financial guidance provided by NSTC N8. Guidance is supplemented by a variety of publications from the SECNAV, OPNAV, Comptroller of the Navy, NETC, Fleet Logistics Center (FLC), and Naval Facilities Engineering Command.

b. The NROTC unit supply technician is an essential element in the effective and efficient operation of the unit. Supply technicians are responsible for all aspects of appropriated funds and material management. These functions include maintenance of the NROTC unit's OPTAR records for both OM&N and MPN appropriations, monitoring, and receipt control of unit acquisitions, uniform and textbook issue and control, and other miscellaneous functions. It is critical to the unit's mission success that the majority of the Supply Technician's efforts are applied to these functions inside the NROTC unit.

### **2. Organizational Elements**

a. Primary Staff Elements. In the course of all supply operations, guidance and direction shall come directly from NSTC N4. In the course of all financial operations, guidance and direction shall come directly from the NSTC N8. The NSTC Comptroller is the Chief Financial Advisor to the CNSTC and the NROTC COs and has overall responsibility for maintaining the controls on all matters relating to financial management. This communication and interface allows for clarification of areas of current interest before problems develop.

b. Organizational Element Roles. The role of each organizational element is as follows:

(1) NSTC N9 is the program manager for NROTC.

(2)NSTC N4 handles most matters relating to supply policy and administration while N9 is responsible for identifying and defining NROTC unit operating requirements.

(3)NSTC Comptroller, with offices located in Great Lakes, IL, oversees and is responsible for all budget formulation and execution related to NROTC units.

### 3. NROTC Unit Resources

a. General. As cited above, NROTC units receive funds from two Congressional appropriations: OM&N and MPN. DNS offices located at SSMP units receive OM&N funds only.

b. OM&N. The OM&N appropriation provides resources for daily operation and maintenance expenses of the Navy. In support of the NROTC Program, OM&N funds tuition, tutoring, books, fees, communications (e.g., wireless telephones), vehicles, postage, consumable supplies, civilian salaries, printing and reproduction, staff Temporary Duty (TDY) travel, midshipmen summer training travel, organizational clothing (e.g., reflective vests), midshipmen initial/discharge travel, rentals, and equipment costing less than the current expense/investment threshold. For DNS, it similarly supports consumable supplies, printing and reproduction, etc. For more details on OM&N see the following website:

[https://www.secnav.navy.mil/fmc/fmb/Documents/19pres/OMN\\_Vol1\\_book.pdf](https://www.secnav.navy.mil/fmc/fmb/Documents/19pres/OMN_Vol1_book.pdf).

(1)Fund Administration and Standardized Document Automation (FASTDATA) is a web-based system used to execute and track each unit's OPTAR. FASTDATA user information and instructions on how to use the system is located at

<https://netfocus.netc.navy.mil/nrotc/login2/nrotc.aspx>.

(2)All accounting documentation relating to FASTDATA bill payments shall be forwarded to NSTC N8.

c. MPN. The MPN appropriation provides for midshipman pay and allowances, monthly stipends, uniforms and alterations, subsistence-in-kind, commutations-in-lieu, Meals Ready to Eat (MRE), and Tailored Operational Training Meals (TOTM) for NROTC midshipmen.

d. Non-appropriated Funds - Recreation Funds. Expenditures from Navy recreation funds must benefit active duty personnel only; this includes STA-21 and MECEP students. NROTC students are prohibited from participating in the use of such funds. The administration of that fund shall be in accordance with [BUPERSINST 1710.11](#) (series). Control over the recreation fund and other special unit funds will not be placed under custody of the unit supply technician.

e. Other Navy Resources. Certain materials are provided to support the NROTC Program even though the NROTC unit is not directly involved in funding for these items. Examples include requirements for small arms and ammunition (i.e., CORTRAMID staff may request), training aids, IT equipment and unit vehicles.

f. Non-governmental (Host Institution) Funds. Host colleges or universities may provide funds to respective NROTC units and DNS's because of their departmental status at the institution. Support may be provided in the form of classroom and office space, equipment, utilities, secretarial services, reproduction and office supplies, and other miscellaneous support. Management and accountability of this monetary allowance is a matter between the NROTC unit or DNS and the institution. Other resource support may be provided by alumni or retired veterans' associations for special projects, such as equipment for the drill team or drum and bugle corps.

4. Unit Financial Management Controls, NROTC Unit Identification. Within the financial system, the Unit Identification Code (UIC) and a two-digit school code identify each NROTC unit. A list of unit UICs, school codes, purchasing office codes, and call/order serial numbers is available at <https://netfocus.netc.navy.mil/nrotc/login2/nrotc.aspx>.

## 5. Budget Calls

a. OM&N. A budget call is forwarded to the NROTC units and DNS each year by NSTC N9 via Official Mail Message. Each unit shall submit a completed budget request and spending plan to NSTC N93 not later than the second Friday in March. Past and current year budget data are requested by expense element (See Appendix G) and spending plans by quarters. Justification for the amount requested in each expense element is required. The spending plan will enable NSTC N8 to distribute funds in the order of unit execution and NSTC N93 to monitor execution. Special attention shall be given to the fact that funds shall be completely expended each quarter. An approved OM&N OPTAR with annotations on disapprovals is forwarded to the NROTC units and DNS by 30 August each year.

b. MPN OPTAR (Annual Financial Plan, Schedule C). Each April, a Schedule C report shall be submitted for the coming fiscal year. Directions for completing the form will be issued by NSTC N9 via Official Mail Message. The form will list dollar requirements for clothing by quarter, and the number of students by class. Accurate forecasting based upon past and current year enrollments must be carefully computed to ensure adequate funding for clothing.

## **8-2 STA-21 Authorized Payments for Tuition, Books, and Fees**

1. Funds Allocation. STA-21 students receive up to \$10,000 per year for tuition, CLEP courses, books, and fees. Those funds are spread across the fiscal year. Therefore, students attending semester schools receive \$4000 for spring and fall and \$2000 for summer. Students attending quarter schools receive \$2,500 per quarter. Funds not used in a previous term can be rolled over to the next term as long as it is within the same fiscal year. Students are not entitled to funds for semesters or quarters in which they do not attend school. The amount available at any point in time is shown on the NCMIS Authorization Form. This is a dynamic amount that is increased each semester/quarter and decreased as it is used for tuition authorizations and claims for reimbursement. The amount shown is only valid as of the date the form is printed as authorizations or claims may have been submitted since the authorization date shown.

2. Authorized Payments. The Navy authorizes the STA-21 Program payments to cover tuition, books, and fees. Fees are defined as student-associated academic fees and do not include parking fees. Advance deposits, registration, and application fees are allowed for the assigned NROTC unit. Shipping costs for books ordered on-line are authorized. Reimbursement for CLEP courses is authorized if the member completed the CLEP courses while enrolled in STA-21 and the courses shall count toward degree completion. If feasible, students shall utilize Navy College offices for CLEP testing. Items such as calculators, notebooks, pencils, pens, printer paper, computers, drafting tools, nursing uniforms, and tutoring costs, and other miscellaneous supplies are not authorized for payment.

3. Overseas Study. STA-21 students are allowed to take courses overseas; see Section 4-42 for additional information. Funding is allowed to cover tuition, books, and academic fees. The student is responsible for their own travel costs. Requests for approval shall be sent to NSTC N93.

4. Graduate Course Work. STA-21 students are not allowed to take graduate level courses. STA-21 is an undergraduate program and all students are expected to receive a baccalaureate degree and be commissioned at the earliest date allowable. Students entering college with a significant amount of advanced credits for degree purposes should expect tours of duty under instruction to be reduced proportionately.

5. Grade Reporting. The PNS shall designate an NROTC unit staff member to input grades received on all courses paid by STA-21 funds. Grades shall be entered into OPMIS and NCMIS systems. The PNS will determine if the designated staff member will be the unit Supply Clerk or STA-21 Academic Advisor. Grades shall be entered immediately upon receipt from the university for each term.

6. Financial Aid/Scholarships. STA-21 students may not use their Navy College Fund or Tuition Assistance while enrolled in the program. See paragraph 7-2.4. for various GI Bill

programs. Students are allowed to use other scholarships, loans, and grants available through the financial aid office. If the financial aid is earmarked for tuition, the university may use the financial aid as the first source of funds and then the remaining balance can be charged against the student's STA-21 account. If the financial aid is not earmarked for tuition, the university may charge tuition and fees against the student's STA-21 account first. Since the policy can vary between universities, check with the university billing office for assistance.

7. Non-NROTC Affiliated Schools. STA-21 students may be allowed to take a course at a non-NROTC affiliated school when it is in the best interest of the program. For example, if there is a local junior college that offers courses at a lower cost, students can be allowed to attend. However, this type of accommodation requires coordination by the STA-21 academic advisor and shall be used on a limited basis. Before the student can attend the non-affiliated school, the STA-21 academic advisor must obtain documentation that the courses will be accepted and count toward the student's degree program at the host university. The STA-21 Academic Advisor shall send an email request to NETPDC N811 (Accounting Technician) to add the non-affiliated school to the list of schools accessible to the NROTC unit through the NCMIS.

8. Uniform Allowance. Per the [DoD FMR Volume 7a](#) (Chapter 29-30), STA-21 students are not authorized the annual enlisted uniform allowance while participating in a commissioning program. During the first week at NSI, students report to the uniform shop and receive a full sea bag of items listed on the NSI Uniform Requirements List. Items not available during issue are ordered immediately. Male students receive a \$1,200 uniform allowance and female students receive a \$1,400 uniform allowance approximately one month following uniform issue. Students shall pay their Navy Exchange (NEX) uniform shop accounts prior to graduating from NSI.

9. Reporting Students in NCMIS. STA-21 students shall be entered into NCMIS by NSTC N92 staff personnel. Units that have a student onboard who is not in the NCMIS database shall contact NSTC N93 for assistance. The NROTC unit STA-21 Advisor and the NROTC Unit Supply Tech must have an account with NCMIS. Accounts are requested via MyEducation (i.e., the MyEducation Account Request form and NCMIS SAAR-N form). NSTC IAM POC is [usn.great-lakes.nstcgreatlakesil.mbx.nstc-nrotc-iam@us.navy.mil](mailto:usn.great-lakes.nstcgreatlakesil.mbx.nstc-nrotc-iam@us.navy.mil). Submit forms via Navy Assistance Center [Help Request](#) under the NCMIS User Support category.

10. Dropped or Failed Courses. Dropped or failed courses that must be repeated shall not be funded using STA-21 funds. Students are not required to reimburse the government for dropped or failed courses.

11. STA-21 Tuition/Fees Payment Process

- a. STA-21 student registers.
- b. STA-21 student returns registration document to NROTC unit.
- c. NROTC unit staff member inputs course data into NCMIS.

d. NROTC staff member produces the tuition authorization form via NCMIS. The original shall be furnished to the bursar after all parties sign and date. If the student drops, adds or otherwise changes courses, NCMIS must be updated by the unit staff and a new authorization form provided to the school.

- e. The Bursar's Office will mail the invoice for payment to:

Commanding Officer  
NETPDC N811 (STA-21)  
6490 Saufley Field Road  
Pensacola, Florida 32509-5241.

A copy of the original STA-21 tuition authorization should accompany the invoice.

12. STA-21 Book Reimbursement Process

- a. STA-21 student purchases books.
- b. STA-21 student returns receipts to NROTC staff member.

c. The NROTC staff member prepares a [OF 1164](#) per NSTC Comptroller guidance. The STA-21 student must be entered in NCMIS before the NROTC staff member can prepare the [OF 1164](#) for reimbursement.

13. STA-21 Tuition, Books, and Fees Allocation. The available benefit for STA-21 students is \$10,000 per school year allocated as follows:

SEMESTER SCHOOLS:  
\$4,000 FALL  
\$4,000 SPRING  
\$2,000 SUMMER

QUARTER SCHOOLS:  
\$2,500 FALL  
\$2,500 WINTER  
\$2,500 SPRING  
\$2,500 SUMMER

Funds not spent can be carried over from one semester/quarter to another, as long as the terms are within the same fiscal year. Use the [OF 1164](#) reimbursement process to get funds for excess tuition and fees paid in previous semesters. Students who begin schooling in the summer are unable to draw fees from the fall/winter/spring of that FY.

### **8-3 Military Personnel, Navy (MPN)**

Navy Personnel Command issues an allocation of MPN funds to NSTC. Training costs incurred for NROTC midshipmen pay, FICA, and SIK allowance, are charged to the NSTC allocation. Amounts for pay, FICA, and SIK are based on data (dates of expected training) input through OPMIS to DFAS. DFAS transmits computerized Leave and Earnings Statement (LES) information to NSTC. The LES information is used to generate applicable obligations.

### **8-4 Travel Entitlements**

1. Allowances. Members who have been appointed “midshipman” in the NROTC Program are entitled to travel and per diem allowances prescribed in paragraph U7620, [Joint Travel Regulations](#), and [DoD 7000.14-R, Financial Management Regulation, Vol 9](#).
2. Escort of Midshipmen by Unit Staff Member(s). For travel involving drill competitions, leadership conferences, group medical travel, etc., funding of staff member travel at a 1:9 staff to student ratio is authorized.
3. Allowance Summary. Allowances are summarized as follows:
  - a. Advanced Standing College Program members and designated applicants (10 U.S. Code 2104):
    - (1) Are authorized transportation from home of record or the location of the NROTC unit, as specified in the orders, to the authorized field training or at sea training site and return.
    - (2) May be furnished NROTC unit funded transportation and subsistence, or be paid a mileage allowance, for travel to and from installations for medical or other examinations, or to observe military functions and operations, or for other observations deemed appropriate by the service concerned.
    - (3) Are authorized transportation by government conveyance or GTR.

(4)Are, if necessary, authorized mileage allowance at the rate prescribed by JTR to be paid for the official distance for travel performed under subparagraphs 1 or 2 above, if method of transportation is privately owned vehicle (POV).

(5)Are authorized per diem for foreign exchange cruises only.

(6)Are authorized reimbursement for lodging and meal expenses when traveling to and from field training when, through no fault of the member, a delay occurs at a place where no government quarters or mess are available.

b. Basic Standing College Program

(1)Basic Standing College Program students shall not be placed on orders.

(2)However, for training that is required for commissioning, an applicant for membership in the NROTC Program may travel via government vehicle to attend events such as drill meets, sporting tournaments, indoctrination trips, or other functions associated with receiving a commission.

c. Allowances for Scholarship midshipman (10 U.S. Code 2107) are:

(1)A person who travels to an educational institution to accept an appointment as a midshipman is entitled to the PCS allowances for the travel performed to the institution incident to the appointment. The allowances payable shall not exceed those payable from the appointee's permanent place of abode, home, school, or duty station at the time travel began to the educational institution. A mileage allowance equivalent to the Monetary Allowance in Lieu of Transportation (MALT) rate is payable for travel performed POV to accept an appointment or at the government cost of a one-way airline ticket;

(2)Per diem is not payable for TDY where both government quarters and government mess are available;

(3)Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites; and

(4)Per diem may be payable for periods of delay en route to or from at sea or field training when government quarters and messing facilities are not available.

d. Settlement of Travel Claims and Liquidation of Travel Advances. Prior to commencement of Active Duty for Training (ADT), the NROTC unit shall furnish each midshipman with:

- (1) Large stamped envelope pre-addressed to the NROTC unit;
- (2) LES;
- (3) Training Orders [DD Form 1351/2](#); AND
- (4) A copy of the travel voucher [DD Form 1351/2](#) signed by the traveler prior to commencement of travel. Original voucher will be retained by the Non-DTS Entry Agent (NDEA). Refer to current NSTC Comptroller guidance for further direction in settlement of travel claims.

## **8-5 General Equipment Accountability**

### **1. Roles and Responsibilities**

- a. CO. The CO has command responsibility and supervisory responsibility, respectively, for general equipment, also referred to as personal property, or property, within their organization. They shall designate an Accountable Property Officer in writing.
- b. Accountable Property Officer (APO). The APO implements DoN/NETC/NSTC/NROTC personal property policies and procedures, ensures proper management and accountability of property, ensures NROTC Online Supply System (NOSS) data integrity, schedules and monitors physical inventories and controls access to NOSS, ensuring compliance. As it is a conflict of interest for the same person to issue, receive and account for the property, the APO shall not also be the Custodian.
- c. Custodian. An individual appointed by the APO who accepts custodial responsibility for property, typically by signing a hand receipt. The property custodian is directly responsible for the physical custody of accountable property under his control.

### **2. Categories of General Equipment**

- a. Non-Capitalized Accountable. Equipment having an original acquisition value of \$5K - <\$1M requires an accountable record in an Approved Property System of Record (APSR) such as Defense Property Accounting System (DPAS). NSTC manages Non-Capitalized Accountable equipment in DPAS for NROTC units with the units' physical inventory assistance, custodian designation assistance, and general support.

b. Locally Accountable. Equipment having an original acquisition value of less than \$5K that meets at least one of the following criteria:

(1) Pilferable when it has been defined as a problem area.

(2) Small arms including drill weapons and plastic training weapons.

(3) Drill swords.

(4) All information technology (IT) equipment purchased with Government Funds.

(5) Any general equipment that does not meet at least one of the criteria (1) through (4) above and is identified locally as requiring property management controls to maintain visibility and protect against loss.

### 3. Procedures.

a. Tracking and Marking. All general equipment defined in paragraphs 2.b.(1) through 2.b.(5) above shall be accounted for and tracked in NOSS. It shall be physically marked, when feasible, with an appropriate designation indicating U.S. Navy ownership and locally established identification number. Serial Numbers must be used. This should not be interpreted to include normal office furniture as property, even when furniture is purchased with government funds.

b. Custody. General equipment will be issued to custodians on a NOSS custody card (Property Custody Record) signed by the recipient. All equipment shall be returned by the custodian prior to transfer from an NROTC unit. Any unissued general equipment remains the responsibility of the CO and should be stored securely. NOSS user information and instructions are found in Tab 3-8 of the NROTC Supply Binder located at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/>

c. Transfer/Turn-in Procedures. Items shall be turned in or transferred when they are in excess of authorized allowances; not needed and the authorization is not mandatory; or become unserviceable or uneconomical to repair. Such items shall be turned in or transferred:

(1) Turn-in to Defense Logistics Agency (DLA) Disposition Services (formerly known as Defense Reutilization and Marketing Office (DRMO)) site in accordance with DoD 4000.25-1-M, appendix C46A. Website: <http://www.dla.mil/DispositionServices.aspx>

(a) For IT equipment (CPU, laptops, etc.), approval must first be obtained from NSTC N6.

(b) Create NOSS Transfer (see tab 3-8 of the NROTC Supply Binder). Transfer items to DLA.

(c) Contact DLA Disposition Services and prepare documents and equipment in accordance with their procedures.

(d) Post document numbers to the Expenditure Log to show turn in pending.

(e) Deliver the items to the turn-in point and make turn in.

(f) After the items have been accepted, post to the document register to show the turn-in as being complete. File the DD 1348 and NOSS transfer documentation in the support file.

d. Transfer of Property

(1) To transfer property to other NROTC units: create a transfer document in NOSS (see tab 3-8 of the NROTC Supply Binder). Transfer items to the gaining unit.

(2) Units shall no longer return DLA Disposition Services IT items to NETPDC unless otherwise directed by NSTC N6.

(3) Post document numbers to the Expenditure File to show turn in transfer.

(4) Deliver the items to the turn-in point or make arrangements for pickup by the gaining unit.

(5) After the items have been accepted, post the document to the Expenditure File to show the transfer as being completed. File the DD 1348/DD 1149 and NOSS transfer documentation in the Expenditure File.

4. Inventory Requirements

The NROTC unit shall inventory all general equipment (INVENTORY SUMMARY) during the 6-month period prior to 1 November. The unit shall forward a copy of the sample memorandum found in Example 8-N (not the automated inventory listing) signed by the Commanding Officer to NSTC N4 by 10 November every calendar year. Additionally, a 100% equipment inventory will be conducted upon change/relief of the unit APO. A minimum 95% physical inventory accuracy rate will be maintained in all cases.

## 8-6 Uniforms

### 1. Procedures:

a. Requisitioning. Requisitions for uniforms are submitted using NOSS. NOSS provides an automated system to submit uniform clothing requisitions to the Navy Exchange Service Command (NEXCOM) and DLA Troop Support, Philadelphia (formally DSCP) – NRP. The data entry module gives the NROTC units the ability to create a clothing order on a local microcomputer. The NOSS user is given the nomenclature option is selected, the user may scroll through the item database and enter the quantity desired for each item. NROTC units that have purchases generated in NOSS shall be subject to MPN capping; a unit cannot submit a clothing order that exceeds its current MPN balance. If unit MPN funds are available, the unit MPN balance will be automatically reduced by the amount of the order that was submitted. When the order is complete, it is converted into Military Standard Requisitioning and Issue Procedures (MILSTRIP) format for transfer to NEXCOM and NRP. Commercial uniform items are shipped from NEXCOM and standard defense stock items are shipped from DLA Troop Support. NEXCOM updates the NOSS database on a quarterly basis. As changes are made, NSTC N6 updates the revised file in the NOSS database on a quarterly basis. Any other means of procuring uniforms must be approved by NSTC N4 prior to purchase. Incoming MILSTRIP status processing and order reconciliation by NROTC units is mandatory as it affects unit inventory and OPTAR balances.

b. NOSS User Guide and NETFOCUS Help Desk. For NOSS user information and instructions on how to use the System, the NOSS User Guide is provided in Tab 3-8 of the NROTC Supply Binder posted on the NROTC website at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/>. Refer to the SPAWAR help desk for operational procedures and problems in the NOSS system. The Help Desk email address is [spawar.itchelpdesk@navy.mil](mailto:spawar.itchelpdesk@navy.mil), put “NOSS” in the subject line. The Help Desk Commercial phone number is (800) 537-4617. Select Option 8 for NETFOCUS then Option 4.

c. Supply Deficiency Report. Material discrepancies are divided into two categories. The first category includes discrepancies, such as overages, shortages, damages, incorrect or non-receipt of material. In the second category, the uniform does not conform to current Uniform specifications and regulations (e.g., flimsy material, uneven seams, pants and shirt that do not match, etc.). The unit shall prepare a report SF 364/ SF 368 Deficiency Reporting and Evaluation Program (PDREP) System. All SDRs will be submitted into the Product Deficiency Reporting and Evaluation Program (PDREP) System. PDREP is accessible at:

<https://www.pdrep.csd.disa.mil/>. PDREP user guides are accessible at:  
[https://www.pdrep.csd.disa.mil/pdrep\\_files/reference/guides\\_manuals/guides\\_manuals.htm](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm).

d. Report of Discrepancy (ROD). If an order from DSCP is not correct, the unit shall prepare a report of discrepancy [SF 364](#) and fax it to DSCP at (215) 737-7255.

e. Intra-organizational (Other NROTC units) Cooperation. If able, the unit Supply Technician shall exchange stock clothing items with nearby units when an excess or shortage exists. System backorder delays and excess inventory costs are generally reduced as a result of these initiatives. Transfer accounting processes shall be maintained to record these transactions. Transfers of clothing shall be documented by using [DD 1149](#) with a copy retained in the unit expenditure file.

f. Uniform Ownership. The authorized uniform for midshipmen is prescribed in Appendix H (Uniform Requirements for NROTC) and in U.S. Naval Uniform Regulations. Most of the clothing items become the property of the individual midshipman, but only if the midshipman satisfactorily completes the NROTC Program. Other items such as insignia and special summer cruise apparel and equipment is designated "organizational clothing" and shall remain the property of the U.S. Government and must be returned to the unit. This policy also applies to Marine Option graduates.

g. Accountability of Uniform Clothing by Student. All items of government property shall be accounted for. Uniform articles can be issued on uniform issue forms in order to save time during events like fall uniform issue. The form shall contain the following: Printed Name; a list of uniform items issued; accountability statement (see paragraph 8-7.10); and student's signature. This form is authorized for use for a maximum of 30 days. All clothing and equipment information shall be transferred from this form into NOSS as soon as possible, and not to exceed 30 working days. The NROTC unit Supply Technician shall maintain an electronic (NOSS) uniform issue form for each student in a separate record folder. Electronic uniform issue forms can be printed for signatory purposes. Uniform articles that are lost, mutilated, or destroyed through negligence or carelessness shall be replaced in kind or paid for by the student with a money order or cashier's check. Personal checks are not accepted. The NROTC unit CO shall make collections using Collection Vouchers [DD Form 1131](#), cite MPN accounting data, and indicate the purpose of collection, date, student's name, and amount of each collection. The Collection Voucher shall be forwarded to NETPDC N811.

h. Alterations and Renovations. Clothing alterations are made via GCPC micropurchase with local tailoring businesses. Uniform alterations are set up on a piecework basis with each class of work defined and itemized in the GCPC folder. The Supply Technician shall validate the work performed. Major alterations to NROTC uniforms are not authorized. In the fitting of

uniforms for NROTC students, minor alterations such as adjustments for sewing on insignia, hat bands, loops, and sleeve length for dress coats, trouser and skirt length, and slits for swords are authorized. All other alterations are considered major alterations. Minor alterations shall be charged to the appropriate line of accounting. Allotments of funds for this purpose are provided.

i. Uniform Issue. The PNS shall only issue the basic minimal uniform items, per Chapter 8 Appendix H (Uniform Requirements for NROTC), necessary for use on campus for the year. Midshipmen shall not be issued summer cruise sea bag items until scheduled for that activity. Units that participate in the commutation-in-lieu of uniform allocations are not eligible to be issued Navy uniforms. Only summer training uniforms shall be issued to these midshipmen.

j. Nurse Uniforms. Nurse midshipmen uniforms shall be issued as per other Scholarship midshipmen. Nurse Option midshipmen shall furnish their own nursing uniforms and shoes required by their institution.

k. Accountability: Each person authorized issue of uniforms shall read, understand and sign an accountability statement prior to such uniform issue; this signed statement shall be maintained in the Student Administrative File. The language of such a statement shall read: "I acknowledge receipt of the clothing/equipment listed above, for which I hold myself responsible. I understand this clothing/equipment is government property and must be returned to the Navy in the event of my disenrollment. I further understand and agree to reimburse the Government for the value of any such clothing/equipment, which is lost or damaged through my own negligence or carelessness. These articles of clothing/equipment were issued to me in a clean and 'ready to wear/use' condition and I shall return them in the same condition. Furthermore, I understand that until the items are returned or reimbursed, my college transcript will be withheld."

l. Recovery of Government Property. The PNS shall require a disenrolling student to return all government property (e.g., clothing, books, ID/Common Access cards). If a student leaves the NROTC unit without turning in all required government property, the PNS shall notify the university Bursar's office and place a hold on the student's university transcripts. As midshipmen are members of the Inactive Ready Reserves until ASN approves disenrollment, their military IDs shall not be confiscated prior to disenrollment approval. The PNS shall notify the student via certified mail, with return receipt, that such hold has been placed, and advise the student to return all government property to the unit. If government property is not returned, a NOSS survey report shall be filed by the PNS within 30 days from discovery of loss.

m. Cleaning and Laundering. The cost of cleaning and laundering midshipmen uniforms and clothing during the academic year and summer training periods shall be the responsibility of the midshipman.

n. Authorized Quantity On Hand. COs are authorized to retain at the NROTC unit adequate uniform items to meet normal uniform issue requirements as well as outfitting for summer training. COs shall take action to ensure that the amount of initial uniform items on hand does not exceed 125% of the average fall freshman enrollment for the current and past four academic years. The allowance for summer training clothing is 150% of the average fall freshman enrollment for the current and past four academic years. Calculations shall be made separately for males and females.

o. Disposition of Used/Excess Clothing

(1)Not Ready for Issue (NRFI). Used clothing determined to be unfit for reissue shall be disposed of at the NROTC unit by use of NOSS Survey, or turned in to the nearest DLA Disposition Services branch for disposal. Unit disposition includes designating worn out uniforms for midshipmen's use in performing odd jobs (e.g., cleaning, painting) but does not include donations of such clothing to charities or private individuals. NRFI clothing can be transferred to NJROTC, other Navy activities, or turned in to the nearest DLA Disposition Services facility.

(2)Excess Clothing. NROTC units shall send a list of excess clothing to NSTC N4 every November. The report format shall include NSN, nomenclature, size, and quantity, (broken down by sex). From these listings, a program-wide, collective list of excess clothing will be published. Units shall utilize this list when possible to fill requirements, in lieu of ordering new items from the supply system. NROTC units are authorized to contact other units directly to arrange transfer of items. If, after coordinating with other units and excesses are still held, the unit shall turn them in to the system as follows:

(a) Option 1: Send excess ready for issue uniforms (condition code A) to the DSCP following the below steps:

- Only new uniforms are acceptable. Do not ship uniforms that have been previously worn, stenciled, or tailored. FAX a copy to (215) 737-7255, of RFI uniforms to DSCP to get authorization for items to return. To get a verbal approval call (215) 737-3191;

- Sort the uniform items by nomenclature, NSN, and size; and

- Using the information below, complete a DD 1348, Material Turned Into Store (MTIS) document for each NSN/size turned in. The following applies only to excess RFI uniforms returned to DSCP:

Block Entry

30 N

31-35 UNIT UIC

36-39 CURRENT JULIAN DATE

40-43 RT

44 R (two-digit serial number)

45 LAST POSITION OF FISCAL YEAR

46-50 7272R

51 A

52-53 VJ

67-68 20

A job order shall be set up for each school. The UIC in the document number and the other data as explained above shall be used to automatically post credit to the Standardized Accounting and Reporting System – Field Level (STARS-FL). All copies shall be turned in to the NROTC accounting technician at NETPDC N811.

(b) Option 2: Send remaining condition code A and reusable used clothing to nearest reclaimed uniform clothing store; and

(c) Option 3: Send to DLA Disposition Services facility.

p. Name Tapes. Name tapes and U.S. Navy tapes requests shall be sent to [njrotc@nexweb.org](mailto:njrotc@nexweb.org) with cc: [eugene\\_gonzalez@nexweb.org](mailto:eugene_gonzalez@nexweb.org).

q. Transfer of Clothing to Other Units. Transfers can be made when there is excess property in one organization and shortages in another. The unit transferring the clothing shall complete the transfer report form in NOSS. Prepare the form with enough copies to meet the needs of the losing and gaining units. Both gaining and losing NROTC units' document numbers and signatures are required on transfer documents.

r. Inventory.

(1) Annual Inventory. The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing has been taken during the 6-month period prior to 1 November. The Commanding Officer shall review and sign the LOSS/GAIN History report for clothing. The report shall be printed from NOSS and dated from the last inventory to present and filed with the Inventory Record.

(2)Inventory Record. A Memorandum for the Record will be maintained stating the unit Supply Technician maintains a computerized uniform inventory via the NOSS Inventory Module.

(3)PNS Change of Command. The NROTC unit shall complete a 100% equipment inventory before the change of PNS. At least 10 percent of the clothing stock shall be inventoried. If there is an inventory discrepancy greater than 5% of items checked, the PNS shall conduct a 100% inventory prior to the Change of Command.

(4)Change of Unit Supply Technician. The NROTC unit shall conduct a 100% clothing and equipment inventory upon change/relief of the unit Supply Technician. The Supply Technician shall report to the PNS the condition of the stock, the storeroom, and the inventory accuracy. A storeroom validity of over 95% is recommended per NAVSUP P485.

## **8-7 Commutation in Lieu of Uniforms**

1. Policy. It is DoD policy to provide commutation funds in lieu of uniforms for members of NROTC programs located at military schools. The provisions of the below instructions apply to essentially military and maritime academies, colleges, and universities which meet the criteria and exceptions below.

a. The Institution shall:

- (1)Confer baccalaureate or graduate degrees;
- (2)Require military training throughout the undergraduate course for all qualified undergraduate students;
- (3)Organize military or merchant marine students as a corps of cadets under constantly maintained military discipline;
- (4)Require all members of the corps, including those members enrolled in the NROTC, to be habitually in uniform when on campus;
- (5)Have as their objectives the development of the military or merchant marine student's character by means of military training and the regulation of their conduct in accordance with the principles of military discipline;
- (6)Require all members of the corps of cadets to be under constantly maintained military discipline at all times;

(7) In general, meet military standards similar to those maintained at the service academies.

b. Exceptions. The designation "all qualified undergraduate students" in paragraph 1.a. includes all physically fit students except:

(1) Students who are pursuing special undergraduate courses in excess of four years after completion of the required military training, and;

(2) Certain categories of students who are specifically excused by (board of trustees) administrative decisions and approved by the NROTC unit commander (e.g., MECEP students).

2. Commutation. Commutation-in-lieu of uniforms is payment made by the Navy to midshipmen at approved institutions instead of the issue of uniforms in accordance with 10 U.S.C., Chapter 103, Sections 2101-2111. Commutation in lieu of uniforms for NROTC students enrolled at military and maritime academies, colleges, and universities meeting the established criteria, is a reimbursement made to midshipmen for cadet uniforms based on the requirement to wear school-designated uniforms daily throughout the school year.

a. Standard Commutation Rates. Each year, the Secretary of the Military Department concerned shall provide the estimated rates of commutation for basic and advanced ROTC programs to the Assistant Secretary of Defense (Force Management and Personnel) (OASD(FM&P)). The OASD (FM&P) will determine and notify the Military Services of the approved rates that will serve as a maximum rate for the year. Commutation rates shall be determined based upon approved clothing prices as published annually by the Defense Logistics Agency. Uniform issue shall consider dress, duty (daily, seasonal), including insignia, outer garments and accessories, a consideration for alterations and maintenance (not to exceed \$100.00 per cadet). NSTC N93 shall publish the standard commutation rates to the Military Schools by October of every year.

b. Payments. Standard commutation payments shall be made directly to midshipmen during the second semester. For new Scholarship students, the first semester shall qualify as an initial probationary period of enrollment. For College Program Students, the Basic Course is the probationary period. For students in the probationary period, payment will only be made to those who complete the probationary requirements specified in [DoDI 1215.08](#). For students beyond the defined initial probationary period, payments will be made to those in good standing. It is the midshipman's responsibility to settle accounts with the school for their uniforms. Reimbursement payments shall be made on an annual basis. Any deviation from this policy shall require written approval from NSTC N9.

c. Naval Science Students. Naval Science students are not entitled to commutation. Only those students officially enrolled in the NROTC Scholarship or College Program shall receive commutation.

d. Navy Uniform Issuance. Navy uniforms shall not be issued to midshipmen for whom commutation funds are authorized. Summer training uniforms only shall be issued to members drawing commutation funds in accordance with directives, as required for each type of training. Such uniforms shall be returned to the unit upon completion of Summer Training.

### 3. Action

a. NSTC N93 shall:

(1) Review standard rate estimates and submit special rate estimates when tasked by OSD.

(2) Promulgate the approved special rate to the NROTC units during the month of August annually or when the rate letter is officially signed by OSD.

b. NSTC N9 Shall:

(1) Determine eligibility of schools for commutation in lieu of uniforms.

(2) Conduct inspections, arrange for and conduct other reviews as required by higher authority to ensure that individuals receiving commutation in lieu of uniforms are qualified.

c. COs, NROTC Units shall:

(1) Notify NSTC N8 for resourcing if eligible for commutation-in-lieu of uniforms,

(2) Monitor and inform NSTC N8 of resource changes or problems which cannot be resolved locally,

(3) Include requirements for commutation in lieu of uniforms in annual and quarterly financial plans (Schedules C and C1).

## **8-8 Small Arms, Drill Rifles and Plastic Training Weapons**

1. Allowance. All NROTC units must have an approved allowance to obtain or possess small arms and drill rifles. Small arms and drill rifles shall not be issued to or authorized for retention

by those units that do not have an approved allowance. Currently, in accordance with NSTC policy, no NROTC unit has a small arms allowance.

2. Establish or Change an Allowance for Drill Rifles. To establish or change drill rifle allowance, the proposal shall be submitted via NSTC N4 and NETC N4. The request shall contain justification, nomenclature, quantity, NSN and Department of Defense Activity Address Code (DoDAAC) POC information including name, telephone number and email address. If approved by NSTC N4 and NETC N4 a proposed allowance or allowance change request in the form of a letter shall be submitted by the NROTC unit to:

NAVSURFWARCENDUV CRANE IN//JXNP AND NAVSUP WSS MECHANICSBURG  
PA//952//

Mr. Luke Allstott

812-854-1574 DSN 482

[Luke.allstott@navy.mil](mailto:Luke.allstott@navy.mil)

PLAD: COMNAVSEASYS COM WASHINGTON DC//NSW//

3. Requisitioning Small Arms/Drill Rifles and Replacement Parts. After an allowance has been established or increased, the NROTC unit, through normal supply channels, may requisition the authorized drill rifles. NAVSUP One Touch requisition submission is the method used for ordering small arms and drill rifles. . Small arms and drill rifles are Mandatory Turn-in Repairables (MTRs). If small arms become unserviceable or if replacement parts are required for the MK5-0, MK5-1, MK6-0 and MK6-1 drill rifles, follow the procedures in the NAVSEA Warfare Centers Crane Need Help With Navy Small Arms pamphlet located in the NROTC Supply Binder located at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/>.

4. Inventory Control and Issue. Small arms are considered "signature required"/controlled . The [NAVSUP 306](#) form and NOSS custody card shall be used as a receipt, custody and inventory control document. Due to the nature of NROTC locations on college and university property, drill rifles and plastic training weapons, also known as “rubber duckies”, “blue guns”, and “red guns” at NROTCs are considered general equipment. NOSS shall be used as a receipt, custody and inventory control tool. Issue for use will be accomplished via a logbook containing the date checked out, event point-of-contact, printed name and initials of the person accepting custody, the purpose of the checkout, and the return date. Drill rifles may be checked out individually or in batches at the discretion of the Commanding Officer.

5. Inventory. Small arms shall be inventoried annually, quarterly, and monthly as required by NAVSEAINST 8370.2 (series) and posted to the NAVSUP 306 form. Drill rifles shall be

inventoried annually with the inventory reported to NSWC Crane. Plastic training weapons shall be inventoried annually. Inventories for drill rifles and plastic training weapons shall be posted to NOSS.

6. Missing, Lost, Stolen, or Recovered Small Arms and Drill Rifles. These shall be reported per references OPNAVINST 5530.13C and NAVSEAINST 8370.2.

7. Additional Information. Most questions concerning small arms management can be answered by references to NAVSEAINST 8370.2 (series) (Small Arms and Weapons Management Policy and Guidance Manual). [OPNAVINST 5530.13](#) (series) (Physical Security Instruction for Sensitive Conventional Arms, Ammunition, and Explosives (AA&E) and [OPNAVINST 5530.14](#) (series) (Physical Security and Loss Prevention Manual) which contains information concerning minimum standards for safeguarding all small arms.

## **8-9 Instructional Materials**

All books, including Naval Science books, supplies, and equipment provided by the government shall be accounted for via the NOSS program.

Instructional materials may be issued via locally generated forms for the sake of expediency. The forms shall contain the following: printed name, all articles of instructional materials issued, accountability statement, and the student's signature. This form is authorized for use for a maximum of 30 days. All items shall be entered on a custody card in NOSS within 30 days of the issue.

### **1. Procedures.**

#### **a. Procuring Instructional Materials.**

(1)Instructional materials, to include books, instruments, and videos, which are required curriculum, shall be provided by NSTC N7. Materials shall be ordered through NOSS using the Automated Instructional Material Request (AIMR) order form.

(2)Units shall complete the course scheduling form for each university prior to ordering instructional materials. The form is available 1 April and must be submitted through NOSS no later than 30 April of that year. After the course schedule is submitted, NOSS will automatically determine each unit's authorized quantity for the academic year.

(3)Instructional material ordering shall be submitted after the course scheduling is complete. AIMR shall be available year-round; however, the supply office needs at least one

month lead time to fill large orders. Commissioning binders shall also be ordered through the AIMR. Additionally, NROTC units are not allowed to borrow materials from other units without prior approval from NETPDC N842B.

(4) Supplemental materials may be procured by the NROTC unit using OMN funds under guidance established by N7. These requirements shall be included in the annual budget submission whenever possible.

b. Procuring Navy and Marine Corps Publications.

(1) Navy publications - downloadable from <http://doni.daps.dla.mil/default.aspx>.

(2) Marine Corps Doctrine publications - downloadable from <https://www.doctrine.usmc.mil/>.

(3) Mapping Customer Operations (MCO) products shall be ordered through NETPDC N842C by submitting a MCO order form. The administrative lead-time is 1-3 weeks. Confirmation of receipt shall be emailed to NETPDC N842C within five working days of delivery.

(4) Naval Logistics Library (NLL) products may be ordered through NETPDC N842C by submitting an NLL order form. The administrative lead-time is 1-3 weeks. Confirmation of receipt shall be emailed to NETPDC N842C within five working days of receipt.

c. Accountability. All instructional materials including Naval Science books, instruments, and videos provided by the government shall be accounted for via the NOSS program. Units shall post receipt of all instructional materials in NOSS within five working days of receipt.

d. Issue. Instructional materials shall be batch-issued by class to the respective Naval Science Instructor using the form provided by N93.

e. Inventory.

(1) Annual. Every summer, each NROTC unit shall conduct a physical wall-to-wall, 100% inventory of all instructional materials. The inventory shall be submitted by the unit via NOSS no later than 30 September of each year. The NOSS User Guide in Tab 3-8 of the NROTC Supply Binder posted on the NROTC website at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/> provides instructions on completing the inventory.

(2) Reconciliation. Prior to posting the inventory, the NROTC unit shall ensure the Midshipmen Database in NOSS is up-to-date and the midshipmen alpha roster is current. Post issues, graduations, lateral transfers, and turn-ins to account for as much inventory as possible. After all transactions are posted, the unit shall account for any differences in the NOSS

inventory balance by using the NOSS SURVEY DD Form 200. After the NOSS DD Form 200 is approved, the unit shall post the transaction to NOSS. All discrepancies shall be corrected by the NROTC unit in NOSS by using gain by inventory, survey, or the transfer options. A signed copy of all survey and transfer reports shall be forwarded to NETPDC N862C and the originals shall be kept for the unit's records.

f. Reporting Lost Instructional Materials.

(1) If instructional materials are lost, mutilated, or destroyed through negligence or carelessness, they shall be replaced by the student or be paid for by the student with a money order or cashier's check made out to the Department of the Treasury (personal checks are not accepted). The check or money order, along with a completed NOSS Survey and Custody Card, will be forwarded to NSTC N8. At that time NSTC N8 will work with NETPDC N842C to create a Cash Collection Voucher.

(2) Instructional materials that cannot be accounted for shall be surveyed in NOSS with a copy of the signed survey report forwarded to NETPDC N842B.

g. Disposition and Transfer of Unserviceable or Old Instructional Materials

(1) Unserviceable instructional materials shall be transferred to DLA Disposition Services. If a facility is unavailable the school's recycling facility may be used. All unserviceable materials shall be surveyed. A survey report must be submitted to NETPDC N842C after materials are recycled. A [DD Form 1149](#) or [DD Form 1348](#) shall be submitted by the unit when a DLA Disposition Facility is used.

(2) Old instructional materials may be transferred to a local NJROTC unit, Sea Cadet, Young Marine, or Boy Scout unit per [OPNAVINST 5760.5](#) (series). The transfer report must then be submitted to NETPDC N842C when the materials are transferred. Old instructional materials may also be surveyed prior to turning in to the DLA Disposition Service or affiliated university for recycling.

## **8-10 GSA Leased Vehicles**

NSTC N4 manages GSA leased vehicles. Requests for initial issue and replacement of vehicles shall be forwarded to NSTC N4 for resourcing coordination with NSTC N8 prior to contacting GSA. A copy of this section of the ROD is required in the log book of each vehicle.

1. Procedures for maintenance, repairs, reporting requirements, monthly vehicle mileage reports, forms, and rules of operation are published by the GSA Fleet Management Center at <http://www.gsa.gov/portal/category/100759>.

2. Procedures for use of the Fuel Card are published by the GSA Fleet Management Center at <http://www.gsa.gov/portal/category/21213>.

3. All accidents, however minor, shall be reported to NSTC N4 and NSTC N8. Accident reporting procedures are published by the GSA Fleet Management Center at <http://gsa.gov/portal/content/182715>.

a. Before contacting the Accident Management Center (AMC) make sure the driver and all passengers are in a safe location. Have the following information ready:

(1) Any injuries or fatalities (Note: Fatalities must be reported within 24 hours)

(2) A brief description of the accident, including road and weather conditions.

(3) The date, time, and location of the accident.

(4) Information on police response, if available and/or applicable.

(5) The tag number and location of the vehicle if towed.

(6) Whether seat belts were used and air bags deployed.

b. The AMC Phone number is (866) 400-0411. Select option 2. The hours of operation are 0600 – 1900 Central Standard Time.

4. Ensure a GSA Accident Reporting Kit (SF 91, 94, and 95) is located in the glove compartment of each GSA vehicle. These forms can be found and completed online to send to the AMC:

a. [Standard Form 91](#), Motor Vehicle Accident Report

b. [Standard Form 94](#), Statement of Witness

c. [Standard Form 95](#), Claim for Damage, Injury, or Death

5. Third Parties. All third parties who wish to file a claim for damage, injury, etc. shall be referred to Region Legal Service Office (RLSO) Midwest at (847) 688-3805 for guidance for filing a claim. The unit shall complete an investigation into the circumstances surrounding the accident and forward to RLSO Midwest for endorsement:

RLSO Midwest  
2540 Paul Jones St.  
Suite 300 Bldg. 2  
Great Lakes, IL 60088-2936

And final forwarding to the claims office for adjudication:

Commanding Officer  
Tort Claims Unit Norfolk  
9620 Maryland Avenue, Suite 100  
Norfolk, VA 23511-2989.

Units shall contact RLSO Midwest as soon as an accident occurs so they may assist with the investigation. The claims office requires completion of the investigation before the claim can be adjudicated.

6. Motor Equipment Utilization Record [DD Form 1970](#) is required for usage. [DD Form 1970s](#) must be maintained for four years.

7. Personnel Authorized to Drive GSA Vehicles. Operating GSA vehicles is limited to active duty personnel and DoN Civilians.

8. Loan of Vehicles. Loans of vehicles to non-NROTC unit commands are limited to minimum use due to cost and liability issues.

### **8-11 Meals Ready to Eat (MRE) and Tailored Operational Training Meals (TOTM)**

MREs and TOTMs are the standard meals authorized for NROTC field training. On-hand quantity shall not exceed a one academic year (AY) requirement as justified by the NROTC unit's master training schedule.

1. Strict accountability of MREs AND TOTMs is required. Inventory accountability, including order receipt, batch issue and running balance, will be accomplished on the NAVSUP Form 306. Individual issue shall be accomplished on separate NAVSUP Form 1291s (REV 2-72) (Meal

Signature Record) for each evolution. The student's Name and Command/Unit will be entered on the form. In lieu of Meal Pass Number insert total sum of MREs consumed by the individual. Only the signature of the unit staff member issuing the items is required at bottom of the form.

2. MREs and TOTMs may also be issued to students undergoing "pre-Marine OCS" training when it is impractical to provide other type meals.
3. Staff members and students drawing Basic Allowance for Subsistence (BAS) involved with the field training shall reimburse the government for MREs and TOTMs at the rate promulgated by NETPDC N8. Charges collected shall be forwarded to NETPDC N812 in the form of a money order or cashier's check payable to the "US Treasury" with a [DD Form 1131](#).
4. Ordering MREs and TOTMs. The supply system is the first source of procurement for MREs and TOTMs. The ordering of MREs or TOTMs must be accomplished via MILSTRIP document in DoD FedMall or directly uploaded into the supply system.
5. Creating the MILSTRIP. Instructions for creating the MILSTRIP for ordering MREs and TOTMs are covered in TAB 28 of the Supply Training Binder in NETFOCUS.

## **8-12 Storage of Supplies**

1. Supply representatives shall use the following guidance to ensure proper storage of equipment and supplies:
  - a. Maximize the use of available space. Provide orderly storage and ready accessibility.
  - b. Reduce the possibility of material loss or damage.
  - c. Minimize the possibility of personnel harm or equipment damage.
  - d. Make inventories easier.
  - e. Use labels (tags for items stored on pallets) to reflect the identity of items; e.g., nomenclature, NSN, quantity.
  - f. Separate government property from school property and that property donated or purchased by the institution and midshipmen/cadet fund raisings.
  - g. Ensure security of all government property.

- h. Use storage equipment for clothing that is insect treated, clean, and has smooth surfaces.
- i. Organize storage so space is fully used and storage area is clean and neat.
- j. Adherence to fire and safety standards.
- k. Excess items tagged to indicate what disposition is being taken.

2. Storage of Meals Ready to Eat (MREs) (Applicable to NROTC units only)

- a. Operational rations require only temporary storage since they are normally consumed within the same school year.
- b. Store rations in an area with limited access to safeguard them from theft.
- c. Ensure protection from rodents through use of bait, traps, or other approved methods.
- d. Store rations in a clean, dry area on dunnage at least 2 inches off the floor and 24 inches away from walls.
- e. Store identical lot numbers together with identification data (lot number and date of pack) facing toward the aisles

### **8-13 Accounting for Lost, Damaged, and Destroyed Property**

This paragraph prescribes policy regarding accountability for all property losses, damages, and destruction when it occurs in NSTC. It applies to loss of, damage to, and destruction of any NSTC property by active duty military personnel, federal civil service personnel, contractor personnel, NROTC midshipmen/cadets (NROTC/NJROTC), and educational institutions accounting for government property. Ensure timely processing when initiating methods of release from property accountability. The methods and circumstances for processing release from property responsibility follows:

- 1. Statement of charges/Cash Collection Voucher. Charges collected shall be forwarded to NETC N8 in the form of a money order or cashier's check payable to the "US Treasury", along with the NOSS Custody Card. [DD Form 362](#) shall be used when:

a. An active duty person, midshipmen/cadet, contractor personnel or government civilian employee admits liability and offers a cash payment or agrees to a payroll deduction to settle the charges of financial liability.

b. The charge does not exceed the monthly basic pay of the individual being charged.

c. There is not a mandatory requirement for either a report of survey or an investigation for sensitive items.

2. Surveys. A survey is the procedure required when Navy property or Defense Logistics Agency material is lost, damaged, or destroyed, except in incoming shipments. A survey's purpose is to determine who or what is responsible and to affix the actual loss to the United States Government. To make a true determination, the facts surrounding the loss or damage must be thoroughly investigated in a timely manner. Use [JAG Instruction 5800.7F CHAPTER II](#), and [NAVSUP Publication 485 VOLUME III, Ashore Supply](#). The following forms are used in connection with survey procedures:

a. Survey (Generated from NOSS; see Tab 8 of the NROTC Supply Binder for instructions). This form shall be used if no personal liability exists.

b. [DD Form 200](#), Financial Liability Investigation of Property Loss, Report of Survey. This form shall be used if personal responsibility is evident, when the incident involves a sensitive item and/or investigation, if the reviewing authority does not approve the survey, or if the CO or higher authority so directs. The [DD Form 200](#) shall be initiated by the person accountable or responsible for the property in question.

3. Educational institution accounting for government property under bonding/insurance provisions. An educational institution having accountability and responsibility for U.S. government property reimburses the government for losses where negligence or willful misconduct is the proximate cause of the loss. Either the bond or insurance applies; or the institution reimburses the government for property lost, damaged, or destroyed. In this situation, assess an amount equal to the fair market value less depreciation. NSTC in coordination with the support installation Financial Administrative Officer (FAO) representative determines the method of collection.

4. Midshipmen/Cadet Property Losses. When a midshipmen/cadet loses clothing and equipment, allow them to reimburse the government using a cashier's check/money order or initiate a Report of Survey (ROS) if reimbursement is not received. In no case, shall an approving authority relieve a midshipmen/ cadet when there is evidence of negligence.

## 8-14 Government-wide Commercial Purchase Card Program Overview

1. GSA Contract with U.S. Bank. The General Services Administration (GSA) has a contract with U.S. Bank to issue commercial purchase cards to authorized Government personnel to use in support of official Government purchases. The contract is commonly referred to as the "Government-wide Commercial Purchase Card (GCPC) Program."

2. Delegation of Purchase Card Authority. Naval Supply Systems Command (NAVSUP) Procurement Performance Management Assessment Program (PPMAP) delegates authority to operate a GCPC program. As such, the PPMAP office inspects each command's GCPC program every 18 months.

3. Internal Operating Procedures (IOPs). Written IOPs for each command are required IAW NAVSUPINST 4200.99 (series). NROTC units shall generate their own IOPs to implement the DON GCPC policies, to include items a through i, below. Contact the NSTC Level IV GCPC Agency Program Coordinator for a sample IOP or courtesy review of an existing IOP. The following elements are mandatory in the command IOP.

- a. Nomination, appointment and replacement of program participants;
- b. Requirement processing and purchase authorization (obtaining funding, approvals);
- c. Record keeping;
- d. Receipt, inspections, acceptance of supplies, and services purchased;
- e. Notifying the personal property manager of accountable property procurements, especially pilferable property;
- f. Reconciliation and verification of the Cardholders (CH) statement and certification of the bank invoice for payment;
- g. Restricted purchases;
- h. Disciplinary/administrative actions;
- i. Closure of accounts upon CH transfer, retirement, or termination of employment and ensuring the activity's checkout process includes a requirement to physically turn-in a departing CH's card before departure; and
- j. Any other procedures applicable to the mission of the activity.

4. Head of Activity (HA). The CO or OIC at each NROTC unit is designated to serve as the HA and is responsible for support/sponsorship to all participants in the GCPC Program as follows:

- a. Ensure appropriate administrative and disciplinary actions are taken when fraudulent, improper and/or abusive purchase card transactions are found;
- b. Ensure all program participants (Head of Activity (HA), Agency Program Coordinator (APC), Authorizing Official (AO) and CH (CHs)) have received the required training per DOD and DON policy and procedures;
- c. Ensure refresher training on current DON policies and procedures and local IOP training is completed every two years;
- d. Ensure program personnel, APCs, AOs and CHs are properly appointed;
- e. Ensure the number of AOs and purchase card accounts appointed within a command is the minimum number necessary to meet mission requirements and within current span of control guidance; and
- f. Ensure the roles and responsibilities of the individuals within their programs are not in conflict and adequate checks and balances are in place to manage local programs.

5. Separation of Function. Controls shall be established to ensure a three-way, or at least a two-way separation of function, is occurring for each transaction made by the CH. The same individual shall not initiate the requirement, place the order, and receive the supplies or service.

6. Separation of Duties.

a. APCs shall not be AOs or CHs within the same hierarchy. In cases where commands have limited numbers of personnel to execute the GCPC Program and an APC must be an AO, an approved waiver is required from DON Consolidated Card Program Management Division (CCPMD). All requests must be forwarded through NSTC N41 to NETC for approval.

b. Individuals designated as AOs shall not be assigned as CHs or as APCs within the same hierarchy. If personnel considerations require an AO to be a CH, under no circumstances shall any CH be their own AO. In addition, AOs should be, to the greatest extent possible, the supervisor of the CH or be in the direct line of authority of their CH but not supervisor of their APC.

7. File Retention. Financial documents (invoices, dispute documentations, receipts, etc.) shall be retained for a period of ten years and three months. Non-financial documents shall be retained for a period of three years (e.g., training certificates).

8. Requirement Document. An approved Requirement Document in the form of a Purchase Order Request Form, generally referred to as a PORF in the NSTC domain, or a DD Form 282 DoD Printing/Requisition Form is required for all purchases. The purchase may not be accomplished until the PORF or DD282 contains the approving signatures of the GCPC Cardholder, the GCPC Approving Official and the Comptroller Fund Approver. Purchases prior

to a fully completed and approved PORF or DD282 constitutes an “UNAUTHORIZED COMMITMENT,” subjecting the CH to civil and criminal penalties. The NSTC PORF with instructions can be found in the online NROTC Supply Binder. The Supply Technician may optionally, but not in place of the PORF, implement an additional requirement form, separate and distinct from the PORF, that is prepared and signed by the individual requiring the supply or service. This ensures required Separation of Function and places the responsibility of requirements definition on the proper party, the customer. A sample of this form is available from NSTC N4.

9. Miscellaneous Documents. NROTC unit CHs (military and civilian) shall ensure a Miscellaneous Document (internally) is created in FASTDATA prior to making credit card purchases. FASTDATA shall reflect funds availability. If funds are not available, the CH is not authorized to make the purchases(s). Proceeding without available funds constitutes an “UNAUTHORIZED COMMITMENT,” subjecting the CH to civil and criminal penalties.

10. Convenience Checks. Convenience Checks are used to acquire authorized supplies or services that cannot be acquired using the GCPC. Not all NROTC units have a Convenience Check program. Convenience Check accounts are managed like CH accounts and require additional oversight and reporting. Due to this, it is recommended that Convenience Check accounts and usage are minimized. Convenience Check writers have the same basic responsibilities as CH.

- a. Prior to establishing a convenience check account, the NROTC unit must have an active GCPC program in place.
- b. Requests must be justified in writing, approved by the commander, and coordinated through NSTC N4 and the Naval Education Training Command (NETC) GCPC Level III APC.
- c. Convenience check use incurs both a flat fee and a percentage fee in addition to the face value. Convenience checks may only be used after the NROTC unit has made every attempt to use the GCPC.
- d. NROTC units shall establish internal controls to include approval at least one level above the check writer.
- e. An officer or equivalent DOD civilian who is independent of the office maintaining the account must audit Convenience Check accounts yearly on an unannounced basis.
- f. Convenience check use has Internal Revenue Service reporting requirements. Details are available on the web at DFAS4DOD.

### **8-15 Member POV Parking Reimbursement**

1. Amount Reimbursable. Per Section 020606 (Recruiter-Related Parking Expenses) of the Joint Travel Regulations (JTR), a DoD Service member or civilian employee who incurs parking expenses of more than \$20 a month while on official duty is eligible for reimbursement when detailed for instructional and administrative duties at any institution where a Senior Reserve Officer Training Corps unit is located. The member is authorized reimbursement for parking not to exceed \$255 a month. Monthly parking expenses of \$20 or less are not reimbursed. Reimbursements may be on a monthly, quarterly or annual basis.
2. OF 1164 or Local Voucher. As schools may have different systems of charging parking fees, each NROTC unit shall calculate requirements to determine if they are eligible for parking reimbursement. If a member is eligible for reimbursement, reimbursement shall be made via an [OF 1164](#) or use local voucher in the DTS.
3. POC is NSTC N8.

### **8-16 Ordering and Payment of Midshipmen Scholarship Tuition and Fees**

Ordering Scholarship students financial assistance that includes tuition, mandatory fees, tutoring and advanced placement examination education expenses is done through a contractual ordering process. This process is required to comply with the Federal, Department of Defense and agency acquisition and financial regulations and instructions.

1. Educational Service Agreement (ESA): The ESA is a legal agreement entered into by a specific academic institution and Fleet Logistics Center Contracting Department under the authority of 10 U.S.C. § 2107 and 248 C.F.R. § 237.72. The ESA identifies scholarship educational services that can be ordered and paid for (tuition, mandatory non-waivable fees, tutoring and advance placement exams) and the terms and conditions of the orders placed under it. The ESA is the only instrument in which scholarship orders may be placed and payments made directly to the academic institution for allowable scholarship expenses.
2. Task Orders: Orders placed under the authority of the ESA with the academic institute for educational services are called Task Orders. Task orders are contractual instruments that contain the number of midshipman tuition and mandatory fees ordered during the academic period. These orders can only be entered into by an Ordering Officer and in accordance with the terms and conditions of the ESA.
3. Delegation of Authority to Appoint an Ordering Officer. Naval Supply Systems Command (NAVSUP) Procurement Performance Management Assessment Program (PPMAP) delegates

authority to appoint an Ordering Officer. As such, the PPMAP office inspects each command's program every 18 months.

4. Ordering Officer: The Ordering Officer is a mission-critical position and is appointed by the Commanding Officer using a SF 1402 "Certificate of Appointment as a Contracting Officer". As specified in the Federal Acquisition Regulation (FAR) Subpart 1.6, Ordering Officers are the official Government representative in all contractual matters and exercise legal authority to enter into legitimate contractual obligations that legally bind the Government. The Ordering Officer's ordering authority is limited by the PPMAP Letter of Delegation, Certificate of Appointment, and the ESA.

5. Separation of Duties: 5252 C.F.R. § 5203.101(a) prohibits a government employee from fulfilling multiple roles in the acquisition process. The same individual shall not initiate the requirement, order the requirement, and inspect/accept the services. Ordering Officers shall not perform the duties as the initiator nor inspector/acceptor.

6. Conflict Between Education Service Agreement and Instruction: If there is any inconsistency between this instruction and the ESA, the provisions of the ESA shall govern.

7. Procedures: Refer to current NSTC Tuition Ordering and Payment Policy and Procedures for ordering and paying for tuition, tutoring, advanced placement exams, mandatory fees, retroactive payments and reimbursements under an Educational Service Agreement. The policy is located at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/>.

8. Tuition and Mandatory Fees: NROTC units shall pay the academic institution the normal tuition and mandatory fees, which the academic institute charges any students pursuing the same or similar curricula and is published in the institutes' published catalog prices, as authorized by the ESA.

a. Allowable Expenses:

(1) Tuition: Normal in-state and out of state tuition rates as determined by the academic institutes admission policy.

(2) Fees: Mandatory non-waivable fees which are directly related to the enrollment as a student. Fees may include:

(a) Admission and graduation fees

- (b) Late registration or change of course penalty fees caused by the Government.
  - (c) Minimum level health and health insurance fees mandated by the academic institution as condition of enrollment.
  - (d) Any flat rate charge applicable to all students registered for research.
  - (e) Laboratory fees
- b. Disallowable Expenses:
- (1) Tuition surcharges and fees not applied to all student's pursuing the same or similar curricula.
  - (2) Special interest elective courses requiring additional fees, such as physical education courses for mountain climbing, skiing, horseback riding, etc., and courses in elective options for academic majors that require additional fees (e.g., flying instruction).
  - (3) Any tuition or fee for a course that the student repeats because the student initially failed the course, or any course that the student retook in an effort to receive a better grade.
  - (4) Any tuition or fee for a course taken at another academic institution in which the credits are not fully transferrable.
  - (5) Permit charges such as vehicle registration and parking fees.
  - (6) Personal charges and fees such as transcripts, equipment rental and deposits such as computer time, breakage or damage to property, laundry.
  - (7) Health and health insurance fees that exceed the academic institute's minimum enrollment requirement.

9. Tutoring Services:

- a. Tutoring in the subjects of calculus and physics is authorized. Units may submit a justification waiver request to include additional subjects to NSTC N93.
- b. Only Scholarship midshipmen are eligible for tutoring services. Units may share tutorial services with other military service ROTC units as long as expenses are shared. If a flat hourly rate is charged, and if no additional costs are incurred by the Government, non-Scholarship midshipmen may attend scholarship student tutoring sessions.

c. NROTC Midshipmen and Staff are not eligible for compensation for tutoring midshipmen.

10. Condensed Courses: Condensed courses are defined by the ESA as any course that are shorter in duration than the academic institute's normal semester/quarter terms to include summer and winter school.

a. NROTC will pay for condensed courses tuition and mandatory fees when:

(1) The course is included in the student's approved degree plan and has been approved by the PNS, as authorized by Chapter 6; and

(2) The Midshipman met scholarship eligibility requirements prior to the end of the regular semester/quarter preceding the condensed course; and

(3) NSTC Comptroller certifies the availability of funds; and

(4) When the course(s) will be taken at an ESA or cross-town academic institute, a task order is issued to the academic institute prior to the course(s) start date authorizing the attendance of the class.

(a) Tuition for the course will not exceed that which would be paid for a course taken at the campus where the student is enrolled; and

(b) Credits must be fully transferable to their degree program

(5) When the course(s) will be taken away from the campus where the student is enrolled then:

(a) Tuition for the course will not exceed that which would be paid for a course taken at the campus where the student is enrolled; and

(b) Credits must be fully transferable to their degree program

(c) The Midshipman shall be counseled that they must pay for the course and request reimbursement within 10-days after the start of the next regular academic term.

11. Advance Placement Exams: The PNS may authorize the ordering of advance placement exam when:

- a. The examination will result in credit for course(s) which are included in the student's degree program or will advance the student's commissioning date; and
  - b. It is the midshipman's first attempt at the exam; and
  - c. The exam is not being taken due to previously failing the course or to obtain a better grade.
12. Retroactive Tuition and Fees: Retroactive requests are required to pay tuition and mandatory fees in which a midshipman failed to meet the 45-day scholarship requirements, College Program to Scholarship for NNPP Selects, or the NROTC unit failed to properly include the eligible midshipman on the task order or other administrative error.
- a. Eligibility.
    - (1) Specifically authorized by this instruction; and
    - (2) Determination that the cause of the issue that prevented the midshipman from meeting 45-day scholarship eligibility requirements was no fault of the Midshipman; or
    - (3) Administrative error on behalf of the NROTC Unit; or
    - (4) College Programmer selected for NNPP Scholarship
  - b. Authorized "No Fault".
    - (1) DoDMERB in which the Midshipman is cleared while the 1<sup>st</sup> term of Freshman year is still in session. See paragraph 4-8 Reporting Incoming Students.
    - (2) DoDMERB in which the Midshipman is cleared after the 1<sup>st</sup> term of Freshman year has completed. See paragraph 4-8 Reporting Incoming Students.
    - (3) MLOA. See paragraph 9-5 Medical Leave of Absence.
    - (4) LOA. See paragraph 4-28 Leave of Absence, paragraph 7.c.
    - (5) PRB Reinstatement. See paragraph 6-14 Disenrollment Recommendations, subparagraph 5.
  - c. Government "At Fault" administrative errors.

(1) Omitted the Midshipman from the current term/ condensed course task order and a modification to add the individual can be processed while the term/class is still in session. The PNS is the retroactive authorization signature authority.

(2) Omitted the Midshipman from a completed term/condensed course task order.

(3) Failure to issue task order by the mandatory date.

(4) Other administrative omissions/errors.

d. College Programmer selected for NNPP Scholarship. See paragraph 2-15 for process and retroactive authorization signature authority.

e. Authorization Request Authorization Authority. Unless specifically authorized elsewhere in this instruction, all request for retroactive authorization payments shall be submitted to NSTC N93.

f. Documentation. Retroactive authorization in contracting is unique to scholarship tuition and fees and subject to additional scrutiny during audits. FAR 4.801 requires all contract files to contain legal justification for contractual actions and basis of decisions.

(1) All retroactive authorization letters shall contain the following references and are the legal authority for NSTC to be able to order and pay for retroactive tuition.

(a) Title 10 U.S.C. § 2107

(b) GAO legal determination B-241476

(c) ESA Number (unit specific)

(d) NSTCINST M-1533.2 (current revision)

(2) Government at fault retroactive authorization request letters shall contain a paragraph describing why proper procedures were not followed and measures being implemented to avoid a further occurrence.

g. Allowable Retroactive Expenses. Only the allowable Tuition and Mandatory Fees may be authorized for retroactive payment or reimbursement. Retroactive book stipends are processed per paragraph 4-24. No other expenses to include late fees, interest fees, loan fees, tutoring, advance placement exams are authorized for retroactive payments.

h. **Timeline.** Retroactive authorization letters shall be processed for payment within 10 working days from the date the NROTC unit receives the letter or before the end of the fiscal year, whichever date is first.

i. **Approval.** All retroactive authorization and reimbursement requests are subject to availability of funds by the NSTC Comptroller.

13. **Withdrawals:** The NROTC unit shall pay for all allowable tuition and mandatory fees for all midshipmen who met the 45-day scholarship eligibility requirements and that either voluntarily or involuntarily dropped from the program after that date, as required by the ESA. Refer to Chapter 6 in pursuing recoupment.

14. **Program Management:** NSTC Code N416 is the program office responsible for developing all policies, procedures, guidance and formal training utilized by the NROTC units in the ordering of tuition and other educational services under the ESA.

15. **Program and Audit Support:** NROTC units may request technical, audit and training support. Support may include, but not limited to PPMAP rebuttals, courtesy program reviews and training. Requests for assistance:

- a. Contact N416 for technical or request for virtual audit/training support.
- b. Contact N4 to request on-site audit/training support.

## **8-17 Educational Institution Telephone and Network Services**

Units that receive department funds from the university shall use these funds to pay for all university provided landlines and network charges. Units that do not receive department funds shall refer to NSTC N4 Logistics Department Contract Administrator for further guidance.

## **8-18 Wireless Services**

1. DoN activities are required to obtain wireless services, including cell phone and WiFi device services, through the Fleet Logistics Center (FLC) San Diego multiple award contracts (MAC) with ATT, Verizon, and T-Mobile utilizing the FLC-mandated ordering template and forms. Units may enter into an agreement with the authorized service provider, using GCPC as the method of payment, provided that the total annual cost is below the micro-purchase threshold, the agreement does not contain international service, and the agreement does not exceed one

year. Agreements are only valid for one year and must be resolicited annually following the FLC ordering guidance and GCPC regulations. Contact the NSTC Contract Administrator for requirements that include international service. Units must attempt to rotate orders among qualified contractors to the maximum extent practical. Units may obtain ordering information and mandatory forms from the NSTC Logistics Department Contract Administrator or from the FLC Strategic Source website at:

[https://my.navsup.navy.mil/webcenter/portal/nss/home?\\_adf.ctrl-state=181all4me\\_5&\\_afLoop=19753203716710600#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fs10ca1bb6\\_d068\\_4e2f\\_bcb7\\_044518c372fa%2FPage18.jspx%40%3Fwc.co.ntextURL%3D%2Fspaces%2Fnss%26\\_adf.ctrl-state%3D181all4me\\_5](https://my.navsup.navy.mil/webcenter/portal/nss/home?_adf.ctrl-state=181all4me_5&_afLoop=19753203716710600#!%40%2Foracle%2Fwebcenter%2Fpage%2FscopedMD%2Fs10ca1bb6_d068_4e2f_bcb7_044518c372fa%2FPage18.jspx%40%3Fwc.co.ntextURL%3D%2Fspaces%2Fnss%26_adf.ctrl-state%3D181all4me_5)

2. Wireless requirements to support evolutions such as CORTAMID, NROTC Student Indoctrination, and etc., must be identified and communicated to NSTC N94 and NSTC N4 very early in the planning process. A minimum of 180-270 days is recommended.
3. In order that they continue to be operationally available through personnel turn overs, cell phones that deploy in support of NROTC evolutions shall have their passwords set at the minimum number of characters corresponding to the device's assigned phone number. For instance, a 6-digit password for a cellular phone with number 847-688-1234 shall be 881234.

## **8-19 NROTC Medical Matters**

Certain medical services are required to support NROTC physical examinations for entrance into the program, such as pre-commissioning, flight training, submarine service, vaccinations and inoculations, etc. These services are normally provided by military facilities on a non-reimbursement basis. When necessary, medical services may be procured from civilian sources. Guidance and procedures to follow for NROTC medical matters are:

1. Military Facilities. Military treatment facilities shall be utilized to the maximum extent possible. Medical facilities within a radius of 50 miles of the unit are considered to be available, unless written notice from the facility is received that states they are unable to provide the service required.
2. Travel in Connection with Medical Examinations. The PNS is authorized to direct the transport of NROTC Scholarship and College Program midshipmen to and from installations when it is necessary for them to undergo medical exams or for physical consultations and observations required by the commissioning or service assignment processes (e.g., commissioning or flight physicals). The PNS may also authorize travel and per diem for Scholarship students only, while they are at, or traveling to or from, such installations in

accordance with the Federal Joint Travel Regulations, paragraph 032402 using funds available. O&MN OPTAR funds issued to the PNS by the NSTC Comptroller may be used. Every attempt shall be made to minimize costs and to arrange for group travel in all cases possible. The PNS may use government owned vehicles for the purpose of such group travel when the distance travelled is reasonable. Travel requiring airfare must be arranged through DTS and will be funded through the centrally billed account managed by NSTC N8. Questions regarding use of the centrally billed account may be directed to (847) 688-3371/6808 extension 175.

3. Remote locations. For units located in remote locations with no military medical facility or NOSC, pursuant to 32 CFR 728.23, appropriated funds may be used to pay for certain medical expenses that are required for NROTC participation (sickle cell testing for scholarship midshipmen), as well as summer cruise and commissioning requirements. Units shall facilitate completion of medical requirements via the most cost effective means with utilization of local and university medical resources, as available. Examples of covered medical expenses include: immunizations, PPD (tuberculosis screening), well woman exam with Pap smear screening, laboratory testing (sickle cell, blood type, HIV, Hepatitis B and C, G6PD) and other studies (chest x-ray, ECG), that may be required for special duty commissioning. NSTC funds may not be used for medical or dental treatment. Payment should be made using the SF 1034, Public Voucher for Purchases and Services other than Personal and forwarded to NSTC Comptroller for signature. The Government Commercial Purchase Card (GCPC) may not be used to pay for any medical expenses. A student may utilize their personal insurance to obtain medical screening exams, lab tests, etc., but should be advised that reimbursement may not be authorized. Contact N92A for additional guidance.

4. Note, DoDMERB provides medical qualification screening, which does not include laboratory studies, immunizations, etc. unless such laboratory studies are necessary in determination of medical qualification. For example, sickle cell testing, blood type and Rh are not obtained by DoDMERB and when required, must be coordinated by the unit.

## **8-20 Information Technology (IT)**

Guidance and direction for all information management (IM) and IT operations shall come directly from the NSTC Command Information Officer (N6).

1. NROTC units shall initiate all requests for IT procurements and technology refresh to the NSTC Technology Management Branch (N61), [NSTC\\_N61@navy.mil](mailto:NSTC_N61@navy.mil), by submitting a Request for IT Services (RIS). No Navy funds may be expended on IT without NSTC N6 approval, except as noted in paragraph 2 below.

2. Units may purchase IT consumables (e.g., toner cartridges, compact disk media, etc.).
3. Units may obtain IT support services from the institution IT department without prior approval, provided services are at no cost to the federal government.
4. Units may accept at no cost to the federal government, any computer assets from the host institution. These assets will remain institution property.
5. Units may purchase IT assets with department funds provided by the institution without obtaining NSTC approval. These assets are not considered Navy-owned.
6. All NROTC unit-assigned IT assets must be strictly accounted for in NOSS. The unit's IT inventory is subject to verification before additional IT assets are provided to the unit. Exceptions include standard, Original Equipment Manufacturer (OEM) provided keyboards, mice, monitors, and speaker sets. After-market, upgraded devices of this same type will be managed in accordance with section 8-5, paragraphs 2.b(1) through 2.b(5), above.
7. Navy-owned computers and other IT assets will be assigned to a Navy military member or civilian. Computers will not normally be provided for midshipmen use, except as part of the Mariner Skills Simulator (MSS) classroom or Conning Officer Virtual Environment trainers, if present.
8. Disposal of IT assets must be in strict accordance with DoN Chief Information Officer message 281759ZAUG12, [Processing of Electronic Storage Media for Disposal](#).
9. Data used solely to conduct Navy business (e.g., physicals, summer cruise, commissioning), including but not limited to PII, should be stored on Navy computers or servers when practicable.
10. NROTC unit web sites provided and maintained by the host institution and residing in the .edu domain, are not "Official U.S. Navy" websites, and should not be identified as such.
11. Waivers from any of the above requirements must be obtained in writing from NSTC N6.

## **8-21 Copiers, Printers, Fax Machines, Scanners and Multi-Functional Devices**

Defense Logistics Agency Document Services (DLADS) is the mandatory source for Copiers, Printers, Fax Machines, Scanners and Multi-Functional Devices (CPFS/MFD) in accordance

with Department of the Navy Chief Information Officer policy. Contact the local DLADS to arrange for CPFS/MFD services. CPFS/MFD provided by the educational institution at no cost to the Navy are exempt from this policy.

## **8-22 Survey and OPREP Reporting**

Use Special Incident Reporting Instruction, OPNAVINST F3100.6 (series) and DoN Physical Security Instruction for Conventional Arms, Ammunition, and Explosives, [OPNAVINST 5530.13](#) (series) for loss of the following:

1. Any serialized or un-serialized firearms, weapons, or ammunition regardless of value (does not include drill rifles).
2. Any government property having a value of \$5,000 or more.
3. Any government property considered to be "sensitive items" regardless of the actual or estimated amount.

## **8-23 Transportation Account Code (TAC)**

The cost of TAC cannot be applied to GCPC purchases. It shall be posted against the NROTC unit OMN OPTAR in accordance with NAVSUPINST 4200.85 (series). This does not apply to MPN.

## **8-24 Unauthorized Commitments**

An unauthorized commitment (UAC) occurs when the NROTC unit receives services/supplies in which a properly executed funding document and an authorized spending vehicle (contract or GCPC purchase) was not established prior the government ordering the services/supplies and is a violation of federal. The individual who perpetrated the UAC is liable for the obligation unless the Government accepts financial liability through a ratification process. Refer to current NSTC Ratification of an Unauthorized Commitment Regardless of Dollar Value for the ratification procedures. The policy is located at <https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NROTC/Supply-Binder/>.

## **8-25 Receipt of Property from Defense Logistics Agency (DLA) Disposition Services**

1. Defense Logistics Agency (DLA) Disposition Services. On 23 July 2010, the Defense Reutilization and Marketing Office (DRMO) received the new name of the DLA Disposition Services. DLA Disposition Services is part of the DLA, as it was under its former name, and provides the same level of service and support in the disposition of excess property and management of hazardous waste as before. The Property Manager for the NROTC unit shall process all requests for property from DLA Disposition Services through the supply activity website <https://www.dla.mil/DispositionServices.aspx>. Requests for items, regardless of the intended purpose, shall be submitted to NSTC N4 in conjunction with N9 for staffing of approval/disapproval consideration. Account for all property drawn from DLA Disposition Services in accordance with Section 8-5, paragraphs 2.b.(1) through 2.b.(5), above.

## **8-26 Miscellaneous Expenditures and Acquisitions**

1. Gymnasium Fees. If the college or university requires active duty military staff (to include temporarily assigned newly commissioned officers) to pay fees for using the gymnasium, the individuals should be reimbursed as military provided facilities are not available. The assigned educational institution's fitness facilities shall be first choice. If cross-town NROTC students are required to pay for gymnasium fees at the host NROTC unit, they should be reimbursed for gymnasium fees. The unit supply technicians should budget for gymnasium fees in their OM&N OPTAR request each year.

2. Military Retirement Ceremonies Fees. MILPERSMAN 1800-010 provides current information regarding allowable expenses for appropriated funds. Unit supply staff should budget in their OM&N OPTAR for military retirement ceremonies and make reasonable effort, within regulations, budgetary constraints, and practicality, to provide the items requested.

3. Exercise Equipment. If it is within the NROTC unit's budget, cardio equipment that meets Navy Physical Fitness Test standards, including repair and maintenance, may be purchased. NROTCs shall not purchase any other fitness equipment with OMN funds.

4. Obstacle Courses. If it is within the NROTC unit's budget, minor upkeep materials (mulch, paint, etc.) to existing obstacle courses may be purchased. No other improvements shall be accomplished using OMN funds, nor shall new obstacle courses be built using OMN funds.

5. Office Furniture and Classroom Furniture. The host educational institution shall be the first source for office and classroom furniture in accordance with the Unit Establishment Agreement. If necessary, office furniture may be acquisitioned in accordance with Navy policy from the

mandatory source Navy Furniture Blanket Purchase Agreements (BPA) provided it is within the NROTCs budget. Requests to acquisition classroom furniture may be submitted to NSTC N9 NROTC Operations. Contact NSTC N4 for the format. If approved, classroom furniture shall be acquisitioned from the mandatory source Navy Furniture Blanket Purchase Agreements. Requests for waivers to mandatory source Navy Furniture BPA use will not be processed.

6. Dog Tags. Dog tag acquisitions are prohibited.

7. Permanent Improvements. Permanent improvements to Non-Federal Entity (NFE) property may not be made using appropriated funds. Permanent improvements would include concrete work, additions, remodeling, and construction, among others. Temporary improvements such as blinds, area rugs, and similar may be made using appropriated funds.

8. Replica Firearm Acquisitions. Replica firearm acquisitions are prohibited. Replica firearms are similar to drill rifles in that they are non-firing, but can be disassembled, assembled, or may otherwise have mechanically functional parts. Plastic training weapons, also known as “rubber duckies”, “blue guns”, and “red guns”, are authorized acquisitions.

## **8-27 Support Agreements**

1. The NSTC Support Agreement (SA) Manager (SAM) is located in the Logistics Department (N4) and is responsible for the management of the SA Program including Memorandums of Understanding (MOU), Memorandums of Agreement (MOA), and DD Form 1144s. To ensure compliance with all applicable regulations and instructions all SAs are reviewed by NSTC prior to signature. In addition, an annual review is completed on each active SA.

2. Responsibilities:

a. Activity/Command will:

(1) Forward each draft SA to the NSTC SAM for review before any party signs the agreement.

(2) Work with the NSTC SAM to complete the NSTC review of your draft SA.

(3) Work between the NSTC SAM, the NSTC staff, and the other activity/command engaging in the SA, to negotiate the terms and conditions of the SA.

(4) Once the draft SA has been reviewed by NSTC and returned to the activity/command, ensure an electronic .pdf copy of the final signed SA is emailed to the NSTC SAM for archival record within 14 work days of signature of document.

(5) Complete an annual review of all active SA's, when tasked by the NSTC SAM. The review will include annotating whether each SA is current, requires update, or should be cancelled. Work with the NSTC SAM if changes are required to any SAs.

b. NSTC SAM will:

(1) Ensure NSTC Staff review and NETC review, if required, is completed on all draft SAs received.

(2) Ensure draft SAs are updated per comments from the NSTC staff and NETC codes and returned to the NSTC activity/command for finalization, signature, and implementation.

(3) Complete an annual review of all active SAs to ensure all terms and conditions are still applicable, forwarding a listing of each command's active SA for review. If changes to the terms and conditions are required, work with the activity/command to ensure changes are annotated on a new SA.

3. All questions and concerns regarding SAs should be forwarded to the NSTC SAM.

## CHAPTER 9 Medical

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### 9-1 General

The requirements for physical examinations and the maintenance of health records for midshipmen and OCs are contained in the Physical Standards for Enlistment, Appointment and Induction [DoD Directive 6130.03](#) and the Manual of the Medical Department (MANMED) [NAVMED P-117](#), Chapters 15 and 16. DoDMERB is the DoD agency responsible for the determination of medical acceptability of applicants for appointment to United States Service Academies, the USUHS, and the ROTC programs of the United States Armed Forces. DoDMERB determines medical acceptability for NROTC Scholarship, College Program Advanced Standing, and SSMP Programs.

### 9-2 Medical Examinations

1. General. The DoDMERB accession physical is valid for **two** years. Additionally, it may be used for commissioning purposes for up to five years (does not apply to some specialized

programs). Report of Medical Examination [DD Form 2808](#) documents physical examination results for civilian applicants.

## 2. National Four-Year Scholarship Recipients

a. An annual Official Mail Message requires units to identify which students have reported to the unit. Units will download the [DD Form 2808](#) (Report of Medical Examination) from the DoDMERB website by following the “Shipped Physicals” link. A copy of the [DD Form 2808](#) will be filed in the midshipman’s health record. See Chapter 4-11 for scholarship activation requirements.

b. National Four-Year Scholarship midshipmen are notified of their selection in writing by NSTC N92 (Navy Option) MCRC (ON/E) (Marine Option). The letter contains instructions for scheduling a medical examination. Data, including zip code, contained in OPMIS is used by DoDMERB to assign applicants to DoDMERB-approved civilian doctors or MTFs, assigning a physician or medical care provider near the applicant's home of record. The applicant is responsible for completing the DoDMERB medical examination. The applicant is also responsible for obtaining any additional tests or clinical abstracts that DoDMERB may direct. In most cases, DoDMERB may fund the cost of requested additional testing. Applicants should have their DoDMERB medical examination completed as soon as possible.

c. After reviewing the Report of Medical Examination [DD Form 2808](#), DoDMERB will post the applicant's physical status on the DoDMERB secure website and will be visible to the assigned unit. The physical qualification status will be reflected in OPMIS or your 61 report as follows: 1) applicants deemed physically qualified will receive a “Q” code, 2) applicants deemed physically disqualified initially receive a “Y” code, pending waiver consideration, 3) applicants that were denied a medical waiver will receive a “Z” code. The applicant’s physical status is then downloaded into the OPMIS placement file and is maintained there until NSTC N92 purges the file in October. The physical status of midshipmen determined to be physically qualified after the placement files are purged will not be automatically updated in OPMIS and the unit must manually enter their medical status. Note: Height standards per the Navy Officer Recruiting Manual are 57” to 80”. Because of age, some midshipmen may grow into minimum height standards and become eligible for advanced standing or scholarship; thus, they may participate in College Program Basic. Applicants deemed physically qualified will receive a “Q” code. Applicants deemed physically disqualified initially receive a “Y” code, pending waiver consideration. If no waiver is granted the applicant will receive a “Z” code. The applicant’s physical status is then downloaded into the OPMIS placement file and is maintained there until NSTC N92 purges the file in October. The physical status of midshipmen determined to be physically qualified after the placement files are purged will not be automatically updated

in OPMIS and the unit must manually enter their medical status. Note: Height standards per the Navy Officer Recruiting Manual are 57” to 80”. Because of age, some midshipmen may grow into minimum height standards and become eligible for advanced standing or scholarship; thus, they may participate in College Program Basic.

d. If DoDMERB determines an applicant does not meet medical qualification standards, the applicant’s medical information is automatically sent. Those applicant’s medical information is automatically sent to BUMED for review and waiver recommendation. BUMED reviews requests for waivers of physical standards for all applicants seeking entry into the U.S. Navy or Marine Corps and uploads waiver recommendations into WebWave. NSTC N92A reviews the recommendation from BUMED, stamps the BUMED letter, and makes a recommendation to NSTC N9. The Deputy Commander for NROTC, N04, as delegated by CNSTC, may concur with the BUMED recommendation and stamps the letter as appropriate. If N04 does not concur with the BUMED recommendation, the BUMED letter will be forwarded to CNSTC for a waiver determination. NSTC N92A will update the DoDMERB website with the waiver authority decision, triggering a file transfer that updates both OPMIS and the applicant’s NROTC online application. In OPMIS, those deemed not physically qualified but received a waiver are granted a code of the “W,” while those who are denied a waiver receive a “Z” code. NSTC N92A will inform the applicant and the unit by letter of the waiver authority decision.

e. Midshipman candidates disqualified or pending physical qualification at the start of class may not sign any scholarship agreement or receive any benefits. However, they may participate in the physical training aspects of the program with written clearance from a physician. Midshipmen waived or deemed physically qualified after the commencement of the academic term may be entitled to retroactive benefits, except subsistence.

3. Other Scholarship and College Program Advanced Standing Midshipmen. Students nominated for other scholarships (2-year National, NSTC Controlled, etc.) or College Program Advanced Standing must be found medically qualified or waived prior to receiving benefits. The basic procedures addressed for Four-Year National Scholarship recipients apply. However, the NROTC unit is responsible for loading the applicant’s information into DoDMETS to initiate the DoDMERB physical exam/qualification process. To avoid any delay in benefits, the medical examination should be completed as soon as the applicant applies for Scholarship or Advanced Standing. The process is initiated by the Unit signing in to the DoDMETS website (<https://www.dodmets.com/DetLogin.aspx>). Signing in via the “detachment login” option (the detachment number is the Unit’s code). Once logged in, the Unit will enter specific information about the applicant (the same info that NSTC would send to DoDMERB if they were a National selectee). Once that information is entered, the midshipman can go to the DoDMETS website and log in via the “Applicant Login” option. There they will get the information they need to

complete their physical exam. If you have any problems, call the DoDMETS helpdesk at 215-587-9600. Once the medical examination is completed, the units review the DoDMERB website to determine status, and enter the appropriate physical qualification codes in OPMIS. As with National Scholarship recipients, DoDMERB will identify the medical examinations for applicants deemed not physically qualified. Those applicant's medical information is automatically sent to BUMED for review and waiver recommendation. See paragraph 2.d. If the unit would like to provide a non-medical assessment on behalf of their midshipmen, it should be sent to DoDMERB helpdesk and N92A for inclusion in the medical file and consideration by BUMED.

#### 4. SSM

a. United States Merchant Marine Academy (USMMA). All applicants for the Merchant Marine Academy undergo a DoDMERB physical examination. DoDMERB will then post the applicant's physical qualification or disqualification status on the DoDMERB secure website and respond back to the applicant and USMMA. The Director of Admissions will ask BUMED to review USMMA applicants for waiver consideration if they have a disqualifying condition per DoDMERB review and are competitive for an offer at USMMA. Applicants deemed not physically qualified or who have their waiver denied shall not be allowed to sign any service agreements.

b. State Maritime Academies. DoDMERB medical examinations for SSMP (obligated) midshipmen at the state and regional maritime academies are initiated by the unit on an individual basis. SSM will obtain their DoDMERB medical examination through an authorized DoDMERB physician. Medical examinations for applicant's deemed not physically qualified are forwarded to BUMED. Applicants deemed not physically qualified or waiver denied shall not be allowed to sign any service agreements. SSMP (non-obligated) midshipmen are not required to have a DoDMERB exam. They must receive a sports physical and complete a [DD2807-1](#), the Report of Medical History, before participating in unit physical training.

5. College Program Midshipmen Basic Standing. College Program Basic Standing midshipmen are not required to complete a DoDMERB medical examination. They must receive a sports physical and complete a [DD2807-1](#), the Report of Medical History. The Professor of Naval Science (PNS) must review the Report of Medical History and determine if the midshipman is physically qualified to participate. If the midshipman indicates past or present injuries or illnesses that may be physically disqualifying in nature, the PNS should consult with BUMED to assess future eligibility. Midshipmen should not be allowed to participate in the College Program if there is a strong possibility they have a disqualifying medical condition that would not be recommended for a waiver for Advanced Standing.

6. STA-21 and MECEP. STA-21 OCs and MECEP Marines must be determined to be medically qualified for their respective designators prior to receiving orders to their NROTC unit. While participating in their respective commissioning programs, transportation costs involved in the conduct of routine medical examinations and/or pre-commissioning physicals are funded by the NROTC unit. Prior to commissioning, all STA-21 OCs and MECEP Marines must be determined to meet medical standards for pre-commissioning into their respective designators.

7. STA-21 and MECEP Periodic Health Assessment Process (and other Active Duty).

a. Active duty member's annual PHA is required to be done by a Military Treatment Facility in person or over-the-phone. Civilian providers are no longer authorized, as they do not have access to the PHA website. All Navy and Marine Corps service members are required to complete a PHA annually. It is recommended that members start the process 60 days prior to the expiration of the PHA.

b. The PHA can be accessed by the member's CAC or DoD ID and password created on registration. Users will be able to see any PHA they have created, both certified and uncertified, as well as Certification Metrics that show the progress of certification on the User homepage. PHA is a four-part assessment including a self-reported health assessment, record review, mental health review, and a face- to-face or person-to-person (over the phone) consultation with a certified PHA health care provider. The clinic performing the in-person PHA should advise you of any documentation required for you to bring to your appointment.

c. Member's should follow the below process:

(1) Access PHA log-in page: <https://data.nmcphc.med.navy.mil/pha/>. Complete the registration process.

(2) Complete the survey. Note, after completion of the survey, there will be a review page. Scroll to the bottom of that page and click the green button, otherwise the PHA will not be properly finished in the system.

(3) Print your Individual Medical Readiness (IMR) Report from BUPERS ONLINE at <https://www.bol.navy.mil>. Your IMR report will show the IMR elements (HIV, dental, immunizations) that are due in conjunction with your PHA.

NOTE: There is no automatic notification system built into PHA. To make an appointment, call your local clinic to let them know you have completed your portion of the PHA.

d. Member will need to locate and contact a naval hospital or clinic to make an in-person or over-the phone appointment to complete your PHA:

<https://www.tricare.mil/FindDoctor/AllProviderDirectories/Military>.

e. Dental and immunizations status will also be reviewed. NROTC unit staff should input this information into Medical Readiness Reporting System (MRRS) so it is available for the medical personnel completing the PHA. MRRS can be accessed through

<https://mrrs.dc3n.navy.mil/mrrs>.

### **9-3 Physical Readiness**

1. [OPNAVINST 6110.1](#) (series) requires all students be medically screened before participating in any physical readiness training. NROTC Scholarship, College Program Advanced Standing, STA-21 and MECEP, and obligated SSM are medically screened by DoDMERB. College Program Basic Standing students must receive a recent medical screening equivalent to the university sports physical exam (notionally 90 days, but sports physicals used to attend NSI may substitute for currency). The purpose of the sports exam is to identify midshipmen at risk of cardio-respiratory illnesses, orthopedic injuries, or other injuries/illnesses that may be aggravated by required exercises. The Accessions Medical Prescreen Report [DD Form 2807-2](#) is utilized to document the student's past and present medical condition.

2. To ensure all incoming midshipmen are fit to participate in orientation, the CFL or designated representative shall verify the student's physical status in OPMIS. If the student's Personal/Program Information Form contains a "Q" (qualified) or "W" (waiver granted), the student is physically qualified to participate. If the student's Personal/Program Information Form contains an "R" (remedial) or "Y" (waiver pending), or "Z" (waiver denied), the student is not physically qualified to participate, unless a sports physical is provided to the unit, allowing for Physical Training (PT) activities.

3. All students will comply with the Physical Readiness Program as directed in [OPNAVINST 6110.1](#) (series) or Marine Corps Physical Fitness Program in [MCO 6100.13A](#). The designated CFL is responsible for ensuring all Navy students complete a Physical Activity Risk Factor Questionnaire ([PARFQ](#)) prior to their first unit directed physical training activity. Blank PARFQs are available on the Physical Readiness Information Management Systems (PRIMS) website. For midshipmen a periodic health assessment (PHA) is complete when the annual requirement for Annual Certificates of Physical Condition, [NSTC 1533/107](#), is met and any

concerns appropriately addressed. The CFL will review and sign the [PARFQ](#) form which indicate the student may take the PFA. The PNS will review and sign all other PARFQs. Medical evaluations must be conducted as indicated by the PARFQ or if the student is out-of-standards per [OPNAVINST 6110.1](#) (series) before the student can participate in the PFA/PFT/CFT or unit fitness training. The completed PARFQ is filed in the student's health record. In the case of College Program Basic Standing students, the form is filed in the NROTC Student Administrative File until the health record is opened.

4. The PNS must ensure all students complete Annual Certificates of Physical Condition, [NSTC 1533/107](#), and [PARFQ](#) prior to each PRT. Graduating seniors and fifth year students will also complete this form at the beginning of their last term just prior to graduation. The PNS should carefully review the student's response to all questions. Sometimes injuries, accidents, or illnesses that should have been reported earlier may not have been reported. If there is any doubt whether the injury, illness, or prescription could be a physically disqualifying factor, the PNS must immediately notify N92A or BUMED, Physical Qualifications and Standards M34.

5. Midshipmen shall be given at least a 10-week notice prior to a PFA. The 10-week notice may be waived for freshmen taking the PFA during orientation. However, in accordance with section 4-5, the welcome aboard letter will notify students that they will be participating in an orientation PFA.

6. Appendix S provides universal training precautions and emergency action plan content to address sickle cell trait positive concerns. All students and staff are required to provide laboratory evidence of their Sickle Cell Trait (SCT) status. Testing for incoming scholarship freshmen (NSI or unit) will be done at NSTC expense. Testing for college programmers will be at the individual's expense. The below are acceptable laboratory tests for SCT.

Note: Sickle cell testing was completed for candidates that attended NSI (if not provided in advance by the candidate) and will be sent to the assigned NROTC unit.

a. Hemoglobin solubility will report as positive or negative. Positive result requires follow-up testing via Hemoglobin electrophoresis;

b. Hemoglobin electrophoresis. The result will report the percentage of normal hemoglobin cells (A) and sickle cells (S). If 45% or greater of HGB S, contact N92A;

c. High pressure liquid chromatography (HLPC);

d. Many states performed sickle cell trait screening as a part of the newborn testing. These results can be used in lieu of the above.

Note: File SCT testing results in Right side/section 4 of the medical record. A thorough review of the medical record should be accomplished prior to ordering a new test. If the unit is aware that testing was completed, a reasonable effort should be made to obtain those results from the medical clinic at which it was completed prior to having the test repeated.

#### **9-4 Immunizations**

1. All students are required to receive immunizations as specified below in paragraph 3. Immunization waivers will not be granted by NSTC N9.

2. The PNS is responsible for establishing procedures to ensure that Scholarship and College Program Advanced Standing midshipmen receive immunizations prior to summer training. The PNS should use local MTFs for satisfying immunization requirements. When MTFs do not exist locally, the vaccinations may be ordered and administered by military health professionals, local university health professionals or other personnel qualified to administer vaccinations. Immunizations for MECEP students are completed at Marine Corps OCS.

3. Immunization recommendations and requirements are contained in [BUMEDINST 6230.15](#) (series). Midshipmen shall provide documented proof of immunization or serological testing. Absent of proof, midshipmen will need to receive vaccination for influenza, meningococcal, Measles, Mumps, Rubella (MMR), Tetanus-diphtheria-pertussis and Varicella vaccine, as early as possible. If not already immunized, midshipmen shall receive two doses of the Hepatitis A vaccine and Hepatitis B vaccine before graduation (one dose before executing summer assignments orders to the operating force). Prior to commissioning, the midshipmen or OCs must have been immunized or received the following inoculations:

- a. Hepatitis A vaccine (two doses);
- b. Hepatitis B vaccine (three doses)
- c. Influenza vaccine (one dose annually);
- d. Measles/Mumps/Rubella vaccine (two doses);
- e. Inactive poliovirus vaccine (IPV) (one dose);

- f. Tetanus-diphtheria toxoid (one dose);
- g. Varicella vaccine (two doses); and
- h. Meningococcal (one or two doses depending on vaccine).

Further guidance may be obtained in the Summer Training Manual NSTC M-1533.5. For the most current medical requirements regarding special duty communities, refer to OMMs announcing community requirements. A printed report from the electronic immunization tracking system, in International Certificate of Vaccination or Prophylaxis (CDC 731), Health Record-Immunization Record (SF 601) or Adult Preventive and Chronic Care Flowsheet (DD Form 2766) format that is accompanied by an official stamp and authorized signature with printed name of authenticating official will qualify as an official paper immunization record.. One of these forms must be used to record all immunizations and retained in the student's health record. See BUMEDINST 6230.15B Chapter 2-7.(3) and MANMED Chapter 6 (Dental) and Chapter 16 for reference ([BUMED Instructions](#)).

## **9-5 Medical Leave of Absence**

1. A MLOA/continuation waiver review is indicated when a student has an interim change in medical condition that does not meet the accession medical standards in the DoDI 6130.03 Vol.1 or puts into question the midshipman's ability to continue in the ROTC program, participate in required training, or receive a commission. For any questions regarding whether a condition warrants submission for a MLOA/continuation review, please contact BUMED and NSTC N92A directly to discuss.
2. A MLOA/continuation waiver review may be initiated by the student or the PNS. If initiated by the PNS, the PNS will provide the student written notice of intent to initiate the MLOA/continuation review process, and require the student to submit written medical information surrounding the medical condition that is being reviewed, within 30 days of receipt of the notice. The student has the option to bring the medical records to the unit for submission, or have their medical provider submit the medical records directly to the BUMED reviewer..
3. The PNS shall submit all available medical information surrounding the condition, a non-medical assessment of the student, and all Annual Certificates of Physical Condition into WebWave II.
4. The PNS shall seek to obtain BUMED's recommendation on the need for an MLOA no later than the date when the next tuition payment for that student is due. The PNS may consult with

BUMED at any point in the MLOA process but shall not request a written recommendation from BUMED until the student's 30-day window for providing information has expired or the student has provided complete medical information, whichever comes first. BUMED shall consider all relevant information and provide its recommendation to NSTC regarding a waiver or qualification to continue, placement on MLOA, or Disenrollment.

5. Placement on interim LOA while pending formal BUMED review of the MLOA/continuation package is at the discretion of the PNS, and is usually based upon the midshipman's past demonstrated performance in the NROTC program.
6. Once the Unit Medical Rep receives notification via WebWave II (WW) that a recommendation letter from BUMED has been generated, they must email the applicant name and WW Case# to NSTC N92 NROTC Processor, copying N92A, and request endorsement by N04.
7. Upon receipt of NSTC-endorsed BUMED recommendation, the PNS shall immediately assign a MLOA to any midshipmen who BUMED has determined does not meet the required physical standards for retention. If MLOA or medical disenrollment has been recommended, but the unit disagrees with that recommendation, the unit must receive approval from NSTC to allow the student to continue receiving scholarship benefits without placement on MLOA or proceeding with the disenrollment.
8. All MLOA recommendation and MLOA/continuation remedial letters from BUMED will include instructions on the required timing and content for inclusion in a resubmission package for reconsideration of MLOA and continuation in the program. The ROTC unit should follow these instructions or contact BUMED and N92A if the timing or content of this request is not achievable.
9. The PNS may not remove a student from MLOA without first consulting with BUMED and NSTC N92A. When the PNS requests removal of a student from an MLOA, a clinical abstract of treatment and any special report requested shall be forwarded to BUMED. If the student participated in all assigned classes and laboratory work while on MLOA, the PNS may request retroactive tuition payments from NSTC N93.
10. Pregnant students are not required to be placed on MLOA, although students who become pregnant may request to be placed on MLOA per the procedures outlined above. The guidance contained in Guidelines Concerning Pregnant Servicewomen, OPNAVINST 6000.1 (series), governs participation by pregnant students in unit activities. If placed on MLOA, the unit may submit an updated continuation package as early as 6 weeks after completion of an

uncomplicated pregnancy, with a non-medical assessment and documentation of a post-partum clearance examination to resume exercise. Students desiring to discontinue officer training due to pregnancy or birth of a child may request disenrollment per Section 6-14

## **9-6 Travel for Program Required Medical Examination**

The PNS is authorized to transport students to required medical examinations and physical consultations. The PNS may utilize unit funds to authorize travel and per diem in accordance with the [Joint Travel Regulations](#). See Chapter 7-7 and 8-19 for more detailed information.

## **9-7 Medical and Dental Care**

1. STA-21 and MECEP students are covered by TRICARE. Midshipmen should be advised to remain under a private insurance plan or participate in the university's health care plan. NROTC Scholarship and College Program Advanced Standing midshipmen are eligible to receive care at military medical facilities under the following circumstances:

- a. Required medical examinations and immunizations;
  - b. While on summer training, routine medical and dental care or examinations on a space available basis; or
  - c. Emergency treatment and continued hospitalization or medical care for injuries incurred while en route to/from or during field training or summer cruise. Elective surgery or remedial treatment for pre-existing conditions is not authorized at an MTF while on active duty orders.
2. In the case of a medical emergency while on active duty for training, midshipmen should be treated at the nearest military or civilian hospital, or medical treatment facility. Notification to the Defense Health Agency – Great Lakes (DHA-GL), midshipmen's NROTC unit, and N92A is mandatory and must be done as soon as possible after injury. Authorized expenses will be covered by TRICARE through DHA-GL. Contact the DHA-GL Customer Service Representative at 1-888-647-6676 for assistance with claims. A Line of Duty investigation is required to be completed if surgery or follow on medical care is necessary. Additional guidance for filing claims for midshipmen injured while on active duty orders is addressed in section 9-8.
3. NROTC Scholarship and College Program (Advanced Standing and Basic) midshipmen injured while in an official status may seek civilian care. Official status includes travel to/from special duties authorized by the PNS, duties performed on a voluntary basis in connection with

prescribed training, and maintenance activities of the unit. Additional guidance for filing claims for midshipmen injured while in the line of duty is addressed in section 9-8.

4. NSTC N9/N92A should be notified immediately of any midshipmen serious injury or emergency. See Chapter 5 for additional reporting requirements.

5. A midshipman who becomes disqualified for military service due to the results of elective surgery is subject to recoupment of all funds expended on their behalf.

a. Any surgery, whether elective (such as corneal refractive eye surgery-PRK, Lasik, or Smile) or indicated for a medical condition requires a page-13 entry (see Appendix D) and BUMED Review. Typically, six-weeks post-operative after corneal refractive eye surgery, a midshipman could attend summer training, but contact N92A or BUMED for approval. Additionally, a waiver for commissioning would be considered if three months post-op with a stable outcome. However, Marine OCS will not accept for training until a full 180 days from time of refractive surgery. See Appendix D for Corneal Refractive Surgery information and required Aeromedical Summary.

## **9-8 Medical Claims and Compensation**

1. Effective 1 October 1988, Title 5 § 8140 and Title 10 § 2109 of the U.S. Code were revised to extend injury, disability, and death compensation coverage for NROTC midshipmen injured in the line of duty during practical military training, as well as unit activities, field training, and practice cruises.

2. The Federal Employees' Compensation Act (FECA), 5 U.S.C. 8101, et seq. provides injury compensation to employees in the federal sector. Included as "employees" under §8140(a)(2) are members of, or applicants for membership in, the NROTC - traveling to or from, or participating in training or unit activities. This injury or illness is considered "in the line of duty."

3. A midshipman or designated applicant from the NROTC Program who is injured while participating in unit related activities, may receive care paid for by the Department of Labor (DOL) Office of Workers' Compensation Program (OWCP).

4. Emergency or urgent care consideration. In the event of an emergency or urgent care situation, the injured individual should be seen at a Military Treatment Facility (MTF), if available, that has the capacity to treat the injury/illness appropriately. However, the situation should dictate where care is sought. If initial treatment is provided at an MTF, the MTF will

absorb the cost of provided treatment for a Line of Duty (LOD) injury/illness. Regardless of how treatment is initially provided, a bill for services will likely be sent to the MIDN home of record. All bills for initial treatment and/or follow-on care costs should be collected, and must be submitted to OWCP for payment.

a. An MTF is not always available or able to provide treatment. When that is the case, private sector emergency or urgent care should be engaged, as appropriate. Claims arising from either circumstance should be submitted to OWCP for payment, as outlined below.

b. Only in rare, unusual circumstances when the Worker's Compensation coverage/appeals have been exhausted, the Defense Health Agency - Great Lakes (DHA-GL) should be contacted at 888-647-6676 to learn if further opportunities for continuance of care are available under 10 USC 1074(b) Armed Forces Medical and Dental Care.

5. Midshipman injury or illness procedures. Example 9-F provides a Midshipman Medical Claims Document Checklist for use IAW the below procedures. Example 9-K is an Example of ECOMP Claims Filing for MIDN.

a. Reporting: Report injury/illness to Supervisor, as soon as possible.

b. Forms:

(1) If possible, MIDN and/or Supervisor completes the following BEFORE seeking treatment:

(a) Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation); or

(b) Form CA-2 (Notice of Occupational Disease and Claim for Compensation).

c. Prior to receiving treatment:

(1) Form CA-16 (Authorization for Examination and/or Treatment), Page 1.

(2) Page 1 of this form is completed by MIDN and/or Supervisor and hand-carried to treating physician. All "treating physicians" MUST be a medical doctor (M.D.). The DOL does not recognize physician's assistants (PA), or nurses (RN, LPN, NP) as a "treating physician" [5 U.S.C. § 8101\(2\)](#).

d. Form CA-16, Page 2 is completed by treating physician. The injured individual has the right to choose the treating physician.

e. If the injured/ill individual is not able to complete these form(s), they can be completed on their behalf and submitted with an explanation of why the individual was not able to complete personally (emergency; injury type prevented pen use, etc.).

NOTE: Form CA-16 is a controlled form, and is not available for public download. The Unit/Medical Officer should have a copy on file and/or accessible for immediate use.

Contact the NROTC Medical Programs Coordinator, N92A at 850-452-9388 for a copy of Form CA-16.

6. Required Information. The DOL requires that specific information is entered on forms submitted for NROTC Worker's Compensation Claims. Below is a breakdown of the information required on Forms CA-1 and CA-2, by page and box number. All other information requested should be self-explanatory. Verify all of the correct information is entered in the forms to ensure speedy claim processing and to avoid a claim being rejected or returned for more information.

a. FORMS CA-1 and CA-2:

(1)Section: Employee Data

(a) Page 1, Box 2. Social Security Number - Enter the FULL 9 digit SSN. DOL will not process forms without the complete number. DO NOT use the DOD ID.

(b) Page 1, Box 6. Grade as of date of injury - Enter MIDSHIPMAN.

(c) Page 1, Box 12. Employee's occupation - enter U.S. NAVY MIDSHIPMAN.

(d) CA-1 Page 1, Box 15; CA-2 Page 1, Box 18. Make sure the MIDN (or CO, XO, or Medical Officer) signs the form and makes the appropriate check mark selection.

(2)Section: Supervisor's Report

(a) CA-1 Page 2, Box 17; CA-2 Page 2, Box 19. Agency name and address of reporting office - Enter the Unit name and contact information as indicated.

(b) At the top right side of both forms on Page 2, enter the OWCP Agency Code as 9999 53 for NROTC.

(c) Enter the Unit's UIC code in the Occupational Safety and Health Administration (OSHA) Site Code box immediately below.

(d) CA-1 Page 2, Box 19; CA-2 Page 2, Box 32. Employee's retirement coverage - the "Other, (identify)" box should be checked, and N/A entered.

(e) CA-1 and CA-2 Page 2, Box 21. Regular work schedule - ALL seven days should be marked.

7. Claims Submission. Questions about claims or the claims process should be directed to the Department of Defense liaison for ROTC Worker's Compensation, Kristin Gulling, by email at [Kristin.E.Gulling.civ@mail.mil](mailto:Kristin.E.Gulling.civ@mail.mil), or by telephone at 703-409-8771. Do not send Personally Identifiable Information (PII) or Protected Health Information (PHI) via unsecured email. Use DoD SAFE <https://safe.apps.mil/> to transmit any PII or PHI containing materials (requires a CAC Card).

a. Claims should be submitted as soon as possible after injury/illness and treatment. For the fastest assistance, forms should be uploaded to the DOL ECOMP website <https://www.ecomp.dol.gov/#/>. Claims submitted via the ECOMP website will be assigned a claim number immediately. The person processing the claim submission must record that claim number accurately. All future correspondence and action is based on the claim number.

(1) Utilize Example 9-K, Example of ECOMP Claims Filing for MIDN, as a template for filing.

b. If not uploading in ECOMP, the claim package should be sent by a trackable delivery service (like Fed Ex or UPS) to the DOL/OWCP Case Creation Center:

US Department of Labor - OWCP/DFEC  
400 West Bay Street Room 827  
Jacksonville, FL 32202

Alternately, claim forms and attachments may also be faxed to 202-343-5570, if preferred.

Note: Claims are usually created within 3-5 business days and claim numbers are sent by mail to the Claimant (MIDN) at the Home of Record address (see Box 7 of Forms CA-1 and CA-2). Please encourage the MIDN to alert the persons collecting mail at that address to be on the lookout for the postcard. The claim number should be provided to the Unit, as soon as possible.

c. Claims are entered and forwarded to the Special Claims section of the OWCP office in Cleveland, Ohio, which processes all ROTC claims. Most claims for amounts of less than \$1,500.00 are automatically processed and paid.

d. If an injury/illness is more serious, or requires additional treatment (physical therapy, MRI, CT scan, surgery, etc.), a written request from the provider must be approved from the treating physician before the procedure is scheduled. If registered on ECOMP, submit additional documents there. Otherwise, use the OWCP automated Web Bill Processing Portal <https://owcpmed.dol.gov/portal/main.do> to upload any additional documentation. The claim number must be on EVERY page, and the claimant's last name, date of birth, and date of injury are required.

If using a trackable delivery service, send additional documents to:

U.S. Dept. of Labor/OWCP  
P.O. Box 8300 District 9 CLE  
London, KY 40742-8300

Or, submit additional documents by fax to 216-902-5601.

Note: OWCP requires a medical report that contains a history of the injury, physical findings, test results, diagnosis, and an opinion of how diagnosis relates to injury/illness incident from the treating physician. OWCP will make a decision (medical authorization) on the requested procedure and alert the provider. Any treatment/procedure completed prior to an OWCP medical authorization decision should be submitted to private insurance, and if later approved by OWPC, that insurance can be reimbursed.

8. Claim Status. You may check the status of a claim by calling the OWCP Cleveland automated system at 216-902-5600. Enter the claim number by using "8, 2" for "T, C" (claim numbers begin with the prefix "TC"), followed by the rest of the numbers/letters. Record a voicemail message to be sent to the claims examiner assigned to your claim, and press "#" (pound sign or hash tag) when finished. Claim status may also be viewed via the OWCP Web Bill Processing Portal <https://owcpmed.dol.gov/portal/main.do>

9. Supporting Documentation. DOL OWCP Worker's Compensation Claims require supporting documentation to establish the medical and factual evidence of five basic claim elements:

- a. Element 1 - The claim was filed within the time limits. See Time for Making Claim, [5 USC § 8122](#);
- b. Element 2 - The injured or individual is/was an “employee” within the meaning of the FECA. See Members of the Reserve Officers’ Training Corps, [5 USC §8140\(a\)\(2\)](#);
- c. Element 3 - Fact of injury: Employee actually sustained an injury or disease. See Forms CA-1 and/or CA-2 (signature of “employee” and “supervisor”);
- d. Element 4 – Line of Duty: The employee was in the performance of duty when the event(s) leading to the injury/illness claimed occurred. See Members of the Reserve Officers’ Training Corps, [5 USC §8140\(a\)\(2\)](#) and Report of Investigation Line of Duty and Misconduct Status, [DD Form 261](#);
- e. Element 5 - Causal Relationship: The condition claimed and the injury or disease sustained is examined. Substantiated by statement of treating physician contained on Form CA-16.

10. The following items should be completed and submitted with the claim as supporting documentation:

- a. [DD FORM 261](#), Line of Duty - Misconduct Status;
- b. [DD FORM 2870](#), Authorization for Disclosure of Medical or Dental Information;
- c. Example 9-G, Midshipman Medical Claim Statement (Optional, when more context is needed);
- d. Example 9-H, Memo to OWCP – Authorization to release; and
- e. [DD FORM 689](#), Individual Sick Slip (Optional)

11. HIPAA Compliance. For any MIDN over age 18, notification of injury/illness to next of kin is restricted to those individuals designated on the DD Form 2870 - Authorization for Disclosure of Medical or Dental Information, as required by the Health Insurance Portability Accountability Act of 1996.

## 9-9 Pre-commissioning Physicals

Pre-commission medical requirements are determined by the community (designator or military occupational specialty) into which they are commissioning. Individuals may not be commissioned without having completed the pre-commission medical exam and receiving medical qualification or a waiver, specific to their assigned community.

**1. Special Duty physical examinations for a special duty designator.** Midshipmen and Officer candidates anticipating to commission into a special duty designator (e.g., Submarine/Nuke, SWO/Nuke, EOD, SEAL, or other special operations designators) require a special duty physical examination, completed by an Undersea Medical Officer (UMO) or Dive Medical Officer(DMO), or completed at an MTF but reviewed for completeness and endorsed by a UMO or DMO, which addresses all required examination components for medical clearance into their specific designator. The required exam components for each type of physical are found in the MANMED Chapter 15, Section III, Articles 15-102 through 15-107, and they are also found in Appendix D for ease of reference. The ideal window for scheduling the special duty physical is between 12 and 20 months prior to the anticipated commission date. With the rare exception, a special duty physical should not be delayed until the 6 months prior to commission, as that might result in a commission delay due to processing and additional time to complete or collect remedial items. Although a special duty physical up to 24 months old is acceptable for reporting to special duty training schools, the training report date may be several months after commission date, and if the physical will be over 24 months prior to shipping, the member will be required to obtain an updated special duty physical to receive orders. Special duty physicals may be conducted at a MTF or during the midshipman's First Class Cruise. If conducted during summer cruise, orders should be endorsed to reflect the type of exam needed (e.g., Special operations, Diving duty, Surface Nuclear, Submarine Nuclear, Naval Reactors). The midshipman or officer candidate should also be instructed on the type of examination they require, to reduce the need for multiple visits or re-work for items missed by the examiner. The midshipman should have a phone number for a POC at the ROTC unit to call immediately from the clinic, if any questions arise regarding the type of examination needed or eligibility to be seen at the MTF for a certain type of examination or study. The special duty physical will serve as both their pre-commissioning medical clearance and special duty medical examination. These documents will be routed through both BUMED N34 for general duty commission qualification or waivers as well as SDW BUMED N35 for special duty qualification or waivers. If a midshipman or OC has a significant change in medical status after receiving a BUMED N35 PQ or waiver determination, the unit and student should work with the Undersea Medical Officer and N35 to ensure they remain qualified for their special duty designator. A midshipman or OC may not commission into a special duty designator until they have been found physically qualified or granted a waiver for that designator.

**2. Flight physical examinations for an aviation designator.** Midshipmen and Officer Candidates anticipating to commission into an aviation designator (e.g., Student Naval Aviator (SNA) or Student Non-Flight Officer (SNFO)) require a flight physical examination, completed by a flight surgeon, which addresses all of the required examination components for medical clearance into their specific designator. Prior to conducting a flight physical the student must have been found anthropometrically qualified at a certified anthro site. The ideal window for obtaining the flight physical is 16-20 months prior to anticipated commission date. With the rare exception, a flight physical should not be delayed until the 12 months prior to commission, as that might result in a commission delay due to processing and additional time to complete or collect remedial items. Although a flight physical up to 24 months old is acceptable for reporting to flight school, the training report date may be several months after commission date, and if the physical will be over 24 months prior to shipping, the member will be required to obtain an updated flight physical to receive orders. Flight physicals may be conducted by a Flight Surgeon at a MTF or during the midshipman's First Class Cruise. If conducted during summer cruise, orders should be endorsed to reflect the type of exam needed (e.g., SNA, NFO). The midshipman or officer candidate should also be instructed on the type of examination they require, to reduce the need for multiple visits or re-work for items missed by the examiner. The midshipman should have a phone number for a POC at the NROTC unit to call immediately from the clinic, if any questions arise regarding the type of examination needed or eligibility to be seen at the MTF for a certain type of examination or study. The flight physical will serve as the medical examination for both Navy Unrestricted Line commissioning and flight duty clearance. These documents will be routed by the Flight Surgeon through AERO to NAMI for both the general duty commission and flight qualification or waiver. If NAMI finds the student Qualified or waiver recommended for a flight designator, and they are commissioning into a SNA or NFO designator (1170 or 1190), they do not need to be submitted to BUMED N34 for general duty commission qualification. If a student is waiver denied by NAMI for an aviation designator or is service assigned to a non-aviation designator, the medical package will need to be submitted to BUMED N34 to ensure qualified or waiver-able for a general duty commission, following the guidelines in paragraph 3. If a midshipman or OC has a significant change in medical status after receiving a NAMI PQ or waiver, the unit and student should work with the flight surgeon to ensure they remain qualified for flight duty. A midshipman or OC may not commission into a flight designator until they have been found physically qualified or granted a waiver for that designator.

**3. General duty pre-commission medical clearance for Navy Unrestricted Line, Restricted Line, or Marine Corps non-aviation designators.** Most midshipmen and OCs who are service assigned a general duty (non-flight, non-special operations, non-nuclear) designator will not require an updated commissioning physical, as long as their entrance physical was

completed no more than 60 months prior to the time of commission, and they have an annual assessment documented on an Annual Certificate of Physical Condition (ACPC) or Periodic Health Assessment for each interim year in the NROTC program. If the student requires a new commissioning physical, either because their entrance physical will be over 60 months at the time of commission or they are missing an interim annual assessment, an updated physical may be conducted at a MTF or during the midshipman's First Class Cruise. If conducted during summer cruise, orders should be endorsed to reflect the type of exam needed (e.g., general duty commission physical with or without Surface Operational Duty Screening). If it is identified a student will need an updated commissioning physical, the ideal timeframe to complete is 9-18 months prior to anticipated commission date, to allow enough time to complete any remedial items needed for clearance. The ideal time to submit a pre-commission package is 6-18 months prior to commission. Pre-commission medical clearance for USMC midshipmen must be completed with a qualification or waiver granted commission letter, no later than 120 days from their anticipated commission date, which will be submitted to MCRC as part of the Request for Appointment (RFA) package. If medical clearance is not complete by this time, a USMC midshipman may have a delay in commission or delay in shipping to TBS. The first step in the pre-commissioning physical qualification process for non-aviation midshipmen is submission of the package to BUMED through the electronic waiver system, WebWave II. BUMED will determine if the member does or does not meet the physically qualified standards for commission. If not meeting standards (disqualified), BUMED will provide a waiver recommendation regarding commission. If BUMED determines the applicant is disqualified with no waiver advised for the URL, N92A and N93 will be informed. If the student is determined to only be medically qualified for commission in a RL or SC designator, N93 will arrange for the member to be commissioned into those communities as needed to meet the needs of the Navy. All BUMED waiver recommendations require endorsement to grant or deny the waiver. Units will email the N92 Administrative Assistant, copying N92A, the WebWave II case number and name of midshipman, requesting endorsement of the BUMED waiver recommendation.

4. All pre-commissioning physical packages for non-aviation designated midshipmen are reviewed by the commission medical waiver review authority BUMED N34, after submission into the electronic medical waiver system, WebWave II. If the student is nuclear or special operations designated, their package will route directly to the special duty waiver review authority at N35 after completion of the general duty commission review by BUMED N34. To access WebWave II, NROTC staff must first register at <http://www.med.navy.mil/Pages/default.aspx>. Registration applications are electronically sent to the WebWave II system administrator, who will approve them and set the appropriate permission level. The administrator will e-mail the NROTC staff when access has been granted. Once the NROTC unit has access to WebWave II, all pre-commissioning physical (or medical

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waiver/disqualification) packages should be submitted for BUMED review via WebWave II only. Once BUMED has completed reviewing the package, the NROTC unit can view, download, and print the finished BUMED qualification, disqualification or remedial letter directly from the WebWave II portal.

**a. Surface Warfare Officers, Marine Corps Ground, Restricted Line and Staff Corps designated individuals.** Pre-commissioning physical packages are forwarded per standard naval letter format to BUMED N34 via WebWave II. The pre-commissioning physical cover letter must be signed by a unit representative and state: "PRE-COMMISSION MEDICAL PACKAGE ICO MIDN \_\_, SSN last four, Service". All Surface Warfare Officer, Marine Ground, Restricted Line and Staff Corps general duty pre-commissioning physicals shall include the following:

- (1) Pre-commissioning Cover Letter stating designator the midshipman is pursuing, expected date of commission, and a POC name, phone number, and email address at unit;
- (2) Copy of the most recent DoDMERB Accessions Medical History Report on [DD Form 2807-2](#);
- (3) Copy of most recent stamped DoDMERB Report of Medical Examination on [DD Form 2808](#);
- (4) Copy of the DoDMERB Report of Optometric Screening;
- (5) All Annual Certificates of Physical Condition, [NSTC 1533/107](#). Previous annual certifications that may have been used; Annual Reports of Medical History, [DD Form 2807-1](#), Accessions Medical Prescreen Report [DD Form 2807-2](#), or Annual Certificates of Physical Condition NAVMED 6120/3;
- (6) Human Immunodeficiency Virus (HIV) test result (current within two years of commission date);
- (7) Dental examination (current within one year of submission);
- (8) Pap smear exam results (for females age 21 and older) current within 3 years;
- (9) If DoDMERB physical was performed over 60 months (based on the date recorded in block 1 of the [DD 2808](#), not the date it was stamped qualified or waiver granted) prior to the date of anticipated commission, a new physical will need to be completed at a military medical

treatment facility (MTF) for commission clearance, documented on a [DD Form 2807-2](#) and [DD Form 2808](#). A new physical should NOT be scheduled through DoDMERB for the purpose of commissioning.

(10) If a more recent special duty physical examination has been completed, that physical examination should also be submitted in pre-commissioning package;

(11) Copies of treatment records or medical clearance for significant medical conditions that have developed since enrollment.

b. Nuclear Officers. Nuclear pre-commissioning packages are submitted into WebWave II as a single case, routing first to BUMED N34 for the general URL commission medical review, and then to BUMED N35 Diving and Undersea Medicine for the Nuclear duty review. The appropriate boxes (NROTC pre-commission plus submarine duty and/or nuclear field work) must be checked in WebWave II so that the package routes correctly to both N34 and N35. The pre-commissioning physical cover letter must be signed by the unit representative and state “Pre-commissioning Physical ICO MIDN, SSN last four, and intended designator (e.g., Surface Warfare (Nuclear) (1160N), Submarine Warfare (1170), or Naval Reactors (1220)).” Nuclear Officer pre-commissioning physicals consists of:

(1) All components of the general duty pre-commissioning package listed in 4.a (above);

(2) Report of Medical Examination [DD Form 2808](#) completed by (or reviewed and endorsed by) an Undersea or Diving Medical Officer;

(3) Report of Medical History [DD Form 2807-1](#) (or [DD Form 2807-2](#)) completed by (or reviewed and endorsed by) an Undersea or Diving Medical Officer;

(4) Ionizing Radiation Medical Examination (NAVMED 6470/13) completed by (or reviewed and endorsed by) an Undersea or Diving Medical Officer;

(5) Ancillary studies as appropriate per MANMED Chapter 15, Articles 103, 104, and 106;

(6) Health Records Privacy Statement DD Form 2005;

(7) Female examinees require a completed NAVMED 6420/2 (Health and Reproductive Risk Counseling for Female Submariners); and

(8) SF-600 waiver request written by the Undersea Medical Officer for any medical conditions that require a waiver for commission

c. Naval Special Warfare/Special Operations Duty. Naval Special Warfare/Special Operations (e.g., SEAL, EOD) pre-commissioning packages are submitted into Webwave2 as a single case, routing first to BUMED N34 for the general URL commission medical review, and then to BUMED N35 Diving and Undersea Medicine for the Special Operations and Diving duty review. The appropriate boxes (NROTC pre-commission plus Special Operations and Diving Duty) must be checked in WebWave II so that the package routes correctly to both N34 and N35. The pre-commissioning physical cover letter must be signed by the unit representative and state "Pre-commissioning Physical ICO MIDN, SSN last four, Naval Special Warfare (1XXX)/Explosive Ordnance Disposal (1XXX)". Naval Special Warfare/Explosive Ordnance Disposal pre-commissioning physicals consists of:

- (1) All components of the general duty pre-commissioning package listed in 4.a (above);
- (2) Report of Medical Examination [DD Form 2808](#) completed by (or reviewed and endorsed by) an Undersea or Diving Medical Officer;
- (3) Report of Medical History [DD Form 2807-1](#) (or [DD Form 2807-2](#)) completed by (or reviewed and endorsed by) an Undersea or Diving Medical Officer;
- (4) Diver/Basic Underwater Demolition/SEAL (BUDS/S) Medical Screening Questionnaire;
- (5) Ancillary studies as appropriate per MANMED Chapter 15, Articles 15-102 and 15-105;
- (6) Health Records Privacy Statement DD Form 2005;
- (7) SF-600 waiver request written by the Undersea Medical Officer for any medical conditions that require a waiver for commission.

d. Aviation: Pilot or Naval Flight Officer. Aviation pre-commissioning physicals are forwarded to NMOTC from the Flight Surgeon via AERO. Aviation pre-commissioning physical consists of:

- (1) Report of Medical Examination (within 24 months of commission) [DD Form 2808](#) (original) completed by a Flight Surgeon;

(2) Report of Medical History (within 24 months of commission) [DD Form 2807-1](#) (or [DD Form 2807-2](#)) (original) by a Flight Surgeon;

(3) Dental Examination (within one year);

(4) Electrocardiography (ECG) tracing;

(5) Annual Certificates of Physical Condition, NSTC 1533/107. Previous annual certifications may have used; Annual Reports of Medical History, [DD Form 2807-1](#) or [DD Form 2807-2](#), or Annual Certificate of Physical Condition NAVMED 6120/3;

(6) Anthropometric Data Record NAVMED 6410/9;

(7) Ancillary studies as per applicable articles in MANMED Chapter 15: Section III;

(8) Health Records Privacy Statement DD Form 2005;

(9) HIV test (within two year); and

(10) Pap smear exam results (female only) current within 3 years, if midshipman is age 21 or older.

e. Once NMOTC, BUMED N35, and/or BUMED N34 determines the student's physical qualification or waiver status for their respective community, the unit will be notified through electronic correspondence in the applicable electronic waiver system (AERO or WebWave II). If the applicant needs additional items to become qualified or receive a medical waiver, that notification will also be made available to the NROTC unit via correspondence in the applicable electronic waiver system. Thus, the NROTC Unit should have representatives to each system (AERO and WebWave II) who regularly check the status of pre-commission medical packages.

(1) If a student is physically qualified and does not require a waiver, BUMED N34 and N35 will provide a serialized letter stating such, and no endorsement is required.

(2) If a Navy pre-commissioning package has been reviewed by BUMED N34 and a Navy option student requires a medical waiver to commission, the unit will send an email with applicant name and WebWave II case number to NSTC N92 Administrative Assistant, copying N92A, requesting endorsement to officially grant the waiver. NSTC N04 will endorse the letter "approved" or "disapproved" and the appropriate NSTC representative will forward to the unit.

(3) If a Nuclear or Special Operations designated student requires a medical waiver for their special duty designator, that waiver request will be automatically routed through WebWave II from BUMED N35 to the appropriate PERS code for endorsement and the granting or denial of the special duty waiver.

(4) If a USMC ground option MIDN requires a waiver to commission, the letter will automatically be routed to Marine Corps Recruit Command for endorsement and granting or denial of the waiver.

(5) If a Navy or USMC flight designated student requires a waiver, the letter will be routed to PERS through AERO for grant or denial of the waiver.

(6) If a flight-designated student has been waiver denied for an aviation designator, their medical package must be routed through BUMED N34 for consideration of a general duty commission waiver. The unit shall alert BUMED N34 and NSTC N92A of this situation and include documentation in the WebWave II package submission of the aviation waiver denial.

(7) Upon receipt of any physically qualified or waiver granted letters, the unit shall enter the appropriate pre-commissioning physical code in the Personal /Program Information Form and the Service Assignment Form, and download and file the letters in the midshipman's medical jacket and service record.

f. No student shall be commissioned unless physically qualified or granted a medical waiver for their respective designator,

5. Midshipmen and Officer Candidates diagnosed with HIV while in the program may be eligible for a general duty commissioning if they meet specific stability criteria. All students shall be tested for HIV as part of their pre-commissioning physical requirement, completed within two years of commissioning. HIV test results must be treated with the highest degree of confidentiality and released to no individual who does not have a "need to know." Additional guidance concerning HIV-testing is contained in SECNAVINST 5300.30 (series), which is currently under revision. BUMED N34 must be contacted upon diagnosis, regarding any students confirmed to be HIV-positive, to discuss the path forward to commission or other disposition.

## 9-10 Health and Dental Records

1. General. Detailed instruction for the maintenance of Health and Dental Records is provided in the MANMED [NAVMED P-117](#), Chapter 16. Scholarship and College Program Advanced Standing midshipmen, and SSM will have Health and Dental Records opened and maintained at the unit. A dental record shall be established once dental records are available. Although not required, a Health and/or Dental Record may be established for College Program Basic Standing students if sufficient documents exist. STA-21 OCs and MECEP Marines will continue to use their previously established Health and Dental Records; however, these files shall be maintained at the NROTC unit. Health and Dental records contain information that falls under the Privacy Act and HIPAA laws and shall be secured accordingly.

2. Contents of the Health Record. The Health Record is a four partition folder. The medical documents or forms listed below shall be filed in the health record in the appropriate section. Each section is numbered left to right and documents listed top to bottom, with each form arranged with newest on top within each group.

Note: Items that midshipmen medical and dental records must contain are underlined and bolded in this section. Where MANMED Chapter 16 and the ROD conflict, MANMED Chapter 16 prevails. Not all midshipmen will have waivers, but if applicable, they must be present.

### a. Section 1

(1)Record of Preventive Medicine and Occupational Health;

(2)Immunization Record, [SF 601](#), CDC-731 or DD Form 2766;

(3)Record of Occupational Exposure to Ionizing Radiation [NAVMED 6470/10](#) (Only required if student has been exposed to ionizing radiation);

(4)Audiology; and

(5)Eye Exams.

### b. Section 2

(1)Annual Certificates of Physical Condition [NSTC 1533/107](#). Previous annual certifications may have used; Annual Reports of Medical History, [DD Form 2807-1](#) or [DD Form 2807-2](#), or Annual Certificates of Physical Condition [NAVMED 6120/3](#).

(2)Chronological Record of Medical Care [SF 600](#), (if applicable).

c. Section 3

(1)Report of Medical Examination [DD Form 2351](#) or [DD Form 2808](#);

(2)DoDMERB Report of Medical History [DD Form 2492](#), Report of Medical History [DD Form 2807-1](#), or Accessions Medical Prescreen Report [DD Form 2807-2](#) (original);

(3)Anthropometric Data Record [NAVMED 6410/9](#) Statement of Wearing Contact Lenses [NSTC 1533/103](#) or Cycloplegic Eye Exam, etc., as applicable;

(4)BUMED Waiver Letters and any additional medical documents such as hospital records, consults, etc. (if applicable);

(5)Privacy Act Statement - Health Care Records DD Form 2005 (signed); and

(6)Record of Disclosure [OPNAV 5211/9](#).

d. Section 4

(1)Electrocardiograph Record.

(2)X-rays reports.

(3)Laboratory Report.

(4)Sickle Cell Trait testing results.

3. Contents of the Dental Record (if applicable)

a. Left Side of Folder

(1)Unmounted radiographs in envelopes.

(2)Sequential bite wing radiograph mounts.

(3)Panographic or full mouth radiographs.

(4) Report of Dental Exam, DD Form 2813; NAVMED 660/13.

(5) Privacy Act Statement-Health Care Records, [DD Form 2005](#) (signed); and

(6) Record of Disclosure, [OPNAV 5211/9](#).

b. Right Side of Folder. Record of Dental Care, [SF 603](#) or civilian equivalent.

4. Health and Dental Record Annual Reviews. The Health and Dental Records shall be reviewed annually by NROTC unit custodian. Health record access shall be limited to the custodian, CO, and XO only. Whenever practicable, verification of the Health and Dental Record shall be completed prior to active duty training periods. At the very minimum, the person conducting the review shall first verify the completeness, accuracy, legibility of all identifying information (name, SSN, date of birth, place of birth, and sex). A log page shall be kept recording annual verification on the top left hand side of the record. Sample NROTC Student Health Record Index and NROTC Student Dental Record Index are included as Example 9-I and Example 9-J, respectively. These indices are not mandatory but were identified as a best practice during inspections.

5. Disposition Instructions. Prior to summer training, the Health and Dental Record shall be delivered to the student along with summer training orders. Upon completion of summer training, the health record will be returned to unit custodian. Upon disenrollment or commissioning, the disposition instructions are as follows:

a. Disenrollment. As previously addressed, Health and Dental Records are only required for Scholarship and College Program Advanced Standing students. In cases of Disenrollment, Health and Dental Records will be disposed of in accordance with Chapter 4.

b. Commissioning. When any midshipman, STA-21, or MECEP is commissioned, all Service Records, Health and Dental Records shall be issued to the newly appointed officer.

## **CHAPTER 10 Ethics Concerning Financial and Operational Relationship with Non-Federal Entities**

### **10-1 General**

## **CHAPTER 10 Ethics Concerning Financial and Operational Relationship with Non-Federal Entities**

### **10-1**

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Ref: (a) 5 C.F.R. 2635.202

(b) [DoD 5500.07-R](#)

(c) 10 U.S.C. § 2102

(d) 31 U.S.C. § 3302

(e) 7 U.S.C. § 304

(f) [OPNAVINST 4001.1G](#)

(g) [NETCINST 5000.1C](#)

(h) [NETCINST 4000.1C](#)

(i) [NSTCINST 4000.1B](#)

(j) [DoDI 1000.15](#)

(k) [DoDI 1304.33](#)

1. Purpose. The purpose of this section is to provide guidance to Naval Reserve Officers Training Corps (NROTC) staff on the ethical and fiscal regulations which prohibit certain relationships with non-federal entities (NFEs) and private funds, in compliance with references (a) through (k).

2. Background.

a. Professors of Naval Science (PNSs) are in a unique professional situation. As Naval officers, PNSs are required to fulfill their military duties in full adherence to the Standards of Conduct of Employees of the Executive Branch per references (a) and (b) while simultaneously serving as a professor on a university staff pursuant to reference (c).

b. All NROTC units are federal entities for the purposes of applying government ethics rules and federal fiscal law. Midshipmen (MIDN) drill teams, MIDN color guards and honor guards, and other MIDN organizations set up or directed by NROTC unit staff are extensions of the unit for ethics and fiscal law purposes. NROTC units interact with NROTC host universities and with NFEs, such as the Navy League, Marine Corps League, alumni interest groups, MIDN booster clubs, staff wardrooms, and office-based coffee funds. Relationships between NROTC units and NFEs must abide by federal laws and rules on ethics and the provisions of federal fiscal law.

## **10-2 Basic Principles**

1. Basic Principles. The following principles of government ethics and fiscal law have particular importance to NROTC unit operations:

a. Federal appropriated and non-appropriated funds must be used only for purposes authorized by Congress. Federal resources generally may not be used to support the activities of NFEs. Congress must authorize and appropriate funds for the activities of the Department of Defense (DoD). As stated by the U.S. Supreme Court, “The established rule is that the expenditure of public funds is proper only when authorized by Congress, not that public funds may be expended unless prohibited by Congress.” *United States v. MacCollom*, 426 U.S. 317 (1976). Per reference (d), this rule also prohibits the augmentation, i.e., adding funds to currently authorized and appropriated funds, or supplementation, i.e., acquiring funds for use in areas not currently funded, of a federal program.

b. Except as specifically authorized by Congress, only federal appropriated funds may support the operations of federal agencies. Congress has provided that host universities may

provide some support for NROTC operations. Pursuant to agreements under reference (c), authorized support may include the provision of classrooms, administrative offices, storage space, government vehicle parking spaces, staff parking space, janitorial support, secretarial services, communications services, printing and publication services, facility maintenance, utilities, and grounds upkeep support. In accordance with reference (a), NROTC units may not solicit for funds nor raise funds.

c. In accordance with reference (e), NROTC units established on "Land Grant" universities may seek and use financial proceeds from the host institution's land grant endowment to fund operations of the detachment.

d. Host universities may provide scholarship funds directly to NROTC MIDN. NROTC staff shall not provide direction to the university regarding the distribution of those funds, unless direction is required by the university. In cases where the university requires direction by the NROTC staff, the staff shall establish a board to provide that direction as described in Paragraph 10-6 below. These institutions may also provide funds to student organizations that are military oriented so long as it is not for an official Department of the Navy purpose. Host universities may provide travel funds for students and faculty to attend a university or general educational event but may not supplement nor augment official Navy or Marine Corps events.

e. NROTC staff members acting on duty time or in their official capacities, using Navy or Marine Corps facilities or equipment, may not conduct NFE activities, manage NFE activities, recruit for NFEs, or endorse NFEs or their activities.

f. NROTC units may, under certain circumstances, provide limited logistical support to NFE activities, except for fundraising and membership drives. Per reference (b), such logistical support generally involves the loan of equipment or facilities to NFEs, but it generally does not include the expenditure of federal funds, the consumption of federal supplies, or the services of federal employees. Consult a Naval Service Training Command (NSTC) Ethics Counselor on questions regarding providing logistic support to NFEs.

g. NROTC staff members may not serve in management roles in NFEs by virtue of their official positions. However, due to a PNS status as professor under reference (c), a PNS or active duty staff member may serve in official university positions such as committee members, board members, department heads or similar positions typically staffed by university employees. Additionally, NROTC staff members may participate in and manage NFEs in their private capacities on their own time.

### **10-3 Non-federal Entities (NFEs)**

1. Non-federal Entities. The involvement of NROTC MIDN and officer candidates (OCs) in NFEs can enhance the overall training experience. However, there are limits to the official involvement of NROTC staff members in these organizations.

a. NROTC staff members acting in their official capacities may not dictate the organization of private groups, appoint their officers, or direct their activities. An exception to this rule is that host university rules may require organizations consisting of NROTC MIDN to have faculty advisors, who may be required to play a limited management role. See section 10-3, paragraph 2.b, below for further guidance regarding faculty advisors. While NROTC unit commanding officers (COs) may not, in their official capacity, direct the activities of NFEs, misconduct or blatant mismanagement by members of NFEs may reflect negatively upon a MIDN's or OC's potential for commissioning. Therefore, private activities may be the basis for counseling and other administrative action regarding the MIDN's or OC's status or benefits, e.g., warning, probation, leave of absence, or disenrollment.

b. Before allowing NFEs to operate within federal facilities, including, for purposes of some rules, dedicated NROTC facilities, unit COs must ensure that their activities comply with Department of the Navy (DoN) and DoD instructions. Some of the restrictions below derive from reference (j), which defines "DoD installations" to be any activity under the jurisdiction of the DoD, which would include NROTC unit workplaces.

c. NFEs operating on dedicated NROTC unit facilities may not use the name, abbreviation, trademark, or seal of any military service in their organizational names without proper authorization.

d. NFEs are responsible for ensuring their own compliance with federal, state, and local laws concerning safety, environmental compliance, and tax liability. Navy Judge Advocates and Office of General Counsel attorneys cannot provide legal advice to NFEs. NFE members should consult local government offices, such as Internal Revenue Service regional offices and state revenue offices, to obtain information on legal requirements.

e. NFEs that operate on dedicated NROTC unit facilities may not deny membership unlawfully to any person because of race, color, creed, sex, age, disability, or national origin.

f. NFE activities occurring outside DoD installations are not governed by Navy requirements regarding formal organization and chartering. Except as provided by local laws or host university rules, the organization members can decide for themselves whether to establish a

formal charter and how to organize themselves. No written approval from the Navy or Marine Corps is necessary for such organizations to operate, even if the organization is composed entirely of NROTC staff or entirely of OCs and/or MIDN.

g. NROTC unit COs should maintain positive relations with Navy and Marine Corps or university-related NFEs, including the Navy League, the Marine Corps League, NROTC booster groups, and alumni interest groups. NROTC staff members are free to participate in such organizations on their own time and in their private capacities. However, NROTC staff members must not accept leadership or management roles in NFEs if the roles are offered because of the NROTC staff member's official position.

2. Formal Contacts With NFEs. In the NROTC environment, there are two types of officials who serve as formal links between NROTC COs and NFEs: liaisons and faculty advisors.

a. Liaisons. COs may appoint or be appointed by CNSTC as liaisons to NFEs. The purpose of the liaison is to maintain Communications with the NFEs, to monitor NFE activities, and to represent Navy and Marine Corps interests to the leadership of the NFE. Liaisons may not play management roles in NFEs. "Management" includes directing the activities of the organization and determining how organization resources are used. Such appointment shall be in writing and identify the duties of the liaison.

b. Faculty Advisors. Some host universities require all student organizations to have faculty advisors as a condition for operating on the campus. In such cases, the NROTC liaison to a student organization may take on the role of faculty advisor. Usually, the duties of the university faculty advisor will be identical to the duties of the NROTC unit liaison. However, some universities may require faculty advisors to play a limited management role in the student organization. In order to fulfill their university faculty responsibilities, NROTC staff members should fulfill their faculty advisor roles in accordance with university rules and policies. Failure to obey university rules or policies can result in disciplinary action under the Uniform Code of Military Justice. NROTC staff members should assume management roles in student groups only when required by the university and only to the extent required. The NROTC unit CO must be notified of all faculty advisor positions held by NROTC staff members so the co can ensure compliance with this instruction.

3. Appearance of Navy and Marine Corps Involvement.

a. NROTC staff members must avoid creating the appearance that the Navy or Marine Corps is directing or sanctioning NFE activities. Therefore, NROTC staff members should not sign contracts on behalf of NFEs (unless they are required to do so in their university roles as

faculty advisors), and NFE correspondence must not be prepared on Navy or Marine Corps letterhead.

b. NFEs must be advised to avoid giving the appearance that they are raising funds on behalf of the Navy or Marine Corps. NROTC unit COs should not allow personnel, including MIDN and OCs, to raise funds while wearing the Navy or Marine Corps uniform or any distinctive, Navy or Marine Corps-provided clothing items.

#### **10-4 Use of Privately-Raised Funds**

##### **1. Use of Privately-Raised Funds.**

a. Organizations consisting of MIDN or OCs may wish to use their privately raised funds to support activities related to NROTC training, NROTC staff must avoid unduly influencing student organizations to use student raised funds for the benefit of the NROTC unit. NSTC Ethics Counselor guidance should be sought if any NROTC staff member will personally benefit from the use of funds raised, controlled or directed by MIDN or OCs. Privately raised funds should not be used to fund any required training.

b. NFEs, such as the Navy League, Marine Corps League, NROTC booster groups, and alumni interest groups, may wish to contribute money to particular NROTC programs. NROTC staff may not solicit such organizations; however, NROTC staff may, if asked, provide recommendations to the NFEs as to what support would be most beneficial to the NROTC Program or to the MIDN. Such situations should be handled carefully to avoid violations of any of the basic principles described in section 10-2 above. PNSs should not agree to manage such funds. Alternatively, an NFE may donate money to the host university, earmarked for the Department of Naval Science, if university procedures allow it.

c. Fundraising as a Private Activity. Federal agencies may not engage in fundraising activities or spend money raised from private sources. Therefore, the organization charts and mission directives of NROTC units and any organizations set up by NROTC COs must not contain any duty positions or missions related to fundraising or spending of private money. As an exception, if university policies permit, NROTC MIDN may administer university funds. The raising of private funds must remain within the purview of NFEs.

d. Gifts to the Navy. The NROTC unit may not accept cash gifts for deposit into specific unit accounts, and NROTC units may not administer private or "slush fund" accounts. It is

possible for Commander, Naval Service Training Command (CNSTC) to accept certain gifts in accordance reference (f).

e. Gifts to the University. If host university rules permit, NFEs, including student groups, may donate funds or goods to the university for use by Departments of Naval Science in accordance with section 10-2, paragraph (b). above. To avoid an augmentation of appropriated funds, university resources cannot be used for purely Navy or Marine Corps operations or missions, such as NROTC recruiting, unless the activity is directly linked to university recruiting, or transporting MIDN to and from Navy or Marine Corps-mandated physical examinations.

f. Gifts to Individuals. NFEs may give their funds directly to their members or other designated individuals. For instance, a MIDN fundraising group may use its funds to help MIDN pay for dining-in tickets or to pay travel expenses to help MIDN attend professional conferences.

2. Wardroom Funds and Office-Based Coffee Funds. NROTC wardrooms, enlisted messes, office-based coffee funds, and similar organizations are also NFEs. To operate within NROTC workspaces, such organizations must have written bylaws and a system to account for its funds. In accordance with reference (g), NROTC units are required to use a Command Evaluation Review Board to conduct periodic reviews of such organizations to ensure compliance with DoN and DoD regulations and this instruction. To avoid conduct prohibited by reference (k), such organizations should not include both NROTC staff and MIDN members.

## **10-5 Agreements**

1. Agreements with NFEs. References (h) and (i) prohibit COs from signing any Support Agreement (SA), i.e., Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU), without review by higher authority. Reference (i) provides guidance for the MOA and MOU process for NSTC and its subordinate units. NROTC COs will ensure SAs are first negotiated at the local level and then forwarded to NSTC N4 for NSTC and NETC staff reviews. Once NSTC and NETC staff reviews are completed, all SAs with financial obligations will be signed by CNSTC. All SAs between the DoD (including DoN) and another non-DoD federal activity, will be signed by CNSTC. Signature authority for all other SAs that do not include financial obligations is delegated to the CO or Officer-In-Charge of the unit.

## **10-6 Scholarship Boards**

1. Appointment of Scholarship Boards. Some universities have established scholarship programs and foundations for MIDN. In some cases, certain scholarships require PNSs to decide who receives scholarships. PNSs should participate in scholarship award determinations only when required by a university and only to the extent required. Additionally, PNSs should avoid being in positions where they are the sole deciding official as to who receives a scholarship or the amount of the scholarship. PNSs should appoint a committee or board to make recommendations as to who should receive the scholarship and, if necessary, the amount of the scholarship, based on established criteria. If possible, university staff such as deans or other respected university officials should be included on the board. PNSs should adhere to the recommendation of the committee in awarding the scholarship.

## **10-7 Further Guidance**

1. Further Guidance. The guidance of this section does not encompass all possible issues facing and NROTC Unit. Individual circumstances will require further guidance from the NSTC SJA staff on these and other potential ethics concerns. When in doubt concerning the guidance of this section, contact the NSTC SJA or NSTC OGC staff for clarification and assistance before taking action.

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## Appendix A

### LIST OF FREQUENTLY USED ACRONYMS

<u>Acronym</u>	<u>Definition</u>
99	All Hands
A-PES	Automated– Performance Evaluation System
AA&E	Arms, Ammunition and Explosives
ACT	American College Testing
ADSW	Active Duty for Special Work
ADT	Active Duty Training
AED	Automated External Defibrillator
AES	Active Enlisted Service
AFHPS	Armed Forces Health Professions Scholarship
AFIT	Air Force Institute of Technology
AIDS	Acquired Immunodeficiency Syndrome
AIMR	Automated Instruction Request
AMC	Air Mobility Command
AMCAS	American Medical College Application Service
AMOI	Assistant Marine Officer Instructor
AO	Authorizing Official
AP	Advanced Placement
APC	Agency Program Coordinator
AQR	Academic Qualifications Rating
ASR	Alternative Scholarship Reservation
ASTB	Aviation Selection Test Battery
ATR	Ammunition Transaction Report
AV	Audiovisual
AY	Academic Year
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
BCA	Body Composition Assessment
BDCP	Bachelor Degree Completion Program
BUDS/S	Basic Underwater Demolition/SEAL
BUMED	Chief, Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
BSN	Bachelor of Science Degree in Nursing
CAC	Common Access Card
CALT	Command and Leadership Training
CCPMD	Consolidated Card Program Management Division
CE	Command Evaluation
CEC	Civil Engineer Corps
CEAP	Civilian Employee Assistance Program
CFL	Command Fitness Leader
	Computers for Learning
CFR	Code of Federal Regulations
CFT	Combat Fitness Test
CGO	Candidate Guidance Officer
CH	Card Holder
CIC	Customer Information Code
CIF	Central Issue Facility
CMC	Commandant of the Marine Corps; Command Master Chief
CMEO	Command Managed Equal Opportunity
CNATRA	Chief of Naval Air Training

CNETC	Commander, Naval Education and Training Command
CNO	Chief of Naval Operations
CNP	Chief of Naval Personnel
CNRC	Commander, Navy Recruiting Command
CNRFC	Commander, Navy Reserve Forces Command
CNSB	Continuous National Selection Board
CNSTC	Commander, Naval Service Training Command
CO	Commanding Officer
COMNAVRESFORCOM	Commander, Naval Reserve Forces Command
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMNAVSAFECEN	Commander, Naval Safety Center
COR	Contracting Officer's Representative
CORTRAMID	Career Orientation and Training for Midshipmen
CP	College Program(mer)
CPR	Cardiopulmonary Resuscitation
CSB	College Scholarship Branch
DAT	Dental Aptitude Test
DCNO	Deputy Chief of Naval Operations
DCP	Degree Completion Plan
DEERS	Defense Enrollment Eligibility Reporting System
DEPSECDEF	Deputy Secretary of Defense
DFAS	Defense Finance and Accounting Service
DJMS-RC	Defense Joint Military Pay Systems – Reserve Component
DLA	Defense Logistics Agency
DNS	Department of Naval Science
DLPT	Defense Language Proficiency Test
DMA	Defense Mapping Agency
DoD	Department of Defense
DODAACs	Department of Defense Activity Address Codes
DODFMR	Department of Defense Financial Management Regulation
DoDMERB	Department of Defense Medical Examining Review Board
DoN	Department of Navy
DONCAF	Department of Navy Central Adjudicating Facility
DOR	Drop On Request
DOT	Department of Transportation
DPSO	Defense Printing Service Office
DRMO	Defense Reutilization and Marketing Office
DTS	Defense Travel System
DUINS	Duty Under Instruction Students
EAP	Emergency Action Plan
EB	Executive Board
ECP	Enlisted Commissioning Program
EB	Electronic Business/Executive Board
EC	Electronic Commerce
EDA	Electronic Document Access
EDI	Electronic Document Interchange
EDM	Electronic Document Management
EDW	Electronic Document Workflow
EFT	Electronic Funds Transfer
EKG	Electrocardiography
EO	Equal Opportunity
EOD	Explosive Ordinance Disposal
ESA	Educational Services Agreement
ET	Electronic Transmission
FAR	Federal Acquisitions Regulations
FASTDATA	Fund Administration and Standardized Document Automation System

FECA	Federal Employees Compensation Act
FED-MALL	Federal E-commerce Shopping Mall
FEP	Fitness Enhancement Program
FHTNP	Fleet Hometown News Program
FICA	Federal Insurance Contribution Act
FLC	Fleet Logistics Center
FLCSD	Fleet Logistics Center San Diego
FMR	Financial Management Regulation
FOREXTRAMID	Foreign Exchange Midshipman Training Program
FOFAR	Flight Officer Flight Aptitude Rating
FPM	Federal Personnel Manual
GBI	Gained by Inventory
GCPC	Government Commercial Purchase Card
GMT	General Military Training
GPA	Grade Point Average
GRE	Graduate Record Examination
GSA	General Services Administration
GTR	Government Travel Request
HA	Head of Activity
HAV	Hepatitis A virus
HBCU	Historically Black College or University
HIV	Human Immunodeficiency Virus
HRA	Human Resources Assistant
HRO	Human Resources Office
HT	Height
IDIQ	Indefinite-Delivery-Indefinite-Quantity
IFS	Introductory Flight Screening
IG	Inspector General
IGEP	Immediate Graduation Education Program
IM	Instructional Materials
INS	Immigration and Naturalization Service
IOP	Internal Operating Procedures
IPV	Inactive Polio Virus
IRR	Individual Ready Reserve
IRS	Internal Revenue Service
ISR	Immediate Scholarship Reservation
IT	Information Technology
ITPR	Information Technology Purchase Request
I&I	Inspector and Instructor
JER	Joint Ethics Regulations
JTR	Joint Travel Regulations
JPAS	Joint Personnel Adjudication System
JUMS	Joint Unit Management System
LBI	Loss by Inventory
LREC	Language, Regional Expertise and Culture
LES	Leave and Earning Statement
LOA	Leave of Absence
MALT	Monetary Allowance in lieu of Transportation
MANMED	Manual of the Medical Department
MARAD	Maritime Administration
MARADMIN	Marine Administrative Message
MARPAT	Marine Pattern
MCAT	Medical College Aptitude Test
MCJROTC	Marine Corps Junior Reserve Officers Training Corps
MCP	Management Control Program
MCHQ	Marine Corps Headquarters

MCRC	Marine Corps Recruiting Command
MCRISS	Marine Corps Recruiting Information Support System
MCO	Marine Corps Order
MECEP	Marine Enlisted Commissioning Education Program
MEDC	Midshipman Embarkation/Debarcation Coordinator
MEDT	Midshipman Embarkation/Debarcation Team
MEPS	Military Entrance Processing Station
MGIB	Montgomery GI Bill
MICP	Manager's Internal Control Program
MIDN	Midshipman/Midshipmen
MILPERSMAN	Military Personnel Manual
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MLOA	Medical Leave of Absence
MMC	Merchant Marine Credential
MMR	Measles-Mumps-Rubella
MMR	Merchant Marine Reserve (is now SSOF)
MOI	Marine Officer Instructor
MOL	Marine Online
MOS	Military Occupational Specialty
MPN	Military Personnel, Naval
MRE	Meals Ready to Eat
MSSA	Military Selective Service Act
MSC	Military Sealift Command
MSISR	Minority Serving Institution Scholarship Reservation
MTA	Military Transportation Authorization
MTF	Military Treatment Facility
MTR	Mandatory Turn-in Repairables
MWR	Morale Welfare and Recreation
MWT	Mountain Warfare Training
MWTC	Mountain Warfare Training Center
N1	Manpower
N3 (NSTC)	Planning and Program Requirements
N4	Logistics
N6	Information Technology
N5/7 (NSTC)	Training/Development
N8	Comptroller
N9 (NSTC)	NROTC Officer Development
NACLC	National Agency Check with Local Agency and Credit Checks
NAMI	Naval Aerospace Medical Institute
NASC	Naval Aviation Schools Command
NCLEX-RN	National Council Licensure Examination for Nurses
NCMIS	Navy College Management Information System
NEC	Naval Enlisted Classification Code
NETFOCUS	Naval Education and Training Future Officer and Citizenship User System
NETPDC	Naval Education & Training Professional Development Center
NEXCOM	Navy Exchange Service Command
NIIN	Navy Item Identification Number
NFO	Naval Flight Officer
NKO	Navy Knowledge On-line
NJP	Non-judicial Punishment
NJROTC	Junior Naval Reserve Officers Training Corps
NMCC	National Military Command Center
NNDCC	Navy National Defense Cadet Corps
NNPP	Naval Nuclear Propulsion Program
NOC	Naval Operations Center
NOMI	Naval Operational Medicine Institute

NOSC	Naval Operational Support Center
NOSS	NROTC Online Supply System
NPC	Navy Personnel Command
NPO	Nuclear Programs Officer
NPQ	Not Physically Qualified
NPS	Naval Postgraduate School
NR	Naval Reactors
NRC	Navy Recruiting Command
NRCC	Navy Regional Contracting Center
NRCFNG	Navy Recruiting Command Fitness and Nutrition Guide
NRD	Navy Recruiting District
NROTC	Naval Reserve Officers Training Corps
NROTCU	Naval Reserve Officers Training Corps Unit
NRFI	Not Ready for Issue
NSI	New Student Indoctrination or Naval Science Institute
NSN	National Stock Number
NSTC	Naval Service Training Command
OC	Officer Candidate
OCC	Officer Candidates Course
OCIE	Organizational Clothing and Individual Equipment
OCS	Officer Candidate School
OGC	Office of General Counsel
OIC	Officer in Charge
OMN (O&MN)	Operation and Maintenance, Navy
OMPF	Official Military Personnel File
OPM	Office of Personnel Management
OPMIS	Officer Program Management Information System
OPNAV	Chief of Naval Operations
OPTAR	Operating Target
ORF	Official Representation Funds
ORM	Operational Risk Management
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
OTC	Officer Training Command
OWCP	Office of Workers' Compensation Program
PARFQ	Physical Activity Risk Factor Questionnaire
PCCs	Professional Core Competencies
PCS	Permanent Change of Station
PD	Position Description
PFAR	Pilot Flight Aptitude Rating
PLC	Platoon Leaders Course
PME	Professional Military Education
PMR	Procurement Management Review
PFA	Physical Fitness Assessment
PFT	Physical Fitness Test
PNS	Professor of Naval Science
POC	Point of Contact or Privately Owned Conveyance
POV	Privately Owned Vehicle
PPM	Personal Property Manager
PQ	Physically Qualified
PRB	Performance Review Board
PRIMS	Physical Readiness Information Management Systems
PRT	Physical Readiness Test

PSD	Personnel Support Detachment
PSI	Personnel Security Investigation
PT	Physical Training
RFA	Request for Appointment
RFI	Return of Ready for Issue
RIS	Request for Information Services
RL	Restricted Line
RLSO	Region Legal Service Office
RO	Reviewing Officer
ROD	Regulations for Officer Development Programs
	Report of Discrepancy
ROTC	Reserve Officers Training Corps
RP,N	Reserve Personnel, Navy
RS	Reporting Senior
RSO	Range Safety Officer
RTC	Recruit Training Command
RTN	Routing Number
SAAR	System Authorization Access Request
SAPR	Sexual Assault Prevention and Response
SARC	Sexual Assault Response Coordinator
SAT	Scholastic Aptitude Test
SC	Staff Corps
SCI	Sensitive Compartmented Information
SDAP	Special Duty Assignment Pay
SEAL	Sea/Air/Land
SECDEF	Secretary of Defense
SECNAV	Secretary of the Navy
SELRES	Selected Reserve
SGLI	Serviceman's Group Life Insurance
SIK	Subsistence in Kind
SIP	Student Incentive Payment
SJA	Staff Judge Advocate
SMA	State Maritime Academy
SNA	Student Naval Aviator
SNDL	Standard Navy Distribution List
SNFO	Student Naval Flight Officer
SNM	Said Named Midshipman/Marine
SPECOPS	Special Operations
SPECWAR	Special Warfare
SRB	Selective Reenlistment Bonus
SSBI	Single Scope Background Investigation
SSIC	Standard Subject Identification Code
SSM	Strategic Sealift Midshipmen
SSMP	Strategic Sealift Midshipmen Program
SSN	Social Security Number
SSO	Strategic Sealift Officer
SSOF	Strategic Sealift Officer Force
STA-21	Seaman to Admiral-21 Program
STO	Standard Transfer Order
SUBPAY	Submarine Duty Incentive Pay
S-DVI	Service Disabled Veterans Insurance
T&A	Time and Attendance
TAC	Transportation Account Code
TBS	The Basic School
TCO	Test Control Officer
TDY	Temporary Duty
TOTM	Tailored Operational Training Meals

TR	Transportation Request
TS	Top Secret
TTO	Training Time Out
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
URL	Unrestricted Line
URM	Undersea and Radiation Medicine
U.S.C.	United States Code
USCIS	U.S. Citizenship and Immigration Services
USCG	United States Coast Guard
USMC	United States Marine Corps
USMCR	United States Marine Corps Reserve
USMMA	United States Merchant Marine Academy
USMMO	United States Merchant Marine Officer
USN	United States Navy
USNA	United States Naval Academy
USNR	United States Navy Reserve
USUHS	Uniformed Services University of the Health Sciences
VA	Veterans Administration
	Victim Advocate
VWAP	Victim and Witness Assistance Program
WAWF	Wide Area Work Flow
WHOI	Woods Hole Oceanographic Institution
WT	Weight
XO	Executive Officer

# Appendix B

NSTC M-1533.2F

6 Feb 2025

## GENERAL GUIDELINES FOR PERFORMANCE DEFICIENCIES

		Warning	Probation PRB on rqst	LOA PRB Req'd	Disenroll PRB Req'd	Comments*
	<b>Academics</b>					
1	1st Term < Standards, but within .25					Academic Standards: Term/Cum GPA 2.50 on 4.0 scale STA21 Nuc and CEC - Term/Cum 3.00 on 4.0 scale STA21 Nuc - PRB is required for: (see Ch 3 & App N) Any Term < 2.75, Consecutive Terms or Cum <3.00, Any failure
2	2nd Term < Standards, or a Term more than .25 < Standards					
3	3rd Term < Standards					
4	Consecutive Terms more than .25 < Standards					
5	Cum < Standards w ≤ 3 sems (4 qtrs) reported					
6	Cum < Standards w > 3 sems (4 qtrs) reported					
7	C- or below in any tech course STA-21(N)					
8	Fail/incomplete any course					
9	Fail/incomplete program required course					
10	Placed on academic probation by academic institution					
11	Fail Calc/ Phys					
12	Fail Calc/ Phys (repeat)					
13	Not completing Calc/Phys within time requirements					Time-of-completion waivers may be requested per Chapter 3
14	Not completing Math/Science within time requirements					
15	Enrolling in < 12 semester credits					PNS may grant permission ahead of time (15-18 Credits is normal)
16	Withdrawal from NROTC program or otherwise required course					PNS may grant permission ahead of time
17	Fail to correct probation stipulations					
18	Failure to correct LOA stipulations					
	<b>Aptitude</b>					
19	Minor offense					
20	1st Term with 2.0 < Aptitude Grade < 2.5					
21	2nd Term with 2.0 < Aptitude Grade < 2.5					
22	Year Aptitude Grade Average < 2.0					
23	Failure to correct Probation or LOA stipulations					
	<b>Disciplinary</b>					
24	Willful failure of academic, conduct, of physical readiness					
25	Major offense or pattern of minor offenses					
26	Wrongful drug use					
	<b>Physical Readiness</b>					
27	Mock/inventory PFA < Standards					Standards: BCA: Navy M:23% F:34% USMC varies w/score see Ch. 3 PFT: Good Low/235
28	1st Official < Standards					
29	2nd Official < Standards					
30	2nd Official < Standards w/in 3 yrs					
31	1/C 1st Official < Standards					<b>Do not commission w/o a 1/C Official PFA/PFT &gt; Standards</b>
32	1/C 2nd Official < Standards					<b>Do not commission w/o a 1/C Official PFA/PFT &gt; Standards</b>
	<b>Other</b>					
33	Dropped from OCS (not invited back)					May request change of option
34	Failure to select 2 years before estimated commissioning date					Must be Scholarship of Advanced Standing to continue program
35	Conscientious objector					Consult with OD4 and Staff Judge Advocate
36	Dropped by academic institution					
37	Failure to enroll in school or in Naval Science courses					
38	MCRC directed disenrollment					
39	Medically Disqualified					
40	Multiple simultaneous deficiencies (Academics Aptitude, Disciplinary, etc..)					

Determination of the appropriate action requires the wisdom and judgement of the PNS and in more significant cases is based on the findings and recommendations of the PRB. The shading provides an idea of the most common disposition of certain infractions.

\* Comments here are reminders of the standards and are not intended to impose/modify any requirements. See appropriate chapter for detailed standards.

More than 2 terms of probation for the same area of deficiency requires written approval from OD

More than 1 term of LOA for the same area of deficiency requires written approval from OD

	Action not appropriate
	Least likely to be appropriate
	Most likely to be appropriate

## **Appendix C**

### **NROTC/SSMP COURSE REVISION PROCESS**

#### **1. Curricula Management Responsibilities.**

a. NSTC Chief Academic Officer, NSTC N9, is the approval authority for all NROTC and SSMP course curricula.

(1) NSTC N9 shall direct a comprehensive review of course curricula for each NROTC or SSMP course no later than three years from the date of the current guide. The curriculum guide shall be republished, regardless of the extent of changes, no later than four years from the date of the current guide.

(2) NSTC N9 may direct targeted reviews if necessitated by other factors (e.g. new technology, revised textbooks, mandates by higher authority). The manner of approval and promulgation of any needed changes will depend on the significance of the change as described below.

b. Course Coordinators are responsible for conducting course reviews and drafting revisions as directed. For more involved reviews, N9 may assign a small task force to be chaired by the Course Coordinator or the Course Coordinator Action Officer to assist in these responsibilities.

#### **2. Curriculum Review. Conduct of the course review.**

a. Comprehensive Reviews. Comprehensive reviews encompass all aspects of the course and at a minimum will consider:

(1) Fleet input on relevant changes in the fleet since the guide was last published.

(2) Feedback on student mastery of the currently covered Professional Core Competencies from NROTC and/or SSMP professors teaching the course.

(3) Modifications to the Professional Core Competencies the course covers.

(4) Feedback on course modifications made to obtain credit hours and other requested curriculum guide improvements from NROTC and/or SSMP professors teaching the course.

(5) New or revised texts, instructional aids or other resources relevant to the subject material.

b. Targeted Reviews. As targeted reviews are intended to address a specific need or concern, N9 will provide direction to the course coordinator as to scope and process of the review.

#### **3. Change Approval Processes.**

a. If no changes are warranted, the Course Coordinator Unit Commanding Officer shall notify NSTC N9 in writing that the directed review of the course was conducted with no change action necessary.

b. If a simple revision is warranted and can be accomplished with pen-and-ink changes:

(1) The Course Coordinator Unit Commanding Officer shall advise NSTC N9 on the plan of action and timeline to revise the curriculum.

- (2) The Course Coordinator Action Officer (AO) shall draft the change entry instructions.
- (3) The Course Coordinator Unit Commanding Officer shall endorse the draft document and submit to NSTC N9, with a summary of the changes made to the current curriculum guide.
- (4) NSTC N9 will review the draft for completeness, and resolve any questions/issues.
- (5) NSTC N9 will compile an Official Mail Message and upon approval by NSTC N9, distribute to all units.

c. If a changes is warranted that involves a major portion of the curriculum guide:

- (1) The Course Coordinator Unit Commanding Officer shall advise NSTC N9 on the plan of action and timeline to revise the curriculum.
- (2) The Course Coordinator Action Officer shall compile a draft of the revised curriculum.
- (3) The Course Coordinator Unit Commanding Officer shall forward the draft guide to N9, along with a summary of changes that were made to the current guide.
- (4) N9 shall direct three Professors of Naval Science to conduct a peer review of the draft guide. This peer review may be conducted as a pilot of the course when directed by N9.
- (5) The Course Coordinator Action Officer shall finalize the revision, as appropriate, based on the feedback received from the other units.
- (6) The Course Coordinator Unit Commanding Officer shall forward the final draft to NSTC N9 with an official endorsement.
- (7) NSTC N9 shall conduct a quality check of the final draft and submit it via the chain of command for approval.
- (8) NSTC N9 will compile information on the change into an Official Mail Message and upon approval by NSTC N9, distribute to all units.

4. Quality Standards. In constructing draft curriculum guides Course Coordinators shall ensure the following minimum standards are met:

- a. The format must remain the same as the current curriculum guide.
- b. All relevant Professional Core Competencies (PCCs) and learning objectives in the draft guide are adequately covered and any changes from those currently covered in the course are clearly annotated.
- c. All texts, instructional aids, and other resources cited in the draft guide are relevant and available and any changes from those currently cited in the course are clearly annotated.
- d. The draft guide has been proofread and is free from grammatical, spelling, and format errors.

## Appendix D

### MEDICAL INFORMATION (INCLUDING PRE-COMMISSIONING PROCESS CHECK LIST)

1) Navy and Marine Corps MIDN, OCs, and MECEPs to commission to the general duty URL (SWO), SSO, Marine Ground, Restricted Line (RL), or Staff Corps submit the following information to BUMED via WebWave II (process can start within 18 months of commissioning):

TABLE 1	
CO's endorsement to commission the enrollee. Helpful if it includes intended designator, most recent fitness test scores and status of completion of required training (e.g., senior cruise, OCS)	
Original DODMERB physical exam and/or a separate DD2807 and DD2808, performed within 5 years of the commissioning date (not date of stamp). Ensure that eye exam is included, often done on a separate page (Report of Optometric Screening) and any remedial documentation that was submitted to DODMERB.	
Annual Certificates of Physical Condition forms NSTC Form 1533/107 for each year since time of DODMERB physical or affiliation with the NROTC program.	
Results of current HIV (current within 2 years)	
Results of current PAP (within 3 years for MIDN with a cervix age 21 and older)	
Dental exam (current within 1 year of submission)	
Copy of any medical treatment records for any interim significant medical conditions that have occurred since enrollment	
Confirm previous BUMED letters in WebWave. Upload any missing files that were requested but not previously submitted.	
Obtain BUMED Pre-commissioning physical qualification letter and place in medical record. If MIDN is not physically qualified but BUMED recommends a waiver, forward to N92A for endorsement. Place endorsed letter in medical record. Once physically qualified or waiver granted, update OPMIS.	
If your package has been submitted for over 60 days with no BUMED pre-commissioning physical qualification letter visible in WebWave II, please contact N92A.	

2) Navy and Marine Corps MIDN, OCs, and MECEPs to commission into Aviation pipeline:

TABLE 2	
Complete flight physical (within 2 years) performed by a flight surgeon. Flight surgeon will enter and submit the physical into the AERO database which is a direct link to NAMI.	
Anthropometric data record uploaded into AERO database	
If your package has been submitted for over 90 days with no response from NAMI, please contact N92A.	

- a) The Aeromedical Reference Waiver Guide (ARWG) can be found at <https://www.med.navy.mil/Navy-Medicine-Operational-Training-Command/Naval-Aerospace-Medical-Institute/Aeromedical-Reference-and-Waiver-Guide/>
- b) Note: Medical tests or exams will not be reimbursed for special duty (e.g., corneal refractive surgery to become a pilot).
- c) Please contact N92A for directions on obtaining an AERO account. You will have the ability to download/upload documents, view the aeromedical waiver status, and see the communication between the examining flight surgeon and NAMI through the AERO program.

3) Navy and Marine Corps MIDN, OCs, and MECEPs to commission into nuclear pipeline: complete all of the steps in table 1. In addition, submit the below documents to Undersea and Radiation Medicine (M3/50M2).

TABLE 3	
BUMED pre-commissioning physical qualification letter. It is imperative URM receives all documentation of any special medical evaluation. This is of particular importance in terms of the nuclear field duty pipeline (psychiatric diagnoses and psychotropic medications cause the greatest concern).	
Complete physical by Undersea Medical Officer (within 2 years of commissioning date, and as MTF scheduling policy directs).	
Ionizing radiation medical exam	
If your package has been with URM for over 60 days with no correspondence, please notify N92A	

Commissioning packages can be submitted through Web Wave II

4) Navy and Marine Corps MIDN, OCs and MECEP students to commission into SPEC OPS: complete all of the steps in table 1. In addition, submit the below documents to Undersea and Radiation Medicine (URM):

TABLE 4	
BUMED pre-commissioning physical qualification letter. It is imperative URM receives all documentation of any special medical evaluation related to any history of musculoskeletal injuries, surgeries, etc.	
Complete physical by Undersea Medical Officer (within 2 years of start of training date (unless Special Operations which is one year from start of training))	
If your package has been with URM for over 60 days with no correspondence, please notify N92A.	
If waiver was required for entry into the program or commission, the unit should inform examining UMO, provide documentation of condition requiring a waiver, and request an SF600 from UMO for SPECOPS waiver consideration.	

Commissioning packages can be submitted through Web Wave II: Bureau of Medicine and Surgery, Undersea Medicine and Radiation Health (N35)

5) Corneal Refractive Surgery information for NROTC students

REF: NAMI WAIVER GUIDE Chapter 12.15:

<https://www.med.navy.mil/sites/nmotc/nami/arwg/Pages/AeromedicalReferenceandWaiverGuide.aspx>

**Refractive surgery (PRK/LASIK/SmILE) without visually significant side effects is not considered disqualifying (NCD) for applicants that are within the refractive parameters outlined on this page. Patients whose pre-operative refractions fall outside these parameters are considered disqualified (CD), but may be considered for a waiver on a case-by-case basis, depending on aviation class / military duty status.**

**Pre-op Refractive Limits to be NCD:**

**Refractive Limits (SNA):** +3.00 to -8.00 Spherical Equivalent. Cylinder:  $\leq \pm 3.00D$ . Anisometropia:  $\leq 3.50D$

**Refractive Limits (SNFO, ATC, UAS):** +6.00 to -8.00 Spherical Equivalent. Cylinder:  $\leq 6.00D$ . Pre-op anisometropia:  $\leq 3.50D$

**Waiver submission requirements for Applicants**

- Flight Physical eye exam completed at least 6 months after the last refractive/augmenting procedure.
- No ongoing or active ophthalmologic complaints, treatment, or need for ophthalmic medications.
- Stable post-surgical refraction as demonstrated by two separate refractions performed at least 30 days apart and differing by no more than  $\pm 0.50 D$  (sphere) and no more than  $\pm 0.25 D$  (cylinder).
- Post-operative manifest refractive error within applicant standards for the job desired
- Post-operative cycloplegic refraction, if required (required only for SNA applicants)
- Implantable Collamer Lenses are **ONLY** considered for waivers for SNFO/ATC/UAS. Waivers are not considered for SNA.

The CRS AMS worksheet is required to be submitted in AERO to NAMI Code 53HN **for ALL refractive surgery procedures** (both NCD and CD) once stability and six month post-op time period is met.

Clear Lens Extraction is typically not waiverable in applicants, but may be considered for SNFO/ATC.

**Other forms of refractive surgery**, or any vision or corneal manipulation or surgery, including **RK** (radial keratotomy), **LTK** (laser thermal keratoplasty), and **ICR** (intracorneal ring), unless specifically included in the waiver guide are **permanently disqualifying (CD/WNR)** for all aviation duty Class I, II, III and IV personnel.

The preferred technique for CRS in aviation personnel is the All-laser wavefront-guided LASIK (custom intralase LASIK) or Small Incision Lenticule Extraction (SmILE), as these custom treatments may increase visual acuity and ultimate vision outcome, while minimizing the risk of the significant haze complications occasionally seen after PRK.

LASIK/SmILE is not a requirement for flight, and does not improve the chances of qualification for aviation training over PRK. Not all members are candidates for LASIK/SmILE, and after being screened by the surgeon, PRK may be the better option for certain cases. The final decision on performing PRK vice LASIK/SmILE should be made by the ophthalmologist in conjunction with a well-educated patient. For additional information, contact the NAMI EYE DEPARTMENT:

[usn.pensacola.navmedotcnaefl.list.nami-ophthal@health.mil](mailto:usn.pensacola.navmedotcnaefl.list.nami-ophthal@health.mil)

To request a waiver for history of refractive surgery, utilize NMOTC Form 6410/12.

## **Appendix E**

### **PERFORMANCE REVIEW BOARD GUIDE**

#### **1-1 PREFACE**

**Note:** A Performance Review Board (PRB) is not a judicial proceeding, but rather an informal administrative hearing. However, a PRB shall be conducted with formality and decorum. Testimony under oath is not necessary. In the event the proceedings are not recorded, the recorder should take sufficient notes in order to prepare such summaries. A verbatim transcript is not required.

The following abbreviations will be used throughout this guide.

**SM:** Senior Member of the Board

**REC:** Recorder

**STU:** Student

**WIT:** Witness

A. Any objections may be considered and ruled on by the senior member if necessary to the fairness of the proceedings. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the hearing will be adjourned until order is restored. The rulings of the senior member are final with respect to the proceedings, but are subject to review by higher authority.

B. The board shall not be limited to only considering those performance shortcomings listed as reasons for the PRB specified in the student notification letter. Rather, the board will be allowed to consider and make its findings and recommendations on any additional grounds that are discovered during the hearing. However, the student shall be afforded the right to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.

C. Again, testimony under oath is not necessary. If testimony under oath is preferred, the recorder should administer the following oath: "Do you swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth?"

## 1-2 COMING TO ORDER

**SM:** The board will come to order. The recorder shall record the time, date, and place of hearing.

**Note:** The recorder should record the time and date of the opening and closing of each session of the board and the presence (or absence) of all parties (board members, recorder, and student).

**SM:** The board is convened by an order of the appointing authority, \_\_\_\_\_,  
dated \_\_\_\_\_.

The following persons named in the convening order are present:

Senior Board Member: \_\_\_\_\_  
Member: \_\_\_\_\_  
Member: \_\_\_\_\_  
Non-Voting Member: \_\_\_\_\_ (if applicable)  
Recorder: \_\_\_\_\_  
Student: \_\_\_\_\_

**SM:** This board has been convened for the purpose of considering the pertinent facts relating to the case of **(student's name, rank and unit)**, who is being reviewed by this board on the following basis:  
\_\_\_\_\_. (Note: The SM shall only provide statements of fact pertaining to the nature of the board.)

**SM:** The possible outcomes of this board include recommendations to the Professor of Naval Science (PNS) of: (1) no action, (2) issuance of a 30-day compliance letter to investigate medical concerns, (3) warning, (4) probation, (5) leave of absence, and (6) interim leave of absence pending disenrollment by the appropriate authority. If disenrollment is recommended by the PNS and approved by the appropriate authority, ASN Directed Active Enlisted Service and recoupment are possible outcomes.

**SM: (Student's name),** If you elect, I shall now review with you your rights in connection with this hearing. If you have any questions about any of these rights, do not hesitate to ask me. You have been previously informed of these rights by letter dated \_\_\_\_\_. Do you wish me to review your rights again?

- a. You may appear in person before this board.
- b. You may challenge a member of this panel for cause. I will make the final determination of a member's suitability to serve on this board. If I am the member that you wish to challenge, the PNS will determine my suitability.
- c. You may submit a written statement in your own behalf to the board.
- d. You may present documents or witnesses in your own behalf, at your own expense.
- e. You may review your record prior to the convening of this board.

**SM: (Student's name),** do you have any questions concerning your rights or procedures before this board?

**STU:** (No, Sir/Ma'am.) or (\_\_\_\_\_).

**SM:** Do you wish to challenge any member of this panel for cause? (If yes, the SM will determine the appropriateness of replacing the board member. If the challenge regards the SM, the PNS will be contacted to make the determination of suitability).

**SM:** Is the recorder ready to present the case on behalf of the command?

**REC:** The recorder is ready to proceed.

### 1-3 COMMAND'S CASE

**REC:** The following documents are presented for the board's consideration in this matter:

**Exhibit 1:** Copy of the PRB Convening Order, including signed Privacy Act Statement.

**Exhibit 2:** Proof of delivery of the Convening Order and receipt of all materials provided.

**Exhibit 3: Note:** The recorder must present documentary evidence, which documents the student's deficiencies, e.g., counseling sheets, witness statements, preliminary inquiry (if applicable), etc.

**Exhibit 4:** Copy of ROD Appendix B.

**REC:** The recorder intends to call the following witnesses:

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**REC:** The first witness is (**full name, grade, and duty station**).

**REC:** Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

**WIT:** \_\_\_\_\_

**REC:** Do you know the student in this case?

**WIT:** \_\_\_\_\_

**Note:** The recorder will now be afforded a full opportunity to question the witness. At the senior member's discretion, any board member and the student may question the witness.

**SM:** You may be excused.

**REC:** (After all witnesses have testified.) I have nothing further to present.

**SM:** (**Student's name**), you have already indicated an understanding of your rights at these proceedings. Do you have any documents or witnesses you would like to present to this board?

**STU:** (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.).

#### **1-4 STUDENT'S CASE**

**SM:** (**Student's name**), do you and/or your counsel or representative wish to make an opening statement?

**SM:** (**Student's name**), please present your documents to the board at this time.

**Note:** At this point in the proceedings, the student may present documentary evidence. If documents are presented in the student's behalf, the exhibits should be marked as **Exhibits A, B, C**, etc.

**SM:** (**Student's name**), please present your witnesses at this time.

**Note:** At this point in the proceedings, the student may present witnesses. If witnesses are presented, the following procedure should be used.

**REC:** Would you state your name, rank, unit, and armed force? (If civilian, state name and mailing address.)

**WIT:** \_\_\_\_\_

**REC:** Do you know the student in this case?

**WIT:** \_\_\_\_\_

**Note:** The student will now be afforded a full opportunity to question the witness. At the senior member's discretion, any board member and the recorder may question the witness.

**SM:** You may be excused.

**Note:** After the student's witnesses have testified, the student is afforded an opportunity to make a statement.

## **1-5 STUDENT'S CLOSING STATEMENT**

**SM: (Student's name)**, this is the time for you to submit a written statement. You may also make an oral statement on your own behalf at this time. Additionally, you may elect to have your counsel or representative make a statement at this time. You are not required to make a written statement or an oral statement.

**SM: (Student's name)**, do you want to submit a written statement?

**STU:** (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.)

**Note:** The student may have already presented his/her written statement with his/her documentary evidence. If so, the senior member should confirm that the student intends such document as his/her written statement in his/her own behalf.

**SM: (Student's name)**, do you and/or your counsel or representative want to make a closing statement?

**STU:** (No, Sir/Ma'am.) or (Yes, Sir/Ma'am.)

**STU:** \_\_\_\_\_

**Note:** At the senior member's discretion, any board member may ask the student to clarify any testimony or statements brought before the board.

## **1-6 BOARD CLOSING AND ADJOURNMENT**

**SM:** This board will close for deliberations.

**Note:** When the board deliberates, only the voting members will be present. To prevent the appearance of undue command influence, vote by secret ballot is required. A simple majority will determine the finding(s) of fact and the outcome. Upon reaching a decision, the senior member will reconvene the board (to include the recorder, the student and any witnesses the student desires).

**SM:** This board will come to order. This board has concluded its deliberations. The board makes the following **FINDINGS OF FACT:**

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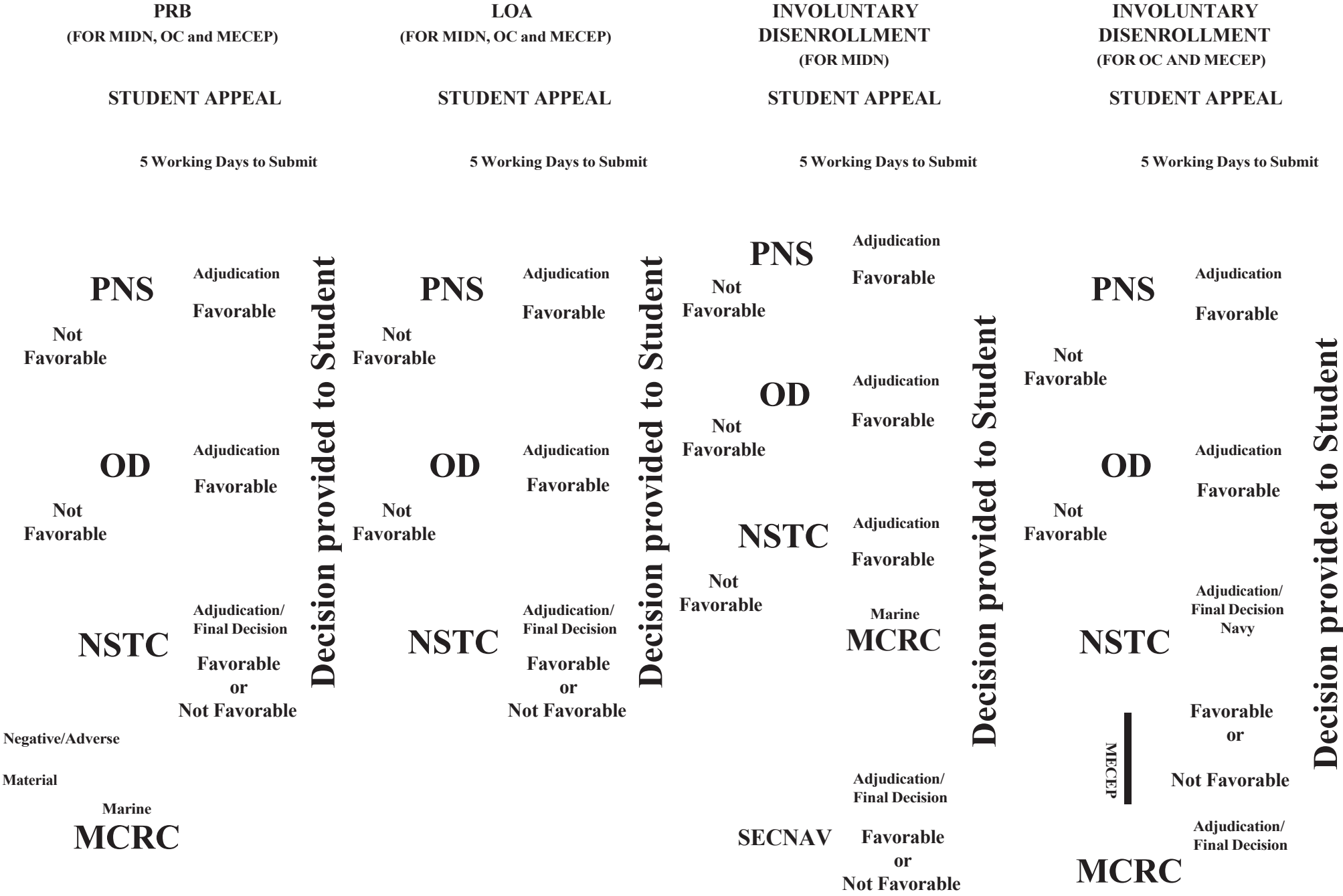
**SM:** This board, by a vote of \_\_\_\_ to \_\_\_\_, **RECOMMENDS** the above findings of fact:

**SM:** This board, by a vote of \_\_\_\_ to \_\_\_\_, **RECOMMENDS:** no action / issuance of a 30-day compliance letter to investigate medical concerns / warning / probation / leave of absence / leave of absence pending disenrollment.

**Note:** If the board recommends disenrollment for a student who has incurred an obligation, they shall also make a recommendation regarding recoupment or ASN Directed AES.

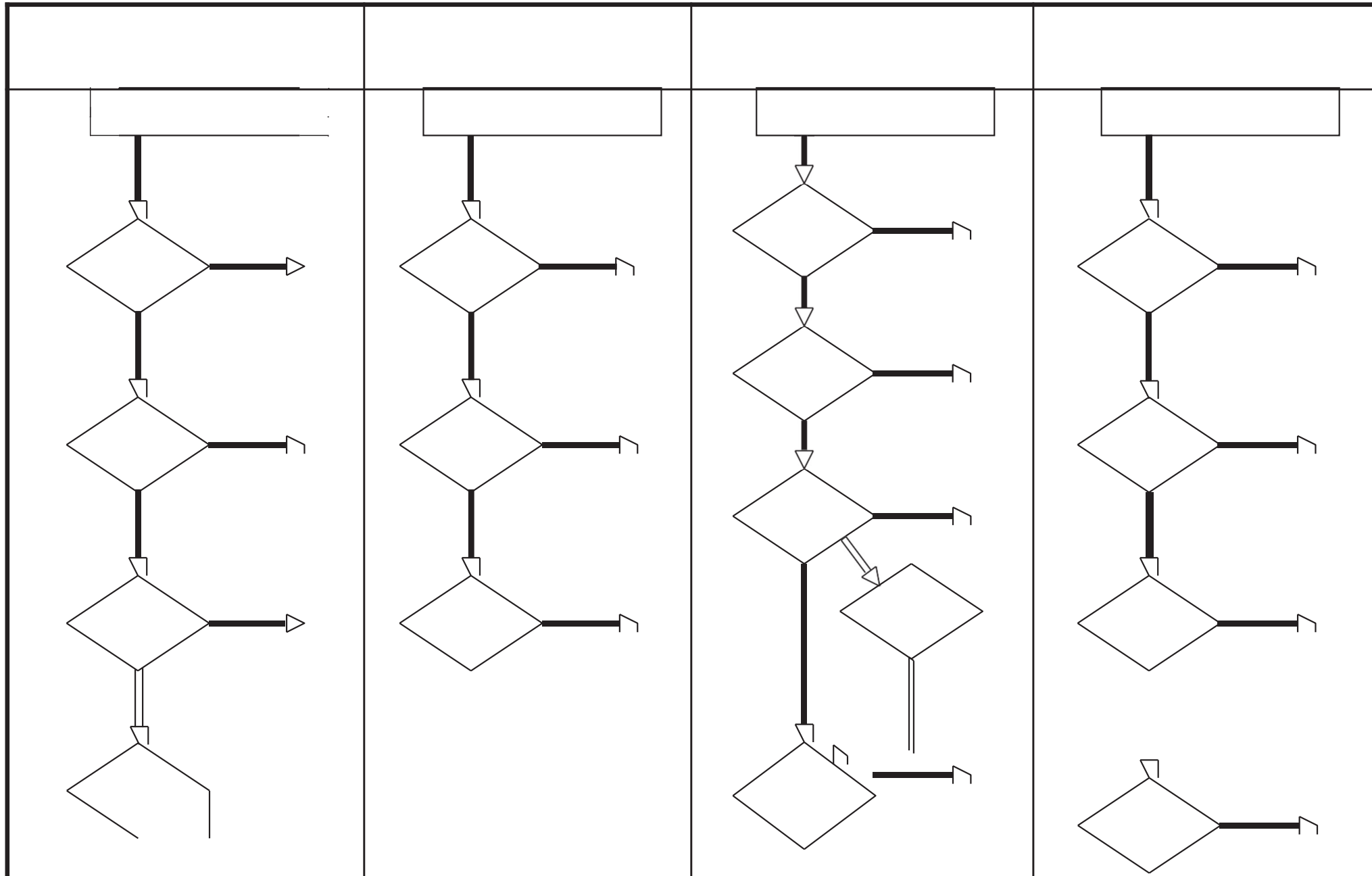
**SM:** The board is adjourned at (time and date).

Appendix F  
CHAIN OF APPEAL



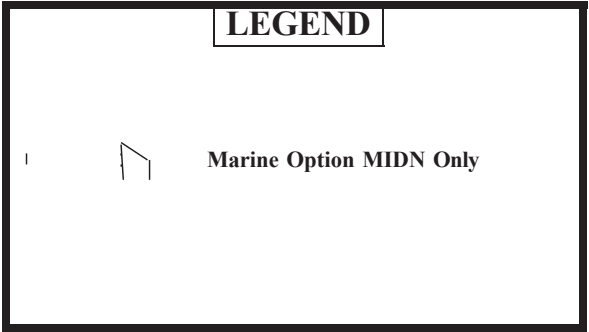
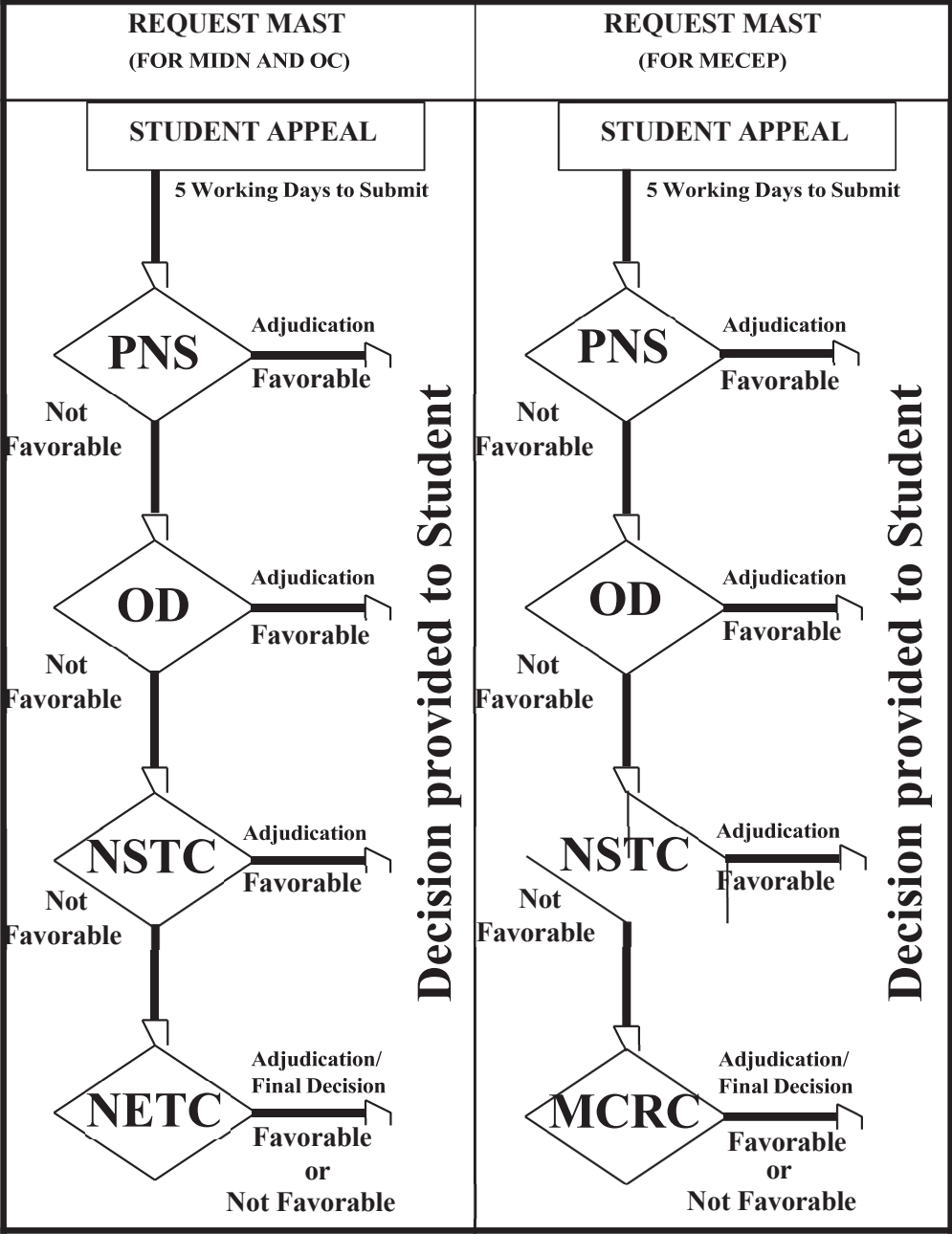
## Appendix F

## CHAIN OF APPEAL



Appendix F

CHAIN OF APPEAL



## Appendix G

### EXPENSE ELEMENT DEFINITIONS

**Expense Element E – TAD/TDY Travel of Personnel.** This element is used for reporting any costs incurred in the travel of midshipmen and/or staff personnel. This includes costs for commercial transportation charges, rental of passenger-carrying vehicles, mileage allowances, and subsistence for travelers, such as per diem allowances, telephone expenses, Military Personnel, Navy (MP,N) travel, and meals including Meals Ready to Eat.

**Expense Element M – Utilities and Rents.** Included in this expense element are any expenses for public utilities (other than telephone) as well as equipment rental expenses.

**Expense Element N – Communications.** Items in this expense element include any expenses for communications or communications equipment. This not only means telephone charges, but also charges for message transmittal as well as postage. Rental charges for any communications equipment must also be charged to this expense element including postal box rental and other postal related equipment if paid by the unit.

**Expense Element P – Purchased Equipment Maintenance.** Charges for maintenance of government owned equipment when purchased from non-governmental sources are charged to this expense element. Maintenance provided for vehicles, typewriters, Audio Visual (AV) equipment, postage meter if owned, or, when not under lease agreement, word processors and copiers are examples.

**Expense Element Q – Purchased Services, Other.** This expense element is used to report expenses for contractual maintenance of leased equipment and other services purchased that do not fall into any of the previous categories. Examples of expenses within this element are: tuition, tutoring, maintenance of word processors, postage meter, and copiers if not specified under lease agreements, medical services (e.g. immunizations, physicals, etc.), photographic services, tailoring and alterations, setup of sound systems for parades and ceremonies, and leased vehicles from General Services Administration (GSA) and Public Works Centers.

**Expense Element T – Supplies.** Expenses for consumable supplies with a useful life of less than one year should be charged to this expense element. Examples are: office supplies, subscriptions, photographic supplies, textbooks, student supplies, MP,N uniforms and insignia, and rifle and pistol targets.

**Expense Element V – Petroleum, Oil, Lubricants (POL).** Expenses for petroleum, oil, and lubricants used in the operation and maintenance of vehicles or sailing vessels are to be charged to this expense element. Expenses for vehicle maintenance are to be charged to expense element P and not to expense element V.

**Expense Element W – Equipment.** Expenses for equipment with a usable life of one year or more are to be charged to this expense element. Example: office equipment (when part of a permanent collection). NOTE: Drill rifles and AV equipment are funded by Naval Education Training Command centrally managed funds. DO NOT USE MP,N funds to purchase drill rifles, swords, and flags.

**Expense Element Y – Printing and Reproduction.** Charges for any contracted printing or photostatting are to be charged to this expense element. All copier rentals are charged to expense element Q.

## **Appendix H**

### **UNIFORM REQUIREMENTS FOR THE NAVAL RESERVE OFFICERS TRAINING CORPS**

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## **CHAPTER 1      UNIFORM GUIDANCE**

### **1-1      General**

The items listed are required uniforms, quantities, and time frames to issue midshipmen uniforms.

1. Professors of Naval Science will issue Midshipmen uniform items according to the prescribed timeline. This will lessen the NROTC unit inventory loss in the event the Midshipman drops or is disenrolled from the program. Those units that participate in the commutation in lieu of Navy uniforms are not eligible to be issued the Navy uniforms, only the summer training uniforms will be issued to these midshipmen.
2. Summer Training SEA BAG. The SEA BAG inventories are generic and provide guidance for every midshipman to bring all uniforms to their summer training event. These lists should be supplemented by contacting the attached command. First and Second Class submarine cruises provide limited storage space, and historically require significantly less items than any other types of training. Contacting the ship's midshipmen training officer for specific uniform guidance will alleviate the majority of SEA BAG concerns.
3. The cruise uniform issues mirror the summer training uniform requirements listed in the Midshipmen Summer Training Handbook (NAVEDTRA 37300). The manual can be found on the NSTC website. Ensure that the checklists are used to conduct a SEA BAG inspection for each Midshipman. They are to have the appropriate items and the quantities needed for cruise requirements. If a midshipman reports to his/her summer training site without the proper uniforms, he/she will be required to purchase that uniform with out-of-pocket funds.
4. Specific local requirements or deviations shall only be done with prior approval from NSTC Officer Development (N93 or N4)
5. When the midshipman is dropped from the program all clothing and footwear shall be returned to the supply tech. All clothing will be surveyed out of the unit's inventory using NOSS. The associated paperwork shall remain on hand for a period of no less than five years.

## **1-2 STA-21 / MECEP Uniforms**

1. STA-21 Uniform Requirements – STA-21 graduates are not NROTC scholarship midshipmen, and they will not have any requirements from the NROTC Unit.
2. Marine Enlisted Commissioning Education Program (MECEP) Uniform Requirements – MECEP students wear their enlisted uniforms and have no uniform requirements from the NROTC Unit. MECEP students are required to maintain a full uniform issue, as directed by MCO P10120.28 (Individual Clothing Regulations).

## **1-3 Commutation**

It is DOD policy to provide commutation funds instead of uniforms for members of the NROTC Program at the following military units: The Citadel, Maine Maritime Academy, Norwich University, State University of New York Maritime College (SUNY), Texas A&M University, Texas A&M Maritime Academy, Virginia Military Institute (VMI), and Virginia Polytechnic (VPI). The Navy's initial issue uniforms will not be issued to midshipmen at these units; only summer training uniforms will be issued.

## **1-4 Dress White Uniform**

The service dress white or the choker white uniform is graduation issue ONLY. If issued before graduation, the midshipman will be responsible for any future replacements, repairs, or tailoring.

## **1-5 Issue Time Frames**

Scholarship midshipmen and select college programmer who attend NSI will be issued most of their uniform Sea Bag in one occurrence. Those who do not attend will need to be issued their uniforms that meet the needs of the unit throughout various times of the year. This will be left up to the discretion of the unit, and when each uniform will be issued. All uniform items shall be purchased in NOSS unless special approval is requested and granted in writing from N4 or N93.

## **1-6 Sea Bag**

Complete SEA BAG list with issue time frames outlines all of the required Uniform items.

## **1-7 Optional Uniform**

The NROTC Program will only issue the Required Uniform items listed in reference (a). Optional Uniform items can be obtained at the individual's own expense. The NROTC Program will not issue OPTIONAL Uniform items. (i.e. Bridge Coat).

## **1-8 Civilian Attire**

NROTC Midshipmen will furnish at their own expense all articles of normal civilian attire, and personal undergarment items.

## 1-9 Summer Training Uniform Requirements

It is the responsibility of the unit to ensure the MIDN has all uniform items as prescribed by the tables in section 2 and 3 prior to the midshipmen departing for training. Any items missing after the midshipman arrives at summer training will be replaced at the individual's own expense. Case-by-case exceptions will be handled at the summer training site.

## 1-10 Measuring and Fitting Techniques for Military Uniforms

The measuring and fitting of military uniform is very challenging, when you are not sure how to determine the right size for the customer. When garments are sized and fitted properly, they may need (little or no alterations), just the hemming.

These are key points for physical measurements and fitting techniques, to help determine the correct size and fit for military uniforms. Fitting means trying on different sizes, lengths, body types and name brands of uniforms. Note: Keep the tape level to the floor when measuring.

1. HEAD – Take the measurement by placing the tape around the back of the head meeting at the forehead about one inch below the hairline and one inch above the ears.

The fitting of the hat or the cap should rest comfortably for the wearer over the normal hair style, and rest comfortable on the head without any depression in the forehead. The cap should fit one inch above the ears, and about one inch below the forehead.

The following is a hat-sizing chart:

Head Size		Hat	Alpha
Inches	Cm.	Size	Size
21	53	6 5/8	XS
21 ½	54	6 3/4	S
21 5/8	55	6 7/8	S
22 1/8	56	7	M
22 ½	57	7 1/8	M
23	58	7 1/4	L
23 3/8	59	7 3/8	L
23 ¾	60	7 1/2	XL
24	61	7 5/8	XL
24 ½	62	7 3/4	XXL
25	63	7 7/8	XXL

2. NECK – When measuring for the neck size, place the tape measure around the neck at the collar line with one finger between the tape and the neck.

The shirt collar should be fitted with one half inch ease for comfort. Collars on chokers should fit snugly around the neck without any ease or movement.

3. CHEST/BUST – To obtain these sizes, place the tape over the bulk of the shoulder blades, under the arms, over the fullest part of the chest with no ease.

The coats should be fitted with two inches of ease in chest or bust area with no restrictions in the armhole, sleeve, or shoulders. The waist of the coat should fall at the waistline, hanging straight with no gapping in front, if there is a vent in the back, it should hang straight without gaping. The body length of the men's dress coats should fall in the palms of the hand. The shoulder seams should be even with the shoulders and not hanging over. The collar area should fit smoothly without wrinkles or folding at the back of the neckline. Tapering of sides, waist, and shorting of the bottoms of Coats, Shirts and Jumpers can be done when needed to help accomplish the desired fitting of the garment.

4. SLEEVE -Raise the right arm of the customer even with the shoulder with the elbow bent at an angle, with the forearm parallel to the floor and palms down. Measure from the center of back and around the bend in the elbow down one inch past the wrist bone.

Long sleeve shirts should blouse at the elbow with ease when buttoned. When it is worn with the service dress blue coat the cuffs should be partially exposed. Fit the long sleeve shirts and black jumper's sleeve with the cuff open, hanging one and one half inch from the top of the knuckles. If the neck of the long sleeve shirt fits, it is considered to be the correct size. The fitting for dress coat sleeves and white jumper's tops are one inch below the wrist bone.

5. WAIST – Place the tape directly over the hipbone to get the best results. In cases where you cannot locate the hipbone, place the tape around the fullest part as close to the top of the waistband as possible.

Trousers or slacks should fit comfortable in waist, with no wrinkles nor stress across the abdomen. The pockets should lay flat on the sides with no gaping. When the belt is fastened there should be no excessive gathers in the waistband. The waistbands on skirts should not be folded, nor any ridges riding up on the hips. Zippers shouldn't be bulging or gaping when closed, but should sip up or down with ease.

6. HIP – The measuring tape should be placed around the largest part of the hip area and across the lower pelvis or fly.

Trousers and slacks should fit comfortably in the seat, hip, crotch, and thighs, without wrinkles in crotch, nor looseness or bagginess or bagginess in the seat. You may try a larger size waist size if there is stress in the seat or thighs.

7. INSEAM – This is not a required measurement for fitting, but is used for special ordering of garments. It is measured from crotch to the heel of the shoe. This measurement is more accurate and effective when taken after the garment is hemmed, from the crotch to the hem.

The rise can be measured by subtracting the inseam measurement from the out seam. This measurement may be requested for special ordered uniforms.

Customers may have a long rise and short legs, or a short rise and long legs. The lengths are (short, regular, long, or extra-long for men), and for women (petite, regular, tall and etc.). Garments should not fit droopy or short in strides or the crotch area.

8. OUTSEAM – This measurement is more accurate for determining lengths on Trousers and slacks. Place the tape on the top of the hipbone or (lower edge) of the waistband at the side seam, and measure down to the heel of the shoe or the floor if shoes are not worn.

Taking this measurement will help determine if the Trousers or slacks will have enough length to hem. This measurement is more accurate than the measuring of the inseam. Trousers should be marked one half inch up from the top of the back of the heel of the shoe, and down to the last shoe lace in the front of the shoe.

9. GLOVE - Measure (in inches) around your hand with a tape measure across your palm at the fullest part (exclude thumb). You should measure your dominant hand; the right if you are right-handed, and the left if you are left-handed. Measure from the tip of the middle finger to the base of the hand. Use the LARGEST of these two measurements for the correct size glove. The number of inches measured equals the size of the glove (example: a 7" measurement equals a size 7 glove).

#### **1-11 Female Uniform's Sizing and Fit Guidelines.**

Take the measurements and compare measurements with the size chart to determine the size for try on. You will need to try different sizes in lengths, and body types to accomplish the proper fit. The main objective in uniform fitting is to obtain a smart military appearance with comfort. The information below may help you to decide which size you need to try on.

1. The upper and lower body garments are available in 3 lengths for women. They cannot always be determined by height, but by the lengths of the upper and lower body areas. The lengths are petite, regular and tall.

- a. Petite (P) are the shortest length garments for women less than 63.5" tall.
- b. Regular (R) are the average lengths for women between 63.5" and 67" tall.
- c. Tall (T) are the longest lengths for women greater than 67" tall.

2. There are 3 different body types' sizes: they are junior, misses and women.

**When changing the body types, keep in mind that the junior sizes are 2 inches smaller in the hip and bust than the misses. The misses are 2 inches smaller than the women and 4 inches smaller than the junior sizes in the hip and bust.**

- a. Juniors are the slim figure with little or no bust, or hip accent, sizes 6J(P/R/T) to 16J(P/R/T).
- b. Misses are the average figure with average bust and hip accent. The sizes are 4M(P/R/T) to 26M(P/R/T).

c. Women's are the full figure with extra notable accent in the hip, waist, bust or shoulder. The sizes are 4W(P/R/T) to 26W(P/R/T).

We aim to fit the fullest area of the body first; the excess fullness can be taken in.

d. If the bust, hips or shoulders of the garments are tight or too loose, before going up or down a size, change the body type to a junior, misses or women's. If this doesn't work, then proceed to the next available size.

e. When fitting the dress jackets, there must be sufficient room in the shoulders, bust and hips. The waistline of the jacket must fall at the waist. Check the sleeves to see if they can be lengthened to the length desired if needed.

f. The slacks must have adequate room in the hip and seat. Zippers should go up and down with ease. They must have enough length in the legs to hem. The waist can be adjusted.

#### **1-12 Authorized Allowance**

With most MIDN receiving their uniform items at New Student Indoctrination, units shall have no more than 10% of their current MIDN enrollment of uniform allowance on their clothing shelf.

## CHAPTER 2: UNIFORM TABLES

### 2-1 NEW STUDENT INDOCTRINATION / FRESHMAN ISSUE (NAVY MALE)

	ITEM	SIZE	U/I	QTY ISSUED	REMARKS
CM	BAG, DUFFEL	NA	EA	00001	
SDB	BELT, BLACK POLY WOOL (PW)	NA	EA	00001	
CM	BELT, KHAKI WEB	NA	EA	00001	UNISEX ITEM FOR NWUs
SK	BELT, KHAKI PW	NA	EA	00001	
SW	BELT, TROUS WHITE CNT ANOD TIP	NA	EA	00001	
NWU	BLOUSE, NAVY NWU TYPE III		EA	00002	
NWU	BLOUSING STRAP, NAVY NWU - 4 EA	NA	PG	00001	
CM	BOOT, SAFETY 9" BLK LEATH		PR	00001	
CM	BUCKLE, BRASS	NA	EA	00001	UNISEX ITEM FOR NWUs
CM	BUCKLE, GOLD PLATE	NA	EA	00001	
NWU	CAP, 8PT NWU TYPE III		EA	00001	
CM	CHINSTRAP, GOLD NJ/ROTC ACC	NA	EA	00001	
SDB	COAT, SERVICE DRESS BLUE		EA	00001	
CM	COVER, ALTERNATE COMBO ACC		EA	00001	
CM	COVER, GARRISON KHK PW		EA	00001	
CM	INSIGNIA, FOULED ANCHOR NJROTC ACC	NA	EA	00001	SINGLE, LARGE DEVICE
CM	INSIGNIA, GAR CAP, FOULED ANCHOR	NA	EA	00001	SINGLE DEVICE
CM	INSIGNIA, SDB LAPEL ANCHOR SET	NA	SE	00001	DOUBLE DEVICE
SDB	NECKTIE	NA	EA	00001	
PTN	PTU SHIRT, NAVY S/S		EA	00003	
PTN	PTU SHORT, NAVY 8"		EA	00003	
CM	SHIRT STAY - 4 EA	NA	PG	00001	
SK	SHIRT, KHAKI PW		EA	00001	
CM	SHIRT, WHITE CNT		EA	00001	
SDB	SHIRT, COTTON WHITE, LONG SLEEVE		EA	00001	
CM	SHOES, BLACK OXFORD - MALE		PR	00001	
SK	SHOES, WHITE OXFORD - MALE		PR	00001	
SW	SHOULDERBOARD, 4C W/ANCHOR	NA	PR	00001	
SDB	SHOULDERBOARD, SOFT, 4C W/ANCHOR	NA	PR	00001	
CM	SOCKS, BLACK BOOT		PR	00006	
CM	SOCKS, DRESS BLK COTT/NYLON		PR	00003	
CM	SOCKS, DRESS WHT COTT/NYLON		PR	00002	
SDB	TIE CLASP	NA	EA	00001	
SDB	TROUSER, BLK SDB - MALE		PR	00001	
SK	TROUSER, KHAKI PW - MALE		PR	00001	
SW	TROUSER, WHITE CNT - MALE		PR	00001	

NWU	TROUSER,NAVY NWU TYPE III		PR	00002	
NWU	UNDERSHIRT, BROWN NWU TYPE III		EA	00006	

## 2-2 NEW STUDENT INDOCTRINATION / FRESMAN ISSUE (NAVY FEMALE)

	ITEM	SIZE	U/I	QTY ISSUED	REMARKS
CM	BAG, DUFFEL	NA	EA	00001	
CM	BELT, KHK WEB BRASS TIP	NA	EA	00001	UNISEX ITEM FOR NWUs
SK	BELT, POLY WOOL (PW)	NA	EA	00001	
SW	BELT, WHT CNT TIP	NA	EA	00001	
NWU	BLOUSE, NAVY NWU TYPE III		EA	00002	
NWU	BLOUSING STRAP, NAVY NWU - 4 EA	NA	PG	00001	
CM	BOOT, SAFETY 9" BLK LEATH		PR	00001	
CM	BUCKLE, BRASS	NA	EA	00001	UNISEX ITEM FOR NWUs
CM	BUCKLE, GOLD PLATE FEMALE	NA	EA	00001	
NWU	CAP, 8PT NWU TYPE III		EA	00001	
CM	CHINSTRAP, GOLD NJ/ROTC ACC	NA	EA	00001	
SDB	COAT, SERVICE DRESS BLUE		EA	00001	
CM	COVER, ALTERNATE COMBO ACC		EA	00001	
CM	COVER, GARRISON KHK PW		EA	00001	
CM	INSIGNIA, FOULED ANCHOR NJROTC ACC	NA	EA	00001	SINGLE, LARGE DEVICE
CM	INSIGNIA, GAR CAP, FOULED ANCHOR	NA	EA	00001	SINGLE DEVICE
CM	INSIGNIA, SDB LAPEL ANCHOR SET	NA	SE	00001	DOUBLE DEVICE
SDB	NECKTAB, BLACK	NA	EA	00001	
PTN	PTU SHIRT, NAVY S/S		EA	00003	
PTN	PTU SHORT, NAVY 8"		EA	00003	
CM	SHIRT STAY - 4 EA	NA	PG	00001	
SK	SHIRT, KHAKI PW		EA	00001	
CM	SHIRT, WHITE CNT		EA	00001	
SDB	SHIRT, COTTON WHITE, LONG SLEEVE		EA	00001	
CM	SHOES, BLACK OXFORD		PR	00001	
SW	SHOES, WHITE OXFORD		PR	00001	
SW	SHOULDERBOARD, 4C W/ANCHOR	NA	PR	00001	
SDB	SHOULDERBOARD, SOFT, 4C W/ANCHOR	NA	PR	00001	
SDB	SLACKS, BLK SDB - FEMALE		EA	00001	
SK	SLACKS, KHAKI PW - FEMALE		PR	00001	
SW	SLACKS, WHT CNT - FEMALE		PR	00001	
CM	SOCKS, BLACK BOOT		PR	00006	
CM	SOCKS, DRESS BLK COTT/NYLON		PR	00003	
SW	SOCKS, DRESS WHT COTT/NYLON		PR	00002	
NWU	TROUSER,NAVY NWU TYPE III		PR	00002	
NWU	UNDERSHIRT, BROWN NWU TYPE III		EA	00006	-

**2-3 NEW STUDENT INDOCTRINATION / FRESHMAN ISSUE (USMC MALE)**

	ITEM	SIZE	U/I	QTY ISSUED	REMARKS
CM	BAG, DUFFEL	NA	EA	00001	
SDB	BELT, BLACK POLY WOOL (PW)	NA	EA	00001	
MW	BELT, USMC KHAKI WEB	NA	EA	00001	
SK	BELT, KHAKI PW	NA	EA	00001	
SW	BELT, WHITE CNT	NA	EA	00001	
MW	BLOUSE, WOODLAND USMC MARPAT		EA	00002	
MW	BLOUSING STRAP, NAVY NWU - 4 EA	NA	PG	00001	
CM	BOOTS, USMC, HOT WEATHER		PR	00001	
CM	BUCKLE, USMC OPEN FACE GOLD PLATED	NA	EA	00002	
CM	CHINSTRAP, GOLD NJ/ROTC ACC	NA	EA	00001	
SDB	COAT, SERVICE DRESS BLUE		EA	00001	
CM	COVER, ALTERNATE COMBO ACC		EA	00001	
CM	COVER, GARRISON KHK PW		EA	00001	
MW	COVER, WOODLAND USMC MARPAT		EA	00001	
CM	INSIGNIA, COLLAR DEVICE EGAs, SDB SET	NA	SE	00001	DOUBL DEVICE
CM	INSIGNIA, CAP DEVICE USMC, GARRISON	NA	EA	00001	SINGLE DEVICE
CM	INSIGNIA, COMBO COVER USMC B.O.S. (ACC)	NA	EA	00001	SINGLE, LARGE DEVICE
SDB	NECKTIE	NA	EA	00001	
PTM	PT SHORT USMC		EA	00003	
CM	SHIRT STAY - 4 EA	NA	PG	00001	
SK	SHIRT, KHAKI PW		EA	00001	
CM	SHIRT, WHITE CNT		EA	00001	
SDB	SHIRT, COTTON WHITE, LONG SLEEVE		EA	00001	
CM	SHOES, BLACK OXFORD		PR	00001	
SW	SHOES, WHITE OXFORD		PR	00001	
SW	SHOULDERBOARD, MC 4/C W/INSIGNIA	N/A	PR	00001	
SDB	SHOULDERBOARD, SOFT, MC 4/C W/INSIG	N/A	PR	00001	
CM	SOCKS, BOOT, USMC, COYOTE BROWN		PR	00006	
CM	SOCKS, DRESS BLACK COTT/NYLON		PR	00003	
SW	SOCKS, DRESS WHITE COTT/NYLON		PR	00002	
SDB	TIE CLASP	NA	EA	00001	
SDB	TROUSER, BLK SDB - MALE		PR	00001	
SK	TROUSER, KHAKI PW - MALE		PR	00001	

SW	TROUSER, WHITE CNT - MALE		PR	00001	
MW	TROUSER, WOODLAND USMC MARPAT		PR	00002	
MW	UNDERSHIRT, GREEN USMC		EA	00006	

**2-4 NEW STUDENT INDOCTRINATION / FRESHMAN ISSUE (USMC FEMALE)**

	ITEM	SIZE	U/I	QTY ISSUED	REMARKS
CM	BAG, DUFFEL	NA	EA	00001	
CM	BELT, KHAKI WEB	NA	EA	00001	
SK	BELT, KHAKI POLLY WOOL (PW)	NA	EA	00001	UNISEX FOR MARINE Ops
SW	BELT, WHITE CNT	NA	EA	00001	UNISEX FOR MARINE Ops
MW	BLOUSE, WOODLAND USMC MARPAT		EA	00002	
MW	BLOUSING STRAP, NAVY NWU - 4 EA	NA	PG	00001	
CM	BOOTS, USMC, HOT WEATHER		PR	00001	UNISEX FOR MARINE Ops
CM	BUCKLE, USMC OPEN FACE GOLD PLATED	NA	EA	00002	
CM	CHINSTRAP, GOLD NJ/ROTC ACC	NA	EA	00001	
SDB	COAT, SERVICE DRESS BLUE		EA	00001	
CM	COVER, ALTERNATE COMBO ACC		EA	00001	
CM	COVER, GARRISON KHK PW		EA	00001	
MW	COVER, WOODLAND USMC MARPAT		EA	00001	
CM	INSIGNIA, COLLAR DEVICE EGAs, SDB SET	NA	SE	00001	DOUBL DEVICE
CM	INSIGNIA CAP DEVICE USMC GOLD, GARRISON	NA	EA	00001	SINGLE DEVICE
CM	INSIGNIA, COMBO COVER USMC B.O.S. (ACC)	NA	EA	00001	SINGLE, LARGE DEVICE
SDB	NECKTAB, BLACK	NA	EA	00001	
PTM	PT SHORT USMC		EA	00003	
CM	SHIRT STAY - 4 EA	NA	PG	00001	
SK	SHIRT, KHAKI PW		EA	00001	
CM	SHIRT, WHITE CNT		EA	00001	
SDB	SHIRT, COTTON WHITE, LONG SLEEVE		EA	00001	
CM	SHOES, BLACK OXFORD		PR	00001	
SW	SHOES, WHITE OXFORD		PR	00001	
SW	SHOULDERBOARD, MC 4/C W/INSIGNIA	N/A	PR	00001	
SDB	SHOULDERBOARD, SOFT, MC 4/C W/INSIG	N/A	PR	00001	
SDB	SLACKS, BLK SDB - FEMALE		EA	00001	
SK	SLACKS, KHAKI PW - FEMALE		PR	00001	
SW	SLACKS, WHITE CNT - FEMALE		PR	00001	
MW	SOCKS, BOOT, MC, COYOTE BROWN		PR	00006	
CM	SOCKS, DRESS BLACK COTT/NYLON		PR	00003	
SW	SOCKS, DRESS WHITE COTT/NYLON		PR	00002	
SDB	TROUSER, BLK SDB - FEMALE		PR	00001	

SK	TROUSER, KHAKI PW - FEMALE		PR	00001	
SW	TROUSER, WHITE CNT - FEMALE		PR	00001	
MW	TROUSER, WOODLAND USMC MARPAT		PR	00002	
MW	UNDERSHIRT, GREEN USMC		EA	00006	

**2-5 NEW STUDENT INDOCTRINATION ISSUED ITEMS NOT FOUND IN NOSS**  
*(Items must be returned and surveyed if MIDN drops)*

ITEM	SIZE	U/I	QTY ISSUED	REMARKS
SHOE, ATHLETIC		PR	00001	N/A
SOCKS, ATHLETIC CREW		PR	00006	UNISEX
NAME TAG, RED/WHITE LETTERING	NA	EA	00001	N/A
UNDERSHIRT, WHITE CREWNECK		EA	00006	UNISEX
SWIM SUIT, ONE PIECE		EA	00001	FEMALE
BRA, SPORTS	NA	EA	00004	FEMALE
BELT, REFLECTIVE (GLOW)	NA	EA	00001	N/A
HYDRATION SYSTEM (CAMELBAK)	NA	EA	00001	N/A

**2-6 3RD CLASS SUMMER CRUISE ISSUE (CORTRAMID)**

ITEM	Navy Option	Marine Option
Blouse, MARPAT, Woodland	0	1
Blouse, Navy Working Uniform Green Green Digital	1	0
Insignia, Collar Device *2	1	1
Name/U.S. NAVY Service Tapes (ID)	6	0
Socks, Cushion Nylon/Cotton (NAVY Black) (MARINE BROWN)	4	4
Straps, Blousing	1	1
Trousers, MARPAT, Woodland	0	1
Trousers, Navy Working Uniform Type III Green Digital	1	0
Undershirt, Cotton, Brown Crewneck	4	0
Undershirt, Green	0	2

\*1 Replaces Combat & Safety Boot

\*2 Fouled Anchor for Navy or EGA for Marine

\*3 Male and Female boards are two different sizes

**2-7 2ND CLASS SUMMER CRUSE ISSUE (Navy Option Only)**

ITEM DESCRIPTION	Navy Option
IFRV	2
Insignia, Collar 2/C	1
Shirt, Khaki, Polly/Wool	1
Shirt, White Qtr Length CNT W/Epaulette	1
Shoulder boards, Hard 2/C	1
Leather Tape, Name, Black (coveralls)	2
Trousers / Slacks, White CNT	1
Trousers / Slacks, Khaki Polly/Wool	1

**2-8 1ST CLASS SUMMER CRUSE ISSUE (Navy Option Only)**

ITEM DESCRIPTION		
Insignia, Collar Dev	1	1/C
Shoulder board, Hard	1	1/C
Coveralls, Flyers	2	1/C

**2-9 Amphibious Cruise ISSUE (Marine Option Only)**

ITEM DESCRIPTION	
Insignia, USMC Collar Device	*
Insignia, USMC Cap Device	*
Insignia, USMC Cap EGA	*
Notebook, Loose leaf Steno NSN 7530-00-223-7939	1
Boots Marine Tan Steel Toe	1

\* Issue As Required

**2-10 OCS ISSUE (Marine Option Only)**

ITEM DESCRIPTION	
Blouse, MARPAT, Desert	2
Trousers, MARPAT, Desert	2
Cover, 8-Point MARPAT Desert	2
Cover Boonie MARPAT, Woodland	1
Boots, Infantry Combat (ICB)	1

**2-11 GRADUATION ISSUE**

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	ITEM DESCRIPTION	Navy Options
1	Coat, Service Dress White Choker	1
2	Gloves, White Dress	1
3	Trousers / Slacks, Svc Drs White CNT	1

## 2-12 SEA BAG COMPLETE

Uniform Group	ITEM DESCRIPTION	Navy Option	Marine Option
CM	Bag, Duffel, NYLON Olive Drab	1	1
SK	Belt, Khaki P/W	1	1
SW	Belt, Slacks/Trousers White CNT Anodized Tip	1	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1	1
SDB	Belt, Trousers/Slacks Khaki Gold Tip	1	1
MD	Blouse, MARPAT, Desert,	0	2
MW	Blouse, MARPAT, Woodland	0	2
NWU	Blouse, Navy Working Uniform TYPE III Green Digital	2	0
NWU	Boots, Black 9" Safety	1	0
CM	Boots, Black Leather 10" Steel Toe, Aviation cruise only	1	1
CM	Boots, Tan U.S.M.C.	0	1
CM	Boots, Tan U.S.M.C. Steel Toe	0	1
CM	Buckle, Brass (N.O. Male & Female Styles)	1	1
CM	Buckle, M.O Belt Brass	0	1
CM	Buckle, M.O Gold Plated USMC	0	1
CM	Cap Ball "N"	1	1
CM	Cap Knit Blue (Watch cap)	1	1
CM	Cap, Combination, , /frame & components Chin Strap, Insignia, white, & khaki covers,	1	1
NWU	Cap, Eight Point NWU Blue Digital	1	0
SK	Cap, Garrison Khaki P/W	1	1
CM	Coat, All Weather	1	1
SDB	Coat, Service Dress Blue	1	1
SDW	Coat, Service Dress White Choker	1	0
MD	Cover (Cap), MARPAT, Desert	0	2
MW	Cover (Cap), MARPAT, Woodland	0	2
MW	Cover, Boonie MARPAT Woodland	0	1
CN	Coveralls Utility Flame Resistant	2	0
SDB	Gloves Leather Black Dress	1	1
SDW	Gloves, White Dress	1	1
CM	Insignia, Collar – Class 1st, 2nd, or 3 <sup>rd</sup>	2	1
CM	Insignia, Collar Device EGA USMC	1	1
CM	Insignia, Garr Cap Fouled Anchor	1	0
CM	Insignia, Garrison Cap EGA USMC	0	1
CM	Insignia, MC Collar Device	0	1
SDB	Insignia, SDB Collar Device Anchor	1	0

CM	Insignia, Sleeve Device	1	1
CM	Insignia, Sleeve Device Shoulder	1	1
CM	Insignia, Sleeve Device Stripe	1	1
CM	Jacket Black Relaxed Fit	1	1
SW	Name Tag (hard plastic)	1	1
NWU	Name Tapes (ID)	4	0
MD	Name Tapes, MARPAT, Desert	0	2
MW	Name Tapes, MARPAT, Woodland	0	2
SDB	Necktie Men's / Neck Tab Women's Black	1	1
SDB	Necktie Men's Bow	1	1
PTN	Physical Training Uniform Shirt, Navy	2	0
PTN	Physical Training Uniform Short, Navy	2	0
PTM	Physical Training Uniform Short, USMC	0	2
SK	Shirt, Khaki, Polly/Wool, Short Sleeve	2	2
SDB	Shirt, White L/S XT	1	1
SW	Shirt, White Qtr Length CNT W/Epaulette	1	1
CM	Shoes, Dress Black Leather Oxford	1	1
CM	Shoes, Dress Oxford White	1	1
CM	Shoulder Boards, Hard (1 set 1/2/3/or 4 class)	1	0
CM	Shoulder Boards, Hard W/EGA	0	1
SDB	Shoulder Boards, Soft	1	0
SDB	Shoulder Boards, Soft W/EGA W/Anchor	0	1
CM	Socks, Cushion Nylon/Cotton Black	6	6
CM	Socks, Dress Nylon Black	3	3
CM	Socks, Dress Nylon White	3	3
NWU	Straps, Blousing	2pr	0
PTN	PANTS FITNESS NAVY	1	0
PTM	Sweatpants USMC	0	1
PTN	JACKET FITNESS NAVY	1	0
PTM	Sweatshirt USMC	0	1
CN	Leather Tape, Name, Black (coveralls)	2	0
SDB	Tie Clasp Gold (male only)	1	1
SW	Trousers / Slacks, White CNT	1	1
SK	Trousers / Slacks, Khaki Polly/Wool	2	2
SDB	Trousers / Slacks, Svc Drs Blue P/W	1	1
SDW	Trousers / Slacks, Svc Drs White CNT	2	1
MD	Trousers, MARPAT, Desert	0	2
MW	Trousers, MARPAT, Woodland	0	2
NWU	Trousers, Navy Working Uniform Type III Green Digital	2	0
NWU	U.S. NAVY Service Tapes	2	0
CM	Undershirt Green	0	6
NWU	Undershirt, Cotton, Brown, Crewneck	4	0

**2-13 SEA BAG - 3RD CLASS SUMMER CRUISE (CORTRAMID)**

Uniform Group	ITEM DESCRIPTION	Navy Option	Marine Option
CM	Bag, Duffel, NYLON Olive Drab	1	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1	1
MW	Blouse, MARPAT, Woodland	0	2
NWU	Blouse, Green Digital	2	0
NWU	Boots, Black 9" Steel Toe	1	0
CM	Boots, Tan U.S.M.C.	0	1
CM	Buckle, Brass (N.O. Male & Female Styles)	1	0
CM	Buckle, M.O Belt Brass (Camouflage)	0	1
CM	Cap Ball "N"	1	0
NWU	Cap, Eight Point NWU Blue Digital	1	0
CM	Coat, All Weather	1	1
MW	Cover (Cap), MARPAT, Woodland	0	1
CM	Insignia, Collar – Class 3 <sup>rd</sup>	1	1
CM	Insignia, Collar Device EGA USMC	0	1
NWU	Name Tapes (ID)	4	0
PTN	Physical Training Uniform Shirt, Navy	2	0
PTN	Physical Training Uniform Short, Navy	2	0
PTM	Physical Training Uniform Short, USMC	0	2
CM	Socks, Cushion Nylon/Cotton Black	6	6
NWU	Straps, Blousing	2pr	2
MD	Trousers, MARPAT, Desert	0	2
MW	Trousers, MARPAT, Woodland	0	2
NWU	Trousers, Navy Working Uniform Type III Green Digital	2	0
NWU	U.S. NAVY Service Tapes	2	0
CM	Undershirt Green	0	6
NWU	Undershirt, Cotton, Blue, Crewneck	6	0
	*Furnished At Member's Own Expense		
	*Bag, Laundry	1	1
	*Bag, Sock	1	1
	*Brassieres, (Female)	6	6
	*Flashlight	Opt	Opt
	*Kit, Sewing	Opt	Opt
	*Kit, Shoeshine	1	1
	*Kit, Toiletry	1	1
	*Padlocks	2	2

*Shoe, Gym (Running/Walking)	1	1
*Shoes, Shower	1	1
*Socks, Athletic	4	4
*Supporter Athletic (Male)	1	1
*Swim Suit	1	1
*Towel Bath (White)	2	2
*Undershirts, White	8	8
*Underwear	8	8
*Washcloth, White	2	2

## 2-14 SEA BAG - 2nd CLASS SUMMER CRUISE

Uniform Group	ITEM DESCRIPTION	2/C Surface	2/C Sub marine
note			
CM	Bag, Duffel, NYLON Olive Drab	1	1
SK	Belt, Khaki P/W	1	1
SW	Belt, Slacks/Trousers White CNT Gold Tip	1	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1	1
NWU	Blouse, Navy Working Uniform Type III Green Digital	2	2
NWU	Boots, Black 9" Steel Toe	1	1
CM	Buckle, Brass (N.O. Male & Female Styles)	1	1
CM	Cap Ball "N"	1	1
CM	Cap, Combination/frame & components chin strap, insignia, hat band, white & khaki covers	1	1
NWU	Cap, Eight Point NWU Blue Digital	1	1
SK	Cap, Garrison Khaki P/W	1	1
CM	Coat, All Weather	1	1
CN	Coveralls Utility Flame Resistant	2	2
CM	Insignia, Collar – Class	1	1
CM	Insignia, Garr Cap Fouled Anchor	1	1
CM	Insignia, Hat Band Gold Anchor (female)	1	1
CM	Jacket Black Relaxed Fit	1	1
CM	Midshipmen Hat Band (male only)	1	1
SW	Name Tag (hard plastic)	1	1
NWU	Name Tapes (ID)	4	4
PTN	Physical Training Uniform Shirt, Navy	2	2
PTN	Physical Training Uniform Short, Navy	2	2
SK	Shirt, Khaki S/S, P/W	2	2
SW	Shirt, White Qtr Length CNT W/Epaulette	1	1
CM	Shoes, Dress Black Leather Oxford	1	1
CM	Shoes, Dress Oxford White	1	1
CM	Shoulder Boards, Hard (1 set)	1	1

CM	Socks, Cushion Nylon/Cotton Black	6	6
CM	Socks, Dress Nylon Black	3	3
CM	Socks, Dress Nylon White	3	3
NWU	Straps, Blousing	2pr	2pr
CN	Leather Tape, Name, Black (coveralls)	2	2
SW	Trousers / Slacks, White CNT	1	1
SK	Trousers / Slacks, Khaki Polly/WOOL	2	2
NWU	Trousers, Navy Working Uniform Type III Green Digital	2	2
NWU	U.S. NAVY	2	2
NWU	Undershirt, Cotton, Brown, Crewneck	6	6
	*Furnished At Member's Own Expense		
	*Bag, Laundry	1	1
	*Bag, Sock	1	1
	*Brassieres, (Female)	6	6
	*Flashlight	Opt	Opt
	*Kit, Sewing	Opt	Opt
	*1 Kit, Shoeshine	1	1
	*Kit, Toiletry	1	1
	*Padlocks	2	2
	*Shoe, Gym (Running/Walking)	1	1
	*Shoes, Shower	1	1
	*Socks, Athletic	4	4
	*Supporter Athletic (Male)	1	1
	*Swim Suit	1	1
	*Towel Bath (White)	2	2
	*Undershirts, White	8	8
	*Underwear	8	8
	*Washcloth, White	2	2

\*1 Atmosphere containment, not allowed on submarines.

**2-15 SEA BAG - 1ST CLASS SUMMER CRUISE**

Uniform Group	ITEM DESCRIPTION	1/C Aviation	1/C Surface	1/C Submarine
CM	Bag, Duffel, NYLON Olive Drab	1	1	1
SK	Belt, Khaki P/W	1	1	1
SW	Belt, Slacks/Trousers White CNT Gold Tip	1	1	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1	1	1
NWU	Blouse, Navy Working Uniform Type III Green Digital	2	2	2
CM	Boots, Black Leather 10" Steel Toe, Aviation cruise only	1		
CM	Boots, Black Leather 9" Steel Toe	1	1	1
CM	Buckle, Brass (N.O. Male & Female Styles)	1	1	1
CM	Cap Ball "N"	1	1	1
CM	Cap, Combination, /frame & components Chin Strap, Insignia, white, & khaki cover,	1	1	1
NWU	Cap, Eight Point NWU Blue Digital	1	1	1
SK	Cap, Garrison Khaki P/W	1	1	1
CM	Coat, All Weather	1	1	1
CN	Coveralls Utility Flame Resistant	2	2	2
CM	Insignia, Collar – Class 1st,	1	1	1
CM	Insignia, Garr Cap Fouled Anchor	1	1	1
CM	Jacket Black Relaxed Fit	1	1	1
SW	Name Tag (hard plastic)	1	1	1
NWU	Name Tapes (ID)	4	4	4
PTN	Physical Training Uniform Shirt, Navy	2	2	2
PTN	Physical Training Uniform Short, Navy	2	2	2
SK	Shirt, Khaki S/S, P/W	2	2	2
SW	Shirt, White Qtr Length CNT W/Epaulette	1	1	1
CM	Shoes, Dress Black Leather Oxford	1	1	1
CM	Shoes, Dress Oxford White	1	1	1
CM	Shoulder Boards, Hard (1/C)	1	1	1
CM	Socks, Cushion Nylon/Cotton Black	6	6	6
CM	Socks, Dress Nylon Black	3	3	3
CM	Socks, Dress Nylon White	3	3	3
NWU	Straps, Blousing	2	2	2
CN	Leather Tape, Name, Black (coveralls)	2	2	2

SW	Trousers / Slacks, White CNT	1	1	1
SK	Trousers / Slacks, Khaki Polly/WOOL	2	2	2
NWU	Trousers, Navy Working Uniform Type III Green Digital	2	2	2
NWU	U.S. NAVY Tapes	2	2	2
NWU	Undershirt, Cotton, Blue, Crewneck	6	6	6
	*Furnished At Member's Own Expense			
	*Bag, Laundry	1	1	1
	*Bag, Sock	1	1	1
	*Brassieres, (Female)	6	6	6
	*Flashlight	Opt	Opt	Opt
	*Kit, Sewing	Opt	Opt	Opt
	*1 Kit, Shoeshine	1	1	1
	*Kit, Toiletry	1	1	1
	*Padlocks	2	2	2
	*Shoe, Gym (Running/Walking)	1	1	1
	*Shoes, Shower	1	1	1
	*Socks, Athletic	4	4	4
	*Supporter Athletic (Male)	1	1	1
	*Swim Suit	1	1	1
	*Towel Bath (White)	2	2	2
	*Undershirts, White	8	8	8
	*Underwear	8	8	8
	*Washcloth, White	2	2	2

\*1 Atmosphere containment, not allowed on submarines.

**2-16 SEA BAG - SPECWAR/EOD<sup>\*2</sup>**

Uniform Group	ITEM DESCRIPTION	QTY REQUIRED
CM	Bag, Duffel, NYLON Olive Drab	1
SK	Belt, Khaki P/W	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1
NWU	Blouse, Navy Working Uniform Type III Green Digital	2
NWU	Boots, Black 9" Steel Toe	1
CM	Buckle, Brass (N.O. Male & Female Styles)	1
NWU	Cap, Eight Point NWU Blue Digital	1
SK	Cap, Garrison Khaki P/W	1
CM	Insignia, Garr Cap Fouled Anchor	1
SW	Name Tag	1
NWU	Name Tapes (ID)	4
PTN	Physical Training Uniform Shirt, Navy	2
PTN	Physical Training Uniform Short, Navy	2
SK	Shirt, Khaki S/S, P/W	2
CM	Shoes, Dress Black Leather Oxford	1
CM	Socks, Cushion Nylon/Cotton Black	6
CM	Socks, Dress Nylon Black	3
NWU	Straps, Blousing	2pr
SK	Trousers / Slacks, Khaki Polly/WOOL	2
NWU	Trousers, Navy Working Uniform Type III Green Digital	2
NWU	U.S. NAVY Tapes	2
NWU	Undershirt, Cotton, Brown, Crewneck	4

**2-17 SEA BAG AMPHIBIOUS CRUSE<sup>\*3</sup>**

Uniform Group	ITEM DESCRIPTION	QTY REQUIRED
CM	Bag, Duffel, NYLON Olive Drab	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1
CM	Belt, Webb	1
MW	Blouse, MARPAT, Woodland	2

CM	Boots, Tan U.S.M.C.	1
CM	Boots, Tan U.S.M.C. Steel Toe	1
CM	Buckle, M.O Belt Brass (Camouflage)	2
CM	Buckle, M.O Gold Plated USMC	1
CM	Cap Knit Blue (Watch cap)	1
MW	Cover (Cap), MARPAT, Woodland	1
CM	Insignia, MC EGA	1
CM	Insignia, MC Collar Device	1
SW	Name Tag	1
PTM	Physical Training Uniform Short, USMC	2
CM	Socks, Cushion Nylon/Cotton Black	6
CM	Straps, Blousing	2pr
PTM	Sweatpants USMC	1
PTM	Sweatshirt USMC	1
MW	Trousers, MARPAT, Woodland	2
CM	Undershirt Green	6
	*Furnished At Member's Own Expense	
*1	Bag, Laundry	1
*1	Bag, Sock	1
*1	Brassieres (FEMALE)	6
*1	Chap stick	2
*1	Flashlight, Head Lamp	1
*1	Kit, Sewing	1
*1	Kit, Shoeshine	1
*1	Kit, Toiletry	1
*1	Knife 3 – 4” Blade	1
*1	Lighter, cigarette	1
*1	Padlocks	2
*1	Shoe, Gym	1
*1	Shoes, Shower	1
*1	Socks, Athletic	6
*1	Sunglasses	1
*1	Sunscreen	1
*1	Supporter Athletic (MALE)	1
*1, 4	Sweater, Woolley-pulley, green	1
*1	Swim Suit	1
*1	Towel Bath (white)	2
*1	Undershirts, White	8
*1	Underwear	8
*1	Washcloth, White	2
1	Remoisten Wipes (box)	1

\*1 NOTE: Furnished at member's own expense

\*2 7530-00-223-7939 UNIT PROVIDE

\*3 SPECIFIC GUIDANCE MAY BE PROVIDED PRIOR TO EMBARK.

\*4 Optional

**2-18 SEA BAG OCS \*3**

Uniform Group	ITEM DESCRIPTION	QTY REQUIRED
CM	Bag, Duffel, NYLON Olive Drab	1
CM	Belt, Trousers/Slacks Khaki Gold Tip	1
CM	Belt, Webb	1
CM	Blouse, MARPAT Woodland	2
CM	Blouse, MARPAT Desert	2
CM	Boots, Tan U.S.M.C. Hot Weather	1
CM	Boots, Tan U.S.M.C. ICB	1
CM	Buckle, M.O Belt Brass (Camouflage)	2
CM	Buckle, M.O Gold Plated USMC	1
CM	Cover, Boonie MARPAT, Woodland	1
MW	Cover (Cap), MARPAT, Woodland	2
MD	Cover (Cap), MARPAT, Desert	2
CM	Insignia, MC EGA	1
CM	Insignia, MC Collar Device	1
SW	Name Tag	1
PTM	Physical Training Uniform Short, USMC	2
CM	Socks, Cushion Nylon/Cotton Brown	6
CM	Straps, Blousing	2pr
PTM	Sweatpants USMC Green	1
PTM	Sweatshirt USMC Green	1
MW	Trousers, MARPAT, Woodland	2
MW	Trousers, MARPAT, Desert	2
CM	Undershirt Green	6
	*Furnished At Member's Own Expense	
*1	Bag, Laundry	1
*1	Bag, Sock	1
*1	Brassieres (FEMALE)	6
*1	Chap stick	2
*1	Flashlight, Head Lamp	1
*1	Kit, Sewing	1
*1	Kit, Shoeshine	1
*1	Kit, Toiletry	1

*1	Knife 3 – 4” Blade	1
*1	Lighter, cigarette	1
*1	Padlocks	2
*1	Shoe, Gym	1
*1	Shoes, Shower	1
*1	Socks, Athletic	6
*1	Sunglasses	1
*1	Sunscreen	1
*1	Supporter Athletic (MALE)	1
*1, 4	Sweater, Woolley-pulley, green	1
*1	Swim Suit	1
*1	Towel Bath (white)	2
*1	Undershirts, White	8
*1	Underwear	8
*1	Washcloth, White	2
1	Remoisten Wipes (box)	1

\*1 NOTE: Furnished at member's own expense

\*2 7530-00-223-7939 UNIT PROVIDE

\*3 SPECIFIC GUIDANCE MAY BE PROVIDED PRIOR TO EMBARK.

\*4 Optional

## 2-19 UNIFORM GROUP TO NAME INDEX

CM	COMMON / MULTIPLE UNIFORM USAGES
CN	COVERALLS UTILITY FLAME RESISTANT
MD	MARPAT DESERT
MW	MARPAT WOODLAND
NWU	NAVY WORKING UNIFORM
PTM	PHYSICAL TRAINING UNIFORM, USMC
PTN	PHYSICAL TRAINING UNIFORM, NAVY
SBD	SERVICE DRESS BLUE
SDW	SERVICE DRESS WHITE
SK	SERVICE KHAKI POLY WOOL
SW	SUMMER WHITE

## 2-20 NROTC MIDSHIPMEN INSIGNIA

1. BUTTON, INSIGNIA: (For male service dress blue coat) Embossed design 7/8” diameter.  
Bodkin buttons also used on service dress white uniform.

ITEM	COLOR	FASTENING
8455-00-261-4409	Gold	Bodkin (for left side)
8455-00-261-4410	Gold	Sew-on (for button through side)

2. BUTTON, INSIGNIA: (For black shirt) Plastic, flat, embossed Anchor, 5/8" diameter.

ITEM
8455-00-246-1021

3. BUTTON, INSIGNIA: (For service cap frame) Screw post fastening, embossed design.

ITEM	COLOR
8455-00-261-4418	Gold

4. BUTTON, INSIGNIA: (For pea coat) Embossed design, sew-on fastening, 1" diameter

ITEM	COLOR	FASTENING
8455-00-261-4413	Gold	Short, flat shank
8455-00-261-4414	Gold	Long, rounded shank (best for Button thru side)

5. BUTTON, INSIGNIA: (For service dress white uniform pockets) Eagle/Anchor design, gold plated red brass, embossed. Regular shank and fastening device, matte finish, 1/2" diameter.

ITEM	COLOR
8455-00-261-4417	Gold

6. INSIGNIA, SLEEVE, MIDSHIPMEN PETTY OFFICER: Designed for NROTC midshipmen, gold filled brass, gold plated mirror-like burnished finish, pin and catch type fastener, 5/8" long, 1/2" wide.

ITEM	SIGNIFICANCE	DESIGN
8455-00-322-9405	Midshipmen designated as Petty Officer Second Class	Fouled Anchor, left
8455-00-322-9425	Midshipmen, Juniors	Fouled Anchor, right and left
8455-00-322-9404	Midshipmen, Sophomores	Fouled Anchor, right

7. INSIGNIA, COAT COLLAR ANCHOR: Designed for NROTC midshipmen, gold filled brass, gold plated mirror-like finish, prong and clutch type fastener, plain Anchor (right and left design), 1-7/16" long, 1-1/16" wide.

ITEM	SIGNIFICANCE
8455-00-472-4697	Midshipmen

8. INSIGNIA BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold-filled brass, gold plated mirror-like burnished finish, prong and clutch type fastener, fits in a 1/2" diameter-circumscribing circle.

ITEM	SIGNIFICANCE	DESIGN
8455-00-488-5516	Midshipmen Academic	Star

9. INSIGNIA, BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold filled brass, gold plated mirror-like burnished finish, prong and clutch type fastener, 3/4" long.

ITEM	SIGNIFICANCE	NO. OF BARS	WIDTH INCHES
8455-00-391-9490	CAPT	6	1-3/4
8455-00-391-9485	CDR	5	1-7/16
8455-00-391-9486	LTCD R	4	1-1/8
8455-00-391-9488	LT	3	1-3/16
8455-00-394-3597	LTJG	2	1/2
8455-00-391-9489	ENS	1	3/16

10. INSIGNIA, BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold metallic embroidery on blue wool broadcloth background fits in a 1" diameter circumscribing circle.

ITEM	SIGNIFICANCE	DESIGN
8455-11-100-0416	Officers	Star

11. INSIGNIA BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold Nylon braided lace on blue wool broadcloth background, 2 1/2" overall length.

ITEM	SIGNIFICANCE	SPEC. STYLE	WIDTH INCHES
8455-LL-L00-1537	Senior	A	1-7/8
8455-11-100-1620	Junior	B	1-1/2
8455-LL-L00-1543	Sophomore	C	1-1/8

12. INSIGNIA, BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold metallic embroidery on blue wool broadcloth background, 1-7/8" long, 2-7/16" wide.

ITEM	SIGNIFICANCE
8455-00-261-4642	Drum and Bugle Corps

13. INSIGNIA BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold-filled brass, gold plated mirror-like burnished finish, prong and clutch type fastener, 11/16" long, 11/16" wide.

ITEM	SIGNIFICANCE	DESIGN
8455-00-261-4654	Petty Officer Second Class and Midshipmen Seniors	Eagle-Anchor, right

14. INSIGNIA BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold-filled brass, gold plated mirror-like burnished finish, prong and clutch type fastener, 11/16" long, 13/16" wide (made from Government furnished hubs).

ITEM	SIGNIFICANCE	DESIGN
8455-00-003-1204	Petty Officer First Class	Eagle-Anchor, right and left

15. INSIGNIA, BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold Nylon braided lace on blue wool broadcloth background, 3-1/2" overall length.

ITEM	SIGNIFICANCE	SPEC. STYLE	WIDTH INCHES
8455-LL-L00-0417	CAPT	A	3
8455-00-261-6614	CDR	B	2-5/8
8455-00-261-6615	LCDR	C	2-1/4
8455-00-261-6616	LT	D	1-7/8
8455-00-261-6617	LTJG	E	1-1/2
TBA	ENS	F	1-1/8

16. INSIGNIA, BRANCHOR OF SERVICE: Designed for NROTC midshipmen, gold metallic embroidery and gold Nylon braided lace on blue wool broadcloth background, 3-5/16" long.

ITEM	SIGNIFICANCE	SPEC. STYLE	WIDTH INCHES
8455-00-261-4647	Battalion Chief Petty Officer	A	7
8455-00-261-4648	Company Chief Petty Officer	B	7
8455-00-261-4649	Mustering Petty Officer, Platoon	C	5-11/16
8455-00-261-4650	Platoon Petty Officer, 1st Class	D	5-11/16
8455-LL-L00-1536	Platoon Petty Officer, 2 <sup>nd</sup> Class	E	5-1/2

17. INSIGNIA, GARRISON CAP: NROTC midshipman miniature size, fouled Anchor, copper alloy back, gold front, O/A surface polished and lacquer treated, 1.062" long, .75 wide, attachment prong clutch, precious material gold number 17988/7.

ITEM
8455-00-309-3018

18. INSIGNIA, SERVICE CAP: Designed for NROTC midshipmen, brass gold plated finish with polished highlights, 1-13/16" length of device, 1-3/16" width of device at flukes, screw post fastener, with black mohair band, 28" long, 1-1/2" wide (Government furnished hubs).

ITEM	
8455-00-186-7100	(Navy)
8455-00-292-9332	(Marine Corps)

19. SHOULDER MARK: Hard shoulder board, designed for men, gold plated fouled Anchor, yellow braided stripes on wool cloth covering, 5 1/2" long, 1-3/4" wide.

ITEM	SIGNIFICANCE	NO. OF STRIPES	DIRECTION OF STRIPES
8455-LL-L00-0489	Senior	1	Horizontal
8455-LL-L00-0503	Senior USMC	1	Horizontal
8455-LL-L00-0488	Junior	2	Diagonal
8455-LL-L00-0504	Junior USMC	2	Diagonal
8455-LL-L00-0487	Sophomore	1	Diagonal
8455-LL-L00-0505	Sophomore USMC	1	Diagonal
8455-LL-L00-0486	Freshman	None	

8455-LL-L00-0506	Freshman USMC	None	
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20. SHOULDER MARK: Hard shoulder board, designed for women, gold plated fouled Anchor, yellow braided stripes on wool cloth covering.

ITEM	SIGNIFICANCE	NO. OF STRIPES	DIRECTION OF STRIPES
8455-LL-L00-0499	Senior	1	Horizontal
8455-LL-L00-0516	Senior USMC	1	Horizontal
8455-LL-L00-0500	Junior	2	Diagonal
8455-LL-L00-0517	Junior USMC	2	Diagonal
8455-LL-L00-0501	Sophomore	1	Diagonal
8455-LL-L00-0518	Sophomore USMC	1	Diagonal
8455-LL-L00-0502	Freshman	None	
8455-LL-L00-0506	Freshman USMC	None	

21. SHOULDER MARK: Hard shoulder board, designed for men, gold plated five pointed star with yellow braid stripes on wool cloth covering, 5-1/2" long, 1-3/4" wide.

ITEM	SIGNIFICANCE	NO. OF STRIPES
8455-00-261-4564	CAPT	6
8455-00-261-4565	CDR	5
8455-00-261-4566	LCDR	4
8455-00-261-4567	LT	3
8455-00-261-4568	LTJG	2
8455-00-261-4569	ENS	1

22. SHOULDER MARK: Hard shoulder board, designed for women, gold plated five pointed star with yellow braid stripes on wool cloth covering.

ITEM	SIGNIFICANCE	NO. OF STRIPES
8455-LL-L00-0493	CAPT	6
8455-LL-L00-0494	CDR	5
8455-LL-L00-0495	LCDR	4
8455-LL-L00-0496	LT	3
8455-LL-L00-0497	LTJG	2
8455-LL-L00-0498	ENS	1

23. SHOULDER MARK: Soft shoulder board, unisex, gold plated fouled Anchor, yellow braided stripes.

ITEM	SIGNIFICANCE	NO. OF STRIPES	DIRECTION OF STRIPES
8455-LL-L00-1538	Senior	1	Horizontal
8455-LL-L00-0520	Senior USMC	1	Horizontal
8455-LL-L00-1539	Junior	2	Diagonal

8455-LL-L00-0521	Junior USMC	2	Diagonal
8455-LL-L00-1540	Sophomore	1	Diagonal
8455-LL-L00-0522	Sophomore USMC	1	Diagonal
8455-LL-L00-1541	Freshman	None	
8455-LL-L00-0523	Freshman USMC	None	

## 2-21 TABLE 18: NROTC STANDARDIZED RIBBONS





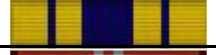

NROTC unit and local awards ribbons cannot be worn with official Navy awards. One or the other can be worn, but not both together. NROTC unit and local awards, unit Insignia, and brigade/battalion Insignia are not authorized for wear during summer training. The ribbons listed in enclosure (5) are the standardized ribbons and may, or may not, be used by a unit. Individual units make the choice.

1. ALL AROUND PERFORMANCE RIBBON:	Designed for NROTC midshipmen for the most outstanding performance in the field of academics, physical fitness training, community service, and military criteria.
	NSN: 8455-LL-L00-0421
2. ACADEMIC EXCELLENCE RIBBON:	Awarded to midshipmen with an overall average of 3.50 – 3.75 (on a 4.00 scale).
	NSN: 455-LL-L00-0420
3. ACADEMIC ACHIEVEMENT RIBBON:	Awarded annually to midshipmen with an overall average of 3.50 – 3.75 (on a 4.00 scale).
	NSN: 8455-LL-L00-0419
4. COMMENDATION AWARD RIBBON:	Awarded to midshipmen for recognition of meritorious achievements.
	NSN: 8455-LL-L00-0423
5. LEADERSHIP AWARD RIBBON:	Awarded to midshipmen who have shown exemplary conduct and leadership while members of the staff.
	NSN: 8455-LL-L00-0427
6. COMMUNITY SERVICE RIBBON:	Awarded to those recognized for meritorious services to the community.
	NSN: 9455-LL-L00-0424
7. PHYSICAL FITNESS RIBBONS:	Awarded to those with a score in PFT of 290 points.
	NSN: 8455-LL-L00-0429
8. DRILL TEAM RIBBON:	Awarded to midshipmen participating in any

	drill team for one academic semester.
	NSN: 8455-LL-L00-0418
9. COLOR GUARD RIBBON:	Awarded to midshipmen in the unit color guard or drum and bugle corps for one academic semester.
	NSN: 8455-LL-L00-0422
10. INTRAMURAL RIBBON:	Awarded to those who participated in any form of organized sports for one academic semester.
	NSN: 8455-LL-L00-0426
11. RIFLE/PISTOL TEAM RIBBON:	Awarded to any member of the rifle/pistol team for one academic semester.
	NSN: 8455-LL-L00-0430
12. HONOR CLASS  (Legacy) SAILING AWARD RIBBON:	Honor Class Ribbon recognizes the YG with the highest GPA and PRT scores at the unit. Other metrics incorporated at PNS discretion.  (May be worn by those that earned ribbon prior to ROD REV D) Awarded to midshipmen who qualify as Skippers B, Crewmen or part of a team.
	NSN: 8455-LL-L00-0431
13. RECRUITING RIBBONS:	Awarded to midshipmen instrumental in the enrollment of new NROTC recruits.
	NSN: 8455-LL-L00-0535
14. CRUISE AWARD RIBBON:	Awarded to midshipmen who achieved excellent grades on cruises.
	NSN: 8455-LL-L00-0432

### Naval ROTC (NROTC) Ribbons:

(IN ORDER OF PRECEDENCE)

1. All Around Performance	
2. Academic Excellence	
3. Academic Achievement	
4. Commendation Award	
5. Leadership Award	
6. Community Service	

H-30



7. Physical Fitness	
8. Drill Team	
9. Color Guard	
10. Intramural	
11. Rifle / Pistol Team	
12. Honor Class (Legacy Sailing Ribbon)	
13. Recruiting	
14. Battle Stations Training /Cruise Ribbon	

**2-22 TABLE 19: ATTACHMENTS TO BE WORN ON RIBBONS**

STAR, GOLD:	Wear gold stars for second and subsequent awards
	NSN: 8455-LL-L00-0531
STAR, SILVER:	Wear silver stars in lieu of five gold stars
	NSN: 8455-LL-L00-0531

\*Wear stars on the ribbon bars as follows:

**Manner of Wear**

- Center a single star on the ribbon with two rays pointing down.
- Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.

## Appendix I

### MARINE OPTION POST GRADUATE PTAD/ADSW ORDERS

#### 1. Administration

a. ID Card. Upon commissioning, ensure a Common Access Card (CAC) is obtained for the newly commissioned 2nd Lieutenants (This is the same type issued to midshipmen; however, it has the appropriate rank listed). This will maintain students in the Defense Enrollment Eligibility Reporting System (DEERS). In addition, having the CAC makes it easier to obtain their active duty ID card at The Basic School (TBS), while on Permissive Temporary Additional Duty (PTAD), and gain access to Camp Barrett when reporting to TBS.

Note: Naval Reserve Officers Training Corps (NROTC) commissionees are officers of the Armed Forces and need to have an Armed Forces ID card, regardless of attempting to obtain PTAD/Active Duty Special Work (ADSW).

b. DEERS. If the individuals are not maintained in DEERS, problems may arise leading to a delay in issuance of their active duty ID card when the Marine accepts PTAD/ADSW orders.

c. Marine Online. Students need to sign up for a Marine Online (MOL) account (<http://www.mol.usmc.mil/>) prior to or following commissioning. Access to MOL is needed for TBS, as well as for PTAD in order to check and update their Officer Qualification Record.

2. PTAD/ADSW Orders for Marine Option Students. Newly commissioned Marine Corps Lieutenants may request PTAD or ADSW orders while waiting to attend TBS. Regulations restrict Lieutenants from serving on PTAD or ADSW orders at their NROTC units, however this does not preclude them from serving at an Officer recruiting station or with an active/reserve unit. Individuals who are approved for PTAD will receive their full pay, housing allowance based on the location of the station assigned, and basic allowance for subsistence.

#### a. Limitations

(1) Newly commissioned Lieutenants will be limited to 60 days of PTAD.

(2) The period of duty must fall directly before reporting to TBS.

(3) NROTC commissioned 2nd Lieutenants are NOT authorized to report early to TBS, nor are they authorized to report to Mike Company. (Mike Company is a holding company at TBS for injured students and those waiting to class up after completing Officer Course Code).

#### b. Reporting for PTAD

(1) Individuals need at least one set of the Service Charlie uniform in order to report to the recruiting district headquarters.

(2) The following uniforms are also needed in order to carry out various recruiting duties:

(a) Dress Blues A and B

(b) Service B and C

(c) Dress D

(3) The following will be accomplished by the administration section at the recruiting district headquarters:

(a) Individuals' data entered into the Marine Corps Total Force System (MCTFS) in order to be gained to active duty, receive pay, and be issued a CAC card.

(b) After individuals are placed in MCTFS, the recruiting district will add them to their unit diary.

(c) In-processing paperwork for pay and TRICARE must be filled out and submitted through the administration section. Be advised that individuals may not receive a paycheck for up to two pay periods, which is normal processing time to enter them into the system. Once MCTFS and the status of the service member have been updated, the member will receive pay for the period beginning with the date of check-in.

(d) Once the administration section has filed the appropriate paperwork and individuals are listed as active duty in MCTFS, they are eligible to receive a CAC card.

d. Detaching from PTAD

(1) Prior to detaching, individuals shall receive an unobserved Fitness Report (FITREP) from the Officer Selection Officer if stashed for more than 30 days. A date gap in the Marines record will result from not obtaining a FITREP.

(2) The unit must remove the individual from the unit diary.

(3) The individual must obtain an endorsement stating the date they reported for and detached from PTAD. If an endorsement is not obtained, the individual will be charged leave for that period. (A copy of the endorsement will be turned in with a copy of endorsed orders at TBS.)

3. Active Duty Special Work Orders - Marines may seek Active Duty Special Work opportunities throughout the Marine Corps for orders up to 179 days. The ADSW Program is intended to provide personnel augmentation for both Active and Reserve forces to accomplish special projects and to meet operational, administrative, and exercise support requirements of short-term duration. Current Active Duty for Special Work opportunities are advertised on the Reserve Duty On-Line (RDOL) link within Marine Online. Each billet advertised contains information regarding billet description, rank and MOS requirements, billet location, and dates of availability. Further, a point of contact is provided to assist in answering additional questions and to provide assistance in the application process. Inquiries may also be made through specific active duty units. These are limited for new 2nd Lieutenants however, and very difficult to obtain.

## **Appendix J MECEP Guidance**

### **1-1 MECEP ACADEMIC INSTRUCTION**

#### **1. General Policy**

a. **Period of Instruction.** The established maximum period of instruction is four academic years, including intervening summers. MECEP students shall complete normal university requirements for the approved major, plus specified professional development training. MECEP students with previous college credits shall have those credits evaluated by the university for credit toward their approved curriculum. The student shall then determine the shortest amount of time needed to graduate. PNSs shall monitor programs of all MECEP students to ensure that each student is enrolled in courses appropriate to their academic curriculum, and that graduation is achieved at the earliest practical date. Delays of graduation beyond that originally projected upon entering school shall not be approved.

b. **Additional Majors.** Outstanding students shall be permitted to acquire a second major or a second minor, if no delay in normal graduation will occur as a result. Academic overloads in pursuit of such goals shall not be permitted unless the PNS is confident that no degradation in academic performance is likely.

#### **2. Programs of Study**

a. **Authorized Courses.** MECEP students are authorized to enroll in courses which are appropriate to or supportive of the degree requirements for approved MECEP majors. Students are not authorized to enroll in any course, other than NROTC drill/laboratory, which falls outside the sequence of required or elective courses specified by the university for the degree being pursued.

b. **Review.** Prior to the commencement of each term, the PNS shall review, in conjunction with appropriate faculty advisors, the course of study for each student to ensure enrollment in authorized and required courses and participation in professional development training.

c. **Adjustments.** PNSs are authorized, based upon the recommendation of faculty advisors, to adjust programs of study to conform to the particular student's academic ability. This authorization does not permit the changing of a declared major or enrollment in courses non-supportive of that major.

3. **Academic Load.** MECEP students shall enroll in a normal academic load at all times unless otherwise authorized. A normal academic load is defined as the minimum required by the institution for maintenance of full-time status and for completion of degree requirements within the maximum period of instruction. If a reduced academic load is required for any reason and the reduction could result in an extended graduation date, prior authorization must be obtained from MCRC.

#### **4. Accelerated and Honors Courses**

a. **Accelerated Courses.** All courses shall be taken at the most accelerated rate consistent with the ability of the student. When a student's previous education and experience clearly indicate that they have achieved the objectives or knowledge level of a scheduled course, the student shall be enrolled in an advanced course, regardless of whether credit is granted for the more basic course.

b. **Honors Courses.** Students are encouraged to enroll in honors courses when eligible.

5. Credit by Examination. Credit by examination is not allowed for required courses within a major sequence. However, if it appears that a student is not being challenged by an elective or required non-major course and the university gives course credit through a qualifying examination, the student shall take the examination. If successful, the student shall enroll in another course mutually satisfactory to the university, PNS and the student.

6. Special Programs. MECEP students are eligible for special programs, such as summer research projects, workshops and seminars, provided all the following terms are met:

a. Graduation date shall not be extended beyond the date of anticipated graduation had the student not engaged in the special program;

b. Work is related to a phase of the student's approved curriculum;

c. Academic credit toward graduation will be received for the work performed; and

d. The special program is recommended by the faculty and approved by the PNS.

7. Summer Term Attendance. MECEP students shall remain on campus and enroll in regularly scheduled summer academic terms.

8. Advanced Degrees. Graduate study by MECEP students is not authorized under any circumstances. MECEP students are expected to be eligible for commissioning upon achievement of the baccalaureate degree.

9. Class Attendance. MECEP students shall attend all scheduled classes, regardless of any university policy permitting unexcused class "cuts," unless excused by the PNS for sufficient cause. Failure to attend classes is cause for disenrollment from the program.

10. Extracurricular Activities. MECEP students are permitted and encouraged to participate in NROTC unit and campus extracurricular activities, including athletics, provided that such participation does not interfere with their academic endeavors and that acceptable academic standards are maintained.

## **1-2 PERFORMANCE STANDARDS**

1. General. All MECEP students are candidates for commissioning in the Marine Corps. Although students retain their enlisted grade and title while participating in the MECEP, they are expected to demonstrate standards of character, patriotism, sense of duty, personal conduct and financial responsibility similar to those required of commissioned officers. Actions or variance from the above standards shall be cause for disenrollment.

2. Academic Performance. MECEP students are required to maintain a cumulative grade point average of at least 2.5 and a term grade point average of at least 2.5. Additionally, MECEP students must maintain normal progress toward completion of degree requirements.

3. Academic Probation.

a. A MECEP student shall be placed on academic probation, regardless of their academic status with the university, for any of the following:

(1) Failure of a Single Course. A student shall be placed on probation whenever he or she fails an academic course during a single term without regard to the type of credit the course may carry and regardless of the student's grade point average for the term. Withdrawal from, or dropping of, a course beyond the "non-penalty date" shall be considered a failure. A Page 11 entry shall be made cautioning the Marine that a second course failure may result in disenrollment from MECEP.

(2) **Unsatisfactory Term Average.** A student shall be placed on probation whenever their grade point average falls below a grade point average of 2.5, or whenever their grade point average falls below the minimum acceptable by the university for a single term. The PNS may, at their discretion, award probationary status whenever a student's grade point average falls below "C" (2.0 on a 4.0 scale) for a single term, regardless of whether the university requires maintenance of a "C" average. Probation is to be assigned for an unsatisfactory term average without regard to the cumulative grade point average. A Page 11 entry shall be made cautioning the Marine that continued poor academic performance may result in disenrollment from MECEP.

(3) **Incomplete Grades.** Grades of "incomplete" shall be considered course failures, and probation shall be assigned accordingly. A Page 11 entry shall be made cautioning the Marine that a second course failure or incomplete may result in disenrollment from MECEP.

b. MECEP students placed on probation shall be notified of their status in writing. They shall be advised of the cause, period, and terms of the probation and that failure to meet the terms specified will result in consideration for disenrollment from the MECEP. Copies of probation letters shall be forwarded to MCRC.

c. MECEP students shall be placed on academic probation for the term immediately following the term for which they are deficient. An additional term of probation may be assigned at the discretion of the PNS. In no case shall MECEP students remain on probation more than two consecutive semesters/quarters and/or summer school sessions without the approval of MCRC. Requests for an additional term of probation shall be submitted to MCRC via NSTC (N93) prior to the beginning of the next semester.

d. The PNS shall remove a student from probationary status when the specified terms of the probation have been met. The student shall be notified in writing of their removal from probation, and copies of such correspondence provided to MCRC.

#### 4. Unsatisfactory Academic Performance.

a. A MECEP student shall be considered academically unsatisfactory and subject to disenrollment, regardless of their academic status with the university, for any of the following:

(1) **Failure of a Second Course.** The failure of a second academic course, without regard to the type of credit the course may carry, either prior to removal of an initial failure, or concurrent with another failure, in any semester/quarter or summer session; or

(2) **Unsatisfactory Cumulative Average.** A cumulative grade point average below 2.5 or below the minimum prescribed by the university for graduation; or

(3) **Failure to Meet Terms of Probation.** Failure to qualify for removal from probationary status and an additional term of probation has not been authorized.

b. **Performance Review Board.** In cases involving unsatisfactory academic performance, the PNS shall appoint a Performance Review Board to determine the apparent cause(s) for such performance and to make recommendations regarding disposition of the case.

c. **Adverse Fitness Reports for Unsatisfactory Academic Performance.** Poor academic performance due to unwillingness to try, cavalier attitude or unprofessional conduct may be reported as adverse in a fitness report. Poor academic performance due to an inability to meet university standards shall not be reported as adverse unless the poor performance results in disenrollment from MECEP.

## 5. Unsatisfactory Performance Other Than Academic

a. Poor Commissioning Potential. PNSs shall report all students who evidence poor potential for eventual commissioning because of apparent lack of motivation, unseemly conduct, lack of responsibility, unsuitable character traits, etc. However, the PNS shall exhaust reasonable possibility of correcting minor shortcomings to include assignment of probation before recommending that MECEP students be disenrolled.

b. Poor Individual Performance. If the university administration or the PNS determine that a student: (1) is applying insufficient effort in connection with their studies; (2) has an unsatisfactory attendance record; or (3) have not conducted themselves in a manner consistent with the standards of the naval service or the university, the PNS shall issue proper and timely warnings to the student. If the condition persists after due warnings have been given, the PNS shall either place the individual on probation (see paragraph 3 of Section 1-2) or, in more serious cases, and upon consideration by a Performance Review Board, recommend disenrollment). The requirement of warning, and the option of probation, shall not apply in cases where students are suspected of major offenses and are being detained by civil or military authority or have been released pending presentation of their cases to grand juries or pending trial on formal charges.

c. Willful Failure of a Course. The PNS shall determine if a failure in a course was a willful act on the part of the individual (e.g., failure to take a final examination). In the event a willful failure is indicated, the PNS shall report the case immediately and convene a Performance Review Board to determine whether probation or disenrollment is appropriate.

6. Aptitude Probation. If, in their judgment, the PNS determines that unsatisfactory performance, other than academic, on the part of the individual is relatively minor in nature and is reasonably correctable, they may place the individual on aptitude probation in accordance with the procedures specified for academic probation in Section 1-2 of this appendix.

## 7. Disenrollment Procedures

a. MECEPs are obligated to fulfill the time remaining on their enlistment or reenlistment contract. When processing a MECEP Marine for disenrollment, the following documents shall be included:

(1) Disenrollment Checklist (NSTC 1533/159) and accompanying documents. A PRB is required for all MECEP disenrollments, including the PNS endorsement with recommendation regarding continued active service and any student rebuttals; and

(2) Performance file.

b. The above documents reflect the basic documents required. Any additional documents required depend on the type of disenrollment.

(1) Dropped by Institution, Academic, Inaptitude, Disciplinary, or Special Reasons.

(a) All student transcripts, to include proof of grade forgiveness.

(b) Official notification of drop and a statement from college officials (if available).

(c) Preliminary Inquiry, urinalysis report, arrest report or other supporting documents.

(2) Medical Disqualification

(a) BUMED letter stating the MECEP is NPQ for continued service.

(b) PNS endorsement, including comments regarding the MECEP's injury or illness.

c. When processing a MECEP Marine for Drop on Request (DOR) or Medical reasons, all documents shall be forwarded to MCRC (ON/E) via the PNS and NETC Senior Marine Representative and copy NSCT N93.

d. Upon receipt of the disenrollment package, NETC Senior Marine Representative will provide their endorsement and forward the package to MCRC (ON/E), who will make the final decision. Once approved, MCRC (ON/E) will return the package to the unit and NSTC N93 will enter the attrition data in OPMIS. The PNS shall ensure that a Page 13 entry is prepared for the Service Record and ensure the service member is made available to local Inspector and Instructor (I&I) unit for further action.

e. When processing a MECEP Marine for one of the following reasons, all documents shall be forwarded to MCRC (ON/E) via NSTC N93.

(1) Dropped by Institution, Academic, Inaptitude, Disciplinary, or Special Reasons.

f. Upon receipt of the disenrollment package, NSTC N93 will process and forward the package to MCRC (ON/E), who will make the final decision. Once approved, MCRC (ON/E) will return the package to the unit and NSTC N93 will enter the attrition data in OPMIS. The PNS shall ensure that a Page 13 entry is prepared for the Service Record and ensure the service member is made available to local Inspector and Instructor (I&I) unit for further action.

g. Reporting a Disenrollment. The PNS shall report the disenrollment of any MECEP student who has been involuntarily disenrolled by the institution. This includes students who are "suspended," "forced to withdraw," "not permitted to register for the next semester," or who for any reason are prevented by the institution from continuing their enrollment either temporarily or permanently. Under these circumstances, consideration of the case by a Performance Review Board is not required, unless the reason for the disenrollment brings into question the student's suitability for further active enlisted service. In such cases, the Performance Review Board report and the recommendation of the PNS regarding further active service shall accompany the report of disenrollment. Disenrollment shall be reported by letter to MCRC (ON/E) via the NETC Senior Marine Representative and copy to NSCT N93

h. Voluntary Disenrollment. A MECEP student may submit a request for disenrollment to MCRC (ON/E) via the PNS and NETC Senior Marine Representative and copy NSTC N93. A Performance Review Board is not required in such a case, unless in the judgment of the PNS, the individual's performance, or reason for making the request, calls into question the individual's suitability for retention on active duty in an enlisted capacity.

i. Withdrawal Pending Disenrollment. The PNS shall not allow a student to start another academic term after forwarding a recommendation for disenrollment if it can be reasonably expected that the MCRC CG shall approve the disenrollment.

8. Effect of Disenrollment. Except in cases determined by MCRC CG to warrant discharge, disenrolled students shall be retained on active duty and remain at the NROTC unit or the local I&I having custody of their military records, as mutually agreeable to the commanding officers concerned, until transfer orders are received.

## 9. Academic Honors

a. The academic honors achieved by MECEP students are of particular interest. Documentation of receipt of such honors may be attached to fitness reports or separately forwarded to MCRC (ON/E). Copies of local publicity, or releases suitable for dissemination, are desired in cases of individual students whose performances have been particularly noteworthy.

b. Local recognition of academic excellence is encouraged. Although wearing academic stars on the Marine uniform is not authorized, MECEP students shall be awarded certificates or letters of recognition for outstanding performance.

### **1-3 PERFORMANCE EVALUATION**

1. General. MECEP students shall be evaluated in three specific areas of performance:

a. Academic performance as measured against the host institution's requirements and individual potential.

b. Aptitude for commissioned service as reflected in performance at the NROTC unit and accomplishment of professional development training objectives.

2. MECEP Advisor. The MOI on the NROTC unit staff shall be the academic advisor and military advisor/instructor for all MECEP students. As such, they are responsible to the PNS for the evaluation procedures described in this section, and for the conduct of professional development training described in Section 1-4 of this appendix.

3. Academic Performance Assessment

a. General. Academic performance assessment is based on the student's progress towards an academic degree, evaluation of grades assigned for academic work and achievement of a level of academic work commensurate with individual abilities.

b. Degree Progress. Progress towards an academic degree is measured against an individual degree plan. The degree plan may utilize the format for the host institution or utilize a form developed by the NROTC unit. The minimum requirements are that the degree plan contain sufficient detail to determine estimated graduation date and, in comparison with transcripts and current schedule, an assessment of the individual's progress towards a degree. The degree plan shall be developed during the initial interview with each student.

c. Academic Potential. During the initial interview with a student, the advisor shall review the student's past performance as evidenced by high school record, SAT/ACT scores, or prior college level work. The purpose is to establish goals for the ensuing academic term while considering course load, past performance, extracurricular activities, outside work and other factors which may impact an individual's performance. The student's goals shall be noted on the Current Academic Term Schedule as expected grades for scheduled courses.

d. Procedures

(1) Initial Interview. The MECEP advisor shall conduct an initial interview with each student at the beginning of the academic term. As a minimum, the interview shall include:

(a) Discussion of the student's degree plan. A copy of the degree plan shall be placed in the individual's Student Performance file at this time if it is not already present.

(b) Review of past performance and setting of goals for immediate academic term, to include review of estimated date of commissioning.

(2) Progress Interview. The MECEP advisor shall conduct counseling sessions with each student during the academic term to determine progress in meeting established goals. The number of counseling sessions depends upon the needs of the individual student. In each case, a summary of the results of the counseling session shall be entered in the counseling notes in the Student Performance File.

(3) End of Term Academic Review. A review of academic progress shall be conducted by the MECEP advisor upon receipt of grades for a term, either from the institution or from the individual as required by circumstances. The following actions are required:

(a) The MECEP advisor shall identify individual students in the following categories:

1. Students with an academic deficiency as defined in paragraph 3 and 4 of Section 1-2 of this appendix.
2. Students who are not yet deficient in meeting academic program requirements but whose planned program will not permit them to complete requirements on time.
3. Students who do not appear to be working at a level commensurate with their potential as established during the initial interview.

(b) The PNS shall conduct a review of each individual's performance with the MECEP advisor and take appropriate action to disenroll, place on probation or implement remedial programs to assist students with identified deficiencies. Special counseling shall be undertaken with students whose performance is judged to be below their potential. Cautionary letters may be issued in such cases.

4. Military Performance Assessment. Formal evaluation of military performance shall be accomplished by submission of academic fitness reports for Sergeants and above, in accordance with Marine Corps Order (MCO) P1610.7, and the assignment of conduct and proficiency marks for Corporals.

a. The reporting senior for MECEP fitness reports is the MOI and the reviewing officer is the PNS. MECEP student fitness reports shall be forwarded to MMRP for administrative review. The Senior Marine Liaison at NETC shall provide the third review for all adverse MECEP fitness reports.

b. MOIs shall follow guidance provided in MCO P1610.7 when preparing annual fitness reports for the MECEP students.

c. When MECEP students are integrated into the NROTC midshipman battalion organization, they shall be evaluated in their performance of duties by the student officers in the chain of command. Such evaluations shall be forwarded to the MECEP advisor. The MECEP advisor shall use these evaluations for counseling purposes and to assist in preparing fitness reports and assigning conduct and proficiency marks. Assignment of formal aptitude marks is not required.

d. Regular counseling of MECEP students regarding their performance shall be accomplished. Observation of performance and results of counseling sessions shall be entered in the counseling notes in the Student Performance File.

e. When a MECEP student is considered to be performing unsatisfactorily, action in accordance with paragraph 5 of Section 1-2 of this appendix shall be completed. In some cases, submission of a special fitness report may be required.

#### **1-4 PROFESSIONAL DEVELOPMENT TRAINING**

1. General. MECEP students shall participate in training that is necessary for successful completion of post-commissioning schools. Training shall be conducted during regularly scheduled NROTC drill/laboratory periods, and at other times designated by the PNS.

2. Policy

a. The professional development of each student as a Marine officer candidate is a primary goal of the MECEP. The transition from enlisted to commissioned status must be an important focus of pre-commissioning training. Attitude, perception, and professional values must be instilled through active participation in leadership opportunities. The PNS is expected to have a broad and thorough program for the professional development of MECEP students. It is intended that this program be as fully integrated with the overall program of midshipmen professional development as practicable. There is no requirement for any additional college course other than those identified in the NSTC INSTRUCTION 1533.2, Chapter 3, as part of MECEP Professional Development.

b. Integration of MECEP students into the NROTC midshipman battalion is authorized and encouraged. When such integration is accomplished, MECEP students shall be eligible for leadership billets in the same manner as NROTC students.

c. Participation in battalion close order drill is at the direction of the PNS.

d. PNSs are encouraged to exploit the training and experience of MECEP students wherever practicable. Care should be taken when assigning MECEPs as instructors or advisors to avoid separating MECEP students to the degree that their parallel development is hindered.

e. As candidates for commissioning in the Marine Corps, MECEP students are expected to fully participate with their NROTC peers in Marine-oriented activities. These activities should cover the full spectrum of activities made available for students throughout their college careers.

f. The attendance of MECEP students at Navy informational briefings, which have little or no applicability to a Marine Corps career, should not be required. Such briefings include information/recruiting presentations concerning Navy Nuclear Propulsion careers, Civil Engineering Corps, Engineering Duty Officer, etc. Attendance may be considered advantageous when the broad development of the MECEP student as a naval officer will be enhanced.

g. When MECEP students are excused from drill or “all-hands” laboratory periods, they shall be provided alternate training or activities under the guidance of the MOI.

### 3. Pre-commissioning Training

a. General. No specific objectives are required for pre-commissioning training for MECEP students. The basic skills required of Marine second lieutenants shall be addressed during their participation in The Basic School (TBS) following commissioning. However, their probability of success at TBS can be significantly enhanced through the provision of preparatory and indoctrination instruction. PNSs, in collaboration with MOIs, shall establish training programs that will adequately prepare MECEP students for their initial tour of commissioned service.

b. Training Topics. Pre-commissioning training for MECEP students may include the following suggested topics:

- (1) Officer uniforms
- (2) Uniform Code of Military Justice
- (3) Leadership principles
- (4) Career Management/officer administrative matters
- (5) Pay, allowances, travel, personal financial management
- (6) Officer Military Occupational Specialties (MOSs)

(7) Law of Armed Conflict

(8) Customs and courtesies/social obligations

#### 4. Physical Training

a. General. Prospective Marine officers are expected to achieve high levels of physical fitness. Accordingly, all MECEP students shall participate in regularly scheduled physical training during their entire tour of duty at the NROTC Unit. They shall be required to meet the physical fitness standards specified in MCO 6100.13A.

b. Pre-commissioning Physical Conditioning. Physical preparation for commissioned service should be no less vigorous than that required for OCS participation. Newly commissioned officers are expected to report to TBS in excellent physical condition.

### 1-5 ADMINISTRATIVE MATTERS

1. Status of MECEP Students. While assigned to the NROTC unit, MECEP students are carried on the rolls of the nearest Marine Corps activity in the vicinity of the institution of attendance, but are under the administrative and disciplinary jurisdiction of the commanding officer of the NROTC unit.

2. Military Administration. All matters relating to military personnel administration for MECEP students are the responsibility of the Marine Corps activity on whose rolls these students are carried. PNSs shall ensure that information necessary for administrative processing and the maintenance of military personnel records are expeditiously provided to that activity. Should administrative matters require the presence of the Marine concerned, the PNS shall authorize travel to the Marine Corps activity, provided such travel does not interfere with the Marine's regular duties. Funding for such travel shall be the responsibility of the Marine Corps activity.

#### 3. Relations with Marine Corps Activities

a. PNSs shall maintain liaison with such Marine Corps activities as may be necessary for the administration of the MECEP.

b. MECEP students are the direct administrative responsibility of the Marine Corps. From time to time, cognizant headquarters, Marine Corps personnel may require special reports and information regarding MECEP students and may contact the NROTC unit concerned directly. Such contacts are fully authorized, and PNSs shall provide such information as may be reasonably available. Requests which, in the opinion of the PNS, seem improper shall be referred to NSTC N93.

c. Reporting. MECEP students initially report to the commanding officer of the NROTC unit. They must then report, within five days, to the Marine Corps activity responsible for maintaining their Service Record Book (SRB). Reporting to this activity may be by letter, telephone, or in person, in accordance with local policy.

#### 4. Student Administration

a. Military Records. Military Service Record Books of MECEP students are maintained by the Marine Corps activity they are associated with, as specified in this appendix. A Student Administrative File should be maintained in accordance with NSTC Instruction 1533.2, Chapter 4.

b. Student Performance File. A Student Performance File for each MECEP student shall be maintained in accordance with NSTC Instruction 1533.2, Chapter 6.

5. Transfers Between Institutions. MECEP students are not permitted to transfer between institutions.

6. Security Clearances. A National Agency Check/Local Check (NACLC) is required for each MECEP student prior to graduation. As part of the RFA, evidence of a secret security clearance is required.
7. Physical Examinations. Routine physical examinations for MECEP students shall be arranged through the Marine Corps activity holding their SRBs. Pre-commissioning physical examinations shall be conducted within 18 months prior to the scheduled commissioning date, and no later than 10 months prior to the scheduled commissioning date, in order to facilitate document submission to BUMED so that the BUMED letter can be received for the RFA prior to four months from commissioning. Transportation costs involved in the conduct of physical examination and medical consultations shall be borne by the NROTC unit, and PNSs shall budget accordingly.
8. Aviation Guarantees. MECEP students are eligible to apply for guaranteed flight training. MECEP students must request program changes to MCRC in June prior to the FY the Marine graduates in. Refer to the latest MCRC Frost Call 014-22 "Guidance for Marine Enlisted Commissioning Education Program Aviation and Cyber Changes for Fiscal Year 2023 and Beyond."
9. Leave. MECEP students may be granted leave in accordance with procedures established by the Marine Corps activity holding their SRBs. Except for emergencies, leave shall not be granted during the academic term.
10. Uniforms. MECEP students shall maintain and wear uniforms in the manner prescribed by current Marine Corps Uniform Regulations. They shall wear the prescribed uniform to all scheduled NROTC drill/laboratory periods and to such other events as the PNS may direct. MECEP students are authorized and encouraged to wear appropriate civilian attire at all other times. When in uniform, MECEP students are not permitted to wear any insignia, awards, or other accessories not specifically authorized in Marine Corps Uniform Regulations.
11. Off-Duty Employment. Subject to the above limitations and other pertinent regulations regarding off-duty employment promulgated in current Marine Corps directives, MECEP students shall not be restrained from voluntarily engaging in legitimate and ethical enterprise or employment while on leave or liberty.

## **Appendix K**

### **NSTC ROD FORMS AND EXAMPLES**

#### **Forms**

1. NSTC 1533-101 – Drug Statement for NROTC Application
2. NSTC 1533-102 – Debarment and Suspension from Receipt of Federal Assistance Statement from National Naval Reserve Officers Training Corps (NROTC) Application
3. NSTC 1533-107 – Annual Certificate of Physical Condition
4. NSTC 1533-110 – NROTC Clothing and Equipment Custody Record
5. NSTC 1533-111 – NROTC Ammunition Requirement Request
6. NSTC 1533-112 – Certifications and Statements of Understanding for NROTC Applications
7. NSTC 1533-113 – Individual NROTC Education Program Cost
8. NSTC 1533-115 – Academic Term Performance and Counseling Record
9. NSTC 1533-116 – Document Register for Supply Actions
10. NSTC 1533-117 – Degree Completion Plan
11. NSTC 1533-120 – NROTC Disenrollment Acknowledgement
12. NSTC 1533-121 – NROTC Honor Code
13. NSTC 1533-122 – NROTC Student Disenrollment Report
14. NSTC 1533-123 – NROTC Disenrollment Authorization
15. NSTC 1533-124 – Appointment Termination Disenrollment
16. NSTC 1533-126 – NROTC Acceptance and Oath of Office
17. NSTC 1533-127 – Service Agreement for Advanced Standing College Program Students
18. NSTC 1533-128 – Student File Index
19. NSTC 1533-129 – Nurse Statement of Understanding (SOU)
20. NSTC 1533-133 – NROTC College Program Application
21. NSTC 1533-135 – NROTC Scholarship Contract
22. NSTC 1533-138 – Physical Activity Risk Factor Questionnaire

23. NSTC 1533-140 – Scholarship Acceptance Questionnaire for NROTC Applicant
24. NSTC 1533-141 – Placement Change
25. NSTC 1533-153 – NROTC Drug and Alcohol Statement of Understanding
26. NSTC 1533-154 – Marine Statement of Understanding
27. NSTC 1533-155 – Counselor Request for Transcript
28. NSTC 1533-156 – Math / Science / English Teacher Evaluation of Applicant
29. NSTC 1533-157 – NROTC Officer Interview Form
30. NSTC 1533-158 – Other Official's Evaluation
31. NSTC 1533-159 – NROTC Disenrollment Checklist
32. NSTC 1533-161 – NROTC Instruction and Manual Change Submission Form
33. NSTC 1533-162 – SSMP Appointment Termination Disenrollment Authorization
34. NSTC 1533-163 – SSMP Disenrollment Recommendation
35. NSTC 1533-164 – Overseas Study Cost Sheet Breakdown
36. NSTC 1533-165 – Service Agreement for NROTC Provisional College Program Advanced Standing Students
37. NSTC 1533-166 – Naval Reserve Officers Training Corps (NROTC) Strategic Sealift Midshipman Program (SSMP) Application
38. NSTC 1533-167 – SSMP USNR Training and Service Agreement
39. NSTC 1533-168 – NROTC Applicant Fitness Assessment
40. NSTC 1533-169 – NROTC Accessions Questionnaire
41. NSTC 1533-170 – NROTC Scholarship Benefits Room and Board or Tuition and Fee Election Form
42. NSTC 1533-171 – NROTC New Student Indoctrination (NSI) Checklist
43. NSTC 1533-172 – NSI Completion Requirements Statement of Understanding
44. NSTC 1533-173 – NROTC Standard Release Form
45. NSTC 1533-174 – NROTC New Student Indoctrination (NSI) Information Sheet
46. NSTC 1533-176 – Marine Corps Recruiting Command (MCRC) Tattoo Screening Form

**Examples**

1. Example 3-A – NROTC Program Requirement Checklist
2. Example 3-B – Teacher Observation Form
3. Example 6-E – Performance Review Board Convening Order
4. Example 6-F – Student Waiver of Rights to PRB
5. Example 6-G – PNS Waiver of PRB
6. Example 6-H – Performance Review Board Date Change Letter
7. Example 6-I – Performance Review Board Report
8. Example 6-J – PRB PNS Recommendation Letter
9. Example 6-K – Commanding Officer Summary Letter
10. Example 6-L – PRB Date Change Letter
11. Example 6-M - PNS Waiver of PRB
12. Example 9-A – Elective Surgery Page 13
13. Example 9-B – Sample MECEP 30 Day Notification Letter
14. Example 9-C – Sample NROTC 30 Day Notification Letter
15. Example 9-D – Sample BUMED Letters for Pre-commissioning Physicals
16. Example 9-E – Sample Non-Medical Assessment Letter
17. Example 9-F – Midshipman Medical Claims Document Checklist
18. Example 9-G – Midshipman Medical Claim Statement
19. Example 9-H – Memo to OWCP/DOL – Authorization to Release Information
20. Example 9-I – Student Health Record Index
21. Example 9-J – Student Dental Record Index
22. Example 9-K – Example of ECOMP Claims Filing for MIDN

## Appendix L

### ATTRITION AND LOA CODES

#### 1-1 Attrition Codes

1. Unit Entered Codes. The following codes are to be used by NROTC units for midshipmen who drop during orientation or commissioning.

- a. 9127 - Attrition prior to pipeline entry
- b. 9450 - Commissioned – USN/USNR – Active
- c. 9460 - Commissioned – USN/USNR – Inactive (SSO Program)
- d. 9470 - Commissioned – USMC/USMCR – Active
- e. 9480 - Commissioned – USMC/USMCR – Inactive
- f. 9490 - Commissioned – Other Service

2. Officer Development Entered Codes. For all other situations OD4 will assign the appropriate attrition code.

#### a. **Obligated Midshipman to Civilian (90XX)**

(1) Used for an obligated Scholarship or College Program Advanced Standing Midshipman who is not selected for active enlisted service (AES) and who is not to reimburse the Government.

(2) All are listed as “Obligated to civilian” in OPMIS.

#### b. **Non-Obligated Midshipman to Civilian (91XX)**

(1) Used for a Scholarship Midshipman who has not reached their obligation date or for a College Program Basic Midshipman.

(2) All are listed as “Not obligated” in OPMIS.

#### c. **Obligated Midshipman to AES Later (92XX)**

(1) Used for an obligated Scholarship Midshipman who is selected for AES, but for whom AES is deferred until graduation or disenrollment from the university, whichever comes first.

(2) All are listed as “To active enlisted service upon graduation” in OPMIS.

#### d. **Obligated Midshipman to AES Later (93XX)**

(1) Used for an obligated Scholarship Midshipman who is selected for AES but for whom beginning AES is not deferred.

(2) All are listed as “To immediate active enlisted service” in OPMIS.

**e. Recoupment (97XX)**

(1) Used for an obligated Scholarship or College Program Advanced Standing Midshipman who is not selected for active enlisted service (AES), but who is required to reimburse the Government.

(2) All are listed as “Recoupment” in OPMIS.

**f. Other**

(1) Other codes cover situations such as commissioning (94XX), desertion (95XX), and death (96XX).

(2) Listings in OPMIS vary accordingly.

**1-2 Leave of Absence (LOA) Codes**

1. LOA codes are four characters. See Chapter 6 for procedures on assigning or removing students from LOA.

2. The first character represents the basis for the LOA

a. **Academic (A)** – Used for any type of academic deficiency (e.g., failure to obtain or maintain minimum semester or cumulative GPA, failure to complete the Calculus or Physics requirement in the appropriate timeline).

b. **Academic Probation (B)** – Inactive, no longer used.

c. **Aptitude (C)** – Used for any reason in which the midshipmen’s aptitude is in question (e.g., multiple unauthorized absences, poor military bearing).

d. **Special (D)** – Used in special circumstances such as overseas study without benefits or circumstances not covered by other LOA’s. This is not used for any other deficiency (e.g., awaiting BUMED determination, academic actions, or failure to be accepted into advanced programs).

e. **Medical (E)** – Used when directed by BUMED to determine a midshipman’s medical suitability for commissioning.

f. **Undecided/Returning (F)** – Used to suspend benefits in the event a midshipman is undecided if they are going to return to the unit (not common).

g. **Pending Disenrollment (G)** – Used after a PRB has been conducted or waived and the PNS recommends disenrollment. The code will remain while it is being processed through the chain of command for adjudication by the Assistant Secretary of the Navy and final disenrollment documents have been completed.

h. **Co-Op (H)** – Used for midshipmen completing a Co-op requirement to complete a degree plan exists.

i. **Expiration of Benefits (I)** – Used when a midshipman has exhausted all of their entitled benefits.

j. **Interim, Pending PRB (J)** – Used when a midshipman is being processed for a PRB. Starts the day the notification letter is acknowledged by the midshipman and does not usually exceed 30 days. This is not used for any other deficiency (e.g., awaiting BUMED determination, academic actions, or failure to be accepted into advanced programs).

k. **Personal (K)** – Used in cases where a midshipman is granted time to take care of significant personal matters. This is not used for any other deficiency (e.g., awaiting BUMED determination, academic actions, or failure to be accepted into advanced programs).

l. **Disciplinary (L)** – Used in any case where a midshipman is correcting a disciplinary action or pending legal matter. Not used in place of G or J code. The midshipman is placed on L Code upon disciplinary action, J Code upon notification of PRB, and either probation, warning, L (retain on LOA) Code, or G (disenroll) Code, depending on the recommendation of the PNS.

m. **Interim Medical, Pending BUMED (M)** – Used when medical matters are being reviewed by BUMED prior to being cleared or placed on Medical LOA (E Code). This code is used in conjunction with a 30 day medical compliance letter.

n. **Religious Mission (N)** – Used for a midshipman who is partaking in a religious mission, charity, or humanitarian work and will be away from the unit for an extended period not to exceed 24 months. This does not relieve the midshipman of obligation in accordance with their service contract.

o. **Physical Fitness (P)** – Used when a midshipman fails to meet physical fitness standards (e.g., PRT/BCA).

3. The second character denotes the academic term when the LOA began.

- a. 1 - Fall Quarter
- b. 2 - Winter Quarter
- c. 3 - Spring Quarter
- d. 4 - Summer Quarter
- e. 5 - Fall Semester
- f. 6 - Spring Semester
- g. 7 - Summer Semester

4. The third and fourth characters are the number of months the student is expected to remain in LOA status.

# Appendix L

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	Warning	Probation	LOA	LOA Code	Disenrollments Obligated MIDN	NonObligated MIDN ↑ Civilian	Obligated MIDN → AES Later	Obligated MIDN → AES Now	Any Status → Commission	Any Status → Desertion	Any Status → Death	Any Status → Recoupment	Description
Academic	•	•	•	A	• 9001	91AA	9241	9341				97E1	Academic
Aptitude	•	•	•	C	• 9023	91KK	9223	9323				97C3	Unsuitable
					9036	91MM	9276	9386				97I6	Lack of Motivation
Disciplinary		•	•	L	• 9014	91JJ	9234	9334				97D4	Disciplinary
Physical Readiness	•	•	•	P	•							97F5	Physical Fitness Stds
Medical			•	E	• 9045	91HH							NPQ
				M									Interim, pending BUMED
Death					•						9607		Death
Not Selected for Advanced Standing					•	9137							Not selected for Adv Standing
Dropped by Institution					• 9072	91LL		9372				97H2	Dropped by Institution
Failure to Enroll					• 9067	91NN	9287	9397				97J7	Failure to enroll
Desertion					•					9504			Desertion
Other					• 9067								Other
Commission									9434				Denied a commission
									9449				Commission refused
									9450				-> Ensign Active
									9460				-> Ensign Inactive
									9470				-> USMC 2nd Lt Active
									9480				> USMC 2nd Lt Inactive
									9490				Comm. In another service
Transfer to another officer program					•	91PP			940E				Xfer to another officer prog.
Interim			•	J									
Expiration of Benefits			•	I									
Special			•	D									Special - Other
				K									Personal - Other
				N									Religious Mission
				F									Undecided if returning
				H									Co-op LOA
Awaiting disenrollment				G									
DOR			•		• 909G		9259	9359				97G9	Requested AES/Recoup?
							9269	9369					Directed AES
						91BB							Dislike of travel
						91CC							Bad cruise
Color Key						91DD							Dislike for military
Academic						91EE							Enter other profession
Aptitude						91FF							Financial
Disciplinary					9058	91II							Hardship
Physical Readiness						91GG							Personal
Medical						9127							Attrite prior to program entry
DOR												97A7	Conscientious Objector Other
Commission												97J7	
Other						91NN	9287	9397					

• This condition is specifically discussed in the body of the ROD

For LOA codes, select the primary reason for placing the student on LOA from the left side and find the appropriate letter code under the "LOA Code" column.

For Disenrollment codes, select the status change from the top and find the code in the row with the appropriate description on the right.

## APPENDIX M

### SUMMARY OF STA-21(N) UNIQUE REQUIREMENTS

This appendix summarizes Regulations for Officer Development requirements unique to STA-21(N) Officer Candidates (OC). It is provided as an aid to users of this instruction as a singular location for all such requirements. Should conflict between this appendix and the base document exist, the requirement stated in this appendix shall take precedence until resolved formally.

#### 1. Academic Standards:

- a. A minimum of 15 hours per week study, monitored by class advisor/staff, is required. Professor of Naval Science (PNS) may remove OCs in good academic standing (per program requirements) from this mandatory study program after the first fall term.
- b. Minimum term Grade Point Average (GPA) is 3.00.
- c. Minimum cumulative GPA is 3.00.
- d. Must achieve a grade of "C" or better in all technical classes (math, physics, science, etc).
- e. The unit's Nuclear Power Officer (NPO) shall advise all STA-21(N) OCs.
- f. Each OC must have a tailored Naval Nuclear Propulsion Program (NNPP) interview preparation plan approved by the PNS which shall be routed to Naval Service Training Command OD1 for review. Plans are due in the February prior to the summer in which the OC will interview at Naval Reactors. The NPO shall hold the OC accountable for the execution of the plan.

#### 2. Degree Completion Plans (DCPs):

- a. Prepared by OC and NPO during the first term. Routed for approval with the end of term report following the first fall term.
- b. OPNAV N133, via OD1, must approve, in advance, all changes which result in a change in major, change in graduation date, or less than full-time enrollment status. Students must not act on these changes to DCPs until they have been approved by OPNAV N133.
- c. PNSs may approve changes to non-technical electives, changes in the timing of technical courses, or swapping one technical elective for another that fulfills the same requirement.
- d. Prior to withdrawing from any technical course, approval must be obtained from OPNAV N133 via NSTC OD1. Justification for withdrawal must be provided as part of this request. Withdrawal from a course to prevent a poor grade is not considered adequate justification.
- e. Withdrawal from nontechnical courses may be approved by the PNS provided the student maintains a full-time enrollment status.

#### 3. Grade Reports:

- a. Due within two weeks of start of next term (the last term start date for a consortium).
- b. Include reports of PRBs (if complete) as well as copies of probation/warning letters.
- c. Include any changes to DCPs, either those approved by the PNS or by N133.
- d. Discuss any unusual circumstances with any OC, including actions taken to correct/resolve.

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#### 4. Academic deficiencies and required actions:

a. If below a “C” is achieved, the OC must retake the course or take one of equal difficulty with the PNS’s approval.

b. Academic Warning is required for a term GPA below 3.00, but can be waived by the PNS based on findings from a PRB.

c. A PRB is required in the following cases:

- (1) Term GPA below 2.75.
- (2) Two consecutive term GPAs below 3.00.
- (3) Cumulative GPA falls below 3.00.
- (4) Receipt of an “F” or university equivalent failing grade in any course.

#### 5. Disenrollment/Interview Failure:

a. Any OC who is not selected for this program by the Director, Naval Reactors (i.e., fails interview), but who is maintaining minimum STA-21(Core) academic standards, will be allowed to complete their degree and be commissioned as an unrestricted line officer.

b. Should issues arise which the PNS feels might warrant disenrollment, the PNS shall immediately provide details and recommendations to NSTC OD1. If disenrollment is recommended, the PNS shall make a specific recommendation regarding the OC’s suitability for duty in the Nuclear Propulsion Program as an enlisted member.

c. STA-21(N) OCs who are disenrolled for any reason may not remain in the core program and are not eligible for transfer or acceptance to any other commissioning program. They will be screened for return to the enlisted nuclear propulsion training program, or assignment to the fleet as determined by OPNAV N133.

d. In the case of a recommendation for disenrollment, pending OPNAV N133 approval, the OC shall enroll in the next academic term, unless this is prohibited by university regulations. The PNS shall discuss future enrollment intentions with NSTC OD1 immediately following a recommendation for disenrollment.

e. Upon receipt of disenrollment authorization from OPNAV N133, either in writing or by phone, the PNS will immediately issue an Availability Report.

APPENDIX N

NNPP NAVAL REACTORS INTERVIEW PREPARATION CHECKLIST

Midshipman/OC: \_\_\_\_\_  
 Academic Major: \_\_\_\_\_  
 Graduation/Commissioning Date: \_\_\_\_\_  
 Interview Date: \_\_\_\_\_  
 Service Assignment Preferences: \_\_\_\_\_ ' \_\_\_\_\_ ' \_\_\_\_\_ ' \_\_\_\_\_ ' \_\_\_\_\_

SECTION 2 TITLE

NPO Init / Date	Normally two months prior to interview issue study materials. (NUPOC Study guide/other tailored study guides/Schaums outlines)
NPO Init / Date	Schedule weekly practice oral interviews with candidate.
NPO Init / Date	Schedule practice oral interview with at least one other leader.
NPO Init / Date	Schedule PNS interviews/final check. Date/time: _____
NPO Init / Date	Review strengths and weaknesses of transcript with candidate.
NPO Init / Date	Travel plans ready for candidate.
NPO Init / Date	NPO complete final practice oral interview – ready for interview.

Senior leadership interview complete. Candidate ready for interview.

\_\_\_\_\_  
PNS Signature

\_\_\_\_\_  
Date

NPO Init / Date	Ready to interview report made to OD1.
NPO Init / Date	Interview complete. Candidate was: <input type="radio"/> Selected <input type="radio"/> Not Selected

## **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**

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##### **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**

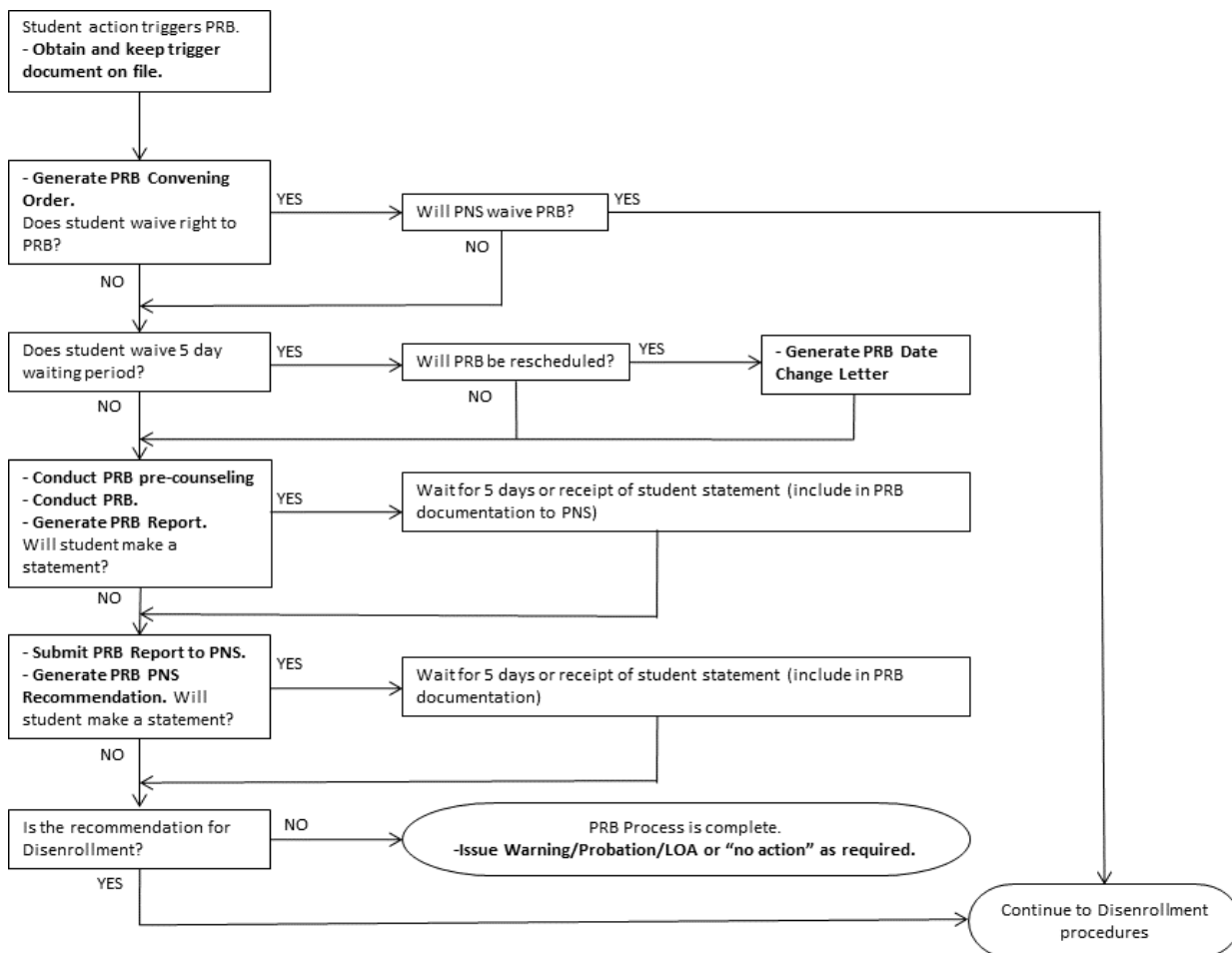
PRB processes conducted incorrectly (due-process violation) may result in the inability to recoup scholarship funds. Therefore, it is imperative the PRB process is conducted meticulously as outlined.

##### **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**

## **Appendix P**

### **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 K 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 stashed 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: **(1<sup>st</sup>)** day of **(month)**, **(year)**

**Oath of Office**

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

Subscribed and sworn to before me this **(1<sup>st</sup>)** 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).
- 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.

## **Appendix Q**

### **STRATEGIC SEALIFT MIDSHIPMEN PROGRAM**

#### **UNITED STATES NAVAL RESERVE**

#### **ADMINISTRATION AND MANAGEMENT ANNEX**

## SECTION 1 Strategic Sealift Midshipman Program Overview

1-1	Purpose of Appendix Q.....	R – 2
1-2	References and Guiding Instructions.....	R – 2
1-3	Authorization for Department of Naval Science .....	R – 2
1-4	Action.....	R – 3
1-5	Appendix Acronyms .....	R – 3

1. **Purpose of Appendix Q:** The purpose of the annex is to provide specific guidance for the officer development of midshipmen affiliated with the Strategic Sealift Midshipman Program (SSMP) at the United States Merchant Marine Academy (USMMA) and the (6) State Maritime Academies (SMAs). Upon graduation and commissioning, these midshipmen are service assigned as Strategic Sealift Officers (SSOs), a Restricted Line Special Duty designator (1665) in the U.S. Navy Reserve (USNR).

Naval Service Training Command – Officer Development (NSTC OD) is responsible for the development of new accession Naval Officers and ensuring that all candidates meet commissioning requirements. Service assignment as an SSO is limited to graduates from USMMA and the six SMAs. In addition to the normal commissioning requirements, Strategic Sealift Midshipmen (SSM) must obtain a United States Coast Guard unlimited-tonnage license (3<sup>rd</sup> Mate or 3<sup>rd</sup> Assistant Engineer) and complete a prescribed Naval Science curriculum at the host institution. The U.S. Department of Transportation’s Maritime Administration (MARAD) provides all funding for the USMMA and direct financial incentives for midshipman participating in the SSMP at the SMAs.

The SSMP is fundamentally different from NROTC Scholarship and College Program in many respects. This annex addresses those differences and provides direction for the administration of the SSMP. ***In the absence of specific guidance related to SSMP herein, refer to the general guidance in the applicable section of the ROD.***

Aligning with the Navy’s “Total Force”, despite the unique academic and licensed mariner training, SSM must be prepared for a career of commissioned service in a manner consistent with the preparation provided their counterparts destined for the Navy’s Active Component (AC).

2. **References and Guiding Instruction:**

- a) 46 United States Code Appendix, Chapter 27, Subchapter XIII 511-515
- b) Memorandum of Agreement between the Assistant Secretary of the Navy (Manpower and Reserve Affairs) and the Assistant Secretary of Maritime Affairs of 15 Nov 1976 (NOTAL).
- c) 46 United States Code §1285
- d) 46 Code of Federal Regulations, Ch. II, Part 310 – Merchant Marine Training
- e) 10 United States Code § 12201 to 12209
- f) Merchant Marine Act, Title 13
- g) Strategic Sealift Officer Program Authorization 221
- h) Maritime Training and Education Act of 1980
- i) OPNAVINST 1534.1E
- j) RESPERMAN 1534 Navy Reserve Personnel Manuals
- k) Maritime Administration’s Student Incentive Payment (SIP) Program (2014)

3. **Authorization for Departments of Naval Science:** The Departments of Naval Science (DNSs) at various maritime academies, colleges, and schools were established under authority of the Merchant Marine Act of 1936, the Maritime Act of 1958, and the Maritime Education and Training Act of 1980.

4. **General Information:**

- a. In compliance with references (a) and (b), Departments of Naval Science (DNS) have been established at the United States Merchant Marine Academy (USMMA) and at selected state maritime academies (SMA). Primary responsibilities of these departments are to provide instruction in naval science to maritime students and to administer the Strategic Sealift Midshipman Program (SSMP).
- b. Naval science instruction is conducted to provide training for future Strategic Sealift Officers in the operation of merchant marine vessels as a naval and military auxiliary. The naval science instruction is prescribed by the Commander of Naval Education and Training Command (NETC) through the Naval Service Training Command (NSTC) in accordance with reference (b).

5. **Action:** The Department of Naval Science shall comply with the guidance, procedures, and requirements set forth in this appendix to accomplish the mission and functions promulgated by references (d) and (e). Suggestions that enhance the efficient management of this program should be forwarded to NSTC OD.

6. **Appendix Acronyms:** A list of frequently used acronyms is located in *ROD Appendix A*.

## SECTION 2 SSMP Administration

2-1	Strategic Sealift Midshipman Program Overview .....	R – 5
2-2	SSMP Mission and Goals.....	R – 5
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2-4	Department of Naval Science Locations .....	R – 6
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### 1. Strategic Sealift Midshipman Program Overview:

- a. Strategic Sealift Midshipman Program, United States Naval Reserve (SSMP, USNR) has been implemented in compliance with and in support of the requirements of the references. The SSMP is an education and training program conducted by the DNS at the United States Merchant Marine Academy (USMMA) and six state maritime academies (SMAs). The program is designed to qualify participants for commissioned service into the Strategic Sealift Midshipman Program (SSMP). Midshipmen who successfully complete the SSMP will receive a U.S. Navy Reserve Officer commission as a Strategic Sealift Officer (SSO), designator 1665, with the rank of ensign. Newly commissioned SSOs are part of the Strategic Sealift Readiness Force (SSRF), which is part of the Individual Ready Reserve (IRR) component. Program administration, eligibility, participation requirements, and training are directed by NSTC OD.
- b. For students attending the USMMA or State Maritime Academies (SMA), the SSMP provides an opportunity to apply for a commission as a Strategic Sealift Officer (SSO) upon graduation. Application for appointment as a midshipman is mandatory for all students attending the USMMA. An application for participation in the SSMP is mandatory for students at maritime institutions who apply for and receive Student Incentive Payments (SIP). Receiving SIP is not a requirement to be in the SSMP. Other students may voluntarily apply for this program.

### 2. SSMP Mission and Goals

- a. Mission: To provide instruction in naval science at maritime educational institutions to students eligible for commissions in the Naval Reserve. This instruction is to enable these officers to operate effectively within the Navy in time of peace, national emergency, or war; and to perform such other functions and tasks as directed by higher authority.
- b. Goals. The primary objectives of the DNS are to provide students at the various maritime academies with:
  - i. A basic understanding of the applicable concepts and principles of naval science presented in reference (1)
  - ii. A basic understanding of the relationship and interaction between the Merchant Marine and the Navy and projected employment of the Merchant Marine as a vital part of the defense structure in time of national emergency;
  - iii. The opportunity and encouragement to participate in the SSMP as an applicant for active or inactive appointments as an officer in the USNR;

- iv. An appreciation of the Navy's role in national security;
  - v. A sense of personal integrity, honor, and individual responsibility; and
  - vi. Information on the SSOP and any other Navy Programs for which a student is eligible to apply.
- c. **Strategic Sealift Officer Accession Requirements:** Annual Strategic Sealift Officer accessions requirements are established between SSO key stakeholder: Secretary of the Navy (SECNAV) via Chief of Naval Personnel (NAVPERS) and Bureau of Naval Personnel (BUPERS-351), Maritime Administration (MARAD), Chief of Naval Operations - Strategic Mobility & Combat Logistics Division (CNO-N425), Military Sealift Command (MSC), and the SSO Program Manager (CNRFC N14). MARAD reviews program requirements and adjusts funding to support meeting SSO commissions. The number of SIP billets allocated is determined on trending interest at each Maritime Academy and discussions with the Maritime Academy Presidents.
3. **Department of Naval Science Command Relationships:** In conformity with the provisions of existing law, the Department of Naval Science (DNS) is operated through appropriate directives issued by the Department of the Navy (DoN) and the Department of Defense (DoD). Naval Service Training Command Officer Development (NSTC OD) prescribes courses for theoretical and practical professional naval education of maritime school students; provides direction and supervision for administrations of the Strategic Sealift Midshipman Program, U.S. Naval Reserve (SSMP, USNR); provides logistical support to DNSs; and authorizes such expenditures from proper Navy appropriations as necessary for the efficient maintenance of DNSs. NSTC is the administrative agent for naval science programs and exercises military command of all DNSs.
4. **Department of Naval Science Locations**
- a. The SSMP is administered by the DNS at the following institutions:
    - California Maritime Academy  
200 Maritime Academy Drive  
Vallejo, CA 94590-0644
    - Massachusetts Maritime Academy  
101 Academy Drive  
Buzzards Bay, MA 02532-3132
    - Texas Maritime College  
Texas A&M University at  
Galveston, PO Box 1675  
Galveston, TX 77553-1675
    - United States Merchant Marine Academy  
Naval Science, Furuset Hall  
Kings Point, NY 11024-1699
    - Great Lakes Maritime Academy  
Northwestern Michigan College

1701 East Front St.  
Traverse City, MI 49686-3061

- b. Units at the State University of New York (SUNY) Maritime College and Maine Maritime Academy are officially Naval Reserve Officer Training Corps (NROTC) units which are assigned the additional duty of providing naval science instruction for maritime students and handling the administration of the SSMP.

State University of New York  
Maritime College  
Fort Schuyler  
Bronx, NY 10465-4198

NROTC, Maine Maritime Academy  
44 Pleasant St.  
Castine, ME 04421- 0137

- c. All instruction will be conducted/overseen by the Officer in Charge (OIC) of the DNS and the Professor of Naval Science (PNS) or Commanding Officer (CO) of the NROTC unit.
- d. Due to the unique nature of certain functions assigned at the maritime institutions, direct liaison is authorized for routine administrative matters between the DNS and the cognizant staff members of the Navy Recruiting Command (CNRC), Commander, Navy Reserve Forces Command – Strategic Sealift Officer Program Manager (CNRFC N14), Chief of Bureau of Medicine and Surgery (BUMED), Chief of Naval Personnel (NAVPERS), and the Maritime Administration (MARAD). NSTC OD shall be kept informed of such communications by the CO/OIC where appropriate.

- 5. **Memorandums of Understanding/Agreement (MOU/MOA) with Host Institution:** When in place, it is highly recommended that units review their MOUs every 10 years. NSTC OD will assist drafting and supporting DNS staff with DNS/host institution MOU/MOAs. The last DoD directed NROTC/host institution MOUs were completed July 2018. DNS unit MOUs are not included in the requirement. DNS OICs are not at the same level of academic status as a PNS, and therefore have limited bargaining powers or leverage to make changes at the host institutions.

6. **General Unit Policies**

- a. Supervision, control, and direction of DNSs will be administered by the Secretary of the Navy through NSTC OD.
- b. Heads of host institutions should have the same academic relationship with the DNS department heads that they have with other academic department heads of the institutions.
- c. DNS staff personnel, whether military or civilian, are not employed by the host institution and therefore may not be assigned by the institution administrators, nor consent to perform any duty which involves the safety and well- being of maritime students, facilities, or property. Navy personnel shall assume no more and no less responsibility than other academic departments for disciplinary programs of the maritime institutions. Navy personnel are not permitted to participate in the alteration, overhaul, or repair of training vehicles owned by, assigned to, or loaned to a maritime institution. Training ships and craft may be considered as classroom

extensions of the maritime institutions; as such the DNS may conduct instruction related to the naval science curriculum, observe and report upon aptitude for further Naval Reserve Officer status, and assist in appropriate collateral duties aboard these vessels. DNS staff personnel may also participate in field trips to civilian or military facilities or engage in other extracurricular activities to the extent considered advisable by the OIC and when approved by the heads of the maritime institution

**7. Unit Staffing: Officer and Enlisted Personnel**

- a. Detailing: The detailing and relief of officers and enlisted personnel for duty at the DNS is a function of the Chief of Naval Personnel (NAVPERS). Direct liaison is authorized between the units and NAVPERS in matters relating to the nomination and institutional acceptance of staff officers and personnel, as required. Nomination of OICs will be coordinated between NSTC OD and NAVPERS. Nominees for OIC, approved by NSTC OD, will be forwarded for presentation to academy authorities for institutional acceptance.
- b. Allowances: The number of officers and enlisted personnel assigned to duty with the DNS is determined by the Chief of Naval Operations. Requests for changes to allowances should be addressed to NSTC OD for action.
- c. OIC and AOIC FITREPS: BUPERSINST 1610.10(series) establishes procedures and reporting periods for officers. To facilitate preparation of meaningful reports, all unit personnel shall submit input to NSTC OD at least 45 days prior to the end of the regular reporting period or planned detachment date.
  - a. USMMA FITREP - OIC's FITREPs are signed by CNSTC. Instructor FITREPS are signed by the DNS OIC.
  - b. SMA DNS FITREP - OIC FITREPS are signed by CNSTC. AOIC FITREPS are signed by NSTC OD. OIC and AOIC FITREPs are only evaluated against officers with the same billet description.

## SECTION 3 SSMP Applications and Acceptance

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### 1. General Information:

- a. Any U.S. citizen selected for appointment to the U.S. Merchant Marine Academy (USMMA) must apply for and accept (if offered) an appointment as a Strategic Sealift Midshipman (SSM) in the U.S. Navy Reserve (USNR). Any eligible student at the State Maritime Academies (SMA) may apply for acceptance in the Strategic Sealift Midshipman Program (SSMP). SMA Strategic Sealift Midshipmen (SSM) must have accepted an enlistment in the SSMP prior to applying for the MARAD's Student Incentive Payment (SIP) program.
- b. To facilitate processing, arrangements should be made with each maritime academy admissions office to provide advance information to prospective students. This advance information should include specific instructions regarding forms and documents new student must furnish on arrival. Students should be provided a letter explaining the SSMP and request that prospective applicants bring the following documents: the original or notarized copy of their birth certificate, immunization records, SAT/ACT scores, high school transcripts, letters of recommendation, etc. Units will make copies and return the originals to the applicant.

### 2. Application for Strategic Sealift Midshipman Program

- a. The PNS/OIC is authorized to enroll prospective SSM after establishing their eligibility for the program, including passing medical qualification. An interview with prospective SSMP applicants is at the discretion of the PNS/OIC. The PNS/OIC shall only enroll applicants that demonstrate the aptitude and motivation to succeed as a Naval Officer.
- b. USMMA:
  - i. Prospective USMMA midshipmen are offered academy appointments via a competitive process, including receiving a Congressional nomination. The DNS unit is not staffed to conduct interviews with all SSMP applicants. All USMMA midshipmen are qualified for the SSMP upon admission. USMMA entrance applications are handled by the school admission's staff, who coordinated with DNS for final acceptance numbers. Documents will be gathered by the DNS soon after commencement of plebe indoctrination.
  - ii. The PNS/OIC shall send a "Welcome Aboard Packet" to the prospective student. In accordance with the *ROD Section 3-20* the packet shall include notification of Navy height/weight and physical fitness standards (i.e., Good Low for 20-24 year olds). Naval Science Welcome Aboard documents are hand delivered by the incoming candidate and gathered by the DNS at the commencement of plebe indoctrination. The packet shall also include the following:
    1. Application for Midshipman Status, SSMP, USNR

2. Proof of U.S. Citizenship – Birth Records
3. Dependency Application/Record of Emergency Data (NAVPERS 1070/602)
4. Security Clearance Application Screening Form
5. Physical Fitness Assessment
6. Military ID Card Request
7. Plebe Indoctrination Data Sheet
8. Department of Naval Science Checklist

c. SMA:

- i. Similar to the NROTC College Program Basic application process, SMA SSMP applications are handled locally by unit staff. Final selections are at the discretion of each unit's PNS/OIC. Requirements documents should be completed as soon as possible after the students submit the SSMP application. The decision should be based upon a student's ability to meet SSMP eligibility requirements outlined in this section. Remaining documentation should be completed in a timely fashion so the midshipman may receive appointment and enlistment. NSTC OD2 does not process SSMP applications.
- ii. SMA students must apply to be accepted in the SSMP no later than the beginning of their 2/C year. Sufficient time must be allowed for students to complete all USCG license requirements, complete Naval Science courses, and meet security clearance reviews for commissioning scrolls to be processed. 1/C and 2/C applicants are generally past the opportunity to apply for the SSMP, but individuals may be evaluated on a case-by-case basis. Students past application timelines should be informed of other USN, USNR, and SSO commissioning options.

3. **SSMP Eligibility Requirements:** Applicant must meet the following requirements to be eligible for enrollment in the SSMP:

- a. Meet the same basic enrollment requirements as NROTC midshipmen addressed in *ROD Section 2-1.2.a.* and *ROD Section 2-2.3.*
- b. Meet physical standards specified by the U.S. Coast Guard (USCG) for original licensing as a merchant marine officer. *Reference: USCG Navigation and Vessel Inspection NVIC 04-08.*
- c. Must be enrolled in a bachelor's degree program that is associated with a USCG Merchant Mariner Credential (MMC) as a Third Assistant Engineer/Mate of unlimited horsepower/tonnage. The degree path is required to have all endorsements for Standards of Training, Certification and Watchkeeping (STCW).
- d. **SSM Age Waivers:** In the interest of capturing a larger talent group, SSMP age waivers will be considered. The SSO Program Manager (CNRFC N14) is responsible for the policy and approval of SSM age waivers. Age waivers only apply to SMAs and not USMMA.

1. Automatic SSMP age waivers for prior enlisted service are allowed if ALL of the following conditions are met:

- i. When the number of years of enlistment are subtracted from the applicant's current age, the result must be less than 27 years.
- ii. The applicant attained the grade of E-4.
- iii. The applicant's DD-214 must state "honorable discharge".
- iv. The midshipman shall achieve a minimum "good low" PRT scores for his/her age range.

2. For SSMP applicants requiring an age waiver, the unit will submit a request to the SSO Program Office with the following information:

- i. Major/License
  - ii. Cumulative GPA
  - iii. Estimated Graduation Date
  - iv. Age at time of Graduation
  - v. Unit Participation
  - vi. Prior Military, to include separation status (honorable, etc.)
  - vii. Military or Civilian Awards
  - viii. Additional Information
  - ix. Potential Issues hindering a commission
- e. SSMP Reenrollment: Midshipmen previously enrolled at USMMA may apply to reenroll in the SSMP. Applications and approval for SIP is at the discretion of MARAD.

#### **4. SSMP Application Documentation**

- a. SSMP applicants shall complete or furnish the application documents before they sign an enlistment contract. These documents will be maintained in the Student Administrative File.
- b. SSMP Application Letter: This letter constitutes an applicant's official request for appointment to midshipman status.
- a. Birth Certificate/Evidence of Citizenship: SSMP applicants shall meet requirements in *ROD Section 4-10*. Verification of citizenship is mandatory.

- c. SSMP Training and Service Agreement: This contract establishes the formal agreement for a training and service agreement between the student/midshipman and U.S. Navy. It defines the SSMP requirements for eligibility and acceptance into the program, participation while a midshipman, and post-commissioning obligations as a commissioned Strategic Sealift Officer. It is important that each individual read and understand all requirements of the agreement before signing. The agreement is normally executed at the time of appointment/enlistment. Units shall continue using the SSMP Training and Service Agreement until an updated version is approved.
- d. SSM Student Administrative File: Units will maintain and arrange SSMP Student Administrative Files for each SSM in accordance with *ROD Section 4-9*. USMMA's DNS is allowed to maintain a reduced list of documents as the institution maintains a majority of these documents. The Student File Index can be modified as it pertains to the SSM.
- e. Enlistment/Reenlistment Document Armed Forces of the United States (DD form 4/1): The enlistment contract shall be signed once an applicant meets all SSMP eligibility requirements. SSM shall only be under one contract/agreement at a time. Appointees who are members of a reserve component must execute a new contract/agreement specifically for the SSMP. Applicants must have signed enlistment documents prior to submitting an application to MARAD for SIP. Instructions for filling out the DD Form 4 are listed in *ROD Section 4-16* and *ROD Appendix P*.
  - i. The enlistment contract in the SSMP is for 8 years as a Strategic Sealift Officer (SSO) in an active reserve status. SSO obligation requirements are established in the SSMP Training and Service Agreement and OPNAVINST 1534.1(series).
  - ii. DD Form 4 Section 8. The SSMP Training and Service Agreement and if applicable MARAD Contract (MA-889/890) shall be listed.
- f. SSMP Concept of Honor: Applicants shall be briefed on the Navy's concept of honor and shall acknowledge by signing *NSTC Form 1533/121*. Units may modify wording to dovetail with the SSMP and academy's honor code. *Ref: ROD Section 4-14*.
- g. Drug Use Statement of Understanding: All SSM shall meet DoN requirements concerning use of drugs or alcohol in accordance with OPNAVINST 5350.8 series. Each unit shall explain these requirements to students before they execute the *SSMP Training and Service Agreement*, and ask that each student, as part of the application process, sign the *Drug and Alcohol Statement of Understanding NSTC 1533/153*. Random urinalysis testing is conducted by the Maritime Academies in accordance with Title 46 CFR 16.230. Urinalysis testing may occur if onboard USS vessels and during summer cruises.
- h. Privacy Act Statement: SSMP applicants shall execute the *General Purpose Privacy Act Statement (OPNAV 522/12)*. This file is maintained in the Student Administrative File.
- i. Dependency Application/Record of Emergency Data (NAVPERS 1070/602): Units will comply with instruction in *ROD Section 4-17*. SSM do not have access to NSIPS and therefore the information is recorded on paper and verified in OPMIS. This form is only required if a SSM is participating in a Navy summer cruise. The form will be submitted with the commissioning package for the Official Military Personnel File (OMPF). After commissioning, the SSO ENS will update this information in NSIPS.

- j. Privacy Act Statement – Health Care Records (DD Form 2005): Required to be completed for SSM and kept in the midshipman's health record. For USMMA, records are maintained by USMMA contracted health service department located on campus.
- k. DoD Medical Examination Review Board (DoDMERB) Report of Medical Examination (DD Form 2351): This form is required for SSM as part of the pre-commissioning BUMED review. For USMMA, records are maintained by USMMA contracted health service department located on campus.
- l. DoD Medical Examination Review Board (DoDMERB) Report of Medical History (DD Form 2492): This form is required for SSM as part of the pre-commissioning BUMED review. For USMMA, records are maintained by USMMA contracted health service department located on campus.
- m. Request for Discharge or Clearance from Reserve Component – Conditional Release (DD Form 368) - (Only Applies to Currently Enlisted):
  - i. Occasionally prospective SSM are still affiliated with a reserve unit or another service. The conditional release must be forwarded to the applicant's commanding officer for appropriate release, if release is required by the other service.
  - ii. Students with prior active duty service shall have a copy of their DD Form 214 placed in their Student Administrative File. The *DD Form 214* will be included as part of the commissioning package.
- n. Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4): Reference *ROD Section 4-51* for instructions. File the form in the Student Administrative File, and it is required as part of the commissioning package.
- o. Administrative Remarks (NAVPERS 1070/613) – "Page 13": Official administrative remarks can be recorded on a Page 13 as part of the SSM's official record.

**5. Background Check and Security Clearance:**

- a. Units shall only initiate NACLC requests for students that have signed contracts (DD Form 4 and the *SSMP Training and Service Agreement*). Reference *ROD Section 5-23* for more guidance.
- b. The unit PNS/OIC may permit an SSM appointment without a completed NACLC. SSM appointments and enlistments are made with the condition that any negative information which might be revealed by the NACLC process which would preclude the granting of a security clearance could result in separation from the program.
- c. Questionnaire for National Security Positions (SF 86): SSM shall follow *ROD Section 4-19* for all security requirements. When the SSM has been granted a security clearance, the SF 86 may be returned to the MIDN, and OPMIS updated to reflect the clearance status.
  - i. At the SMAs, most students who are not selected for SIP will not pursue the SSMP. Therefore, the SF-86 should not be submitted for these SSM until fall semester of their 2/C year.

- ii. USMMA's DNS is allowed to track midshipmen security process in a spreadsheet, and not in individual Student Administrative Files.

## SECTION 4 SSMP Operations

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### 1. SSMP Contracted and Obligated Status

A. Defining contracted and obligated status is important as this determines how administrative processes are conducted. SSM contract and obligation thresholds are defined in law (46 USC Ch 513 and 515). Enlistment in the Navy is accomplished administratively by signing the DD Form 4 and the *SSMP Training and Service Agreement*. SSMs that apply for and receive MARAD’s SIP also agree to a separate but connected service agreement. Specific obligations in the event of non-completion/default are contained in the provisions of 46 United States Code Appendix, subchapter XIII.

#### B. Contracted: Navy and/or MARAD:

1. SSM Contracted with the US Navy: Contracted students have signed the Oath of Enlistment (*DD Form 4*) and the *SSMP Training and Service Agreement*.

- a. SMA: Conditional upon meeting all eligibility requirements, SSMP applicants can sign contracts with the SSMP/Navy up to the start of their 2/C fall semester.
- b. USMMA: Midshipmen sign a contract with the SSMP/Navy freshmen year.

2. SSM Contracted with MARAD:

- a. SSM are not required to sign contracts with MARAD. There are multiple reasons why midshipmen do not receive SIP: being ineligible (age), were not selected, do not want post-graduation/commissioning obligation to MARAD, receiving SIP negatively affects institution financial aid, etc.
- b. MARAD’s Student Incentive Payment (SIP) Program provides financial support in exchange for maritime service post-graduation. SMA SSM willing to accept the terms and conditions sign the *Service Obligation Contract for State Maritime Academies (MA-889)*.
- c. USMMA SSM sign the *Service Obligation Contract for USMMA (MA-890)*.

C. Obligation Status:

1. Obligated to the US Navy: The Department of the Navy does not provided any financial support to any SSM. SSM are obligated to the USN once the *Oath of Office (DD Form 4)* and *SSMP Training and Service Agreements* are signed. Until policies change, the Navy considers all SSMP in a non-obligated status. This includes all non-SIP recipient SSM. Non-obligated SSM may commission in a non-obligated status.
2. Obligated to MARAD: MARAD updated SIP contract requirements in 2018. Financial obligation thresholds have been reduced from \$20,000 to \$8,000.
  - a. Non-Obligated Status
    - i. SSM SIP Recipients: SSM SIP recipients are in a non-obligated status prior to receiving a 5<sup>th</sup> SIP payment and/or receiving greater than \$8,000.
    - ii. USMMA: USMMA SSM are in a non-obligated status up to the 1<sup>st</sup> day of their 2/C year.
  - b. Obligated Status
    - i. SIP Recipient SSM: SSM are obligated to MARAD after receiving a 5<sup>th</sup> SIP payment, and/or receiving greater than \$8000. SIP recipients are typically obligated to MARAD during the fall semester of the 2/C year.
    - ii. USMMA SSM: USMMA SSM are obligated to MARAD at the start of their 1<sup>st</sup> day of their 2/C fall trimester.

2. Active Enlisted Service and Recoupment

- A. US Navy's Interest: As per 46 USC§1395 c 4.9, Active Enlisted Service (AES) for obligated SSM is at the discretion of the Secretary of Defense. The authority to determine AES for NROTC MIDN has been delegated to the Assistant Secretary of the Navy. The authority to disenroll contracted non-obligated SSM is delegated to the PNS/OIC. Until policies change, the US Navy considers all SSM in a non-obligated status and is not interested nor willing to pursue AES. The needs of the Navy will flex as environments and conditions change, and any SSM under contract shall understand that AES is a possibility if they break their contract.
- B. Should AES be considered, representatives from SSMP stakeholders (Naval Service Training Command, Officer Development (NSTC OD), Maritime Administration (MARAD), Chief of Navy Operations (CNO) N42, Military Sealift Command (MSC), and Commander Navy Reserve Forces Command – Strategic Sealift Program (CNRFC N14) will form a working group to discuss conditions and the process for implementing SSMP to AES. This discussion most likely will happen in a war-time environment when the Navy is looking for all avenues to meet recruiting goals.

- C. MARAD's Interest – Recoupment of any SIP is at the discretion of the Maritime Administrator. Although funds have been given and contracts have been signed (MA-889/890), MARAD's current policy states that it will not pursue financial recoupment for contracted, non-obligated SSMP who attrite. MARAD may pursue recoupment for obligated SSM.

**3. SSM Participation and Status Tiers:** There are three levels of participation in the SSMP:

- A. SSMP-C Applicants/Candidate: Students that have expressed interest in the SSMP, yet have not met eligibility requirements to sign a contract. Only requires a sports physical to participate. It is at the discretion of the unit's PNS/OIC to determine the requirement for mentorship/counseling and participation in unit activities.
- B. SSMP-B: Students have met all eligibility requirements to join the SSMP. SSM Applicants become contracted and enlisted in the USNR. SSMP-B are in a non-obligated status as follows. SSMP-B can be compared to NROTC's College Program Basic.
- C. SSMP-A: Students have met all requirements of SSMP-B. They are contracted and enlisted in the USNR. SSMP-A are in their 1<sup>st</sup> or 2<sup>nd</sup> class year and are in an obligated status with MARAD. SSMP-A can be compared to College Program Advanced Standing.

**4. SSMP Inter-Service Transfer**

- A. SSM midshipmen may seek appointments to any service academy or ROTC program. Midshipmen desiring to transfer to other accession programs will be placed on interim LOA and processed as a DOR. The disenrollment shall be effected one day prior to appointment by the other ROTC program or service academy. Inter-service transfers are not available at every Maritime Academy. If obligated to MARAD, the SSM will remain obligated until all service obligations are fulfilled. Procedures vary per program type.
- B. SSMP to Marines: SSM may apply to a Marine Corps commissioning program at any time. However, they must complete USMC OCS prior to being commissioned. USMMA DNS will complete a Conditional Release (DD Form 368) for midshipmen to attend OCS. If their request is approved, midshipmen must complete OCS. They remain in the SSMP until graduation but commission as second lieutenants. All requests shall be submitted to MCRC (ON/E) via NSTC OD4.
- C. SSMP to Air Force or Army (ROTC): SSM must apply and be accepted before their senior year. Midshipmen shall be disenrolled from the SSMP as a DOR.
- D. SSMP to Navy (ROTC):
  - 1. SSM are allowed to apply for NROTC side-load scholarships while still being enrolled in the SSMP. SSM compete in a status similar to a College Program Basic applicant. These requests are most likely received from SSM attending SMAs with both NROTC and SSMP programs.
  - 2. Upon selection for a side-load scholarship, the SSM will be disenrolled from the SSMP as a DOR. A conditional release from the SSMP (DD Form 368) will be required, as this releases

the SSM from the *DD Form 4* and *SSMP Training and Service Agreement*. The disenrollment shall be effected one day prior to an NROTC appointment. SSM in an obligated status will remain obligated until all service obligations are fulfilled. If the SSM is a SIP recipient, the unit will notify MARAD that the SSM has accepted an NROTC Scholarship Refer to *ROD Sections 2-14* and *4-32* for Change of Option Requests. SSM will be processed as per the College Program Basic process. Reference *Appendix P* for the scholarship activation process.

- E. College Program Basic to SSMP. The midshipman must be in a USCG license track program.
- F. USNA/USMMA to SMA SSMP: Applicants must meet all SSMP eligibility requirements. A letter or statement of intent to join SSMP shall be addressed to unit PNS/OIC. Transcript from previous school will be required to process. The midshipman will most likely require a new DoDMERB as the pre-commission physical is only valid for 5 years, and the MIDN will be past this date at time of estimated commission at the SMA. The request will be processed through OD4 as a “reactivation” in OPMIS.

**5. MARAD’s Student Incentive Pay (SIP) (*Not Applicable to USMMA SSM*)**

- A. SSMP Student Incentive Pay (SIP) Program. The MARAD SIP Program is available to State Maritime Academy (SMA) students. Students who enroll in the SIP program receive funding to offset the cost of uniforms, books, subsistence, and tuition in return for a service obligation. The SIP Program is offered at all six State Maritime Academies. The SIP students are eligible to receive tuition assistance not to exceed four (4) years or \$32,000. In exchange for this financial assistance, graduates of the SIP Program all incur a service obligation.
- B. MA-890 (SMA) – Once approved by MARAD, SSM are required to sign this form in order to receive SIP. These forms are the equivalent of NROTC’s Scholarship Agreement. These forms shall be kept in the Student’s Administrative File. The MA-889 is only required for SSM receiving SIP. These forms should be included in the commissioning package to PERS as part of the build for the OMPF record. MARAD manages and controls the MA-890.
- C. SIP Obligations upon graduation. Having successfully completed the course of instruction at a State Maritime Academy for a maritime degree and upon receiving a U.S. Coast Guard (USCG) Merchant Mariner Credential (MMC) with an officer endorsement, the graduate's service obligation includes the following:
  - a. Service/employment in the maritime industry for three (3) years (afloat employment is priority);
  - b. Maintaining a USCG MMC for six (6) years with the appropriate national/international endorsements and certifications required by the USCG for service aboard domestic and international vessels. Maintaining a document of continuity does not fulfill this portion of the obligation, and there is no grace period. Graduates must also maintain a valid Transportation Worker Identification Credential (TWIC) for six (6) years following graduation and maintain a valid USCG medical certificate.
  - c. A Navy Reserve commission as an SSO for eight (8) years; and

- d. Conducting an annual compliance reporting to MARAD until all service obligation components are fulfilled.
  - e. Fulfillment of the SIP Service Obligation requires completion of all elements listed above. The only exception to this is individuals who, serve as a commissioned officer on active duty in the Armed Forces of the United States or as a commissioned officer of the National Oceanic and Atmospheric Administration (NOAA) or the U.S. Public Health Service (USPHS). Those SIP graduates following graduation who provide five (5) years of honorable Active Duty service will fulfill their MARAD obligation, with the exception of their annual reporting.
- D. MARAD is responsible for providing guidance for the selection and processing of SIP applications. They determine criteria for ranking, the interview process, and which applicants are selected to receive SIP. NROTC/DNS staff can participate as a member of the SIP application review board.
- E. Unlike NROTC scholarship program, SSM do not compete nationally for MARAD's SIP program. The number of SIP allocations are determined by MARAD. Students compete internally within each Maritime Academy. Eligibility and selection process is outlined in MARAD's SIP Manual.
- F. NROTC/DNS units will provide a list of SSM that are applying for SIP to a Maritime Academy point of contact. The list should be alphabetical to prevent presenting any indication of conflicts of interest. The timeline for requiring applications is described in MARAD's SIP Manual.
- G. There is no equivalent NROTC Educational Cost Breakdown Form (NSTC 1533/113) for SIP. Payment tracking information is handled by MARAD, and the unit is not required to track monthly payments.
6. **SSMP and Navy Internships/Summer Cruises.** SSM that express a strong interest in active Naval Service following graduation are eligible to participate in summer cruises (or internships) similar to those of NROTC midshipmen. SSM as are ineligible for NROTC Program funding and generally pay all expenses out-of-pocket, including transportation, lodging and meals. Summer cruise/internships for SSM can be arranged through NSTC OD3 on case-by-case basis, conditional upon availability and resources. Due to Maritime Academy and USCG sailing requirements, SSM Navy internships may be scheduled outside of NROTC traditional summer cruise periods. Navy internships should be noted on the SSM Active Duty application package.
7. **SSM Performance Evaluation and Counseling.** Units shall conduct SSM Performance Evaluations and Counseling as close to ROD Chapter 6 instruction as possible. Since the SMA and DNS programs have significantly small staffs, variations to SSM performance evaluation and counseling is allowed.
8. **SSM and Sea Time on USS Ships** - SSM on USS ships may be eligible for USCG sea time. Acceptance of sea days is at the discretion of the USCG. SSM should research USCG requirements prior to relying on USS sea days to graduate.
9. **SSMP Disenrollments and Performance Review Boards (PRB)**

- A. The PRB process was designed to work at fully staffed NROTC units for NROTC Midshipmen. It does not take into consideration the minimally manned DNS units or the lack of capacity of NROTC/DNS staff to support a full PRB process for both NROTC midshipmen and SSMs. The SMA DNS's are allowed specific exceptions to requirements to reduce issues such as conflicts of interest (e.g., staff member is also the class advisor), units to rely 100% on outside unit support, and SSMP commercial sailing schedules.
- B. Disenrollment Authority
- i. 46 USC identifies that the SSM disenrollment authority is the Secretary of Defense, with authority delegated to the Secretary of the Navy. Through the Assistant Secretary of the Navy and CNSTC, disenrollment authority for the SSMP is delegated as follows:
  - ii. Contracted and Non-Obligated: Disenrollment authority is delegated to the unit PNS/OIC.
  - iii. Contracted and Obligated: Disenrollment authority is delegated to NSTC OD.
  - iv. SSMP Disenrollment Documents to MARAD: NSTC OD will support MARAD by providing paperwork required to support financial recoupment.
- C. SSMP Disenrollment: SSMP disenrollments are based upon the SSM's obligation status.
- i. SSMP-C Applicants: SSMP applicants can be disenrolled at the unit.
  - ii. SSMP-B Disenrollment (*contracted, non-obligated status*)
    - a. Disenrollment authority for SSMP-B is delegated to the unit PNS/OIC. The PNS/OIC may forward any disenrollment to NSTC OD to review and make a disenrollment decision.
    - b. PRB's are not required for contracted SSM that are disenrolling for the following reasons: (1) drop-on-request, (2) dropped by institution, (3) medical disqualification, (4) academic, and (5) failure to meet security requirements. Holding a PRB for any of these disenrollments is at the discretion of the PNS/OIC, and the MIDN may waive the right to the PRB.
    - c. Aptitude/Disciplinary PRB process is required to be initiated. SSM may not waive the right to the PRB.
    - d. Any SSM that wants to argue their case to remain in the SSMP can request a PRB. Final disenrollment authority for these situations shall be NSTC OD. NSTC OD will inform MARAD and the unit of any SSMP disenrollments.
    - e. Disenrollment Paperwork: Once disenrolled, the unit will notify the SSM via a standard Navy letter stating the SSM is disenrolled from the SSMP. A copy of the disenrollment letter shall be kept in the Student's Administrative File along with any supporting documentation: trigger document, transcripts, probation/warning letters, etc. The unit shall attrite the MIDN from OPMIS.

- f. NSTC OD will inform MARAD of all contracted SSMP disenrollments.
- iii. SSMP-A Disenrollment (*contracted, obligated status*)
  - a. Disenrollment authority for SSMP-A is delegated to NSTC OD.
  - b. PRB's are required for all SSMP-A disenrollments.
  - c. Any SSM that wants to argue their case to remain in the SSMP can appeal. In these cases, final disenrollment authority for these situations is CNSTC. NSTC OD will inform MARAD and the unit of any SSMP disenrollments.

#### **10. SOP for DNS/NROTC Units Requesting Reserve Support**

- a. Reserve Support through CNRFC N14 – Military Sealift Command (MSC) is the SSO Flag Sponsor, and funding is often prioritized for operations and exercises. CNRFC N14 and MSC understand the importance of having an SSO presence at the units to support SSMP training and mentorship. SSOs bring a unique perspective to the DNS/NROTC program and they understand how to simultaneously balance Navy Reserve and Merchant Marine careers.
- b. Units will coordinate with ODSSO, who will notify CNRFC N14 a minimum 3 months prior to units requesting SSO ADT support. This allows for appropriate time for N14 to post the announcement, receive and rank applications, and review SSO readiness status (medical, PHA/PFA, etc.). N14 will prioritize SSO applicants based on maritime experience (upgraded licenses and sailing experience), completed advanced education and JPME courses, previous Post Commissioning Indoctrination (PCI) assistance, and SSO ADT experience. N14 will discuss ADT applicants with the PNS/OIC prior to approving any orders.
- c. Reserve Support through CNSTC: Units can submit requests to NSTC N1 for ADT or ADSW support.
- d. ADT Order Lengths Options:
  - i. 365 ADT orders: Every effort shall be taken to have the SSO attend *Teaching in Higher Education: NROTC Instructor Preparation Course* offered twice per year.
  - ii. 135 ADT orders
  - iii. 2-week ADT orders: case-by-case basis for USMMA and the other SMAs.

#### **11. Service Assignment for SSM**

- A. The US Navy highly values the SSM's technical merchant mariner skillsets. USN accession quotas are controlled at BUPERS and managed by Officer Community Managers (OCM). Most SSM commission in the USNR as SSOs. SSM are able to apply for a limited and highly competitive number of Navy URL and RL Active Duty billets. OCM's set the community requirements standards and entertain SSM applications on a case-by-case basis. SSM selection is not guaranteed and is dependent on qualification, class ranking, and needs of the Navy. Taking into account the Maritime Academy commercial schedules, SSM Active Duty Navy service assignment applications are not collected until the MIDN's 1/C year.

- B. 46 USC and 46 CFR allow SIP recipients to apply for Active Duty commissions in any branch of military service, including the NOAA and Public Health Service.
- C. SSMP Active Duty Navy Options: SSM can apply for all USN URL and RL designators. The following paragraphs provide specific information for specific USN communities.
- i. Pilot/NFO - Maritime Academies should schedule the best SSM candidates interested in Navy flight billets for flight physicals starting in the MIDN's 2/C year. SSM sent for flight physicals should complete the pilot and NFO physicals during the same physical. The minimum recommended ASTB scores should be 6-6-6 for AVN community. AVN OCM will not consider any applications if MIDN is not flight physically qualified.
  - ii. SWO/EDO: Marine Engineering majors should be encouraged to pursue SWO/EDO option. Requests for EDO should be accepted at the beginning of 1/C year, as these billets are limited even for NROTC.
  - iii. SEAL/EOD: Any SSM interested in SEAL/EOD Active Duty billets must apply and attend the 1/C SEAL/EDO SOAS summer programs. The SEA/EOD communities will most likely not select any SSMP Active Duty billets without competing SOAS.
  - iv. Restricted Line Communities – Restricted Line (RL) communities review applications and make selections on case-by-case basis. These billets are extremely competitive.
    - i. USMMA SSMP and the USMC. USMMA SSM should continue combined training with USNA (i.e., leatherneck). SMA SSM can participate in NROTC USMC summer cruise programs, but expenses will be paid for by the MIDN. Most likely the full 12-week USMC OCS will be required. NSTC OD3 Training Officer (Normally a USMC O-4) will be the POC for arranging USMC summer cruises and OCS/ODS scheduling.
- D. Active Duty Requests
- i. SSM who request active duty must submit a service assignment request package to NSTC OD per the service assignment timelines in this paragraph. In doing so, each maritime academy unit shall rank order their midshipmen per first choice designator. Packages are required to be submitted no later than 18 October to NSTC OD4. Service assignment packages received after that date may not be accepted. Upon receipt of the service assignment package, OD4 will liaison with each community manager to determine service assignment. The results will be passed to NSTC OD4 and each maritime academy.
  - ii. SSM Active Duty Application Request: The application paperwork shall include the following:
    - a. SSMP Designator Request Transmittal Letter
    - b. Interviewer's Appraisal Sheet, NAVCRUIT 1131/5, completed by a Naval Officer
    - c. Proof of pre-commissioning physical (i.e., DoDMERB-approved DD 2808) or BUMED/NMOTC approved waiver recommendation
    - d. Application for Recall to Extended Active Duty, NAVPERS 1331/5
    - e. Student Resume
    - f. At least (3) Letters of Recommendation
    - g. Current Unofficial Academic Transcript

- h. Most Recent Evaluations
    - i. Personal Letter (addressing work history, personal achievements, extracurricular activities, leadership potential, and interest in the community)
    - j. If necessary, applications or any documents required for certain designators (ex: ASTB scores)
  - iii. With input from the DNS/NROTC units, the applicants are rank ordered per their first choice designator. Service assignment packages received after this date may jeopardize the student's opportunity for active duty assignment through this process. Upon receipt of the service assignment package, NSTC ODSSO will liaison with each community manager to determine service assignment. Official results will be sent to the DNS/USNR units via Official Mail Message from NSTC OD.
  - iv. Officer Community Managers (OCM) review applicants and inform NSTC OD of the primary and alternate selections. SSMP applicants are allowed 2 weeks to respond with an accept/decline response. Any declined responses will be filled by the alternates, which are allowed 2 weeks to respond. By the end of November, the SSM to Active Duty list is finalized and distributed to Maritime Academies, NSTC OD, and the OCM's.
  - v. If selected for Active Duty Navy, the commissioning package will follow ROD guidance for the NROTC scholarship process.
- E. Reserve Duty Requests: All documents required for commissioning shall be forwarded to PERS-8 at least six months prior to the midshipman's commissioning date. At the same time, all reserve commissioning scrolls shall be prepared by the unit and forwarded to NSTC OD4.
- F. SSM Scrolls - When preparing commissioning scrolls, SSM who request active duty must appear on both the regular and reserve commissioning scrolls. This is required because not all SSM who request active duty are approved for active duty when commissioning scrolls are due.
- G. Other than USN Commissions:
- i. SSM that do not apply or are not selected through NSTC's Active Duty Navy application and selection process remain eligible to seek active duty commissions in other branches of service. SSM who seek an appointment as a commissioned officer in another service, as an officer with NOAA or the Health Service Corps, must be accepted by the other service and conditionally released from the SSMP. If disapproved, the midshipman remains obligated to accept a USNR/SSO commission if qualified for active duty assignment.
  - ii. If approved, the SSM shall be disenrolled and discharged from the Naval Service the day preceding appointment in the other service.
  - iii. It is highly recommended that the application process be started as early as possible to reduce potential delays in the commissioning process.
  - iv. A conditional release (DD-368) will be required for commissions other-than-USN. Conditional releases are not guaranteed, as the SSM has signed a contract with the USN. Conditional release authority is only delegated if the Navy is allowing conditional releases. For SMA NROTC units and USMMA, conditional release authority is at the discretion of the

PNS/OIC. For the SMA DNS units, conditional release authority is at the discretion of NSTC OD. NSTC ODSSO maintains communication with SSO key stakeholders and will inform NSTC OD if the Navy is not allowing SSM conditional releases.

- ii. Air National Guard Commission. There is no direct commission option for SSM to the Air National Guard. A conditional release is required for the SSM to commission to the USAF Reserve, and then laterally transfer to the Air NG. This paperwork process and commission can be signed on the same day.

## **12. Delayed Commissioning**

- A. Extenuating circumstances occasionally prevent SSM from commissioning as scheduled. Sometimes additional sea time or coursework/sea projects are required prior to graduating. Occasionally SSM did not pass the license on the first attempt.
- B. A SSM has 3 months from the time of graduation to pass the USCG license (Ref: 46 USC). Each SMA's program is different, and some allow MIDN to graduate without passing the USCG license. Not passing the license will be processed as an Academic PRB.

## **Appendix R**

### **SAFETY APPENDIX FOR THE ROD**

#### **1-1 GENERAL**

This 15 provides safety program requirements per SECNAV, OPNAV, NETC and NSTC applicable to the NROTC Units. A safety program is vital to ensure staff and students are provided a safe work and training environment. Some of the key program elements include implementation of the Enterprise Safety Applications Management System (ESAMS), Safety Training, Traffic and Motorcycle Safety, Recreational Off-Duty Safety (RODS), and Operational Risk Management (ORM). The NSTC Safety Officer fulfills the OPNAVINST 5100.23H and NETCINST 5100.1B requirement as the Safety Professional (0018) for the NROTC Units, each NROTC Unit will designate in writing (Letter of Designation (LOD)) a Command Safety Representative to manage the daily safety operations for their respective unit/s.

#### **1-2 REFERENCES**

1. The below instructions outline the foundation to the NROTC safety program.
  - a. OPNAVINST 5100.23 series: Safety Programs Ashore
  - b. NETCINST 5100.1 series: NETC Safety Program
  - c. NETCINST 1500.13 series: NETC High Risk Training Safety Program
  - d. NSTCINST 1500.13 series: Training Safety Program
  - e. OPNAVINST 3500.39 series: Operational Risk Management (ORM)
  - f. OPNAVINST 5102.1 series: Mishap and Safety Investigation Manual

#### **1-3 DESIGNATIONS**

1. The Command Safety Representative's Letter of Designation (LOD) must reflect he/she reports directly to the CO for safety matters, the other designations listed below can be in writing either by letter of designation (LOD) or listed in the Commands Collateral Duty List per the applicable instruction listed in paragraph (2). Separate LOD's are not required, if an individual has multiple designations, they can be captured in one LOD, ensure all applicable instructions listed in paragraph (2) are listed as references.

- a. Command Safety Representative (CSR) – The designee is overall responsible for the safety programs for their respective unit/s and should be familiar with the applicable requirements in each instruction listed in paragraph (1-2).

b. ESAMS Coordinator – The designee will manage the ESAMS data base for the command, to include entering and deactivating AD (Staff, MECEPS, and STA-21's) and GS employees, assigning duty/tasks, recording required training (Top Management Brief, Safety INDOC, Monthly Safety Talk, CPR Certification, EAP Drill/Walk thru, AED/CPR Drills to include administering oxygen, Quarterly Traffic and RODS Safety Briefs, and Motorcycle Training), running reports, and tracking individual training compliance. The ESAMS Coordinator must establish the required permissions for ESAMS by contacting:

NSTC Safety Manager, Mr. Randy Carpenter, Office (847) 688-7600 x348 or Command Cell (224) 545-3575 or [randy.r.carpenter@navy.mil](mailto:randy.r.carpenter@navy.mil).

Note: Many units assign this designation and duties to the CSR.

c. Traffic Safety Coordinator (TSC) – The designee will be responsible for the traffic safety requirements in OPNAVINST 5100.23H series that are applicable to NROTC Units. Some of the primary requirements include: Ensuring AD and GS employees receive a traffic safety brief prior to holidays and extended weekends (minimum quarterly) and recording in ESAMS; and Individuals traveling by Personal Motor Vehicle (PMV) outside the local area (Normally more than 300 miles) on leave are counseled on travel plans.

d. Motorcycle Safety Representative (MSR) – The designee will be responsible for the motorcycle safety requirements in OPNAVINST 5100.23H series that are applicable to NROTC Units. Some of the primary requirements include: Identifying and tracking rider compliance; and reporting rider compliance to the CO quarterly.

e. Recreational Off-Duty Safety (RODS) Officer – The designee will be responsible for the RODS requirements in OPNAVINST 5100.23H series. Some of the primary requirements include: Ensuring AD and GS employees receive a RODS brief prior to holidays and extended weekends (minimum quarterly) and recording in ESAMS; Enforce Personal Protective Equipment (PPE) requirements, where applicable, at command sponsored recreation activities; and Identify individuals who engage in high-risk recreational activities while off duty to ensure hazard awareness and individuals are properly trained for the activity.

f. Operational Risk Management (ORM) Manager – The Executive Officer or civilian equivalent is required to be designated as the Command ORM Manager and responsible for the applicable requirements in OPNAVINST 3500.39 series. Some of the primary requirements include: Ensuring the ORM process is applied to all aspects of the command operations and activities; and Select at least one officer or Senior Enlisted for designation as ORM Assistant.

g. Operational Risk Management (ORM) Assistant - The designee will be responsible for the ORM Assistant requirements in OPNAVINST 3500.39 series. Some of the primary requirements include: Assist command personnel in conducting documented risk assessments; Include ORM in the orientation and training of all military and civilian command personnel; Incorporate identified hazards, assessments, and controls into briefs, notices, and written plans; and Ensure periodic command ORM program evaluations are completed.

#### **1-4 Enterprise Safety Application Management System (ESAMS).**

1. All NETC Domain commands are required to fully implement ESAMS per NETCINST 5100.1 series. The following requirements fulfill the requirement to fully implement ESAMS for NROTC Units:

a. Add all AD (Staff, MECEPS, STA-21's) and GS employees as new users upon reporting to the command. Ensure information in personnel record is 100% complete (Name, DOB, Rank, Designator for officers, Title (CO, PNS, XO, APNS, Student, MECEP, STA-21, Safety Officer, MOI, AMOI, etc.), Supervisor, Email Address, and Office contact number.

b. Deactivate all AD (Staff, MECEPS, STA-21's) and GS employees once they have checked out of the command.

c. Assign one of the below CORE Duty/Tasks to command personnel in ESAMS:

- CO and XO – (CORE REQ) Top Management (ESAMS ID 4001695)
- CSR or ESAMS Coordinator – (CORE REQ) Supervisor (ESAMS ID 1000765)

Note: This duty/task will be assigned to the individual that will manage ESAMS and record Training.

- E-5 & above staff, MECEP and STA-21 – ESAMS Duty/Task (ESAMS ID 4002887)
- GS Employees and E-4 and below - (CORE REQ) Non-Supervisor-CNRMA (ESAMS ID 4001693)

Note: CORE Duty/Tasks contain multiple training requirements which you can see by selecting the view button next to the duty/task when assigning or by expanding the requirement on the training page in the individual's record.

d. Assign additional duties/tasks below as applicable:

- XO – ORM Program Manager (ESAMS ID 4003780)
- ORM ASST. – ORM Assistant (ESAMS ID 4003781)
- Command MSR/TSC – Command MSR/TSC (ESAMS ID 4003205)
- All Instructors – Military General CPR Requirement (ESAMS ID 4000901)
- All AD Motorcycle Riders (Unit members entered in ESAMS) – Assign applicable rider requirement by type of bike (Standard or Sports).

e. The first time personnel log into ESAMS they will be required to enter a code word, this is used for identification, they can enter whatever they desire, next they will be required to answer the motorcycle questionnaire. Failure to self-report is in violation of OPNAVINST 5100.23H series.

f. Instruct all personnel to complete assigned training, training will appear on the individual's main page when they log into ESAMS under Needed Training.

g. The CSR or ESAMS Coordinator will check the commands training compliance at least monthly by going to Dashboards, and then Safety/Org Summary, if overall training compliance is less than 100% there are personnel that are delinquent on training. The CSR or ESAMS Coordinator will go to Reports, select Reports, Training, and then Needed Training and Deficiency, locate the CMD/ORG block, select the drop down arrow to the right, select your command and save. You will return to the report screen, select Run Report, when the report appears it will list personnel that are delinquent by name, course and date training was required to be complete. This provides the CSR or ESAMS Coordinator the information they need to take corrective action.

## **1-5 Traffic**

1. Establish a traffic safety program and assign responsibilities for developing, issuing, implementing, and enforcing program regulations.
2. Report all AD motor vehicle mishaps per OPNAVINST 5102.1 (series), contact the NSTC Safety Officer for assistance in entering the report in ESAMS. Every effort should be made to work with law enforcement, safety, and medical treatment facilities to ensure completeness of the mishap investigation report. An email notification will be sent to N92A for awareness and intervention if necessary.
3. Ensure supervisors at all levels incorporate the principles of operational risk management (ORM) into their motor vehicle operations. Supervisors will emphasize to their personnel the hazards associated with drinking and driving, speeding, driving while fatigued, failure to use occupant protection devices, and other National Highway Traffic Safety Administration-identified driving distracters.
4. Ensure all AD and GS employees assigned to their command complete required traffic safety training.
5. Ensure supervisors counsel subordinates on proposed travel plans, mode of travel, length of travel time, and other contingencies prior to personnel leave approval. When Private Motor Vehicles (PMVs) are the primary mode of travel, use of the Traffic Risk Planning System (TRiPS) for travel planning purposes is highly encouraged. Additional information on TRiPS can be found on the Naval Safety Center's Web.
6. Ensure a local traffic safety orientation is included in the command check-in briefings for all AD and GS personnel reporting. Completion of command check-in orientation shall be documented in ESAMS by creating a class, ESAMS ID 4498, "Command Safety Indoctrination," enrolling and passing the individual/s. Examples of local traffic safety information include: host nation, State and local laws, Driving Under the Influence (DUI) costs, traffic, and driving patterns of the local area, emergency information, and Navy traffic instructions.
7. Ensure traffic safety briefs are provided to all AD and GS employees prior to major holidays, extended weekends, or liberty periods. Completion of training shall be documented in ESAMS by creating a class, ESAMS ID 1176, "Traffic Safety briefs prior to holidays, liberty or extended weekends" enrolling and passing the individual/s.
8. Stress the recurring factors related to traffic mishaps such as speeding, drinking and driving, non-use of seatbelts, and driving while fatigued during all traffic safety briefs, stand-downs, and during the leave approval process.
9. Communicate the legal consequences and penalties for impaired driving to command personnel.
10. Identify all military personnel who pose the greatest risk for private motor vehicle mishaps and establish additional measures (i.e., tailored training and mentorship programs) that provide them with the support, skills, and knowledge to be successful. These may be individuals with multiple traffic violation convictions or license suspensions or revocations. Identification as "greatest risk" is non-punitive and does not constitute a basis for non-judicial or adverse administrative action. Identification will be on the

honor system, individuals will be asked during check-in with the TSC if they have multiple traffic violation convictions or license suspensions or revocations, if considered a “greatest risk” the individual will be provided additional mentoring or training.

11. Attend the quarterly regional, base or installation traffic and motorcycle safety council meetings if geographically possible.

### **1-6 Motorcycles**

1. Identifying AD and MIDN riders upon reporting to the command
2. Ensure AD riders are designated as riders in ESAMS to include assigning the appropriate motorcycle duty/task (Sports or Standard/Cruiser)
3. Verify AD riders are licensed, insured, motorcycle is registered, and all training requirements are completed.
4. Record AD individuals motorcycle training in ESAMS by creating the appropriate class, enrolling the individual, passing and saving.
5. Provide the CO with a quarterly report on AD rider compliance status and MIDN riders.
6. MIDN requirements include:
  - a. Receiving training on the active duty motorcycle requirements for awareness if they ride while activated.
  - b. Wear the same PPE as AD riders.
  - c. MIDN are highly encouraged to complete at a minimum a basic riders course.

### **1-7 Recreational Off-Duty Safety (RODS)**

1. Provide RODS briefs to all AD and GS employees prior to any Federal holiday, extended weekends, or liberty periods (minimum quarterly) and record in ESAMS by creating a class using ESAMS ID 1263.
2. Enforce Personal Protective Equipment (PPE) requirements, where applicable, at command sponsored recreation activities.
3. Identify individuals who engage in high-risk recreational activities (i.e. skydiving; rock and mountain climbing; cliff diving; scuba diving; target, skeet and trap shooting; hunting; bull riding; racing motorized vehicles; boating; boxing; bungee jumping; air ballooning; motorcycle riding; and parasailing) while off duty to ensure hazard awareness and individuals are properly trained for the activity.
4. Alternate vehicles are mechanized equipment capable of on or off-road travel and designed to provide a means of transport for one or more individuals. Per CNSCTC DGM dated 23 Jan 19, all active duty and MIDN attached to NSTC will wear (at a minimum) a helmet approved by the Consumer Product Safety Commission or Snell Memorial Foundation at all times while operating or as a passenger on an alternate vehicle other than a golf cart.

### **1-8 Operation Risk Management (ORM)**

1. CO's are required to designate in writing the XO or equivalent as the ORM Program Manager per OPNAVISNT 3500.39 (series). ORM Program Manager is required to select at least one officer or senior enlisted and designate in writing as the ORM Assistant.
2. Include ORM in the orientation and training of all military and civilian personnel. Ensure both operational and non-operational/off-duty risk management is included in the command indoctrination and training. ORM Training is included in the CORE Duty/Task assigned to individuals in ESAMS
3. Conduct and document a risk assessment using the NETC Risk Assessment form on ESAMS for all operations, tasks and activities utilizing guidance in OPNAVINST 3500.39 (series). Review risk assessments annually or when processes change.
4. Utilize the NSTC Safety Manager when developing risk assessments.

### **1-9 Mishap Investigation and Reporting**

1. Notify NSTC (N9) within eight hours of all Class A and B non-aviation mishaps, N9 will notify NSTC CDO, NSTC CDO will notify NSTC Safety Manager and NETC Staff Duty Officer (SDO) immediately.
2. Enter all on-duty DoN civilian mishaps and military on/off-duty mishaps resulting in limited duty or a lost workday, into ESAMS, the investigation will be conducted between the Command Safety Representative and the NSTC Safety Manager, the NSTC Safety Manager will enter investigation information and close when complete. Midshipmen injuries will be reported to NSTC N92A and the NSTC Safety Manager via email.

### **1-10 Command Safety Representative (CSR)**

1. CSR responsibilities include:
  - a. Conduct Safety Indoctrination for all AD and GS employees, and record in ESAMS by creating a Command Safety Indoctrination class, ESAMS ID 4498, enroll attendees, pass and save.
  - b. Conduct the Top Management brief with CO and XO. This means discussing CO's written safety policy, expectations and any other safety initiatives deemed important (i.e. ORM, traffic Safety, Motorcycle Safety, etc.) with the CO and XO. Once complete record in ESAMS by creating a Top Management Brief class, ESAMS ID 1138, enroll the CO and XO, pass, and save.
  - c. Track individual training via the CMD Safety/ORG dashboard and take corrective action when less than 100%.
  - d. Ensure all AD and GS employees receive the "Monthly Safety Talk" and record in ESAMS. To record the Monthly Safety Talk go to the My Tools box, under Record Training select Monthly Safety Talk, click Record Safety Talk, enter a note on how you delivered (i.e. Electronic, Face to Face, etc.) ensure the CSR or ESAMS Coordinator is listed as the Supervisor and all AD and GS are listed as personnel, click record and the training is complete
  - e. Record training completed outside of the ESAMS program (i.e. Motorcycle training,

CPR, EAP Drills, AED/CPR Drills to include administering oxygen, etc.) to satisfy individual training requirements assigned in ESAMS and other requirements outlined in NSTCINST 1500.13B. Ensuring this type of training is recorded prevents personnel from appearing delinquent and is the source used by NSTC Safety to verify individual and other training requirements are being recorded during the Safety Occupational Health Management Evaluation (SOHME) and virtual ESAMS reviews.

### **1-11 CPR and Oxygen Training Requirements**

1. All NROTC AD staff must be CPR/AED certified and remain certified while attached to NSTC. NROTC AD staff will be assigned the “Military General CPR” duty/task in ESAMS, training completion will be recorded in ESAMS using ID 103, completion dates are entered and ESAMS will send out an email notification to the individual and supervisor 65 days prior to the certification expiration. CPR/AED training can be obtained through American Heart Association and American Red Cross, these are the only two companies that can provide AED/CPR certification per BUMED.
2. At least two NROTC AD staff should maintain oxygen administration training which can be obtained via the American Red Cross or online (<http://americansti.org>).

### **1-12 Automated External Defibrillator (AED)**

1. PNS’s are responsible to ensure the command has a sufficient number of AED’s to cover all physical training events if multiple events are being conducted simultaneously.
2. A documented (Inspection form or AED inspection tag) AED inspection shall be done monthly to ensure:
  - a. AED is operational
  - b. Battery is good and not expired
  - c. Defibrillator Pads are not expired
  - d. Emergency kit contains non-latex gloves in various sizes, CPR face mask with some type of barrier device, disposable razor, blunt end scissors, biohazard bag and absorbent towel.
3. The AED shall be inspected prior to each use. The inspection shall include the same inspection criteria above in paragraph 1-12.2 (a.-d.). All deficiencies will be corrected prior to use.

### **1-13 Training Equipment**

1. A risk assessment shall be completed on all operations, activities and events; ensure the risk assessment includes the hazards presented by the training equipment being used. Once the hazards have been identified controls need to be put into place to mitigate those hazards. Controls include in order of precedence:
  - a. Engineering Controls - Are methods that are built into the design of a plant, equipment or process to minimize the hazard. Engineering controls are a very reliable way to control worker exposures as long as the controls are designed, used and maintained properly.
  - b. Administrative Controls - Are changes in work procedures such as written safety policies, rules, supervision, schedules, and training.

c. Personal Protective Equipment (PPE) Controls - Refers to protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter.

2. Training equipment (Rope Climbs, Pull Up Bars, High and Low Obstacle Courses, etc.) must be inspected periodically to ensure equipment is free of recognized hazards. PNS's are responsible for ensuring training equipment (Command, University, and other) being used by staff and students (MECEPS, STA-21's and MIDN) during NROTC training is safe for use. Depending on the equipment there are many safety inspection checklists available from the manufacturer and online. The first option would be to contact the manufacturer. They should have an inspection checklist specific to their product. Other options include searching the internet for safety inspection checklists using the generic name of the equipment.

3. Emergency Oxygen:

Each unit should purchase two bottles of emergency oxygen in order to provide emergency oxygen while awaiting EMS response.

a. Oxygen safety precautions:

- Oxygen cylinders should not be stored in an area where the temperature goes above 125 degrees Fahrenheit (for example, car trunk or vehicle on warm days).
- Keep oxygen at least five (5) feet from any heat source.
- Store the cylinders in a safe place on their side so they cannot roll or fall; or store them upright, chained so they do not fall; or in appropriate holders so that they will not fall.
- Smoking or any flammable device is not permitted near oxygen.
- Oxygen should be checked on a recurring basis IAW manufacturer suggestion.

If emergency oxygen is provided, EMS evaluation is necessary.

## **Appendix S**

### **NROTC Universal Training Precautions (UTP) and Emergency Action Plan for Sick Cell Trait Positive (SCTP)**

Ref: (a) NAVADMIN 108/19 Universal Training Precautions to Reduce the Risk of Exercise-Related Collapse and Death

#### **1. Identify midshipman that are SCTP**

a. The following are the acceptable laboratory tests for determining sickle cell trait status:

(1) Hemoglobin solubility- will report as positive or negative. Positive result requires follow-up testing via Hemoglobin electrophoresis.

(2) Hemoglobin electrophoresis. \*The result will report the percentage of normal hemoglobin cells (A) and sickle cells (S). If 45% or greater of HGB S, contact N92A as this is likely not compatible with service.

(3) High pressure liquid chromatography (HPLC)

(4) Many states performed sickle cell trait screening as a part of the newborn testing. These results can be used in lieu of the above.

b. This testing will be a requirement prior to any NROTC physical activity. Testing for incoming scholarship freshmen (NSI or unit) will be done at NTSC expense. Testing for college programmers will be at the individual's expense. Laboratory results are filed in Right side/section 4 of the medical record. A thorough review of the medical record should be accomplished prior to ordering a new test. If unit is aware that testing was completed, every effort should be made to obtain those results from the medical clinic at which it was completed prior to having the test repeated.

c. Once identified at SCTP, MIDN must view the training video: <https://www.hprc-online.org/articles/sickle-cell-trait-awareness> and completion should be documented in their student file via page-13 entry.

d. During physical training and high risk training evolutions, SCTP MIDN will be identified by highly visible markings of which all unit personnel are trained to recognize. If glow belts are the chosen designator, SCTP MIDN will wear glow belts regardless of light conditions. The glow belts worn by SCTP MIDN will be of a different color than other MIDN. Training evolutions held at RTC and OTC will adhere to the current policy of the host base of identifying SCTP individuals.

#### **2. Ensure Safe Training evolutions**

a. While SCTP a risk factor for adverse events during exercise, it is not the only risk factor for a life-threatening emergency. Therefore, it is critically important to recognize risk factors and

respond to clear signs of distress during training evolutions with a timely and accurate response. Signs of distress may include slowing down, falling behind and struggling after initially being a front-runner, extreme difficulty breathing, onset of confusion or altered mental status, conscious collapse, inability to stand independently, or loss of consciousness.

b. Risk factors associated with exercise-related collapse and death can be personal, environmental or external. Personal risk factors include lack of appropriate environmental or exercise acclimatization, dehydration, recent or current illness, accumulated fatigue, poor baseline conditioning, a predisposing or underlying cardiac condition, exercise-induced asthma, sickle cell trait (SCT), excess body fat (BMI > 30) and prior poor PRT performance.

c. Environmental or external risk factors include: exercise at altitude, high ambient temperature and humidity and dietary supplements containing stimulants to include thermogenic and energy shots or drinks. All NROTC staff must be aware of these predisposing conditions that are risk factors for exercise-related injuries. Excessive motivation, in particular with a person that is struggling, is equally important to recognize as a risk factor, as an individual can push to work hard, while ignoring the onset of physical signs and symptoms of distress.

d. Warfighters who have difficulty completing 1-to-2-mile times runs or difficulty running after strenuous field exercises may be at particularly high risk for compromise. To avoid cumulative heat strain, they should be provided the ability to “heat dump” periodically (air conditioning, cool showers, and rest in shaded areas).

e. To increase sickle cell trait awareness and other physical training related emergencies, all NROTC staff that participate in physical training, including but not limited to CFLs, should be able to recognize and respond to events suggestive of Sudden Cardiac Arrest (SCA), Exertional Collapse Associated with SCT (ECAST), and Exertional Heat Stroke by watching the following training:

(1) Warfighter with SCT, first responders, and sickle cell awareness for medical personnel: <https://www.hprc-online.org/articles/sickle-cell-trait-awareness>.

(2) Heat injury prevention and treatment: <https://www.hprc-online.org/articles/heat-illness-prevention-treatment-and-recovery>.

f. SeaTrials Battle Stations Test is the only high risk training event conducted under NETC High Risk Training controls IAW NSTCINST 1500.13B. While high-risk trainers will be staged at various areas to conduct portions of the training, Sea Trials staff will monitor all Midshipmen for usual signs of distress (heat injury, stumbling, etc.) but also the unique features of SCTP exertion such as muscle weakness, confusion, then rapid deterioration.

**\*\*The following UTP must be applied to all fitness tests or other training evolutions that are expected to require at least moderate exertion (heavy breathing but able to talk in full sentences, sweating within a few minutes of start).**

g. All PRT evolutions shall be monitored by personnel trained in CPR with oxygen and AED immediately available. All training evolutions (e.g., command physical training, FEP) involving at least moderate exercise shall occur within the Emergency Medical Service (base or 911) response area. Ideally, the responding ambulance will be equipped with a defibrillator, oxygen and be able to provide intravenous hydration, but this is determined by the civilian EMS system.

(1) Allow acclimatization IAW the [Universal Training Precautions](#) to adapt to a warmer environment or higher altitude. Ensure progressive and graduated increases in exercise duration and intensity to the greatest extent possible in the training environment.

(2) The wet bulb globe temperature (WBGT) is the gold standard to measure environmental heat stress. Quest 48N is the standard WBGT device developed for Navy units ashore. Units may rely on heat stress meters to provide WBGT information when available. Additional information can be found at: <https://www.hprc-online.org/articles/wet-bulb-globe-temperature-devices-measure-heat-stress>. Note: There is a risk that non-locally developed WBGT readings may be inaccurate due to differing local conditions.

(3) Adhere to current guidelines for hydration and rest-work cycles. Promote water consumption when thirsty and to maintain clear or light-yellow urine color as described at <https://www.hprc-online.org/articles/hydration-basics>. General guidelines:

1. Individuals should try to drink half one's body weight in fluid ounces per day. For example, if one weighs 150 lb, then he needs about 75 fl oz daily.
2. For exercise lasting up to one hour: Drink water—about 3–8 oz every 15–20 minutes. (A gulp is about 1–2 oz.)
3. For exercise lasting longer than one hour: Drink 3–8 oz water + carbs + electrolytes every 15–20 minutes. A good sports drink should contain (per 8 oz): Carbohydrates 12–24 g, Sodium 82–163 mg, Potassium 18–46 mg.
4. Refer to <https://home.army.mil/lee/application/files/3615/3808/9560/H20-Consumption-Table.pdf> for DoD guidelines for rest-work cycles.

(4) MIDN will not use stimulants, alcohol, energy shots or drinks, antihistamines, diuretics, pre-workout products, weight loss and performance enhancing supplements prior to exercise. Guidance on supplements are available through the Department of Defense Dietary Supplement Resource: <https://www.opss.org>.

(5) After PFA testing, participants shall be observed for no less than 10 minutes' post exertion, during an active cool down period.

**\*\*\*At early signs of distress\*\*\***

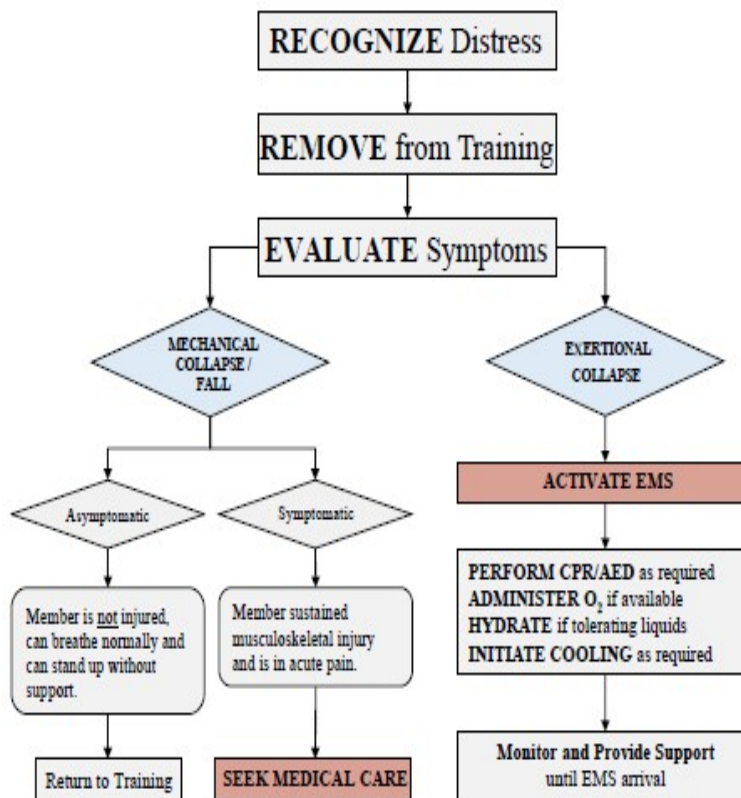
- 1. Remove person from activity, assess well-being and if condition does not improve quickly, provide high-flow oxygen (5 L per min) as soon as possible.**
- 2. Initiate CPR if unresponsive and not breathing or only gasping.**
- 3. Contact EMS (ideally Advanced Life Support capable) for transport to an emergency department. If sickle cell trait positive, include this vital information so that EMS can prepare for a profound metabolic event.**
- 4. Any conscious collapse (cannot stand independently after fall, e.g., wooden legs unable to support their own weight) should be thoroughly evaluated and subsequently transported via EMS.**
- 5. In heat injury cases where there is a loss of consciousness, implement emergency cooling.**

**Emergency Action Plan Content**

**A pre-event check-off/emergency response checklist shall be used to verify emergency response plan and must include the below information at a minimum.**

1. PT/event Location:
2. CPR certified personnel on site [required for PRT]:
3. Automatic External Defibrillator (AED) with verification of functionality
4. Oxygen availability
5. EMS phone number if other than 911:
  - a. Expected EMS response time:
6. Nearest location of emergency medical facility with the following:
  - a. AED:
  - b. Oxygen:
  - c. Intravenous Hydration:
7. Cooler with ice sheets and towels.

## NROTC Emergency Action Plan (EAP) – Exertional Exercise Collapse



### Signs and Symptoms

#### Mechanical Collapse/Fall

Trip or fall resulting in musculoskeletal injury (cut, sprain, break).

#### Exertional Collapse\*

Profound weakness, muscle cramping, leg pain, "wooden" or "shaky" legs, inability to stand or get up.

#### ECAST\*

Exertional Collapse Associated with Sickle Cell Trait. Profound weakness, muscle cramping, leg pain, "wooden" or "shaky" legs, inability to stand or get up.

#### Heat Stress\*

Muscle cramps, dizziness, mild confusion, fast heart rate or breathing, headache, irritability, pale skin, heavy sweating, fainting, extreme thirst, nausea or vomiting.

#### Heat Stroke\*

Irrational behavior or hallucinations, confusion, rapid shallow breathing, rapid weak pulse, seizures, loss of consciousness, dry skin, temp >103.5°F.

#### Sudden Cardiac Death

Sudden collapse, loss of consciousness, no pulse.

*\*Inform EMS of presumed metabolic crisis*

## APPENDIX T

### Marine Corps Enlisted Commissioning Education Program Requirements and Regulations

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1. Purpose. This appendix relays the Marine Corps policy for the preparation, administration, and maintenance of MECEP Marines in accordance with the listed references. For detailed information, refer to the most recent Marine Corps Order 1040.43 and Fiscal Year MARADMIN.
2. Overview. Per MCO 1040.43B, the Marine Corps Enlisted Commissioning Education Program (MECEP) allows qualified enlisted Marines in the regular Marine Corps to apply for assignment to OCS, obtain a baccalaureate degree through a Naval Reserve Officers Training Corps (NROTC) affiliated college or university, and obtain a commission in the Marine Corps.
3. Eligibility Requirements. Marine Corps Recruiting Command (MCRC) is responsible for the selection and commissioning of MECEP Marines. The Commanding General, MCRC is the

Marine Corps' service level waiver authority for each of the following eligibility requirements, and has final disposition of program status.

a. Officer Candidate School (OCS). All MECEP candidates must successfully complete OCS prior to assignment into the MECEP Program. Marines shall have no more than two opportunities to complete OCS.

b. Education

(1) Applicants must be a high school graduate or must have completed a minimum of two years of high school and have successfully passed the General Educational Development High School level test.

(2) The following minimum college credit hour requirement is established:

(3) Three credits of entry level math or science;

(4) Three credits of entry level English;

(5) Six credits of any other college class;

(6) A total of twelve credit hours.

(7) Credits must be actual college courses taken either at community college, traditional college or university, or online college. College Level Examination Program, Sailor/Marine American Council on Education Registry Transcript credits, and credits earned in a high school will not count towards this requirement.

(8) No waivers will be considered for education requirements.

c. Obligated Service. Marines must agree to reenlist or extend as necessary to have at least six years of obligated service in the regular Marine Corps after graduating from OCS and prior to detaching from his or her parent command. Marines are required to maintain a four-year obligated service commitment during the entirety of enrollment in MECEP. Marines cannot execute PCS orders from their parent command until enlistment or extension is approved.

d. Physical Requirements

(1) Ground Officer Applicants. Must be found physically qualified for appointment to commissioned grade in the USMC per the standards set forth in ManMed, reference (j). Medical waivers may be considered under the policy described in paragraph 15-3 of reference (j).

(2) Naval Aviator Applicants. Must be found physically qualified and aeronautically adapted for duty involving actual control of aircraft and qualified for appointment to commissioned grade.

e. Service Requirements

(1) Marines must have a minimum of three years of active service and one year remaining on their current enlistment or extension from the date of the selection board convening.

(2) Having less than one year remaining on their current enlistment prior to the selection board convening, will make any applicant, regardless of E-O program, ineligible for consideration.

(3) Grade. Applicants must be a sergeant or above at the time of application. No waivers will be considered for rank requirements.

(4) Age. Ground candidates must be at least 20 years of age and less than 30 years of age on date of appointment to commissioned grade. Aviation candidates must be at least 20 years of age and less than 27 1/2 years of age, waiverable to 29 years of age, on date of appointment to commissioned grade. Waivers or exceptions to policy may be considered by the CG MCRC up to the age of 35 for ground officers.

(5) Deployability. Applicants must be available for world-wide assignment and qualified to reenlist per reference (k), as applicable.

4. NROTC Participation

a. All Marines selected for participation in the MECEP shall attend a NROTC participating school, to include cross-town affiliates and consortiums. This does not include attendance at a two year institution. Marines must be accepted to a four-year degree awarding institution. Refer to the current FY MARADMIN for website address of current NROTC affiliated colleges/universities.

b. MECEP Marines are assigned to the school's NROTC unit and are subject to the orders, direction and authorities vested in the CO of the NROTC unit in accordance with the Uniformed Code of Military Justice.

c. Administrative actions regarding official records, leave and pay, lie with the assigned Marine Corps Activity.

d. Final disposition of program status is Commanding General (CG), MCRC.

e. Service Obligations. The period of time served as a MECEP shall be considered as time served on a Marine Corps enlistment.

f. Contracts. Applicants must agree to extend, reenlist, or augment to have six years of obligated service in the regular Marine Corps prior to detaching from their parent command.

g. The Statement of Agreement listed in reference (c) will be executed prior to the transferring of a Marine designated to attend a NROTC unit. The original agreement will be forwarded to the CMC (MMSB), and a copy placed in the Marine's service record book.

5. Reporting. The current FY MARADMIN shall determine the opportunity for Marines to report to either the spring, summer, or fall semester. Applicants are highly encouraged to start the application process early, and if possible, provide acceptance letters to an approved school with their application. If an applicant receives acceptance after forwarding an application, the applicant may forward a copy of their acceptance to MCRC ON/E to be included in their application.
6. Promotions. Promotion opportunities remain uninterrupted and are non-competitive while participating in MECEP.
7. Pay and Allowances. Selectees receive full pay and allowances, excluding proficiency pay, while participating in MECEP.
8. Travel. Marines entering the MECEP are entitled to travel allowances from their last duty station to the NROTC unit.
9. Educational Expenses. All educational costs, to include tuition, fees, and books are the responsibility of the individual participant. Marines should contact the Marine for Life Program, referenced before contacting the Marine Officer Instructor (MOI) at their future university to inquire about the use of their GI Bill, Post 9-11 GI Bill benefits or any other financial aid available. Marines need to consider the cost of living in the area they would reside and the tuition costs at schools to which they intend to apply. When computing the financial worksheet, projected school costs and education benefits must be included on Appendix U of reference (b) or acknowledged in naval letter format. MECEP participants will be disenrolled if they cannot meet financial obligations.
10. Academic Requirements. Students are expected to complete their academic requirements in the most expedient means possible. Pursuit of double majors is authorized provided that the second can be completed simultaneously and the time required is no longer than that required for a single degree.
11. Academic Schedule. Marines participating in MECEP are required to maintain a full-time academic schedule that meets the college or university's full-time student status and enable them to graduate in the most expedient means possible. MECEP students are expected to graduate in four years or less, and maintain a 2.50 grade point average. Degrees requiring five years to complete are not authorized. Applicants may request a waiver for the pursuit of a technical five-year degree. Marines are not authorized to attend graduate school. MECEP Marines will not be authorized PCS moves to transfer to another college or university from which originally enrolled, unless within the same consortium. Approved moves will be personally funded by the MECEP Marine.
12. Administrative Control.
  - a. While attending school, all MECEP participants will be carried on the rolls of the nearest Marine Corps activity in the vicinity of the academic institution. Administrative and disciplinary jurisdiction will be given to the CO/Professor of Naval Science (PNS) of the NROTC unit at the academic institution. All matters relating to military personnel administration will be the responsibility of the Marine Corps activity.

b. CG, MCRC is the final adjudicating authority for all administrative action for MECEP students, including disenrollments. Recommendations for disenrollment regarding MECEP students should be forwarded expeditiously from NROTCU to CNSTC via N9 and the Senior Marine, NETC.

4. Post-OCS. Upon completion of OCS, MECEP on-campus training, physical qualification, and receipt of a baccalaureate degree, participants will be commissioned as second lieutenants in the Marine Corps. Enlisted contracts to include any extensions are vacated and the officer is required to serve a minimum of four years of active duty. Newly commissioned second lieutenants attend The Basic School (TBS) for follow on training and military occupational specialty (MOS) assignment.

13. Student Naval Aviator (SNA) Applications. Once at an NROTC Unit and eligible, applicants must submit the NAVMC 11878, "Marine Enlisted Commissioning Education Program Student Naval Aviator Service Agreement," or NAVMC 11879, "Marine Enlisted Commissioning Education Program Student Naval Flight Officer Service Agreement," in addition to NAVMC 11877, "Marine Enlisted Commissioning Education Program Ground Service Agreement," in the event they are deemed medically unqualified for aviation.

#### 14. Request For Appointment Procedures

a. Submission of Request for Appointment. At least 120 days prior to appointment, each student will coordinate with their MOI and forward a Request for Appointment (RFA) for commissioning as a second lieutenant in the Marine Corps. By first endorsement, the CO of the NROTC unit will indicate the date of graduation, the projected commissioning date, the date of completion of summer training, and a statement as to whether or not the individual is recommended for appointment in the Marine Corps.

b. Appointment. Upon graduation, students will be appointed second lieutenants and issued PCS orders to TBS.

c. MECEP Service Agreement. Per the Service Agreement, the officer is required to serve at least eight years in the Marine Corps from the date of appointment to commissioned grade, with a minimum of four years on active duty. Any portion of this eight-year period not served on active duty will be served on inactive duty as a member of the Marine Corps Reserve. A resignation of a reserve commission submitted prior to completion of this eight-year period will normally be rejected and, after this period, may be accepted or rejected by the President as the needs of the service may then require.

#### 15. Naval Aviator and Naval Flight Officer Training

##### a. Eligibility

(1) Underclassman at a NROTC unit, to include MECEP Marines, may submit an aviation guarantee request as early as the completion of their first semester on campus and up until the second semester of their junior year.

(2) Seniors must submit an aviation guarantee request in conjunction with their RFA package, to include a physically qualified Naval Aerospace Medical Institute (NAMI) letter.

b. Qualifications

(1) Personnel assigned to flight training must meet the criteria defined in reference (m).

(2) To ensure prospective commissioned officers meet the required mental and physical qualifications for flight training, the following actions will be completed on all aviation applications:

(a) Completion of a flight physical examination per reference (f), Chapter 15, Section V.

(b) Satisfactory completion of the ASTB. Aviation selection tests may be administered by the Marine Officer Selection Officer (OSO), MOI, and designated naval flight surgeons. Applicants must attain the minimum score of four on the AQR portion and six on the PFAR or FOFAR portions. Examinees that would like to improve their scores on the ASTB must wait until the 91st day following their initial attempt. A third and final attempt is authorized on the 91st day following the second retest. Examinees will only be authorized three attempts to successfully pass the ASTB in a lifetime.

(c) Completion of Proper Service Agreement. Reference NAVMC 11878, "Marine Enlisted Commissioning Education Program Student Naval Aviator Service Agreement," or Statement of Understanding – Service Agreement (1100), "Marine Enlisted Commissioning Education Program Cyber Officer Service Agreement," in addition to NAVMC 11877, "Marine Enlisted Commissioning Education Program Ground Service Agreement."

c. Assignments

(1) Aviation candidates, upon commissioning, will be assigned to TBS prior to flight training.

(2) Ground officers attending TBS may request assignment to an aviation training program as part of the competitive Military Occupational Specialty (MOS) assignment process at TBS. Those qualified will be evaluated along with their contemporaries, on the basis of demonstrated performance at TBS.

16. References:
- (a) Title 10 U.S. Code
  - (b) MCO 1040.43: Enlisted to Officer Commissioning Programs
  - (c) MCRCO 1100.2A: Officer Commissioning Manual
  - (d) SECNAVINST 5510.30B
  - (e) MCO P1070.12K
  - (f) MCO 7220.24N
  - (g) MCO P1610.7F

- (h) MARADMIN 03/09
- (i) SECNAVINST 5210.8D
- (j) Manual of the Medical Department (ManMed)
- (k) MCO 1040.31
- (l) Selecting, Screening, and Preparing Enlisted Marines for Special Duty  
Assignments and Independent Duties (Short Title: SDAMAN)
- (m) MCO 1542.1H
- (n) Department of Defense Military Pay and Allowances Manual
- (o) Joint Travel Regulation
- (p) SECNAV M-5210.1
- (q) SECNAVINST 5211.5E
- (r) MCO P1900.16
- (s) Current FY MARADMIN

## Appendix U

### Summary of Changes

Due to Presidential Executive Order ENDING RADICAL AND WASTEFUL GOVERNMENT DEI PROGRAMS AND PREFERENCING, and Presidential Executive Order DEFENDING WOMEN FROM GENDER IDEOLOGY EXTREMISM AND RESTORING BIOLOGICAL TRUTH TO THE FEDERAL GOVERNMENT

#### Chapter 1

- **1-3 Paragraph 4:**

“The term “student” is used to refer generically to any student in the NROTC Program, MECEP, STA-21 Program, or Strategic Sealift Midshipmen (SSM) without regard to gender, unless specifically noted.”

to

“The term “student” is used to refer generically to any student in the NROTC Program, MECEP, STA-21 Program, or Strategic Sealift Midshipmen (SSM) without regard to sex, unless specifically noted.”

- **1-4 Paragraph 4 c:**

“Commitment. Every officer is responsible for the safety and professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence; and work together as a team to improve themselves and others.”

to

“Commitment. Every officer is responsible for the safety and professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion, or sex; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence; and work together as a team to improve themselves and others.”

#### Chapter 2 Selection and Placement

- **2-9 Minority Serving Institution Scholarship Reservations (MSISR):** Removed and any mention within the ROD

- **2-10 Broadened Opportunity for Officer Selection and Training (BOOST) 2.0:** Removed and any mention within the ROD
- **2-11 Fredrick C. Branch Marine Leadership Scholarship Program:** Removed and any mention within the ROD
- **2-12 Pedro Del Valle Marine Leadership Scholarship Program:** Removed and any mention within the ROD

### Chapter 3

- **3-19 Paragraph 1.a.(11):**  
“Harassment of any persons or groups based on race, color, religion, sex (including gender identity), national origin, or sexual orientation;”

to

“Harassment of any persons or groups based on race, color, religion, sex, national origin, or sexual orientation;”

### Chapter 8

- **8-6 Paragraph 1.o.(2):**  
“Excess Clothing. NROTC units shall send a list of excess clothing to NSTC N4 every November. The report format shall include NSN, nomenclature, size, and quantity, (broken down by gender).”

to

“Excess Clothing. NROTC units shall send a list of excess clothing to NSTC N4 every November. The report format shall include NSN, nomenclature, size, and quantity, (broken down by sex).”

### Chapter 9

- **9-10 Paragraph 4:**  
“Health and Dental Record Annual Reviews. The Health and Dental Records shall be reviewed annually by NROTC unit custodian. Health record access shall be limited to the custodian, CO, and XO only. Whenever practicable, verification of the Health and Dental Record shall be completed prior to active duty training periods. At the very minimum, the person conducting the review shall first verify the completeness, accuracy, legibility of all identifying information (name, SSN, date of birth, place of birth, and gender). A log page shall be kept recording annual verification on the top left hand side of the record. Sample NROTC Student Health Record Index and NROTC Student Dental Record Index are included as Example 9-I and Example 9-J, respectively. These indices are not mandatory but were identified as a best practice during inspections.”

to

05 Feb 2025

“Health and Dental Record Annual Reviews. The Health and Dental Records shall be reviewed annually by NROTC unit custodian. Health record access shall be limited to the custodian, CO, and XO only. Whenever practicable, verification of the Health and Dental Record shall be completed prior to active duty training periods. At the very minimum, the person conducting the review shall first verify the completeness, accuracy, legibility of all identifying information (name, SSN, date of birth, place of birth, and sex). A log page shall be kept recording annual verification on the top left hand side of the record. Sample NROTC Student Health Record Index and NROTC Student Dental Record Index are included as Example 9-I and Example 9-J, respectively. These indices are not mandatory but were identified as a best practice during inspections.”

**Appendix E**

- Cancelled.