

**Naval Reserve Officers Training Corps (NROTC)  
New Student Indoctrination (NSI) Package Checklist**

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**AGENCY DISCLOSURE NOTICE**

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

Responses should be sent to:

**Naval Service Training Command**  
Candidate Midshipman Guidance Office (CMGO)  
Building 3, Room 106  
320A Dewey Avenue  
Great Lakes, IL 60088-2911

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

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 5 U.S.C. § 301, Departmental Regulations; 10 U.S.C. 2107 (Financial Assistance Program); E.O. 9397 (SSN), and System of Records Notices (SORNs) N01130-1 and N01080-3.

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

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

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

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

<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01131-1.aspx>,  
<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.aspx>.

**Initial in each box to certify that the MANDATORY documents listed are contained within your NSI submission package. Affix this completed page to the top of your submission package, and mail to the address above. All medical documentation must include legal first and last names and date of birth.**

<b>INITIALS</b>	<b>DOCUMENTS INCLUDED</b>
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_____	1533/174 NSI New Student Information Sheet
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_____	1533/173 NROTC Standard Release Form
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_____	American Academy of Family Physicians Preparticipation (Sports) Physical Evaluation History (2023) AND Physical Examination Forms, 2019 version (This is a 4 page document that is valid for 365 days and must not expire during NSI)
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_____	Copy of immunization record with documentation of the four (4) following vaccines:
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\*One Dose of ACWY Meningococcal Vaccine (for example MCV vaccine) on or after 16<sup>th</sup> birthday

_____	*Two Doses of Mumps, Measles, Rubella (MMR) Vaccine at least 28 days apart
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_____	*Two Doses of Varicella (Chicken Pox) Vaccine or Titer Test From Lab Documenting Immunity
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_____	*One Dose of TDaP Vaccine within the last 10 years
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_____	Newborn Sickle Cell Blood Test
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_____	Provider notes stating a student's Sickle Cell Trait status <b>WILL NOT</b> be accepted, only lab results.
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Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_