

29 JAN 20

## **NROTC Unit Supply Binder - Tab 3-12**

**SUBJECT:** Activate/Flag a SSN/DODID in NCMIS for STA-21 Students

**PURPOSE:** To assist NROTC Unit Supply Technicians with activating/flagging a Social Security Number (SSN) or Department of Defense Identification (DoDID) in Navy College Management Information Systems (NCMIS) for Seaman To Admiral-21 (STA-21) participants.

**OVERVIEW:** The process on the following pages specifies the procedures used to activate a STA-21 selected student into NCMIS for voucher purposes.

**ACTION REQUIRED:** NROTC Supply Technicians shall follow the below procedures to activate/flag a SSN/DODID in NCMIS.

**POINT OF CONTACT:**

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## STA-21 SOP (SELECTEES ACTIVATED IN NCMIS)

The following Steps are the operating procedures for NROTC enrollment.

Once STA-21 Program selection has been made, a roster is created by Naval Service Training Command (NSTC) STA-21 Head, Selection and Placement (OD2 / 850-452-2486) or the Placement Coordinator (850-452-9433).

Roster is then forwarded to NSTC STA-21 Placement Coordinator for assistance in turning on STA-21 Selectees in NCMIS.

Last	First	Middle	Rank	START	END
ADAMS	JEFFREY		EM2(SS)	5/1/2018	6/1/2021
BAEZ	ANDRE		ET1(SS)	5/1/2018	6/1/2021
BISCHOFF	COLE		MM3	5/1/2018	6/1/2021
BLEUENSTEIN	MELIA		EM3	5/1/2018	6/1/2021
BOWLING	CHRISTOPHER		ET3	5/1/2018	6/1/2021
BROOKS	BEAU		EM1(SS)	5/1/2018	6/1/2021
BYNUM	JAMEE		ET3	5/1/2018	6/1/2021
CARPENTER	STEVEN		MM2(SS)	5/1/2018	6/1/2021
CARUSO	PAUL		EM2(SS)	5/1/2018	6/1/2021
DASHIELL	JALEA		EM3	5/1/2018	6/1/2021
FLOYD	JASON		EM2	5/1/2018	6/1/2021
HYDRUSKO	MATTHEW		MM2(SW/AW)	5/1/2018	6/1/2021
IRVIN	DALTON		MM1	5/1/2018	6/1/2021
JOHNSON	TYRONE		EM3	5/1/2018	6/1/2021
KINNEY	BRYCE		MM2	5/1/2018	6/1/2021
KLITZKE	DAKOTA		EM2	5/1/2018	6/1/2021
LATCHAW	GARRETT		EM3	5/1/2018	6/1/2021
LATOUFRUJILLO	SARA		EM2	5/1/2018	6/1/2021
LATTIMORE	KATHRYN		EM3	5/1/2018	6/1/2021
MADRID	SEBASTIAN		MM3	5/1/2018	6/1/2021
MCNEIL	JAMES		ET3	5/1/2018	6/1/2021

### ENROLL A NEW STA-21 STUDENT IN NCMIS

1. Log in to NCMIS Modern
2. Select Functions> Education History
3. Load SVM via search
4. At the “General” tab you will see “Special Programs” section
5. Refer to roster provided by Program Manager.
6. Enter the following fields:
  - School Issuing Degree
  - Anticipated Graduation Date
  - Immediate Education Goal (Bachelors)
  - Long Term Goal & Career Goal (if known/desired)

The screenshot shows the 'General' tab in NCMIS Modern. The 'Special Programs' section is expanded, and the 'Seaman to Admiral-21 (STA21)' program is selected. A red arrow points to the 'Enroll' button next to this program. Other red arrows point to the 'School Issuing Degree' and 'Special Programs' sections.

7. Under Special Programs, Seaman to Admiral-21 (STA-21), Click on “Enroll.”
8. Enter “Start Date” and “End Date.”
  - **NOTE: Program cannot exceed 36 months**
9. Click “Save” and ensure record saved correctly.