



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 5400.1A
N00
18 Aug 2020

NSTC INSTRUCTION 5400.1A

From: Commander, Naval Service Training Command

Subj: COMMANDING OFFICERS AND OFFICERS-IN-CHARGE PERIODIC LETTERS

Encl: (1) Sample Letter
(2) Submission Timeline Matrix

1. Purpose. To provide direction for standardized, periodic communications from Naval Reserve Officer Training Command (NROTC) Commanding Officers (COs) and military academy Officers in Charge (OICs).
2. Cancellation. NSTCINST 5400.
3. Background. NROTC units and military academies are separated geographically, maintain unique individual differences, and exhibit a high turnover in leadership. This periodic letter provides a venue to ensure alignment between Commander, Naval Service Training Command (CNSTC) and each unit in a concise, efficient, and common manner.
4. Discussion. As your supporting Commander, I am very interested in understanding the challenges and efforts you and your unit are working on. I want to ensure that my staff is providing assistance in any way possible, including opportunities to share information from other units. Your unfiltered feedback on how we are doing as an organization is invaluable to me. Additionally, I want to confirm that your focused efforts are aligned with my Commander's Intent and Philosophy through a direct line of communication. Do not consider the direction provided as any limitation on your ability to discuss matters that are important to you.
5. Action
 - a. All NROTC COs and military academy OICs shall submit a letter electronically to the Flag Secretary utilizing enclosure (1). Please title the PDF with the unit's name and academic year provided in enclosure (2). For example: "NC PIEDMONT AY21"
The letter is due no later than COB on the Tuesday specified in enclosure (2).
 - b. The letter should normally be between 1-2 concise pages. Provide the necessary details to explain any problems or concerns. However, in-depth details may be provided in separate correspondence.

c. Opening paragraph/Paragraph 1, Unit Manning and Loading. To assist me in understanding your unit's specific challenges, your first paragraph will include the following information:

(1) Current # of staff members (military and civilian)

(2) Current # of DUINS

(3) Current # of students enrolled at each school (cross-town attendees listed under respective host schools) categorized by:

(a) Scholarships

(b) College Programs

(c) Seaman-to-Admiral 21 (STA-21) Officer Candidates

(d) Marine Enlisted Commission Education Program (MECEP) Officer Candidates

d. Paragraph 2, Concerns and Perspective. Discuss the challenges or efforts you are working on or have recently completed since last report. I am equally interested in your successes and hurdles. Specify which are requests for assistance or simply included for my situational awareness. Let me know whom you are coordinating with in my staff or other organizations, as applicable, so that I can help more effectively. Topics for this paragraph might include personnel challenges, facility matters, trends in performance (good or bad), and coordination concerns or funding efforts. If you completed an annual assessment or CATT visit, and have not debriefed me, discuss your assessment of the findings and major problems.

e. Paragraph 3, Officer Development. Our primary mission is to develop the next generation of Navy and Marine Corps leaders morally, mentally and physically. I would like to know what practices you have found to be effective and are focusing on. I ask for this to be actionable items. I do not expect you to write about each of these. However, I would like to know your focus and the challenges you face. Additionally, if you have found an effective tool, we can share it across the NROTC domain.

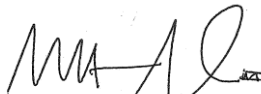
f. Paragraph 4, Core Warfighting Competencies. Discuss your efforts to enhance your Midshipmen within our five core warfighting competencies. Remember, I am not looking for you to discuss all of these in great detail. However, I would like to know how your team is working on specific core competencies and to understand the challenges you are facing and efforts you would like to implement.

g. Paragraph 5, Institution Interface. We are partners with the colleges and universities in developing our future leaders. I expect that you and your staff are an integral part of your institutions. As such, I would expect you to engage faculty leadership and peers in order to build your program and improve the institutional support. I would like to understand the type of relationship and support you have with your institutions. Topics can include: recruiting efforts, facility management, senior faculty engagement, your/staff's role within the institution.

h. Paragraph 6, PNS (Individual) Transition Plan (not applicable for OICs). Each of us has established a legacy we can be proud of. However, at some point, each of us will transition to civilian life. I am interested in understanding your thoughts/plans early in your tour.

6. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, N00 will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



MILTON J. SANDS III

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website.

http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html.

Command Letterhead (IAW SECNAV M-5216.5)

SSIC
Code/Ser 001
DD Mmm YY

From: Commanding Officer, XXXXXXXX
To: Commander, Naval Service Training Command

Subj: NROTCU XXXXX ACADEMIC YEAR 20XX PERIODIC LETTER

1. UNIT MANNING AND LOADING. I am writing from the Upper Lakes Consortium, which includes Lake College (LC) and Canoe University (CU), and two cross-town colleges, River College (RC) and Pine University (PU). We currently have a staff of ## military and ## civilians onboard. We have ## DUINS assigned. The Upper Lakes Consortium has ## enrolled students, with ## MECEP and ## STA-21 OCs, with distribution as follows.

	Lake College	Canoe University
Navy Scholarship	## (## LC, ## RC)	## (## CU, ## PU)
Marine Scholarship	## (## LC, ## RC)	## (## CU, ## PU)
Navy Adv. Stdg	## (## LC, ## RC)	## (## CU, ## PU)
Marine Adv. Stdg	## (## LC, ## RC)	## (## CU, ## PU)
STA-21	## (## LC, ## RC)	## (## CU, ## PU)
MECEP	## (## LC, ## RC)	## (## CU, ## PU)
Totals	## (## LC, ##, RC)	## (## CU, ## PU)

My unit has ### enrolled students, with ## MECEP and ## STA-21 Officer Candidates.

2. CONCERNS AND PERSPECTIVES.

This semester/quarter ...

3. OFFICER DEVELOPMENT.

4. CORE COMPETENCIES.

5. INSTITUTION INTERFACE.

6. PNS TRANSITION PLAN.

W. T. DOOR

Enclosure (1)

Fall Semester

September	last Tuesday	CALIFORNIA MARITIME ACADEMY	AUBURN-TUSKEGEE	PURDUE UNIVERSITY	UNIVERSITY OF MISSOURI
October	1st Tuesday	UNIVERSITY OF NEW MEXICO	UNIVERSITY OF UTAH	THE OHIO STATE UNIVERSITY	VANDERBILT UNIVERSITY
	2nd Tuesday	HOUSTON CONSORTIUM	IOWA STATE UNIVERSITY	LOS ANGELES CONSORTIUM	GEORGE WASHINGTON UNIVERSITY
	3rd Tuesday	ARIZONA STATE UNIVERSITY	UNIVERSITY OF SOUTH CAROLINA	JACKSONVILLE UNIVERSITY	MID-SOUTH CONSORTIUM
	4th Tuesday	NC PIEDMONT	NORWICH UNIVERSITY	SUNY MARITIME	USMMA
November	1st Tuesday	UNIVERSITY OF COLORADO	UNIVERSITY OF ILLINOIS	UNIVERSITY OF KANSAS	
	2nd Tuesday	TEXAS MARITIME ACADEMY	MASS MARITIME ACADEMY	UNIVERSITY OF HAWAII-MANOA	
	3rd	VIRGINIA MILITARY INSTITUTE	MARYLAND CONSORTIUM	THE CITADEL	
	4th	RUTGERS UNIVERSITY	UNIVERSITY OF MICHIGAN	UNIVERSITY OF MINNESOTA	
December	1st Tuesday	UNIVERSITY OF WISCONSIN	CHICAGO CONSORTIUM	OREGON STATE UNIVERSITY	

Spring Semester

January	last Tuesday	SAVANNAH STATE UNIVERSITY	SOUTHERN UNIVERSITY AND A&M COLLEGE	UNIVERSITY OF IDAHO	TULANE UNIVERSITY
February	1st Tuesday	UNIVERSITY OF FLORIDA	ATLANTA CONSORTIUM	UNIVERSITY OF CALIFORNIA, BERKELEY	GREAT LAKES MARITIME ACADEMY
	2nd Tuesday	MARQUETTE UNIVERSITY	UNIVERSITY OF SOUTH FLORIDA	FLORIDA A&M UNIVERSITY	UNIVERSITY OF VIRGINIA
	3rd Tuesday	HAMPTON ROADS CONSORTIUM	CARNEGIE MELLON UNIVERSITY	MIAMI UNIVERSITY	RENSSELAER POLYTECHNIC INSTITUTE
	4th Tuesday	TEXAS A&M UNIVERSITY	THE PENNSYLVANIA STATE UNIVERSITY	THE UNIVERSITY OF ARIZONA	

March	1st Tuesday	UNIVERSITY OF NEBRASKA	EMBRY-RIDDLE AERONAUTICAL UNIVERSITY	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
	2nd Tuesday	MAINE MARITIME ACADEMY	PHILADELPHIA CONSRTIUM	UNIVERSITY OF NOTRE DAME
	3rd	UNIVERSITY OF TEXAS	YALE UNIVERSITY	CORNELL UNIVERSITY
	4th	UNIVERSITY OF ROCHESTER	BOSTON CONSORTIUM	SAN DIEGO CONSORTIUM
April	1st Tuesday	THE COLLEGE OF THE HOLY CROSS	UNIVERSITY OF WASHINGTON	UNIVERSITY OF OKLAHOMA