2-11 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 Bureau of Naval Personnel (BUPERS) or the Marine Corps Recruiting Command (MCRC), 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, MCRC coordinates annual boards to select and assign all Marines. Nominations for CO, XO, and OIC will be initially coordinated between NSTC OD, BUPERS, and MCRC. These nominees, once approved by NSTC OD, 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 NSTC OD is received. Once acceptance has been granted by the academic institution, the CO shall notify NSTC OD via email, and BUPERS via letter.

2. **NROTC Unit Manpower.** The number of officers and enlisted personnel assigned to duty with NROTC units will be determined by CNO and 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 OD5 for review and submission to NSTC N1 Manpower for evaluation and recommendation.

3. **Personnel Rotation.** An institution normally will be notified by BUPERS (nomination and orders processes) via NSTC OD 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 1500.75B** series and **OPNAVINST 3500.39C** series, prior to final execution of orders.

4. **Navy Sponsor Program.** The PNS shall assign sponsors for reporting active duty members. The guiding directive for the Sponsor program is **OPNAVINST 1740.3C** series.

5. **Biography Sheets and Photographs.** Upon reporting for duty, each CO, XO, and OIC shall submit biographical background information utilizing the Officer Biography Sheet, an 8x10 color photograph in Service Dress Blue (Navy) or Service Alpha (USMC), and home telephone number to NSTC OD Directorate Administrator (ODS). These should be updated as required throughout the tour.
6. **NROTC Instructor Tour Survey.** Prior to detachment from the unit, each instructor may be asked to submit a NROTC Instructor Graduate Education and Retention Survey to NSTC OD3. A data call will be provided via OPMIS OFFICIALMAIL.

7. **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 COS via the Director, OD. COs and OICs must keep NSTC OD 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. As directed by NAVADMIN 252/10 all leave transaction will be accounted for using Electronic Leave via the Navy Standard Integrated Personnel System (NSIPS). NSIPS can be accessed online at [https://nsips.nmci.navy.mil/](https://nsips.nmci.navy.mil/).

2-12 **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.

2-13 **Officer Program Management Information System (OPMIS).**

OPMIS supports the NROTC Program by linking each NROTC unit and vital student information to NSTC OD, the Defense Finance and Accounting Service (DFAS), Bureau of Naval Personnel (BUPERS), Commander, Naval Recruiting Command (CNRC), and Department of Defense Medical Examining Review Board (DoDMERB). The PNS shall ensure applicable information is entered into OPMIS in a timely manner.

2-14 **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 [SECNAVINST 5216.5](https://www.navy.mil/). 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.** Files must be set up in accordance with the Standard Subject Identification Code (SSIC) Manual [SECNAV Manual M-5210](https://www.navy.mil/).
2-18 IG Programs. For all IG programs below, the NSTC point of contact is the NSTC IG.

1. NSTC IG Assist Visits. Visits by the NSTC IG staff will be conducted once every four years to provide additional command oversight and ensure compliance with NSTC and USN regulations. The current governing instruction is NSTCINST 5040.1B. This instruction should be read carefully.

2. Manager’s Internal Control (MIC) Program. Conducted IAW the annual NSTCNOTE 5200, NSTC Manager’s Internal Control Program. This note is published each spring and provides detailed guidance on MICP including inventory, flow charts, ORM assessments, Internal Control Systems Test and Annual MICP Certification Statement.

3. Command Evaluation (CE) Program. NETCINST 5200.1, 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 ODM with the name of this officer by 15 September each year. CE Officers will become familiar with the CE Program and Review process. The CE officer will conduct or coordinate reviews and forward the results to the unit CO.

2-19 Unit safety. NSTCINST 5100.1 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 including high-risk training. Safety initiatives shall be maintained at a level that facilitates sage but 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 the people 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. Operational Risk Management 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 that all staff, and students, including midshipmen adhere to the traffic safety requirements set forth in OPNAVINST 5100.12J, including motorcycle training and personal protective equipment requirements.

2-20 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 (staff, STA-21, MECEP, etc) will be reported per current directives. Ensure 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 1770.1A and MCO P3040.4 series. Inform NSTC OD immediately of any such instances and include NSTC OD4 in the distribution of all death and injury reports. Ensure the 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. If, in the reasonable discretion of the PNS, significant media interest is anticipated, inform the NSTC PAO. Ensure the 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 5102.1D series and OPNAVINST 5100.23G series require the report of all "on-duty" mishaps that result in the death or total disability of Navy military or civilian personnel, hospitalization of three or more personnel, or any mishap that causes damage of $1 million or more to government property.

   b. Reporting Procedures. The above instructions require a telephone report within 8 hours of occurrence to the chain of command and Commander, Naval Safety Center (COMNAVSAFECEN). In
the case of Marine Corps fatalities, also notify the Commandant of the Marine Corps (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. 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. These must be submitted by the lowest level command that has knowledge of the event and access to a communication network capable of relaying the report to a communication system serving the National Military Command Center (NMCC). Prior to unit release of a SITREP (and, follow-on updates), a draft is to be submitted to NSTC OD for review with the NSTC Chain of Command and Region Legal.

   a. Incident reports are required for active duty servicemembers (staff or student) and civilian staff. Make voice reports to NSTC OD and submit record message in accordance with OPNAVINST F3100.6 series.

   b. Incident reports are required for midshipmen in an active duty status. Unless directed, or media interest is anticipated, incident reports are not required for midshipmen not in an active duty status. For incidents involving midshipmen not in an active duty status, contact NSTC OD 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 a NAVPERS 1752/1, “Sexual Assault Incident Data Collection Report”, to CNO N1 within ten (10) days of incident. 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.

2-21 Physical, Personnel, and Information Security Programs. OPNAVINST 5530.14E 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 that the unit is complying with applicable instructions in 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 that 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 Department of the Navy (DON) Information Security Program (ISP) Regulation SECNAVINST 5510.36. NROTC units shall not hold any classified material.

3. Information Assurance. The guiding directives for ADP Security are SECNAVINST 5239.3B series and OPNAVINST 5239.1C series.

4. Staff Security Clearances. Officers must ensure that they have and retain security clearance eligibility while assigned to an NROTC unit. The PNS and the Physical Security Manager shall maintain no less than a secret clearance.

5. Student Security Clearances. Per SECNAV M-5510.30B, 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 should 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. 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 SECONAVINST 5211.5E 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 Coordination, Code OGC, at (847) 688-4422.

2-22 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 TEMDU personnel) as per NAVADMIN 264/13. 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.

2-23 Physical Readiness. The Physical Readiness Program is governed by OPNAVINST 6110.1J series for Navy military personnel and MCO P6100.13 for Marine Corps military personnel.

2-24 Sexual Assault, Equal Opportunity (EO)/Sexual harassment. Reporting procedures in the case of sexual assault are provided in OPNAVINST 1752.1B series and OPNAVINST F3100.6 series. Reporting procedures for EO/Sexual Harassment complaints are provided for in OPNAVINST 5354.1F series.

2-25 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.

2-26 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 5354.1F series and OPNAVINST 5370.2C series.
2-27 Alcohol and Drug Abuse Prevention and Control. The PNS is responsible for implementing the requirements of OPNAVINST 5350.4D 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.

2-28 Urinalysis Testing. All military personnel and midshipmen, including College Programmers, assigned to or administered by an NROTC unit are subject to urinalysis testing as prescribed by OPNAVINST 5350.4D series and NSTCINST 5350.1 series. Active duty members and midshipmen in each UIC must be subject to random testing monthly at a rate prescribed by OPNAVINST 5350.4D series or NSTCNOTE 5350 as applicable. Command attention is directed to the importance of ensuring proper procedures and maintenance of meticulous records in administering the urinalysis program.

2-29 Suicide Prevention. The PNS will conduct a Suicide Prevention Program in accordance with OPNAVINST 1720.4A 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.

2-30 Voting Assistance. The PNS shall maintain a program encouraging voter participation in accordance with OPNAVINST 1742.1B series.

2-31 Navy Family Accountability and Assessment System. The NFASS 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 who shall have unit administrative rights within the NFAAS system and who are responsible for overseeing all unit NFAAS musters. NFAAS is accessible at https://navyfamily.navy.mil.

2-32 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 OD5 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.

      (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 on for any sort of in-depth news or as a channel for feedback.

(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 OM&N funds, however if OM&N funds are used, advertising may not be included. There are three publications, which 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.
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CHAPTER 3

Selection and Placement

3-1 NROTC

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 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 Midshipmen (MIDN), an applicant must meet the following requirements:

   a. Be a United States citizen, naturalized U.S. citizen or have submitted naturalization papers (must be naturalized prior to scholarship activation);

   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 on or before 30 September of the year of enrollment and less than 27 years of age on 31 December of the year an applicant expects to graduate, complete all NROTC training requirements, and be commissioned. 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 30th birthday by 31 December of year graduation and commissioning are anticipated;

   d. Meet physical requirements for the NROTC Program;

   e. Possess a high school diploma or equivalent certificate; and

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

3. Active duty Navy applicants are ineligible to apply for the NROTC Program through NAVCRUITCOM, per CNRCINST 1533.4B series.
Active members of other branches of the military may apply if they are granted a conditional release. 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.

3-2 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 at least three 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 crosstown-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, or 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 5350.7 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 the Drug Statement for Naval Reserve Officer Corps Application 1533/101. 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 NSTC OD.

k. Have no body piercings and tattoos that violate Navy or Marine Corps policy, as applicable; and

l. Have two or more years of college coursework remaining until they receive a degree.

3-3 NROTC College Program (Advanced Course)

1. General. NROTC College Program students are considered to be in Advanced Standing if they are selected by NSTC OD2 or Marine Corps Recruiting Command (MCRC) for Advanced Standing, accepted in the Advanced Course by the PNS, found physically qualified by 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 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 Advance Course.

3. **Application.** Advanced Standing Selection Boards meet each summer to consider those MIDN expected to enter Advanced Standing at the commencement of the fall academic term and select which students shall enter Advanced Standing. An OPMIS OFFICIALMAIL Message will announce the submission deadlines each year.

   a. The OPMIS OFFICIALMAIL Message will outline the procedures for nominating a MIDN and the documents/information required in the nomination package.

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

   c. College Program applicants who are not selected for a scholarship by the “Summer Board” will automatically have their package placed before the Advanced Standing Board. Where applicable, unit Advanced Standing rankings will be adjusted to account for those selected for scholarship.

   d. Selected MIDN shall be physically qualified by Department of Defense Medical Review Board (DoDMERB) before being placed in Advanced Standing. Upon receipt of the application, NROTC Units shall schedule the applicant for an entry physical at a nearby Military Medical Facility or DoDMERB Comprehensive Health Services (see Chapter 5). Physicals may not be performed by Military Entrance Processing Stations (MEPS).

   e. MIDN not selected for Advanced Standing by the board shall be disenrolled from the NROTC College Program.

   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 File:

      (1) Advanced Standing Agreement NSTC 1533/127;

      (2) Oath of Office NSTC 1533/126 and

3-4 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 Strategic Sealift Officer Program (SSOP), USNR MIDN Program (see Paragraph 3-18). 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 OD, they will not be eligible to participate in NROTC Summer Training, or 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 MIDN 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 SSOP, USNR MIDN Program, are credited with Naval Science courses previously completed.

3-5 Program Benefits limitations. Program benefits include tuition, book allowance, academic fees, and/or stipend payments made to, or on behalf of, a MIDN; whether on scholarship or Advanced Standing. The normal duration of scholarship benefits will be for no more than 4-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 4 years, whichever comes first. The normal duration of the Advanced Standing benefits will be for no more than 2-years (20 months). The total duration of program benefits that a MIDN (scholarship, Advanced Standing or combination thereof) may receive will not exceed 40 months without extended benefits approved by CNSTC. Program benefits (scholarship, Advanced Standing or combination thereof) can only be paid up through the end of the fourth academic year regardless of the total time in the NROTC program or the time remaining until the estimated graduation/commissioning date. To continue benefits past the fourth academic year, students must be approved for extended benefits regardless of how many months of benefits they have received prior to that. Those applicants requiring more than four academic years (whether on a bona-fide 5-year track or otherwise) to receive their degree must submit a request for extended benefits. See Chap 7 for details on how to request extended benefits.
3-6 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 MIDN in either the United States Naval 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 fifth year benefits). 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.

   b. All scholarship selection decisions are announced by NSTC OD (Navy and Nurse Corps) or Marine Corps Recruiting Command (MCRC). NROTC units may nominate individuals for scholarship status, but higher authority makes the selection decisions.

   c. 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 OD or MCRC immediately to discuss the case and the way ahead.

2. Application/Placement

   a. Applications. In order to be considered for a National Scholarship, individuals apply via the NROTC website, https://www.nrotc.navy.mil/, in coordination with a local Navy/Marine Recruiter or Candidate Guidance Officer (CGO). If the individual meets the basic eligibility criteria in paragraph 2 of Section 3-1, the applicant shall complete additional signature forms (drug and debarment statements, statement of understanding) and are interviewed as directed by Navy Recruiting Command (NRC) or Marine Corps Recruiting Command (MCRC). Additionally, Marine applicants will perform a physical fitness test. Completed Navy applications are sent to NRC and are forwarded to NSTC OD Selection and Placement Office. Completed Marine applications are sent to MCRC (ON/E).
b. **Selections.** Final scholarship selection decisions are 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 OD conducts a series of selection boards 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 OD notifies Navy Option and Nurse Option applicants and MCRC notifies Marine Option.

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 OD2 in the OPMIS NROTC Placement Form. From the data contained in the Placement Form, names and 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 OD2. It is the nominees’ responsibility to provide any additional medical information requested by DoDMERB and their failure to do so may result in their disqualification for a scholarship. The case files for nominees who are found disqualified shall be automatically forwarded to BUMED for waiver consideration. DoDMERB 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 on scholarship status until found physically qualified or securing a waiver of any disqualifying condition. See Chapter 5 for further guidance.

e. **Final OPMIS Physical Code.** In October of each year, the current year’s placement file data must be transferred by NETPDTC 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 a NROTC unit based on the desires of the individual, order of merit, and the quotas available at the unit to include the specific host and cross-town schools of the unit.
Students may request a change (in writing) of their choice of schools any time prior to school start dates. Requests for a school change may be denied if the NROTC unit is full. Units shall refer all requests for school changes or inquiries regarding unit vacancies to NSTC OD2 via email to: pnsc_nrotc.placement@navy.mil.

g. Top Selects. A “Top Select” is defined as a scholarship recipient who submitted their application before 31 December and who has a CNSB select score in the top 10% of the current year’s board score (scores from all boards for the current year will be used to determine the top 10%). Top Selects will not normally be identified until mid-April when the last CNSB is complete. Therefore, initial placement will follow the normal process which is based on individual preference and quotas available. Since information regarding school admissions is not known until individual students are notified by their assigned schools, NROTC scholarship placement quotas will not be reserved at other schools for these reassignments. Rather, these reassignments may be in excess of a school’s offer cap. When a Top Select is denied admission at their assigned school, NSTC OD2 will reassign the scholarship to their next listed school choice. If a recipient was placed at a school other than their first choice and is later determined to be a “Top Select,” the scholarship will be reassigned only if the recipient actively applied for, but was denied admission to their assigned school. If the Top Select gained admission to their assigned school, any requests for reassignment will receive normal processing.

h. Unit Placement Role

(1) When the nominees’ names appear on the OPMIS GF20R61 report, the NROTC unit shall send a welcome letter to the prospective nominees. 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 to aid in efforts for admission to another academic institution with an NROTC unit. The nominees must be directed by the unit to inform NSTC OD2 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.

i. Acceptance. Individuals who accept a scholarship, who are found physically qualified or secure a waiver, and who are admitted to the academic institution to which they are placed, are mailed letters of authorization by NSTC OD2 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 July, continuing until the end of October. After October, units shall send individual requests to OD2 for a letter of authorization.

j. Deferring Acceptance. Those who want to defer acceptance of the scholarship shall immediately notify NSTC OD2. Requests to defer come from the student via the NROTC Unit to OD2. Requests to defer scholarships are granted on a case-by-case basis.

k. 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 OD will request orders from the appropriate branch or notify RTC to issue a Standard Transfer Order (STO). The current Joint Federal Travel Regulations (JFTR) 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.

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

m. 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 OD will advise them 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 an individual, but unit personnel may work with the university bursar’s office to arrange for a delay in tuition payment until the student’s status is known. Students pending final physical status shall obtain a statement from a physician stating he/she
is physically fit to participate in physical activity before being allowed to participate in the physical requirements of orientation, PFT/PRT, or drills that require physical activity.

Figure 3-1: National Scholarship Selection/Placement Process

3-7 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 MIDN 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 2- or 3- year Scholarship Board. Those interested in a four-year program apply through the National Scholarship program. Those interested in a 3-, 2-, or 1-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. If a nominee is not currently accepted into the academic institution’s school of nursing (e.g., nominee is a freshman and the school of nursing does not admit students until their junior year), the PNS shall list the GPA necessary
for admittance and comment on why the nominee has the potential to achieve the necessary GPA. The Navy Nurse NROTC Program is not for those pursuing any other medical program.

3-8 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 National Scholarship Selection Board.

3-9 Alternative Scholarship Reservations. NSTC allocates a target number of Alternative Scholarship Reservation (ASR) to each of the 11 NJROTC Area Managers. ASRs are intended for high school students who have demonstrated leadership, integrity, and character. ASR requirements and selection procedures are available in NSTCINST 1533.9.

3-10 Minority Serving Institution Scholarship Reservations (MSISR). The MSISR Scholarship is open to high school students of any race or ethnicity with academic potential who have yet to demonstrate performance in a college environment or to college students who have completed at least one but less than four academic terms, total 30 semester credit hours (45 quarter hours) or fewer, of college course work with a cumulative GPA of 2.75 (on a weighted 4.0 scale) and a grade of "C" or better in all courses attempted. The MSISR scholarships place greater emphasis on leadership potential, integrity, and character rather than grade point average and standardized tests. Refer to NSTCINST 1533.8 and the annual OPMIS OFFICIALMAIL Message announcing the MSISR scholarships for further guidance and eligibility requirements.

3-11 Frederick C. Branch Marine Leadership Scholarship Program. These scholarships are nominated by the PNS and confirmed by a board convened at Marine Corps Recruiting Command (MCRC). These scholarships are available for only the Historically Black Colleges and Universities (HBCU) schools on an as needed basis. Refer to the annual OPMIS OFFICIALMAIL Message announcing the scholarships for further guidance.

3-12 Pedro Del Valle Marine Leadership Scholarship Program. These scholarships are nominated by the PNS and confirmed by a board convened at Marine Corps Recruiting Command (MCRC). These scholarships are only available for the three NROTC affiliated Hispanic Serving Institutions (HSIs) and are on an as needed basis. Refer to the annual OPMIS OFFICIAL MAIL Message announcing the scholarships for further guidance.
3-13 Year Group Determination

1. MIDN (4-year or 5-year track) must be selected for scholarship/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:

<table>
<thead>
<tr>
<th>Est Comm Date</th>
<th>Est Comm YG</th>
<th>Term that they must be on Scholarship or Advance Standing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 15 - Sep 16</td>
<td>16</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Oct 16 - Sep 17</td>
<td>17</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>Oct 17 - Sep 18</td>
<td>18</td>
<td>Fall 2016</td>
</tr>
<tr>
<td>Oct 18 - Sep 19</td>
<td>19</td>
<td>Fall 2017</td>
</tr>
</tbody>
</table>

2. A MIDN’s estimated commissioning date (and resulting Year Group) is based on their individual degree completion plan (i.e., a fall 2013 incoming freshman on a normal 4-year matriculation is in YG 17; a fall 2013 incoming freshman on a 4 1/2 or 5 year matriculation is in YG 18; a fall 2013 rising sophomore on a normal 4-year matriculation is in YG 16, a fall 2013 rising sophomore on a 4 1/2- or 5- year matriculation is in YG 17).

3-14 2- or 3-Year Scholarship Program (Navy/Nurse Option)

1. This board will consider nominations for the following categories of students: College program MIDN, non-affiliated students, Marine to Navy Change of Option request, Nurse to Navy URL change of option requests (Advanced Standing only).

2. The 2- and 3-Year National Scholarship program is open to any college student (College program MIDN or non-affiliated student) with at least 30 college semester hours (45 quarter hours), but no more than 90 college semester hours (135 quarter hours) of credits counting toward their degree, who wishes to compete for a scholarship or Advanced Standing.

3. Only those nominees that are two years prior to graduation will be considered for Advanced Standing. Any 2-Year scholarship nominee who does not get selected for a scholarship will automatically be considered for Advanced Standing.

4. This board will also consider Marine to Navy Change of Option and Nurse to Navy URL program change of option requests. Refer to Chapter 7 for details on the change of option process.
5. Each year, during January, NSTC OD2 will release an OPMIS OFFICIAL MAIL Message identifying eligible year groups and anticipated quotas available in each year group.

6. Nominees must meet the eligibility requirements for MIDN set forth in paragraph 2, section 3-1 above and the following criteria:

   a. Must be within 2 or 3 years of estimated graduation/commissioning date.

   b. Must have at least at least 30 semester hours (45 quarter hours) but no more than 90 semester hours (135 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.

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) The following documents are available to the applicant via the NROTC website: 2- or 3- Year Scholarship Applicant Letter Template; 2- or 3- Year Scholarship Applicant Personal Data Record; NROTC SOU (Navy Option) NSTC 1533/112, NROTC SOU (Nurse Option) NSTC 1533/129; Debarment Statement, NSTC1533/102; and Drug Statement, NSTC 1533/101.
(4) Applications must be received at the NROTC Unit no later than 30 April each year.

(5) The PNS will review the application, interview the applicant and forward the application, using the nomination template (attachment #3), to NSTC(OD2).

NOTE: PNSs do not need to forward minimally eligible applicants if they do not recommend them for selection.

(6) Nominations from the NROTC unit must be received by NSTC(OD2) no later than 31 May each year

(7) The nomination package will be forwarded to:
NSTC OD2 250 Dallas St. Ste A, Pensacola, FL 32508.

b. College Program MIDN

(1) Navy Option nominations must be submitted electronically through OPMIS no later than 31 May each year.

(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.

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) Once the nomination is submitted via OPMIS, the only additional documents that must be forwarded to NSTC (OD2) are: NROTC SOU (Navy Option), NSTC 1533/112; NROTC SOU (Nurse Option), NSTC 1533/129; Debarment Statement, NSTC1533/102; Drug Statement, NSTC 1533/101; College Transcripts; and Degree Plan.

(4) These forms can be submitted via email to the POC identified in the annual message or mailed to:

NSTC (OD2)
250 Dallas St. Ste A
Pensacola, FL 32508
c. Change of Option Request.

(1) Marine to Navy nominations to the board will be submitted in accordance with paragraph 3.b. above.

   (a) In accordance with Chapter 7 of Ref (a), Marine Option MIDN must request the Change of Option from MCRC.

   (b) The Change of Option request must be approved by MCRC and received by OD2 prior to the conclusion of the selection board.

(2) Nurse to Navy (URL) nominations to the board will be submitted IAW with paragraph 3.b. above.

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

   (b) 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 (12-08) concerning previous use or involvement with drugs may not be awarded a scholarship/Advanced Standing without the specific approval of NSTC OD. The PNS comment section of the nomination must specifically discuss any drug usage/involvement.

   b. PNS Recommendation. The PNS recommendation (for MIDN and non-affiliated nominees) shall include assessments on the following items:

      (1) Level of involvement and leadership positions held in the NROTC battalion.

      (2) Level of involvement in and leadership positions held in campus/community activities, e.g., clubs, organizations, etc.

      (3) Level of physical fitness indicated by how regularly they engage in physical activity, the rigor of the physical activity and whether they are within the Navy’s BCA standards.
(4) Factors beyond the applicant’s control that may have hampered their ability to compete for the scholarship and how well they coped with such factors.

(5) Overall evaluation of the applicant’s aptitude for military service and “service over self”.

(6) Comments that explain or mitigate any weak areas in the applicant’s record.

(7) Justification for requesting extended benefits including:

(a) Number of academic term completed

(b) Number of academic terms remaining

(c) Specific degree completion requirements

(d) Completion averages for students in that Degree

(e) Numbers of additional months requested

(8) Rationale for awarding the PNS Weighting Points.

c. PNS Weighting Points. Each PNS will be given a maximum of 20 points to distribute among the applicants from their unit in each year group. Justification of distribution shall be made in PNS comments as stated above. These points will be factored into the Base Score and serve to strengthen an applicant’s overall package. The PNS does not need to award all 20 points nor does each nominee need to be awarded points. For example, the PNS may award all 20 points to their top applicant, 5 points to each of their top four applicants, or none at all. The distribution is at the discretion of the PNS, but the total number of PNS Weighting Points will not exceed 20 per NROTC unit.

NOTE: Consortiums are not to pool or share PNS points between units.

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 MIDN, 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 the Officer Programs Management Information System (OPMIS) as a College Program Basic MIDN.

d. PNS's will ensure that their selectees are certified to be medically qualified by the Department of Defense Medical Examination Review Board (DODMERB), or have been granted a medical waiver by Director, OD based on the recommendation of BUMED prior to activating their scholarship.

NOTE: To avoid delay, it is recommended to schedule all nominees for a physical as soon as possible and not wait for the publication of the selection board results.

e. Subsistence payments will commence on the date of appointment.

f. Prior to appointment, the student will be required to sign a statement indicating his 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 LOA status. If such status has been assigned in the interval between nomination and selection, the scholarship/Advanced Standing will be returned to NSTC OD not offered.

i. Once a selectee is found physically qualified, units shall notify NSTC OD4 to enter the appropriate program/option code in OPMIS.

3-15 2- or 3-Year Scholarship Program (Marine Option). MCRC will convene two selection boards a year (spring and fall) to consider those MIDN who wish to compete for a Marine Option NROTC Scholarship or Advanced Standing. An OPMIS OFFICIAL MAIL Message will announce the submission deadlines each year.
3-16 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 1420.1B series and the annual NAVADMIN message. Program authorizations for STA-21 program options are available on the website: https://www.sta-21.navy.mil.

2. Nuclear Target Option (STA-21(N)). The STA-21(N) option provides enlisted personnel in the Nuclear Propulsion Program 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 OD1. The community manager for STA-21(N) OCS is Deputy Chief of Naval Operations (Manpower, Personnel, Training & Education) (DCNO (MPT&E)) (OPNAV N133).

   a. STA-21(N) students shall be enrolled only in those NROTC institutions currently approved by the program manager. NSTC OD1 maintains the list of approved STA-21(N) universities.

   b. STA-21(N) students must pursue academic majors approved by OPNAV N133. Approved majors vary by institution. The list of approved majors is maintained by NSTC OD1.

   c. 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 Naval Nuclear Propulsion Program. This interview will be similar to those given for NROTC personnel and will be coordinated by NSTC OD1. 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 OD1, may be allowed to complete their degree and be commissioned as an unrestricted line officer.

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 OD2. STA-21 students will complete NSI before reporting to the unit.

3-17 Marine Enlisted Commissioning Education Program. The MECEP is a commissioning program for specifically selected enlisted Marine Corps personnel leading to baccalaureate degree and a commission in the USMC. Candidates are selected by an annual board at MCRC. During their participation in the MECEP, Marines are attached to NROTC units. NSTC OD has responsibility for the academic and professional development of assigned MECEP students. Additional guidance is contained in MCO 1040.43A, MCO 1560.15L, and the annual MARADMIN message.

3-18 Meritorious Commissioning Program (MCP). MCP is a college completion program for enlisted Marine Corps personnel. To be eligible, a Marine must have earned at least 75 credit hours at an accredited college or university before applying for the program. Once accepted, the Marine has 18 months to complete a bachelor’s degree at an institution affiliated with a NROTC unit. On graduation, the Marine will be commissioned a Second Lieutenant. Additional guidance is contained in MCO 1040.43A.

3-19 Strategic Sealift Officer Program (SSOP). The SSOP Program is an education and training program conducted by the DNS at the United States Merchant Marine Academy (USMMA), state and regional maritime academies, and at other selected maritime schools. It is designed to qualify participants for commissioned service. Program administration, eligibility, participation requirements, and training are directed by NSTC OD. Interested applicants may apply to USMMA or enter the program while attending one of the state or regional maritime academies. Additional guidance is contained in OPNAVINST 1534.1D series.
Selection Policy for Naval Reserve Officers Training Corps (NROTC) Navy Option Scholarship Midshipmen, and NSTCINST 1550.1C series, Language Skills, Regional Expertise and Cultural Awareness Academic Major Policy for Naval Reserve Officers Training Corps Midshipmen. Navy Option four-year 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 an NSTC Controlled scholarship.

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 1550.1C series. When feasible, Marine Option students should consider completing the NROTC-specified courses (see Table 4-1), 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 baccalaureate degree program in Nursing (BSN).

d. Marine Enlisted Commissioning Education Program

(1) University Requirements. USMC requires Marine Enlisted Commissioning Education Program (MECEP) students to complete specified university requirements for the 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.

(2) Required Naval Science Courses. MECEP students are required to complete the following Naval Science courses: Evolution of Warfare, Amphibious Warfare and Leadership & Ethics. The PNS may grant waivers for Evolution of Warfare and Amphibious 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. Seaman to Admiral-21. The annually issued Seaman to Admiral-21 (STA-21) Program authorizations detail the specified academic requirements for STA-21 students. 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 the specific authorization for his/her 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 Naval Science Institute prior to reporting to a specific NROTC unit with the exception of the Leadership & Management and the Leadership & Ethics courses. More information regarding pay, tuition, GPA, enlistment bonus, and special duty assignment pay can be found in OPNAVINST 1420.1B series and OPNAVINST 1160.6B series. Generalized requirements include:

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

(a) Complete 15-18 hours per semester 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. If the reduced course load results in an extended graduation date, the PNS shall obtain authorization from NSTC OD4 and OPNAV N131 (NSTC OD1 and OPNAV N133 for nuclear option STA-21). 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, and their acceptability will be determined on a case-by-case basis during initial degree plan review.

(c) Complete Naval Science Institute (NSI) prior to matriculation at the university. They also shall complete the Leadership and Management and Leadership and Ethics courses at the university.
(d) Remain enrolled as full-time students during the regular summer session.

(e) If deviations from the approved academic plan become necessary, PNS shall base additional or substitute courses on furthering the STA-21 officer candidate's potential as a future Naval Officer. 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 6.

(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 grade point average of 2.5 on a 4.0 scale (3.0 on a 4.0 scale for STA-21 Nuclear and CEC Officer Candidates) (See Appendix N). Additionally, STA21(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 8. Academic standards and program administration for STA-21(N) officer candidates are further delineated in Chapters 6 and 8.

(3) Physical Fitness Standards. STA-21 officer candidates must meet Navy standards for physical fitness and shall participate in testing with midshipmen. The procedures and consequences to follow when addressing physical fitness failures are addressed in Chapter 8.

(4) Performance Evaluation. The PNS shall assign a class officer to advise the STA-21 officer candidate during his/her 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.

4-6 Specified Courses. The host institution provides these Specified Courses taught by civilian faculty as listed in Table 4-1. 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.

b. Physics. The physics sequence shall be calculus-based and cover the traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Students shall include appropriate laboratory classes in completing the physics requirement.

c. NSTC OD1 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 OD1.

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 physics by the end of the third year of Naval Science (normally the junior year). 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 placed on LOA prior to the spring semester. In certain instances, NSTC OD3 may grant a time-of-completion waiver.

f. When a midshipman fails to complete calculus and/or calculus-based physics in the required timeframe, the PNS may authorize completion of these courses at the student’s expense, in summer school, including at a non-NROTC affiliated school, as long as the courses are accepted for a letter grade by the host
institution/cross-town school. Prior to PNS authorization, the midshipman must ensure transfer credit (including letter grade) approval from the host institution/cross-town school. Calculus and physics should not be taken in this manner merely to “get ahead,” but rather this is an exception designed to prevent falling further behind.

   g. 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, VA 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 OD1 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.

   h. NSTC OD1 cannot waive the requirement to complete calculus and physics.

   i. The PNS shall place students who fail calculus or physics a second time on academic LOA and send them to a PRB.

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 speleology.

   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. 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 CLEP examination, shall be considered to have completed
the requirement; however, the validation must appear on the transcript.

Table 4-1: Specified Courses

<table>
<thead>
<tr>
<th>Courses</th>
<th>Completed by end of year:</th>
<th>Minimum Semester Hours</th>
<th>USN Scholarship</th>
<th>USMC Scholarship</th>
<th>USN CP</th>
<th>USMC CP</th>
<th>Nurse</th>
<th>ST A-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>Sophomore</td>
<td>6</td>
<td>R</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>Physics</td>
<td>Junior</td>
<td>6</td>
<td>R</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>College Algebra or Advanced Trigonometry</td>
<td>Junior</td>
<td>6</td>
<td>--</td>
<td>--</td>
<td>R</td>
<td>A</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>Physical Science</td>
<td>Senior</td>
<td>6</td>
<td>--</td>
<td>--</td>
<td>R</td>
<td>A</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>American History or National Security Policy</td>
<td>Senior</td>
<td>3</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>P</td>
</tr>
<tr>
<td>World Culture and Regional Studies</td>
<td>Senior</td>
<td>3</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>P</td>
</tr>
<tr>
<td>English</td>
<td>Sophomore</td>
<td>6</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

R= Required  
A= Advised to ease change to USN scholarship status  
N= Not required by Navy  
P= Per program authorizations

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 an emphasis on Third World, Far East, and/or Southwest Asia. This academic requirement is designed to expand our future officer corps’ awareness, knowledge, and sensitivity to world cultures and peoples. The PNS shall approve these courses.

   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.
4-7 Naval Science Courses

a. General. The Naval Science courses are listed below in the recommended sequence. Three semester credit hours are recommended for each course. NSTC OD 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. Students shall not take the Engineering and Weapons courses until they have completed math foundation requirements. Naval Science course requirements are summarized in Table 4-2.

b. Introduction to Naval Science (Freshman year). A general introduction to the USN and USMC that emphasizes organizational structure, warfare components and assigned roles/missions of USN/USMC; covers all aspects of Naval Service from its relative position within DoD to the specific warfare communities/career paths; and includes basic elements of leadership and Navy Core Values. The course will provide students with initial exposure to many elements of Naval culture and provides conceptual framework/working vocabulary for student to use on summer cruise.

c. Sea Power and Maritime Affairs (Freshman year). (For Nurse Corps only, course may be taken in sophomore year.) A study of the U.S. Navy and the influence of sea power upon 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; 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; and 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.

d. Leadership and Management (Sophomore year). (For Nurse Corps Option only, course may be taken in junior year. PNS may waive course 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; 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.

e. Navigation (Sophomore year). (Not required for Nurse and Marine Corps Options.) 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.

f. Evolution of Warfare (Sophomore/Junior year). (Required for Marine Option and MECEP students; optional for Navy students.) Students trace the development of warfare to the present day. This course 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.

g. Naval Ships Systems I (Engineering) (Junior year). (Not required for Nurse and Marine Corps Options.) 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.

h. Naval Ships Systems II (Weapons) (Junior year). (Not required for Nurse and Marine Corps Options.) The 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.

i. Amphibious Warfare (Junior/Senior year). (Required for Marine Option and MECEP students; optional for Navy students.) Students learn the fundamental terms, concepts, and theories of general warfare and amphibious warfare. These terms, concepts, and theories shall be applied through a historical analysis of amphibious operations, identifying the evolution of amphibious doctrine, tactics, and technology. Focuses on the evolution of the U.S. Marine Corps into a specialized amphibious force, with particular attention devoted to the structure and capabilities of the present day U.S. Marine Corps as a forward deployed and rapid deployment force and the development of Expeditionary Maneuver Warfare concepts.

j. Naval Operations and Seamanship (Senior year). (Not required for Nurse and Marine Corps Options.) A continued study of relative motion, formation tactics, and ship employment. 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 are also included. The course is supplemented with a review/analysis of case studies involving moral/ethical/leadership issues pertaining to the concepts listed above.

k. Leadership and Ethics (Senior year). The course completes the final preparations of Ensigns and 2nd Lieutenants for service in the Fleet 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, and 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 events in the United States Navy and Marine Corps, to prepare them for the role and responsibilities of leadership in the Naval Service of the 21st century.
1. Naval Science Laboratory (Presented throughout all years). The school will recommend one semester-hour credit. NSTC OD developed the course to cover PCC objectives not included in formal Naval Science courses. Topics cover general Navy/Marine Corps mission and policies, force protection, operational security, watch standing, physical fitness, nutrition, stress management, and other professional development subjects.

m. Strategic Sealift Officer Program Courses

(1) Naval Science for the Strategic Sealift Officer Merchant Marine Course (Freshman year). The course provides candidates a 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.

(2) Naval Science for the Strategic Sealift Officer I (Sophomore). The course introduces Strategic Sealift (SSO) midshipmen to the organization of the Naval Service, varied career opportunities, long-held customs and traditions of the service, capabilities of the United States Navy, duties of a junior officer, and Navy policies on relative wellness issues. Additionally, the course prepares SSO midshipmen for their first experience onboard a Navy ship by imparting basic information concerning shipboard procedures.

(3) Naval Science for the Strategic Sealift Officer II (junior or senior year). This course is derived from the NROTC Leadership and Ethics curriculum. SSO midshipmen learn 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.

(4) Two NROTC courses are available as electives: Navigation and Naval Operations and Seamanship.

n. Instruction and Content. NSTC OD develops and approves curriculum guides for each Naval Science course. NSTC OD3 will make the curriculum guides available to all midshipmen. (All Naval Science curriculum guides are available online at NROTC Instructor – Navy Knowledge On-Line website.) The PNS is responsible for the instruction of these courses to ensure coverage of all professional core competencies (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 OD. 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.

o. Adaptation for Quarters and Trimesters. The curricula for these courses are developed by NSTC OD3 for the number of semester hours stated. 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. A course may be divided over two quarters.

Table 4-2: Naval Science Course

<table>
<thead>
<tr>
<th>Courses</th>
<th>Year Completed</th>
<th>USN Scholarship</th>
<th>USMC Scholarship</th>
<th>USN CP</th>
<th>USMC CP</th>
<th>MECEP</th>
<th>Nurse Option</th>
<th>STA-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Naval Science</td>
<td>Freshman</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>R*</td>
</tr>
<tr>
<td>Sea Power and Maritime Affairs</td>
<td>Freshman</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>R*</td>
</tr>
<tr>
<td>Leadership and Management</td>
<td>Sophomore</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Navigation</td>
<td>Sophomore</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>R*</td>
</tr>
<tr>
<td>Engineering</td>
<td>Junior</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>R*</td>
</tr>
<tr>
<td>Weapons</td>
<td>Junior</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>R*</td>
</tr>
<tr>
<td>Naval Operations and Seamanship</td>
<td>Senior</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>R*</td>
</tr>
<tr>
<td>Leadership and Ethics</td>
<td>Senior</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
<tr>
<td>Evolution of Warfare</td>
<td>Sophomore/Junior</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Amphibious Warfare</td>
<td>Junior/Senior</td>
<td>N</td>
<td>R</td>
<td>N</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Naval Science Laboratory</td>
<td>All years</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
</tr>
</tbody>
</table>

R= Required; N= Not required; R*= Required but taken at NSI.
Accreditation Status and Reporting. NSTC OD3 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.

1. 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 OD3. Where no changes have occurred, negative reports are required.

2. Unless a catalog is available on-line, annually, or upon revision, the PNS shall provide to NSTC OD5 one copy of the undergraduate college/university catalogs/bulletins from the host institutions and other colleges and universities which have written cross-enrollment agreements.

NJROTC Credit. The PNS may exempt students having satisfactorily completed at least three years of Naval Science course work in the NJROTC or Marine Corps JROTC (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.

4-8 Curriculum Development and Revision

1. General. The Professional Core Competencies (PCCs) for Officer Accession Programs Manual states policy guidelines for the professional development of NROTC students. Using the guidance provided by the PCC Manual, NSTC OD prescribes course content, develops courses, and procures necessary texts, references, training aids, and support material.

2. Course Coordinators. NSTC OD designates specific 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. Units so designated serve as a focal point of communication and information for NSTC OD 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 annual NROTC/SSO Instructor's Seminar to train prospective instructors in course content and teaching competencies. Each Course Coordinator shall directly liaison with NSTC OD3 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. This creates both the opportunity and the necessity for active interchange of thoughts and ideas and for the sharing of expertise. NSTC OD3 (and the Course Coordinators as NSTC OD representatives) shall maintain liaison with the USNA and other officer accession programs 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 OD3 (and the Course Coordinators as NSTC OD representatives) shall determine requirements and establish required liaison.

c. Process. NSTC OD 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 OD shall complete a comprehensive review of each course no less than once every three years.

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 OD develops and structures appropriate learning objectives and instructional strategies to achieve effective and efficient instruction.

f. NSTC OD3 manages curriculum updates and major changes with the assistance of appointed Course Coordinators.

g. In addition to the required triennial 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 as approved by NSTC OD;

(3) Revisions of prescribed texts and references;
4-20

(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. Changes to curriculum shall be reviewed by a select group of subject matter experts determined by NSTC OD3 and the course coordinator PNS in a peer review manner. NSTC OD3 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.

3. Curricular Materials

a. Curricula and Lesson Guides. NSTC OD3 shall provide a curriculum guide for each Naval Science course and make available online at NROTC Instructor - Navy Knowledge On-Line website. 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 OD assist visit team. 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 OD 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 OD shall be ordered by stock number by the NROTC unit. Texts will only be provided to students enrolled in the NROTC Program. 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. The university will stock Naval Science textbooks required by civilian students for purchase at the university bookstore.

d. Additional Instructional Resources. NSTC OD 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 OPTAR. These other materials of interest shall be brought to the attention of NSTC OD3 and the applicable Course Coordinator for possible inclusion in the official curriculum.

4-9 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 OD assist visit team.

b. Evaluating Instruction. The PNS shall establish a system to evaluate the instruction provided by NROTC
instructors. The PNS and the XO shall each personally observe and evaluate Naval Science classes at least once per term. 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 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 Unit Assist Visit team.

4-10 NROTC Professional Training. NROTC professional training includes the Naval Science Institute, Naval Science Laboratory, Command and Leadership Training (CALT), summer training, indoctrination field trips and visits and physical readiness. Each of these is detailed in paragraphs 4-10 through 4-17.

1. Some professional training is categorized as high risk training per NSTCINST 5100.1 Naval Service Training Command Occupational Safety and Health and High Risk Training Safety Policies and Procedures. Four specific training evolutions are considered high risk – swimming, small arms training, sailing, and physical readiness.

2. Other training evolutions, such as rappelling and firearms training other than .22 caliber are also high risk and do not take place on a regular basis. Because these evolutions are not routine or part of regular professional training, units must first conduct a Risk Assessment per OPNAVISNT 1500.75B series and then receive specific written authorization from NSTC OD3 prior to taking place.

4-11 Naval Science Institute. Naval Science Institute (NSI) is an intensive professional, academic, and physical training program conducted by NSTC at Officer Training Command, Newport RI. For students entering 2-year NROTC Programs, academic work
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.

h. 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.

i. 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.

j. 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 high risk unit functions.

4-22 New Student Orientation Programs

1. New Student Orientation. Indoctrination programs for new midshipmen are traditionally conducted at NROTC units. Typically, these programs range from 2 to 7 days in duration and are used to orient our students to the college environment. This training is not mandatory; however, PNSs are encouraged to conduct new student orientation programs at the beginning of the school year. These programs also provide excellent leadership training for upper-class NROTC students to serve as orientation staff. Programs shall be conducted on campus, unless the PNS has requested a waiver from CNSTC via OD and received waiver approval.

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

   a. Enrollment processing;

   b. Issuing uniforms and conducting basic indoctrination in Navy uniform regulations and grooming standards;
c. Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command;

d. Acquiring basic competency in military drill and ceremony;

e. Physical fitness and swim testing to determine readiness to meet NROTC Program and Navy/Marine Corps requirements;

f. Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities;

g. Indoctrination 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.

3. The PNS must communicate to all incoming students during the initial enrollment period that the commissioning program prepares them for service as an officer in the Navy or Marine Corps and that they will be assigned where the service needs them most. Our Navy process is one of service assignment not of individual service selection.

4. Military Indoctrination Limitations. 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 indoctrination 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.

5. Planning. Active duty staff members shall develop a detailed plan for the student orientation program utilizing the objectives as a general framework. The university shall be fully involved in this phase and in agreement with the
particulars of the training. Operational Risk Management 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 6110.1J series and paragraph 4-16b of this instruction provide guidelines for warm-up and conditioning exercises. New midshipmen will demonstrate the minimum passing standards of performance in the Navy Physical Fitness Assessment (PFA) program. Program plans shall clearly define the duties, responsibilities, and scope of authority of all staff personnel and midshipmen 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 where hazards cannot be eliminated or reduced to an acceptable level of risk. The PNS shall send an electronic copy of the unit’s Freshman orientation plan to CNSTC and Director, OD.

6. Execution. 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 upper-class midshipmen among the top performers in their respective classes 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.
7. **Orientation Program Responsibilities.**

   a. **The NROTC Unit Commanding Officer shall:**

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

      (2) Ensure that physical exams have been completed on all new midshipmen prior to participating in any high risk training, to include physical fitness training, and that risk screenings are completed in compliance with the Navy Physical Fitness Assessment;

      (3) Ensure that new students who are identified as possible risks on the screening forms are cleared by medical authority before participating in any demanding exercise or other high-risk training;

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

      (5) Select only top performing upperclass midshipmen for orientation duty and ensure they are fully cognizant of the goals of the program and scope of their authority;

      (6) Ensure maximum commanding officer/executive officer on-scene oversight of orientation evolutions and progress;

      (7) 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 high risk training evolutions;

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

      (9) 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

      (10) Ensure availability of ambulance/medical facilities for physical readiness testing as required by **OPNAVINST 6110.1J** series and **MCO P6100.13**.
b. Staff Personnel in Charge of Training Evolutions shall:

(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) during high-risk training evolutions, including PFA/PFT and other evolutions that are based on risk assessment.

c. Orientation Midshipmen Student Staff. Upper class midshipmen participating in orientation training shall:

(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 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 commanding officer and staff officers in charge of indoctrination evolutions.

8. 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.

9. Resources. New student orientation is not required outside the regular academic year. NSTC OD5 will not authorize augmentation of unit operating funds for new student orientation. 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. If new student orientation is held outside the regular academic year, any fees for room and board are the sole responsibility of the student who chooses to attend.
CHAPTER 5

Medical

5-1 General

The requirements for physical examinations and the maintenance of health records for midshipmen (MIDN) and officer candidates (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 P117, Chapters 15 and 16. The Department of Defense Medical Examination Review Board (DoDMERB) is the Department of Defense agency responsible for the determination of medical acceptability of applicants for appointment to a United States Service Academy, the Uniformed Services University of the Health Sciences, and the Reserve Officers Training Corps (ROTC) programs of the United States Armed Forces. DoDMERB determines medical acceptability for Naval Reserve Officers Training Corps (NROTC) Scholarship, College Program (Advanced Standing), Strategic Sealift Officer (SSO)/United States Navy Reserve (USNR) MIDN Program.

5-2 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 2351 documents physical examination results for civilian applicants.

2. National Four-Year Scholarship Recipients

   a. An annual Officer Program Management Information System (OPMIS) OFFICIALMAIL message requires units to identify which students have reported to the unit. NSTC OD2 then forwards the DD 2351 to the unit for filing in the MIDN’s health record.

   b. National Four-Year Scholarship MIDN are notified of their selection in writing by NSTC OD2 (Navy Option) or Marine Corps Recruiting Command (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 Military Treatment Facilities (MTF), 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 DoDMERB Report of Medical Examination DD 2351, DoDMERB will post the applicant’s physical status on the DoDMERB secure website. Applicants deemed physically qualified will receive a “Q” code. Applicants deemed physically disqualified receive a “D” code. The applicant’s physical status is then downloaded into the OPMIS placement file and is maintained there until NSTC OD2 purges the file in October. The physical status of MIDN 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.

d. DoDMERB will identify the medical examinations for applicants deemed not physically qualified. OD2A will forward those applicants’ medical information to Chief, Bureau of Medicine and Surgery (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 OD2A reviews the recommendation from BUMED, stamps the BUMED letter, and makes a recommendation to Director, OD. The Director OD, as delegated by CNSTC, may concur with the BUMED recommendation and stamps the letter as appropriate. If the Director, OD does not concur with the BUMED recommendation, the BUMED letter will be forwarded to CNSTC for a waiver determination. NSTC OD2A 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 OD2A will inform the applicant and the unit by letter of the waiver authority decision.

e. MIDN 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. MIDN 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) MIDN. 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 contacting the local MTF or DoDMERB authorized physicians to schedule the DoDMERB medical examination. To avoid any delay in benefits, the medical examination should be completed as soon as the applicant applies for a scholarship or advanced standing. Once the medical examination is completed, the units review the DoDMERB website to determine status, and enter the appropriate physical qualification codes in OPMIS. If deemed not physically qualified by DoDMERB, the unit will notify NSTC OD2A that a waiver review is required. NSTC OD2A is responsible for requesting a waiver review from BUMED. BUMED will review the medical examination, determine if a waiver is recommended, and will inform OD2A of the waiver recommendation. NSTC OD2A will send the BUMED letter to the unit and will inform them of the waiver authority determination.

4. SSO, USNR MIDN

   a. United States Merchant Marine Academy (USMMA). The Head Surgeon at the service academy performs the medical examination and forwards to DoDMERB the Report of Medical Examination DD Form 2808, which documents physical examination results for those already in the military. DoDMERB will then post the applicant's physical status on the DoDMERB secure website and respond back to the applicant and the USMMA. Medical examinations for applicants deemed not physically qualified are forwarded to BUMED. 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 SSO, USNR (obligated) MIDN at the state and regional maritime academies are initiated by the unit on an individual basis. SSO, USNR MIDN 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. SSO, USNR (non-obligated) MIDN are not required to have a DoDMERB exam. They must receive a sports physical and complete a Report of Medical History DD Form 2807-1 before participating in unit physical training.
5. **College Program MIDN (Basic Standing)**. College Program (Basic Standing) MIDN are not required to complete a DoDMERB medical examination. They must receive a sports physical and complete a DoDMERB Report of Medical History [DD Form 2492](#). The Professor of Naval Science (PNS) must review the Report of Medical History and determine if the MIDN is physically qualified to participate. If the MIDN indicates past or present injuries or illnesses that may be physically disqualifying in nature, the PNS should consult with BUMED to assess future eligibility. MIDN should not be allowed to participate in the College Program if there is a strong possibility they may be determined physically disqualified for Advanced Standing.

6. **Seaman to Admiral-21 (STA-21) and Marine Enlisted Commissioning Education Program (MECEP) OCs**. STA-21 and MECEP OCs 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 and MECEP OCs must be determined to meet medical standards for pre-commissioning into their respective designators.

**5-3 Physical Readiness**

1. **OPNAVINST 6110.1J** 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 SSO, USNR MIDN are medically screened by DoDMERB. College Program (Basic Standing) students must receive a medical screening equivalent to the university sports physical exam. The purpose of the sports exam is to identify MIDN at risk of cardio-respiratory illnesses, orthopedic injuries, or other injuries/illnesses that may be aggravated by required exercises. The DoDMERB Report of Medical History [DD Form 2492](#) or DD Form 2807 is utilized to document the student’s past and present medical condition.

2. To ensure all incoming MIDN are fit to participate in orientation, the Command Fitness Leader (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 “D” (disqualified), 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 6110.1J series or Marine Corps Physical Fitness Standards MCO P6100.12. The designated CFL is responsible for ensuring all Navy students complete a Physical Activity Risk Factor Questionnaire (PARFQ) NSTC 1533/138 prior to their first unit directed physical training activity. Blank PARFQs are available on the Physical Readiness Information Management Systems (PRIMS) website. The CFL will review and sign the form if all questions on the PARFQ are answered in the negative. The PNS will review and sign all PARFQs with any “Yes” responses. Medical evaluations must be conducted in cases of positive responses to any questions on the PARFQ or if the student is out-of-standards per OPNAVINST 6110.1J series before the student can participate in the Physical Readiness Test/Physical Fitness Test (PRT/PFT) 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 File until the health record is opened.

4. The PNS must ensure all students complete Annual Certificate of Physical Condition NAVMED 6120/3 prior to the first PRT/PFT each fall. 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 OD2A or BUMED, Physical Qualifications and Standards (M3/5 WII 1).

5. MIDN shall be given at least a 10-week notice prior to a Physical Fitness Assessment (PFA). The 10-week notice may be waived for freshmen taking the PFA during orientation. However, the welcome aboard letter will notify students that they will be participating in an orientation PFA.

5-4 Immunizations

1. All students are required to receive immunizations as specified below in paragraph 3. Immunization waivers will only be granted in accordance with SECNAVINST 1730.8B series.
2. The PNS is responsible for establishing procedures to ensure that scholarship and College Program (Advanced Standing) MIDN receive immunizations prior to summer training. The PNS should use local MTFs for satisfying immunization requirements. When MTFs do not exist locally, the inoculations may be ordered and administered by military health professionals, local university health professionals, or other personnel qualified to administer inoculations. Immunizations for MECEP students are completed at Marine Corps Officer Candidate School.

3. Immunization recommendations and requirements are contained in BUMED Notice 6230, dated 21 December 2004. MIDN should provide proof of immunization or receive all immunizations. MIDN should receive the Measles, Mumps, Rubella (MMR) vaccine or appropriate serological testing as early as possible. MIDN should also receive the Varicella vaccine (if there is no known history of chickenpox or evidence of serological immunity). MIDN shall receive two doses of the Hepatitis A virus (HAV) vaccine before graduation (one dose before executing summer assignments orders to the operating force). Upon graduation or commissioning, the MIDN or OCs must have been immunized or received the following inoculations:

   a. HAV vaccine (first and second dose).
   b. Influenza vaccine.
   c. Measles/Mumps/Rubella vaccine (one dose).
   d. Inactive poliovirus vaccine (IPV) (one dose).
   e. Tetanus-diphtheria toxoid (one dose).
   f. Varicella vaccine (two dose primary series).

4. Further guidance may be obtained in the Summer Training Manual NSTC M-1533.5A. Instructions for completing the Immunization Record SF 601 and the International Certificate of Vaccination PHS 731 are contained in the Manual of the Medical Department NAVMED P-117, Chapter 16, Article 16-59. These forms must be used to record all immunizations and retained in the student's health record.

5-5 Medical Leave of Absence. Medical Leave of Absence is discussed in Chapter 6.
5-6 Travel in Connection with 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 Federal Travel Regulations, Chapter 7.

5-7 Medical and Dental Care

1. STA-21 and MECEP students are covered by TRICARE. MIDN 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) MIDN 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.

   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 without prior approval from BUMED.

2. In the case of a medical emergency while on active duty for training, MIDN should be treated at the nearest military or civilian hospital, or medical treatment facility. Authorized expenses will be covered by TRICARE. Contact the Military Medical Support Office at 1-888-647-6676 for assistance with claims. The MIDN may be responsible for initial payment for medical care prior to reimbursement by TRICARE. If it is determined that an injured MIDN will require extended care, immediately notify NSTC OD2A for guidance.

3. NROTC Scholarship and College Program (Advanced Standing and Basic) MIDN 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 MIDN injured while in the line of duty is addressed in paragraph 5-8.

4. NSTC OD/OD2A should be notified immediately of any MIDN serious injury or emergency. See Chapter 2 for additional reporting requirements.
5. MIDN who becomes disqualified for military service due to the results of elective surgery are subject to recoupment of all funds expended on their behalf.

5-8 Medical Claims and Compensation

1. Effective 1 October 1988, Title 10, 2109 and Title 5, 8140 of the U.S. Code were revised to extend injury, disability, and death compensation coverage for NROTC MIDN injured in the line of duty during practical military training, as well as field training and practice cruises.

2. A MIDN or designated applicant from the NROTC Program who is injured while not under orders or while participating in unit related activities may receive civilian care paid for by the Office of Workers’ Compensation Program (OWCP). A Notice of Injury Form (CA-1) must be prepared immediately. An Authorization of Treatment (CA-16) must be completed prior to treatment or surgery unless it is an emergency. All OWCP claims must be sent to the U.S. Department of Labor, OWCP/DFEC 400 West Bay Street Room 827, Jacksonville, FL 32202. All claim forms may also be faxed with corresponding attachments to 202-343-5570.

3. The CA-1 and CA-16 forms require supporting documentation, such as medical documents, line of duty statement, and cover letter stating what the claimant is seeking. The CA-1 form requires certain codes: OWCP Agency Code is 65400U, and the Occupational Safety and Health Administration (OSHA) Site Code is the unit’s Unit Identification Code (UIC).

4. CA-1 or CA-16 forms and information can be accessed at: http://webapps.dol.gov/libraryforms/

5-9 Pre-commissioning Physicals

1. A pre-commissioning, specialty designator physical should be scheduled no earlier than 24 months prior to the NROTC, STA-21, or MECEP student’s estimated commissioning date, if required. Pre-commissioning physicals may be conducted at a MTF, Military Entrance Processing Station (MEPS), or during the MIDN's First Class Cruise. If conducted during summer cruise, orders should be endorsed to reflect the type of exam (i.e., SPECOPS/SPECWAR, nuclear, and aviation). Pre-commissioning physical qualification determination for Marine Option MIDN and MECEP OCs should be accomplished before they begin Officer Candidate School (OCS). The extent of the pre-commissioning physical is determined by the community. See the pre-commissioning package
checklist (See Appendix D). Individuals may not be commissioned without a completed and approved physical for their assigned community. The first step in the pre-commissioning physical qualification process is submission of the package to BUMED. The BUMED pre-commissioning physical package consists of:

a. Pre-commissioning Physical Cover Letter to include what designator the MIDN is pursuing and a POC;

b. DoDMERB/BUMED original approved Report of Medical History DD Form 2492 or DD Form 2807-1 and Report of Medical Examination (Report of Medical Examination DD Form 2351 or DD Form 2808 or special duty physical examination);

c. All Annual Certificate’s of Physical Condition NAVMED 6120/3;

d. Human Immunodeficiency Virus (HIV) test (within 2 years);

e. Dental examination (within 1 year of submission); and

f. Pap exam (female only)(within 2 years).

2. Students diagnosed with HIV are not eligible for commissioning. As a result, all students shall be tested as part of their pre-commissioning physical requirements. The test should be completed within two years of commissioning. Students determined to be HIV-positive must be disenrolled for physical reasons. STA-21 and MECEPs may return to the fleet to complete their enlistment, if they do not exhibit symptoms of Auto-Immune Deficiency Syndrome (AIDS). HIV test results must be treated with the highest degree of confidentiality and released to no one without a need to know. Strict compliance with the provisions of SECNAVINST 5211.5E series is required. Additional guidance concerning HIV-testing is contained in SECNAVINST 5530.30D series.-

3. BUMED will determine if the member is physically qualified for commissioning in the Unrestricted Line (URL). If BUMED determines the applicant is unqualified for the URL, OD4 will be informed. If the student is determined to be medically qualified for the Restricted Line (RL) or Staff Corps (SC), OD4 will arrange for the member to be commissioned into those communities as needed to meet the needs of the Navy.

4. Pre-commissioning physcials are reviewed by the BUMED, Qualifications and Standards (M3B2), via the medical waiver system, WebWave. To access WebWave, members must first register at https://nmo.med.navy.mil/WEBWAVE/Login2.aspx. Registration
applications are electronically sent to the WebWave system administrator, who will approve them and set the appropriate permission level. The administrator will e-mail the member when access has been granted. Once the NROTC unit has access to WebWave, all Pre-commissioning physical (or medical waiver/disqualification) packages should be submitted for BUMED review via WebWave only. Once BUMED has completed reviewing the package, the NROTC Unit can view and print the finished BUMED qualification/disqualification letter directly from the WebWave portal.

a. **Surface Warfare Officers, Marine Ground, and Nurse Corps (Conventional).** Pre-commissioning physical packages are forwarded per standard Naval letter format to BUMED, Qualifications and Standards via WebWave. The pre-commissioning physical cover letter must be signed by the PNS and state “Pre-commissioning Physical ICO MIDN____, SSN last four, and designator.” Surface Warfare Officer, Marine Ground, and Nurse Corps pre-commissioning physicals consist of:

1. DoDMERB/BUMED original approved/waived Report of Medical History [DD Form 2492](#) or [DD Form 2807-1](#);
2. DoDMERB/BUMED original approved/waived Report of Medical Examination [DD Form 2351](#) or [DD Form 2808](#);
3. Annual Certificate of Physical Condition NAVMED 6120/3;
4. HIV test (within 2 years)
5. Dental examination (within 1 year of submission);
6. Pap test (female only) (within 2 years); and
7. Copies of treatment records for significant medical conditions that have developed since enrollment.

b. **Nuclear Officers.** Nuclear pre-commissioning physicals are forwarded per standard Naval letter format to Undersea and Radiation Medicine (URM) or Dive and Undersea via BUMED, Qualifications and Standards, via WebWave. The pre-commissioning physical cover letter must be signed by the PNS and state “Pre-commissioning Physical ICO MIDN____, SSN last four, Surface Warfare (Nuclear) (1160N)/Submarine Warfare (1170)/Naval Reactors (1220).” Nuclear Officer pre-commissioning physicals consists of:

1. The Basic BUMED pre-commissioning letter
(2) Report of Medical Examination **DD Form 2351** or **DD Form 2808** completed by an Undersea Medical Officer;

(3) Report of Medical History **DD Form 2492** or **DD Form 2807-1** completed by an Undersea Medical Officer;

(4) Ionizing Radiation Medical Examination (NAVMed 6470/13);

(5) Dental examination (within 1 year);

(6) Pap test (female only) (within 2 years);

(7) Annual Certificate of Physical Condition **NAVmed 6120/3**;

(8) Ancillary studies per MANMED Chapter 15;

(9) Health Records Privacy Statement **DD Form 2005**; and

(10) HIV test (within 2 years)

c. Aviation: Pilot or Naval Flight Officer. Aviation pre-commissioning physicals are forwarded per standard Naval letter format to the Naval Operational Medicine Institute (NOMI) via BUMED, Qualifications and Standards via WebWave. The pre-commissioning physical cover letter must be signed by the PNS and state “Pre-commissioning Physical ICO MIDN____, SSN last four, Student Naval Aviator (1390)/Student Naval Flight Officer (1370)/Marine Student Naval Aviator/Marine Student Naval Flight Officer”. Aviation (1390/1370) pre-commissioning physical consists of:

(1) The basic BUMED pre-commissioning letter

(2) Report of Medical Examination (within 24 months) **DD Form 2351** or **DD Form 2808** (original) completed by a Flight Surgeon;

(3) Report of Medical History (within 24 months) **DD Form 2807-1** or **DD Form 2492** (original, by a Flight Surgeon;

(4) Dental Examination (within 1 year);

(5) Electrocardiography (EKG) Tracing;

(6) Annual Certificate of Physical Condition **NAVmed 6120/3**;
(7) Anthropometric Data Record NAVMED 6410/9;
(9) Ancillary studies per MANMED Chapter 15;
(10) Health Records Privacy Statement DD Form 2005;
(11) HIV test (within 2 year); and
(12) Pap test (female only) (within 2 years);

d. Naval Special Warfare or Explosive Ordnance Disposal. Naval Special Warfare or Explosive Ordnance Disposal pre-commissioning physicals are forwarded per standard Naval letter format to the URM or Dive and Undersea via BUMED, Qualifications and Standards, via WebWave. The pre-commissioning physical cover letter must be signed by the PNS 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) The Basic BUMED pre-commissioning letter;

(2) Report of Medical Examination DD Form 2351 or DD Form 2808 completed by an Undersea Medical Officer;

(3) Report of Medical History DD Form 2807-1 or DD Form 2492 completed by an Undersea Medical Officer;

(4) Diver/Basic Underwater Demolition/SEAL (BUDS/S) Medical Screening Questionnaire;

(5) Dental examination (within 1 year);

(6) Pap test (female only) (within 2 years);

(7) Ancillary studies per MANMED Chapter 15;

(8) Health Records Privacy Statement DD Form 2005,

(9) Annual Certificate of Physical Condition NAVMED 6120/3; and

(10) HIV test (within 2 years).

e. Once NOMI, URM, Dive and Undersea, or BUMED determine the student’s physical qualification for their respective
verification of their acceptance by the educational institution. 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 5 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.** The tuition is retroactive to the beginning of the term (semester/quarter), but subsistence starts the day the individual is found PQ. 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 OD concludes that the delay in determining the student’s physical qualification is no fault of their own, retroactive payment of tuition, fees and books is authorized. However, subsistence cannot be back-dated, because it falls under Military Personnel, Naval (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 4/1. NSTC OD4 shall address retroactive payment requests.

2. **NROTC College Program MIDN.** Upon request to NSTC OD2, the NROTC unit will receive the application files of students not selected for a scholarship who may become College Program (Basic) students. 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 OPMIS OFFICIALMAIL Message published by NSTC OD2. 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 Naval Science Institute (NSI) class.

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

   a. Upon completion of the STA-21 selection process, NSTC OD1 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 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 that he or she reports to the NROTC unit.

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

6. SSOP/USNR MIDN. 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 SSOP, USNR MIDN Program complete an SSOP/USNR MIDN application. Processing of MIDN applications must be completed at USMMA within the first month of the student's arrival at the academy. Processing of MIDN applicants at the state academies shall be completed once the student indicates a desire to enter the program.

6-9 Student File. The unit will maintain a Student File for each student. The Student 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 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, SSOP/USNR, OC).

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

   a. Student 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 may maintain an additional copy of correspondence in the Student Performance File;

f. NROTC Scholarship or College Program Application. (may be national competition form or local form, as appropriate);

g. Document, letter, or OPMIS OFFICIALMAIL message awarding a scholarship or advanced standing, if any;

h. NROTC Drug and Alcohol Statement of Understanding NSTC 1533/153; for midshipmen (including College Programmers) or OPNAV 5350/1 for Officer Candidates.

i. NROTC Scholarship Service Agreement NSTC 1533/135, NROTC College Program Advanced Standing Service Agreement NSTC 1533/127 or other applicable service agreements;

j. Enlistment/Reenlistment Document, Armed Forces of the United States DD Form 4/1 and any extensions NAVPERS 1070/621 for those received from active or reserve duty;

k. Copy of Certificate of Release or Discharge from Active Duty DD Form 214 for those MIDN reporting from active duty or a Request for Conditional Release DD Form 368 for MIDN reporting from reserve duty; and

l. General Purpose Privacy Act Statement (OPNAV 5211/12).

2. The following documents will be maintained on the right side of the Student 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 SF 1164 or any other education cost forms that may apply. MIDN 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. IRR Notification statement (1C MIDN only)

f. OCS, Six Week Course, Statement of Understanding (USMC option only).

g. Copies of any other documents that would otherwise be maintained in a service record (for STA-21 and MECEP OCs).

h. Other documentation generated by higher authority or deemed appropriate by the unit, such as waivers and awards.

3. The NROTC Student File shall be maintained at the unit until the student is commissioned or disenrolled. The disposition of the Student File upon commissioning is addressed in paragraph 6-38. The disposition of the Student File upon disenrollment is addressed in Chapter 8.

6-10 Evidence of Citizenship

1. With the exception of foreign persons permitted to participate in the NROTC College Program in accordance with Paragraph 6-4, participants in all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of enrollment or activation of scholarship. Permissible forms of proof of citizenship include original or certified copy of the birth certificate, Passport (cannot be used for applicants born abroad of U.S. parents because the passport does not prove if the applicant is a Naturalized citizen or a U.S. citizen at birth), Office of Vital Statistics issued DD Form 372 (Request for Verification of Birth), Department of State issued FS 240 (Report of Birth Abroad of a U.S. citizen), Department of State issued DS 1350 (Certification of Report of Birth Abroad, or a U.S. foreign service post issued FS 545 (Certification of Birth Abroad). Documents provided by the student as evidence of citizenship shall be maintained in the Student File until commissioning.

2. Birth certificates must meet all of the following criteria to be considered valid: Full Name (birth records must have
complete first and last names, birth records without a middle name or where the middle name is represented by an initial are acceptable), birth date, birth place (must list at least the state of birth), birth record validation (the birth record must bear appropriate validation markings such as original or machine-produced signatures or raised, impressed, embossed, multicolored seals or stamps, or a combination of these, any one combination is acceptable). A birth certificate with “Baby Boy” or “Baby Girl” instead of a given name is not valid for evidence of citizenship purposes. Puerto Rico birth Certificate Law 191 of 2009 invalidated all birth certificates issued prior to 1 July 2010. All persons born in Puerto Rico using a birth certificate to establish citizenship must possess a valid birth certificate issued on or after 1 July 2010 by the Puerto Rico Vital Statistics Record Office.

3. U.S. Citizenship and Immigration Services (USCIS), formerly known as Immigration and Naturalization Services (INS), issues USCIS N-550/N-551/N-570 (naturalization certificate) or USCIS N-560/N-561 (certificate of citizenship) which establishes eligibility as a naturalized citizen of the United States. A current (unexpired) U.S. passport issued by the Secretary of State can also be used to establish eligibility as a naturalized citizen.

4. The unit shall photocopy the proof of citizenship documentation and maintain it in the Student 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.

6-11 Physical Exam/BUMED Waiver. Prior to receiving benefits, MIDN are required to pass a DoDMERB Physical Exam or receive a BUMED waiver. Sports physicals are only acceptable for College Program (Basic) students. STA-21 and MECEP OCs are required to be medically qualified by their respective service before reporting to an NROTC unit. Additional guidance is contained Chapter 5.

6-12 Drug and Alcohol Abuse Statement of Understanding

1. All students are required to meet the standards regarding drugs or alcohol in accordance with OPNAVINST 5350.4D series.
All students shall sign and have explained to them by the unit representative the Drug and Alcohol Abuse Statement of Understanding OPNAV 5350/1 prior to executing the Enlistment Contract and Acceptance and Oath of Office.

2. Evidence of wrongful drug or alcohol use requires a PRB. Wrongful drug use mandates disenrollment on the first offense and prohibits active enlisted service. OCs will be processed for administrative separation. OCs may be subject to recoupment of all educational assistance received.

6-13 Acceptance and Oath of Office. All MIDN must execute "The Acceptance and Oath of Office" NSTC 1533/126 prior to scholarship activation, witnessed by a commissioned officer. Except in the case where a student reports late or is selected during the school year, the effective date of appointment into the NROTC Program will be the date of the first day of classes at their respective academic institution. Any student who refuses to execute such an oath or affirmation shall be denied enrollment.

6-14 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 File and a copy provided to the student. The original must contain the commanding or executive officer’s original signature.

6-15 Service Agreements. Applicants are required to sign program-specific service agreements upon reporting to the NROTC unit. The following agreements apply:

1. NROTC Scholarship Service Agreement.
   a. Signing the Agreement. In order to be eligible to receive financial assistance, NROTC Scholarship students must execute an NROTC Scholarship Service Agreement NSTC 1533/135 at the time of their appointment.
   
   b. Retaining Scholarship – 45-Day Requirement. The Service Agreement provides that the Navy will not pay tuition or fees for any MIDN unless active scholarship status is demonstrated during the first 45 days after the start of each Fall term by:
      
      (1) Being enrolled in an academic institution associated with their assigned NROTC unit.
3. MIDN 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 MIDN 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 MIDN pay problems by reviewing the monthly DFAS Defense Joint Military Pay Systems - Reserve Component (DJMS-RC) ROTC Monthly Status and Payment Report and the MIDN’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 OD4. Additional guidance may be found in the OPMIS Reporting Requirements and Considerations, NROTC Training Manual, and the OPMIS NROTC Training Manual.

6-25 Summer School Tuition

1. Authorization. OCs are required to attend school on a year-round basis. However, MIDN do not normally attend summer school because this time is normally reserved for Summer Training. Provided that the MIDN’s advisor has recommended in writing that the MIDN’s attendance at summer school to fulfill the MIDN’s degree plan, the PNS has the authority to approve MIDN 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 MIDN is in a normal eight semesters/twelve quarter curriculum and they take summer school, the MIDN can be commissioned in seven semesters/eleven quarters.

   c. If attendance at summer school will enable a student who would otherwise be eligible for extended benefits 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.

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 a MIDN who needs to make up credits to graduate on schedule because he or she dropped or failed courses, lost credit due to change of major, did not carry a large enough class load, or has a substandard GPA.

3. Payment of summer school tuition does not extend a MIDN’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 his 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.

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.
6-26 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 (SF 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 SF 1164 via the FastSite (WAWF), which requires the OC’s signature and an authorizing official’s signature. Once the SF 1164 is processed by NETPDTN 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 OD8 or NETPDTN Code N811.

6-27 Foreign Language Testing and Registry

1. NROTC units are required to screen all students for language skills. Those who self-identify skills in a language listed on the Navy Critical Language list and for which a test exists must be tested prior to commissioning.

2. Screening and testing for MIDN 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 SSOP /USNR 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 Pay, provided they meet the requirements in current SECNAV instructions.

6-28 Leave of Absence (LOA). A LOA is, in effect, a suspension of NROTC benefits. 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 OD4. For STA-21(N) OCs, requests shall be approved by OPNAV N133 via NSTC OD1 prior to forwarding documentation to NSTC OD4. MECEPs forward their request to MCRC via NSTC OD.

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 NSTC OD.

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 OCs 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. **Academic.** Immediately following a PRB, the PNS has the authority to place a MIDN on LOA for reasons such as unsatisfactory academic performance, non-completion of calculus or physics, or having less than full-time student status. Academic LOA will result in forfeiture of benefits for the term of the LOA and are not eligible to be paid retroactively.

   b. **Disciplinary.** Disciplinary LOAs may be assigned to address issues such as a breach of NROTC core values or misconduct. Disciplinary LOA will result in forfeiture of benefits for the term of the LOA and are not eligible to be paid retroactively.

   c. **Aptitude.** An Aptitude LOA may be assigned to address issues such as substandard professional performance, physical fitness, or weight control. Aptitude LOA will result in forfeiture of benefits for the term of the LOA and are not eligible to be paid retroactively.

   d. **Overseas Study and Internships.** Students may request LOA to participate in professional programs overseas. LOA for overseas study, with and without benefits, is discussed in Chapter 7.
e. 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.

f. To Fulfill Program Requirements. Some students may require additional time in order to fulfill specific program or professional requirements such as, calculus, physics, Good-Low PRT, U.S. Coast Guard License, or Summer Training. If the LOA extends the graduation date or the commissioning date, the PNS shall notify NSTC OD by mail or email as soon as the requirement is known and update the OPMIS graduation date.

g. Medical. Students who are unable to meet program requirements due to medical conditions may be granted a Medical Leave of Absence (MLOA).

(1) MLOA may be initiated by the student or the PNS. If initiated by the PNS, the PNS will provide the student written notice of initiation of the MLOA process requiring the student to submit written medical information within 30 days of receipt that either supports or contests granting an MLOA.

(2) The PNS shall provide BUMED via WebWave all medical information and the non-medical assessment of the student.

(3) 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, including that provided by the student and provide its recommendation on a Statement of Physical Qualification for Continuation.

(4) Upon receipt of BUMED’s recommendation, the PNS shall immediately assign an MLOA to any MIDN who BUMED has determined does not meet the required physical standards for retention.

(5) The PNS may not extend or remove a student from an MLOA without first consulting BUMED and NSTC OD4. 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 OD4.

(6) Pregnant students do not need to be placed on MLOA. Students who become pregnant may request to be placed on MLOA per the procedures outlined above. Upon delivery or termination of the pregnancy, the student must send their physical exam to BUMED only if the student was assigned MLOA. The guidance contained in Guidelines Concerning Pregnant Servicewomen, OPNAVINST 6000.1 series, governs participation by pregnant students in unit activities. Normally, the MLOA period will be discontinued approximately 6 to 8 weeks after pregnancy. Students desiring to discontinue officer training due to pregnancy or birth of a child may request disenrollment per Chapter 7.

h. Graduate Study. Navy Option MIDN may request LOA from NSTC OD4 to participate in professional programs that lead to a graduate degree. LOA for the purpose of graduate study is addressed in Chapter 7.

i. Dropped from USMC OCS. In the instance of a Marine Option MIDN’s drop from OCS, the student will be immediately placed on interim LOA until a PRB can be convened.

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. LOA requests for more than one academic term can only be granted by NSTC OD. Any extensions to the original authorized term of the LOA must be processed by NSTC OD via NSTC OD4, who shall issue a determination in writing. No LOA may be extended to more than two years. An already authorized LOA may be extended in writing by NSTC OD to permit the student to engage in charitable and humanitarian work.

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 made by the student, the LOA request shall be processed via the PNS. The PNS shall include a statement of facts, a justification for why the LOA is requested and a current transcript and DCP.

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 MIDN fails to comply with the LOA’s provisions. The notice shall state that the MIDN 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 9, such expenses are not payable by NROTC.

d. **LOA Terms and Conditions.** The LOA may require the MIDN to attend Naval Science classes and participate in unit activities at their own expense while on LOA, if the PNS so directs. The PNS may require MIDN who have been placed on LOA for reasons of aptitude to participate in NROTC activities so they can continue to observe the MIDN’s performance.

e. **End of LOA.** The PNS will notify the MIDN by letter when they are removed from LOA status.

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.

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

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 MIDN during the time he or she is on LOA. Payments for such benefits shall be suspended as of the effective date of the LOA.

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

c. NSTC OD in their reasonable discretion may authorize retroactive payments of tuition benefits for students placed on LOA because:
(1) Transitory physical conditions render them temporarily physically disqualified (MLOA).

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

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

e. MIDN on LOA as they enter their sophomore year, despite not receiving benefits, become obligated and are subject to recoupment or Active Enlisted Service (AES) if they are later disenrolled from the program.

f. The PNS shall ensure that MIDN 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.

6-29 Student Awards

1. 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 these categories:

   a. Academic excellence.

   b. 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 MIDN 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.

3. A list of awards for which students may be nominated is contained in Appendix E of this manual.

6-30 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 MIDN 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.

6-31 Pre-Service Assignment/ Military Occupational Specialty (MOS) Assignment Requirements. The following considerations apply to Student Naval Aviator (SNA) (1390) and Student Naval Flight Officers SNFO (1370). These requirements are subject to change based on the most recent Program Authorization. Additional information for ASTB and pre-commissioning physicals can be found at the NOMI website.

1. **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.

2. **Pre-commissioning physical.** The PNS must ensure the applicant has an approved NOMI pre-commissioning physical.

3. **Education.** A cumulative 2.5 GPA is required on a 4.0 scale.

4. **ASTB Scores**
   a. For Navy applicants, the following scores are required:
      (1) Pilot: AQR 4/PFAR 5
      (2) Naval Flight Officer (NFO): AQR 4/FOFAR 5
   b. For Marine Corps applicants, the following scores are required:
(1) Pilot: AQR 4/PFAR 6

(2) NFO: AQR 4/FOFAR 6

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.

5. **Introductory Flight Screening (IFS).** An IFS is required, post-commissioning, by both USN and USMC. IFS is managed by Naval Aviation Schools Command (NASC) and conducted at Quantico, Annapolis, and Pensacola.

6. **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 OD4 IAW the annual Service Assignment OPMIS message.

   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 a SSBI initiated before the start of their junior year.

   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.** Application shall be strongly endorsed by the PNS, ranking the applicant in the top 25 percent of their class. The PNS must screen the applicant for physical fitness and comment on the applicant's suitability for either designator.

h. **Choices.** Sea/Air/Land (SEAL) community manager shall only consider those students listing 1180 as their first choice. Explosive Ordnance Disposal (EOD) community manager shall only consider those students listing 1190 as their first choice and 1190 as their second choice only if 1180 was their first choice. A duplicate package is required for those students listing 1180 as the first choice and 1190 as the second choice, so one may be forwarded to each community for consideration. NSTC OD4 will forward applications to appropriate community managers.

7. **Information Warfare (1810).** This designator applies only to those MIDN assigned RL and found not physically qualified (NPQ) for the URL or STA-21 Target Option. Because this designator requires eligibility for a top secret security clearance, applicants shall have an SSBI initiated before the start of their junior year.

8. **Civil Engineering Corps (CEC) (5100).** This designator applies only to those MIDN found not physically qualified for the URL or STA-21 Target Option.

9. **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 Uniformed Services University of the Health Sciences (USUHS) while on active duty. Officers designated as 1975 and 1985 will participate in the Armed Forces Health Professions Scholarship (AFHPS) program as reserve officers. During service assignment, MIDN 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 OD4 immediately upon notification of acceptance to either USUHS or AFHPS or in the case of non-acceptance to either program.
6-32 Service Assignment

1. Service Assignment is the process by which Navy Option MIDN, STA-21 OCs, and SSOP/USNR MIDN are assigned community designators. Marine Option MIDN and MECEPs do not receive a MOS until they complete The Basic School unless Marine Guaranteed Flight Option. Commissioning scrolls, as discussed in paragraph 6-37, 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. During new student orientation or the initial enrollment period, PNSs are to communicate to students they will be assigned where the Navy needs them most. Our 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 sophomores 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 requests, 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 OD 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 OD 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 MIDN 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 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, graduation date, and PNS/Board points.

b. Units shall verify that PNS/Board points have been assigned. All students MUST be ranked. PNS/Board points are assigned by the PNS and shall reflect the MIDN’s or OC’s overall aptitude, performance, or potential. When assigning PNS/Board points, the PNS shall consider 100-95 as outstanding, 94-90 as excellent, 89-85 as above average, 84-75 average, 74-65 as below average, etc. MIDN and STA-21 OCs are ranked separately (Nurse Options shall also be ranked separately). Only one MIDN or OC within the same category may be awarded 100 points.

If the PNS points are missing, the student’s name may fall to the bottom of the list.

c. Each student must select five URL designators and one RL or SC designator. The URL must include 1160, 1370 or 1390 and 1160N or 1170. The RL or SC choice is required in case the student is found NPQ for the URL at a later date. If the student has been notified by BUMED that they are NPQ for the URL prior to service assignment then the student may choose three designators, from the RL or SC. Ensure the reason for NPQ has been entered (e.g., color blind, knee problem, vision not correctable to 20/20, etc). The PNS must certify the applicant is physically qualified for their first choice designator.

d. The deadline for final update of the OPMIS Service Assignment Form will be provided annually by OPMIS OFFICIALMAIL Message.

e. After the deadlines established by NSTC OD4 have passed, all service assignment data is transferred to the master Service Assignment File maintained by NSTC OD4. Any future changes must be emailed to NSTC OD4.

5. Service Assignment Packages. A Service Assignment Package is required for all NROTC Navy Option MIDN and STA-21 OCs. SSOP/USNR MIDN who request active duty shall follow guidance in Chapter 7. 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 file is transferred to NSTC OD;

(2) Service Assignment/Duty Preference Form Transcript (Official, if at all possible); and

(3) Proof of pre-commissioning physical, (i.e., DoDMERB-approved DD-2808 or BUMED/NOMI waiver). 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."

(4) 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 OD4 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 SSOP/USNR MIDN may be required to prepare two or three separate cover letters. One cover letter shall address all NROTC MIDN. The second cover letter shall address all STA-21 OCs (target and core option/MECEP approvals). The third cover letter shall address SSOP/USNR MIDN 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.

(4) The deadline for final update of the OPMIS Service Assignment Form will be provided annually by OPMIS OFFICIALMAIL Message.

c. 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 by OD4.

6-33 Individual Ready Reserve (IRR). Some Navy Option NROTC commissionees 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.

6-34 Marine Guaranteed Flight Option

1. Service assignment or duty assignment for MECEPs and Marine Option MIDN is normally conducted at The Basic School. However, MECEPs and Marine Option MIDN may apply for guaranteed assignment to an aviation MOS after they have completed one year in the NROTC program. The goal of this program is to pre-designate students for aviation service a few years out from their commissioning in order to best control and anticipate recruiting requirements.

2. Marine Option MIDN previously awarded an aviation guarantee through another source (e.g. PLC, OCC) must reapply. The application package must be endorsed by the Marine Officer Instructor (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

j. 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 a NOMI 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.

6-35 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 increase 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 early, participate in applicable Summer Training, and apply for an interview at the earliest opportunity.

2. The screening of applicants for nuclear service is in addition to the service assignment procedures. Interested students can obtain a NNPP Application from NSTC OD1 once all calculus and physics requirements are met and the student is within two years of graduation. Naval Reactors will begin approving students for interview upon completion of the first semester of the junior year.

3. The following additional documents shall be included with the application upon submission:

   a. Transcript. Each application must include complete transcripts, showing course numbers, course names, and full letter grades. This applies to every collegiate academic institution attended, through the most recently completed term.
An updated list of courses will be required prior to attending an interview if the student has not yet completed the current term. Unofficial transcripts are acceptable if verified by a member of the unit's chain of command.

b. **Drug Abuse Statement.** A Pre-service Drug Abuse Statement must be signed by the student and a witness, in accordance with [OPNAVINST 5355.3B](#) series.

4. Based on platform limitations there are very few billets available for female submarine candidates each year. To ensure the most qualified females are selected for submarine service, female submarine candidates will not interview at Naval Reactors until after the Service Assignment Panel has assigned them the 1170 designator (normally in September). Female SWO(N) or Naval Reactors Engineer candidates may interview as soon as their application is approved.

5. Successful completion of a Naval Nuclear Propulsion Program (NNPP) interview will require significant preparation by each candidate and will also require close supervision and assistance from the host NROTC unit Nuclear Power Officer (NPO) instructor, other leaders, and most importantly the PNS. Each candidate will require a tailored plan which should be carefully developed and managed by the host NROTC unit. Each candidate will bring a unique background to Naval Reactors (NR) and therefore a tailored preparation plan is important. Most technical major candidates will require some brushing up on basic level calculus and physics. Non-technical major candidates may require more extensive preparation. All candidates will require practice oral technical interviews – a new way for most candidates to be examined. The engineers at NR are used to evaluating well-prepared candidates from NROTC, the United States Naval Academy, and the Nuclear Propulsion Officer Candidate (NUPOC) program. To ensure a proper decision can be made about potential for service in the NNPP on interview day at Naval Reactors, it is critical that our candidates be technically prepared. Additionally, the final interview with the director of the NNPP will be key to success and MIDN should be trained by their PNS to be as comfortable as possible with a four star senior officer in a job interview. Because some candidates selected/assigned to the NNPP may not be first preference Submarine or Surface (Nuclear) it is critical to thoroughly prepare and evaluate their heart for service above self in the NNPP. The unit is charged with the challenging job of teaching and evaluating candidates to present positively and professionally at interview. These NNPP candidates represent our program at Naval Reactors and their attitude and competence should be maximized.
Close coordination with OD1 to maximize success at interview with candidates should routinely occur. Each PNS is charged with personally supervising this preparation process. The checklist in Appendix O shall be used for every NNPP candidate during preparation and shall be retained in the student file.

6. Students selected to the Nuclear Propulsion Program as a submarine or surface warfare officer are eligible for the Nuclear Officer Accession Bonus as authorized by OPNAVINST 7220.11D series. The bonus is normally paid within two months of their interview. Those selected to work as a NR Engineer are not eligible for the bonus.

7. Any STA-21(N) OC who is not selected for the Nuclear Propulsion Program may be allowed to complete their degree and be commissioned as an unrestricted line officer. The Officer Candidate must be maintaining minimum program standards and be recommended by the PNS and OD1.

8. A radiation exposure medical examination in accordance with NAVMED P-5055 shall be conducted at the earliest opportunity. To the extent possible, the PNS shall ensure students are physically qualified for nuclear duty prior to interviewing. NR Engineer applicants need not be physically qualified for URL commissions, but must be qualified for the RL.

6-36 Service Assignment for SSOP/USNR MIDN. Most SSOP/USNR MIDN are service assigned for reserve commissions at their unit (based on the education, training and licensing they received), however a limited number of active duty URL designator quotas are often available for them, if desired.

1. Active Duty Requests

   a. All SSOP/USNR MIDN who request active duty must submit a service assignment package to OPNAV N132 via NSTC OD4 per the service assignment timelines in this paragraph. In doing so, each maritime academy shall rank order their MIDN per first choice designator. For example: SWO 1-4, etc. OPNAV N132 finalizes the SSOP/USNR MIDN active duty service assignment list. As a result, these packages are required to be submitted no later than 10 January to NSTC OD4 for the spring graduation. Service assignment packages received after that date may jeopardize the student’s opportunity for active duty assignment. Upon receipt of the service assignment package, OPNAV N132 will liaison with each community manager to determine service assignment. The results will be passed to NSTC OD4 and each maritime academy.
b. Active duty quotas for SSOP/USNR MIDN are established annually by NPC. Selection is not guaranteed and is dependent on qualification, class ranking, and Navy needs.

c. When preparing commissioning scrolls, SSOP/USNR MIDN who request active duty must appear on both the regular and reserve commissioning scrolls. This is required because not all SSOP/USNR MIDN who request active duty are approved for active duty when commissioning scrolls are due.

d. The commissioning package shall include:

   (1) Application Control and Processing Record (NAVCRUIT 1100/14);

   (2) Application for Commission or Warrant Rank (NAVCRUIT 1100/11);

   (3) Certificate of Release or Discharge from Active Duty DD Form 214; and

   (4) Statement of Contingent Release (required if applicant is a member of a reserve component other than the SSOP/USNR MIDN Program).

e. The following documents must be included in all SSOP/USNR active duty service assignment packages:

   (1) Application for Recall to Extended Active Duty NAVPERS 1331/5;

   (2) Service Assignment Duty Preference Form;

   (3) Unofficial Transcript;

   (4) Proof of pre-commissioning physical, i.e., DoDMERB-approved DD 2808 or BUMED/NOMI waiver;

   (5) A personal essay that addresses work history, personal achievements, extracurricular activities, leadership potential, and interest in the community; and

   (6) An application or any documents required for certain designators.

f. SSOP/USNR MIDN who is seeking an appointment as a commissioned officer in another uniformed service must be accepted by the other service and conditionally released from
the SSOP/USNR MIDN Program. If approved, the MIDN shall be disenrolled and discharged from the Naval Service the day preceding appointment in the other service. If disapproved, the MIDN remains obligated to accept a USNR/ SSOP commission if qualified for active duty assignment.

2. Reserve Duty Requests

   a. SSOP/USNR MIDN are service-selected depending on their maritime training and Navy needs. This assignment is non-competitive and depends solely on the MIDN’s education and training.

   b. All documents required for commissioning shall be forwarded to PERS-8 at least six months prior to the MIDN’s commissioning date. At the same time, all reserve commissioning scrolls shall be prepared by the unit and forwarded to NSTC OD4.

   c. The commissioning package shall include an Application Control and Processing Record (NAVCRUIT 1100/14).

   d. Upon receipt of the commissioning package, PERS-8 shall mail the maritime units the commissioning documents required for officer appointment.

6-37 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 officers of the armed forces.

2. Navy Option MIDN and STA-21 OCs/approved MECEP students are added to the regular and/or reserve officer commissioning scroll based on their estimated commissioning date, as reflected in OPMIS and verified by the NROTC unit. NSTC OD4 pulls this information from OPMIS during Service Assignment, prepares the initial scroll, and sends it to each NROTC unit for verification. Verification and notice of any changes must be e-mailed to NSTC OD4 by the PNS followed by receipt acknowledgment. When verifying commissioning scrolls, the PNS must include those Navy Option pursuing service assignment as medical or dental officer (1970/5 or 1980/5) on both the regular and reserve officer scrolls (as they may be selected to either community). **Note:** PNS shall verify every MIDN or OC listed on the scroll. NSTC OD4 will forward the scroll to OSD via CNSTC and CNP. MIDN and OCs who do not receive SECDEF approval prior to graduation will not commission on time.
3. Since SSOP/USNR MIDN data are not maintained in OPMIS, their names are added to the regular and/or reserve commissioning scrolls based on the maritime academies’ input to NSTC OD4. The PNS/OIC of NROTC and SSOP/USNR MIDN may be responsible for preparing and verifying as many as four distinct commissioning scrolls: NROTC (regular and reserve), and SSOP/USNR (regular and reserve). The PNS/OIC is responsible for providing scroll input to NSTC OD4 during service assignment. Shortly thereafter, NSTC OD4 will return the commissioning to the PNS/OIC for verification. Verification and notice of any changes must be emailed to NSTC OD4 followed by receipt acknowledgment. NSTC OD4 shall forward the scroll to the Office of The Secretary of Defense (OSD) via CNSTC and CNP. When preparing or verifying commissioning scrolls, the PNS/OIC shall include those MIDN pursuing Recall to Active Duty on both the regular and reserve officer commissioning scrolls, as they may be selected to one or another community. An SSOP/USNR MIDN who does not receive SECDEF approval prior to graduation will not commission on time.

4. Marine Option and MECEP are added to the regular officer commissioning scroll by MCRC based on information contained in Marine Corps Recruiting Information Support System (MCRISS). Annually in October, NSTC OD4 pulls the estimated commissioning dates for the next two fiscal years contained in OPMIS and forwards it to MCRC (ON/E). MCRC ensures all members on the OPMIS pull are scrolled. MCRC (ON/E) shall forward the scroll to SECDEF.

5. Once PERS-8 or MCRC (ON/E) receives the SECDEF approved scrolls, commissioning packages are mailed to the NROTC units or maritime academies.

6-38 Commissioning Procedures

1. The Officer Appointment Acceptance and Oath of Office (NAVPER 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, 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. PNS/OIC shall report any errors found on the commissioning document, to include misspelled words to NSTC OD4 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 NSTC OD 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 OD4.

3. Graduating students and advisors must review the MIDN’s aptitude evaluations during the pre-commissioning counseling session.

4. NROTC MIDN, OCs, and SSO/USNR MIDN may be commissioned upon successful completion of the following requirements:
   a. Prescribed university and Naval Science courses;
   b. Naval Science Laboratory and Command and Leadership Training (CALT);
   c. Summer Training/OCS;
   d. Approved baccalaureate degree;
   e. Proof of pre-commissioning physical (i.e., DoDMERB DD 2808 or BUMED/NOMI waiver);
   f. Department of Navy Central Adjudicating Facility (DONCAF) approved secret security clearance;
   g. United States Merchant Marine Officer (USMMO) License or United States Coast Guard (USCG) License as applicable (SSOPs); 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 MIDN 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. There can only be one commissioning ceremony. 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.

6. The date of rank for Ensigns or Second Lieutenants between 1 May and 30 June shall be the date of graduation of MIDN from the United States Naval Academy (USNA) that year. Therefore, blocks 14 and 16 of the NAVPERS 1000/4 shall reflect the Naval Academy's commissioning date. The date of rank for Ensigns or Second Lieutenants commissioned any other time 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 Personnel Support Detachment (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 M).

9. The local PSD or NOSC is responsible for preparing a new Armed Forces Identification Card. Upon commissioning:

   a. Newly appointed Ensigns and MECEP Second Lieutenants shall be issued an active duty Armed Forces Identification Card (unless initial assignment is in the IRR).

   b. Newly appointed Marine Second Lieutenants (non-MECEP) shall be issued a reserve Armed Forces Identification Card upon commissioning.

   c. Prior Service. O-1E pay status shall be established if the service member has four years of continuous active duty service prior to commissioning.

6-39 Disposition of Student File. The Student 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 File and send 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 now responsible for getting degree and subspecialty data into the officer's permanent record.

(3) U.S. Coast Guard License (SSOP, USNR only).

(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 4/1) (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. This form shall be updated upon commissioning.

(14) DONCAF Security Determination.
(15) Classified Information Non-Disclosure Agreement SF 312.

(16) 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 JFTR U5345 for guidance on shipment of household goods.

(17) Report of Medical Examination (copy).

(18) Report of Medical History (copy).

(19) NROTC Education Cost Record.

(20) 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.

(21) Photocopy of 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 "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 them for their own personal use and hand-carry them to their first duty station.

2. **Newly Appointed Reserve Duty Ensigns.** 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) NSTC 1534/3, Training and Service Agreement (original).
   (4) NAVPERS 1070/613, Discharge to accept Commission.

b. Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) (N14).
   (1) NAVPERS 1070/602.
   (2) NAVPERS 1000/4 (pink copy).
   (3) Copy of U.S. Coast Guard license.
   (4) NAVPERS 1070/74, Officer’s Home of Record.

c. Naval Reserve Personnel Center (NRPC) (N3).
   (1) Medical and dental records.
   (2) NAVPERS 1070/613.
   (3) NAVPERS 1301/4, Officer Qualifications Questionnaire.
   (4) NAVPERS 5720/1, Officer Biography Sheet.
   (5) OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding.

d. 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.
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 inactive-reserve status) to go to The Basic School (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. Family members are not eligible for TRICARE until the service member reports for active duty (normally when they report to TBS).
- overlapping requirements (i.e. math/physics) = > 18 credit hours per semester average.

b. Baccalaureate degree requirements necessitate the need for extended entitlements and will not be specific to a school or an individual.

c. PNS should validate all credit figures present in the student’s request. Requests are considered according to the following conditions:

(1) Student must not be enrolled in a dual degree academic program.

(2) Average length of enrollment required by all students to complete a specified program at a specified institution.

(3) Amount of credit Naval Science courses are granted toward degree requirements in a specified program at a specified institution.

(4) Quality of previous academic work.

d. Extended benefits will not be granted in cases of academic deficiency, failure to complete an academic requirement, scheduling conflict created by an avoidable student action, or a change of major that creates a need for additional semester(s).

(1) Students may not be required to enroll in Naval Science courses but shall participate in all other unit activities while receiving extended benefits.

(2) If the student's performance declines while being nominated for fifth-year benefits, the PNS should withdraw the nomination.

4. CNSTC is the approval authority for academic programs’ eligibility and all extended benefit entitlements requests.

5. NSTC OD shall ensure that students who accept extended benefit entitlements execute amended contracts that extend their active duty service commitment to maintain a five-year obligation beyond graduation. Additionally, fifth-year benefits create additional service obligation as follows:
1. MIDN can request a change of option from Marine to Navy in writing to the PNS. The request must include a current transcript and a degree completion plan that includes all required courses noted below. Those seeking to change their option must meet the following requirements:

   a. Request is made after completion of one full academic year but no later than the end of the junior year.

   b. Successful completion or an agreement to complete the following courses:


      (2) Scholarship (except Nurse Option) students: Calculus and calculus-based physics.

      (3) College Program students: College algebra or advanced trigonometry, and physical science. **Note:** Calculus and calculus-based physics is 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 at the unit, the applicant must attend NSI. During their junior/senior year, the MIDN 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. MIDN must compete for assignment to designator choices during the Service Assignment process.
g. Waivers for required NROTC university courses, Naval Science instruction, and Summer Training must be approved in writing by NSTC OD3.

2. Option change requests shall be processed as follows:

   a. The PNS shall endorse the request and nominate the MIDN to the Scholarship/Change of Option/Advanced Standing Selection Board held by OD2 at the end of the spring academic term.

   b. 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 four years 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 MIDN shall complete and sign the Enlistment/Reenlistment Document DD Form 4/1. Block 7b of the DD Form 4/1 shall reflect the inactive time served in the USNR.

   Once all actions are complete, the NROTC unit will notify NSTC OD4, who will enter the appropriate changes in OPMIS.

7-4 Change of Option, Navy to Marine MIDN

1. MIDN can request a change of option from Navy to Marine by applying to the Marine Corps Side-load Board. The request must enclose a current transcript and a degree completion plan. Those seeking to change their option must meet the following requirements:

   a. Request is made after completion of one full academic year, but no later than the end of the junior year.

   b. 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. Completion or agreement to complete American History/National Security Policy courses.

   d. Completion or agreement to complete the following courses in accordance with Table 4-2: Introduction to Naval

e. Waiver of USMC-required Naval Science courses is at the discretion of MCRC (ON/E). Waiver is possible because Marine Option MIDN will develop a considerable base of such knowledge at The Basic School.

2. The PNS shall endorse the request and forward it to MCRC (ON/E) for the current selection board’s review. MCRC will notify NSTC OD4 of approved selectees and, if approved, NSTC OD4 will enter the appropriate changes into OPMIS.

3. Navy Option MIDN 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 4/1. Block 7b of the DD Form 4/1 shall reflect the inactive time served in the USNR.

7-5 Change of Option, Navy Option MIDN URL to Navy Nurse Scholarship

1. Any MIDN meeting the eligibility criteria specified below can request a change of option to the Navy Nurse Scholarship.

   a. Applicant must have completed one full academic year.

   b. Applicant must apply no later than the end of their sophomore year.

   c. Applicant must either be accepted by or be competitive for acceptance at an accredited nursing school affiliated with an NROTC Program.

   d. Applicant must have completed or agree to complete the following courses: Regional studies, world culture, or world religions, and English.

   e. 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. 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 a scholarship or advanced standing, or is not applying for additional benefits, Navy Option applicants shall submit their change of option request to NSTC OD4 via NSTC OD2 (Medical Programs). Marine Option applicants will submit their change of option request to NSTC OD4 via MCRC (ON/E) and NSTC OD2 (Medical Programs). If the applicant is applying for a scholarship or advanced standing, the applicant must submit their request to NSTC OD2 per the procedures outlined in Chapter 3.

3. All application packages must include the following documents:

   a. Letter of acceptance from nursing school. If applicant is too junior to apply, a list of requirements for admission to the nursing school shall be provided by the unit.

   b. Copy of official transcript(s).

   c. Degree Completion Plan (DCP).

   d. PNS recommendation.

4. If approved, the applicant must sign a Nurse Scholarship Service Agreement NSTC OD4 shall change the option in OPMIS.

7-6 Change of Option, Scholarship to College Program

1. As an alternative to disenrollment, scholarship MIDN who fail to satisfactorily complete calculus, calculus-based physics, or other program requirements, may contact NSTC OD 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 program. Once the PNS has reviewed and endorsed the PRB, the PNS may favorably endorse the MIDN's request for this change. If the PNS endorses the change request, the PNS must provide NSTC OD4 with the following information:

   a. Specific reason for change (e.g., failure of calculus course and/or physics at least twice).

   b. Number of times the student was placed on probation or LOA for academics.
c. Student’s aptitude for Naval Service.

d. Extent of student involvement in unit activities, i.e., battalion commander, squad leader, etc.

e. Current transcript.

f. DCP.

g. Copy of the most recent PRB with all endorsements.

2. If the request is approved by CNSTC, NSTC OD4 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 MIDN signs and acknowledges the following 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 OD4 will enter the appropriate OPMIS code to change the MIDN's status from scholarship student to College Program student.

7-7 Change of Option, STA-21

1. STA-21 Target Option OCs are not normally allowed to change options unless found NPQ for their original designator. Changes that meet the needs of the Navy and do not delay commissioning may be considered by NSTC OD assuming that the OC meets all requirements for the requested designator.

2. STA-21 OC’s who request a change of option or redesignation must submit their requests in writing to OPNAV N131 via NSTC OD4.

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 OD4. Applications for the nuclear community are submitted to NSTC OD1. STA-21 OC’s will be interviewed by Director, Naval Nuclear Propulsion before being accepted into the NNPP.
7-8 Transfers to Other Services’ Programs for MIDN

1. Inter-service transfers are not available for MIDN. While MIDN 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 MIDN's disenrollment is subject to recoupment, the MIDN may submit a request to DFAS to have their recoupment order suspended. Upon commissioning and completion of two years of active duty, the former MIDN may request their entire obligation be terminated.

7-9 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. MIDN seeking commissions in the Army, Air Force, or Coast Guard shall follow procedures specified by those services. STA-21(N) Target Option OC’s are ineligible for inter-service transfers.

2. STA-21 students requesting to be commissioned in the Marine Corps must:

   a. Submit their request to MCRC (ON/E), via NTSC OD4 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 MCO P1100.73B.

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 Marine Corps Order MCO P1100.73, that are necessary to receive a commission as a Second Lieutenant.

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 OD4, via MCRC (ON/E) 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.

   (3) A statement that the requester understands that if they are conditionally approved for commissioning in the Navy, 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.

b. MECEPs approved for transfer will compete for service assignment, and are treated as STA-21 Core option students. 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.

7-10 Inter-service Transfers for Strategic Sealift Officer Program (SSOP) MIDN. SSOP MIDN may seek appointments to any service academy or ROTC program. MIDN 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. SSOP MIDN in an obligated status will remain obligated until all service obligations are fulfilled. Procedures vary per program type:

1. SSOP to Navy (ROTC): MMR/USNR MIDN may be recruited by NSTC OD1 (Nuclear Programs). Selected MIDN will be disenrolled from the SSOP as a DOR. If obligated to MARAD, the MIDN will remain obligated until they complete the NROTC Program.

2. SSOP to Marines: SSOP MIDN may apply to a Marine Corps commissioning program at any time. However, they must complete USMC OCS prior to being commissioned. USMMA will complete a DD Form 368 Conditional Release for the MIDN to attend OCS. If their request is approved, MIDN must complete OCS. They remain in the SSOP until graduation, but commission as Second Lieutenants. All requests shall be submitted to MCRC (ON/E) via NSTC OD4.

3. SSOP to Air Force or Army (ROTC): SSOP MIDN must apply and be accepted before their senior year. MIDN shall be disenrolled from the MMR/USNR Program as a DOR. If obligated to MARAD, the MIDN will remain obligated until they complete the Air Force ROTC program.

7-11 Graduate Study. Many options are available for MIDN 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 DoD Instruction 1215.08. MIDN who are interested in graduate study shall make their interests known to NSTC OD4 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 MIDN 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. MIDN 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 OD4 no later than the MIT/WHOI application deadline listed in the NAVADMIN. Upon receipt, NSTC OD4 will screen the packages for eligibility and forward to OPNAV N13 for community manager concurrence. Once NSTC OD4 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 MIDN 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 (DUINS) at civilian schools or attend the NPS. Participants in this program will receive full pay and allowances and will be entitled to a permanent change of station if applicable. NSTC OD may select 15 senior NROTC MIDN or OCs each year. PNS shall forward nominations to NSTC OD4. Upon receipt, NSTC OD4 will screen the packages for eligibility and forward to OPNAV N13 for community manager concurrence. Once NSTC OD4 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. Additional guidance may be found in the annual [OPNAVINST 1520.18H](https://example.com).

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 MIDN.

(2) An application package prescribed by the annual NAVADMIN must be received by NSTC OD no later than 15 January. Upon receipt, NSTC OD4 will screen the packages for eligibility and forward them to OPNAV N13 for community manager concurrence. Once NSTC OD4 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 OD no later than 31 May. Additional guidance may be found in the annual NAVADMIN and OPNAVINST 1520.24C 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. MIDN shall apply directly to the Foundation using application materials available from www.annasobollevyfoundation.org.

(2) MIDN must submit an application package to NSTC OD4 the current NAVADMIN for the Scholarship Program and OPNAVINST 1520.24C series no later than 15 January. Upon receipt, NSTC OD4 will screen the packages for eligibility and forward them to OPNAV N13 for community manager concurrence. Once NSTC OD4 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 OD no later than 31 May.
(3) This program is not the only means of attending the Hebrew University in Jerusalem; MIDN may also apply under the Olmsted Foundation program. MIDN 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 leave of absence.

(4) This program may not be available every year.

3. Non-funded

a. Graduate Education LOA. NSTC OD may grant up to 40 Graduate Education LOAs for Navy Option MIDN 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 MIDN must meet the following conditions:

(1) The student shall be ranked in the top 25% of their MIDN 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 MIDN 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 OD4. In doing so, MIDN 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 OD4 no later than 1 August of the year prior to commissioning. All requests for graduate study LOA must be received by OD4 NLT eight months prior to the requesters scheduled graduation date. Upon receipt, NSTC OD4 will screen the packages for eligibility, make assignments, and coordinate community manager review. Upon receipt of community manager concurrence, the PNS is responsible for ensuring MIDN acceptance into a graduate degree program prior to commencement of LOA. NSTC OD4 will notify those MIDN approved for graduate education LOA.

7-12 NROTC Graduate Attendance at Medical or Dental School

1. NROTC MIDN may apply for an AFHPS OPNAVINST 1520.39 to attend an accredited medical or dental school or the USUHS. Unlike other graduate degree programs, these programs pertain to service assignment and result in a primary designator.

2. NSTC OD2 (Medical Programs) 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 MIDN 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. MIDN 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, MIDN must submit their applications to NSTC OD2 no later than 30 June of their junior year to include the following information:

   a. A copy of the American Medical College Application Service (AMCAS) submitted by the MIDN;
   
   b. A certified copy of the results of the MCAT or DAT;
   
   c. Current transcript;
   
   d. A personal statement from the MIDN 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 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 MIDN, if any, will be designated 1970 or 1980. If the MIDN 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).

5. MIDN applicants not accepted by AFHPS or USUHS no later than 1 June of their senior year must accept a warfare designator. Service obligations for AFHPS and USUHS begin on completion of residency or internship and are served consecutively with the NROTC Program obligation.

7-13 Overseas Study. 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

1. 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.
   b. Study does not affect timely completion of NROTC requirements, drills or summer training.

2. Overseas Study with Benefits. NSTC OD 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.
   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 (e.g., room and board, travel) are not authorized, regardless of cost.

3. All requests for overseas study with benefits must be endorsed by the PNS and forwarded to NSTC OD4. Requests for STA-21(N) OCs shall be forwarded to NSTC OD4 via NSTC OD1. 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 detailed cost break-down of the overseas study program.**

4. STA-21 and MECEP OCs 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 5510.30B** series, encourage students to consult their local Naval Criminal Investigative Service, and review applicable guidance contained at [http://www.ncis.navy.mil](http://www.ncis.navy.mil) concerning force protection and counter intelligence.

5. 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.
the MIDN, use those same documents to confer the commission. The effective date will remain the original date of commissioning for time-in-grade purposes.

(d) If a MIDN 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 OD4 and the NSTC SJA.

8-7 Non-judicial Punishment (NJP) and Administrative Separations

1. MIDN fall under the Uniform Code of Military Justice (UCMJ) only when assigned to active duty, normally during Summer Training. Although MIDN are subject to the UCMJ regulations including NJP while on summer cruise, MIDN suspected of any infraction are normally returned to their home NROTC unit for disciplinary or administrative active vice receiving NJP while deployed. If a MIDN 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 MIDN’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 MIDN, the PNS will normally utilize administrative remedies (e.g., warning, probation, LOA, disenrollment). If circumstances warrant, after consultation with NSTC SJA, the PNS may recall the MIDN to active duty for trial by court martial.

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 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.

8-8 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 OD Program. Ideally, the unit will identify potential
problems that may lead to a PRB and solve the majority of them through counseling or extra instruction, as appropriate.

2. **Appendix F** provides guidance on how a PRB shall be conducted. 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 **8-10** for further information). 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 his or her behalf. The student will be counseled by the class advisor and may review all evidence to be presented to the board prior to convening.

3. A PRB shall be convened on any MIDN who has received educational assistance and/or subsistence from the Navy for performance that may result in disenrollment or active service obligation unless the PRB is waived by the MIDN in certain cases, as defined below. A PRB shall also be convened in the following cases:

   a. When administrative action may result in a leave of absence, other than for personal or medical reasons.

   b. When a student tests positive for drugs. Anyone found guilty of drug abuse, as defined in SECNAVINST 5340.4D series, shall not be ordered to active enlisted service; recoupment is mandatory.

   c. When a STA-21 OC receives a grade or cumulative GPA less than program requirements as defined in the applicable OPNAV N13 Program Authorization.

   d. **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 Chapter 6. The PRB should be completed in time to ensure it is an effective tool for shaping the next semester’s performance. 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.
(4) Receipt of a failing grade in any course.

e. When a MECEP fails to meet established standards as directed by MCRC.

4. A PRB need not be convened under these circumstances:

a. When a MIDN submits a DOR in writing and then waives the right to the PRB.

b. When an Executive Board (EB) has been conducted at the USMMA and the OIC concurs with the findings of the board. In cases where the OIC disagrees with the EB findings, a PRB shall be conducted.

c. When the PNS places the student on probation. While probation may result from a PRB, a PRB is not required to place a student on probation. However, the student may request a PRB if placed directly on probation without a PRB. The student must request a PRB in writing within seven days of being notified of the probation.

5. Midshipmen being considered for disenrollment may waive the right to a PRB in certain types of disenrollments.

a. The types are outlined below: (Note: Officer Candidate STA-21 and MECEP students may not waive a PRB)

   (1) Drop on Request;

   (2) Physical (when disqualification has been documented by BUMED);

   (3) Host institution denies student continuation (when the host university has disenrolled a student or denied them opportunity to continue in their approved field of study, e.g., nursing candidates); and

   (4) MIDN is 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. This exception does not apply if another disenrollment type such as disciplinary or aptitude is appropriate.

b. Should a midshipman elect to waive their right to a PRB, the PNS may still hold the PRB if deemed necessary.
c. In those specific disenrollment cases that allow midshipmen to waive their PRB, an acknowledgement using Example 8-E must be signed and dated by the student who elects to waive the PRB.

6. MECEPs and Marine Option MIDN who have become the subject of a PRB for misconduct or other situation that would require a “moral” waiver where the decision is made to retain, should have their packages forwarded to MCRC ON/E via NSTC ODM for review and waiver decision. ODM will make a recommendation to MCRC.

8-9 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. Members of the PRB shall be notified of their appointment in writing (See Example 8-G). The student will be notified of the PRB in writing. The PRB Appointment letter must be dated prior to the student notification letter. The PRB Appointment and Student Notification letters (See Example 8-F) must be dated prior to the PRB.

2. The senior member of the PRB must be an 0-4 or above and is normally the Unit XO. The PNS may not be a member of the PRB. Voting board members may include officers from other NROTC units, any active or reserve Naval Officer, 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 normally 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 his 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. Non-voting members shall not participate 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 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 Appointment letter, 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 notification letter and acknowledge receipt of all material provided; and

      (5) Obtain a signed Privacy Act Statement from the student.

   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 high visibility cases. Audio
recordings of the proceedings may be used for purposes of preparing an accurate summary. Any such recordings shall be destroyed as soon as the summary is approved by the senior board member. In the event the proceedings are not recorded, the recorder should take sufficient notes in order to prepare such summaries.

c. Ensure that a copy of the record of proceedings is delivered to the student no later than five business days after the PRB (See 8-12).

8-10 The Respondent’s Rights Before the PRB

1. Students shall be advised of their rights:

   a. To appear before the board at their expense. The 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.

   b. To submit a written statement to the board.

   c. To present documents or witnesses in their behalf (at own expense).

   d. To review their record and all documents submitted for board consideration prior to the convening of the board.

2. The student shall be advised of the alternatives the board may recommend and that active enlisted service 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. 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, return receipt requested. A copy of the notification letter, along with a signed and dated proof of delivery, shall be included in the board report. The notification letter 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, but any such waiver must be in writing. If requested by the student, a reasonable delay in convening the proceedings may be granted and should be documented in the PRB file.

5. The student subject to the PRB may retain counsel at his or her own expense. If the student wishes to have his or her counsel present at PRB proceedings, the student must first notify the PNS of this, in writing, no later than 48 hours before the start of 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 counsel’s understanding of the events that occurred and 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, etc.).

6. Other persons may attend the proceedings as observers if requested by the student in writing to the PNS no later than 48 hours before the start of the board and if approved by the PNS.

8-11 PRB Procedures

1. The senior member will call the board to order and explain the basis for holding the board (e.g., academic, aptitude, etc.), presenting only the facts before the board. The student will again be advised of the possible outcomes of the board, including active enlisted service or recoupment, if disenrollment is recommended and approved.

2. The recorder will present the facts, to include any witness testimony or documentary evidence, which documents the student’s deficiencies. 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.

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, providing a statement as to why he or she finds it 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 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 proceedings. However, the student shall be afforded the right, if he or she so requests, to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.

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 he/she desires) and announce the board’s findings and recommendations. The PRB may make the following recommendations: no action, warning, probation, LOA, or disenrollment. If the board recommends disenrollment, they should also make a recommendation for either active enlisted service or recoupment, if applicable.

**8-12 The PRB Report**

1. The Report of PRB Proceedings (See Example 8-H) will be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members, and forwarded to the PNS. When a board member is not from the local area, a signature may be obtained by fax or scanned and emailed copy and attached to the original. Also, any board member may submit a dissenting opinion and append it to the report. At a minimum,
the Report of PRB Proceedings shall include the appointing memorandum, the PRB notification letter and signed Privacy Act statement, the preliminary investigation (if applicable), all documents considered by the board, and a summarized testimony of each witness, and the results of any board vote (to include the number of dissenting votes).

2. A copy of the Report of PRB Proceedings will be given to the student. If the PRB was held in absentia or the student is no longer in contact with the unit, a copy of the PRB proceedings shall be sent to the student by certified mail, return receipt requested. The student shall acknowledge receipt of the PRB report and be afforded five business days to provide written response to the PNS (See Example 8-I).

3. Once the student has had an opportunity to respond to the Report of PRB Proceedings, 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 (See Example 8-J). In cases where the PNS is a witness and has testified before the PRB, the PNS may not endorse the Report of PRB proceedings 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 recommendation, and the student will be given up to five business days to respond to the PNS’s recommendation. If the PRB was held in absentia or the student is no longer in contact with the unit, a copy of the PNS’s recommendations 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 File.

6. In cases involving STA-21(N) OC’s, a copy of the PRB Report, including PNS cover letter and student responses, shall be forwarded to Deputy Chief of Naval Operations (DCNO) N133 via NSTC OD1. This report is the only instance when a PRB Report must be forwarded to NSTC OD absent of a recommendation for disenrollment. However, should the applicant be processed for disenrollment, the entire disenrollment report must be forwarded to NSTC OD4 after disenrollment approval has been granted by N133 via NSTC OD1.

8-21
8-13 Disenrollment Recommendations

1. Ultimate disenrollment authority for obligated Navy MIDN is with SECNAV (currently delegated to ASN (M&RA)), CNSTC for STA-21 O Cs, MCRC for MECEP O Cs, Director, Officer Development for all non-obligated MIDN, and the Maritime Administration for Strategic Sealift Officers at the Maritime Academies. The PNS has some latitude in determining whether circumstances warrant the recommendation of disenrollment of a student. 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. Likewise, unless occasioned by a medical problem, an inability to meet physical conditioning standards shall be considered inaptitude and disenrollment may be recommended on that basis. If medical reasons are not the only basis for disenrollment, the PNS may recommend disenrollment of any MIDN for academic, aptitude, or disciplinary reasons. A recommendation for disenrollment should be considered as the primary course of action following the PRB hearing for the following:

   a. A major conduct offense.

   b. Any felony conviction.

   c. Repeated minor infractions, substandard aptitude, or an unwillingness to make necessary behavioral changes.

   d. Failure to achieve required physical readiness standards and swimming qualifications, especially when it appears the individual is not exerting proper effort to achieve and maintain these standards.

   e. Academic LOA for more than two successive semesters or three quarters without considerable improvement.

   f. Positive urinalysis test.

   g. A case involving what could reasonably be construed as an intentional failure of any standard should first be considered as a disciplinary matter. Disenrollment is appropriate in such a case, if the facts warrant.
2. The PNS endorsement shall contain a recommendation for repayment: Active Enlisted Service (AES) or recoupment. All recommendations marked “Definitely not recommended” must include justification.

3. If, during the PRB or in the disenrollment paperwork, a statement is made that the student has a physical, psychological, alcohol or drug problem that may preclude them from AES, a medical evaluation shall be completed and forwarded to BUMED before mailing the disenrollment package to NSTC OD4. If the PNS recommends recoupment or if the student tests positive during a 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 he or she 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 for a recommendation for disenrollment, as every disenrollment package, including student statements, is reviewed by each signature authority as the disenrollment package progresses (OD Director, CNSTC, MCRC, and ASN (M&RA), as appropriate).

5. Following a midshipman PRB, if the PNS recommends disenrollment, and the midshipman is not already on Interim LOA or LOA, the midshipman will be immediately placed on Interim LOA (in writing) 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 Interim 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 OD4 within 30 days of
the date of the PRB or the date that the student waived the right to a PRB. Packages that are 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 OD 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 Officer in Charge (OIC) at the U.S. Merchant Marine Academy (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 will be included in the OIC’s disenrollment submission to NSTC OD. Due to this additional administrative requirement, disenrollment packages from the USMMA shall be forwarded to NSTC OD within 45 days of the PRB or an explanation of the delay must be forwarded with the package by the OIC.

c. NSTC OD shall sign all complete disenrollment packages for non-obligated MIDN within 30 days of receipt from the units. NSTC OD shall process and forward all other complete disenrollment packages to CNSTC within 30 days of receipt from the units. Deficient disenrollment packages received at OD shall be processed and forwarded within 30 days of receiving all required documents. Packages delayed at OD beyond this 30-day requirement shall have a written explanation of the delay, signed by the Director or Assistant Director that will be forwarded with the package.

d. NSTC OD will ensure a system to track disenrollment actions pending at NROTC units and OD is in place and available for NSTC Great Lakes review. NSTC OD will use TV5 (Taskers) to submit packages to NSTC Great Lakes to provide greater visibility of packages moving to completion.

e. NSTC Great Lakes 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 OD.

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 Nuclear Propulsion Program, 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. Students disenrolled for other than disciplinary reasons or aptitude before the end of an academic term may be authorized by the PNS to complete the current term as Naval Science students.

9. Any student who is disenrolled must return all government property (uniforms, Naval Science text books, etc.) before leaving the unit. As midshipmen are members of the Inactive Ready Reserve until ASN approves disenrollment, midshipmen pending disenrollment shall not have their military identification cards confiscated. 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 file and a copy maintained at the unit for a period of two years.

8-14 Recoupment, Active Enlisted Service, and Obligation Waiver

1. NROTC Scholarship students and certain College Program students (those who received NROTC scholarship monies prior to enrolling in the College Program) who are recommended for disenrollment, refuse to accept a commission, or violate their agreement shall either serve a minimum of two years of AES or reimburse the United States for educational costs expended on the student’s behalf. Requests for active enlisted service must be in writing from the MIDN, endorsed by each level of the chain of command, and it must explain the reason(s) for the request for service.
2. Scholarship students who are disenrolled during their freshman year will not incur an obligation for recoupment or AES, unless they were released early from active duty for the purpose of accepting a scholarship. Scholarship students received from active duty may be ordered back to active duty at the end of the school term to complete the obligation remaining on their most recent enlistment contract.

3. Scholarship students who have incurred a service obligation IAW paragraph 6-1.1a2 are subject to recoupment or must serve a minimum of two years of AES.

4. College Program students disenrolled during their junior or senior year are subject to recoupment or AES if they received more than one year of scholarship benefits as scholarship students before changing to the College Program.

5. Students awarded NROTC scholarships from active duty will be processed for recoupment. These students will be referred to the appropriate Service Agency (USN or USMC) for re-accession into the enlisted ranks.

6. SSO, USNR MIDN disenrolled at any time may be subject to recoupment or AES. The authority to pursue recoupment or AES rests with the MARAD.

7. It is current Navy policy that disenrolled students provide recoupment of costs to the Navy rather than serve AES. This policy is currently under review. Because SECNAV can authorize AES, all obligated students who wish to disenroll shall be afforded the option to request recoupment or AES using the Disenrollment Acknowledgement Form NSTC 1533/120. In exceptional cases, the student may request a waiver of all obligation for medical or other extraordinary circumstances. If the student refuses to sign the Disenrollment Acknowledgement Form, the PNS shall make a statement to that effect in the disenrollment report. The PNS is also required to recommend recoupment, AES, or a waiver of obligation. The PNS should base his decision on the following guidance:

a. While recoupment is the preferred Navy policy, the PNS will normally recommend recoupment in cases where the MIDN fails to meet the requirements set forth in their Service Agreement.

b. Should AES become the preferred Navy policy, the PNS will normally recommend AES in cases where the MIDN fails to meet the requirements set forth in their Service Agreement.
unless the PNS feels that the student is unsuitable for AES due to disciplinary issues, drug abuse, family hardship, etc.

c. Waiver of all obligation will be considered on a case-by-case basis. Students will provide a written statement regarding their request for obligation waiver. The PNS will make a recommendation in writing regarding the waiver.

8-15 Types of Disenrollments. There are ten types of disenrollments. Each type is unique and may require additional consideration, paperwork, or endorsements.

1. **DOR**

   a. Any student may request to disenroll at any time, including those notified of a pending PRB. As with all requests to drop, the student may waive PRB. Requests to drop should be in writing, dated, and signed by the student. If the student was notified of a pending PRB, the recommended attrition code on NSTC Form 1533/122 will reflect the original reason of the PRB notification. In these cases, the final attrition code in OPMIS will be entered by OD 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 7.

   c. In the case of freshman Scholarship or College Program (basic standing) students who have not received benefits, and who request to disenroll by DOR, a PRB is not required. If benefits have been received and a midshipman submits a DOR in writing and then waives their right to the PRB, a PRB is not required. However, a PNS endorsement is required.

   d. 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 returning to nuclear enlisted duty.

2. **Dropped by the Institution.** Any NROTC student dropped (or involuntarily disenrolled) by the academic institution for any reason shall be immediately disenrolled by the PNS. This includes students who are "suspended," "forced to withdraw," "Not permitted to register for the next semester," or for any
other similar reason are prevented by the institution from continuing their enrollment, either temporarily or permanently. The date of disenrollment shall be reported on the NROTC Student Disenrollment Report under the category "Dropped by the Institution." In these circumstances, midshipmen may waive their right to a PRB, as delineated in Section 8-8.

3. 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 1533/32 in the space designated for PNS's comments. The statement need only declare that the student had been 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 2012."

   d. The PNS must include a recommendation regarding active enlisted service or recoupment, if obligated.

4. Inaptitude/Unsuitability

   a. The PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of officer aptitude as to make further retention unjustified. Inaptitude disenrollment recommendations may include, but are not limited to, any of the following:

   (1) Unsatisfactory leadership qualities.

   (2) Unsatisfactory acceptance of responsibility.

   (3) Inability to meet physical conditioning standards or swimming qualification requirements.
b. In cases where the student is being disenrolled for inaptitude/unsuitability reasons, the student shall be afforded the opportunity to provide a written statement regarding the circumstances that led to their disenrollment. The statement shall include an acknowledgment by the student that they have been advised by the unit that the disenrollment may be prejudicial to their interests should they ever apply for a commission in the Armed Forces. Should the student refuse to sign and/or submit a statement, the PNS should document the student’s actions in the Disenrollment Report.

5. Disciplinary

a. Disciplinary disenrollment recommendations may include, but are not limited to, any of the following:

   (1) Major breach of Naval Service discipline. Lying or cheating should normally be considered a disciplinary disenrollment and not an inaptitude disenrollment.

   (2) Criminal and/or moral offenses deemed to be disqualifying by the PNS, including violation of standards of honor expected of NROTC MIDN.

   (3) Cumulative unsatisfactory disciplinary record.

   (4) Unwillingness to schedule required academic courses or dropping such courses without approval of the PNS.

   (5) Scholarship students who complete program requirements, but refuse to accept their commissions, may be subject to recoupment or required to serve not more than four years active duty in an enlisted status.

   (6) Alcohol or drug abuse, or alcohol/drug-related incidents as addressed in OPNAVINST 5350.4 series.

b. The PNS is responsible for ensuring that all relevant facts and evidence are fully and specifically set forth in cases of disciplinary disenrollment. Appropriate officials of the host institution shall be notified of the final Navy disposition of all such cases. The academic institution, without regard to such disposition, may take disciplinary action independently. The PNS will advise NSTC OD of any such disciplinary action taken by the institution.
c. Disciplinary disenrollments become a matter of permanent federal record and may prejudice the individual for future military or civil employment. Disciplinary disenrollments may be disqualifying for future federal security clearances that are often necessary for positions in private industry. Disciplinary disenrollments may be prejudicial to their interests should they ever apply for a commission in the Armed Forces. Therefore, students being disenrolled for disciplinary reasons must state, in writing, that they understand such a disenrollment is prejudicial to their interests. Should the student refuse to sign and/or submit a statement, the PNS should document the student’s actions in the Disenrollment Report.


a. NROTC students may apply, via the chain of command, for disenrollment for special reasons. Special requests shall be endorsed only after conducting a preliminary inquiry and a Performance Review Board.

b. Disenrollments for special reasons may include, but are not limited to, the following:

(1) Severe financial hardship on the same grounds as set forth in MILPERSMAN 1910-110.

(2) Family illness that requires student withdrawal from school.

(3) A conscientious objector defined the same as in MILPERSMAN 1900-020. Due to the mission of the NROTC Program to produce unrestricted warfare line officers, MIDN may not claim conscientious objector status and remain a MIDN, assuming burdens describe below are met.

(a) Student’s 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 (i.e., 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 investigation 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 active enlisted service may be recommended.

(c) For further guidance, consult MILPERSMAN 1900-020 and the NSTC SJA before taking action regarding an alleged conscientious objector.

(4) Refusal of Immunization. See Chapter 5 for additional guidance.

(5) 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 MIDN 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. Physical 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 MIDN. Moreover, it is equally important that the PNS provide BUMED and NSTC OD a "non-medical assessment of the student" concerned.

b. Upon written notification and determination by BUMED that a student is not physically qualified for continued service, Director, OD, as delegated by CNSTC, may concur with BUMED waiver recommendation. If the Director, OD non-concurs with the BUMED recommendation, the BUMED letter will be forwarded to CNSTC for a waiver determination. If Director, OD 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 not physically qualified for the program by BUMED and BUMED, MCRC, OD, 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 (MEB) 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.

8. **Failure to Enroll**

   a. The PNS shall recommend disenrollment of any NROTC student who has failed to enroll in Naval Science course.

   b. Any student who, although eligible to continue enrollment at the institution, discontinues their enrollment, shall be immediately recommended for disenrollment by the PNS.

9. **Death.** When processing a disenrollment due to death, the following shall be addressed and forwarded to NSTC OD4:

   a. NROTC Student File (to include Health records); and

   b. Statement from the PNS concerning the death (time, date, location and circumstances, if known).

10. **MCRC Directed.**

    a. Moral Waiver Denials. MCRC may direct the disenrollment of a MECEP or Marine Option MIDN following the review of a moral waiver. 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 OD for normal disenrollment processing.

    b. OCS Failure. MCRC may direct disenrollment based on performance at OCS. A PRB should consider the MIDN’s performance at the unit in its entirety. The ultimate decision regarding disenrollment is the Secretary’s. The PRB should also consider and make a recommendation regarding change of option to the Navy.

**8-16 Disenrollment Packages.**

1. **Scholarship Program (Obligated) or College Program (Advanced Standing)**

   a. When processing a student for disenrollment and the disenrollment Recommendation Report 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 OD. The following documents shall be forwarded to NSTC OD within 30 days of the PRB:

(1) Disenrollment Report, **NSTC 1533/122**.

(2) Student File.

(3) Health Record.

(4) Performance File, to include unofficial transcript.

(5) NROTC Educational Program Costs, **NSTC 1533/113**.

(6) Disenrollment Acknowledgement Form **NSTC 1533/120**.

(7) Privacy Act statement signed/dated by student.

(8) Any student rebuttal statements.

b. The above documents reflect the basic documents required. Any additional documents required depend on the type of disenrollment:

(1) **Academic (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) (for General only);

   (c) Statement from the student 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; and

   (d) Statement from the PNS regarding student’s case and a recommendation for recoupment or active enlisted service.

(2) **Physical Disqualification**
(a) BUMED letter stating student is not physically qualified for continued service; and

(b) Statement from the PNS concerning the student’s injury or illness and overall opinion of their academics and aptitude.

(3) Failure to Enroll

(a) Statement from the student concerned, or statement from the PNS regarding student’s refusal to sign or provide a statement; and

(b) Statement from the PNS concerning the student’s case, overall opinion of their academics and aptitude, and a recommendation for recoupment or active enlisted service.

(4) Drop on Request. Any statements or emails from the student requesting to drop from the respected program. If the student refused to provide a written request, provide a statement from the staff member who received the verbal request to drop.

c. Upon receipt of the disenrollment package, NSTC OD4 will process and forward for SECNAV decision through the chain of command. Marine Option packages are forwarded to SECNAV by NSTC via MCRC (ON/E).

d. Upon receipt of the disenrollment package, SECNAV may, when in the best interests of the service, release any person from the program and discharge them from Naval Service. Also, SECNAV may order obligated students who fail to complete educational requirements to active enlisted service, or to reimburse the government with interest for scholarship costs.

e. Upon receipt of the disenrollment package from SECNAV, NSTC OD4 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 OD4. The unit shall discharge the MIDN from the USNR or USMC. NSTC OD4 will enter the appropriate attrition code in OPMIS (see Appendix M) and forward the closed-out record to the Federal Records Center, St. Louis, Missouri

f. Two and Four-Year National Scholarship MIDN 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 Controlled, Tweeddale, or Leadership
Scholarship students are not authorized travel reimbursement to
their home of record.

2. Scholarship (Not Obligated) or College Program (Basic)

   a. When processing a student for disenrollment, the
      Disenrollment Report, NSTC 1533/122 shall be forwarded to NSTC
      OD4.

   b. Additional documents that are required depend on type of
disenrollment and include:

      (1) 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) Student file.

          (c) Performance file.

          (d) Official notification of drop and statement from
              college officials (if available) (for General only).

          (e) Statement from the student 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.

          (f) Statement from the PNS regarding student’s case.

      (2) Physical Disqualification

          (a) BUMED letter stating student is not physically
              qualified for continued service.
(b) Statement from the PNS concerning the student’s injury or illness and overall opinion of their academics and aptitude.

(c) Health record.

(d) Student file.

(3) Failure to Enroll

(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) Student file.

(d) Performance file.

c. Upon receipt of the disenrollment package, NSTC OD4 will enter the attrition data in OPMIS (see Appendix M).

3. 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 active enlisted service, 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 OD4:

(1) Disenrollment Report, NSTC 1533/122

(2) STA-21 Tuition Authorization forms from NCMIS for each academic term attended.

(3) Administrative separation Naval message from CNSTC or CNPC, as applicable.

(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, Aptitude/Unsuitability, Disciplinary, or Special Reasons**

   (a) Copy of PRB to include all enclosures (e.g., notification, preliminary inquiry, past probation letters, etc).

   (b) Official notification of drop and a statement from college officials (if statement is available) (for General only).

   (c) Statement from the OC concerned regarding mitigating circumstances, such as illness, which may have affected academic or physical performance, or statement from the PNS regarding OC’s refusal to sign or submit a statement.

   (d) Statement from the PNS regarding OC’s case and a recommendation for recoupment or active enlisted service.

   (2) **Physical Disqualification**

   (a) BUMED letter stating OC is NPQ for continued service.

   (b) Statement from the PNS concerning the OC’s injury or illness, and overall opinion of their academics and aptitude.

   (3) **Other**

   (a) Statement from the OC concerned, or statement from the PNS regarding OC’s refusal to sign or provide a statement.

   (b) Statement from the PNS concerning the OC’s case, overall opinion of their academics and aptitude, and a recommendation for recoupment or active enlisted service.

   c. Upon receipt of the disenrollment package, NSTC OD4 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 OD4 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 OD4 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, unit must coordinate with servicing PSD for separation processing.

4. MECEP

a. MECEPs are obligated to fulfill the time remaining on their enlistment or reenlistment contract. When processing a MECEP OC for disenrollment, the following shall be forwarded to MCRC (ON/E), via NSTC OD4:

   (1) Disenrollment Report, NSTC 1533/122.

   (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, Aptitude/Unsuitability, Disciplinary, or Special Reasons

       (a) Copy of PRB to include all enclosures (notification, preliminary inquiry, past probation letters, etc.).

       (b) Official notification of drop and a statement from college officials (if statement is available) (for General only).

       (c) Statement from the MECEP concerned regarding mitigating circumstances, such as illness, which may have affected academic or physical performance, or statement from the PNS regarding MECEP’s refusal to sign or submit a statement.
(d) Statement from the PNS regarding MECEP’s case and a recommendation for continuation of active enlisted service.

(2) **Physical Disqualification**

(a) BUMED letter stating the MECEP is NPQ for continued service.

(b) Statement from the PNS concerning the MECEP’s injury or illness, and overall opinion of their academics and aptitude.

(3) **Other**

(a) Statement from the MECEP, or statement from the PNS regarding MECEP’s refusal to sign or provide a statement.

(b) Statement from the PNS concerning the MECEP’s case and overall opinion of their academics and aptitude and a recommendation for continuation of active enlisted service.

c. Upon receipt of the disenrollment package, NSTC OD4 will enter the attrition data in OPMIS and forward the package to CNSTC for recommendation to MCRC (ON/E), who will make the final decision. Once approved, MCRC (ON/E) will return the package to the unit. 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.

5. **SSO, USNR MIDN**

a. Disenrolled SSO, USNR MIDN may be obligated to serve on active duty or reimburse the government as required by current policy. USMMA MIDN are obligated after having attended the USMMA for two years or such period of time as specified in 46 U.S.C. § 51306. MIDN 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 active enlisted service. Disenrollments for non-obligated SSO, USNR MIDN may be processed at the unit. However, in the case of obligated MIDN, the following shall be forwarded to NSTC OD4.

(1) Disenrollment Report, **NSTC 1533/122**.
(2) Copy of the SSO, USNR Service Agreement and enlistment contract.

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) (for General only).

(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 active enlisted service.

(2) Physical 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 active enlisted service.

c. In contrast to other programs, SSOP, USNR MIDN disenrollments are finalized by the OIC of each maritime academy. 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 1533/122, and all supporting documentation to NSTC OD4 for review.

d. Upon receipt of the disenrollment package, NSTC OD4 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 active enlisted service is outside the scope of NSTC. Consequently, final results are not made known, in contrast to decisions made by SECNAV. Nonetheless, the OIC should ensure the Student File, Health Record, and Performance File are returned to the individual or destroyed.

8-17 SECNAV Directed AES

1. Upon receipt of the disenrollment package from SECNAV, NSTC OD4 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 OD4.

2. In the event SECNAV has ordered former Marine Option MIDN to active enlisted service, MCRC (ON/E) will forward the Appointment Termination, NSTC 1533/124 to the Marine Corps Reserve Support Center, Overland Park, Kansas.

3. In the event SECNAV has ordered former Navy Option MIDN to active enlisted service, NSTC OD4 will forward the Appointment Termination, NSTC 1533/124 to the CO, PERS-4013, 5722 Integrity Drive, Building 784, Millington, TN 38054-5057.

4. In those cases where SECNAV has directed former Navy Option MIDN to active enlisted service, the MIDN will be disenrolled and an entry will be made regarding their rank. The enlisted rate at time of separation shall be determined by the following criteria:

   a. If a student has participated in the NROTC Program for a minimum of six months (22 credits), but less than a year, they will be advanced to Seaman Apprentice.
b. If a student has participated in the program one year (45 credits) or longer, they will be advanced to Seaman.

c. No entry is required if the student has participated in the NROTC Program less than six months.

d. STA-21 OCs retain the previous rank held at time of release.

5. MIDN disenrolled from the NROTC Program and the academic institution, and ordered to AES, will be immediately called to service unless they request a waiver to defer commencement of AES from PERS-4013 or Marine Corps Reserve Support Center (MCRSC). Deferment of AES will not normally be granted beyond 1 July of the year following the year in which the former MIDN’s class graduated. Deferment of AES may be approved under the following conditions:

a. Individual must acknowledge, in writing, their active duty obligation.

b. Individual must be accepted as full-time student at an accredited four-year academic institution.

c. Individual must show proof of attendance at the academic institution each semester and prove they can complete their degree within the time requested.

8-18 SECNAV Directed Recoupment. In those cases where SECNAV 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. Provide a copy to the MIDN and forward the original to NSTC OD4. Upon approval by SECNAV, NSTC OD4 will send the original to the Defense Finance Accounting Service (DFAS). DFAS in DCMO, Dept 3300, ATTN: Special Action, 8899 East 56th Street, Indianapolis, IN 46249-3300.

2. Shortly after the **NSTC 1533/123** is received by DFAS-IN, the individual will receive a debt collection letter to establish a payment plan of 36 months and a form to defer payment until they graduate from college. The burden is on the individual to demonstrate inability to make minimum monthly payments until after graduation.
3. DFAS will also normally grant a deferral for individuals who enlist in the armed forces and terminate the debt after two years of active duty service. Nonetheless, if the individual does not respond to the collection letter in three months, 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.

4. Individuals desiring to have their debt waived through active enlisted service should contact a local recruiter. When doing so, the individual should provide NSTC OD4 a copy of the new enlistment contract with a cover letter requesting deferment of the debt. NSTC OD4 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 AES, the service member shall provide a statement of service from their command as proof of two years of service. NSTC OD4 will then send a letter to DFAS-IN requesting that the debt be terminated.
drafting tools, etc.) cannot be paid by NROTC even if such purchase is required by the educational institution.

4. GI Bill (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 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 OD and the VA should be directed to NSTC OD4.

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) The student withdrew from a course;

   (2) The student had to repeat because they failed the course;

   (3) The student withdrew after incurring a fee because withdrawal was after a time when the student could have withdrawn without penalty; or

   (4) The student is retaking in an effort to receive a better grade.

e. Food, lodging, and 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.

g. Nurse Corps Option MIDN nursing uniforms.

h. Any alterations of uniforms after the initial fitting and issue.

i. 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. The first attempt at this exam shall be funded for all scholarship nursing students by the NROTC unit with appropriated funds. This includes 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. All Nurse-Option students have approximately 45 days after graduation to successfully complete the NCLEX. Notify OD2A if any new Nurse Corps Officer does not pass the NCLEX after the first attempt for additional guidance.
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. 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.

9-3 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, in which case they are considered to be on active duty for training and receive active duty pay.

   a. 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 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.

   b. 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 benefits are authorized.

c. The subsistence allowance is calculated on a daily basis.

2. 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.

3. 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).

9-4 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 MIDN 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 JFTR Section U7150-E.

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 Financial Management Regulation (FMR).

**9-5 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 en route to or from such training may be entitled to the payments and benefits described in the DOD FMR, Volume 7A, Chapter 59, paragraph 5910.

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 5910 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 1770.3D series contains additional information regarding disability benefits for Navy and Marine Corps Reservists.

**9-6 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://www.insurance.va.gov/miscellaneous/index.htm](http://www.insurance.va.gov/miscellaneous/index.htm). Disability is determined by the VA.
9-7 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 MIDN, 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.

9-8 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 income and, therefore, 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.

9-9 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).

9-10 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 MIDN is on LOA, and tuition, book stipend and other NROTC benefits shall not be paid. Enter “LOA” for that particular term. If the MIDN is placed on LOA during the term, document all tuition, book stipend, and fees paid prior to commencement of LOA. In cases
$2000 for summer. Students attending quarter schools receive $2500 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 Navy College Management Information System (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 Chapter 7 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 OD4.

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 cannot use their, Navy College Fund, or Tuition Assistance while enrolled in the program. See paragraph 9-2.4 for various GI Bill programs. Students are allowed to use other scholarships, loans, or 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. This does not apply to calculus or physics courses unless the host institution accepts both transfer credit and letter grade for the courses taken at the non-NROTC affiliated school as discussed in section 4-6. 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 NETPDTC 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 NEX uniform shop accounts prior to graduating from NSI.
9. **Reporting Students into NCMIS.** STA-21 students shall be entered into NCMIS by NSTC OD staff personnel. Units that have a student onboard who is not in the NCMIS database shall contact NSTC OD4 for assistance.

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  
      NETPDTN 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 SF 1164 per NSTC Comptroller guidance. The STA-21 student must be entered in NCMIS before the NROTC staff member can prepare the SF 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:

<table>
<thead>
<tr>
<th>SEMESTER SCHOOLS:</th>
<th>QUARTER SCHOOLS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$4,000 FALL</td>
<td>$2,500 FALL</td>
</tr>
<tr>
<td>$4,000 SPRING</td>
<td>$2,500 WINTER</td>
</tr>
<tr>
<td>$2,000 SUMMER</td>
<td>$2,500 SPRING</td>
</tr>
<tr>
<td></td>
<td>$2,500 SUMMER</td>
</tr>
</tbody>
</table>

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 SF 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.

10-3 MPN

1. The Bureau of Naval Personnel (BUPERS) issues an allocation of MPN funds to NSTC. Training costs incurred for NROTC midshipmen pay, Federal Insurance Contribution Act (FICA), and subsistence-in-kind (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.

10-4 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 U7150 F, Joint Federal Travel Regulations (JFTR), and DoD 7000.14-R, Financial Management Regulation, Vol 9.

2. 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 Joint Federal Travel Regulations (JFTR) 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. Basic Standing College Program students shall not be placed under orders. 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:

3. 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.

a. Per diem is not payable for TDY where both government quarters and government mess are available.

b. Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites.
c. 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:

a. Large stamped envelope pre-addressed to the NROTC unit;

b. LES;

c. Training Orders DD Form 1351/2; AND

d. 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-Defense Travel System (DTS) Entry Agent (NDEA). Refer to current NSTC Comptroller guidance for further direction in settlement of travel claims.

10-5 Property Accountability

1. Roles and Responsibilities

   a. Commander. The Commanding Officer has command responsibility and supervisory responsibility, respectively, for property within their organization. They shall designate a Personal Property Manager (PPM)/Responsible Officer in writing. The Personal Property Manager ensures all property is properly maintained, safeguarded, accounted for, and accurately reported.

   b. Personal Property Manager. The PPM Implements DoN/NETC personal property policies and procedures; schedules training of Personal Property Personnel; ensures JUMS data integrity; schedules and monitors physical inventories; and controls access to JUMS, ensuring compliance.

   c. Responsible Officer (RO). The RO ensures the due care and safekeeping of personal property assigned to their custody and the custody of those personnel reporting to them.

   d. All Personal Property Personnel. Personal Property Personnel shall implement controls to ensure Management Control objectives are attained.

   e. Property Custodian. The property custodian has direct responsibility for property. NROTC units are responsible for