



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1533.4
N3
20 NOV 2008

COMNAVCRUITCOM INSTRUCTION 1533.4

From: Commander, Navy Recruiting Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) COLLEGE
SCHOLARSHIP PROGRAM

Encl: (1) Sample "A" Letter
(2) Sample "B" Letter
(3) Sample "C" Letter
(4) Sample "N" Letter
(5) Sample "R" Letter
(6) Sample Local Notification Letter
(7) Sample Height and Weight Requirement Waiver Memo
(8) Sample Expedite Request Letter
(9) ISR Waiver Memo Format

1. Purpose. To implement policy and procedures for application processing, outline general requirements and service obligations for the Navy Reserve Officer Training Corps Scholarship Program.

2. Background. The NROTC Program was established to provide an alternative commissioning source for Navy unrestricted line officers. This highly competitive program has become the Navy's largest commissioning source and only the best-qualified applicants are selected.

3. Scholarship Programs. There are two categories of NROTC programs:

a. Three and Two-Year NROTC Scholarship Programs. These programs fall under the management of Commander, Naval Service Training Command (NSTC). Individuals requesting information on eligibility requirements and application procedures shall be directed to the nearest NROTC unit. Basic information is available online at <https://www.nrotc.navy.mil>.

b. Four-Year NROTC Scholarship Program. Applications are processed through NAVCRUITCOM and forwarded to NSTC for selection. Applicants may be considered for the Immediate Scholarship Reservation (ISR) NROTC Scholarship Program.

Specific processing procedures for processing ISRs are described in paragraph 17. Refer to NAVCRUIT 1131/32 Rev (11-07) (NROTC Immediate Scholarship Reservation Four-Year Scholarship Contract).

Note: Students with 30 semester hours or more, or 45 quarter hours or more, of college credit upon application, or students already enrolled in a NROTC College Program, are ineligible to apply for a four-year NROTC Scholarship; these students should be directed to the nearest host university's NROTC unit to discuss the two and three year scholarship opportunities.

c. Program Options. An applicant may apply for only one of three options: Navy, Navy Nurse, or Marine Corps. An applicant may apply through NAVCRUITCOM for the Navy four-year or Navy Nurse options only.

4. NROTC Eligibility Requirements. Applicants must meet the following criteria:

a. Citizenship. U. S. born or naturalized citizen.

b. Age. Not less than 17 years of age by 1 September of the year starting college and no more than 23 years of age on 30 June of that year.

(1) Must not reach their 27th birthday by 30 June of the year in which graduation and commissioning are anticipated.

(2) Applicants with prior military service may be eligible for age adjustments equal to their prior service, on a month-by-month basis, for a maximum of 36 months, provided they do not reach their 30th birthday by 30 June of the year graduation and commissioning are anticipated.

c. Education. Must have a high school diploma or equivalency certificate by 1 August of the year of entrance into the four-year scholarship program.

d. Academic. Applicants must achieve the following qualifying scores on the Scholastic Aptitude Test (SAT), American College Test (ACT), or meet the following requirements:

(1) SAT: 530 Critical Reading; 520 Math

(2) ACT: 22 Verbal; 21 Math

(3) SAT/ACT Scores. For application purposes, NSTC will evaluate candidates based on the highest score in each individual category if the applicant elects to take these tests multiple times.

(4) Be in the top 10% of their high school class.

e. Physical. This is not required during the selection process; however, the applicant must be certified as physically qualified for naval service before the scholarship can be activated.

Note: Candidates must meet height and weight standards in accordance with OPNAVINST 6110.1 in order to be considered eligible for the NROTC Program. An applicant that is out of standards must be addressed in the Officer Interview.

f. Conscientious Objector. No moral obligations or personal convictions that prevent conscientious bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign and domestic.

g. Admission to a college/university with an NROTC unit. This is not required during the selection process, but notification of admission must be received before the scholarship can be activated.

h. Nurse Option. Applicants with Nurse Option must gain admission to a university that has a NROTC affiliation and offers a State approved or National League of Nursing (NLN) approved bachelor's degree in nursing.

i. Height and Weight Standards. Candidates should meet height and weight standards in accordance with OPNAVINST 6110.1 in order to be considered eligible for the NROTC Program. Recruiters are required to personally verify all information. Height/Weight waivers may only be submitted if an applicant is within body fat standards and regularly participates in physical and athletic activities.

5. High School Applicants. High school students are encouraged to start the application process during the second semester of their junior year. Before the application can be finalized and forwarded for consideration, a copy of the applicant's complete transcript, including the entire junior year, must be forwarded to NAVCRUITCOM (N3).

6. Active Duty Applicants. Active Duty Navy applicants are ineligible to apply for the NROTC Program through NAVCRUITCOM. Active duty members may apply through the NSTC established Fleet Application Program. Active Duty members of other military branches may apply if granted a conditional release.

7. Reservists. Navy Reservists and Reservists from other services are eligible to apply provided they are not in a drilling or activated status.

8. NROTC Applicants in DEP. If a NROTC applicant desires to, or has already enlisted into the DEP, the DEPper shall not be shipped to RTC until final determination (selection or non-selection) is made. If a final determination of NROTC selection or college acceptance is pending, and the DEPper is scheduled to ship to RTC within 30 days, the Navy Recruiting District (NAVCRUTIDIST) shall contact NAVCRUITCOM (N32) for assistance in adjusting the DEPper's ship date.

9. NROTC Online Application and Tracking System. The NROTC Scholarship program uses the NROTC website (<https://www.nrotc.navy.mil/nrotc.cfm>) to track submission of applicant materials, monitor four-year and nurse program production, and view reports based on individual information. The site is maintained by the Naval Education and Training Professional Development and Technology Center (NETPDTC). The site includes the following features:

a. Recruiter Home. A list of completed electronic applications submitted to the NAVCRUITDIST. It also includes a chart listing the forms required for applicant processing and the status of their submission to the respective NAVCRUITDIST.

b. Applicant Electronic Checklist. This provides users the ability to view, enter, and edit evaluations, track the submission of applicant materials, identify an applicant as an ISR candidate, and submit an electronic application to NAVCRUITCOM. The checklist is accessed from the Recruiter Home and Incomplete Online Applications menus.

c. Forms. Contains the application check sheet, paper evaluations, and other forms required for processing.

d. Notices and Instructions. Contains the Goaling Letter and the ISR Instruction.

e. My Account. This allows users to update their contact information and change passwords.

f. Search. This allows recruiters to review an applicant by name or SSN.

g. Incomplete Online Applications. This contains a list of individuals who have not completed their electronic applications. It also indicates the date the electronic application was started and the date of last entry.

h. Inactive. This identifies applicants who are ineligible for NROTC due to age, citizenship, or participation in a previous NROTC college program. Users can move applicants to the inactive queue by selecting "Ineligible" on the Applicant Status drop-down menu located on the Applicant Electronic Checklist.

i. Dormant. Electronic applications with no activity can be moved from the "Incomplete Online Applications page" to the Dormant page by the NROTC Coordinator or recruiter. (At no time is an application status to be changed to "Withdrawn" or "Ineligible" based solely on no activity for that application). An application listed on the Dormant page will automatically be moved back to the "Incomplete Online Application" when the applicant makes a change or updates their electronic online application.

j. Returns. A list of electronic applications that have been reviewed by NAVCRUITCOM and returned to the recruiter's queue for correction.

k. Directory. A list of names and phone numbers of NAVCRUITDIST NROTC Coordinators and NROTC Recruiters.

l. Reassign. This allows NROTC Coordinators to reassign applications to a designated recruiter.

m. Complete. A list of electronic applications submitted to NAVCRUITCOM and NSTC with the submission date.

- n. Diversity. A list of applicants, categorized by race/ethnicity that have not submitted a complete electronic application.
 - o. Status. This indicates an applicant's selection, school placement, and physical examination completion.
 - p. Production. Gives the percentage of nurse and four-year program goals attained.
 - q. Duplicates. A list of duplicated records.
 - r. Reports. Permits users to create various predetermined reports.
 - s. Emails. This permits NROTC Coordinators and recruiters to email either the individual or all applicants assigned to them.
 - t. Scores. The NROTC Coordinator or recruiter can access SAT/ACT scores by using an applicant's name or SSN.
 - u. No Match. A list of SAT/ACT scores received by NSTC but no online application has been started.
 - v. Daily Transaction. Users are able to review Recruiter transactions for the past 60 days. Any transactions will be highlighted on the day they occur.
 - w. Zip Codes. This permits users to view, verify, and update the Zip Codes assigned to their district.
 - x. Logout. This permits users to exit the website.
10. Mailing Address. All correspondence concerning the NROTC Program shall be addressed to: Commander, Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057, Attn: N36.
11. NAVCRUITCOM Generated Letters. NAVCRUITCOM mails letters to applicants during various phases of the application process. These letters are generated by actions made on the NROTC website as follows:

a. "A" Letter informs the candidates that their preliminary information has been received electronically. Refer to enclosure (1).

b. "B" Letter informs candidates that they have qualifying SAT I, ACT scores, and/or meet top 10% class requirements. Refer to enclosure (2).

c. "C" Letter informs candidates that their application is complete and has been forwarded to the NSTC selection board for consideration. Refer to enclosure (3).

d. "N" Letter informs candidates that their SAT I and/or ACT test results have been received but does not meet the minimum board consideration requirements. Refer to enclosure (4).

e. "R" Letter informs candidates that their applicant questionnaire has been received, but rejected, due to not meeting program age and/or citizenship requirements. Refer to enclosure (5).

12. Standardized Test Scores. The primary method for the NROTC Program Branch to receive test scores is electronically from the appropriate testing agency. Test scores validated via high school scores reports and official high school transcripts are also acceptable. The NROTC Coordinator or appropriate Navy Recruiting representative shall direct prospective NROTC applicants to release scores to College Code Account 0656. An asterisk will appear next to the test scores and a blue line will appear over them on the electronic application when NAVCRUITCOM receives and downloads the scores. This signifies that scores have been electronically verified.

a. Scores Verification. Scores released to NROTC Scholarship Code 0656 from the testing agency are encrypted and sent electronically to NAVCRUITCOM, downloaded, converted to text, and uploaded to a shared folder with NSTC. NAVCRUITCOM receives scores as they are released by the testing agencies.

b. Top 10% verification. Transcripts for applicants who are in the top 10% of their graduating class must be submitted with their application to NAVCRUITCOM. For schools that do not provide ranking, a percentile, or letter from the school stating if the school did rank, it would place the individual in the top 10% of the graduating class is acceptable.

13. NROTC Production Report. The NROTC Production report is prepared by NAVCRUITCOM (N5) and routed to the Regions and the Districts at least monthly by NAVCRUITCOM (N3). It shall be retained by the NAVCRUITDIST NROTC Coordinator for two years.

14. Required Documents

a. Electronic Application. This applies to the NROTC four-year and Nurse Options. A checklist is provided at the end of this section that outlines additional information required to submit a complete NROTC package. The following is a list of required information:

(1) **Step 1: General Preliminary Information**. Name, SSN, phone number(s), email address, mailing address, permanent address, state of legal residence, program option, citizenship, and date of birth.

(2) **Step 2: Guidance Counselor/Teacher Evaluations/References**

(3) **Step 3: Personal Information**. Height, weight, previous military service, sex, race and ethnicity, and information on legal infractions. All violations (except moving violations unless they involve felony charges or repeated offenses) including disorderly conduct (i.e. fights) and minor in possession charges require a signed statement by the applicant explaining the circumstances surrounding the incident and final adjudication (i.e. paid fine, community service).

(4) **Step 4: Family Information**. Names of parent(s) and/or guardian(s), occupation(s), addresses, and previous military experience.

(5) **Step 5: Test Scores**. Up to six ACT/SAT I scores with test dates within the last two years may be entered. Scores that are more than two years old from the time the NROTC cycle closes in January may be entered but are not eligible for consideration. Applicants with no test scores but who are in the top 10% of their graduating class are eligible for consideration.

(6) **Step 6: Educational History and Goals**. High school(s) and college(s) attended, intended college major(s) and select choices for the college or university that the applicant desires to attend. A minimum of five colleges must be entered.

One of the top three colleges must be a state school. Nurse Option candidates must enter a minimum of five schools with nursing program available and designate nursing as their intended major. First choice school remarks are mandatory and must match the school listed as first choice.

(7) **Step 7: Employment and Voluntary History.**

Employers, major duties assigned and dates of employment, volunteer work and length of service. Only employment and volunteer work performed during high school and college may be listed.

(8) **Step 8: School and Other Activities.** Civic involvement including sports, academic, and non-academic clubs and other activities. Lists of common activities are provided. The applicant may check all that apply and provide explanations of any other activities in the space provided. High school juniors may also project their senior year activities and leadership positions.

(9) **Step 9: Essays.** There is one mandatory required essay. The second essay is optional. Applicants may edit or modify their responses at any time prior to submission of the application. Essays must also be reviewed for completion. Essay three should also specify that applicant desires to be a Navy vice Marine Corps or other service officer.

(10) **Step 10: Review, print and submit application.** Requires applicant to carefully review their application for accuracy and completeness and then print a copy for their personal record.

b. Transcripts. Only official, legible transcripts bearing a raised seal and/or registrar's signature are acceptable. The transcripts must be through completion of the junior year and must list all grades and credits earned. Transcripts for any graduated applicant shall list all grades and credits earned through completion of their senior year and indicate date of graduation. College transcripts are required for any completed college courses. College course grades posted on high school transcripts are acceptable. Transcripts for college coursework in progress are not required.

c. High School Profile. High school profiles outline graduation requirements, grade scales, and other information about the particular school. The document provides information

helpful in evaluating an applicant's record and shall be included in each applicant's kit.

d. Officer Interview. Comments and ranking marks for the officer interview shall be submitted online at <https://www.nrotc.navy.mil/nrotc.cfm>.

(1) NROTC interviewers shall indicate their designator and rank on the electronic form while enlisted interviewers shall indicate their rate. All interviews will be conducted by Officers from the below list. Interviews by enlisted personnel will be conducted only with the District Commanding Officer's approval.

(2) Board eligible candidates shall be interviewed and rated by one of the following:

(a) Active or Reserve Component Naval Officers (O3 and above).

(b) Active or Reserve Component Marine Corps Officers (O3 and above).

(c) Former active duty Naval Officer (O3 and above).

(d) Retired USN or USMC Officer (O3 or above).

(e) Active duty or Retired Limited Duty Officer/Chief Warrant Officers

(f) Active or Reserve Component Chief Petty Officer (E7 - E9) (When an officer is not available.)

(3) With the exception of LDO's, Junior Officers (O1 or O2) are not authorized to conduct interviews.

e. Debarment and Suspension Form. The Debarment and Suspension from Receipt of Federal Assistance Statement for Four-Year NROTC Application (CNET 1533/89) form affirms the applicant is not restricted from receiving federal aid for tuition. Forms shall be complete, dated, and signed by the applicant and witnessing official.

f. Drug Statement. NAVCRUITDIST NROTC personnel shall ensure the applicant answers both questions and signs line item (2) of the Drug Statement. If an applicant answers "yes" to

either question, the affirmative response must be explained in line items (a) through (g). NAVCRUITDIST NROTC personnel shall ensure line item (3) of the Drug Statement is signed by the applicant and a witnessing official. If the applicant answers "no" to both questions, their signature and the signature of a witnessing official are not required in line item (3).

g. NROTC Applicant Statement of Understanding (SOU). NAVCRUIT 1100/28. NROTC Applicant Statement of Understanding, shall be signed and dated by the applicant.

h. Evidence of Citizenship. NAVCRUIT 1100/25, Evidence of Citizenship, is required for naturalized applicants and individuals who derive their citizenship from the citizenship/naturalization of their parent(s). Acceptable documents used to verify evidence of citizenship include original U. S. passports, certificates of citizenship, and naturalization paperwork issued by the U. S. Citizenship and Immigration Services (USCIS). Refer to Volume II ENLCRUITMAN, for additional guidance.

i. Request for Secondary Transcript (Page 9). The applicant's secondary school counselor or other secondary school official shall complete the Request for Secondary Transcripts (Page 9). The counselor recommendation must be complete with the signature of the secondary school counselor or school official completing the recommendation. If the recommendation refers to additional documentation and/or written comments these shall be included. Additional written comments submitted separately shall include the signature of the official completing these written comments. The Page 9 shall not be accepted from college counselors or other college officials.

j. Teacher Evaluations. Two Teacher Evaluations are required for all NROTC applications. The Four-Year program requires that one of two evaluations be completed by a math teacher and any other teacher, counselor, coach, employer, or any youth activities leader. Applicants for the Navy Nurse Option have the same requirements as the Four-Year Option except that a science teacher, instead of a math teacher, shall complete a teacher evaluation. The counselor who completes the Request for Secondary Transcript (Counselor's Recommendation) may complete no more than one of the two required teacher evaluations.

k. Optional Items. Optional items may include photos, additional letters of recommendation, résumés, awards, certificates of achievement, newspaper articles, activities lists, and any other items to enhance the "whole person" image.

l. Application Resubmissions. Applications for NROTC candidates who were not selected during the previous NROTC selection cycle may be resubmitted provided Coordinator's obtain applicant approval and they meet the following criteria:

(1) Applicant status has changed significantly in at least one of the following areas:

- (a) New occupation
- (b) Started college
- (c) Retaken SAT's/ACT's

(2) Updated documentation is required for all resubmitted applications. Nothing except SAT/ACT scores in an application can be greater than one year old from the time of application submission to NAVCRUITCOM.

(3) Required updated documentation includes:

- (a) School Transcripts (including college if applicable)
- (b) Updated Student Essays
- (c) Updated Teacher Evaluations (optional, but highly recommended especially if applicants enrolled in college and evaluations can be obtained from college professor)
- (d) Officer Interview

m. NROTC Application Checklist. NAVCRUIT 1100/29, NROTC Checklist, shall be utilized by the NAVCRUITDIST to reflect the processing status of each application.

15. Processing

a. Initial Notification. An applicant designated as "Board Eligible" will be notified by NAVCRUITCOM via the standardized "B" Letter. The appropriate NAVCRUITDIST shall

contact the applicant as soon as practical and schedule them for further processing. The NAVCRUITDIST shall deliver a package containing a locally generated notification letter (refer to enclosure (6) for example) Debarment and Suspension from Receipt of Federal Assistance Statement for 4-Year NROTC Application, (NSTC 1533/89), NROTC Applicant Statement of Understanding (SOU) (NAVCRUIT 1100/28), and any other information or direction deemed appropriate. The Debarment and Suspension form is a disclaimer that the applicant must sign stating they have not been barred from receiving Federal financial and non-financial assistance. Enclosure (6) may be modified to better suit individual NAVCRUITDISTs.

b. NROTC Application Checklist (Rev 8-08). This checklist shall be utilized by the NROTC Coordinator to reflect the processing status of each board eligible applicant.

c. Applicant Responsibility. To ensure proper accountability, the recruiter shall ensure applicants sign a Statement of Understanding (NAVCRUIT 1100/28) to complete documents within the established processing deadlines.

d. Scheduling Interviews. Board eligible applicants shall be notified by the respective NAVCRUITDIST to report for interview and processing. Board eligible applicants who fail to appear on the date scheduled and fail to notify the NAVCRUITDIST shall be sent a second notification letter via registered/certified mail or contacted by phone to reschedule the interview. This will serve as a follow-up in the event the first letter was undeliverable or the wrong processing date was given. The return receipt for this letter shall be filed as proof that the applicant received proper notification. Individuals not responding to this second notification shall be withdrawn with no further attempt to contact the applicant necessary. NAVCRUITDISTs shall enter the date of withdrawal in the NROTC website. Withdrawn applicants shall be removed from the "Incomplete" or "Complete" rosters but their data will be retained.

e. Reinstatement. Those applicants who later contact the NAVCRUITDIST and desire to continue the application process must be reinstated. NROTC Coordinators or recruiters shall reinstate the applicant by placing the applicant back into Active Status on the NROTC website.

f. Officer Interviews. The NROTC Scholarship Application shall be reviewed prior to the interview to determine highlights of discussion. Every effort should be made to accurately assess the applicant. During the interview, the applicant's program inquiries or questions should be thoroughly answered and program obligations and commitments summarized. After the interview, the interviewer shall summarize their impressions of the applicant and complete the NROTC interview form online at <https://www.nrotc.navy.mil/nrotc.cfm>.

g. Quality Assurance. All documents provided by the applicant shall be verified and thoroughly reviewed by the NROTC Coordinator. The applicant's website record shall correlate with the information provided in the paper documents.

h. Forwarding Kits. Upon completion of processing, the NAVCRUITDIST shall review the kit to ensure it is complete, assembled per NAVCRUIT 1100/29 (NROTC Application Checklist), affixed to an "application back" and fastened at the top with a metal paper fastener without a compressor. A current version of the NROTC Application Checklist, located under the FORMS tab of the NROTC website, shall be completed and included as the initial page of the kit. NAVCRUITDISTs shall ensure an applicant's electronic application is complete, forwarded to NAVCRUITCOM, and an Application Mail (APPMAIL) date entered into the website record. Kits shall be forwarded to NAVCRUITCOM (N36) by registered, certified, or express mail. The NAVCRUITDIST NROTC Coordinator shall ensure NAVCRUITCOM is notified of applications that are not received within 15 calendar days of mailing.

i. Status Date. Indicates credit toward goal provided the application was received by COMNAVCRUITCOM (N36) prior to the established deadline.

j. NAVCRUITCOM Missing Document(s) Notification. NROTC Coordinators have 21 calendar days from the date of notification to provide NAVCRUITCOM with missing documents or correct any identified discrepancies. Kits not corrected by the end of the 21-day period shall be returned to the NAVCRUITDIST as outlined below:

(1) The electronic application will be returned to the coordinator's queue with a message detailing the discrepancy.

(2) The paper application will be mailed back to the NAVCRUITDIST.

(3) NAVCRUITCOM (N32) will notify NAVCRUITDISTs via email of any kits at the selection board that are awaiting further documentation or require clarification. NAVCRUITDISTs shall provide the missing information directly to NSTC within 15 calendar days of notification.

(4) Kits may be held at NAVCRUITCOM longer than the 21-day period.

k. Changes. Make changes to records as follows:

(1) To change any electronic information on an applicant, other than a request for a program change, address information, or college choices, identify the applicant by full name and last four numbers of the SSN as it appears on the record and forward the request to NROTC Webmaster at rotcweb@training.navy.mil.

(2) To change program information, identify the applicant by full name and last four numbers of the SSN as it appears on the record and contact Naval Service Training Command (NSTC) Code OD212, (850) 452-9380 or NSTC Code OD2A, (850) 452-9387.

(3) To change address and/or college choices, identify the applicant by full name and the last four numbers of the SSN as it appears on the record and forward the request for change(s) in accordance with the following criteria:

(a) The recruiter will make necessary change(s) for applications at the recruiter level.

(b) NAVCRUITCOM (N36) will make necessary change(s) for applications at the NAVCRUITCOM level.

(c) Naval Service Training Command (NSTC) Codes OD212 or OD2A will make necessary change(s) for applications at the NSTC level.

l. Transfers. Each applicant is assigned a NAVCRUITDIST with whom he or she will complete processing at the time of initial application. For a variety of reasons, NAVCRUITDISTs may need to transfer an applicant to another NAVCRUITDIST. To do so, complete and mail NAVCRUIT 1100/29 (NROTC Application

Check List) to NAVCRUITCOM (N32). When applicable, include the applicant's request to be transferred to another NAVCRUITDIST.

m. Program Code Changes. Applicants having submitted an electronic application and desiring to change their program option (Navy to Nurse Corps or vice versa) shall provide a written request to NSTC at pnsn_nrotc.scholarship@navy.mil. NSTC will send NAVCRUITCOM and the NAVCRUITDIST an auto-generated email confirming the change. The change must occur prior to the last board for the option the applicant desires.

n. Changes to School Choices. New first choice school remarks shall be provided on NAVCRUIT 1100/31 (Request For Change(s) to NROTC Applicant Record) and forwarded to NAVCRUITCOM via the NAVCRUITDIST. Those who desire to change their school choices after their electronic application has been forwarded to NETS must email their request to pnsn_nrotc.scholarship@navy.mil.

o. Withdrawals/Reinstatements. NAVCRUITDISTs may withdraw applicants from the program by completing the WITHDRAW date in the applicant's website record. NAVCRUITDISTs may likewise reinstate applicants by removing the WITHDRAW date.

16. Notification of Ineligible Or Withdrawn Board Eligible Applicants. NAVCRUITDISTs may only notify applicants of their ineligibility/disqualification from the NROTC Scholarship Program for the following reasons: age, citizenship, active duty status, non-qualifying SAT/ACT scores, not in top 10% of graduating class, participation in the NROTC College Program, excessive college credit hours, or failure to graduate high school or obtain an equivalency certificate. All other applications will be forwarded for consideration although a negative endorsement is authorized.

a. Notification Responsibilities. A copy of any ineligibility notification shall be forwarded to NAVCRUITCOM (N36). The following are the responsibilities of the NAVCRUITDIST NROTC Scholarship Program Coordinator:

(1) Ineligible Applicants. NAVCRUITDISTs shall notify all ineligible applicants of their disqualification except for those physically disqualified. The Department of Defense Medical Examination Review Board (DoDMERB) will notify all applicants of their physical status. All board eligible

applicants shall be processed regardless of their medical qualifications as physical status is not a consideration during the selection process.

(2) Incomplete Kits. If an applicant's kit is incomplete at the time of processing, they shall be advised verbally and via certified/registered mail of missing information or documents necessary to complete their application. A deadline date for receipt of missing information and receipt of certified/registered mail documents shall be given. Return receipt for such mail shall be included with the application kit as proof that the notice was received by the applicant. Additional notification may be sent periodically prior to the processing deadline as time permits. Applicants who fail to meet the processing deadline will be considered ineligible for further consideration and withdrawn from the program.

17. Immediate Scholarship Reservation (ISR). The NROTC ISR Scholarship Program is designed to allow NAVCRUITCOM to aggressively compete in specific market areas. The ISR Scholarship Program is open to all individuals (regardless of race or gender). ISR Scholarships should be used only in cases where specific market objectives can be realized or where an outstanding candidate would otherwise be lost to other scholarship opportunities. To ensure a fair and equitable system is maintained in the selection of ISR candidates, applicants who do not meet the competitive profile and whole person criteria as set forth in this instruction are subject to normal board consideration. ISR Scholarships are not available for Nurse, Fleet, or Marine Corps Option applicants. An ISR applicant must state intentions to pursue a technical degree. An ISR Scholarship offer can only be made if the standard NROTC application has not been mailed. Once mailed, an application is considered part of the National Board process. To determine an applicant's eligibility for ISR selection, enclosure (10) must be completed.

a. SAT/ACT. The eligibility criteria for the SAT is 1230 composite with a math score of at least 600. Eligibility criteria for the ACT is 54 combined English and Math, with a minimum math score of 26. Regardless of math and/or combined scores attained, the NROTC board eligibility minimums of SAT 530 Critical Reading (CR) and ACT 22 English apply to ISR Scholarship applicants. For application purposes, NSTC will evaluate candidates based on the highest score in each

individual category if the applicant elects to take these tests multiple times.

b. Allocations. NAVCRUITREG allocations will be identified in COMNAVCRUITCOMINST 3100.1. Total ISR Scholarship allocations may not be exceeded. NAVCRUITDISTs must manage their ISR Scholarship allotment to maximize the potential for identifying and making offers to well-qualified candidates.

c. Whole-Person Evaluation. The whole-person evaluation worksheet (on the reverse of the ISR Contract) includes primary whole-person discriminators used by the selection board to develop weighted selection scores. These discriminators are used in conjunction with other applicant qualifications to determine a candidate's suitability for an ISR Scholarship. If doubt exists as to candidate's desirability, submit a normal NROTC application for consideration. In addition to meeting the minimum SAT/ACT requirements, the Commanding Officer must determine if the applicant meets the following criteria:

- (1) Citizen of the United States.
- (2) 17 years of age by 1 September of the year starting college and less than 23 on 30 June of that year.
- (3) Anticipates high school graduation by 1 August of the same year of entrance into the NROTC Four-Year Scholarship Program.
- (4) Has significant involvement in school, community, or extracurricular activities (e.g. athletics, school officer, club involvement, work experience, etc.).
- (5) In the top 20 percent of their high school class.
- (6) No moral obligations or personal convictions preventing conscientious bearing of arms and supporting and defending the Constitution.
- (7) No conviction for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), Minor in Possession (MIP), or any felony.
- (8) Physically fit. Meets the Navy's height/weight standards.

(9) Highly motivated for Naval service.

d. Illegal Drug Use. Any history of illegal drug use eliminates a candidate from ISR Scholarship consideration.

Note: For a normal NROTC Scholarship, experimental drug use is not necessarily a disqualifying factor. The NROTC suitability determination occurs after all required information is considered during the NROTC National Board process.

e. Height/Weight. Candidates must meet height and weight standards in accordance with OPNAVINST 6110.1 in order to be considered NROTC Program eligible. Recruiters are required to personally verify all information. If an applicant is otherwise ISR Scholarship qualified but does not meet height/weight standards a waiver of the height/weight requirements may be requested using enclosure (7). Height/weight waivers may only be submitted if an applicant is within body fat standards and regularly participates in physical and athletic activities.

f. Verification Application Submission Requirement. All initial criteria in the formal ISR Scholarship application must be verified within 30 days of submission. There is no waiver for this time period. Once 30 days has expired, the ISR Scholarship guarantee is cancelled. Applicants will be notified of the status of their application by NAVCRUITCOM. If the candidate's application is received after the 30 days it will be forwarded to NSTC for normal board consideration. When necessary, enclosure (8) shall be used to solicit the cooperation of school officials.

g. Obligation. Any NROTC Scholarship acceptance, including ISR Scholarship, is not binding on the individual until the start of the candidate's sophomore year. This is noted on the contract and shall be emphasized to the candidate.

h. Degree Choice. Candidate must state on the ISR contract they intend to pursue a technical degree.

i. Guarantee. Inform ISR Scholarship candidates that they must satisfy all the conditions required in order to maintain their guaranteed NROTC scholarship. This includes the DoDMERB physical.

j. School Choice. Applicants must fill out five school choices including one state choice. Emphasize to ISR Scholarship candidates that school choice is in no way guaranteed and they must compete for school entrance on their own. Inform all ISR Scholarship applicants that applying earlier in the program year gives them an important advantage with regard to school choice. Unit placement after selection is conducted on a first come, first served basis. Consequently, units at schools that enjoy high popularity close out early. A late program year ISR Scholarship candidate has less chance of receiving their desired unit placement.

k. Waiver of 20 Percent Class Ranking. If a candidate is otherwise qualified for an ISR Scholarship, but is in a school that does not provide class ranking, a waiver of the ranking requirement may be requested using enclosure (9) format. If class ranking is unavailable, a percentile ranking should be used.

l. Commanding Officer's Signature. The NAVCRUITDIST CO is the last person to sign the ISR Scholarship contract. The Commanding Officer must be absolutely certain that the candidate is desired for an ISR Scholarship, the NROTC Program, and a possible commission in the U. S. Navy.

(1) Parent Signature. A parent signature is required at the time of the Commanding Officer's signature, regardless of applicant's age.

(2) Incomplete Applications. Once an application process has begun it becomes the mutual responsibility of both the recruiter and applicant to ensure ultimate board submission. Carefully document all recruiter efforts to obtain the required documents or missing entries. When a candidate's application is withheld from board consideration there should be no doubt that every effort was made to correct any deficiencies as they are documented.

m. Form. NAVCRUIT 1100/32 (NROTC Immediate Scholarship Reservation (ISR) Four-Year Scholarship Contract, is available at <http://www.cnrc.navy.mil/Publications/Forms/1100.32.pdf>.

n. Association of Naval Services Officers (ANSO) and National Naval Officer Association (NNOA). The ANSO and the NNOA are organizations that have assisted NAVCRUITCOM in

diversity recruiting efforts. Each organization may sponsor ISR Scholarships in support of NROTC recruiting.

(1) ISR Application Process. ANSO and NNOA officials who identify a student meeting the ISR Scholarship eligibility requirements must contact NAVCRUITCOM at (901)874-9313 to confirm that ISR Scholarship billets are available before recommending a prospective ISR candidate. Once confirmation of a quota is verified, the ANSO or NNOA certifying official, in conjunction with the applicant, completes Part A of NAVCRUIT 1100/32. The ANSO or NNOA official then contacts the applicable NAVCRUITDIST who completes sections in the form assigned to "NAVCRUITDIST Commanding Officer" and makes the final decision for an applicant's ISR eligibility. Once the form is complete, "ANSO" or "NNOA" shall be written at the top and bottom of the NAVCRUIT 1100/32 first page and the form shall be facsimile transmitted to NAVCRUITCOM at (901)874-7624. NAVCRUITCOM will expedite processing of appropriately labeled and completed ANSO and NNOA sponsored ISR kits. NSTC will also convene a special board if necessary.

(2) Once an ISR contract has been signed by an ANSO/NNOA sponsored applicant, the remainder of the application process will be completed by the applicable NAVCRUITDIST and the NAVCRUITDIST will receive NROTC credit within the competition system. NAVCRUITCOM (N3123) will coordinate between ANSO/NNOA and the local NAVCRUITDIST to ensure all other application requirements are met.

18. Medical Examinations

a. DoD Medical Evaluation Review Board (DoDMERB) Physicals

(1) DoDMERB physicals are required for all NROTC Scholarship awardees. Naval Service Training Command (NSTC) will notify DoDMERB of all applicants requiring physicals. Physical examinations for the scholarship awardees are scheduled and evaluated by DoDMERB located in Colorado Springs, Colorado. NROTC Coordinators and processors are not responsible for establishing the medical qualifications of applicants. DoDMERB will notify each NROTC Scholarship awardee of the medical examination results.

(2) The physical examination for both NROTC and the Naval Academy is identical with exception of the final review. NSTC provides DoDMERB the selection status of applicants twice

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per week. If a NROTC Scholarship selectee completes a physical with DoDMERB for the USNA or any other service academy DoDMERB will review the applicant's physical exam to determine medical qualification for NROTC. If medically qualified for NROTC the applicant's physical status will be updated via the NROTC website within two weeks.

b. Medical Status. Individuals who are medically disqualified from attending the Naval Academy should continue their NROTC application as the waiver authority is different. A waiver from one program does not guarantee a waiver from another. Medical examination results are not considered in the NROTC selection board process.

19. Forms. All NAVCRUIT forms contained in this instruction are available at

<http://www.cnrc.navy.mil/Publications/directives.htm>

or https://www.nrotc.navy.mil/nrotc_main.CFM

/s/

R. R. BRAUN

Deputy

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>

Sample "A" Letter

CNRC/3123/A
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

Thank you for your interest in the 2009 Navy ROTC College Scholarship Program.

In addition to completing your online application, if you have not already done so, you must release your SAT or ACT test scores to the NROTC Scholarship Program (Code 0656) through the testing agency. Score release can be accomplished on your test registration form or via an additional report request form that can be obtained from your recruiter. The test date must be between December 2006 and December 2008. The minimum scores required for further consideration are as follows:

SAT - 530 Critical Reading and 520 Math

or

ACT - 22 English and 21 Math

or

if you do not have the minimum qualifying scores you must be in the top 10% of your class

Your high school can also deliver a copy of your score report provided by the testing agency to your recruiter. The extra expenditure of "rush release" is considered unnecessary. If you have any questions, please contact your recruiter at: (504) 915-1553 or 1-800-USA-NAVY.

Thank you for your interest and good luck in the competition.

Sincerely,

Sample "B" Letter

CNRC / 3123 / B
88888888
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

This is to notify you that we have received official test scores or class standing documentation qualifying you for further consideration in the 2009 Navy ROTC College Scholarship Program.

If you have not already done so, please visit the following web site to complete your electronic application:

<https://www.nrotc.navy.mil/>

Once you have completed the electronic application, your local Navy recruiter will assist you in providing additional forms and documents. To find the name of your local Navy Recruiter you may contact your local Navy Recruiting District at (504) 915-1553 or 1-800-USA-NAVY.

Since many candidates are selected early, I urge you to complete the application process as soon as you can. Early submission can be very important since unit/school assignment is conducted on a first-come, first-served basis. Consequently, if you do not act soon, your first or even second school choice may be closed even before your application is considered. Every effort is made to match candidates to units at their school of choice, but school choice cannot be guaranteed.

Thank you for your interest and good luck in the competition.

Sincerely,

Enclosure (2)

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Sample "C" Letter

CNRC/3123/C

888888888

(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

Your application for the 2009 Navy ROTC College Scholarship Program is complete and has been sent to the Naval Service Training Command in Pensacola, Florida for consideration. The selection board will carefully review your application and compare your qualifications to those of the other applicants presented to the board. To check on the status of your application, visit the following website:

<https://www.nrotc.navy.mil/>

If you have any questions concerning your application, please contact a NROTC Program Representative at the following number: 1-800-NAV-ROTC.

Sincerely,

Enclosure (3)

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Sample "N" Letter

CNRC/3123/N

8888888

(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

Thank you for your interest in the 2009 Navy ROTC College Scholarship Program. Our records indicate receipt of your application questionnaire and college board test scores. Unfortunately, the college board scores you released were not high enough to qualify you for the 2009 program. The minimum requirements for further consideration are listed below:

SAT - 530 Critical Reading and 520 Math

or

ACT - 22 English and 21 Math

Or

a letter from your school indicating that you are in the top 10% of your class

You can be reconsidered for the program if you achieve qualifying scores and release them through the testing agency, or provide a copy of your test scores to your recruiter, early enough to ensure timely processing of a complete board application, or provide documentation to your Recruiter that you are in the top 10% of your class. If you have any questions about your application status, please contact your recruiter at: (504) 915-1553 or 1-800-USA-Navy.

If you are not eligible for the 2009 Navy ROTC College Scholarship Program, you might still be eligible for the NROTC College Program. The Navy offers a non-subsidized program for college students who want to serve their country in leadership roles. Applicants are selected from students already attending or accepted by colleges or universities with NROTC units. To find out more about the NROTC College Program, call: 1-800-NAV-ROTC.

Sincerely,

Enclosure (4)

Sample "R" Letter

CNRC/3123/R
888888888
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

Thank you for your interest in the 2009 Navy ROTC College Scholarship Program. Unfortunately, according to your applicant questionnaire, you are not eligible for the program due to not meeting the age and/or citizenship requirements of the program. Applicants must be U.S. citizens and at least 17 years old by September 1 of the year starting college and less than 23 years old by June 30 of that year. Applicants with prior military service may be eligible provided they do not reach their 30th birthday by 30 June of the year graduation and commissioning are anticipated.

The information listed below is that which appears in your scholarship application record:

Birth date: 01/01/1978
U.S. Citizenship: Yes
Military Status: Discharged
Active Duty Base Date: 05/02
Discharge Date: 02/06

If any of this information is incorrect, please contact your recruiter at the following number to correct your record: (504) 915-1553 or 1-800-USA-NAVY.

Act soon because your completed application must reach us early enough to ensure timely processing of a complete board application if you wish to be considered for the 2007 Navy Scholarship Program.

Sincerely

Enclosure (5)

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Sample Local Notification Letter

CNRC/3123

888888888

(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear NROTC Scholarship Program Applicant:

Congratulations! The standardized test scores, or class standing documentation, you released to the (year) Four-Year NROTC Scholarship Program have qualified you as a Board Eligible applicant in the competition.

You indicated a desire to complete your formal application in (City). We have scheduled you for an Interview at (Time) on (Date) at NAVCRUITDIST. The address is listed above. If this date and time are not convenient, please advise us as soon as possible to reschedule. Failure to do so may result in your being withdrawn from further consideration in the scholarship competition. You may call us collect at the telephone number listed above.

All expenses incurred for this necessary interview, including travel, hotel and living expenses, must be borne by you. You should plan on the interview lasting approximately three hours.

If you have not provided contact information for the evaluators who can comment on your academic performance and leadership potential, please do so now by logging onto the NROTC Scholarship Application Status page at http://www.nrotc.navy.mil/status_scholarship.cfm. This will enable us to provide your recommenders with the necessary information to submit their evaluations online. You may also print hardcopy version of the evaluations from the status page if your recommenders prefer to complete a paper evaluation form.

You will be scheduled separately for a physical by the Department of Defense Medical Examination Review Board (DoDMERB) in Colorado. If you have recently been scheduled by DoDMERB and administered an examination for another officer program, you may not need to be reexamined.

Thank you for your interest in the NROTC Scholarship Program and for seeking the adventure of a Navy career.

Sincerely,

Enclosure (6)

Sample Height and Weight Requirement Waiver Memo

(Date)

From: Commanding Officer, Navy Recruiting District (Name of District)

To: Commander, Navy Recruiting Command (N32)

Subj: WAIVER OF HEIGHT AND WEIGHT STANDARD REQUIREMENT FOR
ISR APPLICANT (Name & SSN)

Ref: (a) OPNAVIINST 6110.1

1. Per reference (a), applicant is below the Navy's maximum allowable body fat percentage limit.

2. Justification: Comment on applicant's overall physical fitness, participation in physical activities and ability to pass Physical Readiness Test requirements.

3. Request NAVCRUITCOM decision provided by fax at telephone number (Fax Number) attention: (Point of Contact).

(Signature)
(Printed Name)
By direction

Copy to:
NAVCRUITCOM

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Sample Expedite Request Letter

Sample request for school counselors to expedite release of transcripts and teacher's evaluations in regards to ISR scholarship recipients.

(Date)

Dear (Use the School Counselor's Name)

This letter is written on behalf of (insert individual's name) in regards to (his/her) recent selection for a NROTC Scholarship.

The program that (he/she) was selected for is referred to as an Immediate Scholarship Reservation scholarship and is based on verbal information provided by the student at the time of the offer. The offer is contingent upon receipt of a completed formal application package, verifying the student's eligibility, within thirty days of the date of the offer.

As you can see, time is of the essence. Any assistance you can provide in expediting the required official transcripts and teacher evaluations would be greatly appreciated.

Sincerely,

It is recommended that any specifics about program criteria be provided.

ISR Waiver Memo Format

Today's Date

From: Commanding Officer, Navy Recruiting District (Name of District)

To: Commander, Navy Recruiting Command (N3123)

Subj: WAIVER OF 20% CLASS RANKING FOR ISR APPLICANT (Insert Name)

Ref: (a) COMNAVCRUITCOMINST 1130.8

Encl: (1) Proposed ISR contract ICO subject applicant
(2) Name of School Information (Number of pages)

1. Per reference (a), enclosures (1) and (2) are forwarded. Request that waiver of 20% class ranking requirement for the NROTC Immediate Scholarship Reservation (ISR) program is granted to the subject applicant.

2. Justification: Narration for justification of waiver.

3. Request NAVCRUITCOM decision provided by fax at telephone number (Fax Number) attention: (Point of Contact).

J. E. DOE
By direction