



DEPARTMENT OF THE NAVY

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

NSTCINST 1533.8A

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24 Sep 12

NSTC INSTRUCTION 1533.8A

From: Commander, Naval Service Training Command

Subj: MINORITY SERVING INSTITUTION SCHOLARSHIP RESERVATIONS

Ref: (a) NSTCNOTE 1533 of 20 Apr 12

(b) NSTCMAN 1533.2

1. Purpose. To provide procedural guidance for granting Naval Reserve Officers Training Corps (NROTC) Minority Serving Institution Scholarship Reservations (MSISR) at NROTC-affiliated Historically Black Colleges and Universities (HBCU), Minority Institutions (MI), and institutions with High Hispanic Enrollment (HHE).

2. Cancellation. NSTCINST 1533.8.

3. Background

a. Each academic year, NROTC Professors of Naval Science (PNS) may nominate individuals for an MSISR scholarship who are interested in attending an HBCU, MI, or HHE institution.

b. The MSISR process is an additive effort to the Continuous National Selection Board (CNSB), Immediate Scholarship Reservation, Officer Development (OD) Controlled Scholarship, Tweeddale Scholarship, Leadership Scholarship, and Alternate Scholarship Reservation processes, which allow Naval Service Training Command (NSTC) to recruit and educate a year-group of officers that best reflect the projected future needs of our Navy.

c. NSTC understands that a student's Grade Point Average (GPA) and performance on standardized tests are important, however they are not always the best predictors of a student's potential to become a successful Naval Officer. NSTC seeks individuals who have demonstrated leadership, integrity, and character, using the following factors:

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(1) Leadership and participation in a variety of school, extracurricular, community, or similar activities, particularly those with a charitable or public service purpose;

(2) Receipt of civic or similar awards;

(3) A history of overcoming personal adversity or the presence of other compelling factors, indicating that the student has a desire to succeed and the ability to overcome barriers; and

(4) Being regarded as a role model by the teachers and peers at their high school.

d. Not all of the above factors need to be present. The intent is to provide additional opportunities to all who, for any of the above or similar reasons, demonstrate potential for future success as a Naval Officer.

4. Eligibility. Applicants must apply for Navy Option only. Active duty personnel, past College Program midshipmen expelled from the NROTC program for disciplinary or academic reasons, and individuals enrolling as Marine Corps Option are not eligible for an MSISR. Non-selects from any NSTC previously convened scholarship selection board are also ineligible without specific approval from NSTC OD. Applicants may be of any gender, race, or ethnic background and must meet all of the following requirements:

a. Be a citizen or national of the United States;

b. Be a high school senior or a college student;

c. Demonstrate high academic performance and a strong background in math and science from high school or in a college environment. If in college, applicants must have completed at least one but not more than four academic terms, totaling one year or less, of college course work with a cumulative GPA of 2.75 and a grade of "C" or better in all courses attempted. The college transcript must validate completion of one academic term of college level math or science and the potential for successful completion of all NROTC academic requirements;

d. Take either the Scholastic Aptitude Test (SAT) or American College Test (ACT). The minimum required scores are 500 Math and 500 Critical Reasoning on the SAT, or 21 Math and 20 English on the ACT. The NSTC Candidate Guidance Office (CGO)

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will use test results to assist applicants with college or academic program selection. Applicants must take the ACT or SAT in time to permit use of the test results in the college admission process;

e. Agree to enroll in the Navy option of the NROTC Program;

f. Complete the NROTC National Scholarship web application before the deadline; and

g. High school students must meet at least one of the following three criteria:

(1) Successfully complete all of the following coursework (1 unit = one academic year of study):

(a) 4 units of English.

(b) 3 units of Mathematics. Acceptable courses include Algebra I, Algebra II, Calculus, Geometry, Trigonometry, or other mathematics courses that require successful completion of Algebra I as a prerequisite.

(c) 3 units of Natural Sciences: Acceptable courses include Anatomy, Astronomy, Biochemistry, Biology, Biotechnology, Botany, Chemistry, Earth Science, Environmental Science, Health, Marine Science, Oceanography, Physical Science, Physics, Physiology, or Zoology.

(d) 2 units of Social Sciences. Acceptable courses include Anthropology, Civics, Economics, Geography, Government, History, Human Geography, Psychology, or Sociology;

(2) Maintain a GPA 3.0 or higher (weighted 4.0 scale);
or

(3) Rank in the top 40% of graduating class.

5. Requirements

a. Annually, NSTC will publish reference (a) or versions applicable at the time to provide NSTC OD the number of MSISR nominations available.

b. The PNS will conditionally qualify the applicant and notify the applicant that he or she is nominated for an MSISR. The PNS must personally interview applicants (in person or via

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the telephone) and ensure compliance with standards regarding leadership potential and military/physical fitness.

c. Applicants must complete the Drug Statement Form [OPNAV 5350/1](#) for NROTC Applicants contained in ref (b). Appropriate CNSB review is required for any applicants who answer "yes" to statement 1 or 2 concerning previous drug arrests or use. A PNS must specifically discuss/document any drug arrests or usage in the PNS comments section.

d. Applicants must apply to one of the NROTC affiliated MSISR colleges and universities, if not currently enrolled.

e. The applicant's faculty advisors must verify degree plans and the applicant must demonstrate the ability to complete all Naval Science requirements and graduate on time with their assigned class year-group. Applicants currently enrolled in college must obtain non-binding concurrence from their college faculty advisor(s) stating that the applicant has the potential to complete the desired academic program successfully. They must also submit degree plans for review by the PNS which include the NROTC program Naval Science course requirements.

f. The PNS must submit MSISR nominations before the end of the month prior to the start of the academic year to allow the CNSB sufficient time to validate the nominations prior to the beginning of the school year.

g. The PNS will submit the following required data in the nomination letter to the board and attach academic transcript(s) containing high school and college grades to NSTC OD2 via encrypted email: thomas.glazer@navy.mil or fax at (850) 452-2486:

(1) Unit identification at Minority Serving Institution (MSI) (3-digit code - first digit is zero).

(2) Last name, first name, and middle initial.

(3) Last 4 of social security number.

(4) Race.

(5) Ethnic code.

(6) Gender.

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- (7) Date of Birth (mm/dd/yy).
- (8) Complete mailing address and phone number.
- (9) SAT and/or ACT scores.
- (10) Class standing in high school.
- (11) Cumulative high school GPA and grade scale.
- (12) Cumulative college GPA and grade scale.
- (13) Number of college credit hours completed.
- (14) High school and/or college level math courses taken with grades received.
- (15) High school and/or college level science courses taken with grades received.
- (16) Estimated date of commissioning.
- (17) Prospective major/discipline of study.
- (18) Date of PNS interview.
- (19) PNS statement (must address applicant's military and academic potential).
- (20) Leadership or extracurricular activities.
- (21) Statement of Understanding.
- (22) Debarment Statement.
- (23) Drug Statement.

6. Selection Board Procedures

a. NSTC OD2 will consolidate the applications submitted by the units and present them to the next CNSB to validate that applicants meet all criteria and have no disqualifying factors.

b. A minimum of four CNSB members, at least two of which must be from a unit affiliated with an MSI, will review the packages against the established criteria.

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c. If the applicant is qualified, the board members will recommend to the board president that the applicant receive a scholarship.

d. Should the PNS submit additional applications after the last CNSB has adjourned, a board made up of CNSB members who have served during the current fiscal year will reconvene to review and validate the PNS MSISR nominations. This board may conduct its review via electronic mail.

e. Final approval authority of board results will be as determined by the current CNSB Precept and Guidance.

7. Post-Selection Action

a. Following final approval of the board results, NSTC OD2 will send a formal letter announcing an applicant's selection for an MSISR to the applicant. The letter will state that the award of the scholarship is contingent upon meeting all requirements, including full medical qualification. The sponsor PNS will know of the approval of MSISR selections via the Officer Program Management Information System (OPMIS) 61 report. The PNS will not award the scholarship until after receiving OD authorization.

b. Upon final approval of board results, NSTC OD2 staff will enter each selectee's personal data into the OPMIS student files.

c. The Department of Defense Medical Examination Review Board (DoDMERB) must find selectees physically and medically qualified for the NROTC program before the MSISR is awarded. NROTC NSTC OD2 will enter all selectees into the DoDMERB system via the Selection/Placement portion of OPMIS. The selectee must complete the DoDMERB physical examination on the earliest possible date. The purpose of the physical examination is to determine whether a medical or physical condition exists that may disqualify the selectee from service as a Naval Officer upon graduation from college. Upon completion of the physical and medical determination, DoDMERB will notify the selectee and NSTC OD of the selectee's status.

d. For selectees who require authorization for travel letters (i.e., high school student's receiving four-year scholarships), the PNS will notify the NROTC Placement Office when the selectee is physically qualified or receives a medical

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waiver. If the selectee is already enrolled at the unit, the unit will not issue a letter.

e. The PNS will appoint the selectees as midshipmen and ensure subsistence payments commence on the date that DoDMERB documents that the selectee is physically qualified or waived. Scholarships pay the cost of tuition and mandatory fees; \$375 per semester for books; and the monthly stipend for each academic month (amount based on academic year).

f. MSISR selectees must register for all classes at their assigned HBCU, MI, or HHE. Selectees must obtain prior written approval from NSTC OD Student Operations to take any classes (except for Naval Science courses) elsewhere. NSTC OD will consider all such requests on a case-by-case basis.

g. NSTC CGO shall be available to assist MSISR selectees in obtaining admission to an MSI university/college with an NROTC unit.

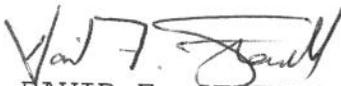
h. NSTC OD shall update Commander, NSTC monthly of MSISR packages submitted and MSISR scholarships granted.

8. Points of Contact

a. For additional information or clarification regarding this instruction, contact NSTC Business Management Office at (847) 688-7600, ext 203.

b. For additional information or clarification regarding the NROTC scholarship programs, contact NSTC OD2 at (850) 452-9437.

9. Forms. To obtain NROTC-related NSTC Forms, visit the NSTC home page at <http://www1.netc.navy.mil/nstc/notices.asp> or contact the NSTC Flag Administrative Office at (847) 688-4510 or nstc_admin@navy.mil.



DAVID F. STEINDL

Distribution: (NSTCINST 5216.1B)

List 1 and 3

Navy Recruiting Command