DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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GREAT LAKES, ILLINOIS 60088-2845

CNSTCINST 1533.2
OD
02 Jul 07

COMNAVSERTRACOM INSTRUCTION 1533.2

Subj: REGULATIONS FOR OFFICER DEVELOPMENT (ROD) FOR THE NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

Ref: (a) DoD Instruction 1215.08
(b) OPNAVINST 5450.336
(c) Title 10, United States Code, Chapter 103 (Section 2102, et seq.)
(d) Title 37, United States Code, Chapter 3 (Section 209)

Encl: (1) Regulations for Officer Development (ROD) for the NROTC Officer Accession Programs

1. Purpose. To prescribe regulations for the administration and management of the Officer Development (OD) programs per the authority contained in references (a) through (d).

2. Discussion

a. An act of Congress dated 4 March 1925 originally created the "Contract NROTC Program". A later act, dated 13 August 1946, created the "Regular NROTC Program", also known as the "Holloway Plan". A subsequent act, dated 13 October 1964 and modified in reference (c), replaced these earlier acts without substantive change but changed the name of the program to the "Senior Reserve Officers Training Corps Program." The regulations contained in this instruction implement references (c) and (d).

b. OD Programs are conducted at civilian universities and colleges and are made up of five types of students:

(1) NROTC Scholarship Program Midshipmen. These students who, after enlistment in the Naval Reserve, are appointed as Midshipmen, U.S. Naval Reserve, pursuant to reference (d).

(2) NROTC College Program students who have no military status until the third year of the program. At this time selected students enroll in the advanced course. Immediately

prior to the start of the advanced course, College Program students are enlisted in the Naval Reserve.

(3) Seaman to Admiral-21 Officer Candidates are active duty enlisted personnel who were competitively selected to participate in an educational degree program which leads to a commission in the United States Navy.

(4) Marine Enlisted Commissioning and Education Program Officer Candidates are active duty enlisted personnel who were competitively selected to participate in a baccalaureate degree program which leads to a commission in the United States Marine Corps.

(5) Merchant Marine Reserve, United States Naval Reserve students are appointed Midshipmen, U.S. Naval Reserve pursuant to OPNAVINST 1534.1B.

c. Appointment in any status other than those indicated above is not authorized.

d. The provisions of subparagraphs 3a through 3c above are meant to be explanatory only. They do not create any rights, entitlement, or benefit not granted by Federal statute.

2. Action

a. Enclosure (1) implements in detail the laws enacted by references (c) and (d) and various other statutes. Commanding Officers and Officers In Charge are directed to comply with this order and are authorized to further implement references (c) and (d) through local instructions that do not conflict with the spirit or intent of this directive. These regulations are binding on all personnel assigned to NROTC units and Departments of Naval Science.

b. Suggestions to improve program administrative policy and procedures are encouraged and shall be submitted in point paper format and addressed to NSTC, Officer Development (ODA), 250 Dallas Street, STE-A, Pensacola, FL 32508-5268.

c. The inventory of forms identified throughout enclosure (1), are the only forms authorized for daily unit operations. These forms can be ordered through NSTC, Officer Development Department (OD8) or downloaded via the NDMAN website at www.ndman.navy.mil.

A. O. LOTRING
Rear Admiral, U. S. Navy

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Chapter I

GENERAL PRINCIPLES AND ORGANIZATION

100. Authorization. The Naval Reserve Officers Training Corps (NROTC) was originally established under authority of the Contract NROTC Program Act of 4 March 1925 (Sec. 22) and the Regular NROTC Program Act of 13 August 1946, as amended and reenacted. These acts have been replaced by the Senior Reserve Officers Training Program Act of 13 October 1964 (10 U.S.C. 2101 et seq.).

101. Supervision

a. In conformity with the provisions of existing law, the NROTC Program is operated through appropriate directives issued by the Department of the Navy (DoN) and the Department of Defense (DoD). DoD Directive 1215.8 outlines policy for the Senior Reserve Officers Training Corps Programs and provides guidance for the administration and operations of the NROTC Program.

b. Commander, Naval Service Training Command (NSTC) prescribes courses for theoretical and practical professional naval education for NROTC units; provides NROTC units with the necessary transportation, equipment, and uniforms; and authorizes such expenditures from proper appropriations as necessary for the efficient maintenance of the NROTC Program.

c. NSTC is the administrative agent for the NROTC Program, Seaman to Admiral-21 Program (STA-21), Merchant Marine Reserve (MMR), United States Naval Reserve Midshipman Program at the United States Merchant Marine Academy (USMMA), Marine Enlisted Commissioning Education Program (MECEP), Meritorious Commissioning Program (Marine) (MCP) and exercises military command of all NROTC units and Departments of Naval Science (DNS). NSTC Officer Development (OD) is the Program Manager and the point of contact for OD Programs, Policies, and Procedures.

102. Terms. The following standard terminology is used throughout this document:

(a) All abbreviated references to academies and/or naval activities will be in accordance with the Standard Naval Distribution List (SNDL), Catalog of Naval Shore Activities.

(b) References in this manual to the Commanding Officer (CO) and Professor of Naval Science (PNS) are considered synonymous, unless otherwise noted.

(c) References to Department of Naval Science (DNS) may refer to either the academic department of the college/university headed by the PNS or the activity headed by the OIC at a maritime academy. The meaning is determined by context of the topic.

(d) The term “student” is used to refer generically to any student in the NROTC Program, MECEP, STA-21 Program, or MMR, USNR Midshipman Program without regard to gender, unless specifically noted.

103. Program Mission, Goals, Honor Code, and Core Values

a. Mission. To develop future officers mentally, morally, and physically and to imbue them with the highest ideals of duty and loyalty, and with the core values of Honor, Courage, and Commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

b. Goals. The primary objectives are to provide students with:

(1) An understanding of the fundamental concepts and principles of Naval Science.

(2) A basic understanding of associated professional knowledge.

(3) An appreciation of the requirements for national security.

(4) A strong sense of personal integrity, honor, and individual responsibility.

(5) An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the naval service.

(6) A high state of physical readiness.

c. The Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Honor must be instilled upon future officers during accession training and carried into fleet service. A future officer does not lie, cheat, or steal.

d. Core Values. Throughout its history, the Naval service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. Core values are honor, courage, and commitment. A Naval officer must exhibit these values in the everyday practice of his or her profession.

(1) Honor. This is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty, at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one’s self at all times, 24/7, to the highest personal standards in responsibility and accountability.

(2) Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult. Make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences. Meet all challenges while adhering to a higher standard of personal conduct and decency. Be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way. Have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

(3) Commitment. Care for the safety, professional, personal, and spiritual well-being of the people entrusted to us is the responsibility of every officer. Show respect toward all people without regard to race, religion or gender. Treat each individual with human dignity. Be committed to positive change and constant improvement. Exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. Work together as a team to improve the quality of our work, our people, and ourselves.

104. Intent of the NROTC Program. The intent of the NROTC Program is to act as an officer accession program for the Navy

and Marine Corps and to provide and maintain naval officer strength by:

a. Qualifying students for appointment as Ensigns in the Navy or Second Lieutenants in the Marine Corps.

b. Increasing dissemination of information concerning the Navy and Marine Corps, their purposes, ideals and achievements, thereby gaining and holding increased public interest in the maintenance of adequate naval preparedness.

105. Organization of the NROTC Program. The NROTC Program is composed of naval units established at civilian institutions of higher education in the United States. These units are officially designated as "NROTC Unit, (name of institution)," or in the case of consortia and Maritime Academies, by a term descriptive of the associated institutions.

106. Department of Naval Science (DNS). Instruction given at state and federal maritime academies per the programs prescribed will be conducted and supervised by the Officer in Charge, DNS.

107. Establishment and Continuation of Units

a. Upon approval by SECNAV, an NROTC unit may be established for the purpose of preparing selected students for commissioned service at any accredited civilian educational institution authorized to grant baccalaureate degrees.

b. The establishment, continuation, and disestablishment of a unit shall be per Title 10, Section 2101, et seq., United States Code, and appropriate DoD and DoN directives.

c. A civilian institution of higher education desiring to establish an NROTC unit must apply to DoN. Decisions concerning establishment are the prerogative of SECNAV. OD5 coordinates the application process. The required application/contract is provided in Example 1-1.

d. The effectiveness and efficiency of each unit will be reviewed annually to assess its viability in terms of established criteria. Units assessed as substandard will be placed in an evaluation status or disestablished per directives issued by DoD and DoN.

108. Withdrawal of Authority for Establishment of a Unit. An institution desiring its NROTC unit be withdrawn will report in

writing, giving reasons in full, to OD at least three months prior to the date upon which withdrawal is to be effective. A unit will not be maintained at an institution when the institution, after thorough consideration, desires its withdrawal. Ordinarily a unit will be withdrawn at the end of an academic year. SECNAV may, upon the recommendation of OD, via NSTC, and upon at least three months written notice to the institution, withdraw the unit from an institution. Whenever the authorities of an institution request the withdrawal of a unit, or when in the opinion of the PNS, a unit should be withdrawn, the PNS shall write to OD providing details of the situation. In all cases final authority of withdrawal rests with SECNAV.

109. Cross-Enrollment

a. Quality students from nearby institutions may cross-enroll in the NROTC Program when the Navy, host institution, and the non-host institution create or have in effect written agreements that permit such enrollments.

b. To establish new cross-enrollment agreements, a written request for each agreement must be made to OD. This request should include a cover letter and a copy of an agreement proposal (Example 1-2). The proposed agreement must, among other things, address the acceptance of the Naval Science courses as college-level study, transfer of credit for these courses and enrollment procedures. Conditions for canceling the agreement, and other matters deemed appropriate should be made part of the agreement. The parties to the agreement are the NROTC unit, the host institution, and cross-town (non-host) college or university. OD will make the final decision regarding establishment of cross-town agreements. Units must hold OD's written approval before signing, or allowing university officials to sign, the agreement.

c. Separate written agreements are required for each non-host institution. Agreements with community or junior colleges should not be negotiated unless the host institution will confirm admission of students upon successful completion of a college transfer program at the non-host institution. Each NROTC unit shall maintain a file of its agreements in effect.

d. Each NROTC unit shall ensure that one copy of each applicable agreement is on file at OD. When new agreements are negotiated, current agreements are dissolved, or when changes in

contractual terms are implemented, OD must concur and approve such changes.

e. Successful negotiation of a cross-enrollment agreement does not imply approval for establishment of a future NROTC unit. Paragraph 107 addresses the procedures for applying for an NROTC unit.

110. Limitation of NROTC Program Size. Program strength plans are developed based upon projected officer accession requirements established by the Chief of Naval Operations. These plans are subject to statutory limits, funding constraints, and approved strength levels.

111. Land Grant Institutions. The obligations of land grant institutions to provide military instruction, imposed by the Act of 2 July 1862 (7 U.S.C. 304), are not altered by the enacting law authorizing the NROTC, nor by this instruction. The military training requirements, prescribed by the above act, are considered to be fulfilled by students who have successfully completed two years of Naval Science courses and drills.

112. Facilities, Equipment, and Services Provided by the NROTC Unit. The NROTC unit and host institution responsibilities, including facilities, equipment, and services provided by the institution, shall be per the terms of the Agreement to Establish and Maintain an NROTC Unit.

113. NJROTC and MCJROTC Program Assistance

a. General. As part of the NROTC Program, units will serve as a "Big Brother" to one or more of the Naval Junior ROTC (NJROTC) and Marine Corps Junior ROTC (MCJROTC) units in the area. OD5 will coordinate the assignment process. OD5 will also incorporate the practical sponsorship requirements into the NROTC Program, and will serve as the point of contact on all matters relating to the emphasis of the "Big Brother" program.

b. Authorization

(1) NROTC units are authorized and encouraged to use their staff and students to support and sponsor NJROTC/MCJROTC activities such as:

(a) Host/conduct on-campus drill and field meets. Conduct on-campus air rifle matches and serve as range safety officers.

(b) Provide escorts to NJROTC cadets visiting the college campus for orientation, and allow cadets to attend NROTC classes with the students.

(2) Visits to NJROTC Units

(a) Conduct visits to NJROTC units to acquaint students with the NROTC Scholarship Program.

(b) Disseminate information to the NJROTC cadets concerning the NROTC Program purposes, ideals, and achievements.

(c) Provide guest speakers to the NJROTC Naval Science classes.

(d) Assist the NJROTC unit's Naval Science Instructor (NSI) with cadet inspection and other ceremonial events.

(e) Provide assistance with all areas of the NJROTC armed and unarmed drill teams' training and performance.

(f) Provide assistance with NJROTC sailing activities.

(g) Provide mentoring of NJROTC cadets.

(3) Administrative Assistance to NJROTC Units

(a) Provide naval training aids and/or equipment as requested and as available.

(b) Provide logistics advice and assistance as needed.

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Chapter II

UNIT OPERATIONS AND ADMINISTRATION

200. General Policies and Administrative Procedures

a. Program Supervision. Supervision, control, and direction of the Officer Development Programs will be administered by SECNAV and NETC through NSTC.

b. Academic Relationships. Institution officials have the same academic relationship with the DNS that they ordinarily have with other departments of the institution.

c. Documents/Forms

(1) In accordance with the current Privacy Act, any document pertaining to a student forwarded to OD or other offices must include the student's name, last four digits of their Social Security number (SSN), and the unit to which the student is attached.

(2) When forwarding documents smaller than the normal letter size (8 1/2 x 11), such as birth certificates and transcripts, attach the document to a standard size sheet of paper.

(3) When using multi-copy forms and continuation sheets, ensure that copies of the continuation sheet are attached to each copy of the form.

(4) When punching holes in documents, ensure that no information is altered or removed.

201. Correspondence

a. Format. The guiding directive for Navy standards of writing quality, correspondence format, and paperwork management is the DON Correspondence Manual. 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.

b. File Codes. Files must be set up in accordance with the Standard Subject Identification Code (SSIC).

c. Disposal. Disposal guidelines are contained in the Navy and Marine Corps Records Disposition Manual. As general guidance, files are kept for two years plus the current year. Some correspondence may have specific retention requirements. Refer to the specific directives for determining retention and disposition. For example, upon commissioning of the student, the NROTC Student File and the Performance File shall be broken down and distributed in accordance with Paragraph 653. Documents important to the newly commissioned officers will be given to them.

d. Correspondence File Retention. Units should familiarize themselves with host institution requirements for correspondence file retention. Host institution guidance does not supersede DoD/DoN guidance but may be complied with if it does not conflict with Federal Law or service regulations.

202. Communications. It is the responsibility of the PNS and OIC to see 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.

203. Unit Safety. It is the policy of NSTC, per CNSTCINST 5100.1, 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 sagest training that produces confident, capable officer. 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 sage work practices 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.

204. Death or Injury of Active Duty Personnel

a. Active Duty and Staff. Death or injury to active duty service members and civilian staff (staff, STA-21, MECEP, etc) will be reported per current directives.

b. Midshipman. A midshipman who is injured or dies while performing authorized travel to, from or while attending cruise is treated as an active duty member of the Navy concerning reporting and casualty assistance procedures (MILPERSMAN 1770-010 and 1770-030). Include OD4 in the distribution for all such death and injury reports.

c. Midshipman Not on Active Duty. Any incidents involving a midshipman not in an active duty status and not considered to be of media interest should be addressed per Paragraph (621 and/or 204).

205. Mishap and Incident Reporting Procedures

a. Procedures. OPNAVINST 3100.6H promulgates the procedures for worldwide reporting of events and special incidents that may attract national and/or high Naval interest. The instruction also specifies that OPREP-3 reports will 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). This instruction applies to active duty members only; however in certain unique circumstances, units may be directed by OD to complete special incident report on a Midshipman.

b. NROTC Reports. Among the many reports promulgated by OPNAVINST 3100.6H, only the OPREP-3 Pinnacle Report and the OPREP-3 Navy Blue Report are potentially applicable to NROTC units. These two reports require that in almost all cases the initial report will be a voice report which must be made within 5 minutes of knowledge of an incident, and that there must be at least one message report for each incident within 20 minutes of knowledge of an incident in order to notify other recipients and to serve as a record copy of the incident. Any such incident should be reported to OD immediately and, if possible, prior to release of the message report. (Example 2-1)

c. On-Duty Mishaps. OPNAVINST 5100.23G, OPNAVINST 5102.1D, and CNETINST 5100.2H promulgate the procedures for reporting "on-duty" mishaps that result in the death of Navy military or

civilian personnel, hospitalization of three or more personnel, or any mishap that causes damage to government property in the amount of $1 million or more. In each case, a telephone report must be made within 8 hours of occurrence to OD and Commander, Naval Safety Center (COMNAVSAFECEN).

d. Sexual Assault/Harassment. Reporting procedures in the case of sexual assault are provided for in OPNAVINST 3100.6H. Reporting procedures for EO/Sexual Harassment complaints are provided for in NAVADMIN 176/99.

206. Officer Program Management Information System (OPMIS). OPMIS supports the NROTC Program by providing a computer link between OD; each NROTC unit; the Defense Finance and Accounting Service (DFAS); BUPERS; Commander, Naval Recruiting Command (CNRC); and Department of Defense Medical Examining Review Board (DoDMERB). The PNS shall ensure that applicable portions of the OPMIS Users Manual are complied with in order to efficiently transmit information.

207. Inspections

a. Command Self-Inspections

(1) In accordance with NSTCINST 5040.1, NROTC Command Inspection Program (CNET 5040.4E), NROTC units and Departments of Naval Science at Maritime Academies will conduct triennial command self-inspections to assess material condition; management effectiveness; use of resources in support of mission objectives; and compliance with public law, contracts, directives, and instructions. NSTC forms 5040/7, 8 and 9 are used to document Performance file, Student file and Health/Dental record reviews.

(2) Command self-inspections will be executed in a systematic, thorough and well-documented manner using a compilation of the following data sources:

(a) OPMIS information. (as applicable)

(b) Midshipman Performance File, Student File and Medical/Dental Record reviews.

(c) Reports received.

(d) Internal Command Evaluation reviews.

(e) Disenrollment packages.

(f) Assist Visit reports.

(g) Onsite inspections.

(3) This inspection process will allow a continuing review of the NROTC Program and gives units an opportunity to assess overall command success in achieving mission.

b. OD Assist Visits. Visits by senior members of the OD staff will be conducted triennially to provide additional command oversight and ensure compliance with NSTC regulations regarding headquarters control of command operations. Additional unscheduled visits may be conducted for any specific or general aspect of command operations. These visits are intended to augment the self-inspections described in paragraph 207a.

c. Manager’s Internal Control Program (MICP). CNSTCNOTE 5200 provides policy and guidance for management control activities and reporting procedures. CNSTCINST 5040.1, Naval Reserve Officers Training Corps (NROTC) Command Inspection Program, stipulates that since the triennial command self-inspection will review all aspects of the NROTC Program, a separate management control review by the unit is not required. ODM1 will use NROTC unit self-inspection reports to submit an annual consolidated management control trend analysis report to the NSTC Command Evaluation Officer.

d. Command Evaluation (CE) Program. CNETINST 5000.4B, Command Evaluation Program and Local Audit Function within the NAVEDTRACOM provides policy and guidance for command evaluation activities. The CE Program is designed as an in-house auditing system to review and evaluate command operations and functions. The unit CO should designate a point of contact that will become familiar with the program and the CE review process. The point of contact will either conduct reviews or coordinate reviews for the CO and forward the results of the review to the CO. The point of contact is also responsible for developing an annual CE plan and maintaining the CE file. All units must provide ODM1 with names of individuals performing the CE function as changes occur.

208. Viability. Congress requires each military secretary to evaluate ROTC units annually. Certain information is required annually for the viability calculation. The current report required is The University Enrollment, Grade Point Average, and

Scholastic Assessment Test Report. The report pertains to university statistics for the fall or spring semester of previous school year (prefer fall semester, if available). University enrollment data reflects full time undergraduate enrollments for the past-fall term. GPA data reflects the average GPA of all students' graduation from the university during the past school year. Consortium units should report this information for each participating institution. Cross-enrollment data should be obtained where possible. Units whose universities will not release that information should notify OD5 via email. This report shall be forwarded to OD5 no later than November of each year.

209. Standards of Conduct (Legal). DOD 5500.7-R Joint Ethics Regulation (JER) pertains as do all other Navy regulations. The Standards of Conduct apply to all Department of the Navy officers, enlisted personnel and civilian employees. If any question about the legality of an action exists consult NSTC legal at (847) 688-2480, DSN: 792.

210. Standards of Conduct (Integrity & Efficiency). The guiding directives are SECNAVINST 5430.92B and SECNAVINST 5370.5B. COs and OICs shall ensure that each individual in their command is aware they are fully accountable for their own actions. They shall assign clear lines of authority and responsibility, provide adequate resources and supervision for subordinates to meet prescribed responsibilities, and initiate appropriate corrective action when individuals fail to meet their responsibilities.

211. Appeals. Students subject to control or assigned to duties under an NROTC Unit or DNS have the right to appeal decisions in the following areas and in accordance with Appendix K: Performance Review Board Results, Leave of Absence, Involuntary Disenrollment, Active Enlisted Service and to Request Mast. Appeals will be reviewed at the first level of command authority per Appendix K; if not favorably adjudicated, it will be forwarded to the next higher level of command until final adjudication. **NOTE: An appeal is not automatic; it must be requested by the student in writing within seven days of the aforementioned actions.**

212. Head of the Department of Naval Science

a. The Head of the DNS at an institution where an NROTC unit is established is the officer ordered by BUPERS or MCRC as CO of the NROTC unit with additional duty as PNS. PNSs should

have a broad knowledge of the education field, both secondary and higher education. They must also be technically qualified in the subject area of naval science, be capable of teaching at the college level, and have the ability to administer an academic program at a college or university. A previous command tour is desirable; a graduate degree is considered essential.

b. A PNS is given the academic rank of “Professor” and its associated standing as specified in public law and DoD Instruction 1215.8. The PNS will have the academic standing that the institution accords the heads of its other major departments.

c. The PNS or OIC will be a member of the university or college faculty with the appropriate rights and privileges of a faculty member except those pertaining to tenure and financial benefits.

d. The PNS or OIC is responsible for carrying out policies relative to the administration and management of their NROTC unit and the Department of Naval Science at the associated institution. The PNS or OIC is responsible for ensuring that the proper institutional authorities are advised as to the provisions of law and regulations in all matters affecting the operations of the unit maintained at the institution.

e. The PNS is the CO of all naval service personnel ordered to the institution for duty. The OIC at each maritime academy has authority over all naval service personnel at their unit.

f. At those NROTC units where students are taking graduate courses under the general supervision of the U.S. Naval Postgraduate School, the PNS, as their CO, shall conduct administrative affairs in connection with their military supervision and conduct. The Superintendent of the Postgraduate School will exercise, through the PNS, supervision over educational matters pertaining to such students.

g. PNSs and OICs are authorized to approve their own requests for leave. They must keep OD informed of leave plans and identify the officer acting in their stead during their absence. Unit staffs should be encouraged to take leave insofar as is practical at times when students are on breaks or on vacations.

213. Duties of the PNS and DNS. The PNS/OIC reports directly to Commander NSTC for all matters relating to the command and

control of a naval activity and for the professional development of NROTC midshipmen. The PNS/OIC reports to the regional commander for the purposes of antiterrorism and force protection (AT/FP) and other regional functions. In their capacity as Head of the DNS, the PNS/OIC reports to the college or university officials responsible for academic and institutional matters relating to the instruction of Naval Science on campus. Specifically, the PNS/OIC shall:

a. Administer and manage the unit and DNS. Maintain records and files as appropriate for the staff and students assigned, resources allocated, and other matters relating to the command of a naval activity and the supervision of an academic department at an institution of higher education. Plan for resource and facility requirements and execute program resource allocations to meet the objectives and goals of the service and the host institution.

b. Supervise and evaluate the instruction of the Naval Science curriculum. Plan and implement improvements and changes in courses to meet the requirements of the Navy, Marine Corps, and the host institution. Encourage professional growth of the Naval Science faculty, and establish high standards of teaching effectiveness and student achievement. Teach Naval Science courses and lecture on Naval Science subjects, as appropriate.

c. Evaluate the performance of the Naval Science faculty. Evaluation of Naval Science instructor performance should be accomplished at least once every six weeks. In all cases, the goal of the evaluation is to improve instructor delivery and enhance student understanding of subject material.

d. Work with officials of the host institution on NROTC and other matters affecting military education and Naval Science. Serve on committees and boards and participate in planning activities as a faculty member.

e. Supervise the ethical, professional and military development of students, ensuring that all qualifications are met for newly commissioned officers in the Navy, Marine Corps, and the USN Merchant Marine Reserve. Maintain high standards of performance for staff and students. Conduct periodic inspections of attached personnel (staff and students). Supervise the planning of academic study programs for students to ensure compatibility with the needs of the naval service and the students.

f. Ensure that students are given mentors and role models through NROTC staff assignments.

g. Maintain liaison with campus and community organizations, military related groups, veteran organizations, active and reserve military commands, and other groups or organizations having an interest in the naval service. Seek assistance from and work with those groups and organizations encouraging their cooperation to improve OD programs and the national defense posture.

h. Recruit students as appropriate to meet program goals and objectives, serve on selection boards, serve as a member of the recruiting district Navy Scholarship Information Team (NAVSIT) assisting local military recruiters, and participate in recruiting students for the host institution as feasible. Seek ways to improve recruiting.

i. Support military area coordinator functions and any other duties requested by seniors in the military coordination chain of command and the host institution, as approved by OD.

j. Support local NJROTC and MCJROTC units with activities such as mentoring, field meets, guest lectures, etc. Specific NJROTC and MCJROTC responsibilities are listed in Paragraph 113.

k. Have primary responsibility for the safety and health of military and civilian staff members (and students when in a military duty status). Coordinate with institution safety and health personnel to ensure that classrooms and training devices are also in compliance with institution safety policies and procedures.

l. Ensure Operational Risk Management (ORM) is used routinely to evaluate all aspects of the Naval Science Program per OPNAVINST 3500.39B and MCO 3500.27B.

214. Duties of a Naval Science Instructor. The individual Naval Science instructor is linked directly to the successful fulfillment of the intent and objectives of the NROTC/MMR academic and professional development program. As such, the instructor provides the initial training for future Naval and Marine Corps Officers and civilian mariners in employment of the U.S. Flag Merchant Fleet and to future Naval Reserve Officers. This highly visible position demands that the instructor model the characteristics and values they are attempting to instill and foster in their students. Academic and professional

training responsibilities are defined in Section 402b. General duties include:

(a) Provide counsel and advice to students.

(b) Maintain appropriate confidentiality about personal information on students (Privacy Act requirement).

(c) Perform academic and institutional responsibilities to highest standards as an active member of the academic community.

(d) Act as a positive role model and professional representative of the Naval Service.

(e) Document all proceedings of Performance Review Boards (PRB) and submit correspondence in a timely fashion.

(f) Prepare students for commissioning through professional development activities outside the classroom.

(g) Pursue and achieve continuous intellectual and professional growth through formal education and training avenues.

(h) Perform a wide variety of collateral duties.

215. Duties of Other Officers and Enlisted Personnel

a. Executive Officer (XO). The XO of the NROTC unit will be assigned responsibilities and duties to include, but not be limited to:

(1) Perform duties as an instructor.

(2) Responsible for the timely preparation of all administrative actions required by current OD program regulations, directives, notices, and other forms of official correspondence.

(3) Assign all members of the NROTC staff as mentors for students.

(4) Be designated as the NROTC unit OPMIS manager. As such, the XO is responsible for the accuracy and timeliness of all data entered into OPMIS.

(5) Perform other duties as assigned by the CO.

b. Officers/Enlisted Personnel. Staff officers and enlisted personnel ordered to the NROTC unit for duty shall perform such duties as assigned by the CO. Duty Under Instruction Students (DUINS) shall only be assigned additional duties which do not conflict or have the potential to conflict with their academic studies.

c. ROTC Staff as Faculty. So that maximum coordination may be achieved between the naval science and other academic departments, it is desired that the officers assigned to the staff of the PNS be made members of the university or college faculty in appropriate ranks and be accorded the rights and privileges, excluding tenure, of faculty members. As such, it is desired that the PNS encourage the institutional authorities, when appropriate, to use these officers on special faculty committees in the same manner as other faculty members. It is further desired that all NROTC staff members accept invitations that may be extended them to join special college faculties within the university and join faculty clubs or societies and faculty student organizations.

d. Assumption of Responsibility for the University. Personnel assigned to the DNS shall not assume or be required to assume any duties for the institution which involve assumption of responsibility for the safety of students, staff, institution property, or federal property on loan to the institution or in violation of the JER.

216. Active Duty Detailing

a. 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 personnel, MCRC coordinates annual boards with M&RA to select and assign all Marines. Nominations for CO, XO, and OIC will be coordinated between OD, BUPERS, and MCRC. These nominees, once approved by OD, will be forwarded for presentation to the appropriate authorities for institutional acceptance.

b. NROTC Unit Manning. 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 and recommendations from OD. OD determines unit manning

based on CNO and CMC assigned resources. Requests for changes to allowances should be addressed to OD5 for evaluation and recommendation.

c. Change of Orders. An institution normally will be notified by BUPERS or M&RA, via OD, before any change of personnel is made. Staff personnel slated for NROTC duty must be acceptable to the institution and pass a high-risk screening in accordance with OPNAVINST 1500.75A and OPNAVINST 3500.39, prior to final execution of orders.

d. Navy Sponsor Program. The PNS shall assign sponsors for reporting active duty members. The guiding directive for the Sponsor program is OPNAVINST 1740.3B.

e. 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 ODS. These should be updated as required throughout the tour.

f. NROTC Instructor Tour Survey. Prior to detachment from the unit, each instructor (both USN and USMC) shall submit a completed NROTC Instructor Graduate Education and Retention Survey (CNET 1533/71) (Example 2-4) to OD5.

217. Residence and Uniform for NROTC Staff. Officers and enlisted personnel performing duty with NROTC units shall, when practicable, reside near the institution in which they are assigned. In the performance of their duties they shall wear the seasonal service uniform prescribed by the PNS, who shall be guided by the directives of local Navy regional commanders. The PNS should be aware of MCRC directives regarding USMC uniform guidance.

218. Fitness Reports

a. General. BUPERSINST 1610.10A and MCO P1610.7F establish procedures and reporting periods for all personnel.

b. Commanding Officers (COs). To facilitate preparation of a meaningful report, all COs will forward a draft to reach OD at least 60 days prior to the end of the regular reporting period or planned detachment date. The draft should include the following items:

(1) Navy PNS

(a) One copy of the Work Sheet (NAVPERS 1610/2) (Example 2-3) with blocks 1 through 29 completed. For those officers who have reported since the last annual reporting date, ensure that block 29 includes dates of travel, proceed time, and leave taken in transit. Period of the report will commence from the date of the last report submitted and any other NSTC requirements.

(b) All inputs must include PRT results, height, weight and body fat information.

(c) List major commands or screenings for major command.

(d) The Reporting Senior for a Navy PNS is CNSTC.

(2) Marine Corps PNS

(a) The Reporting Senior (RS) for a Marine PNS is CNSTC. The Reviewing Officer (RO) is CNETC.

(b) Submit a draft NAVMC 10835A via email MOL to ODM per USMC Fitness Report, MCO P1610.7F (Example 2-2). Also forward, via email, a summary of performance in bullet format, and copies of commendatory letters. Commendatory, derogatory or administrative material will not be forwarded to CMC as attachments to the fitness reports. These must be sent to CMC (MMSB-20) under a separate cover letter for inclusion in the Marine's OMPF.

(c) The senior Marine officer, ODM, will review the report and route through the reporting chain. Once signed by the RO, ODM will forward the completed report to CMC (MMSB-32).

c. Staff and Active Duty Students

(1) The provisions of BUPERSINST 1610.10A and MCO P1610.7F apply as appropriate for staff and active duty students.

(2) Reporting Chain. Requirements for the reporting chain are determined by the respective branch of service.

(a) The USMC Reporting Chain is shown on the following page.

(b) The RS for AMOIs and MECEPs will be the MOI, and the RO can be the XO (if USMC) or can be the PNS. (see USMC Reporting Chain)

(c) The RS for the MOIs can be the XO with the PNS as RO or the PNS can be the RS with ODM as the RO.

(d) The RS for Marine XOs will be the PNS, and the RO will be ODM.

(e) Adverse USMC reports. ODM will conduct Third Officer sightings on Marine Enlisted adverse FITREPs. Marine officer adverse FITREPs will be forwarded (via ODM) to MCRC for Third Officer sighting.

(3) For USMC reports, the RS should submit the complete report, with 3 signed copies of page 5, to ODM. Include a summary of performance in bullet format, and copies of commendatory letters. Commendatory, derogatory or administrative material will not be forwarded to CMC as attachments to the fitness reports. These must be sent to CMC (MMSB-20) under a separate cover letter for inclusion in the Marine's OMPF.

(4) Reporting dates are listed in the BUPERINST 1610.10A or MCO P1610.7F for all personnel; however, for DUINS only, a report may be delayed up to 3 months to the end of an academic period, provided it is submitted in time for any selection board for which the member may be eligible. This is an exception to the general rule against delay of periodic reports.

(5) STA-21(N) only. Copies of evaluations containing adverse comments or on which a student elects to make a statement shall be forwarded to OD1. Statements concerning aptitude, potential for service as an officer, military bearing, and evaluation of potential for completing the program should be included as remarks.

USMC Reporting Chain

MRO	RS	RO	Third
MECEP	MOI	PNS XO (USMC)	N/A
AMOI	MOI	PNS XO (USMC)	N/A
MOI	XO(USMC) XO(USN) PNS	PNS PNS(USMC) ODM	N/A
XO	PNS	ODM	N/A
PNS	CNSTC	CNETC	ODM

219. Civilian Personnel Procedures

a. The point of contact for all civilian matters is OD5.

b. Civilian Government personnel, including temporary hire, are hired locally as authorized by OD5. Units must receive approval from OD for hire and dismissal actions or changes to grade, series or Position Descriptions prior to discussions with the employee or personnel offices.

(1) Local Human Resources Office procedures and instructions shall be followed for hiring and position descriptions. OD guidance will be provided regarding performance appraisal processes, awards, and time and attendance reports. Unit compliance with civilian personnel directives regarding position descriptions and periodic evaluations will be checked during command self-inspections and assist team visits.

(2) Host Institution civilian employees may be assigned and are administered in accordance with applicable local personnel office directives.

c. Upon reporting, all DoD civilian personnel must receive a copy of their Position Description (PD) with a cover sheet and a corresponding Performance Plan-Non Supervisory.

(1) The performance reporting period for unit DoD civilian employees is 1 April (or appropriate employment date if after 1 April) through 31 March.

(2) Supervisors must ensure that all Position Descriptions are current.

(3) The Performance Plan elements must be established and signed by the supervisor and civilian within the first 30 days of the reporting period.

(4) A mid-year evaluation is required. Supervisor and employee signatures are required on the form.

(5) End-year evaluations shall be prepared in accordance with the annual letter of direction from OD. All evaluations and award recommendations must be submitted to OD before discussions with the employee.

(6) Supervisors must ensure that the end-year form is submitted to the servicing Human Resources Office (HRO).

(7) Units cannot approve civilian awards. Award recommendations shall be submitted to OD for board consideration.

d. Information on the Fair Labor Standard Act, Equal Employment Opportunity Program, Complaints and Appeals Procedures, Administrative Grievance Procedures, Incentive Awards Program (IAP), Workman's Compensation, Drug-Free Workplace Program, and Civilian Employee Assistance Program (CEAP) should be available to civilian employees.

e. It is critical that the supervisors of civilian employees liaison with the servicing HRO. Information on Merit Promotions, Health Insurance, etc., should be received at the unit on a continuing basis. If there are problems with servicing HROs, notify OD5 immediately.

f. Time and Attendance Keeping

(1) The Civilian Time and Attendance Handbook and NETPMSAINST 7400.1A provides guidelines for time and attendance and time card preparation. These guidelines do not specifically address civilian personnel at the NROTC units; however, certain guidelines are uniform for all civilian personnel employees and should be followed.

(2) Civilian employees must log in and out on a time and attendance sheet or automated time keeping system. A designated person will be responsible for certifying time sheets,

preferably the civilian's immediate supervisor. The forms are kept on file at the unit.

(3) Time card preparation will be accomplished in most cases by the immediate supervisor. A designated person will be authorized to sign them. The name of the person so designated will be provided to the FIPC Payroll Officer. For authorization to certify time cards, a plain 3x5 index card may be used. The card should include the typed name of the certifying official and a sample signature.

(4) Federal Holidays. Federal Personnel Manual (FPM) 610.2 lists the specific holidays for federal employees: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. These days are established as paid holidays for federal employees by public law. If a federal employee is required to work one of these days the work is to be considered and documented as overtime, and the employee will receive premium pay. Federal employees cannot receive compensatory time for work performed on an established holiday, and employees cannot be given a substituted day off for federal holidays. It must be remembered that federal holidays are established by public law and there can be no deviations.

(5) Civilian labor during periods of university closure. NROTC units cannot arbitrarily grant a federal employee administrative leave during host institution holidays (e.g., spring break, Christmas holiday, semester break, etc.). FPM 610 outlines occasions during which administrative leave can be granted to a federal employee. Administrative leave is authorized only when the employee is prevented from working by an event beyond his or management's control. Examples listed in FPM 610 include extreme weather, extended power failure, and machine breakdowns. The situation covered in FPM 610 of granting administrative leave when the building or office in which the employee works is physically closed is widely misinterpreted. When a unit limits operations during a school break, it does not mean that the building is physically closed if other members of the unit staff such as duty officers and telephone watches, etc., have access to the building. The building must be physically closed and the employee denied access to the work place in order to grant administrative leave. Some examples of physical closure of a building would be if the host school shuts off the heat or electricity during Christmas Break, or declares the building closed and forbids entry. If

this occurs, employees may be required to take annual leave. If the unit has not stopped all operations, and the employee does not want to take annual leave, they must be allowed to work. Caution should be used regarding employee safety.

g. The Federal Personnel Guide (Employment, Pay and Benefits) published yearly is an extremely helpful book for civilian employees. This book may be ordered from Key Communications Group Inc., P.O. 42578, Washington, D.C. 20015-0578.

h. The Drug-Free Workplace Program (DFWP) is outlined in OPNAVINST 5355.4.

i. Administration of DoD Civilian Personnel

(1) Units shall maintain a Civilian Personnel Servicing Agreement between the unit and the servicing HRO on file at the unit.

(2) The PNS shall provide policy on the Civilian Employee Assistance Program (CEAP).

(3) Units shall have information available to provide civilian employees with names of counselors at the servicing HRO.

(4) Units shall make contact with the servicing HRO to establish an approved delegation agreement.

(5) Units shall ensure they receive and maintain HRO Instructions/Notices, Merit Staffing Announcements, and any other pertinent correspondence.

(6) Because of the remoteness of some units and funding constraints, required training may not be possible. Contact OD5 for guidance. Employees should be provided training in the following areas:

(a) New Employee Orientation.

(b) Security.

(c) Health and Safety.

(d) Sexual Harassment.

(e) Drug-Free Workplace Program.

(7) Supervisors of civilian employees shall have the following training:

(a) Supervisory Training.

(b) Annual EEO Training.

(c) Civilian Employee Assistance Training.

(d) Drug-Free Workplace Program.

(8) Ensure that the Beneficial Suggestion and Incentive Awards Programs are publicized.

220. Staff and Unit Awards

a. General. Good management practices prescribe public recognition for the achievement of standards of excellence. Consistent with this rationale, the NROTC Program has historically provided opportunities for formal recognition of excellent performance on the part of NROTC staff personnel. This recognition is the responsibility of the PNS.

b. Presentation. Awards and statements of recognition should, when possible, be presented during formal, public ceremonies with appropriate media coverage. Awards and recognition shall be given consistent with rigorous standards. They should never be presented solely on the basis of availability or for the sake of giving them. When a PNS determines that it is inappropriate to give an award or recognition, such award or recognition should not be given.

c. Military Staff. The PNS may recommend to OD military members of their staff for commendations in accordance with provisions of CNSTCINST 1650.2.

d. Civilians. The PNS may recommend civilian members or organizations of the university and local community who have worked closely with the Navy and the NROTC for appropriate commendations/citations in accordance with the provisions of SECNAVINST 5061.12C.

e. PNS Commendations/Citations. The PNS may commend/cite deserving staff members, members of the university, and members of the civilian community. Such recognition shall be noted in

reports of fitness/performance evaluations of military staff members so commended.

221. Acceptance by NROTC Staff Members of Payments or Other Benefits Offered by an Institution

a. An NROTC staff member may accept only the following payments or other benefits from an institution:

(1) In accordance with reasonable compensation or other benefits specifically for services that are rendered the institution other than during the duty hours of the military staff members of the NROTC unit (such as conducting courses of instruction in other departments, acting as a coach for an athletic team, etc.), provided that services are not part of the member's regularly assigned military duties, do not interfere with the full and effective performance of official military duties, do not bring discredit upon the government, and do not interfere with the customary or regular employment of local civilians in their art, trade, or profession. Established by the PNS, duty hours for individual staff members of an NROTC unit may not vary from the duty hours of the unit simply to permit them to qualify for compensation for services rendered to an institution during the duty hours of the NROTC unit. Such activity should be subject to the concurrence of the PNS and should be conducive to closer liaison with the institution. Further, such activity must not constitute a violation of conflict of interest statutes or other penal, prohibitory, or restrictive provision of either Federal or local law. A staff member should not be required to sign a contract with the institution to serve in the hierarchy of the Corps of Cadets, e.g., Battalion Advisor, Tactical Officer, etc. If the staff member elects to serve in this capacity, such service must comply with paragraph 209 of this instruction and with DoD guidance specific to ROTC programs at Senior Military Colleges. In no case will the teaching of an academic course or provision of other service be considered sufficient reason for modification of orders.

(2) If housing is accepted by a member from an institution at other than a reasonable rental (for example, without charge), the housing will be considered as furnished on behalf of the U.S. Government and the member will not be entitled to a basic allowance for housing (BAH).

(3) Reimbursement by the institution for expenses incurred by the member for services that are performed at the

request of the institution and, although clearly beyond the scope of regularly assigned military duties, that might have been expected to perform by virtue of the position, such as hosting a social function for visiting dignitaries or conducting an off-campus workshop for faculty or students. Itemized bills for these expenses must be presented to the institution. Whenever practicable, however, arrangements should be made for the institution to be billed for these expenses so that they may be paid directly by the institution. Under no circumstances may a commuted or fixed allowance be accepted from the institution for the purpose of meeting these expenses.

(4) Enrollment in courses by the member or any member of their immediate family; tickets to school or school sponsored activities; parking privileges; books and other supplies and materials from the institution's bookstore; and library privileges, all either without charge or at a reduced rate if offered on the same basis to civilian members of the staff or faculty of the institution.

(5) The pursuit of additional education by NROTC staff members is encouraged. Each PNS may take a course of instruction conducted by an educational institution upon approval of OD; however, in view of the scope of their responsibilities at the unit and with the university, enrollment in a formal program leading to a masters or doctorate degree is, in most cases, not reasonable. The PNS must receive approval in writing from OD before enrolling. A PNS may authorize officers and enlisted personnel under their command to take courses of instruction at institutions. These courses shall not interfere with the individual’s proper discharge of their naval duties, which will at all times be considered paramount. Authorization shall not be granted where the taking of any course will potentially place an officer or enlisted person in an untenable position in carrying out their duties.

b. Enrollment in courses of study at the institution shall be subject to the regulations of the institution and with the consent of the authorities of the institution.

222. Command Managed Equal Opportunity (CMEO) for Military and Equal Employment Opportunity (EEO) Program

a. The PNS will establish a program in accordance with current instructions.

b. The guiding directives for CMEO are: OPNAVINST 5354.1E, OPNAVINST 5370.2B, CNET letter 1533 OTE1MA of 14 May 98 and NAVEDTRA 7425-D.

c. The following directives govern the Equal Employment Opportunity (EEO) Program: CNETINST 12713.2, CNETINST 12713.9A, FPM 1614, and EEO-MD-714.

223. 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, P.G. students, Stashed Ensigns, and TEMDU personnel). 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 MIDN may be included in the program as appropriate.

224. Physical Readiness. The Physical Readiness Program is governed by OPNAVINST 6110.1H for Navy personnel and MCO P6100.12 for Marine Corps personnel. Every member should strive to achieve and maintain the highest standard of physical readiness to ensure the operational effectiveness of the Navy. To that end, the PNS shall establish a safe and effective Fitness Enhancement Program.

225. Alcohol and Drug Abuse Prevention and Control. The PNS is responsible for understanding the guidance in OPNAVINST 5350.4C, aggressively supporting NADAP policies, and taking corrective measures in all cases where active duty personnel or students are involved in drug and alcohol abuse.

226. Urinalysis Testing. All personnel assigned to or administered by an NROTC unit are subject to urinalysis testing as prescribed by OPNAVINST 5350.4C. Active duty members include staff, MECEP, STA-21, and DUINS. Active duty members in each UIC must be subject to testing monthly at a rate prescribed by OPNAVINST 5350.4C. All midshipmen will be tested at least twice per academic year, including once between 1 August and 31 December and once between 1 January and 1 June. Command attention is directed to the importance of ensuring proper procedures and maintenance of meticulous records in administering the urinalysis testing program.

227. Suicide Prevention. The PNS will establish a Suicide Prevention Program in accordance with CNETINST 1720.2 Ch 1. The PNS is required to designate an officer to conduct quarterly

meetings, file reports as required and establish standard operating procedures for handling suicide situations.

228. Voting Assistance. The PNS shall establish a program encouraging voter participation per NAVPERS P15562.

229. Protection of Naval Property

a. Custodian. The PNS will be the custodian of all Navy property. Issuing and accounting for this property will be per standard Navy practice as provided by the Naval Supply (NAVSUP) Manual, the Navy Comptroller Manual, and Chapter 9 of this instruction.

b. Care and Safekeeping of Equipment. The PNS is responsible for the care and safekeeping of all equipment that has been issued to them and for seeing that proper precautions are taken to prevent the equipment from being improperly used or from falling into the hands of irresponsible persons. Technical and electronic equipment shall receive adequate preventive maintenance. Assistance shall be requested for material deficiencies that cannot be corrected locally. Equipment in excess of allowances shall be promptly disposed of per current directives.

c. Responsibility of the Institution. The institution is expected to take the same precautions and safeguards for the protection of Navy property as it does for the protection of its own property. The PNS will report to the proper authorities of the institution, in writing, any facts, circumstances, or conditions that they believe to be prejudicial to the proper protection of Navy property against loss through theft, natural disasters, or other causes. In the event that proper attention is not paid to such communication, a report will be made to OD8.

d. Assist Visits. Inspection and Assist teams visiting NROTC units will, within the purview of their inspection, include the precautions taken by institutions and their employees to protect government property from loss or damage. The inspector will submit a report to NSTC, via OD, stating whether or not every reasonable precaution is being observed. If an unfavorable report is submitted, the deficiencies will be stated in detail and a copy will be furnished to the head of the institution concerned. Surveying officers will be given the access to all previous reports on government property protection.

e. Fire Insurance. An institution is not required to carry fire insurance on Navy property.

f. Vehicles. Unit allowances are under the cognizance of OD8. Refer to paragraph 910.

(1) Preventive maintenance schedules on unit vehicles will be maintained.

(2) MIDN are not permitted to drive unit or government vehicles, to include rental cars under government orders.

(3) A U.S. Government driver’s license is not required in most states; however, any valid state driver’s license is required.

(4) All personnel will wear seat belts when riding in vehicles owned or leased by the government.

230. Physical, Personnel, and Information Security Programs

a. Physical Security. CNETINST 5040.4E details the minimum requirements for Physical Security and Loss Prevention. The PNS shall establish 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.

b. Personnel/Information Security. The guiding directive for Personnel/Information Security is SECNAVINST 5510.30A. 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 CNETINST 5040.4E, provide training for newly assigned personnel and provide annual training for all employees.

(1) Classified Material. Normally no requirement exists for the unit to maintain classified material. Upon receipt of classified material, the designated Security Manager must log material in and destroy it by burning or shredding. 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.

(2) ADP Security. The guiding directives for ADP Security are SECNAVINST 5239.3A, OPNAVINST 5239.1B and CNETINST 5239.1B.

(3) Security Clearance. Officers shall 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.

(4) Privacy Act Information. Privacy Act limits an agency’s collection and sharing of personal data and requires that all Executive Branch Agencies follow certain procedures when: collecting personal information, creating databases containing personal identifiers, maintaining databases containing personal identifiers, and disseminating information containing personal data. The PNS shall ensure the unit is complying with the guiding directive SECNAVINST 5511.5E for safe guarding Privacy Act Information and ensure all newly assigned personnel receive the required training.

231. Public Affairs

a. 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 OD5 as an info recipient. Close

cooperation with the campus operation will mean better contacts with the public simply by virtue of continuity alone. 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 U.S. Navy Public Affairs Regulations (SECNAVINST 5720.44B), Direction (Special Issue), and others.

b. Public Relations. The NROTC unit's public affairs program revolves around three core areas to include Internal Relations, Community Relations and Public Information (Media Relations). Using this priority, there are "target audiences" within these core areas that should be identified and addressed.

(1) Internal Relations

(a) 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:

1. 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.

2. As an educational tool, to impress on future Navy and Marine Corps officers the value of good communication and how it is achieved.

3. 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.

(b) Four target audiences exist for the NROTC unit Internal Navy Relations program; the battalion, the parents 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:

1. 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.

2. Newspapers. A unit newspaper is best suited to reach three of the target audiences (students, unit staff, and parents) 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.

a. 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.

b. Unit Newspaper. The unit newspaper need not be large, but comprehensive in that it consistently represents the students, their parents, 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.

c. Funding. A unit newspaper can be funded by unit OM&N funds or advertising. 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.

d. Appropriated/non-Appropriated Funding. The Department of the Navy Regulations and Printing Regulations require that no Navy publication or printed matter, prepared or produced with either appropriated or non-appropriated funds or identified with any activity of the Department of the Navy, shall contain any advertisement inserted by or for any private individual, firm, or corporation; or contain material which implies in any manner that the Department of the Navy endorses or favors any specific commercial product, commodity, or service. Units desiring to advertise in local publications shall do so in conjunction with local NRD advertising staff.

3. Unit Yearbook. The yearbook is a valuable capsule of the year's events and is usually very popular among students. Funding for this type of publication must be done through advertising or some other means since use of official funds for this purpose is not authorized.

4. Familygrams/Unit Website or E-mail. Usually associated with ships or other deployed units, the Familygram or Familygram-type e-mail can be extremely useful in bolstering morale for the folks back home. Similar effects can be obtained via Unit website. Potential topics are limitless as a student's parents can be informed of everything from military medical system and how it will affect their son or daughter, to the unit’s schedule for drill periods and the reason behind it. Answering the most often asked questions via one of these methods will lessen correspondence and telephone calls. These notices can be produced with existing office equipment with little expense of funds, and should be published and signed by the PNS. Data available to the general public must be in accordance with Privacy Act regulations. Websites are an excellent way to communicate however, the PNS must ensure all unit websites comply with the regulations outlined in the SECNAVINST 5720.47B.

5. The Unit Brochure. Each NROTC unit is required to publish a unit brochure for public affairs, recruiting, and student orientation. The brochure should include these areas:

a. An overview of the NROTC mission.

b. A description of the host university or college and how the unit fits in as an academic department.

c. A description of the unit staff and battalion organization and size.

d. A capsule summary of NROTC program, especially if cross-town enrollments are available.

e. A description of special activities, such as field trips, NROTC drill, rifle, or pistol teams, social events, community activities, and athletic events.

f. The details of where to find the unit on campus and how to contact it by phone, mail, or email.

g. Photographs are attractive in such a brochure, but are not required. An offset printing at a commercial printer is considered most suitable for such a brochure.

6. Audio-Visual Media

a. Navy/Marine Corps News This Week. Each NROTC unit should encourage students to view this program each week. It is an excellent vehicle for keeping students up to date on fleet events, policies and programs. Navy/Marine Corps News This Week is available online from the Navy Broadcasting Service, Washington, D.C. at http://www.news.navy.mil.

b. Unit Presentation. Every NROTC unit and maritime academy should have a Unit Presentation. The presentation is a good method of describing the NROTC Program to new students and their parents and should double as an effective recruiting tool.

c. Bulletin Board. Every NROTC unit and maritime academy should devote one highly accessible bulletin board for material, which will not be reproduced in the unit newspaper. Such material should include:

(1) Navy Editor Service Clipsheet

(2) Material from Navy Birthday Kits/Captain's Call

(3) Armed Forces Press Service Clipsheet (from OASD (PA))

d. Fleet Hometown News Program (FHTNP). The value of an active Fleet Hometown News Program cannot be overemphasized. A NROTC unit or maritime academy can more effectively generate positive publicity via FHTNP than any other vehicle. Information on how to organize and execute a viable FHTN program is available in the FHTNP "How to" Guide. (NAVEDTRA 14130 – Journalist 3 & 2 Chapter 17)

e. Captain's Call. By virtue of classroom time and drill periods, much time is available at an NROTC unit for face-to-face communication. Regularly scheduled "Captain's Calls" are most beneficial to deal directly with the students and the staff on the broad range of Navy and Marine Corps issues.

f. Internal Relations Outside the Unit. The remaining segment of the internal relations responsibility relates to the rest of the Navy and Marine Corps. These two target audiences should be informed of significant events, plans, programs, and accomplishments of OD programs.

(2) Community Relations

(a) General. Strong campus and community support is the most expeditious means of developing public awareness of the Navy and Marine Corps on a local level. It is also the simplest means of enhancing the Department of the Navy's recruiting efforts.

(b) Any community relations program organized and executed by an NROTC PAO should include the following components:

1. Community Liaison. Liaison with community organizations, particularly those affiliated with the military: Navy League, Naval Reserve Association, American Legion, the Marine Corps Associations, Veterans of Foreign Wars, Coast Guard Auxiliary, etc.

2. Extracurricular Activities. Participation by the unit drill team, color guard, or a representative group of students and staff in campus and community activities such as parades, athletic events, etc.

3. Open House/Orientations. Annual open houses and orientation tours should be scheduled with the concurrence of the host institution for both local citizens and campus residents. The event need not be complicated. A presentation on the NROTC unit and a demonstration of equipment on hand promotes public understanding. These tours are invaluable in tying the mission of the unit and the naval service to the public interest.

4. Community Relations Outreach Program. Community relations will be enhanced by visible community service and humanitarian projects. As an example, several inner city NROTC units sponsor a campus-wide collection of toys for children to be donated to local inner city hospitals. Other potential projects include volunteer work in learning centers and campus ecology projects. The volunteers for these projects should be readily identifiable as NROTC students. Students should be encouraged to wear naval uniforms to allow maximum

recognition of the local NROTC unit's participation. In organizing these events, units must be aware that they cannot sponsor an event which "directly or indirectly benefits or favors...any private individual, commercial venture, sect, political or fraternal group", as published in the Navy Public Affairs Regulations, "Fund Raising Events".

5. Scholarship Awards. Some of the best opportunities for public recognition occur in conjunction with Recruiting Command activities. For example, Recruiting Districts normally will arrange for presentation of NROTC Scholarship awards to recipients at high school commencements or award ceremonies and are usually more than happy to have the PNS make the presentation. This can be particularly effective if the recipient is a prospective member of the unit.

6. Annual Events. NROTC units typically sponsor various social events during the year that should include influential members of the community whenever possible. When organizing "Awards Banquets", "Mess Nights", or a "Navy Birthday Ball", ensure that university and local civic, industrial, and religious leaders are invited to participate when appropriate.

7. Speakers Bureau. Face-to-face communication with other students and the local civilian community generates awareness, understanding, and support not only for the unit, but the Navy and Marine Corps as well. In order to accomplish this, every NROTC unit’s Speakers Bureau should consist of the PNS, the executive officer, and selected students. For this plan, students may be more effectively employed as speakers to groups in their hometowns during breaks in the academic year. Potential audiences include students, faculty, and parent groups on the college, high school, and primary school level; local businessmen's associations, such as the Lions Club, Elks, Rotary, Jaycees, etc.; and military affiliates, such as the American Legion, VFW, and MOAA.

8. Other Activities. The Navy Public Affairs Regulations discuss at least three other special programs well within the capability of an NROTC unit:

a. Exhibits of Navy and Marine Corps combat art.

b. Guest cruises for high-ranking university officials and civic leaders.

c. Allowing certain groups (i.e. Navy League, Naval Reserve Associations) use of unit wardroom for monthly meetings.

(3) Public Information (Media Relations)

(a) General. Every NROTC unit and maritime academy should have a systematic and regular means of publicizing news of unit programs, events, and achievements to the campus and community. The unit should work closely with the host institution to demonstrate support for the goals of the university. The university's public affairs office maintains contacts with media representatives in the area. This relationship allows the unit to function as a university or college department, while utilizing a single source of media contact. In smaller communities or universities, such an office may not exist, or the public information office of the host institution may not be capable of meeting the needs of the unit. In this case, the NROTC unit or maritime academy may have to organize and execute a public information program.

(b) Media Relations. Like Internal Relations and Community Relations, a strong Public Information (Media Relations) program is an asset to the NROTC unit as it generates awareness and support for the unit. However, it is more difficult than the other two programs to execute because it is less accessible and more time consuming. Stories of value to editors from the average NROTC unit center mostly on a highly visible drill team or unit marching, special occasions like awards ceremonies or mess nights, presentations at local high schools, and significant accomplishments for the unit. **In cases where adverse media coverage is imminent, all releases must be coordinated between the PNS (or OIC), OD and NSTC.**

(c) Queries. All media queries should be referred to NSTC PAO. Advise OD when this occurs.

(d) Feedback Procedures. The ability of each NROTC unit to sell itself to the community in a manner which is credible and professional is a matter of interest to NSTC. Since NROTC units do not have public affairs specialists and the officers that serve in the billet do so as a collateral duty, the experiences of each unit may be helpful to another. Units that have instituted programs that are unique and particularly successful should be passed to other units as a "best practice" with a copy forwarded to OD5.

(e) Information Provided to the University. The PNS/OIC may furnish the host institution with information about the department and the students enrolled in the program as appropriate. Information related to special activities and accomplishments of members of the NROTC unit, such as visits to Naval and Marine Corps installations and selections for special programs such as flight, submarine, and nuclear power, may be included. Provide copies of these reports to OD3 as appropriate.

(f) VIP Visits. The PNS shall notify OD in advance of visits to the NROTC unit by flag/general officers or civilians of the equivalent rank. An after action summary report should be forwarded as soon as possible to ODS following the visit.

(g) Media Issues. Units shall contact NSTC when issues arise which appear to have potential media interest, specifically if the issue is controversial, politically sensitive, or could require NSTC action. When local media produce items that relate to NROTC or DoD policies, copies should be forwarded to NSTC.

232. Funding for NROTC Advertising

a. CNRC provides funds to Commanders, Navy Recruiting Regions for the support of the PNS. These funds are administered by the commanding officers of Navy Recruiting Districts in whose recruiting territory the NROTC units are located. Expenditures must be approved by the NRD CO prior to obligation of funds by the PNS. These funds shall be used for local advertising and direct mail expenses incurred by the PNS while recruiting for the NROTC Program. These funds will not be used for the production of internal publications for use by the NROTC unit or the procurement of services and materials not related to NROTC Program advertising. Advertising expenditures are restricted to the purchase of newspaper and magazine space, creative production and direct mail only. This precludes the purchase of any recruiting aids, i.e. key chains, bumper stickers, patches, etc., as well as radio, television, and outdoor advertising.

b. There are several interrelated objectives which should be achieved when obligating the advertising funds:

(1) Identify potential NROTC Four-Year and Two-Year Scholarship and College Program diversity candidates.

(2) Identify potential NROTC Nurse Corps Scholarship candidates.

(3) Identify potential nuclear power accessions for the Tweeddale Scholarship Program.

c. The PNS should place advertising in cost-efficient media that generates the most inquiries concerning the NROTC Program and the unit. Units desiring advertising assistance may contact their recruiting district or recruiting area public affairs officer.

d. A report is due October 15 of each year to OD2.

233. Armed Forces Day Observance. The PNS shall cooperate with the Naval Regions Commanders and university authorities in the observance of Armed Forces Day, per the instructions issued annually by SECDEF.

234. Recreation Funds

a. NROTC units may maintain a Morale, Welfare, and Recreation (MWR) Fund for active duty personnel. The administration of the fund shall be per current regulations governing MWR funds. Expenditures from MWR funds must benefit active duty personnel only. NROTC MIDN are prohibited from participating in such funds. An annual financial statement (Example 2-5) and grant request letter (Example 2-6) must be submitted to the Commander, Naval Installation Command, N948D. The grant request letter should also provide the exact number of full time active duty personnel and the number of full time active duty students actually on onboard as of 30 September (see Example 2-7 for instructions).

b. The establishment of a Student Recreation Fund is authorized. This fund must be generated from local sources and separated at all times from the MWR fund. No report of a Student Recreation Fund needs to be made to BUPERS.

235. Reference Manuals and Directives

a. Reference to other manuals and directives normally held in Navy administrative offices will be necessary in order to effectively and efficiently accomplish the various required functions of the PNS. NSTCNOTE 5215, NETCNOTE 5215, and OPNAVNOTE 5215 each contain an index of directives and guidance

for requisitioning directives; however, it is emphasized that in certain instances it is necessary to contact the sponsoring bureau and office to obtain manuals such as the Manual of the Medical Department and Military Personnel Manual.

b. References Required in Administration of Officer Development Programs

(1) U.S. Naval Regulations, 1990.

(2) SECNAVINST 1650.1G, Navy and Marine Corps Awards Manual.

(3) SECNAVINST 5210.1, Department of the Navy Records Management Program.

(4) SECNAVINST 5211.5E, Department of the Navy Privacy Act (PA) Program.

(5) SECNAVINST 5215.1D, Secretary of the Navy Directives Policy.

(6) SECNAVINST 5216.5D, Department of the Navy Correspondence Manual.

(7) SECNAVINST 5510.30A, Department of the Navy Personnel Security Program.

(8) SECNAVINST 5510.36, Department of the Navy (DON) Information Security Program (ISP) Regulation.

(9) SECNAVINST 5720.42F, Department of the Navy Freedom of Information Act (FOIA) Program.

(10) SECNAVINST 5720.44B, United States Navy Public Affairs Regulations.

(11) OPNAVINST 3100.6H, Special Incident Reporting (OPREP-3, NAVY BLUE AND UNIT SITREP) Procedures.

(12) OPNAVINST 3120.32C, Standard Organization and Regulations of the U.S. Navy.

(13) OPNAVINST 5354.1E, Navy Equal Opportunity Policy.

(14) OPNAVINST 5215.17, Navy Directives Issuance System.

(15) OPNAVINST 5370.2B, Navy Fraternization Policy.

(16) OPNAVINST 5450.336, Mission, Functions, and Tasks of the Naval Education and Training Command.

(17) OPNAVINST 6110.1H, Physical Readiness Program.

(18) NAVPERS 15642, Instructions for the Manpower and Personnel Management Information System.

(19) NAVPERS 15665I, United States Navy Uniform Regulations.

(20) NAVPERS 15560C, Naval Military Personnel Manual (MILPERSMAN).

(21) NAVPERS 15839I, Manual of Navy Officer Manpower and Personnel Classifications.

(22) NAVPERS 15909F, Enlisted Transfer Manual (TRANSMAN).

(23) BUPERS 1610.10A, Navy Performance Evaluation System.

(24) BUPERS 1750.10B, Identification Cards for Members of the Uniformed Services, Their Family, Members, and Other Eligible Persons.

(25) MCO P1670.7E, Performance Evaluation System.

(26) NAVMED P-117, Manual of the Medical Department U.S. Navy (MANMED).

(27) COMNAVCRUITCOMINST 1130.8, Navy Recruiting Manual-Enlisted (CRUITMAN-ENL).

(28) COMNAVCRUITCOMINST 1131.2, Navy Recruiting Manual-Officer (CRUITMAN-OFF) Vol. I.

(29) NETCINST 5211.1, Personal Privacy and Rights of Individuals Regarding Their Records and Availability to the Public of the Department of the Navy Records.

(30) CNSTCINST 5450.4, Mission and Functions of Naval Reserve Officers Training Corps.

(31) CNSTCINST 5450.5, Mission and Functions of Departments of Naval Science.

(32) NAVSUPPUB 2002, Navy Stock List and Forms and Publications.

(33) NAVSO P-3050, Navy Pay and Personnel Procedures Manual (PAYPERSMAN).

(34) NAVSO P-3086, Joint Uniform Pay System (JUMPS) Field Procedures Handbook.

(35) NAVSO P-6034, Members of the Uniformed Service Joint Travel Regulations.

(36) TITLE 13 46 USC 1295, Merchant Marine Act of 1936, Public Law 96-453 of 15 Oct 1980 (Maritime Education and Training Act of 1980, including FY 1990 MARAD Authorization Act - P.L. 101-115 of 13 Oct 1989 Amendment).

(37) 46 CFR Part 310, Maritime Administration, Department of Transportation Merchant Marine Training.

(38) OPNAVNOTE 5040, SECNAV/CNO Items of Special Interest (Units should hold copies of all directives listed in the most current issue of this notice).

(39) OPNAVNOTE 5215, Department of the Navy directives Issuance System Consolidated Subject Index (Semiannual Issue).

236. Reporting Requirements and Forms (CH 6). Reporting Requirements that must be filed by the unit are listed below.

Title	Due Date	Reference/Form
Semiannual Commissioning Report	1 Jan/1 Jul	CNET 1534-2
Semiannual Roster of MIDN	1 Oct/1 Apr	CNET 1534-3

a. Fitness Reporting Requirements, USMC Personnel. Active duty Marines are required to receive regular fitness reports in accordance with MCO P1610.7F. The following table reflects the FITREP area of responsibility.

MRO	RS	RO	Third
MECEP	MOI	PNS	N/A
AMOI	MOI	PNS	N/A
MOI	PNS	ODM	N/A
XO	PNS	ODM	N/A
PNS	CNSTC	CNETC	ODM

b. Fitness Reporting **R**equirements, USN Personnel. The following table reflects the FITREP area of responsibility.

Sailor	Immediate Supervisor	Reporting Senior
STA-21	Class Advisor	PNS/XO
Enlisted Staff	XO	PNS
Officer Staff	XO	PNS
XO	PNS	PNS
PNS	OD	CNSTC

Chapter III

SELECTION AND PLACEMENT

300. General

a. This chapter covers the selection and placement of students into Officer Development programs. Prescribed university requirements, Naval Science requirements, and annual training requirements for all programs are specified in Chapter IV, Professional Development.

b. Eligibility Requirements. To be eligible for enrollment as a midshipman, an applicant must meet the following requirements:

(1) Be a United States citizen;

(2) 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;

(3) Meet age requirements of at least 17 years on or before 1 September of the year of enrollment and less than 27 years on 30 June of the year an applicant expects to graduate, complete all NROTC training requirements and be commissioned. Applicants with prior or current active duty in the Armed Forces may be granted age waivers equal to the number of months served, not to exceed 36 months. Those granted the maximum age waiver must be less than 30 years of age on 30 June of the year they expect to graduate, complete all NROTC training requirements and be commissioned;

(4) Meet physical requirements for the NROTC Program;

(5) Possess a high school diploma or equivalent certificate;

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

301. National Four-Year Scholarships

a. General

(1) Students are selected from national competition and are appointed MIDN, U.S. Navy or Marine Corps Reserve. They may be granted the compensation and benefits authorized by law 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 4 years (40 months or 50 months with approved fifth year benefits). During this period, the government pays for college tuition, authorized fees, a textbook stipend and a subsistence allowance as prescribed by law and Navy policy, and provides uniforms or compensation in lieu. The NROTC Scholarship Program is designed to educate and train well-qualified 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. Only men and women reasonably disposed to making the Navy or Marine Corps a career should enter the NROTC Scholarship Program.

(2) All scholarship selection decisions are made by OD (Navy URL and Nurse Corps) or Marine Corps Recruiting Command (MCRC). NROTC units may nominate individuals for scholarship status, but cannot determine selection status. However, the PNS should consider a selectee’s status against program requirements/standards. If a PNS determines that it is in the DON’s best interest that the scholarship not be activated, the PNS shall contact OD or MCRC immediately to discuss the case.

b. Application/Placement

(1) General. In order to be considered for a National Four-Year Scholarship, individuals apply via the NROTC website, https://www.nrotc.navy.mil/, in coordination with a local Navy/Marine Recruiter. If the individual meets basic midshipman criteria (above) and the minimum SAT/ACT scores, they complete additional signature forms (drug and debarment statements, statement of understanding) and are interviewed as directed by Commander, Navy Recruiting Command (CNRC) or MCRC. Additionally, Marine applicants will perform a physical fitness test.

(2) Applications. Completed Navy applications are sent to CNRC and are forwarded to OD2. Completed Marine applications are sent to MCRC (ON/E).

(a) A bi-weekly selection board beginning in August is conducted by OD for Navy Option scholarships.

(b) The selection board for Marine Option scholarships is held by MCRC biannually in November (early board) and February (principal board).

(3) Notification. OD2 notifies Navy option applicants and MCRC notifies Marine option applicants via letter of nomination or non-selection as appropriate. The data for those nominated for scholarship (both Navy and Marine option) is loaded by OD2 in the OPMIS NROTC Placement Form. From the data contained in the Placement Form, names are sent to DoDMERB to assist in the scheduling and completion of a physical examination.

(4) Medical Exam. DoDMERB contractors are responsible for contacting nominees and scheduling them for an entry examination. DoDMERB determines if the nominees are qualified or disqualified and notifies the nominees and OD2. It is the nominees' responsibility to follow-up if DoDMERB has requested additional medical information. The case files for nominees who are found disqualified are automatically forwarded to BUMED for waiver consideration. DoDMERB will notify the nominees of the decision with regard to the waiver review. However, if a student reports and has not yet been found physically qualified or waived, it is sometimes necessary for the unit to aid the student in clearing any remedial actions or provide assistance in the waiver process. **Students may not be placed on scholarship until found physically qualified.** See paragraph 501 for further guidance.

(5) History File. In approximately October of each year, the current year's placement file data is transferred to a history file. This is required 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.

(6) Nomination and Placement. Once nominated, the individual is placed at a unit based on the desires of the individual, acceptance by the academic institution, and the seats available at the unit. Individuals may request a change (in writing) of their choice of schools any time prior to school start dates. A school change may be denied if the NROTC unit is full.

(7) The Unit's Role in Placement

(a) When the nominees' names appear on the OPMIS GF20R61 report the host institution should send a welcome letter to the prospective nominees. This personal follow-up aids in early acceptance and also provides the most factual information on the host institution and unit. All correspondence with nominees must include the statement that the scholarship depends on their being found physically qualified (or granted a waiver) and their acceptance by the institution.

(b) Refer all requests for school changes or inquiries regarding unit vacancies to OD2.

(c) If a nominee is not accepted into the institution to which nominated, update the 'school accept' field in OPMIS at the earliest opportunity to aid in timely reassignment. The nominees must be directed to inform OD2 of their new choice of college by personal correspondence. Failure to do so will cause them to remain on the database of the original unit and never appear on the database of their new choice and potentially cause them to lose the scholarship.

(8) Defer Acceptance. Individuals who want to defer acceptance of the scholarship should immediately notify OD2. Not all requests to defer scholarships are granted.

(9) Acceptance. Individuals who accept a scholarship, are physically qualified or waived, and are admitted at the school to which nominated, are mailed letters of authorization by OD2 to proceed to that college and report to the PNS. A copy of this letter is also provided to the unit. These letters are mailed starting in July, continuing until the end of October. After October units must send individual requests to OD2 for a letter of authorization.

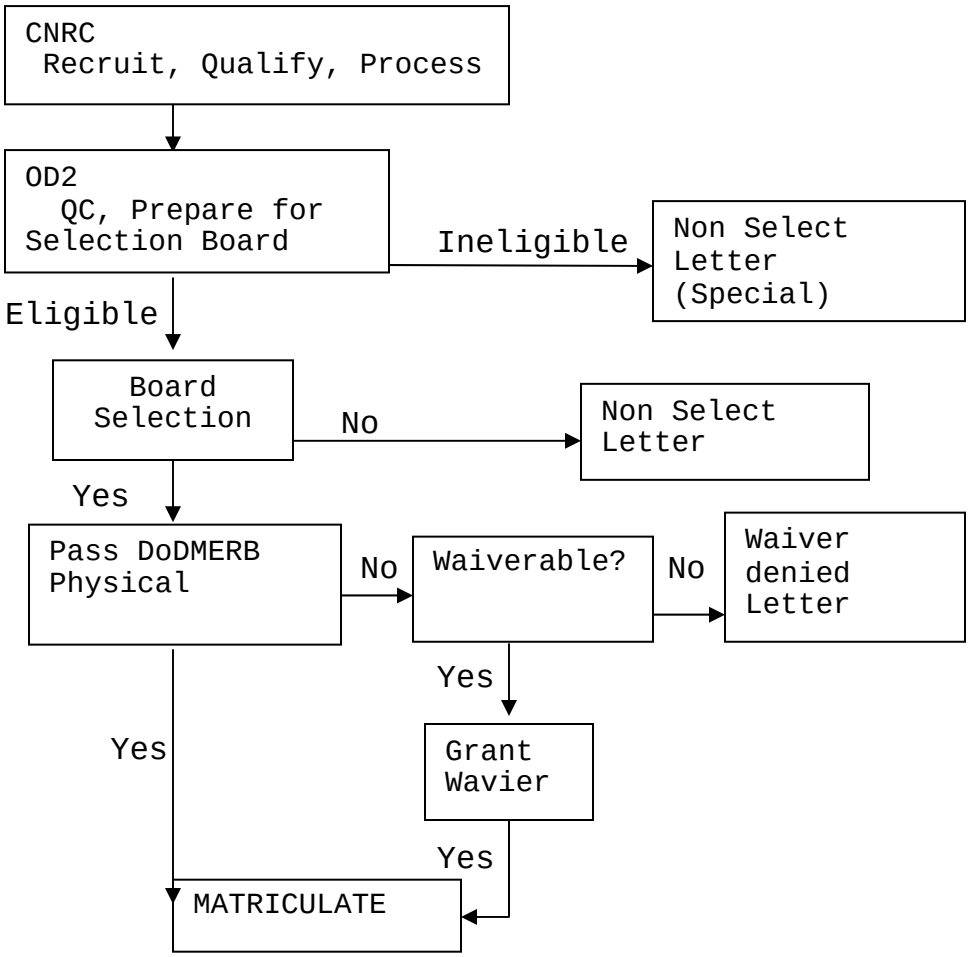
(10) Active Duty Nominees. Navy active duty nominees are issued orders by OD2. For active duty nominees from other services, OD2 will request orders from their respective branch. The current Joint Federal Travel Regulations identify this as a PCS move. Travel should be liquidated at PCS rates.

(11) Non Active Duty Nominees. Non-Active duty nominees ordered from OCONUS will make their own arrangements for transportation. Travel will be liquidated at the current TAD rate per mile (by POV) or the cost of a Government transportation ticket (if by air).

(12) Pending Physical Status. Individuals who accept a scholarship and are admitted at the school to which nominated, but are pending final physical status, may proceed to the university. However, they must be cautioned that their scholarship status is pending until their final physical status is known. Tuition should not be paid but unit personnel may work with the university bursar's office to accept a delayed payment. These individuals shall obtain a statement from a physician that states 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.

(13) Four Year Scholarship Applications. Applications for all individuals selected for 4-year National Scholarships are available on the website. The website and access information is promulgated annually by official mail message.

Figure 3-1: NROTC 4 Year Scholarship Selection & Placement Process



302. National Two-Year Scholarship or Two-Year College Program

a. General. Students are selected through national competition from applicants having at least 2 years of academic study remaining for a baccalaureate degree. They are appointed Midshipman, U.S. Navy or Marine Corps Reserve upon reporting for enrollment in the NROTC advanced course. They qualify for enrollment in the advanced course at colleges and universities in which NROTC units are located by successfully completing Naval Science Institute (NSI) as prescribed by OD (paragraph 409). Those enrolled as Two-Year Scholarship Program students have the same privileges and obligations as those enrolled in the Four-Year Scholarship Program. Those enrolled as Two-Year College Program students have the same privileges and obligations as those enrolled in the Advance Standing College Program (paragraph 308). College Program students who excel at NSI and meet scholarship eligibility requirements may be nominated while attending NSI for a OD Controlled Scholarship and will be considered during the summer board.

b. Application. To be considered for a National Two-Year Scholarship or Two-Year College Program, individuals must submit applications to OD2/MCRC via the closest NROTC unit. A selection board is conducted in April of each year. Application due dates and Board convening dates will be announced annually by Official Mail Message.

c. Eligibility Requirements. To be eligible for enrollment in the Two-Year Scholarship Program, an applicant must meet the general midshipman requirements specified previously and the following:

(1) Educational requirements - all selections will be tentative pending receipt of evidence of satisfactory completion of the following:

(a) At least two years of college with a 2.5 GPA or better;

(b) Be accepted for matriculation as a junior (third year in a four-year program/fourth year in a five-year program) at an NROTC college or university or a college with a cross-town agreement; and

(c) Completed or close to completion of one year (two semesters or three-quarters) of differential and integral calculus (approved sequence) of one real variable with grades of

C or better (except Marine and Nurse Corps or College Program applicants).

(2) Midshipmen currently enrolled in the College Program are not eligible for Two-Year Scholarship Program consideration. The scholarship path for all College Program Midshipmen is through the OD Controlled Scholarship route. Students taking Naval Science courses but not enrolled in the College Program are eligible to apply for the Two-Year Scholarship Program or Two-Year College Program.

d. Physical Processing. Units are responsible for scheduling each applicant for an entry physical upon submission of application. Physicals may be obtained at a nearby Military Medical Facility or DoDMERB Comprehensive Health Services (see paragraph 511) (NOT a Military Entrance Processing Station (MEPS)).

e. Naval Science Institute (NSI) Instruction. Selected applicants will receive orders to report to the NSI at Newport, Rhode Island, in June, after completion of their sophomore year of college (or after the third year of a five-year curriculum). NSI is a six-week course of instruction in Naval Science and drills which is similar to that required of NROTC students during their freshman and sophomore years. While at NSI, students will receive the pay of Officer Candidate (equivalent to an E-5 less than 2 years), uniforms, room, and board. Successful completion of NSI is required before an individual will be allowed to proceed to their NROTC unit. An alternate course of instruction (i.e., not at Newport, RI) may be directed by OD to satisfy the requirement.

303. OD Controlled Scholarships

a. General. OD Controlled Scholarships (including Nurse Corps option) are awarded annually by OD. This program provides an avenue for the PNS to nominate College Program Midshipmen who have demonstrated solid academic and professional performance and indicate potential for program completion and future commissioned service. The OD Controlled Scholarship Board meets twice per year to select the scholarship nominees.

b. Eligibility. Nominees must meet the eligibility requirements for MIDN previously listed plus the following criteria (these criteria will not be waived):

(1) NROTC College Program students must have received academic and aptitude marks in Naval Science for a period of at least one academic term prior to nomination. Naval Science students, who have received academic marks for a period of at least one academic term, may be nominated, provided they enroll in the NROTC College Program prior to their nomination.

(2) Nominees should have a cumulative grade point average at least equal to the average of all students in the same college or degree program. However, all nominees with cumulative GPAs equal to or above 2.5/4.0 will be considered. If data for GPA comparison are not available, a subjective assessment of the relative performance should be made by the PNS in the "comments" section.

(3) Naval Science students should be given aptitude marks concurrent with their application. Nominees must have an average aptitude mark of at least 3.0.

(4) Nominees must not be in a probationary status.

c. Application

(1) Nominations are submitted by the PNS to OD2 for Navy option scholarships and to MCRC for Marine option scholarships. PNS’ will use the letter and the spreadsheet file provided with the Official Mail Message that is issued prior to each scholarship board. The PNS is required to rank nominees by class year and option (i.e. rank Navy with Navy, Marine with Marine, nurse with nurse, freshmen with freshmen).

(2) The current admissions status of all nurse option nominees in their respective school of nursing must be addressed in the PNS comment section of the nomination letter. If a nominee is not currently accepted into the school of nursing (i.e., nominee is a freshman and the school of nursing does not admit students until their junior year) state GPA necessary for admittance and nominee's potential to achieve the necessary GPA.

(3) Navy Option nominees must satisfy the calculus/ physics requirements (not applicable to nurse option).

304. The Tweeddale Scholarships. The Tweeddale Scholarship Program was established to provide each PNS with the ability to offer outstanding students who have not previously been affiliated with the NROTC Program or other accession programs a scholarship. Each PNS is authorized two Tweeddale Scholarships

each academic year for allocation to students who will help meet specific NROTC Program special interest objectives as defined by the Department of the Navy. Refer to the annual Official Mail Message to determine which special interest goals and eligibility requirements beyond basic midshipman requirements need to be met and further guidance regarding how to submit a nomination.

305. Historically Black College and University (HBCU) Scholarships

a. HBCU Scholarship Program. The HBCU Scholarship Program is designed to support HBCU institutions in accordance with standing Executive Orders. The 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 two semesters of university course work with a cumulative GPA of 2.5/4.0 and with no grade below a "C" in all courses attempted. Refer to the annual Official Mail Message announcing the HBCU scholarship for further guidance and eligibility requirements.

b. Frederick C. Branch Marine Leadership Scholarships. The scholarships are nominated by the PNS and confirmed by a board of three officers at MCRC. These scholarships are only available for the HBCU schools and are on an as needed basis. Refer to the annual Official Mail Message announcing the scholarship for further guidance.

306. Leadership Scholarships. Leadership Scholarships are focused on promoting and supporting recruiting efforts to attract high-caliber students for the NROTC College Program through a unit based scholarship. Leadership Scholarships are to be awarded to outstanding Navy option College Program Midshipmen at each activity. This program is not open to USMC College Program Midshipmen due to the limited pre-established production goal. The PNS may award one NROTC Leadership Scholarship each academic year with OD approval. Refer to the annual Official Mail Message announcing this scholarship for further guidance and eligibility requirements.

307. Four Year College Program (Basic Course)

a. General. The NROTC College Program exists for college students who wish to serve their country as commissioned officers. These students agree to complete certain Naval

Science courses and one summer training period. College Program students are selected from those applying for enrollment at the NROTC unit. During the first two years in the program (basic course), students have the status of civilians who have entered into a contract with the Navy. During this period they may hold concurrent status in the reserve component of any branch of the service. When selected for Advanced Standing, they enlist in the Naval or Marine Corps Reserve prior to commencing the advanced course. In return, the Navy provides 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, is commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps. Prescribed program university requirements, Naval Science requirements, and annual training requirements are delineated in Chapter IV, Professional Development.

b. Application. The prospective Four-Year College Program student will submit the following forms to the Unit.

(1) NROTC College Program Application (NSTC 1533/21) (Example 3-2); and

(2) Report of Medical History (DD Form 2807) (Example 3-3).

c. Selection. The PNS/OIC is authorized to select students for the basic course of the Four-Year College Program. The minimum criteria for selection are:

(1) Be motivated to serve as a commissioned officer in the naval service;

(2) Be a U.S. or naturalized citizen or have submitted naturalization papers. (Must be naturalized prior to entry to College Program (Advanced Standing));

(3) Be at least 16 years of age on 30 June of the year the student is enrolled;

(4) Be enrolled as a full-time student at a host institution or an institution with a cross-enrollment agreement;

(5) Be a High school graduate or possess an equivalency certificate;

(6) Have no apparent physically disqualifying factors based on a review of the Report of Medical History (DD Form 2807);

(7) Ability to meet the height/weight requirements;

(8) Have no record of felony convictions or conviction by courts-martial;

(9) Cannot be awaiting criminal trial or sentencing, 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 him/her unfit for commissioned service.

(10) Meet DON requirement concerning use of drugs or alcohol in accordance with OPNAVINST 5350.4C. Students in the Basic Course shall have explained to them and sign the Drug and Alcohol Abuse Statement of Understanding (OPNAV Form 5350/1) (Example 3-1) prior to executing the NROTC College Program Application (NSTC 1533/21) (Example 3-2);

(11) Any body piercings and tattoos will be in compliance with current Navy and Marine Corps policy;

(12) Have at least three years of college coursework remaining until they receive a degree. Students with less than three are not eligible for Basic Standing and should be nominated to the Two-Year NROTC College Program Selection Board. Students who have less than three years remaining until graduation are not eligible for enrollment in the College Program. These students must compete for a college program spot via the National Two-Year College Program Selection Board process.

(13) PNS and OICs are authorized to accept Navy Nurse option College Program students in the Four-Year College Program; however, they must be on scholarship at the time of commissioning.

d. Dual Enrollment. A Marine Option College Program Midshipman may be dual enrolled in the Platoon Leaders Class (PLC) program up to the point that they become obligated to one program or the other. For NROTC, obligation is incurred when the Midshipman is awarded a 2-3 year Scholarship or Advance Standing. Obligation to the PLC program is incurred when the

applicant accepts financial or tuition assistance from the Marine Corps.

308. NROTC College Program Advanced Standing

a. General. NROTC College Program Advanced Standing entails the third and fourth year of Naval Science classes and 1/C summer training. NROTC College Program students are considered to be in Advanced Standing if they are selected by OD2 or MCRC, accepted in the advanced course by the PNS and attend the third year of the Naval Science course. NROTC College Program Midshipmen prior to starting their junior year must be selected for advanced standing or disenrolled.

b. Application. Due to the NROTC Program commissioning ceilings in effect, control of the number of College Program Midshipmen (Navy Option) authorized entry into Advanced Standing will be centrally managed by OD2 through an Advanced Standing Selection Board. Advanced Standing selection boards will meet each July to consider those midshipmen projected to enter Advanced Standing at the commencement of the fall term/semester. An Official Mail Message will announce the nomination deadlines each year.

(1) Nomination packages must include the nomination spreadsheet (issued with the Official Mail Message that announces the board) and a copy of the nominee’s transcript reflecting completion of two years of academic course requirements and completion of four Naval Science courses. PNS comments may be submitted individually with each nomination or with a single cover letter for all unit nominees.

(2) Since it is anticipated that not all of those nominated will be selected, it is requested that each unit confirm that those nominated intend to enroll as Advanced Standing Midshipmen if selected.

(3) The scholarship nomination packages of those midshipmen eligible for Advanced Standing but not selected by the OD Controlled Scholarship Summer Board will automatically be placed before the Advanced Standing Board and need not be resubmitted for Advanced Standing consideration. Where applicable, unit Advanced Standing rankings will be adjusted, using rank order information provided on the Scholarship Nomination Letter.

(4) Selected midshipmen must be physically qualified by DoDMERB before being placed in Advanced Standing.

(5) Midshipmen not selected for Advanced Standing by the board must be disenrolled from the NROTC College Program.

(6) Two Year National College Program applicants who have successfully completed all requirements at NSI shall be considered eligible for Advanced Standing consideration.

(7) College Program students selected for Advanced Standing shall be notified of their acceptance via their unit, and must complete the following documents and maintain in the Student File:

(a) Advanced Standing agreement (Example 3-4)

(b) Oath of Office (NSTC OD 1533/11) (Example 3-5)

(c) Enlistment/Reenlistment Document Armed Forces of the United States, (DD 4) (Example 3-6)

309. Seaman to Admiral 21 Commissioning Program (STA-21)

a. General. STA-21 is a commissioning program that provides an opportunity for highly motivated Sailors to earn a commission. STA-21 officer candidates apply for and are accepted by a selection board for placement in specific Program options (Nuclear, CEC, Special Warfare, etc). They 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 1420.1A and the annual NAVADMIN.

b. 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. It is part of the STA-21 commissioning program, but is administered separately. The program manager for STA-21(N) is OD1. The community manager for STA-21(N) OCs is Deputy Chief of Naval Operations (Manpower and Personnel) N133.

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

(2) STA-21(N) OCs must pursue academic majors approved by N133. In general, Engineering (less industrial), Mathematics, Chemistry, and Physics majors are approved but the approved majors vary by institution. The list of approved majors is maintained by OD1.

(3) All STA-21(N) OCs are considered volunteers for the nuclear propulsion training program. They will be 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 OD1. Any student who is not selected for this program, but who is maintaining minimum STA-21(N) academic standards, will be allowed to complete their degree and be commissioned as an unrestricted line officer.

c. Selection and Placement. The selection and placement of STA-21 officer candidates is conducted by OD2, annually in early fall. STA-21(N) target option applications are selected by Naval Reactors prior to appearing before the OD2 selection board. Reporting orders are issued by N131. Prior to receiving orders from N131, all STA-21 officer candidates are required to have six-years of active duty service obligated. STA-21 officer candidates will complete NSI and BOOST (as assigned) before reporting to the unit.

310. Marine Enlisted Commissioning Education Program (MECEP). The MECEP is a college program for specifically selected Marine Corps enlisted 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. 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.

311. 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. Additionally, the Marine must have no less than one year active service, with no less than one year remaining on their enlistment contract. 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 2ndLt. Additional guidance is contained in MCO 1040.43B.

312. Merchant Marine Reserve, United States Naval Reserve Midshipman Program (MMR, USNR). The MMR, USNR Midshipman Program is an education and training program conducted by the Department of Naval Science at the U.S. Merchant Marine Academy, 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 OD. Interested applicants apply to the United States Merchant Marine Academy (USMMA) or may enter the program while attending one of the state or regional maritime academies. Those students attending one of the state or regional maritime academies must submit a locally prepared MMR, USNR Midshipman Program Application (Example 3-7) to the Maritime DNS. Additional guidance is contained in OPNAVINST 1534.1B.

313. Naval Science Students

a. Civilian Students. With the approval of the PNS/OIC and the university, civilians may enroll in Naval Science courses because of interest in the subject or as a candidate for enrollment in the NROTC College Program or MMR, USNR Midshipman Program. 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 program students. These students are not members of the NROTC unit or DNS. Unless specifically authorized by OD, they will not be eligible to participate in NROTC summer training, participate in unit physical fitness training or drill, be issued uniforms, have access to sensitive information, or receive any financial benefits. They are not considered midshipmen and may withdraw from Naval Science classes per university guidelines.

b. Previous Credit. Naval Science students who are eligible in all other respects may be enrolled in the College Program or the MMR, USNR Midshipman Program and be credited with Naval Science requirements previously completed.

c. Military Colleges/Institutions. A midshipman who is disenrolled from NROTC and attending an institution having compulsory military training may be enrolled as a Naval Science student under one of the following conditions:

(1) Disenrolled for reasons other than disciplinary or aptitude; or

(2) Disenrolled for disciplinary reasons or aptitude only at the discretion of the PNS per host institutional policy.

NROTC Uniforms. Students required or permitted by institutions to undergo military training who are not accepted for formal enrollment in NROTC may receive instruction in Naval Science courses. A student who has been denied enrollment by reason of refusing to execute the oath or affirmation shall not be permitted to wear an NROTC uniform, and no appropriated funds may be expended for their support.

Chapter IV

PROFESSIONAL DEVELOPMENT

400. General

a. NSTC specifies the professional development program for officer accession personnel within the guidelines of the Professional Core Competencies (PCCs) for Officer Accession Programs of April 2001 and per the policies of Department of the Navy. The professional development program includes education, training, professional development, and physical conditioning designed to prepare NROTC students for commissioned service in the Navy or Marine Corps.

b. The NROTC Program is academic in nature. NROTC unit activities should foster that intent and not establish unreasonable distractions. Midshipmen should be encouraged, as a first priority, to get the best education possible and maintain good standing in the unit. During the academic year, other activities should be considered secondary.

c. In most circumstances, Midshipmen should be given the opportunity to get a full eight hours of uninterrupted rest each evening. PNS/OICs may waive the minimum period in unusual, nonrecurring circumstances.

d. A “Quick Reference Guide to NROTC Standards” (Appendix B) is provided for information related to this chapter.

401. Responsibilities of PNS for Professional Development

a. Authority and Role in the University

(1) Because of differences in students, their courses of study, and academic programs, both within and among institutions, a single, standard program of study is not feasible. Therefore, the PNS can structure the most effective program of study to meet individual requirements. However, the PNS is responsible for meeting the instructional objectives specified in the curricula provided by OD and for offering Naval Science courses in the recommended sequence.

(2) By public law, the senior military officer assigned is given the academic rank of Professor. Each PNS is expected to function as an academic department head according to institutional policy. Appropriate information about actions and

decisions that affect the NROTC unit and the status of Naval Science courses and accreditation shall be provided to OD in writing.

(3) The PNS structures and sets appropriate performance goals to achieve full academic potential and monitors the program of study to ensure each student meets Navy and university requirements for graduation and commissioning. Appropriate degree plans, academic

schedules, grade reports, and checklists are maintained by NROTC instructors in a Student Performance File, as discussed in Chapter VII. Academic counseling will be conducted routinely and appropriate comments will be kept on file. NROTC students are expected to progress and graduate in the minimum time possible consistent with their own abilities and the constraints of program structures and course offerings. Satisfaction of both the institution's requirements for a baccalaureate degree and Navy requirements will constitute the basis for a commission.

b. Course Accreditation. The PNS, as head of an academic department, should establish academic accreditation procedures for Naval Science courses. These courses should be accredited academically on terms mutually agreeable to the Navy and the institution, regardless of whether degree credit is granted for each course.

(1) Credit Status Policy. Credit for NROTC courses shall be reviewed by participating institutions on the same basis as other institutional courses, per established DoD policy. If credit is questioned, the institution shall recommend adjustments to make the course credit worthy. Regardless of the amount of credit awarded, NROTC course grades must appear on student transcripts. All courses shall be listed in institutional catalogs in the same manner as other institutional offerings. Each PNS shall continually seek to obtain the most favorable course status possible.

(2) Academic Excellence. As an academic department head, the PNS shall establish a learning environment conducive to achieving academic excellence. Use of the host university or college learning facilities (such as reading, mathematics, and science laboratories, tutorial assistance, etc.) should be maximized. When necessary to raise performance in calculus and physics, the PNS may procure limited tutorial services for NROTC

students. Paragraph 900c provides guidance for funding of tutorial services.

402. Responsibilities of Department Staff for Professional Development

a. Staff Instructors. Each military staff member assigned to the NROTC unit is an instructor and mentor. Accordingly, each staff member is charged with fulfilling the intent and objectives of the professional and academic aspects of OD programs. Mentoring and developing officers is the primary professional development task assigned to all members of the staff.

b. Instructor Responsibilities. The primary job of instructors is to mentor students and, as such, an upstanding academic, professional, and personal deportment must be portrayed. Mentorship includes academic instruction; professional training; monitoring of progression in university and Navy requirements; counseling on academic, personal, and professional standards; and motivating students in preparation for careers in the Naval services. Accordingly, instructors shall:

(1) Acquire appropriate expertise in subject matter content for the courses assigned. Support other instructors and other courses with their professional expertise as needed.

(2) Achieve and demonstrate competency in teaching methods and techniques of student evaluation. All officers ordered to NROTC instructional duty shall attend the NROTC/MMR Instructors' Seminar (held each July) en route to or within a few months of reporting. Instructors reporting to units more than 6 months prior to the next scheduled training will attend at the discretion of the PNS.

(3) Provide formal, scheduled counseling and advising to NROTC students at a minimum of twice per academic term.

(4) Make themselves readily available to students during the normal working day. In all situations, the appropriate, confidential nature of personal and student information must be observed. The NROTC instructor should use these counseling sessions and other situations to accomplish the following officer advisor responsibilities:

(a) Assist students in setting realistic academic performance goals, as well as overall academic planning and course scheduling.

(b) Assist students in evaluating academic performance against goals.

(c) Counsel students on term and cruise aptitude evaluation results.

(d) Verify entries and ensure OPMIS student records are up-to-date.

(e) Closely monitor student performance on all NROTC Program requirements. Ensure calculus and physics requirements or mathematics and physical science requirements are met as appropriate (see paragraph 404).

(f) Closely monitor performance in all professional requirements, including physical fitness, swimming, and weight control.

(g) Provide information on naval service career options.

(h) Provide information on NROTC regulations, student personnel administration, and NROTC Program requirements.

(i) Act as a positive role model and representative of the Naval service. Instructors are role models at all times and must maintain a professional relationship with the students.

(j) Maintain a Student Performance File containing detailed counseling/advising records and other information required by Chapter 7.

(k) Prepare students for summer training and commissioning.

(5) Perform all academic and institutional responsibilities to the highest standards of the teaching profession and be an active member of the faculty of the host university.

(6) Establish and use channels of communication with the appropriate NROTC Course Coordinator for interchange of course information.

(7) Maintain comprehensive academic course files that include updated lesson plans, instructional resource listings, and academic records, including student grades and test files.

(8) Participate in NROTC naval laboratory sessions, as directed by the PNS.

(9) Perform duties at summer training sites, in support of Summer Training Staff.

(10) Serve on unit boards and perform collateral duties assigned.

(11) Pursue intellectual and professional growth. While opportunities for this growth may include working toward another degree, this endeavor is not a primary duty. As such, taking graduate classes will not preclude mentoring of students or participating in collateral duties, summer training assignments, and special programs. The PNS should carefully consider all circumstances which may impact instructor availability to the program or students.

403. NROTC Academic Program Requirements

a. General. Commissioning requirements are grouped into academic and professional training categories. This section specifies the academic requirements. Professional training requirements are detailed later in this chapter.

b. Course Grading and Credit. All NROTC-specified courses and Naval Science courses will be taken for a letter grade and not on a pass/fail grading basis, unless precluded by specific university policy. Courses taken at cross-town institutions for transcript credit must be accepted at the host university with a letter grade (not pass/fail). As a general rule, classes taken via distance learning (i.e., online, videotape, etc.) are not acceptable for fulfilling the NROTC academic program, unless the host university accepts the course for transcript credit with a letter grade. In no case will distance learning be used for calculus, physics, or Naval Science classes.

c. Academic Requirements. Students are required to complete academic requirements consisting of three parts: the

institution's baccalaureate degree program with a selected academic major, NROTC-specified courses (offered by the institution), and Naval Science courses. Normal loading for NROTC students should be between 15 and 18 semester hours per term, including all NROTC-required course work. Normal length of degree programs is four years for Midshipmen and MECEP Officer Candidates and no more than 36 months for STA-21 Officer Candidates.

d. Baccalaureate Degree Programs. A Bachelors Degree from an accredited institution is required for commissioning. During initial meetings with incoming students, the need for technically competent officers to man the warfare communities of the Navy and Marine Corps will be discussed. The discussion will include the service selection process, including the positive consideration of technical prowess as demonstrated by a degree in a technical field. For non-technical majors, students should be encouraged to pursue a field of study which will be relevant to the Navy’s needs for cultural knowledge and languages. All students should pursue electives that are relevant to the Naval Services’ need for culture, language, and business acumen.

(1) Scholarship and College Program (Navy Option). Students shall be encouraged to pursue majors in engineering, mathematics, or the physical sciences to meet the requirements of the modern Navy. Navy Option scholarship midshipmen may elect to pursue any academic major provided the midshipmen also completes the required Naval Science courses and the NROTC-specified college courses outlined in paragraph 404. College Program students should be counseled on the advantage of majoring in engineering or science when competing for an OD Controlled Scholarship.

(2) Scholarship and College Programs (Marine Corps Option). Although there are no restrictions 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. 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.

(3) Nurse Option Program. Nurse Option Scholarship recipients must matriculate at an NROTC-affiliated school

completing an OD approved baccalaureate degree program in Nursing (BSN).

(4) MECEP Students

(a) University Requirements. MECEP students will 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 CMC.

(b) Required Naval Science Courses. MECEP students will be required to complete the following Naval Science courses: Evolution of Warfare, Amphibious Warfare, and Leadership & Ethics. Waivers may be granted by the PNS only if these courses will cause an academic overload and result in a graduation delay.

(c) Drill/Laboratory. MECEP students are expected to participate in NROTC drill/laboratory in the same manner as NROTC students. When MECEP students are excused by the PNS from drill or “all-hands” laboratory periods, they should be provided alternate training or activities under the guidance of the MOI.

(5) Seaman to Admiral-21 (STA-21). The specified academic requirements for STA-21 students are detailed in the annually issued STA-21 program authorizations. Each unit must keep on hand a copy of the program authorization under which each of its students was admitted. Program requirements occasionally change from year to year; therefore, each student is bound by the specific authorization under which he or she was admitted. In general, a baccalaureate degree and NROTC-specified courses (including calculus and physics) are required. Naval Science courses are normally completed at the Naval Science Institute prior to reporting to the 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 1420.1A and OPNAVINST 1160.6A. Generalized requirements include:

(a) Academic Requirements

1. Complete 15-18 hours per term, 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, authorization must be obtained from OD4 and N131 (OD1 and N133 for nuclear option STA-21). Extensions are not normally authorized.

2. Complete one year of calculus and calculus-based physics, except Nurse Corps option.

3. Complete NSI prior to matriculation at the university. They also must complete the Leadership and Management and Leadership and Ethics courses at the university.

4. Remain enrolled as full-time students during the regular summer session.

5. Attend all scheduled classes, regardless of any university policy permitting unexcused absences, unless excused by the PNS. This requirement extends to seminars, preparatory sessions, workshops, or other special programs in which students have been enrolled or have been directed to attend, regardless of whether credit is offered or attendance is optional for other students. Failure to attend classes is cause for disenrollment from the program.

6. If deviations from the approved academic plan become necessary, additional or substitute courses should be based on furthering the STA-21 officer candidate's potential as a future naval officer. First priority should be given to the sciences and mathematics or engineering, second to courses in personnel management and behavioral science, and third to political science and history. Change requirements to STA-21(N) degree completion plans are detailed in paragraph 621.

(b) Academic Standards. STA-21 officer candidates are expected to maintain high levels of academic performance as students. At a minimum, they are required to 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). The procedures to follow when addressing academic deficiencies are addressed in paragraphs 708 and 710. Academic standards and program administration for STA-21(N) OCs are further delineated in paragraphs 621 and 710.

(c) Physical Fitness Standards. STA-21 officer candidates are required to meet Navy standards for physical fitness and will participate in testing with MIDN. The

procedures and consequences to follow when addressing physical fitness failures are addressed in paragraph 708.

(d) Performance Evaluation. A class officer is assigned to advise the STA-21 officer candidate during his 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 be assigned to advise all STA-21(N) OCs.

404. NROTC-Specified Courses. These courses are normally offered by the host institution, will normally be taught by civilian faculty, and are required or advised for students as specified in Table 4-1. The table describes semester hours; colleges using trimester or quarter systems will take an equivalent content number of hours as determined by the PNS.

a. Navy Option Scholarship students. These students are required to complete course sequences in calculus and physics equivalent to at least 6 semester hours in each area.

(1) Calculus. The calculus sequence will include material through differential and integral calculus of one real variable.

(2) 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.

(3) Calculus and physics courses completed at other than the host institution must be transferable for credit with a letter grade to the host institution before they are used to satisfy the Navy Scholarship Program requirement.

(4) The list of approved calculus and calculus-based physics courses is promulgated by OD1.

(5) The requirement to complete calculus and physics cannot be waived.

(6) 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). Students not completing this requirement or failing to schedule these courses to ensure timely completion

will normally be placed on an academic LOA pending completion. In certain instances, OD3 may grant a time-of-completion waiver.

(7) Students who have taken calculus or calculus-based physics for college credit in high school, which the college has validated, must complete one additional three-semester hour (or equivalent) college course in each of those areas to satisfy this requirement.

(8) Students who fail calculus or physics a second time will be placed on academic LOA and participate in a PRB.

(9) When a midshipman fails to complete calculus and/or calculus-based physics in the required timeframe, the PNS may authorize completion of these courses in summer school at the student's expense, as long as the courses are accepted by the host institution. Prior to PNS authorization, the midshipman must ensure transfer credit approval from the host institution.

b. 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.

(1) Mathematics courses must be at the level of college algebra or higher.

(2) 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.

(3) Students shall complete the mathematics requirement by the end of the junior year and the science requirement by the end of the senior year. Students not completing this requirement on time shall be placed on academic LOA pending completion.

(4) Students who have completed these courses by validation will be considered to have completed the requirement; however, the validation must appear on the transcript.

c. Other NROTC-Specified Academic Requirements

(1) American History/National Security Policy Courses. These courses should focus on U.S. military history, world military history, U.S. National Security policy, or combinations of these topics. The courses will be approved by the PNS.

(2) 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 in our future officer corps the awareness, knowledge, and sensitivity of world cultures and peoples. The courses should be approved by the PNS.

(3) 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 courses should be approved by the PNS.

TABLE 4-1: NROTC-SPECIFIED COURSES

Courses	**Year normally completed**	**Minimum Semester Hours**	**USN Scholar-ship**	**USMC Scholar-ship**	**USN CP**	**USMC CP**	**Nurse**	**STA-21**
Calculus	Freshman or Sophomore	6	R	A	A	A	N	R*
Physics	Sophomore or Junior	6	R	A	A	A	N	R*
College Algebra or Advanced Trigonometry	Freshman through Junior	6	--	--	R	A	N	R*
Physical Science	Freshman through Senior	6	--	--	R	A	N	R*
American History or National Security Policy	Freshman through Senior	3	R	R	R	R	N	R*
World Culture and Regional Studies	Freshman through Senior	3	R	A	R	A	R	R*
English	Freshman or Sophomore	6	R	A	R	A	R	R

R= required,
A=Advised to ease change to USN scholarship status,
N= Not required by Navy,
R*= May be required by specific program authorization.

405. Naval Science Courses

a. General. The Naval Science courses are listed below in the recommended sequence. Three credit hours are recommended for each course. Flexibility is authorized 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. The Engineering and Weapons courses should not be presented until the majority of the midshipmen have completed math foundation requirements. Naval Science course requirements are summarized in Table 4-2.

(1) Introduction to Naval Science (Freshman year). General introduction to the USN and USMC. 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. Also includes basic elements of leadership and Navy Core Values. Designed to give student initial exposure to many elements of naval culture. Also provides conceptual framework/working vocabulary for student to use on summer cruise.

(2) 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. 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. 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-9/11 world.

(3) Leadership & Management (Sophomore year). (For Nurse Corps Option only, course may be taken in junior year. Course may be waived if similar course is taught in the nursing school and approved by the Dean of the School of Nursing and the PNS.) Introduces the student to many of the fundamental concepts of leading Sailors and Marines, which will 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.

(4) 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.

(5) Evolution of Warfare (Sophomore/Junior year). (Required for Marine Option and MECEP students; optional for Navy students.) Traces 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.

(6) Naval Ships Systems I (Engineering) (Junior year). (Not required for Nurse and Marine Corps Options.) Detailed study of ship design, hydrodynamic forces, stability, propulsion, electrical theory and distribution, hydraulic theory and ship control, and damage control. Included are 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.

(7) Naval Ships Systems II (Weapons) (Junior year). (Not required for Nurse and Marine Corps Options.) Outlines the theory and employment of weapons systems. Student explores 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.

(8) Amphibious Warfare (Junior/Senior year). (Required for Marine Option and MECEP students; optional for Navy students.) Introduces students to the fundamental terms, concepts, and theories of general warfare and amphibious warfare. These terms, concepts, and theories will 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.

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

(10) Leadership & Ethics (Senior year). Completes the final preparations of Ensigns and 2nd Lieutenants. 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.

(11) Naval Science Laboratory (Presented throughout all years.) Recommended for one semester-hour credit. Developed to ensure coverage of PCC objectives not included in formal Naval Science courses. Topics deal with general Navy/Marine Corps mission and policies, force protection, operational security, watch standing, physical fitness, nutrition, stress management, and other professional development subjects.

(12) Merchant Marine Officer/Reserve Courses

(a) Naval Science for the Merchant Marine Officer (Freshman year). Provides candidates for 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.

(b) Naval Science for the Merchant Marine Reservist I (Sophomore). Introduces Merchant Marine Reserve (MMR) Midshipmen to organization of the naval service, the varied career opportunities, the long-held customs and traditions of the service, the capabilities of the United States Navy, the duties of a junior officer, and Navy policies on relative wellness issues. Prepares MMR Midshipmen for their first experience onboard a Navy ship by imparting basic information concerning shipboard procedures.

(c) Naval Science for the Merchant Marine Reservist II (Junior year). Based upon the NROTC Leadership and Ethics curriculum. Provides MMR Midshipmen with and ethical foundation and the basic leadership tools needed to be effective junior officers. Provides a broad knowledge of the various moral, ethical, and leadership philosophies that help strengthen personal character. Presents and overview of duties, responsibilities, and expectation of junior officers in the United States Navy.

(d) Leadership and Ethics (Senior year). The same NROTC Leadership and Ethic course described in paragraph 405.a.(10).

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

TABLE 4-2: NAVAL SCIENCE COURSE

Courses	**Year normally completed**	**USN Scholar -ship**	**USMC Scholar -ship**	**USN CP**	**USMC CP**	**MECEP**	**Nurse**	**STA-21**
Introduction to Naval Science	Freshman	R	R	R	R	N	R	R*
Sea Power and Maritime Affairs	Freshman	R	R	R	R	N	R	R*
Leadership and Management	Sophomore	R	R	R	R	N	R	R
Navigation	Sophomore	R	N	R	N	N	N	R*
Engineering	Junior	R	N	R	N	N	N	R*
Weapons	Junior	R	N	R	N	N	N	R*
Naval Operations & Seamanship	Senior	R	N	R	N	N	N	R*
Leadership and Ethics	Senior	R	R	R	R	R	R	R
Evolution of Warfare	Sophomore /Junior	N	R	N	R	R	N	N
Amphibious Warfare	Junior/ Senior	N	R	N	R	R	N	N
Naval Science Laboratory	All years	R	R	R	R	R	R	R

R= Required; N= Not required; R*= Required but taken at NSI.

b. Instruction and Content. Curriculum guides for each Naval Science course are developed and approved by OD and are available through OD3. (All Naval Science curriculum guides are available online at

https://www.cnet.navy.mil/cnet/nrotc/cig.html.) 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 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 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.

c. Adaptation for Quarters & Trimesters. The curricula for these courses are developed for the number of semester hours stated. Schools under the quarter system should modify the credits for each course to a quarterly basis. Normally, a three-credit semester course would be a five-credit quarter course. A course may be divided over two quarters.

d. Accreditation Status and Reporting. 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 OD3. Where no changes occurred, negative reports are required.

(2) Unless a catalog is available on-line, annually, or upon revision, the PNS shall provide to 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.

e. NJROTC CREDIT. Students having satisfactorily completed at least three years of Naval Science course work in the NJROTC or Marine Corps JROTC (MCJROTC) may be exempted by the PNS from Introduction to Naval Science. No exemptions are authorized for NJROTC students who completed less than three years of Naval Science in high school.

406. Curriculum Development and Revision

a. General. Policy guidelines for the professional development of NROTC students are stated in the Professional Core Competencies (PCCs) for Officer Accession Programs Manual of April 2001. Using the guidance provided by the PCC Manual, OD prescribes course content, develops courses, and procures necessary texts, references, training aids, and support material.

b. Command Relationships. The procedures used in developing Naval Science courses result in relationships with NROTC units, other officer accession programs, and various naval technical activities.

(1) Course Coordinators. OD designates specific NROTC units as Course Coordinators for each Naval Science course. The Course Coordinator role is a command responsibility. The unit instructor teaching the course for which the unit is coordinator is normally designated by the CO to be the Course Coordinator Action Officer. Units so designated serve as a focal point of communication and information for OD in reviewing, evaluating, and revising the course(s) assigned. Course Coordinator Action Officers will chair peer review and revision panels when assigned. Course Coordinator Action Officers will also serve on the staff of the annual NROTC/MMR Instructor's Seminar to train prospective instructors in course content and teaching competencies. Each Course Coordinator is authorized direct liaison with OD and NROTC units for matters pertaining to the curriculum assigned. Similarly, all NROTC units are authorized direct liaison with the Course Coordinators. An active exchange of information and ideas is expected. Naval Science Instructors may submit course revision recommendations to the Course Coordinator at any time.

(2) Other Officer Accession Programs. The PCCs are 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. OD3 (and the Course Coordinators as OD representatives) will maintain liaison with the USNA and other officer accession programs for this purpose.

(3) Navy Technical Activities. As appropriate, the resources of the various technical activities throughout the Navy will be used to develop Naval Science instruction. OD3

(and the Course Coordinators as OD representatives) will determine requirements and establish required liaison.

c. Process. All Naval Science courses used in the NROTC Program are developed and revised under the authority of OD.

(1) Although the courses are in a continuous state of review, a comprehensive review of each course will be completed no less than once every three years.

(2) 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, appropriate learning objectives and instructional strategies are developed and structured to achieve effective and efficient instruction.

(3) Curriculum updates and major changes are managed centrally by OD3, with the assistance of appointed Course Coordinators.

(4) In addition to the required tri-annual review, each Naval Science Course Coordinator should continuously review their assigned course to identify needed updates and changes. Revisions may be made for any of the following reasons:

(a) Modification of the PCC Manual.

(b) Desirability or necessity based on Course Coordinator/unit interaction as approved by OD.

(c) Revisions of prescribed texts and references.

(d) Changes in technology, operational doctrine, command structure, etc.

(e) Direction from higher authority.

(f) Other appropriate indicators of the need for change.

(5) The Course Coordinator Action Officer manages the curriculum development process for the assigned PNS, per course revision guidance provided in Appendix C. Changes to curriculum will normally be reviewed by a select group of subject matter experts in a peer review manner. OD3 directs the revision process but relies on the PNS of the unit assigned the Course

Coordinator role to ensure content is relevant, up to date, and compliant with Navy policies.

d. Curricular Materials

(1) Curriculum and Lesson Guides. A curriculum guide for each Naval Science course is provided by OD3 and is available online at https://www.cnet.navy.mil/cnet/nrotc/cig.html. 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.

(2) Lesson Plans. Lesson plans shall be prepared by NROTC instructors for each class in 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 will 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 will be reviewed during command self-inspections and by the 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.**

(3) Text, Reference, and Instructional Support. OD3 coordinates 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 OD should be ordered by stock number by the NROTC unit. Texts are to be provided only to students enrolled in the NROTC Program. In cases where civilian students enroll in a

Naval Science course, available texts may be loaned to these students. However, this practice should not create a demand for additional texts. Naval Science textbooks required by civilian students should be stocked for purchase at the university bookstore.

(4) Additional Instructional Resources. OD will 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 should be brought to the attention of OD3 and the applicable Course Coordinator for possible inclusion in the official curriculum.

407. 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.

a. NROTC Unit-Level Evaluation

(1) Measuring Achievement. Achievement tests shall be used 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 OD assist visit team.

(2) 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 should be in writing and maintained for the duration of the instructor's tour (Example 4-1 for sample format). Where the institution specifies a system of instructional evaluation, the PNS shall use, but not be limited by, that system.

b. Test Security. The PNS shall also develop clear-cut guidelines for security of Naval Science tests and other sensitive instructional material. Instructors should avoid overuse of the same test questions. Such materials should be afforded a level of security similar to that provided for an enlisted advancement exam. Test material maintenance and

security will be reviewed during command self-inspections and by the OD assist visit team.

408. NROTC Professional Training. NROTC professional training includes the Naval Science Institute, Naval Science Laboratory, Command and Leadership Training (CALT), sail training, summer training, indoctrination field trips and visits, physical readiness, and small arms training. Each of these is detailed in the following paragraphs, 409-416.

409. Naval Science Institute (NSI). NSI is an intensive professional, academic, and physical training program conducted by NSTC at Officer Training Command Newport. For students entering Two-Year NROTC Programs, academic work includes the following four Naval Science courses: Introduction to Naval Science, Seapower & Maritime Affairs, Naval Ships Systems I (Engineering), and Naval Ships Systems II (Weapons). Nurse Corps candidates receive training in Leadership and Management and Leadership and Ethics in place of the Naval Ship Systems I and II courses. NSI provides STA-21 Officer Candidates a longer course of professional and academic training each summer. STA-21 academic work includes the following six Naval Science courses: Introduction to Naval Science, Seapower and Maritime Affairs, Naval Ships Systems I (Engineering), Naval Ships Systems II (Weapons), Navigation, and Naval Operations & Seamanship.

410. Naval Science Laboratory. Naval Science Laboratory should be scheduled for a 2-hour period weekly each school term. Units may use the laboratory time to conduct close-order drill and professional education/training (covering a wide variety of Navy and Marine Corps requirements) not normally included in the curriculum of the Naval Science courses. Laboratory periods may also be used on an occasional basis to supplement the Naval Science courses and provide additional time for projects, such as navigation chart work, etc. A list of the topics for the laboratory periods is provided in the Naval Science Laboratory curriculum guide.

411. Command and Leadership Training (CALT). In addition to the Naval Science courses listed, all NROTC Midshipmen will receive CALT. This training is to be structured in a manner that assures midshipmen are able to demonstrate officer command and leadership qualities prior to commissioning. CALT places the midshipmen in settings that manifest conditions of stress, time management, personal accountability, management decision making, and command leadership. To the maximum extent

practicable, CALT will occur in settings that simulate an operational unit. All midshipmen are to receive a minimum of 20 hours of CALT training during each of their last 2 years prior to commissioning. This requirement is separate from participation in summer cruise. Exposure to a range of CALT options is desirable. At a minimum, CALT will include the options described below, with at least 10 hours per year being in one of the "preferred" options.

a. Drill team (preferred).

b. Inter/intra-unit competitive military exercises (preferred).

c. Battalion management and administration.

d. Planning and coordination of major battalion functions.

412. Sail Training

a. Units capable of conducting Sail Training shall ensure Navy students complete qualifications as Skipper “B” prior to the start of their first class year. Waivers for Sail Training shall be addressed to OD3.

b. Each PNS will designate one NROTC unit staff officer as Sail Training Coordinator. The coordinator will structure, conduct, and evaluate sail training and maintain appropriate records. Sail training is high-risk training and requires annual reviews by the Unit Training Safety Officer.

c. Requests to turn in sail equipment should be addressed to OD3 and OD8.

d. Sail inventories shall be conducted annually and submitted to OD3 each December.

413. Summer Training

a. General. A Summer Training period is held annually to furnish NROTC midshipmen the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods are normally four (4) weeks in length. NROTC scholarship midshipmen are required to participate in summer training during each of the three summers between freshman and senior years. The first class cruise satisfies the

USC 10 (Title 10) commissioning requirement for all NROTC midshipmen and is not waiverable.

(1) Third Class Summer Training. Conducted between the freshman and sophomore academic years for all scholarship students, Career Orientation and Training for midshipmen (CORTRAMID) is a warfare community indoctrination. Nurse Corps Option Midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is at-sea training with the midshipmen assigned to the Medical Department of the ship. (See Midshipman Summer Training Manual, NAVEDTRA 37300 (series).)

(2) Second Class Summer Training. Conducted between the sophomore and junior academic years for all scholarship students. This is normally at-sea training on surface ships and submarines, furnishing midshipmen with basic shipboard orientation and an introduction to enlisted life and the roles of the work center supervisor. Second class midshipmen who did not participate in CORTRAMID as third class midshipmen may do so in lieu of second class cruise if billets are available. Nurse Corps Option midshipmen who did not attend third class cruise will participate in the second class at-sea training. Marine Option midshipmen will normally attend Mountain Warfare Training (MWT) in Bridgeport, CA. However, if their PFT score is 244-225 and they do not receive PNS approval for MWT, they will participate in an amphibious surface cruise.

(3) First Class Summer Training. Conducted between the junior and senior academic years for all first class NROTC midshipmen. First class cruise provides exposure to the officer and wardroom environment and is normally executed in an at-sea training environment aboard a ship. First class Navy Option midshipmen may also opt for aviation, submarine, or foreign exchange (FOREXTRAMID). Marine Option first class Midshipmen attend Officer Candidate School (OCS) in Quantico, VA. Marine Option Midshipmen will also be required to sign an OCS Statement of Understanding (Example 4-3) prior to reporting to OCS. The Nurse Corps Option first class cruise is at a naval hospital, with the primary training objective to learn the organizational structure and functions of a naval hospital and to gain appreciation for the concept of Navy healthcare.

b. Eligibility for Summer Training. An official PFA score of “Good Low” is required for all summer training assignments; however, a midshipman that passes an official PFA with less than a “Good Low” score may attend CORTRAMID and second class cruise at the discretion of the PNS, provided all other requirements

are met. Marine Option midshipmen must have an official PFT score of 200 in order to attend CORTRAMID and a 225 to attend OCS and MWTC. A score of 275 is highly recommended for successful completion of OCS, a score of 225-244 will require PNS approval to attend MWTC and a score of 200-224 will require PNS approval to attend CORTRAMID.

Summer Cruise Physical Fitness/Readiness Requirements

Cruise	USMC PFT SCORE	USN PFA Score	Attend Cruise
CORTRAMID	225	Good	Yes
CORTRAMID	200 – 224	Satisfactory	With PNS Approval
CORTRAMID	< 200	Unsatisfactory	No
2nd Class	245	Good	Yes
2nd Class	225 – 244	Satisfactory	With PNS Approval
2nd Class	<225	Unsatisfactory	No
1st Class	225 (275 Recommended)	Good	Yes
1st Class	N/A	Satisfactory	Postponed
1st Class	<225	Unsatisfactory	No

(1) Scholarship Midshipmen. For Scholarship Program students, the requirement for participation in summer training is determined by the timing of the appointment to scholarship status. All Four-year NROTC scholarship students will participate each summer. Those appointed to Tweeddale Leadership, or OD Controlled Scholarships are eligible to cruise following at least one semester on scholarship; however, spring-start Leadership Scholarship midshipmen are space-available only in the first summer, by special request from the unit to OD3. Three-year scholarship recipients may participate in CORTRAMID or second class cruise and first class summer training periods, or OCS for Marine Option midshipmen. Two-year scholarship recipients shall participate in first class summer training only.

(2) College Program Midshipmen. Each NROTC College Program student is required to participate in the first class

cruise. College Program students will not participate in third or second class summer training.

(3) MMR Midshipmen. MMR midshipmen expressing a strong interest in active naval service following graduation are eligible to participate in at-sea cruises similar to those of NROTC midshipmen. However, as they are not NROTC midshipmen, they are ineligible for NROTC Program funding and generally pay all expenses out-of-pocket, including transportation, lodging, and meals. At-sea cruises shall be requested for MMR midshipmen via OD3.

(4) STA-21 and MECEP. STA-21 and MECEP Officer Candidates do not participate in summer training and they are required to maintain full-time academic study during the summer term.

(5) MECEP. MECEP Officer Candidates are required to complete OCS prior to commissioning. Except while attending OCS, they are required to maintain fulltime academic status during the summer term.

c. Waivers and Postponements. Summer training is required of all NROTC scholarship midshipmen during each summer between the freshman and senior years. Third and second class cruises may be waived. Where CORTRAMID or Nurse afloat cruises are waived following the freshman year, they can be completed, as space permits, following the sophomore year. Since the first class cruise satisfies the USC 10 (Title 10) commissioning requirement for all NROTC midshipmen, it can be postponed but not waived. Midshipmen postponing their first class cruise may be required to complete their first class cruise AFTER graduation but PRIOR to commissioning. Requests for waivers and/or postponements will be considered by OD3 each January. Midshipmen with post-commissioning ship assignments will not cruise on their assigned ship.

d. Academic Year Cruises. Academic year cruises are typically provided only for December graduates requiring a first class cruise. As the December break timeframe is usually not sufficient for fleet training due to holiday stand-down, academic year cruises are available only in very limited cases. Requests for academic year cruises should be submitted to OD3 a minimum of four months prior to the requested cruise period. Submarine orientation cruises are available on a limited basis during the academic year for those individuals considering submarines for service selection and are coordinated by OD1.

e. Regulations. Summer Cruise is required training. NROTC Scholarship and College Program midshipmen are on official government orders while on required training. While on official government orders, all personnel are considered on active duty. They are, therefore, subject to all laws and regulation of the U.S. Naval Service, including pertinent ship or station orders, special cruise or training regulations, and the UCMJ.

f. Preparation of Midshipmen. The unit staff will thoroughly prepare midshipmen for cruise. As this may be the first time these young adults have traveled outside their local regions, particular care must be paid to ensure their safety. Providing midshipmen with “Life Lines” (i.e., phone numbers and points of contact both at the destination and at the unit) is one key element of this preparation. The following summer training governing instructions are updated annually and are available on the NROTC website (https://www.nrotc.navy.mil/):

(1) Midshipman Summer Training Manual.

(2) Midshipman Summer Training Handbook.

(3) USMC OCS Manual.

(4) OPNAVNOTE 1530.

(5) NSTCNOTE 1530.

414. Indoctrination Field Trips and Visits

a. General. The professional training of NROTC students extends beyond the study of Naval Science on campus and summer training. This important aspect of training takes on a variety of forms as allowed by available opportunities. Visits to Navy and Marine Corps bases, surface ships, and nuclear submarines and aviation indoctrination visits are typical events that contribute to motivating and preparing students for future naval service.

b. Scheduling of Field Trips and Visits. Requests by the PNS should be addressed to the appropriate fleet commander, training command, or designated representative, with information copies to OD3. Because of the time involved in coordination of unit travel, early submission of requests is essential.

(1) Aviation indoctrination visits will be coordinated with the Chief of Naval Air Training (CNATRA (N3)) and the

respective aviation type commander for visits involving any flying activities. Information copies of all correspondence should be provided to OD3.

(2) Requests for nuclear submarine indoctrination field trips should be made by the PNS to the appropriate commander geographically closest to the unit. Information copies of correspondence should be provided to the respective type commander and OD1.

(3) Requests for surface ship indoctrination field trips should be made by the PNS to the appropriate commander. Information copies of all correspondence should be forwarded to the respective surface force type commander and OD3.

(4) The individual units coordinate visits to Marine Corps bases. Instructions for these visits are published in an annual MARADMIN.

c. Faculty Participation. In an effort to increase the value of indoctrination field trips and visits, cognizant commands are encouraged to authorize participation of a limited number of faculty members, in addition to NROTC midshipmen and staff. This participation shall be on a space-available basis and per OPNAVINST 4631.2D (Department of the Navy Public Affairs Regulations), SECNAVINST 5720.44A, and guidance provided by NSTC and NETC. Release from claim of injury is required for each non-NROTC student not otherwise entitled to space-available travel under the provisions of OPNAVINST 4631.2D (Management of Department of the Navy Airlift Assets).

d. Special Provisions. Indoctrination field trips and visits are separate and distinct from "annual training duty" and do not constitute "active duty for training" as defined in the Servicemen's and Veterans' "Survivor's Benefits Act," even though these may, in rare cases, be of more than 14 days duration. Such field trips and visits are provided for by Section 2109, USC 10 (Title 10). Entitlement to death and disability benefits while performing such indoctrination under Section 2109, USC 10, is established by Section 8140, USC 5. Section 8140, USC 5 extends, with certain limitations, the death and disability entitlement of Subchapter 1, Chapter 81, USC 5, to such persons.

e. NROTC Student Orders. To provide an official status, NROTC students participating in field trips, visits, orientation programs, and unit-sponsored events, including overnight sail

training, shall be issued appropriate orders for each period of participation. These orders shall be issued through the Defense Travel System (DTS) and issued against the centrally billed account.

f. Operational Risk Management (ORM). PNSs must conduct a formal, written ORM assessment for any field trip, visit, orientation, etc. Training Time Out (TTO) may not be part of some visited units' operational mind-set, so units must ensure, before the visit, that TTO procedures will be followed for midshipmen.

415. Physical Readiness Professional Training

a. General

(1) Physical fitness is a crucial element of mission performance and must be part of every midshipman's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all NROTC students and military personnel shall maintain personal fitness by regular exercise and proper nutrition.

(2) The principal goal of the Physical Readiness/Fitness Program is to create a culture of fitness to enhance a member's ability to complete tasks that support the command's mission. The NROTC unit PNS shall safely and effectively integrate physical readiness activities into the training program.

(3) NROTC units shall develop and implement a Fitness Enhancement Program (FEP) that meets the needs of all personnel striving for improved fitness, not simply those who do not meet standards. The FEP must be designed to increase and maintain cardio respiratory fitness, muscular strength, endurance, and flexibility; reduce excess body fat; promote year-round fitness and health; and provide nutritional guidance. Units shall ensure all medically qualified personnel meet or surpass all physical readiness standards. Official unit testing of the physical fitness of all personnel is required twice annually. Additional physical fitness tests may be administered at the PNS' discretion to facilitate the monitoring of students.

(4) The Physical Fitness Assessment/Physical Fitness Test (PFA/PFT) includes a Body Composition Assessment (BCA) and Physical Readiness Test (PRT). BCA is weight for height screening and body fat percentage (if required) estimation based on circumference measurements. The PRT consists of the sit-

reach, curl-ups, push-ups, and either run or swim. The Marine PFT consists of crunches, pull-ups, and a three-mile run.

(5) All personnel are required to meet the standards set forth in this instruction. Members who are unable to meet PFA/PFT standards will be subject to administrative action. The PNS shall recognize members who make significant improvements in physical fitness or consistently score excellent or better through comments on Fitness Reports, Evaluations, and other incentive awards.

b. Command Physical Fitness and Conditioning Administration

(1) Background. As future naval officers, students assigned to NROTC units must be indoctrinated in a healthy and fit lifestyle congruent with military service. The professional development of students assigned to NROTC units shall include physical conditioning to meet military requirements. (See Appendix B.)

(a) Guidance from this chapter, along with OPNAVINST 6110.1H and MCO P6100.12, will assist to safely and effectively administer a unit’s physical training program.

(b) Providing student guidance on elements of physical training programs (e.g., proper hydration, warm-up, cool-down, etc.) enhances the safety of physical training. Guidance does not negate the need to conduct an ORM assessment prior to each and every physical training session. The risk factors to be assessed should include the particular requirements of the unit, with emphasis on location, climate, season, and the purpose of the event being conducted.

(2) Student Initial Physical Condition. When students report to the unit, little is known of their physical capabilities. Students may be reporting to a geographic or climatic region that is dramatically different from their home of record. For these reasons, a conditioning program based on sound physiological principles and tailored to meet individual needs from pre-entry through commissioning is required.

(3) Responsibilities. Responsibilities are described in OPNAVINST 6110.1H, MCO P6100.12, and in the Navy Environmental Health Command (NEHC) Pre-Entry Physical Conditioning Program. Additional responsibilities include:

(a) OD responsibilities. Physical conditioning congruent with military service should start at or before selection for an NROTC scholarship. Selectees shall be notified of military height/weight and physical fitness standards for Navy option. In addition, all selectees will be directed to the NEHC pre-entry physical conditioning program, in preparation for meeting Navy or Marine Corps physical training requirements. The NEHC website contains a pre-entry plan with the up-to-date standards for the PFA. The NEHC pre-entry plan can also be found on the NROTC website (https://www.nrotc.navy.mil/faqs.cfm). For references to Marine Corps fitness standards, see MCO P6100.12.

(b) NROTC Unit. Unit welcome letters shall provide a second notification of Navy or Marine height/weight and physical fitness standards, along with information on the NEHC pre-entry physical conditioning program and the planned dates of the initial and official PFA/PFT.

(c) NROTC Commanding Officer (CO). The CO has overall responsibility for the physical training program. At a minimum, the CO shall:

1. Brief the NROTC staff on the proper conduct of the Navy PFA and the Marine PFT, along with guidance outlined in the chapter;

2. Monitor the overall physical fitness of students through the implementation of a safe and effective year-round physical conditioning program;

3. Reinforce the importance of a year-round physical conditioning program for all students prior to extended periods of absence from the unit; and

4. Appoint a Command Fitness Leader (CFL) to administer the physical conditioning program as outlined in Navy and Marine Corps directives.

(d) Command Fitness Leader. The CFL designs and directs unit physical training in accordance with Navy and Marine requirements. The CFL shall:

1. Obtain prescribed training following assignment as CFL. (Normally conducted during NROTC Instructors' Seminar.)

2. Consider principles of acclimation, injury prevention, safety, and exercise physiology in designing physical training.

3. Report physical training injuries requiring medical intervention (beyond immediate first aid) per OPNAVINST 6110.1H and MCO P6100.12. Submit Injury Reports (via email) to OD4.

4. Ensure midshipmen obtain a qualified or waived status on their Department of Defense Medical Examination Review Board (DoDMERB) physical. If not qualified or waived, a recent (within 90 days) civilian sports physical must be submitted prior to the start of the first unit-directed physical conditioning session. **Under no circumstances will unit-directed PT commence without proper documentation of a physical examination.** The unit requirements must meet or exceed academic institution requirements for physical training programs (e.g., intra-mural sports).

(e) Academic Advisor. An Academic Advisor will incorporate a review of physical conditioning into the regularly scheduled professional development advising sessions. A review of the student's progress on physical conditioning can be validated through personal logs, observed performance, and PFA results. These sessions provide an opportunity to document performance progression.

(f) Students. The NROTC Program will provide information and activities to assist students in achieving physical fitness standards. It is the responsibility of students to:

1. Participate in the unit physical conditioning program and maintain an adequate personal physical training (PT) program to meet physical fitness standards;

2. Have a qualified or waived status on their Department of Defense Medical Examination Review Board (DoDMERB) physical. If not qualified or waived, a recent (within 90 days) civilian sports physical must be submitted prior to the start of the first unit-directed physical conditioning session;

3. Develop and maintain a lifestyle that promotes optimal health and physical conditioning; and

4. Report injuries or illnesses that limit participation in physical conditioning or individual physical activities at the first available opportunity to the CFL or unit staff. Reporting mechanisms include verbal notification to a unit staff member, Physical Activity Risk Factor Questionnaire, or Standard Form (SF) 93.

(4) Action. NROTC Unit Commanding Officers shall ensure completion of the following in the execution of their physical training programs:

(a) Command Fitness Leader. The following actions shall be incorporated into unit physical training and unit physical training instructions for all students prior to initiation of physical training:

1. Have each student complete a yearly PARFQ prior to starting unit- directed PT. Any affirmative responses require evaluation by a licensed physician, nurse practitioner, or Navy Independent Duty Corpsman prior to initiating physical training;

2. Complete a yearly Annual Certificate of Physical Condition (NSTC 6220/8). (Refer to paragraph 510.)

(b) Unit staff shall ensure completion of a DoDMERB physical indicating the status of physically “qualified (Q)” or “waived (W)” for each midshipman participating in physical training. If a midshipman does not have a DoDMERB status of waived or qualified, a civilian physical must be completed no earlier than 90 days prior to the first unit physical training session. Under no circumstances will physical training commence without proper documentation of a physical examination.

(c) Conduct ORM prior to every physical training session. Risk factors to be assessed and mitigated shall include but not be limited to:

1. Safety;

2. Conditions, such as terrain and environment;

3. Weather. Utilize Heat and Wind Chill Index (Example 4-2) charts (such as that found on the National Oceanic and Atmospheric Administration website at www.nws.noaa.gov/om/windchill/index.shtml); and

4. Emergency provisions and emergency action plan with contact phone numbers.

(d) Units shall conduct training on Wellness and Safety topics per OPNAVINST 6110.1H, to include, but not limited to the following topics. Lessons and resources on these topics can be found in NROTC's Naval Science Laboratory Curriculum Guide, OPNAVINST 6110.1H, and the Navy Environmental Health Center website at http://www.nehc.med.navy.mil/hp/fitness/index.htm.

1. Training Time Out (TTO). Ensure a TTO brief is conducted prior to every unit-directed PT session. This brief should include demonstrations of the standard signals used to identify a person in trouble or who requests a TTO.

2. Physical Distress. Signs of impending distress and the need for honest self-reporting shall be reviewed with all midshipmen and staff semi-annually.

3. PFA standards. PFA standards shall be reviewed with all midshipmen and staff at the beginning of each term and prior to official PFA.

4. Acclimation/hydration. Training on acclimation/hydration shall be conducted annually, at the beginning of the fall term.

5. First aid. First aid procedures shall be reviewed semi-annually.

6. Nutrition. Nutrition shall be discussed annually.

(e) An assessment of a new student's physical condition shall be conducted at matriculation or freshman orientation by:

1. Assessing stated pre-entry level of conditioning (running) using NEHC program stages.

2. Conducting a pressure-free, off-record trial PFA.

3. Comparing the NEHC stage and trial PFA run time to develop an individual conditioning program utilizing the NEHC Pre-Entry Physical Training Plan as a general guide. The

NEHC website contains a pre-entry plan with the up-to-date standards for the PFA. The NEHC pre-entry plan can now also be found on the NROTC website.

(5) Physical Training Sessions Shall Incorporate:

(a) Direct staff supervision at all unit-sponsored/directed physical training sessions, to include swim qualifications. Personnel other than unit staff are prohibited from independently conducting or supervising unit physical training. Unit physical training is for officer candidates and midshipmen students;

(b) Adequate hydration through replenishment of lost fluids;

(c) A 5-minute warm-up, 5-10 minutes of stretching, aerobic or muscular endurance activity appropriate to the level of the individual, 5 minutes of cool down, and 5-10 minutes of stretching;

(d) Up to three unit-directed training sessions per week as part of an individual fitness plan to ensure an appropriate fitness level. In special circumstances, and when approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions. Examples may include USMC 6-Week-Course, Mini-BUDS preparation, or FEP; and

(e) Specific physical training programs for USMC 6-Week-Course prep, Mini-BUDS, and FEP, which will be separate from general unit-directed PT.

(f) Sound ORM and physical training practices at all times.

(6) Conducting of the Inventory/Official PFA/PFT

(a) Units shall conduct at least one inventory PFA/PFT per term. The inventory PFA/PFT provides the individual midshipman the opportunity to gauge their level of conditioning and physical readiness prior to an official PFA/PFT. The inventory PFA/PFT may also indicate a need to assign to FEP a midshipman who is not within the NROTC minimum standard of Good/Low or Marine Corps standard of 225, or is outside the height/weight/BCA standards outlined in OPNAVINST 6110.1H and MCO P6100.12. **Note: PFA/PFTs conducted at CORTRAMID are not**

official and, therefore, may not be used for placing students on LOA.

(b) Units shall conduct an official PFA/PFT once per term in compliance with OPNAVINST 6110.1H and MCO P6100.12.

(c) Unit-directed swimming events associated with the PFA/PFT and the 2nd and 3rd Class swim tests require at least one staff member and enough qualified lifeguards to ensure adequate student-to-lifeguard ratio, per OPNAVINST 6110.1H.

(7) Fitness Enhancement Program (FEP). All students are encouraged to participate in the FEP to improve their physical conditioning and maintain established standards. If needed, and when approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions.

(a) Participation in FEP is required when a student is outside of height/weight/BCA standards or scores below the Navy Commissioning minimum standard of Good/Low or the Marine Commissioning minimum standard of 225 during the official PFA.

(b) Students will not be released from required participation in the FEP until they meet both the required height/weight or BCA and the NROTC minimum of Good/Low (USN) or 225 (USMC) for two consecutive official PFA cycles.

c. Physical Fitness Standards

(1) To commission, Navy Option midshipmen and STA-21 OCs must attain minimum performance level in a "Good" category in all events on a single Navy Physical Fitness Assessment in accordance with OPNAVINST 6110.1H during First Class Year. Failure to do so will result in failure to commission.

(a) A swim or elliptical trainer may be substituted for a run in special cases; however, a run (in the "Good" category) must be completed during the First Class Year. If a run is not completed in the First Class Year, a waiver is required from OD4.

(b) **All midshipmen are expected to improve their level of physical readiness achievement as they progress through the program.** The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer. If the member is not within standards, a medical

evaluation must be conducted prior to the PNS assigning the student to a remedial FEP.

(2) Marine Option midshipmen shall qualify to equivalent standards as outlined in the MCO P6100.12. Although not required, it is recommended that Marine Option MIDN maintain a PFT score of 275 or higher to successfully complete the 6-week OCS course. All Marine Option midshipmen must score a First Class PFT (225 or better) at the start of their senior year to be commissioned.

d. Weight Control Standards. NROTC midshipmen whose height/weight and/or body fat percentage exceed established standards contained in OPNAVINST 6110.1H or MCO P6100.12 shall be required to accomplish FEP physical conditioning and encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. Midshipmen, STA-21 OCs, and MECEPs will not be commissioned if out of standards.

(1) OPNAVINST 6110.1H, paragraph 5c, does not apply to Navy midshipmen. Navy midshipmen are **NOT** allowed to have body fat percentages in excess of 22% for males and 33% for females. (See OPNAVINST 6110.1H, paragraph 3a.) This shall not be waived.

(2) MCO P6100.12, paragraph 3102, does not apply to Marine Option midshipmen. Marine Option Midshipmen are **not** allowed to have body fat percentages greater than 18% for males and 26% for females. (See paragraph 3101e.) This shall not be waived.

e. Swimming Standards. Midshipmen shall qualify as Swimmer, 3rd Class (MILPERSMAN 1414.010), by the end of the Fourth Class Year. Midshipmen qualifying as Swimmer, 2nd Class, are exempt from further testing. Students qualified at lower than Swimmer, 2nd Class, shall re-qualify annually.

f. Physical Fitness Deficiencies

(1) Physical fitness/aptitude deficiency is defined as failure to comply with one or more of the standards addressed in this chapter.

(2) All students are expected to strive for their highest levels of excellence in physical fitness and swimming skills. The amount of personal effort and improvement will be used to determine aptitude for the service. The standards

regarding physical fitness and weight control are addressed in applicable Navy and Marine Corps directives (OPNAVINST 6110.1H or MCO P6100.12).

(3) A physical fitness/aptitude deficiency exists when any of the following apply:

(a) Failure to achieve minimum performance levels and/or height/weight standards freshman through junior years on the Navy PFA or Marine PFT.

(b) Failure to achieve "Good-Low" in each event and/or height/weight standards during senior year and/or immediately prior to commissioning (Navy Option). If not achieved, a PRB is required and the student should be placed on LOA.

(c) Failure to achieve a "First Class" score of 225 immediately prior to OCS (Marine Option).

(d) Failure to achieve a "First Class" score of 225 and/or height/weight standards during senior year and/or immediately prior to commissioning (Marine Option).

(4) College Program midshipmen shall not be admitted to advanced standing unless these standards are met.

(5) Students who do not meet the "Good" category but do meet a "Satisfactory" category may remain in the program, but must be placed in a remedial FEP program to improve their performance. In the event students do not achieve scores in the "Good" category on an official PFA/PFT, they shall be placed on probation for the first occurrence and LOA for any second occurrence.

(6) In the event students score lower than the "Satisfactory" category, they are considered Physical Fitness Assessment (PFA) failures that warrant a remedial FEP program (tailored to their individual needs). Students should also be placed in an LOA status.

g. Administration and Testing

(1) Physical Fitness Testing

(a) COs shall organize the unit's program to ensure compliance with OPNAVINST 6110.1H, MCO P6100.12 and this

instruction. Each midshipman shall be required to take the Navy PFA or Marine Corps PFT twice each academic year, with the tests at least four months apart. Failure and retesting procedures are detailed in OPNAVINST 6110.1H and MCO P6100.12; in addition, units should document each PFA test on the MIDN evaluation and counseling report. The results of each test shall be noted in block 7a of the Evaluation Report and Counseling Record and the OPMIS student file.

(b) Units are encouraged to provide suitable recognition to midshipmen who demonstrate exceptional progress or achievement in the physical fitness program (e.g., for those achieving an Outstanding-High). An OD award for Outstanding Physical Performance (NSTC 6110/1) is available for individuals scoring 300 points.

(c) The unit shall ensure that all scholarship midshipmen have an OPMIS physical status code of "Q" (Qualified) or "W" (Waiverable) prior to the PFA/PFT. Any midshipman with a physical status code of "D" (Disqualified) or "R" (Remedial) cannot take the PFA without a sports physical stating the student is physically qualified to participate. College Program (Basic Standing) students must provide a sports physical stating the student is physically qualified to participate in the PFA/PFT.

(d) Those students with positive answers on the Risk Factor Screening Questionnaire must be referred to medical.

(2) Swimming

(a) Swimming Standards. Students must qualify as Swimmer, 3rd Class (MILPERSMAN 1414.010), by the end of their first year in the program. Students qualifying as Swimmer, 2nd Class, are exempt from further testing. Students qualified at lower than Swimmer, 2nd Class, shall re-qualify annually.

(b) Swim tests shall be given to all first-term NROTC students. Entering students failing to qualify as Swimmer, 3rd Class shall be required to participate in remedial instruction. The results of the swimming test shall be noted in their Fitness Report and Counseling Record.

(c) Units without university swimming facilities available shall arrange for suitable public or private facilities. If necessary, funds shall be requested from OD8 in the annual budget call.

(d) See paragraph 415g(1)(c) for medical qualifications.

(e) Unit-directed swimming events associated with the PFA and with 2nd and 3rd Class swim tests require at least one staff member and as many qualified lifeguards as necessary to ensure a safe student-to-lifeguard ratio, as outlined in OPNAVINST 6110.1H.

416. NROTC Small Arms Training

a. Small Arms Training Policy

(1) Purpose. Small arms training is addressed in the PCC Manual of April 2001, Section III (Naval Orientation and Naval Science), subparagraph E9. It states that newly commissioned officers should be able to "perform the proper handling and firing of U.S. service small arms using current safety procedures." This PCC requirement will be met for NROTC midshipmen through familiarization firing of .22-caliber weapons. POCs are OD3 and ODM.

(2) Guidance. Several Navy instructions cover the administration, security, and safety of small arms programs and must be complied with in administering this professional training, including:

(a) OPNAVINST 3591.1D - Small Arms Training and Qualification.

(b) OPNAVINST 5530.13C – Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition, and Explosives (AA&E).

(c) OPNAVINST 5530.14C- Navy Physical Security.

(d) CNETINST 1500.20D - Safety Procedures for Conducting Training.

(3) Small Arms Training Requirements

(a) The minimum requirement for small arms training for NROTC midshipmen is familiarization with the proper handling and firing of U.S. service small arms. Resource limitations, campus security considerations, and other risk factors limit

small arms training within the NROTC program to the use of .22 caliber rifles and pistols.

(b) Use of the M-14, M-16, .45 caliber pistol, 9mm pistol, shotgun, or other high-powered weapons for marksmanship training shall not be used for meeting this familiarization requirement, unless specifically authorized.

(c) Due to varied campus situations and the availability/adequacy of firing facilities, some NROTC units may be unable to conduct small arms training. Units without the capability to conduct training can request a waiver of the small arms training requirement on a case-by-case basis through OD3.

(4) Supplementary Small Arms Training. NROTC midshipmen will be permitted to take advantage of additional training opportunities that include the firing of weapons greater than .22-caliber, as long as such training occurs aboard a military installation using military weapons and ammunition and is conducted by qualified active duty military personnel in accordance with installation range regulations. NSTC is not obligated to reimburse for ammunition. Such training, when available, should focus on achieving a Service Pistol weapons qualification in accordance with OPNAVINST 3591.1D for all Navy students.

(5) Command Responsibilities. The NROTC unit CO is responsible for the safe conduct of small arms training and adherence to Navy safety and security regulations and requirements. Specifically, the CO shall:

(a) Ensure risk is minimized through the use of ORM prior to and during the conduct of all small arms training.

(b) Ensure all training is conducted in accordance with OPNAVINST 3591.1D with ample supervision and safeguards.

(c) Ensure the proper storage, issue, and maintenance of ammunition and small arms in accordance with OPNAVINSTs 3591.1D, 5530.13C, and 5530.14C.

(d) Along with the unit XO, be personally involved in training to the maximum extent possible and ensure the instructors and safety personnel who conduct small arms training are properly qualified in accordance with OPNAVINST 3591.1D and CNETINST 1500.20D. Steps must be taken to ensure the instructors have thorough familiarity with the curriculum,

training plan, and details of training to include the possible risks and all safety considerations.

(e) Appoint, in writing, a Range Safety Officer (RSO) and alternate, as required for periods when the RSO is not present.

(6) The RSO or Alternate RSO shall:

(a) Make certain all personnel involved in firing are knowledgeable of range safety procedures and requirements and the safe handling of weapons before allowing them to take part in live fire training. Primary and Alternate RSOs and all small arms training instructors will meet the qualifications and requirements set forth in reference OPNAVINST 3591.1D, paragraphs 11, 12, 13, 14, and 15.

(b) Ensure that all range safety regulations are enforced during small arms training and that the instructor-to-student ratios are in accordance with OPNAVINST 3591.1D.

(7) Small Arms Policy Requirements

(a) All NROTC units are required to have a small arms training SOP that is in accordance with the current regulations as noted above. This SOP will be reviewed during command self-inspections and by the OD assist visit team.

(b) All NROTC units will adhere to all applicable safety regulations included in OPNAVINST 3591.1D, which will be supplemented by additional regulations required due to the specifics of the individual units’ range and program. Both the applicable safety regulations from OPNAVINST 3591.1D and any supplementary safety regulations will be included in the unit small arms training SOP.

(c) The specific minimum firing requirements and recommended firing commands for small arms familiarization firing are provided in OPNAVINST 3591.1D.

(d) All additional small arms training, to include competitive and recreational shooting performed by NROTC units, will also be conducted in accordance with the regulations noted above and the unit’s small arms training SOP.

(e) Shooters will be allowed to fire the familiarization course only after being instructed on and

demonstrating proficiency in firearm safety, shooting techniques, and proper weapons handling techniques.

b. NROTC Small Arms Training Procedures. The following course of fire will be used to familiarize individuals with firearm safety procedures and basic marksmanship techniques in accordance with OPNAVINST 3591.1D.

(1) Pistol

(a) Course of Fire

Distance	Rounds	Sequence	Time Limit	Remarks	Target Type
5 yards	0	dry fire	none	weaver stance	Pistol
5 yards	5	slow	5 min	weaver stance	Pistol

(b) Scoring. This is a non-scored event. Instructors will provide guidance, and students will be debriefed on their techniques and procedures.

(c) Suggested Range Commands. The commands to commence and cease-fire will be given by the Range Safety Officer as follows:

DRY FIRE:

“On the line, with an empty magazine load. Ready on the left, ready on the right? Is the line ready? The line *is/is not* ready.”

“Dry fire sequence, with no time limit -- on my command, Fire. FIRE. Whistle. CEASE FIRE. Make safe condition 4.”

LIVE FIRE:

“On the line, with a magazine of 5 rounds load. Ready on the left, ready on the right? Is the line ready? The line *is/is not* ready.”

“5 round sequence, with a 5 minute time limit -- on my command, Fire. FIRE. Whistle. CEASE FIRE. Make safe condition 4.”

(2) Rifle

(a) Course of Fire

Distance	Rounds	Sequence	Time Limit	Remarks	Target Type
25 yards	0	dry fire	none	prone	Rifle
25 yards	5	slow	5 min	prone	Rifle

(b) Scoring. This is a non-scored event. Instructors will provide guidance, and students will be debriefed on their techniques and procedures.

(c) Suggested Range Commands. The commands to commence and cease-fire will be given by the Range Safety Officer as follows.

DRY FIRE:

"On the line, with an empty magazine load. Ready on the left, ready on the right? Is the line ready? The line *is/is not* ready."

"Dry fire sequence from the prone position, with no time limit -- on my command, Fire. FIRE. Whistle. CEASE FIRE. Make safe condition 4."

LIVE FIRE:

"On the line, with a magazine of 5 rounds load. Ready on the left, ready on the right? Is the line ready? The line *is/is not* ready."

"5 round sequence from the prone position, with a 5 minute time limit -- on my command, Fire. FIRE. Whistle. CEASE FIRE. Make safe condition 4."

417. Standards of Midshipmen Performance

a. General. All PNSs should encourage their midshipmen to work to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to ensure that NROTC graduates can satisfactorily complete Navy post-accession training and be professionally competitive in the various warfare communities. To maximize the opportunity to achieve these important standards, the PNS may direct mandatory study, not to exceed 15 hours per week.

b. Academic Standards. To ensure NROTC graduates are properly prepared academically, each student shall meet the following standards:

(1) Have no failing grade in any subject required for completion of degree or commissioning requirements and maintain:

(a) A cumulative grade point average on a 4.0 scale of 2.0 for midshipmen, 2.5 for MECEP and STA-21, or 3.0 for STA-21 Nuclear and CEC Options.

(b) A term grade point average of 2.5 for midshipmen, MECEP, and STA-21, or 3.0 for STA-21 Nuclear and CEC Options.

(c) For Nurse Option midshipmen, a GPA consistent with the university's School of Nursing admission standards, but not less than 2.0 on a 4.0 scale.

(2) Maintain satisfactory overall progress toward completion of degree requirements within established program time limits while maintaining full-time student status per institution regulations

(3) **Keep their NROTC class advisors fully informed about all matters pertaining to performance, degree progress and changes to degree completion program.**

c. Waivers. Specific instances where courses or requirements may be waived will normally be considered only when other academic or professional work has been achieved that substantially and clearly meets all course requirements for which a waiver is requested. The waiver authority for academic work is OD3.

d. Academic Deficiencies.

(1) Academic deficiency is defined as failure to comply with one or more of the standards addressed in this chapter. Administrative procedures for academic deficiencies are addressed in paragraph 710.

(2) An academic deficiency exists when any of the following apply:

(a) Failed or incomplete courses.

(b) Failure to meet standards identified in paragraph 417b(1).

(c) Term credit less than twelve credits (excluding Naval Science credits) without PNS approval for midshipmen or term credit less than fifteen credits for STA-21 OCs and MECEPs.

(e) Calculus or physics requirement not met as scheduled without a time-of-completion waiver. See paragraph 404a(6).

418. Standards of Conduct/Aptitude for Service Deficiencies

a. An aptitude deficiency is defined as failure to comply with one or more of the standards addressed in this chapter. Administrative procedures for standards of conduct and aptitude deficiencies are addressed in paragraph 418d. An aptitude deficiency exists when any of the following apply:

(1) Unauthorized absence from prescribed Naval Science classes or activities.

(2) Improper grooming or personal appearance.

(3) Poor display of leadership or personal conduct.

(4) Term aptitude mark less than 2.5.

(5) Successive or average term aptitude mark less than 2.5.

b. Students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. Inappropriate standards of conduct are categorized as major and minor offenses.

(1) Major offenses. Major offenses are those offenses which violate the NROTC Honor Code or indicate moral turpitude, a serious breach of discipline, disregard or contempt for authority, lack of energy and purpose, lack of a sense of responsibility, or actions which bring discredit upon the naval service. Major offenses include but are not limited to the following:

(a) Falsehoods of any nature, including fraud, cheating, and plagiarism.

(b) Theft.

(c) Moral offenses.

(d) Alcohol/Drug abuse.

(e) Insubordination.

(f) Assault.

(g) Hazing.

(h) Destroying or defacing property.

(i) Irresponsibility in contracting debt.

(j) Aggravated or repeated unauthorized absence.

(k) Sexual harassment/assault.

(l) Pattern of unofficer-like conduct.

(2) Minor offenses. Minor offenses are those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

c. All standards previously addressed outline areas of student performance which, when evaluated together, provide a measure of aptitude for commissioned service. Delineation between satisfactory and substandard aptitude is a responsibility of the PNS. A student’s conduct or aptitude is deficient whenever he or she commits an offense. Aptitude performance is determined by the PNS based on personal observation, analysis of fitness reports and counseling records, and discussions with unit personnel.

d. All students who receive a term aptitude grade of 2.5 or below will receive, at a minimum, an "Aptitude Warning" letter. The Aptitude Warning letter should provide the student a formal evaluation from the PNS detailing both general and specific deficiencies in aptitude. The PNS should also outline in the letter the recommended procedures, methods, and assistance available, so the student will be able to take the necessary steps to improve their aptitude grades. The PNS may choose instead to place the student on probation. Marginal performers

who are retained in the NROTC Program are to be regularly supervised and counseled by the responsible class advisor and the PNS. If improvement to full acceptability is not noted, disenrollment should be considered.

419. Midshipmen Military Organization

a. General. This section provides general guidance in structuring the military organization of NROTC midshipmen. The actual military organization of the students of any particular NROTC unit should conform to unit requirements and consider host institution policies, as long as they are not inconsistent with NROTC goals. For example, approximately 200 midshipmen will form one battalion and three companies that will be organized, in general, as follows:

(1) Each company containing three platoons.

(2) Each platoon containing three or four squads.

(3) Each squad containing 6-10 midshipmen.

b. NROTC student officers will be as follows:

(1) Battalion Staff

(a) Commander: Midshipman Commander

(b) Executive Officer: Midshipman Lieutenant Commander

(c) Operations Officer: Midshipman Lieutenant

(d) Academic Officer: Midshipman Lieutenant

(e) Administrative Officer: Midshipman Ensign

(f) Supply Officer: Midshipman Ensign

(g) Chief Petty Officer: Midshipman Chief Petty Officer

(2) Color Guard

(a) National Color Bearer: Midshipman Chief Petty Officer

(b) Battalion Color Bearer: Midshipman Chief Petty Officer

(c) Color Escort: Midshipman Petty Officer First Class

(d) Color Escort: Midshipman Petty Officer First Class

(3) Drum and Bugle Corps or Band

(a) Commander: Midshipman Lieutenant Junior Grade (JG)

(b) Executive Officer: Midshipman Ensign

(c) Chief Petty Officer: Midshipman Chief Petty Officer

(d) Mustering Petty Officer: Midshipman Mustering Petty Officer

(4) Company Staff (three companies)

(a) Commander: Midshipman Lieutenant

(b) Executive Officer: Midshipman Lieutenant JG

(c) Chief Petty Officer: Midshipman Chief Petty Officer

(5) Platoon Organization

(a) Commander: Midshipman Ensign

(b) Mustering Petty Officer: Midshipman Mustering Petty Officer

(c) Guide: Midshipman Petty Officer First Class

(d) Squad Leaders: Midshipman Petty Officer First Class

c. The PNS is authorized to deviate from this structure in cases where such action is appropriate, normally for reasons of unit size. Where this is done, the basic intent of establishing a military structure and promoting midshipmen professional

growth shall be observed. The battalion organizational concept shall be used whenever possible.

d. At some institutions where ROTC units of the Army or Air Force are established, the PNS may consider it advantageous to have the NROTC Battalion Commander appointed to the rank of midshipman Captain, with other ranks adjusted accordingly to achieve comparability.

e. The size of battalion, company, and platoon staffs shown above should not be increased. Instead, collateral duties should be assigned to provide for other areas of responsibility.

f. Units having drill teams may integrate students into regular battalion companies or constitute drill companies as distinct entities within the overall battalion structure. At no time shall NROTC unit drill teams use fixed bayonets, either in practice or during exhibition.

g. The intent of the battalion organization is to promote the military development of NROTC students. Each student must be assigned to a position of responsibility prior to commissioning in order to develop leadership skills. Such assignments should be made to students as early as possible and not reserved for seniors. Special attention should be given to those students whose development indicates a need for both guidance and the opportunity for experience.

h. Academic excellence shall be a concern of the battalion in the same manner as it is of the active duty staff of the unit. The battalion should 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, such items as musical instruments, music, and musical supplies for such activities will not be provided at Navy expense.

j. Safety in allowing midshipmen to supervise other midshipmen should be a constant concern of the NROTC Unit staff. All functions and operations must incorporate ORM. Recurring events of even moderate risk where midshipmen leadership is relied upon for safety should have a formal ORM study implemented. **Under no circumstances shall midshipmen be the sole supervision of high risk unit functions.**

420. New Student Orientation Programs

a. New Student Orientation. Indoctrination programs for new midshipmen have traditionally been conducted at many NROTC units. Typically, these programs have ranged from 2 to 7 or more days in duration and have been used to impart the basics of military orientation and drill. This training is not mandatory; however, PNS's 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 who are assigned to serve as orientation staff. Programs may be conducted at nearby military facilities, as arranged by the NROTC unit, or on campus, as permitted by the institution. Student status at military facilities will be the same as when participating in field trips and indoctrination visits (see paragraph 414).

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

(1) Enrollment processing;

(2) Issuing uniforms and conducting basic indoctrination in Navy uniform regulations and grooming standards;

(3) Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command;

(4) Acquiring basic competency in military drill and ceremony;

(5) Physical fitness and swim testing to determine readiness to meet NROTC Program and Navy/Marine Corps requirements;

(6) Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities; and

(7) 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).

c. 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 should 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 goal of the indoctrination staff should be to demonstrate excellence through leadership and to introduce new members of the naval service to a military environment. The four years which follow will provide ample opportunity for identification of those who do not measure up to the standards of the Navy and Marine Corps.

d. Planning. A detailed plan for the student orientation program should be developed utilizing the objectives as a general framework. The university should be fully involved in this phase and in agreement with the particulars of the training. The daily itineraries for midshipmen should incorporate ample time for meals and rest, including a full night’s sleep of at least eight hours uninterrupted duration. Planning for drill and physical readiness training should reflect a graduated conditioning program of increasing difficulty. OPNAVINST 6110.1H and paragraph 415b of this instruction provide guidelines for warm-up and conditioning exercises. The minimum passing standards of performance and distance specified in the Navy Physical Fitness Assessment (PFA) program should be the maximum new midshipmen should be required to demonstrate. Program plans should clearly define the duties, responsibilities, and scope of authority of all staff personnel and midshipmen who will supervise and assist with the program. Training planning should go beyond the preparation of a daily itinerary. Lesson plans should be prepared, reviewed, and approved for each lecture or evolution contemplated. 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 contained in CNETINST 1500.20D should be incorporated into all curricula where hazards cannot be eliminated or reduced to an acceptable level of risk.

e. Execution. Staff supervision is the key to a successful orientation program. The CO should 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. All evolutions shall be

conducted by fully qualified instructors. Upper-class midshipmen selected for participation should be among the top performers in their respective classes. They should be assigned to assist officers or staff members in charge of events. Upper-class midshipmen should not be placed in charge of any group of new students without frequent oversight by a staff officer. A staff officer should be assigned as Duty Officer, on scene during each night of orientation, unless students are residing in university-operated residence halls.

f. Orientation Program Responsibilities.

(1) The NROTC Unit CO shall:

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

(b) 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 all completed risk screening in compliance with the Navy Physical Fitness Assessment is complete;

(c) 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;

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

(e) 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;

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

(g) 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;

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

(i) 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

(j) Ensure availability of ambulance/medical facilities for physical readiness testing as required by OPNAVINST 6110.1H and MCO P6100.12.

(2) Staff personnel in charge of training evolutions shall:

(a) Provide leadership-by-example, exercising firm, fair control over the new students;

(b) Direct and guide upperclassmen assisting with the program;

(c) Be thoroughly familiar with the curriculum, training plan, and details of the evolution, including all inherent risks and safety considerations;

(d) Establish an atmosphere where midshipmen are challenged, yet unafraid to call a TTO for any reason;

(e) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(f) Be alert to emerging hazards;

(g) Modify or cancel scheduled PT evolutions when environmental conditions pose a risk to those who participate;

(h) Be thoroughly familiar with evacuation routes from quarters assigned to new students as part of duty officer responsibilities; and

(i) 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.

(3) Orientation Midshipmen Student Staff. Upper class midshipmen participating in orientation training shall:

(a) Carry out the directions and orders of officers conducting training evolutions;

(b) Provide leadership-by-example by demonstrating the highest standards in military appearance and physical fitness;

(c) Be familiar with training plans of evolutions in which they will assist and be fully cognizant of risk and safety precautions;

(d) Assist officers in charge by encouraging an atmosphere where new students are unafraid to call a TTO for any reason;

(e) Be familiar with indications that a participant is experiencing potentially harmful physical stress;

(f) Be alert to emerging hazards; and

(g) 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.

g. Safety. Unnecessarily hazardous activities should not be scheduled. 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.

h. Resources. Augmentation of unit operating funds will not normally be authorized for new student orientation. In exceptional circumstances, requests for Operating Target augmentation will be considered on a case-by-case basis. Requests should be forwarded to OD8. Active duty for training pay and/or midshipmen subsistence pay is not authorized for midshipmen participating in orientation training, including those assigned to assist instructors. New students participating in orientation programs shall not be charged any fees or required to purchase any items in connection with the training.

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Chapter V

MEDICAL

500. General

a. The requirements for physical examinations and the maintenance of health records for midshipmen and officer candidates are contained in the Physical Standards for Enlistment, Appointment and Induction (DoD Directive 6130.4) and the Manual of the Medical Department (NAVMED P117, Chapters 15 and 16). The Department of Defense Medical Examination Review Board (DoDMERB) is a 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 NROTC Scholarship, College Program (Advanced Standing) and the MMR, USNR Midshipman Program.

b. There are two branches within DoDMERB that review NROTC medical examinations. DoDMERB's Four-year Program Branch reviews the medical examinations for applicants awarded National Four-year or Historically Black Colleges and University (HBCU) scholarships. DoDMERB's College Scholarship Branch (CSB) reviews the medical examinations for all other scholarship nominees and recipients and College Program Advanced Standing students.

c. Chief, Bureau of Medicine and Surgery (BUMED), Department of the Navy, reviews requests for waivers of physical standards for all applicants seeking entry into the U.S. Navy or Marine Corps and forwards waiver recommendations to OD. OD is the approving authority for all medical waivers.

501. Medical Examinations

a. 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). The Report of Medical Examination (DD 2808) (Example 5-1) is utilized to document physical results, and OD2 receives a copy.

b. National Four-Year Scholarship Recipients

(1) An annual OPMIS message requests units identify which students have reported. OD2 then forwards the Report of Medical Examination (DD 2808) (Example 5-1) to the unit for filing in the MIDN’s health record.

(2) As discussed in Chapter 3, National Four-Year Scholarship MIDN are notified of their selection in writing by OD2 (Navy Option) or MCRC (ON/E) (Marine Option). The letter contains instructions for scheduling a medical examination. Data contained in OPMIS is used by DoDMERB to assign applicants to DoDMERB-approved civilian doctors or Military Treatment Facilities (MTF). DoDMERB utilizes the applicant's zip code to assign a physician or medical care provider near the applicant's home of record. The applicant is responsible for completing the DoDMERB medical examination and ensuring a Report of Medical Examination (DD 2808) (Example 5-1) is submitted by the physician to DoDMERB in a timely manner. The applicant is also responsible for obtaining any additional tests or clinical abstracts that DoDMERB may direct. In some limited cases, DoDMERB may fund the cost of requested additional testing. Applicants should have their DoDMERB medical examination completed as soon as possible.

(3) After reviewing the Report of Medical Examination (DD 2808) (Example 5-1), DoDMERB will post the applicant's physical status on the DoDMERB secure website. Applicants deemed physically qualified will receive a Q (physically qualified) code. Applicants deemed not physically qualified receive a D (disqualified) code. The applicant’s physical status maintained by DoDMERB is downloaded into the OPMIS placement file. The applicant’s physical status is maintained in OPMIS until OD2 purges the placement file during the month of October. The physical status of midshipmen determined to be physically qualified after the placement files are purged will not be automatically updated in OPMIS, so the unit must manually enter the midshipman’s medical status.

(4) Medical examinations for applicants deemed not physically qualified by DoDMERB are forwarded to BUMED. BUMED will review the applicant’s Report of Medical Examination (DD 2808) (Example 5-1) and determine if a waiver is recommended. As soon as BUMED determines if the applicant’s medical condition is waiverable, BUMED will inform DoDMERB (which may include updating the DoDMERB website) and send a letter to OD2 and/or MCRC (ON/E) with a copy to the individual/unit. Applicants deemed not physically qualified but waiverable receive a W (waiver granted) OPMIS code. Applicants deemed not physically

qualified and not waiverable receive a Z (waiver denied) OPMIS code.

(5) Midshipmen disqualified or pending physical qualification at the start of class shall not be allowed to sign any scholarship agreement or receive any benefits. However, they may participate in the physical training aspects of the program with clearance from a physician. Midshipmen waived or deemed physically qualified after the commencement of the academic term **may be entitled** to retroactive benefits, except subsistence.

c. Other Scholarship and College Program (Advance Standing) Midshipmen. Students nominated for other scholarships (2-year National, OD Controlled, etc.) or College Program (Advance Standing) must be found medically qualified or waived prior to receiving benefits. The procedures addressed in paragraphs 501(a) and (b) 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 advance standing. Once the DoDMERB medical examination is completed, the unit must ensure the Report of Medical Examination (DD 2808) (Example 5-1) is forwarded to DoDMERB, 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 should notify 0D2A that a waiver review is required. OD2 will then request a waiver review from BUMED. BUMED will review the medical examination and determine if a waiver is recommended. BUMED will then inform DoDMERB and send a letter to OD4 or MCRC (ON/E), who will grant/deny the waiver and send a copy to the individual/unit.

d. MMR, USNR Midshipmen

(1) United States Merchant Marine Academy. DoDMERB medical examinations for MMR, USNR MIDN at the USMMA are processed nearly the same as any U.S. Service Academy. The Head Surgeon at the service academy performs the medical examination and forwards the Report of Medical Examination (DD 2808) (Example 5-1) to DoDMERB. DoDMERB will then post the applicant's physical status on the DoDMERB secure website and respond back to the applicant/USMMA. Medical examinations for applicants deemed not physically qualified are forwarded to BUMED. Applicants not deemed physically qualified or waived shall not be allowed to sign any service agreements.

(2) State Maritime Academies. DoDMERB medical examinations for MMR, USNR (obligated) Midshipmen at the state and regional maritime academies must be initiated by the unit on an individual basis. MMR, USNR Midshipmen must obtain their DoDMERB medical examination through a local MTF or authorized DoDMERB physician. Medical examinations for applicant's deemed not physically qualified are forwarded to BUMED. Applicants deemed not physically qualified or waived shall not be allowed to sign any service agreements. Although MMR, USNR (non-obligated) Midshipmen are not required to have a DoDMERB exam, they must receive a sports physical and complete a Report of Medical History (DD 2807-1) (Example 5-3) before participating in unit physical training.

e. College Program Midshipmen (Basic Standing). Although College Program (Basic Standing) Midshipmen are not required to complete a DoDMERB medical examination, they must receive a sports physical and complete a Report of Medical History (DD 2807-1) (Example 5-3). The PNS must review the Report of Medical History and determine if the midshipman is physically qualified to participate. If the midshipman indicates past or present injuries or illnesses that may be physically disqualifying in nature, the PNS should consult with BUMED to assess future eligibility. Midshipmen 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. Additional information on medical exams for Naval Science and College Program (Basic Standing) Midshipmen is provided in paragraph 502.

f. STA-21 and MECEP Officer Candidates. STA-21 and MECEP officer candidates receive a complete physical examination before reporting to the 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 officer candidates must have their most recent medical examination reviewed by BUMED.

502. Medical Screening OPNAVINST 6110.1H requires all students be medically screened before participating in any physical readiness training. NROTC Scholarship, College Program (Advance Standing), STA-21 and MECEP, and obligated MMR, USNR Midshipmen are medically screened by BUMED or 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 or illnesses that may be aggravated by required exercises. The Report of Medical History (DD 2807-1) (Example 5-3) shall be utilized to document the students past and present medical condition.

503. Physical Readiness

a. All students shall comply with the Physical Readiness Program (OPNAVINST 6110.1H) or Marine Corps Physical Fitness Standards (MCO P6100.12). The designated Command Fitness Leader shall have all Navy students complete an Annual Certificate of Physical Condition (NSTC 6220/8) (Example 5-4) prior to first unit directed physical training activity. Paragraph 510 contains additional information for completion of NSTC 6220/8. Midshipmen shall be given a 10 to 12-week notice prior to a PFA/PFT. The 10 to 12-week notice may be waived in the case of Freshmen taking the PFA/PRT during orientation. However, the welcome aboard letter should state that the student must participate in a PFA during orientation.

b. To ensure all incoming midshipmen are physically fit to participate in orientation, the Command Fitness Leader 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/WG” (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.

c. Medical evaluations must be conducted in cases of positive responses to any questions on the Physical Activity Risk Factor Questionnaire (PARFQ) (Example 5-20) or if the student is “out-of-standards” per OPNAVINST 6110.1H before the student can participate in the PRT or PFT.

504. Human Immunodeficiency Virus (HIV) Testing

a. 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 twelve months prior to 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).

b. 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 is required. Additional guidance concerning HIV-testing is contained in SECNAVINST 5300.30D.

505. Immunizations

a. All students are required to receive immunizations as specified in paragraph 505 c. Immunization waivers will not be granted.

b. The PNS is responsible for establishing procedures to ensure that scholarship and College Program (Advanced Standing) Midshipmen receive immunizations prior to summer training. The PNS should use local MTFs for satisfying immunization requirements. However, when MTFs do not exist locally, the inoculations may be ordered and administered by military health professionals, local university health professional, or other personnel qualified to administer inoculations. Immunizations for MECEP students are completed at Marine Corps Officer Candidate School.

c. Immunization recommendations and requirements are contained in BUMED Notice 6230, dated 21 December 2004. Midshipmen should provide proof of immunization or receive all immunizations. Midshipmen should receive the Measles, Mumps, Rubella (MMR) vaccine or appropriate serological testing as early as possible. Midshipmen should also receive the Varicella vaccine (if there is no known history of chickenpox or evidence of serological immunity). Midshipmen 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 midshipman or officer candidate must have been immunized or received the following inoculation:

(1) Hepatitis A virus (HAV) vaccine (first and second dose).

(2) Influenza vaccine.

(3) MMR vaccine (one dose).

(4) Inactive poliovirus vaccine (IPV) (one dose).

(5) Tetanus-diphtheria toxoid (one dose).

(6) Varicella vaccine (two dose primary series).

Further guidance may be obtained in the Summer Training Manual (NAVEDTRA 37300 series). Detailed instructions for completing the Immunization Record (SF 601) (Example 5-5) and the International Certificate of Vaccination (PHS 731) (Example 5-6) 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.

506. Medical Leave of Absence. Medical Leave of Absence is discussed in Paragraphs 634 a. and i.

507. 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, paragraph 7.

508. Medical and Dental Care

a. STA-21 and MECEP students are covered by TRICARE. Midshipmen should be advised to remain under their parent’s insurance plan or participate in the university’s health care plan. NROTC Scholarship and College Program (Advance Standing) Midshipmen are eligible to receive care at military medical facilities under the following circumstances:

(1) Required medical examinations and immunizations.

(2) While on summer training, routine medical and dental care or examinations on a space available basis.

(3) 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.

b. In the case of a medical emergency while on active duty for training, midshipmen should be treated at the nearest military or civilian hospital, or medical treatment facility. Authorized expenses will be covered by TRICARE. Contact your TRICARE region office for assistance with claims - TRICARE North

1-877-TRICARE or http://tricare.osd.mil/north/default.cfm; TRICARE South 1-800-444-5445 or http://tricare.osd.mil/south/default.cfm; or TRICARE West 1-888-874-9378 or http://tricare.osd.mil/west/default.cfm. OD2 should be notified of midshipmen emergency. The midshipmen may be responsible for initial payment for medical care prior to reimbursement by TRICARE. If it is determined that the injured midshipmen will require extended care, immediately notify OD4 for guidance.

c. NROTC Scholarship and College Program (Advanced Standing and Basic) Midshipmen 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 midshipmen injured while in the line of duty is addressed in paragraph 509.

509. Medical Claims and Compensation. 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 midshipmen injured in the line of duty during practical military, as well as field training an practice cruises. The training must prescribed by the Secretary of the Navy.

a. A Midshipman or designated applicant from the NROTC Program who is injured while under orders or while participating in unit related activities may receive civilian care paid for the Office of Workers' Compensation Program (OWCP). A Notice of Injury Form (CA-1) (Example 5-7) must be prepared immediately. An Authorization of Treatment (CA-16) (Example 5-8) must be filed in order prior to treatment or surgery unless it is an emergency. All OWCP claims must be sent to the U.S. Department of Labor, Office of Workers' Compensation Programs, ATTN: Special Claims 800 North Capitol Street, NW Suite 800, Washington, DC 20211. The Special Claims Department's phone number is (202)565-9770.

b. The CA-1 and CA-16 forms must have supporting documentation, such as medical documents, line of duty statement and a cover letter stating specifically what the claimant is seeking. The CA-1 form requires certain codes: OWCP Agency Code is 65400U, and the OSHA Site Code is the unit's UIC.

c. Additional information and CA-1 or CA-16 forms can be accessed at:
http://www.dol.gov/esa/regs/compliance/owcp/forms.htm

510. Annual Certificate of Physical Condition

a. The PNS must ensure all students complete an Annual Certificate of Physical Condition (NSTC 6220/8) (Example 5-4) prior to the first PRT/PFT each fall. Graduating seniors and 5th 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 for one reason or another. Moreover, if there is any doubt the injury, illness, or prescription could be a physically disqualifying factor, the PNS must immediately notify BUMED.

b. Normally, the Command Fitness Leader (CFL) will be the Department Representative and the Reviewing Officer if the student answered "no" to questions 1 through 4 of page 2. The PNS would be the Reviewing Officer if the student answered "yes" to any of the questions 1 through 4 of page 2. The completed Annual Certificate of Physical Condition (NSTC 6220/8) shall be filed in the student's health record. In the case of College Program (Basic Standing) students, the form may be filed in the NROTC Student File until the health record is opened.

511. Pre-commissioning Physicals

a. A pre-commissioning 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 midshipmen's First Class Cruise. If conducted during summer cruise, orders should be endorsed to reflect type of exam (i.e., SPECOPS/SPECWAR, nuclear, and aviation). Pre-commissioning physicals for Marine Option Midshipmen and MECEP OCs should be accomplished before they begin OCS. The extent of the pre-commissioning physical is determined by the community. **Note: “Current” is within 12 months of commissioning.** The pre-commissioning physical consists of:

(1) Pre-commissioning Physical Cover Letter (Example 5-11);

(2) DoDMERB/BUMED original approved Report of Medical History (DD 2807) (Example 5-3) and Report of Medical Examination (DD 2808) (Example 5-1);

(3) NROTC Annual Physical Condition Certificate (NSTC 6220/8) (Example 5-4);

(4) Current HIV test (Example 5-12);

(5) Current dental examination (Example 5-13);

(6) Current Pap exam (female only).

b. During service selection, the PNS must ensure the applicant is qualified for their first choice designator. BUMED will determine if the member is physically qualified for commissioning in the URL. If BUMED determines the applicant is unqualified for the URL, the pre-commissioning physical will be returned to the unit, and the student must choose a Restricted Line (RL) or Staff Corps (SC) designator. If BUMED determines the student is qualified for the URL, the pre-commissioning package will be forwarded as appropriate.

(1) Surface Warfare Officers. Surface Warfare pre-commissioning physicals are forwarded per standard naval letter format to BUMED, Qualifications and Standards. The pre-commissioning physical cover letter (Example 5-11) must be signed by the PNS and state “Pre-commissioning Physical ICO MIDN_____, SSN last four, 1XXX.” Surface Warfare Officer pre-commissioning physicals consists of:

(a) DoDMERB/BUMED original approved/waived Report of Medical History (DD 2807) and Report of Medical Examination (DD 2808);

(b) NROTC Annual Physical Condition Certificate (NSTC 6220/8) (Example 5-4);

(c) Current HIV test (Example 5-12);

(d) Current dental examination (Example 5-13);

(e) Current Pap test (female only); and

(f) Copies of treatment records for significant medical conditions that have developed since enrollment.

(2) 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. The pre-commissioning physical cover letter (Example 5-11) must be signed by the PNS and state "Pre-commissioning Physical ICO MIDN_____, SSN last four, 1XXX." Nuclear Officer pre-commissioning physicals consists of:

(a) Current, Physical Exam (original DD 2807/DD 2808) completed by an Undersea Medical Officer.

(b) Ionizating Radiation Medical Examination (NAVMED 6470/13)

(c) Ancillary studies per MANMED Chapter 15.

(3) 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. The pre-commissioning physical cover letter (Example 5-11) must be signed by the PNS and state "Pre-commissioning Physical ICO MIDN_____, SSN last four, 1XXX." Aviation (1390/1370) pre-commissioning physical consists of:

(a) Report of Physical Exam (within 24 months) (DD 2807, DD 2808) (original) completed by a Flight Surgeon (Example 5-1).

(b) Anthropometric Data Record (NAVMED 6410/9) (Example 5-14).

(c) Ancillary studies per MANMED Chapter 15.

(d) Contact Lens Statement (Example 5-15).

(4) Once NOMI, Undersea and Radiation Medicine (URM), Dive and Undersea, or BUMED determine the student's physical qualification for their respective community, the unit will be notified. If the applicant is physically qualified and does not require a waiver, BUMED will provide a stamped-approved return endorsement to student's pre-commissioning physical package. If the pre-commissioning package requires a waiver, BUMED will send a recommendation and physical qualification letter to OD4 or MCRC (ON/E) with a copy to the unit. OD4 or MCRC (ON/E) will endorse the letter approved or disapproved and forward it to the unit. Upon receipt, the unit shall enter the appropriate pre-

commissioning physical code in the Personal/Program Information Form and the Service Selection Form.

(5) **No student shall be commissioned unless physically qualified for their respective designator.**

512. Health and Dental Records

a. General. Detailed instruction for the maintenance of Health and Dental Records is provided in the Manual of the Medical Department (NAVMED P-117), Chapter 16. Scholarship and College Program (Advanced Standing) Midshipmen, and MMR/USNR (obligated) Midshipmen will have Health and Dental Records opened and maintained at the unit. If dental records are available, a Dental Record should be established. Although not required, a Health and/or Dental Record may be established for College Program (Basic Standing) students if sufficient documents exist. STA-21 and MECEP officer candidates will continue to use their previously established Health and Dental Records; however, these files shall be maintained at the NROTC unit. **Health and Dental records contain Privacy Act information and shall be secured accordingly.**

b. Contents of the Health Record. The Health Record is a four partition folder. The medical documents or forms listed below shall be filed in the health record in the appropriate section. Each section in numbered left to right and documents listed top to bottom, with each form arranged with newest on top within each group.

(1) Section 1

(a) Record of Preventive Medicine and Occupational Health.

(b) Immunization Record, (SF 601 or civilian equivalent) (Example 5-5).

(c) Record of Occupational Exposure to Ionizing Radiation (NAVMED 6470/10) (Example, 5-16) (Only required if student has been exposed to ionizing radiation).

(d) Audiology

(e) Eye Exams

(2) Section 2

(a) Annual Certificate of Physical Condition (NSTC 6220/8) (Example 5-4).

(b) Chronological Record of Medical Care (SF 600), (Example 5-17) (if applicable).

(3) Section 3

(a) Report of Medical Examination (DD 2808) (Example 5-1), Report of Medical History (DD 2807-1) (original) (Example 5-3).

(b) Anthropometric Data Record (NAVMED 6410/9) Contact Lens Statement or Cycloplegic Eye Exam etc, as applicable.

(c) BUMED Waiver Letters and any additional medical documents such as hospital records, consults, etc, (If applicable).

(d) Privacy Act Statement - Health Care Records (DD 2005) (signed) (Example 5-18).

(e) Record of Disclosure (OPNAV 5211/9) (Example 5-19).

(4) Section 4

(a) Electrocardiograph Record

(b) X-rays reports

(c) Laboratory Report

c. Contents of the Dental Record (if applicable)

(1) Left Side of Folder

(a) Unmounted radiographs in envelopes

(b) Sequential bite wing radiograph mounts

(c) Panographic or full mouth radiographs

(d) Report of Dental Exam, (DD 2480) (Example 5-13).

(e) Privacy Act Statement-Health Care Records (DD 2005) (Example 5-18) (signed).

(f) Record of Disclosure (OPNAV 5211/9) (Example 5-19).

(2) Right Side . SF 603 or civilian equivalent Record of Dental Care.

d. Health and Dental Record Annual Reviews.The Health and Dental Records shall be reviewed annually by NROTC unit custodian. Health record access shall be limited to the custodian, Commanding Officer, and Executive Officer only. Whenever practicable, verification of the Health and Dental Record shall be completed prior to active duty training periods. At the very minimum, the person conducting the review shall first verify the completeness, accuracy, legibility of all identifying information (NAME, SSN, DOB, Place of Birth, and Sex). A log page shall be kept recording annual verification, on the top left hand side of the record.

e. Disposition Instructions.Prior to summer training, the Health and Dental Record shall be delivered to the student along with summer training orders. Upon completion of summer training, the health record will be returned to unit custodian. Upon disenrollment or commissioning, the disposition instructions are as follows:

(1) Disenrollment. As previously addressed, Health and Dental Records are only required for Scholarship and College Program (Advance Standing) Students. In cases of Disenrollment, Health and Dental Records will be disposed of in accordance with paragraph 715.

(2) Commissioning. When any midshipman, STA-21, or MECEP is commissioned, all Service Records, Health and Dental Records shall be issued to the newly appointed officer.

513. Injury/Safety Reporting. Notify OD/ODA immediately for any seriously injured student or staff member. See Chapter 2 for additional reporting requirements.

Chapter VI

STUDENT OPERATIONS

600. General. This chapter covers the administration of all students from reporting through commissioning. Program guidance as it relates to unit operations, selection and placement, applications for scholarships or advanced standing, professional development, medical, and performance counseling is addressed elsewhere in this instruction.

601. Student Classification. Students are classified by their standing in their respective programs. The number of college credits completed does not bear upon their standing. Classification is as follows:

a. Basic Course

(1) Freshman: First year students who are enrolled in or have completed the first two Naval Science courses and laboratory periods.

(2) Sophomore: Second year students who are enrolled in or have completed three or four Naval Science courses and laboratory periods. A Scholarship Program student incurs obligated service or recoupment upon initial acceptance of program benefits at the beginning of the sophomore academic year or second year in the program, whichever comes first. Those receiving Maritime Administration Student Incentive Payments (SIP), USNR, and MMR MIDN must sign a MARAD Service Agreement.

b. Advanced Standing

(1) Junior: Third year students who are enrolled in or have completed five or six Naval Science courses and laboratory periods. A College Program student must sign an enlistment contract (DD4) upon beginning the advanced course and incurs obligated service at that time.

(2) Senior: Fourth year students who are enrolled in or have completed seven or eight Naval Science courses and laboratory periods.

602. Enrollment

a. Each candidate for enrollment in any NSTC Officer Development Program must meet the following conditions:

(1) Be a citizen of the United States and present official certified proof of citizenship, except as noted in Paragraph 603. Additional guidance is contained within Paragraph 605;

(2) Midshipmen must be at least 17 years of age for scholarship and 16 for college program on or before 1 September of the year of enrollment and be less than 27 years of age on 30 June of the calendar year in which commissioned. Applicants with prior active enlisted service may be granted an age waiver equal to the period the member served on active duty up to 36 months;

(3) Be morally qualified and possess officer-like qualifications and character as evidenced by appearance, scholarship, extracurricular activities, and record in their home community. Candidates convicted of any crime involving moral turpitude will not normally be accepted into any officer accession program. The unit shall initiate a National Agency Check with Local Agency and Credit Checks (NACLC) upon unit check-in;

(4) Be accepted for admission as a full-time student at a participating NROTC college/university or maritime academy. NROTC students may enroll at schools near host NROTC universities and colleges provided both institutions and the NROTC unit have an OD-approved cross-enrollment agreement;

(5) Be medically qualified in accordance with paragraph 502 – 503, Medical;

(6) Meet requirements concerning prior use of drugs or alcohol per OPNAVINST 5350.4C;

(7) Agree to the conditions for reimbursement of educational assistance prescribed per specific service agreements;

(8) Agree to complete prescribed Naval Science courses, program specific university course requirements, and applicable summer training requirements; and

(9) Sign and acknowledge the Concept of Honor and Oath of Office as addressed in Paragraph 609.

b. There are no restrictions as to marital status or gender of the candidate. However, any single parent who has custody of dependent children must present a dependent care plan which

allows full attention to service responsibilities during initial training periods and subsequent duty assignments. Single parents must be advised that individuals accepted for naval service are required to maintain a high degree of commitment to professional responsibilities, and exemptions from personnel policies or preferential treatment for duty assignments are not to be anticipated.

c. NROTC applicants who have been nominated for an NROTC scholarship but enroll in a service academy, a state maritime academy, an ROTC program, or any other officer-type training program, are not eligible for that scholarship. They must reapply the following year. College Program candidates who have previously enrolled in a service academy, a state maritime academy, an ROTC program, or any other officer-type training program, may not enroll in the NROTC College Program without specific written approval from OD. These individuals are not eligible for immediate scholarship benefits through programs such as the Tweeddale or HBCU Scholarship programs. They may be nominated for an OD Controlled Scholarship after all nomination requirements have been met. A written request endorsed by the PNS with a Record of Disenrollment from OC-Type Training (DD-785) from the previous officer-training program is required. Applicants disenrolled for aptitude or disciplinary reasons, or “not recommended for future officer programs” should not apply.

d. All NROTC Program midshipmen must be released from their present enlistment contract and terminate their affiliation with drilling reserve units, except for College Program midshipmen in the basic course. College Program midshipmen in the basic course may continue their affiliation with a drilling reserve unit until eligible for benefits upon enrollment in advanced standing. Members of reserve components must be conditionally released (DD368) from their present enlistment contract and enlisted under the provisions of the NROTC Program to facilitate Scholarship or College Program (Advanced Standing) enrollment. They may be enrolled as Naval Science students pending discharge from such status. NROTC midshipmen appointed from enlisted status shall be entitled only to NROTC related compensation and entitlements that are normally provided to other NROTC midshipmen. The period of time served in the NROTC Scholarship or College Program shall not be counted in computing longevity, retirement eligibility, retired pay, or for any purpose in computing the length of service of any officer of the Armed Forces. NROTC Scholarship or College Program midshipmen in advanced standing may not simultaneously be a member of another officer accession program as set forth in Section 12209, Title

10, United States Code, e.g., Marine Corps Platoon Leader's Course (PLC), Merchant Marine/U.S. Naval Reserve Midshipman Program, Aviation Reserve OC Program, etc.

e. Any person receiving compensation from the Veterans Administration (VA) for disability incurred in military service of the United States, or who has any claim pending under that administration on account of such disability is not eligible for enrollment in NROTC. Veterans who have previously filed such claims may become eligible for enrollment if: (1) the VA has disallowed the claim or if, (2) the veteran has withdrawn the claim. Procedures for establishing such eligibility shall be per current directives. All such veterans should understand that any such action initiated by them is voluntary on their part. While no individual is required to waive any such claims, enrollment in NROTC is contingent upon fulfilling all entrance requirements.

f. Any person professing to be homosexual will not be allowed to enroll in any OD Program.

g. A former NROTC Scholarship or College Program student who desires re-enrollment as a College Program student must submit a written request to OD. Re-enrollment of students must be approved by OD.

603. Alien Students

a. As provided for by DoD Directive 11215.12 certain non-immigrant and immigrant aliens are eligible for enrollment in the NROTC Program. This eligibility pertains only to participation in the Four-Year College Program (Basic). Alien students are excluded from the Scholarship Program by Section 2107 of Title 10, United States Code.

b. Although appointment of immigrant aliens is permitted by law, shipboard assignments of these officers are precluded by Section 6019 of Title 10, United States Code. Enrollment in the NROTC College Program is, therefore, limited to:

(1) Immigrant aliens who, although not yet eligible for naturalization, can produce written evidence that they have filed a Declaration of Intention (INS Form N-300) to become a citizen of the United States and who will fulfill naturalization requirements for U.S. citizenship prior to entering advanced standing, executing an Enlistment Contract (DD Form 4), and receiving subsistence. If the immigrant alien already meets the

residence requirements, they must submit written evidence of having applied for naturalization to become a United States citizen. If citizenship is not obtained prior to commencement of their junior year, the student must be disenrolled from the program.

(2) Nonimmigrant aliens who are qualifying for commissions in the service of certain foreign governments.

(3) Nonimmigrant aliens who are foreign navy students. These students may participate in NROTC as special Naval Science students through arrangement with the U.S. Government and the foreign country's government.

c. Active recruitment of nonimmigrant aliens is not desired.

d. Except in special instances, as determined by OD, not more than five students from any one foreign country, except for those students identified in Paragraph 603, above may be newly enrolled in any one NROTC unit each year.

604. Reporting Incoming Students

a. NROTC Scholarship Midshipmen. The NROTC unit is informed of all incoming Four-Year National Scholarship students via an OPMIS GF2OR61 Report or Placement Table (Example 6-1). Prior to enrollment, the NROTC unit must ensure the appropriate physical qualification code is reflected in OPMIS. **If the student is not physically qualified, do not activate the scholarship or allow the student to sign any documents.** Although the student may attend class, the scholarship and stipend must not be activated. When the student is found physically qualified (PQ), the documents will be dated 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 effected the actual date the student is found physically qualified or waived. If 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 in the "reserves" until they sign the Enlistment/Reenlistment Document Armed Forces of the United

States (DD 4/1). Request for retroactive payments shall be addressed to OD4.

b. NROTC College Program Midshipmen. Upon request to OD2, the NROTC unit will receive application files for non-select students who may become College Program (Basic) students. Those interested in becoming College Program (Basic) students must complete an NROTC College Program Application, NSTC 1533/21 (Example 6-2).

c. STA-21 OCs. The NROTC unit is informed of all incoming STA-21 OCs via an OPMIS GF2OR61 Report or an Official Mail Message published by OD2.

(1) Upon completion of the STA-21 selection process, OD1 will forward the list of nuclear option selectees and alternates, with their top three school choices, to the appropriate NROTC units. The PNS is responsible for providing information on housing, tuition, enrollment procedures, and other useful relocation information.

(2) Orders cannot be issued until university acceptance and favorable medical screening are gained. STA-21(N) OCs attend the earliest possible NSI and thus are subject to a shorter timeline. The NPO may be needed to assist in expediting the admissions process for these students.

(3) The NPO shall verify that each OC has six years of obligated service upon reporting to the NROTC unit.

(4) Experience has proven that some students have difficulty with the initial transition to the college academic environment following the accelerated pace of the nuclear propulsion pipeline. Each OC shall be required to complete 15 hours per week of monitored study until completion of the first full term. OCs in good academic standing per program requirements after the first full term may be removed from monitored study.

d. MECEP/MCP OCs. The NROTC unit is informed of all incoming MECEP/MCP OCs by MCRC (ON/E) (ON/E). All MECEP and MCP OCs student data must be entered in OPMIS.

e. MMR, USNR Midshipmen. Department of Naval Science at the USMMA and State Maritime Academies are informed of all incoming students through their registrar’s offices. Those interested in participating in the MMR, USNR Midshipmen Program

should complete an MMR, USNR Midshipman application (Example 6-3). Processing of midshipmen applications must be completed at USMMA within the first month of the student's arrival at the academy. Processing of midshipmen applicants at the state academies should be completed once the student indicates a desire to enter the program.

f. Welcome Aboard Letters. The PNS/OIC shall send the student a congratulatory or Welcome Aboard Letter as soon as the unit becomes aware of the prospective student (Example 6-4). The letter should include the following forms. Items (3) through (6) are for review only and will be completed once the student arrives at the unit.

(1) Questionnaire for National Security Positions (SF86) (Example 6-5) and Fingerprint Card (FD25A) (Example 6-6).

(2) Record of Emergency Data (DD Form 93) (Example 6-7).

(3) Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1) (Example 6-8).

(4) Acceptance and Oath of Office (NSTC OD 1533/11) (Example 6-9).

(5) The Concept of Honor (NSTC 1533/12) (Example 6-10).

(6) NROTC Scholarship Service Agreement (NSTC 1533/5) (Example 6-11) or other type of service agreements as applicable (Nurse or MMR).

(7) Direct deposit form, Treasury Department Standard 1199A (Example 6-12).

(8) Self-addressed return envelope and any locally produced forms.

605. Birth Certificate/Evidence of Citizenship

a. Applicants for all officer programs shall be citizens of the United States and shall submit positive proof of citizenship at the time of application. The birth certificate or evidence of citizenship will be maintained in the Student File until commissioning. A current U.S. passport is acceptable as proof of citizenship.

b. Birth Certificates can only be certified as true copies by the appropriate department of vital statistics. Since most students will retain their original or certified true copy, the unit should photocopy the certificate and annotate "original or certified true copy was sighted and verified by (person who inspects the original)".

The person responsible for maintaining the Student File should be the only one authorized to do this. In their absence, only an O-4 or above may endorse the photocopy.

c. U.S. citizenship for students born outside of the United States must be verified by one of the following:

(1) Report of Birth Abroad to U.S. Citizen (FS-240) or Certification of Birth (FS-545 or DS-1350) or Certificate of Citizenship (NAVCRUIT 1100/25) for those born abroad by U.S. citizens.

(2) Certificate of Naturalization issued by Immigration and Naturalization Service (INS) for those who were naturalized in their own name (NAVCRUIT 1100/25).

(3) Certificate of Citizenship issued by INS in the case of individuals who were under 16 years of age and residing in the U.S. at the time natural parent(s) were naturalized and thus automatically became a U.S. citizen through the naturalization of parent(s).

d. Additional information on obtaining birth certificates and evidence of citizenship is contained in COMNAVCRUITCIMINST 1131.2B.

606. Physical Exam/BUMED Waiver. Prior to receiving benefits, midshipmen 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 in paragraph 502 - 503, Medical.

607. Drug and Alcohol Abuse Statement of Understanding

a. All students are required to meet DoN requirements concerning use of drugs or alcohol in accordance with OPNAVINST 5350.4C. All students shall have explained to them and sign the Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1)

(Example 6-8) prior to executing the Enlistment Contract and Acceptance and Oath of Office.

b. All students will be tested via urinalysis at least twice per academic year: once between 1 July and 31 December and again between 1 January and 30 June.

c. 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.

608. Acceptance and Oath of Office. All midshipmen must execute "The Acceptance and Oath of Office", (NSTC 1533/11) (Example 6-9) 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 will be the first day of orientation, the date the student begins class, or the date authorized by OD, whichever occurs first. This date becomes the student’s Date of Initial Entry into Military Service. Any student who refuses to execute such an oath or affirmation shall be denied enrollment.

609. The Concept of Honor. All students shall execute “The Concept of Honor” (NSTC 1533/12) (Example 6-9) 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. Any student who refuses to sign the Concept of Honor shall be denied enrollment.

610. Service Agreements. Applicants are required to sign program-specific service agreements. The following agreements apply:

a. NROTC Scholarship/Nurse Scholarship Service Agreement. All NROTC Scholarship students must execute an NROTC Scholarship Service Agreement (NSTC 1533/5) (Example 6-10) or NROTC Nurse Scholarship Agreement (NSTC 1533/4) (Example 6-13) at the time of their appointment to be eligible to receive financial assistance. All NROTC Scholarship midshipmen incur an obligation for active service or recoupment at the beginning of the sophomore academic year, if drawing benefits. At this time, they shall review the NROTC Scholarship Service Agreement they signed upon first entering the program and acknowledge this review and obligation in writing (Example 6-10). Ensure

midshipmen understand that if they disenroll (voluntarily or involuntarily) after this point, all tuition and fees including the freshmen year are recoupable. Any student who refuses to sign the scholarship service agreement shall be denied enrollment.

(1) 45-Day Requirement. As a condition to receiving advanced educational assistant under the NROTC Scholarship/Nurse Scholarship Service Agreement, ensure all MIDN understand that tuition and fees will not be paid to the university on their behalf for the first 45 days after the start of the fall term.

(2) To be eligible for scholarship benefits, MIDN must demonstrate active scholarship status by:

(a) Being enrolled in a college or university associated with their assigned NROTC unit, and

(b) Actively participating in all aspects of the NROTC program, including, but not limited to university courses, naval science courses, and drill.

(3) If the MIDN complies with the 45-day requirement, scholarship monies will be paid to the institution retroactive to the beginning of the fall term.

(4) If the MIDN fails to comply with the 45-day requirement, the MIDN will be liable to the institution for tuition and fees assessed for that term.

b. NROTC College Program Service Agreement. All NROTC College Program students (Advanced Standing) must execute an NROTC College Program Service Agreement (NSTC 1533/3) (Example 6-14) at the time of their appointment to be eligible to receive financial assistance. College Program Students in the advanced course who do not complete the course of instruction, or who complete the course but decline to accept a commission when offered, *may be* ordered to active duty in their enlisted grade by the Secretary of the Navy for such period of time as the Secretary may prescribe.

c. STA-21 OC Service Agreement

(1) Upon receipt of PCS orders detaching the OCs from the fleet, all OCs are required to sign a 6-year active duty service obligation by extending or reenlisting. Upon execution

of an extension, the following entry shall be made in their service record, page 13 (NAVPERS 1070/613):

"Reason for Extension: Education (STA-21). I understand that, upon admission to a university under this program, this extension becomes binding and may not thereafter be canceled except as provided in the appropriate MILPERSMAN."

(2) Each student will arrive at NSI with a reenlistment contract or extension of enlistment with no less than 6 years remaining. The PNS shall ensure the student has 6 years of obligated service upon enrollment in the university.

(3) Specifically, all STA-21 OCs will have no less than 5 years of active enlisted service remaining on their contracts at any given time while enrolled in the STA-21 Program. To maintain the service requirement, each OC will execute a 3 year reenlistment contract or extension, as necessary, after the completion of their second year of school. Any student refusing to enlist or execute a reenlistment or extension in order to incur 5 years of obligated service upon their projected data of commissioning after the completion of the second year of school will be disenrolled immediately.

(4) If disenrolled, the OC will be issued PCS orders to return to enlisted duty. As provided in the STA-21 application cover letter, the service member is required to complete 5 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer. Moreover, as per Title 10, Section 2005, OCs who cannot perform active duty may be subject to recoupment. As a result, the following entry shall be made in their service record, page 13 (NAVPERS 1070/613):

"Service Agreement: Education (STA-21). I understand that, as a condition to receiving financial assistance from the federal government, I may be obligated to reimburse the government for any tuition/fees paid for on my behalf. Normally, recoupment is pursued when OCs are disenrolled from the program and no longer suitable for active duty."

d. MECEP OC Service Agreement

(1) All MECEP OCs are required to complete all application requirements as set forth in the current Marine Corps MARADMIN.

(2) Specifically, all MECEP OCs will have no less than 4 years of active service remaining on their contracts at any given time while enrolled in MECEP. Each student will arrive at BOOST or the unit with a reenlistment contract or extension of enlistment with no less than 6 years remaining. The PNS shall ensure the student has 6 years of obligated service upon enrollment in the university. To maintain their service requirement, each MECEP student will execute a 2 year extension of enlistment after the completion of their second year of school. Any student refusing to enlist or execute a reenlistment or extension in order to incur 4 years of obligated service upon their projected date of commissioning after the completion of their second year of school will be disenrolled immediately. If disenrolled, the OC will be issued PCS orders to complete 4 years of enlisted service from the date of program disenrollment or the remainder of their current enlistment, whichever is longer.

e. MMR, USNR Midshipmen Program Service Agreement. All MMR, USNR Midshipmen are required to meet the same basic enrollment requirements as NROTC Midshipmen. All midshipmen attending the United States Merchant Marine Academy (USMMA) must sign and execute a Service Obligation Contract for the United States Merchant Marine Academy (MA Form-889) at the time of appointment/enlistment (Example 6-15). All midshipmen receiving Student Incentive Payments (SIP) from the Maritime Administration must sign and execute a Service Obligation Contract for State Maritime Academy Midshipmen (MA Form-890). This agreement shall be signed before the start of the student's sophomore year. Students not receiving SIP may participate in the MMR, USNR Midshipmen Program. These students may be appointed and enlisted in the same manner as SIP recipients.

611. Enlistment/Reenlistment

a. All midshipmen (less College Program (Basic)) must execute an Enlistment/Reenlistment Agreement - Armed Forces of the United States (DD 4/1) (Example 6-16) to serve in the U.S. Navy/U.S. Marine Corps Reserve for a period of eight years concurrently with being appointed a midshipman, as set forth in Title 10, USC, Section 2107. In some cases, the unit must ensure the student maintains at least four years beyond their estimated commissioning date by virtue of an Agreement to Extend Enlistment (NAVPERS 1070/621) (Example 6-17).

b. Active duty scholarship recipients (Midshipmen only) will remain on active duty and be released the day prior to

their first day of class. On the first day of class, they will be appointed midshipmen, provided they are fully qualified and have been accepted to the institution they are authorized to attend.

c. Reservists must be released from their present enlistment contract and enlist under the provisions of the NROTC Program to facilitate Scholarship or College Program (Advanced Standing) enrollment. They may be enrolled as Naval Science students pending release from their reserve obligation, provided they are fully qualified and have been accepted to the institution they are authorized to attend. The NROTC unit shall obtain a Request for Conditional Release (DD-368) (Example 6-18) prior to allowing the student to sign an Enlistment/Reenlistment Agreement - Armed Forces of the United States (DD-4) (Example 6-16).

d. MMR, USNR Midshipmen will enlist in the U.S. Navy Reserve upon their appointment to the USMMA or upon receipt of SIP.

e. STA-21 and MECEP OCs must agree to extend their service obligations when applying for or accepting their respective programs, as appropriate.

612. Officer Program Management Information System (OPMIS)

a. OPMIS supports the NROTC Program by providing a computer link between OD; each NROTC unit; the Defense Finance and Accounting Service (DFAS); BUPERS; Commander, Naval Recruiting Command (CNRC); and Department of Defense Medical Examining Review Board (DoDMERB). An OPMIS Student Record must be established for all Scholarship, College Program, and OCs.

b. The PNS shall ensure that applicable portions of the OPMIS NROTC Training Manual, available from NETPDTC, are executed in order to maintain pertinent student information, such as program type, subsistence, grades, foreign language testing, swim, PFT/PFA, LOA, probation, estimated commissioning dates, security clearance, etc.

c. In addition to maintaining necessary student information, OPMIS is used to activate scholarships and other program benefits. All students who report to the unit shall be “reported-in” in OPMIS. However, benefits will not be started unless they are fully qualified. Specifically, the student must first execute all applicable agreements already addressed, meet

certain height/weight standards, and pass an approved DoDMERB physical exam.

d. Since the NROTC Scholarship Placement File is normally purged each October, the NROTC unit should ensure all records are updated and that "Student Reported" procedures have been followed prior to the purge date. Any student who has not reported to the unit, except those students with an approved deferment, will be coded as “declined” in OPMIS prior to the purge date.

e. For further information regarding OPMIS at the unit level, consult the OPMIS NROTC Training Manual.

613. Navy College Management Information System (NCMIS)

a. NCMIS supports the NROTC Program by providing a computer link to facilitate administration of STA-21 OCs. The information that may be stored in NCMIS includes personal data, university class schedules, and funding available to each student. At the NROTC unit level, NCMIS is used to forecast funding requirements and manage each STA-21 OC’s available funding.

b. The PNS shall assign staff member responsibilities for maintaining personal information and syllabus data in NCMIS. The staff member shall produce a STA-21 Tuition Authorization Form indicating the fees directly charged by the university each semester the STA-21 OC is enrolled, (Example 6-19). Once the form is signed by both the OC and the staff member, the OC must take the form to the bursar’s office and request that the university invoice the Government. Copies of the STA-21 Tuition Authorization forms and all reimbursable expenses shall be maintained in the Student File.

614. Dependency Application/Record of Emergency Data. The unit will prepare a Dependency Application/Record of Emergency Data (NAVPERS 1070/602) for all incoming students (Example 6-20). The unit will maintain a copy in the Student File. This form must be verified annually and annotated on the back of the form.

615. Service Member’s Group Life Insurance (SGLI). NROTC Midshipmen and OCs are eligible for full-time SGLI coverage. NROTC Midshipmen are only covered when assigned to active duty training. If any student desires less than maximum coverage, they may elect a lesser amount on Service Members’ Group Life Insurance Election and Certification Form SGLV-8286 (Example 6-

21). Once completed, attach two copies to the Dependency Application (Part 2) and place it in the Student File; provide one copy to the student for personal safekeeping.

616. Selective Service Registration. The Military Selective Service Act (MSSA) and Presidential Proclamation issued 2 July 1980 require certain male citizens to register. However, because the guidance on the reverse side of the Enlistment/Reenlistment Form (DD4) (Example 6-16) does not pertain to the NROTC Program, students should be advised to consult with their local Selective Service Agency for further guidance.

617. Age Waivers. NROTC Scholarship and College Program students must be less than 27 years of age on 30 June of the calendar year they are commissioned. Age waivers may be granted equal to the amount of prior active duty service up to the maximum age of 30 years on 30 June of the calendar year of commissioning. STA-21 OC age requirements are determined by individual program authorizations. Age Waiver Requests shall be submitted to OD4 (Example 6-22).

618. Tattoo and Piercing Policies

a. While tattoos should be identified during the program entrance physical exam, all NROTC units shall screen incoming students in regards to offensive or inappropriate tattoos. Tattoo screening should also occur as they become known.

b. Tattoos should not be visible while in military uniform; however, if visible, they will not convey any racial epithets, gang symbolism, drug preferences, political statements, or other statements contrary to good order and discipline.

c. Tattoos will not be positioned on the body as to detract from military appearance, i.e., on the face, ears, or head.

d. The number and size of tattoos shall conform to appropriate Navy and Marine Corps regulations.

e. The PNS has the authority to waive certain tattoos. Tattoos that fall outside PNS waiver authority shall be forwarded to OD4 (Navy Option) or MCRC (ON/E) via ODM (Marine Option). For further guidance, refer to NAVADMIN 110/06 or MCRC (ON/E) Guidebook for Tattoos VII dated 11 Jan 2005.

f. Piercing policies for NROTC students are governed by the piercing provisions of the Navy and Marine Corps Uniform Regulations.

619. Student Identification Cards. All midshipmen, less College Program basic, shall be issued an Armed Forces Identification Card, DD Form 2N (Navy Option) or DD Form 2MC (Marine Option). OCs shall use their previously issued ID card. The local Personnel Support Detachment or Inspector-Instructor is responsible for preparing ID cards.

620. Personnel Security Investigations

a. As per 32 CFR Ch.1, DoD 5200.2-R, and SECNAVINST 5510.30A, an investigation is required for each commissioned officer and warrant officer *before appointment*. Exceptions may be made to this general rule in specific circumstances, as permitted in the reference. NROTC students shall not be commissioned without a security clearance. Because the authority to take action to deny acceptance or retention in the Navy and Marine Corps is vested in the Chief of Naval Personnel and the Commandant of the Marine Corps, the PNS shall immediately notify OD4 or MCRC (ON/E), as appropriate, in all cases where a student is scheduled to be commissioned but has not obtained a proper security clearance.

b. In order for scholarship midshipmen to have full access to all summer training opportunities, individual security clearances should be completed prior to the first summer training period. College Program students should have a clearance upon entry into advanced standing. Since many security clearances take over a year to complete, all midshipmen and OCs should have their security clearance initiated within 30 days of reporting to the unit. Some students may be selected for programs that require a Single Scope Background Investigation (SSBI) for access to Top Secret (TS) or Sensitive Compartmented Information (SCI). Specifically, students designated Submarine Warfare Officer (1170); Special Operations Officer (1190), Intelligence Officer (1630), and Information Warfare Officer (1640) require an SSBI. A personal interview is not required for 1170 but is mandatory for 1630 and 1640.

c. Personnel Security Investigations (PSI) includes a Questionnaire for National Security Positions (SF86) (Example 6-5) as well as a Fingerprint Card (FD258) (Example 6-16). The FD258 contains basic instructions for accomplishing classifiable fingerprints. These instructions should be carefully followed

and only trained personnel should take fingerprints. Assistance of Naval Criminal Investigative Service offices or local law enforcement agencies may be requested when necessary. When completing the FD258, "OC-Navy" or "OC-Marine" should be indicated in the "Reason Fingerprinted" block.

d. All PSI requests will be prepared following guidance found at www.navysecurity.navy.mil and mailed to the Office of Personnel Management (OPM) at one of the following addresses:

Civilians	Military
OPM, FIPC	OPM, FIPC
PO Box 618	PO Box 49
1137 Branchton Road	1137 Branchton Road
Boyers, PA 16018-0618	Boyers, PA 16018-0618

All military PR-Updates on investigations should also be mailed to this address.

e. A signed copy of the Questionnaire for National Security Positions (SF86) must be maintained in the Student File until the security clearance is finalized. If the status of a student has been interrupted for a period of two years, a new Questionnaire for National Security Positions is required. The JPAS Person Summary sheet establishing clearance eligibility will be retained in the Student File, unless replaced by more current authorization.

f. Whenever serious misconduct or a significant security issue regarding any student comes to the attention of the PNS, a written report shall be submitted to the Department of the Navy, Central Adjudication Facility (DONCAF), with a copy to Office of Personnel Management (OPM)(if investigation has not been closed) and OD4, setting forth all the details of the case with appropriate recommendations. **Once again, no student shall be commissioned without a completed security clearance.**

621. Status Reports. As previously discussed, OPMIS is the main mechanism by which the NROTC units report student information. However, additional reporting occasions do exist as detailed below.

a. Marine Option/MECEP Status Report. The Commanding General, Marine Corps Recruiting Command has directed that the status of Marine Option Midshipmen, MECEP officer candidates, and the Marine Officer Instructor be provided monthly. Additional reporting requirements are addressed in the MCRC

Year-In-Sight Calendar (Example 6-23) and can also be addressed by contacting MCRC (ON/E) at (703)-784-9446/7/8. The Marine Option/MECEP Status Report updates Marine Corps Recruiting Information Support System (MCRISS) and addresses three areas of interest:

(1) Status of Marine Option students pertaining to race, ethnic code, PFT, graduation date, HT/WT, and GPA

(2) The Marine Officer Instructor's performance

(3) Enrollments and disenrollments

b. Semiannual MMR/USNR Roster and Commissioning Report. The Semiannual MMR/USNR Roster and Commissioning Report (Example 6-24) is required because USMMA and the state and regional maritime academies do not have access to OPMIS. As a result, each PNS/OIC shall submit a Semiannual MMR/USNR Roster and Commissioning Report to OD4 for the periods of 1 January through 30 June and 1 July through 31 December. This report is due no later than 15 days after each reporting period.

c. STA-21 (Nuclear Option) Grade Reports and Degree Plans. These requirements apply only to STA-21 Nuclear Option (STA-21(N)) schools.

(1) Initial Degree Completion Plan (DCP). STA-21(N) OCs are required to follow an approved DCP (Example 6-27). During their first fall term, the OC and NPO shall prepare an executable DCP for submission to N133. The initial DCP shall be submitted by the PNS to N133 via OD1 for approval with the routine end-of-term grade report following the first fall semester. The DCP shall contain:

(a) Name, major, and graduation date of OC.

(b) All courses planned for completion of degree. Non-technical courses and all electives may be generalized (e.g. Humanities – 3 credits).

(c) Minimum of two semesters (3 quarters) each of calculus and calculus-based physics. Advanced Placement transfer credit is acceptable, but at least one semester of each subject shall be taken in a classroom environment.

(d) Full-time enrollment each semester, typically a minimum of 15 hours per term.

(e) Minimum 15 hours per week monitored study. Experience has proven that some students have difficulty with the initial transition to the college academic environment following the accelerated pace of the nuclear propulsion pipeline. OCs in good academic standing per program requirements after the first fall term may be removed from monitored study.

(2) Degree Completion Plan (DCP) Revisions. Once approved, the DCP must be followed explicitly. Proposed changes to DCPs may be submitted independently or as a part of the routine end-of-term grade report. Requests for changes must be submitted in a timely manner to facilitate term registration. Use of telephone or electronic means for initial notification is encouraged, but formal written notification and approval will follow in all cases. Prior approval for changes must be obtained as follows:

(a) PNS may approve changes to non-technical electives, changes in the timing of technical courses, or swapping one technical elective for another that fulfills the same requirement.

(b) N133, via OD1, must approve in advance all changes which result in decrease in the number of technical credits, change in major, change in graduation date, or less than full-time enrollment status. Students must not act on changes to DCPs until they have been approved by OD1 and N133.

(3) End-of-term Grade Report. At the end of each academic term, including summer sessions, the PNS shall submit an End-of-Term Grade Report to N133 via OD1 (Example 6-25). This report is due within two weeks of the start of the next academic term and shall include:

(a) Updated Degree Completion Plans (DCPs) for each OC;

(b) Descriptions of any changes to the DCPs which were authorized by the PNS and any which require N133 approval along with justification;

(c) Details of actions taken for any OC who failed to meet program standards, including any issues not requiring a PRB;

(d) Grade Summary Report listing term and cumulative GPAs for each student, and a remarks column summarizing any corrective actions;

(e) Reports of any PRB with PNS endorsement. For issues requiring a PRB, see paragraph 710. PRBs that result in disenrollment must contain a recommendation regarding the OCs suitability for duty in the Nuclear Propulsion Program as an enlisted member. If a PRB has not been conducted by the submission deadline, the grade report should indicate when the PRB is scheduled. The PRB report, as described in paragraph 714, must be submitted to OD1 within one month of the commencement of the next academic term (Example 6-26);

(f) Copies of any letters of warning or probation; and

(g) Any non-academic issues that might preclude normal academic participation or commissioning in the unrestricted line shall be addressed in the grade report. Copies of medical reports concerning disabling diseases or injuries must be forwarded to OD1. Inability to maintain physical qualifications could result in disenrollment and return to enlisted status.

(4) Withdrawals. Prior to withdrawing from any technical course, approval must be obtained from N133, via OD1. Justification for withdrawal must be provided as part of this request. Withdrawal from a course to prevent a poor grade is not considered adequate justification. Withdrawal from non-technical courses may be approved by the PNS provided the student maintains a full-time enrollment status.

(5) Disenrollment. Disenrollment is discussed in chapter 7. The following guidelines are specific to STA-21(N) OCs. Disenrollment is within the purview of OD1 and N133, who may direct such action for academic reasons, disciplinary and civil problems, or on the recommendation of the PNS.

(a) Should any situation arise which the PNS feels might warrant disenrollment, the PNS should immediately provide details and recommendations to OD1. If disenrollment is recommended, the PNS shall make a specific recommendation regarding the OCs suitability for duty in the Nuclear Propulsion Program as an enlisted member.

(b) STA-21(N) OCs who are disenrolled for any reason may not remain in the core program and are not eligible for transfer or acceptance to any other commissioning program. They will be screened for return to the enlisted nuclear propulsion training program, or assignment to the fleet in either a nuclear or non-nuclear assignment, as determined by N133.

(c) In the case of a recommendation for disenrollment, pending N133 approval, the OC shall enroll in the next academic term, unless this is prohibited by university regulations. The PNS should discuss future enrollment intentions with OD1 immediately following a recommendation for disenrollment.

(d) Upon receipt of disenrollment authorization from N133, either in writing or by phone, the PNS will immediately issue an Availability Report. This report will be in message format as described by the Enlisted Transfer Manual, Chapter 20. OD should be an information addressee.

(e) Upon receipt of authorization to disenroll the OC from the STA-21(N) program, administrative processing and disenrollment from STA-21 shall be initiated via OD4 as described in chapter 7.

622. Midshipman Subsistence and Training Pay

a. NROTC Scholarship and College Program (Advanced Standing) Midshipmen are entitled to subsistence throughout the school year and active duty pay while participating in summer cruise. Upon reporting to the unit, all eligible MIDN must provide the unit a direct deposit form, Treasury Department Standard 1199A (Example 6-12). The account type, account number, and nine-position routing number (RTN) must be entered in OPMIS. No special characters or spaces are allowed. In doing so, DFAS-Denver will effect all payments through the Direct Deposit/Electronic Funds Transfer (EFT) Program.

b. The period of subsistence is established in OPMIS for all eligible students. The "from" and "through" dates for all eligible students should reflect the host university's official first and last day of class. Midshipmen summer pay, subsistence and book stipends are processed through the Student Manager Program, Pay and Account Information.

c. Midshipmen are authorized 80% advance pay for summer training. The unit must input the initial training dates at

least 3 weeks prior to travel in order for midshipmen 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.

d. Normally, the NROTC unit can reconcile midshipmen pay problems by reviewing the monthly DFAS DJMS-RC ROTC Monthly Status and Payment Report and the midshipmen's Leave and Earnings Statement. To resolve pay problems, the unit should contact DFAS-Cleveland, Reserve Pay Matters, Code PMMD. In the event the pay problem cannot be corrected through DFAS, the unit should contact NETPDTC or OD4. Additional guidance may be found in the OPMIS Reporting Requirements and Considerations, NROTC Training Manual, and the OPMIS NROTC Training Manual.

623. STA-21 Tuition Authorization and Reimbursable Expenses

a. As previously addressed, STA-21 OCs are authorized to receive up to $10,000 each calendar year in advanced educational assistance. All tuition authorized must be recorded on a STA-21 Tuition Authorization Form (Example 6-19). 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) (Example 6-28).

b. When claiming books and miscellaneous expenses, the OC must provide receipts to the designated staff member indicating costs. 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 SF1164 is processed by NETPDTC N811, DFAS will make an EFT payment directly to the OC. Specific requirements and allowances for reimbursement are listed in OPNAVINST 1420.1A. STA-21 tuition, books, and fee payment questions may be directed to OD8 or NETPDTC Code N811.

624. Student File. The unit will maintain a Student File for each student. The Student File must be reviewed annually and annotated on the Student File Index (NSTC 1070/6) (Example 6-29). Someone other than the person responsible for maintaining the Student File must perform the review. If the unit uses computer software to process documents, they are acceptable as long as they contain original signatures. The contents of each

file will vary depending on type of program (basic, college program, scholarship, MMR/USNR, OC, etc).

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

(1) Student File Index (NSTC 1070/6) (Example 6-29). The Concept of Honor (NSTC OD 1533/12) (Example 6-10). Acceptance and Oath of Office (NSTC OD 1533/11) (Example 6-9).

(2) Dependency Application/Record of Emergency Data (NAVPERS 1070/602) (Example 6-20). Attach 2 copies of the Servicemembers' Group Life Insurance (SGLI) Election and Certification Statement (Example 6-21) to this form.

(3) Servicemembers' Group Life Insurance (SGLV 8286)

(4) Certificate of Personnel Security Investigation, PSI adjudication summary from the NSTC Security Manager, or message granting clearance. Include a record of interim security clearances granted, if any.

(5) Copies of official correspondence originated at the unit (e.g., change of option, transfer requests, PRB reports, warnings, probations and LOA letters, etc.). The class advisor may maintain an additional copy of correspondence in the Student Performance File.

(6) NROTC College Program Application (NSTC 1533/21) (Example 6-2).

(7) Document, letter or official mail message awarding the scholarship (i.e., Two or Four Year National, OD Controlled, Tweeddale, PNS, HBC, etc).

(8) Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1) (Example 6-6).

(9) Tattoo Screening Form for existing tattoos and copies of any waivers (USMC).

(10) OCS, Six Week Course, Statement of Understanding, (Example 6-78).

(11) NROTC Scholarship Service Agreement (NSTC 1533/5) (Example 6-11) NROTC College Program Agreement, Advanced Standing (NSTC 1533/3) (Example 6-14) or other applicable

service agreements. Note: midshipmen must review their contracts at the beginning of their sophomore year; therefore, the NROTC Service Agreement Review must be prepared and filed in the Student File (Example 6-30).

(12) Enlistment/Reenlistment Document, Armed Forces of the United States (DD Form 4/1) (Example 6-16) plus Agreement to Extend Enlistment (NAVPERS 1070/621) (Example 6-17) and any extensions for those students received from active or reserve duty.

(13) Copy of Certificate of Release or Discharge from Active Duty (DD 214) (Example 6-31) for those midshipmen reporting from active duty or a Request for Conditional Release (DD Form 368) (Example 6-18) for midshipmen reporting from reserve duty.

(14) General Purpose Privacy Act Statement (OPNAV 5211/12) (Example 6-32).

(15) Authorization for Release of Student Information (Example 6-33).

(16) Initial and disenrollment/termination Travel Orders or copies with all endorsements. Ensure copies of all travel orders, advance vouchers and settlements are forwarded to: CO, Code (N811), Attn: Accounting Tech, 6490 Saufley Field Rd., Pensacola, FL 32509-5241. **Units must maintain all travel orders, advance vouchers and settlements for six years, three months IAW SSIC 7302.1**. This does not apply to DTS.

b. The following documents will be maintained on the right side of the Student File:

(1) Record of Disclosure (OPNAV 5211/9) (Example 6-34).

(2) Individual NROTC Education Program Costs (NSTC 1533/50), STA-21 Tuition Authorization (Example 6-19) and Claim for Reimbursement for Expenditures on Official Business (SF 1164) (Example 6-28) or any other education cost forms as they apply. Midshipmen and STA-21 OCs must sign each term when tuition and fees are paid.

(3) Photocopy of Birth Certificate or other proof of citizenship (passport, etc.), with endorsement indicating that the

original or certified true copy was sighted. The person responsible for maintaining the Student File, or any officer O-4 or above, must endorse the photocopy.

(4) Certificate of Naturalization. Units may use Certificate of Proof of Citizenship of Foreign Born Applicants for Enlistment (NAVMC 536), Administrative Remarks (NAVPERS 1070/613) entry, or Letter of Certification.

(5) Report of Medical History (DD 2807-1) (Example 6-35) Report of Medical Exam (DD 2808) (Example 6-36) Annual Certificate of Physical Condition (NSTC 6220/8) (Example 6-37) and Health Care Records Privacy Act Statement (DD 2005) (Example 6-38). **The Annual Certificate of Physical Condition must be completed.** Once the student's health record is established, file all medical documents in the student's health record. The guidance for establishing student Health records is contained in Chapter V.

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

(7) Any other documentation generated by higher authority or deemed appropriate by the unit, such as waivers, awards, etc.

c. The NROTC Student File is to be maintained at the unit until the student is commissioned or disenrolled. Disposition will then be as follows:

(1) Commissioned. The disposition of the Student File upon commissioning is addressed in paragraph 653 of this instruction.

(2) Disenrolled. The disposition of the Student File upon disenrollment is addressed in paragraph 718 of this instruction.

625. Change of Option, Marine to Navy Midshipman

a. Any midshipman meeting the eligibility criteria specified below can request a change of option from Marine to Navy.

(1) Applicant must have completed one full academic year;

(2) Applicant should apply no later than the end of their junior year; and

(3) Applicant must have completed or agree to complete (IAW Table 4-1):

(a) All students: American History/National Security Policy, English, and cultural awareness.

(b) Scholarship (less Nurse Option): Calculus and calculus-based physics.

(c) College Program: College algebra or advanced trigonometry, and physical science. Note: Calculus and calculus-based physics is required for consideration for nuclear option.

(4) Applicant must have completed or agree to complete the following Naval Science courses (IAW Table 4-2): 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 applicant must complete, or agree to complete, the following Naval Science courses: Navigation, Naval Operations and Seamanship, Leadership and Management, and Leadership and Ethics.

(5) Applicant must complete the First Class Navy Cruise prior to commissioning.

(6) Applicant shall provide information required by OD on which to base a recommendation (e.g., reason for request, career goals, and qualifications). Package must include a current transcript and a degree completion plan that includes all required courses.

(7) Application shall indicate the applicant’s first, second, and third choices for community/designator assignment, and whether applicant desires to pursue transfer if none of the choices are approved.

b. Requests for Marine to Navy change of option shall be submitted per standard naval letter format. (Refer to Naval Correspondence Manual) (Example 6-39). The PNS shall endorse the request and forward it to OD4 via MCRC (ON/E). All waivers for prescribed NROTC university courses, Naval Science

instruction, and summer training must be approved by OD3. If option change is approved, OD4 will enter the appropriate changes in OPMIS.

(1) If the applicant is interested in the nuclear community, the application should be forwarded to OD1, Nuclear Programs, via OD4 and MCRC (ON/E).

(2) If the applicant is applying for a change in benefits status (i.e., scholarship or advance standing), the applicant must submit their request to OD2 via MCRC (ON/E) per the procedures outlined in Chapter 3, Selection and Placement. OD2 holds scholarship and advance standing boards at least twice a year.

c. Because of program requirements and other considerations, applicants applying for Navy Option because they failed Marine Corps OCS should not apply.

d. Marine Option students selected for Navy Option will be discharged from the U.S. Marine Corps Reserve and enlisted in the U.S. Naval Reserve for a period of eight years, or for other specified period of time, to ensure they incur four years obligated service beyond graduation. 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) per (Example 6-40). The Enlistment/Reenlistment Document (DD 4/1) will be completed per (Example 6-16). Block 7b of the Enlistment/Reenlistment Document (DD 4/1) shall reflect the inactive time served in the U.S. Naval Reserve.

626. Change of Option, Navy to Marine Midshipman

a. Any midshipman meeting the eligibility criteria specified below can request a change of option from Navy to Marine, per the following conditions:

(1) Applicant must have completed one full academic year;

(2) Applications should be submitted no later than the end of their junior year;

(3) Applicants must agree to complete the Six-Week Course at Marine Corps Officer Candidate School prior to commissioning. This requirement cannot be waived. Applicants

who fail Marine Corps OCS (not recommended to return) are subject to disenrollment;

(4) Applicant must complete or agree to complete American History/National Security Policy (IAW Table 4-1);

(5) Applicant must complete or agree to complete the courses (IAW Table 4-2): Introduction to Naval Science, Sea Power and Maritime Affairs, Evolution of Warfare, Leadership and Management, Leadership and Ethics, and Amphibious Warfare; and

(6) Waiver of USMC-required Naval Science courses is at the discretion of MCRC (ON/E). This is possible because Marine Option midshipmen will develop a considerable base of knowledge at The Basic School. Nonetheless, when such courses are waived, the PNS will ensure that the individual has taken or will take courses that provide the student with a similar base of knowledge.

b. The request shall be submitted per standard naval letter format (Example 6-41). The PNS shall endorse the request and forward it to MCRC (ON/E) via OD4. If approved, OD4 will enter the appropriate changes into OPMIS.

c. Navy Option midshipmen selected for Marine Option will be released from the U.S. Naval Reserve and enlisted in the U.S. Marine Corps Reserve for a period of eight years. They will be discharged from the Naval Reserve one day and enlist in the Marine Corps Reserves the next day without broken service. Prepare an Administrative Remarks page (NAVPERS 1070/613) per (Example 6-42). The Enlistment/Reenlistment Document (DD 4) will be completed in accordance with (Example 6-16). Block 7b of the Enlistment/ Reenlistment Document Armed Forces of the United States (DD 4/1) shall reflect the inactive time served in the U.S. Naval Reserve.

627. <u>Change of Option to Navy Nurse Scholarship or College Program</u>

a. Any midshipman meeting the eligibility criteria specified below can request a change of option to the Navy Nurse Scholarship or College Program.

(1) Applicant must have completed one full academic year;

(2) Applicant must apply no later than the end of their sophomore year;

(3) Applicant must either be accepted by or be competitive for acceptance at an accredited nursing school affiliated with an NROTC Program;

(4) Applicant must have completed or agree to complete the following courses (IAW Table 4-1 in paragraph 404): Regional studies, world culture, or world religions, and English;

(5) Applicant must have completed, or agree to complete, the following Naval Science courses (IAW Table 4-2 in paragraph 405): Introduction to Naval Science, Sea Power and Maritime Affairs, Leadership and Management, and Leadership and Ethics; and

(6) Applicant should 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.

b. 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 OD4 via OD2 (Medical Programs). Marine Option applicants will submit their change of option request to OD4 via MCRC (ON/E) and OD2 (Medical Programs). If the applicant is applying for a scholarship or advance standing, the applicant must submit their request to OD2 per the procedures outlined in Chapter 3, Selection and Placement.

c. All application packages must include the following documents:

(1) 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;

(2) Copy of official transcript(s);

(3) Degree Completion Plan; and

(4) PNS Recommendation.

d. If approved, the applicant must sign a Nurse Scholarship Service Agreement (Example 6-44) or College Program Advanced

Standing Agreement (Example 6-14). OD4 will effect the change of option in OPMIS.

628. Change of Option, Scholarship to College Program

a. As an alternative to disenrollment for a scholarship midshipman who has failed to satisfactorily complete calculus, calculus-based physics, or other program requirements, the student may request transfer to the College Program following the results of a Performance Review Board. (Note: This alternative is the only option change available to Nurse Scholarship students.) Once the PNS has reviewed and endorsed the PRB, the PNS may favorably endorse the midshipman's request while providing OD4 the following information:

(1) Specific reason for change, e.g., failure of calculus course at least twice, failure of physics at least twice, etc;

(2) Number of times the student was placed on probation or LOA for academics;

(3) Student’s aptitude for naval service;

(4) Extent of student involvement in unit activities, i.e., battalion commander, squad leader, etc;

(5) Current transcript;

(6) Degree completion plan; and

(7) Copy of the most recent PRB (if applicable) with all endorsements.

b. If approved, OD4 will prepare an Appointment Termination Disenrollment Authorization (NSTC 1533/29) stating the obligation and enter the appropriate changes into OPMIS. In doing so, the unit shall ensure the midshipman 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, will be required to serve on active duty for a period of four years or if disenrolled from the

program, will be ordered to serve at least two years active enlisted service or reimburse the government.”

c. Upon receipt of the Appointment Termination, OD4 will enter the appropriate OPMIS code to change the midshipman's status from scholarship to the College Program.

629. Change of Option, STA-21

a. STA-21 Target Option OCs are not normally allowed to change options unless found physically not qualified for their original designator. Changes that meet the needs of the Navy and do not delay commissioning may be considered.

b. STA-21 OCs who request a change of option or re-designation must submit their requests in writing to N131 via OD4.

c. STA-21 Target Option OC’s interested in the nuclear community shall request transfer to core or surface warfare option. This request is submitted to N131 via OD4. Applications for the nuclear community are submitted to OD1 as described in paragraph 647. STA-21 OC’s will be interviewed by Director, Naval Nuclear Propulsion before being accepted into the Naval Nuclear Propulsion program.

d. A sample request from the OC appears as Example 6-45 with a PNS endorsement as Example 6-46.

630. Transfers to Other Services’ Programs for Midshipmen

a. Inter-service transfers are not available for midshipmen. While midshipmen 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 DOR.

b. If the midshipman's disenrollment is subject to recoupment, the midshipman may request their obligation be suspended. Once commissioned by the other ROTC or service academy, the midshipmen may request that their entire obligation be terminated. Additional information regarding DOR disenrollments is contained in paragraph 718.

631. Inter-service Transfers for STA-21 and MECEP Students

a. This section outlines responsibilities and procedures for allowing STA-21 and MECEP students to receive commissions in the Marine Corps and Navy, respectively. Both N13 and MCRC (ON/E) must be in concurrence in order to approve all transfers. Those seeking commissions in the Army, Air Force, or Coast Guard should follow service-specific procedures. STA-21(N) Target Option OC's are ineligible for inter-service transfers.

b. The following applies to Navy STA-21 students requesting to be commissioned in the Marine Corps:

(1) Navy STA-21 students must submit their request to MCRC (ON/E), via NTSC OD4 not later than the end of their junior year. The request will contain those documents and information required by MCRC (ON/E) on which to base approval of the requests. Requirements for commissioning in the Marine Corps are established in MCO P1100.73;

(2) In order to receive a commission in the United States Marine Corps, the STA-21 OC must successfully complete Marine Corps OCS. In the event the STA-21 OC fails to complete Marine Corps OCS, they must either fulfill their remaining STA-21 requirements or be disenrolled. Once they successfully complete Marine Corps OCS, the STA-21 OC should participate in all Marine Option Naval Science instruction and meet all other program requirements necessary to receive a commission as a second lieutenant;

(3) When accepted by MCRC (ON/E), the student must submit a request for separation from the Navy to BUPERS (N13) in compliance with MILPERSMAN 1910-102; and

(4) Only highly desirable OCs will be approved for commissioning in the Marine Corps.

c. The following applies to MECEP students requesting to be commissioned in the Navy:

(1) Only highly desirable OCs will be approved for commissioning. Those pursuing degrees in technical fields are desirable.

(2) MECEP students must submit their request in writing to OD4, via MCRC (ON/E), per the following conditions:

(a) The application should be submitted no later than the end of the sophomore year. This allows time for the student to be ordered to the NSI, if required, and complete all junior and senior level Naval Science course requirements prior to graduation.

(b) The application shall provide information required by OD4 on which to base a recommendation for approval, e.g., reason for request, career goals, qualifications, interest, etc.

(c) The application shall contain current transcript(s) and a Degree Completion Plan.

(d) The application shall contain a statement of understanding that the applicant, if approved for tentative commissioning in the Navy, must complete a pre-commissioning physical examination 18 months prior to the graduation and be qualified for commissioning in the Navy as an unrestricted line officer.

(e) The application shall indicate the applicant's first, second, and third choice of designator and whether the applicant desires to pursue transfer if none of the choices are approved.

(3) MECEP OCs who are approved for transfer will compete for service selection. Requirements for commissioning in the Navy are established in paragraphs 403-405. MECEP students seeking a commission in the Navy will complete the same prescribed NROTC university courses as STA-21 OCs. Additionally, MECEP students will complete Naval Science course requirements.

d. Students will retain their status as STA-21 or MECEP students 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.

632. Inter-service Transfers for MMR, USNR Midshipmen. MMR, USNR Midshipmen may seek appointments to any service academy or ROTC program. Midshipmen desiring to transfer to other accession programs will be placed on interim LOA and processed as "Drop On Request" (DOR). The disenrollment shall be effected one day prior to appointment by the other ROTC program or

service academy. MMR, USNR in an obligated status will remain obligated until all service obligations are fulfilled. Procedures vary per program type:

a. MMR/USNR to Navy (ROTC): MMR, USNR Midshipmen may be recruited by OD1 (Nuclear Programs). If selected, the midshipmen will be disenrolled from the MMR/USNR Program as DOR. If obligated to MARAD the midshipmen will remain obligated until they complete the Navy ROTC Program.

b. MMR/USNR to Marines: Midshipmen may apply anytime; however, they must complete OCS prior to being commissioned. USMMA will complete a DD/368 Conditional Release for the midshipmen to attend OCS. Once midshipmen complete OCS, they remain in the MMR/USNR Program until graduation, but commission as second lieutenants. All requests should be submitted to MCRC (ON/E) via OD4.

c. MMR/USNR to Air Force (ROTC): Midshipmen must apply and be accepted before their senior year. Midshipmen will be disenrolled from the MMR/USNR Program as DOR. If obligated to MARAD, the midshipmen will remain obligated until they complete the Air Force ROTC program.

d. MMR/USNR to Army (ROTC): Midshipmen may apply anytime. The midshipmen will be disenrolled from MMR/USNR Program as a DOR. If obligated to MARAD, the midshipmen will be disenrolled from the MMR/USNR Program as DOR. If obligated to MARAD, the midshipmen will remain obligated until they complete the Army ROTC program.

633. Transfer between NROTC Colleges/Universities

a. Midshipmen may request transfer to other NROTC colleges or universities under certain conditions. Due to PCS costs and other factors, OCs may not transfer unless applying to a cross-town school within the NROTC unit's consortium. A midshipman may request to transfer to any other NROTC institution under the following conditions:

(1) Applicant must be in good standing (e.g., cannot be on academic/aptitude probation or leave of absence);

(2) Applicant must be accepted by the institution to which they are requesting transfer; a copy of their acceptance letter is required;

(3) Applicant must state the reason for transfer and proposed course of study (e.g., difficulty of obtaining courses required for degree, etc.);

(4) **The tuition cost at the next institution should not be significantly higher than the current institution;**

(5) The transfer must not result in a significant loss of credit or delay graduation or commissioning, as evidenced by a DCP from the gaining unit;

(6) The request must be in the best interest of the Naval Service; and

(7) The request must be favorably endorsed by PNSs at both NROTC units.

b. The student shall forward the request to OD4 via the PNSs at both NROTC units. In doing so, the student and/or PNSs should address or comment on the factors listed above. If approved, the transferring NROTC unit shall complete the following actions:

(1) Forward the complete NROTC Student File, Performance File, Medical/Dental Record, and an official transcript to the receiving unit; and

(2) Transfer the OPMIS Student File by selecting "School Transfer" from the OPMIS menu and entering the new school code. Ensure that all data is current and that all grades are entered. Once the school code is changed, only the receiving unit can access the Student File.

634. Types of Leave of Absence (LOA)

a. There are several types of LOAs. Each type may require additional consideration, supporting documentation or endorsements. LOAs may not exceed one full term, excluding the current term, without approval by OD4. In all cases, no student shall be assigned LOA in excess of two years. (Examples of extended LOA that have been approved in the past include religious activities, humanitarian work, and language/cultural immersion programs.) To avoid further obligating the student, the PNS should resolve any LOA determinations as soon as possible, but especially before the next tuition payments are due. Once approved, the PNS must ensure an OPMIS entry is made and ensure that DFAS-Cleveland is notified as soon as possible.

The PNS must ensure that the appropriate OPMIS entries are made in all cases. When placing a student on leave of absence, the unit shall ensure the LOA code and "begin date" are entered in the OPMIS Miscellaneous Form. Entering the actual LOA "begin date" in the "through date" should change the Subsistence Form.

b. The PNS will notify the student by letter when a midshipman is removed from LOA status. When the PNS removes a midshipman from LOA, the End Date will be entered in the OPMIS Miscellaneous Form before committing the change.

c. Academic. Academic LOAs are discussed in Chapter VII, Performance Evaluation. Immediately following a PRB (paragraph 710), the PNS has the authority to place a midshipman on LOA for reasons such as unsatisfactory academic performance, non-completion of calculus or physics, or less than full-time student status.

d. Disciplinary. Disciplinary LOAs are discussed in paragraph 708c(3)(b). Disciplinary LOAs may be assigned to address issues such as a breach of NROTC core values or misconduct.

e. Aptitude. Aptitude LOAs are discussed in paragraph 708c(3), Performance Evaluation. An Aptitude LOA may be assigned to address issues such as substandard professional performance, physical fitness or weight control.

f. Overseas Study and Internships without NROTC Benefits. Upon the student's request, the PNS has the authority to assign an LOA for overseas study or internships without benefits for one term. Students enrolled in college cooperative programs or engaged in such employment and not effectively in residence at the institution should be assigned an LOA. Overseas study with benefits is addressed in Paragraph 639 and must be approved by OD4. OCs may only pursue internships 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.

g. Personal. Upon the student's request, the PNS has the authority to assign an LOA for personal hardship or other special reasons.

h. Special LOA for Expiration of Benefits. Some students may require additional time in order to fulfill specific program

or professional requirements, e.g., calculus/physics, Good-Low PRT, U.S. Coast Guard License, summer training, etc. If the LOA extends the graduation date or the commissioning date, notify OD4 by mail or email and update OPMIS graduation date.

i. Medical

(1) Students who are unable to meet program requirements due to medical conditions may be granted an MLOA. MLOA may be initiated by the student or the PNS. The PNS will provide the student written notice of initiation of the MLOA process (Example 6-48). Upon receipt of written notice, the student has 30 days to submit written medical information either supporting or contesting the leave of absence.

(2) While the student is responsible for providing relevant medical documents, the PNS should also provide BUMED and OD with a non-medical assessment of the student concerned. Regardless of the physical qualification determination, students may be disenrolled for other academic, aptitude, or disciplinary reasons.

(3) To avoid further obligating the student, the PNS should obtain a BUMED recommendation before the next tuition payments are due. The PNS may consult with BUMED at any point in the MLOA process. However, the PNS may not request a written recommendation from BUMED until the student's 30-day window has expired or the student has provided complete medical information, whichever comes first. BUMED should respond in the Statement of a Physical Qualification for Continuation (Example 6-47).

(4) Upon BUMED notification, the PNS shall immediately assign an MLOA to any midshipman who (because of accident, illness, or condition as indicated on any physical examination) currently does not meet the required physical standards for retention. Likewise, the PNS may not extend or remove a student from an MLOA without first consulting BUMED and OD4. When requesting removal 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 OD4.

(5) Pregnancy does not require a medical LOA. However, students who become pregnant may request to be placed on medical LOA 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. In all cases, the guidance contained in Guidelines Concerning Pregnant Servicewomen, OPNAVINST 6000.1B, governs student participation 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 paragraph 717. Students may not be commissioned while on MLOA. Midshipmen will not be commissioned while pregnant or on MLOA.

j. Graduate Study. Navy Option midshipmen may request LOA from OD4 to participate in professional programs that lead to a graduate degree. LOA for the purpose of graduate study is addressed in paragraph 640.

635. Leave of Absence for Midshipmen

a. A Leave of Absence is, in effect, a suspension of NROTC benefits and obligations. It is required in some situations and may be requested by the midshipman in others.

b. The PNS shall:

(1) Notify the midshipman in writing stating the reason for, length of, and the requirements of the LOA (Example 6-77).

(2) State what procedures may be taken if the midshipman fails to meet those terms, including the possibility of disenrollment.

c. The midshipman must:

(1) When directed, agree (in writing) to attend class and participate in unit activities while on LOA, in order for the midshipman 's performance to be observed.

(2) Acknowledge that class attendance and unit participation will be at their own expense, without possibility of retroactive benefits (except as noted in paragraph 635e(4).

(3) Agree to the terms of the LOA, or the PNS shall forward a recommendation for disenrollment per the procedures outlined in paragraph 718.

d. In instances where a midshipman requests an LOA, or when the PNS requests an extension, the request shall be made on a

Request for LOA Form (NSTC 1533/3) (Example 6-49). The final approval authority depends on the type of LOA.

e. The following factors and limitations apply:

(1) Financial benefits (educational benefits, including subsistence) are not authorized for midshipmen on LOA. The notification shall state that the MIDN will be required to pay tuition for the upcoming term, if still on LOA. Subsistence/stipend shall be suspended effective on the date of the LOA.

(2) Midshipmen on LOA do not incur an additional service obligation.

(3) Midshipmen on LOA may continue to take Naval Science courses and participate in other NROTC activities, as directed by the PNS. Midshipmen on an aptitude LOA must participate in NROTC activities, as directed by the PNS.

(4) Retroactive payments of tuition benefits while on LOA may be authorized by OD for certain transitory physical conditions or extraordinary circumstances, provided the midshipman attends class and meets all other program requirements.

f. Recommendation for commissioning and other administrative action pertinent to midshipmen on LOA shall be forwarded at the same time and in the same manner as for other NROTC students completing the program, even though the MIDN is on LOA at the time of such action.

g. The PNS is not authorized to independently assign an LOA for more than one term past the current term. Any request to continue a MIDN on LOA will be submitted to OD4 on a Request for Leave of Absence Form (Example 6-49) or official letter. In the request, the PNS shall include a statement of facts, justification and a current transcript.

636. Leave of Absence for STA-21 Officer Candidates

a. Typically, LOA does not apply to OCs because of their active duty status. Requests for overseas study, internships, and time away for class or training requirements due to personal hardship or medical reasons may be requested by formal letter from the OC to N13 via PNS and OD4. There is no provision in the STA-21(N) program for LOAs, either voluntary or punitive.

However, a six-month extension may be authorized on a case basis for extenuating circumstances. Requests shall be approved by N133 via OD1 prior to forwarding documentation to OD4.

b. An OC who becomes pregnant or incurs an injury that prevents them from attending class shall be assigned MLOA and referred to BUMED for a waiver and determination of physical qualification. The purpose for doing so is to determine not only their fitness for duty, but may provide a basis for extending their participation beyond the three-year program requirement.

c. In the event a MECEP requires longer than 4 years to complete their degree an extension will be requested by formal letter, with justification, from the MECEP to MCRC via OD4.

637. Summer School Tuition

a. Although OCs are required to attend school on a year-round basis, midshipmen do not normally attend summer school as this time is normally reserved for summer training. Unlike fifth-year benefits (paragraph 638), summer school tuition does not extend a midshipman’s obligation to the government and they do not receive a monthly stipend (except as described in paragraph 637b(4).

b. The PNS has the authority to approve a midshipman’s attendance at summer school. Summer school should only be approved after recommendation by the midshipman’s advisor in accordance with the midshipman’s degree plan. There are only four instances in which summer school may be approved.

(1) The specific courses are an integral part of the major field of study required for the baccalaureate degree but are not offered during the academic year. In other words, the course is a required course, not an elective, and is only offered during summer session(s).

(2) 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 in the time prescribed by the institution. For example, the midshipman is in a normal eight semesters/twelve quarter curriculum and they take summer school, the midshipman can be commissioned in seven semesters/eleven quarters.

(3) Courses are required to be repeated because of injury or illness which prevented completion of the scheduled courses during the academic year, providing such absence was approved by school officials and the PNS.

(4) Courses are part of a program in which the institution requires attendance at one or more summer sessions. There are certain curricula that require attendance of summer sessions to complete a normal graduation date. Also, some state supported 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.

c. Summer school and fifth-year benefits are not designed or intended to assist a midshipman who falls behind and needs to make up credits to graduate on schedule. This includes dropped or failed courses, lost credit due to change of major, not carrying a large enough class load, substandard GPA, etc. The midshipman may request or the PNS shall assign an LOA for any additional term(s) needed to graduate or complete specific program requirements.

638. Fifth-Year Benefits

a. Under Title 10, USC, Article 2107, the Fifth-Year Benefit Program is a financial entitlement for a midshipman enrolled in an academic program that requires more than four academic years to earn a baccalaureate degree.

b. Midshipmen denied fifth-year benefits should be placed on LOA as soon as practicable after benefits are denied. It is important they receive senior year Naval Science instruction just prior to commissioning. During the intervening year, the student is not required to take Naval Science classes, but should participate in other NROTC activities.

c. Fifth-year Benefit Boards are convened at OD periodically throughout the year, and the results are published 30 days afterward. Requests for fifth-year benefits should be submitted before the end of the MIDN’s sophomore year. All requests for fifth-year benefits must be endorsed by the PNS and submitted to OD4 (Example 6-50). The PNS should document the school's specific requirements for degree completion and completion averages for students enrolled in that program. The

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

(1) Student must be enrolled in an academic program that exceeds four years of normal full-time course load (15-18 hours). Fifth-year benefits may not be used to obtain a dual degree. Consideration will be given to the following:

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

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

(c) Quality of previous academic work.

(2) 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).

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

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

f. Approval of fifth-year benefits will generally extend the graduation date. As a result, the student must sign an Agreement to Extend Enlistment (NAVPERS 1070/621) to maintain a four-year obligation beyond graduation (Example 6-51).

g. Fifth-year benefits create additional service obligation as follows:

1 Semester:	6 month obligation
1 Quarter:	4 month obligation
1 Summer Session:	3 month obligation
1 Month:	1.2 month obligation

h. The midshipman must sign and acknowledge the following service agreement:

"I extend my active duty obligation by _____ months for receipt of extended NROTC Scholarship (and/or subsistence) entitlement."

i. Fifth-year benefits may be applied only after the student has used all normal benefits.

639. Overseas Study. Normally, overseas study is an elective option and not required for graduation. Students may participate while on LOA or with financial benefits but are responsible for all travel costs and living expenses.

a. Overseas Study without Benefits. The PNS may approve an LOA for midshipmen in overseas study without benefits under the following conditions:

(1) Study is full-time and credits earned meet degree requirements.

(2) Study does not affect timely completion of NROTC requirements, drills or summer training.

b. Overseas Study with Benefits. OD may approve overseas study with benefits under the following conditions.

(1) Study is full-time and credits earned meet degree requirements.

(2) Study does not affect timely completion of program requirements, drills or summer training.

(3) Graduation/commissioning is not delayed.

(4) Study is in the best interest of the individual and the Navy.

(5) Financial benefits do not exceed normal tuition payments per term.

c. All requests for overseas study with benefits must be endorsed by the PNS and forwarded to OD4 per (Example 6-52). Requests for STA-21(N) OCs shall be forwarded to OD4 via OD1. In addition to addressing the core requirements listed above, the request should state where, when and how long the student

would be gone. The request must include a degree completion plan and current transcript.

d. 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, Section 4-10, encourage students to consult their local Naval Criminal Investigative Service, and review applicable guidance contained at www.navysecurity.navy.mil concerning force protection and counter intelligence.

e. 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.

640. Graduate Study. There are many options available for Navy Option midshipman to pursue graduate education either before or after they are commissioned. Marine students will not be approved for graduate education until they have completed The Basic School. STA-21 OCs may only apply for the Burke Program. Graduate education programs may require additional active duty obligations. Midshipmen who are interested in graduate study should make their interests known to OD4 before or during service selection and apply per the guidance established below. Graduate education programs are classified as fully funded, partially funded, or non-funded.

a. Fully Funded

(1) Immediate Graduate Education Program (IGEP). The IGEP specifically targets technical education programs the Navy needs in concert with the officer subspecialty system. Applicants interested in engineering curricula are required to have the requisite engineering-based undergraduate background. Typically, N13 allocates approximately 60-80 quotas between the surface, aviation and subsurface communities, divided between USNA and NROTC. Upon commissioning, the newly appointed officer will participate in
one-year programs at the Naval Postgraduate School (NPS) or the Air Force Institute of Technology (AFIT) with a June/July start

date in a curriculum to be determined by NPS or AFIT. Only programs leading to valid subspecialties will be supported. An application package consisting of transcripts, student statement, and PNS endorsement shall be forwarded to OD4 no later than 31 January of each year. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once OD4 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. OD4 will notify midshipmen of their successful acceptance into the program and provide a point of contact at NPS for further instructions. Additional guidance may be found in the annual Official Mail Message and OPNAVINST 1520.23B.

(2) Massachusetts Institute of Technology/Woods Hole Oceanographic Institution Joint Master Program. USNA and NROTC may each nominate one midshipman 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. Midshipmen who service select for 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, GRE scores, student statement, and PNS endorsement must be forwarded to OD4 no later than the MIT/WHOI application deadline listed in the NAVADMIN. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once 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.

(3) The Junior Line Officer Advanced Educational Program (Burke Program). The Burke Program provides an opportunity for unrestricted line officers in scientific and engineering disciplines for assignment to subspecialty billets. This program includes aviation, subsurface, and surface midshipmen and STA-21 OCs. Curricula should be consistent with the individual’s designator and the needs of the Navy. Upon commissioning, the newly appointed officer will attend post-accession training before their initial 30-36 month operational tour. Once they have completed 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. OD may

select 15 senior NROTC midshipmen or OCs each year. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once OD4 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. Additional guidance may be found in the annual OPNAVNOTE 1520 or OPNAVINST 1520.18G.

(4) Medical/Dental School. OD may permit a maximum of 25 midshipmen to select medical and dental school training. However, these programs pertain to service selection and result in a primary designator. See Paragraph 641 for additional information.

b. Partially Funded

(1) The Scholarship Program

(a) The Scholarship Program is directed toward fulfilling Navy needs in operational, technical and managerial areas in concert with the officer subspecialty system. Upon commissioning, the newly appointed officer attends school full-time and receives 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 N13. Historically, these quotas have ranged from three to eleven NROTC midshipmen. Applicants must complete their degree in twenty four months or less.

(b) An application package prescribed by the annual NAVADMIN must arrive at OD by 15 January. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once OD4 receives community manager concurrence, the list of nominees will be forwarded to NPS for approval. The student should submit proof of acceptance into a graduate program with a qualifying scholarship to OD no later than 31 May. Additional guidance may be found in the annual NAVADMIN and OPNAVINST 1520.24B.

(2) Anna Sobol Levy Foundation Scholarship

(a) The purpose of this fellowship 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. Midshipmen should apply directly to the Foundation using application materials available from www.annasobollevyfoundation.org.

(b) Midshipmen must submit an application package to OD4 per the current NAVADMIN for the Scholarship Program and OPNAVINST 1520.24B by 15 January. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once 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 should submit proof of the Foundation’s scholarship to OD no later than 31 May.

(c) This program is not the sole means of attending the Hebrew University in Jerusalem; midshipmen may also apply under the Olmsted Foundation program. Midshipmen 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 leaves of absence.

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

c. Non-funded

(1) Graduate Education LOA. OD may grant up to 40 Graduation Education LOAs for Navy Option midshipmen to pursue a graduate degree. Although they still compete for service selection and are assigned a designator during their senior year, they are not commissioned until they finish their graduate degree requirements. A four-year obligation must be maintained beyond graduation, the student must sign an Agreement to Extend Enlistment (NAVPERS 1070/621) to maintain a four-year obligation beyond graduation (Example 6-51). When requesting a Graduate Education LOA, the following conditions apply:

(a) The student should be ranked in the top 25% of their midshipman class.

(b) The study should reflect a logical progression of the undergraduate study.

(c) The study must be in a field of interest to the Navy.

(d) The study must be under the supervision of a PNS.

(e) The study must not require more than 24 months for completion.

(f) All approvals are contingent on community manager concurrence and acceptance into a graduate program.

(2) Although Navy Option midshipmen may indicate their interest in graduate education during service selection (i.e. when submitting their Service Selection/Duty Preference Form (Example 6-53)), all official requests for Graduate Education LOA must be submitted using a Request for Leave of Absence For Graduate Degree Form (Example 6-54). In doing so, midshipmen must indicate their degree interest, the school they plan to attend, and the anticipated length of the LOA. In addition, they should provide a current transcript and either a completed application or proof of acceptance into a graduate degree program. Students due to be commissioned 1 October through 31 March must submit their request to reach OD4 by 1 August. Students due to be commissioned 1 April through 30 September must submit their request to reach OD4 by 10 November. Upon receipt, OD4 will screen the packages for eligibility, make selections and notify N13 for community manager concurrence. Upon receipt of community manager concurrence, the PNS is responsible for ensuring MIDN acceptance into a graduate degree program prior to commencement of LOA. OD4 will notify those midshipmen approved for graduate education LOA.

641. NROTC Graduate Attendance at Medical School

a. NROTC midshipmen may apply for an Armed Forces Health Professions Scholarship (AFHPS) to attend an accredited medical or dental school or the Uniform Services University of Health Sciences (USUHS). However, unlike other graduate degree programs these programs pertain to service selection and result in a primary designator.

b. OD2 (Medical Programs) will convene a selection 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 midshipmen should 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.

c. Midshipmen should take the MCAT/DAT in the spring of the 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, midshipmen must submit their applications to OD2 no later than 30 June of their junior year to include the following information:

(1) A copy of the application that the midshipmen sent to the American Medical College Application Service (AMCAS).

(2) A certified copy of the results of the MCAT or DAT.

(3) Current transcript.

(4) A personal statement from the midshipmen explaining why they want to serve in the Navy Medical Corps or Dental Corps.

(5) An endorsement from the PNS.

(6) Recommendation letters from three professors at the university the student is attending

d. During service selection, the NROTC unit should enter a first choice designator code of 1970 (Medical Officer) or 1980 (Dental Officer) into OPMIS for those candidates that were approved by the OD board. However, if selected by AFHPS vice USUHS, the candidate will be designated as either a 1975 (Reserve Medical Officer) or a 1985 (Reserve Dental Officer).

e. Midshipmen applicants not accepted by AFHPS or USUHS by 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.

642. Student Awards

a. Awards and recognition shall be given consistent with rigorous standards. Recognition is the responsibility of the PNS. Awards and formal recognition to NROTC students should be initiated by unit awards boards or similar staff bodies and given for excellence of performance in these categories:

(1) Academic excellence.

(2) Performance of duty/military aptitude.

b. The PNS is encouraged to present the majority of NROTC awards at an annual formal ceremony to which parents and relatives of midshipmen 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 should be invited to attend and participate in the ceremonies by actually making the presentations when possible.

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

643. Service Selection Survey

a. The Service Selection Survey is normally conducted during April of each year. It is used by OD4, N13 and BUPERS to anticipate Navy Option midshipmen and STA-21 OC graduation dates and determine designator production goals for service selection.

b. When conducting the Service Selection 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 Selection Form. Although ASTB scores and other program requirements may not be completed at this time, the unit should not allow a student to choose a community for which they have already been disqualified.

c. Prior to 2007, the survey was administered only to members of the rising junior class. Beginning in 2007, this survey is required for all classes.

644. Foreign Language Testing and Registry

a. DEPSECDEF memo of 14 Feb 05 requires identification of all individuals who possess foreign language skills. To support this goal, 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.

b. Screening and testing for midshipmen should take place at the beginning of the senior year, to include STA-21 and MECEP OCs who have not already been tested. This ensures that the Defense Language Proficiency Test (DLPT) scores (which are valid for one year) remain valid through the commissioning date.

c. 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.

d. Maritime academies may submit MMR, USNR foreign language screening and test results using the following spreadsheet (Example 6-55). Furthermore, as with OPMIS, this report shall be maintained as current as possible.

e. STA-21 and MECEP OCs are eligible for Foreign Language Proficiency Pay (midshipmen are not eligible) provided they meet the requirements SECNAVINST 1160.1A and/or MCO 7220.52.

645. Marine Guaranteed Flight Option

a. Service selection or duty assignment for MECEP OCs and Marine Option students is normally conducted at The Basic School. However, MECEP OCs and Marine Option students may apply for guaranteed assignment as student naval aviators after they have completed one year in the NROTC Program. Any Marine Option midshipmen previously awarded an aviation guarantee through another source (e.g. PLC, OCC) must reapply. The application package must be endorsed by the MOI and PNS and forwarded directly to MCRC (ON/E) by 30 September.

b. Any Marine Option midshipmen previously awarded an aviation guarantee through another source (e.g. PLC, OCC) must reapply. The application package must be endorsed by the MOI and PNS and forwarded directly to MCRC (ON/E) by 30 September.

c. Application packages shall include:

(1) Minimum ASTB score of 4/6. A one-point waiver may be granted on request.

(2) Student Naval Aviation Training Agreement (Example 6-56).

(3) ARMS Form (NSTC 1533/63) (Example 6-57).

(4) Official Photograph (Example 6-58).

(5) Information Sheet (NSTC 1533/62) (Example 6-43).

(6) DODMERB physical (unless a senior).

(7) Eye refraction with depth perception and color blind testing

(8) Report of Medical Examination (DD 2808) (Example 6-37).

(9) Anthropometric Data Record, NAVMED 6410/9 (Example 6-75).

(10) Contact Lens Statement (Example 6-59).

d. Aviation guarantees will normally only be granted during the 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 FY and they have requested aviation on their RFA, then 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.

646. Nuclear Screening and Application

a. 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 should encourage them to pursue technical majors, complete calculus and physics requirements early, participate in applicable summer training, and apply for an interview at the earliest opportunity.

b. The screening of applicants for nuclear service is in addition to the service selection procedures addressed in Paragraph 648. Interested students can obtain a Naval Nuclear Program Propulsion Application (Example 6-60) from OD1 once all calculus and physics requirements are met and the student is within one year of graduation.

c. The following additional documents should be included with the application upon submission:

(1) Transcript. Each application must include complete transcripts for all collegiate academic work through the most recently completed term. Unofficial transcripts are acceptable if verified by a member of the unit's chain of command.

(2) Drug Abuse Statement. A Pre-service Drug Abuse Statement must be signed by the student and a witness, in accordance with OPNAVINST 5355.3B.

d. Nuclear Propulsion interviews are held in the fall and spring semesters at the NR Headquarters in Washington, D.C. The students selected to interview travel to D.C. for a one-day event consisting of two to four technical interviews and a final interview with the Director of Naval Nuclear Propulsion.

e. 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 SECNAVINST 7220.65L. The bonus is normally paid within two months of the interview. Those selected to work as a NR Engineer are not eligible for the bonus.

f. Any STA-21(N) OC who is not selected for the Nuclear Propulsion Program, but who is maintaining minimum program academic standards, will be allowed to complete their degree and be commissioned as an unrestricted line officer.

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

647. Pre-Service Selection/MOS Assignment Requirements

a. Student Naval Aviator (SNA)(1390) and Student Naval Flight Officers (SNFO)(1370). The following considerations apply to SNA (1390) and 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. There are no restrictions for college major, but technical degrees are preferred. A cumulative 2.5 G.P.A. is required on a 4.0 scale.

(4) ASTB Scores. For Navy applicants an AQR 4/ PFAR 5 score for SNA (1390) or FOFAR 4/ PFAR 5 for SNFO (1370) are required. For Marine Corps applicants an AQR 4/ PFAR 6 score are required. 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). Required, post-commissioning, by both USN and USMC. IFS is managed by Naval Aviation Schools Command (NASC) and conducted at three centralized training facilities at Quantico, Annapolis and Pensacola. Additional information on IFS can be found at the IFS website.

b. SPECOPS (1190) and 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 normally due to OD4 two weeks before service selection.

(1) Physical Fitness. Applicants must pass a physical fitness test established by the specific community.

(2) Pre-commissioning Physical. Applicants must be physically qualified by BUMED with no history of back or knee problems or substandard vision.

(3) Unofficial Transcript. Applicants must submit a current transcript.

(4) Letters of Recommendations. Applicants should obtain letters of recommendation from current or former SPECOPS or SPECWAR officers.

(5) Top Secret Security Clearance. Because SPECWAR/SPECOPS requires eligibility for a top secret security clearance, applicants should have their Single Scope Background Investigation (SSBI) initiated before the start of their junior year.

(6) 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.

(7) PNS Interview. Application should 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.

(8) Choices. Only those students listing one of these designators as a "first choice" will be considered by community managers for the billets. If the member desires to be reviewed by both communities, submit two (2) packages, one for each community.

c. Information Warfare (1640). This designator applies only to those midshipmen found not physically qualified for the unrestricted line or STA-21 Target Option. Because this designator requires eligibility for a top secret security clearance, applicants should have their SSBI initiated before the start of their junior year.

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

e. 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 USUHS while on active duty. Officers designated as 1975 and 1985 will participate in the AFHPS program as reserve officers. During service selection, the midshipmen must choose three designators, with a first choice designator code of 1970/5 or 1980/5 for those candidates that were approved by the OD board. Their second and third designators must be URL designators, if physically qualified. Applicants not accepted for AFHPS or USUHS by 1 June of their senior year must accept a warfare designator. Those selected for 1970 or 1980 are commissioned as regular officers. Those selected for 1975 or 1985 are commissioned as reserve officers. When the unit prepares their commissioning scroll(s), the names of all midshipmen applying for medical school shall be identified on both the regular and reserve commissioning scrolls.

648. Service Selection

a. Service Selection is the process by which Navy Option midshipmen, STA-21 OCs, and MMR/USNR midshipmen are assigned community designators. Marine Option midshipmen and MECEP OCs do not receive a Military Occupational Specialty (MOS) until they complete The Basic School. Commissioning scrolls, as discussed in Section 650, are required before any regular or reserve officer is commissioned.

b. Service Selection is conducted by OD4 based on input provided by both the student and the unit. The information used to assign a designator will come from the OPMIS Service Selection Form and the Service Selection Packages.

c. OPMIS Service Selection Form. The OPMIS Service Selection Form is the primary source of information for the actual assignment of designators for NROTC Navy Option midshipmen and STA-21 OCs (Examples 6-61 and 6-62). Although most of the data found in the Service Selection Form is fed directly from the Student Data File, some important service selection data, such as Designator Choices, actual Date of Graduation/Commissioning, ASTB scores, Physical Qualification Status, and PNS/Board Points, must be entered separately. When

reviewing and updating the student information contained in OPMIS, the following considerations apply:

(1) Units shall verify completion or accuracy of race, sex, ethnicity, dependents, martial status, home of record, required university and Naval Science courses, summer training, degree major, cumulative GPA including Naval Science courses, last term aptitude scores, ASTB scores, status of pre-commissioning physical, commissioning date, graduation date, and PNS/Board points.

(2) Units shall verify that PNS/Board points have been assigned. All students MUST be ranked. PNS/Board points are assigned by the PNS and should reflect the midshipman's or OC's overall aptitude, performance or potential. When assigning PNS/Board points, the PNS shall consider 100-80 as outstanding, 79-70 as excellent, 69-60 as above average, 59-50 average, 49-40 as below average, etc. Midshipmen and STA-21 OCs are ranked separately (Nurse Options shall also be ranked separately). No two midshipmen or OCs within the same competitive category may receive the same amount of PNS/Board points. **Caution: If the PNS points are missing, the student's name may fall to the bottom the list.**

(3) Each student must select three (3) unrestricted line (URL) designators and one (1) restricted line (RL) or staff corps (SC) designator. The RL or SC choice is required in case the student is found not physically qualified for the unrestricted line at a later date. If the student has been notified by BUMED that they are NPQ for the URL prior to service selection 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.**

(4) All data for STA-21 Target Options, nuclear candidates, and medical school applicants must be entered into the Service Selection File.

(5) The deadline for final update of the OPMIS Service Selection Form is as follows:

(a) For students to be commissioned 1 October through 31 March: <u>15 July</u>.

(b) For students to be commissioned 1 April through 30 September: 30 October.

(6) After the deadlines established by OD4 have passed, all service selection data is transferred to the master Service Selection File maintained by OD4. Any future changes must be emailed to OD4.

d. Service Selection Packages. A Service Selection Package is required for all NROTC Navy Option midshipmen, STA-21 OCs. MMR/USNR midshipmen who request active duty should follow guidance in paragraph 649. Once the Service Selection File has been updated, a Service Selection Package must be mailed to OD4. These packages are normally due to OD4 two weeks after the Service Selection File has been transferred. These packages shall be consolidated at the unit and forwarded to OD4 per the guidance below:

(1) Content of Individual Packages: All Service Selection Packages shall include the following documents:

(a) Service Selection Unit Verification Report (GF30R17) (Example 6-63). This report is available as soon as the file is transferred to OD.

(b) Service Selection/Duty Preference Form (Example 6-53).

(c) Unofficial transcript.

(d) 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 should indicate physical status in the remarks section of the Service Selection Duty Preference Form. For example:

"Pre-commissioning physical taken 21 May 20XX and submitted to BUMED. No indication of disqualifying physical defects."

Or

"Pre-commissioning physical scheduled 21 September 20XX. Entry physical and subsequent annual certifications of physical status indicate no disqualifying defects will be found."

(e) An application or any documents required for certain designators as addressed in Paragraph 647.

(2) Administrative Processing by the Unit: All Service Selection Packages shall be consolidated at the unit and forwarded to OD4 per the guidance below:

(a) Print an OPMIS Service Selection Unit Verification Report, GF30R17 (Example 6-63) for each midshipman and STA-21 OC and attach it to the top of each Service Selection Package. Maritime academies are only required to prepare a cover letter, as addressed below.

(b) Prepare one cover letter listing the name and SSN for each service selection package (Example 6-64). Ensure that each package beneath the cover letter is stapled separately. NROTC units with MMR/USNR midshipmen may be required prepare two or three separate cover letters. One cover letter should address all NROTC midshipmen. The second cover letter should address all STA-21 OCs (target and core option). The third cover letter should address MMR/USNR midshipmen who request active duty.

(3) Deadline: The deadline for Service Selection Packages is as follows:

(a) For students to be commissioned 1 October through 31 March: 1 August.

(b) For students to be commissioned 1 April through 30 September: 15 November.

e. Students will normally be assigned an unrestricted line designator upon commissioning. Specific goals and policy decisions regarding assignments to unrestricted and restricted line/staff corps designators are promulgated annually by BUPERS based on the needs of the Navy. PERS-48 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.

649. Service Selection for MMR, USNR Midshipmen. Most MMR/USNR midshipmen are service selected for reserve commissions at their unit (based on the education, training and licensing they received), a limited number of quotas are often available for them to receive an active duty URL designator.

a. Active Duty Requests

(1) All MMR, USNR midshipmen who request active duty must submit a service selection package to OPNAV N132 via OD4 per the service selection timelines in this paragraph. In doing so, each maritime academy shall rank order their midshipmen per first choice designator. N132 finalizes the MMR/USNR midshipmen active duty service selection list. As a result, these packages are required to be submitted no later then 10 January to OD4 for the spring graduation. Service selection packages received after that date may

risk their opportunity for active duty selection. Upon receipt of the service selection package, N132 will liaison with each community manager to determine service selection. The results will be passed to OD4 and each maritime academy.

(2) Active duty quotas for MMR, USNR midshipmen are established annually by BUPERS. Selection is not guaranteed and is dependent on qualification, class ranking and the needs of the Navy.

(3) When preparing commissioning scrolls, MMR/USNR midshipmen who request active duty must appear on both the regular and reserve commissioning scrolls. This is required because not all MMR/USNR midshipmen who request active duty are approved for active duty when commissioning scrolls are due.

(4) The commissioning package should include:

(a) Application Control and Processing Record (NAVCRUIT 1100/14) (Example 6-67).

(b) Application for Commission or Warrant Rank (NAVCRUIT 1100/11 (Example 6-68)

(c) Certificate of Release or Discharge from Active Duty (DD 214)

(d) Statement of Contingent Release (required if applicant is a member of a reserve component other than the MMR, USNR Midshipman Program)

(5) The following documents must be included in all MMR/USNR active duty service selection packages:

(a) Application for Recall to Extended Active Duty (NAVPERS 1331/5) (Example 6-65).

(b) Service Selection Duty Preference Form (Example 6-53).

(c) Unofficial Transcript.

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

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

(f) An application or any documents required for certain designators, as addressed in Paragraphs 647 and 648.

(6) MMR, USNR Midshipmen who seek appointment as a commissioned officer in another uniformed service must be accepted by the other service and conditionally released from the MMR, USNR midshipmen Program. If approved, the midshipmen shall be disenrolled using the DOR procedures, and discharged from the naval service the day preceding appointment in the other service. If disapproved, the midshipmen remains obligated to accept a USNR, MMR commission if qualified in all respects.

b. Reserve Duty Requests

(1) MMR, USNR Midshipmen are service-selected depending on their maritime training and the needs of the Navy. This selection is non-competitive and depends solely on the midshipmen’s education and training.

(2) All documents required for commissioning shall be forwarded to PERS-48 at least six months prior to the midshipmen's commissioning date. At the same time, all reserve commissioning scrolls shall be prepared by the unit and forwarded to OD4.

(3) The commissioning package should include an Application Control and Processing Record (NAVCRUIT 1100/14) (Example 6-66).

(4) Upon receipt of the commissioning package, PERS-48 will mail the maritime units the commissioning documents required for officer appointment.

650. Commissioning Scrolls

a. Since 1 May 2005, all initial accessions have been commissioned as regular officers. This legislative change has required additional administrative actions prior to the issuance of commissioning documents. Specifically, all officer accession sources prepare commissioning scrolls for SECDEF approval. This requirement applies to both regular and reserve officers of the armed forces.

b. Navy Option midshipmen and STA-21 OCs 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. OD4 pulls this information from OPMIS during Service Selection, prepares the initial scroll, and sends it to each NROTC unit for verification. Verification and notice of any changes must be e-mailed to OD4 followed by receipt acknowledgment. When verifying commissioning scrolls, the PNS must include those Navy Option pursuing service selection 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). **Caution: It is very important that the PNS verifies every MIDN or OC is listed on the scroll.** OD4 will forward the scroll to OSD via CNSTC and CNP. Midshipmen and OCs who do not receive SECDEF approval prior to graduation will not commission on time.

c. Since MMR, USNR midshipmen data are not maintained in OPMIS, their names are added to the regular and/or reserve commissioning scrolls based on the input the maritime academies provide to OD4. The PNS/OIC in charge of NROTC and MMR, USNR midshipmen may be responsible for preparing and verifying as many as four distinct commissioning scrolls: NROTC regular and reserve, and MMR, USNR regular and reserve. The PNS/OIC is responsible for providing scroll input to OD4 during Service Selection. Shortly thereafter, OD4 will return the commissioning to the PNS/OIC for verification. Verification and notice of any changes must be emailed to OD4 followed by receipt acknowledgment. OD4 will forward the scroll to OSD via CNSTC and CNP. When preparing or verifying commissioning scrolls, the PNS/OIC should include those midshipmen 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 MMR, USNR midshipmen who does not receive SECDEF approval prior to graduation will not commission on time.

d. Marine Option and MECEP are added to the regular officer commissioning scroll by MCRC based on information contained in MCRISS. Annually in October OD4 pulls the estimated commissioning dates for the next two fiscal years contained in OPMIS and forwards it to MCRC (ON/E). MCRC ensure all members on the OPMIS pull are scrolled. MCRC (ON/E) will forward the scroll to SECDEF.

e. Once PERS-48 or MCRC (ON/E) receives the SECDEF approved scrolls, commissioning packages are mailed to the NROTC units or maritime academies.

651. Commissioning Procedures

a. The Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) (Example 6-67) or United States Marine Corps Appointment Acceptance and Record (NAVMC 763) (Example 6-68 and 6-69), is mailed to each NROTC unit and/or maritime academy by PERS-48 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. Any errors found on the commissioning document, to include misspelled words, shall be reported to OD4 or MCRC (ON/E) immediately. Signatures must match the typed name on the commissioning document.

b. The PNS/OIC is responsible for certifying that the student is fully qualified to be commissioned. Under no circumstance should a student be commissioned while awaiting trial, on probation or suspended sentence without concurrence from 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 Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) (Example 6-67) or United States Marine Corps Appointment Acceptance and Record (NAVMC 763) (Example 6-68 and 6-69) to OD4 or MCRC (ON/E).

c. Graduating students and advisors are to review their final aptitude evaluations during their pre-commissioning counseling session.

d. NROTC midshipmen, OCs, and MMR, USNR midshipmen may be commissioned upon successful completion of the following requirements:

(1) Prescribed university and Naval Science courses.

(2) Naval Science Laboratory and CALT.

(3) Summer cruise/OCS.

(4) Approved baccalaureate degree.

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

(6) DONCAF approved secret security clearance.

(7) USMMO License or USCG License as applicable (MMR only)

e. Commissioning ceremonies are an important and serious occasion. It is the PNS/OIC responsibility to guarantee propriety of the ceremony and to ensure that all midshipmen and OCs have met all applicable requirements. U.S. Code, Title 10, Article 1031, requires the administration of the oath of office be conducted by "any commissioned officer of any component of an armed force, whether or not on active duty." Moreover, there can only be one commissioning ceremony. Therefore, to preserve the dignity of the occasion and to avoid possible legal repercussions, all commissioning ceremonies must be conducted by a commissioned officer in accordance with Title 10.

f. The date of rank for NROTC midshipmen commissioned as Ensigns or Second Lieutenants between 1 May and 30 June will be the date of graduation of midshipmen from the USNA that year. Therefore, blocks 14 and 16 of the NAVPERS 1000/4 should reflect the Naval Academy's commissioning date. The date of rank for NROTC midshipmen appointed any other time, all MMR, USNR midshipmen, and STA-21 and MECEP OCs 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.

g. In computing the basic pay for a commissioned officer, service as an NROTC midshipmen or College Program student is not counted. Moreover, per Title 10, USC, Articles 2106 and 2107, an officer may not be credited with enlisted service performed for the period during which they were a member of the NROTC Program. The time spent on active duty while conducting summer training does count toward retirement and retirement pay.

However, it is not applicable towards pay or seniority while serving out a commission.

h. The unit must perform final actins in OPMIS:

(1) Enter the appropriate attrition code and date in the Miscellaneous Form.

(2) Enter the student's "Overall Cumulative GPA” (less Naval Science), "Overall Naval Science Grade," and "Total Credit Hours." This data determines the newly commissioned officer’s lineal number.

652. Armed Forces Identification Cards. The local PSD or I&I unit is responsible for preparing a new Armed Forces Identification Card.

a. Scholarship and College Program, Advanced Standing midshipmen will be issued a reserve armed forces identification card, which will expire upon commissioning.

b. Upon commissioning:

(1) Newly appointed Ensigns and MECEP Second Lieutenants shall be issued an active duty armed forces identification card.

(2) Newly appointed Marine Second Lieutenants (non-MECEP) shall be issued a reserve armed forces identification card upon commissioning.

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

653. Disposition of Student File. The Student File will be closed upon commissioning and maintained at the unit for a minimum of two years.

a. Newly Appointed Active Duty Ensigns

(1) The following original or first copy documents, as applicable, are used to create the permanent personnel record. These documents should be prepared or removed from the Student File and sent to PERS-48. Once received, PERS-48 will forward these documents to PERS-312C to create the officer permanent record:

(a) The Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4) (original) (Example 6-67).

(b) College Transcript(s). The unit should 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.

(c) U.S. Coast Guard License (MMR, USNR only).

(d) Program Service Agreements (Nuclear, Air, Nurse) (original).

(e) NROTC Scholarship/Non-Scholarship Service Agreement, or other applicable service agreements (original).

(f) Enlistment/Reenlistment Document Armed Forces of the United States (DD 4/1) (plus annexes).

(g) Administrative Remarks Discharge, NAVPERS 1070/613 (original) (Example 6-70).

(h) Certificate of Release or Discharge from Active Duty (DD 214/215) (Example 6-31) (If applicable, copy No. 2).

(i) History of Assignments, NAVPERS 1070/605 (if applicable).

(h) Montgomery GI Bill (DD 2366) (Example 6-71).

(i) Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1) (Example 6-8).

(j) Dependency Application/Record of Emergency Data (NAVPERS 1070/602) (Example 6-20). This form should be updated upon commissioning.

(k) Service Member’s Group Life Insurance (SGLV 8286) (Example 6-21). This form should be updated upon commissioning.

(l) DONCAF Security Determination.

(m) Classified Information Non-Disclosure Agreement (SF312) (Example 6-76).

(n) Officer’s Report of Home of Record and Place from Which Ordered to a Tour of Active Duty, NAVPERS 1070/74 (Example 6-72) (original). Please refer to the Federal Joint Travel Regulation U5345, paragraph B4, for guidance on shipment of household goods.

(o) Report of Medical Examination (copy) (Example 6-36).

(p) Report of Medical History (copy) (Example 6-35).

(q) NROTC Education Cost Record (Example 6-73).

(r) Official Photo. A new full-length photograph wearing Summer Khaki is required for all Navy officers upon commissioning (Example 6-58). Detailed guidance is contained in NAVADMIN 103/07.

(2) All documents should be securely fastened and mailed to PERS-48. Documents for several officers may be sent in a single box or envelope marked "Officer Appointment- do not open in the mailroom". The following addresses for type of shipment apply.

(a) FEDEX or UPS: Commander, Navy Personnel Command, PERS-48, Bldg. 768, Room N206, 5660 Ticonderoga Loop, Millington, TN 38054.

(b) General Mail: Commander, Navy Personnel Command, PERS-48, 5720 Integrity Drive, Millington, TN 38055-8450.

b. 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:

(1) PERS-48

(a) NAVPERS 1000/4, Oath of Office (original).

(b) Official Transcript of School.

(c) NSTC 1534/3, Training and Service Agreement. (original)

(d) NAVPERS 1070/613, Discharge to accept Commission.

(2) COMNAVRESFORCOM (N14)

(a) NAVPERS 1070/602 Page 2.

(b) NAVPERS 1000/4 (pink copy).

(c) Copy of U.S. Coast Guard license

(d) NAVPERS 1070/74, Officer’s Home of Record.

(3) NRPC (N3)

(a) Medical and dental records.

(b) NAVPERS 1070/613.

(c) NAVPERS 1301/4, Officer Qualifications Questionnaire.

(d) NAVPERS 5720/1, Officer Biography Sheet.

(e) OPNAV 5350/1, Drug and Alcohol Abuse Statement of Understanding (Example 6-8).

c. Newly Appointed Second Lieutenants

(1) Upon commissioning, the Appointment Acceptance Record (NAVMC 763) (Example 6-68 and Example 6-69) with proof of degree must be returned to MCRC (ON/E). In addition, all newly appointed Second Lieutenants will be discharged from enlisted status to accept a commission in the U.S. Marine Corps. The unit shall ensure a NAVMC 763, Proof of Graduation, or DD-214 (Example 6-31) (if applicable) is mailed to MCRC (ON/E).

(2) A copy of each document should be provided to the newly appointed officers. In addition, the newly appointed officer should receive all other miscellaneous documents such as travel orders, training certificates, letters of commendation, birth certificates, naval correspondence, completion certificates, cruise orders, and other administrative remarks or documents which may be of value. They should be advised to maintain them for their own personal use and hand-carry them to their first duty station.

(3) Newly commissioned 2ndLts are eligible to receive TRICARE benefits while they wait (in an inactive-reserve status) to go to TBS. In order to be eligible for TRICARE benefits, the service member must enroll in 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).

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Chapter VII

PERFORMANCE EVALUATION AND COUNSELING

700. General. This chapter covers performance evaluation and counseling from reporting through commissioning or disenrollment.

701. Principles of Performance Counseling

a. The performance evaluation system facilitates reviewing academic progress and measuring a student’s aptitude for service as a naval officer. The evaluation system uses periodic counseling among other tools to identify shortcomings and motivate performance improvement.

b. The tasks of the counselor or class advisor are to direct and focus the performance of the student and to develop their professional and military expertise. Before students can improve, they must know how well they are currently performing and what is expected of them.

c. Counseling should be a dynamic relationship where the student feels free to discuss issues and to receive direction and guidance. The counselor should discuss all relevant strengths and weaknesses.

d. The counseling session can be enhanced by:

(1) Determining the best time for the session and providing the student advance notice so they can prepare.

(2) Gathering information and relevant material.

(3) Having students complete a self-appraisal and gather all relevant information related to their performance.

(4) Planning discussion points, remembering the objective is to achieve growth in performance.

e. There are five objectives to accomplish during each counseling session:

(1) Identify the student's strengths and weaknesses. Establishing a fair, accurate, and realistic assessment of the student’s performance is crucial to the counseling process.

(2) Address specific performance problems, concentrating on ways to develop growth in these areas. Point out ways to improve, but do not dwell on the negatives.

(3) Help the students evaluate their previous goals, and establish new goals for each semester. Ensure that the goals are challenging, realistic, and attainable.

(4) Ensure the students have a clear understanding of their performance and acknowledge the areas that need improvement.

(5) Review what is expected of the student before the next counseling session. Make sure they understand program expectations. However, be careful not to make promises or guarantees to the midshipmen regarding what the marks or recommendations will be at the end of the evaluation period.

f. All required periodic counseling shall be documented using a Fitness Report and Counseling Record, NAVPERS 1610/2. The NAVPERS 1610/2 and any other form of counseling record need not be typed; however, they should reflect the nature of the counseling, when it occurred, and the name of the class advisor. The student and advisor shall sign the counseling form. The student shall receive a copy, and the original shall be placed in the Student Performance File.

702. Student Performance File. The Student Performance File is maintained by the class advisor and consists of the following documents:

a. Left Hand Side

(1) All Fitness Reports and Counseling Records (Example 7-1).

(2) Letters of Appreciation, certificates and awards.

(3) Warning and probation letters, LOAs, and Performance Review Board (PRB) reports.

b. Right Hand Side

(1) OPMIS Student File Information (Generated by the unit and signed by the student).

(2) NROTC Program Requirement Checklist (Example 7-2).

(3) Academic Planning Schedule (Example 7-3).

(4) NROTC Student Performance Record (Example 7-4).

(5) Term Academic Performance Worksheet (Example 7-5).

(6) Current college level academic transcripts including summer school and transfer credit.

703. Performance Evaluation. The performance evaluation system provides a formal process for reviewing a student's academic progress and measuring their aptitude for service as a naval officer. Three specific areas of performance are addressed:

a. Academic performance as measured against the host institution and OD program requirements as well as individual potential.

b. Aptitude for service as a naval officer as reflected in performance during summer training.

c. Aptitude for service as a naval officer as reflected in performance within the unit.

704. Academic Performance

a. Academic performance is reflected by the student's progress toward an academic degree, evaluation of grades assigned for academic work, completion of program academic requirements, and achievement of a level of academic work commensurate with individual abilities. Students shall meet the following academic standards:

(1) Maintain full-time student status and satisfactory progress toward degree and program requirements within normal time limits.

(2) Keep their class advisor fully informed about all matters that affect performance and degree progress.

b. Progress toward an academic degree is tracked by an individual degree plan. The individual degree plan may be developed by the university or designed locally. The degree plan should be developed during their first term. It should be updated, or revised as circumstances warrant, to accurately reflect degree progress. The degree plan should contain

sufficient detail to determine estimated graduation date and, in comparison with transcripts and current schedule, an assessment of the individual's progress toward a degree. Changes to the degree plan for a STA-21 (Nuclear Option) must be approved prior to execution, as described in paragraph 621.

c. Progress toward specific OD program requirements is also an important aspect of academic performance assessment. To support this, a program requirement checklist should be used to identify those courses that must be completed within a specified time, e.g., calculus, physics. The program requirement checklist may come from the university or be designed locally (Example 7-2).

d. In order to improve academic performance, the PNS may direct mandatory study. Mandatory study periods should encompass flexibility to encourage individual time management and involve a maximum of 15 hours per week.

e. Initial Interview. The class advisor shall conduct an initial interview with each student at the beginning of each academic term. During the initial interview with the student, the class advisor will review the student's past performance, as evidenced by high school record, SAT/ACT scores, or prior college level work. The purpose of the initial interview is to establish goals for the ensuing academic term and remaining college career while considering course load, past performance, extracurricular activities, outside work, and other factors that may impact an individual's performance. The student's goals are to be noted as expected grades for scheduled courses and expected grade point average (GPA) for the term (Example 7-5). At a minimum, the interview will include:

(1) A review of the individual's Student File and Student Information maintained in OPMIS.

(2) A discussion of specific program requirements and the requirement to develop an individual degree plan.

(3) A review of academic performance, either from the institution or from the individual, as required by circumstances.

(4) Discussion of the fact that aptitude scores contribute to a student’s national ranking for designator assignment and class rank (lineal number) upon commissioning.

(5) Advice to the student on their assigned billets within the battalion.

f. Progress Interviews. The class advisor shall conduct at least one counseling session (in addition to the initial counseling session) with each student during the academic term to determine progress in meeting established goals. The number of counseling sessions depends upon the needs of the individual. The unit should consult with the university faculty advisor when the student’s academic performance becomes marginal or unsatisfactory.

g. End of Term Performance Review. Upon receipt of grades, the class advisor shall counsel each student on their performance in the previous academic term. This counseling session may be combined with the initial counseling session for the next term. This counseling session should identify:

(1) Students who do not appear to be performing at a level commensurate with their potential as established during the initial interview.

(2) Students who have unsatisfactory degree progress, or have unsatisfactory academic results within a program or degree requirement.

(3) Students whose individual degree plan will not permit them to complete requirements on time. Factors to consider are changes in major, changes in option, changes in university course offerings, physical fitness deficiencies, etc. A revised degree completion plan should be developed and approved during the review. This may require consultation with the university/college academic advisor.

h. The PNS will conduct a review of each individual's performance with the class advisor and take appropriate action to implement remedial programs, place the individual on probation, or hold a PRB if required or appropriate.

705. Summer Training Aptitude

a. Although aptitude evaluation during summer training is optional, Officers in Charge of each program may identify midshipmen whose performance, attitude, and motivation is clearly outstanding (or substandard) and notify the appropriate PNS by letter.

b. Summer training aptitude assessment for NROTC 1/C, 2/C, and 3/C midshipmen involves assessment of performance of duty, leadership qualities, and whole person evaluation. Evaluations may be submitted in the form of Fitness Reports or Counseling sheets (pg 13). Midshipman Summer Training Manual contains the procedures for conducting the evaluations. Although optional, summer training aptitude grades (5.0 grade scale) shall be entered in the OPMIS Grade Screen, and the fitness report shall be placed in the individual's Student Performance File.

c. Shipboard evaluations of each midshipman, if submitted, shall be conducted and documented in the manner prescribed in the Summer Training Manual. These reports shall be reviewed and signed by the ship's Commanding Officer and forwarded under a transmittal letter to the respective NROTC units no later than 15 days following the midshipman's debarkation from cruise.

706. Aptitude for Service

a. Aptitude for the service describes an NROTC student's officer-like qualities, their potential as an officer, and their current performance in relation to their contemporaries.

b. Class advisors should consider each midshipman's academic program and performance in determining term aptitude. Enthusiasm for and dedication to studies, attempting rigorous programs, and superior performance in difficult curricula are important indicators of officer potential. Academic excellence should not be considered the sole indicator of overall aptitude. Proper military behavior, leadership, military appearance, and physical fitness are all characteristics of overall aptitude.

c. Class advisors should frequently observe and make notes pertaining to the aptitude of the NROTC students. Students having less than a 3.0 aptitude score in any area shall receive more frequent counseling and other supervision as directed by the PNS.

d. An aptitude assessment shall be completed for each academic term in which the student is actively involved in the NROTC Program. In determining the level of such performance, the following factors will be considered:

(1) Development of leadership, initiative, achievement, teamwork and motivation.

(2) Development of high standards of personal honor and ethical behavior, military bearing, and physical fitness.

(3) Compliance with all program requirements.

e. The objectives of the aptitude system are to:

(1) Identify areas for improvement and provide counsel and guidance to improve the officer-like qualities.

(2) Give each student experience in observing individual behavior and evaluating it in terms of military activities, including leadership.

(3) Rank students in their officer-like qualities for assignments to positions of authority and responsibility within the program.

(4) Contribute to a student’s national ranking for designator assignment and class rank (lineal number) upon commissioning.

f. The NAVPERS 1610/2, Fitness Report and Counseling Record and USMC Fitness Report NAVMC 10835A for MECEPs should be used to describe and assess student aptitude over a specified period of time (Example 7-1).

707. Fitness Report Processing

a. The PNS/OIC may determine how student fitness reports are processed. Most often, the class advisor will draft the student fitness report and forward it to the XO or CO for review.

b. The battalion organization is encouraged to be involved in the fitness report process. The following procedures may apply:

(1) Squad leaders, platoon commanders, and company commanders evaluate the members of their squad, platoon, or company and forward the evaluations to the battalion commander. The battalion commander evaluates members of the battalion staff and company commanders, reviews all fitness reports, and makes any pertinent comments prior to forwarding them to the appropriate class advisor.

(2) The class advisor reviews all reports for completeness and content and evaluates student performance prior to forwarding them to the Executive Officer.

(3) The Executive Officer reviews all reports for completeness and content. Additionally, they evaluate the battalion commander.

(4) The Executive Officer may make any comments deemed appropriate based upon their observations of battalion operations. The Executive Officer then forwards the evaluations to the PNS/OIC for approval and signature.

c. The class advisor will counsel the student and ensure an evaluation mark for each student is entered in the OPMIS Grade Screen.

d. The original evaluation will be filed in the Student Performance File for future use in counseling, with a copy provided to the student.

708. Warnings, Probation, and Leave of Absence. When counseling fails to correct substandard performance as defined in Chapter IV, Professional Development, the following actions should be considered before recommending a PRB, LOA, or disenrollment, unless specifically required.

a. Warning. Warning is the first level of disciplinary action for students who have failed to achieve or maintain program standards. Warning does not require an OPMIS entry, but requires counseling and documentation in the Student Performance File. The decision to place a student on warning is at PNS discretion and does not require a PRB.

(1) Academic Warning. Academic warning letters should be directed to students who receive a term GPA less than the standard defined in Chapter IV. The conditions of the academic warning letter shall include participation in a mandatory study hall consisting of a minimum of unit or university-supervised study and weekly counseling with the class advisor. Mandatory study hall hours may include the student's tutoring session, time spent in the computer lab, etc. The academic warning letter should address where additional assistance may be obtained and state that continued poor academic performance may result in probation, LOA, or disenrollment.

(2) Aptitude Warning. Aptitude warning letters should be directed to students who are deficient in military aptitude, do not meet physical fitness or height/weight standards during a mock/inventory PFA, or who have committed minor offenses. The warning letter should address the nature of concern, remedial actions required of the student, and a warning that such repeated actions may result in probation, LOA, or disenrollment. These same concerns should also be documented in the student's counseling worksheet or fitness report.

b. Probation. Probation is an administrative tool having no bearing on incurring obligation or receipt of benefits. Students must be notified of their status in writing and shall have the cause, terms, and period of the probation clearly specified. An OPMIS entry is required when a student is placed in a probationary status. In no case shall a student be placed on probation for more than two consecutive terms for the same deficiency without approval of OD. This is especially applicable in the cases of midshipmen who are about to enter obligated status. Although continuation of probation beyond one term is an option that may be exercised by the PNS, a more appropriate action may be LOA or disenrollment.

(1) Academic Probation. Academic probation is directed for those students who fail required university or Naval Science courses, or fail to meet minimum program cumulative GPA standards (see paragraph 417b(1)). When a student is placed on university academic probation, the unit shall also assign academic probation. Once the academic term has ended, the student should be re-evaluated. A second term of academic probation is not prohibited but should only be considered when reasonable certainty exists that the student will overcome their difficulties.

(2) Aptitude Probation. Any student who fails a regularly scheduled physical fitness assessment/test and/or fails to meet required height/weight standards should be assigned to aptitude probation and a fitness enhancement program. The terms of probation should state that any repeat failure could result in a PRB, LOA or disenrollment. A second term of aptitude probation is not prohibited but should only be considered when reasonable certainty exists that the student will overcome their difficulties. Refer to paragraph 415 for specific program standards.

(3) Leadership and Military Probation. Probation is an appropriate course of action for poor leadership or military

aptitude. Probation may also be assigned for a combination of aptitude deficiencies and minor offenses. If any doubt exists regarding aptitude for service, the unit should consider LOA or disenrollment. Aptitude probation (not for physical fitness) shall not be assigned for more than one successive term. The terms of the probation should state that lack of improvement could result in an LOA or disenrollment.

(4) Moral Remediation and Character Development Probation. Moral Remediation and Character Development Probation is appropriately assigned to students who are found guilty of a single core value violation which does not warrant disenrollment. Such violations may include simple assault, underage drinking, trespassing, etc. This type of probation should not be assigned to those who have exhibited a pattern of misconduct. Since this type of probation is designed to provide an opportunity to develop core values and improve moral reasoning, it should not normally be assigned to a student in their senior year.

(a) PNSs may assign students to the Moral Remediation and Character Development Probation in lieu of disenrollment if they believe the student can learn from their mistake and correct their actions. The PNS will administer the remedial aspects of the probation and assign a member of the staff to serve as a mentor. Mentors will then notify the student of their participation in the probation and the requirements. Upon completion of the remediation period, the mentor should state whether the individual successfully completed the remediation program, or whether disenrollment is recommended.

(b) The student could be required to complete additional selected readings during their period of remediation that will cause them to reflect on correct values. The student may also be tasked with preparing a written paper relating to ethics and character. The readings and writing project should be tailored to the individual student’s specific transgression and reasonably related to the deficiency to be remediated. The student may be required to keep a journal discussing their reflections concerning the remediation efforts and progress.

c. Leave of Absence. LOA is an administrative tool defined in 634 which suspends NROTC benefits and obligations.

(1) Interim LOA. The PNS may assign interim LOA in advance of a PRB. Applications include a midshipman failing to meet program requirements by the end of their freshman year, or

being charged with a serious moral or criminal offense. A PRB should be held as soon as possible after assigning interim LOA. If the board recommends an LOA, and PNS concurs, the interim status will become permanent for the term.

(2) Academic LOA. A midshipman may be placed on LOA due to unsatisfactory performance or when it is anticipated that the midshipman may not complete the program. If the midshipman is still academically deficient at the end of one term, the PNS shall recommend either an extension or academic disenrollment. All requests for extensions shall be submitted to OD4 in letter form. The PNS shall include a statement of facts and a copy of the midshipman's most current transcript and degree completion plan. Academic LOA shall be assigned in the following instances:

(a) When a midshipman fails to maintain full-time student status without PNS approval, per host institution regulations.

(b) When a midshipman fails or withdraws from an NROTC specific or university required course without PNS approval.

(3) Aptitude LOA

(a) Physical Fitness/Readiness

1. Midshipmen on probation for physical fitness that do not meet standards may be granted a second term of probation if they demonstrate sufficient improvement. Any subsequent failure to meet standards should result in a PRB and LOA or disenrollment. Those who fail to meet the terms of their LOA shall be recommended for disenrollment.

2. Two PFA failures (probationary) will require a PRB. Normally, a third failure would result in a recommendation for disenrollment from the program. Waivers to this policy based on extraordinary circumstances must be approved by OD. Failures do not have to be consecutive, and they may be any combination of body fat or physical fitness test standards. Navy Option Midshipmen may choose to swim vice run, but must complete a run in the "good" category during their First Class Year (i.e., during their senior year). Marine Option Midshipmen must obtain a 225 PFT prior to commissioning (See paragraph 415c(2)).

(b) Aptitude/Disciplinary LOA

1. Any midshipman who is being investigated, charged with, or is pending prosecution for any infraction which might lead to disenrollment on disciplinary grounds will be placed on interim LOA until the matter is fully resolved. A PRB is not required for interim LOA. Ensure associated OPMIS entries are made.

2. If the midshipman is convicted, a PRB must be held to evaluate for disenrollment from the program. If the midshipman is incarcerated, hold the PRB in absentia. The midshipman shall be notified of the pending PRB and provided a copy of the preliminary inquiry. Once the PRB is held and endorsed by the PNS, the midshipman shall receive a copy of the PRB report and its endorsements.

3. If the midshipman is found not guilty or exonerated of the charges, remove them from LOA, notify the midshipman, and allow them to continue in the program or receive their commission. In the event the unit has already received commissioning documents, use those same documents to commission them. The effective date will remain the original date of commissioning for time-in-grade purposes.

4. In those cases where a midshipman claims to be a conscientious objector or homosexual, the PNS should assign "interim LOA". In those cases where an officer candidate makes those same claims, the PNS should follow Navy regulations for active duty personnel and begin processing for disenrollment in consultation with OD4 and the NSTC Staff Judge Advocate.

709. Non-judicial Punishment (NJP) and Administrative Separations

a. Midshipmen fall under the UCMJ only when assigned to active duty. Officer candidates are always subject to the UCMJ. In cases of misconduct by officer candidates, the PNS may conduct NJP or refer the charges to trial by court martial. The PNS may also convene an Administrative Separations Board to determine whether the individual is suitable for continued service. In cases of misconduct by midshipmen, the PNS will normally utilize administrative remedies inside the program (e.g., warning, probation, LOA, disenrollment). In extreme circumstances, the PNS may recall the midshipman to active duty for trial by court martial.

b. Generally, any finding of guilt during non-judicial punishment is enough to warrant disenrollment. A PRB is required due to the differences in process, possible outcomes, and releasability of information.

c. If an administrative separation board for a STA-21 or MECEP OC recommends retention in the military and disenrollment from the program, a PRB is required to document the disenrollment process.

710. Performance Review Board (PRB)

a. 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 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.

b. The PRB is not a judicial proceeding, but rather an informal administrative hearing most similar to a university academic review board. However, the PRB will be conducted with formality and decorum. Testimony under oath is not necessary. The only rights guaranteed to the student are the fundamental rights of administrative due process. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on their behalf. The student will be counseled by the class advisor and may review their record prior to convening the board. Since the PRB is an informal administrative proceeding, the student is not entitled to be represented by an attorney at the hearing.

c. A PRB must be convened in the following cases:

(1) When administrative action may result in a leave of absence, other than personal or medical.

(2) When disenrollment may result in an active service obligation or recoupment.

(3) When disenrollment may be the result of disciplinary, aptitude/unsuitability, or special reasons.

(4) When a student tests positive for drugs. Anyone found guilty of drug abuse shall not be ordered to active enlisted service; recoupment is mandatory.

(5) When a STA-21 officer candidate receives a grade or cumulative GPA less than program requirements defined in the applicable annual program authorization.

(6) STA-21(N) Nuclear 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 paragraph 621. Timely completion of the PRB is required to ensure it is an effective tool for shaping the next semester's performance. At a minimum, a PRB is required in the following cases:

(a) Term GPA < 2.75

(b) Two consecutive terms GPA < 3.00.

(c) Cumulative GPA < 3.0

(d) Any course failure (technical and non-technical)

d. Examples of when a PRB need not be convened include:

(1) When a college program student or scholarship student not in obligated status waives their right, and is:

(a) Dropping from the NROTC Program at their own request or being academically disenrolled from the unit or institution solely for academic deficiencies.

(b) Being medically disenrolled without any serious disciplinary or aptitude issues.

(2) When a scholarship midshipman Drops on Request (DOR), waives their right to a PRB and requests recoupment or active enlisted service.

(3) When any student pending disenrollment solely for "academic reasons" waives their right to a PRB, and requests recoupment or active enlisted service.

(4) When a student is being processed for disenrollment solely for medical reasons.

(5) When any student fails to meet the terms of a probation or LOA following a previous PRB that stated that if

they failed to meet the terms specified, they would be processed for disenrollment.

(6) 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 should be conducted as normal.

711. Convening a Performance Review Board

a. The PNS will normally be the appointing authority for the PRB (6), unless directed from higher authority. The PRB shall consist of at least three officers (uneven number) as voting board members, and at least one officer to serve as the recorder, (a non-voting board member). 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 can be notified of their appointment in writing (Example 7-8).

b. The senior member of the PRB is normally the Executive Officer. The PRB outcome is determined by majority rule. The senior board member’s vote carries the same weight as other voting members. Voting board members can only include those persons not directly involved with any incidents that form the basis of the board, or may become a deciding factor in the board's decision. If the Executive Officer or any other voting board member has a conflict of interest, the PNS must appoint a new voting board member. The class advisor of the student concerned shall not serve as a voting board member.

c. Voting board members may include officers from other NROTC units, any active or reserve naval officer, or a university official. If the host institution declines to appoint a university official, or if the appointed official does not attend, the PNS will appoint another officer.

d. The recorder, a non-voting member, is normally the student's class advisor, since he is most familiar with the student's performance and conduct and, generally, the one who prepares and presents the case on behalf of the command. In rare instances, other active duty staff members may serve as recorder. 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. 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.

e. The recorder is responsible for assembling pertinent directives, interviewing prospective witnesses, gathering all available evidence, and:

(1) Obtaining a signed Privacy Act Statement from the student (Example 7-7).

(2) In cases involving disciplinary matters, conducting a preliminary inquiry, if directed, that often forms the basis for conducting a PRB.

(3) Providing at least seven days written notification to the student regarding the PRB, as well as any/all documents that may be presented against them (counseling sheets, witness statements, preliminary inquiry (if applicable), etc.). The recorder is also responsible for ensuring the student signs the notification letter and acknowledges receipt of all material provided.

(4) Presenting the case on behalf of the command.

(5) Keeping an accurate record of the proceedings, and preparing said record for the senior board member’s review and signature of all board members. This summary shall include the testimony of the student, all board members, and any witnesses. A verbatim transcript is not required. 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.

(6) Ensuring that a copy of the record of proceedings with the PNS endorsement is delivered to the student no later than seven days after the PRB.

712. <u>The Respondent’s Rights Before the PRB</u>

a. Students shall be advised of the rights:

(1) To appear before the board at their expense. The student's presence is desired, but is not mandatory. If the student does not intend to appear, the student shall submit written notification to the PNS within the seven-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.

(2) To submit a written statement to the board.

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

(4) To review their record prior to the convening of the board.

b. 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.

c. The student shall be notified in writing at least seven days prior to the convening of a PRB (Example 7-8). Notification should be delivered in person, normally by the class advisor or another staff officer, or by certified mail only if the student is not in the immediate area. 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 should advise the student in general terms of the reason(s) for the PRB.

d. The student may waive the seven-day notification period, but any such waiver must be done 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.

e. The student may retain counsel at his or her own expense. However, any counsel may not actively participate in the board’s proceedings. In order to have the counselor present during the proceedings, the student must notify the PNS in writing no later than 48 hours before the start of the board.

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

713. PRB Procedures

a. The senior member will call the board to order and explain the basis of the board (i.e., academic, aptitude, etc.,

or a combination thereof). The senior member shall only provide statements of fact pertaining to the nature of the board. The student will be advised, once again, as to the possible outcomes of the board, including active enlisted service or recoupment if disenrollment is recommended and approved.

b. 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 appearance of undue command influence. When it appears the PNS may have to testify, guidance shall be obtained from OD.

c. The student will be afforded the opportunity to make a statement on their own behalf. At the senior member's discretion, any board member may ask the student to clarify any testimony or statements brought before the board.

d. Any objections may be considered and ruled on by the senior member if necessary to the fairness of the proceedings. 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.

e. 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 hearing. However, the student shall be afforded the right, if so requested, to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.

f. After all the evidence has been presented; all persons except the voting board members will leave the boardroom. Only the voting board members may deliberate and, to prevent the appearance of undue command influence, vote 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 its findings and recommendations. The PRB may make the following recommendations:

(1) No action

(2) Warning

(3) Probation

(4) LOA

(5) Disenrollment

714. The PRB Report

a. The Report of Performance Review Board Proceedings 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 (Example 7-9). When a board member is not assigned to the local campus, a signature may be obtained by fax and attached to the original. Likewise, any board member may submit a dissenting opinion and append it to the report. At a minimum, the Report of Performance Review Board 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.

b. The PNS will endorse the board report either concurring or non-concurring with the findings and recommendations of the board (Example 7-10). In cases where the PNS is the only witness and has testified before the PRB, the PNS may not endorse the Report of Performance Review Board proceedings and should seek guidance from OD. 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.

c. The student shall acknowledge receipt of the PRB Report and be afforded seven days to provide a written response to the PNS for inclusion in package. A copy of the PRB Report, including the PNS endorsement and the student’s response, shall be maintained in the Student File.

d. In those cases involving naval reactor or nuclear program applicants, a copy of the PRB Report, including student responses, shall be forwarded to OD1. This is the only instance when a PRB Report must be forwarded to OD absent of a recommendation for disenrollment. However, should the applicant be processed for disenrollment, the entire disenrollment report

must be forwarded to OD4 after disenrollment approval has been granted by N133 via OD1.

715. Disenrollment Recommendations

a. The PNS has some latitude in determining whether circumstances warrant disenrollment of a student. A recommendation for disenrollment should be considered as the primary course of action following the PRB hearing for the following:

(1) A major conduct offense.

(2) Any felony conviction.

(3) Repeated minor infractions, substandard aptitude, or an unwillingness to make necessary lifestyle changes.

(4) 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.

(5) Academic LOA for more than two successive semesters or three quarters without considerable improvement.

(6) Positive urinalysis test.

(7) A case involving intentional failure should first be considered as a disciplinary matter, but disenrollment is appropriate.

b. The PNS endorsement shall contain a recommendation concerning active enlisted service (AES) or recoupment, as discussed in paragraph 716. All recommendations marked “Definitely not recommended” must include justification.

c. If, during the PRB or in the disenrollment paperwork, a statement is made that the student has a physical, psychological or alcohol/drug problem that may preclude them from AES, a medical evaluation shall be completed and forwarded to BUMED before mailing the disenrollment package to OD4. If the PNS recommends recoupment or if the student tests positive during a urinalysis test, a medical evaluation is not required.

d. The PNS shall personally sign all disenrollment reports and make the appropriate recommendations. If the PNS is

unavailable, the Executive Officer may sign the disenrollment report as "Acting". However, the Executive Officer may not endorse the disenrollment report if they 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 before the PNS makes their final recommendation. In effect, the student is allowed to make two statements: One immediately following the PRB, and a second prior to the PNS' endorsement of the disenrollment report.

e. STA-21(N) only. If the PNS considers the OC unsuitable for enlisted duty in the Nuclear Propulsion Program, then NEC removal action per OPNAVINST 1220 shall be initiated as part of the disenrollment recommendation. Nuclear NEC removal will not be performed in lieu of appropriate disciplinary action. Recommendations for non-return to nuclear enlisted service shall include sufficient information and justification concerning the recommendation (counseling records, NJP documentation, etc.). Lack of motivation is not sufficient reason for non-return to nuclear enlisted service.

f. 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.

g. Any student who is disenrolled is required to return all government property (uniforms, Naval Science text books, midshipman ID card, etc.) before leaving the unit. Furthermore, the student shall be held accountable for missing or lost items and must reimburse the government for any items 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 5510.30A. The original will be filed in the student file and a copy maintained at the unit for a period of two years.

716. Recoupment Versus Active Enlisted Service

a. NROTC Scholarship students and certain College Program students who refuse to accept their commissions or violate their agreement will normally be placed on active duty in an enlisted

status or directed to reimburse the government for tuition and fees incurred.

b. Scholarship students who are disenrolled during their freshman year will not incur recoupment or active enlisted service, 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 original contract.

c. Scholarship students who incur a service obligation (i.e., completion of two Naval Science classes and enrolled in a third Naval Science class with receipt of benefits) are subject to recoupment or two years of active enlisted service.

d. College Program students disenrolled during their junior or senior year are subject to recoupment or active enlisted service if they received more than 1 year of scholarship benefits as scholarship students before changing to the College Program.

e. OCs/MECEPs disenrolled at anytime will return to the fleet to fulfill the terms of their contract, unless deemed unsuitable for active duty. Officer candidates deemed unsuitable for active duty may be required to reimburse the government for monies paid on their behalf. Once the unit has received the disenrollment authorization from OD4 or MCRC (ON/E), the PNS shall ensure that an Administrative Remark (NAVPERS 1070/613) (Example 7-17) is prepared for the Enlisted Service Record and that the member is made available to the servicing PSD or I&I Unit for orders. OD4 will enter the OPMIS attrition date and code.

f. MMR, USNR Midshipmen disenrolled at anytime may be subject to recoupment or active enlisted service. The authority to pursue recoupment or active enlisted service rests with the Maritime Administration.

g. When processing disenrollments, all obligated students shall be afforded the option to request recoupment or active enlisted service using the Disenrollment Acknowledgement Form (Example 7-11). In exceptional cases, the student may request a waiver of obligation for medical or 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, active enlisted service, or a waiver of obligation. The PNS should base his decision on the following guidance:

(1) Recoupment shall be recommended in the following cases:

(a) Serious breach of discipline (theft, drug usage, other serious crime, or a matter of serious moral turpitude).

(b) Failure to meet height/weight or physical fitness standards. However, Marine students shall be recommended for active enlisted service.

(c) Special disenrollments (homosexual, conscientious objectors, refusal of immunization, etc.).

(d) When it is determined the individual made a statement regarding homosexuality for the purpose of seeking separation.

(e) Unsuitable for active enlisted service.

(f) When a statement is made that the MIDN has a physical, psychological or alcohol/drug problem that may preclude active enlisted service.

(2) Active enlisted service may be recommended in the following cases, after considering recoupment:

(a) Scholarship students received from active duty with more than 24 months remaining on their original contract.

(b) Unless unsuitable for AES, any case where the individual expresses a sincere desire for AES.

717. Types of Disenrollments. There are nine types of disenrollments. Each type of disenrollment is unique and may require additional consideration, paperwork, or endorsements.

a. Drop On Request (DOR)

(1) Any student whose disenrollment is pending, or who would normally be disenrolled or recommended for disenrollment for any other reason, shall not be disenrolled by DOR.

(2) Any student may disenroll at own request if appointed to another service academy or ROTC program.

Additional guidance concerning inter-service transfer requests is contained in paragraphs 630 and 631.

(3) In the case of freshman Scholarship or College Program (basic standing) students who request to disenroll by DOR, a PRB is not required. However, a statement from the student and PNS endorsement is required.

(4) Scholarship (obligated) and College Program (advance standing) students may request to disenroll by DOR at any time. A PRB is required unless the student waives their right, provides a statement, and signs a Disenrollment Acknowledgement Form.

(5) 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 OCs suitability for returning to nuclear enlisted duty.

b. General, Dropped by the Institution. Any NROTC student dropped (or involuntarily disenrolled) by the 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 "General, Dropped by the Institution."

c. Academic

(1) Students on academic probation or on LOA for more than one term (quarter or semester) must be considered for academic disenrollment.

(2) The PNS shall recommend the disenrollment of any NROTC student whose general academic record and/or specific failures make their value as an officer doubtful.

(3) 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' 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 _____ has been placed on academic probation on two different occasions by correspondence dated 21 January and 15 April 2005."

(4) The PNS must include a recommendation regarding active enlisted service or recoupment (if obligated).

d. Inaptitude/Unsuitability

(1) The PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of officer aptitude as to make further retention unjustified.

(2) In cases where the student is being disenrolled for disciplinary or inaptitude/unsuitability reasons, the student shall be afforded the opportunity to provide a written statement regarding the circumstances that led to their disenrollment. The student shall state they understand their disenrollment may be prejudicial to their interests should they ever apply for a commission in the armed forces. OD will not act upon any recommendation for disciplinary or inaptitude/unsuitability disenrollment, unless the statement accompanies the disenrollment report indicated above. Should the student refuse to sign and/or submit a statement, the PNS should document the student’s actions in the Disenrollment Report.

(3) 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 disciplinary or inaptitude reasons. Likewise, unless occasioned by a medical problem, an inability to meet physical conditioning standards shall be considered a case of inaptitude, and disenrollment may be recommended. In other words, if medical reasons are not the only basis for disenrollment, the PNS may disenroll any midshipman for academic, aptitude, or disciplinary reasons.

(4) Inaptitude disenrollment recommendations may include, but are not limited to, any of the following:

(a) Unsatisfactory leadership qualities.

(b) Unsatisfactory acceptance of responsibility.

(c) Inability to meet physical conditioning standards or swimming qualification requirements.

e. Disciplinary

(1) Disciplinary disenrollment recommendations may include, but are not limited to, any of the following:

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

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

(c) Cumulative unsatisfactory disciplinary record.

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

(e) Refusal to accept commission. Scholarship students who complete program requirements, but refuse to accept their commissions, may be subject to recoupment or required to serve four years active duty in an enlisted status.

(f) Alcohol or drug abuse, or alcohol/drug-related incidents as addressed in OPNAVINST 5350.4C and paragraph 717d(3)

(2) The PNS is responsible for ensuring that all relevant facts and evidence are fully and specifically set forth in cases of disciplinary disenrollment. Likewise, the PNS should consult with host institution authorities in such cases, give their recommendation due consideration, and keep them appraised of the pertinent facts and results. Appropriate college/university officials shall be notified of the final Navy disposition of all such cases. The educational institution, without regard to such disposition, may take disciplinary action independently. The PNS will advise OD of any such disciplinary action taken by the institution.

(3) 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. Therefore, students must state in writing that they understand disenrollment for disciplinary or inaptitude/unsuitability reasons will be prejudicial to their interests should they ever apply for a commission in the armed forces. **OD will not act on any recommendation for disciplinary or inaptitude/unsuitability disenrollment, unless accompanied by the student's statement.** Should the student refuse to sign and/or submit a statement, the PNS should document the student's actions in the Disenrollment Report.

f. Special Reasons (Hardship, Conscientious Objector, and Homosexual)

(1) 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.

(2) Disenrollments for special reasons include the following:

(a) Severe financial hardship as defined in MILPERSMAN 1910-110.

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

(c) A conscientious objector as defined in MILPERSMAN 1900-020. Due to the mission of the NROTC Program to produce unrestricted warfare line officers, a midshipman may not claim 1-A-0 status.

1. Students' statements that they are conscientious objectors do not automatically constitute grounds for disenrollment and recoupment. Students bear the burden of proving their claims as grounds for separation 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).

2. An O-4 or above should be appointed by the PNS as investigating officer to conduct an investigation to determine the grounds or student's true 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.

3. For further guidance, consult MILPERSMAN 1900-020 and a staff judge advocate before taking action regarding an alleged conscientious objector.

(d) Homosexuality. Processing is mandatory; ref MILPERSMAN 1910-148.

1. Student statements that they are homosexual do not automatically constitute grounds for disenrollment and recoupment. Homosexual conduct exists if a midshipman or service member has engaged in a homosexual act, married or attempted to marry a person of the same biological sex, stated that they are homosexual or bisexual, or made other statements indicating a propensity or intent to engage in homosexual acts. Sexual orientation is considered a personal and private matter and is not a bar to continued service unless manifested by homosexual conduct as defined in MILPERSMAN 1900-010. Processing is not required if the member claims homosexuality to avoid or terminate military service.

2. The PNS should consult directly with a senior judge advocate prior to initiation of any investigation. If the investigating officer determines that the student made the statement for the purpose of seeking separation, the unit should process the disenrollment on the basis of DOR, or when other concerns are brought to light that may warrant disenrollment, the unit should process the disenrollment on the basis of inaptitude/unsuitability.

3. Recoupment may be recommended in cases of voluntary disenrollment or inaptitude, regardless of the individual's sexual orientation.

g. Physical disqualification

(1) The PNS will request review of pertinent medical information, records, and/or examinations by BUMED when it is apparent that physically disqualifying problems exist for an NROTC student. The PNS shall include any existing medical documentation on behalf of the midshipman. Moreover, it is

equally important that the PNS provide BUMED and OD a "non-medical assessment of the student" concerned (Example 7-13).

(2) Upon written notification and determination by BUMED that a student is not physically qualified for continued service, the PNS shall process the disenrollment "due to physical disqualification as determined by BUMED."

h. Other (Failure to Enroll)

(1) The PNS shall recommend disenrollment of any NROTC student who has failed to enroll in Naval Science courses.

(2) Any student who, although eligible to continue enrollment at the institution, discontinues their enrollment, shall be immediately disenrolled by the PNS.

i. Death of student

(1) Disenrollment necessitated by a student’s death shall be forwarded in a timely manner.

(2) When processing a disenrollment due to death, the following shall be addressed and forwarded to 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).

718. Disenrollment Packages. The document(s) required to process the disenrollment and final disposition depends on the program type.

a. Scholarship Program (Obligated) or College Program (Advanced Standing)

(1) When processing a student for disenrollment, the following documents shall be forwarded to OD4:

(a) Disenrollment Report, NSTC 1533/32

(b) Student File

(c) Health Record

(d) Performance File, to include unofficial transcript

(e) NROTC Educational Program Costs, NSTC 1533/50

(f) Disenrollment Acknowledgement Form

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

(a) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

1. Copy of PRB to include all enclosures (notification, preliminary inquiry, Privacy Act Statement, student PRB waiver (if applicable), past probation letters, etc.);

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

3. 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

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

(b) Physical Disqualification

1. BUMED letter stating student is not physically qualified for continued service; and

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

(c) Other (Failure to Enroll)

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

2. 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.

(3) Upon receipt of the disenrollment package, OD4 will process and forward for SECNAV decision. Navy packages are forwarded via BUPERS. Marine Option packages are forwarded via MCRC (ON/E).

(4) 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.

(5) Upon receipt of the disenrollment package from SECNAV, either OD4 (Navy Option) or MCRC (ON/E) (Marine Option) will prepare and send the unit a Disenrollment Authorization, NSTC 1533/28 (Example 7-15) and Appointment Termination, NSTC 1533/29 (Example 7-16). The originals should be signed by the disenrolled student and returned to OD4 or MCRC (ON/E), as appropriate. The unit shall discharge the MIDN from the U.S. Naval Reserve or U.S. Marine Corps. OD4 will enter the appropriate attrition code in OPMIS and forward the closed-out record to the Federal Records Center, St. Louis, Missouri (Navy Option) or MCRC (ON/E) (Marine Option).

(6) Two and Four-Year National Scholarship Midshipmen disenrolled are entitled to travel reimbursement to their home of record after the school year. If a student continues their enrollment at the institution, they are not entitled to travel reimbursement. When authorized, the NSTC 1533/29 (Example 7-18) must be endorsed by the PNS to indicate the amount to be reimbursed. In addition, attach a Travel Voucher (DD 1351-2) with completion instructions to the original NSTC 1533/29 and deliver it to the student. Retain the white copy in the unit files and all other copies may be destroyed. OD Controlled, Tweeddale, or Leadership Scholarship students are not authorized travel reimbursement to their home of record.

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

(1) When processing a student for disenrollment, the Disenrollment Report, NSTC 1533/32 (Example 7-14) shall be forwarded to OD4.

(2) The above document is the basic document required. Additional documents that are required depend on type of disenrollment and include:

(a) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

1. Copy of PRB to include all enclosures (notification, preliminary inquiry, Privacy Act Statement, student PRB waiver (if applicable), past probation letters, etc.).

2. Student file.

3. Performance file.

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

5. 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.

6. Statement from the PNS regarding student’s case.

(b) Physical Disqualification

1. BUMED letter stating student is not physically qualified for continued service.

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

3. Health record.

4. Student file.

(c) Other (Failure to Enroll)

1. Statement from the student concerned, or statement from the PNS regarding student’s refusal to sign or provide a statement.

2. Statement from the PNS concerning the student's case and overall opinion of their academics and aptitude.

3. Student file.

4. Performance file.

(3) Upon receipt of the disenrollment package, OD4 will enter the attrition data in OPMIS.

c. STA-21 Officer Candidates

(1) STA-21 OCs are obligated to serve five years from 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. As a result, the PNS should not allow the service-member to start a new academic term if the service-member is subject to disenrollment. When processing a STA-21 OC for disenrollment, the following shall be forwarded to OD4:

(a) Disenrollment Report, NSTC 1533/32 (Example 7-14).

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

(c) Administrative separation naval message from CNSTC or CNPC, as applicable.

(d) Disenrollment authorization from N133 (STA-21(N) OCs only).

(2) The above documents reflect the basic documentation required for disenrollment. 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:

(a) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

1. Copy of PRB to include all enclosures (notification, preliminary inquiry, Privacy Act Statement, OC's PRB waiver (if applicable), past probation letters, etc.).

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

3. 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.

4. Statement from the PNS regarding OC's case and a recommendation for recoupment or active enlisted service.

(b) Physical Disqualification

1. BUMED letter stating OC is not physically qualified for continued service.

2. Statement from the PNS concerning the OC's injury or illness, and overall opinion of their academics and aptitude.

(c) Other

1. Statement from the OC concerned, or statement from the PNS regarding OC's refusal to sign or provide a statement.

2. 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.

(3) Upon receipt of the disenrollment package, OD4 will review the package for completeness and accuracy. In cases of administrative separation, OD will make a determination for recoupment. Once approved, OD4 will enter the appropriate attrition code in OPMIS.

(a) If the service member is deemed suitable for active duty, the package will be returned to the unit. Upon receipt, the PNS shall ensure that an Administrative Remarks Form (NAVPERS 1070/613) (Example 7-17) is prepared for the Enlisted Service Record and ensure the service member is made

available to the servicing Personnel Support Detachment (PSD) for orders.

(b) If recoupment is directed, a copy of all STA-21 Tuition Authorization forms shall be forwarded to DFAS-DE by OD4 to initiate recoupment. The PNS shall ensure that an Administrative Remarks Form (NAVPERS 1070/613) (Example 7-17) is prepared for the Enlisted Service Record.

(c) In cases of administrative separation, unit must coordinate with servicing PSD for separation processing.

d. MECEP Officer Candidates

(1) MECEP OCs 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 OD4:

(a) Disenrollment Report, NSTC 1533/32 (Example 7-14).

(b) Performance file.

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

(a) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

1. Copy of PRB to include all enclosures (notification, preliminary inquiry, Privacy Act Statement, MECEP PRB waiver (if applicable), past probation letters, etc.).

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

3. 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.

4. Statement from the PNS regarding MECEP’s case and a recommendation for continuation of active enlisted service.

(b) Physical Disqualification

1. BUMED letter stating the MECEP is not physically qualified for continued service.

2. Statement from the PNS concerning the MECEP's injury or illness, and overall opinion of their academics and aptitude.

(c) Other

1. Statement from the MECEP, or statement from the PNS regarding MECEP's refusal to sign or provide a statement.

2. 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.

(3) Upon receipt of the disenrollment package, OD4 will enter the attrition data in OPMIS and forward the package to MCRC (ON/E) for final decision. Once approved, MCRC (ON/E) will return the package back to the unit. The PNS shall ensure that a Page 13 entry is prepared for the Service Record Book, and ensure the service member is made available to local Inspector and Instructor (I&I) unit for further action.

e. MMR, USNR Midshipmen

(1) As previously discussed, MMR, USNR Midshipmen may be obligated to serve on active duty or reimburse the government. Normally, United States Merchant Marine Academy (USMMA) Midshipmen are obligated after having attended the USMMA for two years. Midshipmen attending a state maritime academy are obligated upon receipt of Student Incentive Payments (SIP) beyond one year. In either case, the Maritime Administration (MARAD) has the authority to recoup should SECNAV not pursue active enlisted service. Disenrollments for non-obligated MMR, USNR Midshipmen may be disposed of locally. However, in the case of obligated midshipmen, the following shall be forwarded to OD4.

(a) Disenrollment Report, NSTC 1533/32 (Example 7-14).

(b) Copy of the MMR, USNR Service Agreement and enlistment contract.

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

(a) General (Dropped by Institution), Academic, Aptitude/Unsuitability, Disciplinary or Special Reasons

1. Copy of PRB to include all enclosures (notification, preliminary inquiry, Privacy Act Statement, student PRB waiver (if applicable), past probation letters, etc.).

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

3. 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.

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

(b) Physical Disqualification

1. BUMED letter stating student is not physically qualified for continued service.

2. 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.

3. Statement from the PNS concerning the student’s injury or illness, and overall opinion of their academics and aptitude.

(c) Other

1. Statement from the student concerned, or statement from the PNS regarding student’s refusal to sigh or provide a statement.

2. Statement from the PNS concerning the student's case and overall opinion of their academics and aptitude.

3. Statement from the PNS regarding student's case and a recommendation for recoupment or active enlisted service.

(3) In contrast to other OD-administered programs, MMR, USNR Midshipmen disenrollments are finalized by the OIC of each maritime academy. Forms such as the Disenrollment Authorization, NSTC 1533/28 (Example 7-15) or the Appointment Termination, NSTC 1533/29 (Example 7-16) do not apply. Nonetheless, the OIC shall forward the Disenrollment Report, NSTC 1533/32, and all supporting documentation to OD4 for review.

(4) Upon receipt of the disenrollment package, OD4 will review the package for completeness and accuracy, and forward it to MARAD. Typically, any action taken by MARAD to pursue recoupment or active enlisted service is outside the scope of OD. Consequently, final results are never made known to OD or the NROTC unit, 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.

719. SECNAV Directed Active Enlisted Service

a. Upon receipt of the disenrollment package from SECNAV, OD4 will prepare and send the unit a Disenrollment Authorization, NSTC 1533/28 (Example 7-15) and Appointment Termination, NSTC 1533/29 (Example 7-16). The originals should be signed by the disenrolled student and returned to OD4.

b. In the event SECNAV has ordered former Marine Option Midshipmen to active enlisted service, MCRC (ON/E) will forward the Appointment Termination, NSTC 1533/29 (Example 7-16) to the Marine Corps Reserve Support Center, Overland Park, Kansas.

c. In the event SECNAV has ordered former Navy Option Midshipmen to active enlisted service, OD4 will forward the Appointment Termination, NSTC 1533/29 (Example 7-16) to the Commanding Officer, Enlisted Personnel Management Center (code 47), and New Orleans, LA 70159-7900.

d. In those cases where SECNAV has directed former Navy Option Midshipmen to active enlisted service, and where the Administrative Remarks Form (NAVPERS 1070/613) (Example 7-17) is required, the midshipmen 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:

(1) 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.

(2) If a student has participated in the program one year (45 credits) or longer, they will be advanced to Seaman.

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

(4) STA-21 officer candidates retain the previous rate held at time of release.

e. Midshipmen disenrolled from the NROTC Program and the university, and ordered to AES, will be immediately called to service unless they request a waiver to defer commencement of AES from EPMAC or MCRSC. Deferment of AES will not normally be granted beyond 1 July of the year following the year in which the former Midshipman's class graduated. Deferment of AES may be approved under the following conditions:

(1) Individual must acknowledge in writing their active duty obligation.

(2) Individual must be accepted as full-time student at an accredited four-year college or university.

(3) Individual must show proof of attendance at the university each semester, and prove they can complete their degree within the time requested.

720. SECNAV Directed Recoupment. In those cases where SECNAV has directed recoupment, the NROTC unit shall perform the following actions:

a. The Disenrollment Authorization, NSTC 1533/28 (Example 7-15) 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 midshipman and forward the original to OD4 or MCRC (ON/E). Upon

receipt, OD4 or MCRC (ON/E) will send the original to the Defense Finance Accounting Service Denver at DFAS-DE/FYDE, 6760 E. Irvington Place, Denver, CO 80279-7500.

b. Shortly after the NSTC 1533/28 is received by DFAS-DE, 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.

c. 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 IRS will be notified, and reports will be made to the three major credit-reporting agencies.

d. Individuals desiring to have their debt waived through active enlisted service should contact a local recruiter. When doing so, the individual should provide OD4 a copy of the new enlistment contract with a cover letter requesting deferment of the debt. OD4 will then forward the request to DFAS-DE. On receipt, DFAS-DE should suspend the debt while the service member is in an active duty status. Once the service member completes two years of AES, OD4 should be provided proof of two years of service. OD4 will then send a letter to DFAS-DE requesting that the debt be completely terminated.

Chapter VIII

PAY, ALLOWANCES, AND BENEFITS

800. General Benefits

a. Financial benefits and subsistence payments are authorized for those courses required to receive an undergraduate degree in an appropriate field of study and for Naval Science courses. Benefits are not authorized for courses not required by the degree or the NROTC Program.

b. Financial benefits and subsistence payments are not authorized for students on LOA.

c. Entitlement for Scholarship Program students is authorized for the length of the scholarship award, subject to the following limitations:

(1) Entitlements cannot exceed 20 months during the basic course (first two years of Naval Science) and 20 months during the advanced course (last two years of Naval Science) for a total period not exceeding 40 months. (The 40 months is not a requirement, but a window within which to execute the program.) In addition, entitlements cannot exceed a maximum of ten months per year.

(2) For students transferring from the College Program to the Scholarship Program, the length of the scholarship award is predicated upon academic class standing. Students will receive scholarship benefits only for the months remaining until their class would graduate. If additional benefits are necessary, midshipmen may, in some cases, be granted fifth year benefits as discussed in paragraph 638.

(3) Entitlements during the advanced course may be extended for up to a total of 30 months, if authorized per the provisions of the fifth year benefits as discussed in paragraph 638.

d. Students must be participating in regularly scheduled activities (drills, laboratory periods, courses, etc.) to receive benefits. PNS may waive participation in some activities for short periods of time based on degree plan requirements and short-term medical limitations. Naval Science students are not entitled to any benefits, except the use of Naval Science textbooks.

e. Financial benefits and subsistence payments are not authorized for courses required for the second degree in a dual-degree program.

f. Financial benefits are not authorized for the retaking of courses for which payment was made in previous terms (e.g., second tries at courses previously failed, re-enrollment in courses dropped after the Navy was financially obligated to pay tuition, etc.).

801. Scholarship Tuition, Fees and Related Expenses. Payment for educational expenses (tuition, book stipends, and approved fees) are subject to limitations for the basic and advanced courses and the length of the scholarship award as set forth in paragraph 800. This assistance is not a separate entitlement and is authorized only while receiving subsistence payments.

a. Tuition

(1) Payments are not authorized for special interest elective courses requiring additional fees, such as physical education courses for mountain climbing, skiing, horseback riding, etc., and courses in elective options for academic majors that require additional fees, e.g., flying instruction.

(2) Tuition/fees (excluding travel and living expenses) for non-host campus courses that are part of a degree program may be reimbursed provided they are approved by the PNS and the institution in advance. The cost will not exceed that which would be paid for an on-campus course.

b. Fees. Fees for advanced placement examinations will be reimbursed only if the examination results in credit for courses that are included in the student’s degree program or that will advance the commissioning date of the individual concerned. Health, student activity, athletic, library, student union, transcript, and similar fees that are required by the institution of all full-time undergraduate students and are not optional and cannot be rejected by the student will be paid. The PNS will ensure that only those fees required of all students are funded.

c. Personal Student Equipment. Purchase of electronics or course-specific equipment is not authorized regardless of the requirements of the institution.

d. Montgomery GI bill (MGIB). The MGIB is only offered to those students that have prior enlisted service and are eligible for benefits. A student may not draw from two federal aid programs at the same time. Midshipmen on Scholarship or in the College Program (Advanced Standing) are not authorized to draw MGIB benefits in conjunction with their program benefits regardless of eligibility. College Program (basic) Midshipmen may be eligible to draw benefits until they reach advanced Standing. A midshipman may not draw MGIB benefits once their status changes and they start receiving scholarship benefits. Contact the local host institutions campus Veterans Administration (VA) representative and check the VA's website for further guidance and procedures. Per VA regulations STA-21 officer candidate may not use MGIB benefits while receiving the tuition allocation. Because MECEP students do not receive tuition allocation, they are authorized to use MGIB.

e. Expenses Paid by the Individual Student. Many education related expenses are not reimbursed through the different commissioning programs and are the responsibility of the student. These include, but are not limited to:

(1) Expendable supplies, such as pencils, pens, films, art supplies, etc.

(2) Refundable fees, such as breakage or required deposits for use of apparatus; breakage charges incurred.

(3) Delinquent fees assessed by the institution for failure to comply with institutional requirements.

(4) Tuition charges and fees for work undertaken as a result of past academic deficiencies or failures.

(5) Board, lodging, and other living expenses, including travel not under orders.

f. Tuition and Fees **NOT** Covered by the Scholarship Program.

(1) Textbook costs not covered by the textbook stipend.

(2) Nurse Corps Option Midshipmen nursing uniforms.

(3) Major alterations of uniforms following initial fitting and issue, e.g., waistline, tapering, inseam adjustment, etc.

g. 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 expanses 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 institutions VA representative and check the VA's website for further guidance and procedures.

h. STA-21 students receive full pay and allowances for their enlisted pay-grades and are still eligible for advancement while participating in the program. STA-21 students receive up to $10,000 per year, paid by OD to the university/college to supplement cost of tuition books and fees (i.e., if tuition, books and fee cost totals $7,000, only $7,000 will be paid out by OD; if tuition, fees and book costs total $13,000, the OC must pay $3,000). STA-21(N) students are not eligible for SUBPAY, SDAP, or 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 nor are they eligible to use their Montgomery GI Bill (MGIB) or Veteran's Educational Assistance Program (VEAP) educational benefits.

802. Subsistence Allowances

a. General Entitlement. Except while performing summer training or at-sea training, Scholarship Program students and College Program students (advanced course only) are entitled to a monthly stipend.

(1) For Scholarship Program students in the first 2 years (basic course) of a 4-year program, the entitlement begins on the day appointed as Midshipman, USNR, but no earlier than the first day of the college term. In no event can the entitlement exceed 20 months or be paid during summer vacation between the traditional academic school years.

(2) Scholarship and College Program students enrolled in the last 2 years (advanced course) of a 4-year program are entitled to receive the allowance beginning on the day advanced training commences. Subsistence is paid during the summer between the junior and senior year. In no event can the entitlement exceed 20 months, unless extended benefits are authorized per the provisions of paragraph 638.

(3) Entitlements are calculated on a daily basis.

b. Summer Training/School or At-Sea Training

(1) At institutions operating on a normal academic calendar year (i.e., does not overlap summer training months (15 May to 15 August)), students will not accrue entitlement to subsistence allowance during the period of the prescribed summer training or at-sea training even though the student does not attend this training.

(2) 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 limitations for the basic and advanced courses.

c. Maritime Administration Student Incentive Payment (SIP). NROTC Scholarship or College Program students enrolled at maritime academies who receive subsistence payments are not eligible for the Maritime Administration 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. Simultaneous participation in more than one officer accession program is prohibited.

803. Active Duty Pay

a. Basic Pay. A member (Scholarship and College Program students) or an applicant (NSI attendees) for membership in the NROTC is entitled to pay at the rate established for USNA Midshipmen 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. A member or an applicant for membership is not entitled to longevity increases.

b. 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.

c. Allowances. A member or applicant for membership in the NROTC Program is not entitled to allowances while performing field training or at-sea training.

d. 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.

e. Deductions. The basic pay of a member or applicant for membership in the NROTC Program is taxable income subject to withholding for Federal income tax and Federal Insurance Contributions Act taxes (FICA).

f. Subsistence in Kind. 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 Navy Comptroller Manual.

804. Payments and Other Benefits in Cases of Disability or Death

a. 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 under DOD Financial Management Regulation, Volume 7A, Chapter 59, paragraph 5910, is entitled to:

(1) Pay at the rates prescribed through the day prior to the day they become totally disabled (permanent or temporary if disability exceeds 21 days), or through the third day of temporary total disability, if the period of total disability does not exceed 21 days. Benefits under the Federal Employees Compensation Act (FECA) may be payable during the period of disability for which the rates in the DoD Military Pay and Allowances Entitlement Manual are not applicable.

(2) Subsistence, quarters, and necessary medical and surgical care, including hospitalization while at or traveling to or from an installation for medical treatment or examination.

b. Members Injured While Enroute to or from Summer Training or At-Sea Training. A member of the NROTC who is injured and hospitalized in the line of duty while enroute to or from summer training or at-sea training under DOD Financial Management

Regulation, Volume 7A, Chapter 59, paragraphs 5909.01, 5909.02, and 5910, is entitled to a subsistence allowance through the day prior to the day they become disabled for a period of 21 days or more, or through the third day of disability if the period of disability does not exceed 21 days. FECA benefits may apply to the disability period under these circumstances.

c. Suspension of Benefits on Return to Active Duty. Disability benefits payable under paragraphs 805a and b above are suspended if the member or applicant returns or enters on active duty with the Armed Forces. They may be reinstated after the member's release from active duty.

d. 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 Financial Management Regulation, Volume 7A, Chapater 59, paragraph 5910 are entitled to:

(1) Death gratuity.

(2) Unpaid pay and allowances.

(3) Servicemen's Group Life Insurance (SGLI). Public Law 89-214, 29 September 1965, as amended by Public Law 91-291, effective 25 June 1970, provides for SGLI coverage to ROTC members if death occurs while performing summer training, or enroute to or from such training.

Note: SECNAVINST 1770.3B contains additional information regarding disability and death benefits for Navy and Marine Corps Reservists.

805. 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 www.insurance.va.gov/buying/buying.htm. Disability is determined by the VA.

806. Space Available and Reduced Fare Travel

a. Under certain conditions NROTC students may be eligible for reduced fares offered by some commercial carriers.

b. All NROTC Scholarship students, due to their status as Midshipman, Naval Reserve, and those College Program students

who are members of the Naval or Marine Corps 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. Those students who are not members of the Navy or Marine Corps Reserve are not eligible to travel on a space-available basis.

807. Federal Taxes

a. 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.

b. FICA. The basic pay of all NROTC students while engaged in summer training duty of 14 days or more is subject to FICA taxes.

808. Uniform Allowances. Both Regular and Reserve Officers commissioned upon completion of NROTC training 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).

809. Educational Services, Materials, Supplies and Equipment Supplied by the Government

a. Funds administered centrally by OD8. These funds include educational expenses consisting of tuition, fees, books, and tutorial services. Additionally, Naval Science Instruction materials, GSA leased vehicles, unit civilian labor, summer training travel for both staff and midshipmen, and other centrally managed travel will be funded. Certain items of a technical nature (computers and computer support, etc.) may be obtained by letter request to NETPDTC N6 via OD8.

b. NROTC Unit Operation and Maintenance Funds. OD grants operating targets for operation and maintenance of NROTC units. Estimates of required funds and execution of the annual budget for each NROTC unit will be governed by budget call guidance issued by OD8 annually. General guidance is provided in Chapter 9.

c. Payment for Advertising. Per Section 3702, Title 44, United States Code, prior to advertising in newspapers, trade journals, and similar publications, written authority to advertise must be received from SECNAV or from a person who has

received written delegation of authority from SECNAV. The COs of Navy Recruiting Districts (NRD) have written delegation authority and a separate advertising budget line item for each NROTC unit.

810. Record of Education Expenses. 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 NETC 1533/50 (Example 8-1) must be used for documenting authorized education expenses. Neither benefit costs nor signatures shall be entered for any term in which a midshipman is on LOA, and tuition and books are not to be paid. Enter "LOA" FOR THAT PARTICULAR TERM. If the midshipman is placed on LOA during the term, document all tuition, book stipend, and fees paid prior to commencement of LOA. In cases where benefits are paid retroactively, enter tuition, book, and fee costs and have the midshipman sign the document in the following block. This form ensures there is documentation of the midshipman's acknowledgment of benefits paid so if recoupment is directed, in cases of disenrollment, the total amount of benefits paid on the midshipman's behalf is established by the unit and the midshipman.

a. The Individual NROTC Education Program Cost Form (Example 8-1) shall be retained in each scholarship midshipman's NROTC Student File at the NROTC unit while the student is enrolled in either an active or LOA status.

b. Tuition amounts recorded on the cost form must match exactly the amount listed on the university invoice. Only those midshipmen on the itemized university invoices should receive tuition support.

c. Forms are to be signed by scholarship students after the costs have been gathered from invoices and written on the cost record in ink. Midshipmen should sign the form as soon as possible after university invoices have been received.

d. All signatures and dates are to be made in ink. Corrections or changes to tuition shall be initialed and dated in ink by the midshipman. Do not use whiteout or correction tape. Corrections are made by lining-out and initialing.

e. Disposition of Record of Costs

(1) The original Individual NROTC Educational Program Costs Form must be left in the Student File when submitting a disenrollment. A copy shall be retained by the unit for two years.

(2) When the midshipman is commissioned, forward the original cost form in the commissioning package to Commander, Navy Personnel Command (PERS-48), or MCRC (ON/E). A copy shall be retained by the unit for two years.

811. Procedures for Paying Education Expenses. Guidance for paying costs attributable to tuition and fees for Scholarship Program students to host and non-host institutions with written cross-town agreements is contained in Chapter 9. Tuition for midshipmen on scholarship is paid for via a delivery order (DD Form 1155) placed against the Educational Service Agreement (ESA). The PNS shall certify for payment by signing block 36 of the DD Form 1155. This review must include the required submission of the list of charges for each student, by name. Invoices are reviewed and accepted at the unit level in the Wide Area Work Flow (WAWF) electronic invoicing system. NETPDTC N811 certifies for payment.

812. Non-Government Funds

a. Funds allocated to the NROTC unit by the institution will be administered using the policies and procedures of the institution.

b. Midshipmen/Battalion Funds. Midshipmen/Battalion organizations, which receive non-governmental funds, should be linked to the host school in a manner similar to other student organizations. This relationship requires adherence to policies and procedures prescribed by the host school. If such organizational alignment is not possible, the following general guidelines should be followed:

(1) Unit staff personnel shall keep a reasonable “arm’s length” from fund accounting and execution. Staff will act in an advisory role only.

(2) Do not keep cash on hand; require use of a bank account.

(3) Require maintenance of audit trails (double entry accounting system or single entry journal with a record of each transaction).

(4) Require monthly reconciliation of bank statements, matching statements and journal entries. Document reconciliation in a memorandum.

(5) Use numbered receipts for all collections. Keep copies for six years and three months.

(6) Have the fund audited by someone not affiliated with the organization. Audits should be completed no less than annually and if possible quarterly.

c. Contributions to Midshipmen/Battalion funds or fundraising activities may not be required as a condition to continue in the NROTC Program.

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Chapter IX

SUPPLY PROCEDURES

900. General Supply Management

a. Introduction

(1) NROTC units are fourth echelon shore activities that report directly to NSTC. NROTC units are provided administrative and logistics support and guidance necessary to effectively operate as a shore activity and achieve the objectives of the NROTC Program. The majority of the guidance, in the form of instructions and notices, is provided by OD. The guidance is supplemented by a variety of publications from Fleet Industrial Supply Center, Naval Facilities Engineering Command, Comptroller of the Navy, Chief of Naval Operations, Naval Education and Training Command, and the Secretary of the Navy.

(2) The NROTC unit supply manager is an essential element in the effective and efficient operation of the unit. Supply managers are responsible for all aspects of appropriated funds and material management. These functions include maintenance of unit accounting records for both the Operation and Maintenance, Navy (O&M,N), and Military Personnel, Navy (MP,N) appropriation funds received by the unit; organization, monitoring, and receipt control of unit procurement; uniform and textbook issue and control; and other miscellaneous functions, such as preparation of unit budget requirement documents. Financial documents will be retained in unit files for 6 years and 3 months and then destroyed. Financial documents include all documents that encumber U.S. Government funds including individual travel orders.

b. Organizational Elements

(1) Primary Staff Elements. In the course of financial operations, NROTC units regularly communicate with various OD Staff elements. This interface allows for clarification of areas of current interest before problems develop. To make the interface the most efficient, personnel should be aware of the role of the OD organizational elements that are most frequently referenced by NROTC units.

(2) Organizational Element Roles. The role of each organizational element is as follows:

(a) OD is the program sponsor for NROTC. As such, this organization handles most matters relating to NROTC policy and administration and is responsible for NROTC budgeting, including O&M,N and MP,N budget guidance to units, receipt of O&M,N and MP,N budget requirements from units, and allocation of funds during execution of the budget.

(b) CO, Naval Education and Training Professional Development and Technology Center (NETPDTC) (N811), is responsible for obligation of NROTC financial documents and monitoring of payments for related billings for all O&M,N and MP,N appropriations/transactions. Defense Finance and Accounting Service (DFAS) accomplish actual payment of NROTC bills.

c. NROTC Unit Resources

(1) Appropriated Funds Utilized by NROTC units and DNS

(a) General. Congress provides monies for different purposes in separate appropriations. NROTC units receive monies from two different Congressional Appropriations: MP,N/ Appropriation Symbol 17(FY)1453 and O&M,N/Appropriation Symbol 17(FY)1804, (e.g., 1741453 and 1741804). DNS receives O&M,N funds.

(b) O&M,N. The O&M,N appropriation provides resources for the daily operation and maintenance expenses of the Navy. In support of the NROTC Program, it funds tuition, tutoring, books, fees, communications (e.g., telephone), vehicles, postage, consumable supplies, civilian salaries, printing and reproduction, staff Temporary Additional Duty (TEMADD) travel, midshipmen summer training travel, midshipmen initial/discharge travel, rentals, and equipment costing less than $100,000. For DNS’, it supports consumable supplies, printing and reproduction, etc.

1. FASTDATA is a web-based system (CITRIX) used to prepare documents and accounting obligations, and tracks the units Operating Target (OPTAR). FASTDATA works at two levels. The Fund Administrator (NETPDTC N811) sets the financial framework for the whole system and communicates with the official accounting system (DFAS). The site module (NROTC Unit) prepares documents and tracks individual OPTAR in detail.

2. FASTDATA user information and instructions on how to use the system is located at https://www.nrotc.navy.mil/nrotc.cfm (training binder tab).

3. Separate FASTDATA allotments are established for unit ops, postage, tuition, books, tutoring, and clothing. Only the unit operations, postage, and clothing OPTARS will provide funds directly to the units.

4. All accounting documentation relating to unit O&M,N OPTAR accounting and bill payments will be forwarded to NETPDTC (N811). The official mailing address for NETPDTC is:

Commanding Officer
NETPDTC (N811)
6490 Saufley Field Road
Pensacola, Florida 32509-5241

(c) MP,N. The MP,N appropriation provides for midshipman pay, monthly stipends, allowances, uniforms and subsistence-in-kind for NROTC midshipmen. The MP,N allocation is managed centrally by OD. A sub-allocation is subsequently provided to the units in an OPTAR for clothing procurement and alteration expenses.

(d) Distribution of Appropriated Funds. Funds are distributed to NROTC units and DNS using two types of funding methods. Operating funds for NROTC units, postage funds, and funds for procurement of clothing items are provided by OPTAR (Example 9-21). In general, an OPTAR is a formal subdivision of an O&M,N budget or MP,N allotment. Although the limitation imposed by an OPTAR does not carry the same force of law as that imposed by an operating budget or allotment, any action that would cause an NROTC unit to exceed its OPTAR amount might be viewed as a fiscal violation. In addition to OPTARS, NROTC units and DNS receive direct fund citation authority. In this case, units are given authority, usually by letter or instruction, to utilize a line of accounting on documents prepared by the unit. The table below summarizes the flow of funds to NROTC units:

Type of Appropriation Used to Pass Funds	Document Purpose
MP,N OPTAR	Procurement of Clothing and Uniform Items of MIDN
MP,N Direct Citation	MIDN Subsistence
MP,N Direct Citation	MIDN Uniform Commutation-in-Lieu
MP,N Direct Citation	MIDN Summer training Pay and Allowance
O&M,N Direct Citation	MIDN Summer Training Travel
O&M,N OPTAR	Unit Operating Costs (Includes Sail Training Costs)
O&M,N Direct Citation	Tuition Costs
O&M,N Direct Citation	Tutoring Costs
O&M,N Direct Citation	Book Stipend
O&M,N Direct Citation	Civilian Labor
O&M,N Direct Citation	Staff Summer Training Travel and Admin Expenses
O&M,N OPTAR	Postage

(2) Non-appropriated Funds - Recreation Funds. Expenditures from Navy Recreation Funds must benefit only personnel on active duty. NROTC students are prohibited from participating in such funds. NROTC units may maintain a recreation fund for active duty personnel only. The administration of that fund shall be in accordance with BUPERSINST 1710.11 (series). Control over the recreation fund and other Special Unit Funds will not be placed under custody of the unit supply manager.

(3) Other Navy Resources. Certain materials are provided to support the NROTC Program even though the NROTC unit is not directly involved in funding for these items. Examples include requirements for small arms and ammunition; training aids; and IT equipment, and unit vehicles.

(4) Non-governmental (Host Institution) Funds. The host college or university may provide these funds to the NROTC unit and DNS because of its departmental status at the institution. Support may be provided in the form of classroom and office space, equipment, utilities, secretarial services, reproduction and office supplies, and other miscellaneous support. Management of this monetary allowance is a matter between the

NROTC unit, DNS and the institution. Other resource support may be provided by alumni or retired veterans associations for special projects, such as equipment for the drill team or drum and bugle corps.

d. Unit Financial Management Controls, NROTC Unit Identification. Within the financial system, the Unit Identification Code (UIC) and a two-digit school code identify each NROTC unit. A list of unit UICs, school codes, purchasing office codes, and call/order serial numbers is available at https://www.nrotc.navy.mil/nrotc.cfm (training binder tab).

e. Unit Record Keeping

(1) O&M,N OPTAR Log and OPTAR Report. An OPTAR log may be obtained from the Reports of the FASTDATA system. A manual log is not required when FASTDATA is properly maintained.

(2) Financial Calls Requirements: Budget Calls

a. O&M,N

1. A budget call is forwarded to the units and DNS each year by OD. Each unit should submit a completed budget request NLT 15 April. Past and current year budget data are requested by expense element. Information regarding the past year monetary allowance provided by the institution is also requested. Justification for the amount requested in each expense element will be required. See Appendix J for expense element definitions. The budget requirements are due to OD811 by 15 May.

2. An approved OPTAR with annotations on disapprovals is forwarded to the units and the DNS by 30 July. A spending plan is then completed by the unit and submitted to OD by 30 August. The spending plan will enable OD to distribute funds in the order of unit execution. Special attention should be given to the fact that **funds should be completely expended each quarter**.

b. MP,N Annual Financial Plan, Schedule C. During April/May of the fiscal year, an annual Schedule C report will be required for the coming fiscal year. Directions for completing the form will be issued by OD. The form will request dollar requirements for clothing by month and also request student numbers by class. Accurate forecasting based upon past

and current year requirements must be carefully computed to ensure adequate funding for clothing.

e. Contracting Authority

(1) NROTC units are authorized to place orders under existing Educational Service Agreements subject to the ordering limitations of the agreements and contracts.

(2) Contracting Authority. As directed by NAVSUPINST 4200.81C, procurement authority is granted to the NROTC units. NROTCUs are granted the following authority:

(a) Use of the Government wide Commercial Purchase Card (GCPC) for supplies and services not to exceed $3,000.

(b) Convenience checks for vendors that do not take the credit card.

(3) Contracting Officer Appointments. The COs of the NROTC units are appointed as designated officials for the purpose of re-delegation of contracting authority. Appointments shall be made on the SF 1402 or Delegation of Authority letter from the NROTCU CO. Each supply manager and anyone else that may have the government-wide commercial purchase card should have a SF 1402.

f. Command Evaluation (CE) Program. The CE Program is designed as an in-house auditing system to review and evaluate command operations and functions. This program is an "extra set of eyes" approach to a review. The unit CO designates a point of contact (POC) who becomes familiar with the program and the CE review process. The CE POC will either conduct the review or coordinate an annual CE Plan and then maintain the CE file. Guidance for the CE Program is provided by CNETINST 5000.4(series), subj: Command Evaluation Program and Local Audit Function within the NAVEDTRACOM. The OD POC for the CE Program is ODM1.

901. O&M,N Accounting, Bill Payment and Travel

a. Civilian Payroll

(1) General

(a) Civilian payroll disbursements for all federal civil service employees at NROTC units and DNS are paid by DFAS.

Payroll process instructions may be obtained from NETPDTC (N811) on request.

(b) The unit OPTAR will **NOT** contain funds for unit civilian (civil service) labor costs. Accounting for these costs will be centrally managed by NETPDTC.

(c) Time and Attendance (T&A). NETPDTC (N811) will provide each unit with a blank labor transmittal sheet for each civilian employee (Example 9-20). The time cards described in NETPMSAINST 7400.2(series) (Civilian Time and Attendance) will not be used. The form will be specially prepared for each unit with unit and employee data filled in. Request a new form when new employees are hired. The form is to be faxed to NETPDTC (N811) at the end of the pay period (See Example 9-20). A cover sheet is not necessary. The NETPDTC (N811) FAX number is DSN 922-1445 or commercial (850) 452-1445.

(2) Preparing T&A Input. The form is printed with a schedule of eight regular hours per day, Monday through Friday. If there are no exceptions, put the pay period ending date on the subject line, sign at the bottom, and fax to NETPDTC as indicated. Four lines are provided for exceptions: Annual Leave (Type LA), Sick Leave (Type LS), and two blank lines for other type hour codes. Fill in the type hour code, if needed, and the hours to the nearest tenth in the appropriate block. The exceptions will automatically be subtracted from the regular hours for any type of leave or comp time used. Overtime and compensatory time earned are in addition to the regular hours (RG) labor distribution from the T&A. If you have any questions, call the NETPDTC T&A clerk for NROTC and DNS at DSN 922-1001, Ext. 480, or commercial (850) 452-1001, Ext. 1408.

(3) Payroll Customer Service Representative (CSR). The CSR is the point of contact for all questions concerning civilian T&A, leave, pay, etc. The CSR is the same as the T&A clerk. Do not call the DFAS payroll office.

b. Unit Operations Accounting

(1) Unit OPTAR. Each NROTC unit and DNS will receive an OPTAR to fund operations support. FASTDATA will be updated when funds are released.

(a) Funds are provided on a quarterly basis. Unobligated funds will remain available into the next quarter.

Only if necessary and with prior notification, unobligated funds will be recouped from unit.

(b) Documents prepared in FASTDATA will be retained at the unit until invoices are received for payment. If the order for services or supplies is not with a commercial vendor (i.e., travel orders, DD 1348s, and some DD 1149s and SF 1556s), forward a copy of the original order when signed to NETPDTC (N811).

(c) FASTDATA assigns all document numbers. After each monthly closeout, NETPDTC N811 will send listings to each unit with documents posted to the official accounting system (STARS-FL). Compare the listings to your FASTDATA OPTAR for any document discrepancies. Return listings to NETPDTC N811 with discrepancies annotated.

(d) Bills for Payment will include all properly certified bills for payment. Each certified bill must contain original (not reproduced) certification signatures (not only initials). In addition, each certified bill should indicate whether it is a "Partial" or "Final" payment for the related obligating document. Where discounts are involved, use pink discount labels (NAVCOMPT Form 442). In certain cases, it is recognized that "original submissions" and "bills for payment" may be submitted simultaneously on a given document number. This is acceptable provided a separate copy of the applicable document is also included in the "original submission" package. In processing all bills for payment, units will comply with the provisions of the Prompt Payment Act. The original certification package and one copy should be mailed to NETPDTC (N811).

(e) Prompt Payment Act (PL 97-177) Compliance. In handling all invoices, NROTC units and DNS, as receiving/ certifying offices, must comply with the requirements of the Prompt Payment Act. COs will make arrangements for bills to be paid, especially when the supply manager is on prolonged absence (e.g., summer training assignments, emergency leave, etc.).

(2) Travel. All travel authorizations and vouchers will be prepared in DTS. Refer to https://www.nrotc.navy.mil/nrotc.cfm (DTS tab) for guidance.

(3) Guidance for Completion of Specific Documents regarding fuel purchases for unit boats.

(a) Credit Cards. Instructions regarding the gas credit card are listed in Section 903.

(b) Fuel Bill Obligations. Fuel bills will be obligated into FASTDATA at the same time they are received for payment. The DFAS disbursing officer will issue "U.S. Tax Exemption Certificate," (SF-1094), when required. FASTDATA will assign one document number for each invoice. The unit must attach a certification to each invoice and mail to NETPDTC (N811). Ensure the FASTDATA obligations are uploaded to reach NETPDTC (N811) before the invoices are mailed.

c. Scholarship Fees, Obligations, Administration, Accounting, and Payment for Tuition

(1) Background. The Federal Acquisition Regulation (FAR) provides for the issuance of Education Services Agreements (ESAs) as a basis for procurement of certain services and materials from educational institutions. The ESA is not a contract; rather, it is a continuing offer, which may be accepted by the government by placing orders for services. Each order for services results in a separate contract. Orders are placed utilizing a DD Form 1155 marked as a delivery order.

(2) The NROTC Program gives only one type of scholarship. The scholarship is considered a full scholarship that pays for all tuition, applicable fees, and book stipend. There are no percentage scholarships or dollar limitation scholarships in the NROTC Program, except the book stipend which is granted twice a year.

(3) STEP 1, Suggestions for Administering Scholarships

(a) Contact the school's financial department to become familiar with any particular requirements to be met in submitting the DD 1155 and invoice requirements.

(b) If the unit is hosted by a State supported school, set up a system between the Admin Officer and the school admittance department to be able to identify in-state and out-of-state scholarship MIDN.

(c) Review prior obligating documents to identify any obligating requirements particular to the school.

(d) Gathering and preparing the data for the DD 1155 takes time and should be performed well in advance. The DD1149

must be created as a source/memo document in FASTDATA prior to preparing a DD 1155.

(4) STEP 2, Preparation of Initial Delivery Order for Tuition and Fees. At the beginning of each academic period (semester, quarter, or summer term), the NROTC unit shall initiate a DD Form 1155 for the tuition and fees payable for the school term. The DD 1155 should be prepared and delivered to the school prior to the beginning of the term and a copy sent to NETPDTC (N811) for obligation purposes. This document constitutes an obligation of funds for accounting purposes. Guidance for completion and distribution of the order is available at https://www.navysup.navy.mil/ccpmd.

(5) Cross-Town Enrollments. If the Navy has a separate ESA with the cross-town institution in which the student is enrolled, regular procedures for tuition may be utilized. If the Navy does not have an ESA with the cross-town institution, there are two options:

(a) The preferred method is to process the invoice through the host institution against the appropriate ESA delivery order issued to the host institution. (The host institution is the contractor; the cross enrolled school is a sub-contractor.) Payment to an institution for tuition without a cross-town enrollment agreement is not authorized.

(b) Use an SF 1164 (Claim for Reimbursement of Expenses Other than Personal) for the individual student to reimburse the student for tuition costs. This document must be certified by the unit CO before it is submitted to NETPDTC (N811) for processing. The SF 1164 is a last resort document to be used only if there is no other way to liquidate the requirement.

(6) STEP 3, Tuition Costing

(a) OD is required to provide tuition costing information in support of numerous efforts, such as the budget cycle and program defense. Average and aggregate costing methods are utilized in these efforts. The cost information that drives the tuition costing system is gathered from documents (DD 1155 and SF 30) submitted by the NROTC units.

(b) OPMIS Tuition Costing Program. The OPMIS Tuition Costing System is the conduit in which the tuition costing information is forwarded to headquarters for analysis.

(See the OPMIS Tuition Costing System chapter in the OPMIS Users Manual to input cost data.) Briefly, there are screens for each host and each cross-town school. The screens are preloaded to show private and state-supported schools. State-supported schools will ask for in-state and out-of-state information; private schools will only ask for one rate. The screen will ask for which FISCAL YEAR, OPMIS Tuition Costing System when the DD-1155 is cut, and each time an SF 30 is cut against the DD 1155. When the final invoice for that semester/quarter is processed for payment, the information in the OPMIS semester/quarter, how many midshipmen are being paid for (in-state and out-of-state are separate for state-supported schools; private schools are one number), and the total amount obligated for that category (in-state/out-of-state or private). The program will calculate the average cost per midshipman. Enter only whole dollar amounts and round up to the next nearest dollar. It is imperative that the information entered into the Tuition Costing System be updated to reflect the enrollment and costs shown on the final invoice.

d. Wide Area Workflow (WAWF)

(1) Wide Area Work Flow Receipt and Acceptance (WAWF-RA or WAWF) provides the technology for Government contractors and authorized Department of Defense (DoD) personnel to generate, capture, and process receipt and payment-related documentation in a paperless environment. WAWF-RA uses interactive Web forms to integrate Electronic Document Management (EDM), Electronic Document Workflow (EDW), Electronic Document Access (EDA), and Electronic Data Interchange (EDI) technologies. WAWF-RA also incorporates workflow business logic to ensure that documents are routed to the correct personnel based on the action required and the item upon which action is required.

(2) The WAWF-RA system implements and enforces DoD contract accounting processes, ensuring that invoices, receiving reports and contracts match and are complete and accurate. WAWF-RA gathers invoice and contract information from the vendor through the use of interactive Web forms. The Web forms use business logic and data lookups on department/activity codes and contract databases to determine what data are required. Additionally, the system uses the invoice data to create a matching receiving report, which is sent to an authorized contract-receiving officer. When the receiving officer has verified that the goods/services on the invoice have been received, the system sends the action to a pay processor for release of payment to the vendor. WAWF-RA interfaces with pay

systems using Electronic Data Interchange (EDI) technology, reducing the need to re-key information from one system to another.

(3) The WAWF-RA system supports the five major functions listed below:

(a) Data input from a vendor.

(b) Government inspection and/or acceptance of the document.

(c) Government authorization of payment, to include review and certification by local processing officials.

(d) Oversight ability for supervisors, managers, and auditors.

(e) User and Group administration control functions (add, change, and delete users).

(4) The WAWF-RA system automates the handling of DoD vendor invoice payments by electronically processing invoices and receiving reports, while referencing the appropriate contract data to validate the information. WAWF-RA uses a document folder metaphor for providing users with access to the appropriate "document" screens and information. The system uses a workflow process to support the business process requirements for contract invoicing and payment.

(5) The intended users for the WAWF-RA system are Contractor/Vendors, Government Quality and Acceptance Officials.

(6) NROTC units should contact NETPDTC (N81101) at (850) 452-1001, ext. 1474, for WAWF standup.

e. STA-21 Authorized Payments for Tuition, Books and Fees

(1) Funds Allocation. STA-21 students receive up to $10,000 per year for tuition, CLEP courses, books, and fees. Those funds are spread across the fiscal year. Therefore, students attending semester schools receive $4000 for spring and fall and $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 STA-21 program authorizes 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 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 will count toward degree completion. If feasible, students should 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 if they are "required" for their degree program. Funding is allowed to cover tuition, books, and academic fees only. The student must absorb travel costs. Requests for approval should be sent to OD4 for approval.

(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 as early as possible, so they may be commissioned at the earliest realistic date. Students entering college with a significant amount of advance credits for degree purposes should expect tours of duty under instruction to be reduced proportionately.

(5) Grade Reporting. The PNS must designate a unit staff member to input grades received on all courses paid by STA-21 funds. Grades are required to be entered into OPMIS and NCMIS systems. It is at the discretion of the PNS to determine if the designated staff member will be the unit Supply Clerk or STA-21 Academic Advisor. Grades should be entered immediately upon receipt from the university for each term.

(6) Financial Aid/Scholarships. STA-21 students cannot use their Montgomery GI Bill, Navy College Fund, or Tuition Assistance while enrolled in the program. 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 will likely 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. 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 should be used in limited cases. 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 is also required to send an email request to NETPDTC (N811) (Accounting Technician) to add the non-affiliated school to the list of schools accessible to the unit through the Navy College Management Information System (NCMIS).

(8) Uniform Allowance. Per the DoD FMR Volume 7a (Chapter 29-30), STA-21 students are not authorized the annual enlisted uniform allowance once they are participating in a commissioning program. During the first week at the Naval Science Institute (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 $1200 uniform allowance and female students receive a $1400 uniform allowance approximately one month following uniform issue. Students are required to pay their Navy Exchange (NEX) uniform shop accounts prior to graduating from NSI.

(9) Reporting Students into NCMIS. STA-21 students will be entered into NCMIS by OD staff personnel. Units that have a student onboard who is not in the NCMIS database should contact OD4 for assistance.

(10) Dropped or Failed Courses. Dropped or failed courses that must be repeated will 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 unit.

(c) NROTC unit staff member inputs course data into NCMIS.

(d) NROTC staff member produces the tuition authorization form via NCMIS. The original is furnished to the bursar after all parties sign and date. If the student drops, adds or otherwise changes courses, NCMIS must be updated and a new authorization form provided to the school.

(e) The Bursar’s Office will mail the invoice for payment to:

Commanding Officer
NETPDTC 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 Standard Form 1164 using FASTDATA and mails the original and one copy with receipts to NETPDTC accounting at the address in paragraph 901h(11)(e). Expense element "T" applies to books. Annotate “STA-21” and the appropriate semester/quarter in the From/To block. The printed or typed name of the unit’s certifying official is required in block 9, accompanied by original signature. Block 10 should annotate “EFT” as method of payment.

(d) The STA-21 student must be loaded in NCMIS before the NROTC staff member can prepare the SF 1164 for reimbursement.

(e) In FASTDATA, the NROTC staff member selects the proper document number series and job order corresponding to the semester/ quarter being reimbursed. Serial range SA401 – SA499 is for books. Use job orders SA401 for fall, SA402 for winter quarter or spring semester, SA403 for spring quarter only, and SA404 for any summer semesters or quarters.

(f) The SF 1164 must show the claimant's home mailing address and SSN. Claimant must sign and date before the approving and certifying officials.

(g) NETPDTC (N811) receives the SF 1164 (original and one copy) form with the certifying official’s signature, the STA-21 Student’s signature, the approving official’s signature, and verifies available funds.

(h) Defense Finance Accounting Service (DFAS) One-Bill Pay makes book reimbursement payment via EFT. The STA-21 Student should receive reimbursement within two weeks after package is received by DFAS.

(13) STA-21 Tuition, Books, and Fees Allocation. The available benefit for STA-21 students is $10,000 per school year allocated as follows:

SEMESTER SCHOOLS:	QUARTER SCHOOLS:
$4000 FALL	$2500 FALL
$4000 SPRING	$2500 WINTER
$2000 SUMMER	$2500 SPRING
	$2500 SUMMER

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. Attach receipts and proof of payment. All tuition payments or reimbursement claims should be entered no later than two weeks after the term starts. Estimates of anticipated obligations for fall term must be submitted by 15 September. Expense Element Code “Q” will be used for Tuition and Fees. Note: Students who begin their schooling in the summer have no fees from fall/winter/spring of that FY from which to draw.

f. O&M,N Travel Centrally Managed by OD

(1) Centrally Funded Travel. OD Centrally Funds necessary administrative travel; midshipmen training support; and conducting certain formal training. TEMADD charged to this centrally managed fund is specifically directed by OD. In these cases, written travel authorization will be used by name for each TEMADD requirement. Special travel may also be requested by the unit, which can be supported by this fund.

(a) Special Travel Requests Guidelines are as follows:

1. Each request must include justification and authority for the travel involved.

2. Travel shall be confined to the minimum number of personnel and trips required to accomplish the mission.

3. TEMADD shall be programmed to permit the most efficient use of transportation, including government air and government berthing/messing.

(b) Format for Unit Requests for OD Funded Travel. Use the following format in submitting requests for TEMADD. Enter any additional information, which may clarify the request. Deletion of inapplicable items is permitted.

1. Rank/rate/name of traveler

2. Purpose of travel, e.g., conference, training

3. Location of travel

4. Exact itinerary, and estimated cost of transportation/per diem

5. Duration of travel

6. Mode of travel/government quarters and messing availability

7. Miscellaneous or other pertinent information (e.g., miscellaneous costs, transportation needs, rental cars, taxi, etc.).

(2) Nuclear Power Familiarization Travel. OD provides funding for transportation, berthing, and food costs for the purpose of promoting interest among midshipmen in the nuclear power Navy. Two different categories of travel are funded in this manner:

(a) Nuclear Power Community Officers. Direct citations are provided to nuclear power community officers in the fleet for the purpose of traveling to an identified unit(s) to conduct briefings and question/answer sessions. Under these circumstances, full per diem, as well as travel, is provided.

(b) Midshipmen/Staff. Direct citations are provided to the unit for Scholarship Program midshipmen, who have academic potential and are motivated toward nuclear power service, and the staff necessary to escort the group to and from the naval station where the ship is ported. Under these circumstances, staff and scholarship midshipmen are paid normal per diem and travel. The use of government transportation, lodging, and meals is strongly encouraged to reduce costs. Government meals must be paid for by the traveler and reimbursed on the travel claim as part of per diem. It should not be charged to the mess for later billing. College Program Midshipmen are not entitled to per diem if they choose to participate in this program.

(3) Retention of Travel Order Records. Travel orders are financial records and must be kept for six years and three months. This includes copies of all travel orders, settlement voucher, and travel advance vouchers. There is no requirement to keep all the backup receipts and documents that support the travel claim. The original goes to the traveler, and a copy in the financial file.

(4) Car Rentals. COs will ensure that all persons performing TEMADD travel are aware that reimbursement for the cost of purchasing extra collision insurance in connection with renting an automobile is **prohibited** when the purchase of such insurance is optional and when the fee for such insurance is not included in the rental fee. Additional information on this subject is found in paragraph U3415, Joint Federal Travel Regulations. NAVCOMPTINST 4650.7 series promulgates the policy of the Department of the Navy and provides guidance on motor

vehicle rentals for official use. Authorized rental charges, for other than GSA vehicles, shall be paid by the traveler and included in the travel claim. If the use of a GSA interagency motor pool vehicle is authorized, orders must include a statement to this effect and a customer identification code (CIC) must be included.

(5) Use of Government Quarters. Ensure each individual performing TEMADD at an installation of the uniformed services is aware that certification must be obtained as to availability of government quarters and messing facilities in order to obtain reimbursement for other than minimum per diem.

(6) Travel by Privately Owned Conveyance (POC) for Personal Convenience. When considered appropriate, transportation by POC may be authorized for the convenience of the traveler. Block 20 of orders will be annotated with the statement: "Travel by POC is permitted at your option for your personal convenience." The excess travel time over that necessary for the normal mode of transportation (government or commercial) is chargeable as leave, and per diem is not authorized for the additional period of travel. Orders authorizing travel by POC shall not include an authorization for utilization of a taxicab or rental vehicle. This cost is entered as a miscellaneous cost on the travel orders.

(7) Travel by POC More Advantageous to the Government. In the event government or commercial transportation is impractical, involves excessive cost or inordinate delays due to poor connections, and when POC transportation is acceptable to the traveler, orders may authorize such transportation as more advantageous to the government. Orders prepared to authorize POC transportation as more advantageous to the government will be supported by an attached statement detailing the computations and advantages. The format contained in (Example 9-22) will be completed and made a permanent part of the travel order.

(8) Document Preparation. All travel orders will be prepared in DTS. User information and instructions on how to use the system is located at https://www.nrotc.navy.mil/nrotc.cfm (DTS tab).

(9) Cancellation of Authorized Travel. Must be done in the DTS. User information and instructions on how to use the system is located at https://www.nrotc.navy.mil/nrotc.cfm (DTS tab).

g. Invitational Travel Orders (ITO)

(1) Invitational travel is the term applied to travel which may be authorized for individuals not employed by the government, but are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense. Travel allowances authorized for such persons are the same as that normally authorized for employees in connection with temporary duty. Invitational travel may be authorized, with OD approval, when:

(a) It is considered in the interest of the Navy to invite a college or university official to visit an activity to observe the work performed or the operations of the activity.

(b) Attendance of an individual at an award ceremony is related to an award presentation. Travel and transportation at Government expense to an award presentation for a dependent or relative of an award recipient is authorized.

(2) Restrictions. Invitational travel at government expense will not be authorized for:

(a) Federal Government employees or

(b) Members of the Uniformed Services (excluding retired persons). Federal employees and Uniformed Members on active duty are given regular temporary additional duty orders.

(3) Authority to Issue ITOs. In accordance with OPNAVINST 4650.10 series, OD has been delegated the authority to sign ITOs. Units are required to send ready-to-sign ITOs, accompanied with a cover letter explaining the need for travel, to OD811. A lead time of 3 weeks is needed to obtain a signature.

h. Crossing two Fiscal Years on TAD Orders. This information pertains to unit staff travel, OD funded travel, and midshipmen unit and summer training travel. Per Diem allowances and miscellaneous expenses will be charged to the fiscal year in which the allowances occur or the expenditures are made. For example, travel performed beginning 29 September 2007 and ending 3 October 2007, payment for the first 2 days will be charged to the Fiscal Year 2007 appropriation, and the Fiscal Year 2008 appropriation will be charged for the last 3 days. Transportation expenses will be charged to the applicable appropriation for the fiscal year in which the services were

purchased. Monetary allowance in lieu of transportation (mileage) will be charged to the fiscal year in which the travel is required to be commenced for each leg of a journey. Two lines of accounting data will be needed on orders crossing two fiscal years.

i. Student Travel. For the purpose of Student Travel Orders, Students are defined as: Scholarship MIDN, College Program MIDN, NSI Designated Applicants, and Officer Candidates (OC).

(1) Unit Funded Student Travel Midshipmen are not authorized to travel on O&M,N funded travel orders except for commissioning requirements, such as physicals (section 921 and 922), interviews, or advancement testing. Officer Candidates are not authorized travel under O&M, N Units for drill meets, field meets (for chaperone purposes), or orientation since this is not a commissioning requirement.

(2) Centrally Funded Midshipmen Travel. There are three instances that that require Centrally Funded Midshipmen Travel. Two of these instances involve scholarship midshipmen exclusively: scholarship appointment travel and scholarship discharge travel. The third instance is ACDUTRA travel for scholarship program personnel, advance standing college program midshipmen or NSI designated NROTC applicants. ACDUTRA travel has, in the past, been associated with the "summer" cruise program although the travel actually is scheduled at various times throughout the year.

(a) Scholarship Appointment Travel. When individuals are accepted in a host institution and into the NROTC Scholarship program, they are provided a letter of authorization to proceed. Upon reporting to the NROTC unit, arrangements are made to reimburse them for travel from the individual's home to the school. Example 9-11 provides a sample Scholarship appointment letter and Example 9-12 provides appointment letter instructions. A copy of the “Letter of Appointment” citing accounting data and an estimated dollar amount must be faxed or mailed to NETPDTC (N811) immediately after endorsement for obligation purposes.

(b) Scholarship Discharge Travel. When NROTC Scholarship students disenroll simultaneously from the program and the school, they are entitled to reimbursement for return transportation to their home of record.

(c) Travel to and from Places of Active Duty for Training (ACDUTRA)

1. NROTC training orders will specify actual travel to be performed by the midshipman from the NROTC unit or midshipman's home to the ACDUTRA activity and return to the unit or home. Some midshipmen have performed travel in conjunction with ACDUTRA orders by private automobile. This mode, though permissible, is not recommended due to limited parking facilities and changes to port assignments of afloat units. Reimbursement for use of a private vehicle will not exceed the cost of an airline ticket.

2. Transportation Documents.

(d) Air Mobility Command (AMC) Military Transportation Authorization (MTA) (DD Form 1482) will be used for trans-oceanic/ international travel via AMC aircraft (CAT B) or government procured air (CAT Y or A). Information regarding preparation of MTAs is contained in NAVMILPERSCOMINST 4650.2 and 4630.2 series. Information regarding assignment of CICs for billing purposes is contained in NAVCOMPT Manual, paragraph 032603.

1. Midshipmen are responsible for the proper use and safeguard of transportation forms (GTRs/MTAs/tickets) issued to them. In the event these forms/tickets are lost or stolen the midshipmen should immediately advise the nearest Personnel Support Activity Detachment (PERSUPP DET)/Navy Passenger Transportation Office (NAVPTO)/Midshipman Embarkation/Debarkation Team (MEDT).

2. Procedures

a. All individual midshipmen trans-oceanic/ international transportation will be arranged by the NROTC unit's servicing NAVPTO by submission of a Passenger Reservation Request (PRR) by the NROTC unit's supporting PERSUPP DET in accordance with procedures contained NAVMILPERSCOMINST 4650.2. Based upon the port call received, the NROTC unit will prepare the MTA, as appropriate, or receive this service from the supporting PERSUPP DET. MTAs will be issued only in accordance with the port call provided by the NAVPTO. Normally, MTAs will be issued prior to departure from the NROTC unit on a one way basis. For return transportation COs of ACDUTRA activities will arrange return flights. A round trip ticket will be issued for all shore based summer cruises. This includes, but is not

limited to: CORTRAMID, Mountain Warfare, Officer Candidate School and Aviation Spec War. Under no circumstances will the NROTC unit arrange trans-oceanic/international transportation without receiving a port call from the servicing PERSUPP DET/NAVPTO. Midshipmen should be advised not to arrange their own transportation or procure transportation at personal expense.

b. SAAM may be utilized for group movement when determined to be cost effective. The MEDT will notify the respective NROTC units of the SAAM's departure point and time.

j. Military/Civilian Bands/Orchestras. O&M, N Unit OPTAR Funds are not to be expended for Military Bands or Orchestras.

k. Personal Baggage Allowance. Each traveler on a commercial or AMC aircraft has a specific free authorization for checked and carry on baggage. The exact definition of this free authorization varies, depending upon the carrier. Different U.S. flag commercial airlines have slightly different specifications regarding the weight and size limitations of the free baggage allowance and vary considerably in the charges for such oversize items as duffel bag, sea bags, and B 4 bags. Generally, two pieces of checked baggage: The first piece (each piece may not exceed 62 linear inches (the sum of length plus width plus height) or 70 pounds, the second piece or 50 pounds, and one carry on piece, not to exceed 45 linear inches and capable of being stowed under an aircraft seat) may be hand carried and will be transported free of charge. Each checked bag exceeding the size or weight limitation would be counted as one extra piece for each increment of 70 pounds and could cost anywhere from $100.00 to $150.00 (2007 rates) depending on the airline. On AMC, a sea bag, duffel bag, and garment bag may be substituted for one of the free pieces, regardless of size. Excess baggage will not be authorized unless specifically authorized in the travel order. PERSUPP DET/NAVPTO should be contacted when doubt exists as to the free baggage authorization. Firearms will not be carried aboard commercial or government aircraft.

l. Passports/VISAS. NROTC units are responsible to ensure that midshipmen have in their possession a no fee official passport and visa, if appropriate, prior to departure from CONUS if the midshipman is proceeding to a country requiring such documentation. The Office of Passport Services, Department of State, will not issue a no-fee official passport without proper birth documentation. Comply with procedures contained in

Chapter III of NAVMILPERSCOMINST 4650.2. The NROTC unit servicing PERSUPP DET/ NAVPTO should be contacted for assistance.

902. MP,N Accounting. This paragraph provides guidance for preparing, distributing, and accounting for MP,N obligation documents originated by NROTC units for unit clothing/uniform requirements.

a. The Naval Education Training Command (NETC) issues an allocation of MP,N funds to NSTC. Training costs incurred for NROTC midshipman pay, Federal Insurance Contribution Act (FICA), and rations subsistence allowance, are charged to the NSTC allotment. Amounts for pay, FICA, and rations are based on the data (dates of expected training) inputted into the OPMIS to the Defense Finance and Accounting Service (DFAS). DFAS transmits computerized Leave and Earnings Statement (LES) information to OD. The LES information is used to generate applicable obligations. Clothing/uniform costs are provided by OPTAR to each NROTC unit for costs under FANs 72720 and 72694.

b. Entitlements

(1) Allowances. Members who have been appointed Midshipman in the NROTC are entitled to the 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, including per diem where applicable.

(2) Allowance Summary. Those allowances are summarized as follows:

(a) Allowances for College Program advanced training members and designated applicants (10 U.S. Code 2104) are:

1. Members of College Program advanced training are authorized transportation from home 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. Members of the College Program advanced training may be furnished 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 or operations, or for other observations deemed appropriate by the service concerned.

3. The type of transportation authorized will be by government conveyance or GTR.

4. If necessary transportation and subsistence are not furnished, a mileage allowance at the rate prescribed by Joint Federal Travel Regulations (JFTR) will be paid for the official distance for travel performed under subparagraphs 1 or 2 above, at personal expense. Per Diem is authorized for foreign exchange cruises only.

5. Per diem is not payable under any circumstances.

6. Reimbursement for lodging and meal expenses is authorized for a member 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) College Program (Basic Standing). College Program (Basic Standing) 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:

1. 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 will 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 of $0.15 per mile (subject to change) is payable for travel performed POV to accept an appointment, and at the government cost of a one-way airline ticket.

2. Per diem is not payable for TAD where both government quarters and government mess are available.

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

4. 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.

c. Settlement of Travel Claims and Liquidation of Travel Advances

(1) Travel Claim Preparation. In preparation for settlement of travel claims, and prior to commencement of ACDUTRA, the NROTC unit will furnish each midshipman with:

(a) Large stamped envelope preaddressed to the NROTC unit.

(b) LES.

(c) Training Orders (NSTC-GEN Form 1320/6).

(d) Travel Claim Form (DD Form 1351 2).

(2) Settlement of Travel Claims. The Midshipman training orders will be liquidated via DTS. The following information should be kept in mind when preparing midshipman training orders:

(3) Only midshipmen participating in FOREX cruises are authorized travel advances.

(4) The unit should keep copies of each midshipman's training orders, transportation endorsements, and advancements for tracking purposes.

(5) Ensure that dollar value estimates for round trip transportation costs are included on the orders. This includes **BOTH** commercial flight estimates as well as round trip MAC flight estimates.

(6) The unit should do the following when preparing the midshipman to report to the summer training site:

(a) Prior to departing for summer training, the midshipman should be thoroughly briefed by staff (SKC / YNC / Admin Officer) on how to complete the travel voucher, what, and when to mail subject items to their respective NROTC unit's Non-DTS Entry Agency (NDEA).

(b) On the last day of training, the midshipmen should mail the liquidation package to their respective NROTC Unit's Non-DTS Entry Agency (NDEA), to include the following:

1. One copy of travel orders with all endorsements and advances, or original orders with all endorsements and advances.

2. The completed Travel Voucher or Subvoucher (DD Form 1351-2). (On the last day of training, the midshipmen should complete blocks #10, #15 - #18, and sign block #20. The midshipmen should keep a copy of the voucher/subvoucher for future reference.)

903. Government Travel Card

a. Reference NETC INSTRUCTION 4650.1A Government Travel Charge Card (GTCC) Program.

b. Required To Obtain A Government Travel Card. All permanent active duty members and civilian staff are required to obtain a government travel card. Travel cards can be obtained by contacting the Agency Program Coordinator (APC) at the OD office. Agency Program Coordinators (APC) are OD811 at (850) 452-4974 and OD821 at
(850) 452-4414.

c. Travel Claims. All military and civilian personnel assigned to NROTC units are required to initiate their travel claims within five (5) days of return from travel. Utilize the Defense Travel System (DTS). Method of reimbursement will be identified when preparing the travel voucher in DTS.

d. Cardholders are required to use "Split Pay" in the travel-order liquidation process in order to ensure that all cash advances, associated cash advance fees, lodging, rental cars, and other expenses charged against the Travel Card are reimbursed directly to the Travel Card Contractor (TCC).

e. Extended Temporary Duty. In cases of extended Temporary Duty (TDY) (over 30 days), the traveler shall submit a claim for each 30-day period. The 30-day claim must be submitted within 5 days after each 30-day period. Cardholders are responsible to pay their travel cards in accordance with the terms and conditions annotated in their initial Travel Card agreement. Hard copy statements from TCC are not required to determine your

Travel Card balance. Call the 800 telephone number on the reverse of your travel card and obtain your balance due.

f. Activate Government Travel Card. For future TAD travel, 48 hours advance notice is required to activate your Government Travel Card. The following information is required to activate your travel card:

(1) Full Name as it appears on the Travel Card.

(2) Social Security Number or Travel Card number and expiration date.

(3) Mail address

(4) Date of Birth.

(5) Travel Cards fall under the privacy act; therefore, the actual cardholder is required to contact the APC to activate a card. **A subordinate member may not activate a senior member's card.**

g. Recommend travelers carry the names and telephone numbers of their APC's while on official travel.

904. Property Accountability

a. Roles and Responsibilities

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

(2) 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. Ensure compliance.

(3) 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.

(4) All Personal Property Personnel. Implement controls to ensure Management Control objectives are attained.

(5) Property Custodian. The property custodian will have direct responsibility for property. NROTC units are responsible for all supplies, material and equipment issued to and/or stocked at the unit.

b. Minor Property. Controlled equipage listed in Example 9-1 will be managed as minor property. All minor property will be physically marked, when feasible, with an appropriate designation indicating U.S. Navy ownership along with a locally established identification number. Serial Numbers must be used. All Minor Property will be accounted for and tracked in JUMS. Minor Property refers to those items of equipment which require special management control because the material is:

(1) Relatively valuable and easily convertible to personal use. Example 9-1 lists items that are considered controlled equipage. If the commanding officer does not consider this list sufficiently inclusive, he may designate as minor property additional items that are deemed necessary to be so controlled.

(2) All ADP equipment purchased with Unit OPTAR Funds, provided by NETC, or NETPDTC N612 Program Managers must be inventoried and reported in JUMS. Note: NETC CIO (Chief Information Officer) approval must be obtained prior to any ADP Equipment purchase.

(3) Material Custody. The term custody indicates the responsibility for proper care, stowage, and use of Navy material.

(4) Sub-custody of Material/Supplies. All property will be signed for by using a JUMS custody record (PROPERTY CUSTODY RECORD). Any property not signed for on JUMS SUBCUSTODY RECORD is the responsibility of the CO or his designated persons. The JUMS user information and instructions on how to use the system are located at https://www.nrotc.navy.mil/nrotc.cfm (training binder tab).

905. Inventory Requirements. The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing and equipment (INVENTORY SUMMARY) to include computers, printers, Audiovisual (AV), all government owned equipment has been taken during the 6-month

period preceding 1 November. Record the results of the inventory on the memorandum that designated which items were to be inventoried. State in the memorandum that the required items were completely inventoried and the name of the individual who conducted the inventory. Also state that any differences have been accounted for. The responsible officer must sign the memorandum. File the original of the memorandum with the automated inventory listings at unit level. Send a copy to OD821 by 10 November every calendar year.

a. Clothing. All clothing that is identified as excess upon the completion of the inventory must be reported to OD821 by 1 November. The report format will include NSN, nomenclature, size, and quantity; broken down by gender.

b. Change of PNS. During the Change of the PNS, 100% equipment inventory is required. It is recommended that inventory of at least 10 percent of the clothing stock. If inventory accuracy is unsatisfactory, recommend wall-to-wall inventory prior to PNS change.

c. Change of Unit Supply Technician. Wall-to-wall clothing and equipment inventory upon change/relief of unit supply technician is required. Report to PNS should include the condition of stock, the storeroom, and inventory accuracy. A storeroom validity of over 95 percent is recommended per NAVSUP P486.

d. Change of a Head of Department. For those items in the custody of department concerned, must be completed within 30 days of the commencement date.

e. Small arms and dummy weapons are considered "signature required" controlled equipage. The NAVSUP 306 form (NSN 0108-LF-500-6502) will be used as a custody record and inventory control document. Small arms will be inventoried annually, quarterly, and monthly as required by NAVSEAINST 8370.2 series. Dummy weapons are required to be inventoried annually. Inventories will be posted to Master Custody Cards-NAVSUP 306.

f. Textbook Inventory

(1) In October of each year, OD provides units with an alphabetical listing of instructional materials. Each unit will count their on-hand balance of OD provided material and post the quantities to the inventory list.

(2) The unit will return a printed copy of the inventory list to NETPDTC (N8612) directed by the annual inventory letter distributed each fall.

(3) During the year, units must continually update the inventory list (e.g., receipts, disposal, transfers, etc.) to reflect their current on-hand balance.

g. Inventory reconciliation. Ensure that JUMS Midshipmen database is up-to-date, midshipmen alpha roster is current, post issues, post graduations, lateral transfers and turn-ins, account for as much inventory as possible. After all transactions have been posted, account for the differences from the balance on hand in JUMS and the inventory balance by use of FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD 200). Upon approval of DD 200, post the transactions to JUMS

906. Clothing

a. Requisitioning. Requisitions for clothing are submitted using the Joint Unit Management System (JUMS). JUMS provides an automated means for submitting uniform clothing requisitions to the Navy Exchange Service Command (NEXCOM) and DSCP – S9T. The data entry modules provide the units with the ability to create a clothing order on a local microcomputer. The JUMS user is given the option of entering clothing items by Navy Item Identification Number (NIIN) or nomenclature. When the nomenclature option is selected, the user may scroll through the item database and enter the quantity desired for each item. NROTC units that have purchases generated in JUMS will be subject to MP,N capping; a unit cannot submit a clothing order that exceeds their current MP,N OPTAR balance. If unit MP,N funds are available, the unit MP,N OPTAR balance will be automatically reduced by the amount of the order that was submitted. When the order is complete, it is converted into Military Standard Requisitioning and Issue Procedures (MILSTRIP) format for transfer to NEXCOM and S9T. Commercial uniform items are shipped from NEXCOM and standard defense stock items are shipped from DPSC. NEXCOM updates the JUMS database on a quarterly basis. As changes are made, NETPDTC (N6) updates the revised file in the JUMS database on a quarterly basis. Refer to the JUMS help desk for operational procedures and problems in the JUMS system. JUMS Help Desk email address: JUMS@NSTC.navy.mil Commercial phone number: (850) 452-1001 ext. 1337. Any other means of procuring uniforms must be approved prior to purchase by OD82. The JUMS user information and

instructions on how to use the system is located at https://www.nrotc.navy.mil/nrotc.cfm (training binder tab)

b. Quality Deficiency Report. A Quality Deficiency Report (SF-368) will be prepared when clothing received does not conform to current uniform specifications and regulations (e.g., flimsy material, uneven seams, pants and shirt that do not match). Electronic transmission (ET) of quality report (SF 368s) is available. Units are no longer burdened with message/paper generation of SF 368s for manual submission. For further information on how to establish ET contact FMSO's Code 05614, DSN 430-4224, (COMM (717) 605-2319). The original report will be submitted to:

Commanding Officer
NAVICP
PO Box 2020
5450 Carlisle Pike
Mechanicsburg, PA 17055

c. Report of Discrepancy (ROD). If you receive an order from DPSC that is not correct prepare a report of discrepancy (SF 364) and fax it to DPSC at (215) 737-7255.

d. Inter-organizational (Other NROTC units) Cooperation. The unit supply technician will maintain close liaison with counterparts at nearby NROTC units and cooperate in exchanging stock clothing items in situations of excess/insufficiency between units and supplying on-hand items from one to fill unforeseen needs at another. System backorder delays and excess inventory costs are generally reduced as a result of these initiatives. Transfer accounting processes should be maintained to record these transactions. Transfers of clothing shall be documented by using DD-1149 or DD-1348-1 with a copy retained in the unit expenditure file.

e. Uniform Ownership. The authorized outfit for midshipmen is prescribed in CNETINST 1020 series (Uniform Requirements for NROTC) and in U.S. Naval Uniform Regulations. Most of the clothing items become the property of the individual midshipman only if he or she satisfactorily completes the NROTC Program. Other items such as insignia and special summer cruise apparel and equipment is designated "organizational clothing." These remain the property of the U.S. Government and must be returned. This policy also applies to Marine Option graduates.

f. Accountability of Uniform Clothing by Student. All items of government property will be accounted for. Uniform articles can be issued on uniform issue forms in order to save time. The form will contain the following: Printed Name; a list of all articles of uniform issued; Accountability statement; (See paragraph j. below) Student's signature; signature of Supply Rep For issue or turn in. This form is authorized for use for the max of 30 days. All clothing and equipment will be transferred to JUMS. The unit supply technician will maintain an electronic (JUMS) uniform issue form for each student in a separate record folder. Electronic uniform issue forms can be printed for signatory purposes. Uniform articles that are lost, mutilated, or destroyed through negligence or carelessness will be replaced in kind or paid for with a money order or certified check by the student. Personal checks are not accepted. The NROTC unit Commanding Officer shall make collections using Collection Vouchers (DD Form 1131), cite MP,N accounting data, and indicate the purpose of collection, date, student's name, and amount of each collection. The Collection Voucher will be forwarded to NETPDTC (N811).

g. Alterations and Renovations. Clothing alterations and/or renovations are made on the basis of a contract with a local tailoring business. Uniform alterations are set up on a piecework basis with each class of work defined and itemized in the contract. General contracting procedures apply. The supply technician must validate the work performed. Major alterations to NROTC uniforms are not authorized. In the fitting of uniforms for NROTC students, minor alterations such as adjustments for sewing on insignia, hat bands, loops, sleeve length for dress coats, trouser and skirt length, and slits for swords are authorized. Any other types of alterations are considered major alterations. Such minor alterations are to be charged to the appropriate expenditure account number. Allotments of funds for this purpose are granted to the Commanding Officer of the NROTC unit.

h. Uniform Issue. Because some students are disenrolled from the program prior to participating in their first summer training, the Professor of Naval Science should issue only those items of uniform that will be used on campus rather than including all items necessary to make up a full bag. In that way, the cost to the Navy for uniforms will be substantially reduced. Those units that participate in the commutation in lieu of uniform allocations are not eligible to be issued the Navy uniforms. Only the summer training uniforms will be issued to these midshipmen.

i. Nurse Uniforms. Nurse Corps Option Midshipmen are responsible to furnish their own nursing uniforms and shoes required by their institution.

j. Accountability Statement: “I acknowledge receipt of the clothing/equipment listed above, for which I hold myself responsible. I understand this clothing/equipment is government property and must be returned to the Navy in the event of my disenrollment. I further understand and agree to reimburse the Government for the value of any such clothing/equipment, which is lost or damaged through my own negligence or carelessness. These articles of clothing/equipment were issued to me in a clean and "ready" to wear/use condition and I shall return them in the same condition. Furthermore, I understand that until the items are returned or reimbursed, my College Transcript will be with held.”

k. The cost of cleaning and laundering of midshipmen uniforms and clothing during the academic year as well as during summer training periods shall be the responsibility of the midshipman.

l. Authorized Quantity On Hand. Commanding officers are authorized to retain at the unit adequate uniform items to meet normal uniform issue requirements as well as outfitting for summer training. Commanding Officers will take action to ensure that the amount of initial uniform items on hand does not exceed 125 percent of the average fall freshman enrollment for the current and past four academic years. The allowance for summer training clothing is 150 percent of average fall freshman enrollment for the current and past four academic years. Make these calculations separately for males and females.

m. Disposition of Used/Excess Clothing

(1) Not Ready for Issue (NRFI). Used clothing determined to be unfit for reissue will be disposed of at the unit, or turned in to the nearest DRMO branch for disposal. Unit disposition includes designating worn out uniforms for midshipman's use in performing odd jobs (e.g., cleaning, painting) but does not include donations of such clothing to charities or to private individuals. NRFI clothing can be transferred to NJROTC, to other Navy activities, or turned in to the nearest DRMO.

(2) Excess Clothing. The units are required to send a listing of excess clothing to OD821 every November. From these listing a collective list of excess clothing is published. Units are to utilize this list when possible to fill requirements in lieu of ordering new items from the supply system. Units are authorized to contact other units directly to arrange transfer of items. If, after this is accomplished and excesses are still held, the unit should turn them in to the system as follows:

(a) Step 1: Send excess ready for issue uniforms (condition code A) to the DPSC. See subparagraph (3) below for instructions.

(b) Step 2: Send remaining condition code A, and reusable used clothing to nearest reclaimed uniform clothing store.

(c) Step 3: Send to DRMO as a last resort.

(3) Return of Ready for Issue (RFI) Uniforms to DPSC. The following procedures apply:

(a) Only new uniforms are acceptable. Do not ship uniforms that have been previously worn, stenciled, or tailored. FAX a copy to (215) 737-7255, of RFI uniforms to DPSC to get authorization for items to return. To get a verbal approval call (215) 737-3191.

(b) Sort the uniform items by nomenclature, NSN, and size.

(c) Using the information below, complete a MTIS document for each NSN/size turned in.

(4) The following applies only to excess RFI uniforms returned to DPSC.

30	N
31-35	UNIT UIC
36-39	CURRENT JULIAN DATE
40-43	RT__ (two-digit serial number)
44	R
45	LAST POSITION OF FISCAL YEAR
46-50	7272R
51	A
52-53	VJ

67-68 20

A job order will be set up for each school. By using your UIC in the document number and the other data as explained above, the credits should post automatically to STARS-FL. It is very important to send copies of all turn in documents to your accounting technician at NETPDTC (N811).

n. Inventory Upon Transfer or Relief of Unit Supply Technician. Wall-to-wall clothing and equipment inventory upon relief of unit supply technician is required. Report to PNS should include the condition of stock, the storeroom, and inventory accuracy. A storeroom validity of over 95 percent is recommended per NAVSUP P485.

o. Inventory Upon Transfer or Relief of PNS. During the relief of the PNS, 100 percent equipment inventory is required. It is recommended that inventory of at least 10 percent of the clothing stock. If inventory accuracy is unsatisfactory, recommend wall-to-wall inventory prior to PNS relief.

p. Annual Inventory. Annual clothing inventory must be completed by 1 November. The annual inventory requirement for the current year is considered to be satisfied when a wall-to-wall inventory of all clothing has been taken during the 6-month period preceding 1 November. All clothing that is identified as excess upon the completion of the inventory must be reported to OD821 by 1 November. The report format will include NSN, nomenclature, size, and quantity; broken down by gender.

q. Inventory Record. A Memorandum for Record will be maintained. The unit supply technicians shall maintain a computerized uniform inventory via JUMS Inventory Module.

r. Recovery of Government Property. The PNS will require a disenrolling student to return all government property (e.g., clothing, books, ID cards, etc.). When the student has left the unit without turning in government property, the PNS will request the Bursar's office to put a stop on the student’s university transcripts and then the PNS will request, via certified mail and return receipt requested, the return of all government property.

s. Name Tapes. Name tapes and U.S. Navy tapes request are sent to njrotc@nexweb.org with cc: eugene_gonzalez@nexweb.org (Example 9-17).

907. Commutation in Lieu of Uniforms. It is DoD policy to provide commutation funds instead of uniforms for members of the NROTC programs at military schools. The provisions of the below instructions apply to essentially military and maritime academies, colleges, and universities which meet the criteria and exceptions set forth below.

a. Criteria

(1) Confer baccalaureate or graduate degrees

(2) Require a course in military training throughout the undergraduate course for all qualified undergraduate students

(3) Organize their military or merchant marine students as a corps of cadets under constantly maintained military discipline

(4) Require all members of the corps, including those members enrolled in the NROTC, to be habitually in uniform when on campus

(5) Have as their objectives the development of the military or merchant marine student's character by means of military training and the regulation of their conduct in accordance with the principles of military discipline

(6) Require all members of the corps of cadets to be under constantly maintained military discipline on a 24-hour per day, 7-day-a-week basis, and

(7) In general, meet military standards similar to those maintained at the service academies.

b. Exceptions. The designation "all qualified undergraduate students" in paragraph 3a(2) includes all physically fit students except:

(1) Students who are pursuing special undergraduate courses in excess of 4 years after completion of the required military training, and

(2) Certain categories of students who are specifically excused by (board of trustees) administrative decisions and approved by the ROTC unit commander, e.g., Marine Corps Enlisted Commissioning Education Program.

c. Commutation. Commutation in lieu of uniforms is payment made by the Military Departments to cadets and midshipmen at approved institutions instead of the issue of uniforms in accordance with 10 U.S.C., Chapter 103, Sections 2101-2111. Special rates of commutation in lieu of uniforms for ROTC students enrolled at military and maritime academies, colleges, and universities meeting the established criteria, is reimbursement made to cadets for uniforms based on the requirement to wear school designated uniforms daily throughout the school year.

(1) Standard Commutation Rates. Each year, the Secretary of the Military Department concerned shall provide the estimated rates of commutation for basic and advanced ROTC programs to the Assistant Secretary of Defense (Force Management and Personnel) (OASD(FM&P)). The OASD(FM&P) will determine and notify the Military Services of the approved rates that will serve as a maximum rate for the year. Commutation rates shall be determined based upon approved clothing prices as published annually by the Defense Logistics Agency. Uniform issue shall consider dress, duty (daily, seasonal), including insignia, outer garments and accessories, a consideration for alterations and maintenance (not to exceed $100.00 per cadet). OD82 will publish the standard commutation rates to the Military Schools by October of every year.

(2) Payments. The standard commutation payment shall be made directly to the midshipman or cadet during the second semester. For new students the first semester shall qualify as an initial probationary period of enrollment. It is the midshipman's responsibility to settle accounts with the school for their uniforms. Payment shall be made on an annual basis. Any deviation from this policy will require written approval from OD.

(3) Naval Science Students. Naval Science students are not entitled to commutation. Only those students officially enrolled in the NROTC Scholarship or College Program shall receive commutation.

(4) Navy Uniform Issuance. Because it is DoD policy to provide commutation funds instead of uniforms for members of the NROTC programs at eligible schools, the Navy uniform will not be issued. Summer training uniforms will be issued to members drawing commutation funds in accordance directives issued separately.

d. Action

(1) OD

(a) Review standard rate estimates and submit special rate estimates by 15 June annually.

(b) Promulgate the approved special rate to the units during the month of August annually.

(c) Determine eligibility of schools for commutation in lieu of uniforms.

(d) Conduct self-inspections and arrange for and conduct other reviews as required by higher authority to ensure that individuals receiving commutation in lieu of uniforms are qualified in accordance with the criteria set forth herein.

(e) Budget, fund, obligate, and establish Reserve Personnel, Navy accounts and payment procedures for commutation in lieu of uniforms for individuals designated by the Chief of Naval Operations.

(2) Commanding Officers, NROTC Units

(a) Notify OD82 who is eligible for commutation in lieu of uniforms in accordance with the criteria set forth herein.

(b) Monitor at the local level and inform OD82 of changes in status or problems which cannot be resolved locally,

(c) Include requirements for commutation in lieu of uniforms in annual and quarterly financial plans (Schedules C and C1).

908. Government Wide Commercial Purchase Card Overview

a. The General Services Administration (GSA) has a contract with Bank of America to issue commercial purchase cards to authorized Government personnel to use in support of official Government purchases. The contract is commonly referred to as the "Government Commercial Purchase Card Program" (GCPC).

b. Internal Operating Procedures For use of Government Wide Commercial Purchase Card Reference CNSTCINST 4200.99

(1) Separation of Functions. Controls shall be established to ensure that the cardholder does not buy supplies when he/she is the requisitioner; unless the goods are delivered, inspected, and accepted by other unit personnel or the purchase is specifically approved by the Approving Official. Reference: NAVSUPINST 4200.85 series.

(2) Purchase Order Request Form. Purchase Order Request Form (CNSTCINST 4200.99) (Example 9-2), (Supplemental Sheet, Example 9-3) (Instructions for Purchase Order Request Form, Example 9-4) is required for all purchases. The request is initially prepared by the individual requiring supply/service and approved by the AO or his designated representative before procurement by the buyer.

(3) A purchase card should only be issued to the supply manager and one other individual at the unit.

(4) All personnel involved in the GCPC must complete various training requirements. This training can be completed via the web at https://www.navysup.navy.mil/ccpmd.

(5) A copy of all training certificates will be provided to the APC.

(6) NROTC Unit Government Commercial Purchase Card holders (military and civilian) will ensure a Miscellaneous Document (internally) is created in FASTDATA prior to making credit card purchases. FASTDATA will reflect funds availability. If funds are not available, the cardholder is not authorized to make the purchases(s). Proceeding without available funds is an “UNAUTHORIZED COMMITMENT,” and the cardholder is subject to both civil and criminal penalties.

909. Small Arms and Ammunition

a. Allowance. All units must have an approved allowance to obtain or possess small arms and drill rifles. Small arms and drill rifles will not be issued to or authorized for retention by those units that do not have an approved allowance. The only small arms allowed are .22 pistols and .22 rifles.

b. Establish Change of Small Arms Allowance. A proposed allowance or allowance change request in the form of a letter will be submitted to:

Program Executive Office

Expeditionary Warfare (PMS325J)
1333 Isaac Hull Ave SE
Washington Navy Yard, DC 20736-2101

This proposal must be submitted via OD8. The request will contain justification, nomenclature, serial number, quantity, National Stock Number (NSN), and UIC.

c. Requisitioning Small Arms/Dummy Weapons. After an allowance has been established or increased, the small arms and dummy weapons authorized may be requisitioned by the unit through normal supply channels. **Small arms are Mandatory Turn-in Repairables (MTRs), if they become unserviceable utilize paragraph (b) to obtain replacements**.

For units who need to have "Dummy Drill Rifles ONLY" replaced, the following applies:

Call Dave Reinert @ (717) 605-5647 Commercial or DSN 430-5647
Email: david_w_reinert@icp.mech.navy.mil
The following information is required:

Name of Unit
UIC NSN (Stock Number) Model Quantity
POC name / phone number Street Address (no PO BOX)

Additional information is contained in NAVSEAINST 8370.2 series.

d. Dummy Drill Rifle Spare Parts. Replacement parts for the MK5-0, MK5-1, MK6-0, and MK6-1 dummy drill rifles are obtained by submitting an e-mail request to OD821.

e. Accessories. Initial issue of cleaning kits and cleaning fluid will be provided by NSWC with issue of rifles. Spotting scopes, mats, jackets, replace supplies etc, may be purchased through unit OPTAR funds.

f. Missing, Lost, Stolen, or Recovered Small Arms. These shall be reported in accordance with SECNAVINST 5500.4, NAVSEAINST 8370.2.

g. Inventory Requirements. Small arms and dummy weapons are considered "signature required" controlled equipage. NAVSUP Form 306 (NSN 0108-LF-500-6502) will be used as a custody record and inventory control document. Small arms will be inventoried annually, quarterly, and monthly as required by NAVSEAINST

8370.2 series. Dummy weapons are required to be inventoried annually. Inventories will be posted to Master Custody Cards.

h. Ammunition. Ammunition (.22) allocations are promulgated annually by OD. Units are authorized to requisition only enough ammunition to meet the quantity allocated. On hand quantity at the start of the fiscal year and the requisitioned quantity together should not exceed the unit's total allocation by more than 25 percent.

i. Additional Information. Most questions concerning small arms and ammunition can be answered by reference to NAVSEAINST 8370.2 series (Small Arms and Weapons Management Policy and Guidance Manual). OPNAVINST 5530.13 series (Physical Security Instruction for Sensitive Conventional Arms, Ammunition, and Explosives (AA&E) and OPNAVINST 5530.14 series (Physical Security and Loss Prevention Manual) contains information concerning minimum standards for safeguarding all arms and ammunition.

j. Ammunition Allocation

(1) Ammunition Requisition

(a) Activities west of the Mississippi River should submit ammunition requisition to Naval Ordnance Center Pacific Fleet (NAVORDCEN AMMOPAC) over the telephone by calling, DSN 735-8454, COMM (800) 600-2666 or (619) 545-8454.

(b) Activities east of the Mississippi River should fax a copy to AMMOLANT. POC: Code 00300315, Fax numbers: DSN 953-4899, COMM (757) 887-4899. For confirmation of Fax call, DSN 953-4745/4746, COMM (800) 600-2666, or (757) 887-4745/4746.

(c) A copy of each ammunition requisition that is prepared by the unit will be forwarded to OD821 and the original submitted to SPCC. Funding for ammo is centrally managed by OD8. When requisitioning ammo use OD’s UIC N3560A in the first field of the document number, followed by the Julian Date; use series 8, followed by your unit's School Code, followed by a numeric number. For example, an Auburn AMMO requisition should be N3560A-8222-8101. See NROTC Ammunition Requirement Request, Sample (Example 9-5), NROTC Ammo Requirement Request (Example 9-6), Memorandum for Procuring Ammunition from AMMOLANT (Examples 9-13 and 9-14).

(d) For requests for replenishment of ammunition see Example 9-15.

(2) Accountability

(a) Receipts and expenditures will be properly accounted for by the use of a document register/log. At the end of each firing day, the accountable person will have each authorized user acknowledge by signature, the number of rounds he/she has fired.

(b) As a minimum, the ammunition accountability log will contain the authorized user's name (printed), date, SSN, quantity issued, and signature.

(c) Ammunition will not be stockpiled at the unit; only reasonable quantity will be requisitioned and appropriately expended each fiscal year.

(d) The ammunition log will be closed and balanced similar to closing a manual OPTAR log at the end of the month showing the number of rounds fired, current balance, receipts, and reviewed by an accountable officer with his signature along the balance on hand line.

(e) The accountable officer must be designated in writing by the commanding officer.

(f) Ammo Stock Record Card (NAVSUP 1296) NSN 0108-LF-501-2971 and Lot Locator Card (NAVSUP 1297) NSN 0108-LF-501-2961 shall be maintained and retained for three years.

(g) Users of ammunition for marksmanship training will utilize CNTECHTRA GEN 3574/1, SDN 0197-LL-TF1-8650, requisitioned from NAS Pensacola.

k. Ammunition Transaction Report (ATR). A monthly ATR will be submitted to OD821 for consolidation and further submission to SPCC Mechanicsburg. Monthly inventory report will contain for each type of ammunition the NALC, NIIN, balance brought forward, expenditure, and balance on hand. If there is any receipt during the reporting period, the document number, NALC, NIIN, and source of supply's UIC will also be reported. A copy of receiving document (DD 1348) will be faxed to OD821. The report is due at OD821 no later than the 4th day of the month. See NROTC Ammunition Transaction Report Sample (Example 9-7).

910. GSA Leased Vehicles. OD81 manages the GSA Leased Vehicle Program. Requests for initial issue and replacement of vehicles should be forwarded to OD81 prior to contacting GSA.

a. Procedures for Maintenance, Repairs, Reporting Requirement, Monthly vehicle mileage reports, and Forms and Rules of Operation are published in **GSA FLEET MANAGEMENT CENTER** at http://www.gsa.gov/Portal/gsa/ep/home.do? under **SERVICES** tab, **VEHICLE LEASING** tab.

b. Procedures for Fuel Card are published in **GSA FLEET MANAGEMENT CENTER** at http://www.gsa.gov/Portal/gsa/ep/home.do? under **SERVICES** tab, **VEHICLE LEASING** tab. A copy of this section is required in the log book of each vehicle.

c. ALL accidents, however minor shall be reported to OD81, as well as GSA. Accident reporting procedures are published in **GSA FLEET MANAGEMENT CENTER** at http://apps.fss.gsa.gov/vehicles/leasing/accidentpolicy.cfm. A copy of this section is required in the log book of each vehicle.

d. Third Parties. All third parties who wish to file a claim for damage, injury, etc. should be referred to the Region Legal Service Office Midwest for guidance for filing a claim. The third party completes an SF 95 (Example 9-19) and mails it to:

Commanding Officer
Tort Claims Unit Norfolk
9620 Maryland Avenue, Suite 100
Norfolk, VA 23511-2989.

The Unit must complete an investigation into the circumstances surrounding the accident and forward it to Region Legal Service Office Midwest for endorsement and then it is forwarded to the Claims Office in Norfolk where the claim is adjudicated. An investigation is required for all MVA's regardless of the extent of the damage, injury, etc. Units should contact Region Legal Service Office Midwest as soon as an accident occurs so they can assist with the investigation. The Claims Office requires completion of the investigation before the claim can be adjudicated.

e. For Regional Centers refer to http://apps.fss.gsa.gov/vehicles/leasing/regional-centers.cfm

f. MOTOR EQUIPMENT UTILIZATION RECORD DD 1970 is required for usage. DD 1970's must be maintained for 4 years.

g. Personnel Authorized to Drive GSA Vehicles. Operating GSA vehicles is limited to active duty, DoN Civilians.

h. Loan of Vehicles. Loan of vehicles to non-NROTC units is limited to minimum use due to cost and liability issues.

911. Member POV Parking Reimbursement.

a. Change 189 of JFTR/443 of JFTR of 1 Sep 02

b. Reimbursement of parking fees for NROTC unit staff personnel (military members and DoD Civil Service Employees only), "staff members are to be reimbursed for that portion of their monthly parking expenses in excess of $25.00 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions ($185.00 per month). For example: monthly parking expenses of $135.00 would warrant reimbursement of $110.00 while monthly parking expenses of $320.00 would warrant reimbursement of $185.00."

c. Most NROTC unit staff personnel do not pay their parking fees on a monthly basis. Most parking fees are paid by the semester/quarter. To equate the guidance into usable format for the NROTC Program, the reimbursement should be looked at on an annual basis. The first $300.00 ($25.00 (per month) X 12 months = $300.00) is to be paid by the member. The maximum amount that can be reimbursed annually is $2,220.00 by monthly increments of $185.00. ($185.00 (maximum amount that can be reimbursed per month) X 12 months = $2,220.00).

d. As many schools may have different systems of charging parking fees, each unit needs to calculate requirements to determine if they are eligible for parking reimbursement. If a member is eligible for reimbursement, reimbursement will be made via a SF-1164.

e. POCs are Code OD811 at (850) 452-4974 and OD821 (850) 452-4414.

912. Tutorial Services

a. Contracting. Tutorial services may be contracted in two ways:

(1) ESA. Costs for tutorial services provided by the host institution should be paid under the ESA. The procedures are the same as for paying tuition and fees costs. This is the preferred method.

(2) Convenience Checks. In cases where the host institution does not provide tutorial services, a convenience check can be used purchase tutorial services.

b. Accounting Data. (ASSIGNED BY FASTDATA)

c. Restrictions. The following restrictions must be observed.

(1) Tutorial service costs are limited to $3,000 for each unit, or each host school in a consortium, for the fiscal year. Units may submit requests for exemption to OD81. Include a complete justification for the increase of funds.

(2) Tutorial service is authorized for all units for scholarship students for calculus and physics. Units may submit requests for a waiver for other subjects to OD81. Include a complete justification for additional subjects.

(3) Only scholarship midshipmen are eligible for tutoring services.

(4) Tutors should be selected from recommended members of the faculty or graduate students. NROTC midshipmen or staff may **NOT** be used.

d. Sharing. Tutorial services may be shared with other service ROTC units as desired. A sharing of costs is expected.

913. Textbooks, Supplies, and Equipment. All books (including naval science books), supplies, and equipment provided by the government will be accounted for via JUMS program. CNET 1533/76 NROTC Textbook/Equipment Issue Form, The form must contain the following information:

a. A list of all books, supplies, and equipment issued

b. Student's accountability signature

c. Instructor's and supply technician's signature. The unit librarian or supply technician will maintain a book issue form for each student.

d. Naval Science Book Procurement/Inventory

(1) Naval science text and reference books are provided by OD. This includes NAVEDTRA publications used as student textbooks/instructor references. Units must confirm in writing receipt of materials provided by OD within five (5) working days to NETPDTC (N8612)

(2) In coordination with each unit, OD determines the quantity of textbooks required by analyzing course sequencing and mid-October OPMIS enrollments. Per OD guidance, units will redistribute textbooks in excess of quantities required within ten days or notify NETPDTC (N8612).

(3) Those items that are desired supplements, but are not listed in the bibliographies of OD approved naval science curriculum guides, may be procured by the unit using OPTAR funds under guidance established elsewhere in this manual. OD will provide only those designated publications listed in the naval science curriculum guides.

(4) The JUMS system will be used for All Naval Science Text and Reference Books Accountability.

e. Textbook Inventory

(1) In October of each year, OD will provide units with an alphabetical listing of instructional materials. Each unit will count their on-hand balance of OD provided material and post the quantities to the inventory list.

(2) The unit will return a printed copy of the inventory list to NETPDTC (N8612) directed by the annual inventory letter distributed each fall.

(3) During the year, units must continually update the inventory list (i.e., receipts, disposal, transfers, etc.) to reflect their current on-hand balance.

(4) Each unit is required to report transfer and disposal actions by forwarding copies of the DD Form 1149 to NETPDTC (N8612).

f. Procuring Navy Publications

(1) Prepare DD Form 1348. Enter the appropriate stock number as indicated in NAVSUP 2002 (Stock List of Publications and Forms) in the stock number block and leave the remarks block "blank." Forward the requisition directly to:

Commanding Officer
Naval Publications and Forms Center
5801 Tabor Avenue
Philadelphia, PA 19120

(2) In cases where the quantity requested exceeds the quantity restriction listed in NAVSUP 2002; the DD Form will be forwarded to NETPDTC (N8612).

(3) Defense Mapping Agency Materials products will be ordered through NETPDTC (N8612) by submitting a letter. Include the complete DMA item stock number, title, quantity, and any other pertinent information. The allowable administrative and lead-time is 6-8 weeks.

914. Training Materials. Training materials include: transparencies, slides, Navy films/videos, and locally developed training aids. Items defined as being of a durable nature capable of continuous or repetitive use will be accounted at unit level. These should be requested from OD32. If the material is not available for issue, then the activity will be advised of the availability date.

915. Postage. OD provides funds for postage costs to the commanding officer of NROTC units. These funds are to purchase stamps or to pay for mailing a letter or package. Rental or purchase of postage equipment is to be funded from the unit OPTAR. OPNAVNOTE 5218 and OPNAVINST 5218.7A provides guidance on mail management. OD811 manages these funds. See APPENDIX F for reporting dates.

916. Federal Express/Express Mail. The NROTC units may use Federal Express or express mail, whichever method is the cheapest.

a. Federal Express. Federal express (or FEDEX) is funded from the unit OPTAR.

b. Express Mail. Express mail is funded from the centrally managed postage funds.

917. Telephone Service.

a. Initial Telephone Service or Changes to Existing Service. Units shall submit requirements by NAVCOMPT 2276 to your local Fleet and Industrial Supply Center (FISC). Information to be furnished in NAVCOMPT 2276 request for services:

(1) Type of service required.

(2) Number of lines.

(3) Number, type, and location of equipment/instruments.

(4) Current contract number and exact changes required to existing contracted service, if applicable.

(5) Point of contact at NROTC unit.

(6) Billing address.

(7) 068566 DFAS-PE (Paying office)

(8) POC at NROTC unit responsible for telephone bills.

The FISC will arrange for issuance of a formal contract for the telephone service or modification of existing contract in case of changes, and placement of a Communication Service Authorization (DD Form 428) for contracted services.

b. Invoices will be submitted directly to the NROTC unit. Upon receipt, the unit will complete an invoice certification package. The original and one copy of the certification package (invoices with required certification letter signed by the commanding officer) are to be forwarded to: NETPDTC (N811).

918. Cell Phones. Reference NETCSTAFFINST 2305.1. Local Contracting Offices can issue orders against these contracts. YOU DO NOT HAVE TO SEND YOUR REQUEST TO FISC SAN DIEGO OR SUBMIT TO NMCI. Department of Navy activities will be able to obtain cellular phone service through any of the three successful offers (AT&T Wireless, Nextel of California or Verizon Wireless) based on the offer or determination of which will best meet individual mission needs in terms of price, area of coverage, and technical features and/or capability such as equipment or plan features. Fair opportunity consideration is the decision of the requiring activity. You do NOT have to go out with a

Request For Quote (RFQ) requesting pricing. The pricing has already been determined fair and reasonable and requires no further competition. FISC SD is putting a buyer's guide together and when available will forward. Inquiries can be forwarded to cellmac@navy.mil <mailto:cellmac@navy.mil>. This is a central e-mail address at FISC SD. Web address to obtain copies of the contracts to follow. Attached is additional information regarding the options available under each company. A copy of the order when placed with one of the vendors does not have to be forwarded to FISC SD. FISCSD will get order information from the vendor when they provide their consolidated reports. For your information, the POC for each of the service providers are:

AT&T POINT OF CONTACT:
Glenn Carstater
11710 Beltsville Drive, Fourth Floor, Beltsville, MD 20705
(202)320-6415 - Phone
(301)586-3355 – Fax
glenn.carstater@cingular.com

NEXTEL POINT OF CONTACT:
Randolph Clark, Program Manager
USN - Nextel Communications, Inc.
2001 Edmund Halley Dr. Reston, VA 20191
(703) 856-9182 – Phone
randolph.clark@nextel.com

VERIZON WIRELESS POINT OF CONTACT:
Andy Weber, National Account Manager
7600 Montpelier Rd, Laurel, MD 20723
(410)382-7921
andy.weber@verizonwireless.com

Dollie M. Wiley, Supervisory Accounting Technician, NETPDTC, (850) 452-1001 ext. 1480 FAX (850) 452-1445 DSN 922.

919. NROTC Medical Matters. Certain medical services are required to support NROTC physical examinations for entrance into the program, such as precommissioning, flight training, submarine service, etc., and for vaccinations and inoculations. These services are normally provided by military facilities on a non-reimbursement basis. However, under certain conditions, medical services may be procured from civilian sources. Some of the guidance and procedures to follow for NROTC medical matters is as follows:

a. Military Facilities. Military medical facilities, especially Military Entrance and Processing Stations (MEPS), are to be utilized to the maximum extent. DoDMERB will not, however, accept a MEPS physical examination for entrance into the program. Local examinations at military medical facilities are provided on a non-reimbursement basis.

b. Travel in Connection with Medical Examinations. Professors of Naval Science are authorized to transport NROTC Scholarship and College Program midshipmen to and from installations when it is necessary for them to undergo medical (such as flight physicals) or other examinations, or for physical consultations and observation. The PNS may authorize travel and per diem (Scholarship only, while they are at, or traveling to or from, such installations in accordance with the Federal Joint Travel Regulations, paragraph U7150 within funds available. Funds to be utilized will be local operation and maintenance allotment issued to the PNS by OD. Every attempt shall be made to minimize costs; and group travel procedures shall be followed in all cases possible.

c. Civilian Medical Facilities Use. Commanding Officers are authorized to procure civilian medical services for NROTC physical examinations, vaccinations, inoculations, etc., for units located in areas where military medical facilities or Naval Reserve Center medical support is not available. Medical facilities within a radius of 40 miles of the unit are considered to be available. Costs for civilian medical services will be paid by the disbursing officer, DFAS on a Public Voucher for Purchases and Services Other Than Personal (SF-1034) in accordance with NAVCOMPT Manual, par. 046393. Forward the certified voucher and original invoice to NETPDTC (N811) for payment.

920. Information Processing (IP) Resources. The Navy WP Program established in OPNAVINST 5210.12A was canceled with the issuance of SECNAVINST 5231.1B (Life Cycle Management Policy and Approval Requirements for Information Systems Projects). Under the Information Systems concept acquisition of ADP and WP equipment now follow the same procedures. Detailed guidance is contained in SECNAVINST 5231.1 series and CNETINST 5231.1B series.

a. NROTC Units' contracting authority for computer acquisitions is limited to $2,500 per action, including items available under existing contracts. Reference NAVSUPINST 4200.81 series.

b. Paragraph 4a(2) of CNETINST 5231.1B, which implements SECNAVINST 5231.1B authorizes commanding officers of NROTC units to approve procurement of computer resources up to $25,000. Only those items listed as approved computer equipment in the annual OPTAR letter may be procured using appropriated funds.

c. All future requisitions for computer resources, including requisitions not exceeding $2,500 to be procured by NROTCUs, shall include the following statement, signed by the commanding officer: "APPROVAL TO PROCURE COMPUTER RESOURCES IN ACCORDANCE WITH CNETINST 5231.1B, AND SECNAVINST 5231.1B PROCUREMENT OF THE COMPUTER RESOURCES DESCRIBED HEREIN IS APPROVED." (The word "approve" does not mean approval to exceed your contracting authority, only approval to purchase ADP resources.) See Computer Requirements (Example 9-8).

921. Reprographic Equipment

a. The purchase, lease, trial, replacement, or change in rental or lease plan of reprographics equipment is not authorized unless the requestor has complied with the requirements of the Navy Reprographic Equipment Program. The requestor must obtain written approval from the cognizant Defense Printing Service Office (DPSO) for all shore copying equipment with speeds of 71 or more copies per minute. The letter of approval must be annotated on the purchase request, as well as on the contract document, purchase order, or delivery order. Your servicing DPSO can generally provide historical data, and upon request can provide copier cost data.

b. Additional Information. Refer to OPNAVINST 5600.21 and SECNAVINST 5600.22 series.

922. Survey and OPREP Reporting (Replaces MLSR). The program has been replaced with OPNAVINST 3100.6 (Series) Special Incident Reporting Instruction and OPNAVINST 5530.13 (Series) DON Physical Security Instruction for conventional arms, ammunition, and explosives.

a. All serialized or unserialized firearms, weapons, or ammunition regardless of value. (does not include Drill Rifles)

b. All government property having a value of $5,000 or more.

c. All government property considered to be "sensitive items" regardless of the actual or estimated amount.

d. See OPREP for Ammo (Example 9-9) and OPREP Final Message (Example 9-10).

923. Transportation Account Code (TAC). The cost of TAC cannot be applied to Government Commercial Purchase Card purchases. It will be posted against the unit OPTAR in accordance with NAVSUPINST 4200.85 series. This does not apply to MP,N.

924. Allowed/Disallowed Expenses

a. Allowed Expenses. Scholarship students will be furnished financial assistance for educational expenses toward a baccalaureate degree for:

(1) Tuition, including registration, matriculation, graduation, and laboratory fees.

(2) Health, student activity, athletic, library, student union, transcript, nursing liability insurance, and similar fees payable to the institution that are required of ALL full-time undergraduate students, and are not optional nor can be rejected by the student.

(3) Textbooks, articles, and publications (including workbooks) are required for completion of courses, up to the amount of book stipend.

b. Expenses Not Allowed

(1) Special interest elective courses requiring additional fees, such as physical education courses for mountain climbing, skiing, horseback riding, etc., and courses in elective options for academic majors that require additional fees, e.g., flying instruction.

(2) Purchase of equipment with a long life cycle that would be of lasting benefit to the individual, such as typewriters, mini-computers, instruments, cameras, calculators, etc. If a long life cycle item is required for a course such as dissecting equipment, etc., it can be purchased by the unit, using unit OPTAR funds, and held in inventory as Government property to be issued and taken back into inventory.

(3) Expendable supplies: Pencils, pens, film and development, art supplies, computer disks, and paper.

(4) Refundable fees such as breakage or required deposits for use of apparatus.

(5) Tuition charges and fees for work undertaken as a result of past academic deficiencies or failures.

925. Receipt of Property (from Defense Reutilization and Marketing Office (DRMO), Central Issue Facility (CIF), any Government agency)

a. Defense Reutilization and Marketing Office. The Property Manager for the unit will process all requests for property from Defense Reutilization and Marketing Office (DRMO) through the supply activity. OD821 will approve all requests for items regardless of the intended purpose (see Example 9-16). Account for all property drawn from DRMO on the unit's property record. Send copies of all receipt documents to OD821. Web Site: http://www.drms.dla.mil/

b. Requests for property from Army Central Issue Facility (CIF). The Army may have property at CIF that can be lateral transferred to the ROTC. The Property Manager for the unit will process all requests through the Army CIF activity. The CIF does not have a shipping department so all property will need to be picked up. OD82 will approve all requests for items regardless of the intended purpose. All requests will be in accordance with the CIFs SOP. Account for all property drawn from CIFs on the unit's property record. Send copies of all receipt documents to OD821.

926. Storage of Supplies

a. General. Supply representatives will use the following guidance to ensure proper storage of equipment and supplies:

(1) Use labels (tags for items stored on pallets) to reflect the identity of items; e.g., nomenclature, national stock number (NSN), quantity, etc.

(2) Separate government property from school property and that property donated or purchased by the institution and Midshipman/cadet fund raisings.

(3) Ensure security of all government property.

(4) Use storage equipment for clothing that is insect treated, clean, and has smooth surfaces.

(5) Organize storage so that space is fully used. And that the storage area is clean and neat.

(6) Adherence to fire and safety standards

b. Storage of MRE's (Applicable to ROTC units only)

(1) Operational rations require only temporary storage since they are normally consumed within the same school year.

(2) Store rations in an area with limited access to safeguard them from theft.

(3) Ensure protection from rodents through use of bait, traps, or other approved methods.

(4) Store rations in a clean, dry area on dunnage at least 2 inches off the floor and 24 inches away from walls.

(5) Store identical lot numbers together with identification data (lot number and date of pack) facing toward the aisles

927. Meals Ready To Eat (MRE) and Tailored Operational Training Meal (TOTM)s

a. General

(1) Strict accountability of MREs AND TOTMs is essential. Units are required to maintain logs containing the recipient's name (printed); social security number, (last four) if available; date; and signature.

(2) MREs may only be issued to students undergoing “pre-Marine” training when it is impractical to provide other type meals.

(3) Staff members and students drawing subsistence allowance (COMRATs) involved with the field training will reimburse the government. The rate to be charged for MREs is promulgated by OD82. Utilize fund code (FC) VJ for all requisitions. Charges collected will be forwarded to NETPDTC in the form of a money order or certified check payable to “Treasury US” with a NAVCOMPT Form 2277.

b. Ordering MREs and TOTMs. The Federal Acquisition Regulations (FAR) states the supply system is the first source of procurement for MREs and TOTMs. The ordering of MREs or TOTMs must be accomplished via MILSTRIP document in DOD email or directly upload into the supply system.

(1) FAN 73710 will be utilized to order MREs with MP,N funds. The National Stock Number is 8970-00-149-1094.

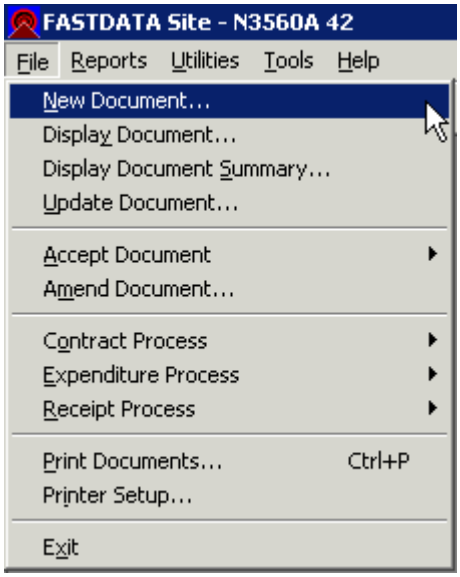
(2) Each year, completion of Schedule C is required to be returned to OD82, with the total dollar amount requested, in order to purchase MREs and/or TOTMs for your Unit. If funding was not requested or additional funding is needed, contact OD821 prior to creating your MRE document in FASTSITE.

(3) Funding is not provided at the unit level for MREs & TOTMs, and they are not chargeable to Unit Ops funding. Therefore, order only what is required to support quarterly evolution(s). MREs have a shelf life and require periodic inspection, so issue the oldest batch first.

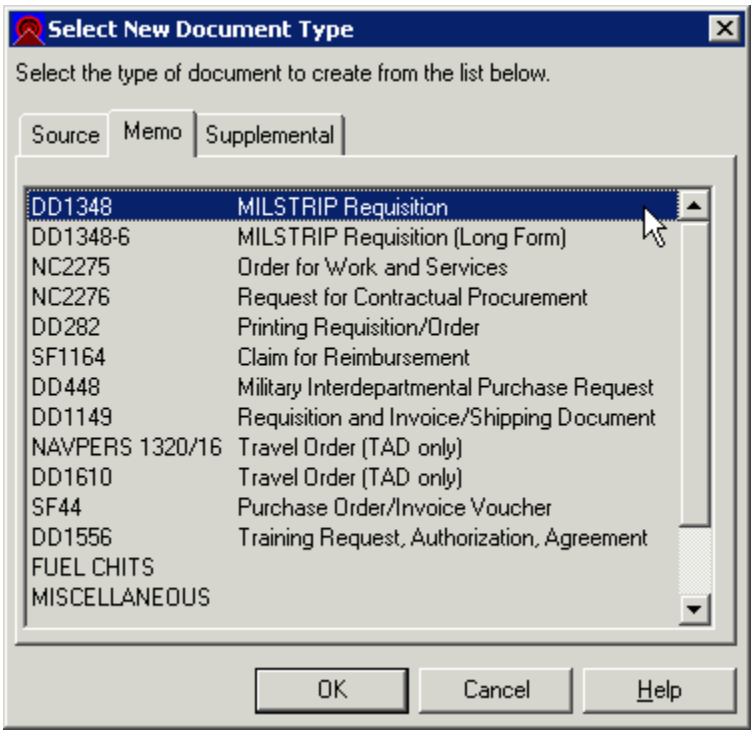
(4) MREs and TOTMs are an inspection item on your Command Inspection. Ensure you annotate their receipt and use.

(5) It is important to create a document in FASTSITE. Not doing so creates “unmatched disbursements” in STARS causing it not to balance with your FASTSITE.

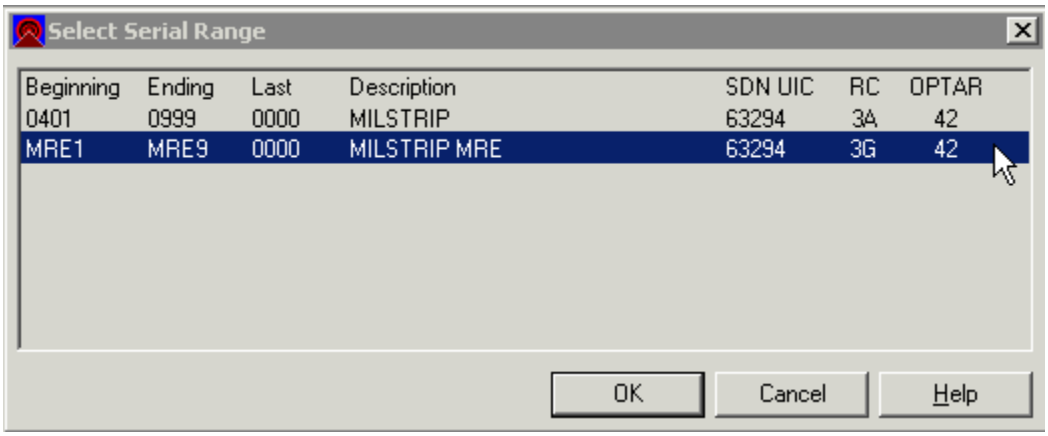
(6) To order via MILSTRIP, log into FASTSITE and click FILE, then NEW DOCUMENT.



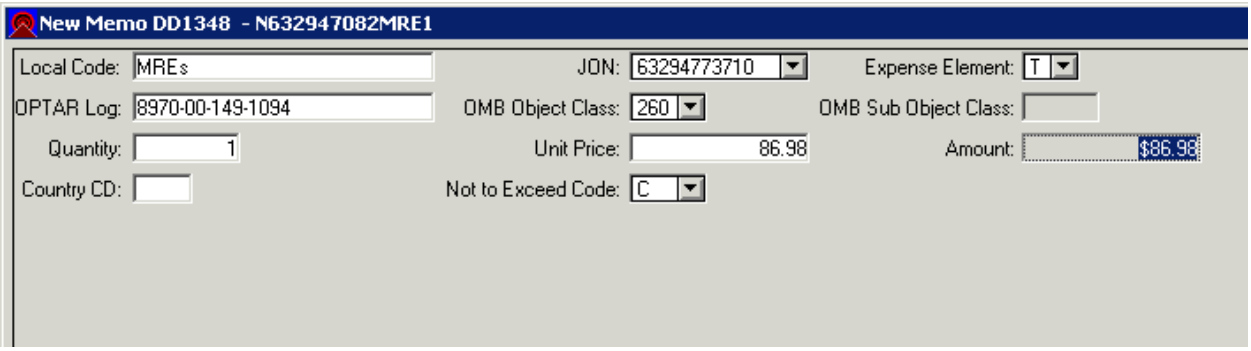
Select the Memo tab and highlight 1348 MILSTRIP Requisition.



Highlight the MRE serial range.



On the next page, notice the document number in the upper left-hand corner. Print the memo DD-1348, as you will need it to create the MILSTRIP document.



On this page, also enter in the following information:

Local Code: MREs or TOTMs

JON: use the drop down arrow to select the JON

Expense Element: T

OPTAR Log: enter 8970-00-149-1094 (For MREs)
8970-01-E10-0238 (For Ameriqual TOTM)
8970-01-E10-0239 (For Sopakco TOTM)
8970-01-E10-0240 (For Wornick TOTM)

Note: The three TOTMs are essentially the same, just different manufactures – See the following link for further information/data; http://www.dscp.dla.mil/subs/rations/programs/totm/totmabt.asp

OMB Object Class: 260 (defaults based on E/E entry)

Quantity: enter in quantity (MREs & TOTMs come 12 EA per box)

Unit Price: enter in the U/P (MRE current price $89.98/BX)
(Ameriqual TOTM- $52.90/BX)
(Sopakco TOTM- $50.08/BX)
(Wornick TOTM- $53.33/BX)

Country CD: leave blank

Not to Exceed Code: C – always partial

Once the above information is entered, click on save in the bottom right-hand corner. Answer “No” to do you want to add another document. You are now finished with FASTSITE and must create a MILSTRIP document in *.txt format.

c. Creating the MILSTRIP

(1) Using the guide below, create your MILSTRIP document

Position
1 2 3 4 5 6
1234567890123456789012345678901234567890123456789012345678901234
567890

A0ASMSS8970001491094 BX**00007N687256079MRE1**R AVJ YY915**078**

Info in **bold** and **underlined** is determined by the Unit.

Positions 25 thru 29 is the 5 digit order QTY

Positions 30 thru 43 is the document number provide by FASTSITE

Positions 62 thru 64 is the required delivery date

(2) Once you've created your MILSTRIP save it as a txt file with a file name such as N63294MRE.txt.

(3) Send the file as an attachment to Eric.Colon@dla.mil, or deborah.sinno@dla.mil and copy to lorraine.zuchowski@dla.mil. These individuals will load your MILSTRIP into the supply system. Include your contact info in your e-mail in case there is a question about your order. You can fax your DD-1348 (215-737-2988) or email the MILSTRIP data to Eric Colon to 215-737-2988. MREs and TOTMs will normally arrive at your unit within 10-14 working days.

d. Authorized users of MREs and TOTMs. MREs and TOTMs may only be issued to students undergoing "pre-Marine OCS" training when it is impractical to provide other type meals. Staff members and students drawing subsistence allowance (COMRATs) involved with the field training will reimburse the government. The rate to be charged for MREs and TOTMs is promulgated by OD82 via email. Utilize fund code (FC) VJ for all requisitions. Charges collected will be forwarded to NETPDTC in the form of a money order or certified check payable to "Treasury US" with a NAVCOMPT Form 2277

e. Storage of MREs. Storage of MREs and TOTMs see paragraph 926b.

928. Document Register for Supply Actions

a. The document register is a record of document numbers assigned to supply transaction documents (Example 9-23). It serves as the suspense file for open supply request transactions. NROTC units will establish and maintain a document register to record all supply transactions pertaining to clothing, Organizational Clothing and Individual Equipment (OCIE), and other supply transactions that are not recorded by JUMS, FASTDATA or any other systems. Units will maintain active and inactive (current and past years) document registers for 6 years.

b. Supporting document file. This file contains all documents that support open and closed-out entries on the document register. NROTC units will establish and maintain a supporting document file to support all supply transactions in JUMS, FASTDATA and manual register in document number order.

929. Accounting for Lost, Damaged, and Destroyed Property. This paragraph prescribes policy regarding accountability for all property losses, damages, and destruction when it occurs in NSTC. Types of property included under this policy are (which requires formal and informal accountability) minor, organizational, installation and midshipmen clothing/OCIE. It applies to loss of, damage to, and destruction of any NSTC property by active duty military personnel, government civilian employees, contractor personnel, NROTC midshipmen/cadets (NROTC/NJROTC), and educational institutions accounting for government property. Ensure timely processing when initiating methods of release from property accountability. The methods and circumstances for processing release from property responsibility follows:

a. Liability admitted by a responsible individual. When an active duty person, midshipmen/cadet, contractor personnel or government civilian employee admits pecuniary liability for other than sensitive items, prepare a Cash Collection Voucher (DD 362).

b. Process the mandatory FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS (DD 200) and/or investigation when the incident involves a sensitive item, or when there is no liability admitted by a responsible individual.

c. Educational institution accounting for government property under bonding/insurance provisions. An educational institution having accountability and responsibility for U.S. Government property reimburses the government for losses where negligence or willful misconduct is the proximate cause of the loss. Either the bond or insurance applies; or the institution reimburses the government for property lost, damaged, or destroyed. In this situation, assess an amount equal to the fair market value less depreciation. NSTC in coordination with the support installation FAO representative determines the method of collection.

d. Midshipmen/Cadet Property Losses. When a Midshipman/ Cadet loses clothing and equipment, allow them to reimburse the government using cash collection procedures or initiate a ROS if reimbursement is not received. In no case, will an approving authority relieve a midshipman/cadet when there is evidence, prima facie or otherwise, of negligence.

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Appendix A

AWARDS

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Appendix A

AWARDS

A-1. NROTC Staff Awards

a. Military Staff. PNSs may recommend to OD military members of their staff for commendations in accordance with CNSTCINST 1650.1.

b. Civilians. PNSs may recommend civilian members or organizations of the university and local community that have worked closely with the Navy and the NROTC for appropriate commendations/citations in accordance with the provisions of SECNAVINST 5061.12C.

c. PNSs Commendations/Citations. PNSs may commend/cite deserving staff members, members of the university, and members of the civilian community. Such recognition shall be noted in reports of fitness/performance evaluations of military staff members so commended.

d. Colonel Leo A. Codd Memorial Award

(1) The National Defense Industrial Association (NDIA) sponsors this annual competition to recognize an outstanding ROTC instructor of each service.

(2) Nature of the Award. The award consists of a U.S. Savings Bond, an engraved plaque, and a membership in the ADPA.

(3) Eligibility. Recipients are selected from officer ROTC instructors in the grade of Lieutenant Commander/Major or below.

(4) Nomination Procedure. PNS' may nominate one officer instructor annually, not later than January 1st. Nominations are to be forwarded to OD5 (UNIT OPS) by letter. The nomination letter is to specifically address these areas:

(a) Specific primary duties assigned and performance.

(b) Evaluation of teaching (including student evaluation).

(c) Collateral duties assigned and performance.

(d) Civilian activities.

(e) University activities, including academics, and honors.

(f) Contributions to the NROTC unit (morale, etc).

(g) Counseling abilities.

(h) Previous recognition for achievement at the NROTC unit.

(i) Evaluation of the whole person.

(1) Selection Procedure. OD3 will screen and recommend three nominees to ADPA via appropriate channels. Nominations for the Leo A. Codd Memorial Award will include at least one from both the Navy and Marine Corps, and not exceed a total of three. ADPA will make the final selection and notify winners via OD and the appropriate PNS. Notification can be expected about April 30th.

A-2. NROTC Student Awards

a. Admiral James L. Holloway, Jr., Top Graduate. The Navy League has long recognized the value of the NROTC Program as a source of superbly trained officers. In view of the importance of the program, and in keeping with the educational mission of the Navy League, the Navy League National Board of Directors has approved a series of Navy League national awards to recognize excellence on the part of NROTC midshipmen. Thus, the "Admiral James L. Holloway, Jr., Award" was established to honor the outstanding NROTC midshipman in the nation. OD4 will select the recipient based on overall class ranking during 3rd/4th Quarter Service Selection (January). The award consists of a suitably engraved watch and a certificate, which will be presented by a Navy League regional representative or a local dignitary during spring graduation.

b. Armed Forces Communications and Electronics Association Top Graduate. The AFCEA Educational Foundation honors the top-graduating midshipman in Electrical Engineering or Communications Sciences. OD4 will determine the top graduate during 3rd/4th Quarter service selection (January) The award

consist of a handsome clock which should be presented during spring graduation.

c. CNO Distinguished Midshipman Graduate Program. The CNO Distinguished Midshipman Graduate Program is an award program to honor one graduating midshipman (not officer candidates) at each NROTC Unit (consortiums shall nominate one midshipman per university) and twenty midshipmen at the U.S. Naval Academy who demonstrate the highest standards of leadership, academic, and military performance. Selection criteria are detailed in OPNAVINST 1520.38. All nominations are due to OD4 by 01 January.

d. National Sojourners Award for Americanism. The National Sojourners is an organization of past and present commissioned and warrant officers who are master mason. The National Sojourners honor the outstanding NROTC student at each unit. The award recognizes NROTC students who have encouraged and demonstrated Americanism within the unit and on campus. The award consists of a ribbon with medal and accompanying certificate. Nominations are due to the nearest local chapter of the National Sojourners (during January and 90 days prior to presentation). Only one nomination per unit will be accepted. In cases where a local chapter does not exist, the nomination should be sent to:

National Sojourners, Inc.
8301 East Boulevard Drive
Alexandria, VA 22308-1399
(703) 765-5000 FAX: (703) 765-8390

Criteria for nominees:

(1) Sophomore or Junior status (concluding the second/third undergraduate year and corresponding naval science instruction).

(2) Top 25 percent of academic class.

(3) Have encouraged and demonstrated the ideals of Americanism by deed, conduct, or both.

(4) Have demonstrated a potential for outstanding leadership.

(5) Have not previously received the award.

e. National Submarine League Outstanding Achievement Award. The Naval Submarine League (NSL) Outstanding Achievement Award is an annual award intended to promote the Navy's nuclear submarine community. The award recognizes students with proven academic and leadership skills who have been selected for entry into the Navy's nuclear propulsion program as submarine officers. The award consists of a certificate, a letter presentation, and a one-year honorary membership in the NSL, and acknowledgment in "The Submarine Review".

(1) Eligibility Criteria. The student must:

(a) Be a scholarship senior or STA-21 Officer Candidate.

(b) Demonstrate superior academic aptitude.

(c) Exhibit a strong desire to pursue a career in submarine warfare.

(d) Demonstrate balanced qualities and aptitude for ascension as a naval officer.

(e) Be a role model to inspire others to strive for nuclear submarine program selection.

(2) Administration

(a) PNS' may nominate one student whose military and academic performance, as outlined above, merits special recognition.

(b) Nominations will be submitted to OD1 (NUCLEAR PROGRAMS) by letter. Nomination letters should contain sufficient information to permit the NSL to personalize letters of recognition and presentation. Nominations should also provide a point of contact and phone number and specify if award presentation by a NSL member is desired. If it is known, the date of the planned presentation ceremony should also be provided.

(c) Nominations are due to OD1 (NUCLEAR PROGRAMS) by 01 February each year.

f. National Defense Transportation Award for NROTC Midshipmen

(1) The National Defense Transportation Association (NDTA) annually presents a Silver Medal to one midshipman from each NROTC unit who meets the following criteria:

(a) The nominee must be a graduating senior, Navy or Marine option from either the NROTC Scholarship or College Program. Only one nominee is permitted from each unit.

(b) The nominee must be enrolled in a degree program in Business Administration, Business Management, Transportation Management or another Baccalaureate program with emphasis in the transportation field (e.g., Aviation Technology, Marine Transportation, etc.).

(c) The nominee must be in the top 25% of his/her NROTC class in aptitude.

(d) Academically, nominees must be in the top 25% of their NROTC class and in the top 25% of those in their university class enrolled in their major field of study.

(2) PNS' should submit nominations to OD4 no later than 01 February. The nomination letter must include:

(a) Name

(b) Academic Major

(c) Academic GPA and standing within his/her class, by major field of study.

(d) Graduation date

(1) OD will send the list of nominees to NDTA by 01 March. NDTA will send each unit a Silver Medal and a list of the local NDTA officers and their addresses that may be invited by the PNS to participate in the medal award ceremonies. PNS' are also encouraged to arrange for publicity photographs of midshipmen receiving the NDTA medal. Copies of photographs will be forwarded to the following address for use by the NDTA:

National Defense Transportation Association
50 Street, Suite 220
Alexandria, VA 22304-3008

g. <u>National Defense Industrial Association Award</u>

(1) This award consists of a certificate, service medal, ribbon to be worn on the midshipman uniform, and a complimentary one-year membership to NDIA. The PNS may nominate one student annually. Nomination criteria are:

(a) Academic average placing student in the upper half of his/her class at the university/college.

(b) No grade less than B (or numerical equivalent) in the advanced NROTC courses.

(c) Evaluated to be in the upper 20 percent of the NROTC enrollment at the university/college.

(e) Actively participates in athletics and/or campus activities.

(f) Has demonstrated outstanding leadership qualities.

(2) Nominations are due to NDIA by 15 February at the following address:

National Defense Industrial Association
2111 Wilson Boulevard
Membership Department, Suite 400
Arlington, Virginia 22201
(703) 522-1820

h. American Society of Naval Engineers (ASNE). The American Society of Naval Engineers sponsors a scholarship program to encourage college students to enter the field of naval engineering. The program also provides support to naval engineers seeking advanced education in the field.

(1) Examples of the programs of study which apply to the diverse field of naval engineering are: naval architecture, marine mechanical, civil, aeronautical, ocean, electrical and electronic engineering and the physical sciences, as well as other programs leading to careers with both military and civilian organizations requiring these educational backgrounds. Naval engineering includes the design, construction, and repair of ships and their installed systems and equipment, as well as research, logistic support, and the management of acquisition and maintenance.

(2) The award consists of a $2,000 annual scholarship increased periodically as funds allow. It is further anticipated that the number and size of scholarships will grow in direct proportion to the support our received from members and friends. The award may be used for payment of tuition, fees, and expenses for students who meet the following requirements:

(3) The scholarship is intended for the last year of a full-time co-op undergraduate program or one year of full-time graduate study leading to a designated engineering or physical science degree in an accredited college or university. A scholarship will not be awarded to a doctoral candidate or to a person already having an advanced degree.

(a) The candidate must be a United States citizen.

(b) The candidate must have demonstrated or expressed an interest in a career in naval engineering, e.g., a student membership in a professional engineering society, extra-curricular engineering activities, etc.

(4) Selection criteria will be based on the candidate’s academic record, work history, professional promise and interest in naval engineering, extra-curricular activities, and recommendations of college faculty, employers, and other character references. Financial need may also be considered.

(5) A check for the first academic period is made payable to both the recipient and the college or university. The letter will require the recipient to forward the check to the college or university and to furnish a transcript showing satisfactory performance to the Scholarship Committee and the Society as a basis for the second increment of the award for the subsequent academic period. The letter will further require that in the event that the recipient withdraws from the academic program with a tuition refund, the Society will receive a proportionate share of the tuition award.

(6) Each successful applicant will also be awarded an Honorary Student Membership in ASNE for the year of his or her scholarship as a means of encouraging interest in a career in Naval Engineering.

(7) Applications and supporting documents must be received at the ASNE Office by 15 February.

(8) To request an application, send a self-addressed stamped envelope to:

The American Society of Naval Engineers
1452 Duke Street
Alexandria, VA 22314-3458
Phone: (703) 836-6727
Fax: (703) 835-7491

i. Legion of Valor of the United States of America Award

(1) The Legion of Valor of the United States of America is composed of Medal of Honor, Distinguished Service Cross, Navy Cross or Air Force Cross award recipients. The Legion of Valor Bronze Cross for achievement is awarded annually to recognize achievement of scholastic excellence in military and academic subjects and to stimulate development of leadership.

(2) One award is authorized for each of the six NROTC areas (see page A-29). Nominations are due to OD4 by 15 February.

(3) Criteria for selection:

(a) The candidate must be an NROTC midshipman completing the third undergraduate year and corresponding naval science instruction.

(b) The candidate must in the top 25 percent of his/her class in aptitude and academic standing.

(c) The candidate must have demonstrated outstanding military leadership qualities.

(4) OD will nominate the candidates for the award and forward the list of nominees to the Legion of Valor for preparation of the medals and certificates.

j. Society of American Military Engineers (SAME) Awards. The SAME will award, annually, the Society Gold Medal to 15 NROTC students in their next-to-last year of engineering studies and up to 15 NROTC students in their final year of engineering studies. The purpose of the award is to impress upon undergraduate engineering students, by appropriate recognition of meritorious promise of achievement in the field, the importance of engineering to national security. Both Scholarship and College Program students are eligible for

consideration for these awards providing they meet the requirements outlined below and are also approved by the SAME. Nominations will be forwarded by PNS' to OD4 by 01 March. Nominations must be in accordance with the following regulations:

(1) NROTC student, Scholarship or College Program, in either a 4-year or 5-year engineering course.

(2) School must offer accredited undergraduate civil, electrical, or mechanical engineering curricula, and award baccalaureate degrees.

(3) Students must be enrolled in their last or next-to-last year of an accredited undergraduate engineering curriculum. Curricula should be reasonably allied to military engineering but, if accredited, need not necessarily be civil, electrical, or mechanical engineering. For example, petroleum or architectural engineering would be acceptable but textile or management engineering would not. However, the school must still meet the requirement stated in (2) above.

(4) Students must be in the upper fourth of the NROTC class. Although required to be in last or next-to-last year of engineering, students need not be in corresponding status in their naval science curriculum.

(5) Students must be in the upper fourth of their engineering class.

(6) Student must be recommended jointly by the PNS and the dean of engineering as the "Outstanding Engineering Student of the Year of Their Group" in the NROTC unit. These written justifications should be as complete as possible since they are very important documents in the selection procedure.

(7) Maximum number of nomination per school year is one last year and one next-to-last year student.

(8) NROTC students in a 5-year engineering course are eligible during the fourth and fifth years only. Those in a 4-year engineering course are eligible during third and fourth years only. If 5-year students, they are eligible whether or not on LOA from naval science courses.

(9) OD will forward all nominations to the Commander, Naval Facilities Engineering Command (CODE 09M1). Final

selections are made and the names and units are forwarded to Brigadier General Walter O. Bachus, USN (Ret.) for approval. Units are notified directly from Brigadier General Bachus' office.

k. Civilian Marksmanship Program (CMP)

(1) The Civilian Marksmanship Program (CMP) offers $1,000 scholarships to NROTC scholarship midshipmen who participate in an air rifle marksmanship program and meet the following criteria:

(a) U.S. citizen.

(b) Good moral character.

(c) Demonstrated academic excellence as evidenced by a minimum 2.5 cumulative grade point average.

(d) Demonstrated need for financial assistance to complete their baccalaureate degree.

(e) Demonstrated excellence as a current member of NROTC or college rifle team.

(f) Demonstrated the motivation to complete a college education and the potential to serve in the Armed Forces of the United States.

(2) Application

(a) A completed application form (may be found at www.odcmp.com/Services/Programs/Scholarship.htm or by contacting NJROTC at (850) 452-4947 ext. 353).

(b) An official transcript. The transcript must include all colleges or universities attended if the applicant is a transfer student.

(c) Two Letters of Recommendation.

(d) PNS nomination letter.

(e) Documentation of marksmanship or rifle team activity.

(3) Applications forms must be complete and postmarked no later than 01 March. Mail application to:

NSTC (NJROTC),
250 Dallas Street,
Pensacola, FL 32508-5220

Late or incomplete applications will not be considered.

l. Captain Winifred Q. Collins Award

(1) The Captain Winifred Q. Collin's Award is a $2,000 grant awarded to five recipients. Nominations are due to OD4 by 01 March. An OD board of officers will make the final selections.

(2) Criteria

(a) Must be a third year midshipman (completing their junior year in May/June timeframe).

(b) Nominees will be selected on the basis of academics, leadership, and need. Request the PNS provide the following information:

(c) Aptitude grade and class rank

(d) Academic GPA and class rank

(e) Major

(f) Financial need

(g) Annual cost of attending school

(h) Amount of school related indebtedness

(i)Hours worked per week and nature of employment

(j)Activities and achievements

(3) Include a Monthly Budget (Example A-1). Midshipmen should enter information in the columns labeled "Actual Pay and Allowances of SM" and "Debts". The information will be applicable to the midshipman or family income if married.

(4) PNS' are to use their best judgment to select a nominee. All units are to participate; negative responses are not required. STA-21 and MECEP students are not eligible.

m. Armed Forces Insurance Scholarship Award

(1) The Armed Forces Insurance Company honors NROTC College Program midshipman who are currently in the spring semester of the junior year. One $1,000 scholarship will be awarded annually; to be used for education or education related expenses. Criteria for the scholarship are as follows:

(a) College Program students in their junior year.

(b) Selection is based upon strong academic and leadership credentials as well as demonstrated need for financial assistance. Include actual monthly budget (Example A-1).

(c) The PNS may submit nomination. Nominations are due to OD4 by 1 April. A board will select one candidate to receive the scholarship.

n. American Legion ROTC Awards. The American Legion honors outstanding ROTC students with two awards: The American Legion ROTC General Military Excellence Medal, and the American Legion ROTC Scholarship Medal.

(1) General Military Excellence Medals. PNS' may select four midshipmen or officer candidates, one from each Naval Science Year. The applicant must be in the top 25% of their class in all NROTC subjects academically and demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

(2) Scholarship Medals.

(a) PNS' may select four midshipmen or officer candidates for this medal. Naval Science Year 3 and 4 individuals will receive a gold medal accompanied by a ribbon bar with a distinctive miniature attachment depicting a scholastic scroll. The Naval Science Year 2 recipient will receive a silver medal and ribbon bar and Naval Science Year 1 recipient will receive a bronze medal and ribbon bar.

(b) Eligibility

1. Top 10% in university classes academically.

2. Top 25% in NROTC classes academically.

3. Demonstrate high qualities in military leadership.

4. Actively participate in constructive student activities such as student organizations or sports.

(3) Nominations are due to the local chapter of the American Legion by 15 April. In cases where no local chapter exists, the PNS should forward all nominations to:

National Security Division
The American Legion
1608 K Street NW
Washington, DC 20006-2847

(4) Upon receipt of the medals, the PNS shall invite a representative of the American Legion to present the awards. If a representative is not available, the PNS shall make the presentation and send a report with photographs to the American Legion in Washington DC.

o. Thomas and Elliott M. Senn Memorial Fund

(1) Rear Admiral Elliott M. Senn, U.S. Navy (Ret.) died in 1980 leaving a portion of his will to the Department of the Navy to establish the Thomas and Elliott M. Senn Memorial Fund. The Navy accepted his generous gift and invested it. Interest income has grown to the point where RADM Senn's educational purposes can now be fulfilled. RADM Senn's will specifies that a portion of the interest go to NROTC midshipmen as prizes for essays written on naval topics, and as direct education grants to former U.S. Navy enlisted personnel currently in the NROTC Program. OD will administer both elements of the Senn fund distribution.

(2) The Senn Essay

(a) An annual essay contest will be administered by OD that addresses a different naval topic each year. The contest is open to all undergraduate student personnel affiliated with the NROTC Program in addition to those under the administrative control of the unit PNS.

(b) A minimum of three cash prizes in the amount of $1,000 each will be awarded annually for the best essays. Essays will consist of double-spaced, typed papers of not more than 1000 words on a topic selected annually by OD.

(c) Competitors for this prize are required to present their essays to the PNS. Each PNS will select the best essay from the unit and forward it to OD4 by 15 April.

(3) The Senn Grant

(a) Individual grants of $1,000 will be awarded for educational purposes to Navy option midshipmen and officer candidates beyond their freshman year. Criteria are as follows:

1. A detailed assessment of need (include an actual monthly budget (**Error! Reference source not found.**)).

2. Performance in NROTC Program (all areas) to date of application.

3. Performance in preparatory school (BOOST, NAPS, etc.).

(b) This program is not intended to replace the ECP (Financial Hardship Option Program) for midshipmen who must revert to their former enlisted rate due to continuing financial or personal hardship.

(c) Nominations for these grants will be made, via the PNS, to OD4 as the "need" arises. OD board action will review applications and award grants. Individuals may apply as often as required for this grant. Only grant is authorized for any individual.

p. American Veteran (AMVETS) Award

(1) Purpose. The AMVETS award recognizes a qualified midshipman at each institution hosting a Senior ROTC program.

(2) Description. The American Veterans of World War II, Korea and Vietnam (AMVETS) Award consists of a medal pendant and a ribbon bar.

(3) Eligibility Criteria

(a) The midshipman must possess individual characteristics contributing to leadership such as:

(b) A positive attitude toward the Navy ROTC programs and service in the Navy.

(c) Exemplary personal appearance.

(d) Personal attributes to include initiative, dependability, judgment, and self-confidence.

(e) Officer potential.

(f) The midshipman must have obtained a grade of "A" or the numerical equivalent in Senior ROTC/military related programs (to include leadership lab). He/she must also be in good standing in all scholastic grades at the time of selection and presentation during the most recent grading period.

(4) Administration

(a) The PNS selects the recipient annually.

(b) The PNS submits a brief nomination letter in the form of a biographical sketch of the midshipman to:

AMVETS National Headquarters
Attn: ROTC Programs Coordinator
4647 Forbes, Lanham, MD 20706

The nomination letter is due to AMVETS by 15 April.

(5) Presentation. An AMVETS representative should make the presentation if a participating local post or department representative is not available. If this cannot be arranged, the PNS makes the presentation at an appropriate military ceremony.

q. USS Little Rock Association NROTC Scholarship Program

(1) The USS Little Rock Association is a not-for-profit organization. Its membership is comprised primarily of veterans of service in USS Little Rock (CL 192) from 1945 to 1949, or the ship’s modernized configuration USS Little Rock (CLG 4) from 1960 to 1976.

(2) The USS Little Rock Association will provide financial assistance to deserving students enrolled in any OD program. Financial grants of $1,000 will be made to selected recipients entering their third academic year. A follow-on grant of $1,000 will be made to each recipient who satisfactorily completes their third year, subject to approval and certification by OD. The number of annual awards will be based on the Associations' financial ability to support this program.

(3) Eligibility

(a) Any direct descendent of a service member who was honorably discharged from the armed forces, anyone who has served in the armed forces, or anyone who is a member of the USS Little Rock Association.

(b) Candidates, otherwise eligible, must have demonstrated superior leadership qualities and aptitude for the service.

(c) Candidates shall have achieved a cumulative grade point average of at least 3.0, in all accredited course work, at the time of nomination.

(4) Application. Applicants must submit a 500 word essay explaining why they are worthy of the award. A copy of the student's official transcript is required. Moreover, the PNS shall endorse the application by addressing each eligibility criteria. Nominations are due to OD4 by 15 May. Upon receipt, OD will convene a board to select the top 4 or 5 applicants, and forward the selection list to the USS Little Rock Association. The USS Little Rock Association will make the final determinations. Each award will be in the form of a $1,000 check made out to the individual and sent via the PNS.

r. Navy-Marine Corps Relief Society's Admiral Mike Boorda Seaman-to-Admiral Educational Assistance Program. A Boorda grant provides up to $2,000 to those eligible students, who demonstrate the most financial need, as determined by established Federal financial need assessment criteria. Types of students who are eligible to apply for this grant are:

(1) Any officer candidate (STA-21, MECEP, MCP)

(2) A former active duty midshipman who has been released from active duty for immediate assignment as a midshipman in the NROTC, as evidenced by his/her DD Form 214.

(3) Application packages consist of:

(a) An Eligibility Application (to be certified by the PNS)

(b) A Family Financial Data Form (completed by the student)

(c) A GPA Verification Form (signed by the student and completed by the school)

(4) Applications are due to NMCRS by 01 June at the following address:

Navy-Marine Corps Relief Society
801 North Randolph Street, Suite 1228
Arlington, VA 22203-1978
Phone: (703) 696-4904

s. United States Naval Institute. The U.S. Naval Institute has proposed a second award, the first being an award for an outstanding graduating midshipman from each of the NROTC units across the country (noted in this chapter under Other Awards). Each unit's commanding officer may select a winner on the basis of demonstrated leadership ability, grade point average (particularly in Naval Science) and other campus and community service. The criteria are deliberately broad, giving the commanding officer some leeway in the choice. A certificate, a year's membership in the Naval Institute, and leadership book from the Naval Institute Press are presented at graduation. A list of all winners' names and a photo of one winner are published in Proceedings.

(1) The second award, the Naval Institute Forum Award, targets two juniors nationwide (one Navy and one Marine Corps) to be presented by the Naval Institute CEO to the winners' commanding officers at the PNS Conference held each January. The winners will receive the core of a professional library (probably 10 important books they don't own as textbooks, with some geared to their desired career, i.e., SWO, Aviation, Nuclear) and a Naval Institute membership. The Commanding Officers will receive a major book for the school's wardroom.

(2) Each year a targeted question based on an ongoing discussion in the magazine will be announced by the Institute via OD4. Midshipmen desiring to participate must prepare a

paper (no more than 700 words) discussing the targeted question to the PNS. The PNS will forward the best paper(s) (one Navy and one Marine Corps) to the institute no later than 1 June. The address is:

United States Naval Institute
291 Wood Road
Annapolis, MD 21402-5034

For further information contact Director of Membership at (410) 295-1050.

t. Armed Forces Communications and Electronics Association (AFCEA) Rising Junior and Senior Awards. Scholarships are awarded to thirty (15 to rising juniors and 15 to rising seniors) NROTC students (or officer candidates) majoring in electrical engineering, electronics, computer science, computer engineering, physics, or mathematics in accredited, degree-granting 4-year colleges or universities in the U.S. Candidates must be enrolled as sophomores or juniors at the time of application.

(1) Eligibility. Nominations are submitted by PNS'. Candidates must be U.S. citizens, have good moral character, academic excellence, and potential to serve as officers in the Armed Forces of the U.S. and have a financial need.

(2) Application: Applications must be endorsed and submitted by the PNS to:

AFCEA Educational Foundation
4400 Fair Lakes Court
Fairfax, Virginia 22033-3899

(3) All applications must be received by 1 July. If any questions, phone (703) 631-6149 or (800) 336-4583, ext. 6149. E-mail: scholarship@afcea.org or edfoundation@afce4a.org. Applications are forwarded each year to units. If an application is needed you may contact OD4 or the AFCEA.

u. The United Services Automobile Association (USAA) Scholarship Award. The USAA presents twenty $500 scholarships to NROTC students each year. The purpose of the scholarship award is to recognize the most outstanding NROTC student (Navy option) within each of the six NROTC areas (see pg A-28), and the top graduates of each of the summer training increments for the Marine Corps Officer Candidate Six-Week Course. Twelve Navy

option midshipmen and officer candidates will be selected from the six areas plus 8 Marine option midshipmen and officer candidates from the Six-Week Course.

(1) Eligibility Criteria (Navy option). The student must:

(a) Be enrolled in the NROTC advanced course as either a Scholarship or College Program student and have at least one term remaining in the NROTC Program.

(b) Be ranked in the upper 10 percent of his/her class in military aptitude.

(c) Be ranked in the upper 10 percent of his/her class in naval science academics.

(d) Be majoring in a field of interest to the naval service and have a minimum grade point average of 3.0 on a 4.0 scale.

(e) Have achieved a rating of at least satisfactory on the most recent physical fitness test, be a second-class swimmer or better, and meet retention weight standards prescribed for active duty personnel.

(f) Be motivated toward a career in the unrestricted line.

(2) Administration (Navy option)

(a) PNS' may nominate one student whose military and academic performance merits special recognition. None of the eligibility criteria are waiverable.

(b) Nominations will be submitted to OD4 by letter with the following enclosures:

1. Current academic transcript.

2. Copy of latest aptitude evaluation.

3. Full-length photo (3/4 view) of the nominee in Winter Blue, or Summer White uniform (uncovered).

4. PNS comments.

(c) Nominations are due to OD4 by 01 September each year.

(d) An OD selection board will consider the nominations, and select two award recipients for each of the six NROTC areas.

(e) OD will notify the Director, Member Relations and Military Affairs, USAA, San Antonio, TX of the recipients' names and NROTC units. USAA will contact the PNS and make presentation arrangements after notifying OD of the winners accepted by USAA.

(3) Eligibility Criteria (Marine Option). The student must be one of the top NROTC graduates of an increment of the Marine Corps Officer Candidate Six-Week Course, as determined by the Commanding Officer, Officer Candidate School, Quantico, Virginia. There are eight scholarship awards available. NROTC students who are commissioned upon completion of the Six-Week Course are not eligible.

(4) Administration (Marine Option)

(a) OD will determine the scholarship recipient based upon OCS training reports submitted by MCRC.

(b) OD will provide the name of each recipient to the Director, Member Relations and Military Affairs, USAA, San Antonio, Texas. USAA will contact the PNS and make presentation arrangements after notifying OD of the winners accepted by the USAA.

(5) Presentation and Publicity. USAA will make arrangements for the presentation of awards with the PNS concurrence. Suitable publicity should be arranged and copies of photographs and

(6) News releases should be sent to OD4 and to:

Executive Director, Military Affairs, USAA
9800 Fredericksburg Road
San Antonio, Texas 78288

v. Black Engineer-of-the-Year Award

(1) A Black Engineer-of-the-Year Conference is held annually. As such, each PNS may submit nominations for the

Student Leadership Award. Eligibility criteria are as follows: An undergraduate or graduate student who has demonstrated leadership in engineering through personal accomplishments and developments as well as promoted science, technology, and Black self-reliance.

(2) Nominations should include a cover letter, a full job description, curriculum vitae and resume, letters of recommendation, papers and articles by and about the nominee, publicity clippings, organizational personnel chart, a recent color photograph, and any other supporting materials.

(3) Nominations must be received at:

Navy Recruiting Command (Code 0D3)
5722 Integrity Drive, Bldg. 784
Naval Support Activity MIDSOUTH
Millington, TN 38054-5075

no later than 15 September. Phone: (901) 874-9187, DSN 882-9187.

w. Hispanic Engineer-of-the-Year Award

(1) An Hispanic Engineer-of-the-Year Conference is held annually. The PNS may submit nominations for the Student Leadership or Community Service award. Eligibility criteria for the Student Leadership award consists of demonstrated leadership through character and professional development, such as a graduate student who serves as a role model and leader for undergraduates. Eligibility criteria for the Community Service award consists of demonstrated leadership in the minority engineering community through volunteer work, contributions, and other activities. Nominations should include a cover letter, resume and curriculum vitae, papers by and about the nominee, an organizational personnel chart, letters of recommendations, a full job description, any other supporting documents, and a recent color photograph (8" x 10").

(2) Nominations must be received at:

Navy Recruiting Command (Code 30D)
5722 Integrity Drive, Bldg. 784
Naval Support Activity MIDSOUTH
Millington, TN 38054-5075

no later than 15 September. Phone: (901) 874-9187, DSN 922-9187.

x. Bank of America. Bank of America provides thirteen $500 scholarships to NROTC students. The awards are allocated as follows: one Navy option from each of the (6) six areas, (4) four program-wide Marine options, and 3 at-large (either Navy or Marine option). Scholarships awarded for Navy Option students are named in honor of Admiral James L. Holloway, Jr. Scholarships awarded for Marine Option students are named in honor of General John A. Lejeune. Each unit may nominate one Navy and one Marine option student.

(1) Eligibility for award nomination

(a) Must be in their senior year of college.

(b) Must be in the upper 1/2 of their class in academics.

(c) Must be in the upper 1/2 of their class in aptitude.

(d) Must have a financial need.

(2) Nominations are due to OD4 by 15 October. OD4 will provide the names to Bank of America by November 15th to be presented during the annual PNS Conference.

y. Armed Forces Bank

(1) The Armed Forces Bank will provide $500 scholarships to two very outstanding midshipmen/officer candidates each year. Members must meet the same eligibility criteria as nominees for the Bank of America scholarship.

(2) Nominations are due to OD4 by 15 October. OD4 will provide the names to Armed Forces Bank by November 15th to be presented during the annual PNS Conference.

z. The First Command Financial Planning, Inc.

(1) The First Command Financial Planning association offers five $1,000 scholarships per the following criteria:

(a) Must be in the junior year.

(b) Ranked in the top 10% of their academic class.

(c) Ranked in the top 10% of their aptitude class.

(d) Demonstrated potential for outstanding leadership.

(e) Financial need.

(2) Nominations are due to OD4 by 1 December. OD4 will provide the names to The First Command Financial Planning Corp by 15 December to be presented during the annual PNS conference or at the unit.

aa. Daedalian Foundation NROTC Scholarship Awards. The Order of Daedalians is a National Fraternity of commissioned military pilots of the Armed Forces. The Daedalian Foundation supports charitable, educational, and scientific activities in furtherance of the Tenets and Objectives of the Order. The Daedalian Foundation awards two $1,000 scholarships to senior NROTC midshipmen possessing the desire and capabilities of becoming future naval aviators. The purpose of these scholarships is to encourage midshipmen to select military careers as fixed wing pilots.

(1) Eligibility

(a) Nominee must have a strong desire to become a naval aviator, an aptitude for flight training with minimum ASTB scores of 4/6 (pilot) or 4/5 (NFO), and have passed a flight physical.

(b) Be in their fourth year of college (senior).

(c) Rank in the upper 20% of NROTC classes and upper 25% of entire graduating class.

(d) Have demonstrated qualities of leadership, teamwork, high moral character, integrity, and organizational ability.

(e) Consideration should be given to need of financial aid.

(f) Enrollment in or have completed light aircraft training, or possession of an FAA private pilot’s certificate should be considered in a recipient's selection. Such

qualification, however, is not a firm requirement for consideration or eligibility.

(2) Administration. The scholarship program will be administered by OD. NROTC unit nominations in letter format are due annually not later than 01 December. OD will select two candidates as prospective recipients and notify the Foundation of its selections. Final approval of these selections will be made by the Daedalian Foundation. Upon confirmation by the Foundation, OD will notify NROTC units of the recipients.

(3) Presentation. A member of the Order of Daedalians nearest to the recipient’s school will make Scholarship presentation at an appropriate ceremony. If this is not practicable, the Foundation will designate a presenter. PNS' are to contact the Daedalian Foundation at the address below to arrange a time and place for presentation of the Daedalian certificate and the check, which will be issued in the recipient's name.

Daedalian Foundation
P.O. Box 249
Randolph AFB, Texas 78148-0249
Phone: (210) 945-2111

(4) Follow-up information required. The Order of the Daedalians has requested that follow-on reports be sent to them no later than September 1st of each year. For each winner the following data is requested:

(a) Academic progress while still in school.

(b) Graduation from college/university.

(c) Commissioning in Navy/Marine Corps.

(d) Entry into active or reserve duty.

(e) Acceptance into flight training.

(f) Graduation from flight training; initial assignment.

bb. AFCEA ROTC Honor Certificate Award Program. The AFCEA ROTC Honor Certificate Award Program is to recognize ROTC midshipman and officer candidate achievement in leadership and academics. The award includes a parchment certificate with the

honoree's name prominently inscribed and a ribbon bar. This program is separate and distinct from the AFCEA Rising Junior/Senior or Top Graduate programs, but any ROTC midshipman or officer candidate may receive both.

(1) Recipients of the awards will be selected by individual PNS in accordance with the appropriate Service Department Regulation. Each interested ROTC unit may make one Honor Award nomination annually.

(2) Students receiving the awards must be U.S. citizens and juniors preparing to enter their senior year (rising seniors) who are majoring in electronics, electrical engineering, communications engineering, mathematics, physics, computer technology or related technical disciplines. The nominees should demonstrate high academic achievement.

(3) The “Nomination for the ROTC Honor Certificate Award” form must be completed and forwarded directly to:

AFCEA Educational Foundation
4400 Fair Lakes Court
Fairfax, Virginia 22033-3899

(4) Please do not retype the nomination form; it may be photocopied as needed. Forms are forwarded to units each year. Forms may be available by contacting OD4 or the AFCEA.

(5) There is no annual due date. However, the AFCEA Educational Foundation must receive the completed nomination at least 20 days before the award is to be presented.

cc. Other Awards. Many organizations and veterans' groups provide awards for NROTC students. Arrangements for these awards are generally made directly between the organization/group and the PNS. Many of the awards are given nationally and the organization/group involved will automatically provide NROTC units with awards. PNS' should be alert for local organizations/groups that might willingly provide awards upon solicitation. Examples of such organizations are:

(1) Catholic War Veterans

(2) Chicago Tribune

(3) Daughters of Founders and Patriots of America

(4) Daughters of the American Revolution

(5) General Society of the War of 1812

(6) Marine Corps Association

(7) Marine Corps Legion

(8) Military Order of the Purple Heart

(9) Military Order of the World Wars

(10) Naval Reserve Officers Association

(11) Navy Club of the United States

(12) Navy League

(13) Reserve Officers Association

(14) Southern Nevada Chapter, The Military Officer Association of America

(15) Steuben Society

(16) Veteran’s of Foreign Wars

A-3. Summary of Awards

AWARD	DUE DATE	REF	COGNIZANT CMD
Staff: Colonel Leo A. Codd	01 January	A-1.d	OD5
Admiral James L. Holloway, Jr, Top Graduate	January	A-2.a	OD4
AFCEA, Top Graduate	January	A-2.b	OD4
CNO Distinguished Midshipman Graduate Program	01 January	A-2.c	OD4
National Sojourners	January	A-2.d	Local Chapter
National Submarine League	01 February	A-2.e	OD1
National Defense Transportation Association	01 February	A-2.f	OD4
National Defense Industrial Association	15 February	A-2.g	NDIA
American Society of Naval Engineers	15 February	A-2.h	ASNE
Legion of Valor	15 February	A-2.i	OD4
Society of American Military Engineers	01 March	A-2.j	OD4
Civilian Marksmanship Program	01 March	A-2.k	CD
Captain Winifred Q. Collins	01 March	A-2.l	OD4
Armed Forces Insurance Company	01 April	A-2.m	OD4
American Legion	15 April	A-2.n	OD4
Thomas and Elliot M. Senn	15 April	A-2.o	OD4
American Veterans	15 April	A-2.p	OD4
USS Little Rock Association	15 May	A-2.q	OD4
Navy and Marine Corps Relief Society	01 June	A-2.r	NMCRS
United States Naval Institute	01 June	A-2.s	US Naval Insti
AFCEA Awards for Rising Junior and Seniors	01 July	A-2.t	AFCEA
United Services Automobile Association	01 September	A-2.u	OD4
Black Engineer of the Year Award	15 September	A-2.v	CNRC
Hispanic Engineer of the Year Award	15 September	A-2.w	CNRC
Bank of America	15 October	A-2.x	OD4
Armed Forces Bank	15 November	A-2.y	OD4
First Command Financial Planning	01 December	A-2.z	OD4
Daedalian Foundation	01 December	A-2.aa	OD4
AFCEA Honor Certificate	NA	A-2.bb	AFCEA

A-4. NROTC Unit Area Assignment

NORTHEAST
Holy Cross
Maine Maritime
Norwich
Rochester
Cornell
RPI
Suny
Boston Consortium
Penn State
Philadelphia Consortium
Massachusetts Maritime
USMMA

NORTH CENTRAL
Illinois
Wisconsin
Marquette
Michigan
Notre Dame
Purdue
Iowa State
Chicago Consortium
Ohio State
Miami
Minnesota
Great Lakes Maritime

SOUTHEAST
Citadel
Atlanta Consortium
South Carolina
Citadel
Savannah State
Florida
Jacksonville
Florida A&M
Auburn
Morehouse
GIT
South Florida
Embry-Riddle

SOUTH CENTRAL
Tulane
Houston Consortium
Mid-South Consortium
Texas A&M
Texas
Kansas
Nebraska
Oklahoma
Missouri
Southern A&M
Texas Maritime

MID-EAST
George Washington
Vanderbilt
Carnegie Mellon
Piedmont Consortium
Hampton Consortium
Virginia
VMI
VPI

WESTERN
Idaho
Washington
Oregon State
UC Berkeley
San Diego Consortium
Arizona
Colorado
Utah
New Mexico
California Maritime

QUICK REFERENCE GUIDE TO NROTC STANDARDS

Standard	Description	Comments
Eligibility for Enrollment		
Be a United States citizen.	Alien students may be enrolled in NROTC College Program under certain conditions.	
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.		
Be at least 17 years old before 1 Sep of the year of enrollment, but less than 27 on 30 Jun of the year of commissioning.		Applicants with prior or current active duty may be granted age waivers equal to the number of months served, not to exceed 36 months.
Be physically qualified for the program.		
Have a high school diploma or equivalent certificate.		
Be accepted for admission as a full-time student at a participating NROTC college or university.		
Be morally qualified and possess officer-like qualifications and character.	Exhibited by appearance, scholarship, activities, and community service.	
Meet DON requirements regarding prior use of drugs or alcohol, per OPNAVINST 5350.4C.		
Credit Check	All NROTC scholarship students will undergo national agency check with local agency and credit checks. College program students must have same check upon entry into advanced standing.	
Academic Standards		
Maintain a cumulative GPA on a 4.0 scale of 2.0 for MIDN, 2.5 for MECEP and STA-21, or 3.0 for STA-21 Nuclear and CEC Options. Nurse Option shall maintain a GPA consistent with their nursing school admission standards, but not less than 2.0 on a 4.0 scale.		All students should strive to achieve the NROTC academic goal of 3.0 GPA.
All NROTC-specified and Naval Science courses will be taken for a letter grade.		Pass/fail grading is not permitted unless specific university policy precludes it.
No failing grades in any subject required for completion of degree or commissioning requirements.		

Required NROTC-Specified Courses		
Standard	**Description**	**Comments**
Calculus	Required for all Navy Scholarship students (except Nurse Corps); recommended for all others. Minimum 6 semester hours. Must be completed by end of 2nd year of studies (usually the sophomore year).	Calculus sequence will include material through differential and integral calculus of one real variable.
Physics (calculus-based)	Required for all Navy Scholarship students (except Nurse Corps); recommended for all others. Minimum 6 semester hours. Must be completed by end of 3rd year of studies (usually the junior year).	Physics sequence shall be calculus-based and cover traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Shall include appropriate lab classes in completing requirement.
	The requirement to complete calculus and physics CANNOT be waived.	
	Calculus and physics courses completed at other than host institutions must be transferable for credit to the host institution before they can be used to satisfy the Navy Scholarship Program requirement.	
	Students who have high school credit for calculus or calculus-based physics for college credit, which has been validated by the college, must complete 1 additional three-semester-hour college course in each area. (PNS should discourage students from validating calc and physics courses from high school and encourage them to complete college courses.)	
College Algebra (or higher) or Advanced Trigonometry	Required for all Navy College Program students. Minimum 6 semester hours. Completed by end of junior year.	Completing requirement by validation is acceptable, but must appear on transcript.
Physical Science	Required for all Navy College program students. Minimum 6 semester hours (a one-year sequence or two courses in physical science area). Completed by end of senior year.	Completing requirement by validation is acceptable, but must appear on transcript.
American History/National Security Policy	Required for all Navy and Marine students (except Nurse Corps). Minimum of 3 semester hours. Must be approved by PNS. Completed by end of senior year.	
Regional Studies/World Culture/World Religions	Required for all Navy students. Minimum of 3 semester hours. Must be approved by PNS. Completed by end of senior year.	Must have an emphasis on Third World, Far East, or Southwest Asia.
English	Required for all Navy students. Minimum of 6 semester hours. Must be approved by PNS. Completed by end of sophomore year.	Must concentrate on areas of grammar and composition and require significant student writings.

Required Naval Science Courses		
Introduction to Naval Science	Taken freshman year.	Students with at least 3 years NJROTC or MCJROTC course work may be exempted by PNS.
Sea Power and Maritime Affairs	Taken freshman year.	Nurse Corps Option may take in sophomore year.
Navigation	Taken sophomore year. (Should be taken before first class cruise.)	Not required for Nurse and Marine Corps Options. Required for STA-21.

Standard	Description	Comments
Naval Ships Systems I (Engineering)	Taken junior year. (Should be taken before first class cruise.)	Not required for Nurse and Marine Corps Options.
Naval Ships Systems II (Weapons)	Taken junior year.	Not required for Nurse and Marine Corps Options.
Naval Operations and Seamanship	Taken senior year.	Not required for Nurse and Marine Corps Options.
Leadership and Ethics	Taken senior year.	Required for MECEPs and STA-21.
Amphibious Warfare	Taken junior or senior year.	Marine Option only; optional for Navy Option. Required for MECEP.
Other Professional Training		
Naval Science Laboratory	Taken every year.	Professional education and training on variety of Navy and Marine Corps topics not covered in other Naval Science courses.
Naval Science Institute	Intensive professional, academic, & physical training program conducted at OTC Newport for students entering two-year NROTC Program and STA-21 officer candidates.	Two-year NROTC Program: Intro to NS, Sea Power, Naval Ships Systems I & II. STA-21: Intro to NS, Sea Power, Naval Ships Systems I & II, Navigation, Naval Ops & Seamanship.
Command & Leadership Training (CALT)	Takes place in settings that simulate an operational unit. Minimum of 20 hours in each of last two years prior to commissioning. At least 10 hours each year should include drill team or inter-unit competitive military exercises.	Can include drill team, inter-unit competitive military exercises, battalion management and administration, and planning & coordination of major battalion functions.
New Student Orientation	PNS is encouraged to conduct orientation programs at the beginning of the school year. Lesson plans and risk assessments are required. Active duty staff must be present at all evolutions of orientation.	May include enrollment processing; uniform issue; uniform regs and grooming standards; basics of military customs, courtesies, traditions, and organization; basics in military drill and ceremony; physical fitness and swim testing; instruction in the privileges/benefits of NROTC Program and individual responsibilities; introduction to unit and university.

Summer Training

Standard	*Description*	*Comments*
Controlled 3 or 3-1/2 year scholarship recipients participate in CORTRAMID or second class cruise and first class summer training periods (or OCS for Marine Option).	First class cruises are mandated and may be postponed but not waived.	
Scholarship recipients of 2 and 2-1/2 years and College Program MIDN will participate only in first class summer training.	First class cruises are mandated and may be postponed but not waived.	
STA-21 and MECEP do not participate in summer training.	MECEPs will attend OCS during the summer between their freshman and sophomore years.	
MMR MIDN are eligible to participate in at-sea cruises, but are ineligible for NROTC Program funding.		
Third Class Summer Training	Career Orientation and Training for Midshipmen (CORTRAMID) -- a warfare community indoctrination conducted between freshman & sophomore academic years for all scholarship students (except Nurse Corps).	Third class cruise will not be rescheduled for a student, but may be waived by OD3.
Third Class Summer Training for Nurse Corps	At-sea training with the medical department of a ship. Conducted between freshman & sophomore academic years.	Refer to NAVEDTRA 37300 (series).
	Navy Option: Normally at-sea training on surface ship or submarine, to include basic shipboard orientation, an introduction to enlisted life, & roles of work center supervisor.	
First Class Summer Training	Conducted between junior & senior academic years for all first class NROTC midshipmen. Provides exposure to the officer and wardroom environment. **Marine Option**: OCS at Quantico, VA. **Nurse Corps Option**: Training at a naval hospital to learn the organizational structure and functions.	First class cruise is mandatory; may be postponed but not waived.

Physical Fitness Program Elements

Standard	*Description*	*Comments*
Notify new students of PFA/PFT standards and NEHC pre-entry conditioning program.		
Obtain DoDMERB "qualified" or "waived" physical status OR civilian sports physical prior to participation in unit-directed PT.		Under no circumstances will PT commence without proper documentation of a physical exam.
Complete a yearly PARFQ prior to starting unit-directed PT.		Any affirmative responses require evaluation by a medical professional prior to initiating physical training.
Complete a yearly Annual Certificate of Physical Condition (NSTC 6220/8).		

Standard	Description	Comments
Conduct wellness & safety training, per OPNAVINST 6110.1 (series).		
Initiate or reassess physical conditioning program based on stated NEHC program stage or trial PFA performance.		
Ensure all requirements are met, documented, and reviewed prior to each year's initial PT session.		
Conduct an inventory PFA no earlier than 30 days after the start of the fall term. (At least one per term.)		Allows individuals to gauge their level of conditioning and physical readiness prior to an official PFA/PFT.
Conduct an official PFA/PFT once per term. (Shall be conducted at least 4 months and not more than 8 months apart.)		
Conduct up to 3 unit-directed PT sessions per week. Direct staff supervision is required at all unit-sponsored/directed PT.	PT session shall include the following components: -- 5-minute warm-up; -- 5-10 minutes of stretching, aerobic, or muscular endurance activity; -- 5 minutes of cool down; and -- 5-10 minutes of stretching.	When approved by the CFL, an individualized training plan may include more than 3 unit-directed PT sessions per week.
Conduct specific PT programs for USMC prep and FEP.		

Physical Fitness Standards		
MIDN and OCs must attain minimum performance level in a "Good" category in all events in the Navy PFA, per OPNAVINST 6110.1H.		A swim may be substituted for a run in special cases.
	OUTSTANDING - Performance above or equal to top 10%.	
	GOOD - Performance better than or equal to lowest 25%, but less than excellent.	
	UNSATISFACTORY - Performance in lowest 10%.	
Marine Option must score 225 or better at the start of senior year, per MCO P6100.12.		PFT score of 275 or higher is recommended to successfully complete the 6-week OCS course.
All MIDN must meet height/weight and body fat standards identified in OPNAVINST 6110.1H or MCO P6100.12.	Body fat must not exceed 22% for USN males and 33% for USN females or 18% for USMC males and 26% for USMC females.	Not waiverable. Students will not be permitted to enter third class year unless standards have been met. College program students shall not be admitted to advanced standing unless standards are met.
Midshipmen must qualify as Swimmer, 3rd Class, by end of fourth class year.	Students who qualify as Swimmer, 2nd Class, are exempt from further testing. Students who qualify at lower than Swimmer, 2nd Class, shall re-qualify annually.	

Standards of Conduct & Aptitude for Service		
Standard	***Description***	***Comments***
NROTC students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. These standards, when evaluated together, provide a measure of aptitude for commissioned service.	Delineation between satisfactory and substandard aptitude is a responsibility of the PNS. Inappropriate standards of conduct are categorized as major and minor offenses.	
	Minor Offenses: Those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.	
Students who receive a term aptitude grade of 2.5 or below will receive an "aptitude warning" letter or be placed on probation.		

Other Commissioning Requirements		
Pre-commissioning medical examinations	All graduating students must be given pre-commissioning exams at least 12-24 months prior to commissioning.	Commissioning physicals are good for 5 years with updated information. Special programs require completely new physicals.
Sail Training	In units with active sailing programs, all Navy students must qualify as Skipper "B" prior to commencement of 1/C year.	Waivers may be requested from OD3.

Appendix C

NROTC/MMR COURSE REVISION PROCESS

At least once every three years, or more frequent if/when necessitated by other factors (e.g., new technology, revised textbooks, mandates by higher authority, etc.), the Course Coordinator Action Officer shall review the current course curriculum guide.

1. If no change is warranted, the Course Coordinator Unit Commanding Officer notifies OD3 that a comprehensive review of the course was conducted with no change action necessary.

2. If a simple revision is warranted that can be accomplished with a pen-and-ink change:

a. The Course Coordinator Unit Commanding Officer notifies OD3 of the plan to revise the curriculum, along with an estimated time of completion.

b. The Course Coordinator Action Officer drafts the information that should be included in the Official Change.

c. The Course Coordinator Unit Commanding Officer endorses the draft document and submits to OD3, with a summary of the changes being made to the original curriculum guide.

d. OD32 reviews the draft for completeness.

(1) Noted problems and/or questions are referred to Course Coordinator Action Officer for action.

(2) Necessary changes are made and revised document is forwarded back to OD32.

e. OD32 compiles the information into an official message and routes through the chain of command for approval/signature and distribution to all units.

3. If a change is warranted that involves a major portion of the curriculum guide:

a. The Course Coordinator Unit Commanding Officer notifies OD3 of the plan to revise the curriculum, along with an estimated time of completion.

b. The Course Coordinator Action Officer develops the revised curriculum.

(1) The extent to which the required competencies are covered and what additional information is added is the responsibility of the Course Coordinator with inputs from the field, pending OD approval.

(2) The format should remain the same as the current curriculum guide.

(3) The Course Coordinator Action Officer shall:

(a) Ensure all Professional Core Competencies (PCCs) and learning objectives currently in the course are covered in the revision.

(b) Review and ensure relevancy of all texts and instructional aids currently in the course, deleting those that are no longer needed and recommending new publications, aids, or other resources that should be added in the course revision.

(c) Proofread and correct grammatical, spelling and format errors.

c. The Course Coordinator Unit Commanding Officer forwards the draft revision to three other Unit Commanding Officers for chop/feedback. (NOTE: Draft revisions of the Evolution of Warfare and Amphibious Warfare courses should be forwarded to three USMC COs for review.)

d. The Course Coordinator Action Officer finalizes the revision, as appropriate, based on the feedback received from the other units.

e. The Course Coordinator Unit Commanding Officer forwards the final draft to OD3 with an official endorsement, along with: (1) a summary of the changes that were made to the original curriculum guide, and (2) an explanation of the final review process that occurred, including a list of those who participated in the review.

f. OD32 reviews the revision for correct format, currency of materials listed in the bibliography and instructional aids list, and inclusion of appropriate PCCs.

(1) Noted problems and/or questions are referred to Course Coordinator Action Officer for action.

(2) Necessary modifications are made and revised draft is forwarded from Course Coordinator Unit Commanding Officer back to OD32.

g. OD32 approves revised smooth draft and routes through chain of command for approval/signature, along with a summary of the changes that were made to the original curriculum guide.

h. When signed, OD3 promulgates course revision to all units.

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Appendix D

LIST OF FREQUENTLY USED ACRONYMS IN THIS INSTRUCTION

Acronym	Definition
ADSW	Active Duty for Special Work
AFIT	Air Force Institute of Technology
AMC	Air Mobility Command
AMOI	Assistant Marine Officer Instructor
ASTB	Aviation Selection Test Battery
AQR	Academic Qualifications Rating
BAH	Basic Allowance for Housing
BCA	Body Composition Assessment
BUMED	Chief, Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CALT	Command and Leadership Training
CE	Command Evaluation
CEAP	Civilian Employee Assistance Program
CFL	Command Fitness Leader
CIC	Customer Information Code
CMC	Commandant of the Marine Corps
CNATRA	Chief of Naval Air Training
CNETC	Commander, Naval Education and Training Command
CNO	Chief of Naval Operations
CNP	Chief of Naval Personnel
CNRC	Commander, Navy Recruiting Command
CNSTC	Commander, Naval Service Training Command
CO	Commanding Officer
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
COMNAVSAFECOM	Commander, Naval Safety Center
COR	Contracting Officer’s Representative
CORTRAMID	Career Orientation and Training for Midshipmen
CSB	College Scholarship Branch
DAT	Dental Aptitude Test
DCNO	Deputy Chief of Naval Operations
DCP	Degree Completion Plan
DEPSECDEF	Deputy Secretary of Defense
DFAS	Defense Finance and Accounting Service
DJMS-RC	Defense Joint Military Pay Systems - Reserve Component
DNS	Department of Naval Science
DLPT	Defense Language Proficiency Test
DoD	Department of Defense

DODAACs	Department of Defense Address Codes
DoDMERB	Department of Defense Medical Examining Review Board
DoN	Department of Navy
DONCAF	Department of Navy Central Adjudicating Facility
DOR	Drop On Request
DUINS	Duty Under Instruction Students
EAP	Emergency Action Plan
ECP	Enlisted Commissioning Program
EB/EC	Electronic Business/Electronic Commerce
EDA	Electronic Document Access
EDI	Electronic Document Interchange
EDM	Electronic Document Management
EDW	Electronic Document Workflow
EFT	Electronic Funds Transfer
ESA	Educational Services Agreement
FECA	Federal Employees Compensation Act
FEP	Fitness Enhancement Program
FHTNP	Fleet Hometown News Program
FICA	Federal Insurance Contribution Act
FOREX	Foreign Exchange Midshipman Training Program
FPM	Federal Personnel Manual
GCPC	Government Commercial Purchase Card
GPA	Grade Point Average
GSA	General Services Administration
GTR	Government Travel Request
HBC	Historically Black College or University
HIV	Human Immunodeficiency Virus
HRO	Human Resources Office
IFS	Introductory Flight Screening
IG	Inspector General
INS	Immigration and Naturalization Service
I&I	Inspector and Instructor
JER	Joint Ethics Regulations
JFTAR	Joint Federal Travel Regulations
JPAS	Joint Personnel Adjudication System
JUMS	Joint Unit Management System
LOA	Leave of Absence

MCJROTC	Marine Corps Junior Reserve Officers Training Corps
MCAT	Medical College Aptitude Test
MCP	Management Control Program
MCRC	Marine Corps Recruiting Command
MCO	Marine Corps Order
MECEP	Marine Enlisted Commissioning Education Program
MEDT	Midshipman Embarkation/Debarkation Team
MEPS	Military Entrance Processing Station
MICP	Manager’s Internal Control Program
MIDN	Midshipman
MILPERSMAN	Military Personnel Manual
MLOA	Medical Leave of Absence
MMD	Manual of the Medical Department
MMR	Measles-Mumps-Rubella
MMR	Merchant Marine Reserve
MOI	Marine Officer Instructor
MTA	Military Transportation Authorization
MTF	Military Treatment Facility
MWR	Morale Welfare and Recreation
MWT	Mountain Warfare Training
NAMI	Naval Aerospace Medical Institute
NCMIS	Navy College Management Information System
NETPDTC	Commander, Naval Education & Training Professional Development and Technology Center
NEXCOM	Navy Exchange Service Command
NMCC	National Military Command Center
NOC	Naval Operations Center
NOMI	Naval Operational Medicine Institute
NPO	Nuclear Programs Officer
NPS	Naval Postgraduate School
NR	Naval Reactors
NRCC	Navy Regional Contracting Center
NROTC	Naval Reserve Officers Training Corps
NROTCU	Naval Reserve Officers Training Corps Unit
NSI	Naval Science Institute
NSTC	Commander, Naval Service Training Command
NSTC OD	Director, Officer Development, Naval Service Training Command
NJROTC	Junior Naval Reserve Officers Training Corps
OCC	Officer Candidates Course
OCS	Officer Candidate School
OD	Officer Development
OIC	Officer in Charge
OPMIS	Officer Program Management Information System

ORF	Official Representation Funds
ORM	Operational Risk Management
O&M,N	Operation and Maintenance, Navy
PCCs	Professional Core Competencies
PCS	Permanent Change of Station
PD	Position Description
PFAR	Pilot Flight Aptitude Rating
PLC	Platoon Leaders Course
PME	Professional Military Education
PMR	Procurement Management Review
PFT	Physical Fitness Test
PNS	Professor of Naval Science
POC	Privately Owned Conveyance
POV	Privately Owned Vehicle
PRB	Performance Review Board
PRT	Physical Readiness Test
PSD	Personnel Support Detachment
PSI	Personnel Security Investigation
PT	Physical Training
RO	Reviewing Officer
RP,N	Reserve Personnel, Navy
RS	Reporting Senior
SAAR	System Authorization Access Request
SGLI	Serviceman’s Group Life Insurance
SIP	Student Incentive Payment
SSBI	Single Score Background Investigation
SSIC	Standard Subject Identification Code
SSN	Social Security Number
STA-21	Seaman to Admiral-21 Program
T&A	Time and Attendance
TBS	The Basic School
TR	Transportation Request
TTO	Training Time Out
UIC	Unit Identification Code
USMMA	United States Merchant Marine Academy
WAWF	Wide Area Work Flow
XO	Executive Officer

Appendix E

MARINE OPTION POST GRADUATE PTAD/ADSW ORDERS

1. Administration

a. ID Card. Upon commissioning ensure a reserve (green) ID card is obtained for the newly commissioned 2nd Lieutenants. (This is the same type issued to midshipmen; however has the appropriate rank listed) This will maintain your students in the Defense Enrollment Eligibility Reporting System (DEERS), making it easier for them to obtain their active duty ID card at The Basic School (TBS), while on Permissive Temporary Additional Duty, and gain access to Camp Barrett when reporting to TBS.

Note: NROTC Commissionees are Officers of the Armed Forces and need to have an Armed Forces ID card, regardless of attempting to obtain PTAD/ADSW.

b. DEERS. If the individuals are not maintained in DEERS, problems may arise leading to a delay in issuance of their active duty ID card when the Marine accepts PTAD/ADSW orders.

c. Marine Online. Students need to sign up for a Marine Online account (http://www.mol.usmc.mil/) prior to or following commissioning. Access to MOL is needed for TBS, as well as for PTAD in order to check and update their Officer Qualification Record.

2. Permissive Temporary Additional Duty (PTAD) and Active Duty Special Work (ADSW) Orders for Marine Option Students. Newly Commissioned Marine Corps Lieutenants may request Permissive Temporary Additional Duty (PTAD) or Active Duty Special Work (ADSW) orders while waiting to attend The Basic School. **Regulations restrict Lieutenants from serving on PTAD or ADSW orders at their ROTC units, however this does not preclude them from serving at an Officer recruiting station or with an active/reserve unit.** Individuals who are approved for PTAD will receive their full pay, housing allowance based on the location of the station assigned, and basic allowance for subsistence.

a. Limitations

(1) Newly Commissioned Lieutenants will be limited to 60 days of PTAD.

(2) The period of duty must fall directly before reporting to TBS.

(3) ROTC commissioned 2nd Lieutenants are NOT authorized to report early to TBS, nor are they authorized to report to Mike Company. (Mike Company is a holding company at TBS for injured students and those waiting to class up after completing OCC.)

b. Requesting Duty

(1) The request for PTAD will be made by the individual through an Officer Selection Station (OSS) via the Officer Selection Officer (OSO). Numbers and locations for these stations may be obtained from local enlisted recruiters.

(2) The individual's orders will be amended by the OSS and sent to them upon approval for PTAD.

c. Reporting for PTAD

(1) Individuals will need at least one set of the Service Charlie uniform in order to report in to the recruiting district headquarters.

(2) The following uniforms will also need to be obtained in order to carry out various recruiting duties:

(a) Dress Blues A and B

(b) Service B and C

(c) Dress D

(3) The following will need to be accomplished by the admin section at the recruiting district headquarters:

(a) The individual needs to be built in to the Marine Corps Total Force System (MCTFS) in order to be brought on to active duty, receive pay, and be issued an active duty ID (CAC) card.

(b) After the individual is placed in MCTFS, the recruiting district will need to add them to their unit diary.

(c) In-processing paperwork for pay and TRICARE will need to be filled out and submitted through the admin section.

Be advised that the individual may not receive a paycheck for up to two pay periods, which is normal processing time to enter them into the system. Once MCTFS and the status of the service member have been updated the member will receive pay for the period beginning with the date of check-in.

(d) Once the admin section has filed the appropriate paperwork and the individual is listed as active duty in MCTFS, they may now be and will need to be issued an active duty ID/CAC card.

d. Detaching from PTAD

(1) Prior to detaching, the individual will need to receive an unobserved FITREP from the Officer Selection Officer if stashed for more than 30 days. A date gap in the Marines record will result from not obtaining a FITREP.

(2) The unit will need to remove the individual from the unit diary.

(3) The individual will need to obtain an endorsement stating the date they reported for and detached from PTAD. If an endorsement is not obtained the individual will be charged leave for that period. (A copy of the endorsement will be turned in with a copy of endorsed orders at TBS.)

3. Active Duty Special Work (ADSW) Orders - Marines may seek out Active Duty Special Work opportunities throughout the Marine Corps for orders up to 179 days. The ADSW Program is intended to provide personnel augmentation for both Active and Reserve forces to accomplish special projects, and to meet operational, administrative, and exercise support requirements of short-term duration. Current Active Duty for Special Work opportunities are advertised on the Reserve Duty On-Line (RDOL) link within Marine Online. Each billet advertised contains information regarding billet description, rank and MOS requirements, billet location, and dates of availability. Further, a point of contact is provided to assist in answering additional questions and to provide assistance in the application process. Inquiries may also be made through specific active duty units. These are limited for new 2nd Lieutenants however, and very difficult to obtain.

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Appendix F

CALENDAR OF LOGISTIC REPORTS

Report	Purpose	Due
Semi-Annual Postage(s)	Postage Report	1st Week of Apr 1st Week of Oct
NROTC O&M,N OPTAR Requirements	NROTC O&M,N Budget Call	5 Jun, or as required by OD
FASCO Report Symbol 11261/F8705R01	Activity Allowance/ Requirement Review	Biannually
DD Form 1057	Orders/Modifications, Debit or Credit $25,000 or less	Oct and Mar
DD Form 350	Orders/Modifications, Debit or Credit over $25,000	Upon Issuance of order/ modification
Plant Account	Vehicle and Equipment over Inventory $50,000	Annually
O&M,N and MP,N (Local Unit Report)	Fund status report to CO and XO	Monthly
NROTC MP,N OPTAR	NROTC MP,N Budget Call Requirements	Apr/May or as required by OD82
ARMS Report	Inventory of Automation Resources Management System	20 Oct
Annual Excess Uniform Report	Inventory of Uniforms	1 Nov
Inventory Report	Audiovisual Equipment N-1 (OPNAV 10700/1)	15 Nov
ATR	Ammunition Inventory	4th of each month
Naval Science Textbook Reconciliation	Reconcile Textbooks	15 days after fall semester, 1st Qtr

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Appendix G

MINIMUM LIST OF REQUIRED LOGISTIC PUBLICATIONS

Number	Subject
ALNAV 158/89	DON Policy Concerning Use of DoD for Personal Calls
DFARS 204.671	Individual Contracting Action Report (DD Form 350)
DFARS 204.672	Monthly Contracting Summer of Actions $25,000 or Less (DD Form 1057)
DoD 4160.21-M	Defense Reutilization Marketing Procedures Manual
EXOS P-6034	Joint Travel Regulations, Volume I
FAR, Volume 1	Federal Acquisition Regulation
FAR, Part 1	Federal Acquisition Regulations System
FAR, Part 8	Required Sources of Supplies and Services
FAR, Part 10	Specifications, Standards, and Other Purchase Descriptions
FAR, Part 25	Foreign Acquisition
FAR, Part 43	Contract Modifications
FAR 1.6	Contracting Authority and Responsibility
FAR 4.8	Contract Files
FAR 13.103	Small Purchase and Other Simplified Purchase Procedures Policy
FAR 13.105	Small Business--Small Purchase Set Aside
FAR 13.106	Competition and Price Reasonableness
FAR 13.502	Unpriced Purchase Orders
FAR, Part 42	Contract Administration

FAR 45	Government Property
NAPS 19.501	Set-Asides for Small Business
NAVCOMPT par. 073002-5l	Control of Year End Obligations Manual
NAVCOMPT Manual, Vol. 2, App. A	Prohibited Obligations and Expenditures
NAVCOMPT Manual, Vol. 3	Appropriation Cost and Property Accounting
NAVFAC P-300	Management of Transportation Equipment
NAVPERS 15665	U.S. Navy Uniform Regulations
NAVSO P-3006	Financial Management of Resources
NAVSO P-3520	Non-Appropriated Funds Accounting Procedures
NAVSO P-3670	Navy Acquisition Procedures Supplement (NAPS)
NAVSUP P-437	MILSTRIP/MILSTRAP Operating Procedures
NAVSUP P-485	Supply Afloat
NAVSUP 2003	Navy Stock List of Publications and Forms
NAVSUP Manual, Vol. II	Supply Ashore

Appendix H

LIST OF MINIMUM REQUIRED LOGISTICAL INSTRUCTIONS

Number	Subject
SECNAVINST 2305.11A	Use of DoD Telephones
CNETINST 3574.1	Small Arms Range Certification and Training Operation Policy
CNETINST 4200.1	Government Wide Commercial Purchase Card
NAVSUPINST 4200.81	Navy Field Contracting System Authority and Responsibility
NAVSUPINST 4200.82	Procurement Management Review Program of the Navy Field Contracting System
NAVSUPINST 4200.85	Shore and Fleet Small Purchase and Other Simplified Purchase Procedures
OPNAVINST 4614.1F	Uniform Material Movement and Issue Priority System
CNETINST 4614.1J	Uniform Material Movement Issue Priority System
SECNAVINST 5070.4	Purchase of Commercial Periodicals with Appropriated Funds
OPNAVINST 5100.23B	Navy Occupational, Safety and Health (NAVOSH) Manual
CNETINST 5200.6A	Management Control Program
OPNAVINST 5290.1A	Naval Imaging Program Policy and Responsibilities
CNETINST 5290.3A	NSTC Visual Information Program Management
NAVSUPINST 5400.11	Implementation of Project BOSS (Buy Our Spares Smart) in the Naval Material Establishment

CNETINST 5500.2	Missing, Lost, Stolen, or Recovered Government Property
SECNAVINST 5500.4F	Reporting of Missing, Lost, Stolen, or Recovered (M-L-S-R) Government Property
OPNAVINST 5530.13A	Physical Security for Conventional Arms, Ammunition and Explosives (AA&E)
OPNAVINST 5530.14B	DON Physical Security and Loss Prevention Manual
SECNAVINST 56OO.22	DON Reprographics Management Program
NAVSEAINST 8370.2	Small Arms and Weapons Management Policy and Guidance Manual

Appendix I

LISTING OF GENERALLY REQUIRED LOGISTICAL FORMS

Number	Title	Stock Number
CNET 3574/1 (9/94)	Small Arms Qualifications Record	Series 8011.1
DD-200	Report of Survey	0102-LF-000-2001
DD-350	Individual Procurement Action Report	0102-LF-000-3501
DD-1057	Monthly Procurement Summary of Action$25,000 or Less	0102-LF-001-0570
DD-1149 *	Requisition and Invoice/ Shipping Document	0102-LF-011-1802
DD-1150	Request for Supplies	
DD-1155 *	Order for Supplies or Services/Request for Quotation	0102-LF-001-1559
DD-1342	DoD Property Accounting Record	0102-LF-001-3420
DD-1348	DoD Single Line Item Requisition System Document	0102-LF-013-1010
DD-1348-1	DoD Single Line Item Release/Receipt Document	0102-LF-013-1040
DD-1351-2	Travel Voucher or Subvoucher	0102-LF-013-2803
DD-1351-3	Statement of Actual Express	0102-LF-013-3300
DD-282 *	DoD Printing Requisition/ Order	0102-LF-002-8801
DD-1555	Confidential Statement of Affiliation and Financial Interests	0102-LF-001-5550

NAVPERS 1320/16	TEMADD Travel Order	0106-LF-013-2082
NAVSO 4650/10	Invitational Travel Orders	0104-LF-903-6312
NAVCOMPT 442	Discount Expiration Label	0104-LF-700-7201
NAVCOMPT 2155A	Requisition/OPTAR Log	0104-LF-704-8020
NAVCOMPT 2275 *	Order for Work Service	0104-LF-702-2751
DEFENSE CIVILIAN PAY SYSTEM (DCPS)		
NAVCOMPT 2276 *	Request for Contractual Procurement	0104-LF-702-2761
NAVMED 6320/10	Statement of Civilian Medical/Dental Care	0105-LF-009-2300
NAVSUP 306	Controlled Equipage Custody Record	0108-LF-500-6502
NAVSUP 1296	Ammo Master Stock Record Card	0108-LF-501-2961
NAVSUP 1297	Ammo Lot Locator Card	0108-LF-501-2971
NAVSUP 1328	Blanket Purchase Agreement Call Review Report	0108-LF-501-3280
OPNAV 5600/14/1	Copying Equipment Request	0107-LF-056-0070
SF-30 *	Amendment of Solicitation/ Modification of Contract	7540-01-152-8070
SF-44	U.S. Government Purchase Order-Invoice-Voucher	7540-00-634-3996
SF-95	Claim for Damage, Injury, Death	7540-00-634-4046
SF-120	Report of Excess Personal Property	7540-00-634-4074
SF-368	Quality Deficiency Report	7540-00-133-5541

SF-1034 *	Public Voucher for Purchases/Services Other Than Personal	7540-00-634-4206
SF-1164 *	Claim for Reimbursement of Expenses Other than Personal	7540-00-634-4356
SF-1402	Certificate of Appointment	7540-01-152-5812
NSTC GEN 4235/5	Intra-activity Requisition/ Purchase Request Form	0197-LL-NF2-2382

/1 Not carried in the supply system. Available from local NPPS.E-2

* These forms can be generated and printed in FASTDATA.

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Appendix J

EXPENSE ELEMENTS DEFINITIONS

Expense Element E – TAD/TDY Travel of Personnel. This element is used for reporting any costs incurred in the travel of midshipmen and/or staff personnel. This includes costs for commercial transportation charges, rental of passenger-carrying vehicles, mileage allowances, and subsistence for travelers, such as per diem allowances, telephone expenses, MP,N travel, and meals (MREs).

Expense Element M – Utilities and Rents. Included in this expense element are any expenses for public utilities (other than telephone) as well as equipment rental expenses. This includes rent paid for word processing equipment, copying machines, or any other equipment being leased to buy.

Expense Element N – Communications. Items in this expense element include any expenses for communications or communications equipment. This not only means telephone charges, but also charges for message transmittal as well as postal charges. Rental charges for any communications equipment must also be charged to this expense element including postal box rental and other postal related equipment if paid by the unit.

Expense Element P – Purchased Equipment Maintenance. Charges for maintenance of government owned equipment when purchased from nongovernmental sources are charged to this expense element. Examples of maintenance are: vehicles, typewriters, AV equipment, or, when not under lease agreement, word processors and copiers.

Expense Element Q – Purchased Services, Other. This expense element is used to report expenses for contractual maintenance of leased equipment and other services purchased that do not fall into any of the previous categories. Examples of expenses within this element are: tuition, tutoring, maintenance of word processors and copiers while still under lease agreements, postage meter, medical services (e.g. immunizations, physicals, etc.), photographic services, RP/N tailoring and alterations, setup of sound systems for parades and ceremonies, and leased vehicles from GSA and Public Works Centers.

Expense Element T – Supplies. Expenses for consumable supplies with a useful life of one year should be charged to this expense element. Examples are: office supplies, subscriptions, photographic supplies, textbooks, student supplies, RP, N uniforms and insignia, and rifle and pistol targets.

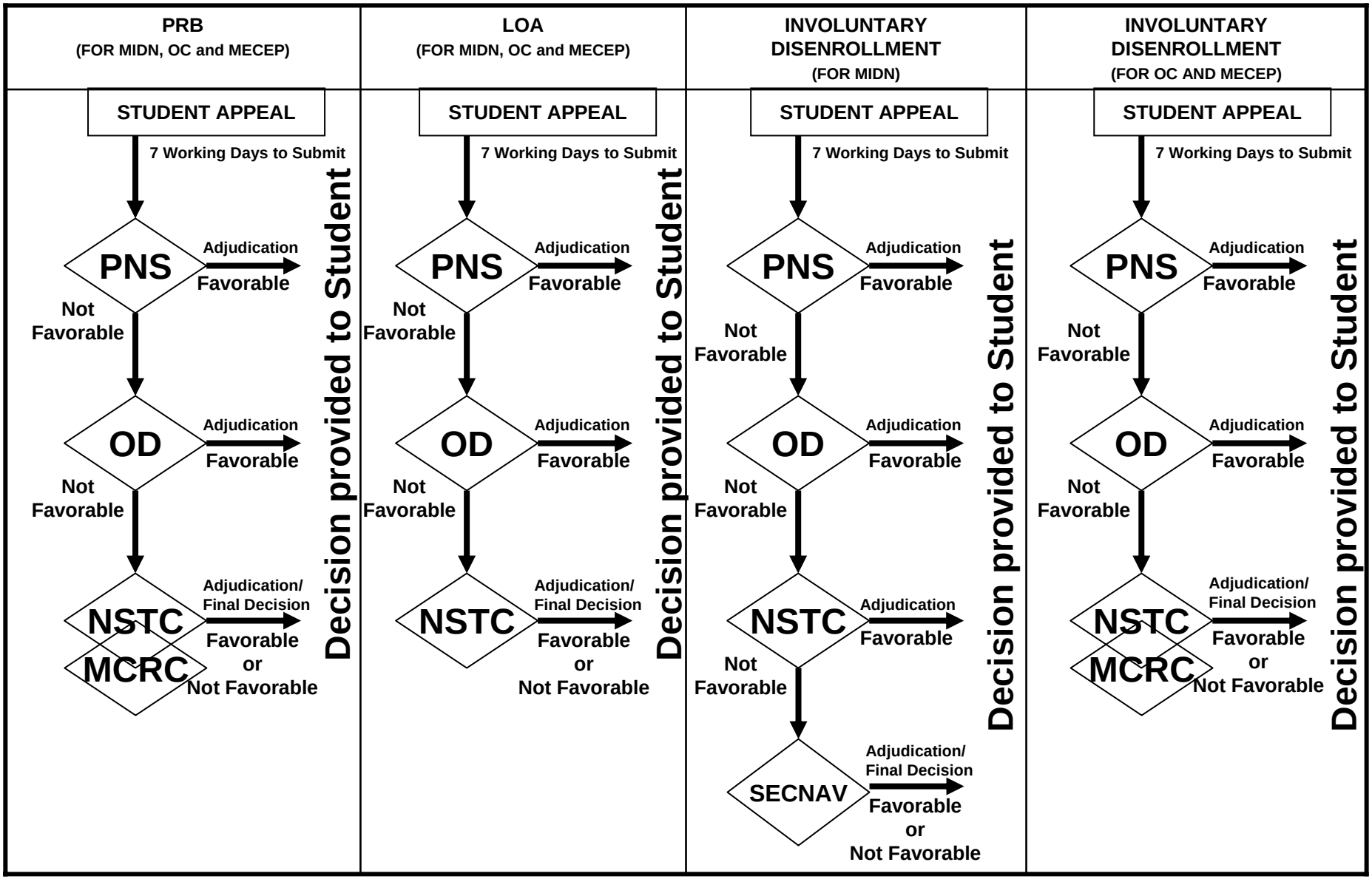
Expense Element V – POL. Expenses for petroleum, oil, and lubricants used in the operation and maintenance of vehicles or sailing vessels are to be charged to this expense element. Expenses for vehicle maintenance are to be charged to expense element P and not to expense element V.

Expense Element W – Equipment. Expenses for equipment with a usable life of one year or more are to be charged to this expense element. Example: office equipment (when part of a permanent collection). NOTE: Drill rifles and AV equipment are funded by NETC centrally managed fund. DO NOT USE MP,N Funds to purchase drill rifles, swords, and flags.

Expense Element Y – Printing and Reproduction. Charges for any contracted printing or photostatting are to be charged to this expense element. Copier rental is charged to expense element M and not Y, unless rental is through Document Automation & Production Service (DAPS) on Form DD-282.

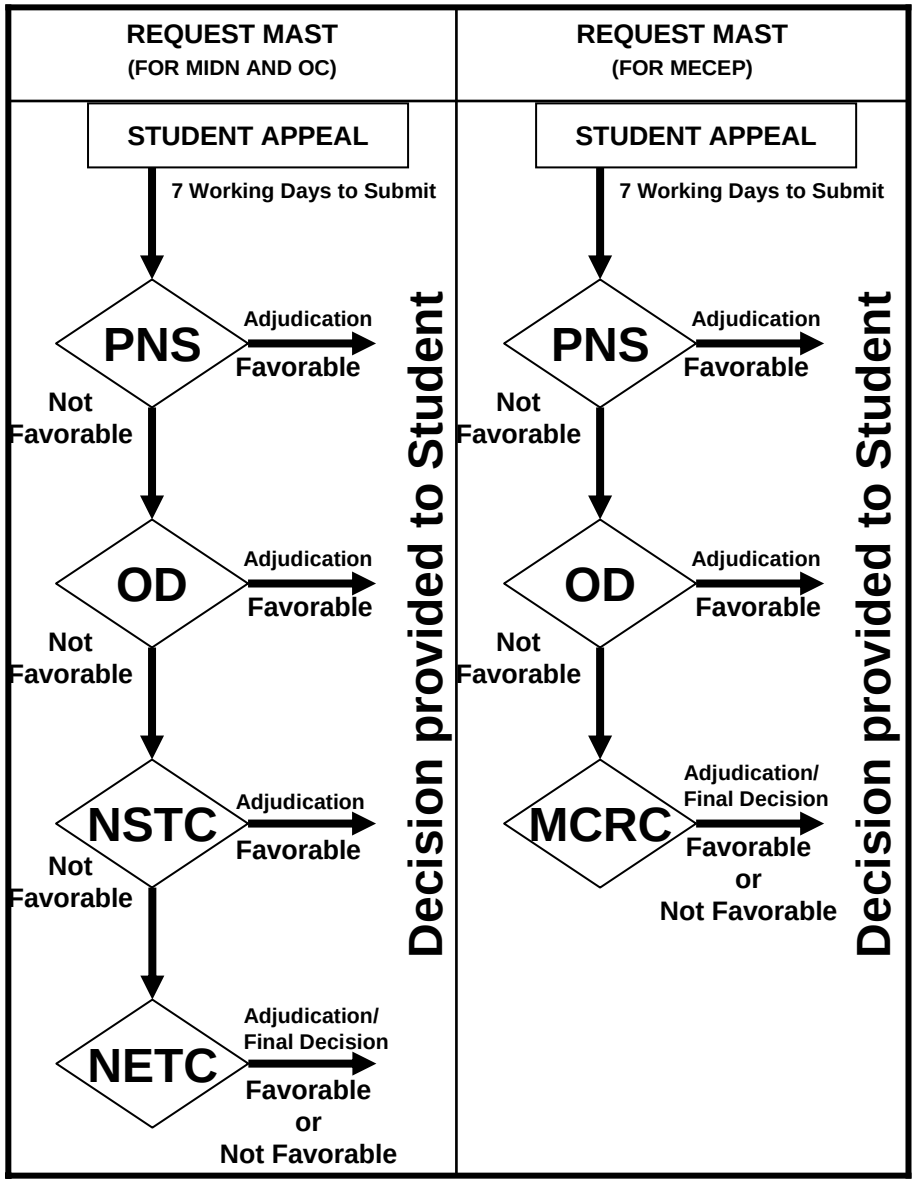
Appendix K

CHAIN OF APPEAL



Appendix K

CHAIN OF APPEAL



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2-6 MWR Grant Request Letter
2-7 MWR Grant Request Instructions

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6-14 NROTC College Program Service Agreement (NSTC 1533/3)
6-15 Service Obligation Contract for the United States Merchant Marine Academy (MA Form-889)
6-16 Enlistment/Reenlistment Agreement - Armed Forces of the United States (DD 4/1)
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6-35 Report of Medical History (DD 2807-1)
6-36 Report of Medical Exam (DD 2808)
6-37 Annual Certificate of Physical Condition (NSTC 6220/8)
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6-66 Application Control and Processing Record (NAVCRUIT 1100/14)
6-67 Officer Appointment Acceptance and Oath of Office (NAVPERS 1000/4)
6-68 United States Marine Corps Appointment Acceptance and Record (NAVMC 763)
6-69 Directions for Completing United States Marine Corps Appointment Acceptance and Record (NAVMC 763)
6-70 Discharge and Appointment of Newly Commissioned Ensigns (NAVPERS 1070/613)
6-71 Montgomery GI Bill (DD 2366)
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7-4 NROTC Student Performance Record
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7-16 Appointment Termination, NSTC 1533/29
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9-23 Document Register for Supply Files

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TABLE OF REFERENCES

BUPERSINST

1610.10A Navy Performance Evaluation System

1750.10B Identification Cards for Members of the Uniformed Services

CNSTCINST

12713.9a Management of Equal Employment Opportunity and Discrimination Complaints Programs

1500.2D Safety Procedures For Conduction of Training

1520.10E Professional Seamanship Training and the Navy Sail Training Program

1533.12F Regulations for the Administration and Management of the Naval Reserve Officers Training Corps (NROTC)

1650.1K Policy and Procedures for the Awards Program Within the Naval Education and Training Command

1720.2 Suicide Prevention

5000.4B Command Evaluation Program and Local Audit Function within the Naval Education and Training Command

5040.4E NROTC Inspection Program

5100.2H Occupational Safety and Health Program

5239.1B Security Requirements and Responsibilities for Automated Information Systems (AISs)

5450.4 Mission and Functions of Naval Reserve Officers Training Corps

5450.5 Mission and Functions of Departments of Naval Science

COMNAVRUITCOMINST

1130.8, Navy Recruiting Manual-Enlisted (CRUITMAN-ENL)

1131.2, Navy Recruiting Manual-Officer (CRUITMAN-OFF) Vol. I

DoD

11215.12 Alien Student Participation in Senior Reserve Officer training Corps Programs

5200.0-R Personnel Security Program

5500.7 Standards of Conduct

FPM 1614 Investigation of Equal Employment Opportunity Complaints

FPM 610 Civilian Personnel Management: Hours of Duty

Department of Transportation (DOT)

46 CFR Part 310, Maritime Administration, Department of Transportation Merchant Marine Training

MCO

1040.43A Enlisted-To-Officer Commissioning Programs

1534.1B Merchant Marine Reserve, U.S. Naval Reserve Program

1560.15L Marine Corps Enlisted Commissioning Education Program

3500.27B Operational Risk Management

P1610.7F Performance Evaluation System (PES)

6100.12 Marine Corps Physical Fitness Test and Body Composition Manual (MCPFTBCP)

MILPERSMAN

1414-010 Summer Training and Qualifications

NAVEDTRA

37300 series MIDN Summer Training Manual

NAVMED

P-117 Manual of the Medical Department U.S. Navy

NAVPERS

15642 Instructions for the Manpower and Personnel Management Information System

15665I, United States Navy Uniform Regulations

15560C, Naval Military Personnel Manual (MILPERSMAN)

15839I, Manual of Navy Officer Manpower And Personnel Classifications

15909F, Enlisted Transfer Manual (TRANSMAN)

NAVSUPPUB

NAVSUPPUB 2002, Navy Stock List and Forms and Publications

NAVSO

P-3050, Navy Pay and Personnel Procedures Manual (PAYPERSMAN)

P-3086, Joint Uniform Pay System (JUMPS) Field Procedures Handbook

NETCINST

5211.1 Personal Privacy and Rights of Individuals Regarding Their Records and Availability to the Public of Department of the Navy Records

NETCNOTE

5215 Department of the Navy directives Issuance System Consolidated Subjects Index

NETPDTCINST

7400.1A Civilian Time and Attendance

NROTC

Navy Exercise Planner
NROTC Training Manual
Naval Science Curriculum Guide

NSTCNOTE

5215 Department of the Navy directives Issuance System Consolidated Subjects Index

OPNAVINST

1160.6A Enlisted Bonus and Special Duty Assignment Pay

1420.1A Enlisted to Officer Commissioning Program Application Administration Manual

1500.75A Safety Policy and Procedures for Conduction High-Risk Training

1520.18G Junior Line Officer Advanced Education Program

1520.24B Scholarship Program

3100.6H Special Incident Reporting

3120.32C Standard Organization and Regulations of the U.S. Navy

3500.39B Operational Risk Management (ORM)

3591.1D Small Arms Training and Qualifications

4631.2D Management of Department of the Navy Airlift Assets

5100.23G Navy Safety and Occupational Health (SOH) Program Manual

5102.1D Navy & Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual

5215.17 Navy Directives Issuance System

5239.1B Information Assurance Program

5350.4C Drug and Alcohol Abuse Prevention and Control

5354.1E Navy Equal Opportunity Policy

5355.4 Drug Free Work Place (DFWP)

5370.2B Navy Fraternization Policy

5450.336 Mission, Function and Tasks of the Naval Education and Training Command (NETC)

5530.13C Department of the Navy Physical Security Instruction for Conventional Arms, Ammunition and Explosives (AA&E)

5530.14C Navy Physical Security

6000.1B Guidelines Concerning Pregnant Servicewomen

6110.1H Physical Readiness Program

OPNAVNOTE

5040 SECNAV/CNO Items of Special Interest (Units should hold copies of all directives listed in the most current issue of this notice)

5215 Department of the Navy directives Issuance System Consolidated Subjects Index (Semiannual Issue)

PUBLIC LAW

TITLE 13 46 USC 1295, Merchant Marine Act of 1936, Public Law 96-453 of 15 Oct 1980 (Maritime Education and Training Act of 1980, including FY 1990 MARAD Authorization Act - P.L. 101-115 of 13 Oct 1989 Amendment)

SECNAV M

5210.0 Department of the Navy: Records Management Manual

SECNAVINST

1650.1G Navy and Marine Corps Awards Manual

1752.4A Sexual Assault Prevention and Response

5061.12C Honorary Awards to Private Citizens and Organizations

5210.1 Department of the Navy Records Management Program

5211.5E Department of the Navy (DON) Privacy Program

5215.1D Secretary of the Navy Directives Policy

5216.5D Department of the Navy Correspondence Manual

5239.3A Department of the Navy Information Assurance (IA) Policy

5300.30D Management of Human Immunodeficiency Virus (HIV) Infection in the Navy and Marine Corps

5370.5B DON Hotline Program

5430.92 Assignment of Responsibilities to Counteract Acquisition Fraud, Waste, and Related Improprieties within the DON

5510.30A DON Personnel Security Program Regulation

5510.36 DON Information Security Program Regulation

5720.42F DON Freedom of Information Act (FOIA) Program

5720.44B Public Affairs Policy and Regulations

7220.65L Nuclear Officer Incentive Pay