



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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MILLINGTON, TN 38054-5057

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COMNAVCRUITCOMNOTE 1130
N35
10 MAY 07

COMNAVCRUITCOM NOTICE 1130

From: Commander, Navy Recruiting Command

Subj: COMNAVCRUITCOMINST 1130.8 INTERIM CHANGE NOTICE 31-07

Encl: (1) Revised Chapter 4, Section 12, Pages 1 through 21
(2) New ISD Waiver Memo

1. Purpose. To implement revised policies and procedures for the Naval Reserve Officers Training Corps (NROTC) College Scholarship Program.
2. Action. This notice is effective immediately. Replace Chapter 4, Section 12, pages 1 through 21 with enclosure (1). Incorporate enclosure (2) into reference (a).
3. Questions regarding this notice may be referred to COMNAVCRUITCOM (N35).

/s/

D. J. FREDERICK
By direction

Distribution:

COMNAVCRUITCOMINST 5216.2V

Lists: I (A, D, and E), II (A and D), and IIIA

**SECTION 12 - NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)
COLLEGE SCHOLARSHIP PROGRAM****041201. DISCUSSION**

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

b. This section provides general program requirements, guidance for applicant processing, and information regarding service obligations.

041202. SCHOLARSHIP PROGRAMS. There are two categories of NROTC programs:

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

b. **Four-Year NROTC Scholarship Program.** Applications are processed through COMNAVCRUITCOM and forwarded to NSTC for selection. Applicants may be considered for the Immediate Selection Decision (ISD) NROTC Scholarship Program. Specific processing procedures for processing ISD's are described in Paragraph 041216. See *NROTC Immediate Selection Decision Four-Yr Scholarship Contract (NAVCUIT 1131/32 (Rev.08-06))*.

Note: Students with 30 semester hours or more, or 45 quarter hours or more, of college credit upon application, or students already enrolled in an NROTC College Program, are ineligible to apply for a 4-year scholarship; these students should be directed to the nearest host university's NROTC unit to discuss the 2 and 3-year scholarship opportunities.

c. **Program Options.** An applicant may apply for only one of three options: Navy, Navy Nurse, or Marine Corps. An applicant may apply through COMNAVCRUITCOM for the Navy 4-year or Navy Nurse option only.

041203. NROTC ELIGIBILITY REQUIREMENTS. Applicants must meet the following eligibility requirements:

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

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

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

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

c. **Education.** High school **diploma** or equivalency certificate by 1 August of the year of entrance into the 4-year NROTC scholarship program.

d. **Test Score.** Achieve qualifying scores on the Scholastic Aptitude Test (SAT) or American College Test (ACT):

(1) SAT: 530 Critical Reading; 520 Math

(2) ACT: 22 Verbal; 22 Math

(3) SAT/ACT Scores. For application purposes, NSTC will evaluate candidates based on the highest score in each individual category in the event the applicant takes the test multiple times.

e. **Physical.** A physical examination is not required during the selection process, but the applicant must be certified as physically qualified for naval service before the scholarship can be activated.

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

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

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

h. For Nurse Option applicants, gain admission to a university that has an NROTC affiliation and offers a state approved or National League of Nursing (NLN) approved bachelor's degree in nursing.

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

041204. HIGH SCHOOL APPLICANTS. High school students are encouraged to start the application process during the second semester of their junior year. Before the application can be finalized and forwarded for consideration, a copy of the applicant's complete transcript, including the entire junior year, must be forwarded to COMNAVCRUITCOM NROTC Program (N3).

041205. ACTIVE DUTY APPLICANTS. Active duty Navy applicants are ineligible to apply for the NROTC program through COMNAVCRUITCOM. Active duty members from other branches of the military may apply if granted a conditional release.

041206. RESERVISTS. Navy Reservists and Other Service Reservists are eligible to apply provided they are not in a drilling or activated status.

041207. NROTC APPLICANTS IN DEP. If an NROTC applicant desires to or has already enlisted into the DEP, the DEPper shall not be shipped to RTC until final determination (selection or non-selection) is made. If a final determination of NROTC selection or college acceptance is pending, and the DEPper is scheduled to ship to RTC within 30 days, the NAVCRUITDIST shall contact COMNAVCRUITCOM (N32) to adjust the DEPper's ship date.

041208. NROTC ONLINE APPLICATION AND TRACKING SYSTEM. The NROTC Scholarship Program uses the website (<https://www.nrotc.navy.mil/nrotc.cfm>) to track the submission of applicant materials, monitor 4-year and nurse program production, and view reports based on individual information.

The site is maintained by the Naval Education and Training Professional Development and Technology Center (NETPDTC). The site includes the following features:

a. **Recruiter Home** lists completed electronic applications submitted to the NAVCRUITDIST. It also includes a chart listing the forms required for applicant processing and the status of their submission to the local recruiting district.

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

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

d. **Notice and Instructions** contains the Goaling Letter and the ISD Instruction.

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

f. **Search** allows recruiters to look up an applicant by name or SSN.

g. **Incomplete Online Applications** lists individuals who have not completed their electronic application. It also provides the date the electronic application was started and the date of last entry.

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

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

applicant makes a change or updates their electronic online application.

j. Returns lists electronic applications reviewed by COMNAVCRUITCOM and returned to the recruiter's queue for correction.

k. Directory lists the names and phone numbers of NAVCRUITDIST NROTC Coordinators and NROTC recruiters.

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

m. Complete lists electronic applications submitted to COMNAVCRUITCOM and NSTC with the date of submittal.

n. Diversity lists applicants by race/ethnic categories that have not submitted a completed electronic application.

o. Status indicates an applicant's selection, school placement and physical examination completion.

p. Production lists the percentage of nurse and 4-year program goals attained.

q. Duplicates includes duplicated records.

r. Reports allow users to create various predetermined reports.

s. Emails allows the NROTC Coordinator or recruiter to email either individual or all applicants assigned to them.

t. Scores allows the NROTC Coordinator or recruiter to look up SAT/ACT scores by using applicant's name or SSN.

u. No Match lists of all SAT/ACT scores received by NSTC but no online application has been stated.

v. Daily Transaction lists recruiter transactions for the past 60 days. Any transactions will be highlighted on the day they occurred.

w. Zip Codes allows users to view, verify and update the Zip Codes assigned to their recruiting district.

x. Logout allows users to exit the website.

041209. MAILING ADDRESS. All correspondence concerning the NROTC program shall be addressed to, Commander, Navy Recruiting Command, 5722 Integrity Drive, Millington, TN 38054-5057 Attn: N36.

041210. COMNAVCRUITCOM GENERATED LETTERS. COMNAVCRUITCOM mails letters to applicants during various phases of the application process. These letters are generated by actions made on the NROTC website as follows:

a. "A" Letter informs candidates that their preliminary information has been received electronically. (Refer to [Exhibit 041201](#)).

b. "B" Letter informs candidates that they have qualifying SAT I and/or ACT scores. (Refer to [Exhibit 041202](#)).

c. "C" Letter informs candidates that their application is complete and has been forwarded to the NSTC selection board for consideration. (Refer to [Exhibit 041203](#)).

d. "N" Letter informs candidates that their SAT I and/or ACT test results have been received, but do not meet the minimum requirements for board consideration. (Refer to [Exhibit 041204](#)).

e. "R" Letter informs candidates that their applicant questionnaire has been received, but rejected, due to not meeting program age and/or citizenship requirements. (Refer to [Exhibit 041205](#)).

041211. STANDARDIZED TEST SCORES. The primary method for the NROTC Program Branch to receive test scores is electronically from the appropriate testing agency. Test scores validated via high school scores reports and official high school transcripts are also acceptable. The NROTC Coordinator, or appropriate Navy Recruiting representative, shall direct prospective NROTC applicants to release scores to College Code Account 0656. An asterisk will appear next to the test scores and a blue line will appear over them on the electronic application when COMNAVCRUITCOM receives and downloads the scores. This signifies that the scores have been electronically verified.

Note: Scores Verification. Scores released to the NROTC Scholarship Code 0656 from the testing agency are encrypted and sent electronically to COMNAVCRUITCOM. The file is downloaded,

converted to text, and uploaded to a shared folder with NSTC. COMNAVCRUITCOM (N36) downloads scores as they are released by the testing agencies.

041212. NROTC PRODUCTION REPORT. The NROTC Production Report will be prepared by COMNAVCRUITCOM (N5) and routed to the **NAVCRUITREGs and NAVCRUITDISTs** at least monthly by COMNAVCRUITCOM (N3). It shall be retained by the NAVCRUITDIST NROTC Coordinator for 2 years.

041213. REQUIRED DOCUMENTS

a. **Electronic Application.** The electronic application provides basic information about the applicant. A checklist is provided at the end of this section that outlines additional information required to submit a complete NROTC package. The following is a list of required information:

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

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

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

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

(5) Step 5: Test Scores. Up to six ACT/SAT I scores with test dates within the last 2 years may be entered. Scores that are more than 2 years old from the time the NROTC cycle closes in January may be entered but are not eligible for consideration.

(6) Step 6: Educational History and Goals. High school(s) and college(s) attended, intended college major(s),

select choices for the college or university that the applicant desires to attend. A minimum of three colleges must be entered. One of the top three colleges must be a state school. Nurse option candidates must enter a minimum of three schools with nursing programs available and designate nursing as their intended major. First choice school remarks are mandatory and must match the school listed as first choice.

(7) Step 7: Employment and Volunteer History.

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

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

(9) Step 9: Essays. There are four required essays. Applicants may edit or modify their responses at any time prior to submission of the application. Essays must also be reviewed for completion. Essay three should also specify that the applicant wants to be a Navy vice Marine Corps or other service officer.

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

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

c. **High School Profile.** High school profiles outline graduation requirements, grade scales, and other information

about the particular school. The document provides information helpful in evaluating an applicant's record and shall be included in each applicant's kit.

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

(1) NROTC interviewers shall indicate their designator and rank on the electronic form while enlisted interviewers shall indicate their rate.

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

(a) Active duty Naval Officers (O2 and above.)

(b) Active duty Marine Corps Officers (O4 and above.)

(c) Active duty Chief Petty Officer (E7 - E9).

(d) Former active duty Naval Officer, out of the Navy for less than one year (O3 or above).

(e) Retired active duty USN or USMC Officer (O5 or above).

(f) Limited Duty Officers (O1 and above)

(3) Ensigns are not authorized to conduct interviews.

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

f. **Drug Statement.** NAVCRUITDIST NROTC personnel shall ensure the applicant answers both questions and signs line item (2) of the Drug Statement. If an applicant answers "yes" to either question, the affirmative response must be explained in line items (a) through (g). NAVCRUITDIST NROTC personnel shall ensure line item (3) of the Drug Statement is signed by the applicant and a witnessing official. If the applicant answers

"no" to both questions, their signature and the signature of a witnessing official are not required in line item (3).

g. **NROTC Applicant Statement Of Understanding (SOU).** The *NROTC Applicant Statement of Understanding* (SOU) ([NAVCRUIT 1100/28](#)) shall be signed and dated by the applicant.

h. **Strong Interest Inventory (SII).** SIIs shall be completed with a No. 2 pencil and placed between the backboard and the last page of the kit. Ensure SIIs are not creased, stained, punched, torn, folded, or separated.

i. **Evidence Of Citizenship.** The *Evidence of Citizenship* ([NAVCRUIT 1100/25](#)) is required for naturalized citizens and applicants who derive their citizenship from the citizenship/naturalization of their parent(s). Acceptable documents used to verify evidence of citizenship include original U. S. passports, certificates of citizenship, and naturalization paperwork issued by the U. S. Citizenship and Immigration Services (USCIS) formerly know as Immigration and Naturalization Service (INS). Refer to [Chapter 2](#) of this instruction for further guidance.

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

k. **Teacher Evaluations.** Three teacher evaluations are required for all NROTC applications. The 4-Year program requires that two of the three evaluations be completed by a math teacher and an English teacher. Any other teacher, counselor, coach, employer, or any youth activities leader may complete the third teacher evaluation. Applicants for the Navy Nurse program have the same requirements as the 4-Year program except that a science teacher, vice a math teacher, shall complete a teacher evaluation. The counselor who completes the Request for Secondary Transcript (Counselor's Recommendation) may complete no more than one of the three required teacher evaluations.

l. **Optional Items.** Optional items may be include photos, additional letters of recommendation, resumes, awards, certificates of achievement, newspaper articles, activities lists, and any other items to enhance the "whole person" concept.

m. **Application Re-applies.** Candidates who were not selected during the previous NROTC selection cycle may be resubmitted provided they meet the following criteria:

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

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

(2) Updated documentation is required for all resubmitted applications. No document with the exception of SAT/ACT scores can be greater than one year old.

(3) Required updated documentation includes:

- (a) School transcripts (including college if applicable)
- (b) Updated student essays
- (c) Updated teacher evaluations (optional, but highly recommended especially if applicants enrolled in college and evaluations can be obtained from college professor).
- (d) Officer Interview

n. **NROTC Application Checklist.** The NROTC Checklist ([NAVCRUIT 1100/29](#)) shall be utilized by the NAVCRUITDIST to reflect the processing status of each application.

041214. PROCESSING

a. **Initial Notification.** An applicant designated as "Board Eligible" will be notified by COMNAVCRUITCOM via the standardized "B" letter. The appropriate NAVCRUITDIST shall contact the applicant as soon as practical and schedule them for

further processing. The NAVCRUITDIST shall deliver a package containing a locally generated notification letter (see Exhibit 041206 for an example), Debarment and Suspension from Receipt of Federal Assistance Statement for 4-Year NROTC Application (NSTC 1533/89), NROTC Applicant Statement of Understanding (SOU) (NAVCRUIT 1100/28) and any other information or direction deemed appropriate. The Debarment and Suspension form is a disclaimer that the applicant must sign stating that have not been barred from receiving Federal financial and non-financial assistance. Exhibit 041206 may be modified to better suit individual NAVCRUITDISTs.

b. **Board Eligible Processing Check Sheet.** The Board Eligible Processing Check Sheet (NAVCRUIT 1131/30) shall be utilized by the NROTC Coordinator to reflect the processing status of each board eligible applicant.

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

d. **Scheduling Interviews.** Board eligible applicants shall be notified by their respective NAVCRUITDISTs to report for interview and processing. Board eligible applicants who fail to appear on the date scheduled, and fail to notify the NAVCRUITDIST, should be sent a second letter of notification via registered/certified mail or contacted by phone to reschedule the interview. This will serve as a follow-up in the event the first letter was undeliverable or the wrong processing date was given. The return receipt for this letter shall be filed as proof the applicant received proper notification. NAVCRUITDISTs shall enter the date of withdrawal in the NROTC website. Withdrawn applicants shall be removed from the "Incomplete" or "Complete" rosters but their data will be retained.

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

f. **Officer Interviews.** The NROTC Scholarship Application shall be reviewed prior to the interview to determine highlights of discussion. Every effort should be made to accurately assess the applicant using the "whole person" concept. During the

interview, the applicant's questions should be answered and program obligations and commitments summarized. After the interview, the interviewer shall summarize their impressions of the applicant and complete the NROTC interview form online at <https://www.nrotc.navy.mil/nrotc.cfm>. Once submitted, NROTC interviews cannot be modified.

g. **Strong Campbell Interest Inventory (SII)**. The SII shall be administered to each board eligible applicant. The SII may be administered to the applicant during the scheduled interview, or the applicant may complete the inventory together with the remainder of the application.

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

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

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

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

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

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

(3) COMNAVCRUITCOM (N3) will notify NAVCRUITDISTs via email of any kits at the selection board that are awaiting further documentation or require clarification. NAVCRUITDISTs shall provide the missing information directly to NETC within 15 calendar days of notification.

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

1. **Changes**. Make any required changes to records as follows:

(1) To change any electronic information on an applicant, other than a request for a program change, address information, or college choice changes, identify the applicant by full name and SSN as it appears on the record and forward the request to NROTC Webmaster at <mailto:nrotc.webmaster@cnet.navy.mil>.

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

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

(a) For applications at the recruiter level, the recruiter will make the change(s).

(b) For applications at the COMNAVCRUITCOM level, the COMNAVCRUITCOM NROTC Processor, COMNAVCRUITCOM (N36), will make the change(s).

(c) For applications at Naval Service Training Command (NSTC) level, NSTC (Code OD212 or Code OD2A), will make the changes.

m. **Transfers**. At the time of initial application, each applicant is assigned a NAVCRUITDIST with which s/he will complete processing. For a variety of reasons, NAVCRUITDISTs

may need to transfer an applicant to another District. To do so, complete and email an *NROTC Board Eligible Processing Check Sheet* ([NAVCRUIT 1100/30](#)) to COMNAVCRUITCOM (N32). When applicable, include the applicant's request to be transferred to another NAVCRUITDIST.

n. **Program Code Changes.** Applicants who have submitted an electronic application and desire to change their program option (Navy to Nurse Corps or vice versa) shall provide a written request to NSTC at nrotc.scholarship@cnet.navy.mil. NSTC will send COMNAVCRUITCOM and the NAVCRUITDIST an auto-generated email confirming the change. The change must occur prior to the application being boarded.

o. **Changes To School Choices.** New first choice school remarks shall be provided on a Request For Change(s) To *NROTC Applicant Record* ([NAVCRUIT 1100/31](#)) and forwarded to COMNAVCRUITCOM via the District. Those who desire to change their school choices after their electronic application has been forwarded to NSTC should email their request to nrotc.scholarship@cnet.navy.mil.

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

041215. NOTIFICATION OF INELIGIBLE OR WITHDRAWN BOARD ELIGIBLE APPLICANTS

a. **Discussion.** NAVCRUITDISTs may only notify applicants of their ineligibility/disqualification from the NROTC Scholarship Program for the following reasons: age, citizenship, active duty status, non-qualifying SAT/ACT scores, participation in the NROTC college program, excessive college credit hours or failure to graduate high school or obtain an equivalency certificate. All other applications will be forwarded for consideration, although a negative endorsement is authorized.

b. **Notification Responsibilities.** A copy of any ineligibility notification shall be forwarded to COMNAVCRUITCOM (N36). The following are the responsibilities of the District NROTC Scholarship Program Coordinators:

(1) Ineligible Applicants. NAVCRUITDISTs shall notify all ineligible applicants of their disqualification except physical disqualification. The Department of Defense Medical

Examination Review Board (DoDMERB) will notify all applicants of their physical status. All board eligible applicants shall be processed regardless of their medical qualifications, as physical status is not a consideration during the selection process. "Applicants found to be ineligible by the NSTC Selection Board will be sent a Non-select letter. If the applicant wishes to be informed of the reason of ineligibility the applicant can contact NSTC at 1-800-NAV-ROTC.

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

041216. IMMEDIATE SELECTION DECISION (ISD)

a. **Discussion.** The NROTC ISD Scholarship Program is designed to allow COMNAVCRUITCOM to aggressively compete in specific market areas. The ISD Scholarship Program is open to all individuals regardless of race or gender. ISD Scholarships should be used only in cases where specific market objectives can be realized or where an outstanding candidate would otherwise be lost to other scholarship opportunities. To ensure a fair and equitable system is maintained in the selection of ISD candidates, applicants who do not meet the competitive profile and whole person criteria as set forth in this instruction are subject to normal board consideration. ISD Scholarships are not available for Nurse, Fleet or Marine Corps option applicants. An ISD Scholarship offer can only be made if the standard NROTC application has not been mailed. Once mailed, an application is considered part of the National Board process.

b. **SAT/ACT.** The eligibility criteria for the SAT are 1290 composite with a math score of at least 650. Eligibility criteria for the ACT is 56 combined English and Math, with a minimum math score of 29. Regardless of math and/or combined scores attained the NROTC board eligibility minimum of SAT 530 Critical Reading and ACT 22 English applies to ISD Scholarship

applicants. For application purposes, NSTC will evaluate candidates based on the highest score in each individual category if the applicant elects to take these tests multiple times.

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

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

(1) Citizen of the United States

(2) Not less than 17 years of age by 1 September of the year starting college and no more than 23 on 30 June of that year

(3) Anticipates high school graduation by 1 August of the same year of entrance into the NROTC 4-year scholarship program

(4) Has significant involvement in school, community or extracurricular activities (e.g., athletics, school officer, club involvement, work experience, etc.)

(5) In the top 20 percent of their high school class

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

(7) No conviction for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), Minor In Possession (MIP) or any other felony

(8) Is physically fit. Must meet Navy's height/weight standards

(9) Highly motivated for naval service

e. **Illegal Drug Use.** Any history of illegal drug use eliminates a candidate from ISD Scholarship consideration.

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

f. **Height/Weight.** Candidates must meet height and weight standards in accordance with OPNAVINST 6110.1 in order to be considered eligible for the NROTC program. Recruiters are required to personally verify all information. If an applicant is otherwise qualified for an ISD Scholarship but does not meet the height and weight standards, a waiver of the height and weight requirement may be requested using enclosure (3). Height/Weight waivers may only be submitted if an applicant is within body fat standards and regularly participates in physical and athletic activities.

g. **Verification Application Submission Requirement.** All initial criteria in the formal ISD Scholarship application must be verified within 30 days of submission. There is no waiver for this time period. Once 30 days has expired, the ISD Scholarship guarantee is cancelled. Applicants will be notified of the status of their application by COMNAVCRUITCOM. If the candidate's application is received after the 30 days, it will be forwarded to NSTC for normal board consideration. When necessary, enclosure (3) should be used to solicit the cooperation of school officials.

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

i. **Guarantee.** Inform ISD Scholarship candidates that they must satisfy all the conditions required in order to maintain their guaranteed NROTC scholarship. This includes the Department of Defense Medical Evaluation Review Board (DoDMERB) physical.

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

k. **Waiver of 20 Percent Class Ranking.** If a candidate is otherwise qualified for an ISD Scholarship, but is in a school that does not provide class ranking, a waiver of the ranking requirement may be requested using enclosure (6) format. If class ranking is unavailable a percentile ranking should be used.

l. **Commanding Officer's Signature.** The Commanding Officer of the Navy Recruiting District is the last person to sign the ISD Scholarship contract. The Commanding Officer must be absolutely sure that the candidate is desired for an ISD Scholarship, the NROTC program, and a possible commission in the U. S. Navy.

m. **Deadline.** The deadline for ISD offers and completed applications will be delineated in COMNAVCRUITCOMINST 3100.1.

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

o. **Form.** NAVCRUIT 1100/32 (Rev. 08-06), NROTC Immediate Selection Decision (ISD) 4-Year Scholarship Contract, enclosure (5) and is available from the Commander, Navy Recruiting Command (N3123), Millington, TN 38054-5057.

p. **Association of Naval Services Officers (ANSO) and the National Naval Officer Association (NNOA).** The ANSO and the NNOA are organizations that have helped COMNAVCRUITCOM in diversity recruiting efforts. Each organization may sponsor 10 ISD Scholarships in support of NROTC recruiting.

(1) Application Process. ANSO and NNOA officials that identify a student meeting the ISD Scholarship eligibility requirements must contact COMNAVCRUITCOM at 901-874-9313 to confirm that ISD Scholarship billets are available before recommending a prospective student for an ISD. Once confirmation of a quota is verified, the ANSO or NNOA certifying official, in conjunction with the applicant, completes part A of NAVCRUIT 1131/32, (Rev 08/06) enclosure (5). The ANSO or NNOA official then contacts the applicable NAVCRUITDIST who completes the sections on the form assigned to NAVCRUITDIST **"Commanding Officer"** and makes the final decision for an applicant's eligibility for an ISD. Once the form is complete, "ANSO" or "NNOA" should be written at the top and bottom of the first page of the NAVCRUIT 1131/32 and the application forwarded to N3 at COMNAVCRUITCOM for final approval. COMNAVCRUITCOM will expedite processing of NNOA and ANSO sponsored ISD completed kits that are appropriately labeled. NSTC will also convene a special board if necessary.

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

041217. MEDICAL EXAMINATIONS

a. DoD Medical Evaluation Review Board (DoDMERB) Physicals

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

(2) The physical examination for both NROTC and the Naval Academy is identical with exception of the final review. NETC provides DoDMERB the selection status of applicants twice a week. If an NROTC scholarship selectee completes a physical

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

b. **Medical Status.** Individuals who are medically disqualified from USNA should continue their NROTC application, as the waiver authority is different, and a waiver from one program does not guarantee a waiver from the other. Medical examination results are not considered in the NROTC selection board process.

ISD Waiver Memo

Today's Date

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

To: Commander, Navy Recruiting Command (Code 3123) (**Fax 901-874-9476**)

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

Ref: (a) COMNAVCRUITCOMNOTE 1130.8

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

1. Enclosure (1) and (2) are forwarded in accordance with reference (a). Request that waiver of 20% class ranking requirement for the NROTC Immediate Selection Decision (ISD) program is granted to the subject applicant.

2. Justification:
Narration for justification of waiver.

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

Signature:

Typed Name
By direction

Copy to:
CNRA