



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
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COMNAVCRUITCOMINST 1533.4A
N3
15 Mar 2010

COMNAVCRUITCOM INSTRUCTION 1533.4A

From: Commander, Navy Recruiting Command

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

Ref: (a) COMNAVCRUITCOMINST 1131.2
(b) COMNAVCRUITCOMINST 1130.8

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

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

2. Cancellation. COMNAVCRUITCOMINST 1533.4. Due to numerous changes, marginal notations are not included. This instruction should be reviewed in its entirety.

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

4. Scholarship Programs. There are nine NROTC Scholarship Programs. Navy Recruiting Command (NAVCRUITCOM) sponsors two of the nine scholarship programs and Naval Service Training Command (NSTC) sponsors seven.

a. NAVCRUITCOM sponsored scholarship programs:

(1) Four-Year National NROTC Scholarship. Applications are processed through NAVCRUITCOM and forwarded to NSTC for selection. The application cycle for the fall semester starts in April with a deadline of January 31st. The best time for an applicant to apply for a Four-Year National NROTC Scholarship is during the summer between the junior and senior year of high school. High school students are encouraged to start the application process during the second semester of the junior year. The Four-Year National scholarship program is extremely competitive. Nomination criteria incorporates the "whole person" concept in identifying the best qualified applicant. A profile of the average scholarship nominee shows nearly all are in the top 10-20 percent of their graduating class and have achieved an average SAT composite score of 1300 or higher. Additionally, the average nominee has been active in multiple sports, numerous high school activities, community service, and participated in leadership roles. Many applicants are also recipients of various local, state and/or national awards in academics, athletics and/or citizenship. Students may apply for only one of the three scholarship program options. The three scholarship program options are Navy, Marine Corps, or Nurse. Eligibility and processing requirements are discussed in paragraph 5.

(2) Immediate Scholarship Reservation (ISR). Interested applicants should apply for an ISR prior to applying for the Four-Year National NROTC College Scholarship Program. If not selected for ISR, the applicant should then apply for the Four-Year National NROTC College Scholarship Program. The ISR program is highly competitive in nature: Applicants must be in the top 20 percent of their graduating class with a minimum SAT math score of 600 and a minimum composite SAT score of 1230. ISR applications are only granted and approved by the Navy Recruiting District (NAVCRUITDIST) Commanding Officer (CO) via the NAVCRUITCOM NROTC Program Manager. Specific procedures for processing ISRs are described in paragraph 6.

b. NSTC sponsored scholarship programs:

- (1) National Naval Officer's Association (NNOA)
- (2) Association of Naval Services Officers (ANSO)
- (3) Historically Black Colleges and Minority Institutions (HBC/MI) Scholarship

- (4) Alternative Scholarship Reservation (ASR)
- (5) National Two-Year Scholarship Program
- (6) Scholarships for College Program Midshipmen
- (7) Tweeddale Scholarships

Note: Basic information, eligibility requirements and submission procedures for these additional programs can be located at: <https://www.nrotc.navy.mil/>.

5. Four-Year National NROTC Scholarship Program

a. General Eligibility Requirements:

(1) All scholarship applicants must be U.S. Citizens either by birth or naturalization. If the applicant is a naturalized citizen, proof of citizenship must be included in the application.

(2) All applicants, regardless of scholarship option, must be 17 years of age by September 1st of the year starting college and less than 23 years of age on June 30th of that year. Applicants must not have reached their 27th birthday by June 30th of the year in which college graduation and commissioning are anticipated. Applicants who have prior active duty military service may be eligible for age adjustments for the amount of time equal to their prior service, on a month-for-month basis, for a maximum of 36 months, provided they do not reach their 30th birthday by June 30th of the year in which graduation and commissioning are anticipated.

(3) Applicants must have a high school diploma or equivalency certificate by August 1st of the year of entrance into the Four-Year NROTC National Scholarship Program.

(4) Applicants must have no moral obligations or personal convictions that will prevent conscientious bearing of arms, and supporting and defending the Constitution of the United States against all enemies, foreign or domestic.

(5) Applicants must have no criminal record of military or civilian offenses.

(6) Students with 30 or more semester hours or 45 or more quarter hours of college credit upon application, or students already enrolled in the NROTC College Scholarship

Program are not eligible for the Four-Year National ROTC Scholarship. These students should consult the professors of Naval Science at the host university's NROTC unit to discuss other scholarship opportunities.

(7) A Military Service Obligation (MSO) of eight years, five of which must be served in active duty status, will be required for all scholarship recipients.

(8) Applicants must apply to and gain admission to their five NROTC college choices listed on their application (notification of admission must be received before scholarship can be activated).

(9) Active duty Navy applicants are ineligible to apply for the NROTC program through NAVCRUITCOM. Active members of other branches of the military may apply if they are granted a conditional release. Individuals who are scheduled for boot camp may apply provided they complete all application requirements (i.e. officer interview, signed statements, test scores, etc.).

(10) Applicants may start the application process during the second semester of their junior year of high school. However, before the application can be finalized and forwarded for selection consideration, they must ensure that a copy of their complete transcript including their entire junior year is forwarded to NSTC.

(11) A minimum of two years active enlisted service or recoupment of all tuition dollars paid may be required for midshipmen who dis-enroll or are dis-enrolled from the NROTC College Scholarship Program for academic or personal reasons after the first day of their sophomore year. If dis-enrolled, personnel who were originally on active duty and were released early to accept an NROTC Scholarship must complete their original enlistment contract.

(12) Physical (Medical) Qualification. Applicants are not required to be physically qualified during the selection process; however, the applicant must be certified to be medically qualified for Navy or Marine Corps service before the scholarship can be activated.

(13) Height and Weight Standards. Applicants must meet height and weight standards per reference (a), Chapter 2, Section 10 in order to be considered eligible for the NROTC Scholarship. NROTC coordinators 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. See enclosure (1).

(14) Qualifying scores on Scholastic Aptitude Test (SAT) or American College Test (ACT):

(a) Navy (including Nurse) option:

1. SAT: 530 Critical Reading; 520 Math

2. ACT: 22 English; 21 Math

(b) Marine Corps option:

1. SAT: 1000 composite

2. ACT: 22 composite

(c) Test dates are only valid (for any application) from the December before the selection cycle begins through the following two years. For example: Valid test dates for the Fall 2010 application cycle tests are from December 2008 through December 2010.

(d) SAT/ACT Math and English/Critical Reading scores can be from different tests; applicants may combine their best Math with their best English/Critical Reading scores to achieve qualifying scores.

(e) If the applicant is in the top 10% of his/her high school graduating class, their SAT/ACT test scores can be below the stated minimum to apply; however, the tests must have been taken within the two year time frame described above.

b. Additional Eligibility Requirements for the Navy option:

(1) Physically qualified by Navy standards.

(2) Career Options:

(a) Surface Warfare Officer (SWO)

(b) Aviator (Pilot)

(c) Flight Officer (NFO-Aviator)

- (d) Submarine Officer
- (e) Explosive Ordnance Disposal (EOD) Officer
- (f) Special-Warfare (NSW) Officer

(3) College Academic Requirements for Navy option:

- (a) Calculus (one year by end of sophomore year)
(not required for the Nurse or Marine Corps options)
- (b) Physics (one year of calculus-based physics by
end of junior year) (not required for the Nurse or Marine Corps
options)
- (c) English grammar and composition (one year) (not
required for the Marine Corps option)
- (d) National Security Policy or American Military
Affairs (not required for the Nurse option)
- (e) World Culture and Regional Studies (one year)
- (f) Nine Naval Science courses:
 - 1. Introduction to Naval Science
 - 2. Sea Power and Maritime Affairs
 - 3. Leadership and Management I and II
 - 4. Navigation
 - 5. Engineering
 - 6. Weapons
 - 7. Naval Operations and Seamanship
 - 8. Leadership and Ethics
 - 9. Naval Science Laboratory

c. Additional Eligibility Requirements for Nurse option:

- (1) Applicants/Scholarship recipients must gain
admission to a university that has an NROTC affiliation and

offer a state approved or National League of Nursing (NLN) approved Bachelor of Science degree in Nursing (BSN).

(a) If selected for a scholarship, selectees must major in a nursing degree program leading to a BSN.

(b) Upon graduation, Nurse NROTC College Scholarship Program midshipmen will be commissioned as regular officers in the Navy Nurse Corps.

(2) College academic requirements for nurse option include the requirement to complete the following five Naval Science courses prior to commissioning:

(a) Introduction to Naval Science

(b) Seapower and Maritime Affairs

(c) Leadership and Management I and II

(d) Leadership and Ethics

(e) Naval Science Laboratory

6. Immediate Scholarship Reservation (ISR). The NROTC ISR scholarship program is designed to allow NAVCRUITCOM to aggressively compete in specific market areas. The ISR scholarship program is open to all individuals (regardless of race or gender). ISR scholarships should be used only in cases where specific market objectives can be realized or where an outstanding candidate would otherwise be lost to other scholarship opportunities. To ensure a fair and equitable system is maintained in the selection of ISR candidates, applicants who do not meet the competitive profile and whole person criteria as set forth in this instruction are subject to normal board consideration. ISR scholarships are not available for Nurse, Fleet, or Marine Corps Option applicants. An ISR 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.

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

evaluate candidates based on the highest score in each individual category if the applicant elects to take these tests multiple times.

b. Allocations. NAVCRUITREG allocations will be identified in COMNAVCRUITCOMNOTE 1131. Total ISR scholarship allocations may not be exceeded. NAVCRUITDISTs must manage their ISR scholarship allotment to maximize the potential for identifying and making offers to well-qualified candidates.

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

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

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

e. Height/Weight. Candidates must meet height and weight standards in per reference (a), Chapter 2, Section 10 in order to be considered NROTC Program eligible. Recruiters are required to personally verify all information. If an applicant is otherwise ISR scholarship qualified, but does not meet height/weight standards, a waiver of the height/weight requirements may be requested using enclosure (1). Height/weight waivers may only be submitted if an applicant is within body fat standards and regularly participates in physical and athletic activities.

f. Verification of Application Submission Requirement. All initial criteria in the formal ISR scholarship application must be verified within 30 days of submission by NAVCRUITCOM. There is no waiver for this time period. Once 30 days have expired, the ISR scholarship guarantee is cancelled. Applicants will be notified of the status of their application by NAVCRUITCOM. If the candidate's application is received after the 30 days, it will be forwarded to NSTC for normal board consideration. When necessary, enclosure (2) shall be used to solicit the cooperation of school officials.

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

h. Guarantee. Inform ISR scholarship candidates that they must satisfy all the conditions required in order to maintain their guaranteed NROTC scholarship. This includes the DoD Medical Evaluation Review Board (DoDMERB) physical.

i. School Choice. Applicants must fill out five school choices including one state choice. Emphasize to ISR scholarship candidates that school choice is not guaranteed and they must independently compete for school entrance. Inform all ISR scholarship applicants that applying earlier in the program year expands options with regard to school choice. NROTC unit placement is determined after selection, and is conducted on a "first-come, first-served" basis. NROTC units at schools that enjoy high popularity close out early. A late program year ISR scholarship candidate has less chance of receiving their desired NROTC unit placement.

j. Waiver of 20 Percent Class Ranking. If a candidate is otherwise qualified for an ISR scholarship, but is in a school that does not provide class ranking, a waiver of the ranking requirement may be requested using enclosure (3) format. If class ranking is unavailable, a percentile ranking should be used. All waivers addressed from NAVCRUITDIST must be endorsed by NAVCRUITCOM (N313) prior to being submitted to NSTC.

k. Commanding Officer's Signature. The NAVCRUITDIST CO is the last person to sign the ISR scholarship contract prior to submission to NAVCRUITCOM (N313) for approval. The CO must be certain the candidate is desired for an ISR scholarship, the NROTC Program, and commissioning in the Navy.

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

(2) Incomplete Applications. It is the mutual responsibility of both the recruiter and applicant to ensure the application package is complete prior to board submission. Carefully document all recruiter efforts to obtain required documents or missing entries. When a candidate's application is withheld from board consideration, there should be no doubt that every effort was made by the recruiter to correct any deficiencies as they are documented.

l. Association of Naval Services Officers (ANSO) and National Naval Officer Association (NNOA). ANSO and NNOA assist NAVCRUITCOM in diversity recruiting efforts. Each organization may sponsor ISR scholarships in support of NROTC recruiting.

(1) ISR Application Process. ANSO and NNOA officials who identify a student meeting ISR scholarship eligibility requirements must contact NAVCRUITCOM (N313) at (901)874-9313 to confirm ISR scholarship billets are available before recommending a prospective ISR candidate. Once confirmation of a quota is verified, the ANSO or NNOA certifying official, in conjunction with the applicant, must complete Part A of the NROTC Immediate Selection Decision Four-Year Scholarship Contract (NAVCRUIT 1100/32). The ANSO or NNOA official must contact the applicable NAVCRUITDIST to complete sections on the form assigned to "NAVCRUITDIST CO" and make the final decision for an applicant's ISR eligibility. Once the form is complete, "ANSO" or "NNOA" shall be written at the top and bottom of the first page of the NAVCRUIT 1100/32 and the form shall be faxed to NAVCRUITCOM (N313) at (901) 874-9230. NAVCRUITCOM will expedite processing of appropriately labeled and completed ANSO and NNOA sponsored ISR kits.

(2) After an ISR contract has been signed by an ANSO/NNOA sponsored applicant, the remainder of the application process will be completed by the applicable NAVCRUITDIST. The NAVCRUITDIST will receive NROTC credit within the competition system once the ISR contract is approved by NAVCRUITCOM (N313). NAVCRUITCOM (N313) will coordinate between ANSO/NNOA and the local NAVCRUITDIST to ensure all other application requirements are met.

7. Applicants. Scholarship programs are offered to the following types of applicants:

a. 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 NSTC via NAVCRUITCOM (N3).

(1) NROTC Applicants in the Delayed Entry Program (DEP). If an NROTC applicant desires to enlist, or is already enlisted, into the DEP, they shall not be shipped to Recruit Training Command (RTC) until after a final determination (selection or non-selection for the NROTC scholarship) has been decided. If a final determination of NROTC selection or college acceptance is pending, and the Future Sailor is scheduled to ship to RTC within 30 days, the NAVCRUITDIST shall contact NAVCRUITCOM (N32) for assistance in adjusting the Future Sailor's ship date. Under no circumstances shall a Future Sailor with an NROTC package pending be shipped to RTC or be allowed to remain in the DEP for more than 365 days.

(2) Future Sailors reaching the 365 day limit must be DEP discharged and are barred from further enlistment processing until a decision is rendered on their NROTC package. NROTC applicants in DEP at the time of application must have their scheduled ship date marked on their application at the time of submission.

b. Active Duty Applicants. Active Duty applicants are ineligible to apply for the NROTC Program through NAVCRUITCOM unless they are separating from their respective service. Applicants with prior military service may be eligible for age adjustments for the amount of time equal to their prior service, on a month-by-month basis, for a maximum of 36 months, providing they do not reach their 30th birthday by June 30 of the year in which graduation and commissioning are anticipated. The

applicant must be separated from their branch of service at the time of their application submission. They must apply online and provide required teacher evaluations and their DD 214. Active duty Sailors are not eligible to apply for the NROTC program while on active duty; however, they can apply to the NSTC established Seaman to Admiral-21 Program. Active duty members of other military branches may apply while on active duty if they are granted a conditional release from service.

c. Reservists. Reservists, regardless of branch of service, are eligible to apply for the NROTC program provided they are not in a drilling or activated status and meet eligibility requirements for the desired scholarship option. Reservists may be conditionally released from their reserve contract, given the applicant completes the following:

- (1) Apply for a scholarship online and be selected to receive one of the scholarships
- (2) Accept the scholarship in writing
- (3) Be accepted to a college/university with an NROTC program, or a cross-affiliated college/university and their prospective NROTC unit
- (4) Be accepted to their prospective NROTC unit
- (5) Be found medically qualified by the DoDMERB

Note: Once the above requirements have been met, NSTC NROTC Selection and Placement can request their conditional release orders.

d. Service Academy Applicants. Service academy cadets or midshipmen may apply to the NROTC program while they are still attending, or have recently disenrolled from, one of the U.S. service academies. These applicants must meet all previously stated eligibility requirements, with the addition of the following:

- (1) Do not exceed the amount of allotted semester hour credits
- (2) Apply online
- (3) Provide all required teacher/professor evaluations

Note: Applicants from service academies must provide a statement as to why they have chosen to leave their academy in addition to a statement of good standing provided by their service academy admissions office.

8. Required Documents.

a. Electronic Application. This applies only to the NROTC Four-Year National Scholarship for both Navy and Nurse Options. A checklist is provided at the end of this section outlining 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 and teacher evaluations

(3) Step 3: Personal Information. Height, weight, previous military service, sex, race and ethnicity, and information on legal infractions. All civil 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 scores with test dates within the last two years may be entered. Scores more than two 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) and select choices for the college or university that the applicant desires to attend. A minimum of five colleges must be entered. Each of the five colleges listed must be aligned with different NROTC Units.

Note: One of the top three listed colleges must be a state school. Nurse Option candidates must enter a minimum of five schools with a nursing program available and designate nursing

as their intended major. First choice school remarks are mandatory and must match the school listed as first choice.

(7) Step 7: Employment and Voluntary History. Employers, major duties assigned, dates of employment, and volunteer work and length of service. Only employment and volunteer work performed during high school and college may be listed.

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

(9) Step 9: Essays. There is one required essay. The second essay is optional. Applicants may edit or modify their responses at any time prior to submission of the application. Essays must also be reviewed for completion.

(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. Once an applicant has submitted their application, it cannot be changed, except by providing additional documents prior to the closing of the application on January 31st.

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

c. High School Profile. High school profiles outline graduation requirements, grade scales, and other information about the particular school. The document provides information helpful in evaluating an applicant's record and shall be included in each applicant's kit.

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

(1) NROTC interviewers shall indicate their designator and rank on the electronic form, enlisted interviewers shall indicate their rate and rank. All interviews will be conducted by officers from the below list. Interviews by enlisted personnel will be conducted only with the NAVCRUITDIST CO's approval.

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

(a) Active or Reserve Component Navy Officers (O3 and above)

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

(c) Retired USN or USMC Officers (O5 or above)

(d) Active Duty or Retired Limited Duty Officers/Chief Warrant Officers

(e) Active or Reserve Component CPO (E7 - E9) (Only if an officer is not available and with the NAVCRUITDIST CO's approval.)

(3) With the exception of LDOs, O1s and O2s are not authorized to conduct interviews

e. Debarment and Suspension From Receipt of Federal Assistance Statement For Four-Year Naval Reserve Officer Training Corps Application (Executive Order 12549, (Debarment and Suspension) (NSTC 1533/102). NSTC 1533/102 affirms the applicant is not restricted from receiving federal aid for tuition. The form shall be completed, dated, and signed by the applicant and a witnessing official.

f. Drug Statement For Naval Reserve Officer Training Corps Application (NSTC 1533/101). NSTC 1533/101 affirms the applicant has fully disclosed any drug usage if applicable. This form shall be completed, dated, and signed by the applicant and a witnessing official. 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 still required in line item (3).

g. Statement of Understanding for Naval Reserve Officer Training Corps Applications (NSTC 1533/112). NSTC 1533/112 shall be signed and dated by the applicant.

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

i. Request for Secondary Transcript/School Counselor's Recommendation`. The applicant's secondary school counselor or other secondary school official shall complete the Secondary School Transcript Request Form. The counselor recommendation must be completed 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.

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

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

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

(1) Applicant status has changed significantly from the previous year's application to include one or more of the following areas:

- (a) New occupation
- (b) Started college
- (c) Retaken SATs/ACTs

(2) Updated documentation is required for all resubmitted applications. Reapplying applicants should present information to improve their eligibility from the previous year. Required updated documentation includes:

- (a) School transcripts (including college if applicable)
- (b) Updated student essays
- (c) Updated teacher evaluations (if applicants are enrolled in college, evaluations should be obtained from college professor)
- (d) New officer interview

m. NROTC Application Checklist (Rev 05-08). The checklist shall be utilized by the NAVCRUITDIST to reflect the processing status of each application.

9. Standardized Test Scores. The primary method for the NROTC Program Branch to receive test scores is electronically from the appropriate testing agency. Test scores validated via high school scores reports and official high school transcripts are also acceptable. The NROTC Coordinator or appropriate Navy Recruiting representative shall direct prospective NROTC applicants to release scores to College Code Account 0656. An asterisk will appear next to the test scores and a blue line will appear over them on the electronic application when NAVCRUITCOM receives and downloads the scores. This signifies scores have been electronically verified. SAT/ACT scores will not be seen on the website if they are updated after the application has been submitted and received by NSTC.

a. Scores Verification. Scores released to NROTC Scholarship Code 0656 from the testing agency are encrypted and sent electronically to NAVCRUITCOM via CD-ROM and forwarded to NSTC. NAVCRUITCOM and NSTC receive scores as they are released by the testing agencies.

b. Top 10% Verification. Transcripts for applicants who are in the top 10% of their graduating class must be submitted with their application to NAVCRUITCOM. Applicants must also furnish a letter from the school, verifying the applicant is actually in the top 10% of the graduating class. The letter must be notarized by either the school's Guidance Counselor or the Office of the Registrar.

10. Notification of Ineligible Or Withdrawn Board Eligible Applicants. NAVCRUITDISTs may only notify applicants of their ineligibility/disqualification from the NROTC College Scholarship Program for the following reasons:

- a. Age
- b. Citizenship
- c. Active duty status
- d. Non-qualifying SAT/ACT scores
- e. Not in top 10% of graduating class
- f. Participation in the NROTC College Program
- g. Excessive college credit hours
- h. Failure to graduate high school or obtain an equivalency certificate

Note: All other applications will be forwarded for consideration although a negative endorsement is authorized.

i. Notification Responsibilities. A copy of any ineligibility notification shall be forwarded to NAVCRUITCOM (N313). The following are the responsibilities of the NAVCRUITDIST NROTC College Scholarship Program Coordinator:

(1) Ineligible Applicants. NAVCRUITDISTs shall notify all ineligible applicants of their disqualification except for those physically disqualified. The DoDMERB will notify all

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

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

11. Processing

a. Initial Notification. An applicant designated as "Board Eligible" will be notified by NAVCRUITCOM via enclosure (4). The appropriate NAVCRUITDIST shall contact the applicant as soon as practical and schedule further processing. The NAVCRUITDIST shall deliver a package containing a Local Notification Letter (enclosure (4)), NSTC 1533/102, NSTC 1533/112, and any other information or direction deemed appropriate. NSTC 1533/102 is a disclaimer that the applicant must sign, stating they have not been barred from receiving federal financial and non-financial assistance. Enclosure (4) may be modified to better suit individual NAVCRUITDISTs.

b. NROTC Application Checklist (Rev 5-08). This checklist shall be utilized by the NROTC Coordinator to reflect the processing status of each board eligible applicant.

c. Applicant Responsibility. To ensure proper accountability, the recruiter shall ensure applicants sign NSTC 1533/112 to complete documents within the established processing deadlines.

d. Scheduling Interviews. Board eligible applicants shall be notified by the respective NAVCRUITDIST to report for interview and processing. Board eligible applicants who fail to appear on the date scheduled and fail to notify the NAVCRUITDIST shall be sent a second notification letter via registered/certified mail or contacted by phone to reschedule the interview. This will serve as a follow-up in the event the first letter was

undeliverable or the incorrect processing date was given. The return receipt for this letter shall be filed as proof that the applicant received proper notification. Individuals not responding to this second notification shall be withdrawn with no further attempt to contact the applicant. NAVCRUITDISTs shall enter the date of withdrawal in the NROTC website. Withdrawn applicants shall be removed from the "Incomplete" or "Complete" rosters but their data will be retained.

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

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

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

h. Forwarding Kits. Upon completion of processing, the NAVCRUITDIST shall review the kit to ensure completion, assemble the kit per NROTC Applicant Checklist (Rev 05-08), affix the kit to an "application back" and fasten at the top with a metal paper fastener without a compressor. A current version of the NROTC Applicant Checklist (Rev 05-08), located under the Forms tab of the NAVCRUITCOM website, shall be completed and included as the initial page of the kit. NAVCRUITDISTs shall ensure an applicant's electronic application is complete, forwarded to NAVCRUITCOM, and an Application Mail (APPMAIL) date entered into the website record. Kits shall be forwarded to NAVCRUITCOM (N315) by registered, certified, or express mail. The NAVCRUITDIST NROTC Coordinator shall verify that NAVCRUITCOM has received the mailed package within 10 calendar days of mailing.

i. Status Date. Indicates credit toward goal provided the application was received by NAVCRUITCOM (N315) prior to the established deadline.

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

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

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

(3) NAVCRUITCOM (N315) will notify NAVCRUITDISTs via email of any kits at the selection board that are awaiting further documentation or require clarification. NAVCRUITDISTs shall provide the missing information directly to NSTC within 15 calendar days of notification.

k. Changes. Make changes to records as follows:

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

(2) To change an applicant's address and/or college choices, the recruiter must identify the applicant by full name and the last four numbers of the SSN as it appears on the record and forward the request to NAVCRUITCOM (N313) for routing purposes.

l. Transfers. Each applicant is assigned a NAVCRUITDIST with whom he or she will complete processing at the time of initial application. For a variety of reasons, NAVCRUITDISTs may need to transfer an applicant to another NAVCRUITDIST. To do so, complete and mail NROTC Applicant Check List (Rev 05-08) to NAVCRUITCOM (N315). When applicable, include the applicant's request to be transferred to another NAVCRUITDIST.

m. Program Code Changes. Applicants who have submitted an electronic application and desire to change their program option (Navy to Nurse Corps or vice versa) must provide a written request to NSTC at pnsic_nrotc_applications@navy.mil. NSTC will send NAVCRUITCOM and the NAVCRUITDIST an auto-generated email

confirming the change. The change must occur prior to the last board for the option the applicant desires and the application must have the appropriate changes to the teacher evaluations, officer interviews, and essays.

n. Changes to School Choices. New first choice school remarks shall be provided on NSTC 1533/141 (06-09) (Placement Change Request for Naval Reserve Officer's Training Corps Scholarship Nominee) to the NROTC Applicant's Record and forwarded to NAVCRUITCOM via the NAVCRUITDIST. Those who desire to change their school choices after their electronic application has been forwarded to NSTC must email their request to pnsn_nrotc_applications@navy.mil.

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

12. NAVCRUITCOM Generated Letters. NAVCRUITCOM will mail letters to applicants during various phases of the application process. These letters are generated by actions made on the NROTC website as follows:

a. The "A" Letter informs the candidates that their preliminary information has been received electronically. Refer to enclosure (5).

b. The "B" Letter informs candidates they have qualifying SAT, ACT scores, and/or meet top 10% class requirements. Refer to enclosure (6).

c. The "C" Letter informs candidates that their application is complete and has been forwarded to the NSTC selection board for consideration. Refer to enclosure (7).

d. The "N" Letter informs candidates that their SAT and/or ACT test results have been received but do not meet the minimum board consideration requirements. Refer to enclosure (8).

e. The "R" Letter informs candidates that their applicant questionnaire has been received, but rejected, due to not meeting program age and/or citizenship requirements. Refer to enclosure (9).

13. NROTC Online Application and Tracking System. The NROTC College Scholarship Program uses the NROTC website <https://www.nrotc.navy.mil/> to track submission of applicant

materials, monitor four-year national and nurse program production, and view reports based on individual information. The site is maintained by the Naval Education and Training Professional Development and Technology Center (NETPDTC). The site includes the following features:

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

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

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

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

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

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

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

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

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

automatically be moved back to the "Incomplete Online Application" page when the applicant makes a change or updates their electronic online application.

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

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

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

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

n. Diversity. A list of applicants, categorized by race/ethnicity who have not submitted a complete electronic application.

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

p. Production. Gives the percentage of nurse and four-year program goals attained.

q. Duplicates. A list of duplicated records.

r. Reports. Permits users to create various predetermined reports.

s. Emails. This permits NROTC Coordinators and recruiters to email either an individual applicant or all applicants assigned to them.

t. Scores. The NROTC Coordinator or recruiter can access SAT/ACT scores by using an applicant's name or SSN.

u. No Match. A list of SAT/ACT scores received by NSTC but no online application has been started.

v. Daily Transaction. Users are able to review recruiter transactions for the past 60 days. Any transactions will be highlighted on the day they occur.

w. Zip Codes. This permits users to view, verify, and update the Zip Codes assigned to their district.

- x. Logout. This permits users to exit the website.

14. Medical Examinations

- a. DoD Medical Evaluation Review Board (DoDMERB) Physicals

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

(2) The physical examination for both NROTC and the Naval Academy is identical with the exception of the final review. 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 medical status will be updated via the NROTC website.

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

15. NROTC Production Report. The NROTC production report is prepared by NAVCRUITCOM (N5) and routed to the Navy Recruiting Regions (NAVCRUITREGs) and the NAVCRUITDISTs at least monthly by NAVCRUITCOM (N3). It shall be retained by NAVCRUITDIST NROTC Coordinators for two years. This report is to be utilized by the NROTC Coordinators for all NAVCRUITCOM inspections or assist visits.

16. Mailing Address

a. All correspondence from NROTC recruiters concerning the NROTC program or applicants shall be addressed to: Commander, Navy Recruiting Command, Attn: N313, 5722 Integrity Drive, Millington, TN 38054-5057.

b. All correspondence from NROTC recruiters concerning applicants who have already been submitted for a scholarship shall be addressed to: Commander, Naval Service Training

Command, Attn: Selection and Placement (OD2), 250 Dallas Street,
Suite A, Pensacola, FL 32508-5286.

17. Forms. All NAVCRUIT/NSTC forms referenced in this
instruction are available at:

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

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

/s/

R. L. GRAF

Deputy

Distribution:

Electronic only, via

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

Sample Height and Weight Requirement Waiver Memo

1533
Ser CNRC/313
(Date)

MEMORANDUM

From: Commanding Officer, Navy Recruiting District (Name of District)
To: Commander, Navy Recruiting Command (N313)
Subj: WAIVER OF HEIGHT AND WEIGHT STANDARD REQUIREMENT FOR ISR APPLICANT (Name)
Ref: (a) OPNAVIINST 6110.1

1. Per reference (a), applicant does not meet the Navy's maximum allowable body fat percentage limit.
2. Justification: (Comment on applicant's overall physical fitness, participation in physical activities and ability to pass Physical Readiness Test requirements.)
3. Request NAVCRUITCOM decision provided by fax at telephone number (Fax Number) attention: (Point of Contact).

J. E. DOE
By direction

Ser CNRC/XXX
(Date)

FIRST ENDORSMENT

From: Commander, Navy Recruiting Command (N313)
To: Commanding Officer, Navy Recruiting District (Name of District)

1. Approved or Disapproved.

J. E. DOE

Copy to:
NSTC (OD2)

Enclosure (1)

15 Mar 2010

Sample Expedite Request Letter

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

(Date)

Dear (Use the School Counselor's Name)

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

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

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

Sincerely,

Note: It is recommended that any specifics about program criteria be provided within this letter.

15 Mar 2010

ISR Waiver Memo Format

1533
Ser CNRC/313
(Date)

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

To: Commander, Naval Service Training Command (OD2)

Via: Commander, Navy Recruiting Command (N313)

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

Ref: (a) COMNAVCRUITCOMINST 1130.8

Encl: (1) Proposed ISR Contract ICO Subject Applicant
(2) (Insert name) School Information (Number of pages)

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

2. Justification: (Narration for justification of waiver.)

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

J. E. DOE
By direction

Ser CNRC/313
(Date)

FIRST ENDORSMENT

From: Commander, Navy Recruiting Command (N313)

To: Commander, Naval Service Training Command (OD2)

1. Approved or Disapproved.

J. E. DOE

Enclosure (3)

15 Mar 2010

Sample Local Notification Letter

1533

Ser CNRC/315

(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear NROTC College Scholarship Program Applicant:

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

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

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

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

You will be scheduled separately for a physical by the Department of Defense Medical Examination Review Board (DoDMERB) in Colorado. If you have recently been scheduled by DoDMERB and administered an examination for another officer program, you may not need to be re-examined. Thank you for your interest in the NROTC College Scholarship Program and for seeking the adventure of a Navy career.

Sincerely,

15 Mar 2010

Sample "A" Letter

1533

Ser CNRC/315

(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

Thank you for your interest in the (YYYY) NROTC College Scholarship Program. Your preliminary information has been received electronically.

In addition to completing your online application, you must release your SAT or ACT test scores to the NROTC College Scholarship Program (Code 0656) through the testing agency. Score release can be accomplished on your test registration form or via an additional report request form that can be obtained from your recruiter. The test date must be between December 2008 and December 2010. The minimum scores required for further consideration are as follows:

SAT - 530 Critical Reading and 520 Math

or

ACT - 22 English and 21 Math

or

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

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

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

Sincerely,

15 Mar 2010

Sample "B" Letter

1533
Ser CNRC/315
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

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

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

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

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

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

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

Sincerely,

15 Mar 2010

Sample "C" Letter

1533
Ser CNRC/315
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

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

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

If you have any additional information such as updated transcripts, (academic, JROTC, or community service) awards, or additional letters of recommendation that you would like to update on your application, please send them to NSTC's Selection Processing Branch no later than January 31st by fax (850)452-2486 or email scanned copies to pnsn_rotc_applications@navy.mil.

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

Sincerely,

15 Mar 2010

Sample "N" Letter

1533
Ser CNRC/315
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

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

SAT - 530 Critical Reading and 520 Math

or

ACT - 22 English and 21 Math

or

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

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

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

Sincerely,

15 Mar 2010

Sample "R" Letter

1533
Ser CNRC/315
(Date)

Test Application
123 Main Street
Pensacola FL 32526

Dear Test,

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

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

Birth date: dd/mm/yyyy
U.S. Citizenship: Yes / No
Military Status: Discharged
Active Duty Base Date: mm/yyyy
Discharge Date: mm/yyyy

If any of this information is incorrect, please contact your recruiter as soon as possible.

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

Sincerely