



DEPARTMENT OF THE NAVY  
NAVY RECRUITING COMMAND  
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COMNAVCRUITCOMINST 1533.4E  
N3  
1 Jul 2014

COMNAVCRUITCOM INSTRUCTION 1533.4E

From: Commander, Navy Recruiting Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS COLLEGE SCHOLARSHIP PROGRAM

Ref: (a) COMNAVCRUITCOMINST 1130.8J

Encl: (1) Immediate Scholarship Reservation (ISR) Application Checklist  
(2) Immediate Scholarship Reservation (ISR) Top 20% Waiver Memo Format  
(3) NAVCRUITCOM NROTC Scholarship Application Checklist

1. Purpose. This revises the Naval Reserve Officers Training Corps (NROTC) College Scholarship Program requirements. As this revision contains numerous changes, this instruction should be reviewed in its entirety. Significant changes are identified by an "(R" in the right hand margin.

2. Cancellation. COMNAVCRUITCOMINST 1533.4D.

3. Background. The NROTC Program was established to provide an alternative commissioning source for Navy unrestricted line (URL) officers. This highly competitive program remains 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) recruits for three of the nine scholarship programs as listed below with Naval Service Training Command (NSTC) recruiting for the remaining six scholarship programs. NSTC retains responsibility for implementation and management of all NROTC programs.

a. NSTC recruits to the following programs and guidance for the recruitment, application and processing for these scholarship programs is provided directly from NSTC:

(1) Minority Servicing Institutions Scholarship Reservation (MSISR).

(2) Alternative Scholarship Reservation (ASR).

(3) Two or three year scholarship program.

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b. NAVCRUITCOM recruits for the Navy Option, Nurse Option and the Immediate Scholarship Reservation National scholarship programs. Applications are processed through NAVCRUITCOM and forwarded to NSTC for selection. The annual application cycle begins on 2 June and the website closes for new applications on 31 January. The best time for an applicant to apply for a National NROTC Scholarship is 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.

#### 5. Navy National NROTC Scholarship Program

a. The two scholarship program options under the Navy National Scholarship Program is the Four-Year Option Scholarship or the Navy Nurse Option Scholarship. Students may apply for only one of the two scholarship program options. The National Scholarship Program is extremely competitive. Nomination criteria are based on the "whole person" concept in identifying the best qualified applicants. A profile of the average scholarship selectee shows nearly all are in the top 10-20 percent of their graduating class and have achieved an average Scholastic Aptitude Test (SAT) composite score of 1300 or higher. Additionally, the average nominee has been active in multiple sports, numerous high school activities, and considerable community service and participated in leadership roles. Most applicants are also recipients of various local, state or national awards in academics, athletics and citizenship. Students who demonstrate exceptional perseverance and character are also highly regarded in the selection process.

#### b. 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 1<sup>st</sup> of the year starting

college and less than 23 years of age on 31 December of that year. Applicants must not have reached their 27<sup>th</sup> birthday by June 30<sup>th</sup> 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 30<sup>th</sup> birthday by 31 December of the year in which graduation and commissioning are anticipated.

(3) Applicants must have, or anticipate having, a high school diploma or equivalency certificate by 1 August of the year of entrance into the 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) College students, to include existing NROTC college program participants, with 30 or more semester hours or 45 or more quarter hours of college credit at the time they submit their application are not eligible for the National NROTC Scholarship. NROTC college program participants are eligible to apply for a National NROTC Scholarship as long as they have 29 or fewer semester or 44 or fewer quarter hours. Students with more than the maximum allowed credit hours should consult the Professors of Naval Science at the host university's NROTC unit to discuss other scholarship opportunities. College credits earned prior to high school graduation, such as part of an advanced education or accelerated high school program, do not count against an applicant until a term of college is completed.

(7) A Military Service Obligation (MSO) of eight years, five of which must be served in active duty status for Navy option and four years for Nurse Option will be required for scholarship recipients.

(8) Applicants must apply to and gain admission to the 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 Recruit Training Command (RTC) may apply provided they complete all application requirements (i.e., officer interview, signed statements, test scores, etc.). Applicants shall not ship to RTC prior to notification of selection or non-selection. Applicants will be allowed to extend in the Delayed Entry Program (DEP) for as long as 12 months in order to receive selection status prior to shipping. **Individuals must notify NSTC (OD2) in writing they wish to withdraw their application if they choose to ship to RTC prior to selection/non-selection notification.**

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(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 to NAVCRUITCOM for selection consideration, they must ensure that a copy of their complete transcript including their entire junior year (senior year if a high school senior) is forwarded to NSTC. Applicants who have completed their senior year shall submit their high school transcripts through the end of their senior year.

(11) A minimum of two years active enlisted service or recoupment of all tuition dollars paid may be required for midshipmen who disenroll or are disenrolled from the NROTC College Scholarship Program for academic or personal reasons after the first day of their sophomore year. If disenrolled, 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. All Navy and Nurse Applicants must perform an NROTC Applicant Fitness Assessment (AFA) and provide their scores to their recruiter. The test can be administered by any physical education instructor, athletics coach, active duty officer, or NJROTC instructor. **Recruiting Command personnel are not authorized to conduct the AFA.** However, it is the responsibility of the NAVCRUITDIST to include the AFA score sheet in the application. Applications that do not have the AFA sheet will be considered

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incomplete. Prior to activation of an NROTC scholarship, a DoD Medical Evaluation Review Board (DoDMERB) physical must be satisfactorily completed. Further guidance can be viewed at the following website:

[https://nrotc.navy.mil/physical\\_requirements.aspx](https://nrotc.navy.mil/physical_requirements.aspx)

(13) Minimum qualifying scores on SAT or ACT

(a) SAT: 530 Critical Reading; 520 Math

(b) ACT: 22 English; 21 Math

(c) Test dates are valid (for any application) for a two year period from the December before the selection cycle begins and includes the previous two years. The following table lists the valid test dates for the next three CNSB cycles:

<u>CNSB</u>	<u>Valid Test Dates</u>
<u>FY15</u>	<u>December 2012 to December 2014</u>
<u>FY16</u>	<u>December 2013 to December 2015</u>
<u>FY17</u>	<u>December 2014 to December 2016</u>

(d) For the purposes of satisfying the minimum SAT or ACT scores above, Math and English or Critical Reading scores from different tests may be used to achieve the highest possible composite score.

(e) All NROTC applicants must meet the minimum SAT or ACT qualifying scores to be eligible.

(14) Height and Weight. Applicants who apply for a National Scholarship are not required to be within height and weight standards per reference (a), Chapter 2, Section 10.

c. Additional Eligibility Requirements for Navy Four-Year Scholarship Option Midshipmen.

(1) Career Options:

(a) Aviator (Pilot).

(b) Naval Flight Officer (NFO).

(c) Submarine Officer.

(d) Surface Warfare Officer (SWO).

(e) Explosive Ordnance Disposal (EOD) Officer.

(f) Naval Special Warfare (NSW) Officer.

(2) Applicants who accept an NROTC scholarship offer will be required to meet the following college course requirements for Navy Four-Year Scholarship Option:

(a) Calculus (one year by end of sophomore year)  
(Not required for the Nurse Option).

(b) Physics (one year of calculus-based physics by end of junior year) (Not required for the Nurse Option).

(c) English grammar and composition (one year).

(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;
4. Navigation (not required for Nurse Option);
5. Engineering (not required for Nurse Option);
6. Weapons (not required for Nurse Option);
7. Naval Operations and Seamanship (not required for Nurse Option);
8. Leadership and Ethics; and
9. Naval Science Laboratory.

d. Additional Eligibility Requirements for Nurse  
Scholarship Option Midshipmen

(1) Applicants must apply to and gain admission to their five NROTC college choices that offer a state approved or National League of Nursing (NLN) approved Bachelor of Science Degree in Nursing (BSN) listed on their application. Notification of admission must be received before the scholarship can be activated.

(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.

e. Incomplete Applications. It is the 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.

6. Immediate Scholarship Reservation (ISR). The NROTC ISR Program is designed to allow NAVCRUITDISTs to aggressively compete in specific market areas. The ISR 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. It is desirable to grant all allocated ISRs; however, this should occur only where the intent of the program is met. Failure to grant all allocated ISRs simply results in the awarding of additional Navy National Four-Year scholarships. 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 consideration by the Continuous National Selection Board (CNSB). ISR scholarships are not available for Nurse Option. An ISR can only be granted if the Four-Year NROTC application has not been submitted to NSTC. Once submitted to NSTC, an application is considered part of the Four-Year application program and that individual cannot be granted an ISR. The NAVCRUITCOM ISR Checklist, enclosure (1), should be used to verify ISR application contents prior to submission to NAVCRUITCOM for processing.

a. Applicants must be a high school senior to be eligible for an ISR. High school graduates are not eligible for an ISR scholarship.

b. SAT or ACT. The SAT combined (sum of math and critical reading) must be at least 1230 with a minimum of 600 in math. The ACT combined (sum of math and verbal) must be at least 54 with a minimum of 26 in math. Additionally, the NROTC board eligibility minimums of an SAT Critical Reading (CR) score of 530 and an ACT English score of 22 apply to ISR scholarship applicants. Test dates are only valid from the December of the selection cycle including the previous two years (see paragraph 5.(13).c above.

c. Allocations. Navy Recruiting Region (NAVCRUITREG) allocations will be identified in COMNAVCRUITCOMNOTE 1131. NAVCRUITCOM will allocate ISRs to the NAVCRUITREGs who will further allocate to their respective NAVCRUITDISTs. Allocation changes throughout the year are authorized provided the NAVCRUITREG informs NAVCRUITCOM and does not exceed the total allocation for the respective NAVCRUITREG. NAVCRUITCOM will allocate ISRs to Association of Naval Services Officers (ANSO), National Naval Officers Association (NNOA), and Naval Officer Mentorship Association (NOMA). Total ISR scholarship allocations may not be exceeded. NAVCRUITDISTs must manage their ISR scholarship allocation to maximize the positive impact of the program on Navy Recruiting and future officer quality.

d. 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 suitability, submit the applicant for National NROTC consideration. In addition to confirming the applicant meets the minimum SAT or ACT requirements, the CO must confirm the applicant meets the following criteria:

- (1) Applicant is a high school senior and not a graduate.
- (2) Citizen of the United States.

(3) 17 years of age by 1 September of the year starting college and less than 23 years on 30 June of that year.



(4) Anticipates high school graduation the same year of entrance into the NROTC National Scholarship Program. For example, an applicant who is applying and plans to enroll in NROTC in the Fall 2014, must graduate high school in the Spring or Summer 2014.

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

(6) In the top 20 percent of their high school class as indicated by one of more of the following:

(a) Weighted or un-weighted standing as indicated on transcript at the end of the applicant's junior year.

(b) Written statement from high school counselor including hard breakout (e.g., ranks 4 out of 125) or simply indicating applicant is in top 20% or better. This includes estimates from high school counselors for schools that do not rank students. The school's non-ranking policy may be indicated on the online counselor evaluation sheet.

**Note:** For schools that do not rank students, it is imperative that high school guidance counselors annotate an applicant is in the top 20% in their written comments, and check the appropriate block on the counselors form.

**Note:** Similar to SAT or ACT eligibility, only one of the options above indicating an applicant is in the top 20% of their high school class is required to confirm ISR eligibility.

(7) 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 and domestic.

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

(9) Applicants must be highly motivated for Naval Service in an Unrestricted Line (URL) community as determined by face to face interview with the NAVCRUITDIST CO.

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(10) Applicants must have a positive assessment and recommendation for URL commissioning in the USN from an approved interviewing officer.

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

e. Height and Weight. ISR Candidates must meet height and weight standards per reference (a), Chapter 2, Section 8 in order to be considered NROTC ISR Program eligible. Recruiters are required to personally verify all information. An applicant who does not meet established Navy height and weight standards, but is within body composition assessment standards as determined by the NAVCRUITDIST CFL or alternate designated in writing by the NAVCRUITDIST CO, who regularly participates in physical and athletic activities and meets all other ISR requirements is eligible for an ISR. In such a case, the applicant's body fat percentage shall be entered on the ISR contract, NAVCRUIT 1100/32 (Rev 3-2011), in addition to the applicant's height and weight.

f. Home School. Applicants that have been home schooled can apply for the ISR with a written waiver request from the NAVCRUITDIST Commanding Officer. The endorsement should indicate why this applicant should receive an ISR with emphasis on how awarding the ISR enables the CO to penetrate desirable markets. Significant community involvement, athletics, and leadership positions should be highlighted. NAVCRUITCOM (N31A) and NSTC shall make the final determination to award an ISR for a home-schooled applicant.

g. 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.

h. Reservation. NAVCRUITDIST NROTC Coordinators shall inform ISR scholarship candidates that they must satisfy all the conditions required in order to maintain their ISR. DoD Medical Evaluation Review Board (DoDMERB) physical must be satisfactorily completed prior to activation of the scholarship.

i. School Choice. Applicants must fill out five school choices, and one of their top three choices must be a school in which they are eligible to receive in-state tuition. ISR candidates shall understand that school choice is not guaranteed and they must independently compete for school entrance. Inform

all ISR applicants that applying earlier in the program year improves their chances of receiving their top school choices. NROTC unit placement is determined after scholarship selection, and is conducted on a "first-come, first-serve" basis. NROTC units at schools that enjoy high popularity close out early.

j. Waiver request for Top 20 Percent Class Ranking requirement. If a candidate is otherwise qualified for an ISR, but does not meet the 20 percent class ranking, a waiver may be requested using enclosure (2). All waivers will be reviewed by NAVCRUITCOM (N31A). If favorably endorsed, the waiver must be approved by NSTC prior to validation by the CNSB. The waiver request shall include clear and comprehensive justification for the applicant receiving an ISR. The following are possible factors that may support waiver request approval:

(1) Attendance at a very competitive, high performance school where a large percentage of the students go on to college such that the applicant's class ranking at an average school would clearly be in the top 20%.

(2) Exceptionally high SAT or ACT test scores indicating that the class ranking is a function of strong competition within the school and that the applicant is in the top 20% nationally based on the SAT or ACT scores.

(3) While not directly related to academic performance, significant community involvement, athletics, leadership positions, exceptional achievement, etc., should be highlighted as they provide a whole person evaluation possibly indicating the quality of individual being considered for the scholarship.

k. Commanding Officer's Endorsement. The NAVCRUITDIST CO is the last person to sign the ISR contract prior to submission to NAVCRUITCOM (N31A) for approval. The CO must be certain the candidate is qualified and highly motivated for an ISR, the NROTC Program, serving in a URL community, and commissioning in the Navy.

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(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.

**Note:** It is the recruiter's responsibility to ensure all required documents are accurately completed. Pay close attention to signatures and initials on all documents. Applications returned due to errors could impact an applicant's school selection choice.

1. ANSO, NNOA and NOMA assist NAVCRUITCOM in diversity recruiting efforts. Each organization may sponsor ISR scholarships in support of NROTC recruiting.

(1) ISR Application Process. ANSO, NNOA and NOMA officials who identify a student meeting ISR scholarship eligibility requirements must contact NAVCRUITCOM (N31A) LCDR Pederson at (901) 874-7684 to confirm ISR scholarship billets are available before recommending a prospective ISR candidate. Once confirmation of a quota is verified, the ANSO, NNOA or NOMA certifying official, in conjunction with the applicant, must complete Part A of the NROTC Four-Year Immediate Selection Reservation Scholarship Contract (NAVCRUIT 1100/32). Once the form is complete, "ANSO", "NNOA" or "NOMA" shall be written at the top and bottom of the first page of the NAVCRUIT 1100/32 and the form shall be e-mailed via encrypted means to NAVCRUITCOM (N31A).

(2) After an ISR contract has been signed by an ANSO, NNOA, NOMA 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 validated by the CNSB. NAVCRUITCOM (N31A) will coordinate between ANSO, NNOA or NOMA 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.

(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 submit a Delayed Action Request (DAR) through appropriate channels (for review and approval) in order to assist in adjusting the Future Sailor's ship date.

(2) Under no circumstances shall a Future Sailor with an NROTC application pending be shipped to RTC or be allowed to remain in the DEP for more than 365 days.

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 30<sup>th</sup> birthday by June 30 of the year in which graduation and commissioning are anticipated. 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.

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 or university with an NROTC Program, or a participating affiliated college or university and their prospective NROTC unit.

(4) Be accepted to their prospective NROTC unit.

(5) Be found medically qualified by DoDMERB.

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 and 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 National Scholarship for both Navy and Nurse Options unless otherwise noted. NAVCRUITCOM 4Yr and Nurse Scholarship Application Checklist, enclosure (3), provides a checklist outlining all information that is required to be submitted to complete the NROTC application. In addition to the items listed on enclosure (3), the following amplifying information about additional documents is provided:

(1) Personal Information. Name, SSN, phone number(s), e-mail address, mailing address, permanent address, state of legal residence, program option, citizenship and date of birth. Height and weight, place of birth, 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 (e.g., 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).

(2) References Information. Guidance counselor and teacher contact information.

(3) Education Information. High school(s) and college(s) attended, current studies, home school information, rank in class size.

(4) Test scores. Up to six ACT or 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.

(5) Military Information. Previous military service.

(6) Family information. Names of parent(s) or guardian(s); addresses and previous military experience.

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

(8) School and Other Activities. To include: Civic involvement, including sports, academic or 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) NROTC Interest Information. LREC and MSISR interest, intended college major(s) and choices for the college or university 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.

(10) Essays. There is one required essay. The second essay is optional, but recommended. Failure to complete the second essay may be perceived as a lack of motivation. Applicants may edit or modify their responses at any time prior to submission of the application. Essays must also be reviewed for completion.

(11) Review, save as a .pdf file and submit application. Requires applicant to carefully review their application for accuracy and completeness and then save 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 31<sup>st</sup>.

b. Transcripts. The following requirements apply to all NROTC scholarship options. Only official, legible transcripts bearing a raised seal and registrar's signature are acceptable. For applicants who apply who intend to activate the scholarship the fall of their graduating year from high school (i.e., a junior applying in the spring of 2013 or a senior applying before the end of 2013 intending to attend college in the fall of January 2014), the transcripts must include all courses taken and credits earned to the completion of the applicant's junior year. For all other applicants (i.e., a senior applying after January of 2013 intending to attend college in the fall of 2015), the transcripts must be through to the completion of the senior year. 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. This document provides information helpful in evaluating an applicant's record and may be included in each applicant's application. (R)

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

**Note:** Video media such as SKYPE, VTC, or any similar video media, is authorized and considered as "in person" interview when the interviewing officer can clearly see and communicate with the applicant. (R)



**Note:** NROTC interviews shall indicate their designator and rank on the electronic form. All interviews will be conducted by officers from the below list. Interviews by enlisted personnel are not authorized. (R)

(1) Every effort shall be made to utilize local NROTC unit officers to conduct interviews without creating substantial delays in the application process or requiring substantial travel for the applicant. These interviews with NROTC unit officers can be performed during campus visits and can be performed by NROTC unit officers at universities which may or may not be on the applicant's list of desired universities as listed on their NROTC application. The use of video media is authorized when geographic separation precludes a face-to-face interview. (R)

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

(a) Active or Reserve Component Navy Officers (03 and above).

(b) Active or Reserve Component Marine Corps Officers (03 and above).

(c) Retired USN or USMC Officers (04 and above or 03 provided they are registered Blue and Gold Officers).

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

(3) With the exception of LDOs, 01s and 02s are not authorized to conduct interviews. (R)

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 (09-11). 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 (12-08). 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. Appropriate Statement of Understanding for Naval Reserve Officer Training Corps Applications. If applicant is applying for a Four Year Scholarship, use NSTC 1533/112 (2-10). If applicant is applying for a Nurse Option Scholarship, use NSTC 1533/129 (05-09). The appropriate Statement of Understanding, based on which Option the applicant is applying for, shall be signed and dated by the applicant. Current versions of these two Statements of Understanding are available for download from the NROTC Program and Reports website on the NAVCRUITDIST Quarterdeck, under N3

h. Evidence of Citizenship (NAVCRUIT 1100/25). NAVCRUIT 1100/25 is required for naturalized applicants and individuals who derive their citizenship from the citizenship and 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, Section 2 for additional guidance.

i. Request for Secondary Transcript or 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 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 Navy Option requires one of two evaluations to 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 Nurse Option have the same requirements as the Navy 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.

**Note:** Evaluations completed by physics or chemistry teachers do not qualify as a math teacher evaluation and cannot be accepted. (R)

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

l. Application Resubmissions. Applicants who were not selected during the previous selection cycle may resubmit a new application. No information from the previous year's application will be retained. All documents (to include a new on-line application) must be resubmitted by the applicant.

m. NROTC Application Checklist, enclosure (3), 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 or ACT scores will not be seen on the website if they are updated after the application has been submitted and received by NSTC. Once the application is submitted to NSTC; hard copies of the updated test scores must be sent to NSTC (OD2) in order to be included in the application package.

10. Notification of Ineligible or Withdrawn Board-Eligible Applicants. NAVCRUITDISTs may only notify applicants of their

ineligibility or disqualification from the NROTC College Scholarship Program for the following reasons:

- a. Age;
- b. Citizenship;
- c. Active duty status;
- d. Non-qualifying SAT or ACT scores;
- e. Excess college credit (greater than 30 hours at time of application submission);
- f. Failure to graduate high school or obtain an equivalency certificate; and

**Note:** All other applications will be forwarded for consideration. A negative endorsement is authorized.

**Note:** 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. 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 Applications. If an application is incomplete at the time of processing, the applicant shall be advised verbally and if possible via e-mail. The NAVCRUITDIST NROTC Coordinator is responsible for ensuring applications are corrected in the allotted time. Applicants, who fail to provide the recruiter any required information within a reasonable timeframe, as established by the NROTC Coordinator, shall be considered ineligible.

## 11. Processing

a. Initial Notification. An applicant designated as "Board Eligible" will be notified by NAVCRUITDIST. The NAVCRUITDIST shall deliver a package containing a Local Notification Letter NSTC 1533/102 (09-11), Statement of Understanding NSTC 1533/112

(2-10) for Four Year applicants or NSTC 1533/129 (05-09) for Nurse Option applicants, and any other information or direction deemed appropriate. NSTC 1533/102 (09-11) is a disclaimer that the applicant must sign, stating they have not been barred from receiving federal financial and non-financial assistance.

b. NROTC Application Checklist, enclosure (3), 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 the applicable Statement of Understanding, NSTC 1533/112 or NSTC 1533/129, 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 or 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. If a copy of the application cannot be provided to the interviewer prior to the interview, the applicant must bring a copy of their application with them to the interview. 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

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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/Mailing Applications. Upon completion of processing, the NAVCRUITDIST shall review the application to ensure completion, assemble the application per NROTC Applicant Checklist, enclosure (3), affix the application 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, enclosure (3), located on the NROTC Program website on the NAVCRUITCOM website, shall be completed and included as the initial page of the application. NAVCRUITDISTs shall ensure an applicant's electronic application is complete and forwarded to NAVCRUITCOM. All non-ISR applications shall be forwarded to NSTC (OD2) by registered, certified, or express mail. All ISR applications shall be scanned and forwarded to NAVCRUITCOM (N31A) via **ENCRYPTED** e-mail. ISR paper documents shall NOT be mailed directly from the NAVCRUITDIST to NSTC (OD), unless specifically instructed by NAVCRUITCOM.

(1) The following application documents/items should be submitted to NSTC electronically through the NROTC Online Application and Tracking System:

Basic online application completed by the applicant  
Officer Interview  
Math Teacher Evaluation (**not physics or chemistry**)  
Other Teacher Evaluation  
Counselor Evaluation

(R

(2) The NAVCRUITDIST must also forward the following hard copy documents to NSTC via FEDEX to maintain integrity and accountability of the items being mailed:

Transcripts  
Statement of Understanding (use NSTC 1533-112 for 4-Yr applicants and use NSTC 1533-129 for Nurse applicants)  
Drug Statement  
Debarment Statement

Any other Letters of Recommendation (LOR) or other optional documents that the applicant wants to include into their application

(3) Any documents/items listed in paragraph (1) above not submitted to NSTC electronically through the NROTC Online Application and Tracking System must be mailed in hard copy format to NSTC via FEDEX. Failure to submit all required supporting documents to NSTC (whether electronically or hard copy) will cause an application to not be forwarded to a selection board for consideration.

j. Application Discrepancies. If any discrepancies are found in an application, NSTC will coordinate with the NROTC Coordinator directly to correct them within a short time period (typically two days) with no loss of credit for the application. If the error is not corrected within this time frame, the electronic application will be sent back to the NROTC Coordinator via the NROTC website. The coordinator has seven business days from the date of this notification to correct the discrepancies. In such a case, the NAVCRUITDIST must inform NAVCRUITCOM (N31A) when errors are corrected in order to receive credit for correcting the errors.

k. Changes. Make changes to records as follows:

(1) Once the application is forwarded to NSTC (OD2) all request for changes to applicant information must come from the applicant. Request to retract an Officer Interview or Teacher evaluation may come from the NROTC Coordinator. Forward these request to the Selection Division by e-mail to [pnsc\\_nrotc\\_applications@navy.mil](mailto:pnsc_nrotc_applications@navy.mil).

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. The NROTC Coordinator for each NAVCRUITDIST shall coordinate with NAVCRUITCOM (N31A) to accomplish the transfer.

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 [pnsc\\_nrotc\\_applications@navy.mil](mailto:pnsc_nrotc_applications@navy.mil). NSTC will send NAVCRUITCOM and the NAVCRUITDIST an auto-generated e-mail

confirming the change. Program change requests must be received by NSTC (OD2) one week prior to the application window closing.

n. School Choice Changes. New first choice school remarks shall be provided on NSTC 1533/141 (06-09) (Placement Change Request for Naval Reserve Officers Training Corps Scholarship Nominee) to the NROTC Applicant's Record and forwarded to NSTC(OD). Those who desire to change their school choices after their electronic application has been forwarded to NSTC must e-mail their request to [pnsn\\_nrotc\\_applications@navy.mil](mailto:pnsn_nrotc_applications@navy.mil).

o. Withdrawals and 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. NROTC Online Application and Tracking System. The NROTC College Scholarship Program uses the NROTC website <https://www.netfocus.netc.navy.mil/NROTC/nrotc.aspx> to track submission of applicant materials, monitor 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 NSTC forms required for processing.

d. Notices and Instructions. Contains the Goaling Letter and COMNAVCRUITCOMINST 1533.4E.

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



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f. Search. Allows recruiters to review an applicant by name and last four of SSN, or locate an application in the system.

g. Incomplete Online Applications. 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. Identifies applicants who are ineligible for NROTC due to age or citizenship.

**Note:** NROTC college program participants are eligible to apply for a National NROTC Scholarship.

Users can move applicants to the inactive queue by selecting "Ineligible" on the Applicant Status drop-down menu located on the Applicant Electronic Checklist. Changing an applicant to this status also creates and auto-generated e-mail to the applicant, coordinator, NAVCRUITCOM and NSTC.

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 NAVCRUITCOM (N31A) to reassign applications to a designated recruiter. This is only an option for the NAVCRUITDIST's point of contact.

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

n. Diversity

(1) Complete Online. List of applicants categorized by race or ethnicity who have submitted a complete electronic application.

(2) Incomplete Online. List of applicants categorized by race or ethnicity who have not submitted a complete electronic application.

(3) Inactive Online. List of applicants categorized by race or ethnicity who are listed as dormant.

(4) Submitted to NAVCRUITCOM. List of applicants categorized by race or ethnicity who have submitted a complete electronic application and have been sent to NAVCRUITCOM.

(5) Submitted to NSTC. List of applicants categorized by race or ethnicity who submitted a complete electronic application and have been sent to NSTC for Board Review.

(6) All Applicants. List of all applicants assigned to an NAVCRUITDIST categorized by race or ethnicity.

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. E-mails. This permits NROTC Coordinators and recruiters to e-mail either an individual applicant or all applicants assigned to them, or teachers and counselors.

t. Scores. Provides the NROTC Coordinator or recruiter can access SAT or ACT scores by using an applicant's name or SSN. These are only scores that have been sent to us from College Board or SAT.

u. No Match. A list of SAT or 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 NAVCRUITDIST.

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

### 13. 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 selectees 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.

(3) NROTC Coordinators must verify the medical qualification of an NROTC Scholarship Awardee prior to presenting them the scholarship at an awards presentation. This verification can be accomplished either through:

(a) NROTC Website;

(b) DoDMERB letter to the Awardee; or

(c) Print out of the Awardee status from the DoDMERB website (NROTC coordinators do not have access to this 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.

14. Mailing Address

a. All correspondence from NROTC recruiters concerning the NROTC program or applicants shall be addressed to: Commander, Navy Recruiting Command, Attn: LCDR Pederson (N31A), 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.

c. Any hard copy materials required to be forwarded for review shall be mailed to the following addresses:

(1) Any non-ISR scholarship items: Commander, Naval Service Training Command, Attn: Selection and Placement (OD2), 250 Dallas Street, Suite A, Pensacola, FL 32508-5286.

(2) Any ISR scholarship items: Commander, Navy Recruiting Command, Attn: LCDR Pederson (N31A), 5722 Integrity Drive, Millington, TN 38054-5057.

**Note:** All documents required for an ISR application shall be scanned and emailed to NAVCRUITCOM via **ENCRYPTED e-mail**. No ISR applications shall be mailed from NAVCRUITDISTs directly to NSTC, unless specifically directed by NAVCRUITCOM.

15. NROTC Reports. The NROTC Production Report is prepared by NAVCRUITCOM (N37) and routed to the NAVCRUITREGs and the NAVCRUITDISTs at a period determined by NAVCRUITCOM (N31A). The NROTC Stacking Report is generated by NAVCRUITCOM (N31A) and routed to NAVCRUITREGs and NAVCRUITDISTs at a period determined by NAVCRUITCOM (N31A). These reports are to be utilized by the NROTC Coordinators for all NAVCRUITCOM inspections or assist visits and will also be uploaded to the NAVCRUITCOM Recruiting Quarterdeck NROTC production webpage, located under N3.

16. Forms. All NAVCRUIT forms referenced in this instruction are available at:  
<http://www.cnrc.navy.mil/Publications/directives.htm>.

All NSTC forms referenced in this instruction are available at:  
<https://www.netfocus.netc.navy.mil/NROTC/nrotc.aspx>.

/s/  
G. C. PETERSON  
Deputy

Distribution:  
Electronic only, via  
<http://www.cnrc.navy.mil/Publications/directives.htm>

NAVCRUITCOM ISR CHECKLIST												
			Directive: COMNAVCRUITCOMINST 1533.4									
<p style="text-align: center;"><b>PRIVACY ACT NOTIFICATION</b></p> <p>This document may contain information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.</p>												
NAME (APPLICANT):	NAVCRUITDIST:											
NAME (RECRUITER):	RECRUITER E-MAIL:											
<input type="checkbox"/> APPLICATION CHECKLIST												
<input type="checkbox"/> ISR CONTRACT (NAVCRUIT 1100/32)												
<input type="checkbox"/> ISR WAIVER (If Applicable)												
<input type="checkbox"/> TRANSCRIPTS/OTHER RANKING DOCUMENTS												
<input type="checkbox"/> ACT/SAT SCORES												
<input type="checkbox"/> GUIDANCE COUNSELOR COMMENTS WITH RANKING												
<input type="checkbox"/> OFFICER INTERVIEW												
<input type="checkbox"/> DEBARMENT (NSTC 1533/102) 09-11												
<input type="checkbox"/> SOU (NSTC 1533/112) 2-10												
<input type="checkbox"/> DRUG FORMS (NSTC 1533/101) 12-08												
<input type="checkbox"/> MISC DOCUMENTS (i.e. LORs, Awards, etc.)												
<b>Rank in Class</b>			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Yes</th> <th style="width: 25%;">No</th> <th style="width: 25%;">NA</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>	Yes	No	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	NA										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Within Top 20% of Class												
High School Senior <b>NOTE: ISR APPLICANTS MUST BE A HIGH SCHOOL SENIOR ***</b>												
<b>Test Scores</b>												
Minimum Composite SAT 1230			<input type="checkbox"/>									
Minimum Math SAT 600			<input type="checkbox"/>									
Minimum Critical Reading SAT 530			<input type="checkbox"/>									
<b>Or</b>												
Minimum Combined ACT Score 54			<input type="checkbox"/>									
Minimum Math ACT 26			<input type="checkbox"/>									
Minimum English ACT 22			<input type="checkbox"/>									
<b>Physical Standards</b>												
Meets Navy Height/Weight Standards			<input type="checkbox"/>									
<b>Or</b>												
If not within Height/Weight Standards, is within Body Fat Standards and Waiver requested			<input type="checkbox"/>									
<b>Evaluator Comments</b>												
Disqualifying comments/remarks from Officer Interview or Counselor evaluation. (Should be NO)			<input type="checkbox"/>									
_____ NROTC Program Director			_____ Date									

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REFER TO NAVCRUITCOM ISR SCHOLARSHIP APPLICATION CHECKLIST, Enclosure (1), used for all ISR Applications, found at NRC Recruiting Quarterdeck, NROTC Program and Reports webpage, located under N3 webpages:

<https://rq.cnrc.navy.mil/Departments/Departments.aspx?dpt=11&FCat=4447>

**Top 20% Waiver Memo Format**

1533  
Ser  
(Date)

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

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 1533.4

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 e-mail at (e-mail) attention: (Point of Contact).

J. E. DOE  
By direction

Enclosure (2)

NROTC APPLICATION CHECKLIST			Supporting Directive COMNAVCRUITCOMINST 1533.4		
<b>PRIVACY ACT NOTIFICATION</b>					
<b>This document may contain information covered under the Privacy Act of 1974, 5 USC 552a and its various implementing regulations and must be protected in accordance with those provisions. You, the recipient/user, are obliged to maintain it in a safe, secure and confidential manner. Re-disclosure without consent or as permitted by law is prohibited. Unauthorized re-disclosure or failure to maintain confidentiality subjects you to application of appropriate sanctions. If you have received this correspondence in error, please notify the sender immediately and destroy any copies you have made.</b>					
APPLICANT NAME:			NAVCRUITDIST:		
PHONE NUMBER (Recruiter)		RECRUITER:		RECRUITER E-MAIL:	
<b>TRANSCRIPTS:</b>					
<input type="checkbox"/> Profile Included					
<input type="checkbox"/> Legible and Official (Raised Seal and / or Signed and Dated)					
<input type="checkbox"/> Complete through 11th grade - graduation date in May/June 20					
<input type="checkbox"/> Complete through 12th grade - graduation date in May/June 20      Date of Graduation: <span style="border: 1px solid black; display: inline-block; width: 80px; height: 20px; vertical-align: middle;"></span>					
<input type="checkbox"/> College transcripts included for all colleges attended after high school.      Total number of college credits: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>					
<b>ACT/SAT SCORES VERIFIED BY:</b>					
<input type="checkbox"/> Test scores verified electronically on web site: electronic, high school transcripts, ACT/SAT					
<input type="checkbox"/> Achieved minimum test scores of ACT: 22-English/21-Math    SAT: 530-Critical Reading/520-Math					
<b>APPLICATION:</b>					
<input type="checkbox"/> U.S. Citizen by birth			<input type="checkbox"/> Proof of Naturalized Citizenship and NAVCRUIT 1100/25 included		
<input type="checkbox"/> Minimum of five college choices listed			<input type="checkbox"/> First college choice matches the first choice remarks statement		
<input type="checkbox"/> College choices must <b>NOT</b> be in conflict between "host" colleges and "crosstown affiliate colleges"			<input type="checkbox"/> Nurse Corps Option <b>MUST</b> declare NURSING (BSN)/NURSING (RN) Note: Essay must match program in application		
<input type="checkbox"/> First essay complete (Essay <b>DOES NOT</b> mention Marine Corps Officer)					
<b>HEIGHT AND WEIGHT STANDARDS    NOTE: BCA SHALL BE CONDUCTED BY A DESIGNATED (IN WRITING) COMMAND FITNESS LEADER</b>					
Applicant is within height and weight standards: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Neck (in.)		Abdomen (in)		Height (in)	
Neck (in.)		Abdomen (in)		Weight (in)	
Neck (in.)		Abdomen (in)		% Body Fat	
<b>BCA FORMULA - MALES</b> Abdomen - Neck = Circumference Value					
_____ - _____ = _____					
Designated CFL (Print Name, Rank/Rate) _____					
Neck (in.)		Abdomen (in)		Hips (in)	
Neck (in.)		Abdomen (in)		Height (in)	
Neck (in.)		Abdomen (in)		Weight (in)	
Neck (in.)		Abdomen (in)		% Body Fat	
<b>BCA FORMULA - FEMALES</b> (Waist + Hips) - Neck = Circumference Value					
( _____ + _____ ) - _____ = _____					
Designated CFL (Print Name, Rank/Rate) _____					

Reset Form

Print Form

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REFER TO NAVCRUITCOM NROTC APPLICATION CHECKLIST, Enclosure (3), used for all NROTC Applications, found at NRC Recruiting Quarterdeck, NROTC Program and Reports webpage, located under N3 webpages:

<https://rq.cnrc.navy.mil/Departments/Departments.aspx?dpt=11&FCat=4447>

Enclosure (3)



NROTC APPLICATION CHECKLIST	
Supporting Directive COMNAVCRUITCOMINST 1533.4	
<b>REQUEST FOR SECONDARY SCHOOL TRANSCRIPTS (PAGE 9):</b>	
<input type="checkbox"/> Hardcopy signed by Counselor	<input type="checkbox"/> Student evaluation submitted electronically
<input type="checkbox"/> Written comments noted on Hardcopy	<input type="checkbox"/> Written comments noted on electronic evaluation
<input type="checkbox"/> Hardcopy Student Evaluation completed by the same Counselor listed on the application	
<b>MATH OR SCIENCE TEACHER EVALUATION: (NOTE; PHYSICS TEACHERS DO NOT SATISFY THE MATH TEACHER REQUIREMENT.)</b>	
<input type="checkbox"/> Hardcopy signed by Teacher	<input type="checkbox"/> Student evaluation submitted electronically
<input type="checkbox"/> Written comments noted on Hardcopy	<input type="checkbox"/> Written comments noted on electronic evaluation
<input type="checkbox"/> Hardcopy Student Evaluation completed by Teacher listed on the application	
<b>OTHER TEACHER/OFFICIAL'S EVALUATION:</b>	
<input type="checkbox"/> Hardcopy signed by Evaluator	<input type="checkbox"/> Student evaluation submitted electronically
<input type="checkbox"/> Written comments noted on Hardcopy	<input type="checkbox"/> Written comments noted on electronic evaluation
<input type="checkbox"/> Hardcopy Student Evaluation completed by the same Evaluator listed on the application	
<b>OFFICER INTERVIEW:</b>	
<input type="checkbox"/> Completed by a Naval Officer (O3 and above)	
<b>DEBARMENT AND SUSPENSION STATEMENT OF UNDERSTANDING:</b>	
<input type="checkbox"/> Signed, Initialed, and Dated by the Applicant and the Witnessing Official	
<b>DRUG STATEMENT OF UNDERSTANDING:</b>	
<input type="checkbox"/> Signed, Initialed, and Dated by the Applicant and the Witnessing Official	
<b>NAVY OPTION STATEMENT OF UNDERSTANDING</b>	
<input type="checkbox"/> Signed, Initialed, and Dated	
<b>NURSE OPTION STATEMENT OF UNDERSTANDING</b>	
<input type="checkbox"/> Signed, Initialed, and Dated	
Additional Documentation Included:	
<div style="border: 1px solid black; height: 30px;"></div>	
Date mailed to NSTC: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>	
<b>NAVCRUITDIST</b> Signature of NAVCRUITDIST QA Inspector _____ Date QA Completed _____	
<b>NSTC</b> Signature of NSTC QA Inspector _____ Date QA Completed _____	

[Reset Form](#)

[Print Form](#)

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REFER TO NAVCRUITCOM NROTC APPLICATION CHECKLIST, Enclosure (3),  
used for all NROTC Applications, found at NRC Recruiting  
Quarterdeck, NROTC Program and Reports webpage, located under N3  
webpages:  
<https://rq.cnrc.navy.mil/Departments/Departments.aspx?dpt=11&FCat=4447>

APPENDIX

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