NSTC INSTRUCTION 1533.14

From: Commander, Naval Service Training Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS PREPARATORY PROGRAM SCHOLARSHIP RESERVATIONS

Ref: (a) NSTCINST M-1533.2

Encl: (1) Certifications and Statements of Understanding for Naval Reserve Officer Training Corps Applications
(2) Debarment and Suspension from Receipt of Federal Assistance Statement for National Naval Reserve Officers Training Corps Application
(3) Drug Statement for Naval Reserve Officer Training Corps Application
(4) SNSI Preparatory Program Prescreening Request

1. The mission of the Naval Reserve Officers Training Corps (NROTC) Preparatory Program (NPP) is to enhance midshipman candidates’ moral, mental, and physical foundations to prepare them for success in the Naval Reserve Officer Training Corps. NROTC Preparatory Programs are special, expanded partnerships between the Navy’s Reserve Officer Training Corps program and the schools which host them to capture untapped talent and potential.

2. Background

   a. NROTC Preparatory Program direction, management and evaluation are the responsibility of an NPP director. The director is the focal point for national program implementation, responsible directly to NSTC for coordinating inputs from participating professors of naval science, university administrators and supporting secondary schools as required to facilitate program execution. Commander, Naval Service Training Command (CNSTC) retains the authority to add or remove schools from the program.

   b. The NPP process is an additive effort to the Continuous National Selection Board (CNSB), Immediate Scholarship Reservation (ISR), the NROTC 1-, 2- and -3 Year Scholarship, and Minority Serving Institution Scholarship Reservation (MSISR) processes, allowing Naval Service Training Command (NSTC) to recruit and educate a year-group of officers that best reflects the projected future needs of the Navy.

   c. The NPP is a 5-year education program, where a student attends a University’s Preparatory Program for the first year and then earns a 4-year degree.
(1) The preparatory year is funded by a university or through other non-Navy funds and is designed to improve students’ academic and life skills to the point they are prepared to compete in the rigorous academic challenges associated with the NROTC program.

(2) After successful completion of the University’s Preparatory Program, and meets the qualifications and selection requirements set forth in this instruction, the student is awarded an NROTC National Scholarship. The 40 months of benefits provided by the scholarship begin the term after completion of the University’s Preparatory Program.

(3) NROTC Units will coordinate with their affiliated institutions in order to assist in developing an NROTC preparatory program tailored to the respective university and NPP students. The NROTC units will assist with the universities’ NROTC preparatory program on a not interfere basis with NROTC duties.

(4) As the educational experts and to ensure the success of the university funded NROTC preparatory students, NPP universities are strongly encouraged to designate additional university faculty, facilities and resources to their NROTC preparatory programs.

(5) The Navy is committed to reserving scholarships for university NPPs which successfully prepare students for the rigorous NROTC program. As such, NROTC affiliated schools with NPP reservations will be promulgated via an annual NSTC Notice.

c. The Navy anticipates universities will work to award a number of NPSs that is at least equal to the number of NPP NROTC scholarship reservations designated to that university in the NSTC NPP annual notice. Annually, no later than 1 November, NSTC will publish the number of NPP scholarships available at participating colleges and Universities, for 40 month NROTC scholarships beginning approximately 21 months later. The scholarships numbers will be included in NSTC’s annual Production Management Notice. The first year of each universities’ NPP the number of scholarships allocated to their program is determined via a separate agreement reached between the Navy and University.

d. Given the rigorous nature of NROTC preparatory program, universities may consider awarding scholarships to alternate candidates. The Navy will support alternate candidate prescreens, military indoctrination and uniforms for 33% over each universities’ scholarship reservations. For example, the Navy will support up to 13 candidates for a university NROTC preparatory program with 10 annual NROTC scholarship reservations. If primary NROTC preparatory candidates do not successfully complete the program, the Navy will award their reserved scholarships to the university’s next alternate. If desired, all alternates who finish the preparatory year in good standing will be accepted into the NROTC program as college programmers.

3. Eligibility. Applicants may apply for Navy Option only. Applicants must meet all university scholarship requirements and must meet all of the following requirements:

a. Be a United States (U.S.) citizen or be in the process of obtaining U.S. citizenship;
b. Be at least 17 but not greater than 22 years of age prior to the beginning of the college academic year of intended enrollment;

c. Be a high school senior;

d. Have no moral obligations or personal convictions that will prevent bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign and domestic or to taking an oath to perform such acts;

e. Apply to one of the Preparatory Programs at a University affiliated with a NROTC Unit by completing the specific University’s application process;

f. NPS students must be administratively and physically qualified to serve as officers in the United States Navy. NSTC Officer Development (N9) applicant prescreens will significantly reduce the number of administrative, physical or medical disqualifications of NPS students.

g. To obtain a N9 prescreen, applicants must provide the following to the Senior Naval Science Instructor (SNSI) at their High Schools or the Naval Science Department at the University they are applying to:

  (1) Certifications and Statements of Understanding for Naval Reserve Officers Training Corps Applications, enclosure (1);

  (2) Debarment and Suspension from Receipt of Federal Assistance Statement for National Naval Reserve Officers Training Corps Application, enclosure (2);

  (3) Drug Statement for Naval Reserve Officer Training Corps Application, enclosure (3);

  (4) Proof of U.S. citizenship or that they are in process of obtaining their U.S. citizenship;

4. Application Process

a. Navy Junior Reserve Officers Training Corps (NJROTC) Area Managers (AM) and SNSIs will publicize and encourage qualified students to apply to Preparatory Programs at Universities affiliated with a NROTC Unit.

b. NJROTC SNSIs will recommend those students who apply to Preparatory Programs, by completing the Universities recommendation form;

c. Before universities or donors make scholarship offers, it is highly recommended they have their prospective NPS students prescreened by N9. To obtain a N9 prescreen NJROTC SNSIs or NROTC units must forward the Statement of Understanding, enclosure (1), the Debarment and Suspension from, enclosure (2); the Drug Statement, enclosure (3) and the proof of U.S. citizenship to NSTC N9 via their AM and NSTC Citizenship Development (CD), using the SNSI Preparatory Program Prescreening Request, enclosure (4).
d. NSTC N9 will coordinate with the Department of Defense Medical Examination Review Board (DoDMERB)/Military Entry Processing Stations to begin the medical process (prior to scholarship selection) on the applicants. The nominee must complete their DoDMERB physical examination on the earliest possible date. The purpose of the physical examination is to determine whether a medical or physical condition exists that may disqualify selectees from service as naval officers. Upon completion of the physical and medical determination, DoDMERB will notify the selectees and NSTC N9 of each nominee's status. NSTC N9 will keep the NROTC Unit informed of the medical status of applicants. The NROTC Units will provide this information to their Admissions office.

e. NROTC Units will review the application and ensue that the applicant is qualified and verify that the applicant is:

   (1) A U.S. citizen;

   (2) Physically fit;

   (3) Has no prior drug use or has received a drug waiver from NSTC N9;

   Note: Applicants with previous drug use must receive a waiver from NSTC N9.

   (4) Positively recommended by the SNSI, if applicable.

f. NROTC Units coordinate with the University's Admission Office to verify that the student has applied, advise the University of the applicant's medical status, physical fitness and the characterization of the SNSIs recommendation. Universities note that applicants who are pending medical qualification, not physically fit, have not received a drug use waiver from NSTC N9, or who did not receive a positive recommendation from their SNSI may not be eligible for an NROTC scholarship even if they complete the University's Preparatory Program.

g. NROTC Units will notify NSTC N9 which applicants have received a University Preparatory Program offer and which students have accepted that offer.

5. Post University Offer Acceptance

   a. After a student accepts a University’s Preparatory Program offer, NSTC N9 will send the student a letter stating that the nominee has a NPP scholarship reservation and that the scholarship is contingent upon them meeting all requirements, including full medical qualification, successful completion of New Student Indoctrination (NSI), successful completion of the University’s Preparatory Program and receiving the NROTC Units Commanding Officer’s positive endorsement. Further, the student will no longer be considered for other NROTC scholarships (National, ISR, MSISR).

   b. Selectees will be slated to attend NSI the summer prior to the beginning of the University’s Preparatory Program. Attendance and successful completion of NSI is required to maintain their NPP scholarship reservation.
c. Selectees will then attend and complete the University’s NROTC Preparatory Program. Continuous attendance and successful completion (as outlined in the program’s agreement document) of the University’s Preparatory Program is required to maintain their NPP scholarship reservation.

d. While enrolled in the University’s Preparatory Program the selectees will be considered Midshipmen (MIDN) Candidates and enroll in appropriate Naval Science classes. NROTC Unit will oversee the MIDN Candidates progress to the level outlined in the program’s agreement document. At a minimum the NROTC Unit will enter MIDN Candidates' personal data into the Officer Program Management Information System (OPMIS) student files and record semester grade point averages, aptitude scores, physical readiness test scores and a PNS ranking of any alternate candidates.

6. Board Actions

a. At the end of the Universities Preparatory Program, NROTC Units will notify NSTC N9 of the completion status of the MIDN Candidates in the various Preparatory Programs.

b. NSTC N9 will ensure each MIDN Candidate meets all criteria and have no disqualifying factors and shall present the completions status, PNS recommendation and PNS ranking of alternate candidates.

c. A percentage of the annual Navy ROTC scholarships will be reserved for schools with Preparatory Programs which successfully produce qualified Midshipmen candidates. Each school with a Preparatory Program will be awarded a maximum number of scholarships. The Preparatory Program reserved scholarships are school specific and may not be moved between Preparatory Programs.

d. Nominees will be validated for available scholarships against MIDN Candidates from the same College or University. If the board finds a MIDN Candidate failed to successfully complete the NPP, they will select the best qualified alternate from the same university.

e. The CNSB will evaluate each eligible MIDN Candidate using the current CNSB NPP selection board precept.

f. Final approval authority of board results will be with Commander, NSTC.

7. Post-Board Action

a. Following final approval of the board results by CNSTC, CNSTC will send a letter notifying selectees that their NPP scholarship is available for activation and NSTC N9 will enter the appropriate program/option code in OPMIS allowing the scholarship to be activated.

b. NPP selectees are authorized to be reimbursed for travel to the University once their scholarship has been activated.
c. The PNS will appoint the selectees as midshipmen and ensure subsistence payments commence on the date that the scholarship is activated.

d. NPP selectees must register for all classes at their assigned NROTC school. Selectees must obtain prior written approval from NSTC N9 Student Operations to take any classes (except for Naval Science courses) elsewhere. NSTC N9 will consider all such requests on a case-by-case basis.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure palpability, currency, and consistency with Federal, DOD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

M. D. BERNACCHI

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via the Naval Service Training Command issuance website, http://www.netc.navy.mil/nstc/NSTC Directives/instructions.html
CERTIFICATIONS AND STATEMENTS OF UNDERSTANDING FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATIONS

OMB Control Number: 0703-0026, Exp 07/31/2021

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information is estimated to average 3 hours and 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Office of the Secretary, Directorate of Information Operations and Reports (0703-0026), 1200 Army Pentagon, Washington, DC 20301-5000. PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE COMPLETING THE APPLICATION.

1. AUTHORITY: The authority to request this information is contained in: 5 U.S.C. § 521 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2167 (Financial Assistance Program); and Executive Order 9397 (Use of Social Security Numbers).

2. FINAL PURPOSE(S): The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program. The following systems of records notice cover the collection of this information: N01130~ located at http://dpcld.defense.gov/Policies/Privacy/Records/DOCDelO/DODNRIClOA0V/100VW/131/13179119/072015/ 070316/54579853.html.

3. ROUTINE USE(S): Information provided on the application will be used to screen and select individuals to receive NROTC Scholarships, to maintain data on the NROTC scholarship program, to compare to scholarship applicants from previous or subsequent years, and to provide academic data and contact information to Navy activities and admissions offices at colleges and universities so they can contact applicants for recruitment purposes. Other uses may include providing the information to affiliated and employees of the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment and the Department of Veterans Affairs and Executive Service Administration in relation to enlistment or reenlistment eligibility. Information you provide in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission unless it comes of the routine uses in 32 C.F.R.

4. DISCLOSURE: The social security number (SSN) is required at the time of application to ensure proper identification of the applicant. There are times applicants have the same names, therefore the SSN is required to ensure proper identification. Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC program.

Please read and initial by each of the following statements below indicating your certification or understanding of each.

CERTIFICATIONS

1. I certify that all of the information that I provided in the electronic application is complete and correct to the best of my knowledge.

2. I certify that I have no moral obligations, personal convictions or beliefs, which would prohibit my serving in an unrestricted military status. This includes the bearing of arms and supporting and defending the Constitution of the United States against all enemies foreign and domestic.

3. I certify that I solely composed the essay(s) submitted with my electronic application.

STATEMENTS OF UNDERSTANDING

1. I understand that the information that I have provided electronically is only a partial application and that I must complete all additional requirements and achieve qualifying SAT/ACT scores before my application will be processed.

2. I understand that I must enroll in the Tier Major that is contained in my application that was presented before the board. See the following link for details on academic Tier Majors: https://www.nrotc.navy.mil/scholarships_criteria.aspx

3. I understand that I will receive scholarship benefits for a maximum of four academic years. However, if I receive my Baccalaureate Degree earlier than four academic years, I shall not be eligible for any further scholarship benefits. See the following link for details on scholarship benefits: https://www.nrotc.navy.mil/scholarships Criteria.aspx

4. I understand if I enter the NROTC program having already earned college credit, I am expected to use any allowable credits towards my degree to accelerate the completion of my Baccalaureate Degree.

5. I understand that upon successful completion of the NROTC program I may be offered a commission in one of the Navy's Unrestricted Line communities (Surface Warfare, Submarine Warfare, Aviation, Special Warfare and Explosive Ordinance), requiring a minimum of five years of active military service. If I do not accept my commission, I may be required and have an obligation to pay back the government of the United States of America an amount equal to the benefits I received under the scholarship or serve a period of Active Enlisted Service at the discretion of the Secretary of the Navy.

6. I understand that I will be required to sign and agree to the terms in the NROTC Scholarship Contract (NSTC 1533/135) upon activating my scholarship when I report to my assigned NROTC unit.

7. I understand that if any of the information I provided herein or in any part of my application is inaccurate, false or misleading, it may result in my non-selection for an NROTC scholarship and make me ineligible for continued participation in the NROTC program.

Warning: Any intentionally false or misleading statement, certification, or response you provide is a violation of the law punishable by a fine of not more than $10,000, or imprisonment of not more than 5 years, or both (18 U.S.C. § 1001).

Signature of Applicant

Signature of Witnessing Official

Printed Name of Applicant

Printed Name of Witnessing Official

Date

Date

NSTC 1533/112 (04-16)
DEBARMENT AND SUSPENSION FROM RECEIPT OF FEDERAL ASSISTANCE STATEMENT FOR NATIONAL NAVAL RESERVE OFFICERS TRAINING CORPS APPLICATION

(EXECUTIVE ORDER 12549, DEBARMENT AND SUSPENSION)

On February 18, 1986, Executive Order (EO) 12549, Debarment and Suspension, authorized establishing a government-wide system for excluding, in appropriate cases, individuals and legal entities from participating in Federal financial and non-financial assistance programs and activities.

The General Services Administration (GSA) is responsible for developing, maintaining and distributing a list of persons excluded from non-procurement programs.

The list indicates participants who are debarred, suspended or voluntarily excluded from programs and activities involving Federal financial and nonfinancial assistance and benefits under EO 12549

Transactions covered by this rule include, but are not limited to:

Non-procurement transactions between an agency and a person, including grants, corporation agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, etc.

The NROTC Scholarships fall under this rule. A person currently debarred or suspended from receiving Federal financial assistance is not eligible to apply for the NROTC College Scholarship Program.

I, ___________________________ certify I am not debarred from participating in Federal financial assistance programs.

PRINT FULL NAME

______________________________
Signature of Applicant

______________________________
Signature of Witnessing Official

______________________________
Social Security Number

______________________________
Printed Name of Witness

______________________________
Date

______________________________
Date

For NSTC use only:

Applicant Serial #: ___________________________

NSTC 1533/102 (04-16)
DRUG STATEMENT FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATION

OMB Control Number: 0703-0026

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information is estimated to average 3 hours and 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directorate of Information, 4800 Mark Center Drive, East Tower, Suite 5200, Alexandria, VA 22350-3120 (OMB Control Number: 0703-0026). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS. Responses should be sent to:

Commander
Naval Service Training Command
1501 A Paul Jones Street
Great Lakes, IL 60088

PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE COMPLETING THE APPLICATION.

1. AUTHORITY: The authority to request this information is contained in: 5 U.S.C. §301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2107 (Financial Assistance Program); and Executive Order 9397 (Use of Social Security Numbers).

2. PRINCIPAL PURPOSE(S): The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program. The following systems of records notices cover the collection of this information: N01130-1 located at http://dpd.defense.gov/Privacy/SORN/index/DODwideSORNArtic!eView/tabjd/6797/Article/570316/n01130-1.aspx.

3. ROUTINE USE(S): Information provided on the application will be used to screen and select individuals to receive NROTC Scholarships, to maintain data on the NROTC scholarship program, to compare scholarship applicants from previous or subsequent years, and to provide academic data and contact information to Navy activities and admissions officials at colleges and universities so they can contact applicants for recruitment purposes. Other uses may include providing the information to officials and employees of: the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; and the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility. Information you provide to this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission unless it comes with an exception to the Act or one of the routine uses in 32 C.F.R. §701.112.

4. DISCLOSURE: The social security number (SSN) is required at the time of application to ensure proper identification of the applicants. There are times applicants have the same names, therefore the SSN is required to ensure proper identification. Providing the requested information is voluntary. However, failure to do so may result in our inability to process your application for the NROTC program.

Complete all required sections on this form. Providing false information or failure to disclose any drug involvement(s) may result in your elimination from scholarship competition.

1. Have you ever taken any narcotic, sedative, or tranquilizer drugs other than those prescribed by a physician or dentist? _____ Yes _____ No

2. Have you ever used LSD, Marijuana, sniffed glue or other hallucinogens, hypnotics, stimulants, or other known harmful or habit forming drugs and/or chemicals? _____ Yes _____ No

If you answered "YES" to either question above, provide a detailed explanation below with the approximate times, amounts taken, and period over which taken, and complete #3.

a. Type of drug(s) used:

b. Approximate number of times used:

c. Amount taken:

d. Method by which taken:

e. Inclusive dates of use (be specific):

f. Were you convicted or arrested for the drug use admitted?

g. Circumstances under which the drug use occurred such as experimentation, peer pressure, etc.

3. _____ (Initial): I fully recognize the negative influence of drug abuse and categorically reject the abuse of drugs both now and for the future.

SIGNATURE OF WITNESSING OFFICIAL

SIGNATURE OF APPLICANT

PRINTED NAME OF WITNESSING OFFICIAL

PRINTED NAME OF APPLICANT
From: SNSI
To: NSTC (N9)
Via: (1) Area Manager
     (2) NSTC (CD)

Subj: NROTC PREPARATORY PROGRAM SCHOLARSHIP PRESCREENING REQUEST

Encl: (1) Statement of Understanding
      (2) Drug Statement
      (3) Debarment Statement
      (4) Proof of Citizenship

1. The subject named Cadet is applying for a NROTC Preparatory Program Scholarship, enclosures (1) through (4), and the following information is forwarded for consideration:

Desired Preparatory Program(s)/University(ies)

Note: Prioritize if applying to multiple programs

   a. Last Name, First Name, MI
   b. Race
   c. Ethnicity
   d. Gender
   e. Date of Birth
   f. Full mailing address
   g. Phone number
   h. Email address
   i. High School, City, State
   j. Tier and Major

Signed

Enclosure (4)