From: Commanding Officer, Naval Reserve Officers Training Corps Unit, Hampton Roads

Subj: NORFOLK STATE UNIVERSITY AND HAMPTON UNIVERSITY ACCEPTANCE PROCEDURES AND CRITERIA FOR COLLEGE PROGRAM (BASIC COURSE) STUDENTS

Ref: (a) NSTC M-1533.2A
(b) OPNAVINST 6110.1J

Encl: (1) NROTC College Program Information Sheet
(2) NROTC College Program Application Guidelines
(3) NROTC 1533/5, Privacy Act Form
(4) NSTC 1533/133, NROTC College Program Application
(5) NSTC 1533/112, Statement of Understanding for NROTC Applications
(6) NSTC 1533/101, Drug Statement
(7) NSTC 1533-107, Annual Certificate of Physical Condition
(8) Uniform Sizing Sheet
(9) Physical Readiness Test Acknowledgment Statement
(10) Post Application Guidelines

1. Purpose. These procedures formalize the application and acceptance process for the Naval Reserve Officers Training Corps (NROTC) College Program (Basic Course) per reference (a).

2. Cancellation. NROTCUHRINST 1533.7B.

3. Background. The NROTC College Program exists for college students who wish to serve their country as commissioned officers, but who have not been awarded any form of a NROTC scholarship. College Program students are selected from those who have applied for enrollment at NROTCU Hampton Roads and sign a contract in which they agree to complete certain Naval Science courses and one summer training period (if selected for Advanced Standing). During the first two years in the program (Basic Course), students have the status of civilians who have entered into a contract with the Navy. During this period, they may hold concurrent status in the reserve component of any branch of service. If selected for the Advanced Course (Advanced Standing) at the beginning of their junior year of school, they enlist in the Navy or Marine Corps Reserve which earns them a subsistence allowance for a maximum of 20 months. The Navy provides all College Program students, both Basic Course and Advance Course, with uniforms and Naval Science textbooks during their time in the program. A NROTC student, upon graduation and completion of Naval Science requirements, is commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps.

4. Action. When an existing student inquires about the NROTC College Program, he/she will be given enclosures (1) and (2). Should the student desire to become a midshipman under this program, he/she will be required to
complete enclosures (3) through (9) and will provide a copy of their high school and/or college transcript prior to the university’s semester application deadline. The Recruiting Officer will review all applications from any student desiring to become a college programmer for completeness and submit it to the chain of command along with all other applications received prior to the university’s semester application deadline.

L. E. REED

Distribution:
Norfolk State University
Hampton University
Battalion Website
1. NROTC Unit Hampton Roads consortium is a four year Navy or Marine Corps officer training program consisting of Old Dominion University (ODU), Norfolk State University (NSU), and Hampton University (HU) with headquarters at ODU. The consortium also has cross-town agreements with Tidewater Community College (TCC) and Regent University (RU). Students attending any of the universities within the consortium, including the cross-town universities, are eligible for participation. TCC students are required to transfer to NSU or ODU prior to the start of their junior year of college. NSU students, HU students, and TCC students planning to transfer to NSU interested in the College Program shall fill out the application form in this packet. If you’re interested in HU or NSU, be sure to speak with our Recruiting Officer about Minority Serving Institution Scholarship Reservation (MSISR) opportunities.

2. The primary objective of the NROTC College Program is to educate and train students for commissioning as officers in the United States Navy or Marine Corps. Navy Officers graduating from NROTC are eligible to serve in any of the unrestricted line warfare specialties. Marine Officers graduating from NROTC are eligible for any Marine Officer career fields.

3. If accepted into the NROTC College Program, you will be issued the uniform of a midshipman, which will be worn during our weekly drill period. You will be required to enroll in and complete the appropriate Naval Science courses (one three-hour credit course per semester, totaling 8 courses), participate in NROTC drill (one, one-hour lab period per week) and attend all battalion activities (including physical fitness sessions).

4. The College Program is a non-scholarship commissioning program that may lead each student down one of two tracks. Both programs are competitive and only a select number of students will be selected for either program.

   a. Scholarship Program: Your military advisor will work with you to ensure you meet the requirements for the scholarship program. We do not admit students to the College Program who do not possess the potential for meeting the scholarship program’s requirements. Two semesters of calculus and two semesters of physics are required to be completed for scholarship.

   b. Advanced Standing: For students who do not wish to complete the more rigorous academic requirements of the Scholarship Program, Advanced Standing provides the opportunity to continue with the NROTC program after your sophomore year. You will earn a commission without the financial benefits of a NROTC scholarship.

5. Eligibility Requirements for College Program

   a. Be motivated to serve as a commissioned officer in the Naval service.

   b. Be a United States citizen or naturalized citizen of the United States or have submitted naturalization papers (must be naturalized prior to entry to Advanced Standing) and present official certified proof of citizenship.

   c. 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.

d. Be at least 17 years of age on or before 30 September of the year of enrollment and less than 27 years of age on 31 December of the year an applicant expects to graduate, complete all NROTC training requirements, and be commissioned. Those with prior or current active duty in the Armed Forces may be granted age waivers equal to the number of months served. Those granted the maximum age waiver must not have reached their 30th birthday by 31 December of year graduation and commissioning are anticipated.

e. Be enrolled as a full-time student at a host institution or an institution with a crosstown-enrollment agreement.

f. Be a high school graduate or possess an equivalency certificate.

g. Have no apparent physically disqualifying factors based on a review of a sports physical completed by a physician and review of NSTC 1533-107, Annual Certificate of Physical Condition.

h. Have the ability to meet the height/weight requirements.

i. Have no felony conviction or conviction by courts-martial.

j. Not be awaiting criminal trial or sentencing, or be under any other type of military or civil restraint as a result of violation of law or regulation, or have been convicted of an offense the nature of which renders the applicant unfit for commissioned service.

k. Be capable of completing the physical qualifications of the United States Navy or Marine Corps NROTC Program, including physical fitness and swimming requirements prior to acceptance into the advanced course. These requirements must be met in order to receive a commission.

l. Meet DoN requirements concerning use of drugs or alcohol in accordance with OPNAVINST 5350.7 series.

m. Have no body piercings and tattoos that violate Navy or Marine Corps policy, as applicable.

n. Have two or more years of college coursework remaining until they receive a degree.

NOTE: Your standardized test scores and high school/college GPAs will be assessed for program eligibility.

6. Eligibility requirements to transition to the Scholarship Program. College Program students in good standing become eligible for a full scholarship after completion of two semesters of college level courses. Scholarships are awarded by the Commander, Naval Service Training Command’s Officer Development, Selection and Placement (OD2) and provide full tuition, monthly allowance up to $400, and a book stipend per semester for course materials, textbooks and lab fees. Requirements include the following:

a. Active participation in the unit for at least one semester.
b. An earned Grade Point Average (GPA) of at least 2.5 while taking a minimum of 15 credit hours, which includes a 3 credit Naval Science course.

c. Recommendation by the Commanding Officer of the NROTC Unit.

d. Be selected by the Naval Service Training Command's Scholarship Board.

e. Complete two semesters of college level calculus by the end of their sophomore year and two semesters of calculus-based physics by the end of their junior year.

7. Commissioning Requirements for Advanced Standing students (Non-Scholarship).

   a. Complete a degree in the desired major of study.

   b. Complete two semesters of math (College Algebra or higher) and two semesters of a Physical Science (Chemistry, Physics, Biology, Geology, etc.)

   c. Maintain full time student status.

   d. Maintain a minimum of a 2.5 cumulative GPA in major and in Naval Science classes.

   e. Maintain physical fitness standards for either the Navy or Marine Corps.

   f. Participate in all required Naval Science courses and drill periods.

   g. Demonstrate acceptable aptitude for military service.

   h. Maintain an exemplary disciplinary record.

8. Physical Requirements. Must be in good overall health. Applicants must be able to participate in strenuous physical activity and not have any contagious disease, illness, or history of injury that will or is likely to require medical care or restriction of participation during training exercises or physical fitness testing. Navy option students shall attain a Physical Fitness Assessment score of "Good Low" in all categories to include the height/weight (BCA) standards, as defined by Navy standards per references (a) and (b), by the end of their first complete semester in the NROTC Program.

9. Non-Selections. College Program students that have not been selected for either Scholarship or Advanced Standing before the beginning of their junior year will be dis-enrolled from the NROTC Program.
NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) COLLEGE PROGRAM
APPLICATION GUIDELINES

*** APPLICATIONS ARE ACCEPTED YEAR ROUND ***

1. Read and sign enclosure 3 - Privacy Act Statement.

2. Complete and sign enclosure 4 - College Program Application, NSTC 1533/133. **DO NOT** sign the Oath on page 2 until directed.


4. Read and sign enclosure 6 - NSTC 1533/101, Drug Statement

5. Complete and sign all forms in enclosure 7:
   a. NSTC 1533-107 - Annual Certificate of Physical Condition. You must also attached a sports physical completed by a physician. If you cannot get a physical examination prior to the deadline, turn your application in without a physical. However, a physical **MUST** be completed and submitted at least two weeks before the start of the school year.
   b. NSTC 1533/138, Physical Activity Risk Factor Questionnaire.

6. Provide College and High School Transcripts (unofficial or official) for evaluation. Be sure to include the most up-to-date information available.

7. An unofficial copy of your SAT and/or ACT score report. This is not required for students already in college.

8. (Optional) Up to three letters of recommendation. Letters must be from individuals who know you well and who are not related to you. They should focus on your leadership potential, work ethic, character, and academics

9. (Optional) A personal statement of no more than 500 words describing your goals and how NROTC fits into them.

10. Return all completed paperwork to the Hampton Roads NROTC Recruiting Officer by any of the following methods and review enclosure (10) for additional guidance:
    a. Hand-deliver to Room 202 of the NROTC building at Old Dominion University, 5214 Bluestone Avenue, Norfolk, VA.
    b. Fax to the Recruiting Officer at (757) 683-4725.
    c. Scan and email to hrnrotc-recruiter@odu.edu.
    d. Mail to:

    NROTC Unit Hampton Roads
    Old Dominion University
    ATTN: Recruiting Officer
    5215 Hampton Blvd
    Norfolk, VA 23529-0120

1 Enclosure (2)
Under the authority of the 5 U.S.C.A. sect. 562, 10 U.S.C.A. sect. 6011, U.S. Navy Regulations (articles 0802 and 0819) and NSTCNOTE 5210 information regarding your personal background may be requested in order to provide the Naval Service Training Command's Selection and Placement Directorate with additional information upon which to recommend you for the NROTC College Program. The information provided by you will become a permanent part of the NROTC College Program application and may be used by officials of the Department of the Navy in making recommendations or decisions regarding your acceptance and by employees and officials of the Department of Defense, the Veterans' Administration and/or other Federal or State agencies in the performance of their official duties. You are not required to provide this information; however, failure to do so could result in the failure to obtain approval for acceptance into the NROTC College Program.

I, ____________________________, SSN: XX-XXX-_______, fully understand the privacy act statement listed above in regards to my NROTC College Program application.

(Date) ____________________________ (Signature) ____________________________

Witness:

(Printed Name/Rank) ____________________________ (Signature) ____________________________
FULL NAME
LAST ____________________________ FIRST ____________________________ MIDDLE ____________________________ SUFFIX ____________________________
DATE OF BIRTH (ex: 1996JUN23) ____________ SOCIAL SECURITY NUMBER ____________ ____________ ____________ ____________ ____________
HOME OF RECORD
STREET ADDRESS __________________________________________________________ (APARTMENT NUMBER)
CITY ______________________________________________________ STATE ____________ POSTAL CODE ____________
HOME PHONE NUMBER (______) _________ _________ CELL PHONE NUMBER (______) _________ _________
EMAIL ADDRESS __________________________________________________________
UNIVERSITY NSU HU TCC SERVICE OPTION NAVY MARINE
(CIRCLE ONE) (CIRCLE ONE)
PRIOR MILITARY EXPERIENCE ACTIVE RESERVE NONE
(CIRCLE ONE)
HIGH SCHOOL NAME ______________________________________________________
INTENDED MAJOR ______________________________________________________
EXPECTED AGE BY COMMISSIONING (IF NO PRIOR MILITARY EXPERIENCE, CANNOT BE OLDER THAN 26)
INTENDED GRADUATION DATE (ex: 2016SPRING) _______ _______ _______ SEMESTER
EMERGENCY CONTACT
NAME __________________________________ PHONE NUMBER (______) _________ _________ RELEVANT TO YOU
__________________________
GRADE POINT AVERAGE (4.0 SCALE) ______ PSAT VERBAL ______ MATH ______
CLASS RANK ______ OUT OF ______
ASVAB ______ ACT VERBAL ______ MATH ______
NUMBER OF COLLEGE CREDITS EARNED TO INCLUDE ADVANCED PLACEMENT (AP), INTERNATIONAL BACCALAUREATE (IB), OR OTHER ACCREDITED COURSES ________

PLEASE INITIAL ON THE LINES TO VERIFY THAT YOU HAVE COMPLETED AND ATTACHED THE FOLLOWING FORMS TO YOUR APPLICATION. FAILURE TO PROVIDE COMPLETED FORMS MAY RESULT IN DELAY OR DISMISSAL OF YOUR APPLICATION.

ENCLOSURE (3) PRIVACY ACT FORM
ENCLOSURE (4) NROTC COLLEGE PROGRAM APPLICATION
ENCLOSURE (5) STATEMENT OF UNDERSTANDING FOR NROTC APPLICATIONS
ENCLOSURE (6) DRUG STATEMENT
ENCLOSURE (7) ANNUAL CERTIFICATION OF PHYSICAL CONDITION, TO INCLUDE: PHYSICAL ACTIVITY RISK FACTOR QUESTIONNAIRE
ENCLOSURE (8) UNIFORM SIZING SHEET
ENCLOSURE (9) PHYSICAL READINESS TEST ACKNOWLEDGMENT STATEMENT
HIGH SCHOOL TRANSCRIPTS
SAT/ACT REPORT (NON-COLLEGE STUDENTS)
COLLEGE TRANSCRIPTS (COLLEGE STUDENTS ONLY)

PLEASE BRING THE FOLLOWING DOCUMENTS TO SUBMIT IN PERSON UPON CHECK-IN. DO NOT SEND IN WITH YOUR APPLICATION.

COPY OF BIRTH CERTIFICATE
COPY OF IMMUNIZATION SHOT RECORD
COPY OF INSURANCE INFORMATION

Please contact the NROTC Unit Recruiting Officer at (800) 284-5562 or (757) 683-4741 or hrnrotc-recruiter@odu.edu to check the status of any forms you may have already submitted to the unit.
NAVAL RESERVE OFFICERS TRAINING CORPS
COLLEGE PROGRAM APPLICATION

Privacy Act Statement

Authority: The authority to request this information is contained in: 5 USC § 301 (Authorizing Forms and Regulations); Executive Order 9397 (Use of Social Security Numbers).

Principal Purpose(s): To be completed by applicants for the Naval Reserve Officers Training Corps (NROTC) College Program.

Routine Use(s): Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR § 701.112, http://www.privacy.navy.mil and the routine uses set forth here.

Disclosure: You are not required to provide this information; however, failure to do so will result in an inability to fairly evaluate your application and may result in an inability to process the application.

Personal Information

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN (last 4)</th>
<th>Date of Birth</th>
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<tr>
<th>Phone Number</th>
<th>Cell Phone Number</th>
<th>Place of Birth</th>
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<tr>
<th>Current Mailing Address</th>
<th>Name of Parent/Guardian</th>
<th>Address of Parent/Guardian</th>
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Are you a US Citizen? Yes No

If Naturalized, give date, place, court of jurisdiction, and certificate number:

Military Experience and Training (Past and Present, if any)

<table>
<thead>
<tr>
<th>Service</th>
<th>Dates of Service</th>
<th>Highest Rank</th>
<th>EAGS</th>
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<tr>
<th>Training Programs</th>
<th>Position(s) Held</th>
<th>Awards</th>
<th>Grades of Participation</th>
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<tbody>
<tr>
<td>RROTC</td>
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<tr>
<td>(Service)</td>
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<td></td>
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<tr>
<td>CJvAl Air Patrol</td>
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<tr>
<td>Other (NDCC, etc.)</td>
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<tr>
<th>Extracurricular Activities</th>
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<tbody>
<tr>
<td>Organization</td>
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<th>Athletic Activities</th>
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<tr>
<td>Sport</td>
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<thead>
<tr>
<th>Other Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach additional sheets, if needed, to identify other activities not listed above that involve considerable responsibility and leadership. List positions held and the average number of hours devoted per week to the activity.</td>
</tr>
</tbody>
</table>

Enclosure(4)
### Employment

List in chronological order beginning with the most recent, each period of full-time, part-time, or self-employment. List inclusive dates for each period. If discharged for cause from any employment, so state. Include any leadership responsibilities.

<table>
<thead>
<tr>
<th>Dates</th>
<th>From</th>
<th>To</th>
<th>Employer Name and Address</th>
<th>Hrs/Wk</th>
<th>Type of Work Performed</th>
</tr>
</thead>
</table>

### Education

List in chronological order beginning with the most recent school attended. Include any/all college work, whether or not a degree was earned. Attach transcripts.

<table>
<thead>
<tr>
<th>Dates</th>
<th>From</th>
<th>To</th>
<th>School Name and Address</th>
<th>Major</th>
<th>Degree</th>
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</thead>
</table>

### Academics

<table>
<thead>
<tr>
<th>PSAT</th>
<th>Verbal:</th>
<th>Math:</th>
<th>High School Name:</th>
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<tbody>
<tr>
<td>SAT</td>
<td>Verbal:</td>
<td>Math:</td>
<td>Class Rank:</td>
</tr>
<tr>
<td>ACT</td>
<td>Verbal:</td>
<td>Math:</td>
<td>GPA:</td>
</tr>
</tbody>
</table>

#### Answer the following questions. If you answer YES, provide explanations on an additional sheet.

1. Have you ever applied for or signed any agreement concerning any program leading to a commission in any of the Armed Forces of the United States? (If you answer YES, list the date, place of application, program applied for and current status of application.)

2. Have you signed an Enlistment Contract (DD Form 4) with any of the Armed Forces of the United States? (If you answer YES, list the date, place, service and current status of enlistment.)

3. Have you ever been arrested, detained, indicted, summoned into court, or convicted for any violation of civil or military law, including juvenile offenses and moving traffic violations? (If you answer YES, give complete description of incident, name and place of court, nature of offense, date and disposition of case.)

4. Are you currently awaiting trial or sentence, under suspended sentence or under any other type of military or civilian restraint as a result of violation of law or regulation?

5. Have you ever been known by any other name or names other than that used in this application? (If you answer YES, even if such differences were only differences in spelling, explain in affidavit form and submit with application.)

6. Do you have any moral obligations or personal convictions that will prevent you from conscientiously bearing arms and supporting and defending the Constitution of the United States against all enemies, foreign and domestic?

7. Have you ever taken any narcotic, sedative, or tranquilizer drugs other than as prescribed by a physician or dentist? (If you answer YES, attach a statement with the full circumstances, number of times used, amounts taken, period over which taken, and intent for further use.)

8. Have you ever been arrested or convicted of trafficking illegal drugs?

9. Have you ever used LSD, marijuana, sniffed glue or used any other hallucinogens, hypnotic, stimulants, or other known harmful or habit-forming drugs and/or chemicals? (If you answer YES, attach a statement with the full circumstances, number of times used, amounts taken, period over which taken, and intent for further use.)

I certify that all information given by me is complete and correct to the best of my knowledge.

I understand that this applicant questionnaire does not oblige me in any way, and that I may withdraw my application at any time.

Signature Date

**NROTC COLLEGE PROGRAM OATH**

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion, and that I will well and faithfully discharge the duties of office on which I am about to enter. So help me God."

Signature Date

NSTC 1533/133 (10-11) Enclosure (4)
CERTIFICATIONS AND STATEMENTS OF UNDERSTANDING FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATIONS

AGENCY DISCLOSURE STATEMENT
The preceding paragraph is a disclosure statement regarding the collection of certain personal information by the Department of Defense. The Department of Defense states that this data collection is necessary to assess the eligibility of applicants for the NROTC program.

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

1. AUTHORITY: The Secretary of the Navy, in the performance of his duties as the Secretary of the Navy, authorized the collection of the information contained in this application. The Secretary of the Navy has determined that the information is necessary to determine the eligibility of the applicant for the NROTC program.

2. PURPOSE(S): The information is provided voluntarily, but it will be used in the selection process for the NROTC program. The information will be used to determine the applicant's eligibility for the program, to assess the applicant's qualifications, and to verify the accuracy of the applicant's information.

3. ROUTINE USE(S): The information will be used for the purpose of selecting and placing the applicant in the program. The information may be shared with other government agencies, including the Department of Defense, and with non-governmental organizations, including community colleges and universities, to facilitate the selection process.

4. DISCLOSURE: The applicant is hereby advised that the information provided in this application may be disclosed to other government agencies and non-governmental organizations, including community colleges and universities, in order to facilitate the selection process.

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

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.

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.

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.

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, Underwater Warfare, Aviation, Special Warfare, and Explosive Ordnance), requiring a minimum of five years of active military service. If I do not accept my commission, I may be required to 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 1533/133) 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.

Signature of Applicant

Signature of Witnessing Official

Printed Name of Applicant

Printed Name of Witnessing Official

Date

Date

Enclosure (5)
DRUG STATEMENT FOR NAVAL RESERVE OFFICER TRAINING CORPS APPLICATION

QMB Control Number: 07236-0036, Exp. __________

AGENCY DISCLOSURE STATEMENT

The public reporting burden for this collection of information is estimated to average 4 hours 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, Information Management Division, 4800 Mass., Gate, Room 3314, 4800 Mass. Gt., Falls Tower, Jnl. No. 3000, Alexandria, Va. 22370-3100 (7545-0029). 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
3601A Paul Jones Street
Great Lakes, Ill. 60068

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: 31 U.S.C. § 301 (Authorizing Departmental Forms and Regulations); 10 U.S.C. § 2307; (Financial Assistance Program); and Executive Order 12877 (Use of Social Security Number).

2. PRINCIPAL PURPOSE(S): The information provided will be used to determine whether you qualify and should be nominated for an NROTC Scholarship. It will be collected by the Navy in the management of the NROTC program. It is required to be included in this application.

http://pds.defense.gov/Portals/60/Documents/ODC/Comp/Articles/WA/NTA/Article54/6/111611311131.asp

3. RECIPIENT(S): Information provided on this application will be used to review 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 personal information to Navy activities and admissions officials at colleges and universities so they can contact applicants for enrollment. Information you provide in this application is protected by the Privacy Act and will be released only to the Department of Defense or to another Federal agency for purposes related to the Navy, or in response to a judicial order or request for access by Federal agencies or to another Federal agency for purposes related to the Navy.

http://pds.defense.gov/Portals/60/Documents/ODC/Comp/Articles/WA/NTA/Article54/6/111611311131.asp

4. DISCLOSURE: The social security number (SSN) is required at the time of application 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.

4. __________ Date filled out and signed (MM/DD/YYYY)

SIGNATURE OF WITNESSING OFFICIAL: __________

SIGNATURE OF APPLICANT: __________

PRINTED NAME OF WITNESSING OFFICIAL: __________

PRINTED NAME OF APPLICANT: __________

For NTSIC use only: Applicant Ser # __________

Enclosure (6)
**ANNUAL CERTIFICATE OF PHYSICAL CONDITION**

**Privacy Act Statement**

**Authority:** The authority to request this information is contained in 5 USC § 301 (Authorizing Forms and Regulations); 10 USC, Subtitle A, Part III, Ch. 103 (Senior ROTC).

**Principal Purpose(s):** This form is intended to inform the Naval Reserve Officers Training Corps (NROTC) unit of any changes to the student’s physical condition.

**Routine Use(s):** Information you provide in this application is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR sect 701.112, accessible at [http://www.privacy.navy.mil](http://www.privacy.navy.mil).

**Disclosure:** Failure to disclose an injury, illness, disease or physical condition could result in loss of disability benefits and be the basis for administrative action, including disenrollment from the program.

### Section I: Personal Information

<table>
<thead>
<tr>
<th>Last Name, First, Ml:</th>
<th>Last 4 SSN:</th>
<th>Today's Date:</th>
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<thead>
<tr>
<th>ROTC Unit:</th>
<th>Rank/MIDN Class:</th>
<th>Sex:</th>
<th>Birthdate:</th>
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<table>
<thead>
<tr>
<th>Home Address:</th>
<th>Home Phone Number:</th>
<th>Cell Phone Number:</th>
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<tr>
<th>Email Address:</th>
<th>Height (in):</th>
<th>Weight (lbs):</th>
<th>Last Official PFA Result:</th>
<th>Date of that PFA:</th>
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### Section II: Medical History

**Type of last physical exam**

- DoDMERB
- MEPS
- Special Duty / MTF
- Sports / Private Sector

**Date of Physical**: __________

**Note:** Sports/Private sector physicals apply only to College Program Basic Students

Since your last military physical examination have you had or been diagnosed with:

**Yes**  **No**

1. **Eye trouble** (to include vision loss, cataract, glaucoma, keratoconus, corneal ectasia, retinal detachment)?
2. **Surgery to improve vision** (PRK, LASK, LASEC, RK, intraocular lens implant, cross linking)?
3. **Color vision deficiency**?
4. **Ear trouble** (to include perforated ear drum, tubes in ears, or other ENT surgery)?
5. **Loss of balance or vertigo**?
6. **Hearing loss or use of a hearing aid**?
7. **Nose, throat, or sinus trouble** (to include sinusitis, abscess, surgery on nose, sinuses or throat)?
8. **Orthodontic treatment**? (if “yes”, include completion or projected date of completion in Section III)
9a. **Tooth or gum trouble** (excluding cavities)?
9b. **Date of last dental exam**: __________
10. **Breathing trouble** (to include asthma, wheezing, shortness of breath, chronic cough, use of inhaler, collapsed lung)?
11. **Cardiac trouble** (to include chest pain, palpitations, heart valve problems, surgery, high or low blood pressure)?
12. **Gastrointestinal trouble** (to include celiac disease, irritable bowel syndrome, ulcer, reflux, esophagitis, gallstones, hernia, or hepatitis)?
13. **Inflammatory bowel disease** (to include Ulcerative colitis or Crohn’s disease)?

**NSTC 1533/107 (07-16) Enclosure (7)**
<p>| | | | | |</p>
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<tbody>
<tr>
<td>14a.</td>
<td>Gynecologic trouble (including endometriosis, polycystic ovarian disease, abnormal pap smear)?</td>
<td>Yes</td>
<td>No</td>
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<td>14b.</td>
<td>Date of last menstrual period:</td>
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<td>14c.</td>
<td>Date of Last PAP smear:</td>
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<td>15.</td>
<td>Testicular or prostate trouble?</td>
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<td>16.</td>
<td>Orthopedic problems of the back or neck?</td>
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<td>17.</td>
<td>Orthopedic problems of the upper extremities (fracture, dislocation, sprain, surgery)?</td>
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<td>18.</td>
<td>Orthopedic problems of the lower extremities (fracture, dislocation, sprain, surgery)?</td>
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<td>19.</td>
<td>Vascular trouble (Raynaud's disease, blood clot or deep venous thrombosis, high blood pressure)?</td>
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<td>20.</td>
<td>Skin trouble (to include psoriasis, eczema, atopic dermatitis, severe acne)?</td>
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<td>21.</td>
<td>Prescribed systemic retinoid medications (ie: Accutane)? (List date completed or projected completion date in Section III.)</td>
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<td>22.</td>
<td>Blood disorders (anemia, thrombocytopenia, bleeding disorders, disorder of the spleen)?</td>
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<td>23.</td>
<td>Allergic reaction to food, medications, insects?</td>
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<td>24.</td>
<td>A positive PPD or been treated for tuberculosis?</td>
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<td>25.</td>
<td>Car, train, sea, or air sickness that required prescription medication or avoidance of travel?</td>
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<td>26.</td>
<td>Endocrine disorders (including diabetes, thyroid, osteoporosis)?</td>
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<td>27.</td>
<td>Head injury, memory loss, amnesia?</td>
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<td>28.</td>
<td>Neurologic trouble (including dizziness, fainting spell, seizure, paralysis)?</td>
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<td>29.</td>
<td>Frequent or severe headaches in the past 2 years?</td>
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<td>30.</td>
<td>Sleeping trouble (narcolepsy, sleepwalking, chronic insomnia, sleep apnea)?</td>
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<td>31.</td>
<td>Evaluation or treatment for depressive disorder?</td>
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<td>32.</td>
<td>Evaluation or treatment for anxiety disorder or panic attacks?</td>
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<td>33.</td>
<td>Evaluation or treatment for eating disorders (anorexia or bulimia)?</td>
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<td>34.</td>
<td>Evaluation or treatment for attention deficit hyperactivity disorder, attention deficit disorder, or learning disability?</td>
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<td>35.</td>
<td>Tumor or cancer?</td>
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<td>36.</td>
<td>Cold or heat injury?</td>
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<td>37.</td>
<td>Rhabdomyolysis?</td>
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<td>38.</td>
<td>A medical waiver for the PFA or PFT?</td>
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<td>39.</td>
<td>Have you been prescribed medications in the last 12 months? (If &quot;yes&quot; list names, reason, and approximate dates used in Section III)?</td>
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<td>40.</td>
<td>Have you EVER been hospitalized (including psychiatric)?</td>
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<td>41.</td>
<td>Have you EVER been rejected or discharged for military service for any reason?</td>
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<td>42.</td>
<td>Have you had any significant medical diagnoses or treatments not previously reported on a military physical?</td>
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</table>
Section III: Midshipman Comments

Explain all "Yes" answers to questions 1-42 above. Begin with the Item Number. Describe answer(s): provide date(s) of problem(s)/condition(s); provide names of Health Care Providers (HCPs), Clinic(s) and/or Hospital(s) along with the City and State; explain what was done (e.g., evaluation and/or treatment); and describe your current medical status (ongoing/resolved). Attach additional sheet(s) if necessary and sign and date each additional page. Obtain and attach copies of applicable medical evaluation and treatment records if requested.

I certify that the information contained in this form is true and complete to the best of my knowledge and belief.

Date Signed

Section IV: Review

Unit Medical Representative Comments

Unit Medical Representative Signature Date Signed

Reviewing Officer Comments (if indicated)

Review Officer Signature (if indicated) Date Signed

If additional records requested from midshipman, provide date of request.

If referred for further medical examination, provide date of referral.

If referred to BUMED for review, provide date of referral.

Section V: Outcome

☐ No further action required
☐ MLOA
☐ Waiver
☐ PQ
Measuring and fitting Techniques for Military Uniforms

1. The measuring and fitting of military uniforms can be very challenging when you are not sure how to determine the right size. When garments are sized properly, they may need little or no alterations.

2. These are key points for physical measurements and fitting techniques to help determine the correct size and fit for military uniforms:

   a) Head - The measurement is taken by placing the tape around the back of the head meeting at the forehead about one inch above the eyebrows, one inch below the hairline and one inch above the ears.

   b) Neck - When measuring for the neck size, place the tape measure around the neck at the collar line and with one finger between the neck and the tape. This will allow the shirt collar to be fitted with one half inch of space for comfort.

   c) Chest or Bust - To obtain these sizes, place the tape over the bulk of the shoulder-blades, under the arms, over the fullest part of the chest with ease.

   d) Sleeve - Raise the right arm even with the shoulder with the elbow bent at an angle, forearm parallel with the floor, and palms down. Measure from the center of the back and round the bend of the elbow, down to one inch past the wrist bone.

   e) Waist - The tape should be placed directly over the hipbone to get the best results. In cases where you cannot locate the hipbone, place the tape around the fullest part, as close to the top of the waistband as possible.

   f) Hip - The measuring tape should be placed around the largest part of the hip area, across the lower pelvis or fly.

   g) Inseam - Measure from the crotch to the heel of the shoe.

   h) After you received your measurement, use the enclosed male and female sizing charts to determine your correct size. Following these instructions are very important for obtaining your uniform. Please submit uniform sizing sheet promptly.
Circle One:  HU  NSU  ODU

Name: __________________________  M/F Height: _____  Weight: _____
Permanent Home Address: ____________________________________________

Phone #: ______________________  Cell #: ____________________________
Email: ________________________

Shoe Size: ____________________ (Specify if: N, R, W, KW, XXW)

Men:
Trouser: Waist: __________  Inseam: __________
Circle One: Short  Reg  Long  X-Long

Shirt:
Long Sleeve: Neck: __________  Chest: __________  Sleeve Length: __________
Short Sleeve: Circle One: SM  MED  LG  X-LG

Combination Cover (head) Size: __________

Women:
Slacks: Estimated Size: __________  Inseam: __________  Waist: __________

Shirt: Neck Size: __________  Bust Size: __________  Sleeve Length: __________

Combination Cover (head) Size: __________  Hip: __________

Note:  Ensure you measure carefully to get correct sizes for your uniforms to prevent delays in ordering. You can go to a tailor shop to get your correct measurements if you do not know.
In accordance with NSTC M-1533.2A (Regulations for Officer Development) new midshipmen attending New Student Orientation will be evaluated for physical fitness and swim testing to determine readiness to meet NROTC Program and Navy/Marine Corps requirements. Any midshipman that fails to qualify as a 3rd Class swimmer (in accordance with MILPERSMAN 1414.010) within the first year is subject to a Performance Review Board convened by the HRNROTC Unit. All new midshipmen accepted by HRNROTC are required to pass the Navy Physical Readiness Test (PRT) with a score of “GOOD LOW” or better at New Student Orientation. The specific number of push-ups, sit-ups, and run times required are outlined in OPNAVINST 6110.1J found at http://www.nrotc.navy.mil/faq.html. Any midshipman that fails to pass the PRT is subject to a Performance Review Board convened by the HRNROTC Unit. All incoming midshipmen are expected to follow the guidance of the NEHC pre-entry physical conditioning program found at http://www.nrotc.navy.mil/faq.html.

I, ________________________________, SSN: XX - XXX - __________, fully understand the requirements listed above in regards to my initial physical fitness evaluation if I am accepted into the HRNROTC Program.

______________________________
(Date)  
______________________________
(Signature)

Witness:

______________________________
(Printed Name/Rank)  
______________________________
(Signature)
POST APPLICATION INFORMATION

1. When we receive your application, we will review it for completeness and notify you of any missing documentation. You should follow up within three working days after submitting your application to ensure we have received it.

2. After submitting your application, you can contact the NROTC Office at the university you wish to attend below.

   Recruiting Officer
   Toll Free       (757) 683-3558
   Email           hrnrotc-recruiter@odu.edu

   HU Officer-in-Charge
   Toll Free       (757) 728-6932
   Toll Free       (800) 423-6202

   NSU Officer-in-Charge
   Toll Free       (757) 823-8848
   Toll Free       (800) 274-1821

3. Your package will be compared with all other applications we receive before the deadline. The Commanding Officer, NROTC Unit Hampton Roads, has the final decision authority on admission of college program midshipmen. You will be notified by letter or email of the Commanding Officer's decision within four weeks of the semester deadline. If you have not been notified within four weeks, call the Recruiting Officer.

4. If you are accepted into the college program prior to the start of the academic year, you will be provided information on the dates and time of your indoctrination and where to report to have uniforms issued to you.

5. You must be admitted to the university that you plan to attend and be enrolled as a full time student to remain in the college program.