



DEPARTMENT OF THE NAVY

NAVY RECRUITING COMMAND
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Canc frp: OCT 01

IN REPLY REFER TO:

COMNAVCRUITCOMNOTE 1131

Code 315

JUN 01 2001

COMNAVCRUITCOM NOTICE 1131

From: Commander, Navy Recruiting Command

Subj: NROTC 2002 PROGRAM YEAR IMMEDIATE SELECTION DECISION
(ISD) SCHOLARSHIP APPLICATIONS

Encl: (1) 2002 NROTC Immediate Selection Decision (ISD)
4-Year Scholarship Contract, NAVCRUIT 1131/32
(Rev. 06-01)
(2) Program Year 2002 NROTC ISD Allocations
(3) Expedite Request Letter
(4) ISD Waiver Memo

1. Purpose. To provide procedures for the NROTC 2002 program year immediate selection decision application process.

2. Discussion. The Immediate Selection Decision (ISD) Scholarship Program is designed as a tool to attract very highly qualified high school students into the Naval Reserve Officer Training Corps (NROTC) Program and ultimately a commission as a Naval Officer. The ISD program is structured specifically to allow COMNAVCRUITCOM to aggressively compete in specific market segments that have typically represented a significant challenge. The program is open to all individuals regardless of race or gender and the recruiter is not obligated to offer an ISD simply because a prospect meets the basic qualification criteria. Rather, the offer of an ISD Scholarship should only be made in cases where specific market objectives can be realized or where failure to use the ISD Program would likely result in the loss of an extremely competitive applicant to other scholarship opportunities. The program is not open to Nurse, Fleet, or Marine Corps option applicants. The following eligibility requirements must be met to offer an ISD Scholarship to a given applicant:

a. SAT/ACT: The eligibility criteria for the SAT are 1290 composite with a math score of at least 650. The eligibility criteria for the ACT are 57 combined English and math, with a minimum math score of 29. Regardless of math and/or combined scores that have been attained, the NROTC board-eligibility minimum of SAT 530 verbal and ACT 22 English apply to ISD applicants, as well.

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b. Allocations: Region allocations are listed in enclosure (2). Total ISD allocation may not be exceeded. Each NRD is to ensure maximum advantage is obtained through the use of the limited number of ISD Scholarships.

c. Whole-Person Evaluation: In an attempt to achieve more competitive results, the whole-person evaluation worksheet on the back of the ISD contract includes primary whole-person discriminators used by Chief of Naval Education and Training (CNET) to develop weighted selection scores. These discriminators should be considered and used in conjunction with other applicant qualifications in determining candidate suitability for an ISD Scholarship offer. If there is doubt with respect to the candidate's qualification, submit the regular NROTC application for consideration by CNET through the normal board process. If the candidate is highly qualified, notification of selection will generally occur in a fairly short time. The recruiter should determine if the individual meets the "whole-person" criteria in each case. Consideration should include:

(1) Applicant has **significant** involvement in school and/or community or extracurricular activities (e.g., athletics, school officer, club involvement, work experience, etc.).

(2) Applicant is in the top 20 percent of the high school class.

(3) Applicant appears to be physically fit.

(4) Applicant appears to be motivated for Naval Service.

(5) Applicant has no moral obligations or personal convictions that would prevent conscientious bearing of arms in support of the defense of the Constitution of the United States.

(6) Applicant has not been convicted of a DWI/DUI or any felony.

(7) Applicant will be 17 years of age by 1 September of the year starting college and less than 23 on 30 June of that same year.

(8) Applicant anticipates being a high school graduate by 1 August of the same year of entrance into the NROTC four-year scholarship program.

(9) Applicant is a citizen of the United States.

d. **Illegal Drug Use:** To eliminate any confusion, the contract contains a disqualifying "Illegal Drug Use" question. **Any** history of illegal drug use eliminates the candidate from ISD consideration. While drug use is not necessarily disqualifying for the NROTC scholarship selection, applicants who disclose drug use must submit a regular application to be reviewed during the National Board process.

e. **Offer Restriction:** ISD offers can only be made if a regular NROTC application has not yet been mailed.

f. **Height/Weight:** Candidates **must** meet height and weight standards, which the recruiter is required to verify, to be considered eligible for NROTC.

g. **Verification Application Submission Requirement:** The requirement to submit a formal application, verifying all initial criteria, "within 30 days" will be strictly enforced. Once the 30 days has expired, the ISD guaranteed scholarship will be cancelled. Applicants will be notified of this status by COMNAVCRUITCOM. If the candidate's application is received after the 30 days, it will be forwarded to CNET for normal board consideration. Enclosure (3) should be used, when necessary, to solicit the cooperation of school officials.

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

i. **PORTS:** When ISD Scholarship offers are accepted, the recruiter will enter the applicant's information into PORTS. An entry of "y" for "yes" in the ISD field should be made to indicate that the applicant has been offered the ISD Scholarship and the contract has been completed and signed.

j. **Guarantee:** Applicants must be informed that they must satisfy all other conditions required of all scholarship selectees, including the Department of Defense Medical

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Evaluation Review Board (DODMERB) physical, in order to maintain their guaranteed NROTC scholarship.

k. School Choice: Applicants must be aware that applying earlier in the program year provides an important advantage with regard to school choice. Unit placement after selection is conducted on a first-come, first-serve basis. Consequently, units at schools that enjoy higher popularity, such as Notre Dame or MIT, close out early and applications boarded or ISDs issued late in the program year have a lower probability of receiving placement in the desired unit. Additionally, applicants should be encouraged to list multiple school choices. Those applicants who list only one choice severely limit the chances of ultimate scholarship activation and unit placement. Recruiters must emphasize that school choice is not guaranteed.

l. Waiver of 20 percent Class Ranking: If the recruiter encounters a prospect who is qualified for ISD, but is in a school which does not provide class ranking, a waiver for the rank requirement should be requested as follows:

(1) Send a fax of the proposed ISD contract to Code 315 (901-874-9230) and attach official printed information concerning the high school that establishes as much of the following as possible:

(a) Admission profile (i.e., the percentage of students who are accepted, the applicant's ranks in the surrounding/parent school district, the specific qualification criteria applied, etc.).

(b) College acceptance profiles (i.e., the percentage of students who go on to four-year colleges, statistical data regarding acceptance at prestigious schools, etc.).

(c) Percentage of courses in the school that are advanced or accelerated.

(d) Percentage of students who pass advanced placement examinations, qualify for merit scholarships, etc.

(2) Provide the information listed above in enclosure (4).

(3) Action will be taken within one working day, with the results faxed back to the appropriate NRD.

(4) Files will be maintained in school order and in applicant order. Therefore, the information about a specific school need be sent only once, though a waiver request for each individual student must be submitted. In cases where there are multiple applicants from a given school, the recruiter must provide all requested information on enclosure (4), but indicate that the number of pages of school information is "0".

m. Commanding Officer's Signature: The Commanding Officer of the Navy Recruiting District is to be the LAST person to sign the ISD contract. The contract should not be signed until absolutely sure that the candidate is desired for the program. The Commanding Officer's signature represents a guarantee on the part of the Navy that an NROTC scholarship is being reserved in the name of the applicant. Once the applicant and the Commanding Officer sign the contract, the Navy is obligated.

n. Deadline: ISD Scholarship offers may be made from 1 July to 1 December.

(1) Application Deadline: The deadline date for receipt of all regular NROTC applications at COMNAVCRUITCOM Headquarters is 31 January 2002.

(2) Incomplete Applications: Once the application process has begun, it becomes the mutual responsibility of both the recruiter and applicant to ensure a complete application is provided to the board. All efforts on the part of the recruiter to obtain required documents, or missing entries, must be documented carefully.

3. ANSO and NNOA. The Association of Naval Services Officers (ANSO) and the National Naval Officer Association (NNOA) are organizations which have helped CNRC in diversity recruiting efforts. Each organization has been given ten ISD billets in support of NROTC recruiting.

a. Application Process: ANSO and NNOA officials who identify a student meeting the ISD eligibility requirements must contact CNRC at 901-874-9213/9313 to confirm that ISD billets are available before offering an ISD to a prospective student. Once confirmation of a quota is verified, the ANSO or NNOA


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certifying official, in conjunction with the applicant, completes NAVCRUIT 1131/32, enclosure (1), (ANSO or NNOA certifying official completes sections in the form assigned to "NRD Commanding Officer"). Once the form is complete, "ANSO" or "NNOA" should be written at the top and bottom of the first page of the NAVCRUIT 1131/32 and the form should be sent via fax to CNRC at 901-874-9230/7624. There is no difference in the processing of an ANSO or NNOA ISD from another ISD.

b. Once the ISD application has been conferred to an ANSO/NNOA applicant, the remainder of the application process will be completed by the applicable NRD, and the NRD will receive credit within the competition system for the NROTC application. CNRC Code 315 will coordinate between ANSO/NNOA and the local NRD to ensure other application requirements are met.

4. Form. Enclosures (1) through (4) are available from the Commander, Navy Recruiting Command (Code 314), Millington, TN 38054-5057.


W. S. SLOCUM
Deputy

Distribution:

COMNAVCRUITCOMINST List

IA Department Directors and special assistants

ID Navy Personnel Command

IE Navy Recruiting Orientation Unit

IIA Region Commanders

IIIA Navy Recruiting Districts

ANSO

NNOA

2002 NROTC Immediate Selection Decision (ISD) 4 Year Scholarship Contract

Name (Last) (First) (MI)			SSN - -		
Address			Telephone		
Date of Birth (YY-MM-DD)			Male _____ Female _____		
Black _____ Asian _____ Hispanic _____ Other _____			Height _____ inches Weight _____ lbs.		

Intended College Course of Study:

ACADEMIC ELIGIBILITY CERTIFICATION

- Must rank in the *TOP 20%* of class

- a) Rank in class _____ of _____ Percentile _____ %
OR
b) For schools which do not rank, a CNRC waiver has been approved for this student.

CO //s//

TEST SCORE CERTIFICATION
LIST ONE SET OF TEST SCORES ONLY

SAT Score Eligibility Criteria	1290 Composite	AND	650 Math
ACT Score Eligibility Criteria	57 Combined (English + Math)	AND	29 Math
Check One: SAT _____ ACT _____	Test date: _____	Verbal (or English): _____ Math: + _____ Composite/Combined: _____	

Applicant initials in the "TRUE" or "FALSE" column.

A "FALSE" answer is disqualifying.

TRUE

FALSE

- | | | |
|--|--|--|
| a. I will graduate from high school by 1 August 2002. | | |
| b. I have never been convicted of a DWI/DUI or felony. | | |
| c. I have never taken any narcotic, sedative or tranquilizer drugs other than prescribed by a physician or dentist; nor have I ever sniffed glue, used marijuana, LSD, other hallucinogens, hypnotics, stimulants or other known harmful or habit-forming drugs and/or chemicals; nor have I been convicted or arrested on drug-related charges. | | |
| d. I am a United States citizen. | | |
| e. I have no moral obligations or personal convictions, religious or otherwise, that would preclude service in the military. | | |

NRD Commanding Officer initials in "TRUE" or "FALSE" column. A "FALSE" answer is disqualifying.

TRUE

FALSE

- | | | |
|---|--|--|
| a. Applicant appears to be academically qualified (Top 20% of class or, for schools that do not rank, a CNRC waiver has been approved). | | |
| b. Applicant appears to meet test score criteria. | | |
| c. Applicant appears to be physically fit, to be motivated for Naval service, and to have significant involvement in extracurricular activities or employment, as reflected in Annex 1. | | |

2002 NROTC Immediate Selection Decision (ISD) 4 Year Scholarship Contract

I understand that this constitutes a guarantee on the part of the U.S. Navy that an NROTC Scholarship is being reserved in my name and will be awarded if:

(Initial)

- a) I am in the top 20% of my high school class (for schools that rank). _____
- b) I am eligible by virtue of my age (at least 17 but no more than 23 on 30 June 2002). _____
- c) I release official qualifying college board scores to the U.S. Navy (Code 0656) or provide proof of qualifying scores via an official transcript or ACT/SAT score release form followed by completion of a full application package which includes validation of the information I provided on this contract. _____
- d) I complete my application package in time for it to be forwarded to the Chief of Naval Education and Training (CNET) from Commander, Navy Recruiting Command (CNRC) Headquarters in Millington, TN, WITHIN 30 DAYS of the date of this contract. _____
- e) I am found physically qualified by the DOD Medical Examination Review Board or granted a physical waiver. _____
- f) Everything that I initialed on this contract is true. _____
- g) I gain admittance to an NROTC school on my own initiative and am placed in that school's unit by the Navy. _____

I further understand that regardless of my status with the school(s) of my choice, the Navy can only guarantee eventual unit placement (contingent upon my acceptance by the applicable school), but cannot guarantee placement in the unit of my choice. I also understand that this contract places me under no obligation to accept an NROTC scholarship.

Applicant signature	Date	
Parent or Guardian signature (if applicant is under 18)	Date	
Commanding Officer's signature	Typed/Printed Name/Rank	Date

2002 NROTC Immediate Selection Decision (ISD) 4 Year Scholarship Contract

ANNEX 1

Name

SSN

(Last)

(First)

(MI)

Whole-Person Evaluation Worksheet

The following areas of inquiry, although not all-inclusive, may serve as a guideline for the recruiter in evaluating the applicant's qualification for an NROTC scholarship against whole-person competitive standards:

Extracurricular Activities:

- Scouting
- Church Activities
- Club Involvement
- Community Service/Volunteering
- Employment
- School Newspaper/Yearbook
- NJROTC/CAP/Sea Cadets

Athletics:

- Varsity/Intramural Participation and Honors
- Church/Community League Teams
- Individual Physical Fitness/Athletic Achievements

Leadership:

- Class Officer
- Club Leadership Positions
- Church Leadership
- Athletic Leadership

Academic:

- GPA
- High School Quality (% of graduates going to 4 years colleges)
- Advanced/Accelerated Course Work
- Math/Science Course Grades

Honors:

- Honor Society
- Boys/Girls State, etc.

Personal Considerations:

- Physical Fitness (Height/Weight in compliance with standards)
- Adversities Overcome
- Knowledge of Military
- Program Motivation

PROGRAM YEAR 2002 NROTC ISD ALLOCATIONS**1 July 2001 (date may change)**

AREA	<u>PY01 ISD ALLOCATION</u>
Region North	70
Region South	80
Region Central	80
Region West	80
CNRC	310

SAMPLE

Expedite Request Letter

(Date)

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

Dear Mr./Ms. School Counselor,

This letter is written in behalf of Joe/Jane Sample in regard to his/her recent selection for an NROTC scholarship.

The program he/she was selected under is referred to as an Immediate Selection Decision scholarship and is based on verbal information provided by the student at the time of the offer. The offer is contingent upon receipt of a completed application package, verifying the student's eligibility, within thirty days of the date of the offer.

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

Sincerely,

It is not recommended that any specifics about program criteria be provided.

ISD Waiver Memo

(Date)

From: Commanding Officer, Navy Recruiting District
To: Commander, Navy Recruiting Command (Code 315) (Fax 901-874-9230)

Subj: WAIVER OF 20% CLASS RANKING FOR ISD APPLICANT _____;
SSN (Name)

Ref: (a) COMNAVCRUITCOMNOTE 1131.1

Encl: (1) Proposed ISD contract ICO subject applicant
(2) _____ Information (____ pages)
(Name of School) (##)

1. Enclosures (1) and (2) are forwarded in accordance with reference (a). Request that waiver of 20% class ranking requirement for the NROTC Immediate Selection Decision (ISD) program is granted to the subject applicant. Request decision be provided by fax at telephone number _____.

Signature:

Printed Name:
By direction

Copy to:
CNRA