



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
ARIZONA STATE UNIVERSITY
P.O. BOX 872801
TEMPE, AZ 85287-2801

NROTCASUNOTE 1533.1
18 July 2014

NROTC UNIT, ARIZONA STATE UNIVERSITY NOTICE 1533.1

From: Commanding Officer, Naval Reserve Officers Training Corps
Unit, Arizona State University

Subj: FY15 SERVICE ASSIGNMENT

Ref: (a) NSTC M-1533.2 (Regulations for Officer Development)
(b) NSTC OD Official Mail Message #073-14

Encl: (1) PNS Points Table
(2) Service Assignment Timeline
(3) OPMIS Service Assignment Form

1. Purpose. To establish policy and responsibilities for completing the NROTC and STA-21 FY15 Service Assignment Process at NROTC Unit, Arizona State University (ASU NROTC).

2. Cancellation. This notice is cancelled on completion of the OD FY15 Service Assignment Panel or 1 OCT 2014, whichever is later, but should be retained for record purposes and reference for FY16 Service Assignment.

3. Background. Service Assignment for FY15 Navy Option graduates is scheduled to take place prior to 1 OCT 2014. The service assignment process at ASU will be conducted IAW references (a) and (b) and associated directives.

4. Responsibilities. All staff, faculty and midshipmen shall be thoroughly familiar with this notice, its enclosure and the associated references. The following specific responsibilities apply:

a. Professor of Naval Science (PNS). As Commanding Officer, the PNS is responsible for the successful completion of the Service Assignment Process. Specific responsibilities include:

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(1) Communicate to new students during Freshman/New Student Orientation that students will be assigned based on the needs of the Navy. The process they will go through as rising seniors is service assignment vice service selection.

(2) Prior to the start of the sophomore year, reinforce expectations regarding service assignment to rising sophomores before they become obligated. If students are not prepared to serve where the Navy needs them to serve, they should not continue in the program.

(3) Prior to the submission of student Service Assignment requests, communicate with seniors to ensure understanding and support of the needs of the Navy and of service above self.

(4) Assign PNS points in accordance with distribution scheme defined in Enclosure (1). All students MUST be ranked. PNS points are assigned by the PNS and shall reflect the MIDN's or OC's overall aptitude, performance, and potential. MIDN and STA-21 OCs are ranked separately (Nurse Options shall also be ranked separately).

(5) No later than 21 August, sign the Service Assignment Unit Verification Report, attesting that the report is accurate and correctly reflects the students' assignment desires.

b. Executive Officer (XO). The XO is responsible for the correct and timely execution of all tasks associated with Service Assignment. He shall lead and coordinate the staff in fulfilling this duty.

(1) Direct execution of tasks as necessary to ensure completion of Service Assignment processes per the timeline in enclosure (2).

(2) Oversee preparation of Service Assignment Packages in accordance with references (a) and (b).

(3) Validate that PNS points as assigned by CO have been properly entered into OPMIS prior to 1 August.

(4) Coordinate with OD staff to address emergent issues as necessary.

c. Human Resources Assistant (HRA). The HRA is responsible for the administrative tasks associated with Service Assignment

and for the overall quality and completeness of OPMIS records for each student going through the process.

(1) No later than 1 August, verify the entry and accuracy of:

- Personal Information (race, sex, ethnicity, dependents, marital status, home of record, Naval Science Year (must be 4, or 5 if receiving extended benefits))
- Academic Information (required university and Naval Science courses, Summer Training, degree major, cumulative GPA through Spring 14 semester including Naval Science courses)
- Aptitude scores through Spring 14 semester
- ASTB scores
- Security clearance status
- Status of pre-commissioning physical
- Commissioning date and graduation date
- Rate/Rank for all STA-21 Officer Candidates
- PNS Points
- Calculus and Physics Grades

(2) No later than 1 August, report accuracy and completeness of information for ASU NROTC FY15 graduates to the XO and ensure all projected graduates appear on the Service Assignment Watch list.

(3) No later than 20 August, ensure a Service Assignment Package is prepared in accordance with Reference (a) for all Navy Option MIDN and STA-21 OCs. All Service Assignment Packages shall include the following documents:

- OPMIS Service Assignment Unit Verification Report.
- Service Assignment/Duty Preference Form Transcript
- Proof of DODMERB-approved pre-commissioning physical (DOD 2808 or BUMED/NOMI waiver). If not approved by date of

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mailing, indicate physical status in the remarks section of the Service Assignment Duty Preference Form (examples in reference (a)).

- Any application or amplifying documents required for certain requested designators.
- Submit Graduate Study notification and/or requests for LOA for Graduate Study Program (if applicable) with the student's Service Assignment package.

Note: Service Assignment Unit Verification Reports will not be available until after 16 August. The rest of the contents should be prepared prior to 15 August.

(4) Prepare cover letter listing all students scheduled to graduate and commission during FY15. The cover letter will list all records in the unit's service assignment file and each MIDN and OC will be listed in rank order by student type followed by their first choice designator, calculus and calculus based physics grades, and general remarks annotating changes or deletions and those MIDN who are not physically qualified.

(5) No later than 22 August, consolidate all Service Assignment Packages and forward to NSTC OD4 in accordance with procedures outlined in Section 6-32, Paragraph 5.b. of reference (a).

(6) Coordinate with Aviation Programs Officer to ensure midshipmen/OCs assigned to aviation billets (1390 or 1370) are qualified by the Naval Aerospace Medical Institute (NAMI). If NAMI recommends a waiver, a waiver letter approved by PERS-43 is required prior to commissioning.

(7) Coordinate with Nuclear Programs Officer to ensure midshipmen/OCs requiring undersea medicine physical qualifications are qualified by undersea medicine. If a waiver is necessary, ensure that the MIDN/OC has waiver approval letter from PERS-42 prior to commissioning.

d. Nuclear Programs Officer.

(1) Ensure NNPP applications (for either 1160N or 1170) are completed for all MIDN/OC who meet the following academic criteria:

- All tier 1 majors with GPA ≥ 2.90

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- All tier 2 majors with GPA \geq 3.00
- All tier 3 majors with GPA \geq 3.20

(2) Coordinate with HRA to ensure midshipmen/OCs requiring undersea medicine physical qualifications are qualified by undersea medicine. If a waiver is necessary, ensure that the MIDN/OC has waiver approval letter from PERS-42 prior to commissioning.

e. Aviation Programs Officer (APO).

(1) Ensure midshipmen who list aviation as one of their five choices take the Aviation Selection Test Battery (ASTB) and that scores are properly entered in their OPMIS records. Notify the XO and CO of those midshipmen who do not have qualifying ASTB scores or who don't meet the minimum or maximum height requirements for aviation.

(2) Ensure students requesting assignment to 1390 or 1370 begin their medical qualification as soon as allowed prior to service assignment. The maximum and minimum height requirements for aviation are 6'4" and 5'2", respectively. Coordinate travel to MCAS Miramar, or another accepted location for anthropometric measurements and flight physical. . Ensure this is complete by 1 August.

(3) Verify that applicants for 1390 or 1370 will be at least 19 years old and not have passed their 27th birthday at commissioning. Applicants with prior enlisted service may be granted waivers on a month for month basis up to 24 months for active duty served prior to their 27th birthday for Pilots and 48 months for NFO. The maximum age for Pilot is 29 and for NFO 31.

(4) Coordinate with HRA to ensure midshipmen/OCs assigned to aviation billets (1390 or 1370) are qualified by the Naval Aerospace Medical Institute (NAMI). If NAMI recommends a waiver, a waiver letter approved by PERS-43 is required prior to commissioning.

f. Stashed Ensigns. Ensigns assigned to the unit temporarily while waiting to report to training pipelines will act as staff action officers who report to the XO for assignment and prioritization of tasks. Tasks associated with this notice include but are not limited to:

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(1) Contact each midshipman graduating in FY15 to ensure they are familiar with the process requirements and coordinate the collection of Service Assignment Forms.

(2) Validate compliance with the business rules on each Service Assignment Form.

(3) Coordinate entry of service assignment preferences into OPMIS with HR.

(4) Perform administrative tasks assigned by the XO.

g. Midshipmen commissioning in FY15.

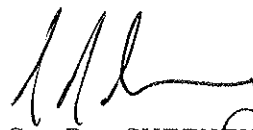
(1) Complete and turn in the OPMIS Service Assignment Form, enclosure (3), IAW business rules in Reference (b) prior to 1 August 2014.

(2) Aviation candidates, coordinate with APO to take the ASTB for entry into OPMIS prior to 1 August 2014. Note Minimum Service Requirements: Minimum of eight years from date of designation as a naval aviator or six years from date of designation as a naval flight officer. The minimum qualifying ASTB scores for aviation are:

NFO: AQR - 4, FOFAR - 5
Pilot: AQR - 4, PFAR - 5

(3) Aviation candidates, coordinate with APO and HRA for travel to MCAS Miramar and or MCAS Yuma for flight physical and anthropometric measurements. This should be accomplished as far in advance as possible but no later than 1 August 2014.

(4) Submit written requests for graduate study programs and associated LOAs to the XO prior to 1 August (e-mail OK).


S. R. SWEENEY
By Direction

SIZE OF GROUP	MAXIMUM PERMITTED IN UPPER BAND	MAXIMUM PERMITTED IN MIDDLE BAND
1	1	NA
2	1	1
3	1	2
4	1	2
5	1	3
6	1	4
7	1	5
8	1	5
9	1	6
10	1	6
11	2	6
12	2	7
13	2	8
14	2	8
15	2	9
16	2	10
17	2	10
18	2	11
19	2	12
20	2	12
21	3	12
22	3	13
23	3	14
24	3	14
25	3	15
26	3	16
27	3	16
28	3	17
29	3	18
30	3	18

Distribution

10% Upper Band (90-100 Points)

60% Middle Band (maximum 70% total of 2 upper bands) (40-70 Points)

30% Lower Band (0-20 Points)

Notes

Note 1: For groups of more than 30 members, calculate the maximums using the following example:
EXAMPLE: For a group of 42 MIDN and using a 10 percent Maximum Upper Band and 60 percent Maximum Middle Band:
Upper Band and Middle Band (70%) = $42 \times 0.7 = 29.4$, which = 30 (rounded up)
Upper Band Maximum = $42 \times 0.1 = 4.2 = 5$ (rounded up).
Middle Band Maximum = $30 - 5 = 25$ (difference between the rounded up #s).

Note 2: The Middle Band recommendations may be increased by one for each Upper Band quota not used.

Note 3: Only EVEN points are to be given (e.g. 100, 98, 70, 68, 26...)

Note 4: For large groups, there may not be enough EVEN numbers in certain bands. In those instances, assign even numbers until the points remaining in the band equals the number of MIDN/OCs remaining to be assigned points in that same band. At that point, assign ODD and EVEN numbers. The bands are to be maintained.
EXAMPLE: 18 MIDN in the middle band that only has 16 available even numbers. PNS Points = 70, 68, 66, 64, 62, 60, 58, 56, 54, 52, 50, 48, 46, 44, 43, 42, 41, 40.

Service Assignment Timeline

- NLT 01 AUG Midshipmen complete and turn in Service Assignment Forms
XO validates PNS Points entered in OPMIS
HRA verifies accuracy of OPMIS information for FY15 graduates
HRA ensure graduates appear on the Service Assignment Watch list
Anthro measurement complete (aviation candidates <5'4" tall)
- 15 AUG OPMIS information put into Service Assignment table.
Note: Changes made after this date will not affect MIDN/OC merit ranking.
- 16 AUG Units able to run Verification Reports from OPMIS until 29 AUG.
- NLT 20 AUG HRA completes Service Assignment Packages
- NLT 21 AUG PNS Signs Service Assignment Unit Verification Report
- NLT 22 AUG All Service Assignment Packages consolidated and sent to OD4
- 29 AUG Last date for receipt of Service Assignment Packages at OD4
- NLT 01 OCT Service Assignment Panel makes recommendations.

NROTC NAVY AND NURSE CORPS/STA21 DESIGNATOR REQUEST TRANSMITTAL LETTER

From: Midshipman/Officer Candidate _____
To: Commander, Naval Service Training Command (OD4 Student Operations)
Via: Commanding Officer, NROTC Unit _____

Subj: DUTY PREFERENCE/DESIGNATOR REQUEST

Ref: (a) CNSTC M-1533.2, Chapter 6

Encl: (1) Unofficial Academic Transcript
(2) Designator Minimum Service Requirements and Bonuses

MIDSHIPMAN/OFFICER CANDIDATE INPUT

REMARKS: (Brief of skills, language ability, academic honors, or personal desires pertinent to assignment)

ACADEMIC MAJOR: (Complete description including any minors or areas of concentration. Also, please include classification; B.S., B.A., etc.).

a. I HAVE BEEN INFORMED OF THE REQUIREMENTS AND AM MEDICALLY QUALIFIED FOR THE UNRESTRICTED LINE COMMUNITY (URL). I RESPECTFULLY REQUEST TO BE CONSIDERED FOR THE FOLLOWING DESIGNATORS:

NOTE:

- LIST SIX CHOICES.
- THE FIRST FIVE CHOICES MUST BE UNRESTRICTED LINE (URL) COMMUNITIES OR 1220N.
- THE FIRST FIVE CHOICES MUST INCLUDE ONE OF THE TWO BELOW:
 - o 1170 OR 1160N
- DUPLICATE ENTRIES ARE NOT ALLOWED (1370,1370,1390,1390 etc)
- IF 1170 OR 1160N IS ONE OF THE TOP FOUR CHOICES, AN APPLICATION FOR THE NAVAL NUCLEAR PROPULSION PROGRAM (NNPP) MUST BE SUBMITTED TO OD-1 ASAP.
- THE SIXTH CHOICE (LAST) MUST BE ONE OF THE RESTRICTED LINE (RL) OR STAFF CORPS (SC) COMMUNITIES IN CASE OF MEDICAL DISQUALIFICATION FOR THE UNRESTRICTED LINE (URL).
 - o TO LIST 197X OR 198X THE STUDENT MUST BE ON THE MEDICAL PROGRAMS SELECTION BOARD APPROVED LIST.

1st	2nd	3rd	4th	5th	6th	ASTB	
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>		AQR PFAR FOFAR PRI FOBI OAR / / / / /
URL	URL	URL	URL	URL	RL/SC		

b. I HAVE BEEN INFORMED OF THE REQUIREMENTS AND AM MEDICALLY UNQUALIFIED FOR THE UNRESTRICTED LINE COMMUNITY. I RESPECTFULLY REQUEST TO BE CONSIDERED FOR THE RESTRICTED LINE/STAFF CORPS.

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c. I HAVE APPLIED FOR 197X/198X. IF NOT SELECTED FOR AN NHPS OR USUHS SCHOLARSHIP, I WISH TO BE CONSIDERED FOR A URL DESIGNATOR OF: (see choices in paragraph (A) above)

d. I HAVE READ AND UNDERSTAND ENCLOSURE (4) WHICH LISTS THE MINIMUM ACTIVE DUTY SERVICE OBLIGATIONS FOR EACH DESIGNATOR AS WELL AS BONUSES/INCENTIVE PAY (IF APPLICABLE).

e. I UNDERSTAND THAT THERE IS NO GUARANTEE I WILL BE SELECTED FOR MY PREFERRED DESIGNATOR(S). I AM COMMITTING TO SERVE UPON GRADUATION AS A COMMISSIONED OFFICER IN A CAPACITY WHERE MY CAPABILITIES WILL BEST SERVE THE NEEDS OF THE NAVAL SERVICE.

MIDN/OC SIGNATURE & DATE