

CHAPTER 7**COLLEGIATE MANAGEMENT****SECTION 1 - OVERVIEW/ADMINISTRATION**

070101. INTRODUCTION. The Articles included in this chapter provide policy, procedures, and sample documents for use in managing Navy Active Duty and Inactive Ready Reserve (IRR) collegiates.

070102. MANAGEMENT OF ACTIVE DUTY COLLEGIATES

a. Purpose. To establish policy and procedures for the management of active duty officer candidates (collegiates) per MILPERSMAN 1050, OPNAVINST 6110.1 and Manual Of The Medical Department, NAVMED P-117.

b. Background. Navy active duty collegiates are individuals who have been selected and enlisted into one of the following programs:

- (1) Baccalaureate Degree Completion Program (BDCP)
- (2) Civil Engineer Corps (CEC) Exceptional Student Program (hereon referred to as CEC Collegiate)
- (3) Nuclear Power Officer Candidate (NUPOC)
- (4) Naval Reactors Engineer (NRE)
- (5) Nuclear Power School Instructor (NPI)
- (6) Health Services Collegiate Program (HSCP)

c. These individuals are entitled to all benefits and privileges commensurate with their paygrade and are required to fulfill all obligations of this instruction and their Service Agreement, with the exception of wearing uniforms and adhering to military grooming standards.

d. Active duty collegiate's are subject to the Uniform Code of Military Justice and assigned to the NAVCRUITDIST Navy responsible for the geographic area in which they attend college.

e. Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during their birth month and reviewed by an Authorized Medical Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, and Independent Duty Corpsman). Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

070103. MANAGEMENT OF INACTIVE READY RESERVE (IRR) COLLEGIATES

a. Purpose. To establish policy and procedures for the management of Chaplain Students and guidance on all other Inactive Ready Reserve (IRR) collegiate programs.

b. Background. NAVCRUITDISTs are responsible for monitoring Chaplain Students to assist COMNAVCRUITCOM (N341) in their supervision, and ensuring all other IRR collegiates (HPSP, FAP, NCP and JAG students) are provided appropriate contact information for their respective Program Managers (PM).

c. The OPO or officer recruiter should:

(1) Provide in writing to the newly commissioned IRR collegiate the contact information for the appropriate Program Manager (PM) and, if different than the accessing NAVCRUITDIST, the NAVCRUITDIST nearest their college/university that the IRR collegiate can contact for local assistance while completing their program requirements.

(2) Direct the IRR collegiate to provide an up to date phone number, address and email to their respective PM.

(3) Notify, in writing, the OPO of the NAVCRUITDIST gaining the newly commissioned IRR collegiate of their eminent relocation to the NAVCRUITDIST's Area of Responsibility (AOR).

(4) Obtain, from the PMs for all IRR collegiate programs prior to each new school year, a list in writing or electronic format of all program participants in their NAVCRUITDIST'S AOR to include, at a minimum, each participant's name, phone number, address, school attending, and anticipated program completion and/or transfer date.

(5) Maximize, without impeding the students ability to complete their required schooling/training, the referral benefit from the IRR collegiate.

(6) At the PM's request, assist the PM in providing information to all IRR collegiates located within the NAVCRUITDIST's territory.

(7) Notify in writing all IRR collegiates upon commissioning that he/she is now under the official supervision of the following:

(a) For 1975-MC HPSP, 1985-DC HPSP, 1995-MSC (Optometry) and 29052-Nurse Candidate Program (NCP) participants:

Commander
Navy Medical Education and Training Command
ATTN: Medical Department Accessions
8901 Wisconsin Avenue
Bethesda MD
20889-5611

Email Address: OH@nmetc.med.navy.mil

(b) For JAG Students:

Head, JAG Community Manager
Navy Personnel Command (PERS-4416E)
5720 Integrity Drive
Millington, TN 38055-4416

DSN: 882-4084
Commercial: (901) 874-4084

d. Ensure the Annual Certificate of Physical Condition (NAVMED 6120/3) is completed by the collegiate during their birth month and reviewed by an Authorized Medical Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, and Independent Duty Corpsman). Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

070104. CHAPLAIN STUDENT MANAGEMENT. Navy Chaplain Students are commissioned personnel in the IRR who do not receive financial assistance while they complete their professional schooling prior to applying for selection to supercede into the Chaplain Corps. Point of contact (POC) at Chaplain School is:

Naval Chaplain School

Naval Education and Training Center
NRSE Chaplain Student Unit
ATTN: Chaplain Candidate Program Manager (Code 50B)
114 Porter Avenue
Newport, RI 02841-1210
(401) 841-2557 or 2558

CCPO Program Manager
(401) 948-7912
Fax (401) 841-2296

a. The OPO shall:

(1) Ensure all Chaplain Students are contacted face-to-face at a minimum of once per quarter per Article [070201](#).

(2) Ensure officer recruiters liaise with their respective NAVCRUITREG Chaplain Recruiter to manage chaplain candidates.

(3) Ensure officer recruiters maintain contact with all Chaplain Students attending school in their territory to monitor their (physical/academic) status and assist them with either their transition into the Navy.

(4) Ensure the OPL/OP assist the chaplain student with their preparations to execute PCS orders at the completion of their schooling or proceedings leading up to their removal from the respective program. See Article [070201](#) for further guidance.

(5) Obtain, from the Chaplain Corps PM prior to each new school year, a list in writing or electronic format of all chaplain students in their NAVCRUITDIST'S AOR to include, at a minimum, each participant's name, phone number, address, school attending, and anticipated program completion and/or transfer date.

(6) Maximize, without impeding the students ability to complete their required schooling/training, the referral benefit from the chaplain student.

b. The OPL/OP shall:

(1) Ensure the *Annual Certificate of Physical Condition* ([NAVMED 6120/3](#)) is completed by the Chaplain student during their birth month and reviewed by an Authorized Medical

Designated Representative (AMDR) (physician, physician's assistant, nurse practitioner, Independent Duty Corpsman). Failure to disclose an illness or disease may be construed as intent to defraud the Government and may be the basis for dismissal from the program.

(2) Assist the chaplain student with their preparations to execute PCS orders at the completion of their schooling or proceedings leading up to their removal from the respective program. See Article [070201](#) for further guidance.

070105. ENLISTMENTS/COMMISSIONINGS

a. Chapter 4, Sections 5 and 6, provide the necessary guidance and information for the enlistment or commissioning of collegiates.

b. If an active duty collegiate is selected for another designator after initial selection into a collegiate program, the following shall be accomplished by the NAVCRUITDIST:

(1) A Page 13: OCS Candidate Redesignation ([NAVCRUIT 1131/208](#)) shall be completed indicating the new designator.

(2) A new service agreement shall be executed for the new designator, **except for changes from 11651 to 11751 and vice versa.**

(3) Copies of the Page 13: OCS Candidate Redesignation ([NAVCRUIT 1131/208](#)) and new service agreement shall be forwarded to COMNAVCRUITCOM (N36).

c. Following the enlistment of a collegiate onto active duty, active duty orders will direct the collegiate to the NAVCRUITDIST closest to his/her college/university. Chapter 4, Section 7 provides necessary guidance and information for issuing or obtaining orders. These orders will state the date of enlistment and provide the accounting data necessary for the PSD to establish a pay record. Active duty orders shall not be issued until COMNAVCRUITCOM (N36) receives the following:

- (1) Copy of signed and dated **DD Form 4**
- (2) Copy of signed and dated service agreement
- (3) Copies of all prior service DD 214s (if applicable)

070106. ACTIVE DUTY COLLEGIATE AND CHAPLAIN STUDENT TRANSFERS.

In many cases, the NAVCRUITDIST tracking the Active Duty Collegiate and Chaplain Students may be different from the NAVCRUITDIST that recruited the collegiate. For example, a collegiate or student transfers to another university. The letter requesting authorization for transfer shall be sent by the requesting NAVCRUITDIST, via the gaining NAVCRUITDIST, to COMNAVCRUITCOM (N36). The gaining NAVCRUITDIST shall endorse the request and forward the letter, along with a PORT Action Request, to COMNAVCRUITCOM (N36). Once the transfer has been approved by the PM, COMNAVCRUITCOM will issue appropriate orders. The detaching NAVCRUITDIST shall ensure that copies of all the applicant's Collegiate Management Reports (RCS 1131-1) (including HT/WT and PFA results for Active Duty Collegiates) are forwarded to the new NAVCRUITDIST.

070107. PERSONAL/LEGAL

a. Collegiates may encounter problems other than medical, physical, or academic. Problems in this category may be of a personal, family, or legal nature.

b. IRR collegiates are required to keep their respective PM informed of problems of this nature.

c. Active Duty Collegiates and Chaplain Students are required to keep the NAVCRUITDIST and PM informed of problems of this nature.

d. For Active Duty collegiates and Chaplain Students, the NAVCRUITDIST CO shall evaluate and report the circumstances, as well as their recommendations to resolve the problem, to COMNAVCRUITCOM (N36). Circumstances may warrant that initial notification be made by phone or e-mail with follow-up in writing. COMNAVCRUITCOM (N36) will take action as appropriate for each case, and will liaise with COMNAVCRUITCOM (N31), (N33) or (N34) as well as COMNAVCRUITCOM (00J) or (00M) as appropriate.

070108. ORDERS

a. Upon completion of degree requirements, collegiates and superseding chaplain students (1945) shall be ordered to the next available OIS, OCS, or chaplain class (see Section 7 of this chapter for additional guidance).

b. HPSP students generally may attend OIS following the initial year of medical school.

c. HSCP (Dental and MSC) collegiates shall complete a duty preference sheet and forward it to COMNAVCRUITCOM (N36) approximately six months prior to graduation.

d. COMNAVCRUITCOM will request for Active Duty Collegiates that the appropriate authority at Navy Personnel Command (NPC) issue orders at least four weeks prior to the class convening date. For chaplain students, see Section 7 of this chapter.

e. The respective PM will request for IRR Collegiates that the appropriate authority at Navy Personnel Command (NPC) issue orders at least four weeks prior to the class convening date.

f. Problems involving non-receipt of orders or discrepancies in the content of the orders for Active Duty Collegiates shall be directed to COMNAVCRUITCOM (N36).

g. Problems involving non-receipt of orders or discrepancies in the content of the orders for Chaplain Students shall be directed to the Chaplain School.

070109. REQUIREMENTS PRIOR TO COLLEGIATE TRANSFER TO OCS/OIS.

The OPO shall:

a. Ensure that the collegiate is in receipt of the following items prior to departing for OCS/OIS (see Article [040703](#) for further directions):

(1) Original orders

(2) Service record (for members going to OIS this will include a DD-214 and current appointment)

(3) Two copies of final transcript

(4) Proof of graduation (may be documented on transcript)

(5) Medical and dental records, including a current physical exam (less than two years old at time of commissioning)

b. Ensure the active duty collegiate's Physical Fitness Assessment (PFA) results, **taken within 45 days prior to shipping per Article 070502 or 070503**, are entered in the Physical

Readiness Information Management System (PRIMS) per OPNAVINST 6110.1 prior to transfer. In order to accomplish this:

(1) The new active duty collegiate shall complete DEERS enrollment per **AF36-3026** (series) at PSD.

(2) Have a PRIMS account established by the Command Fitness Leader (CFL) as a newly gained member of the NAVCRUITDIST.

c. Verify and document on the last CCR prior to shipping that there are no adverse issues outstanding, whether from the latest CMR, or from the time since last CMR was submitted.

070110. URINALYSIS. This Article applies to Active Duty Paid Collegiates only. IRR collegiates shall not take part in the command urinalysis program.

a. Collegiates in the NUPOC, CEC Collegiate, BDCP and HSCP collegiate programs are active duty members and members of the command population pool and, as such, shall participate in the Command Urinalysis Program.

b. Collegiates shall receive a briefing regarding the requirement to participate in the Command Urinalysis program prior to their enlistment into NUPOC, BDCP, CEC Collegiate, or HSCP.

c. Due to the remote location of many collegiates, it is not required that they be tested on the day of random urinalysis. Instead, those collegiates randomly selected shall be tested at the next scheduled command required collegiate activity (i.e., monthly collegiate meeting, semi-annual Command PRT).

d. Collegiates shall not receive prior notice of urinalysis testing.

070111. SERIOUS ILLNESS/DEATH OF A COLLEGIATE. Collegiates who suffer death or serious injury shall be processed per MILPERSMAN 1770, which contains guidance and requirements on casualty reporting, notifications, and assistance. The following additional direction is provided for collegiates that pass away:

a. When a Collegiate member dies, a Personnel Casualty Report (PCR) must be released within 24 hours in accordance with

COMNAVCRUITCOMINST 1770.2, and formatted in accordance with MILPERSMAN 1770. The CO shall:

(1) Ensure the Collegiate's Service Record contains only the following original documents:

(a) DD Form 1966

(b) DD Form 4

(c) Annexes

(d) Service record Page 13's containing the separation entry (Reason-death).

(2) Mark the service record folder appropriately on the outside cover, "DIED - DEP/DET."

(3) Ensure the Collegiate's Service Record is sent to:

Chief of Naval Personnel (PERS-623)
Casualty Assistance Branch
5720 Integrity Drive
Millington, TN 380555-6230
1-(800)-368-3202

(4) Prepare and send a letter of condolence to the next of kin per MILPERSMAN 1770-140.

(5) Contact the appropriate PM to cancel the Collegiate's OCS/OIS reservation.

b. NAVCRUITDIST COs are not precluded from taking additional action that may be appropriate in light of the unique situations of collegiates (i.e., special community/campus relations, nurse candidates at hospitals, etc.). Attendance at memorial and/or funeral services is encouraged on a not to interfere basis with the consent of the next of kin.

Note: Generally, IRR Collegiates who die while in collegiate (DEP/DET) status are not eligible for death entitlements available to members who die while on active duty or while in a duty status. Circumstances surrounding death, (i.e. Navy related incident, "in the line of duty" vice "not in the line of duty", etc.), and administrative milestones, (i.e., authorized SGLI deductions, etc.), will dictate eligibility for specific

entitlements. PERS-623 is final authority concerning
entitlements.

SECTION 2 - COLLEGIATE MANAGEMENT AND REPORTING**070201. COLLEGIATE MANAGEMENT**

a. Active Duty Collegiates are assigned to the NAVCRUITDIST, and as such, shall be afforded the same oversight, mentoring, and counseling as any other member of the staff. Chaplain students, while not attached as active duty members to an NAVCRUITDIST, require similar oversight.

b. No IRR Collegiate (to include Chaplain Students) shall participate in the urinalysis program.

c. IRR Collegiates (to include Chaplain Students) may voluntarily participate in the PFA program. See Article [070501](#) for further guidance.

d. The officer recruiter or NAVCRUITDIST military designee shall:

(1) Document, using the Collegiate Contact Report (CCR) ([NAVCRUIT 1131/39](#)), contact with each active duty collegiate twice per month (electronically, telephonically, or face-to-face). At least one face-to-face contact shall be made in any two-month period (bi-monthly). NAVCRUITDISTs are highly encouraged to split equally the NAVCRUITDIST collegiates into two pools (odd numbered months and even numbered months) for accomplishing the face-to-face requirement.

(2) Document, using the Collegiate Contact Report (CCR) ([NAVCRUIT 1131/39](#)), one face-to-face contact with each Chaplain Student per quarter (quarterly face-to-face). All Chaplain Students shall complete and sign a Change of Status Questionnaire ([NAVCRUIT 1131/33](#)) during each quarterly face-to-face contact. Should a change of status be indicated on the questionnaire, the Chaplain Student's questionnaire and the CCR shall be forwarded with a Collegiate Management Report (CMR) ([NAVCRUIT 1131/40](#)) to COMNAVCRUITCOM (N36) and (N342) via the respective NAVCRUITREG (see Article [070202](#) for further guidance regarding CMRs).

(3) Promptly detect and document active duty and Chaplain Students who have any known or anticipated personal, legal, academic, medical or physical problems and take corrective actions as indicated in Articles [070106](#), [070302](#), [070402](#), or [070501](#).

(4) Review and document academic status and report any known or anticipated academic degree deficiencies, (e.g., course failure, low exam performance, incomplete thesis, or anything which would result in an unacceptable GPA or noncompliance to degree requirements per the specific program service agreement and/or school degree requirements on the part of the collegiate).

Note: Unless otherwise authorized by the respective COMNAVCRUITCOM Officer Program Director (N34, N33, N31), students must be enrolled full time and take traditional courses.

(5) For HSCP internships, review status with Internship Director or Specialty Leader. When required, obtain a revised Degree Completion Plan (DCP) from the active duty collegiate, signed by the academic advisor, and forward it to COMNAVCRUITCOM with endorsement from the NAVCRUITDIST Commanding Officer or Executive Officer early enough to allow appropriate review and approval by COMNAVCRUITCOM prior to registration for the upcoming semester/quarter.

(6) Review and document any changes in physical status (e.g., illnesses, injuries, physician visits, emotional distress resulting in counseling with the collegiate).

(7) Review and document changes in personal contact information (address/phone number/email, etc), marital status and/or dependency or financial status.

(8) Review and document changes in civil and/or criminal involvement status.

(9) Review and document any other activity or situation that may affect program status/standing or qualification for commissioning.

e. The OPO shall:

(1) Maintain all original Collegiate Contact Reports (CCR) ([NAVCRUIT 1131/39](#)) and copies of all Collegiate Management Reports (CMR) ([NAVCRUIT 1131/40](#)) for all Active Duty Collegiates and Chaplain Students, and NUPOC Collegiate Management Reports ([NAVCRUIT 1131/65](#)) for all NUPOCs, in individual folders (standard issue two pocket paper folders). The CCRs, CMRs, Hold Harmless Agreement and Release from Liability Certificates ([NAVCRUIT 1100/27](#)) (See Article [070501](#) for managing IRR

collegiates volunteering to participate in the PFA program), and respective collegiate folder shall be retained until the collegiate has graduated OCS/OIS/Chaplain Basic School.

(2) When geographical separation makes it impractical for the active duty collegiate or Chaplain Student to be seen by their officer recruiter or NAVCRUITREG Chaplain Recruiter, in coordination with the officer recruiter and the Enlisted Programs Officer (EPO), arrange for face-to-face contact with an military designee (RinC, enlisted, or officer recruiter) at the nearest NAVCRUITSTA or NORS.

070202. COLLEGIATE MANAGEMENT REPORTS (CMR) (REPORT CONTROL SY MBOLS NAVCRUIT 1131-1 and 1131-7)

a. The NAVCRUITDIST Commanding Officer or Executive Officer shall sign all *Collegiate Management Reports* ([NAVCRUIT 1131/40](#)) and *NUPOC Collegiate Management Reports* ([NAVCRUIT 1131/65](#)) for **NUPOCS** that contain adverse information. NAVCRUITDIST COs may delegate signature authority to the OPO for reports that contain no adverse information per Article [070203](#).

b. The OPO shall:

(1) **Ensure that CMRs are submitted to COMNAVCRUITCOM (N36) [and, in the case of Chaplain Students (N342)], copy to the respective NAVCRUITREG.** The timeframe for CMRs submission shall be as discussed below. COMNAVCRUITCOM (N36) has authority to grant extensions to the requirement on a case-by-case basis should the actions of a university/college preclude the NAVCRUITDIST's compliance with the reporting requirement. All requests for extensions shall be made in writing, signed by the NAVCRUITDIST CO/XO, and shall be provided prior to the original deadline passing. All adverse CMRs shall be sent via the respective NAVCRUITREG to COMNAVCRUITCOM (N36), and as appropriate, (N342). **CMRs are not required for collegiates selected during the month submissions are due (i.e. January and June) for that cycle only.**

(2) Ensure fall semester transcripts and CMRs are provided to NAVCRUITREG or COMNAVCRUITCOM (N36) as appropriate no later than 31 January. Spring semester transcripts and CMRs shall be provided to NAVCRUITREG or COMNAVCRUITCOM (N36) as appropriate no later than 30 June. Transcripts accompanying CMRs are not required to be official copies.

(3) For collegiates on the quarter system, provide transcripts and CMRs to NAVCRUITREG or COMNAVCRUITCOM (N36), as appropriate, within 45 days of the completed quarter.

(4) For collegiates who have been in a CO-OP or internship program, provide a statement of satisfactory completion of the program with the CMR.

(5) Upon the collegiate's graduation, submit the CMR to NAVCRUITREG or COMNAVCRUITCOM (N36), as appropriate, along with the collegiate's final transcript or statement of completion of internship, any licensure requirements, licensure exam score to meet eligibility for superseding per program authorization.

(6) Continue to submit CMRs to NAVCRUITREG and/or COMNAVCRUITCOM (N36), as appropriate, on all collegiates until they transfer to OCS/OIS/Chaplain School.

c. NAVCRUITREG shall review and comment on all adverse CMRs and forward to COMNAVCRUITCOM (N36) within 10 working days of receipt.

d. All CMRs forwarded to COMNAVCRUITCOM that contain errors shall be rejected back to the respective. The shall forward the corrected CMR to COMNAVCRUITCOM within 15 days of notification.

070203. ADVERSE COLLEGIATE MANAGEMENT REPORTS

a. The Additional Comments Block of the *Collegiate Management Report* ([NAVCRUIT 1131/40](#)) (Report Control Symbol 1131-1) and *NUPOC Collegiate Management Report* ([NAVCRUIT 1131/65](#)) (Report Control Symbol 1131-7) shall contain a summary of the adverse information and the actions and recommendations.

b. Adverse information includes (if applicable):

(1) Failure to comply with the service agreement per Article [070301](#).

(2) Failure to follow approved Degree Completion Plan (DCP), including unapproved course changes, withdrawals, incompletes, major changes, university changes, courses completed at a different college or university, etc. per Article [070301](#) unless previously approved by the NAVCRUITDIST CO per Article [070302](#).

(3) Failure to meet program term GPA requirement or, in the case of **Nuclear Officer program applicants** and Chaplain Students, guidance per Article [070304](#).

(4) Failure to meet internship requirements.

(5) Failure to meet PFA standards for OCS/OIS per Articles [070502](#) or [070503](#). IRR Collegiates (to include Chaplain Students) may voluntarily participate in the PFA program. See Article [070501](#) for further guidance.

(6) Any other personal, medical, or legal issue per Article [070106](#) that may negatively impact the collegiates ability to graduate on time per the approved DCP, or would have been required to be reported on the original application, including the EPSQ. If an OPO is in doubt whether an issue warrants reporting, the OPO shall include it.

c. All adverse Collegiate Management Reports (RCS 1131-1 and RCS 1131-7) shall include (if applicable):

(1) Academic waiver request or disenrollment recommendation signed by the CO or XO for any violation of Article [070203.b](#). (1), (2), (3), (4) or (5) above.

(2) Member's signed statement and plan to overcome academic or PFA deficiencies. Chaplain students are excluded from mandatory PFA evaluation.

(3) Copies of NAVCRUITDIST counseling letters, letters of instruction, and/or warning letters to member for academic or PFA violations as required by Articles [070302](#) and [070501](#).

(4) Any historic documentation that may be of value in evaluating the adverse information, such as previous counseling letters, NAVCRUITDIST or DCNO warning letters, current letter of good standing, etc.

(5) Other documentation as appropriate for other personal, medical, financial, or legal matters that have not been previously submitted to COMNAVCRUITCOM (N36).

(6) An updated Degree Completion Plan (DCP) signed by the member's academic advisor.

SECTION 3 - ACADEMICS

070301. COLLEGIATE ACADEMIC RESPONSIBILITIES. The primary military responsibility of all collegiates is to comply with the academic requirements of their service agreement. Active duty collegiates and Chaplain Students shall:

- a. Maintain the GPA required by their program.
- b. Submit transcripts to their respective NAVCRUITDIST within 30 days of completion of the quarter/semester.
- c. Comply with their Degree Completion Plan (DCP) as approved at time of entry.
- d. Request extensions in graduation date, changes in degree, major, DCP (implying any class changes other than non-specified electives), or university prior to effecting such changes.

Note: Unless otherwise authorized by the respective COMNAVCRUITCOM Officer Program Director (N34, N33, N31), students must be enrolled full time and take traditional courses.

070302. NAVCRUITDIST RESPONSIBILITIES

a. By maintaining close and frequent face-to-face contact with each active duty collegiate every sixty days (bi-monthly) and quarterly with each Chaplain Student, NAVCRUITDISTs should be able to detect individuals who are developing academic problems and take prompt corrective action.

b. Corrective action shall include:

(1) Active Duty Collegiates counseling, both informally and formally, by the NAVCRUITDIST.

(2) Chaplain Students counseling by the respective NAVCRUITREG Chaplain Recruiter or COMNAVCRUITCOM (N342) as appropriate only.

(3) Recommendations for improvement, such as tutoring, reduction in extracurricular activities, study plans, etc.

(4) Formal Letters of Instruction or Warning with specific action items and follow-up by the NAVCRUITDIST.

c. The NAVCRUITDIST CO is authorized to approve changes to the Degree Completion Plan (DCP) using the Change Checklist (NAVCRUIT 1131/66), except as follows:

(1) Changes in major (including adding or removing a double major), school, or graduation date require COMNAVCRUITCOM (N31, N33, or N34) approval as appropriate.

(2) Changes to carry less than a full academic load require COMNAVCRUITCOM (N31, N33, or N34) approval as appropriate.

(3) For Nuclear Officer collegiates, all coursework must be taken within the United States, or the DCP must be forwarded to COMNAVCRUITCOM (N33) for approval.

d. The latest DCP shall be forwarded with each CMR.

070303. ACADEMIC DISENROLLMENT

a. Active duty collegiates who fail to respond to counseling, or whose academic performance fails to meet the requirements of their service agreement, may be:

(1) Disenrolled from their program and transferred to active duty via Recruit Training Command (RTC). Officer candidates who fail to meet the requirements of their service agreement prior to commissioning, for any reason other than physical disqualification, will normally be required to complete recruit training and serve on active duty for 24 months. Collegiates who are disenrolled will normally be reduced in paygrade to E3 prior to entry into recruit training.

(2) Released from active duty to complete their academic studies if within one year of graduation. A BDCP or HSCP collegiate may be placed on inactive duty for failure to maintain the academic standards required in the service agreement, or if the time required to complete studies exceeds that authorized for the program. During this period, all pay and benefits will be stopped. This option allows the collegiate to complete a degree at their own expense prior to entry into recruit training to complete their two years of active duty.

(3) Discharged. The type of discharge and reenlistment code will be determined by COMNAVCRUITCOM in conjunction with DCNO (N13), as required by designator.

b. The individual program service agreements contain the specific disenrollment obligations and requirements.

c. Disenrollment of Chaplain Students, as IRR collegiates, shall be managed by:

Program Manager Navy Chaplain Recruiting
Commander, Navy Recruiting Command (N342)
5422 Integrity Drive
Millington, TN 38054-5054
DSN: 882-9216
Commercial: (901) 874-9216

070304. PROGRAM ACADEMIC REQUIREMENTS

a. BDCP collegiates shall maintain a minimum semester GPA of 2.7.

b. CEC Collegiates shall maintain a minimum semester GPA of 3.0.

c. HSCP collegiates shall maintain a minimum semester GPA of 3.0.

d. Chaplain Students shall be highly encouraged to maintain a minimum 3.0 cumulative GPA to remain competitive for superseding.

e. Nuclear Officer collegiates must maintain a 3.3 GPA.

(1) Nuclear Officer collegiates shall maintain a "C" or better in all technical classes ("B" or better for all NRE and NPI collegiates).

(2) If a Nuclear Officer collegiate earns less than a 3.3 GPA, but equal to or greater than a 3.0 GPA, the NAVCRUITDIST CO will evaluate the circumstances and determine the appropriate action to be taken, to include formal counseling, if necessary. The circumstances and actions taken shall be noted on the NUPOC Collegiate Management Report (RCS 1131-7), but no specific waiver request is necessary to retain the individual.

(3) If a Nuclear Officer collegiate earns less than a 3.0 GPA, then a formal waiver request for retention in the

program is required. Formal waivers shall be submitted to COMNAVCRUITCOM (N33) through the applicable COMNAVCRUITREG.

f. COMNAVCRUITCOM (N33) is waiver authority for violations of this requirement for Nuclear Programs.

g. COMNAVCRUITCOM (N31) or (N34) is waiver authority for violations of the semester GPA requirement for BDCP, CEC Collegiates or HSCP.

Note: Unless otherwise authorized by the respective COMNAVCRUITCOM Officer Program Director (N34, N33, N31), students must be enrolled full time and take traditional courses.

SECTION 4 - MEDICAL/PHYSICAL

070401. MEDICAL/PHYSICAL RESPONSIBILITIES/REQUIREMENTS. Active Duty Collegiates are entitled to full medical and dental benefits. IRR Collegiates, when not in an active duty status, i.e., under orders, are not entitled to any medical or dental benefits.

a. The OPO shall:

(1) Ensure the collegiate is fully briefed concerning their entitlements at the time of enlistment.

(2) If an IRR collegiate indicates any physical problems on their Annual Certificate of Physical Condition ([NAVMED 6120/3](#)), forward the Certificate with any supporting documentation, immediately to COMNAVCRUITCOM (N36) via the chain of command.

(3) If any problems are indicated by an Active Duty Collegiate on their semi-annual Physical Activity Risk Factor Questionnaire (PARFQ), forward required documentation in accordance with Article [070203](#).

(4) Due to the unique geographical location of many collegiates, develop procedures for handling medical issues locally and provide these written procedures to each collegiate.

(5) Prior to commissioning a collegiate that will attend OIS/Chaplain Basic Course, ensure their physical is not over 24 months old. This requirement is independent of the five-year periodicity for active duty personnel and is a MANMED requirement. This does not apply to collegiates ordered to OCS as they receive a new physical from NAMI upon reporting to OCS.

b. The Collegiate shall:

(1) Promptly inform their recruiter of medical problems that may affect their academic studies or qualification for commissioning/superseding.

(2) Complete either:

(a) For Chaplain Students, the Annual Certificate of Physical Condition ([NAVMED 6120/3](#)), or

(b) For active duty participants, semi-annual PARFQ.

(3) Be physically qualified for commissioning.

070402. CHANGE IN PHYSICAL STATUS

a. If a collegiate becomes not physically qualified (NPQ), the member shall be processed for medical disposition as follows:

(1) If the specific disqualifying condition has not been previously addressed through a medical consult, the NAVCRUITDIST shall coordinate with the collegiate to have an evaluation conducted by either a military or civilian physician. The objective of the evaluation will be to assess whether the condition would prohibit the collegiate from obtaining a commission. The NAVCRUITDIST shall send all appropriate documents to COMNAVCRUITCOM (N36) for review.

(2) If a medical consult is obtained that contradicts the physically disqualifying decision, (e.g. the member is believed to be PQ), the NAVCRUITDIST shall send all related medical paperwork, including previous physical examinations, to COMNAVCRUITCOM (N36), copy to the respective NAVCRUITREG. COMNAVCRUITCOM (N36) will initiate a waiver request for review by COMNAVCRUITCOM (00M). Specific procedures for this review are promulgated independent of this instruction (see MANMED).

(3) If the COMNAVCRUITCOM (00M) waiver is disapproved, or if no medical evidence is found to overturn the disqualifying decision, COMNAVCRUITCOM will contact the NAVCRUITDIST to begin the Medical Board process for active duty collegiates, or provide a Letter of Disenrollment for IRR collegiates.

(4) The NAVCRUITDIST shall:

(a) Initiate the Medical Board process in order to evaluate the collegiate's "Fitness for Duty".

(b) The NAVCRUITDIST shall forward a copy of the results of the medical evaluation board (the first step in the Physical Evaluation Board (PEB) process) to COMNAVCRUITCOM (N36), copy to the respective NAVCRUITREG.

(c) If the member is found "fit for duty" by the medical evaluation board and PEB, the medical evaluation consult shall be sent to COMNAVCRUITCOM (N36). Collegiate Management will forward the physical package to COMNAVCRUITCOM (00M) for waiver consideration.

(d) If the member is found "not fit for duty" by the medical evaluation board, the shall forward a copy of the consult and findings to COMNAVCRUITCOM (N36), copy to the respective NAVCRUITREG. The medical examination board package will be forwarded to the Naval Council of Personnel Boards to determine ultimate disposition. The PEB will require the NAVCRUITDIST to provide information on the impact of "on the job duties" and request information concerning the injury. The NAVCRUITDIST shall also be responsible for providing the member's EAOS status from the respective service agreement. Once the NAVCRUITDIST forwards the information to the PEB, the review process generally takes four-eight weeks.

(e) If the member is found "not fit for duty" by the PEB, the PEB will forward the package to the NAVCRUITDIST for member's review and signature. The member will have 15 days to accept findings. Upon completion, the PEB package is forwarded to PERS-823 and COMNAVCRUITCOM (N36), with copy to the respective NAVCRUITREG, to be processed for discharge. If the member does not accept the findings, the package will be processed per PEB guidelines.

b. NAVCRUITREGs shall implement a tracking system to ensure the NAVCRUITDIST expeditiously completes the medical due process for each collegiate identified as potentially "Not Physically Qualified". Timely resolution of collegiate medical problems is essential and should not normally exceed four months. If greater than four months is expected, the NAVCRUITDIST shall submit a letter (via the NAVCRUITREG) to the appropriate COMNAVCRUITCOM Code (N31/33/34) outlining the difficulties encountered and estimated timeline for final adjudication.

c. NAVCRUITREGs shall provide a list of all medical/physical PEB issues monthly to COMNAVCRUITCOM (N36) no later than the 20th of each month.

SECTION 5 - PHYSICAL READINESS**070501. PHYSICAL READINESS**

a. Navy active duty collegiates are required to comply with the Navy's Physical Readiness Program per **OPNAVINST 6110.1**, to include participation in the semi-annual Physical Fitness Assessment (PFA). PFA results shall be sent to COMNAVCRUITCOM as part of the Collegiate Management Report per Article [070202](#).

b. IRR collegiates are not required to participate in the Physical Fitness Assessment (PFA) Program. Should an IRR collegiate wish to voluntarily participate, they shall complete a Hold Harmless Agreement and Release From Liability Certificate ([NAVCRUIT 1100/27](#)) prior to each physical evolution. The OPO shall retain these forms in the collegiate's folder. See Article [070201](#) for further details on collegiate record management.

c. Collegiates on active duty shall:

(1) Complete a Physical Activity Risk Factor Questionnaire (PARFQ) and the Adult Preventative and Chronic Care Flow sheet (DD Form 2766) per OPNAVINST 6110.1. The DD Form 2766 shall be filled out yearly with the collegiate's TRICARE provider or military physician. Both these forms are printed out from the Physical Readiness Information Management System (PRIMS).

(2) Before every PFA cycle, fill out the PARFQ prior to participating.

(3) Complete DD Form 2766 annually during the member's birth month.

d. Active duty collegiates who do not meet standards set forth in OPNAVINST 6110.1, or who do not meet the physical readiness requirements to report to OCS or OIS as indicated below, shall be formally counseled by the NAVCRUITDIST and placed on a remedial fitness program per OPNAVINST 6110.1.

e. The Command Fitness Leader (CFL) shall enter the active duty collegiate into the PRIMS system as a member of the command.

f. Officer candidates are required to pass, at a minimum, the 3rd Class swim test at OCS and OIS. All officer candidates

are expected to be able to swim prior to reporting to OCS/OIS. Collegiates selected for OCS/OIS programs are encouraged to practice swimming prior to shipping to OCS/OIS.

070502. OCS PHYSICAL READINESS. Active duty collegiates scheduled for OCS are required to complete the PFA with a score of Good-Low or better in each PFA area (i.e. curl-ups, push-ups and run) within 45 days of shipping to OCS.

a. The OPO shall ensure the results of the PFA are recorded in Physical Readiness Information Management System (PRIMS) for OCS/OIS active duty collegiates.

b. Collegiates who do not meet these requirements will receive a warning letter from COMNAVCRUITCOM and shall not be ordered to OCS without approval from COMNAVCRUITCOM.

070503. OIS PHYSICAL READINESS. Active duty collegiates scheduled for OIS are required to complete the PFA with a score of SAT-Medium or better in each PFA area (i.e. curl-ups, push-ups and run) within 45 days of shipping to OIS.

a. The OPO shall ensure the Chaplain students voluntarily participating in the PFA shall have their results of the PFA recorded on a Physical Fitness Test Form ([NAVCRUIT 1131/28](#) for elevations greater than 5000 feet or [NAVCRUIT 1131/29](#) for elevations less than 5000 feet).

b. The [NAVCRUIT 1131/28](#) or [NAVCRUIT 1131/29](#) is signed by the PFA examiner and CFL, dated and retained in the member's residual file at the NRD until the member supersedes.

SECTION 6 - PROMOTION

070601. NUPOC PROMOTION

a. NUPOC/NR/NPI collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession to the NUPOC, Nuclear Power School Instructor (NPI), or Naval Reactors Engineer (NRE) programs up to the rate/paygrade of OCC/E7.

b. To initiate this advancement, the *Meritorious Advancement for Referral Letter* ([Exhibit 0706-01](#)) shall be sent to COMNAVCRUITCOM (N36). The effective date of this advancement shall be the date of enlistment for the referred member. **"By direction" signatures are not authorized on this letter.**

070602. BDCP PROMOTION. BDCP collegiates may be advanced up to two paygrades while in the BDCP collegiate program, to a maximum of E5.

a. BDCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any officer program. To initiate this advancement, the *Meritorious Advancement for Referral Letter* ([Exhibit 0706-01](#)) shall be sent to COMNAVCRUITCOM (N36). The effective date of this advancement shall be the date of enlistment for collegiate referrals or the date of commission for direct referrals. **"By direction" signatures are not authorized on this letter.**

b. Upon graduation, BDCP collegiates will be advanced to E5. To initiate this advancement, *Page 13: Advancement for Graduation* ([Exhibit 0706-02](#)) and transcripts showing graduation shall be sent to COMNAVCRUITCOM (N36).

c. BDCP collegiates making the Dean's List for two consecutive semesters, or three consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate this advancement, transcripts, the *Meritorious Advancement for Academics Letter* ([Exhibit 0706-02](#)) and a letter from the college indicating Dean's List achievement (if not noted on transcripts) shall be sent to COMNAVCRUITCOM (N36). The effective date of this promotion will be the first day of the month following completion of the quarter/semester.

070603. CEC PROMOTION. CEC collegiates may be advanced via three different methods while in the CEC collegiate program, to a maximum paygrade of E5.

a. CEC collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any collegiate program. To initiate this advancement, the *Meritorious Advancement for Referral Letter* ([Exhibit 0706-01](#)) shall be sent to COMNAVCRUITCOM (N36). The effective date of this advancement shall be the date of enlistment for the referred member. "By direction" signatures are not authorized on this letter.

b. Upon graduation, CEC collegiates will be advanced to E5. To initiate this advancement, a *Page 13: Advancement for Graduation* ([NAVCRUIT 1131/209](#)) and transcripts showing graduation shall be sent to COMNAVCRUITCOM (N36).

c. CEC collegiates may be advanced one paygrade one year after enlistment, providing they meet the academic requirements of their service agreement. To initiate this advancement, a *Page 13: One-Year CEC Advancement* ([NAVCRUIT 1131/210](#)) and transcripts shall be sent to COMNAVCRUITCOM (N36). The effective date of this advancement shall be on the one-year anniversary date of enlistment.

070604. HSCP PROMOTION. HSCP collegiates may be advanced up to two paygrades while in the HSCP collegiate program, to a maximum of E5. Active duty enlisted applicants paygrade shall be determined by COMNAVCRUITCOM (N34).

a. HSCP collegiates may be meritoriously advanced one rate/paygrade upon referring a lead that results in an accession into any medical commissioning program. They may only be advanced one rate/paygrade for accession referral regardless the number of accessed referrals obtained. To initiate this advancement, the *Meritorious Advancement for Referral Letter* ([Exhibit 0706-01](#)), shall be sent to COMNAVCRUITCOM (N36). The effective date of this advancement shall be the date of enlistment for collegiate referrals or the date of commission for direct referrals. "By direction" signatures are not authorized on this letter.

b. HSCP collegiates making the Dean's List for one semester, or two consecutive quarters, after enlisting in the collegiate program may be advanced one rate/paygrade. They may only be advanced once for academic achievement. To initiate

this advancement, transcripts, the Meritorious Advancement for Academics Letter ([Exhibit 0706-02](#)), and a letter from the college indicating Dean's List achievement (if not noted on transcripts) shall be sent to COMNAVCRUITCOM (N36). The effective date of promotion shall be the first day of the month following completion of 90 semester hours or 135 quarter-hours for Bachelor Degree programs or after one semester or two quarters for Master Degree programs.

c. HSCP interns may be advanced mid-way through the successful completion of their program based on the Internship Director's and Specialty Leader's recommendation to COMNAVCRUITCOM (N34).

070605. CHAPLAIN STUDENT PROMOTIONS. Chaplain student promotions are managed by the following:

Naval Chaplain School
Naval Education and Training Center
NRSE Chaplain Student Unit
ATTN: Chaplain Candidate Program Manager
(Code 50B)
114 Porter Avenue
Newport, RI 02841-1210
(401) 841-2557 or 2558

CCPO Program Manager
(401) 948-7912
Fax (401) 841-2296

EXHIBIT 0706-01. MERITORIOUS ADVANCEMENT FOR REFERRAL LETTER

1400
Ser 30/
(Date)

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR REFERRAL(S)

Ref: (a) COMNAVCRUITCOMINST 1131.2C (CRUITMAN-OFF)

1. OC _____, a _____ accession from _____, is eligible for advancement to pay grade E-____ for the referral of OC _____, _____, who enlisted on _____ in the _____ program.

2. I have personally reviewed this case and certify that OC _____ meets the requirements of reference (a) for advancement.

3. My POC is _____ who can be reached at _____.

Commanding Officer

Copy to:
COMNAVCRUITREG _____

**EXHIBIT 0706-02. MERITORIOUS ADVANCEMENT FOR ACADEMIC
EXCELLENCE LETTER**

1400
Code
Date

From: Commanding Officer, Navy Recruiting District _____
To: Commander, Navy Recruiting Command

Subj: COLLEGIATE MERITORIOUS ADVANCEMENT FOR ACADEMIC EXCELLENCE

Ref: (a) COMNAVCRUITCOMINST 113 1. 2C (CRUITMAN-OFF)

1. Per reference (a), (NAME OF COLLEGIATE), (SSN), a (NAME OF PROGRAM), accession from _____, is eligible for advancement to OC/E_. The basis for this advancement is placement on the Dean's List for two consecutive semesters - _____ Semester 20____ and _____Semester 20____.

2. My Point of Contact is LT (NAME OF RECRUITER), who can be reached at (TELEPEONE NUMBER).

Commanding Officer

Copy to:
COMNAVCRUITREG

SECTION 7 - COLLEGIATE LEAVE AND LIBERTY

(This section applies to Active Duty Paid Collegiates only)

070701. LEAVE AND LIBERTY

a. **MILPERSMAN 1050 et seq.** provides the Navy's policy and procedures on leave and liberty. This section does not apply to Chaplain students (1945).

b. They shall provide to each collegiate upon enlistment a Collegiate Status/Air Transportation/BAH and BAS Eligibility Letter (**Exhibit 0405-03**). This letter shall be presented to the appropriate authority by the collegiates along with their military identification card, as necessary, to explain their status with respect to military authority.

c. When collegiates are not attending college (e.g., on an authorized break such as Christmas), they may travel anywhere in the United States in a liberty status. Prior to departing school, they shall inform their recruiter of their itinerary. If leaving the geographical area of their NAVCRUITDIST, the OPO or assigned recruiter shall provide the collegiate the address and phone number of the nearest NAVCRUITDIST the collegiate's destination.

d. Navy active duty collegiates are eligible for U. S. Air Force, Air Mobility Command (AMC) flights when traveling in a leave status, to wit, the collegiate shall have an approved Leave Request/Authorization Form (**NAVCOMPT 3065**). The regulations of DoD 4515.13/OPNAVINST 4630.25, air transportation eligibility, regarding collegiates must be understood by the collegiate prior to granting leave solely for travel purposes.

e. If an active duty collegiate desires to travel outside the United States, it will be necessary to take leave to protect their rights in the event of an accident or involvement with civil or military authorities.

(1) In accordance with SECNAVINST 5510.30, it is in the best interest of the command and the traveler to ensure travelers are fully prepared for any particular security or safety concerns that the foreign travel may introduce. Therefore, prior to granting leave outside the United States, the NAVCRUITDIST CO shall ensure that all recommendations of the U.S. State Department have been followed. A list of current

travel warnings can be found at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

(2) In addition, collegiates are required to review the consular information sheet paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

(3) Nuclear Officer collegiates must inform COMNAVCRUITCOM (N33) prior to commencing foreign travel to ensure there will be no security issues or restrictions. For leave, the NAVCRUITDIST must inform COMNAVCRUITCOM (N33) prior to granting the leave request. For authorized travel as part of an academic program, see 070701, subparagraph f below.

f. Collegiates participating in foreign exchange or other academic programs

(1) Collegiates who are authorized to enter into "exchange" programs with foreign universities shall check in with the United States Embassy or local Consulate upon arrival and departure. Since collegiates enrolled in foreign universities are not attached to a military organization in the host country, the embassy is their point of contact in case of emergencies.

(2) Submit a list of countries to be visited, embassy addresses and phone numbers prior to beginning the exchange program. Upon approval of the travel, COMNAVCRUITCOM (N31, N33 or N34, depending on the collegiates program) will send a Travel Abroad Letter to the NAVCRUITDIST. The collegiate shall carry this letter with them while abroad.

(3) If the exchange program is not on the approved DCP, the NAVCRUITDIST shall submit a new DCP to N36 for approval.

(4) In addition, collegiates participating in foreign exchange programs shall also review the applicable warnings and consular information sheets, paying particular attention to safety and security available at:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and
http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html.

070702. POST GRADUATION

a. Any collegiate who has graduated from a paid collegiate program (e.g., HSCP, NUPOC, BDCP) shall be briefed as to the SOP

of the parent command/NAVCRUITDIST to include normal working hours, chain of command, and duties assigned.

b. All HSCP collegiates shall read and sign a Page 13: HSCP Statement of Understanding ([NAVCRUIT 1131/211](#)) upon enlistment into the HSCP program. A copy of the Page 13 shall be entered into the collegiate's official service record, the Enlisted Field Service Record, and a copy provided to COMNAVCRUITCOM (N363), and a copy provided to the member.