

HRNROTCUINST 1533.5C  
9 December 08

NROTC UNIT HAMPTON ROADS INSTRUCTION 1533.5C

Subj: ACCEPTANCE PROCEDURES AND CRITERIA FOR PNS SCHOLARSHIPS  
AT HISTORICALLY BLACK COLLEGES (HBC)

Ref: (a) CNSTCINST 1533.2  
(b) CNET ltr 1533 N25/081 of 03 July 1997  
(c) CNO NAVADMIN 063/00 Physical Readiness Program

App: (a) HBC Scholarship Application Checklist (staff use only)  
(b) PNS Endorsement Letter Template (staff use only)

Encl: (1) HBC Scholarship Information Sheet  
(2) HBC Scholarship Application and Summary Sheet

1. Purpose. To formalize the application and acceptance procedures for the HBC Scholarship. This instruction updates the HBC Scholarship application process, reflected by changes in references (a), (b), and (c).

2. Cancellation. HRNROTCUINST 1533.5B

3. Background. The primary objective of the HBC Scholarship Program is to attract students with academic potential who have yet to demonstrate performance in a college environment or who have completed at least one but not more than two semesters of courses at the college/university level with a cumulative GPA of 2.75 overall and the ability to successfully complete the NROTC calculus and physics requirements. Students with any past or present affiliation as a Navy ROTC College Programmer are not eligible for an HBC scholarship. HBC scholarship application "submission periods" vary from year to year and are delineated by naval message traffic. Usually the open application season runs from November - August of any given calendar year.

4. Action. When a student shows interest in the HBC scholarship, he/she will be given enclosures (1) and (2). The student will complete enclosure (2) as directed per enclosure (1), and will provide a copy of his/her high school and college transcripts and a copy of his/her SAT/ACT scores.

When an HBC Scholarship applicant turns in a complete application to the HBC NROTC unit of their choice (HU or NSU),

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the Hampton Roads NROTC staff will route it through the Chain of Command using the HBC Package Submission Checklist (see attached) for review and action.

Under normal circumstances, the applicant will be interviewed by a member of the Hampton Roads NROTC staff at HU or NSU. They will schedule and interview applicants, review the completed application (enclosure 2) as well as complete the electronic HBC summary sheet (enclosure 2 pg 9-10) and attached PNS nomination letter (appendix 2). A complete HBC package consists of electronic copies of the HBC summary sheet, PNS endorsement letter, complete hard copy of HBC application, and academic transcripts / standardized test scores.

HU and NSU OICs will submit completed HBC application packages to the HRNROTC recruiter who will route it up the chain of command and to NSTC.

/s/

M. J. BAREA

Distribution:

All Staff Personnel

Battalion Commander

## HBC CHECKLIST:

- o **Interview** potential HBC student (preferably in-person but via phone is permissible). Address the program structure and career options prior to handing out the applications. You are the only screener in the process.
- o Have student fill out the **entire HBC application and return**. Soft OR hard copies are fine. If soft, double check for signatures.
- o Check for **signatures** on HBC pages 1, 2, 3, and 4. If any "yes" answers on Drug Use and Arrest Record form (pg.5), student must provide a written explanation.
- o Create **PNS endorsement** based on Word template. **Soft copy** is required.
- o Based on their completed application, fill out the **HBC summary sheet** word-document. **Soft copy** is required. The summary sheet, PNS endorsement, and SAT/ACT/HS transcripts go down to Pensacola. We retain the CP and HBC apps in-house.
- o Check for all 5 pieces of the complete application: **HBC app, PNS endorsement letter (e-copy), HBC summary sheet(e-copy), college/HS transcripts, and ACT/SAT/ASVAB score sheets.**
- o E-mail ODU Recruiter the **soft copies of HBC summary sheet and PNS endorsement**. Send transcripts, SAT/ACT scores, and HBC app over to ODU via guard-mail.
- o Wait until package is 100% complete to send to ODU. We can not route incomplete packages.
- o Tell the students it will take 4-6 weeks for NSTC to adjudicate and for us to notify the individual.
- o No MONEY is awarded until member passes a DODMERB physical.
- o Recommend Pre-Calc to all freshmen and stress the Calc/Physics requirement (except for Nurses).

Appendix (A)

1100  
Ser CO/  
XX Mon Yr

From: Commanding Officer, NROTC Unit Hampton Roads  
To: Commander, Naval Service Training Command (OD2)  
  
Subj: HBC SCHOLARSHIP NOMINATION ICO WANNA B. OFFICER,  
XXX-XX-1234  
  
Ref: (a) Official Mail Msg 183A-06  
(b) CNSTCINST 1533.2

1. Forwarded, Strongly recommending approval. X is a senior in high school in Pensacola, FL. His/Her combined SAT/ACT scores exceed the minimum requirements with a X Math and X Verbal. In addition, she earned a XX High School GPA and completed numerous Advanced Placement courses including Pre-Calculus, Biology, and Chemistry. I believe him/her to be an excellent candidate for an HBC Scholarship based on her academic, athletic and leadership performance and strong interest in math and science. X is very involved in the community and has shown his/her commitment to a naval career with her exemplary performance in NJROTC.

2. During his/her interview, X was extremely articulate, respectful, and poised. He/She appears to be a well-rounded individual and an excellent candidate for an HBC Scholarship and a potentially very valuable asset for HR NROTC. Again, I strongly recommend X for approval.

M. J. BAREA

Appendix (B)