

Scholarship Paperwork Instruction Sheet

Cover Page

On this sheet fill in your information as it is shown. This information will populate similar fields in the PDF saving you some time. There will still be other fields you will need to fill out prior and after printing out this PDF.

Student File Index

Check either Navy or Marine Option. The rest of this sheet should be completed already from the information provided in the Cover page. No other information is required.

The Concept of Honor

You do not need to fill any information on the page until you arrive at Virginia Tech.

Enlistment/Reenlistment Document

Scholarship students are required to type information in the Enlistment/Reenlistment document in CAPITAL LETTERS/UPPER CASE.

You are responsible for pages 1 thru 3 of this form. Please disregard page 4. Read and understand the document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

Type your full name (last, first, middle), Social Security Number, and permanent home address in blocks 1 thru 3.

Block 4 is filled in for you.

Type in your date of birth in block 6.

If you have had any prior military service, than fill out block 7.

Section 8 has been filled out for you. (Except for Marine scholarship students, who must change block 8 to read MARINE CORPS RESERVE) Please initial at the bottom of page 1 after you print the document.

Type your full name and social security number at the top of page 3.

Sign your full name in block 13b. Use the same date you used in block 5, on page 1, for the date in block 13c (i.e. 20090824).

Continue down to blocks 18a and b. Sign and date the document. Again use the same date from block 5.

Acceptance and Oath of Office Instructions

Please read the document carefully.

Type your full name after the "I" in both the Acceptance and Oath of Office sections of this document ONLY.

The remainder of this form will be completed when you arrive at Virginia Tech. Do NOT sign or date this document.

Dependency Application/Record of Emergency Data Instructions

Blocks 1 and 2 have been completed for you.

In blocks 5 thru 12 fill out the information on your spouse if applicable. If not, leave blank.

In block 12 and every other block labeled "DEP", you are asked, if the identified person is your dependant. Place a yes or no for each person you identify. For example, you would place a "NO" in block 35 because, typically, your father is not your dependent.

In blocks 13 thru 32, fill out the information on any children or dependents you have if applicable. If not, leave blank.

In blocks 33 thru 38, fill out the information on your father and mother (or guardian(s)).

Blocks 39 thru 46 ask more information on your marital status. If you have never been married, place a check in the "NO" box in block 39 and move on to the next section.

Leave Blocks 47 thru 49 blank unless there is someone else you feel you should mention on this document.

In blocks 50 thru 52 fill out your spouse's next of kin. If you are not married, leave this section blank.

In blocks 53 thru 56 fill out the Principal beneficiary(ies) for your life insurance. This is the same as the person identified on the SGLI Life Insurance Form.

In blocks 57 thru 59 identify the person who will receive payment if you are placed on a "missing status". Typically, this person is the same as the Principal mention in block 53. The percentage is the amount of the allotment the identified person will receive from the time you are declared missing. The remainder of the allotment will be held back and accumulate until you are found or declared deceased. For example, if you put 80% in block 59, than that percentage will be given to the beneficiary upon your missing status while 20% will be held back and accumulate until you are found or declared deceased. ****The exact percentage is up to you, but it may be in your interest to not put 100% in this block****

In blocks 60 thru 63 identify the beneficiary for gratuity pay. This person is typically the same as your Principal(s) in block 53. Gratuity pay is a small amount of money provided to take care of expenses when you die. If you choose one beneficiary, than put 100% in block 63. If you want more than one, be sure to make the percentage add up to 100%.

In blocks 64 thru 66 provide your life insurance data if you do NOT have life insurance through the SGLI.

Type your religion in block 67.

Type "MIDN" in block 70 and type "1" in block 71.

In block 72, type the amount of pages attached to the document. It should be "2", unless the form was printed front and back in which case it should be "1".

In blocks 73 and 74, type your full name and social security number.

Check block 76, USNR. Do NOT check block 75, USN.

If you have written a Will, than provide its location in block 77.

In block 78, type any remarks or information you needed more room for in the space provided.

If you are participating in the SGLI Life Insurance check the "yes" box and date it as the day you report. Your reporting date is the same as the day Virginia Tech starts classes the semester you first enroll. For example, if you are an incoming Midshipman for the Fall 2009 semester, then you will put "24AUG09".

Sign your full name in block 79.

Date and sign your name in one of the spaces provided in the "Certification of Designator" section.

Midshipman Servicemember's Group Life Insurance Instructions

Refer to the instructions contained in the .pdf document.

Check the block that states NAME OR UPDATE YOUR BENEFICIARY

Rank, title, or grade = MIDN 4/c

Branch of service = United States Navy or United States Marine Corps, as appropriate

Current Duty Location = NROTC Virginia Tech, Blacksburg VA

Do not reduce your coverage without first contacting the unit at 540-231-7883.

Do not sign the form. It will be signed and witnessed upon arrival to the unit.

OPMIS Form

1. Type in your Social Security Number and full name in items 1 through 4. (If not already completed)
2. In item 6, type the letter that corresponds to your Option Code (i.e. the letter N for Navy).
3. For item 7, you will type in a two character Program Code. Follow the directions given. The first character will be a number and the second will be a letter (i.e. the code "4A" represents a four year scholarship recipient)
4. Type in your date of birth in item 9. (If not already completed)
5. Type "M" or "F" for your sex in item 10.
6. Type in the letter that corresponds to your race in item 11.
7. Type in the character that corresponds to your ethnic background in item 12.
8. Item 13, Physical Status, deals with your DODMERB physical. In the corresponding block, type in "qualified", "disqualified", "remedial", or "not taken". "Remedial" means that you failed an area and have to take steps to correct (i.e. dental work due to a cavity).
9. In item 14, if you have a waiver for a disqualification on the DODMERB physical, than type a "Y" in the block. If you filled out item 13 with "disqualified" and you do not yet have a waiver, than type a "N" in the block. Leave this item blank if you are qualified or have not yet taken the DODMERB physical.
10. Type in your home state in item 15.
11. In item 16, type in the letter that represents your Resident Code.

12. For items 17 thru 19, all three dates are the same as the day classes start at Virginia Tech (NOT the day you arrive). For example, type in "24 AUG 2009" if you are an incoming Midshipman in the Fall 2009 semester.
13. Item 20 is the date 8 years from the one mentioned above. For example, type in "24 AUG 2017" if you are an incoming Midshipman in the Fall 2009 semester. This date is just an estimate and is subject to change.
14. Item 21 represents a date that is subject to change as well. For now, put in the date you will graduate if you did so in four years time. For example, if you are an incoming Midshipman for the Fall 2009 semester than type "15 May 2013".
15. If you are currently on Active Duty Status, than fill out item 22. If not, leave blank.
16. In item 23, if you had any previous military service, than fill out the corresponding block with the appropriate letter.
17. In item 24, type in the letter that represents your source code. If none apply (you did not attend a military/academic program), than type an "O" for "other".
18. For item 25, answer the eight blocks with the corresponding characters.
19. For item 26, type your separate math, verbal, and composite scores on the College Board exams.

Release of Student Info Form Instructions

Type in the date in the line provided.

Type in you full name and Social Security Number in the line provided.

Like with all official documents, be sure to read and understand the document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

Privacy Act Statement-Health Care Records Instructions

Read and understand the entire document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

Type in your Social Security Number and the date in the appropriate boxes. (If not already completed)

Print and sign the two documents.

Direct Deposit Sign-up Instructions

You will not receive benefits until this form is completed. Be sure to read and understand the entire document before signing. If you have any questions, please call the NROTC Unit at (540) 231-7883.

In section 1A, type in your full name, permanent home address and phone number.

In section 1B, type in the person entitled to the payment if that person is other than you. Leave blank if you are the person entitled.

In section 1C, your claim or payroll ID number is your Social Security Number. Type that in the space provided next to the word "Prefix". (If not already completed)

In section 1D, check the box of the type of account that the funds will transfer to.

In section 1E, type in the account number of the account.

In section 1F, place a check in the box labeled "Other", and type in NROTC in the line provided for you.

Leave section 1G blank.

Under "Payee/Joint Payee Certification", sign and date the document. If it is a joint account, both people on the account must sign.

Under "Joint Account Holder's Certification", it is optional to sign.

Section 2 has been completed for you. Move on to section 3.

For section 3, you may need to visit your bank or financial institution. Type or print the Financial Institution's name and address in the space provided. Provide the Routing Number in the space provided. Finally, have the representative fill out the certification section at the bottom of the document.

Commutation in Lieu of Uniforms Instructions

Read this document carefully and be sure you understand it.

Type your full name after the "I" in the line provided. (If not already completed)

Type your full name in the appropriate box located at the bottom of the document. (If not already completed)

Type your Social Security Number in the appropriate box. (If not already completed)

STOP. Do not sign or date this document. That will be completed when you arrive at Virginia Tech.

Midshipman Data Sheet Instructions

Type your name (last, first, MI) in the box labeled Name. (If not already completed)

Type in your Social Security Number in the appropriate box. (If not already completed)

In the box labeled Report Date, put the day that you will be reporting to Virginia Tech, 24 August 2009.

In the box labeled Program, type in the appropriate program. "SCH" stands for Navy scholarship, and "CP" stands for Navy college program or non-scholarship.

In the box labeled Effective Date, 24 August 2009.

In the box labeled Midn Class type in "4/C". All first year Navy Midshipmen are called 4th class. Second year Mids are 3/C and so on...

Under option, put either Navy or Marine Corps. If you are a College Program Midshipman, than you must put Navy.

If you had previous experience in the Military, than type that in the box labeled Previous Status.

Type in your Date of Birth, Place of Birth, Height, Weight, Eye Color, Hair Color, Blood Type, and Ethnic Background in the appropriate boxes.

Type in the High School that you will or have graduated from and the date of your graduation.

If you have had any college experience, than type in the name of the school which you attended.

Type your separate math, verbal, and composite scores from the SAT or ACT College Board exams in the appropriate box.

Check whether or not you are a Virginia State Resident.

If you know what VTCC Company you are assigned to that type that in the appropriate box. If not, you can fill this box in at a later date.

Type in your intended academic major in the appropriate box.

In the boxes labeled Local Phone and Address, type in your on campus address and phone number. If you have not yet been assigned your room, than you can fill this information out at a later date. If you have a room change, than be sure to inform the NROTC Unit of the change.

Type in the month and year you intend to graduate from Virginia Tech.

Under Parent/Guardian Data, enter the status of your parents/guardians in the line provided next to the word other.

Check the box that indicates either parent or guardian.

In the next section, type in the name of your parent/ guardian. Put the relation of the person to you (i.e. father, stepmother, etc...). Under title put Mr. Mrs., Dr., etc... Finally add their address and phone.

In the last section, labeled Military/Other VIPS, type in the appropriate information on anyone that is close to you (i.e. siblings, Grandparents, Military Officers, or other VIPS).

NROTC Scholarship Agreement Instructions

Please read the entire document carefully. If you have any questions, please call the NROTC Unit at (540) 231-7883. Do NOT leave any questions you have unanswered.

Type your full name on the appropriate line at the top of the form.

On the same line, in the area marked, type in your Social Security Number.

DO NOT sign and date this document. That will be completed upon your arrival to Virginia Tech in front of a witnessing NROTC staff member.

Type your full name in the appropriate line under the line provided for your signature.

If you are a minor (under 18), the consent of parent(s)/legal guardian(s) is required. If this applies, be sure they read and understand the obligations mentioned in the document. Type their full name and the date and sign where appropriate.

Drug and Alcohol Abuse Statement of Understanding Instructions

1. Like with all official documents, be sure to read all material before signing or initialing. If you have any questions, than call the NROTC Unit at (540) 231-7883. Do NOT initial and sign this document until you arrive at Virginia Tech because you must have a witnessing Officer from the NROTC Unit.

2. Type your full name (first, middle, last) in the line provided for you. (If not already completed)

3. You are responsible for sections 1,2,3,4, and 5a. You will not initial 5b because that is for enlisted personnel only.

4. Type in the information requested under the section entitled Certification. Under rank, type in MIDN 4/C.

5. Complete the date block under certification with 24AUG09.