

**MCRC FROST CALL 027-03 DATED 22 AUGUST 2003**

From: Commanding General, Marine Corps Recruiting Command

Subj: PROCESSING PROCEDURES FOR NROTC ONLINE APPLICATIONS

Encl: (1) Processing Instructions for Online NROTC  
Applications

1. Purpose. To provide all levels within the Marine Corps Recruiting Command (MCRC) with guidance procedures for processing 4-year NROTC Online scholarship applications for the FY 2004 scholarship year.

2. Background. The Naval Education and Training Command (NETC) have developed an online NROTC electronic scholarship application that can be accessed and used by applicants via the Internet. The NROTC Online scholarship application process will ultimately replace the current paper process. Presently this NROTC online application is not capable of achieving a total paperless application. Most of the necessary scholarship application forms can be electronically submitted, but there is still a requirement to submit necessary documents such as photographs, letters of recommendation, etc. This necessitates that the 2004 NROTC four-year scholarship applications to be submitted to MCRC (ON/E) via mail in addition to the online application process. This is especially critical for the NROTC Early Board, which convenes on 17-21 Nov 2003, and National Board, convening 17 Feb to 2 Mar 04. Enclosure (1) contains instructions for online applications.

3. Information. The online NROTC site for applications is: <https://www.nrotc.navy.mil/application/default.cfm>) The following are the steps required to successfully process a four-year NROTC Online scholarship application:

a. Recruiting Station (RS) level. Applicants interested in the Marine Option, NROTC four-year scholarship will be required to complete the NROTC Online application electronically. Once a Marine Option NROTC applicant has completed the application form to the best of their ability, it is then submitted electronically to the nearest Recruiting Station for further processing. This is an automatic process when the submit button is used. A Marine Corps representative will contact the applicant within two (2) weeks to set up an appointment to complete the application package. Once the RS has determined that the NROTC scholarship application is fully complete, they will forward the entire package as follows:

Subj: PROCESSING PROCEDURES FOR NROTC ONLINE APPLICATIONS

(1) Print-out the completed NROTC Online scholarship application.

(2) Insert both the NROTC Online application, as well as any external documents/items, such as photographs, recommendation letters, etc., in a sturdy, manila folder. Please ensure that the external documents/items are placed behind the online scholarship application.

(3) Submit the completed NROTC scholarship applications to your respective Recruiting District via mail.

b. Marine Corps District (MCD) level

(1) MCD personnel are required to screen each package to ensure that the application is complete and that the applicant is fully qualified for the 4-year NROTC scholarship program.

(2) Upon verification that applicants are eligible for the program, and the NROTC Scholarship Applications are fully complete, forward via mail to MCRC (ON/E).

(3) Additionally, it is imperative that MCD personnel electronically submit the completed electronic NROTC scholarship application by pushing the submit button on the screen form; this action will automatically forward the completed electronic application to MCRC (ON/E) for further processing.

(4) Submission deadline. Mail the completed, and verified, packages to MCRC (ON/E) and ensure that they arrive NLT October 25, 2003 for the NROTC Early Board (which convenes 17-21 November 2003) and NLT January 20, 2004 for the NROTC National Board (which convenes 17 Feb to 02 Mar 2004).

c. MCRC (ON/E) level. Once ON/E receives the hard copy application via the mail, ON/E will go into the Navy's NROTC Online application program and press a button, which will electronically notify the Recruiting Districts that the applications have been received, as well as indicate the eligibility status of the applicants.

4. Action. The procedures described above are to become effective immediately.

5. For technical support or questions regarding the NROTC Online application, contact Carol Heckert from the Naval Education and Training Command (NETC) at commercial (850) 452-1001 ext 1393 or DSN 922-1001 ext 1393. Email: [NROTC.webmaster@cnet.navy.mil](mailto:NROTC.webmaster@cnet.navy.mil)

Subj: PROCESSING PROCEDURES FOR NROTC ONLINE APPLICATIONS

6. If a Recruiting Station desires to recover their previous submissions of 4-year NROTC scholarship applications on individuals who were not selected, an official request must be submitted to MCRC (ON/E) via their Recruiting District. Recruiting Districts can contact Mrs. Lomax via email or fax requests to MCRC (ON/E) at commercial 703-784-9859 (DSN 278).

7. Point of contact is: Capt B. Mora, MCRC G-3 Head, Regular Officer Programs, at commercial (703) 784-9403 or DSN 278-9403.

  
D. L. MCMANUS  
By direction

## NROTC Administration Log In Page

**Please Log In**

Username:

Password:

**This is a Department of Defense Computer System.**

This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to

Done Local intranet

## Main Page

Shows the names of all completed applicant's that are assigned to you.

Clicking on the applicant's name will take you to the applicant's check list. Items with the "X" in the box have already been completed on the applicant's checklist

**Recruiter Home | Forms | My Account | Incomplete Applications | Complete Applications | Duplicates | Hot Leads | Inactive | Logout**

**MARINE RECRUITER**

You have 2 Duplicate Records

Displaying 1 to 4 of 4 Applicants

Select an Applicant												
	Trans	Page 9	Teach Eval	Officer Interview	Drug Statement	Statement of Understanding	SRB Pages	Photo	Parent Appr	Physician Appr	Birth Cert	SAT Scores
Carlson, James Daniel							N/A					
McCray, Jacqueline Winsome							N/A					
Walsh, Randal Matthew	X	X			X	X	N/A	X	N/A	X	X	X
Young, Joshua Amos michael							N/A					

Search by Name

## Check List

This is where you will check off the items (as you receive them) that are required for the application packages. If the items are already completed, you will see a completion date off the right side of the item in the checklist and the checkbox to the left will be checked.

**Applicant Checklist for:  
Walsh, Randal Matthew  
Marine Program**

- Transcripts 02-May-03
- Page 9 02-May-03
- Math Teacher Eval
- English Teacher Eval
- Other Teacher/Coach Eval
- Officer Interview
- Officer Interview
- Debarment and Drug Statement 02-May-03
- Statement of Understanding 02-May-03
- Photo 02-May-03
- Physician Approval 02-May-03
- Birth Certificate 02-May-03
- SAT Scores 02-May-03

Applicant Status:

## Page 9 & Teacher Evaluations

### Create user name and password

New for this year are the page 9 and the teacher evaluations. When the applicant puts in an application, they are asked to supply the names and addresses of the people who will be doing the page 9 and the evaluations. On the checklist, if you click on either of the above mentioned, it will take you to a page where you will generate a word document and user name and password for the person who is to complete these pages.

The screenshot shows a web browser window titled "NROTC Math Teacher Evaluation - Microsoft Internet Explorer". The address bar shows the URL: [https://www.nrotc.navy.mil/marinerecruiter/Teacher\\_eval.cfm?app=18538&type=Math](https://www.nrotc.navy.mil/marinerecruiter/Teacher_eval.cfm?app=18538&type=Math). The page content includes a "MARINE RECRUITER" header, a "Return to Previous Page" button, and a form with the following fields:

- Name of Person doing the Evaluation: shawn [redacted]
- School Name: smhs
- School Address: 1 n 1st st ste 302
- City: [redacted]
- State: [redacted]
- Zip: [redacted]
- Phone: [redacted]

Teacher Type:

- English
- Math
- Teacher
- Counselor
- Coach
- Employer

At the bottom of the form is a "Create User ID & Password" button. The browser status bar at the bottom shows "Done" and "Local intranet".

Clicking on the Create user ID and Password button will generate the word document that you will then print and send to the person who is to do the page 9 or evaluation.

### Reprint user letter or input evaluation

The user name and password can only be created one time, but the word document can be printed later if you choose by clicking in the reprint letter button. If the person does not have computer access, you can also print these forms out under the forms tab and send them a hard copy to fill out and return to you.

If you receive a hard copy, you will still need to generate the user name. After the word document has been created you will be given the option to enter the Page 9 or evaluation by clicking on the Input Page 9 or Input Evaluation button. If the page 9 or evaluation is already complete, you will see the evaluation. These items will be checked off automatically when the pages are completed online

NROTC Math Teacher Evaluation - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Copy Paste Undo Redo Links

Address http://pens12797/nrotc/marinerecruiter/Teacher\_eval.cfm?app=14641&recruiter=44&type=English&yearid=2 Go

Search Sign In My Yahoo! Mail Games Travel Personals

Recruiter Home | Forms | My Account | View Application | Change Applicant Information | Inactive | Logout

**MARINE RECRUITER**

[Return to Previous Page](#)

[Reprint evaluation letter](#)

This evaluation has not yet been completed for this applicant.  
A user name and password have already been created for this user.

If you have received a paper Evaluation Form and want to enter it now, click below.

[Input Evaluation](#)

Name of Person doing the Evaluation: english evaluator

School Name: name

School Address: address

City: city

State: FL - Florida

Zip: 32526

Done Local intranet

View or edit evaluation

If you have entered the page 9 or evaluation after receiving a hardcopy, you will have edit capabilities on this form later.

NRCE Math Teacher Evaluation Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address http://pens12797/nrc/marine recruiter/Teacher\_eval.cfm?app=14641&recruiter=44&type=English&yearid=2

Search Sign In My Yahoo! Mail Games Travel Personals

Recruiter Home | Forms | My Account | View Application | Change Applicant Information | Inactive | Logout

**MARINE RECRUITER**

[Return to Previous Page](#)

[Edit Page](#)

**English Teacher Evaluation for:**  
**Christine Grace**

This evaluator has requested confidentiality. Do not disclose evaluator information to the applicant.

Evaluator Name: english evaluator  
 Evaluator Phone Number: 8500999999  
 Date of Evaluation: 01-Aug-03  
 Evaluator Type: English Teacher

	Top 1%	Top 10%	Above Average	Average	Below Average	Not Observed
1. Works toward group goals when in a subordinate position	<input type="radio"/>					
2. Gains respect of peers	<input type="radio"/>					
2. Gains respect of peers	<input type="radio"/>					
3. Influences other students to work together	<input type="radio"/>					
4. Communicates effectively in face-to-face discussion	<input type="radio"/>					
5. Communicates effectively in written work	<input type="radio"/>					
6. Sets maximum effort when a strong desire to achieve is every day	<input type="radio"/>					
7. Sets high standards for own performance in a number of areas of activity	<input type="radio"/>					
8. Accepts criticism and makes improvements from it	<input type="radio"/>					
9. Adapts to a demanding schedule of activities without neglecting other work	<input type="radio"/>					
10. Works flexibly and creatively	<input type="radio"/>					
11. Recognizes and solves problems	<input type="radio"/>					
12. Demonstrates intellectual curiosity	<input type="radio"/>					
How would you rate this student among all that you have taught?	<input type="radio"/>					
How long have you known this student? 1 year						
Evaluator's Comments: none						

Done Local intranet

## Officer Interviews

The officer interviews are completed by clicking on the words “officer interview”. This will bring up a blank officer interview form for you to fill out and submit, if it has not already been done. If it has already been completed, you will see the actual interview.

**Officer Interview for  
Nathan Christian Grace  
Interview**

Completed by:  Paygrade:

SSN:  RANK:

Phone:  Designator:

District:

**Ratings**

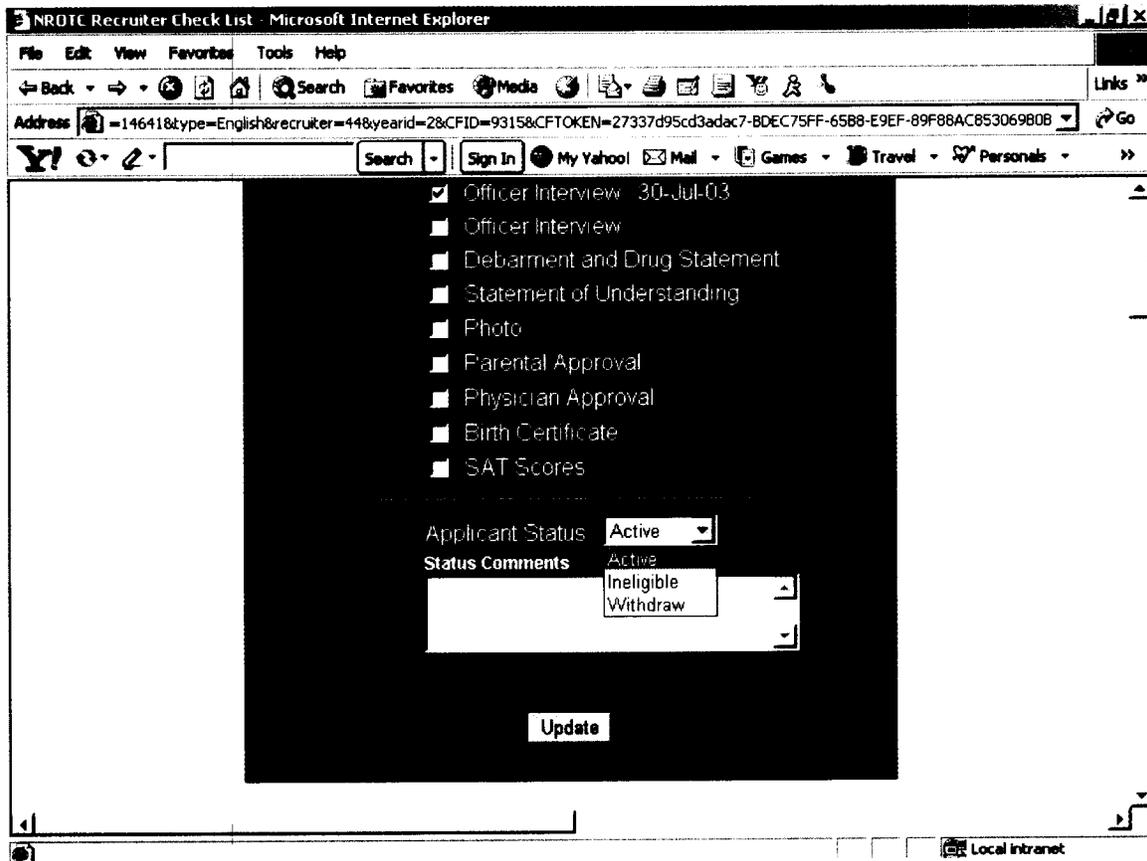
High	Average			Low	
5	4	3	2	1	
<input type="radio"/>	NROTC INTEREST AND MOTIVATION				
<input type="radio"/>	LEADERSHIP POTENTIAL				
<input type="radio"/>	RESPONSIBILITIES				
<input type="radio"/>	ORGANIZATION OF TASKS AND ACTMTIES				
<input type="radio"/>	COMMUNICATION				

A second user account has been created for you, so that the second interview can be completed by the CO of your district, or whoever you have doing the second interview. You can manage the password for this account as it becomes necessary by clicking on the “My account” tab in the header.



## Applicants Status

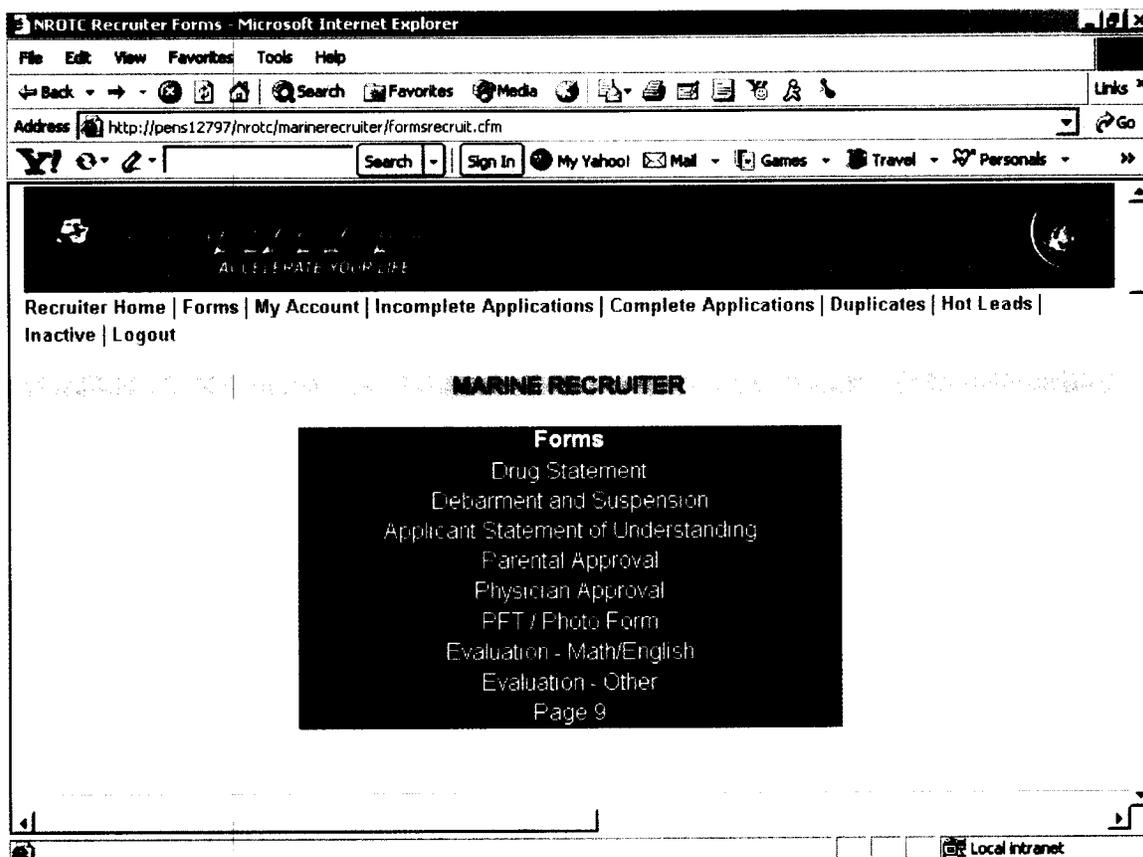
You can change the status of an applicant from the applicant's checklist. If an applicant is ineligible or decides to withdraw his/her application, changing the status will move the applicants name from your main page to your inactive page. If an applicant changes their mind, or suddenly becomes eligible, you can always change them back to an active status by clicking on the inactive link at the top of the page and clicking on the applicants name and changing the status back to active.



Once an applicant has all items in the checklist, you can hit the update button and this will submit the application package to the district level.

## Forms

You have access to all of the required forms that you will need. These forms can be printed off as needed. These forms are in PDF Format, you will need Adobe Acrobat Reader to view them.



## My Account

This is where you will manage your personal information, phone number, email address, as well as the password for your second interviewer account. This information will need to be kept current. The email address that you provide is being used to notify you when applicants have completed their online applications.

Recruiter Home | Forms | My Account | Incomplete Applications | Complete Applications | Duplicates | Hot Leads | Change My Password | Inactive | Logout

**MARINE RECRUITER**

Name	Capt Randall Walsh
District	8th Marine Corps District
Location	Phoenix, AZ
Organizational Email	walshrm@8mcd.usmc.mil
Primary Phone Number	602.256.7910
Secondary Phone Number	602.256.9237
Email	walshrm@8mcd.usmc.mil

Second Interviewers Account Information

User Name	phoenix9
Password	phoenix9

## Incomplete

Here you will see all applicants assigned to you that have started an application, either from a port entry or from the applicant starting an application through the website. On the current year, you will have the same functionality as you do from the home page. However, you will not be able to forward the application to the district level until the applicant has completed the online application and done a final submission

Recruiter Home | Forms | My Account | Incomplete Applications | Complete Applications | Duplicates | Hot Leads | Inactive | Logout

**MARINE RECRUITER**

Application Year:

Displaying 1 Records

	Trans	Page	Teach	Officer	Drug	Statement of	SRB	Photo	Parent	Physician	Birth	SAT
		9	Eval	Interview	Statement	Understanding	Pages		Appr	Appr	Cert	Scores
Jessie Andrew Earnes	X						N/A					

Under the previous year, you will only be able to view contact information (this will give you leads on last years applicants that never completed the online application process)

## Complete Applications

This will show you the names of the application packages that you have already submitted to district and the date that it was submitted for either the current year, or previous years.

NROTC Recruiter Contact List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Feeds

Address <http://pens12797/nrotc/marinerecruiter/appcompleteistrecruit.cfm> Go

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**MARINE RECRUITER**

Application Year:

Displaying 1 Records

Name	Date Submitted to District
Cayer, Mark Alan	07/08/03

## Duplicates

This page is used to alert you of duplicate records in the system. Sometimes, the applicants put in an incorrect SSN, or sometimes the SSN is put into port incorrectly, which can generate 2 applications in our system. Most times the SSN is the problem, all you have to do is get the correct SSN and call me at the number provided on this page and I will correct any duplicates that you may have in the system.

The screenshot shows a Microsoft Internet Explorer browser window displaying the NROTC Marine Recruiter Duplicate List page. The address bar shows the URL: <http://pens12797/nrotc/marinerecruiter/appdupist.cfm>. The page content includes a navigation menu with links: Recruiter Home | Forms | My Account | Incomplete Applications | Complete Applications | Duplicates | Hot Leads | Inactive | Logout. Below the menu is the heading "MARINE RECRUITER" and a form for "Application Year" with a dropdown menu set to "2004". A note states: "Note: To resolve duplicates, please contact the NROTC Webmaster at 850-452-1001 x1393 DSN:922". At the bottom, it says "Displaying 0 Records (Duplicates)" and a message box indicates "There are no duplicate applications."

## Hot Leads

This is a list of the incomplete applications that are currently assigned to you. It gives a quick reference for name, address, phone number and email address for all of your applicants that have not completed the online application process. The names that are followed by Began and a date – are applications where the applicant has actually logged into the online system and started an application. Port means that the application was started from a port entry update.

**MARINE RECRUITER**

Application Year:

Displaying 27 Records

Donald Nathaniel P 5700 E. Camelback Rd Phoenix, AZ 85018 Phone: 6 Email: f	Began: 07/14/03	Timothy Cody Bersoux 40110 E. Camelback Rd Scottsdale, TX 85259 Phone: 4 Email: f	Began: 07/14/03
Kyle J. Bolt 6 Glendale, AZ 85304 Phone: 6 Email: k	Began: 03/10/03	Aaron Theodore 7 Scottsdale, AZ 85258 Phone: 7 Email: v	Began: 06/21/03
John Edgar B. 8 Phoenix, AZ 85008 Phone: 8	Began: 02/23/03	Anthony Manuel C 6 Phoenix, AZ 85044 Phone: 6	Began: 06/26/03

## Inactive

This is where all of the applicants whose status you have changed will be located. You cannot edit the status on prior application years.

NROTC Recruiter Withdrawn List - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Feeds

Address [http://pens12797/nrotc/marinerecruiter/inactive\\_apps.cfm](http://pens12797/nrotc/marinerecruiter/inactive_apps.cfm) Go

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**MARINE RECRUITER**

Application Year:

Displaying 1 to 1 of 1 Applicants

Inactive Applicants			
SSN	Status	Date	Comments
Billings, Justin Alexander	226395572	Withdrawn	07-Jul-03 comments

Search by Name

Done Local intranet

If for any reason the status needs to be changed back to active status you will need to come to this page, click on the applicant's name, and this will bring you into the applicant's checklist where you can change to the new status and hit the update button at the bottom.