



ACTION CHECKLIST

	PRIOR TO UNIVERSITY REGISTRATION: Familiarize yourself with your respective university course catalog. Ensure that you include the NROTC academic courses in your scheduling. You must register for NS 1321 (INTRO TO NAVAL SCIENCES) and NS 1000 (LEADERSHIP LAB). Also, you must register for a minimum of 15 credit hours every semester.
	NO LATER THAN 15 July 2019: Use this checklist to ensure all forms and required information have been completed and returned.
	GSU and KSU Students must complete cross-registration in order to enroll in NROTC courses. Information on cross-registration can be found at: https://registrar.gatech.edu/registration/cross-registration
	DODMERB Physicals/Waivers must be completed before your scholarship can be activated. These should be done as soon as possible. The NROTC program will not pay for your tuition/fees until you are fully physically qualified.
FORMS PROVIDED TO BE COMPLETED AND RETURNED BY JUNE 20	
	OPMIS Questionnaire (An email copy can be sent to LT Vangel) [Excel sheet/Enclosure (4)]
	Uniform Sizing Information (An email copy can be sent to LT Vangel) [Excel sheet/Enclosure (4)]
FORMS PROVIDED TO BE COMPLETED AND RETURNED BY JULY 15	
	CERTIFIED Copy of Birth Certificate
	DD Form 93 Record of Emergency Data (Fill out applicable sections.) [Enclosure (6)]
	DD Form 2005 – Privacy Act Statement – Health Care Records (<i>Sign and Return TWO of these forms</i>) [Enclosure (7)]
	SF 1199A Direct Deposit Form (Required in order for you to receive your monthly stipend and book allowance.) [Enclosure (8)]
	Form 601 – Immunization Record (Must be completed and signed by a medical practitioner.) [Enclosure (9)]
	Memorandum of Understanding [Enclosure (10)]
	Sports Physical Form (<i>only necessary if DODMERB has not cleared you medically; must be signed by a physician.</i>) [Enclosure (5)]
READ ONLY. DO NOT SIGN OR RETURN. These will be signed in front of a staff member during NSO.	
	NSTC 1533/135 Scholarship Service Agreement [Enclosure (11)]
	SGLV 8286 Group Life Insurance Form (Life insurance is only active while midshipmen are on summer training. A monthly fee is otherwise not charged.) [Enclosure (12)]
	NSTC 1533/153 Drug and Alcohol Statement of Understanding [Enclosure (13)]
	Drug and Alcohol Abuse Statement of Understanding (OPNAV 5350/1) [Enclosure (14)]
	Acceptance and Oath of Office (NSTC 1533/126) [Enclosure (15)]
	NROTC Concept of Honor (NSTC 1533/121) [Enclosure (16)]
** BRING WITH YOU UPON REPORTING TO THE NROTC UNIT ON THE FIRST DAY OF NSO (WHICHEVER IS FIRST) **	
	ORDERS – This is the letter sent to you by NSTC, which authorizes you to proceed to NROTCU Georgia Tech. We must have this letter to reimburse you for travel.
	Receipts for Airline/Bus ticket and/or hotel (if appropriate). No receipts for gas are necessary if you drive.
	A copy of the DODMERB letter stating that you are physically qualified or have been granted a waiver for NROTC.