



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO, VA 22134-5103

1533
ON/E

AUG 22 2011

From: Commanding General, Marine Corps Recruiting Command
To: Distribution List

Subj: GUIDANCE FOR THE AWARD OF THE FREDERICK C. BRANCH
NAVAL RESERVE OFFICERS TRAINING CORPS MARINE
LEADERSHIP SCHOLARSHIP FOR FISCAL YEAR 2012

Encl: (1) NROTC HBCU Nomination Form
(2) MCRC Regular Officer (ON/E) Application and Program
Information Sheet
(3) Color Photo Format
(4) Tattoo Screening Form
(5) Tattoo Statement of Understanding

1. Situation. The policy and selection procedures for the Naval Reserve Officers Training Corps (NROTC) Frederick C. Branch Marine Leadership Scholarship Program are provided. The NROTC Frederick C. Branch Marine Leadership Scholarship Program provides a mechanism to recruit applicants for the NROTC Marine Option Scholarship Program through unit-based scholarships, which are to be awarded to outstanding applicants from each of the seventeen Historically Black Colleges and Universities (HBCUs) affiliated with NROTC. This program is open to civilians, Marines, and to College Program Midshipmen that are attending or have been accepted and will attend a NROTC affiliated HBCU. This program is not open to U.S. Navy Scholarship Midshipmen or Marines in an Active Reserve status.

2. Mission. Each NROTC Professor of Naval Science (PNS) at designated HBCU units may nominate individuals for NROTC scholarships each academic year. The program is focused on promoting and supporting the HBCUs by attracting individuals to these schools and encouraging them to participate in the NROTC Program. The tentative commitment will be formalized via a nomination form from the NROTC Units to the Commanding General (CG), Marine Corps Recruiting Command (MCRC), (ON/E) for review. If a recipient is dis-enrolled from the NROTC Program after having participated as a NROTC HBCU scholarship recipient, the scholarship quota returns to the centrally managed NROTC scholarship pool. Each HBCU affiliated NROTC unit may recommend and the PNS may nominate four-year, three-year and two-year NROTC Frederick C. Branch Marine Leadership

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Scholarships. Availability will be determined by NSTC, based on class size. Eligible HBCUs are:

- a. Allen University
- b. Clark Atlanta University
- c. Dillard University
- d. Florida A&M University
- e. Hampton University
- f. Howard University
- g. Huston-Tillotson University
- h. Morehouse College
- i. Norfolk State University
- j. Prairie View A&M University
- k. Savannah State University
- l. Spelman College
- m. Southern University A&M College
- n. Tennessee State University
- o. Texas Southern University
- p. Tuskegee University
- q. Xavier University

3. In addition to school submitted applications, candidates will also be boarded from the Four-Year NROTC application pool in March 2012.

4. Criteria for Candidate Nomination. Nominees must meet the following eligibility criteria:

- a. To qualify for a NROTC HBCU scholarship, students must have documented solid academic performance in high school or

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demonstrated satisfactory performance in a college environment. High school students must submit, with the listed enclosures, most current transcripts, three teacher evaluations and a 1500 word maximum essay on what it means to become a Marine Corps Officer. If in college, students must have completed at least one semester of college course work with a cumulative grade point average (GPA) of 2.5 and a grade of "C" or better in all courses attempted. Students will be required to complete Naval Science Course 101 as soon as possible. All other Naval Science Courses will be scheduled or waived as coordinated between the unit, MCRC, and Naval Service Training Command (NSTC(OD)). Applicants must be enrolled as full-time students at an NROTC affiliated HBCU or have a valid letter of acceptance to the HBCU through which they are nominated. Applicants for the four-year scholarships are not required to be enrolled in high school at the time of application.

b. Any eligible male or female of any race or ethnic background may be awarded a Frederick C. Branch Scholarship. Eligibility is determined primarily by attendance at an HBCU.

c. All nominees must meet one of the minimum qualifying test scores: a 1000 on the Scholastic Aptitude Test (SAT) combining the math and critical reading sections only (scores must be from the same test), 22 composite on the American College Test (ACT), or 74 or better on the Armed Forces Qualification Test (AFQT) portion of the Armed Forces Vocational Aptitude Battery (ASVAB). This requirement **cannot be waived**.

d. Nominees should exceed the average cumulative grade point for students in the same college or degree program; however, individual GPA equal to or above 2.5 (on a 4.0 scale) is required for eligibility. If data for GPA comparison is not available, a subjective assessment of the relative performance should be made by the PNS.

e. Nominees must be personally interviewed by the Marine Officer Instructor (MOI) and the PNS. Nominees should discuss leadership experience, physical fitness, degree plans and desire to pursue a commission in the Marine Corps. Additional requirements are:

(1) A potential scholarship applicant who answered "yes" to any of the questions on enclosure (2) may not be awarded a scholarship without the specific approval of the CG, MCRC. The student should attach a handwritten statement for each "yes" answer explaining the situation. All court

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documents with specific charge(s) and outcome of charges are required if applicants are requesting a legal/moral waiver. All drug waivers will require the information on: the type of drugs, date of use and number of times used included in the handwritten statement. Tattoo waivers must include enclosures (4) and (5) and color photos of each tattoo and explanations of their meanings (if applicable) and dates of receipt. If the tattoos are in a private area, a written description, a drawing, and dimensions provided by the applicant are required in lieu of photographs. Do not submit photos of private areas or of applicants in anything less than appropriate physical training attire (shorts and t-shirt). The PNS must comment on section(s) of the nomination letter specifically discussing any "yes" answers on enclosure (2).

(2) Nominees must meet the age requirements for scholarship students and demonstrate a strong physical fitness background. Although not a minimum requirement, students should be able to achieve a 225 or better on the Marine Corps Physical Fitness Test (PFT) to be competitive for the scholarship.

(3) The records of nominees for NROTC Marine Leadership Scholarships are expected to reflect solid past performance in both academic and non-academic areas and indicate potential for program completion and future commissioned service.

(4) All nominees must meet the Marine height, weight and body fat standards per MCO 6110.3.

(5) All nominees must reflect high moral character.

5. Procedures and Required Command Actions. Nominations for the Frederick C. Branch Marine Leadership Scholarship can be submitted from 1 October 2011 to 15 July 2012.

a. It is recommended that each HBCU affiliated NROTC unit convene a local unit selection board to identify and recommend to the PNS the most qualified candidate. The scholarships are locally competitive. Local boards should use the "whole person" concept, recommending the Midshipman who has demonstrated solid academic performance and exemplifies Marine Corps Core Values.

b. The PNS may inform the candidate that he or she is being nominated for a scholarship. The PNS may not award the scholarship until approval from MCRC, (ON/E) is received. The

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MCRC, (ON/E) review panel will consist of at least three officers from MCRC. Final results will be approved by the CG, MCRC. Units shall forward nominations to MCRC during the specified dates above.

c. Nomination will include a PNS nomination letter, most current academic transcripts, MCRC Regular Officer (ON/E) Application and Program Information Sheet, color photo, Tattoo Screening Form and Tattoo Statement of Understanding. High school students must also include teacher evaluations. Include color photos of each tattoo on normal copy paper (please refrain from sending actual photo paper) and explanations of their meaning (if applicable). Application format can be found on the Marine Corps Recruiting Command website:
https://www.marines.usmc.mil/WS_OFFPGM/MCRC_OFFPGM_SECT04.html

d. NROTC Units are to submit the following data in the PNS nomination letter, to ensure Officer Program Management Information System (OPMIS) is complete and accurate for each nominee, and attach an academic transcript containing grades through the current term/semester. The complete nomination package may be mailed to MCRC, (ON/E) at the address in the letterhead or faxed to (703)432-9322 or (703)784-9859.

(1) Unit Identification (3-digit code - first digit is zero)

(2) Last Name, First Name and Middle Initial

(3) Social Security Number

(4) Race Code

(5) Ethnic Code

(6) Gender

(7) Date of Birth

(8) Full Mailing Address and phone number

(9) Marine Physical Fitness Test Score

(10) Estimated date of commissioning

(11) Date of MOI and PNS interview

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- (12) PNS Statement
- (13) MCRC Regular Officer (ON/E) Application and Program Information Sheet
- (14) Transcripts
- (15) Tattoo Screening Form with colored photos
- (16) Tattoo Statement of Understanding
- (17) Teacher Evaluations (high school applicants)
- (18) Essay

e. Upon approval of the scholarship, MCRC, (ON/E) will forward the results to NSTC(OD2). The OD2 staff will enter the recipient's personal data into OPMIS student files. MCRC, (ON/E) will notify the unit by a formal letter announcing selection to the unit. This letter should be forwarded to the student. The letter will state the awarding of the scholarship is contingent upon meeting all requirements including medical qualification.

f. A nominee must be found physically qualified or waived to accept the NROTC FCB Marine Leadership Scholarship. The unit will schedule a Department of Defense Medical Evaluation Review Board (DoDMERB) physical examination for the earliest possible date. Procedures and scheduling can be found at <https://dodmerb.tricare.osd.mil/> (select "DoDMERB Website Users Guide" under "Admission/Detachment" on left side of the screen). The purpose of the physical examination is to determine whether a medical or physical condition exists that may disqualify the individual from the service as a Marine Officer. Upon completion of the physical and medical determination, DoDMERB will notify the nominee and NSTC OD of the nominee's status.

g. For students who need authorization travel letters, notify the NROTC Placement Office (OD2) when the student is found medically qualified or receives a medical waiver.

h. Subsistence payments will commence on the date the member is found physically qualified or waived, but no earlier than the Fall Semester 2012. Students will be appointed Midshipman on that date as well. Scholarships and benefits are

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the same as those of any NROTC Marine Option Scholarship student.

i. Individuals awarded a FCB Marine Leadership Scholarship MUST attend classes at the assigned HBCU. Students should be counseled that the Fredrick C. Branch scholarship is directly connected to the HBCU the student is attending; therefore transfers to other universities will not be approved.

j. The duration of the scholarship award will be based upon the student's academic class year. Prior to scholarship activation, the student will be required to sign a statement indicating his/her understanding of the specified duration of scholarship benefits. Selectees must agree, in writing, to complete all program requirements in the same manner as students appointed under the National Scholarship Program.

k. Scholarships will not be awarded to students in a probationary status. If such status has been assigned in the interval between approval of package submission and the scholarship effective date, the scholarship will be returned to MCRC, (ON/E) not effective.

l. Units shall notify NSTC (OD4) to enter the following program code in the OPMIS Personal/Program Form for students found physically qualified after reporting into the unit (those qualified prior to reporting to the unit should have the correct program code transferred to the student file):

- (1) 1st Data Field
- (2) 8 = PNS Leadership
- (3) 2nd Data Field
- (4) A = 3.5 to 4 years
- (5) B = 2.5 to 3.5 years
- (6) C = 1.5 to 2 years

6. Waiver Requests. If a waiver is requested, the PNS must provide a statement with the scholarship recommendation specifying justification for the request. Tattoo, drug or moral waivers must be approved by the CG, MCRC prior to the approval of the scholarship and the results being forwarded to

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NSTC (OD2). Waiver information must be submitted with the application. MCRC Officer Waiver Documentation Guide can also be found on the MCRC website:

https://www.marines.usmc.mil/WS_OFFPFGM/MCRC_OFFPFGM_SECT04.html

7. Point of contact for additional information is Capt Adam Scott at (703) 784-9446/47/48 or DSN 278-9446/47/48 or email at Adam.Scott@marines.usmc.mil.



M. R. BOWERSOX
By direction

DISTRIBUTION LIST:

HOST NROTC UNITS

NROTC Unit, Morehouse College
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Naval Service Training Command (OD, OD2, and OD4)