

## MIDSHIPMAN INFORMATION PACKAGE FOR CHECKLIST

**Note: This information is required for everyone participating in the NROTC Program. You may have provided some of this information directly to the university but it is guarded information and not available to the NROTC Department so you must provide info to us as well.**

### PROSPECTIVE MIDSHIPMEN PLEASE PROVIDE/COMPLETE THE FOLLOWING:

SCH = NROTC SCHOLARSHIP RECIPIANTS

CP=NROTC COLLEGE PROGRAM BASIC

ALL=EVERYONE

ITEM	WHO MUST COMPLETE	CHECK
1 NEW MIDSHIPMAN INFORMATION FORM (PLEASE FAXED to 225-774-4390 or via encrypted email chavella_keokuk@subr.edu NLT )	ALL	
2 ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE SF 86 (Hand carry to NROTC Orientation)	ALL	
3 PROVIDE A COPY OF BIRTH CERTIFICATE (REQUIRED) (PLEASE FAXED to 225-774-4390 or via encrypted email chavella_keokuk@subr.edu NLT )	ALL	
4 NROTC SCHOLARSHIP CONTRACT (Read only but this document will be signed at orientation, but if you are 17 years old or younger it must also be signed by a legal guardian. Please contact HRA for guidance)	SCH	
5 PROVIDE THE FOLLOWING DOCUMENTATION (Hand carry to NROTC Orientation) : (ALL IMMUNIZATION/BLOOD WORK ARE REQUIRED TO PARTICIPATE IN THE NROTC PROGRAM)	ALL	
Measles, Mumps, Rubella (MMR) 2-doses	ALL	
Hepatitis A, 2 shot series - (TWINRIX 3 shot – May be substituted for the Hep A and B requirements)	ALL	
Hepatitis b, 3 shot series - (TWINRIX 3 shot – May be substituted for the Hep A and B requirements)	ALL	
Tetanus-Diphtheria-received within 10 years	ALL	
Poliomyelitis – single dose Oral (OPV) or injectable (IPV)	ALL	
Influenza – one dose, seasonal (Oct-Dec Every year)	ALL	
Meningococcal – one dose	ALL	
Tuberculosis (PPD) – every 36 months	ALL	
Varicella or date that you had Chicken Pox	ALL	
Sickle Cell Test – (All must do regardless of race)	ALL	
Hematocrit Test	ALL	
Blood Type	ALL	
6 Bank account info Checking or Saving Account Number w/Bank Routing Transit Number (Hand carry to NROTC Orientation)	SCH	
7 QUALIFIED PHYSICAL BY DODMERB (YOU SHOULD RECEIVE A LETTER FROM NSTC ON HOW TO COMPLETE THIS REQUIREMENT)	SCH	
8 BASIC MEDICAL FORM 2807 and Sport Physical (Hand carry to NROTC Orientation)	CP	
9 BASIC STANDARD RELEASE FORM (Hand carry to NROTC Orientation)	CP	
10 COLLEGE PROGRAM BASIC APPLICATION (Hand carry to NROTC Orientation)	CP	

**Note: Scholarship Prospective Midshipmen if you are not DODMERB qualified or under observation you may obtain a sports physical and signed a standard release form to participate in unit activities. No scholarship will be activated until it is determine by the PNS.**

**IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THIS UNIT AT 225-771-4390.**

V/R

MRS. C. KEOKUK  
NROTC HUMAN RESOURCE ASST