



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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GREAT LAKES, ILLINOIS 60088-2845

NSTCINST 1550.1D  
N7  
10 Jul 12

### NSTC INSTRUCTION 1550.1D

From: Commander, Naval Service Training Command

Subj: LANGUAGE, REGIONAL EXPERTISE, AND CULTURE ACADEMIC MAJOR  
POLICY FOR NAVAL RESERVE OFFICERS' TRAINING CORPS NAVY  
OPTION MIDSHIPMEN

Ref: (a) OPNAV N1 Memo 1530 SER N1/127175 of 19 Oct 07  
(b) NSTCINST 1533.3A  
(c) SECDEF Memo of 13 Aug 07  
(d) U.S. Navy Language Skills, Regional Expertise, and  
Cultural Awareness Strategy of Jan 08  
(e) OPNAVINST 1533.6  
(f) NSTCNOTE 1533 of 20 Apr 12  
(g) OSD Memo of 8 Apr 09  
(h) SECNAV Memo of 22 Apr 11  
(i) NSTCINST 1533.10  
(j) NSTCINST 1533.2A  
(k) ASN (M&RA) Memo of 4 Aug 05  
(l) OPNAVNOTE 5300

Encl: (1) [NROTC Regional/Cultural Areas and Foreign Languages](#)  
(2) [NROTC Skill Proficiency Bonus Application](#)

1. Purpose. To prescribe a Naval Reserve Officers' Training Corps (NROTC) Language, Regional Expertise, and Culture (LREC) academic major policy for select midshipmen and ensure as commissioned officers, they possess LREC attributes desired by the Navy. Per reference (a), technical academic major production for Navy Option Scholarship midshipmen will remain the primary NROTC academic objective. Naval Service Training Command (NSTC) will incorporate its NROTC LREC policy into reference (b), and NSTC shall assign LREC program students as Tier 3 academic majors.

2. Cancellation. NSTCINST 1550.1C.

3. Background. Per reference (c), the Secretary of Defense requested all military branches further encourage Reserve Officers' Training Corps students to study languages. Reference

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(d) emphasizes the necessity to foster cultural, regional, and linguistic expertise within the Navy.

#### 4. Roles and Responsibilities

a. Deputy Chief of Naval Operations for Manpower, Personnel, Training, and Education (DCNO MPTE) (N1), provides production guidance, establishes requirements for NROTC commissioned officers, and provides necessary resources.

b. Commander, Naval Education and Training Command supports NROTC production requirements through establishing policy and oversight of execution.

c. Commander, Naval Service Training Command (CNSTC) executes and achieves the requirements by implementing and sustaining an NROTC LREC program. NSTC updates strategic foreign language and cultural/regional listings; monitors program progress; directs student selection and placement; reviews/approves academic major changes; directs and manages program attrition and side-loads; enforces midshipmen contract agreements to include recoupment and service obligations; prescribes LREC policy and procedures to NROTC units; and monitors LREC midshipmen trends and overall applicant metrics. The NSTC Candidate Guidance Office publicizes the LREC program to NROTC applicants and assists applicants with selecting LREC academic programs.

d. NROTC units maintain a current NSTC listing of approved LREC academic majors; update NSTC on changes to LREC academic major curricula; counsel and mentor midshipmen about LREC applicable academic major requirements and policies; evaluate and recommend LREC academic major change requests; maintain accurate records regarding student academic majors; and establish and maintain student support programs.

#### 5. Requirements

a. NSTC will conduct an annual review of academic majors and LREC assignments no later than (NLT) May of each year. If changes are necessary, NSTC N7 will submit LREC academic major change proposals to CNSTC for approval NLT July of each year. NSTC will implement approved changes the subsequent fall term. Per reference (e), NSTC will report NROTC LREC program information to OPNAV NLT 15 October of each fiscal year.

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b. NSTC Officer Development (OD) will annually review NROTC academic institution course catalogs to ensure academic requirements support the NROTC LREC program. LREC academic major list modifications and NROTC institution curricular modifications shall not cause midshipmen previously enrolled in an LREC academic major to forfeit their NROTC scholarship.

c. Specific requirements

(1) Total production requirements. The goal of the LREC program is to produce no fewer than 20 commissioned officers annually.

(2) Categorical production requirements. The NROTC LREC program does not have a goal for the allocation of regions, cultures, or languages; however, NSTC will promote variance in scholarship offers to encompass the regions, cultures, and languages of strategic interest to the Navy.

(3) LREC program requirements. NROTC LREC program applicants will major in Navy-approved regions, cultures and/or languages. Midshipmen who major in a region/culture required by the Navy will pass a minimum of four academic courses equaling a minimum of twelve credit hours in a single specific foreign language associated with the selected region/culture. Similarly, midshipmen who major in a foreign language required by the Navy will pass a minimum of four academic courses equaling a minimum of twelve credit hours in a region/culture associated with the selected language. Midshipmen will enroll in progressively more difficult courses until they meet the requirement.

(4) LREC program completion. Completion of the NROTC LREC program is based on fulfilling the college's/university's academic major requirements for the respective LREC program. Attainment of a specific level of language proficiency is not required by the NROTC LREC program. NSTC will not link Defense Language Proficiency Test scores to the LREC program degree requirements.

## 6. Applicability

a. Four-Year Scholarship Program. Per reference (b), NSTC will assign no less than 85% of the incoming NROTC Navy Option Scholarship freshmen as technical academic majors and approximately 15% as non-technical academic majors. NROTC LREC

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program midshipmen will be part of the approximately 15% non-technical academic majors.

b. College (Non-Scholarship) Program. NSTC will also include NROTC Navy Option, Advanced Standing College Program midshipmen majoring in Navy approved regions, cultures, and languages.

#### 7. Scholarship Recruiting and Application

a. NSTC N4/6 will ensure NROTC Program websites and publications include statements promoting the LREC program and display program requirements for participation. Statements will indicate that:

(1) NSTC OD will activate the scholarship only when the student satisfactorily develops a degree plan with the host NROTC unit and university and upon enrollment in the assigned academic major. NROTC units will document the approved degree plan in the automated record (Officer Program Management Information System (OPMIS)), the midshipman student file and the scholarship service agreement.

(2) The NROTC application will list the applicant as a Tier 3 academic major and specify the applicant's selected regional/cultural program of study and language of interest.

b. The web-based NROTC four-year national scholarship application will require applicants to identify their desired academic major. NSTC OD will use this information in selection and placement of those applying to academic majors in selected LREC programs.

c. NSTC will coordinate with staff of the Commander, Navy Recruiting Command and Commanding General, Marine Corps Recruiting Command to provide information and guidance related to this policy.

8. Scholarship Selection and Class Progression. To facilitate achieving the annual requirement of commissioning no fewer than 20 NROTC LREC program officers:

a. NSTC OD will ensure the NSTC draft of the precept and guidance for the NROTC Continuous National Selection Board supports the LREC production goal.

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b. NSTC will ensure the selection board choices for incoming Navy Option Scholarship freshmen meet the annual CNSTC selection target.

c. Selection notifications will include LREC academic major requirements and an explanation of academic majors available within the LREC program. Notifications will state that scholarship activation is contingent upon selectee's enrollment in the assigned academic major.

d. Throughout the academic year, NSTC OD will award side-load scholarships, per reference (f) or versions applicable at the time, to achieve required production of no fewer than 20 LREC commissioned officers annually.

#### 9. Skill Proficiency Bonus (SPB)

a. In accordance with references (g) and (h), NSTC will offer NROTC Navy Option midshipmen, regardless of NROTC LREC academic major program affiliation, an SPB upon completion of foreign language courses listed in enclosure (1). Midshipmen completing foreign regional and cultural academic courses of study will not qualify for an SPB. The foreign language SPB will:

(1) Apply to NROTC Navy Option Scholarship and Advanced Standing College Program midshipmen only. NSTC will not offer an SPB to STA-21 officer candidates, Navy Nurse Corps Option midshipmen, Marine Corps Enlisted Commissioning Education Program (MECEP) officer candidates, or NROTC Marine Corps Option midshipmen.

(2) Offer graduated payments for higher levels of study using the following guidance: Midshipmen completing 100 level academic courses receive \$100; 200 level academic courses receive \$200; 300 level academic courses \$300; and 400 level or higher academic courses receive \$400. If the midshipman's institution uses an academic course level system different than that listed above, the Professor of Naval Science (PNS) may annotate the differences on enclosure (2).

(3) Offer SPB payments in one language only per midshipman. To remain eligible, the midshipman must continue studies in the same language.

(4) Require foreign language academic courses to be progressively more difficult per academic year.

b. Midshipmen are eligible for one foreign language SPB payment per academic year awarded for the highest level academic course completed during the academic year. Midshipmen may receive annual payments for up to four years. NSTC will not award more than \$1600 total in SPB payments to any midshipman during NROTC program participation.

(1) Example: A midshipman completes one 100 level foreign language course during the fall semester and does not take any foreign language courses during the spring semester. The midshipman is eligible for one SPB payment of \$100 at the conclusion of the academic year.

(2) Example: A midshipman completes two 100 level foreign language courses during the fall semester and one 200 level foreign language course during the spring semester. The midshipman is eligible for one SPB payment of \$200 at the conclusion of the academic year.

(3) Example: A midshipman completes one 401 level foreign language course during the fall semester and one 410 level foreign language course during the spring semester. The midshipman is eligible for one SPB payment of \$400 at the conclusion of the academic year.

c. NSTC will award foreign language SPBs at the end of the academic year. NSTC will deem a course successfully completed once the midshipman's PNS verifies the academic course appears on the official school transcript with a letter grade of "A" or "B," to include a grade of "Credit Earned" (CR), in which CR is equivalent to a letter grade of "A" or "B." Academic grading scores of "+" or "-" are acceptable as long as the scores are accompanied by a letter grade of "A" or "B."

d. If a co-requisite language laboratory is part of the language academic course, the midshipman must also receive a similar letter grade "A" or "B" or grade of CR.

e. NSTC will not approve extended entitlements solely to include additional foreign language academic courses not required by a midshipman's academic major.

f. Qualifying language courses are listed in enclosure (1).

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g. NSTC will award an SPB only for academic courses completed at NROTC affiliated schools. Midshipmen must physically attend classes. NSTC will not award an SPB to midshipmen who take College Level Examination Program, distance learning or on-line academic courses to receive credit for foreign language courses.

h. Unit PNS will report the following information to NSTC OD at the completion of each academic year:

(1) The number of students paid an SPB to include new participants.

(2) The foreign languages for which an SPB was paid, including the total amount paid for each foreign language.

i. After completing a qualifying academic course, midshipmen must apply for an SPB by submitting enclosure (2) to the unit PNS. The unit PNS will verify that the midshipman earned a qualifying grade as described above and then forward the application to NSTC Comptroller (N8) for further processing and coordination with Defense Finance and Accounting Service, Cleveland.

10. Academic Major Transfer Requests. The academic major tier transfer policy for NROTC is set forth in reference (b). Further guidance for specific LREC academic program transfers during the freshman, sophomore or junior year (program policy defines these college years as a midshipman's first through third years of Naval Science) are provided below:

a. For LREC Tier 3 to Tier 1 or 2 transfer requests and Non-LREC Tier 3 to LREC Tier 3 transfer requests

(1) If the LREC or academic major list changes, the most recent approved list will apply to academic major transfers.

(2) If a midshipman adds terms (semester or quarter as appropriate) beyond four years by transferring academic majors, the midshipman will incur the additional costs or gain additional financial assistance per reference (i).

(3) The PNS may approve a transfer request if that request is in the best interest of the Navy.

(4) Process:

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(a) The midshipman submits an academic major change request to the PNS a minimum of one term in advance of the desired change to facilitate its approval before the midshipman executes a new degree plan.

(b) The PNS reviews submission and either approves or disapproves the request and notifies NSTC OD of the final decision.

b. For LREC Tier 3 to non-LREC Tier 3 transfer requests and Tier 1 or 2 to LREC Tier 3 transfer requests

(1) If the LREC or academic major list changes, the most recent approved list will apply to academic major transfers.

(2) If a midshipman adds terms beyond four years by transferring academic majors, the midshipman will incur the additional costs or gain additional financial assistance per reference (i).

(3) As required, NSTC OD will convene a panel from a slate approved by CNSTC to review midshipmen requests to transfer to Tier 3 academic majors. Panels will consist of no fewer than three officers or federal civilians and will include representation from three of the following NSTC departments: Nuclear Programs, Professional Development, Selection and Placement, Unit Operations, and Student Operations. NSTC Professional Development will chair the panel. Midshipmen not recommended for a tier change may still be eligible for other scholarship options such as College Program, Nurse Corps Program, or Marine Corps Program.

(4) Process:

(a) The midshipman submits an academic major change request package a minimum of one term in advance of the desired change for initial evaluation by the NROTC unit staff and final review by an academic major change panel. The midshipman package must include reasons for the desired change, copies of transcripts, additional information as articulated in the implementing OPMIS Official Mail Message, and existing and proposed degree plans.

(b) NROTC unit staff reviews change request package and PNS forwards with endorsement to the academic major change panel for evaluation. Endorsement must include comments related



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to the reasons for the academic major change and applicant performance (e.g., character, academic performance and course load, aptitude, etc.).

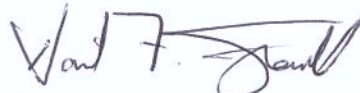
(c) NSTC OD will forward the panel results to CNSTC or a designee for review. Once approved/disapproved, CNSTC or a designee will return the results to the PNS for appropriate action.

c. Failure to enroll in specified courses

(1) If a midshipman fails to enroll in courses appropriate to the LREC academic major to which assigned, NSTC will consider the midshipman not in compliance with program requirements and the NROTC unit will take appropriate, immediate action per reference (j).

(2) NROTC units will offer three options to freshmen NROTC Navy Option Scholarship midshipmen who depart their respective LREC academic major and are not placed into another academic major tier: College Program option, transfer to the Marine Corps or Nurse Corps option, or NROTC Program disenrollment.

(3) NROTC units will offer the College Program option as a first choice to NROTC Navy Option Scholarship midshipmen who have started their sophomore year, signed the NROTC Scholarship Service Agreement, but then depart their respective LREC program and academic major tier and do not follow the required process for placement into another academic major tier. NROTC units may also consider the midshipman for transfer to the Marine Corps and Nurse Corps. If the midshipman declines the College Program option and is not approved for transfer to the Marine Corps or Nurse Corps programs, the NROTC unit will recommend the midshipman for disenrollment, and the midshipman will either incur an obligation for active service or reimburse the United States for educational costs expended on the student's behalf, unless waived by the Secretary of the Navy as outlined in reference (k).



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Distribution: (NSTCINST 5216.1B)  
List 3 & 4

**NROTC REGIONAL/CULTURAL AREAS AND FOREIGN LANGUAGES**

1. Navy Approved Regional/Cultural Courses for NROTC LREC Program. NSTC will direct midshipmen to focus on one of the regional/cultural areas listed below when selecting an LREC academic major.

a. Regional/Cultural Areas:

- (1) Africa
  - (a) Sub-Saharan
  - (b) North Africa
- (2) Central Asia
- (3) East Asia/China
- (4) Middle/Central/Latin America
- (5) Middle East
- (6) South Asia
- (7) Southeast Asia
- (8) Southwest Asia
- (9) Russia/Eastern Europe

2. Navy Approved Language Courses for NROTC LREC Program. NSTC will direct midshipmen to focus on one of the languages listed below when selecting an LREC academic major or any of the languages listed in the Navy Strategic Language List per reference (1) or versions applicable at the time.

a. Foreign Languages:

Arabic	Malay
Asante Twi	Pashto
Cambodian	Persian
Central Asian Languages	Portuguese
Chinese	Russian
Czech	Serbo-Croatian
Dari	Somali
Farsi	Spanish

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French  
German  
Hebrew  
Hindi  
Italian  
Indonesian  
Japanese  
Korean  
Kurdish

Swahili  
Tagalog  
Thai  
Turkish  
Ukranian  
Urdu  
Vietnamese  
Wolof

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**NROTC SKILL PROFICIENCY BONUS APPLICATION (Example)**

Date:

From: Student Name

To: PNS Name and NROTC Unit

1. I request the Foreign Language Skill Proficiency Bonus (SPB) entitlement for the following academic course and term:

Course Number and Title:

School Academic Term:

Date of Completion:

(Signature)  
Student Name

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**NROTC SKILL PROFICIENCY BONUS COMMAND ENDORSEMENT (Example)**

(NROTC Unit Letterhead)

SSIC  
Ser N00/  
Date

FIRST ENDORSEMENT on MIDN, XXX-XX-0000 ltr of XX Month YR

From: Commanding Officer, NROTC Unit  
To: NSTC Comptroller (N8)

1. I certify that the individual listed below is an NROTC Navy Option Scholarship or Advanced Standing College Program midshipman, enrolled in this NROTC Unit, and is eligible and entitled to receive an annual Foreign Language Skill Proficiency Bonus (SPB) in the amount of \$ for the completion of the following academic course with a letter grade of "A" or "B," to include a grade of "Credit Earned" (CR), in which CR is equivalent to a letter grade of "A" or "B."

Student Name:  
Social Security Number:  
School Code and UIC:  
Course Number and Title:  
Course Completion Date:  
Last Date SPB Received:  
Bank Routing Number:  
Checking Account Number:

2. I certify that the foreign language listed above is included in Enclosure 1 of the NSTCINST 1550.1D, and if the individual listed above has completed prior foreign language academic courses and received a Foreign Language SPB, I certify that the above foreign language academic course is progressively more difficult and in the same foreign language that the individual received a prior Foreign Language SPB payment.

3. I validate that the student listed above has not received any prior Foreign Language SPB payments this academic year and understand the student is eligible for only one Foreign Language SPB per academic year.

(Signature)  
Commanding Officer