

# NAVAL RESERVE OFFICERS' TRAINING CORPS (NROTC) OFFICER INTERVIEW (OI) FORM

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## AGENCY DISCLOSURE NOTICE

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**PLEASE DO NOT RETURN YOUR RESPONSE TO THE EMAIL ADDRESS ABOVE.**

Responses should be sent to:

Naval Service Training Command NROTC  
Selection and Placement N9  
Building 3, Room 106  
320A Dewey Avenue  
Great Lakes, IL 60088

**PLEASE READ THE FOLLOWING STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974 BEFORE COMPLETING THE APPLICATION.**

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. § 301, Departmental Regulations; 10 U.S.C. 2107 (Financial Assistance Program); E.O. 9397 (SSN), and System of Records Notices (SORNs) N01130-1 and N01080-3.

**PURPOSE(S):** To manage and contribute to the recruitment of qualified men and women for officer programs and the regular and reserve components of the Navy. To ensure quality military recruitment and to maintain records pertaining to the applicant's personal profile for purposes of evaluation for fitness for commissioned service. The information you provide will be used to determine whether you qualify, and should be nominated for, an NROTC Scholarship. If you are nominated, the information will be used to enroll you into NROTC and will be used by the Navy in its management of the NROTC program.

**ROUTINE USE(S):** Information provided on the application will be used to screen and select individuals to receive scholarships, maintain data on the scholarship program, compare scholarship applicants from previous or subsequent years, and provide academic data and contact information to Navy activities and admissions officials at colleges and universities for recruitment purposes. Other uses may include providing the information to officials and employees of: the Department of Transportation; other agencies of the Executive Branch upon request in relation to the management of quality of military recruitment; the Department of Veterans Affairs and Selective Service Administration in relation to enlistment or reenlistment eligibility; Federal, state or local agencies that maintain civil, criminal and other relevant information pertaining to the letting of contracts; in response to an inquiry from a congressional office of record for an individual; to the Office of Personnel Management (OPM) to carry out legally authorized government-wide personnel management functions and studies; and to the General Services Administration (GSA) for the purposes of records management under the authority of 44 USC § 2904 & 2906. Information provided in this application is protected by the Privacy Act and will not be released outside of the Department of Defense without your permission, unless it comes with an exception to the Act, or one of the routine uses in 32 C.F.R. § 701.112, <https://www.navy.mil/privacy.asp>, and the routine uses set forth here. If you are nominated for an NROTC Scholarship, the information will be released to the top five schools you indicated on your application. Your information and notification of status may also be provided to your high school so they may assist with the final stages of the process.

**DISCLOSURE:** Voluntary. However, failure to do so may result in our inability to process your application for the NROTC program. Note that the Social Security number (SSN) is required at the time of application to ensure proper identification of the applicants. There are times when applicants have the same names, therefore the collection of SSN is required to ensure proper identification.

More information on the SORNS can be found at the following link(s):

[http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01\\_131-1.aspx](http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6411/n01_131-1.aspx),  
<http://dpclo.defense.gov/Privacy/SORNSIndex/DODComponentArticleView/tabid/7489/Article/6410/n01080-3.aspx>.

NROTC Officer Interview (OI) Form

Applicant's Name:  Last 4 of SSN#:  Date:

Name of interviewer Last:  First:  MI:

Rank:  Designator:  Unit:  Phone Number:

Number of NROTC interviews conducted this cycle:  Total:

I have reviewed the current OI training (initials)

Prior to conducting the interview, review the candidate's application and comment on any discrepancies found that may be relevant to the Scholarship Selection Board. Ask the applicant to clarify and explain any inconsistencies in the application form.

Comments:

## INTERVIEWER INSTRUCTIONS

This form is designed to assist in the process of evaluating a candidate's suitability for the Naval ROTC program and eventual service as a Naval Officer. The 10 desired traits you will evaluate were chosen based on senior naval leadership identifying these traits as being critical to success as a Naval Officer. The desire is to bring the right people into the NROTC program who have a solid foundation that can be built upon through focused training and development during the course of their college career.

Please keep in mind that although you have been exposed to their record, this interview should be a stand-alone evaluation. Any information you submit via the OI should come during the course of your questioning of the candidate. Questions have been provided to assist you in assessing a candidate's strength in the 10 desired traits. Please select two questions (or more if desired) to foster conversation in order to assist in your assessment of the candidate. The Traits are **1.**

**Propensity to Serve 2. Team Player/Engaged 3. Communication 4. Initiative 5. Innovation 6. Toughness 7. Leadership/Followership and 8. Character.**

A final category, *Overall Suitability*, is included to provide the interviewer's assessment of the candidate's propensity to succeed in the NROTC program and as a future Naval Officer. The judgment for rating this category should be based on all the information available to the interviewer as a result of the interview process. Utilize the information gathered and the ratings provided for the individual traits to inform the *Overall Suitability* rating.

Comments must be entered for each of the Traits and the Overall Assessment. You are potentially the only Naval Officer that will meet with the candidate, your comments are critical in assisting the board members with their selections. There is no requirement to fill-up the "white space," a comment need only be long enough to sufficiently express your assessment of the applicant in that Trait or Overall Suitability. Additionally, comments do not need to include the specific answers to the questions you posed unless you believe their answer directly illustrates a characteristic of the individual.

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**Desired Trait 1: Propensity to Serve**

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**Definition:** Propensity to Serve is a reflection of the applicants expressed desire to ultimately serve in the U.S. Navy/Marine Corps. It shall be measured by their understanding of what military service means to them, their goals, and the depth of knowledge of the military and specific warfare disciplines.

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- 1. Why have you have decided you want to serve your country as a Navy / Marine Corps Officer?**
- 2. What experiences have you had that influenced your desire to join the NROTC program and the military in general?**
- 3. Which warfare specialty interests you the most and why? Would you still want to serve if you were placed in a warfare specialty that was not your first choice?**
- 4. Did you grow up in a military family? Did anyone in your family serve in the military?**

<b><u>Below Expectations</u></b>			<b><u>Meets Expectations</u></b>				<b><u>Exceeds Expectations</u></b>		
<ul style="list-style-type: none"><li>• Only wants to serve in one specific community.</li><li>• Not willing to consider other paths to commission</li><li>• Self-serving motivation for the scholarship.</li><li>• Only wants a commission if it fits their plan.</li><li>• Concerned with what the Navy can do for them and not vice versa.</li></ul>			<ul style="list-style-type: none"><li>• Passionate about a specific community, with a general understanding of NROTC program.</li><li>• Only willing to serve in some communities but not others.</li><li>• Under appropriate circumstances, willing to subordinate personal interests.</li></ul>				<ul style="list-style-type: none"><li>• Passionate about a specific community, however, is willing to serve where needed.</li><li>• Strong knowledge of NROTC program and naval service.</li><li>• Applying for a NROTC scholarship for the purpose of serving country and will pursue other commissioning sources.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:**

**Additional questions if required/desired:**

- 5. What can you tell me about the NROTC program? Why does the program appeal to you?**
- 6. If you are not selected for a NROTC Scholarship, what is your plan?**

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## Desired Traits 2: Team Player / Engaged

**Definition:** How the individual functions in a group setting, putting the group's goals ahead of their personal goals. Actively engaged with their activities, organizations and groups, not passive participants. Seeks out mentorship and feedback and gives back to the organizations they are members of. Seeks and builds connectedness.

1. Give me an example of when you have been asked to sacrifice your personal success and gratification in order to serve a larger group or organizational goal.
2. Tell me about a time when you were in a group when the group was not doing well or not achieving its goals. How did you handle this?
3. Which activity are you most engaged in, why and how? Explain your role(s) in that activity. What roles or goals do you aspire to, and what are you doing to get there?
4. What is your favorite subject in high school? Why? What do you do to improve your knowledge in it? (Looking for activity outside of standard class and assignments.)

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>• Has little understanding of the importance of teamwork, team goals or putting the success of the team ahead of the individuals.</li><li>• Unable to demonstrate any real interest in school or activities, or knowledge of events and policies.</li><li>• Only does the minimum required in any activity.</li></ul>			<ul style="list-style-type: none"><li>• Has understanding of the importance of teamwork, team goals and putting the success of the team ahead of individual success.</li><li>• Demonstrates good connection to the activities in their life; able to articulate events, policies, and goals.</li><li>• Will put the team success ahead of his/her own and takes ownership.</li></ul>				<ul style="list-style-type: none"><li>• Has well developed understanding of the importance of teamwork and team goals. Will put the team success ahead of personal success.</li><li>• Active commitment and involvement to school or activities.</li><li>• Makes decisions on what is best for the team and how it affects others.</li><li>• Has goals and is executing a plan to attain them.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:**

**Additional questions if required/desired:**

5. In college and professional sports, athletes can transfer from team to team without penalty. What are your thoughts on this? Do you think it is okay for an athlete to leave his/her team because they are not getting playing time or the team is not winning in hopes of getting more playing time with a more winning team?

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### Desired Trait 3: Communication

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**Definition:** Demonstrates the ability to express oneself effectively in individual or group situations including gestures and other forms of nonverbal communication.

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1. What would you do if you there was a breakdown in communication in a project you were working on?
2. Do you prefer written or verbal communication? Why?
3. What would you do if you misunderstood an important communication from a leader?
4. How do you use your communication skills to establish connectedness?

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>• Unable to effectively answer questions.</li><li>• Unable to organize thoughts and answer questions directly.</li><li>• Does not display active listening.</li></ul>			<ul style="list-style-type: none"><li>• Able to communicate adequately.</li><li>• Able to organize thoughts and respond to questions.</li><li>• Demonstrates active listening.</li></ul>				<ul style="list-style-type: none"><li>• Engages in effective communication skills including active listening, engagement and interaction. Builds connectedness</li><li>• Able to communicate specific details and examples, elaborate and provide a thoughtful, mature response.</li><li>• Strong ability to organize thoughts and respond thoughtfully.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:**

**Additional questions if required/desired:**

5. What makes someone a good versus poor communicator?
6. Have you ever had to work with someone who was a poor communicator? How did you handle the situation?
7. How do you show someone that you are engaged when communicating with them face to face?

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## Desired Trait 4: Initiative

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**Definition:** Recognizing deficiencies, taking action to correct them and taking accountability for the results. Making lasting improvements to processes.

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1. What does initiative mean to you and how does someone display initiative?
2. Tell me about a time where you displayed initiative and the outcome.
3. What have you done to self-improve some of your weaknesses?
4. What is an example of when you saw inaction and stepped up to correct/fix/adjust the issue?

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>•Does not understand initiative.</li><li>•Does not take responsibility for outcomes.</li><li>•Waits for direction from authority.</li><li>•Requires oversight to complete tasks.</li></ul>			<ul style="list-style-type: none"><li>•Recognizes opportunity to take action.</li><li>•Takes action but does not institute lasting changes.</li></ul>				<ul style="list-style-type: none"><li>•Takes decisive action.</li><li>•Takes responsibility for outcomes, both good and bad.</li><li>•Understands process improvement and seeks long lasting change.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

### Specific Reasons for Assessment and Rating:

### Additional questions if required/desired:

5. What is your preferred work style? Do you prefer working alone or as part of a team?
6. Tell me a time when you identified a problem with a process and what steps did you take to improve the problem?
7. What goals, including career goals, have you set for your life?

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## Desired Trait 5: Innovation

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**Definition:** Innovation is the creation of a new idea, method, or device. Innovation is present when a candidate shows evidence of problem solving or finding new ways to do old things. Many students may be innovative in the way they work and not know it.

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**1. Have you ever figured out a way to solve a problem that no else could figure out?**

**If so, please describe the problem and the way that you solved it.**

**2. Have you ever organized people in a new way in order accomplish a task? If so describe how the old organization wasn't working and how you fixed it!**

**3. Have you ever developed a unique device or invention? If so, please describe the invention and what inspired you to create it.**

**Prompt: Think Science Fair, Engineering Club or Robotics Club.**

**4. Would you describe yourself as an innovative person?**

<b><u>Below Expectations</u></b>			<b><u>Meets Expectations</u></b>				<b><u>Exceeds Expectations</u></b>		
<ul style="list-style-type: none"><li>• Unable to demonstrate any real interest in school or activities, or knowledge of events and policies.</li><li>• Generally uninformed.</li><li>• Only does the minimum required in any activity.</li><li>• All actions are dictated by authority (parents, teachers, etc.)</li><li>• No goals or desire to improve, no aspirations for more responsibility.</li></ul>			<ul style="list-style-type: none"><li>• Demonstrates good connection to the activities in their life; able to articulate events, policies, and goals.</li><li>• Generally informed about their activities and current events, and/or the military.</li><li>• Has goals and an understanding of how to attain them.</li><li>• Seeks out advice and feedback, interacts with teachers.</li></ul>				<ul style="list-style-type: none"><li>• Active commitment and involvement in school or activities.</li><li>• Well-informed about policies and events in school, extra-curricular activities, current events, or military.</li><li>• Has goals and is executing a plan to attain them. Demonstrates proactive learning and improvement.</li><li>• Active in mentorship, both receiving and giving. Makes personal connections with their activities.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:**

**Additional questions if required/desired:**

**5. Describe in your own words what it means to innovate.**

**6. Have you ever written a song for yourself or as part of a Band? If so please describe the song and what inspired you to write it.**



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## Desired Trait 6: Toughness

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**Definition:** The ability to thrive in any conditions. Demonstrates an ability to see difficult tasks through to completion and handle setbacks and stress. Accepts responsibility for their actions. Reflects on and learns from experiences. Has a culture of physical fitness.

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1. Describe a time or event in your life when you failed and what you learned from it? How did you overcome this failure?

2. Give an example when you had too much to do. How did you resolve conflicts in your schedule? (How did you prioritize for your efforts? Did you overcome any setbacks?)

3. What is your workout routine? What do you do when you have no organized work outs? (How far do you run/swim/bike? What is your normal weight lifting routine?)

4. How do you respond to criticism? Provide an example.

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>• Not able to give examples of experiences.</li><li>• Negative attitude, blames others.</li><li>• More concerned with the past than the future.</li><li>• Does not have methods for dealing with stress.</li><li>• Does not participate in regular physical activity.</li><li>• Uncomfortable during the interview, seemed easily rattled and unusually nervous.</li></ul>			<ul style="list-style-type: none"><li>• Normal life experiences and reflection.</li><li>• Is able to deal with stress sometimes but not others.</li><li>• Is involved in school sports but strictly motivated by coach.</li><li>• Looks physically fit and appears to be within height/weight standards?</li><li>• Interviewed well with normal nerves and deportment.</li></ul>				<ul style="list-style-type: none"><li>• Positive attitude, clearly had reflected on past experiences and learned from them. Accepts full responsibility.</li><li>• Willing to fail, tolerate discomfort then reflect, move on and succeed.</li><li>• Has methods for dealing with stress that provide positive outcomes.</li><li>• Regularly participates in strenuous physical activity or frequent physical activities not formal sports.</li><li>• Handles the interview with ease. Calm and thoughtful.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:**

**Additional questions if required/desired:**

5. Please describe a frustrating experience you faced and how you handled it.

6. When someone challenges your ideas, what do you do?

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## Desired Trait 7: Leadership/Followership

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**Definition:** Leadership is developing others and helping them reach their potential. Leaders enable teams to think more clearly, learn more rapidly and make better decisions faster and more accurately than our adversaries. Followership is the intentional practice on the part of the subordinate to enhance the performance of teams and achieve organizational objectives through interchange between the follower and the leader.

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1. What are the attributes of an effective leader?
2. What values are most important to you as a leader? As a Follower?
3. What teams or groups have you been a part of before (sports / clubs / church groups / etc.) and what was your role on the team / group?
4. Tell me a situation your leadership or followership enabled the success of the team?

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>•Does not show leadership potential.</li><li>•Concerned about themselves and not the team.</li><li>•Does not understand that leaders and groups cannot function without followers.</li></ul>			<ul style="list-style-type: none"><li>•Has potential to learn to be a leader.</li><li>•Understands the need to motivate teams.</li><li>•Understands concept of followership.</li><li>•Has been part of teams and seen them work together to succeed.</li></ul>				<ul style="list-style-type: none"><li>•Shows strong leadership traits.</li><li>•Ready to take charge and motivate a team.</li><li>•Concerned about the success of the team and the individuals.</li><li>•Has well developed understanding of followership's importance and relationship to successful outcomes.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

**Specific Reasons for Assessment and Rating:** |

**Additional questions if required/desired:**

5. How would you describe your leadership style?
6. Who is your favorite leader? Why?

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## Desired Trait 8: Character

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**Definition:** Demonstrates integrity, accountability and professionalism. Has a solid understanding of what is right and possesses a foundational character that inspires trust and can be built upon to support the Navy's core values of Honor, Courage and Commitment.

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1. Who or what in your life has shaped your values and what are some of those values?
2. What does the word integrity mean to you? Tell me about a time when you or someone else's integrity was called into question.
3. How do you demonstrate that you are accountable for your actions? Do you hold yourself accountable when no one is watching? Do you hold others accountable?
4. What are your thoughts on becoming a professional Naval Officer? What does professional mean to you?

<u>Below Expectations</u>			<u>Meets Expectations</u>				<u>Exceeds Expectations</u>		
<ul style="list-style-type: none"><li>• Has little understanding of the importance of integrity, accountability and professionalism.</li><li>• Makes decisions with little regard of what is right.</li><li>• Makes decisions without considering the consequences.</li></ul>			<ul style="list-style-type: none"><li>• Is grounded and understands the importance of doing what is right.</li><li>• Had life experiences that help shape basic character.</li><li>• Does not consider all the consequence before making a decision.</li><li>• Knows what is right but does not always choose it.</li></ul>				<ul style="list-style-type: none"><li>• Has well developed understanding of and demonstrates integrity, accountability and professionalism.</li><li>• Had life experiences that shaped a solid foundational character.</li><li>• Indicates a willingness to accept the known (and unanticipated) consequences of taking actions or making a decision.</li><li>• Strives to do what is right.</li></ul>		
①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

### Specific Reasons for Assessment and Rating:

**Additional questions if required:**

5. How do you demonstrate honesty in your daily life?
6. Do you take responsibility for your mistakes? If so how, if not, why not?

## Overall Suitability

Assess the candidate's Overall Suitability for the NROTC program and potential as a Naval Officer. Rate this category based on impressions of the candidate you **assessed during the interview**. This **SHOULD NOT** simply be the average of all your assessed traits but rather your overall assessment of the candidate's suitability as determined during this interview. Please use the space below to also comment on any other relevant topics of interest to the NROTC Selection Board if required.

Do Not Recommend	Overall Assessment for NROTC Program and Commissioning									
<ul style="list-style-type: none"> <li>Does not meet program requirements.</li> <li>Do Not recommend for NROTC Scholarship.</li> </ul>	Will succeed with maturity and mentorship through ROTC. Lacks experience and/or perspective.	Solid candidate just needs more training and Experience. Requires further Evaluation at NROTC. Good Character.	Stellar candidate, already shows the character Skill and attitude to be a great Naval Officer. Impressive.	The best Candidate ever interviewed. Already a mature leader of impressive character that would perform well amongst fleet junior officers.						
①	①	②	③	④	⑤	⑥	⑦	⑧	⑨	⑩

### Specific Reasons for Assessment and Rating:

I rate this candidate a  versus my overall OICA

OICA = Average of all your *Overall Suitability* ratings