

12 July 2004

Greetings,

We have big policy changes regarding e-mail correspondence! In an effort to improve the timeliness of our response to your e-mail questions, we have added our Department Heads onto the OH e-mail group. This means that they will all see your messages at the same time that I do, and will be able to tackle your issue without having to wait for me to forward it to them.

This is what we ask of you -- In the subject line write YOUR last name:subject (MCLEARY:TUITION)

These are the categories to choose from:

**TUITION** (*self-explanatory*)

**CAREER PLANNING** (*if you request info on GMO tour, residencies, Internships etc*)

**LWOP** (*if you need to request leave without pay, delay graduation, requesting resignation etc.*)

**AT** (*questions regarding annual training including clerkships, school orders or OIS*)

**REIMBURSEMENTS** (*following up on your claim-send it certified and then wait 12 weeks*)

**PAY/ADMIN/MEDICAL** (*This includes stipend questions, name changes, follow up on annual cert or HIV test, request income verification, change dependency status (add family member), address change, records maintenance etc*)

**OTHER** (*I will take the questions or issues not listed above*)

Give us at least a week to respond before you send a follow up message (Write "FOLLOW UP" in the subject line and I will handle those). Please note that July and August are the months that our staff tries to take a vacation so we will not be manned at full capacity. **Please be patient!**

### **MAINTAINING WEIGHT STANDARDS**

Message from our Director:

The Armed Forces all have height/weight standards in which you are required to comply with. When you applied for scholarships, you had to be within this standard. Otherwise, you would have been ineligible. When you complete your annual physical certificate, your height/weight is recorded. If you are not within standards, according to the chart or measurements, then you will not be able to perform your Annual Training (AT) and you will forfeit the active duty pay associated with it. If you continue to be out of standards, then you run the risk of administrative separation from the Navy and forfeiture of your scholarship with full recoupment of funds. Before anyone thinks that this might be a way to get out of their obligation, let me point out that the Bureau of Naval Personnel makes the final determination and they have the authority to bring you on active duty as an enlisted sailor to complete any obligation you may have incurred.

Link to page to see Navy Weight Chart:

[http://www.comilstd.org/navy\\_hw.htm](http://www.comilstd.org/navy_hw.htm)

**Have a wonderful week!**

**Registrar**