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UNIVERSITY OF WASHINGTON NROTC INSTRUCTION 3120.1B

From: Commanding Officer, NROTC Unit, University of Washington

Subj: HUSKY BATTALION STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) NSTC M-1533.2E Regulations for Officer Development  
(b) OPNAVINST 6110.1K, Physical Readiness Program  
(c) BUPERSINST 1610.10E, Navy Performance Evaluation System  
(d) NAVPERS 15665J, United States Navy Uniform Regulations  
(e) MCO 1020.34H, Marine Corps Uniform Regulations  
(f) NSTCINST 5211.1C, NSTC Privacy Program  
(g) United States Navy Regulations  
(h) Marine Corps Manual  
(i) NETC P1552/16 (07-17), Navy Swimming and Water Survival  
(j) SECNAVINST 1650.1 (series), Navy and Marine Corps Awards Manual  
(k) NSTC M-1533.5D, Midshipman Summer Training Manual  
(l) Naval Education and Training Command Website:  
[http://www.nrotc.navy.mil/training\\_info.html](http://www.nrotc.navy.mil/training_info.html)  
(m) SECNAV M-5216.5, Department of the Navy Correspondence Manual  
(n) UW SOP for Drill Rifles

Encl: (1) Counseling Sheet  
(2) Request Chit Decision Matrix  
(3) Officer of the Day (OOD) / Junior Officer of the Day (JOOD) Duties and Responsibilities  
(4) Field Day Checklist  
(5) NSTC 1533-115, Academic Performance and Counseling Record  
(6) NROTC UW Form 1533/3, Academic Change Request  
(7) Sample Battalion Organizational Chart

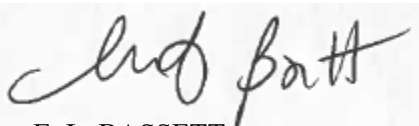
1. Scope and Applicability. This instruction applies to all personnel assigned to the University of Washington (UW) Naval Reserve Officers Training Corps (NROTC) unit. The term “students” refers to all Midshipmen (MIDN), Officer Candidates (OCs), and participants in the Marine Enlisted Commissioning Education Program (MECEPs) who are receiving officer training in the UW NROTC unit. All students are members of Husky Battalion. Active duty staff members will be referred to as the “unit staff”. Students may also be referred to as the “Battalion staff”, “student staff”, or “Battalion members” for the purposes of this document. Reference (a) and other Naval and Marine Corps policies take precedence over this instruction.

2. Cancellation. This instruction supersedes UWNROTCINST 3120.1 dated 13 Sep 23.

3. Purpose. This instruction is to be used as a guide, in conjunction with reference (a) and established Navy and Marine Corps regulations and instructions, for the conduct and performance of Husky Battalion

members. All members shall hold their peers and subordinates accountable to the rules and regulations contained herein.

4. SOP Changes. SOP changes shall be routed to the Battalion Commander (BC) via the Battalion chain of command, who will then forward them to the Commanding Officer (CO) via the Marine Officer Instructor (MOI). If the request is approved, the Adjutant (ADJ) will update all copies of the SOP and brief the Battalion on changes within one week. The unit staff may also recommend changes and route to the CO for approval.

A handwritten signature in black ink, appearing to read "E. L. Bassett", is centered on the page. The signature is written in a cursive style with a large initial "E" and "L".

E. L. BASSETT

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**CHAPTER 1**  
**MISSION STATEMENT**

**1-1 Mission of the NROTC Program.** The Naval Reserve Officers' Training Corps (NROTC) Program was established to develop future officers morally, mentally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

**1-2 History of the NROTC Program.** The NROTC program was established in 1926 to give young men baseline knowledge in Naval Warfare so they may undertake careers in the Naval profession. The University of Washington's Husky Battalion was one of the six original NROTC units that included University of California at Berkeley, Georgia Institute of Technology, Northwestern University, Harvard University, and Yale University. The unit expanded as the Marine Corps entered the NROTC program in 1932, and women entered the program starting in 1972.

**CHAPTER 2**  
**BATTALION STRUCTURE AND BILLETS**

**2-1 Purpose.** The Husky Battalion chain of command structure exists to enhance member performance by providing leadership training, assigning duties and responsibilities, and providing a system for the resolution of problems at the lowest level. All members of Husky Battalion can expect to hold positions in this chain of command and/or collateral duties during their time at UW.

**2-2 Structure.** Figure 2-1 outlines all Husky Battalion billets and the Navy or Marine Corps rank associated with each billet. Battalion members in an officer billet shall be rendered proper naval customs and courtesies. Enclosure (7) provides a sample Battalion organizational chart, showing the relationship of these billets. The Battalion structure and chain of command, consisting of the Battalion staff and four companies – Poseidon, Trident, Kraken, and Bulldog – will be routed through the Husky Battalion staff, recommended by the unit staff, approved by the unit CO, and published prior to each command period. This structure serves as a basic guideline and may be revised to suit Battalion manning. Likewise, Battalion billets may be combined or eliminated to suit manning. All revisions will be published with the same routing process as the original organizational chart.

<u><b>Title</b></u>	<u><b>Billet Rank</b></u>
<b><u>Battalion Staff</u></b>	
Battalion Commanding Officer	MIDN CAPT/Col
Battalion Executive Officer	MIDN CDR/LtCol
Battalion Sergeant Major	MIDN Class Rank
Active Duty Leader	OC/MECEP Rank
Battalion Operations Officer	MIDN LCDR/Maj
Battalion Adjutant	MIDN LT/Capt
Physical Training Instructor	MIDN LCDR/Maj
Battalion Supply Officer	MIDN LT/Capt
Battalion Communications Officer	MIDN LT/Capt
<b><u>Company Staff</u></b>	
Company Commander	MIDN LCDR/Maj
Company First Sergeant	MIDN Class Rank
Squad Leaders	MIDN Class Rank
<b><u>Collaterals</u></b>	
PAO/Historian	MIDN ENS/2ndLT
Assistant Physical Training Instructor	MIDN Class Rank
Assistant Operations Officer	MIDN LTJG/1stLT
Tutor Warden	MIDN ENS/2ndLT
Company Supply Chief	MIDN Class Rank
Armory Officer	MIDN Class Rank
Color Guard Commander	MIDN LTJG/1stLT
Drill Platoon Commander	MIDN LTJG/1stLT
Drill Platoon Sergeant	MIDN Class Rank
Special Event Coordinators	MIDN Class Rank
Sail Team CO	MIDN Class Rank
Compass and Chart President/Representative	MIDN Class Rank

FIGURE 2-1. BATTALION BILLET ASSIGNMENTS

**2-3 Duties and Responsibilities of Battalion staff.** The following provides the main duties and responsibilities for the Battalion staff billets outlined in Figure 2-1:

1. Battalion Commanding Officer (BC). Responsible for the overall performance, development, morale, and welfare of the Husky Battalion. Duties include:

- a. Carrying out the intent of the unit CO.
- b. Providing guidance to Battalion members on completion of tasks, Commander's intent, and professional development.
- c. Ensuring mission accomplishment.
- d. Managing major student and Battalion issues, and addressing them appropriately.
- e. Attending unit staff meetings on a weekly basis to provide the CO with the student perspective.

2. Battalion Executive Officer (BXO). Responsibilities include:

- a. Carrying out the intent of the BC.
- b. Providing guidance to Battalion members on completion of tasks, Commander's intent, and professional development.
- c. Ensuring mission accomplishment with an emphasis on training, discipline, and morale.
- d. Tracking major student and Battalion issues and addressing them appropriately, either via immediate action or through the weekly Personnel Report.
- e. Organizing and running Battalion staff meetings on a weekly basis.
- f. Supervising and directing the Battalion student staff.

3. Battalion Sergeant Major (BSM). Acts as the senior enlisted advisor to the Battalion Staff and Company First Sergeants. They will be advised by the Assistant Marine Officer Instructor (AMOI). Duties include:

- a. Advising the BC on issues of command climate, discipline, and training.
- b. Taking muster at Battalion-wide events, ensuring the cleanliness of Clark Hall during Field Day, overseeing the assignment of watches, and enforcing Battalion policies and regulations.
- c. Advising Company First Sergeants on issues involving personnel and encouraging leadership at the lowest levels.
- d. Keeping apprised of all policies of the commander and informing the battalion members accordingly.
- e. Responsible to the BC for logistic functions, inspections, ceremonies, and the execution of the plan of the day.

f. BSM shall collect the Personnel Reports (detailed in section 2-9) of Battalion Staff.

g. Disseminating the initial OOD/JOOD watchbill to the battalion for signups via Google Docs, and approving all modifications.

4. Active Duty Leader (ADL). The leading MECEP or Seaman to Admiral (STA-21) student designated by the unit staff to directly advise the BSM on the overall performance, discipline, and morale of all MECEP and STA-21 students. They will be advised by the Assistant Nuclear Power Officer (ANPO) or AMOI if an ANPO is assigned to the unit. Duties include:

a. Advising the unit and Battalion staff, particularly BSM, on personnel issues, including but not limited to personal, academic, and health issues regarding active duty students, particularly during the summer quarter.

b. Working with the unit and Battalion staff Operations Officers to coordinate with and assign duty drivers.

c. Assessing and recommending additional training for specific personnel via the individual's unit staff advisor.

d. Acting as a single point of contact, mentor, and leader for the MECEP and STA-21 students. This role supplements but does not replace the MECEP or OC's Battalion chain of command or company advisor.

e. Attending Battalion staff meetings and assisting the BSM in advising the BC on active duty matters, perspectives, and experiences when planning Battalion activities and decisions.

5. Battalion Operations Officer (OPSO). Responsible for the everyday operations of the Battalion and operational oversight of each Battalion activity that occurs during the command period. Duties include:

a. Creating and distributing the Plan of the Week (POW), and a Plan of the Year that is regularly updated and includes dates of all command-wide events.

b. Ensuring required manning and coordination for the execution of Battalion events, especially through the scheduling of In-Process Reviews (IPRs).

c. Maintaining the Battalion operations calendar.

d. Meeting weekly with the unit staff operations officer to discuss upcoming activities.

e. Briefing upcoming Battalion operations at student staff meetings.

6. Battalion Adjutant (ADJ). Responsible for disseminating and maintaining documents for the Battalion. Duties include:

a. Creating and distributing documents as requested by the BC.

b. Preparing Awards and Letters of Recognition for Battalion members.

c. Maintaining Awards and plaques along with the Battalion Historian.



d. Maintaining the turnover review sheets to be used by the off-going and on-coming billet holders during the turnover process.

e. Maintaining the Battalion Google Drive.

f. Publish a calendar of battalion-wide administrative deadlines, such as FITREP due dates, Initial Term Counseling deadlines, etc.

7. Physical Training Instructor (PTI). Responsible for the planning and execution of physical training for the entire command period. Duties include:

a. Leading command PT and Physical Readiness Tests (PRT) under the supervision of the Command Fitness Leader (CFL).

b. Performing height/weight measurements in accordance with Navy and Marine Corps Body Composition Assessment (BCA) guidance.

c. Data recording of Physical Fitness Assessment (PFA) scores.

d. Assisting in monitoring Fitness Enhancement Program (FEP) requirements.

e. Leading a healthy lifestyle for others to emulate.

f. Recommend one Assistant PTI per company to assist with overall duties and create a cohesive plan to develop Husky students' physical fitness and pursuit of self-improvement.

g. Meeting weekly with the CFL.

8. Supply Officer (SUPPO). Works as a liaison between the unit Supply Officer and Husky Battalion MIDNs, OCs, and Marines. The SUPPO will be advised by the AMOI. Duties include:

a. Preparing and overseeing sea bag issue to incoming MIDN candidates at NSO.

b. Ensuring MIDN are properly outfitted with the prescribed uniform items throughout the school year.

c. Maintaining the organization and cleanliness of the Battalion Armory and Supply Closet.

d. Recommending one Supply Chief per company to assist with overall duties and gear accountability.

9. Communications Officer (COMMO). Responsible for all communication and technology within the Battalion. Duties include:

a. Ensuring full operation of the 4<sup>th</sup> deck computer lab.

b. Filtering emails sent to the Battalion email address and sending them out following review.

c. Maintaining the Battalion office computer and printer as well as the wardroom information screen.

d. Maintaining the "uwnavy" battalion email list, ensuring incoming students are added to the list and former students are removed from the list.

e. Coordinating with the Public Affairs Officer (PAO) to ensure unit Facebook, Instagram, and other advertising websites are kept up to date with relevant information.

f. Responsible for coordinating support for JROTC unit events. These include UW campus visits and support for JROTC drill meets.

**2-4 Duties and Responsibilities of Company staff.** The following provides the main duties and responsibilities for the Company staff billets outlined in Figure 2-1:

1. Company Commander (CC). Responsible for the planning and execution of all company events to include PT, mess night, field day, and other activities delegated to company members. Duties include:

a. Meeting with the company's active duty staff advisor weekly to report updates concerning personnel wellness and development and to coordinate upcoming events.

(1) Bulldog CC will be advised by the MOI. They will be responsible for Field Exercises and any other training pertinent to preparation for Officer Candidate School and future success as Marines.

b. Working closely with the Company First Sergeant to maintain accountability and transparency of all members and to maintain oversight of any personal or academic issues that may arise.

c. Exercising authority to suggest any additional training or events that they would like to be conducted, with the final approval of their unit staff advisor.

2. Company First Sergeant. Acts as the administrative assistant to the Company Commander. They will be advised by the Battalion Sergeant Major and their Company Commander. Duties include:

a. Taking muster at Battalion events and tracking overall accountability of their company through Personnel Reports.

b. Leading field day for their company and ensuring the cleanliness of Clark Hall.

c. Enforcing Battalion policies and regulations for their company.

d. Leading drill requirements (e.g., marching their Company to Battalion Lab).

e. Overseeing and ensuring the execution of the company's Mentorship Tree program.

f. Assisting the company commander with informal counseling.

g. Generating a company level Long Range Training Plan (LRTP). They are responsible for developing tailored training and overseeing its execution on a company level, in accordance with CC guidance.

3. Squad Leaders. Each company will have at least two squad leaders who will maintain accountability for and pass word to/from their respective squad members. Additionally, squad leaders shall collect Personnel Reports, detailed in section 2-8. This billet is selected by the Company Commander and First Sergeant and approved by the Battalion and Unit chain of command per enclosure (7). Typically, this billet is intended for freshmen and sophomores.

**2-5 Duties and Responsibilities of Collateral billets.** Students may be assigned to and/or volunteer for various collateral duty billets as listed and approved on Enclosure (7). While not included in the student Chain of Command, collateral duty billets are critical to students' professional development. The following provides brief descriptions of the Collateral billets outlined in Figure 2-1:

1. Public Affairs Officer (PAO)/Battalion Historian. Responsible for documenting various battalion events for historical and Public Relations purposes. Responsibilities include:

- a. Ensuring a photographer is present at each significant Battalion event (photographer can be a Battalion member).
- b. Maintaining the Battalion's social media presence on the UW NROTC social media platforms (e.g. Instagram, Facebook).
- c. Working with representatives from each student company to ensure continuous and proper coverage of Battalion events.
- d. Maintaining a shared file of pictures taken at Battalion events for student and unit staff use.
- e. Ensuring the UW NROTC website is current and making updates as appropriate.
- f. Maintaining historical records of competition results and personnel awards.

2. Assistant PTI(s) (APTI). Responsible for assisting the PTI in formation and execution of the PTI's fitness plan for the battalion. One APTI will be assigned per company. Responsibilities include:

- a. Creating and executing a fitness plan for their company that is in line with the PTI's overall goals for the fitness of the Battalion.
- b. Assisting the PTI with the execution of Battalion PT.
- c. Assisting PTI with FEP as necessary.

3. Assistant OPS (AOPS). Responsible for assisting the OPSO with the execution of their duties as necessary. Responsibilities include:

- a. Creating the Battalion POW and managing the ship store code, as well as executing tasks delegated by the OPSO.
- b. Configuring and controlling technology used during the execution of Naval Science Lab.

4. Tutor Warden. Responsible for tracking, reporting, and maintaining the log of tutoring hours required by reference (a).

5. Company Supply Chief(s). Responsible for ensuring their respective companies are outfitted with all necessary gear. One Company Supply Chief will be assigned per company. Battalion staff will be issued gear through their respective Company Supply Chief. Responsibilities include:

- a. Receiving requests from Battalion members, passing requests to the SUPPO, and issuing gear approved by the SUPPO.

b. Assisting the SUPPO in maintaining the organization and cleanliness of the Battalion Armory and Supply Closet.

6. Armory Officer. Responsible for monthly, quarterly, and annual inventories of the drill rifles IAW reference (n). The Armory Officer will be advised by the AMOI.

7. Color Guard Commander. Responsible for leading the Husky Battalion Color Guard. Responsibilities include:

a. Maintaining a trained color guard that can participate in ceremonies on short notice.

b. Conducting training once a month to practice facing movements, smooth transitions between commands, and proper flag and rifle responsibilities.

c. Participating in ceremonies and Joint Service Color Guards in order to bring recognition to all of the Armed Forces at major events in the local community.

8. Drill Platoon Commander. Responsible for, and the final student authority to, the execution of freshman close order drill. The Drill Platoon Commander is normally selected after serving as one of the Drill Platoon Sergeants. Responsibilities include:

a. Ensuring the Drill Platoon Sergeants are effectively preparing the freshmen for the annual regulation drill competition held in conjunction with the Northwest Navy competition.

b. Scheduling and overseeing each drill practice.

c. Providing mentorship to Drill Platoon Sergeants.

9. Drill Platoon Sergeant(s). Responsible for working with the AMOI and Drill Platoon Commander to prepare the freshmen for the annual regulation drill competition. The drill team practice is typically held once a week on Thursday mornings (subject to change) and supervised by the AMOI.

10. New Student Orientation (NSO) Coordinator. NSO introduces incoming students to the academic and military requirements of the UW NROTC program. The NSO coordinator, advised by the MOI, is responsible for the planning and execution of all NSO events. Responsibilities include:

a. Developing and disseminating the NSO Welcome Aboard Guide.

b. Developing the training schedule.

c. Providing administrative briefs to unit and Battalion staff.

d. Assigning NSO leadership billets.

e. Coordinating on and off-campus training.

f. Coordinating the NSO picnic, if applicable.

g. Developing associated Operational Risk Management (ORM) worksheets and implementing controls.

11. Birthdays Ball Coordinator. The Navy and Marine Corps Birthdays Ball is an annual event held to celebrate tradition and camaraderie within Husky Battalion and its guests. The coordinator, advised by the AMOI, is responsible for the planning and execution of the event. Responsibilities include:

- a. Scheduling the venue. (HUB 2<sup>nd</sup> Floor Ballroom preferred)
- b. Hiring a catering service. (UW Bay Laurel Catering preferred)
- c. Coordinating the official ceremony.
- d. Directing set-up and tear-down of the event.
- e. Inviting a Guest of Honor and obtaining a gift.
- f. Briefing students on timelines and expectations.
- g. Selecting and requisitioning a gift for attendees.
- h. Advertising the event.
- i. Selling tickets for the event.

12. Northwest Navy (NWN) Coordinator. NWN is an annual NROTC competition between Oregon State University, the University of Idaho, the University of Utah, and the University of Washington. Students from each school field various teams, including intramural sports, academic bowl, and drill competition. Hosting responsibility rotates each year between the four schools. Responsibilities of the coordinator include:

- a. Coordinating sign-ups for each event.
- b. Coordinating travel and lodging for the Battalion, if UW is not the host university.
- c. Maintaining accountability for all students when traveling and at the event (accountability may be delegated to team captains).
- d. When UW is the host university, additional duties include:
  - (1) Scheduling the various venues needed for the event (e.g., sports fields, classrooms, ballroom, etc.).
  - (2) Developing a Letter of Instruction (LOI) to be sent to all units, including a schedule of events and scoring procedures.
  - (3) Coordinating lodging for visiting units.
  - (4) Planning the welcome dinner and the closing ceremonies.

13. Senior Mess Night Coordinator. Senior Mess Night is an annual Dining-In for students in the final year of the program and the unit staff. Responsibilities of the coordinator include:

- a. Selecting and securing a venue and catering service.

- b. Determining the date of the event (typically held near the end of Spring quarter).
- c. Planning and executing the official ceremony.

14. Commissioning Coordinator. Commissioning takes place at the end of each quarter upon the completion of finals week for graduating seniors. The coordinator job is split between the MIDN Commissioning Coordinator in the Fall through Spring quarters and the OC Commissioning Coordinator in the Spring through Fall quarters. The coordinator is advised by a designated unit staff advisor and is responsible for the planning and execution of commissioning events. Duties include:

- a. Scheduling the venue, including all required chairs, tents, tables, etc.
- b. Inviting a Guest of Honor and obtaining a gift.
- c. Coordinating with the commissioning class for scheduling purposes, biographies, photos, and ceremony preferences.
- d. Coordinating the official ceremony.
- e. Coordinating with student leads for ushers, set up, and tear down teams for the reception.
- f. Coordinating with Compass and Chart for reception funding.

15. Swim Coordinator. Works with the Swim Test Administrator to coordinate Battalion swim PT and to ensure Battalion members qualify as third class swimmers (at a minimum). The swim coordinator should have prior experience as a lifeguard and/or experienced swimmer. Responsibilities include:

- a. Planning and executing quarterly swim PT sessions (at a minimum, when the university pool is operational).
- b. Assisting the unit Swim Test Administrator in the planning and execution of second and third class swim qualifications.
- c. Planning and execution of the Swimming Enhancement Program (SWEP).

16. Veterans Appreciation Week Coordinator. Responsible for coordinating with the Army and Air Force ROTC units to ensure each event has the required amount of volunteers. The coordinator is advised by the AMOI. Responsibilities of the coordinator include:

- a. Coordinating with the Army and Air Force coordinators to ensure event requirements are met and an adequate number of personnel are provided.
- b. Coordinating with the Color Guard to ensure the Joint Color Guard is established.
- c. Communicating with the AMOI and Army and Air Force ROTC units for the entirety of Veterans Appreciation Week.

17. Joint Service Review (JSR) Coordinator. JSR is an annual UW event for all services - Navy, Marine Corps, Army, and Air Force - during which students are recognized for outstanding performance.

Responsibility is rotated each year between UW's three ROTC units. The coordinator is advised by the AMOI. Responsibilities of the coordinator include:

- a. Selecting and securing a venue.
- b. Inviting a guest speaker and obtaining a gift.
- c. Coordinating with various award organizations.
- d. Providing cake and refreshments.

18. Sail Team CO. Responsible for all sail team operations and is solely responsible for the safe operation of Vigilant. Organizes weekly sails, Opening Day, and regular races and overnight trips. Trains Battalion members to crew Vigilant and appoints crew leadership positions as necessary.

19. Compass and Chart President/Representative. UW NROTC is fortunate to have the Blue & Gold Foundation which donates money to Husky Battalion for student professional development. Compass and Chart is a student-run organization that works with Blue and Gold throughout the year. All Compass and Chart representatives are nominated and voted for by the students. As a student-run organization, Compass and Chart members will be advised by the NROTC Program Coordinator. Responsibilities include:

- a. Maintaining the ship's store.
- b. Providing inputs to the Program Coordinator for the annual Blue & Gold budget request brief.

**2-6 Billet Assignment.** The unit staff will assign billets with approval by the unit CO, per enclosure (7) (commonly referred to as the "placemat"). A number of factors are taken into consideration when assigning billets including seniority, performance, motivation, commitment, and experience. In general, a billet is assigned based on the needs of the individual assigned to the billet and the needs of the Battalion. Collateral duty billets are usually on a volunteer basis or selected by the Battalion staff, and are officially designated by publication of a revision of enclosure (7).

- a. BC applicants must interview with the CO.
- b. Refusal to assume a billet requires a written request to the CO. Students are advised that refusal of a leadership billet may result in a Performance Review Board (PRB).

**2-7 Turnover.** Change of command for the first command period will occur towards the end of the spring quarter, typically late May, of the previous academic year. The second command period will begin near the beginning of the winter quarter, typically late January, of the current academic year. Announcements for billet assignments should be made at least two weeks before the change of command to allow the off-going and on-coming billet holders time to conduct proper turnover.

**2-8 Mentorship Tree Program.** Developing professional relationships among Battalion members is vital to members' success in the NROTC program and as Junior Officers. This program will be executed on a company level, giving students the opportunity to develop mentor and mentee relationships.

**2-9 Personnel Reports.** Personnel Reports are prepared weekly in order to maintain accountability and to identify any personnel issues (personal, academic, physical, etc.). Company staff shall gather

Personnel Reports of their company members, compile the Reports into a cohesive document, and deliver them to the BSM. Battalion staff shall report their Personnel Report directly to the BSM, who shall compile the Reports into a cohesive document. The BSM will then deliver the Personnel Reports to the BXO, who will then deliver the Personnel Reports to the BC. In addition to the weekly report and in accordance with reference (a), students shall keep their company advisor informed of any issues via their company or battalion chain of command. If a student has a sensitive personal issue, they may speak directly to their advisor or any unit staff member. Battalion staff shall also be familiar with NSTC Instruction 5214.1(series), Commander's Critical Information Requirements (CCIRs). Any incidents that meet the reporting requirements of this instruction shall immediately be reported to the unit staff.



### CHAPTER 3

#### STUDENT FITNESS REPORTS

**3-1 Purpose.** Students shall complete Fitness Reports (FITREPs) as required by reference (a). The FITREP performance evaluation system provides a formal process for reviewing a student's developmental progress and measuring their aptitude for service as a naval officer. The objectives of Midshipmen FITREPs are below:

- a. Contribute to a student's national ranking for designator assignment, ship selection, aviation order of merit and disenrollment processing;
- b. Identify areas for improvement and provide counsel and guidance to improve officer-like qualities;
- c. Give each student experience performing professional observation and evaluation of individual performance;
- d. Rank students in their officer-like qualities for assignments to positions of authority and responsibility within the program; and
- e. Give the Battalion chain of command an opportunity to provide input to the unit staff of subordinate MIDN performance as they rank students for service assignment, assign Battalion positions, and other responsibilities.

**3-2 Reporting Period.** Students receive one FITREP per command period. FITREPs will be submitted to company advisors one month prior to the change of command and are due to the CO two weeks prior to the official change of command. Student chain of command debriefs are due by the last day of the Winter or Spring quarter, respectively.

**3-3 Procedure.** The procedure for writing and submitting FITREPs shall be:

1. For all Students. FITREP drafts will be completed using references (a) and (c), and guidance from the unit and Battalion staff. Battalion members will submit their FITREP drafts to their normal company commanders, describing their accomplishments for that reporting period. FITREPs will include:
  - a. Recommended future billets and collateral duties (Block 40)
  - b. Academic accomplishments, such as Dean's List. Include the cumulative GPA (CGPA) for Naval Science (NSCI) courses to date (Block 41).
  - c. Physical fitness accomplishments, such as significant improvements made on the PFA and overall PRT/CFT/PFT scores (Block 41).
  - d. Aptitude accomplishments, such as performance in a formal leadership billet (Block 41).

e. Activities outside of the Battalion, such as research, intramural or other sports, and volunteer activities (Block 41).

2. FITREP Review and Debrief Process: FITREPs will be reviewed by the unit staff, who will also provide suggested student rankings to the XO for review and for final approval by the CO. Once the unit CO signs all student FITREPs as Reporting Senior, company advisors and their respective company commanders will debrief members of their companies. Battalion staff will also be debriefed by company advisors or other appropriate unit staff.

**3-4 FITREP Trait Average.** In accordance with ref (a), each student's aptitude score for the command period reflects the trait average score on the FITREP completed by the unit staff. In addition to reference (c) and the rubric given for NAVPERS 1610/2, reference (a) contains further guidance unique to FITREPs completed by NROTC students. This includes guidance related to ratings for each Performance Trait assessed in the FITREP. If a student has not yet taken any NSCI courses, Professional Expertise (Block 33) will be rated as "NOB" (Not Observed).

## CHAPTER 4 CONDUCT AND DISCIPLINE

**4-1 Student Conduct and Disciplinary Action.** Battalion members are expected to comply with established Navy and Marine Corps regulations and instructions at all times. Incidents that compromise the ideals of honor, courage, and commitment, or present an unfavorable military image, will be appropriately addressed.

**4-2 Fraternization.** Naval Service Training Command (NSTC) and UW NROTC policy further directs specific guidance on unduly familiar relationships within the Battalion beyond what is prescribed in Navy and Marine Corps regulations policy. At no time will unit staff engage in unduly familiar relationships with current Husky Battalion students while the staff member is still attached to the command.

**4-3 Conduct and Aptitude Standards.** Reference (a) defines major and minor levels of conduct offenses and aptitude standards.

**4-4 Reporting Requirements.** Students are required to keep the unit staff informed via their company advisor of conduct issues outside of the battalion such as:

1. Infractions Involving Legal Authorities. Infractions that involve civilian legal authorities or other officials shall be brought to the attention of the unit staff as soon as possible. Failure to disclose information in a timely manner is considered falsehood and will be treated as such.

2. Other. Any instance, such as illness, injury, missed transportation, or tardiness, which may result in a major or minor offense, needs to be reported to the Battalion chain of command immediately.

**4-5 Disciplinary/Corrective Action Procedures.** All students shall familiarize themselves with reference (a), which outlines all student performance deficiencies and the official procedures and actions taken to correct these deficiencies. As active duty personnel, STA-21 and MECEP students are subject to more strict academic, aptitude, and conduct standards than other battalion members. These standards and the procedures taken for substandard performance are included in Appendix (N) of reference (a). As such, all OCs and MECEPs are required to submit a formal written statement during any PRB.

A minor offense shall normally first be handled at the student level by either the Company First Sergeant or Company CO by either informal counseling (undocumented), or formal counseling (documented) using Enclosure (1). The company leadership shall report the minor offense and counseling to the company advisor. If counseling at the student level is not effective, a member of the unit staff (preferably the student's company advisor) shall formally counsel the student, providing documentation of the issue.

With the exception of written counseling, At no time shall disciplinary actions be taken against any student without concurrence from the unit staff. Unit staff will provide oversight for disciplinary actions as necessary.

**4-6 Documenting Deficient Performance.** As discussed in paragraph 4-5, the first step to address deficient performance is through documented counseling by the student chain of command. The student's company advisor shall be notified of all counseling and be provided the counseling sheet. Counseling sheets shall be maintained in the student's personnel files – one that is maintained by the Battalion staff and one that is maintained by the unit staff (for official purposes).

**4-7 Performance Review Board (PRB).** The PRB is an administrative tool available to the unit CO to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students. Reference (a) defines instances when a student may be subject to a PRB. It also details the processes by which a PRB is executed.

## CHAPTER 5 UNIFORMS

**5-1 General Guidance.** As professionals in the Navy and Marine Corps, all Battalion members shall follow the rules for proper wear of uniforms as directed by reference (d) and reference (e). Section 6101 of reference (d) provides guidance on uniforms for officer accession programs.

a. The UOD (Uniform of the Day) is designated by the Unit Staff in the POW unless otherwise directed.

(1) Standard UOD is designated as Service Khakis every first Tuesday of the month, and NWU/MARPAT for subsequent Naval Science Labs unless otherwise directed. PT session UOD is designated as PTU's (Physical Training Uniform) unless otherwise directed by the Unit CFL. NWU/MARPAT (or above) will be worn for the raising and retiring of the colors.

b. Uniforms will be worn every Tuesday on-campus until COB unless otherwise directed by Unit Staff.

c. Students are advised not to wear their uniform off-campus unless in a transitory state or otherwise directed by Unit Staff.

d. Exceptions to the prescribed uniform policy above may be granted on a case by case basis to include situations such as: chemistry labs, politically charged classes, medical appointments, OOD etc.

**5-2 Maintaining Uniforms.** Upon entrance into the program, students shall maintain the uniforms issued to them with the utmost care. They should work with the unit Supply Officer and student SUPPO to resolve any uniform deficiencies. MIDN receive free tailoring for their uniforms from Campus Cleaners on Roosevelt Way (or other designated shops) and from the Naval Station Everett Uniform Shop.

**5-3 Additional Guidance.** In addition to references (d) and (e), students shall comply with the following guidance regarding attire.

1. Polo/Khaki Uniform. Unless directed by the unit staff, the Uniform of the Day (UOD) for all events will be a Husky Battalion "polo" shirt and khaki-colored pants. A belt is required to be worn on any pants with belt loops. The wear of shorts may be authorized during command-sponsored morale events such as picnics and recreational activities. An alternative to the polo shirt may be authorized by the Battalion staff.

2. Proper Civilian Attire. Guidance for proper civilian attire can be found in references (d) and (e). All personnel are reminded that they are always a representative of Husky Battalion, the Navy, and the Marine Corps in or out of uniform, on or off duty. When wearing civilian clothing, each member of Husky Battalion must proudly maintain their identity as MIDN, Sailors, and Marines.

- a. Attire that may bring discredit upon the Navy or Marine Corps (such as attire promoting illegal activity) is prohibited at all times.
  - b. Head gear of a non-religious nature (e.g., ball caps) shall be removed when entering Clark Hall.
  - c. Clothing that is in keeping with current trends and is professional in nature is authorized.
  - d. MIDN shall maintain the grooming standards prescribed in reference (d) or (e) as applicable when conducting official business or on a military installation.
  - e. OCs and MECEPs shall maintain the grooming standards required of their respective services.
  - f. All students shall be properly attired and shall meet the appropriate grooming standards when entering Clark Hall. Husky Battalion members shall treat Clark Hall as a military installation.
3. Physical Training Uniform (PTU). Reference (d) provides guidance on proper wear of the PTU and swimwear. The CFL may authorize civilian attire for any PT session.

**CHAPTER 6**  
**RECOGNITION OF EXEMPLARY PERFORMANCE**

**6-1 Recognition of Exemplary Performance.** Recognition of exemplary performance promotes unit morale and identifies members who set an outstanding example. Further guidance is contained in reference (a). Active duty students in the Battalion are eligible for awards outlined in reference (a) as well as awards in reference (j).

**6-2 Types of Recognition.** The following are ways for Battalion members to receive recognition and, in some cases, a monetary award, for their accomplishments (not limited to these options):

1. Formal Letter of Recognition
2. Informal Letter of Recognition
3. Letter of Thanks
4. Personal Award (Active Duty only)
5. Battalion Award
6. Outstanding Midshipman Award (OMA)
7. Department of Naval Science Scholarship

## CHAPTER 7 BATTALION ADMINISTRATION

**7-1 Personnel Records.** Personnel records are maintained on all Battalion members. A student-level record is maintained by the student chain of command and remains locked in the Battalion Office. This is used to document items such as counseling or Battalion-level awards. Members' official records are maintained by their company advisor. The administration of these records shall be IAW reference (f). Official records contain information pertaining to overall performance – moral, mental, and physical – and include counseling sheets and any other official paperwork. If at any time a member would like to review his or her record, they shall coordinate with their company advisor.

**7-2 Special Request and Leave Chits.** This section provides guidance on special request and leave chits, the process for routing them, and the situations in which they are required.

1. Routing timeline. Special request and leave chits are used to route any request that cannot be handled at the company level. It is the responsibility of the requestor's chain of command to route this request in an efficient and timely manner. Special request and leave chits shall not take longer than five working days to process and shall, upon completion, be returned to the requesting individual via ADJ and Company staff. Tickets for travel should not be purchased until the chit is approved.

2. Procedure. All special request and leave chits must be filled out completely, utilizing the online chit that is maintained with the ADJ. The request must clearly address who, what, when, where, why, any applicable risk mitigation for hazardous activities, and any conflicts with academic course loads. Enclosure (2), the Request Chit Decision Matrix, outlines the required routing sequence of chits and the level of approval required. Only the Unit CO has the authority to disapprove a chit. To submit and route a chit:

- a. Fill out the chit electronically.
- b. Save the document as: "LASTNAME\_Reason for request\_Advisor", ex. "SMYTH\_300mi\_LTSMITH."
- c. Attach the request to an email with supporting documentation such as a draft itinerary and email it to your first sergeant.
- d. Subject of the email shall be the same as the document name.
- e. Company First Sergeant email addresses are as follows:
  - (1) Poseidon Company: [poseidon1sergeant@gmail.com](mailto:poseidon1sergeant@gmail.com)
  - (2) Trident Company: [trident1sergeant@gmail.com](mailto:trident1sergeant@gmail.com)
  - (3) Bulldog Company: [bulldog1sergeantchit@gmail.com](mailto:bulldog1sergeantchit@gmail.com)
  - (4) Kraken Company: [kraken1sergeant@gmail.com](mailto:kraken1sergeant@gmail.com)
- f. The requester shall be carbon-copied as the chit moves up the student chain of command.



j. Battalion staff, as listed in figure 2-1, shall route chits through BXO, and not through their original company staff. All other Battalion members shall route chits through their respective company staff.

k. After final approval or disapproval, all chits will be returned to the Battalion ADJ for Battalion records and will then be sent back to the requester via company staff, including chits requested by Battalion staff (as listed in figure 2-1).

**7-3 Missing PT.** IAW enclosure (2), the company advisor must approve a chit to miss a PT session. In some cases, such as illness, a Battalion member may not have time to route a chit prior to a PT session. The member shall notify the student chain of command, with the advisor being the approval authority. Documentation of the need to miss PT due to injury or illness is at the discretion of the company advisor. Typically, one day missed due to injury or illness does not require a medical note. However, if missing more than two PT sessions due to injury or illness, a doctor's note is required, including any activities that the member cannot participate in and an estimated timeline for the member's limited duty.

**7-4 Sleep-Ins.** Students are awarded two sleep-ins for use over each academic year. These sleep-ins will be used in accordance with the following instructions:

- a. Students desiring to use a sleep-in must inform their student chain of command no later than 2359 of the night prior to the start of a Battalion event.
- b. Sleep-ins will be tracked and reported in conjunction with the weekly Personnel Report.
- c. Sleep-ins may not be used to miss Fitness Enhancement Program (FEP), official Physical Readiness Tests, Physical Fitness Tests, or Combat Fitness Tests. Students assigned to FEP may not use a sleep-in to miss a physical training event without approval from the Command Fitness Leader.
- d. Sleep-ins may not be used to miss class (NSCI classes) without approval from company advisors more than 24 hours in advance as some sessions are required annual training.
- e. Normal leave and liberty rules apply. Students should request leave if they will be out of radius. Sleep-ins cannot be used to extend leave or liberty periods that are 96 hours or longer.

**7-5 Request Mast Procedures.** Requesting mast is the official procedure by which an individual may communicate with the CO. Requests for mast shall be submitted via request chit through the Battalion chain of command to the CO. The right of all Navy and Marine Corps members to directly communicate grievances to or seek assistance from their Commanding Officers is listed in reference (g) and reference (h).

**7-6 Email Correspondence.** Email is used extensively to transmit both informal communication and formal correspondence. Due to the dispersed nature of the Battalion, it is critical that members adhere to guidance regarding the use of email. Guidance for official correspondence (more specifically formal email correspondence) is discussed in reference (m).

1. Checking email. Due to the frequent use of email to pass information, Battalion members shall check their email at least twice daily from Monday through Friday. If the member is on leave, this is not required. During scheduled holiday summer breaks, Battalion members shall make every reasonable effort to check email once per day.

2. Email Response. Battalion members shall respond to an email (if response required) within 24 business hours. In closing, members shall use “Respectfully,” which can be abbreviated as “R,” in correspondence with subordinates and shall use “Very respectfully,” which can be abbreviated as “V/r,” in correspondence with superiors.

**7-7 Injury / Physical Degradations**. In the event a student sustains a significant injury, they are required to inform their chain of command, company advisor, and the unit administrative representative for potential review by the Navy Bureau of Medicine and Surgery (BUMED).

## CHAPTER 8 DUTY WEEK AND WATCH STANDING

**8-1 Officer of the Day (OOD) and Junior Officer of the Day (JOOD).** The OOD and JOOD are assigned in order to familiarize all students with watch standing procedures. The BSM is responsible for disseminating the initial watchbill to the battalion for signups via Google Docs, and for approving all modifications.

1. **Duties.** The duties and responsibilities of the OOD/JOOD are included as enclosure (3). Duties include but are not limited to:

- a. Ensuring physical security in Clark Hall.
- b. Maintaining good order and discipline in Clark Hall.
- c. Performing morning and evening colors at 0730 and 1630, respectively.
- d. Maintaining wardroom and second floor cleanliness.
- e. Maintaining and updating the logbook.

2. **Uniform.** UOD for OOD and JOOD is NWU/Woodland MARPAT unless otherwise instructed.

**8-2 Watch Turnover Procedures.** A logbook will be maintained by the watch team and presented to the unit staff for review upon request. Each weekday morning, the oncoming and off-going OODs will report to the AMOI and include: anything out of the ordinary during the off-going OOD's watch, entries in the logbook, and service presence during the performance of colors. Reporting to the AMOI may be done in-person or via email.

**8-3 Field Day.** The BSM is responsible for ensuring field day is assigned to the appropriate company no later than Tuesday each week. A field day shall be completed every Thursday at 1630. All tasks will be assigned to a different company each week with the BSM taking responsibility for ensuring the work is accomplished. Field day duties are assigned IAW enclosure (4). Cleaning materials are located in the Ship's Store. The BSM shall ensure the appropriate cleaning materials are supplied.

**8-4 Duty Driver.** Duty drivers may be required to transport students to various official events and duties, including medical appointments. From time to time active duty students will be assigned to drive the duty van in support of unit operations. Only active duty personnel shall be selected as drivers since they are covered by GSA insurance. Requests for a duty driver must be emailed and submitted to the OPSO and the ADL as soon as the requirement is identified to reserve duty personnel and transportation. In the request, follow the guidance of "who, what, when, where, and why" to give all details for the request. The unit Operations Officer will oversee the use of the duty van and will de-conflict as necessary.

## CHAPTER 9 ACADEMIC PROGRAM POLICIES

**9-1 Academic Policy.** Reference (a) is the source document for NROTC academic policies. Students are required to keep their company advisors informed of any changes – however minor – to their academic programs and any academic difficulties they are experiencing. This includes but is not limited to problems with registration and potential probationary grades. Each student (Scholarship, College Program (CP), STA-21, MECEP) has different academic requirements detailed in reference (a).

a. At least once per year, each student shall present a Degree Completion Plan (DCP) to their company advisor for review so that the staff advisor can ensure the student is on track to graduate. The DCP should also be signed by the student's departmental academic advisor. The company advisor shall be informed and the student's DCP shall be updated if a student does not register for an expected class. A PDF version of the UW MyPlan four year degree plan may be used in place of a generic DCP, provided the MyPlan PDF passes the Degree Plan Audit function on MyPlan.

**9-2 Initial Term Counseling (ITC).** See company advisors and reference (a) for requirements.

**9-3 Tutoring Documentation.** Tutoring requirements are detailed in reference (a). Each week a documentation sheet will be posted as a shared electronic document. On this sheet, the student will indicate when and where they completed their tutoring hours and how long they spent at each location. Note:

a. A student may be excused from tutoring for up to one week by their company advisor. If excused, the student shall provide the documentation sheet to his or her company advisor for a signature.

b. Students are required to document their tutoring by Friday evening at 1630. The Tutor Warden is responsible for maintaining the tutoring document and reporting any discrepancies to the Battalion staff and unit staff via the BSM.

c. Failure to complete required study hours and/or log study hours will be treated as a minor offense. Multiple minor offenses may be treated as a major offense.

d. The CO may grant exceptions to the tutoring requirement; however, each student must begin each new quarter of calculus and physics participating in the tutoring program until exemption is granted. Requests for exemption should be routed through the company advisor.

**9-4 NROTC Course Requirements.** UW Classes that satisfy the minimum requirements of reference (a) are:

a. Calculus I and II: MATH 124 and MATH 125. Only one course in the sequence can be validated by an AP exam.

b. Physics: PHYS 121 and PHYS 122. Only one course in the sequence can be validated by an AP exam.

c. American History/National Policy: Per annual notice from CO.

d. World Culture and Regional Studies: Per annual notice from CO.

Note: a. STA-21 students validate a majority of the requirements of reference (a) at NSI; however, they are still required to take NSCI 201 - Leadership and Management, and NSCI 402 - Leadership and Ethics, prior to commissioning.

b. Typically, one section will be held for each NSCI class. If a member cannot enroll in that section due to course load, they shall coordinate with the instructor to meet for an Independent Study Section. Students should not expect to take a course in an Independent Study Section without exceptional circumstances.

**9-5 Academic Standards.** See reference (a). Some requirements may be waived by the CO via an Academic Change Request.

**9-6 Academic Change Request (ACR).** Some academic requirements can be waived by the Professor of Naval Science (PNS, the unit CO) by routing an ACR directly through the student's advisor. All ACRs shall be accompanied by an updated DCP. Note: All STA-21(N) students shall discuss any ACRs or concerns with the Nuclear Power Officer (NPO) prior to making any changes to their degree plans.

1. Purpose. An ACR shall be routed for PNS approval directly via the student's company advisor, bypassing the Battalion staff chain of command, for the following reasons:

a. Change of major. Note that changes between Tier I and Tier II majors can be approved by the PNS. However, changing to a Tier III major requires the student to submit a request package to NSTC OD for approval (a board for tier change requests occurs twice a year).

b. Carrying less than the minimum credit load. Term credit requirements are delineated in reference (a). At no time may a student enroll in fewer than 12 credits excluding NSCI courses (including NSCI courses allowed ONLY to Officer Candidates) during Autumn, Winter, or Spring quarters. The student shall route an ACR to carry less than the minimum load as soon as classes are scheduled.

c. Request that a course not approved by the CO via annual notice be used to fulfill the American History/National Policy course or the World Culture and Regional Studies course.

d. Request to take a course at a community college or college other than UW (excluding nurse program students).

e. Request to take a course over the summer (excluding OCs and MECEPs).

f. Dropping a course after the start of the quarter.

g. Request to have a course graded as Satisfactory/Not Satisfactory (S/NS). Note that NSCI courses shall not be graded S/NS or pass/fail.

h. As required by the unit staff. If not sure whether an ACR is required, the student shall ask his or her advisor.

2. Routing Process. A Battalion member shall use the form included as enclosure (8). Procedure for routing is:

a. The member shall fill out enclosure (6) to the maximum extent possible, including reason for request and whether commissioning date will be affected by the change.

b. Once the ACR form is filled out, the member shall sign in the space provided for “Student signature.”

c. The student shall then route the ACR form to his or her company advisor. An updated DCP reflecting the requested change shall accompany the ACR form.

d. The company advisor will review the ACR form and provide a recommendation to the XO and CO.

e. Following review by the CO, the ACR form will be returned to the company advisor.

f. Once received, the company advisor will brief the member on the approval or disapproval of the ACR form.

g. Once an ACR form is signed and approved by the CO, the member can execute the requested change.

## CHAPTER 10 PHYSICAL FITNESS PROGRAM

**10-1 Fitness Program.** Members of the Husky Battalion are personally responsible for their own fitness. Husky Battalion will conduct organized physical training (PT) at least twice a week. OCs and MECEPs shall participate in organized PT during the summer quarter at the direction of the Command Fitness Leader.

**10-2 Fitness Standards.** References (a) and (b) direct the standards for physical fitness and body composition assessments. In addition to the standards provided below, students are expected to improve their level of physical fitness as they progress through the program IAW reference (a). Additional guidance is published in the unit Physical Readiness Program Policy.

1. Marine Students. Marines and Marine Option MIDN must maintain a first class PFT/CFT score and maintain physical standards (4/C MIDN are permitted to score a 200 on the PFT during their freshman year, per ref (a)). Their progress and any deficiencies will be tracked by the AMOI/MOI. Marine students must achieve a score of 265 or higher on the PFT prior to attending OCS. Failure to meet this standard may result in a PRB to consider a student's suitability for OCS.

**10-3 Physical Fitness Deficiencies.** Failure to meet physical standards will result in the member being assigned to the Fitness Enhancement Program (FEP), typically held on Friday mornings, and may result in further administrative action.

1. Fitness Enhancement Program (FEP). The FEP is a command-wide program to improve fitness and nutrition. Any member that fails to meet PFA standards is required to be formally enrolled in FEP. The FEP will be run by the PTI (advised by the CFL) and will target each member's PFA weak areas to ensure a passing score on the next PFA or will target fitness or nutrition areas the member wishes to improve.

a. A failure to meet standards will result in the member being assigned to FEP. Note that, per reference (b), any Battalion member may be placed on FEP at the discretion of the CFL and/or CO.

b. Prior to participation in FEP, the student will be given no more than 30 days to seek medical evaluation and clearance.

c. Mock PFAs will periodically be run for FEP members to gauge progress and provide an opportunity to be released from FEP. In order to be released from FEP, a member must be within BCA standards, achieve a score of "GOOD LOW" on all areas of the PRT, and be cleared by the CFL. Any Marine Options must similarly achieve a First Class score on a mock Combat Fitness Test or Physical Fitness Test, as applicable to the semi-annual seasons.

d. FEP members shall coordinate with the OPSO to ensure they do not have OOD or JOOD on days that FEP meets.

e. FEP assignment may be command-directed for reasons other than a PFA failure. Follow-on guidance will be published if more stringent requirements are made for FEP assignment.

2. Administrative Action for Fitness Deficiencies. In addition to FEP assignment, a member who fails to meet standards is subject to administrative action per reference (a).

**10-4 Swim Qualification.** Students are held to swimming standards in accordance with reference (a). The requirements for the second and third class swim qualifications are addressed in reference (i). Any student who fails to obtain the third class swim qualification by the end of NSO shall be placed on the SWEP at the discretion of the CFL and/or CO. The SWEP shall be managed by the Swim Coordinator and CFL.

**10-5 Inclement Weather.** Inclement weather will be considered when planning physical training. The PTI and CFL shall determine when the weather is significant enough to necessitate the cancellation or alteration of physical training events.

**10-6 Annual Certificate of Physical Condition.** Per reference (a), all students shall complete an Annual Certificate of Physical Condition. Additionally, students shall immediately report any lingering physical issue (illness, injury, etc.) to the unit staff. These must be documents for possible review by Naval Service Training Command.



## CHAPTER 11 SUMMER TRAINING

**11-1 Purpose.** A summer training period is conducted annually to furnish NROTC MIDN the opportunity to gain experience in the practical application of their studies in Naval Science. Training typically lasts two to six weeks and varies depending on the student's NSCI year. References (a), (k), and (l) provide guidance on summer training. It is recommended that students review these prior to attending summer training.

**11-2 Summer Training Eligibility.** Students must meet requirements of reference (a). Marine Option MIDN must meet minimum PFT requirements set forth in Chapter 10 prior to OCS.

**11-3 Additional Requirements.** Some summer cruise assignments require additional items to be completed by the student, including:

1. FOREX Cruise. Students shall coordinate with the unit staff to complete an ISOPREP and any other requirements.
2. Submarine Cruise. Students shall coordinate with their advisor to complete a nuclear medical screening form.
3. EOD or SEAL Cruise. Students desiring a commission to the EOD or SEAL community shall work with their advisor to complete prerequisite requirements. An application and special medical screening are required for a student to attend these cruises. Additionally, successful completion of either cruise is required to be competitive for service assignment.

**11-4 Post-Summer Training.** Students shall submit DTS form 1351 NLT five days after returning from summer cruise. Failure to submit this form on time will be treated as a minor offense. Students shall contact the unit DTS coordinator if they have difficulties with this process.

**Appendix A: Acronyms**

ADJ - Battalion Adjutant	PRB - Performance Review Board
AMOI - Assistant Military Officer Instructor	PRT - Physical Readiness Test
APTI - Assistant Physical Training Instructor	PTI - Physical Training Instructor
BCA - Body Composition Assessment	SCC - Summer Cruise Coordinator
BC - Battalion Commanding Officer	SEAL - Sea, Air, Land
BXO - Battalion Executive Officer	STA-21 - Seaman to Admiral-21 Program
CFL - Command Fitness Leader	STA-21(N) - Seaman to Admiral-21 (Nuclear) Program
CFT - Combat Fitness Test	SWEP - Swimming Enhancement Program
CGPA - Cumulative Grade Point Average	UCMJ - Uniform Code of Military Justice
CO - Commanding Officer	UOD - Uniform of the Day
COB - Close of Business	XO - Executive Officer
COMMO - Communications Officer	
CORTRAMID - Career Orientation and Training for Midshipman	
EMI - Extra Military Instruction	
EOD - Explosive Ordnance Disposal	
FITREP - Fitness Report	
FEP - Fitness Enhancement Program	
FOREX - Foreign Exchange	
GPA - Grade Point Average	
HUB - Husky Union Building	
ISOPREP - Isolated Personnel Report	
LOA - Leave of Absence	
LOI - Letter of Instruction	
MECEP - Marine Enlisted Commissioning Education Program	
MOI - Marine Officer Instructor	
NOB - Not Observed	
NROTC - Naval Reserve Officers Training Corps	
NSO - New Student Orientation	
NSTC - Naval Service Training Command	
NWN - Northwest Navy	
OC - Officer Candidate	
OCS - Officer Candidate School	
OD - Officer Development	
PAO - Public Affairs Officer	
PFA - Physical Fitness Assessment	
PFT - Physical Fitness Test	
PNS - Professor of Naval Science	
POW - Plan of the Week	

DD Mon YY

From: Rank Last Name, Position, NROTC University of Washington

To: Rank Last Name, Position, NROTC University of Washington (member being counseled)

Subj: COUNSELING ICO RANK LASTNAME

1. Explain the reason for counseling here. List minor offense(s) and/or major offense(s) committed with as many details as possible.
2. This counseling sheet will be retained in the personnel file maintained by your Company Advisor. Additional offenses may result in further administrative action.

DATE AND SIGNATURE

Copy to:  
Rank Last name  
Student File

Enclosure (1)

## Request Chit Decision Matrix

Type of Request	1stSgt	CC	BnXO	Senior Enlisted Advisor	Company Advisor or MOI*	CO/XO	Lead Time Frame (Days)
Miss Company events	X	X			X		3
Miss Company PT	X	X			X		3
Miss PT if on FEP	X	X			Company Advisor via CFL		3
Miss Battalion events (Bn drill, Bn PT)	X	X	X	X	X		3
Miss command events (i.e. NWN, JSR, Birthday Ball)	X	X	X	X	X	XO	30
Miss commissioning with final commencing prior to Thursday of Commissioning Week	X	X	X	X	X	XO	7
Miss commissioning with final commencing after Thursday or Friday of Commissioning Week	X	X	X	X	X	XO	14
Miss class/exams	X	X	X	X	X		5
Leave/Special Liberty	X	X	X	X	X	XO	7
Travel outside the 300 mile radius	X	X	X	X	X	XO	7
Use of POV/private hotel rooms (i.e. NWN)	X	X	X	X	X		7
Nomination for Battalion awards (i.e., ribbons, etc.)	X	X	X	X			7
Turn down a billet	X	X	X	X	X	CO	15

Study abroad	X	X	X	X	X	CO	30
Nomination for Unit Awards			X	X	X	CO	30

## a. Notes:

(1) No PII (e.g., SSN) shall be submitted on a chit or any other document internal to the operations of the Battalion. "000-00-0000" will be placed in the SSN block.

(2) In the case of an unexpected minor injury or sickness which causes the student to miss a Battalion event or class, all efforts should be made to contact the Company CO or 1<sup>st</sup> Sgt prior to muster. If unable, notification shall be made as soon as possible. Extended illness or serious injuries requiring limited physical activity or remaining sick in quarters require a medical excuse to be submitted to the company advisor.

(3) "Out of bounds" is travel that is greater than a 300-mile radius from campus, leaving the country, or traveling by airplane. Leave or special liberty chits must be submitted for greater distances or any instance when an expedited return is not possible. This is not required during scheduled holidays and term breaks for non-active duty members (MIDN only). Active duty members shall submit leave requests IAW service directives.

(4) If the type of request is not covered in this matrix or there is a unique situation, speak with the appropriate company advisor or the AMOI for proper guidance.

(5) Lead time is the minimum amount of time required. Members are highly encouraged to submit requests as soon as possible. In emergency situations, leaders are expected to be flexible and expedite the processing of chits. The electronic chit process greatly increases chit turnaround time; however, direct follow-up with the Battalion chain of command may be required to ensure quick handling in time sensitive situations.

(6) For authorizers: only the CO can disapprove a chit. The reason for disapproval must be included with a returned chit.

(7) When immediate approval is required, chits may be submitted directly to the company advisors or higher. Poor planning does not constitute a "rare circumstance." If they are approved, the requesting student is responsible for informing all superiors if they are unable to fulfill their responsibilities and/or attend required events.

**Officer of the Deck/Junior Officer of the Deck (OOD/JOOD) Duties and Responsibilities**

Morning of:

1. Arrive by 0700 or at the beginning of the Battalion's first event of the day
2. If you are the 'oncoming' OOD, your duties mirror JOOD
3. 'Off-going' OOD should arrive around the same time and will record this in the logbook\*
4. Oncoming and off-going OOD will perform rounds, off-going will record in logbook\*
  - a. Lock any unsecured duty vans and close all windows. Check first to make sure no keys are in the vans, then lock them from the inside and close all doors.
  - b. Record any unsecured doors or indications of suspicious activity.
  - c. Off-going OOD will record the number of AEDs and O2 devices present in the ship's store.
  - d. On-coming OOD will vacuum the wardroom and 2<sup>nd</sup> deck as needed and record doing so. If the custodian vacuums 2<sup>nd</sup> deck, verify that it has been done thoroughly.
5. 0730 you will perform colors.
  - a. On-coming OOD will carry the US flag to the halyards with the JOOD. Off-going OOD will act as the afternoon OOD.
  - b. The off-going OOD will take over once halted by the Army
  - c. Off-going OOD will unhitch the Main Halyard (the left of the two taller halyards if you are looking at the flagpole) and will attach the top carabiner to the flag
  - d. Flag will be raised high enough to clip the bottom of the flag and then again so the flag will not drag on the ground when released by oncoming OOD
  - e. Off-going OOD will salute and call "Attention to Colors"
  - f. Salute until "Carry On" is called
  - g. Off-going will then call "ready face," at which you will face the halyard, followed by "attack the halyards"
  - h. Raising order of flags is: Army, Navy, Marine Corps, Air Force, and Space Force. Off-going OOD takes the Navy flag from the Army member and raises it after their flag is raised halfway. On-coming OOD takes the Navy flag from the AFROTC member and raises it once the Navy flag is raised halfway.
  - i. Before returning to face the halyards, both OODs will verify service flags and Ensign are in the correct orientation and order on the mast before marching back to Clark.
  - j. Once this is completed AF will take over and march you back to Clark
    - i. \*\*\*BE SURE TO CHECK HALF MAST STATUS IF OFF-GOING OOD
    - ii. If this Is the case, NO SERVICE FLAGS
    - iii. Raise the Flag all the way to the top of the mast quickly, then slowly lower back down to halfway
6. Oncoming and off-going will return to the Wardroom, and off-going will record this in the logbook\*
7. Off-going OOD will record that he/she has been properly relieved and sign
8. Oncoming OOD will record that they have taken over the duties of OOD and that the OODs have departed\*

9. Off-going OOD will be accompanied to AMOI's Office to report the completion of turnover
  
10. If AMOI is present:  
    "Good Morning GySgt (or appropriate rank),  
    Off-going and Oncoming OOD reporting for turnover. MIDN \_\_\_\_ has properly relieved me as OOD. All services present for colors (or which service was missing). Nothing unusual to report at this time (or whatever may be unusual)."  
    If AMOI is not in office, provide this information in an email
11. OODs may depart at this time

Afternoon:

1. Depending on preference, arrive by 1600
2. Record arrival of OOD and JOOD in the logbook\*
3. Time depending, either do rounds before or after colors
  - a. During rounds, close and lock all unattended doors and windows
  - b. During rounds, close and lock all unattended government vehicles
4. Record this as well as when the JOOD vacuums the wardroom\*
5. Count and record the Till, drill rifles, and AEDs\*
6. At 1630 perform colors
  - a. Stand to the left of JOOD
  - b. Army will march you over
  - c. Once halted, you will take over and call 'ready face' and 'attack the halyards
  - d. Lower service flags (in order) and hand off to Army. The order is: Space Force, Air Force, Marine Corps, Navy, and Army.
  - e. Once completed, call 'Inboard (or Ready) Face'
  - f. Unhitch the US Flag, salute, and call 'Attention to Colors'
  - g. Lower Flag slowly
  - h. JOOD will wrap up flag, OOD will unhook and assist
  - i. Re-hitch the halyard, salute, and the OOD will call 'Carry On'
  - j. Air Force will take over and march you back
7. Once back at the Wardroom, either lay the flag to dry or help the JOOD fold
8. Record the return from colors and whether all services were present or not\*
9. Complete and record any remaining tasks from steps 3-5\*
10. OOD will text/call oncoming OOD for the next morning to ensure they are aware of their duties
11. Finally, record the departure of OOD and JOOD as well as who remains in the Wardroom\*
12. Report back the following morning to perform off-going duties

\*For reference to how to record, for simplicity, refer to previous records in the logbook

Company	<b>Field Day Task Form</b>		Date
Name	Task		
	Clean wardroom mini-fridge and sink area, microwave, coffee pot		
	Sweep ship's store and battalion office, empty office trash, organize office		
	Clean wardroom horizontal surfaces, organize game/bookshelves and loose papers		
	Clean wardroom glass doors, windows, and windowsills		
	Restock ship's store, throw out empty boxes and other trash		
	Vacuum computer lab, empty trash, restock printer paper		
	Clean computer lab glass (both sides)		
	Clean computer lab horizontal surfaces, computer screens, keyboards		
	Sweep south stairwell		
	Sweep 4th deck from wardroom to main stairwell, clean rubber mat		
	Sweep 2nd deck, clean rubber mat		
	Sweep main stairwell		
	Wipe stairwell handrails and windowsills		
	Clean horizontal surfaces on second deck		
	Vacuum 2nd deck carpets		
	Polish brass shells		
	Polish other brass		
	Clean men's 2nd deck head, sweep floors		
	Clean women's 2nd deck head, sweep floors		
	Sweep front steps, police call front of building		
	Rake PT pit, police call rear of building		
	Sweep 2nd deck classroom		
	Clean 2nd deck windows and windowsills		
	Clean tables, displays, take out trash		
	Clean whiteboards		
	Clean scuff marks on 2nd deck walls		
	Special Tasks		



FOUO – For Official Use Only

**Academic Term Performance and Counseling Record**

MIDN( /C) YG: Term: Year:

**Privacy Act Statement**

**Authority:** The authority to request this information is contained in 5 USC § 301 (Authorizing Forms and Regulations); 10 USC, Subtitle A, Part III, Ch. 103 (Senior ROTC).

**Principal Purpose(s):** To counsel students throughout each term.

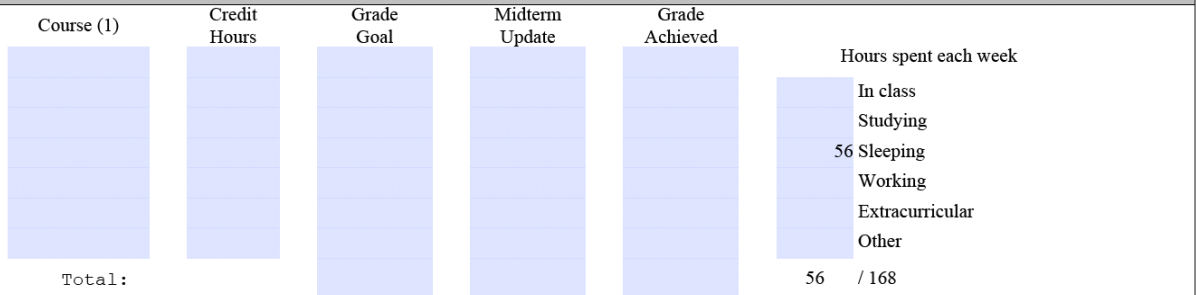
**Routine Use(s):** Information you provide here is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR sect 701.112, accessible at <http://www.privacy.navy.mil>.

**Disclosure:** Students are required to provide academic schedules and grades to ensure appropriate progress toward commissioning. Failure to provide the requested information may result in removal from the Naval Reserve Officer Training Corps program and/or loss of program benefits.

**Initial Interview**

Review Area	Notes
<input type="checkbox"/> OPMS Summary accuracy (84 rpt)	
<input type="checkbox"/> Degree Plan accuracy	
<input type="checkbox"/> Previous academic performance	
<input type="checkbox"/> Academic goals	
<input type="checkbox"/> Improvement areas	
<input type="checkbox"/> Billet duties	
Advisor Signature: Date:	

**Student's Schedule and Progress** (updated each interview)



Identify repeat courses. Normal course load is 15-18 (ROD 3-5.3) Action required if GPA is < 2.5 (ROD 3-18.1c)

**End of Semester Interview**

<b>Physical Performance</b> PFA/PFT/CFT Score <input type="checkbox"/> Meets program standards <input type="checkbox"/> Fails to meet program standards	<b>Swim Status</b> <input type="radio"/> Non qual <input type="radio"/> 3rd class <input type="radio"/> 2nd class	<b>Small Arms PCC</b> <input type="radio"/> Not met <input type="radio"/> Met
<b>Aptitude Performance</b> Aptitude Score: Must be >=3.0 or action required (ROD 6-5.6k) <input type="checkbox"/> Fitness report debriefed	<b>Academic Performance</b> Cumulative GPA: Must be >= 2.5 MIDN/MECEP/OC(Core) Must be >= 3.0 OC(N) & OC(CEC) (ROD 3-18.1b) <input type="checkbox"/> NROTC Program Requirements form updated <input type="checkbox"/> Degree Completion Plan updated	

Recommend to CO for:	Notes
<input type="radio"/> N/A. Performing on track at ability <input type="radio"/> Warning <input type="radio"/> Probation <input type="radio"/> PRB <input type="radio"/> Wavier (explain in notes)	
Advisor Signature: Date:	

FOUO – For Official Use Only	
<b>Student Performance and Counseling Record</b>	
MIDN ( /C) _____	YG: _____ Term: _____ Year: _____
<b>Academics</b>	_____
Transcripts, Major, Core classes, Electives, DCP, Graduation Date, Tier change, Extended benefits, Adv Standing, Scholarship board, Goals	_____ _____ _____
<b>Physical Readiness</b>	_____
Height/Weight, BCA %, Pull ups, curl ups, push ups, Run times, Swim quals, Goals	_____ _____ _____
<b>Medical</b>	_____
Injuries, Allergies, Supplements, Medications, Eye surgery, Waivers, Follow-ups/ Remediations, Commissioning physical	_____ _____
<b>Military</b>	_____
Billet duties/performance, Summer cruise, ASTB requirements, Service assignment desires, Goals	_____ _____ _____
<b>Extracurricular</b>	_____
IM Sports, Fraternity/Sorority, Social Societies/Clubs, Religious, Hobbies, TV/Games (hrs/wk)	_____ _____
<b>Financial</b>	_____
Stipend Amount, Credit cards, Loans, Car payments, Rent, Bills, Work (job type, hrs/wk, income), Overdue payments, Goals	_____ _____
<b>Personal</b>	_____
Roommates, Significant others, Kids, Pets, Parents, Siblings, Habits, Motorcycle, Tattoos, Alcohol, Safe sex, Goals	_____ _____

**Academic Change Request**

Quarter/YR \_\_\_\_\_

NROTC(UW) Form 1533/3 (Rev. 01-19)

**INSTRUCTIONS: PRINT CLEARLY. Route through your Company Advisor.**

NAME \_\_\_\_\_ DATE: \_\_\_\_\_  
(Last) (First) (MI)

MAJOR: \_\_\_\_\_ CREDIT HOURS REMAINING TO GRADUATE: \_\_\_\_\_

CLASS: FR/SO/JR/SR PROGRAM: MIDN, OC, CP, MECEP

\_\_\_\_ CARRY FEWER / MORE CREDITS THAN NORMAL LOAD - NEW CR HR LOAD: \_\_\_\_\_  
Note: normal load for all NROTC students is 15-18 credits

\_\_\_\_ CHANGE MAJOR TO: \_\_\_\_\_ ---- ADDL CR HOURS REQ: \_\_\_\_\_

\_\_\_\_ DROP COURSE - Name of course \_\_\_\_\_ -- NEW CR HR LOAD: \_\_\_\_\_

\_\_\_\_ REPEAT COURSE - Name of course \_\_\_\_\_

\_\_\_\_ OTHER: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

**COMPANY ADVISOR:** \_\_\_\_\_ APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_ SUBMIT TO BOARD

COMMENTS- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

**EXECUTIVE OFFICER:** \_\_\_\_\_ APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_ SUBMIT TO BOARD

COMMENTS- \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

**COMMANDING OFFICER:** \_\_\_\_\_ APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_ SUBMIT TO BOARD

COMMENTS- \_\_\_\_\_

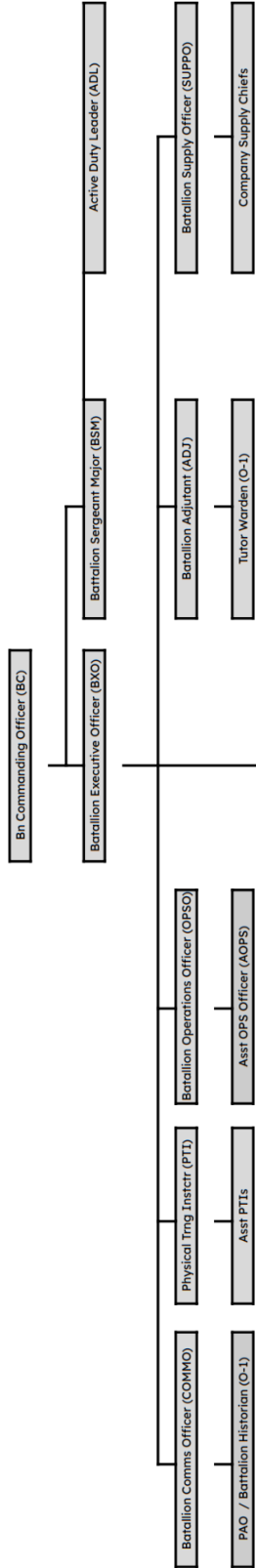
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\_\_\_\_\_  
(Signature)

**Distribution:**

- Academic Record (Original)
- HR NROTC (OPMIS) for major changes
- Student
- Supply Tech-OC's for course changes
- UW Program Coordinator-MIDN for course changes

**University of Washington NROTC Battalion Structure**  
 DD MMM YYYY - DD MMM YYYY, First/Second Commanda Period



Amplifying information (key)

*	SU student
#	Borhell campus
(C)	College Program
(OC)	OC (ranked biller)
(MC)	MECEP (ranked biller)

Armory Officer	
Color Guard CDR (O-2)	
Drill Platoon CDR (O-2)	
Drill Platoon Sgt	
Drill Platoon Sgt	
Collaterals	

Special Event Coordinators	
NSO	
Birthday Ball	
NWN	
Senior Mess Night	
Commissioning	
Swim	
Veteran's	
Appreciation Week	
Joint Service Review	

Sail Team	
Sail Team CO	

Compass & Chart Society	
President	
Vice President	
1/c rep	
2/c rep	
3/c rep	
4/c rep	
OC rep	

Total: On Hand: Total: On Hand: Total: On Hand:

Unit Staff Advisors	
BC	PTI
BSM	OPS
ADL	ADJ
BX	SUPPO
COMMO	Bulldog CC
NSO	Birthday Ball
Bn Tutor	
	Kraken CC
	Trident CC
	Poseidon CC
	NWN
	Commissioning
	Senior Mess
	JROTC
	Swim Coordinator
	Ver App Wk
	Drill Platoon CDR
	Armory
	C&CS

Submitted: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Approved: \_\_\_\_\_