



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
UNIVERSITY OF WASHINGTON
NAVAL SCIENCE – NAVAL ROTC
BOX 353840
SEATTLE, WASHINGTON 98195-3840

UWNROTCINST 3120.1C
06 MAY 25

UNIVERSITY OF WASHINGTON NROTC INSTRUCTION 3120.1C

From: Commanding Officer, Naval Reserve Officer Training Corps, University of Washington

Subj: HUSKY BATTALION STANDARD OPERATING PROCEDURES (SOP)

Ref: (a) NSTC M-1533.2 (Series) Regulations for Officer Development
(b) OPNAVINST 6110.1 (Series), Physical Readiness Program
(c) BUPERSINST 1610.10 (Series), Navy Performance Evaluation System
(d) NAVPERS 15665J, United States Navy Uniform Regulations
(e) MCO 1020.34H, Marine Corps Uniform Regulations
(f) NSTCINST 5211.1 (Series), NSTC Privacy Program
(g) United States Navy Regulations 1990
(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-1533.5 (Series), Midshipman Summer Training Manual
(l) Naval Education and Training Command Website:
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) Request Chit Decision Matrix
(2) Field Day Checklist
(3) NSTC 1533-115, Academic Performance and Counseling Record
(4) NROTC UW Form 1533/3, Academic Change Request
(5) 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 3120.1B dated 30 Sep 24.

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 Active-Duty Staff Operations Officer. 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 blue ink, appearing to read "Eug Bassett", is positioned above the printed name.

E. L. BASSETT

TABLE OF CONTENTS

CHAPTER 1 - MISSION STATEMENT – Pg. 5

- 1-1 - Mission of the NROTC Program
- 1-2 - History of the NROTC Program

CHAPTER 2 - BATTALION STRUCTURE AND BILLETS – Pg. 6

- 2-1 - Purpose
- 2-2 - Structure
- Figure 2-1 Battalion Billet Assignments
- 2-3 - Duties and Responsibilities of Battalion Staff
- 2-4 - Duties and Responsibilities of Company Staff
- 2-5 - Duties and Responsibilities of Collateral Billets
- 2-6 - Billet Assignment
- 2-7 - Turnover
- 2-8 - Mentorship Tree Program
- 2-9 - Personnel Reports

CHAPTER 3 - STUDENT FITNESS REPORTS – Pg. 17

- 3-1 - Purpose
- 3-2 - Reporting Period
- 3-3 - Procedure
- 3-4 - FITREP Trait Average

CHAPTER 4 - CONDUCT AND DISCIPLINE – Pg. 19

- 4-1 - Student Conduct and Disciplinary Action
- 4-2 - Fraternization
- 4-3 - Conduct and Aptitude Standards
- 4-4 - Reporting Requirements
- 4-5 - Disciplinary/Corrective Action Procedures
- 4-6 - Documenting Deficient Performance
- 4-7 - Personnel Review Board (PRB)

CHAPTER 5 – UNIFORMS – Pg. 21

- 5-1 - General Guidance
- 5-2 - Maintaining Uniforms
- 5-3 - Additional Guidance

CHAPTER 6 - RECOGNITION OF EXEMPLARY PERFORMANCE – Pg. 23

- 6-1 - Recognition of Exemplary Performance
- 6-2 - Types of Recognition

CHAPTER 7 - BATTALION ADMINISTRATION – Pg. 24

- 7-1 - Personnel Records
- 7-2 - Special Request and Leave Chits
- 7-3 - Missing PT
- 7-4 - Sleep Ins
- 7-5 - Request Mast Procedures
- 7-6 - Email Correspondence
- 7-7 - Injury/Physical Degradations

7-8 - Annual Certificate of Physical Condition

CHAPTER 8 - DUTY WEEK AND WATCHSTANDING – Pg. 27

8-1 - Officer of the Day (OOD) and Junior Officer of the Day (JOOD)

8-2 - Watch Turnover Procedures

8-3 - Field Day

8-4 - Duty Driver

CHAPTER 9 - ACADEMIC PROGRAM POLICIES – Pg. 28

9-1 - Academic Policy

9-2 - Initial Term Counseling

9-3 - Tutoring Documentation

9-4 - NROTC Course Requirements

9-5 - Academic Standards

9-6 - Academic Change Request (ACR)

CHAPTER 10 – SUMMER TRAINING – Pg. 32

10-1 - Purpose

10-2 - Summer Training Eligibility

10-3 - Additional Requirements

10-4 - Post-Summer Training

APPENDIX A – Acronyms – Pg. 33

ENCLOSURE (1)

ENCLOSURE (2)

ENCLOSURE (3)

ENCLOSURE (4)

ENCLOSURE (5)

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>Title</u>	<u>Billet Rank</u>
<u>Battalion Staff</u>	
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
<u>Company Staff</u>	
Company Commander	MIDN LCDR/Maj
Company First Sergeant	MIDN Class Rank
Squad Leaders	MIDN Class Rank
<u>Collaterals</u>	
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 that is 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), Confirmation Briefs (CBs), and ensuring the After Action Report (AAR) process is completed.

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 an Active Duty Staff Member. 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 and offsite storage.

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

e. Coordinating with the Supply Technician to order items as needed.

f. Coordinate with the Supply Technician and Active Duty advisor to ensure accurate inventory is maintained.

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

a. Ensuring full operation of the 4th 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 and reports directly to the Communications Officer. 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.

e. Inventory PT Safety Pack with Command Safety Officer prior to each academic quarter.

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. Bulldog Supply Chief still reports to SUPPO for overall accountability of uniform items and routine operations. 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. Birthday Ball Coordinator. The Navy and Marine Corps Birthday Ball is an annual event held to celebrate tradition and camaraderie within Husky Battalion and its guests. The coordinator, advised by an Active Duty Staff Member, is responsible for the planning and execution of the event. Responsibilities include:

- a. Scheduling the venue. (HUB 2nd 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 is advised by an Active Duty Staff Member 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 (M) of reference (a).

a. A minor offense(s) shall normally first be handled at the student level by either the Company First Sergeant or Company Commander and shall be documented via a student-level counseling using NAVPERS 1070/613 and the template found on the Battalion Drive. The company leadership shall report the offense(s) 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 be notified via the Company chain of command and a staff-level counseling of the student will occur, providing further documentation of the issue.

b. Major offenses are listed in reference (a) and shall be handled at the active-duty staff level. In the event that a major offense is reported, the most likely actions will be to conduct a PRB to investigate, review, and document recommendations regarding the best course of action to be taken.

c. 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 and students should be made aware that concurrence from active-duty was received.

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.

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) or (e) as applicable based on option. 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.

c. Clothing that is in keeping with current trends and is professional in nature is authorized. For example, sweatpants, hooded sweatshirts, and yoga pants are authorized as long as they are not soiled and are well kept.

d. MIDN shall maintain the grooming standards prescribed in reference (d) or (e) as applicable based on option when conducting official business.

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.

g. Contrary to references (d) or (e) the following are local exceptions:

(1). Belts are not required to be worn by midshipmen.

(2). Males may wear piercings while not in uniform.

(3). Non-spaghetti strap tank tops and crop tops may be worn as long as they do not expose midriff or excessive amounts of skin.

(4). Cutoff pants/shorts are permitted to be worn as long as they are worn tastefully and do not reveal excessive skin.

(5). Hats may be worn inside Clark Hall but must be removed during meetings and classes.

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 (1), 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
 - (2) Trident Company: trident1sergeant@gmail.com
 - (3) Bulldog Company: bulldog1sergeantchit@gmail.com
 - (4) Kraken Company: 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 (1), 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 injury or illness lasts more than 7 days, 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.

A sports chit can be submitted if the student is a member of a club or university level sports team. A copy of the team's work out schedule will be routed with the chit to the CFL for approval.

7-4 Sleep-Ins. Students are awarded two sleep-ins for use over each academic year. Sleep-Ins shall be reported on the weekly Personnel Report submitted by the BX and tracked and managed by the BSM. 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), Warrior Workout Program (WWP), official Physical Readiness Tests, Physical Fitness Tests, or Combat Fitness Tests. Students assigned to FEP or WWP 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 NSCI Class Instructor 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.

f. Additional Sleep-Ins, known as Restricted Sleep-Ins, can be awarded by Active Duty Staff for completing a unit-related voluntary activity outside of normal hours. Restricted Sleep Ins allow a student to miss the next PT session after a volunteer event and make up the PT session by attending that week's WWP.

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.

3. **Email Signature.** Email signature shall include, at a minimum, name and telephone number. It is recommended that your signature block also contain rank, title/billet (if applicable), and organization name.

Example:
 Very Respectfully,
 MIDN 1/C Saylor Bob
 Cell: (555) 123-4567
 Squad Leader
 University of Washington Naval ROTC

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).

1. **Minor Injuries.** Minor injuries shall be reported up the chain of command to the Company Advisor and CFL. If the minor injury will result in limited/reduced physical abilities for more than 1 week/5 business days, a medical letter shall be provided to the CFL with an estimated time of return to full physical readiness if able.

- a. If an injury is expected to result in reduced unit participation for greater than 1 week, do not wait to get a doctor's note.

7-8 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 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 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.

NOTE: In the event of a delay to the start of the academic day, the delay will be observed on morning colors and the OOD will inform BSM and other branches.

- 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 (2). 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 will be treated as a minor offense.

d. Repeated failure to log study hours will be treated as a minor offense.

e. 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: Only one course in the sequence can be validated by an AP exam.

b. Calculus Based Physics I and II. Only one course in the sequence can be validated by an AP exam.

NOTE: Calc I/II and Physics I/II shall not be completely online courses.

c. American History/National Policy: Per annual notice from CO or upon request via Enclosure (4).

d. World Culture and Regional Studies: Per annual notice from CO or upon request via Enclosure (4).

e. 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.

f. 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, Enclosure (4), 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 (4). Procedure for routing is:

- a. The member shall fill the form out 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 and approved ACRs must be filed in the respective Student Performance File.

CHAPTER 10**SUMMER TRAINING**

10-1 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.

10-2 Summer Training Eligibility. Students must meet requirements of reference (a).

10-3 Additional Requirements. Some summer cruise assignments require additional items to be completed by the student, including, but not limited to:

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.

4. Navy SCUBA Diver Course. Students shall coordinate with their advisor to complete any applicable medical screening form.

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	

Request Chit Decision Matrix

Type of Request	1stSgt	CC	BnXO	Senior Enlisted Advisor	Company Advisor or MOI*	CO/XO	Lead Time Frame (Days)
Uniform Change on Uniform Day	X	X			X		
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	14
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) Submit uniform change chits as soon as possible when learning of uniform conflict. NLT 2nd week of quarter.

(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 active duty staff member 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.

COMPANY FIELD DAY TASK LIST

COMPANY:

DATE:

1. WARDROOM	
1. [LAST NAME]	2. Field Day Chore
3.	4. Clean mini-fridge and sink area, microwave
5.	6. Sweep ship store, clean and restock fridges, organize equipment/shelves
7.	8. Sweep Battalion Office, empty office trash, organize office
9. x	10. Clean glass doors, windows, and windowsills
11.	12. Clean and sanitize tables (take everything off and clean entire table)
13.	14. Clean all surfaces, organize game/bookshelves, and loose papers
15.	16. Wipe down chairs
17. Co 1stSgt	18. Clean ice machine
19. COMPUTER LAB	
1.	2. Vacuum lab, empty trash, restock printer paper
3.	4. Clean windows, both sides
5.	6. Clean all surfaces, computer screens , keyboards
7.	8. Wipe down Simulator screens
9. BUILDING INTERIOR	
1.	2. Sweep south stairwell (the one in the wardroom)
3. x	4. Sweep 4th deck from wardroom to main stairwell, clean rubber mat
5. x	6. Sweep 2nd deck, clean rubber mat
7.	8. Sweep stairwells connected to 2nd Deck (sweep in-between the flags)
9.	10. Wipe stairwell handrails, and windowsills (main and south stairwell)
11.	12. Clean and dust 4th deck surfaces (get the ledges and tops)
13.	14. Clean and dust 2nd deck surfaces (get the ledges and tops)
15. x	16. Vacuum 2nd deck carpets, under them, back by heads, and by CO's office
17. x	18. Clean 2nd deck head, sweep floors (Men's)
19. x	20. Clean 2nd deck head, sweep floors (Women's)
21. x	22. Swab 4th deck wooden floor
23. x	24. Swab 2nd deck wooden floor
25.	26. Clean 2nd deck glass display cases
27.	28. Polish brass shells
29.	30. Polish other brass (plaques, binnacle, displays)
31. BUILDING EXTERIOR	

1. x	2. Police call front of building
3. x	4. Clean/pick up trash in PT pit, as a company police call rear of building
5. 2nd DECK CLASSROOM	
1. x	2. Sweep classroom
3. x	4. Clean windows, windowsills, and arrange chairs
5.	6. Clean tables, displays
7. x	8. Clean whiteboards (dry after cleaning to prevent streaks)
9. CONFERENCE ROOM	
1. x	2. Vacuum Conference Room
3. x	4. Clean windows and windowsills, set window shades to half mast
5. x	6. Clean conference room table and computer
7. x	8. Clean conference room whiteboard (dry after cleaning to prevent streaks)

"x" = cannot be an early task

Company 1stSgt Date

Company 1stSgt Date

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 <input type="checkbox"/> OPMIS 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		Notes _____ _____ _____ Advisor Signature: Date:			
Student's Schedule and Progress (updated each interview)					
Course (1)	Credit Hours	Grade Goal	Midterm Update	Grade Achieved	Hours spent each week In class Studying 56 Sleeping Working Extracurricular Other 56 / 168
Total:		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					
Physical Performance PFA/PFT/CFT Score <input type="checkbox"/> Meets program standards <input type="checkbox"/> Fails to meet program standards			Swim Status <input type="radio"/> Non qual <input type="radio"/> 3rd class <input type="radio"/> 2nd class		Small Arms PCC <input type="radio"/> Not met <input type="radio"/> Met
Aptitude Performance Aptitude Score: Must be >=3.0 or action required (ROD 6-5.6k) <input type="checkbox"/> Fitness report debriefed			Academic Performance 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: <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) email			Notes _____ _____ _____ Advisor Signature: Date:		

FOUO – For Official Use Only

Student Performance and Counseling Record

MIDN (/C)

YG:

Term:

Year:

Academics

Transcripts, Major, Core classes, Electives,

DCP, Graduation Date,

Tier change, Extended benefits,

Adv Standing, Scholarship board,

Goals

Physical Readiness

Height/Weight, BCA %, _____

Pull ups, curl ups, push ups, _____

Run times, Swim quals, _____

Goals _____

Medical

Injuries, Allergies, Supplements, Medications, _____

Eye surgery, Waivers, Follow-ups/ _____

Remediations, Commissioning physical _____

Military

Billet duties/performance, _____

Summer cruise, ASTB requirements, _____

Service assignment desires, _____

Goals _____

Extracurricular

IM Sports, Fraternity/Sorority, Social _____

Societies/Clubs, Religious, _____

Hobbies, TV/Games (hrs/wk) _____

Financial

Stipend Amount, Credit cards, Loans, Car _____

payments, Rent, Bills, Work (job type, hrs/wk, _____

income), _____

Overdue payments, _____

Goals _____

Personal

Roommates, Significant others, Kids, Pets, _____

Parents, Siblings, Habits, Motorcycle, Tattoos, _____

Alcohol, Safe sex, _____

Goals _____

Academic Change Request

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

Quarter/YR _____

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- _____

(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

