

Administration Forms Instruction Sheet

Welcome to the NROTC Unit, University of Washington. As a NROTC College Programmer, there are several forms you will be required to fill out. The purpose of this packet is to get a head start on the administrative process, as time is limited during Battalion Orientation. Below you will find the forms enclosed in this packet. We require you to fill out forms and bring them with you to Battalion Orientation. Take your time and read all instructions carefully, fill in all fields to the best of your ability, if you do not know please leave blank. Ensure you make note of permanent addresses/information versus your local address while attending University of Washington.

Enclosed forms:

1. OPMIS Student Information Sheet
2. Record of emergency data
3. Drug and Alcohol Abuse Statement of Understanding **(DO NOT SIGN)**
4. The Concept of Honor

Below you will find instructions for completing the forms. These instructions do not necessarily cover every block; instead, they are meant to provide guidance and clarify any potential confusion. If any of the instructions do not make sense to you or if you have any questions not covered by these instructions, please contact the POC below:

Mr. Ed Herrera / Human Resources Asst
206-543-0170

Form 1: OPMIS Student Information Sheet

Self explanatory. The address and phone number under the "University information" section refers to the dorm or local address where you will be staying once you start classes. Ensure you fill out the emergency contact information on the back of the form.

Form 2: Record of emergency data

The instructions included with this form should answer most of the questions that may arise, so ensure you read them carefully. This will be used during summer training when you are considered on active duty status (a military member). Use permanent addresses where your next of kin and beneficiaries can be located. Please list only legal guardians for your mother and father (step-parents/grandparents or others can be used in the designated persons box and beneficiary box). For the Beneficiary Information you may list separate persons with varying percentages that equal to 100 percent. If you do not have the full address or contact information, please list what you can and update when possible, if someone is unknown please write UNK.

Form 3: NROTC Drug and Alcohol Statement of Understanding

The navy maintains a zero tolerance of drug use and takes immediate corrective action against misconduct involving alcohol. This form is kept on record to ensure that all members of the NROTC unit have been made aware of the policy. This form will need to be signed once you arrive at University of Washington for Battalion Orientation. **Please do not sign prior to your arrival.** Also be aware that we will be conducting a urinalysis within the first week of your arrival and will continue to conduct random command urinalysis throughout your time as a midshipman.

Form 4: NROTC Concept of Honor

As a midshipman you are a representative of the United States Navy and or Marine Corps, the University of Washington, and the Husky Battalion. You are expected to act with Honor, Courage, and Commitment at all times.