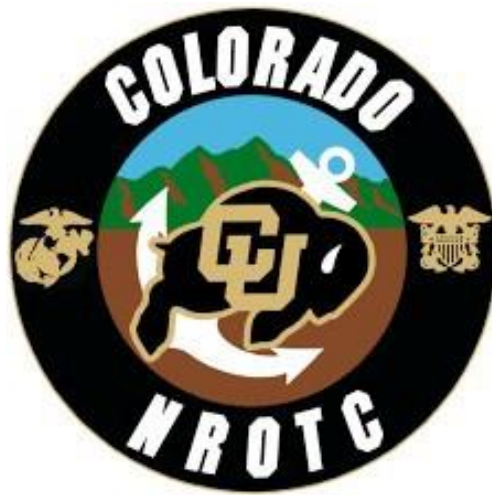


DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
Naval Reserve Officer Training Corps University of
Colorado Boulder



Standard Operating Procedures Fall 2026

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DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
NAVAL RESERVE OFFICER TRAINING CORPS UNIT, UNIVERSITY OF
COLORADO BOULDER

NROTCCUINST 1000.3
[Code]
[Date]

From: Midshipman Commanding Officer, Naval Reserve Officer Training Corps, University of Colorado

To: All Hands, Naval Reserve Officer Training Corps, University of Colorado

Subj: NROTCCUINST 1000.3 BATTALION STANDARD OPERATING PROCEDURES

Ref: (a) NSTC M-1533.2 (Series) (ROD)

(b) MCO 1020.34 (Series)

(c) NAVPERS 15665 (Series)

(d) OPNAVINST 3100.7 (Series)

(e) MCO 5530.15

(f) MCO 5060.20

(g) Manual for Courts-Martial United States (2019 Edition)

(h) COMDTMIDNINST 1020.3E (Uniform Order for Midshipmen)

1. Background. This instruction supplements basic NROTC regulations and administrative procedures published in reference (a). In the event of a conflict, reference (a) has precedence.
2. Cancellation. This installation cancels NROTCCUINST 1000.2A and all previous versions.
3. Purpose. To establish written standard operating procedures (SOP) for the structure and operation of the NROTC battalion at the University of Colorado. This manual aligns with the policies and procedures set forth in the Regulations for Officer Development (ROD) and elaborates on the requirements to optimize NROTC student training. This instruction should be read in its entirety. These regulations apply to all NROTC students at the University of Colorado Boulder. Where the term Midshipman appears in the SOP, it shall include both Scholarship and College Program NROTC Midshipmen and USN/USMC Officer Candidates (STA-21/MECEPs) unless otherwise indicated.
4. Responsibilities. All personnel are directed to be familiar with the enclosed SOP. They should refer to these procedures for guidance on any questions or concerns dealing with the Battalion. In the event the answer is not clear, questions should be directed to the student Battalion Chain of Command.
5. Review and Effective Date. The accuracy and currency of this document and its distribution is the responsibility of the Battalion Commanding officer (BNCO). Reviews, edits, and delivery shall be conducted before each semester starts.

M. P. Zummo
Commanding Officer

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CHAPTER 1 HISTORY AND MISSION

1. Mission.

To develop students morally, mentally, and physically to become professional officers in the Naval Service; to reinforce the enduring Core Values of Honor, Courage, & Commitment; to cultivate the necessary knowledge and skills to prepare them for service to our nation.

2. Commander's Intent.

a. Expectations/priorities for the Bn:

(1) Relentlessly encompass our Core Values and develop our Midshipmen mentally, morally, socially, and physically with a goal of producing officers for the Navy and Marine Corps.

(2) Seek and exploit opportunities for leadership, self-improvement, and team building to include increased community outreach.

(3) Respect yourself & each other and BEGIN NOW to model the aspects of character and leadership that your future Marines and Sailors deserve to get from you as commissioned officers.

b. Purpose: To lead, organize, and set the conditions for all our midshipmen, MECEPs, STA-21s to successfully complete academic and commissioning requirements and prepare for service as officers in the USN and USMC.

c. Method: The Bn will work closely with the NROTC staff to develop, communicate, and execute an effective and efficient training plan and other activities & engagements that achieve the above priorities and lead to the desired end state. I want to maximize integration between our Navy and Marine options and OCS/PLC students in areas that make sense while also preserving the necessary training preparations to enable success in summer training. As a student & tenet organization, the Bn will seek engagement with the University, local communities, & alumni to enable leadership opportunities and expand relationships.

d. End state: A holistic environment that produces graduated & fully qualified, resilient, high-character, and balanced USN/USMC commissioned officers capable of immediately leading our nation's Sailors and Marines while also attracting new members from the University, high school, and STA-21/MECEP ranks as the premier NROTC program in the nation.

3. BNCO's Intent.

a. This new academic year brings new freshman into the battalion for Fall 2025. The Bn will build a foundation of "brilliance in the basics", introducing and reinforcing training that will enable success in culminating events like FEX and LRC. There will also be an emphasis on leadership development at all levels. This will include involvement in the chain of command to ensure proper preparation and execution of training events. Readiness for these events requires academic, physical, and mental development and support. Success within NROTC is built upon dedication to these aspects of officer development.

b. The Bn will integrate event and battalion staff for seamless planning and support of events and operations. This will be done by involving company staff in Top 5 meetings, and effective communication from the top down. Recalibrating leadership on all levels will encourage more engaged lower-level fire team and squad leader positions.

- c. An effective NROTC unit is one that fosters cohesiveness between classes, MIDN, MECEPs, and Officer Candidates. By encouraging one another to be dedicated to professionalism and development, the Bn will exemplify the characteristics necessary for leading sailors and marines in the USN/USMC.

CHAPTER 2
NROTC UNIT AND BATTALION ORGANIZATION

1. Military Organization.

- a. NSTC headquarters in Great Lakes, Illinois administers the NROTC Program and exercises military command of the NROTC Unit, University of Colorado. The Commanding Officer, or Professor of Naval Science (PNS), is assigned by the Department of the Navy and is the senior commissioned officer, Navy or Marine Corps, assigned to duty with the Unit.

2. Battalion Organization.

- a. General. The CU NROTC Unit is organized into two companies, Marine Corps (Alpha) and Navy (Bravo). The two companies are then broken into elements resembling traditional Navy and Marine Corps rank structure.
- b. Alpha Company Rank Structure. All Marine option MIDN and MECEP students will be placed in Alpha Company. Alpha Company will have one platoon consisting of 20-30 members. If the numbers permit, a second and third platoon may be established of at least 20 members. Platoons are subsequently broken into three squads.
- c. Bravo Company Rank Structure All Navy option midshipmen (MIDN) and Officer Candidates (OC) will be placed in Bravo Company. Bravo Company will have at least two platoons of three squads each. Each squad should have five to eight squad members.
- d. Transfer. If any student changes between Navy and Marine Corps scholarship applications, then they will also train with their respective new company corresponding to their desired career path.

3. Billet Descriptions and Responsibilities.

- a. The following are detailed lists of the responsibilities for billet holders in each position within the Battalion. These lists are not inclusive of all individual responsibilities but should instead serve as a minimum baseline.
- b. Top 5 Billets.

(1) Battalion Commanding Officer (BNCO). The BNCO is responsible to the Commanding Officer, through the Battalion Officer for the proper conduct, training, administration, and operations of the Battalion. Duties will include:

- (a) The BNCO may delegate duties to subordinate students to assist in the performance of command functions. However, the BNCO retains full responsibility for the execution of such functions.
- (b) The BNCO is responsible for generating battalion policy for their respective semester in command, but the policy should promote continuity and growth for the entire battalion throughout future semesters.
- (c) Meet weekly with the Battalion Officer to receive staff guidance and brief the staff on the week's events. Meet with the Commanding Officer as necessary to ensure training and battalion operations are aligned with his/her intent.
- (d) Recommend changes to this document via the Battalion Officer prior to the next semester.
- (e) Checks on the physical, moral, and mental health of the unit.

- (f) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(2) Battalion Executive Officer (BNXO). The BNXO is the principal assistant and advisor to the BNCO. During the BNCO's temporary absence, and when authorized, the BNXO shall represent the BNCO and direct action in accordance with the BNCO's guidance. The duties of the BNXO will include:

- (a) Enforce policies dictated by the BNCO.
- (b) Direct and coordinate daily operations of the battalion staff.
- (c) Keep the BNCO informed of all battalion functions.
- (d) Supervise battalion conduct and standards as dictated by the BNCO, the CO, and the ROD and other necessary Department of the Navy (DON) guidance.
- (e) Serve as the Senior Watch Officer and enforce proper watch-standing procedures.
- (f) Meet weekly with the battalion officer or other senior staff member to receive staff guidance and brief the staff on the week's events.
- (g) Oversee supply chief
- (h) Checks on the physical, moral, and mental health of the unit.

(3) Battalion Operations Officer (BNOPSO). The Battalion Operations Officer is responsible to the Battalion Commanding Officer for the planning, coordination and execution of all Battalion training and operations. Duties will include:

- (a) Prepare and submit the Battalion Two Week Plan (TWP) to the Battalion Officer. Following approval, disseminate the TWP to the Battalion through Teams via the 'TWP' and 'General' Channel.
- (b) In conjunction with the BNCO, develop a training plan for the following semester, review all lesson plans, reserve necessary locations, and arrange for guest speakers at training events, if appropriate.
- (c) Meet weekly with the battalion officer or other senior staff members to receive staff guidance and brief the staff on the week's events.
- (d) Supervise all officers-in-charge (OICs) of events.
- (e) Checks on the physical, moral, and mental health of the unit.

(4) Battalion Sergeant Major/Command Master Chief (BNSgtMaj/BNCMC). The Battalion SgtMaj/CMC is responsible to the BNCO for the battalion's inspection readiness and is the liaison for personnel in enlisted-equivalent billets. Duties will include:

- (a) Meet weekly with the battalion officer or other senior staff member to receive staff guidance and brief the staff on the week's events.
- (b) Uphold uniform regulations within the battalion.
- (c) Coordinate and conduct Midshipman of the Month (MOM) boards.
- (d) Oversee the battalion counseling and discipline system.
- (e) Checks on the physical, moral, and mental health of the unit.

- (f) Oversee the cleanliness and functionality of battalion spaces.
- (g) Maintaining personnel rosters, including an emergency contact roster.
- (h) Conduct effective grooming, uniform, and readiness inspections at the battalion level.
- (i) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(5) Public Affairs Officer (PAO). The PAO is responsible for enhancing the battalion's public image.

- (a) Updates to CU NROTC Sidelights
- (b) Battalion social media applications.
- (c) Physical media applications within the unit spaces including but not limited to hallway photos and documentation.
- (d) Updates to the battalion website.
- (e) Documenting events and training exercises.
- (f) Oversee Merchandise website
- (g) Push out storyboard PowerPoint for major events

c. Bn Collateral Billets.

(1) Supply Officer. The supply officer (SUPPO) is responsible to the BN XO who do they report to? for all matters relating to supply. (should it be only uniforms instead of all supply?) Duties will include:

- (a) Determines the needs of and acquire the necessary supplies and equipment for use by the battalion.
- (b) Maintains regular supply hours to issue, exchange, and receive uniform components.
- (c) Works as the liaison between the battalion and supply technician to ensure proper distribution of uniforms and correct assignments.
- (d) Communicates with Top 5 on all inventory and uniform issues within the battalion
- (e) Oversees supply chiefs.

(2) Fiscal Officer. The fiscal officer is responsible to the Bn top 5 for all financial matters in the battalion. Duties will include:

- (a) Keep thorough accountability of BN spending through continuous monitoring and active recording of expenses.
- (b) Provide the Top 5 with a brief detailing the status of funds, semester budget, long term plan, and any other pertinent information at the beginning of each semester.

- (c) Ensure the fiscal board is staffed by representatives from each class, conducts meetings as required and votes on all required matters.
- (d) Coordinate all fundraising events.
- (e) Be the main liaison between Sea Service Ball vendors and the Sea Service Ball OIC
- (f) Responsible for the unit finances and supervision of the Fiscal Board.

(3) Physical Training (PT) Coordinator. The PT Coordinator is responsible to the BNOPS and Command Fitness Leader (CFL) regarding physical fitness and wellness of the battalion. Duties will include:

- (a) Work under the guidance of the command fitness leader (CFL) to coordinate physical training (PT) plans for their respective company to build camaraderie and improve individual physical fitness in the unit.
- (b) Provide safety plans for every battalion PT in case of emergency.
- (c) Coordinate Fitness Enhancement Program (FEP) for MIDN UNSAT in their fitness performance, and voluntary physical conditioning sessions for MIDN looking to improve their fitness.

(4) Academics Officer. The academics officer is responsible to the staff academics officer for matters pertaining to battalion academics and the tutoring program. Duties will include:

- (a) Schedule and reserve rooms for battalion study hours.
- (b) Coordinate with tutor and relay pertinent study hours information.
- (c) Brief and enforce the battalion on study hours requirements and resources.
- (d) Communicate between MIDN and their chain of command - including active-duty staff - any individual concerns or recommendations to improve and monitor academic performance.

(5) MWR Officer. The morale, welfare and recreation officer contributes significantly to maintaining high morale and fostering positive relationships within the NROTC unit. Duties will include:

- (a) Collaborate with Top 5 leadership and unit members to plan and organize recreational events outside of the unit.
- (b) Implement wellness and leisure initiatives focused on improving the overall well-being of NROTC unit members.
- (c) Organize fun and engaging activities in the wardroom that contribute to a positive and inclusive unit culture.
- (d) Responsible for supplying geedunk items.

(7) Event OIC (Officer in Charge). OIC's will report to the BNOPSO. They are responsible for the planning and execution of their assigned events. They may assign and utilize OIC's as they see fit. Event billets include:

- (a) Colorado Meet OIC.

- (b) Sea ball OIC.
- (c) Fall/ Spring Commissioning OIC.
- (d) Sea Trials OIC.
- (e) Mess Night OIC.
- (f) Tri-mil OIC.
- (g) LRC OIC.
- (h) FEX OIC

d. Company Billets.

(1) Company Commander (CO). The company commander is responsible to the BNCO for the proper conduct, training, administration, and operation of their respective company. Duties will include:

- (a) Checks on the physical, moral, and mental health of the company.
- (b) Meet weekly with the Company Officer to receive staff guidance and brief the staff on the week's events.
- (c) Oversee the development of an effective training schedule for their company with contingency plans in case of inclement weather/ short notice changes
- (d) Shall delegate duties to their company staff or subordinates to assist in performance but still maintains all responsibilities pertaining to Alpha Company.
- (e) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(2) Company Executive Officer (XO). The company XO shall assist the company commander in any necessary tasks, and enforce standards in the company regarding training, readiness, and professionalism. Duties will include:

- (a) Checks on the physical, moral, and mental health of the company..
- (b) Oversee company-specific event OICs
- (c) Alpha Co Only: Take all duties of a Company Operations Officer and Trainee listed below

(3) Company Operations Officer (OPSO). (Bravo Co Only) The company OPSO is responsible for the development and execution of a training schedule congruent with the standards and training requirements as outlined by the company commander. Duties will include:

- (a) Checks on the physical, moral, and mental health of the company.
- (b) Report to the Bn OPSO with their company training schedule for the Long Range Training Plan

- (c) Ensure training classrooms/ areas are being tracked by Bn OPSO and reserved at least two weeks prior to execution

(4) Company First Sergeant/Command Master Chief (1stSgt/CMC). The First Sergeant/Senior Chief is the principal assistant and advisor to the Company Commander. During the latter's temporary absence, and when authorized, the First Sergeant/Senior Chief represents the Company Commander and directs actions in accordance with their policies. Duties will include:

- (a) Execute and enforce policies as dictated by the company commander.
- (b) Keep the company commander informed of all company and functions.
- (c) Ensure and report the accountability of company personnel at all company and battalion events.
- (d) Enforce military bearing, standards, and discipline at the company level.
- (e) Oversee mental, moral, physical health of the company.
- (f) Conduct effective grooming, uniform, and readiness inspections at the company level.
- (g) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(5) Company Training Officer (TRAINO). (Bravo Co Only) The TRAINO is responsible to the Company Operations Officer regarding the design and execution of all training plans and objectives. Duties will include:

- (a) Oversee training instructors to ensure good instruction
- (b) Create training plans that align with company training objectives
- (c) Ensure safety plan is developed and executed for every training event
- (d) Oversee Company PT coordinators

(6) Company Gunnery Sergeant (COGySgt). (Alpha Co Only) The Co GySgt is responsible to the Company XO regarding the supply and gear issue within the company. Duties will include:

- (a) Ensure every member of Alpha company has a full gear issue or as much as possible with whatever the unit has
- (b) Bring AED and Emergency oxygen to all company events and safety vehicle if needed
- (c) Ensure gear/MRE's for the FEX is accounted for

(6) Platoon Commander. The platoon commander is responsible to the company commander for their platoon performance. Duties will include:

- (a) Ensure that platoons carry out training plans effectively.
- (b) Ensure accountability at all battalion events.
- (c) Oversee mental, moral, physical health of their platoon.

- (d) Conduct initial counseling on all subordinate leaders on expectations and responsibilities.

(7) Platoon Sergeant/Platoon Chief. The platoon sergeant or chief is responsible to the platoon commander for inspection and readiness. Duties will include:

- (a) Report accountability from squad leaders during platoon, company, and battalion events.
- (b) Instruct and ensure that the platoon maintains proper military bearing and adheres to uniform, grooming, conduct, and performance standards as outlined by the MIDN chain of command.
- (c) Conduct effective grooming, uniform, and readiness inspections at the platoon level.
- (d) Ensure good mental, moral, physical health of their platoon.
- (e) Handle disciplinary measures for any member of the platoon
- (f) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(8) Squad Leader. Squad leaders are responsible to the platoon sergeant/chief or the conduct and performance of their squad. Squad leaders serve as the closest mentors for younger MIDN and newer personnel in the NROTC unit. Duties will include:

- (a) Instruct and ensure proper military bearing, appearance, and performance of their squad.
- (b) Report accountability at all platoon, company, and battalion events.
- (c) Ensure good mental, moral, physical health of their squad.
- (d) Conduct initial counseling on all subordinate leaders on expectations and responsibilities

(9) Fire team Leader/LCPO. Delegated by squad leader to assist in any tasks. Report accountability during battalion/ company events.

CHAPTER 3 ADMINISTRATION

1. Evaluations (Evals).

OUTLINED IN ROD CHAPTER 6: Performance Evaluation and Counseling

- a. Refer to Reference a (Regulations of Officer Development) that outlines all evaluations midshipmen will receive from their staff academic advisor.

2. Chits.

- a. General. All Battalion members are required to submit chits when requesting leave, special liberty, excusal from an event, travel outside of 300 miles, or to address any other special circumstance not covered by instruction. All chits will be filled out using NAVPERS Form 1336/3.

- (1) Active-duty students will follow proper active-duty leave request procedures. Standards and procedures are as follows. MECEPs and OCs are to follow proper active duty leave request procedures and shall inform their MIDN and officer chain of command of any absences or excusals. Chit routing will include both the active-duty staff and the MIDN staff. In the case of routine training, MIDN personnel will route their chit per the routing matrix (Appendix G)

- b. The Routing Matrix. See appendix G

- c. Excused Absences. Students with school conflicts must submit a Special Request Chit to be excused from events such as PT, Stadium Clean Ups and company training events.

3. Financial Operations.

- a. Description. Fiscal Operations are any operations requiring the unit budget. The Fiscal Officer and the Fiscal Board are the sole appropriators of Battalion funds for activities, operating expenses, and other miscellaneous needs. The budget must be reviewed by the fiscal officer and the incoming Battalion Leadership.
- b. Budget. The Battalion budget changes year to year but is based on the approximate financial expenditures from the previous year's budget. The funds for the budget are generated through annual Battalion fundraising efforts to include stadium clean ups and other means.
- c. Over Budget Protocol. If a Company CO, event OIC, or anyone responsible for their own budget goes over their allotted amount, they may submit a request for additional funds from the Board Fund pool granted by the fiscal board, see section 10.2.1. Or they can request funds from another Company or event through the BNCO.

4. Fiscal Board.

- a. Organization. The fiscal board consists of one member from each graduation class year, the Fiscal Officer who must be an Active-duty student. The fiscal board will decide how to spend the unit budget. See section 10.4.2 for additional guidance on spending.
- b. Guidelines. The Battalion Fiscal Board must adhere to all University requirements outlined for student groups, by the Student Organization Finance Office.
- c. Selection Process. Individuals on the Fiscal Board are appointed to the role by volunteering. There are 4 midshipmen and 1 active-duty student, each representing their class.

d. Responsibilities and Requirements.

- (1) Fiscal board Members. Individuals on the Fiscal board vote on requests for Battalion funding not covered by the annual budget. This is to ensure that Battalion funds are being utilized appropriately and for the good of the whole. Members within the unit interested in using extra funds will be required to complete a special Request for Battalion Funds form (Figure 10.4.5) to request appropriation of funds.
- (2) Midshipman and Active-duty Students. Individuals shall obtain permission from their Company or Event OICs prior to making any reimbursable purchases. Once the purchase is complete, they shall provide a digital copy of any receipts, invoices, proof of purchases, etc. to the Fiscal Officer. If the individual is unable to provide any receipts or etc. to the Fiscal Officer, they may seek reimbursement by completing the NROTC Expense Reimbursement - Missing Receipt form (Figure 10.3.2).

e. Voting Process. Within 48 business hours of receiving a request, the Fiscal Officer shall send out an email to the Fiscal Board. All fiscal members shall respond and vote for the approval or disapproval of funds. The Fiscal Officer collects, counts, and keeps accountability of all votes. A request must receive at least four out of five votes for yes to be approved. A response will be returned to the individual within 96 hours.

f. Fundraising. Fundraising is essential for enabling the sustainment of Battalion activities. Through fundraising, the Battalion can provide a multitude of activities and events in which the students can participate. It is every Battalion member's responsibility to participate in fundraising activities.

g. Stadium Cleanup. Stadium clean-ups are essential to providing adequate funding for the Battalion's budget. Usually twice a year, on dates assigned by the University, the Battalion is paid to clean the stadium after football games. Stadium cleanups are a valued training event for all students in leadership positions to get practice in command and control throughout the event.

h. Additional Fundraising. Under the discretion of the Top 5, additional fundraising opportunities may be sought out through various resources if BN leadership chooses to pursue fundraising outside of stadium cleanups.

i. Spending Guidance.

- (1) Commissioning. The amount to be budgeted for each semester's commissioning ceremony will be delegated by the fiscal board.
- (2) Miscellaneous Student Development. Funding for Leadership Conferences, EOD and SEAL Exposure Weekends, Competitive Team Races, etc. will be voted on by the fiscal committee.
- (3) Training Expenses.

(a) Mandatory Training Expenses. Any essential training equipment or events that need funding should be routed through the Battalion staff supply coordinator. These expenses must be routed as quickly as possible for them to be included in the Federal budget.

(b) Non-Mandatory Training Expenses. Vital training expenses not required by NSTC may be requested through the fiscal board.

(c) Other Training Expenses. Other training expenses can be requested through the Board Fund and voted on by the fiscal committee.

- j. Large Unit Purchases. Any purchase exceeding \$2000 or exceeding the prescribed budget will be considered a Large Unit Purchase and must receive special approval. For a request to be approved it must receive one of the following.
 - (1) The request receives a unanimous vote for approval from the fiscal board.
 - (2) The request is approved by the Top Five.
- 5. Correspondence.
 - a. General. To ensure information is passed to the battalion properly, the top 5 will publish informative documents at the start and through the semester that outline billets, training and event plans and other administrative documents. This section outlines the documents and dates of publishment.
 - b. Long Range Training Plan (LRTP). The LRTP should be the first document outlined. The top 5 will work to develop a shell that outlines the major events and trainings, and company commanders will fill in their trainings. This will be approved by the battalion officer.
 - c. Two Week Plan (TWP). Every week on Friday afternoon or evening the next week's TWP will be published and placed on Microsoft Teams. The BN OPSO will push guidance to the company commanders on when changes will need to be submitted. The TWP shall have date and time of training, location of training, uniforms, required personnel and instructor/individual in charge.
 - d. BN Roster and Billets Document. At the start of the semester, the top 5 will push out a document outlining the major battalion and company billets. OICs may update this with their AOICs. This document will also have a contact roster for the whole BN. This should include name, rank, contact number and email address.

CHAPTER 4 CONDUCT AND APTITUDE

1. Responsibilities of the NROTC Student.

- a. Active-duty Students. All active-duty students are subject to UCMJ.
- b. Midshipmen. MIDN are not subject to the UCMJ unless they are on summer cruise or active-duty training.
 - (1) All minor infractions from MIDN will be documented per counseling records. The first offenses will result in counseling from the lowest level of chain of command. Counseling will be conducted between the MIDN and their respective chain of command, as well as a bipartisan third party. This may be any member in the MIDN's chain of command. The chain of command shall keep a record of counseling and shall turnover those records to MIDN's active-duty advisor at the end of the semester. Counseling records shall be recorded on NAVPERS 1616/25 (see enclosure (17) for template).
 - (2) After a pattern of habitual mistakes occurs for one midshipman and it becomes clear that they are struggling to adapt, the company commander and company command master chief/first sergeant will perform further counseling. If issues continue, company review boards and/or Top Five will be held.

(a) Battalion staff shall document review boards and immediately refer the results and recommendations to their academic advisor for review. Battalion review boards shall take place in the NROTC spaces, and the uniform shall be service khakis. Battalion review boards train MIDN staff in counseling in accordance with USN and USMC standards and make recommendations to the active-duty staff on corrective action for MIDN.

(b) Corrective actions include Extra military instruction (EMI) conducted by the personnel in focus. EMI is non-punitive and is approved by the Manual for Courts-Martial in reference (g) and is used not only to improve the deficiencies of an individual but also to remind the command of performance standards. EMIs may take place before or after training events, may be led by the individual(s) who need correction, and may include training, briefs, and inspections related to the committed deficiency. EMIs should be assigned not after a first minor offense but after a pattern of minor offenses at the discretion of the MIDN Chain of Command and the Battalion Officer.

2. Legal Conduct Issues.

- a. General. All legal issues will be directly referred to by the CDO and the student's advisor for further action.

3. Wardroom.

- a. Conduct. The following are general guidelines for conduct in a wardroom:
 - (1) Avoid conversation about controversial topics, such as religion and politics.
 - (2) Be polite when guests are present. Attempt to make guests feel as welcome as possible.
 - (3) Always remove your cover or hat upon entering the wardroom and Navy options shall not place covers or hats on the Wardroom table.
 - (4) The proper attire for being in the wardroom is the uniform of the day or Casual Civilian Attire. Items like sweatpants, athletic shorts, and tank tops will not be permitted. MIDN should utilize good judgment in their attire, and if there is any question, opt to dress more professionally. PT gear should not be worn for extended periods of time in the wardroom, merely to make a short stop to complete a specific task.

- (5) During working hours, the volume of the television, as well as the volume of those present, should be kept low enough so as not to disturb the staff.
- (6) Obscenity, vulgarity, inappropriate comments, and off-color tales do not belong in a MIDN's conversation at any time. Upp
- (7) Unkind and unfavorable comments about other MIDN and opinions about superiors are not appropriate. This is grounds for immediate dismissal from the wardroom.

4. Fraternization.

- a. General. Fraternization relates to prohibited personal relationships between Midshipmen of different ranks and positions. Fraternization involves improper relationships, ranging from overly casual relationships to friendships to romantic relationships.
- b. Purpose. When this occurs between MIDN of different classes or between some hierarchical pairing, it undermines the chain of command, as well as good order and discipline. Not all contact between different classes of Midshipmen or between subordinates and superiors is prohibited, just contact that would compromise (or have the appearance of compromising) good order, discipline, and the chain of command.
- c. Importance. A certain level of familiarity is allowed and even encouraged. This includes things like MWR events and other team building activities. However, even at events such as these, it is possible for improper fraternization to occur. Relationships that form during time spent as a Midshipmen should be professional. Improper relationships could undermine the impartiality (or the perception of impartiality) of the superior.
- d. Guidelines. Midshipmen shall not have romantic relationships more than one class up or down. 4/C Midshipmen shall not engage in romantic relationships with any Midshipmen outside of their own class. Pre-existing relationships are allowed but must be reported through the chain of command. Midshipmen in a romantic relationship may not be involved in a trainee-trainer relationship (may not be in each other's direct chain of command). If issues occur due to the nature of a relationship in battalion, it may be necessary to address it at staff discretion.

CHAPTER 5 CORRECTIVE ACTION AND RECORDS

1. General.

- a. Naval discipline is designed to be neither burdensome nor constraining. It is composed of a set of rules for proper conduct to provide for the orderly administration of naval personnel. Self-discipline is the best discipline when it results in an attitude, on the part of the MIDN, to carry out lawful orders with determination, to behave in a military manner, and to take pride in the Naval Service and in the Navy ROTC Unit.
- b. Discipline is a double-edged sword. It provides for the recognition of an individual's excellent performance and for correction of performance that fails to meet the established standards.

2. Discipline Infractions.

- a. The Corrective Action Matrix outlines the types of discipline infractions and the appropriate responses to each. Infractions are to be tracked in the battalion Corrective Action Matrix and may require follow-up counseling or other actions.

3. Corrective Action Matrix.

- a. The BNCCMC shall make changes and publish the corrective action matrix each semester and ensure that company staff understands the upcoming semester's expectations. The matrix shall be updated by the student making the corrections and routed properly to the correct billet in the chain.
- b. Reference Appendix H.

CHAPTER 6 TRAININGS AND EVENTS

1. General.

- a. Participation in all aspects of NROTC activities is essential for the personal and professional development of MIDN to become commissioned officers in the Navy and Marine Corps. Through this participation, a MIDN can develop as a leader while gaining invaluable insight into the culture, traditions, and policies of the Naval Service. Additionally, participation allows the NROTC unit to gain and maintain a visible presence on the CU campus enabling us to be ambassadors for the Navy and Marine Corps to the civilian community we serve. Through participation in all NROTC events, MIDN enhance the reputation of the NROTC unit and build esprit de corps amongst our members.
- b. Training days are typically Mondays and Wednesdays with the auxiliary days being Tuesday and Thursday.

2. Battalion Events & Trainings.

- a. General. Battalion events and training enable both Alpha and Bravo companies to come together for professional development trainings and Battalion events such as the Sea Service Ball aid in the building of an integrated team.
- b. Uniforms. It is proper to have uniformity amongst those participating. Below outlines the uniformity requirements for Alpha and Bravo company during battalion events.

- (1) Physical Training Uniform: If the weather dictates, sweatsuits will be worn by both Alpha and Bravo company with beanies prescribed. Socks will be white/black.
- (2) Khakis: MECEP equivalent to "Khakis" is Service Bravo/Charlie.
- (3) Miscellaneous outer Layers: Company COs will work with the BNCO to ensure the wear of these components is uniform.

c. Battalion Events.

- (1) Sea Service Ball (Fall).
- (2) General Military Training (Semesterly).
- (3) Colorado Meet (Spring).
- (4) Commissioning (Semesterly).
- (5) Spring Awards Ceremonies.
- (6) Tri Mil competition (Fall).
- (7) Stadium Cleanups.
- (8) Mess Night

3. Company Events & Trainings.

- a. General. It is important that companies have ample training days to teach separate syllabuses and to build Marine and Navy traditions within the different companies. The following events are split by companies.

b. Alpha Company.

- (1) Spring and Fall Field Exercise (FEX).
- (2) Company Training.
- (3) Combat Fitness Test (CFT).
- (4) Physical Fitness Test (PFT).

c. Bravo Company.

- (1) Fall Leadership Reaction Course (LRC).
- (2) Spring Sea Trials.
- (3) Company Training.
- (4) Personal Fitness Assessment (PFA).

4. Officer-In-Charge Duties and Guide.

- a. General. OICs are responsible for the execution of different events thought the semester. This entails turnover, building an outline, assigning Assistant OICs (AOICs), pushing out briefs, and other tasks which are outlined below. This is not all encompassing but is a guide that outlines required tasks from the OIC to ensure proper execution. Officers in Charge (OICs) will be assigned at the end of the previous semester, with Colorado Meet and Sea Service Ball being the exception. BN event OICs will be assigned by the top 5 staff with the input and approval of the BN staff OIC. Company event OICs should be assigned by the company staff and sent to the top 5 for approval. OIC assignments shall be reflected in the BN billets document.
- b. Turnover and Staff OIC Meeting. The OIC will meet with the previous OIC of the event and go over what is expected of the event. Pay attention to the After-Action Report (AAR) and ensure to ask any questions and receive any documents that may be useful from the previous OIC. After turnover meet with the staff OIC to discuss expectations for the event, safety, and schedule concerns.
- c. AOIC Assignments. The OIC may assign any number of AOICs they need to make sure proper delegation of duties. AOICs may assign their own staff at the OICs discretion.
- d. Letter of Instruction (LOI). The LOI is an all-encompassing document of the event. This document includes timelines, communications plans, descriptions, Operational Risk Management (ORM), etc. This should be used if the OIC is not present, and proper execution can still be completed. This document is to be updated regularly until it is published.
- e. Warning Order (WARNO). WARNOs are used to announce an event and any necessary information regarding time, uniforms, or needs to those attending. Typically sent out before the LOI to ensure proper time allotment for uniform preparation and general preparedness.
- f. Confirmation Briefs . The OIC will schedule three Confirmation Briefs. The Confirmation Brief is a required brief that informs the CO, XO and top 5 of the event. The first will be delivered to the Top 5. Second to the XO and the final brief to the CO.

5. Inclement Weather Plan.

- a. General. Due to the nature of Colorado weather, it is expected that the University may delay campus start or that the weather may make training in person unsatisfiable in the winter months. If this is the case, the training day will be moved to the auxiliary training day of Thursday and if unable, rescheduled.
- b. Method. The Top 5 and Company Commanders are responsible for adjusting training events in the case of inclement weather, i.e. snow, ice, or a dangerous wind chill according to Appendix I. This includes moving PT indoors, modifying PT workouts, switching training days to accommodate better conditions, etc. The ultimate authority is with the BNCO and Battalion Officer. It is recommended that changes are made no less than 12 hours prior to the event and communicated throughout the Bn.

CHAPTER 7 DAILY OPERATIONS

1. Duty

- a. Background. This instruction serves as written standard watch standing operating procedures (SOP) at the University of Colorado Boulder NROTC.
- b. Mission. Watch standing is meant to indoctrinate and prepare students for watch standing operations in the fleet by protecting and securing battalion spaces. The Battalion Executive Officer is the senior watch officer (SWO). The battalion shall man the positions of Officer of the day (OOD) and the Assistant Officer of the Day (AOOD) daily.
- c. Execution.
 1. Each weekday during the University of Colorado school year, one CU NROTC Midshipman will stand Officer of the Day (OOD). Their duty is to ensure that the battalion spaces are kept in good order and discipline, keeping all spaces in a clean state, following any instructions left in the Duty Checklist, and reporting appropriately to the staff Command Duty Officer (CDO).
 2. All OOD and Supernumeraries are required to sign and acknowledge the watch bill and the duties they are charged with.
 3. During the duty day, the OOD is permitted to leave the battalion spaces to attend class. The OOD is not permitted to leave Boulder County while posted.
- d. Uniform. The uniform will be in accordance with (IAW) the uniform of the day (UOD) weekly.
- e. Record Keeping.
 1. Logbooks. The OOD will maintain a logbook containing times of turnover, special instructions, inspection of spaces, accountability of any battalion equipment, and completion of duty checklists.
- f. General Duties of OOD. In addition, the OOD shall complete all tasks specified on the OOD checklist in appendix D.
 1. Each week, a supernumerary duty will be assigned. This individual will be responsible for filling any gaps in the event of abnormal or emergency circumstances that limit the assigned OOD from executing their duties.
 2. On the first duty day of each week, the supernumerary and all designated OOD Midshipmen for that week will conduct a turnover with the off-going OOD and the oncoming CDO, at 0730, or upon the completion of training, whichever comes later.
 3. For the remaining days of the week, the off-going OOD will turn over with the oncoming OOD, in the presence of the CDO, passing all previous days' pertinent information and receiving any special instructions.

4. Cleanliness. The OOD shall make a minimum of 2 rounds through the battalion spaces to check the security and cleanliness of said spaces, logging those rounds in the logbook.
 5. Reporting. Should something unusual need to be reported, the duty will contact the Midshipman Battalion Executive Officer.
 6. Bagels. The off-going OOD will provide bagels the morning of turnover with the oncoming OOD. Free day-old bagels can be retrieved from Moe's Bagels (3075 Arapahoe Ave.).
 7. It is the standing OOD's responsibility to be properly relieved. Should they have a conflict, or a discrepancy with the oncoming OOD, the supernumerary will be contacted to fill that duty position until a time when the scheduled OOD or a replacement OOD can fulfill all obligations pertaining to this post.
 8. 4/C. All 4/C Midshipmen will stand one duty accompanying a 3/C or above prior to standing OOD independently.
 9. Rifle Count. The oncoming OOD for each following day will ensure that all battalion weapons are accounted for. The OOD shall sign out keys to the rifle cabinet and obtain the expected count from the AMOI immediately upon arrival after signing in. After the rifle count is complete, the OOD will sign in the keys to the rifle cabinet and record in the logbook the type of rifles present, and the quantity of each. Discrepancies shall be immediately reported to the AMOI.
 10. Automated External Defibrillator (AED) Check. The OOD will check each AED to ensure it is fully operational and record in the logbook the quantity present.
 11. Oxygen Bottle Check. The OOD will check each oxygen bottle to ensure each is in proper condition and record in the logbook the quantity present.
- g. Adherence. Failure to adhere to the watch standing SOP will result in corrective action.
2. Study Hours. In ROD reference
 - a. General. The battalion shall seek academic excellence. The battalion shall exercise considerable responsibility in organizing and conducting tutoring, remedial instruction, and other forms of academic assistance. The battalion academic officer shall coordinate these programs.
 - b. Academic Success. While enrolled as a student at the University of Colorado and a member of this NROTC unit our principal mission is academic success.
 - c. Method. MIDN attending wardroom study hours will follow the procedures lined out by the academics officer.
 3. Field Day of Unit Spaces.
 - a. General. The unit should take accountability of the cleanliness of our unit spaces. There will be an assigned duty squad per week throughout the semester to ensure the cleanliness of unit spaces. The areas to clean will be outlined by appendix (h)

CHAPTER 8 UNIFORM AND APPEARANCES

The regulations can be found by visiting the Navy's Uniform website at: <https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/Uniform-Regulations/> or for Midshipmen specific uniforms refer to reference (h).

1. Civilian Attire.

- a. Casual Civilian Attire (CCA). Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. CCA shall be worn by MIDN any time they are not wearing the uniform of the day, PCA, or going to and from the gym. The following does not fall under appropriate CCA: wearing pajamas, pieces from a uniform that are distinctly Navy (see 714 b.), and clothing containing inappropriate graphics. Undershirts also may not be worn as outer garments in CC.
- b. Proper Civilian Attire (PCA). PCA will be worn for any official unit business when it is not appropriate to wear the uniform of the day or when it is deemed appropriate to present a more professional appearance than Casual Civilian Attire (CCA). Examples include scheduled meetings with the CO or XO, and all Wardroom events. PCA shall be clean, neat, and present a good image of the individual wearing it. PCA is conservative pants or shorts, a belt if the pants have belt loops, closed-toed shoes, and a collared shirt, which is tucked in. Skirts shall be no shorter than 4 inches above the knees, heels shall be no higher than 2 inches, and non-religious head devices such as ball caps will not be worn inside buildings. Unacceptable examples of PCA are white under shirts as outer garments, flip flop sandals, tank tops, midriff bearing outfits, baggy and/or revealing clothing, clothing with holes, sweatpants, pajamas, scrubs, and any other items prohibited under casual civilian attire under (see 701.b).

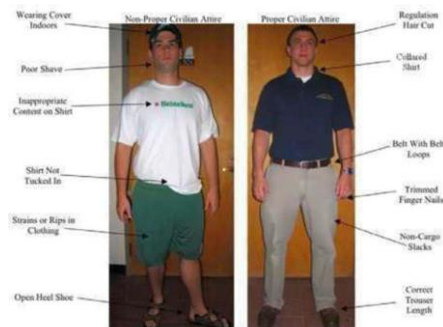


Exhibit 8-1. PCA vs non-PCA.

2. Classroom Uniforms.

- a. There will be one uniform day per week throughout the semester decided by battalion staff and top 5. Only Khakis or Service Charlies/Deltas or Unit polo and khakis will be worn to class. MARPATs/ NWUs will be worn for training or unit spaces.

- e. Watch caps. Black knit watch caps may be worn only at the discretion of the unit CO.

3. Inclement Weather.

- a. Uniform changes are up to the BNCO. Changes shall be announced to the Battalion 12 hours before the start of training. These include and are not limited to snow, ice rain, extreme cold. Short notice changes may occur, uniforms will be changed to one of a "lower" formality if this occurs.

- b. If the temperature falls below 40 degrees, the Top Five and active-duty staff may change uniform of the day (UOD).
 - c. For PT uniforms, when the weather is below 40 degrees appropriate warming layers WILL be worn. Appropriate warming layers is at the discretion of the company commanders.
 - d. If the temperature falls below 40 degrees, or if the weather is deemed dangerous, the Top Five may change the location of training at their discretion, with approval of the active-duty staff. Reference Chapter 6 Section 5 of this document for more information.
4. PT Uniform.
- a. Unit PT gear consists of a unit provided PT shirt and official Navy/Marine PT shorts. These are not permitted to be worn outside of training events.
 - b. Official Navy PT gear consists of the official Navy yellow or blue PT shirt and blue PT shorts. PT uniforms are not permitted to wear off campus grounds. Some specific PTs may instead call for NWU/MARPATs to be worn.
 - c. All MIDN shall wear running shoes and white or black socks as prescribed. Colored or otherwise patterned socks are not permitted.
 - d. No part of PT uniforms will be worn in the dining halls or to classes.

CHAPTER 9 AWARDS

1. Purpose.
 - a. This guidance provides information on the awards, decorations, medals, badges, ribbons, and other devices awarded to midshipmen in recognition of outstanding performance, meritorious achievement, and active participation in Battalion activities.
2. Criteria.
 - a. Criteria for awarding ribbons are established, authorized, and awarded by the Commanding Officer. There are two categories: individual achievement and Battalion participation. The following is a listing of ribbons currently authorized for wear by midshipmen.
3. Individual Achievement.
 - a. All-Around Performance.
 - b. Academic Excellence.
 - c. Academic Achievement.
 - d. Commendation Award.
 - e. Leadership Award.
 - f. Community Service.
 - g. Physical Fitness.
 - h. Recruiting.
4. Battalion Participation.
 - a. Drill Team.
 - b. Color Guard.
 - c. Intramurals.
 - d. Rifle/Pistol Team.
 - e. Sailing Team.
 - f. Cruise Ribbon.
 - g. Colorado Meet.
5. Ribbon Regulations.
 - a. Battalion Ribbons. Battalion ribbons (either individual or club participation ribbons) are only authorized for wear on campus at the University of Colorado. These ribbons are not to be worn away from the Battalion on cruise or summer training.
 - b. Active-Duty Ribbons. Active-Duty Ribbons are only authorized for wear on cruise and after commissioning. Active-duty ribbons are not authorized for wear with Battalion ribbons. Midshipmen will wear only active-duty ribbons or only Battalion ribbons.

- c. Ribbon Wear. Ribbons are to be worn on Service Khaki, Summer White, and Service Dress Blue uniforms. Ribbons are centered above the left breast pocket at 1/4" for Navy Option and 1/8" for Marine Option.
6. Description of Awards and Ribbons.
- a. Battalion Awards and Ribbons. Battalion awards and ribbons have specific qualifications, and an order of precedence listed below from highest to lowest. Reference Appendix J for ribbon chart.
- (1) All-Around Performance. Awarded to the Midshipman ranked 1st in their academic class for the most outstanding performance in the field of academics, physical fitness, community service and military criteria.
 - (2) Academic Excellence. Awarded annually to Midshipmen with an overall GPA ≥ 3.75 - 4.0 (on a 4.0 scale).
 - (3) Academic Achievement. Awarded annually to Midshipmen with an overall GPA of 3.50 - <3.75 (on a 4.0 scale).
 - (4) Commendation Award. Awarded to the Midshipman of the Month (MOM) and Midshipman of the Semester (MOTS) for recognition of meritorious achievements.
 - (5) Leadership Award. Awarded to Midshipmen who have shown exemplary conduct and leadership. Nominations are by fellow Midshipmen.
 - (6) Community Service. Awarded to those recognized for meritorious services to the community. At least ten recorded hours are required per semester.
 - (7) Physical Fitness. Awarded per PRT/PFT to Midshipmen who achieve an Outstanding High on their PRT or a score of 300 on their PFT.
 - (8) Drill Team. Awarded to Midshipmen Participating on Drill Team for one academic semester.
 - (9) Color Guard. Awarded to Midshipmen participating in Color Guard for one academic semester.
 - (10) Intramurals. Awarded to those who participated in a Battalion sponsored intramural sports team for one academic semester.
 - (11) Rifle/Pistol Team. Awarded to any Midshipmen participating in the Rifle/Pistol Team for one academic semester.
 - (12) Sailing Team. Awarded to Midshipmen who qualify as Skipper B and are part of the Sail Team.
 - (13) Recruiting. Awarded to Midshipmen who helped enroll new NROTC recruits.
 - (14) Cruise Ribbon. Awarded to Midshipmen who have completed either a 2/C and/or 1/C summer training cruise.
 - (15) Colorado Meet. Awarded to Midshipmen who participate in a competitive team during the Colorado Invitational Drill Meet.
- b. Organization Award Ribbons. Organization award ribbons are lower in precedence than the Leadership Awards and higher than the Community Service Awards. Accompanying medals may be worn only when prescribed in the Plan of the Day and/or authorized by the Commanding Officer.

7. Ribbon Devices.

- a. Stars. A single star on the ribbon with two rays pointing down. Place multiple stars in a horizontal line centered on the ribbon.

(1) Gold Stars - Wear 5/16" gold stars for second and subsequent awards and ribbons.

(2) Silver Stars - Wear 5/16" silver stars in lieu of five gold stars.

8. Medals.

- a. Medals that accompany organizational awards are only to be worn when Service Dress Blue uniforms are prescribed or when authorized by the Commanding Officer.

9. Awarding, Control, and Issuance.

- a. Responsibility. The Commanding Officer has ultimate responsibility; however, at his/her discretion, responsibility for the presentation of awards and ribbons can be delegated to the Battalion Commander.
- b. Award Boards. Awards such as Midshipman of the Month (MOM) require a review board. The board shall have the BNCO, BN XO, BN CM C. Other billets may attend dependent on the award being presented. In the board, questions should be asked that address the potential awardee of why they should be awarded. After interviews are completed, the attending board will debate on who will be awarded the award. The BNCO has ultimate say.

10. External Awards.

- a. Purpose. Each year, several external organizations grant military related awards and/or scholarships to certain Midshipmen/Active duty in the Battalion. Many of these organizations allow the recipients to be chosen by the Battalion. The Staff Personnel will choose the recipients who embody the selection criteria for each award. Care is taken to honor all individuals in the Battalion who have performed outstandingly; however, recognition is given to exceptional acts. Midshipmen/Active duty can receive more than one award. Awards given by the following associations are only to be worn to meetings of these organizations. The list of awards regularly given by external organizations are listed below:

American Legion Medals for Military Excellence
American Legion Medals for Scholastic Excellence
American Veterans of World War II Award Armed Forces Comm-Electronics Association Honor Certificate
AUSA Denver Centennial Chapter Scholarship Congressional Medal of Honor Foundation Award
Daughters of the American Revolution Award
Daughters of Founders and Patriots of America Award
Fleet Reserve Association Award
General Society of the War of 1812 Award
Marine Corps League Citizen's Award
Military Officers Association of America Medal

Military Officers Association of America Scholarship
Military Order of the Purple Heart Award
Military Order of World Wars Medal
Navy League Exemplary Leadership Award
Naval Submarine League Frederick B. Warder Award
National Sojourners Award for Americanism
Reserve Officer's Association Award
Society of American Military Engineers Denver Post Scholarship
Scottish Rite of Freemasonry Scholastic Achievement Award
Sons of the American Revolution Award
Sons of Confederate Veterans Award
USAA Spirit Award
Veterans of Foreign Wars Award

CHAPTER 10
PROGRAM & BATTALION IMPROVEMENT REQUIREMENTS

1. Command and Leadership Training (CALT).
 - a. General. All NROTC Midshipmen will receive CALT. This training is to be structured so midshipmen can demonstrate officer command and leadership qualities before commissioning. CALT places the midshipmen in settings that manifest conditions of stress, time management, personal accountability, decision making, and command leadership. To the maximum extent practicable, CALT will occur in settings that simulate an operational unit.
 - b. IAW reference (a) Section 3-12: All midshipmen are to receive a minimum of 20 hours of CALT training during each of their last 2 years prior to commissioning. This requirement is separate from participation in summer cruises. Exposure to a range of CALT options is desirable.
 - (l) Specifically, CALT hours must be accumulated via a combination of participation in the following activities:
 - (a) Drill team leadership.
 - (b) Competing as part of a battalion team.
 - (c) Battalion management and administration.
 - (d) Planning and coordination of major Battalion functions.
2. Student Battalion Billets.

- a. The battalion structure will assemble in a manner that facilitates maximum opportunity for 2/C and 1/C MIDN to attain the requisite 20 CALT hours via NCO, Staff Officer, and Officer Billets. To the maximum extent possible, Midshipmen will serve a minimum of one semester of their 2/C year in an Enlisted billet. Though unlikely, it is possible for class sizes and billet availability to potentially interfere with accomplishing the above goal. In such a case, the 2/C Midshipman will be given preference for planning and coordinating major battalion functions. Midshipmen will serve at least one semester of their 1/C year in an Officer or Staff Officer billet. Every effort should be diligently undertaken to ensure a well-balanced distribution of billets, promoting fairness, skill development, and enhanced unit cohesion. A thorough record of billets held will be kept, facilitating equitable distribution of responsibilities.
3. Active-duty Students Billets.
- a. Incoming STA-21 and MECEP students are expected to lead from within while maintaining the integrity of their chain of command. MECEP students will integrate with company and platoon structure. MECEP students will be assigned to leadership roles.
4. Physical Standards.
- a. General. Each semester all MIDN are required to complete a physical fitness examination. For Navy Option MIDN this means the Physical Readiness Test (PRT). For Marine Option MIDN, this means the Physical Fitness Test (PFT) and/or Combat Fitness Test (CFT). The PRT consists of push-ups, plank, and a 1.5-mile run. The three scores for each category are averaged to give the MIDN's overall PRT score. The PFT is conducted in a similar manner. The test consists of pull-ups (or optional push-ups for females), planks, and a 3 mile run. The CFT consists of an 880-yard sprint, ammo can shoulder presses, and a maneuver under fire course.
 - b. Score. Navy option MIDN are required to score "Good Low" or higher in all categories in the 20-24 age bracket standard of the PRT from the day they check into the unit until the day they commission. Marine Option MIDN are required to score 235 or higher for their current age group on the PFT and CFT.
 - c. Fitness Enhancement Program. The Fitness Enhancement Program (FEP) is designed to provide support and training for nutritional, fitness, and overall health goals. It is open to all members in the unit who wish to better themselves. FEP shall be mandatory for members of the battalion not meeting minimum PFA/PFT/CFT standards, those exceeding maximum allowable body fat percentage, and referrals made by chain of command. Mandatory FEP is not a punishment, but rather a program to help MIDN improve on the PRT and their overall fitness.
 - d. Failure. If MIDN find themselves below these standards, they should seek additional help through the Athletics Division, the AMOI, and their class advisor, as well as consult the
ROD for general guidelines for performance deficiencies regarding physical readiness.
 - e. Physical Fitness Failures and Consequences.
 - (1) Fitness Enhancement Program. Students that fail a PRT or PFA will be placed on a Fitness Enhancement Program (FEP). This program is designed to improve the individual's fitness readiness. This program is developed by the student company PT coordinator.
 - (2) Scholarship Activation. At the discretion of the Professor of Naval Science, first-year MIDN failing to meet the above specified standards may not have their scholarship activated.

- (3) Subsequent Failure. MIDN who consistently fail the physical fitness standards outlined in these regulations may be sent to a Performance Review Board to determine the appropriate actions to address the MIDN's deficiencies, including possible disenrollment. While the Professor of Naval Science (PNS) may recommend as part of that disenrollment package that the MIDN be retained, the final decision belongs to Commander, Naval Service Training Command (CNSTC).
- (4) MIDN 1/C Failures. 1/C MIDN who fail to meet physical fitness standards during the academic year in which they will commission, regardless of previous history of PRT performance, shall be placed on Leave of Absence from the unit, and will not commission until they are able to meet physical standards.
- (5) Performance Review Board. Any instance of substandard performance on the PRT, PFT, CFT, may likely result in the MIDN being referred to a Performance Review Board.

f. PRT, PFT & CFT Scores.

- (1) Linked below are the charts for the PRT standards for Navy Students.
[https://www.mynavyhr.navy.mil/Portals/55/Support/Culture%20Resilience/Physical/Guide 5-Physical_Readiness_Test_PRT_JAN_2023.pdf?ver=OlmOLoZTfCA641JUkAnIaw%3d%3d](https://www.mynavyhr.navy.mil/Portals/55/Support/Culture%20Resilience/Physical/Guide%205-Physical_Readiness_Test_PRT_JAN_2023.pdf?ver=OlmOLoZTfCA641JUkAnIaw%3d%3d).
- (2) Below is a link for the PFT & CFT standards for all Marine Students.
https://www.fitness.marines.mil/pft-cft_standards17/.

g. Height/Weight. MIDN are required to meet height/weight standards. The Unit conducts height/weights check every semester along with the PRT/PFT/CFT.

- h. Taping. If you are overweight, you will have your body fat calculated. The process of roping the waist and measuring the neck are as follows: the waist measurements above the hip bones will be measured twice and added together. If the waist measurements are above a certain threshold the neck measurement will be taken and put against another standard. The maximum body fat percentages can be found in the Regulations for Officer Development (see section 907).
- i. Follow up. If a MIDN is having trouble meeting any of these physical standards, he or she should seek additional help through the Athletics Division, the AMOI, and their class advisor.

5. Academic Standards.

- a. General. All MIDN are expected to maintain a Semester Grade Point Average (SGPA) above 2.50, a Cumulative Grade Point Average (CGPA) above 2.50 and pass every course. Should any MIDN fail to meet the academic standards in the ROD, they will be subject to a Performance Review Board by the unit staff. To return to good academic standing, a MIDN must:
 - (1) Achieve a minimum 2.50 SGPA and 2.50 CGPA.
 - (2) Pass all courses and maintain satisfactory progress toward a degree within established program time limits.
- b. Subpar Performance. If any MIDN are having difficulty in any of their classes, they are encouraged to seek assistance. The Unit provides tutors for MIDN use in multiple subjects. In addition to Unit Tutors, MIDN may seek extra help by contacting their Academic Advisor, Class Dean, or Advising and Learning Assistance Center (ALAC).

c. Requirements. MIDN are required to complete all courses required for their Academic Major and must earn a degree in four years.

- (1) For an up-to-date list of courses approved to satisfy these requirements, contact your class advisor.
- (2) Some courses may be taken at an outside college or university. Those earned credits must be transferred to CU Boulder. If you plan to do so, you MUST FIRST discuss this with your Class Advisor and Office of the Registrar to ensure the requirements are met.
- (3) A MIDN must complete at least two semesters each of calculus and calculus-based physics. Advanced Placement credit is acceptable, but at least one semester of each subject shall be taken in a classroom environment.
- (4) If a MIDN has completed enough AP credit to bypass the approved courses for calculus and physics, they must take at least one suitable advanced calculus-based mathematics and/or physics course.
- (5) MIDN must consult their advisor about any Calculus or Physics courses taken outside of the normal classroom environment at CU Boulder to ensure compliance with ROD requirements.
- (6) In addition, MIDN must complete a series of courses specifically required by NROTC:

Complete By End of		Sem Hrs	College Program						
			Scholarship		Advanced Standing			STA-21 ²	SSMP
			Navy	USMC	Navy	USMC	Nurse		
3/C	Calculus	6	•	+	+	+		•	
	English	6	•	•	•	•	•	•	•
2/C	Physics (calculus based)	6	•	+	+	+		•	
	College Algebra or higher	6			•				•
1/C	American History or National Security Policy	3	•	•	•	•		²	
	World Culture and Regional Studies	3	•	+	•	+	•	²	
	Physical Science	6			•				

•: Required

+: Advised to make student competitive for USN scholarship

² [STA-21 Program Authorizations](#) take precedence over these requirements

Exhibit 10-1. Required courses.

e. A series of Naval Science Courses are required to be completed:

Typical Timing		Scholarship or Advanced Standing					STA- 21	SSMP
		Navy	USMC	Nurse	MECEP			
4/C	Introduction to Naval Science	•	•	•			NSI	•
	Sea Power and Maritime Affairs	•	•	•			NSI	
3/C	Leadership and Management	•	•	•			•	
	Navigation	•					NSI	
2/C	Strategic Sealift Officer Course							•
	Naval Ship Systems I (Engineering)	•					NSI	
	Naval Ship Systems II (Weapons)	•					NSI	
	Evolution of Warfare		•		• ¹			
1/C	Naval Operations and Seamanship	•					NSI	
	Fundamentals of Maneuver Warfare		•		• ¹			
	Leadership and Ethics	•	•	•	•	•	•	•
All terms	Naval Science Laboratory	•	•	•	•	•	•	•

•: Required

NSI: Course requirement met by completion of NSI

¹ PNS may waive course under conditions in 3-5 4.d. (2)

Exhibit 10-2. Naval Science Courses.

(1) IAW reference (a), the PNS may waive Evolution of Warfare and Fundamentals of Maneuver Warfare for MECEPs.

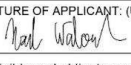
6. Elective Surgeries.

- a. General. All MIDN interested in obtaining elective surgery of any kind which includes but is not limited to Corneal Refractive Surgery (CRS) or other cosmetic surgeries, must first contact their class advisor for guidance.
- b. Disqualification. Elective surgeries resulting in medical disqualification will result in disenrollment from the NROTC program. The MIDN will be responsible for the repayment of all scholarship benefits to the Navy.
- c. Corneal Refractive Surgery (CRS) is used to correct vision to 20/20 or better. CRS procedures are most common among CUNROTC students to fix vision for flight school or any other reason.

7. Tattoos.

- a. All MIDN must submit a special request chit to their advisor with a description of the Tattoo in which they wish to receive, only if it is visible in PT gear. The MIDN will follow their respective branch's tattoo regulations.

APPENDIX A: SPECIAL REQUEST CHIT (NAVPERS 1336/3 REV 10/11)

SPECIAL REQUEST/AUTHORIZATION				
PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301. THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.				
1. NAME: Walvoord, Mark, T		2. RATE: MIDN 2/C		
3. SHIP OR STATION: University of Colorado Boulder NROTC		4. DATE OF REQUEST: (YYYYMMDD) 20210901		
5. DEPARTMENT/DIVISION: Bravo - 1		6. DUTY SECTION/GROUP: Squad - 1		
7. NATURE OF REQUEST: ☐ LEAVE ☒ SPECIAL LIBERTY ☐ SPECIAL PAY ☐ COMMUTED RATIONS ☐ OTHER (BELOW)				
8. NO. OF DAYS REQUESTED: 3		FROM (DATE AND TIME): 9 Oct 2021 at 0800		TO (DATE AND TIME): 11 Oct 2021 at 1900
9. DISTANCE (MILES): 600		MODE OF TRAVEL: ☐ CAR ☒ AIR ☐ TRAIN ☐ BUS		
10. LEAVE ADDRESS: 1111, 1st St, City State 80302			11. TELEPHONE NUMBER: 303-726-9186	
12. REASON FOR REQUEST: I am applying to go outside of 300 miles in order to visit my parents for the weekend. I will be flying United flight 111A1 at 0800 on 9 Oct 2021 and returning on United Flight 222B2 on 1900 Oct 11. I will not be missing any Trident Events				
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature) 				
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:		DUTY STATION:
15. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE: MIDN 3/C Squad Leader	SIGNATURE:		DATE:
16. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE: MIDN 2/C Platoon Chief	SIGNATURE:		DATE:
17. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE: MIDN 2/C Trident CMC	SIGNATURE:		DATE:
18. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE: MIDN 1/C Trident XO	SIGNATURE:		DATE:
19. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE: MIDN 1/C Trident CO	SIGNATURE:		DATE:
20. RECOMMENDED APPROVAL ☐ YES ☐ NO	RANK/RATE/TITLE:	SIGNATURE:		DATE:
21. ☐ APPROVED ☐ DISAPPROVED		SIGNATURE:		
22. REASON FOR DISAPPROVAL:				

NAVPERS 1336/3 (Rev. 10-2011)

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APPENDIX B: PAGE 13 (NAVPERS 1070/613)

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (REV. 08-2012) PREVIOUS EDITIONS ARE OBSOLETE SUPPORTING DIRECTIVE MILPERSMAN 1070-320			
SHIP OR STATION:			
SUBJECT: Physical Fitness Assessment (PFA) Administrative Counseling/Warning		☐ PERMANENT ☐ TEMPORARY AUTHORITY (IF PERMANENT): OPNAVINST 6110.1(series) and all applicable Physical Readiness	
1. In the most recent PFA Cycle (1 or 2) ____ and in Year (20XX) ____ the following deficiencies in your performance and/or conduct are identified: (check all that apply) a. ____ Exceeded the Navy Age Adjusted Standards (AAS). BCA Date: _____ b. ____ Probationary score in any Physical Readiness Test (PRT) category. PRT Date: _____ c. ____ Failed to meet DoD body composition assessment standard (over 26% males, 36% females). BCA Date: _____ d. ____ Failed to meet Physical Readiness Test standards. PRT Date: _____ 2. The following corrective actions are required: a. Actively participate in a Fitness Enhancement Program (FEP) directed and monitored by your command in accordance with OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS located on the Physical Readiness web-site. Failure to attend FEP as directed may result in disciplinary action under the UCMJ. b. Read, select and complete one of the Nutrition Education options in the Nutrition Resource Operating Guide 14 located on the Physical Readiness web-site. 3. If sub-paragraphs 1.c and/or 1.d apply: a. You are aware of the administrative actions of a single PFA failure as outlined in OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS. b. You are aware of the administrative actions for two or more consecutive failures as outlined in OPNAVINST 6110.1(series) and all applicable PRP NAVADMINS. 4. Member must initial all that apply below: ____ I acknowledge the above counseling/warning and understand its contents. ____ I have been informed of my right to submit a statement in response to this counseling/warning (initial one below). ____ I intend to submit a statement. I will submit my statement within 10 days of this date. ____ I do not intend to submit a statement. _____ Commanding Officer Member's Signature Date/Signed _____ Witness' Signature Date/Signed _____			
ENTERED AND VERIFIED IN ELECTRONIC SERVICE RECORD:			
VERIFYING OFFICIAL RANK OR GRADE/TITLE:	DATE: _____	SIGNATURE OF VERIFYING OFFICIAL: _____	
NAME (LAST, FIRST, MIDDLE): _____		SOCIAL SECURITY NUMBER: _____	BRANCH AND CLASS: _____

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APPENDIX C: WATCHSTANDING DOCUMENTS
Duty Checklist

NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

Duty Tasks Checklist



Tasks	0800-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500
Get bagels (only for morning changeover)							
changeover with previous Duty & Review pass-down logs							
Account for Battalion keys							
Check Oxygen bottles & AED functionality & report/log count							
Patrol unit spaces & report discrepancies							
Vacuum wardroom							
Report all discrepancies to CDO							
Clean coffee area & kitchen							
Contact on-coming Duty							
Relieve AD (If applicable) =							



Final Duty for the day:	Date:
Signature:	

APPENDIX D: SAMPLE LOG FORMAT

03 MARCH 2021

ENCO	MIDN 1/6	COARLEY
ENNO	MIDN 1/6	MIFA
COO	END LT	TIPTON
COO	GYSGT	LEAKE
ADD	MIDN 1/6	McCLARIN

0730 I, GYSGT LEAKE, HAVE ASSUMED ALL DUTIES AND RESPONSIBILITIES OF OFFICER OF THE DAY. I HAVE IN MY POSSESSION (1) LOGBOOK, (2) DUTY FOLDER, (1) SET OF KEYS, AND (1) DUTY BINDER. VL

0800 COO DEPARTS FOR COLORS VL

0830 COO TOURS POST, NOTHING UNUSUAL TO REPORT VL

0930 COO DEPARTS FOR CLASS VL

1300 COO RETURNS AND TOURS POST, NOTHING UNUSUAL TO REPORT VL

1400 COO DEPARTS FOR CLASS VL

1530 COO RETURNS AND TAKES DOWN COLORS VL

1545 COO WALKS POST AND CONDUCTS EVENING CHECKS VL

1600 I, GYSGT LEAKE, HAVE BEEN PROPERLY RELIEVED BY MIDN CHANINGO = VL

NFG

03 MARCH 2021

APPENDIX E: STUDY HOURS LOG

[illegible]

APPENDIX F: CORRECTIVE ACTION MATRIX

GENERAL GUIDELINES FOR PERFORMANCE DEFICIENCIES							
TYPE	INFRACTION	GUIDANCE WARNING	CORRECTIVE ACTION	COC COUNSELING	CMC COUNSELING	KHAKI BOARD	STAFF DISCRETION
1	Late to PT						
1	Late to Trident/Semper Fi/Drill						
1	Late to Lead Lab						
1	Late to Major Event						Gues
1	Falling Asleep During Training						
1	Misusing Training Time						Talki
1	Unauthorized Absence from PT						
1	Unauthorized Absence from Trident/Semper Fi/Drill						
1	Unauthorized Absence from Lead Lab						
1	Unauthorized Absence from Major Event						
2	Missing/Wrong Uniform Item						No N
2	Improper Grooming Standards						
2	Incorrect Uniform						
3	Late Response						Faille
3	Missed Deadline						Did n
4	Disrespectful Behavior						Talki
5	Inappropriate Jokes/Comments/Behavior						Joke:
5	Sexist/Racist Remarks/Actions						
4	Not Completing Watch Tasks (Cleaning, Bagels, etc)						
THIS IS NOT AN ALL ENCOMPASSING LIST OVERLOOKED OFFENCES CAN BE ADDED AND WILL BE ENFORCED							

Key	
	Least Appropriate
	Most Appropriate
	Not Appropriate

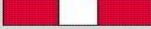
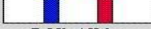
APPENDIX G: CHIT ROUTING MATRIX

[illegible]

Type of Chit			Squad	Company	Battalion	XO	Battalion CO	Coordinator/ OIC	NAVR Instructor	Staff Advisor	XO/CO
	Variety		Leader	Commander							
Missing Training	Company										
	Battalion										
	Major Event										
Academic	Insufficient number of credit hours										
	Major Change										
Personal	Tattoo										
Leave	Outside of 300 miles, not missing class										
	Missing one day of class, excluding NAVR										
	Missing > 1 day of class										
	Missing NAVR class										
	Travelling outside of United States, Study Abroad										
KEY											
Major Events: FEX, Sea Trials, LRC, Sea Ball, Stadium Cleanup, etc.								Do not route			
Last billet in row (i.e. staff advisor for leave outside of 300 miles) has the final approval								Route through this billet			

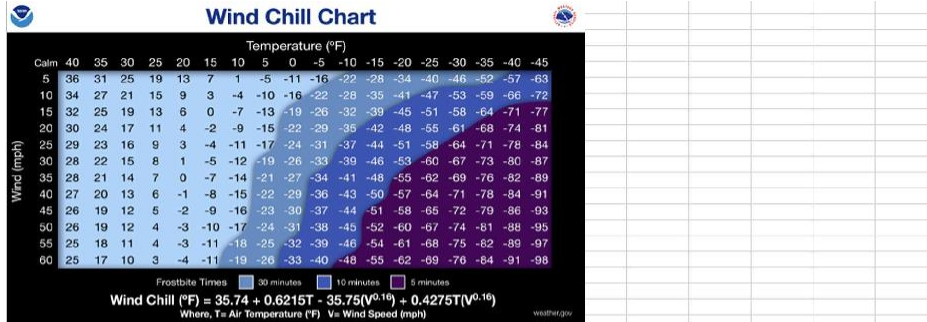
APPENDIX H: RIBBONS CHART

University of Colorado Naval Reserve Officer Training Corps Decoration Ribbons

- | | | |
|--|--|--|
| 
1. All Around Performance | 
2. Academic Excellence | 
3. Academic Achievement |
| 
4. Commendation Award | 
5. National Scurryers Award | 
6. Leadership Award |
| 
7. Community Service | 
8. Physical Fitness | 
9. Drill Team |
| 
10. Color Guard | 
11. Intramurals | 
12. Rifle Pistol Teams |
| 
13. Sailing Award | 
14. Recruiting | 
15. Cruise Ribbon |
| 
16. Honor Platoon | 
17. High GPA Platoon | 
18. Semper Paratus |
| 
19. 300 PRT/PFT | 
20. Public Affairs | 
21. Big 12 (Big 8) Meet |
| 
22. Colorado Meet | 
23. Nebraska Meet | 
24. Iowa State Meet |

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APPENDIX I: WIND CHILL CHART



The wind chill temperature is how cold people and animals feel when outside. Wind chill is based on the rate of heat loss from exposed skin caused by wind and cold. As the wind increases, it draws heat from the body, driving down skin temperature and eventually the internal body temperature. Therefore, the wind makes it FEEL much colder. If the temperature is 0°F and the wind is blowing at 15 mph, the wind chill is -19°F. At this wind chill temperature, exposed skin can freeze in 30 minutes.

The NWS Wind Chill Temperature uses advances in science, technology, and computer modeling to provide an accurate, understandable, and useful formula for calculating the dangers from winter winds and freezing temperatures. The index does the following:

- Calculates wind speed at an average height of 5 feet, the typical height of an adult human face, based on readings from the national standard height of 33 feet, which is the typical height of an anemometer
- Is based on a human face model
- Incorporates heat transfer theory based on heat loss from the body to its surroundings, during cold and breezy/windy days
- Lowers the calm wind threshold to 3 mph
- Uses a consistent standard for skin tissue resistance
- Assumes no impact from the sun, i.e., clear night sky.

APPENDIX J: Duty Squad Cleaning Checklist

<u>INDIVIDUAL CONDUCTING CLEANING:</u>	<u>DATE:</u>

<u>Task</u>	<u>Initial</u>
<u>Clean coffee area</u>	-
<u>Vacuum wardroom</u>	-
<u>Clean food area</u>	-
<u>Clean Bagel Cutter</u>	-
<u>Clean Toaster</u>	-
<u>Toss out old Bagels</u>	-
<u>Clean wardroom table and Lounge Area</u>	-
<u>Shine Bell</u>	-
<u>Ensure tidiness of Unit Gym</u>	-
<u>Ensure tidiness of Battalion Office Space</u>	-
<u>Clean Windows</u>	-
<u>Clean Stairwell</u>	-
<u>Clean Podium Area</u>	-
<u>Vacuum hallways</u>	-
<u>Ensure tidiness of male and female locker room</u>	-

Signatures:

INDIVIDUAL APPROVING INSPECTION: