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UNIVERSITY OF COLORADO
NAVAL RESERVE OFFICERS TRAINING CORPS
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From: Commanding Officer, Naval Reserve Officers Training Corps, University of Colorado
To: All Hands, Naval Reserve Officers Training Corps, University of Colorado

Subj: NROTCCUINST 1000.2A BATTALION STANDARD OPERATING PROCEDURES

Ref: (a) NSTC M-1533.2 (Series) Regulations for Officer Development (ROD)
(b) MCO 1020.34H
(c) NAVPERS 15665J
(d) OPNAVINST 3100.7C
(e) MCO 5530.15
(f) MCO 5060.20
(g) Manual for Courts-Martial United States (2019 Edition)
(h) MCO P6100.13A
(i) MCBUL 6100
(j) NROTCCUINST 0810.7B
(k) NSTC M-1533.2D 3-3b

Encl: (1) NROTC Unit and Midshipman Battalion
(2) Battalion Improvement Requirements
(3) Administration
(4) Operations
(5) Awards and Commendations
(6) Fiscal Operations
(7) Conduct, Corrective Action, and Counseling
(8) Sample OOD/AOOD Deck Log
(9) Battalion Rank Structure
(10) Watch Standing Forms
(11) Chit Forms
(12) Study Hours Forms
(13) Counseling Record
(14) Corrective Action Matrix

1. Background. This instruction supplements basic NROTC regulations and administrative procedures published in reference (a). References (a) through (k) are applicable. In the event of a conflict between this SOP and reference (a), reference (a) has precedence. Enclosures (1) through (14) contain specific regulations and procedures.

2. 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 be interpreted to include both Scholarship and College Program NROTC Midshipmen as well as USN/USMC Officer Candidates (STA-21/MECEPs), unless otherwise specifically indicated.

3. Action. All personnel are directed to be familiar with the enclosed SOP and to adhere to the regulations, procedures, and standards within. All personnel should refer to these procedures for guidance on any questions or concerns dealing with the NROTC Battalion. In the event the answer is not clear, questions should be directed to the student Battalion Chain of Command.

4. Mission

a. Mission and Goals of the NROTC Program. As dictated by reference (a) NROTC program mission, Goals, Honor Code, and Core Values.

b. University of Colorado NROTC 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, and Commitment; to cultivate the necessary knowledge and skills to prepare them for service to our nation.

5. Commander's Intent

a. Expectations/priorities for the Battalion.

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

(2) Seek and exploit opportunities for leadership, self-improvement, strategic thinking, and team building.

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

b. Purpose of the Battalion. To lead, organize, and set the conditions for all our midshipmen to successfully complete academic and commissioning requirements and prepare for service as officers in the USN and USMC.

c. Method. The Battalion will work closely with the NROTC staff to develop and execute a training plan, activities, and engagements that achieve the above priorities and leads to the desired end state. In keeping with the ongoing USN force modernization and USMC FD2030 and the rapidly increasing integration between the USN and USMC, our Navy and Marine

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Option midshipmen will also maximize integrated training to better prepare their future as officers and for this force alignment. As a student and tenet organization, the Battalion will seek engagement with the University and local communities to enable leadership opportunities and to maintain good relations and communication.

d. End State. Graduated and fully qualified, resilient, high-character, and balanced USN/USMC commissioned officers capable of immediately leading our nation's Sailors and Marines.



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Encl: (1) NROTC Unit and Midshipmen Battalion

1. NROTC Unit Organization

a. Military Organization. Naval Service Training Command (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.

b. Battalion Organization

(1) 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.

(2) Alpha Company Rank Structure. All Marine option MIDN and MECEP students will be placed in Alpha Company. Alpha Company will have platoons consisting of 20-30 members and the number of platoons is determined by the number of students in the given semester. This ensures that each platoon has an ample number of students for Battalion competition and the platoon leadership receives adequate practice in small unit leadership. Platoons are subsequently broken into three squads. All MECEPs and Marine option MIDN will be interspersed between the existing platoons.

(3) Bravo Company Rank Structure. All Navy option MIDN and OCs will be placed in Bravo Company. Bravo Company will have platoons consisting of squads with three to five students and each platoon will have at least two squads. This ensures that each platoon has an ample number of students for Battalion competition and the platoon leadership receives adequate practice in small unit leadership.

(4) If any student changes between Navy and Marine Corps scholarship applications then they will also change to train with their new respective company.

(5) There will be four students who hold each of the following roles, BNCO, BN XO, BNCMC/BNSgtMaj and BN OPS. These students will follow the procedures as described by their respective company.

c. Billet Delegation

(1) Billet selection occurs each semester and is based on academic standing, military aptitude, participation in unit events and functions, Command and Leadership Training (CALT) hours and student requests. No MIDN will have more than two billets at one given time unless there is approval from the individual and their class advisor.

d. Battalion Rank Structure. Ref Enclosure (9)

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e. Battalion Descriptions and Responsibilities. The following are detailed lists of the responsibilities for billet holders at the Battalion level. These lists are not inclusive of all individual's responsibilities but should instead serve as a minimum baseline.

(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 and bi-weekly with the Commanding Officer to receive staff guidance and brief the staff on the week's events.

(d) Recommend changes to this document via the Battalion Officer no less than 30 days from his/her change of command.

(e) Checks on the physical, moral and mental health of the unit.

(2) Battalion Executive Officer (BNXO). The BNXO is the principal assistant and advisor to the BNCO. During the BNCO's temporary absence, and when so 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) Supervise all officers-in-charge (OICs) of events.

(f) Serve as the Senior Watch Officer and enforce proper watch-standing procedures.

(g) Meet weekly with the Battalion Officer and bi-weekly with the CO to receive staff guidance and brief the staff on the week's events.

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(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 email via the chain of command.

(b) In conjunction with the BNCO, develop a training plan for the 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 and bi-weekly with the CO to receive staff guidance and brief the staff on the week's events.

(d) 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 inspection readiness of the battalion and is the direct liaison for personnel in enlisted-equivalent billets. Duties will include:

(a) Meet weekly with the battalion officer and bi-weekly with the CO 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.

(h) Conduct effective grooming, uniform, and readiness inspections at the battalion level.

f. Alpha and Bravo Company Billets: The following are billets that are both in Alpha Company and Bravo Company.

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(5) Company Commander. The company commander is responsible to the BNCO for the proper conduct, training, administration, and operation of their respective company. The company commander shall oversee the development of an effective training schedule for their company with contingency plans in the case of inclement weather or short-notice changes. The company commander shall delegate duties to their company staff or to subordinates to assist in the performance of command functions. Company Commanders are also responsible for supporting those in their respective company Chain of Command. Duties will also include checking on the physical, moral and mental health of each company member twice per semester through reporting from their platoon commander.

(6) Company Executive Officer (XO). The company XO shall assist the company commander in any necessary tasks, oversee company-specific event OICs, and enforce standards in the company regarding training, readiness, and professionalism. Duties will also include checking on the physical, moral and mental health of each company member at least twice per semester.

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

(a) Responsible for enforcing military bearing, standards, and discipline at the Company level using the matrix in enclosure 14.

(b) Execute and enforce policies as dictated by the company commander.

(c) Keep the company commander informed of all company functions.

(d) Ensure and report the accountability of company personnel at all company and battalion events.

(e) Enforce military bearing, standards, and discipline at the company level.

(f) Meet with each company member at least twice per semester to check in with mental, moral, academic, and physical health.

(g) Conduct effective grooming, uniform, and readiness inspections at the company level.

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

(a) Ensure that platoons carry out training plans effectively.

(b) Ensure accountability at all battalion events.

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(c) Meet with each platoon member at least twice per semester to check in with mental, moral, academic, and physical health.

(9) Platoon Sergeant/Platoon Chief. The platoon sergeant or chief is directly responsible to the platoon commander for inspection and readiness of the platoon. 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) Meet with each platoon member at least twice per semester to check in with mental, moral, academic, and physical health.

(e) Ensure that MIDN disciplinary records are properly maintained for at least 4 years.

(10) Squad Leader. Squad leaders are responsible to the platoon commander for 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) Meet with each squad member at least twice per semester separate from platoon and/or company interviews to check in with mental, moral, academic, and physical health.

g. Bravo Company Billets: The following are billets specific to Bravo Company.

(1) Company Training Officer (TRAINO). The TRAINO is responsible to the company commander regarding the design and execution of all training plans and objectives. Duties include but are not limited to:

(a) Meet with Training Instructors for feedback and planning

(b) Reserving locations and handle all logistic requirements related to company training.

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(c) Coordinate GMTs and LRTP with Company-level training objectives.

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

(a) Work under the guidance of the command fitness leader (CFL) to coordinate physical training (PT) plans.

(b) Work under the guidance of the CFL to coordinate make-up fitness tests and evaluations.

(c) Coordinate Fitness Enhancement Program (FEP) for MIDN UNSAT in their fitness performance.

(3) Company Operations Officer (OPSO). 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.

h. Alpha Company Billets: The following are billets specific to Alpha Company.

(1) Fire Team Leaders. Fire Team leaders are responsible to Squad Leaders for the conduct and performance of their squad. Squad leaders serve as the closest mentors for younger students 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.

(2) Gunnery Sergeant: Serves as a technical and tactical advisor to the company commander, platoon commander, and platoon sergeants. Duties include:

(a) Coordinating training operations

(b) Assist in ORM

(c) Develop training plans

(3) First Sergeant: First Sergeant serves as the senior advisor to the Marines in the company and as the principal enlisted administrative and tactical advisor to the company commander. Duties include:

(a) Supervise, inspect, and observe matters designated by the company commander.

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(b) Executes and supervise routine operations while enforcing standard operating procedures.

(c) Supervise discipline.

i. Collateral Billets: the following are Battalion level Collateral Duty billets. Collateral duties may be assigned in addition to a MIDN or MECEPs primary leadership billet, if necessary

(1) Public Affairs Officer (PAO). The PAO is responsible for enhancing the battalion's public image and documenting major battalion functions, events, and updates to CU NROTC Sidelights Newsletter and battalion social media applications and physical media applications within the unit spaces including but not limited to hallway photos and documentation.

(2) Supply Officer. The supply officer (SUPPO) is responsible to the BNCO for all matters relating to supply. Duties will include:

(a) Determines the needs of and acquires 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.

(3) Fiscal Officer. The Fiscal Officer must be an active-duty Marine or Sailor to ensure staff can enforce accountability should any discrepancies arise. It is the responsibility of the Fiscal Officer to keep thorough accountability and transparency of BN spending through continuous monitoring and active recording of expenses. Duties will include:

(a) Keep thorough accountability of BN spending through continuous monitoring and active recording of expenses. The fiscal officer will provide the whole unit with a brief or slideshow detailing the status of funds, semester budget, long term plan, and any other pertinent information at the beginning of each semester.

(b) Provide the whole unit 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.

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

(a) The Academics Officer is responsible to the BNCO for matters pertaining to Battalion academics and the tutoring program.

(b) Schedule and reserve rooms for battalion study hours.

(c) Coordinate with tutors and relay pertinent study hours information.

(d) Brief and enforce the battalion on study hours requirements and resources.

(e) Communicate between MIDN and their Chain of Command - including active-duty staff - any individual concerns or recommendations to improve and monitor academic performance.

(f) Provide feedback on use and quality of tutors to the staff Academics Officer.

(5) Event OICs. There will be several events throughout the year to which an OIC will be assigned. Duties may include:

(a) Writing a Warning Order for the event

(b) Writing a Letter of Instruction (LOI) for the event

(c) Briefing the event

(d) Planning and executing the event

(e) Submitting an After-Action Report (AAR) within 2 weeks of the conclusion of the event to the Microsoft Teams AAR folder.

Encl: (2) Battalion Involvement Requirements

1. Command and Leadership Training (CALT). All NROTC Midshipmen will receive CALT. This training is to be structured in a manner that ensures midshipmen can demonstrate officer command and leadership qualities prior to 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.

a. Per reference (a), all midshipmen are to receive a minimum of 20 hours of CALT training during each of their last two years prior to commissioning. This requirement is separate from participation in summer cruises. Exposure to a range of CALT options is desirable.

(1) 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. 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 noncommissioned officer (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 this. In such a case, the 2/C Midshipman will be given preference for planning and coordinating major battalion functions. Midshipmen will serve a minimum of one semester of their 1/C year in an Officer or Staff Officer billet. Incoming STA-21 and MECEP students are expected to lead from within while maintaining the integrity of their chain of command. Leadership roles will be assigned by active-duty staff. MECEP students will integrate with company and platoon structure.

Encl: (3) Administration

1. Evaluations (Evals). The purpose of evaluations is to document performance, provide feedback, provide a reference for selection boards, and enhance the Midshipman's overall performance. Battalion evaluations reflect a similar type of evaluations used in the fleet to allow Midshipmen to properly transition and understand the evaluation format and process. Company XO's will brief their companies on standards, updates, and procedures regarding evals and fitness reports (FITREPS). Company XO's will send out a FITREP Note each semester. MECEPs and OCs shall utilize active-duty evaluation systems in coordination with their staff advisor.

a. Initial Raters. Initial Rater for each member is themselves. Members will complete a FITREP in its entirety for themselves and will route through their respective chain of command.

2. Beginning/Middle/End of Semester Interviews (BOS/MOS/EOS). BOS Interviews are considered the "meet and greet" opportunity between Battalion members and their active-duty advisor. During this time, Battalion members will meet with their staff advisor to discuss their class schedules, progress, plans, goals, and any concerns. All semester interviews will be conducted one on one. Students will provide any necessary documentation to the interviewer before the interview. The staff advisor is responsible for coordinating the times and schedule for each Battalion member they are to interview. Evaluators must meet with everyone in person three times per semester and allow ample time in case of any pressing issues or concerns. Advisors should outline expectations as well as offer advice to maximize the Midshipmen's performance throughout the semester. Mid-semester Counseling is to provide feedback on progress of performance since the beginning of the semester. This is the chance for Midshipmen and Active-duty members to review their status and discuss any changes and issues, evaluate the goals that were set previously, and analyze the progress that has been made. End of semester counseling are the final evaluation for the semester. The advisor and Midshipmen will assess the goals outlined at the beginning of the semester and progress from the beginning.

3. Chits. All Battalion members are required to submit chits when requesting leave, special liberty, excusal from an event, or to address any other special circumstance not covered by instruction. All chits will be filled out using NAVPERS Form 1336/3 and will be printed out and routed. 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 Midshipmen and active duty Chain of Command of any absences or excusals. Chit routing will include both the active-duty staff and the Midshipmen staff. In the case of missing routine training, Midshipmen personnel will route their chit requests through their battalion chain of command for review and approval. It is the responsibility of the battalion chain of command to notify the Company Officer or Battalion Officer which personnel will miss training for accountability purposes. In the case of missing special events, including but not limited to Sea Trials, Field Exercises (FEXs), Stadium Cleanups, and Navy/Marine Corps Birthday Ball, chits will be routed through the respective staff officer for review and approval.

a. The Routing Matrix. The routing matrix in enclosure (9) should be referenced anytime a chit is submitted. Chits shall be submitted no later than ten days prior to the requested date - unless in the case of an emergency to the Chain of Command. Chits outside the company

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structure will be submitted to the company and battalion officers, respectively. Each MIDN in the chain of command shall review and provide necessary feedback on received chits within 24 hours of receiving said request. In the case of emergency chits should be reviewed and approved as quickly as possible by the chain of command and pertinent active-duty staff should be notified of the circumstances and any decisions or recommendations. MIDN shall maintain professional and thorough correspondence with their chain of command as necessary regarding their chit to ensure a timely response. For chits going to the active-duty staff, a copy including the routing cover sheet and the special request authorization form is to be used on a situational basis.

b. Special Request Chits. Special request chits will be coordinated between the individual and their active-duty chain of command.

c. Leave Requests. Leave requests should be submitted for any Midshipman traveling outside of a 300-mile radius from University of Colorado Boulder and outside of a radius of 400 miles for any MECEP and OC. Students attending affiliated schools with different break schedules from CU Boulder will need to submit a Special Request Chit prior to their leave for break if traveling outside the radius.

d. Excused Absences. Students with school conflicts must submit a Special Request Chit to be excused from events such as PT, Battalion Training, Stadium Clean Ups, Trident, and Semper Fi.

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Encl: (4) Operations

1. Battalion Training. Battalion training provides time for Alpha and Bravo Companies to assemble and conduct shared training.

a. Execution. The Battalion Operations Officer (BNOPSO) constructs the battalion training schedule in conjunction with the company commanders and establishes days for full battalion formation to conduct battalion training. Training shall include but is not limited to:

(1) Professional Development (PRODEV). Prepare future officers to conduct themselves in a professional manner and provide them with resources to help them succeed as individuals in their administrative, logistical, and leadership challenges.

(2) General Military Training (GMT). GMTs are mandatory as dictated by NSTC.

2. Training Uniform. Uniform for training will be the Uniform of the Day (UOD), as outlined in the Two Week Plan (TWP). Uniforms shall be always worn while on campus from 0700 until 1500. Uniforms may be removed for physical training or other activities that may soil or damage them. Uniforms will be worn in accordance with Navy and Marine Corps Uniform Regulations references (b) and (c).

3. Watch Standing. The purpose of watch standing is to provide physical security of the battalion spaces and personnel as well as to indoctrinate and prepare students for watch standing operations in the fleet. The Battalion Executive Officer (BNXO) is the senior watch officer (SWO). The battalion shall operate the positions of Officer of the Deck (OOD) and Assistant Officer of the Deck (AOOD) daily. General watch standing practices will be conducted in accordance with reference (e).

a. Watch Bill. The BNXO shall develop a watch bill at the start of each semester and communicate this watch bill with all hands via at least two methods of communication. All hands are required to sign and acknowledge the watch bill and the duties they are charged with. The BNXO will update the watch bill as necessary.

b. Uniform. The uniform for watch standers will be service khakis. If there is inclement weather, the BNXO may authorize utility uniforms. If there is a special event, the BNXO may authorize a different uniform in conjunction with the special event uniform of the day (UOD).

c. Colors. Colors shall be raised at 0800 each business day and subsequently lowered at 1500 Monday through Thursday and 1300 on Friday. The Officer of the Day (OOD) is primarily responsible for the raising and lowering of colors. If the OOD is not present for the raising or lowering of colors, he or she is responsible for ensuring that the Assistant Officer of the Day (AOOD) receives necessary assistance and direction. If the AOOD is not present, the OOD assumes complete responsibility for the raising or lowering of colors and must obtain available assistance.

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d. Schedule. The OOD shall complete the OOD Daily Schedule. This is to inform the AOOD and any staff concerned of the location of the OOD at all times during business hours. When not in class, the OOD will be present in the battalion spaces. The OOD may leave for physical training purposes.

e. Physical Security. The OOD is ultimately responsible for ensuring the security of the Battalion spaces at the end of each day. The OOD shall enforce the physical security and force protection plan for the NROTC Unit. At close of business, the OOD will secure all Battalion spaces in accordance with the Physical Security Log Sheet. All spaces shall be locked before the OOD leaves for the day. In the event of any unusual circumstances, the SWO shall be notified by the OOD. This responsibility shall not be delegated to junior watch personnel.

f. General Duties of OOD. The OOD shall make a minimum of three rounds through the battalion spaces to check the performance of the AOOD and the security and cleanliness of the battalion spaces. All visits must be at least one hour apart, and each of these visits shall be logged in the OOD logbook. In addition, the OOD shall complete all tasks specified on the OOD checklist.

(1) Turnover. The off-going OOD shall open the battalion office no later than 0700 unless special events or training dictate otherwise and ensure that battalion spaces are in proper condition for turnover. The on-coming OOD shall perform a face-to-face turnover with the off-going OOD no later than 0745. An OOD turnover form shall be filled out and all relevant information shall be passed down to the on-coming OOD. The oncoming OOD shall check in with the Staff Command Duty Officer (CDO).

(2) Checklist. Utilize the checklist provided in enclosure (10).

g. General Duties of AOOD

(1) Turnover. At close of business (COB), the off-going AOOD shall sign out in their logbook. The oncoming AOOD shall sign in to the AOOD logbook no later than 0745 on the day of their watch.

(2) Rifle Count. Each day, the AOOD will ensure that all battalion weapons are accounted for. The AOOD shall sign out keys to the rifle cabinet and obtain the expected count from the AMOI. After the rifle count is complete, the AOOD will sign in the keys to the rifle cabinet and record in the logbook the type and quantity of each rifle present. Discrepancies shall be immediately reported to the AMOI and to the OOD.

(3) Automated External Defibrillator (AED) Check. The AOOD will check each AED to ensure it is fully operational.

(4) Unit Spaces Cleanliness. AOODs will ensure the cleanliness of the entire NROTC battalion spaces.

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(5) Additional Duties. Additional duties per the battalion chain of command guidance will be outlined at the start of each semester.

h. Discrepancies. Major discrepancies shall be logged in the OOD logbook and reported to the SWO and CDO. Major discrepancies include, but are not limited to, unauthorized absences, broken or damaged battalion equipment, and spaces that were left unlocked and/or unable to lock at the close of business.

i. Logbooks. The OOD and AOOD will each maintain a deck log and will record all pertinent information in their logs. Watch standing logs will be filled out in accordance with standards set forth in reference (d). A sample deck log for CU NROTC applications is in enclosure (10).

4. Two Week Plan (TWP). The BNOPSO shall coordinate with the Alpha Company Gunnery Sergeant and the Bravo Company OPSO to develop TWPs and communicate them with the CU NROTC Battalion. The TWP shall be published by noon the Friday before the succeeding period starts. The TWP shall include information about who, what, where, when, and UOD for each day of events. Changes to the TWP must receive battalion officer's approval prior to being published.

5. Long Range Training Plan (LRTP). The BNCO, BN XO, BNOPSO and company commanders shall develop together an LRTP for the semester. The LRTP shall be published at the beginning of the semester and changes must be communicated immediately to the CU NROTC battalion and staff. Changes be approved by the Battalion Officer's before publishing.

6. Duty Squad. Every two weeks and before major events and guest speakers, two or more squads will combine personnel to field day the CU NROTC Battalion Spaces. The items to clean will include but are not limited to:

a. Wardroom Table and Common Area

- (1) Wiped down and disinfected
- (2) Remove glass and clean underside if necessary
- (3) Vacuum
- (4) Straighten up all tables, counters, and shelves
- (5) Clean/dust all surfaces (This includes windows and the award cabinets)

b. Wardroom Kitchen Area

- (1) Throw away old bagels/food if necessary
- (2) Dishes
- (3) Put away all dishes and ensure drying rack is empty and clean
- (4) Sink, empty and wipe down sink so that it is dry
- (5) Microwave
- (6) Clean the inside, ensuring to wipe down all six sides of the inside
- (7) Clean the exterior
- (8) Fridge, straighten up interior

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c. Hallways

- (1) Vacuum
- (2) Clean all glass surfaces
- (3) Wipe down all surfaces (including the tops of picture frames)
- (4) Straighten up table with magazines

d. Battalion Office

- (1) Vacuum
- (2) Straighten chairs
- (3) Wipe down all tables
- (4) Police Gear Adrift
- (5) Empty Trash Can

7. Battalion Spaces Etiquette. The Battalion Spaces are a working and training environment. Battalion members are expected to abide by standard customs and courtesies as established below.

a. Reporting into Staff Spaces

(1) Battalion members will properly report to Staff Offices. This includes: knocking on the door three times, coming to attention, giving the greeting of the day, introducing oneself, and requesting permission to enter.

b. Wardroom Etiquette

(1) When in the Wardroom, battalion members will call Attention on Deck for the CO unless otherwise instructed.

(2) Battalion members may not talk shop, religion, or politics in the Wardroom. The volume of speech in the Wardroom should be kept to a normal conversational level.

(3) Battalion members are expected to maintain general cleanliness in the Wardroom and kitchenette area.

(4) Battalion members will not wear covers or hats in the Wardroom. They will not place them on the Wardroom table.

(5) When not in uniform, battalion members will wear appropriate civilian attire while maintaining proper grooming standards.

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c. Grooming and Clothing Standards

(1) While in the battalion spaces or Naval Science (NAVR) classes, battalion members shall be in proper uniform standards or appropriate civilian attire.

(2) Appropriate civilian attire does not include shower shoes, PT clothing, frayed or torn clothing, exposed midriffs, hats, and garments with offensive logos and slogans.

(3) Battalion members cannot wear athletic clothing in the unit unless they are actively on their way to or from exercising. This includes athletic shorts, undershirts, sweatpants, and service PT gear.

8. Study Hours. Study hours are mandatory for all freshmen and anyone enrolled in Physics I, Physics II, Calculus I, and Calculus II. For all first semester freshmen a minimum of two hours must be attended per week. All others are required to attend two hours per class, not to exceed four hours a week. Study hours enable students to receive personal aid from tutors and devote a minimum number of hours outside the classroom to academics. Study hours are also mandated for freshmen whose GPA is 2.5 or below after their first semester or are directed to attend in accordance with the results of a Performance Review Board (PRB). Students who have a B or higher in their Calculus or Physics course midway through the semester may request to be taken off required study hours. Students who received a B or higher in Calculus I or Physics I are exempt from required study hours for the follow-on course in that series. If on any exam the student receives a C or below in a course that they were previously exempt from attending study hours for, they must now complete two study hours for that course a week. The times and locations of study hours are determined and promulgated by the Academics Officer. Members attending study hours shall track their attendance on the Study Hours Daily Log and sign in when attending tutoring sessions. For further guidance see reference (j) and reference (k). Refer to enclosure (12) for documentation.

9. Physical Training. Physical training (PT) is required for all Midshipmen and active-duty members. Battalion PT shall be administered once per week.

a. Uniform. Navy personnel are required to wear a Navy physical training uniform (PTU) shirt tucked in, Navy PTU shorts, Navy PTU sweats, and a glow belt unless otherwise specified on the Two Week Plan or by the Command Fitness Leader (CFL). Marine Corps personnel are required to wear designated USMC PT shorts and designated USMC PT shirt tucked in and worn appropriately.

b. Testing. Each semester will consist of an Initial Physical Fitness Assessment/Test (IPFA/IPFT) to allow for proper measurement of physical readiness standards per the Commanding Officer's discretion. A minimum of one PFA/PFT or Combat Fitness Test (CFT) shall be administered each semester to ensure physical readiness standards are met.

c. Navy Physical Readiness Test (PRT). The Navy PRT consists of a timed plank, two minutes of pushups, and a 1.5-mile run.

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d. Marine Corps Physical Fitness Test (PFT). The Marine Corps PFT consists of a forearm plank, max set of pullups or a combination of pullups and pushups, and a 3.0-mile run.

e. Marine Corps Combat Fitness Test (CFT). The Marine Corps CFT consists of an 880-yard run, two minutes of ammo can presses, and a maneuver under fire.

f. Navy PRT Standards. To commission, Midshipmen and Officer Candidates must attain a minimum performance level of "Good Low" in all events on a single Navy Physical Fitness Assessment in accordance with OPNAVINST 6110.1J. Failure to do so will result in a failure to commission.

g. Marine Corps PFT Standards. Midshipmen and MECEPs shall adhere to the standards outlined in reference (h). Marine Option midshipmen and MECEPs must obtain a PFT score of 200 for their current age group for scholarship activation. 3/C and 2/C Marine Option midshipmen and MECEPs must obtain a 235 for their current age group as outlined in reference (i). Although not required, it is recommended that Marine Option students maintain a PFT score of 265 or higher to successfully complete the 6-week OCS course. 1/C Marine option midshipmen and MECEPs must obtain a 235 on their First Class PFT in order to commission.

h. Fitness Enhancement Program (FEP). The Fitness Enhancement Program (FEP) shall be individually tailored to the participants' development needs. The CU NROTC active-duty staff members are the only personnel who can mandate an individual's participation in FEP.

Encl: (5) Awards and Commendations

1. Purpose. 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. 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. Special Category. Any Midshipmen eligible for active-duty ribbons by virtue of previous military service, or presentation while on cruise, may wear them but must do so per following regulations listed below.

6. 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.

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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.

7. 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.

(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 Student of the Month (SOM) and Student of the Semester (SOS) for recognition of meritorious achievements, excluding active-duty students.

(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 on 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.

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(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 those Midshipmen who have participated in a competitive team during the Colorado Invitational Drill Meet.

11. Organization Awards.

a. 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.



12. 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.

Gold Stars – Wear 5/16” gold stars for second and subsequent awards and ribbons.



Silver Stars – Wear 5/16” silver stars in lieu of five gold stars.



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

14. Awarding, Control, and Issuance of Awards and Ribbons.

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.

15. Individual Achievement Awards. Are contingent upon the Midshipman's status of "good standing" with the Battalion. The Midshipman may not have been subject to a PRB or received deficient grades during the time stipulated in the award period. Are to be awarded through the Battalion Commander only. Midshipmen who are awarded individual achievement awards will receive both their award and accompanying ribbon during a ceremony at the Leadership Laboratory.

16. Battalion Participation Ribbons. Are to be requested by the Midshipman's Team Captain to the Battalion Supply Officer via email. Once the request is made, the Battalion Supply Officer will issue the respective individual with the requested ribbon(s) and/or device(s).

17. Midshipman Responsibility. Midshipmen will be responsible for ensuring they have received and are wearing the properly warranted awards and ribbons.

18. External Awards.

a. Purpose. Each year, several external organizations grant military related awards and/or scholarships to certain Midshipmen/Active-duty students 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 students can receive more than one award. 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

19. Tri-Mil Awards Ceremony. Each spring, every Midshipmen/Active duty among the ROTC program who has earned a military related award or scholarship during the past year is honored. This includes the external awards mentioned above and may include other awards and scholarships earned by individuals on their own initiative. This ceremony will have at least one student OIC to help plan and carry out the ceremony.

20. Student of the Month (SOM)

a. Purpose. Each month, the Battalion Leadership is responsible for recognizing one individual for their overall outstanding performance as a NROTC Student. Nominees will be chosen based on exceptional combined performance in academics, physical fitness, Battalion involvement, extracurricular activities, and service.

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b. Selection. Selection for Student of the Month (SOM) begins with a nomination made by a student's Squad Leader. They will request that student submit brag sheets (Figure 9.3.1) to gather data to make an informed decision. The Battalion Leadership are responsible for soliciting nominations. Nominations are submitted by squad leaders via Student of the Month Nomination Form (Figure 9.3.2) and are routed up the Chain of Command. Once nominations are received, the Battalion Leadership will select one nominee from each platoon to appear before a SOM Selection Board.

c. Selection Board. The SOM Selection Board allows the nominees to make a personal impression on the Battalion Leadership. This is a chance for character traits such as bearing, integrity, as well as professional appearance, to be evaluated. Candidates will be asked questions in respect to general knowledge, current events, and character development. Conduct to be followed by the nominee is outlined in paragraph b of this enclosure.

d. Selection and Award. When a decision is made by the selection committee it shall be sent to the CO via the Awards Officer for final approval. On receiving the final approval, a SOM Commendation Letter will be written and presented to the recipient at the next Battalion Training or battalion event on behalf of the Battalion Commanding Officer (BNCO). In addition, the recipient will be authorized to wear the Commendation Award ribbon and will receive a \$500 CU NROTC scholarship.

21. Student of the Semester (SOS). In addition to the SOM award given each month, the Battalion Leadership are responsible for presenting the Student of the Semester (SOS) Award. The SOS is chosen at the end of each semester as the most outstanding of the recipients of the SOM award. There is no additional board held; selections are made based on prior impressions of the SOM award recipients. The SOS recipient will be presented with a SOS Commendation Letter at the change of command ceremony by the Battalion Leadership before the change of command takes place.

a. Sample SOM Candidate Brag Sheet

Nominee Name: MIDN Doe

Plt: Alpha 2

Major: Mathematics

Cumulative GPA: 3.9

Semester GPA: 3.9

PFA/PFT: 300

Current/ Past Billets:

1. Squad leader
2. Chief Platoon Officer
3. Supply Chief

<u>Extracurricular Activities</u>		<u>Hours per Week</u>
Habitat for Humanity		10
Tutoring for the Underprivileged Multicultural Club		10 6
Reason(s) for Nomination:		

Outstanding performance within Battalion activities, constantly seeking opportunities to mentor and better peers, volunteers for Battalion functions and activities, proper professional appearance, and models the attributes of a future Naval Officer.

Plt Sgt/Plt : MIDN 3/C Smith

Company 1st Sgt/Senior Chief: MIDN 1/C Doe

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Student of the Month Nomination Form

Nominee Name:

Plt:

Major:

Cumulative GPA:

Semester GPA:

PFA/PFT:

Current/ Past Billets:

1.

2.

3.

Extracurricular Activities

Hours per Week

Reason(s) for Nomination:

Plt Sgt/Plt Chief:

Company 1st Sgt/Senior Chief:

b. SOM/SOS Board Procedures

(1) Reporting-In

(a) March in the most direct manner to a position six paces and centered on the senior member of the board.

(b) Once in position report in saying "Good morning (appropriate rank).
Midshipmen 4/C Doe, reporting into the senior member of the Midshipmen of the Month Board as ordered."

(2) Questions

(a) When asked a question, eye contact with that member of the board is maintained.

(b) State the answer as follows: "My (i.e., third general order is), to repeat all violations of orders I am instructed to enforce, Staff Sergeant, Midshipmen, or Officer Candidate."

(c) If the question is a knowledge question, such as a General Order, and the answer is unknown, then just say so. If it is a character question, an answer is required.

(3) Being Dismissed

(a) Once the command "Dismissed" is given, come to the position of attention and say: "Aye, Aye."

(b) Take one step backwards and say: "Good morning (rank)." Exit in the most direct manner.

Encl: (6) Fiscal Operations

1. Description. Fiscal Operations are defined as any operations that require the use of 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 and signed by the Battalion Commanding Officer (BNCO).

2. 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 alumni donations.

3. Over Budget Protocol. If a Company CO, event OIC, or any one 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. They may also 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 be allotted \$2000 per semester to spend how they see fit referred to as the Board Fund. See paragraph 12 of this enclosure for additional guidance.

5. Guidelines. The Battalion Fiscal Board must adhere to all University requirements outlined for student groups, by the Student Organization Finance Office.

6. Selection Process. Individuals interested in participating on the Fiscal Board are selected by their peers. There are a total of four midshipmen and 1 active-duty student, each representing their class. Selection will be by digital vote conducted by the Battalion Operations Officer (BNOPSO), with the individual receiving the most votes winning. Students will only vote for their applicable class.

7. Responsibilities and Requirements.

a. Fiscal board Members. Individuals on the Fiscal board vote on requests for Battalion funding in any case 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, page four of this enclosure, to request appropriation of funds.

b. 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, page five of this enclosure.

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8. 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 is in charge of collecting, counting, and keeping accountability of all votes. A request must receive a minimum of four out of five votes for yes in order to be approved. A response will be returned to the individual within 96 hours.

9. Fundraising. Fundraising is essential for enabling the sustainment of Battalion activities. Through fundraising, the Battalion is able to 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.

a. Fundraising supports the following but is not limited to:

- i) Parking Fees
- ii) Unit Events
- iii) Balls
- iv) Mess nights
- v) Commissioning items
- vi) Commissioning fees
- vii) Space reservations

10. 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 NROTC battalion is paid to clean the stadium after football games. Stadium cleanups are mandatory for all members of the battalion. If a Battalion member cannot participate in a cleanup, a special request chit must be submitted through the student chain of command.

11. Additional Fundraising. Under the discretion of the Top 4, additional fundraising opportunities may be sought out through various resources if BN leadership chooses to pursue fundraising outside of stadium cleanups.

12. Spending Guidance.

a. Commissioning. The amount to be budgeted for each semester's commissioning ceremony will be delegated by the fiscal board.

b. Miscellaneous Student Development. Funding for Leadership Conferences, EOD and SEAL Exposure Weekends, Competitive Team Races, etc. will be voted on by the fiscal committee and funds will be pulled from the \$2000 fund given to the fiscal committee.

c. Training Expenses.

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

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

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

12. 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.

- a. The request receives a unanimous vote for approval from the fiscal board.
- b. The request is approved by two thirds (2/3) of the battalion, conducted by vote at a unit event by a raising of hands.

Special Request for Battalion Funds

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Name		Rate
Department/Division/Ward		Duty Section Group
Amount Requested	Date Requested	Date Funds Needed
Funds Needed For (Check all that apply): • Individual <input type="checkbox"/> Team <input type="checkbox"/> Special Unit Function		
If certain individuals, list rank and names of all: 		
Reason for requested funds: 		
Expected benefits from funds: 		
Attach any documentation of estimated costs, uses, and other pertinent information		
Signature		

University of Colorado NROTC

Expense Reimbursement Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, or on-line order confirmation is unavailable. It should only be used on an exception basis; repeated use of this form is considered non-compliant with the University of Colorado NROTC SOP.

This form must be filled out COMPLETELY and signed by the MIDN/MECEP, Company or Event OIC, and Staff Advisor.

Name: _____

Rank/Class: _____ Spend Category/Expense Item: _____

1) Why is the original receipt, invoice, or on-line order confirmation missing?

2) Have you attempted to obtain a duplicate receipt from the credit card company? Yes _____ No _____

3) Have you attempted to obtain a duplicate receipt from the vendor? Yes _____ No _____

If your response to either questions 2 & 3 are No, please attempt to obtain a receipt from either of these sources. If you did attempt and were unsuccessful, please complete the following this form. If bank statements or credit card logs are available to support your claim, print them out and attach them to this form. Highlight the applicable purchases and make sure to omit any PII or account information.

Vendor Name: _____ Date of Purchase: _____

Transaction Details:

Item Description	Business Purpose	Quantity	Unit Price	Amount
Total Cost				\$

MIDN/MECEP: By signing this form I certify that the above transaction was made for CU NROTC related business only.

Signature: _____ Date: _____

Advisor and Company/ Event OICs: By signing this form I agree that the above transaction was made for CU NROTC business only.

Company/Event OIC Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Encl: (7) Conduct, Corrective Action, and Counseling

1. Active-duty Students. All active-duty students are subject to UCMJ.
2. Midshipmen. Midshipmen are not subject to the UCMJ unless on summer cruise or active-duty training. All minor infractions from Midshipmen will be documented per the corrective action matrix. Corrective action for offenses will follow the recommendations of the matrix and will be designated based on the number of previous infractions a Midshipmen has and the severity of these infractions. To use the matrix, find the relevant infraction and issue the most appropriate corrective action. This should be the dark blue box, exception being if someone has committed an infraction of the same type, the corrective action should be a higher tier, one more for every previous infraction. The "Guidance Warning" section is only to be used for new students in their first month of arrival to help them adjust OR with CMC approval if there was a standard poorly communicated but warrants correction. The corrective action matrix is a fluid document and can be changed based on new issues that arise. Corrective action is in place and shall be used to help improve the student who committed the infraction will not be a punishment or extra duty. The chain of command shall keep a record of counseling and shall forward any counseling to that student's advisor. Counseling records shall be recorded on NAVPERS 1616/25. (See Enclosure (13) for the template.)
 - a. Should a situation arise that is not addressed by the matrix, the CoC member who is responsible for the current corrective action event must work with the CMC and a battalion staff member to determine what will be appropriate corrective action. Should a MIDN have multiple or serious infractions it may be determined that a Khaki Board is needed to determine the root cause of the infraction(s) and to decide if the issue should be escalated to a Staff leadership issue. The Khaki board will include the Top 4 and the student's respective company staff.
3. Legal Conduct Issues. All legal issues will be directly referred to the CDO and the student's advisor for further action.

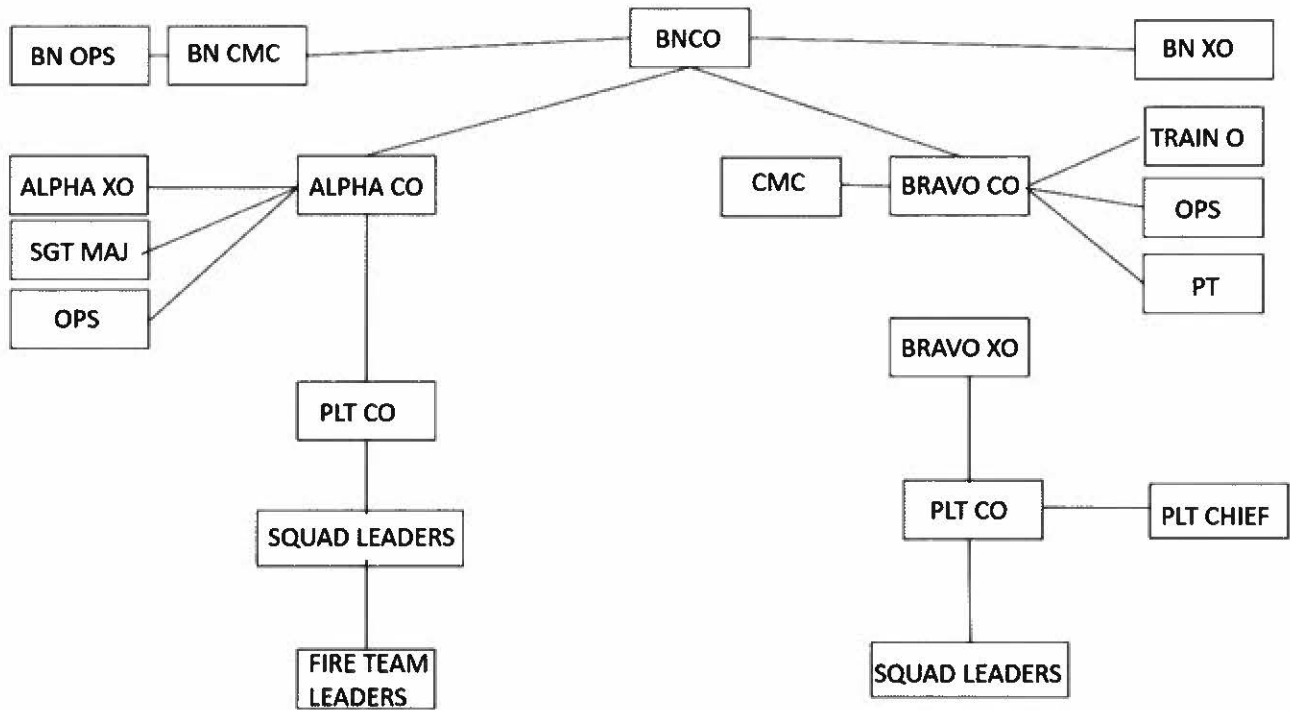
Encl (8): Sample Deck Log for OOD/AOOD

03 MARCH 2021

TIME	EVENTS	INITIALS
0600		MIDN 1/6 COAKLEY
0630		MIDN 1/6 MITA
0700		2ND LT TIPTON
0730		GYSGT LEMKE
0800		MIDN 4/6 McCLARIN
0730	I, GYSGT LEMKE, 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	OOD DEPARTS FOR COLORS	VL
0830	OOD TOURS POST, NOTHING UNUSUAL TO REPORT	VL
0930	OOD DEPARTS FOR CLASS	VL
1300	OOD RETURNS AND TOURS POST, NOTHING UNUSUAL TO REPORT	VL
1400	OOD DEPARTS FOR CLASS	VL
1530	OOD RETURNS AND TAKES DOWN COLORS	VL
1545	OOD WALKS POST AND CONDUCTS EVENING CHECKS	VL
1600	I, GYSGT LEMKE, HAVE BEEN PROPERLY RELIEVED BY MIDN CHALWICK	VL

NFC
03 MARCH 2021

Encl: (9) Battalion Rank Structure



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Encl: (10) Watch Standing Forms

Naval Reserve Officer Training Corps

University of Colorado at Boulder

OOD Turnover Sheet

Commanding Officer: COL BODISCH, USMC Executive Officer: CDR KAUFFMAN, USN	Date: Time:
OOD Off-Going: _____ OOD On-Coming: _____ Command Duty Officer: _____ CDO Cellphone Number: 720-387-0984	CDO Signature:

Location of Key Personnel	CO: XO: BNCO: BN XO:
Cleanliness of the Unit Spaces	Kitchen Area: SAT/UNSAT Wardroom: SAT/UNSAT Coffee Mess: SAT/UNSAT Battalion Office: SAT/UNSAT Podium: SAT/UNSAT Hallways: SAT/UNSAT
Pending Items/Unfinished Tasks	
Problems Encountered	
OOD Keys Received	On-coming OOD: _____ Signature: _____

Additional Comments/Messages:

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NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

OOD Daily Schedule

This form is to be completed for the purpose of maintaining accountability and to assist the AOOD in any case necessary to ensure proper security of the Battalion Spaces.

OOD:	DATE:
-------------	--------------

TIME	LOCATION
0800	
0900	
1000	
1100	
1200	
1300	
1400	
1500	
1600	

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NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

PHYSICAL SECURITY LOG SHEET

OOD:

DATE:

TIME:

DOOR/ROOM#	SECURED	UNSECURED	REMARKS
245 – BATT OFFICE			
244 – MOI			
242A – COPY ROOM			
243 – AMOI			
242 – LOCKER			
LOCKER – 8			
241 – 2/C ADVISOR			
LOCKER – 7			
239 – CO's OFFICE			
LOCKER – 6			
238 – PROGRAM ASST.			
LOCKER – 5			
237 – XO's OFFICE			
LOCKER – 4			
236 – HUMAN RESOURCES			
LOCKER – 3			
236A – 3/C ADVISOR			
233 – 4/C ADVISOR			

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LOCKER - 2			
232 – 4/C ADVISOR			
LOCKER – 1			
231 – WARDROOM			
137 – SUPPLY ROOM			
134 – Top 4 Office			
134A – Top 4 Office			

COMMENTS / REMARKS:

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NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

OOD Checklist

Time	Task	Initial
0700	Turnover with previous OOD	
	Battalion Office keys accounted for	
	AOOD given OOD daily schedule	
	Review OOD daily pass-down log	
	Get bagels	
0800-1500	Brief with CDO	
0800	Colors	
0800-0850	Next day AOOD contacted	
COB: 1500 (MTWR) 1300 (F)	Colors	
	Battalion Office keys accounted for	
	AOOD secured	
	Secure battalion spaces	

1700-2200 (MW) 1630- 1700 (TRF)	Email after action report to Company XO	
	Proctor study hours (MW)	
	Complete Physical Security Checklist	
	Secure remaining battalion spaces	
During Business Hours	Inspect battalion spaces (3 times minimum) and record in OOD logbook	
	Ensure cleanliness of the spaces	
	Call next OOD and inform of upcoming watch	

Print Name:	Date:
Signature:	

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NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

AOOD Daily Schedule

This form is to be completed for the purpose of maintaining accountability and to assist the OOD in any case necessary to ensure proper security of the Battalion Spaces.

AOOD:	DATE:
--------------	--------------

TIME	LOCATION
0800	
0900	
1000	
1100	
1200	
1300	
1400	
1500	
1600	

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NAVAL RESERVE OFFICER TRAINING CORPS
University of Colorado at Boulder

AOOD Checklist

AOOD:	DATE:
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Task	Initial
Morning colors	
Clean coffee area	
Vacuum wardroom	
Clean food area	
Organize stray magazines/newspapers	
Stand 2 hours at podium	
Conduct rifle count	
Verify Security at CUPD Range	
Check AED Functionality	
Evening Colors	

Signatures:

AOOD:

OOD:

Encl: (11) Special Request Chit

SPECIAL REQUEST/AUTHORIZATION			
<small> 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. </small>			
1. NAME:		2. RATE:	
3. SHIP OR STATION:		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):		TO (DATE AND TIME):
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		14. SIGNATURE OF STANDBY:	
		DUTY STATION:	
15. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
16. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
17. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
18. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
19. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
20. RECOMMENDED APPROVAL	RANK/RATE/TITLE:	SIGNATURE:	DATE:
<input type="checkbox"/> YES <input type="checkbox"/> NO			
21.		SIGNATURE:	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
22. REASON FOR DISAPPROVAL:			

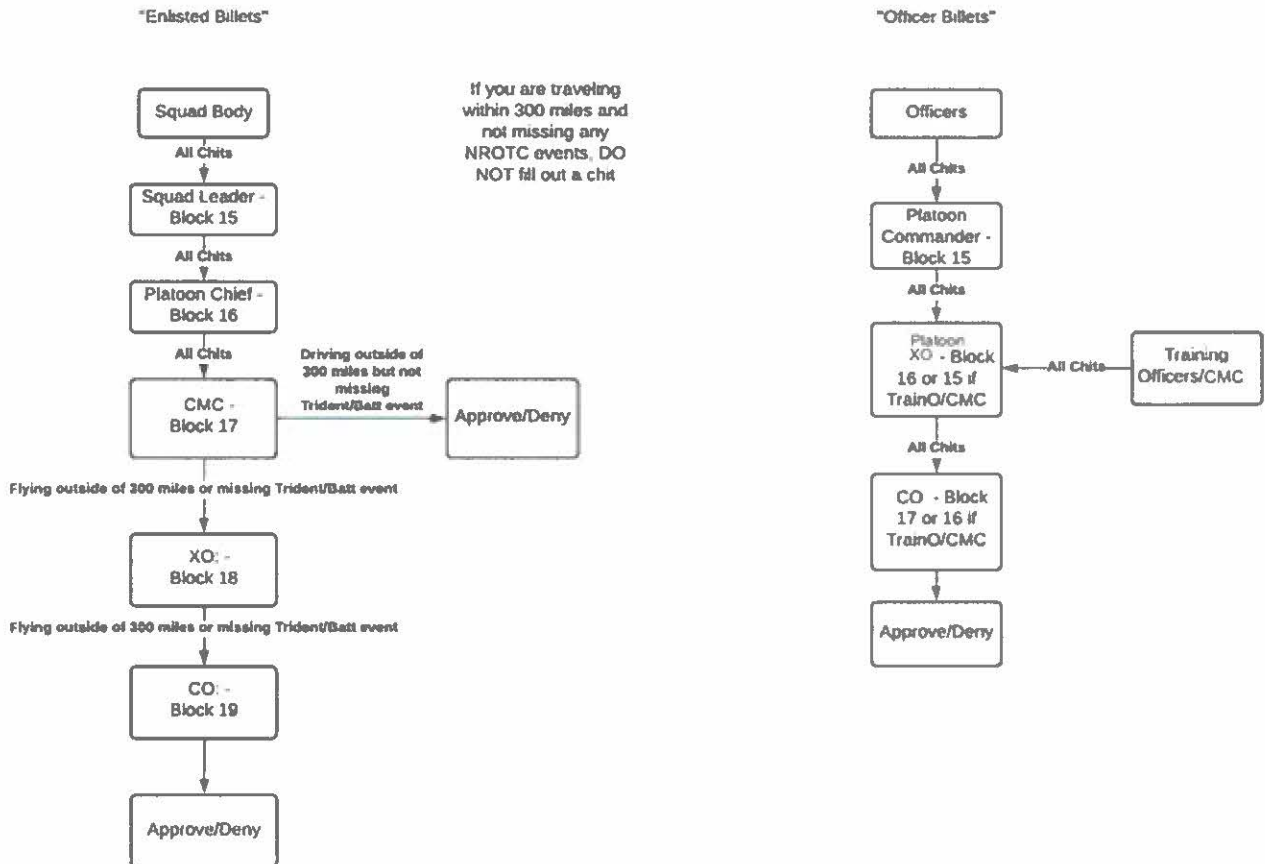
NAVPERS 1338/3 (Rev. 10-2011)

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Reset Form

Print Form

Routing Matrix



STUDY HOURS DAILY LOG

Date:

[illegible]

By signing below, you hereby affirm that you have read and understand the duties of proctoring Study Hours and accept the responsibility and authority that accompanies the OOD watch.

OOD Signature:

Tutor Sign-In Log

Date:

GOD:

Student Name	Time IN	Time OUT	Time IN	Time OUT	Total Time
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A blank sheet of graph paper with a grid pattern. A diagonal line is drawn from the top-left corner to the bottom-right corner. The grid consists of 10 vertical columns and 10 horizontal rows. The diagonal line starts at the intersection of the first vertical line and the first horizontal line from the top-left and extends to the intersection of the eleventh vertical line and the eleventh horizontal line from the bottom-right.

OOD Instructions for Tutor Log:

1. Give this form to the tutor and them log in all students
2. While seeing tutor, the student does not need to be signed out of Study Hours. This log is only used to monitor the tutor's usage.

9 Sep 2022

Encl: (13) Counseling Record

RECORD OF ENLISTED COUNSELING		DATE
PRIVACY ACT STATEMENT <i>The authority for requesting the following information is contained in 5 U.S.C. sec. 301, 10 U.S.C. 5947, 44 U.S.C. sec. 3101, and Executive Order No. 9397. This information will be used to document quality force counseling actions not prescribed in other directives. Department of the Navy personnel may also use the information for evaluations and determinations in disciplinary, punitive and/or administrative actions. Disclosure of this information is voluntary.</i>		
NAME (Last, First, Middle Initial)	GRADE	SSN
DIVISION/WORK CENTER/DUTY SECTION	NAME/GRADE OF COUNSELOR	
REASON FOR COUNSELING <input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RESPONSIBILITIES <input type="checkbox"/> OJT PROGRESS <input type="checkbox"/> CAREER ADVANCEMENT <input type="checkbox"/> SUPPORT OF DEPENDENTS <input type="checkbox"/> PRIVATE INDEBTEDNESS <input type="checkbox"/> SUBSTANDARD APPEARANCE <input type="checkbox"/> PERSONAL BEHAVIOR <input type="checkbox"/> OTHER (Specify) _____		
REASONS WHICH CAUSED THE COUNSELING REQUIREMENT (Give facts, details, sequence of events, specific dates, etc.)		

NAVPERS 1616/25 (5-90)

NSN 0106-LF-010-1000

Encl: (14) Corrective Action Matrix

GENERAL GUIDELINES FOR PERFORMANCE DEFICIENCIES									
TYPE	INFRACTION	GUIDANCE WARNING*	WARNING	COC	COUNSELING	CMC	STAFF DISCRETION	NOTES	Key
1	Late to PT								Least Appropriate
1	Late to Trident/Semper FID/Hill								Least Appropriate
1	Late to Lead Lab								Least Appropriate
1	Late to Major Event								Least Appropriate
1	Falling Asleep During Training							Guest Speaker Stadium Cleanup, FEX, Etc	Least Appropriate
1	Misusing Training Time							Talking, not participating, etc	Least Appropriate
2	Missing/Wrong Uniform Item							No Name Tag, Wrong Socks, Etc	Least Appropriate
2	Improper Grooming Standards								Least Appropriate
2	Incorrect Uniform								Least Appropriate
3	Unauthorized Absence from PT								Least Appropriate
3	Unauthorized Absence from Trident/Semper FID/Hill								Least Appropriate
3	Unauthorized Absence from Lead Lab								Least Appropriate
3	Unauthorized Absence from Major Event								Least Appropriate
4	Late Response							Failed to Check in on time, failed to turn in fit	Least Appropriate
4	Missed Deadline							Did not turn in form on time	Least Appropriate
5	Disrespectful Behavior							Talking Back, arguing, interactions with CoC	Least Appropriate
6	Inappropriate Jokes/Comments							Jokes/Comments not fit for work	Least Appropriate
6	Social/Racist Remarks/Actions								Least Appropriate
THIS IS NOT AN ALL ENCOMPASSING LIST OVERLOOKED OFFENCES CAN BE ADDED AND WILL BE ENFORCED									

Notes

* Only to be used by those who do not know better (e/c, standards were not communicated, etc...)

Repeated infractions warrant a higher response (avoid repeated punishments)

Infractions of the same type have stacking punishments (E/c you are late to PT one week and get a warning, you do not get a warning if you are late to Trident/Semper PT the next week)

