

13 January 2014

NROTC UNIT UNIVERSITY OF COLORADO BOULDER INSTRUCTION 1000.1
Subj: UNIVERISTY OF COLORADO NAVAL RESERVE OFFICER TRAINING
CORPS STANDARD OPERATING PROCEDURES (CUSOP)

Ref: (a) CNSTC M-1533.2 (ROD)

1. Background: This instruction supplements basic NROTC regulations and administrative procedures published in the Reference. In the event of a conflict, the Reference has precedence.

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 in order to optimize NROTC student training. This instruction should be read in its entirety.

3. Objective: CUSOP is to be promulgated to govern the operations and activities of the Student Battalion. It provides individuals with the instructions and information necessary for the performance of their duties.

4. Applicability: 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. These written standards ensure students are gaining consistent military training opportunities during their time in the NROTC program. This gives the NROTC staff the necessary time to evaluate each student and ensure they are given adequate military education needed to conduct themselves as junior officers in the Naval services.

5. Action:

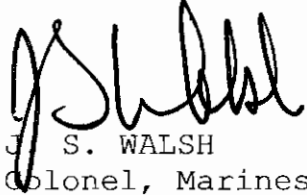
a. All personnel are directed to be thoroughly familiar with the enclosed SOP. They should refer to these procedures for guidance on any questions or concerns dealing with the Battalion. In the event the answer is not clear, questions should be directed to the student Battalion Chain of Command.

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b. All changes will be promptly entered and noted on the Record of Changes page.

6. Notice

The primary reference for this SOP is reference (a).



J. S. WALSH
Colonel, Marines

Distribution:
NROTC CU BOULDER

RECORD OF CHANGE

[illegible]

**University of Colorado NROTC Standard Operating Procedures
(CUSOP)**

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CHAPTER 1

MISSION

1.1.1 Mission and Goals of the NROTC Program

Ref: (a) CNSTCINST 1533.2 ROD 1-4 Program Mission, Goals, Honor Code, and Core Values

1.1.2 University of Colorado NROTC Mission

The University of Colorado NROTC vision for the Naval ROTC Battalion is to commission highly educated officers with the intellectual curiosity and analytical capacity to function effectively as leaders within the United States Naval Services. Officers departing this command will do so with a basic but thorough understanding of the Naval Services and with an abiding respect for and commitment to the traditions, history and core values that will be their obligation to uphold. They will have experienced and embraced the concepts of teamwork and shall exhibit respect for all members of the command. Officers will be physically fit, maintain the highest standards of professionalism, and will be committed to the idea of community involvement in support of the American people. Finally, they will anticipate with enthusiasm and confidence their first assignment as commissioned officers, secure in the knowledge that they have been well trained and prepared for the responsibilities and challenges that only come to those who choose to defend our nation.

CHAPTER II

NROTC PROGRAMS

2.1.1 Definition of NROTC Programs

Ref: CNSTCINST 1533.2, ROD Chapter 3-1

2.1.2 NROTC Program Options

Ref: CNSTCINST 1533.2, ROD Chapter 3-1 through 3-12, 3-14, 3-15

2.1.3 Active Duty Personnel

a. Navy Active Duty - Seamen to Admiral (STA-21) Commissioning Program

Ref: CNSTCINST 1533.2, ROD Chapter 3-13

b. Marine Active Duty - Marine Enlisted Commissioning Education Program (MECEP)

Ref: CNSTCINST 1533.2, ROD Chapter 3-14

2.1.4 NROTC Honor Code

A Midshipman does not lie, cheat, or steal.

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Chapter III

NROTC Unit and Midshipmen Battalion

3.1.1 NROTC Unit Organization

a. Military Organization. NSTC headquarters in Pensacola, Florida 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.

3.1.2 Battalion Organization

a. The CU NROTC Unit is organized into two branches, Navy (Blue) and Marine Corps (Green). The two branches are then broken into elements resembling Navy and Marine Corps traditional rank structure.

b. Navy (Blue) rank structure. All Navy option midshipmen (MIDN) and Officer Candidates (OC) will be placed in the Blue branch of the Battalion. The Blue branch will have two divisions consisting of 25-30 MIDN and Officer Candidates. If the numbers permit, a third division may be established. However, the third division should consist of a minimum of 25 members. This ensures that each division has an ample number of students for Battalion competition and the division leadership receives adequate practice in small unit leadership. Divisions are subsequently broken into three work centers.

c. Marine Corps (Green) rank structure. All Marine option midshipmen and Marine Enlisted Commissioning Education Program (MECEP) students will be placed in the Green branch of the Unit. The Green branch will have two platoons consisting of 25-30 members. If the numbers permit, a third platoon may be established. However, the third platoon should consist of a minimum of 25 members. 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 per platoon.

d. When MIDN and active duty students check-in to the Unit, they are placed in their respective companies or departments and will remain there throughout their tenure at the Battalion.

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Division/company and work center/squad integrity shall be enforced at all Unit events unless directed otherwise.

e. Reserve Platoon. A Reserve Platoon will consist of Unit members that have been excused from traditional leadership lab. A senior member, typically the senior MECEP, will be designated as the Reserve Platoon Commander. The Reserve Platoon will fall under the green company commander though the Marine Officer Instructor (MOI) may task the Reserve Platoon Commander directly. This platoon may be tasked to complete tiger team duties, attend general military training (GMT), and will be required to attend normally scheduled Physical Training (PT) sessions. Criteria for assignment to the Reserve Platoon will be decided by CUNROTC unit staff and may include, but are not limited to the following situations: 1) Active duty members in their 2nd year that have completed two semesters in the ranks, 2) Active duty members that are enrolled in NAVR 4010 Leadership and Management, 3) Prior Top Four individuals in their final semester, or 4) Nurse Option students following their first year

3.1.3 Billet Selection

Billet selection occurs each semester and is based on academic standing, military aptitude, participation in Unit events and functions, extracurricular activities, and student requests.

The billet application and selection process for the Unit's Top 11 billets is as follows:

1. Students submit requests for the Unit's Top 11 Billets to include the following: Battalion Commanding Officer, Battalion Executive Officer, Operations Officer, Battalion Sergeant Major/Command Master Chief, Personnel Officer, (Blue) Department Head and (Green) Company Commander, (Blue) Assistant Department Head, and (Green) Company Executive Officer, (Blue) Department Senior Chief, (Green) Company 1st Sergeant.
2. The current Top 4 then reviews applications and a formal recommendation is generated and forwarded to the (MOI) for approval.
3. Any necessary changes or adjustments are made to the proposal and a final proposal is generated.
4. The final proposal is routed up the chain of command to the Unit Commanding Officer.

The billet application and selection process for all remaining Battalion billets is as follows:

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1. Students submit requests for all remaining battalion billets to include the following: (Blue) Division Officers, (Green) Platoon Commanders, (Blue) Division Leading Chief Petty Officers (LCPOs), (Green) Platoon Sergeants, (Blue) Leading Petty Officers (LPOs), (Green) Squad Leaders, Supply Officer, and Fiscal Officer. The Academics Officer and PAO billets are collateral duties within the Company/Department.
2. The oncoming Top 4 then reviews applications and a formal recommendation is generated and forwarded to the Battalion Officer for approval.
3. Any necessary changes or adjustments are made to the proposal and a final proposal is generated.
4. The final proposal is routed up the chain of command to the Commanding Officer via the Battalion Officer.

To the maximum extent possible, billet application and selection should mirror the following format:

1. All officer billets, to include staff billets will be 1/C (except in cases where an active-duty student must fulfill unit involvement requirements).
2. All Enlisted leadership billets to include Battalion Sergeant Major/Master Chief, as well as Squad Leaders and Lead Petty Officers will be 2/C (except in cases where a 1st/2nd year active-duty student must fulfill leadership experience requirements or manpower dictates). 3/C may fill Squad Leader/LPO billets with the approval of the Battalion Officer.

Active Duty personnel are to be recommended for and placed in billets at the discretion of the Top 4 and unit staff. Active duty personnel shall not fill billets for which they have fleet experience.

3.1.4 Battalion Rank Structure

Ref Figure 3.1.2

3.1.5 Billet Descriptions and Responsibilities

Following are detailed lists of the responsibilities for billet holders in each position within the Battalion. These lists are not inclusive of all individual's responsibilities but should instead serve as a minimum baseline.

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3.1.5.1 Battalion Staff

a. Battalion Commanding Officer (BNCO)

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

(2) The BNCO is tasked with ensuring that all members of the battalion complete their required Command and Leadership Training (CALT) hours according to the Regulations for Officer Development (ROD).

(3) 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.

(4) The BNCO is responsible for generating Battalion policy.

(5) Meet weekly with the Battalion Officer and Commanding Officer to receive staff guidance and brief the staff on the week's events.

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

b. Battalion Executive Officer

(1) The Battalion Executive Officer (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.

(2) The specific duties of the BNXO 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 of Battalion functions.

(d) Supervise Battalion conduct, ensuring all standards dictated by the ROD are met.

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(e) Supervise all officers-in-charge of events.

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

Oversee the cleanliness and functionality of Battalion Spaces.

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

c. Battalion Operations Officer

(1) The Battalion Operations Officer (OPSO) is responsible to the Battalion Commanding Officer for the planning, coordination and execution of all Battallion training and operations.

(2) Prepare and submit the Battalion Plan of the Week (POW) to the Battalion Officer via the BNCO . Following approval, disseminate the POW to the Battalion.

(3) In conjunction with the BNCO, develop a training plan for the semester, review all lesson plans, and arrange for guest speakers at Leadership Lab.

(7) Assign all event Officers-In-Charge, ensuring required CALT hours are being met for battalion members with priority being given to 1/C and 2/C midshipmen.

d. Battalion Sergeant Major/Battalion Command Master Chief

(1) The Battalion Sergeant Major/CMC is responsible to the Battalion Commander for the inspection readiness of the Battalion.

(2) Instruct and inspect close order drill.

(3) Uphold uniform regulations within the battalion.

(4) Coordinate and conduct Midshipman of the Month (MOTM) boards.

(5) Oversee the Battalion counseling and discipline system.

e. Personnel Officer

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(1) The Personnel/Public Affairs Officer is responsible to the BNCO for maintaining personnel rosters and enhancing the Battalion's public image.

(2) Serve as the Battalion's liaison with other NROTC units.

(3) Prepare and distribute personnel rosters.

(4) Take pictures at major Battalion functions.

(5) Take responsibility for all Battalion publicity and any other public relations efforts.

(6) Update and maintain the picture board and the Unit's website.

3.1.5.2 Company/Department Staff

a. Company Commander (Green)/Department Head (Blue)

(1) The Company Commander/Department Head is responsible to the BNCO for the proper conduct, training, administration, and operation of the Company/Department.

(2) The Company Commander/Department Head may delegate duties to their Company/Department staff or to subordinates to assist in the performance of command functions.

(3) Act as president of the Semper Fi (Green)/Trident(Blue) club.

b. Company Executive Officer (Green)/Deputy Department Head (Blue)

(1) The Company Executive Officer/Deputy Department Head is the principal assistant and advisor to the Company Commander/Department Head. During the latter's temporary absence, and when so authorized, the Company Executive Officer/Deputy Department Head represents the Company Commander/Department Head and directs actions in accordance with their policies.

(2) Execute and enforce policies and guidance as dictated by the Company Commander/Department Head

(3) Keep the Company Commander/Department Head informed of all

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unit functions.

c. Company First Sergeant/Department Senior Chief

(1) The Company First Sergeant/Senior Chief works directly for the Company Commander/Department.

(2) Responsible for ensuring the accountability of Company/Department personnel at all Battalion events and reporting this status to the Company Commander/Department Head.

(3) Responsible for enforcing military bearing, standards, and discipline at the Company/Department level.

3.1.5.3 Platoon/Division Staff

a. Platoon Commander/Division Officer (DIVO)

(1) The Platoon Commander/DIVO is directly responsible to the Company Commander/Department Head for the performance of his/her platoon/division.

(2) Ensure that Midshipmen records are properly maintained.

(3) Ensure that training time for the platoon/division is fully utilized during drill and lab periods.

(4) Ensure that timely counseling and corrective action is taken in the event of unsatisfactory conduct from Midshipmen in the platoon.

(5) Ensure accountability at all battalion events.

(6) Lead close order drill during spring semester.

b. Platoon Sergeant (Green)/Division Leading Chief Petty Officer (LCPO) (Blue)

(1) The Platoon Sergeant/LCPO is directly responsible to the Platoon Commander/DIVO for the inspection readiness of his/her platoon/division,.

(2) Ensure accurate muster reports from squad leaders/LPOs.

(3) Ensure that the platoon/division adheres to proper military bearing and grooming standards.

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(4) Provide instruction on military discipline, bearing, and standards to Midshipmen within his/her platoon/division.

(5) Assist Platoon Commander/DIVO in any other way deemed necessary.

3.1.5.4 Other Staff

a. Squad Leader (Green)/Leading Petty Officer (LPO)

(1) Responsible to the Platoon Commander/DIVO for the conduct and performance of their squad/shop.

(2) Responsible for the proper instruction of military bearing and military appearance of their squad/division members

(3) Provide accurate and timely muster reports at all Battalion events.

(4) Lead Close Order Drill during fall semester

b. Supply Officer

(1) The Supply Officer is responsible to the BNCO for all matters relating to supply.

(2) Determines the needs of, and requisitions the necessary supplies and equipment for use by the Midshipmen Battalion.

(3) Maintains regular supply issue hours to issue, exchange, or receive uniform components.

(4) Works as the liaison between the Battalion and human resources staff to ensure proper distribution of uniforms and correct assignments.

c. Physical Training Coordinator:

(1) Company/Department level collateral duty assigned by the BNCO.

(2) Coordinate Physical Fitness Testing for their Company/Department.

(3) Coordinate make-up Physical Fitness Test as required.

(4) Maintain records of individual participation and performance

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in the fitness enhancement program (FEP).

(5) Schedule and conduct weekly Company/Department physical training sessions.

d. Academics Officer:

(1) Collateral Duty assigned by the BNCO

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

(3) Schedule and reserve rooms for Battalion study hours.

(4) Coordinate with tutor and relay pertinent study hours information.

(5) Brief the Battalion on study hours requirements.

(6) Brief watch standers on study hours proctoring procedures.

(7) Ensure tracking and logging of study hours attendees.

(8) Relay pertinent information to the Battalion regarding academic resources and assistance.

e. Enlisted Billet Advisor (Blue/Green)

(1) The Enlisted Billet Advisor serves an informal, advisory role to all Enlisted billet-holders within their respective service.

(2) The principle duties of the Enlisted Billet Advisor are

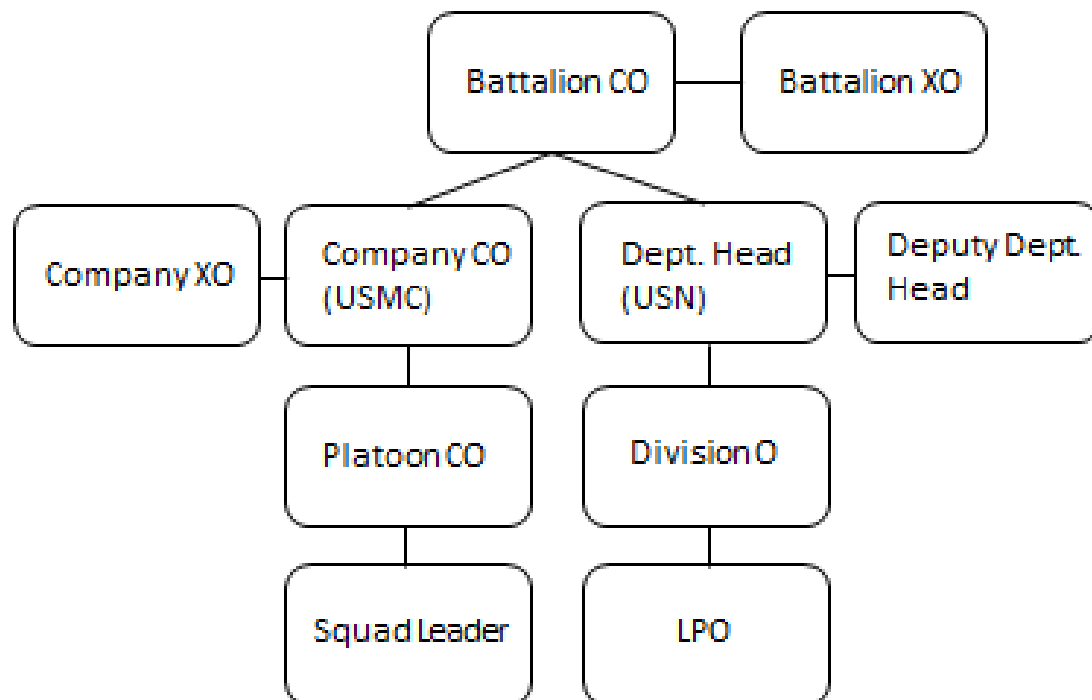
(a) to provide a credible fleet perspective on effective Enlisted leadership, roles, and responsibilities; and

(b) to serve as a resource for current Enlisted billet holders.

(3) The Enlisted Billet Advisor exists outside the student chain of command. As such, the Enlisted Billet Advisor has no authority over current Enlisted billet holders and is directly responsible to the MOI [Marines] or XO [Navy].

(4) The Enlisted Billet Advisor will be drawn from the STA-21 and MECEP students. Preference for selection to this billet will extend to those active-duty students in their second year.

Figure 3.1.2 Chain of Command



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Chapter IV

Battalion Involvement Requirements

4.1 Midshipmen Students

- a. Per ref(a), [ROD: Chapter IV: Professional Development], all Midshipmen are required to attain specific degrees of battalion involvement.
- b. While the Midshipman professional development program at CU has been structured around facilitating ROD requirements, it is the responsibility of each Midshipman to ensure their own compliance with the requirements of this SOP and the ROD prior to commissioning.

4.1.1 Command and Leadership Training (CALT)

- a. All NROTC Midshipmen will receive CALT. This training is to be structured in a manner that ensures midshipmen are able to 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.
- b. Per ref(a), CNSTCINST 1533.2 [ROD], Chapter IV, Section 411: 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 cruise. 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.
 - (b) Competing as part of a Battalion team.
 - (c) Battalion management and administration.

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- (d) Planning and coordination of major Battalion functions.

4.1.2 Student Battalion Billets

a. As per Chapter III of this SOP, the battalion structure will be assembled in a manner that facilitates maximum opportunity for 2/C and 1/C to attain the requisite 20 CALT hours via NCO, Staff Officer, and Officer Billets.

1. 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 availabilities 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.
2. Midshipmen will serve a minimum of one semester of their 1/C year in an Officer or Staff Officer billet.

b. Following the successful completion of a Midshipman's 1/C officer billet and CALT hours, the Midshipman may potentially be selected for service in the Reserve Division.

1. As with active-duty students, selection to the Reserve Division is on a case-by-case basis requiring approval from the Midshipman's advisor and the XO/MOI.

4.2 Sailing requirements

Midshipmen and STA-21 active duty members are required to earn their "Skipper B" rating to graduate from NROTC. They will be required to become familiar with basic sailboat construction and sailing procedures. Upon completion of a practical application lab, Midshipmen who receive their qualification may join in the NROTC sail team.

4.3 Rifle/Pistol Qualification Requirements

All 4/C MIDN shall receive small-arms instruction. Qualified active duty members in the battalion shall instruct this course. The intent of Familiarization Fire is to teach all Midshipmen the fundamentals of marksmanship and safe handling of small arms. Each training cycle includes four events: classroom

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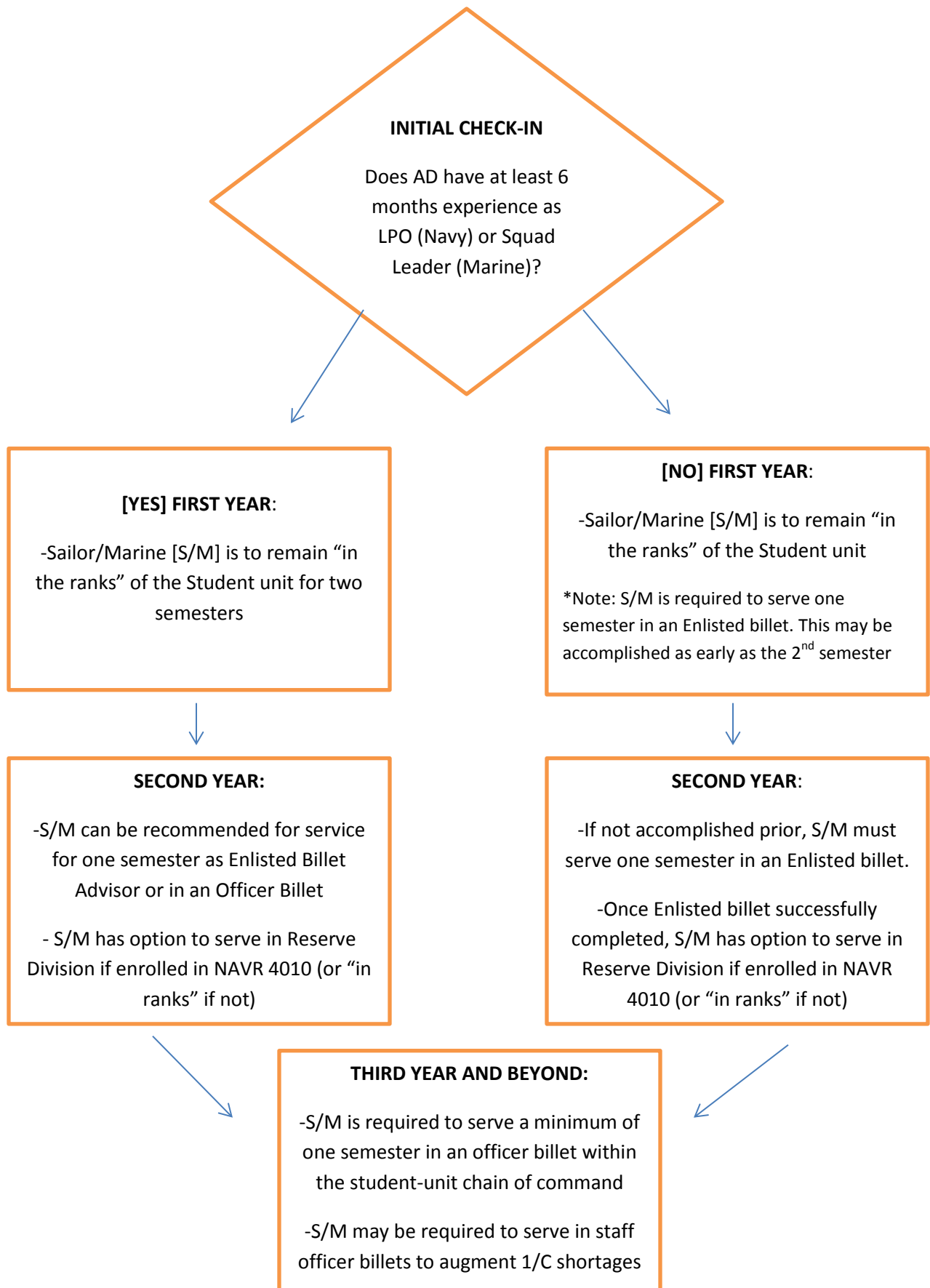
training, dry fire-rifle, dry fire-pistol, and live fire.

4.4 Active Duty Students

a. Incoming STA-21 and MECEP students are required to serve their first two semesters "in the ranks" as general population students within the student battalion. Active duty students are expected to lead from within while maintaining the integrity of their chain of command.

b. At a minimum, STA-21 and MECEP students are required to successfully complete one semester in an Officer Billet within the student-battalion during their tenure.

c. For an in-depth description of the professional development path of active-duty students, refer to fig. 4.1.1-1&2 below.

Figure 4.4-1 Active Duty Professional Development Flow Chart

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Initial Check-In

(a) A minimum of 6 months prior Lead Petty Officer/Squad Leader experience is required to waive first-year billet requirements [designated prior leaders]

1. LPO/SqdLdr experience is defined as serving in such a capacity as to have consistent and direct supervision over 10+ fellow service-members for at least six months.
2. Prior NCO/Petty Officer experience similar or equivalent to that of an LPO/SqdLdr may be deemed sufficient to meet this requirement. This determination is made at the sole discretion of the Executive Officer (Navy) or Marine Officer Instructor (Marines).

First Year

(a) Regardless of prior service, each Sailor/Marine is to serve as general population members of their respective services within the student-unit for their first year.

1. It must be made clear to the Sailor/Marine that their role within the ranks is that of any other "general population" unit member regardless of their rank/prior experience. Active duty members are to lead from within while maintaining the integrity of their student chain of command.
2. The purpose of this first year is to emphasize and reinforce the qualities of humility and followership, fundamental attributes of any good officer.

(b) If the Sailor/Marine satisfies the aforementioned experience requirements [prior leaders], both semesters of the first year are to be served in the ranks.

(c) If the Sailor/Marine does not satisfy the above requirement, they are to serve a minimum of one semester in an Enlisted billet prior to their third year.

1. This may be accomplished as early as the Sailor/Marine's second semester.
2. In such cases, those chosen to serve in an Enlisted billet during the second semester will do so in place

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of a second "in the ranks" semester (Thus, waiving the requirement for a full year "in the ranks").

Second Year

(a) Two active duty students will be selected to serve each semester as "Enlisted Billet Advisors".

1. One Marine and one Sailor will serve as Enlisted Billet Advisor for their respective services each semester.
2. Preference will be given to prior-leader Sailors/Marines to the maximum extent possible. No non-prior-leader Sailor/Marine may be selected before serving the required Enlisted billet semester.

(b) Sailor/Marine has the option to serve in the Reserve Division

1. Selection into the Reserve Division requires:
 - A. Approval from the XO/MOI
 - B. Enrollment in NAVR 4010
2. No non-prior-leader Sailor/Marine may be selected for the Reserve Division prior to serving the required Enlisted billet semesters.

(c) All Sailors/Marines serving neither as Enlisted billet advisors, members of the Reserve Division, nor in a required Enlisted billet [non-prior leaders] are to continue serving in the ranks.

Third Year and Beyond

(a) From this point, prior and non-prior leaders are deemed equivalent.

(b) Every Sailor/Marine is required to serve a minimum of one semester in an Officer Billet. .

1. Qualifying billets are:
 - A. Green: Platoon Commander, Company XO, Company CO, Battalion OPSO, Battalion XO, Battalion CO.

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B. Blue: DIVO, Deputy Department Head,
Department Head, Battalion OPSO, Battalion
XO, Battalion CO.

2. Staff Billets outside the direct chain of command
(PERSO, PAO, etc.) do not satisfy the aforementioned
requirement.

(c) Sailor/Marine may be selected to serve in staff officer
billets as required to augment deficiencies in requisite numbers
of 1/C midshipmen.

(d) Once all requirements for professional development are met,
Sailor/Marine may continue to serve additional semesters in the
Reserve Division or apply for additional Officer Billets,
including Top 4.

Chapter V

Administration

5.1 Evaluations

5.1.1 Introduction

The purpose of evaluations is to document performance, provide feedback, provide a reference for selections boards (such as MOTM reference 4.1), 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.

5.1.2 Responsibilities

a. Midshipmen

Each Midshipman in the Battalion will be evaluated throughout their time at CU by their advisors and student chain of command. Each rater is responsible for completing the MIDN Evaluation Sheet.

b. Initial Raters

Initial Raters for each member are determined according to the individual's chain of command. For example if an individual's billet is Platoon Sergeant/LCPO, their initial rater will be their Platoon Commander/DIVO.

5.1.2.1 Squad Leaders/LPOs

Squad leaders/LPOs shall provide input to their Platoon Sergeant/LCPO on each of their squad members' performance. The Squad Leader/LCPO is not the official "initial raters."

5.1.2.2 Platoon Sergeants/LCPOs

Platoon Sergeants/LCPOs shall write an evaluation of each of the platoon/division members. The Platoon Sergeant/LCPOs initial rater will be their Platoon Commander/DIVO. Their senior rater is the Company Commander/Department Head.

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5.1.2.3 Platoon Commander/DIVO

Platoon Commanders/DIVOs will review all the evaluations previously written by Platoon Sergeants/LCPOs. Platoon Commanders/DIVOs will then evaluate each of the members as well. Their initial rater is the Company Commander/Department Head. Senior Rater is the Battalion Commander.

5.1.2.4 Company Executive Officer/Deputy Department Head

The initial rater is the Company Commander/Department Head. The Senior Rater is the Battalion Commander.

5.1.2.5 First Sergeant/Department Senior Chief

The initial rater is the Executive Officer/Deputy Department Head. The Senior Rater is the Company Commanding Officer/Department Head.

5.1.3 Beginning of Semester Interviews (BOS)**5.1.3.1 Discussion**

Beginning-of-Semester Interviews are considered the "meet and greet" opportunity between Battalion members and their chain of command. During this time, Battalion members will meet with their Platoon Commanders/DIVOs and their Staff advisor to discuss their class schedules, progress, plans, goals, and any concerns. The BOS will be scheduled individually and conducted in private. Students will provide Class Cards and Student Information sheets to the interviewer. Interviews will then be summarized onto a Page 13 and signed.

5.1.3.2 Responsibilities**a. Evaluator**

The Evaluator is responsible for coordinating the times and schedule for each Battalion member they are to interview. Evaluators must meet with each individual in person and allow ample time in case of any pressing issues/concerns. Evaluators should outline expectations as well as offer advice to maximize the Midshipmen's performance throughout the semester.

5.1.4 Mid-semester Counseling**5.1.4.1 Discussion**

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Mid-semester Counseling is to provide feedback on progress of performance since the beginning of the semester. This is the chance for Midshipmen/Active Duty to express any changes, issues, and current status within their program. Both parties can evaluate the goals that were set earlier within the semester and analyze the progress. The Evaluator is encouraged to state three positive performance attributes and three attributes that can be improved.

5.1.4.2 Responsibilities

Reference: Chapter 4.1.3.2 Responsibilities

5.1.5 End of Semester Evaluations

5.1.5.1

End of semester Evaluations are the final evaluation for the semester. Here the Evaluator and Midshipmen will assess the goals outlined at the beginning of the semester, and progress from the beginning.

5.1.5.2 Responsibilities

References Chapter 4.1.3.2 Responsibilities

5.2 Chits

5.2.1 Introduction

Chits are formal pieces of documentation that are used to request leave, liberty, or excusal from an event.

5.2.2 Discussion

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. Any questions or concerns should be directed up the chain of command.

5.2.3 Chit Writing Standards

Three forms should be referenced anytime a chit is submitted: Special Request Chit, Routing Matrix, and Routing Form. Chits should be submitted no later than seven days prior to the requested date.

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a. Special Request Chit

Special request chits can be found on the Battalion website in the forms section.

Reference: Enclosure 4.2-1 Special Request Chit

b. Leave Request

Leave Request Chits are required for all Battalion members traveling outside of a 300-mile radius from Boulder. 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.

Reference:

Figure 4.2-1 Special Leave Request Guidance

Figure 4.2-2 Sample Special Request Leave Chit

c. Excused Absences

Students with school conflicts must submit a Special Request Chit to be excused from events such as PT, Leadership Lab, Football Security, Stadium Clean Ups, Trident, and Semper Fi.

References:

Figure 4.2-1 Special Request Chit Guidance

Figure 4.2-3 Sample Special Request Chit

d. Routing Form

All chits must have a routing form. Routing forms and Routing Matrix can also be found on the Battalion website under forms. Individuals that need to be on the routing form can be found on the routing matrix.

e. Routing Matrix

The key located beneath the types of chits explains the individuals that must be a part of the routing matrix. Those with the N/A are individuals that are not required to be on the matrix. "I" states the individual signs the chit acknowledging that they have knowledge of it. "R" states the individual recommends the approval or disapproval of the chit. Lastly, the "A" states the individual has the authority to ultimately approve or deny the chit.

References:

Enclosure 4.2-1 Routing Form

Figure 4.2-4 Sample Routing Form

5.2.4 Chit Routing

5.2.4.1 Discussion

Prior to submitting a chit, ensure these protocols were followed:

1. Prepare special request chit
2. Obtain blue routing folder from Battalion Office
3. Update routing form in accordance with guidance provided from routing matrix
4. Staple routing form to front of routing folder (two staples; one in each of the top corners)
5. Place chit and all supporting documentation in folder
6. Ensure originator has signed both the chit and the routing form
7. Route folder to first individual identified on routing form

5.2.4.2 Responsibilities

1. Battalion members submitting chits are responsible for notifying their chain of command. This will prevent chits from sitting in mailboxes without being routed.
2. Battalion members routing chits are highly encouraged to keep a log of all chits that are routed to include the date the chit was signed and passed on.

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Enclosure 5.2-1 Special Request Chit

SPECIAL REQUEST/AUTHORIZATIONNAVPERS 1338/3 (Rev. 9-75)
SIN 106-LF-063-8633**PRIVACY ACT STATEMENT**

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four 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.

NAME		DATE	SSN
SHIP OR STATION		DATE OF REQUEST	
DEPARTMENT / DIVISION / WARD		DUTY SECTION / GROUP	
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)			
NO. DAYS REQUEST	FROM (Date and Time)		TO (Date and Time)
DISTANCE (Miles)	MODE OF TRAVEL		
	<input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box Or route number, City, State, Zip Code)			TELEPHONE NUMBER
REASON FOR REQUEST			
SIGNATURE OF APPLICANT:			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -			
SIGNATURE OF STANDBY		DUTY STATION	
PERSONNEL OFFICE			
EARNED LEAVE		LEAVE THIS FISCAL YEAR	DATE LAST PAID
DAYS AS OF:			
RECOMMENDED APPROVAL		SIGNATURE AND RANK / RATE / TITLE / DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK / RATE / TITLE / DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK / RATE / TITLE / DATE	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK / RATE / TITLE / DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE	
REASON FOR DISAPPROVAL			

LOG OUT AND IN WITH OOD (When required)

OUT (Hour and date)	INITIALS OOD	IN (Hour and date)	INITIALS OOD
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Figure 5.2-1 Special Request Chit Guidance

SPECIAL REQUEST/AUTHORIZATIONNAVPERS 1336/3 (Rev. 9-75)
SIN 106-LF-063-8633**PRIVACY ACT STATEMENT**

The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four name 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.

NAME First Name Last name (Upper and Lower case)		RATE Class	SSN N/A
SHIP OR STATION CU Boulder		DATE OF REQUEST Day/Month/Year	
DEPARTMENT / DIVISION / WARD CU NROTC		DUTY SECTION / GROUP Company/Platoon/Squad	
NATURE OF REQUEST			
<input checked="" type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (Below)			
NO. DAYS REQUEST	FROM (Date and Time)	TO (Date and Time)	
State days	Day/Month/Year Time	Day/Month/Year Time	
DISTANCE (Miles)	MODE OF TRAVEL		
	<input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box Or route number., City, State, Zip Code)			TELEPHONE NUMBER
Full address, Upper and Lower Case			
REASON FOR REQUEST			
Respectfully request... state where and when. Attach proper documentation with Special Request Chit and Routing Form			
SIGNATURE OF APPLICANT:			
Signature			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION -			
SIGNATURE OF STANDBY		DUTY STATION	

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Figure 5.2-2 Sample Special Request Leave Chit

SPECIAL REQUEST/AUTHORIZATION		
NAVPER 1336/3 (Rev. 9-75)		
SIN 106-LF-063-8633		
<div> <div> <p>PRIVACY ACT STATEMENT</p> <p>The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four name listed or for some other special consideration or authorization. The information will be used to assist officials and</p> </div> <div> <p>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.</p> </div> </div>		
NAME Jane Doe	RATE 1/C	SSN N/A
SHIP OR STATION CU Boulder		DATE OF REQUEST 01OCT2012
DEPARTMENT / DIVISION / WARD CU NROTC		DUTY SECTION / GROUP Alpha/1/2
NATURE OF REQUEST		
<input checked="" type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (Below)		
NO. DAYS REQUEST 6	FROM (Date and Time) 20NOV2012 1300	TO (Date and Time) 26NOV2012 1700
DISTANCE (Miles) 1020	MODE OF TRAVEL <input checked="" type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR	
LEAVE ADDRESS (Street, box Or route number., City, State, Zip Code) 1234 Fox St Los Angeles, CA 90004		TELEPHONE NUMBER (323)-384-3824
REASON FOR REQUEST Respectfully request to return home for Thanksgiving during Fall Break. See attached. (Attach flight and/or other necessary documentation)		
SIGNATURE OF APPLICANT: Jane Doe		
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION - SIGNATURE OF STANDBY		DUTY STATION

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Figure 5.2-3 Sample Special Request Chit

SPECIAL REQUEST/AUTHORIZATION		PRIVACY ACT STATEMENT	
NAVPER 1336/3 (Rev. 9-75) SIN 106-LF-063-8633		The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four name 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.	
NAME Jane Doe	RATE 1/C	SSN N/A	
SHIP OR STATION CU Boulder		DATE OF REQUEST 01OCT2012	
DEPARTMENT / DIVISION / WARD CU NROTC		DUTY SECTION / GROUP Alpha/1/2	
NATURE OF REQUEST <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input checked="" type="checkbox"/> OTHER (Below)			
NO. DAYS REQUEST	FROM (Date and Time) 29AUG2012	TO (Date and Time) 31DEC2012	
DISTANCE (Miles)	MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box Or route number., City, State, Zip Code)		TELEPHONE NUMBER	
REASON FOR REQUEST Respectfully requests to be excused from Fall Semester 2012 Leadership Lab due to academic schedule conflict. See attached. (Attach proper documentation including class schedule and conflict)			
SIGNATURE OF APPLICANT: Jane Doe			

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Enclosure 5.2-1 Routing Form

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

**NROTC UNIT BOULDER
BATTALION ROUTING FORM**

SUBJECT:**DATE:**

BILLET	W/A	NAME	SIGNATURE	DATE
BATTALION CO				
BATTALION XO				
COMPANY COMMANDER				
PLATOON COMMANDER				
PLATOON CHIEF				
SQUAD LEADER				
ORIGINATOR	N/A			

REMARKS:

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

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Figure 5.2-4 Sample Routing Form

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE

Any misuse or unauthorized disclosure may result in both civil and criminal penalties.



**NROTC UNIT BOULDER
BATTALION ROUTING FORM**

SUBJECT: MIDN 1/C Doe Thanksgiving Break Leave Request

DATE: Friday, November 02, 2012

BILLET	I/R/A	NAME	SIGNATURE	DATE
BATTALION CO	A	MIDN 1/C WANDERSCHIED		
BATTALION XO	R	OC SCOTT		
A COMPANY COMMANDER	R	MIDN 1/C KING		
A/2 PLATOON COMMANDER	R	MIDN 2/C DELLVA		
A/2 PLATOON CHIEF	R	MIDN 3/C GEARHART		
A/2/1 SQUAD LEADER	I	MIDN 3/C JENNINGS		
ORIGINATOR	N/A	MIDN 1/C Doe	<i>Jane Doe</i>	11OCT12

REMARKS:

Figure 5.2-4 Routing Matrix

Chit Routing Matrix

Type of Chit	Security Coordi	SSB Coordinat	Academic Advisor	Trident President
Leave (Outside of 300 miles)	N/A	N/A	N/A	N/A
Study Hours	N/A	N/A	N/A	N/A
PT	N/A	N/A	N/A	N/A
Leadership Lab	N/A	N/A	N/A	N/A
Trident	N/A	N/A	N/A	A
Semper Fi	N/A	N/A	N/A	N/A
Football Securities	A	N/A	N/A	N/A
Stadium Cleanup	A	N/A	N/A	N/A
Sea Service Ball	N/A	A	N/A	N/A
Academic (Credit Hours)	N/A	N/A	A	N/A
Academic (Major Change)	N/A	N/A	A	N/A
Alternate Leadership Lab	N/A	N/A	A	N/A
I = For Your Information				
R = Recommend for or Against				
A = Approval Authority				

Chit Routing Matrix

Type of Chit	Battalion XO	Battalion CO	PT Coordinator	Academics Officer
Leave (Outside of 300 miles)	R	A	N/A	N/A
Study Hours	R	N/A	N/A	A
PT	A	N/A	I	N/A
Leadership Lab	A	N/A	N/A	N/A
Trident	R	N/A	N/A	N/A
Semper Fi	R	N/A	N/A	N/A
Football Securities	R	R	N/A	N/A
Stadium Cleanup	R	R	N/A	N/A
Sea Service Ball	R	N/A	N/A	N/A
Academic (Credit Hours)	I	N/A	N/A	I
Academic (Major Change)	I	N/A	N/A	I
Alternate Leadership Lab	R	R	N/A	N/A
I = For Your Information				
R = Recommend for or Against				
A = Approval Authority				

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Chapter VI

Operations

6.1 Leadership Laboratory

6.1.1 Purpose

a. Leadership Lab provides a time for the Battalion to assemble for leadership skill enhancement and military training purposes. Attendance by all members of the Battalion is mandatory. Members who are unable to attend Leadership Lab will be placed in Alternate Leadership Lab.

b. Alternate Leadership Lab. Individuals that experience a class scheduling conflict with regularly scheduled Leadership Lab will be placed in Alternate Leadership Lab (ALL). Approval must be gained from an individual's class advisor with supporting evidence that the class cannot be taken at a time that does not conflict with regularly scheduled Leadership Lab. The chit must also be endorsed by the Battalion chain-of-command. Individuals placed in ALL will meet once a week at a determined time not to conflict with the members' class schedules. Additionally, ALL members will compete in the Unit's Battalion competition. In special circumstances, members who are unable to attend both Leadership Lab and Alternate Leadership Lab will be held responsible for the material by the Battalion chain of command.

6.1.2 Execution

The Operations Officer constructs the Leadership Lab schedule. Activities during this time consist of, but are not limited to:

(1) Training in the Techniques of Close Order Drill. Close order drill allows members of the battalion to practice close order drill techniques and for billet holders to exercise leadership skills by instructing their subordinates.

(2) Training Briefs. Training briefs allow members to be exposed to and learn necessary skills for functioning with the Battalion and developing into a competent Navy or Marine Corps Officer.

6.1.3 Uniform

Uniform for leadership laboratory will be the Uniform of the Day, as outlined in the Plan of the Week. Uniforms shall be

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worn at all times while on campus from 0700 until 1700. Uniforms may be removed for physical training or other activities that may soil or damage them.

6.2 Watch Standing

6.2.1 Purpose and Description

The purpose of watch standing is 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 Deck (OOD) and Assistant Officer of the Deck (AOOD) daily.

6.2.2 Guidelines for Creation of the Watch Bill

Each week, one platoon shall be on duty and responsible for manning the watch bill. The watch bill shall be generated by the platoon/division staff and submit the watch bill to his/her respective Company Executive Officer/Deputy Department Head by close of business the Wednesday of the preceding week. AOOD may be performed by a student of any class year. 4/C Midshipmen may not stand OOD.

6.2.3 Duties of the Senior Watch Officer (SWO)

The SWO shall evenly distribute each duty week of the semester among the platoons/divisions. The SWO is ultimately responsible for ensuring appropriate watch standing conduct within the Battalion.

6.2.4 Duties of the Company Executive Officer / Deputy Department Head

Each Company XO/Deputy Department Head is responsible for ensuring watch bill creation and supervising watch standers. Any discrepancies concerning watch standing shall be passed through the Company XO/Deputy Department Head to the SWO.

6.2.5 Duties of the OOD

The OOD supervises the training of underclassmen in watch standing procedures, ensuring that the duties of the AOOD are completed professionally and completely. In addition to these responsibilities, the OOD is responsible for the following:

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(1) Uniform. Uniform for watch-standers on Thursdays will be the designated uniform of the day. For all other days, uniform will be proper civilian attire unless a uniform of the day is assigned. During days where a uniform is assigned, members will wear the uniform of the day.

Male Proper Civilian Attire - Slacks (no jeans) collared shirt, belt, dress shoes, and properly groomed hairstyles.

Female Proper Civilian Attire - Slacks (no jeans) or a business skirt or dress at least knee length, shirt, belt, dress shoes, and properly groomed hairstyles.

(2) Turnover. The off-going OOD shall open the Battalion Office no later than 0700 and ensure that Battalion spaces are in proper condition for turnover. Should there be a Battalion event earlier than 0700, the OOD is responsible for ensuring that any required Battalion spaces are open prior to the event. The on-coming OOD shall perform a face-to-face turnover with the off-going OOD at 0730. 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).

(3) Colors. Colors shall be raised at 0800 each business day and subsequently lowered at 1500 (with the exception of Fridays, when colors shall be lowered at 1300). If the OOD is not present for the raising or lowering of colors, he or she is responsible for ensuring that the AOOD receives necessary assistance. If the AOOD is not present, the OOD assumes complete responsibility for the raising or lowering of colors, and must obtain available assistance.

(4) 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.

(5) 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/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

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circumstances, the SWO shall be notified by the OOD. This responsibility shall not be delegated to junior watch personnel.

(6) Study Hours. The OOD is responsible for proctoring study hours. The OOD shall be present for the entirety of study hours, and is responsible for ensuring those attending study hours sign in and out. The student Academics Officer will provide sign in/out and tutor forms to the OOD. The OOD shall read and understand the expectations of the Academics Officer pertaining to study hours and ensure that these expectations are met.

(7) General Duties. The OOD shall make a minimum of 3 rounds through the battalion spaces in order 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

(8) Discrepancies. Major discrepancies shall be logged in the OOD logbook and reported to the SWO. 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.

6.2.6 Duties of the AOOD

The AOOD is responsible for learning and executing proper watch standing procedures. In addition, the AOOD is responsible for the following:

(1) Uniform. Uniform for watch-standers on Thursdays will be the designated uniform of the day. For all other days, uniform will be proper civilian attire unless a uniform of the day is assigned. During days where a uniform is assigned, members will wear the uniform of the day.

Male Proper Civilian Attire - Slacks (no jeans), collared shirt, belt, dress shoes, and properly groomed hairstyles.

Female Proper Civilian Attire - Slacks (no jeans) or a business skirt or dress at least knee length, shirt, belt, dress shoes, and properly groomed hairstyles.

(2) Turnover. At close of business, the off-going AOOD shall sign out in the logbook, call the next AOOD to inform him or her of his/her upcoming watch and of any standing instructions. If the oncoming AOOD is unable to be reached via phone call,

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leaving a message is acceptable. The oncoming AOOD shall sign in to the AOOD logbook at 0730 on the day of his/her watch.

(3) Colors. Colors shall be raised at 0800 each business day and subsequently lowered at 1500 (with the exception of Fridays, when colors shall be lowered at 1300). The AOOD is primarily responsible for the raising and lowering of colors. If he or she has class at the raising or lowering time, the AOOD must inform the OOD 24 hours in advance.

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

(5) General Duties. The AOOD shall complete all tasks stated on the AOOD checklist. In addition, the AOOD shall stand physical watch at the podium for a minimum of two hours in increments no less than one hour at a time.

(6) 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 of rifles present, and the quantity of each. Discrepancies shall be immediately reported to the AMOI and to the OOD.

6.2.7 Logbooks

OOD Logbook. The OOD shall maintain a logbook to document important events and conditions. The OOD shall record when the duties of the watch are assumed, when he/she leaves from and returns to Battalion spaces, the completion of the tasks specified on the OOD checklist, and anything else that occurs and is not covered by instruction.

AOOD Logbook. The AOOD shall maintain a separate logbook from that OOD to document important events and conditions. The AOOD shall record when the duties of the watch are assumed, when he/she leaves from and returns to the battalion spaces, the completion of the tasks specified on the AOOD checklist, and anything else that occurs and is not covered by instruction.

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Enclosure 6.2.1 OOD Daily Schedule**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:
-------------	--------------

POC PHONE NUMBER:

TIME	LOCATION
0800	
0900	
1000	
1100	
1200	
1300	
1400	
1500	
1600	

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Enclosure 6.2.2 Physical Security Log Sheet**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 - SUPPLY OFFICE			
242A - COPY ROOM			
243 - HUMAN RESOURCES ASST.			
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 - NROTC SUPPLY OFFICER			
LOCKER - 3			
236A - 3/C ADVISOR			
233 - 4/C ADVISOR			
LOCKER - 2			
232 - 4/C ADVISOR			
LOCKER - 1			
230 - WARDROOM			
137 - SUPPLY ROOM			
134 - AMOI			
134A - MOI			

COMMENTS / REMARKS:

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Enclosure 6.2.3 OOD Checklist**NAVAL RESERVE OFFICER TRAINING CORPS**

University of Colorado at Boulder

OOD Checklist

Time	Task	Initial
0730	Turnover with previous OOD	
	Batt library keys accounted for	
	AOOD given OOD daily schedule	
	Review OOD daily pass-down log	
	Get bagels	
0800-1200	Brief with CDO	
0800	Colors	
0800-0850	Next day AOOD contacted	
COB: 1500 (MTWR) 1300 (F)	Colors	
	Batt library keys accounted for	
	AOOD secured	
1600	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	
	Call next OOD and inform of upcoming watch	

Print Name: _____ Date: _____

Signature: _____

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Enclosure 6.2.4 AOOD Daily Schedule**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:
--------------	--------------

POC PHONE NUMBER:

TIME	LOCATION
0800	
0900	
1000	
1100	
1200	
1300	
1400	
1500	
1600	

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Enclosure 6.2.5 AOOD checklist**NAVAL RESERVE OFFICER TRAINING CORPS**
University of Colorado at Boulder**AOOD Checklist**

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

Task	Initial
Morning colors	
Clean coffee area	
Vacuum wardroom	
Clean food area	
Organize stray magazines/newspapers	
Stand 2 hours at podium	
Conduct rifle count	
Evening colors	

Signatures:

AOOD: _____

OOD: _____

6.3 Study Hours Procedures

Study hours are a mandatory event for all freshmen. Study hours enable Midshipmen to receive personal aid from tutors and devote a minimum number of hours outside the classroom to academics. Study hours are also mandated for members of the unit whose GPA is 2.5 or below or are directed to attend in accordance with the results of a Performance Review Board (PRB). The times and location of study hours are determined by the Academics Officer. Members attending study hours shall track their attendance on the Study Hours Daily Log (Enclosure 6.3.1) and sign in when attending tutoring sessions (Enclosure 6.3.2).

Enclosure 6.3.1 Study Hours Daily Log

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

OOD :

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 columns and 10 rows. The diagonal line starts at the top-left corner (0,0) and ends at the bottom-right corner (10,10).

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.

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6.4 Physical Training (PT)

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

6.4.1 Uniform

Navy personnel are required to wear a Navy PTU shirt tucked in, Navy PTU shorts, Navy PTU sweats, and a glow belt unless otherwise specified on the Plan of the Week. Marine Corps personnel are required to wear designated USMC PT shorts and shirt tucked in and worn appropriately.

6.4.2 Testing

Each semester will consist of an Initial Physical Fitness Assessment/Test (IPFA/IPFT) to test and allow for proper measurement of physical readiness standards. A minimum of one PFA/PFT or Combat Fitness Test (CFT) shall be administered each semester to ensure physical readiness standards are met.

6.4.3 Navy Physical Readiness Test (PRT)

The Navy PRT consists of two minutes of sit-ups, two minutes of pushups, and a 1.5 mile run.

6.4.4 Marine Corps Physical Fitness Test (PFT)

The Marine Corps PFT consists of two minutes of abdominal crunches, pull-ups/flexed arm hang, and a 3.0 mile run.

6.4.5 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.

6.4.6 Navy PRT Standards

To commission, Midshipmen and Officer Candidates must attain a minimum performance level of "Good" 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.

Performance standards can be found in OPNAVINST 6110.1J.

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6.4.7 Marine Corps PFT Standards

Midshipmen and MECEPs shall adhere to the standards outlined in the MCO P6100.12. Although not required, it is recommended that Midshipmen and Officer Candidates maintain a PFT score of 275 or higher to successfully complete Officer Candidate School (OCS). All Midshipmen and MECEPs must score a First Class PFT (225 or better) at the start of their senior year to be commissioned.

6.4.8 Failure to meet standards

First failure. Upon an individual's first PRT/PFT failure, they will be given an aptitude warning. An aptitude warning is both a verbal and written notice outlining that the Midshipman or active duty member failed to meet standards. The individual will also be recommended for placement in the Fitness Enhancement Program (FEP), pending the Commanding Officer's authorization.

Second failure. An individual's second PRT/PFT failure will result in recommendation for assignment to FEP and aptitude probation. Aptitude probation consists of an official record entry and remains in the student's record.

Subsequent failure. Any subsequent PRT/PFT failures shall result in a Performance Review Board (PRB), which may result in a leave of absence (LOA) from the Battalion, loss of scholarship, or disenrollment from the program.

6.4.9 Fitness Enhancement Program (FEP)

The Fitness Enhancement Program (FEP) shall be individually tailored to the participants' development needs. The CUNROTC Commanding Officer is the only one who can mandate an individual's participation in FEP.

Chapter VII

Organizations

7.1 Drill Team

The Drill Team is an extracurricular organization that allows participants to practice, perfect, and perform Navy and Marine Corps close order drill. Furthermore, participation enables the instilment of discipline through the practice of precision, the development of automatic responses to drill commands, and the enhancement of military bearing. The team allows Midshipmen to improve, perfect, and increase confidence of Midshipmen by allowing for more frequent practice of proper drill commands and discipline. The team prepares all Midshipmen to march units in a standard military and orderly manner. Members with exceptional skill and practice have a multitude of opportunities to perform and compete with the Drill team. Performances include CU Boulder football games and competitions such as the University of Wisconsin annual drill meet and the Colorado Meet.

7.2 Rifle/Pistol Team

The rifle/pistol team is a firearms marksmanship competition team. Try outs are held every semester for those interested in competing. Individuals interested in participating are encouraged to join, as no previous marksmanship training is required. Trained Active Duty Range Coordinators provide Midshipmen with ample training in pistol and rifle marksmanship. Protective equipment, ammunition, and firearms are provided. The University of Colorado Police Department's range on campus is utilized for training. Members of the team shall be held accountable for the review and practice of safety measures.

7.3 Sail Team

Members of the Sailing Team are required to have their Skipper B qualification. Upon completion of a practical application lab, Midshipmen who receive their qualification may join in the NROTC Sail Team. The Sail Team can compete in regional and nationwide competitions such as the Colorado and Wisconsin Meets. Sail team practices and requirements are largely weather dependent. The Sailing Officer runs the sail team.

7.4 Trident

Trident is required for all Navy Midshipmen and Officer Candidates. Trident is a student-run, parallel entity to the Battalion's Blue Department. The purpose of Trident is to serve

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the community, foster professionalism, and build camaraderie amongst its Navy members. Trident builds leadership skills through a myriad of ethical-decision games as well as through educational seminars on various aspects of Navy operations and life. Special guests and speakers are invited to allow Midshipmen and Officer Candidates to grow their understanding and knowledge of specific fields within the Navy. Each semester, Trident should strive to engage with representatives of each warfare community, and additionally assemble a "Q and A" session with a group of Chiefs. The Trident President is responsible for coordinating and administering Trident meetings and events.

7.5 Semper Fi

Semper Fi is required for all Marine Midshipmen and Officer Candidates. Semper Fi is a student-run, parallel entity to the Battalion's Green Company whose purpose is to enhance leadership abilities, build camaraderie amongst its future Marine officers, and learn essential Marine based tactics, physical training, and Marine Corps knowledge. Members participate in land navigation exercises and simulated combat situations. Additionally, Semper Fi builds leadership skills through a myriad of ethical-decision games. Special guests and speakers are invited to allow Midshipmen and Officer Candidates to grow their understanding and knowledge of specific fields within the Marine Corps. The Semper Fi President is responsible for coordinating and administering Semper Fi meetings and events.

Chapter VIII

Events

8.1 Navy and Marine Corps Birthday Ball

The Navy and Marine Corps Birthday Ball is held every Fall Semester. This event is to commemorate and celebrate the Navy and Marine Corps birthdays. It is a chance for the Battalion and members of the community to experience military traditions and share in esprit de corps. All Battalion members are required to attend. Details will be disseminated via Letter of Instruction (LOI).

8.2 TRIMIL Competition

The Tri-Military competition is conducted annually and is open to the ROTC units for each of the services. It enables Battalion members to compete in joint branch teams to complete missions and tasks that test knowledge, strength, endurance, and military bearing. Competing teams have the opportunity to showcase their knowledge and skills in various team-building exercises. Events change annually and specific event details can be found within the Tri-Mil Competition LOI. The winning service will be announced at the end of the competition and presented with the Tri-Mil trophy.

8.3 Veterans Day Run

The Veterans Day Run is a tradition within the Battalion to commemorate all those who have served. The Veterans Day Run consists of a Battalion formation run to a nearby cemetery. Upon arrival, Battalion members place flags on past service members' graves.

8.4 Colorado Meet

The Colorado Meet is an annual collective competition among various ROTC Battalions. The Battalion hosts and competes within this event and gives every Battalion member a chance to train, collaborate, and test the knowledge, skills, and training they have received. Details will be disseminated via LOI.

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8.5 Leadership Reaction Course (LRC)

The LRC is a tool utilized to train, evaluate, and provide feedback on leadership and followership abilities of Battalion members. The course consists of different scenarios that place Battalion personnel in problem solving situations. Battalion members will be separated into various teams per mission and scenario. Details will be disseminated via LOI.

8.5.2 Teams

Individual teams will rotate throughout the various scenarios. Teams signify the supporting member of the team leader/captain throughout the scenarios provided. Team members are encouraged to give recommendations and advise the team leader, however, members must comply with the order received from the team leader.

8.6 Commissioning

Upon earning a degree and completing all unit requirements, graduating members of the Battalion earn their commission. The commissioning ceremony gathers participants, commissionees, and their friends and families in a traditional military ceremony to honor the commissionees' accomplishments. Elements of the ceremony include the Oath of Office, pinning on of rank, presentation of the flag, and a commissionee's first salute.

8.7 Alumni Forum

The Alumni Forum presents an opportunity for the Battalion to organize an event to reconnect and share camaraderie with former Battalion members.

8.8 Prisoner of War/ Missing in Action (POW/MIA) Run

8.8.1 Discussion

Air Force ROTC at the University of Colorado organizes the POW/MIA Run. They invite ROTC members from all three services, to honor the service members who were/are Prisoners of War (POW) or Missing In Action (MIA). The run generally takes place in October, and lasts 24 hours, ending with the National Ensign and POW/MIA Flag being run into the stadium prior to a football game. Details will be disseminated via LOI.

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Chapter IX

Midshipmen Awards and Ribbons

9.1 MIDSHIPMEN AWARD/RIBBON GUIDE

9.1.1 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.

9.1.2 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:

1. Individual Achievement:

- (1) All-Around Performance
- (2) Academic Excellence
- (3) Academic Achievement
- (4) Commendation Award
- (5) Leadership Award
- (6) Community Service
- (7) Physical Fitness
- (8) Recruiting

2. Battalion Participation:

- (1) Drill Team
- (2) Color Guard
- (3) Intramurals
- (4) Rifle/Pistol Team
- (5) Sailing Team
- (6) Cruise Ribbon
- (7) Colorado Meet

a. Special Category

Any Midshipmen eligible for active duty ribbons by virtue of previous military service, or presentation while on cruise, may

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wear them, but must do so per following regulations listed below.

9.1.3 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.

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.

9.1.4 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 1 st 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 of ≥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). |

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4. Commendation Award



Awarded to the Midshipman of the Month (MOTM) 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 in Drill Team for one academic semester.

9. Color Guard



Awarded to Midshipmen participating in Color Guard for one academic semester.

10. Intramurals



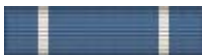
Awarded to those who participated in a Battalion sponsored intramural sports team for one academic semester.

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.

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14. Cruise Ribbon



Awarded to Midshipmen who have completed either a 2/C and/or 1/C summer training cruise.

15. Colorado Meet

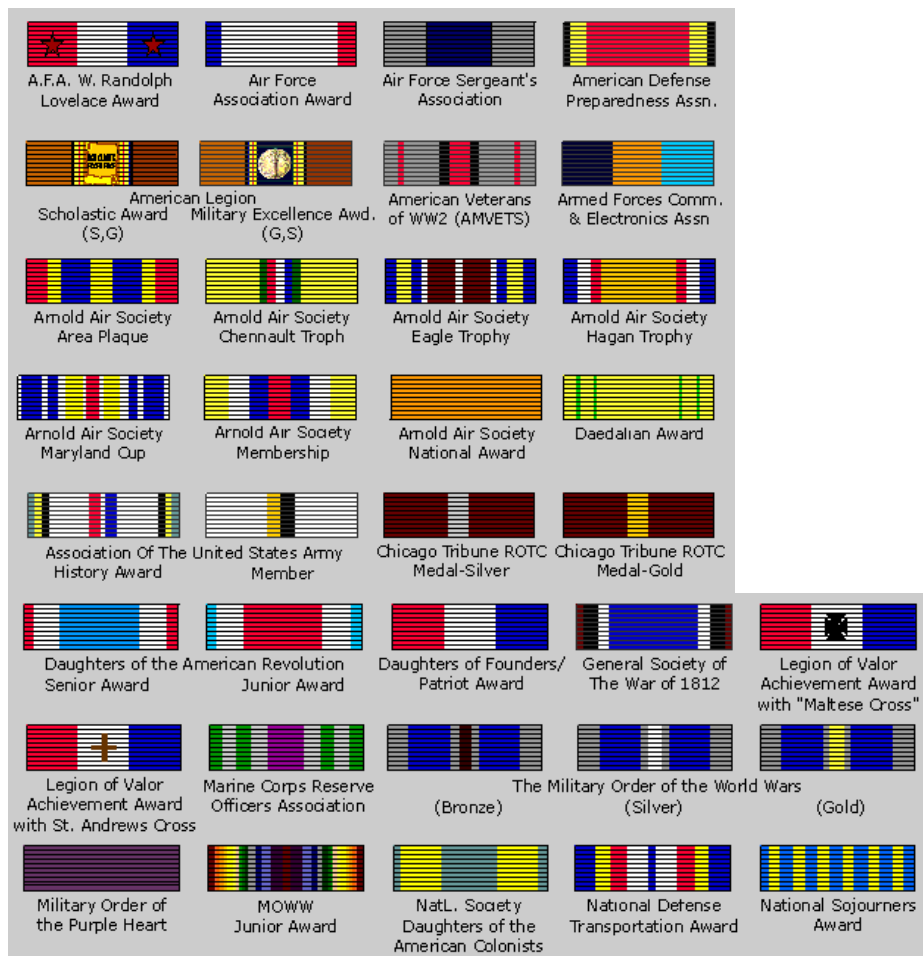


Awarded to those Midshipmen who have participated on a competitive team during the Colorado Invitational Drill Meet.

9.1.5 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.



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9.1.6 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.



9.1.7 Medals

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

9.1.8 Awarding, Control, and Issuance of Awards and Ribbons

a. Responsibility

The Commanding Officer has ultimate responsibility, however; at

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his/her discretion, responsibility for the awarding of awards and ribbons can be delegated to the Battalion Commander.

b. Individual Achievement Awards:

(1) 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.

(2) 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.

c. Battalion Participation Ribbons:

(1) Are to be requested by the Midshipman's Platoon Commander/DIVO or Platoon Sgt/LCPO to the Battalion Supply Officer via a Ribbon Request Memorandum (Enclosure 9.1.1). Once the request is made, the Battalion Supply Officer will issue the respective individual with the requested ribbon(s) and/or device(s).

Reference: Enclosure 9.1.1 Ribbon Request Memorandum

d. Midshipman Responsibility

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

9.2 External Awards**9.2.1 Purpose**

Each year, a number of 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/Public Affairs Officer will delegate the selection process to the Top 4. The awards come with their own selection criteria and are up to the Top 4 to choose members of the Battalion 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. List of awards regularly given by external organizations are listed below:

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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

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9.2.2 Tri-Mil Awards Ceremony

Each spring, every Midshipmen/Active Duty among the ROTC programs 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.

9.3 Midshipman of the Month (MOTM)

9.3.1 Purpose

Each month, the Top 4 is responsible for recognizing one individual for their overall outstanding performance as a Midshipman. Nominees will be chosen on the basis of exceptional combined performance in academics, physical fitness, Battalion involvement, extracurricular activities, and service.

9.3.2 Selection

Selection for Midshipman of the Month (MOTM) begins with a nomination made by a Midshipmen's Platoon Sergeant/LCPO. They may request that Midshipmen submit brag sheets (Encl. 9.3-1) to gather data to make an informed decision. The Top 4 are responsible for soliciting nominations. Nominations are submitted via Midshipman of the Month Nomination (MOTM) Form (Encl. 9.3-2), and are routed up the Chain of Command. Once nominations are received, the Top 4 will select one nominee from each platoon/division to appear before a MOTM Selection Board.

9.3.3 Selection Board

The MOTM Selection Board allows the nominees to make a personal impression on the Top 4. 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 Encl.9.3-3.

9.3.4 Selection and Award

When a selection is made on the best candidate, a MOTM Commendation Letter (Encl. 8.3-4) will be written and presented to the recipient at the next Leadership Lab or battalion event on behalf of the Battalion Commanding Officer (BNCO). In addition, the recipient will be authorized to wear the Commendation Award ribbon.

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9.3.5 Midshipman of the Semester (MOTS)

In addition to the MOTM award given each month, the Top 4 are responsible for presenting the Midshipman of the Semester (MOTS) Award. The MOTS is chosen at the end of each semester as the most outstanding of the recipients of the MOTM award. There is no additional board held; selections are made based on prior impressions of the MOTM award recipients. The MOTS recipient will be presented a MOTS Commendation Letter (Encl. 9.3-5) at the change of command ceremony by the Top 4, before the change of command takes place.

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Enclosure 9.3-1 Midshipman Evaluation Report Input

(This outline may be used as written)

The reporting senior is the sole judge of which items to use in the report.

1. Administrative Data

- a. Full Name.
- b. Class (MIDN 4/C, ETC.)
- c. SSN. (Do Not Fill In)
- d. Address and phone number
- e. Major
- f. GPA (last semester and cumulative).
- g. Date reported to command.
- h. Date of last Regular fitness report.
- i. Counseling given or received. (formal or informal)
- j. Swim Qualification
- k. Sail Qualification

2. Duties. (List by title. Include months assigned during this report period.)

- a. Primary duties (most significant first).
- b. Collateral duties.
- c. Watchstanding duties.
- d. Extracurricular duties, activities.

3. Job Scope

- a. One sentence description of primary duties.
- b. Personnel directly supervised (subordinates, etc).

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- c. Personnel supervised through subordinates (delegation).
- d. Major equipment and material for which responsible.
- e. Size of budget managed.

4. Specific Contributions. (Indicate whether as individual, team member, or leader.)

- a. Operational readiness and performance.
- b. Management and administrative performance.
- c. Training.
- d. Military bearing
- e. Quality improvements to the Battalion.
- f. Equal respect and opportunity.
- g. Morale and welfare.
- h. Leadership Characteristics displayed.
- i. Other.

5. Personal Achievements

- a. Qualifications attained (PQS, knowledge of billets held, etc.)
- b. Collateral duties completed, billets completed,
- c. Awards/commendations during period (attach copies).
- d. Extracurricular activities/volunteer activities/community activities

6. Other. (significant duties, accomplishments, etc.)

7. Future duties and billets desired.

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Enclosure 9.3-2 Midshipman of the Month Nomination Form

Nominee Name: MIDN _____ Plt: _____

Major: _____ GPA: _____ (Cumulative); _____ (Semester)

PFA/PFT: _____

Current/ Past Billets:

- 1.
- 2.
- 3.

Extracurricular Activities

Hours per Week

Reason(s) for Nomination:

Plt Sgt/LCPO: _____

Company 1st Sgt/Department SCPO: _____

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Enclosure 9.3-3 MOTM/MOTS Board Procedures

I. 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 in to the senior member of the Midshipmen of the Month Board as ordered."

II. Questions

- a. When asked a question, eye contact with that member of the board is maintained.
- b. State the answer as followed: "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.

III. 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)."
- c. Exit in the most direct manner.

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Encl. 9.3-4 Sample Midshipman of the Month Award



**BATTALION COMMANDER
NAVAL RESERVE OFFICERS TRAINING CORPS
BOX 374
UNIVERSITY OF COLORADO
BOULDER, CO 80309**



DDMMYY

From: Battalion Commanding Officer, University of Colorado
NROTC

To: MIDN ?/C First Last, USNR/USMCR
Subj: MIDSHIPMAN OF THE MONTH, Month 20??

1. It is with great pride and pleasure to announce your selection as Midshipman of the Month for Month 20??. This award publicly commends you for your exemplary performance and your outstanding achievements.

2. Your commitment to academic excellence as a Major student with a grade-point-average of # indicates an outstanding level of performance. You have shown through your extensive involvement with Battalion Activity, along with your commitment to Community Activity, illustrates an exemplary attitude and commitment to both the CU-NROTC battalion and the community.

3. Your physical fitness score of Score, battalion involvement and your extracurricular activities set a high standard for your fellow midshipmen to emulate. You are an example to your platoon and the battalion with your dedication and motivation. Your selection as midshipman of the month out of number candidates is a direct reflection of the pride you take in yourself and in your goal to become a Naval/Marine Officer. You may now wear the Unit Commendation Award Ribbon as proof of your great accomplishments.

D. N. Oltman
MIDN/CAPT
Battalion Commander

Copy to:

Performance File

Student File

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Encl. 9.3-5 Sample Midshipman of the Semester Award



**BATTALION COMMANDER
NAVAL RESERVE OFFICERS TRAINING CORPS
BOX 374
UNIVERSITY OF COLORADO
BOULDER, CO 80309**



DDMMYY

From: Battalion Commanding Officer, University of Colorado
NROTC

To: MIDN ?/C First Last, USNR/USMCR

Subj: MIDSHPMAN OF THE SEMESTER, FALL/SPRING 20??

1. It is with great pride and pleasure to announce your selection as Midshipman of the Semester for Fall/Spring 20??. This award publicly commends you for your exemplary performance and your outstanding achievements during the entire semester.

2. Your commitment to academic excellence as a Major student with a grade-point-average of # indicates an outstanding level of performance. You have shown through your extensive involvement with Unit Activity, along with your commitment to Community Activity, illustrates an exemplary attitude and commitment to both the CU-NROTC battalion and the community.

3. Your physical fitness score of Score, battalion involvement and your extracurricular activities set a high standard for your fellow midshipmen to emulate. You are an example to your platoon and the battalion with your dedication and motivation. Your selection as midshipman of the month out of number well-qualified candidates is a direct reflection of the pride you take in yourself and in your goal to become a Naval/Marine Officer. You may now wear the Unit Commendation Award Ribbon as proof of your great accomplishments during the semester.

D. N. Oltman
MIDN/CAPT
Battalion Commander

Copy to:
Performance File
Student File

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Figure 8.3-1 Sample MOTM Candidate Brag SheetNominee Name: MIDN Doe Plt: Alpha 2Major: Mathematics GPA: 3.9 (Cumulative); 3.8 (Semester) 3.9PFA/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	10
Multicultural Club	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/LCPO: MIDN 3/C SmithCompany 1st Sgt/Department SCPO: MIDN 1/C Wade

Chapter X

Fiscal

10.1 Fiscal Operations

10.1.1 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.

10.1.2 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, football securities, coin sales, and alumni donations.

10.2 Fiscal Board

10.2.1 Organization

The fiscal board consists of one member from each graduation class year, the Fiscal Officer, and the Assistant Fiscal Officer.

10.2.2 Guidelines

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

Reference: <http://sofo.colorado.edu/SOF0sdg.php>

10.2.3 Selection Process

Individuals interested in participating on the Fiscal Board are nominated and voted on by their peers within their graduating class year. In cases where there is more than one nominee, voting within the class will be held to choose their representative.

10.2.4 Responsibilities and Requirements

a. Fiscal Officer

The Fiscal Officer must be an active duty Marine or Sailor. This is to ensure staff can enforce accountability should any discrepancies arise.

b. 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 (Figure 9.2-1) to request appropriation of funds.

10.2.5 Voting Process

Within 24 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. If there is a unanimous approval, the request is approved. In the event the funds are not unanimously approved, the requestor may be summoned to provide further information or explanation, or the request may be denied.

10.3 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 in order to continue long standing Battalion traditions.

10.3.1 Football Securities

Football securities are required for all Battalion members. Each fall semester, individuals shall sign up to work at least three football games. The Assistant Fiscal Officer coordinates sign-ups for games. In any case where an individual cannot participate in their assigned security, he or she must first coordinate with a peer to switch games. Once agreed upon, both parties must notify the Assistant Fiscal Officer of the switch. In exceptional cases where a Battalion member cannot participate

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in the required three games, a special request chit must be routed through the student chain of command.

10.3.2 Stadium Cleanup

Stadium clean ups are essential to providing adequate funding for the Battalion's budget. Twice a year, on dates assigned by the University, the Battalion is paid to clean the stadium after football games. Stadium cleanups are mandatory for all members of the Battalion. In the event that a Battalion member cannot participate in a cleanup, a special request chit must be submitted through the student chain of command.

10.3.3 Command Coin Sales

The Battalion conducts command coin sales every semester. The Battalion challenge coin is designed to showcase the unit's endeavors and helps increase income to further fund the Battalion and its activities. The Fiscal Officer is responsible for the coin sales and keeps track of all associated income.

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Figure 10.2-1 Special Request for Battalion Funds

Special Request for Battalion Funds

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