



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
THE GEORGE WASHINGTON UNIVERSITY
2035 F STREET NW
WASHINGTON, DC 20052

1533
31 OCT 23

From: Commanding Officer, Naval Reserve Officer Training Corps, The George Washington University

To: Duty Under Instruction (DUINS) Personnel

Subj: WELCOME ABOARD AND EXPECTATIONS

Ref: (a) MILPERSMAN 100-025

1. It is with great pleasure that I welcome you to The George Washington University (GWU) Naval Reserve Officers Training Corps (NROTC) Unit. Congratulations on your orders to the National Capitol Region (NCR). We will provide administrative support to you and your family during your time here.

2. We have a small staff and our primary mission is the education of our Midshipmen, close coordination is required to manage your administrative requirements. Working hours for our Command Personnel Administrator are Tuesdays and Thursdays 0900-1600.

3. My expectations of you while attached to GWU NROTC are listed below.

a. Check-in: The Command Personnel Administrator (CPPA) Mrs. Eloisa Jones, will provide you the necessary forms to be completed. The forms may also be found on our NROTC GWU website. It is important that you return the forms and supporting documentation within **five business days** per ref (a) of your check-in date. You are required to check-in **in-person**. Please contact her at Eloisa.jones@gwu.edu to schedule a time to come into the office and submit your gain paperwork.

b. Check-out: Mrs. Eloisa Jones will provide you the necessary forms to be completed to process your transfer. You are required to submit your transfer documents **NLT thirty days** prior to your requested transfer date. Please communicate any problems to us early so that assistance can be provided.

c. FITREPs: FITREPS are conducted in eNAVFIT upon checkout and for periodic reports. You are required to provide inputs directly into eNAVFIT. If you are not able to access eNAVFIT from your home computer, schedule a time to complete it at the unit building. My point of contact for FITREPS is LT Joseph Ellis and can be reached at joseph.ellis@gwu.edu.

d. Urinalysis: If you are selected for random urinalysis, you will be notified via email and are required to report to the unit in person before 1600 that day to complete. We cannot send a command representative to you for the purpose of conducting urinalysis. My point of contact for urinalysis is Mrs. Eloisa Jones and can be reached at eloisa.jones@gwu.edu.

e. PFA: The PFA is conducted in accordance with the released NAVADMIN. The dates will be published by the CFL each semester. There will be one week of both morning and afternoon PRT options. It is your responsibility to coordinate with your specific program coordinators/professors to allow time to complete it. The PRT will be conducted at the Lincoln Memorial. You are authorized to make arrangement with CFL's from other commands in the area to complete your PFA and you are responsible for ensuring that the GWU NROTC CFL receives the necessary information for input in to PRIMS. GySgt Lindsey is the PRT coordinator and can be reached at amoi@gwu.edu.

f. NFAAS: The Navy requires verification of your information and your dependents information via NFAAS twice a year, March and October.

(1) Due to our location, we are required to participate in frequent hurricane exercises each Spring and Summer. These exercises require that you muster yourself and your dependents via NFAAS. These exercises can occur with little or no warning. We cannot muster for you.

g. General Military Training (GMT). GMTs are conducted during the summer period. SAPR, CMEQ, and Suicide Prevention training are delivered in person by my staff. You are responsible for completing all other GMTs via electronic means in eLearning. My point of contact for GMT is LT Joseph Ellis and can be reached at joseph.ellis@gwu.edu.

4. Again, welcome aboard to GWU NROTC. I wish you every success as you complete your program; and I hope you and your family have an opportunity to enjoy all that the NCR has to offer. If you have questions, please feel free to contact me via email atjean.sullivan@gwu.edu or via phone at (202) 994 - 1312.



J. M. SULLIVAN

Copy to:
DUINS