From: Commanding Officer, Naval Reserve Officer Training Corps, The George Washington University
To: Duty Under Instruction (DUINS)

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. You are busy with your programs. As our primary mission is the education of our Midshipmen, close coordination is required to manage your administrative requirements.

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

   a. **Check-in:** The administration office will provide you the necessary forms to be completed. It is important that you return those documents and supporting documentation with **four days** per ref (a). You will check in to our unit **in person**. You may check in wearing the uniform of the day or appropriate civilian attire.

   b. **Check-out:** The administration office will provide you the necessary forms to be completed to process your transfer. You are required to submit your transfer documents to the administration office **NLT thirty days** prior to your requested transfer date. I understand scheduling movers, completing screenings, and finishing certain programs may prevent some of you from meeting this deadline. Please communicate any problems to us early so that assistance can be provided. You will check-out of our unit **in person**. You may wear appropriate civilian attire.

   c. **FITNESS Report:** Annual periodic FITREPS are processed exactly the same as in the Fleet. You will provide the administration office with your most recent signed FITREP and a draft copy of your current FITREP. If you do not have NAVFIT98 on a personal computer, you are welcome to use a unit computer to complete a draft FITREP. The administration office will release a memorandum to assist you with completing the administrative blocks. You will come in to sign your FITREP **in person**. “Certified, copy provided” is not an option. Due dates are listed below:
i. O-3: Submitted to admin office NLT 15 Dec – Submitted to the CO NLT 15 Jan;DUIN come into the unit to sign NLT 31 Jan.

ii. O-2: Submitted to admin office NLT 15 Jan – Submitted to the CO NLT 15 Jan; DUIN come into the unit to sign NLT 28 Feb.

iii. O-5: Submitted to admin office NLT 15 Mar – Submitted to the CO NLT 15 Apr; DUIN come to the unit to sign NLT 31 Apr.

iv. O-1: Submitted to admin office NLT 15 Apr – Submitted to the CO NLT 15 May; DUIN come the unit to sign NLT 31 May.

v. O-6: Submitted to admin office NLT 15 Jun – Submitted to the CO NLT 15 Jul; DUIN come into the unit to sign NLT 31 Jul.

vi. O-4: Submitted to the admin office NLT 15 Sep – Submitted to the CO NLT 15 Oct; DUIN come into the unit to sign NLT 31 Oct.

d. **Urinalysis:** If you are selected for a random urinalysis, you will be notified via e-mail and are required to report to the unit in person before 1600L that day to complete. We cannot send command representatives to you for the purpose of conducting a urinalysis. If you are unable arrive in person by 1600L, please contact our Administration Officer as soon as possible.

e. **PFA:** The PFA is conducted twice a year, in the spring and fall, during the first week of May and November respectively. 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. Alternate cardio (bike and treadmill) is available to those who are DUINs attending school at George Washington University. Swimming the PRT will be considered on a case by case basis. BCAs will be completed the week prior to the actual PRT.

f. **NFAAS:** The Navy requires verification of your information and your dependents information via NFAAS twice a year, March and October. If you do not have a CAC reader, you are welcome to use a unit computer to complete this verification.

i. 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.** If you do not have a CAC reader, you are welcome to use a unit computer to access NFAAS.
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 at gpatenaude@gwu.edu or via phone at (202) 994 – 9100.

G. PATENAUDE

Copy to
All DUINs