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. Working hours for our Administrative Officer is Monday-Friday 0900-1600.

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

   a. **Check-in:** The Administrative Officer (AO), LT Erinn Chang, will provide you the necessary forms to be completed. The documents may also be found on our NROTC GWU website. It is important that you return those documents 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 the AO to schedule a time to come into the office and submit your gain paperwork.

   b. **Check-out:** The AO will provide you the necessary forms to be completed to process your transfer. You are required to submit your transfer documents to the AO NLT thirty days prior to your requested transfer date. Please communicate any problems to us early so that assistance can be provided. You are required to check-out and sign your transfer FITREP in-person. Please contact the AO to schedule a time to come into our offices to submit your transfer paperwork.

   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. You must come into the office to sign your FITREP.

      i. O-3: Submitted to the AO NLT 15 Dec – Submitted to the CO NLT 15 Jan; DUIN comes into the unit to sign NLT 31 Jan.
ii. O-2: Submitted to the AO NLT 15 Jan – Submitted to the CO NLT 15 Feb; DUIN comes into the unit to sign NLT 28 Feb.

iii. E9: submitted into the AO NLT 1 Mar – submitted to the CO NLT 1 Apr; DUIN comes to the unit to sign NLT 15 Apr.

iv. O-5: Submitted to the AO NLT 15 Mar – Submitted to the CO NLT 15 Apr; DUIN comes into the unit to sign NLT 30 Apr.

v. O-1: Submitted to the AO NLT 15 Apr – Submitted to the CO NLT 15 May; DUIN comes the unit to sign NLT 31 May.

vi. O-6: Submitted to the AO NLT 15 Jun – Submitted to the CO NLT 15 Jul; DUIN comes into the unit to sign NLT 31 Jul.

vii. E7 and E8: Submitted to the AO NLT 1 Aug – submitted to the CO NLT 1 Sep; DUIN comes into the unit to sign NLT 15 Sep.

viii. O-4: Submitted to the AO NLT 15 Sep – Submitted to the CO NLT 15 Oct; DUIN comes into the unit to sign NLT 31 Oct.

ix. E6: submitted to the AO NLT 1 Oct – submitted to the CO NLT 1 Nov; DUIN comes into the unit to sign NLT 15 Nov.

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 1600L that day to complete. We cannot send a command representative to you for the purpose of conducting urinalysis. If you are unable to arrive in person by 1600L, please contact LT Cameron McKee, the urinalysis coordinator, as soon as possible.

e. PFA: The PFA is conducted twice a year, in the spring and fall. 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. If you are exempt due to meeting the required score, please bring a print out of your PRIMS during your weigh-ins.

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

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.

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 kevinpmeyers@gwu.edu or via phone at (202) 994 – 9100.

[Signature]

K. P. MEYERS

Copy to:
All DUINs