

UNIVERSITY OF UTAH NROTC
CHECK-IN PROCESS

Congratulations and welcome to the University of Utah NROTC Unit! This documentation is designed to help smooth your transition from a high tempo fleet position to a more isolated billet seeking your degree. This is not comprehensive and only serves as a guide to assist you, we are here to help you succeed. If you have any questions about these items, contact the NROTC office.

1. Prior to Reporting:

- A.** OCs/MECEPs Please be sure the following items are taken care of prior to arriving in the area:
- a. Make sure your acceptance letter has been received from the University of Utah
 - b. Request Admissions Deferment If Needed.
 - c. Contact your NROTC advisor to begin your Degree Completion Plan (STA-21 students submit to your advisor and NSTC prior to registering)
 - d. Request House Hunting Leave (10 Days Maximum), via special request chit, unless taken prior to executing PCS move (if needed).
 - i. Receive 1 to 7 Days of Travel, depending on the mode of transportation.
 - e. Contact the Unit Prior to Reporting at (801) 581-6723.
 - i. Our offices are open Monday through Friday 0700-1600.
 - ii. Park in the visitor lot to avoid a parking ticket, you will not be reimbursed.
- B.** Active Duty Staff, please be sure the following items are taken care of prior to arriving in the area:
- a. Contact the Executive Secretary in order to start EPAF process.
 - b. Email the CO and XO your professional bio and up to date resume. You can obtain this email from the Executive Secretary.
 - c. Request House Hunting Leave (10 Days Maximum), via special request chit, unless taken prior to executing PCS move (if needed).
 - i. Receive 1 to 7 Days of Travel, depending on the mode of transportation.
 - d. Contact the Unit Prior to Reporting at (801) 581-6723.
 - i. Our offices are open Monday through Friday 0700-1600.
 - ii. Park in the visitor lot to avoid a parking ticket, you will not be reimbursed.
- C.** Things to Know/Do
- a. You maintain your own medical and dental record
 - b. Things you can find on the Unit's Canvas page.
 - i. Campus Map (or Administrative Assistant Copy)
 - ii. Parking Map (Commuter Services and Campus Map)
 - iii. The ROD (Administrative Assistant)
 - iv. Unit Policy Papers
 - v. NROTC Battalion Handbook

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Note: OCs/MECEPs, it is important that you read this entire handbook. Knowing the battalion's structure will help understand your role as an active duty student/staff. While you are here, you will be treated as any other midshipmen, but due to your previous military experiences might be called upon to teach classes or mentor other midshipmen.

- vi. List of Required Courses
- vii. Academic Plan
- viii. List of Collateral Billets and Descriptions
- ix. Leave Request
- x. Veterans Service/Veterans Affairs on Campus

2. XO interview:

A. Schedule XO entry interview with the Executive Secretary and conducts said interview.

For this meeting do the following:

- a. Print initial counseling form from advising tab in canvas
- b. Fill in your name
- c. Read and complete counseling sheet
- d. Bring all the above information to the meeting with XO

UNIVERSITY OF UTAH NROTC
CHECK-IN SHEET

NAME _____ **RATE** _____ **DATE** _____ **NEW UNIT** _____

SPONSOR _____ **(DATE)**

- _____ Contact Sponsor and get additional information (ALL)
- _____ Discuss battalion structure and active duty student's role (OC/MECEP)
- _____ Sponsor briefly introduces you to the staff (ALL)

XO _____ **(DATE)**

- _____ Conduct entry interview (ALL)

CO _____ **(DATE)**

- _____ Conduct entry interview (ALL)

EXECUTIVE SECRETARY _____ **(DATE)**

- _____ Register and Complete New Student Orientation (ALL STUDENTS)
- _____ Schedule XO entry interview (ALL)
- _____ Schedule CO entry interview (ALL)
- _____ Obtain UCard (For access to the building. This can be obtained at the Student Union) (ALL)
- _____ Purchase Parking Pass (If Applicable)
- _____ Sign up for Campus Alerts/CIS (ALL)
- _____ Hire Process through ES (STAFF)
- _____ Email, Shared Drive and Calendar Access (STAFF)
- _____ Obtain Keys If No Face to Face Turnover (STAFF)
- _____ Obtain Access to Canvas (ALL)

HRA _____ **(DATE)**

- _____ Complete the STA 21/MECEP Check-In Sheet (OC/MECEP)
- _____ Complete DD1351 Travel Claim Voucher (ALL)
- _____ Update Page 2 (ALL)
- _____ Original Orders Stamped (ALL)
- _____ DTS Traveler Profile (ALL)
- _____ DTS Training Certifications (ALL)
- _____ GTCC (ALL)
- _____ DD Form 2982 Prohibited Activities (ALL)
- _____ Bank Information/EFT (ALL)
- _____ OPMIS Access (STAFF)
- _____ Establish Tricare PCM (ALL)

Supply Tech. _____ **(DATE)**

- _____ Government Vehicle Driving (ALL)
- _____ Reimbursement Procedures (ALL)
- _____ Bring Copy of Driver's License (ALL)

ADVISORS _____ **(DATE)**

- _____ Conduct Initial Counseling (OC/MECEP)
- _____ Submit Degree Completion Plan to Advisor (OC/MECEP)
- _____ See CFL (ALL)
- _____ See CMEO (ALL)
- _____ See DAPA (ALL)
- _____ See Urinalysis Coordinator (ALL)
- _____ See Motorcycle Safety Coordinator/ESAMS (if applicable)
- _____ See Security Manager (ALL)
- _____ See SAPR POC (ALL)
- _____ See Suicide Prevention Coordinator (ALL)
- _____ See Swim Test Administrator (ALL)

STA-21 & MECEP CHECK-IN REQUIREMENTS

___ FULL NAME: _____

___ CELL PHONE #: _____

___ E-MAIL ADDRESS: _____

___ HOME OF RECORD: _____

___ PHYSICAL ADDRESS: _____

___ UNIVERSITY OF UTAH

___ WESTMINSTER COLLEGE

___ STUDENT ID: _____

___ MAJOR: _____

___ GRAD DATE: _____

___ ORDERS

___ BIRTH CERTIFICATE (ORIGINAL)

___ SS CARD (ORIGINAL)

___ MARRIAGE CERTIFICATE (ORIGINAL)

___ MARRIAGE DATE & PLACE: _____

___ SPOUSE DOB: _____

___ BENEFICIARY INFO (FULL NAME, ADDRESS, PHONE NUMBER)

___ SPOUSE PNOK (FULL NAME, COMPLETE ADDRESS, PHONE NUMBER)

___ RED / PAGE 2

___ SGLI

___ DD FORM 4 (ENLISTMENT WITH ALL RE-ENLISTMENTS)

___ IMMUNIZATIONS

___ DD FORM 2808

___ DD FORM 2807

___ ANNUAL CERTIFICATE OF PHYSICAL CONDITION (WITH DATE OF PFA/PFT)