

# Active Duty Student Check-In STA-21 & MECEP

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. 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. This checklist 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:**

Once you have been accepted to the STA-21 program, please be sure the following items are taken care of prior to arriving in the area:

- Make sure your acceptance letter has been received from University of Utah
  - o Request Admissions Deferment If Needed.
- Login into CIS
- Contact your NROTC advisor to begin your Degree Completion Plan (STA-21 students submit to advisor and NSTC prior to registering)
  - o MECEP's provide to MOI/AMOI upon arriving.
- Request House Hunting Leave (10 Days Maximum), via special request chit, unless taken prior to executing PCS move.
- Receive 1 to 7 Days of Travel, depending on mode of transportation.
- **Contact the Unit Prior to Reporting at (801) 581-6723.**

Our offices are open Monday through Friday 0700-1600. Park in the visitor lot to avoid a parking ticket, you will not be reimbursed.
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## 2. **Arriving/Reporting to the Unit:**

### **Military Items:**

- Check-In with AMOI/STA-21 Advisor
  - o Reporting Uniform: STA-21 Khakis, MECEP Alphas
- Submit DD1351 Travel Claim (STA-21 to Supply Officer/MECEP to I & I)
- Update Page 2
- Medical Records
- Service Record
- Orders Stamped (a copy):
  - o Navy provide to Supply Officer
  - o Marines provide to I & I (Fort Douglas on Campus)
- See CFL, Add to PRIMIS

### **University Items:**

- Register and Complete New Student Orientation (Required)
- Bio Information Sheet
- Immunization Records to Health Services:
  - o **Immunization Office**  
Phone: (801) 581-6431

Address: 555 Foothill Drive, Level 1  
Salt Lake City, UT 84112

- Verify Transfer of Credit at Registrar's Office
- Apply for state residency; there is an exception for military personnel.
- Obtain UCard
  - o Activate UTA Pass (free)
- Purchase Parking Pass (Commuter Services)
- Sign up for Campus Alerts (CIS)
- Sign NROTC Photo Release Form

**Unit Item's:**

- Building Access (Administrative Assistant)
- Contact Information to Administrative Assistant
- Schedule a meeting with the XO/ CO (Administrative Assistant)

**Things to ask for and/or know:**

- You maintain your own Medical Record
- Dental Records are maintained at Hill AFB Clinic.
- Request Campus Map (Online or Administrative Assistant Copy)
- Parking Map (Commuter Services and Campus Map)
- The ROD (Administrative Assistant)
- Veteran's Service/Veteran's Affairs On Campus
- Unit Policy Papers
- NROTC Battalion Handbook
- List of Required Courses
- Academic Plan
- Leave Request

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## Active Duty Student Check-Out

**University Items:**

- Receive Graduation Clearance Letter
  - o Follow instructions and return prior to graduation
- Schedule an appointment with the CO

**Military Items:**

- Receive orders
  - o STA-21 (Supply Officer)
  - o MECEP (MOI/AMOI)
- Comply with all special instructions in orders  
(This may include additional medical exam requirements beyond the commissioning physical and/or overseas screening.)
- Turn In Uniforms (Supply Officer)
- Receive Medical Records
- Schedule House Hunting Leave
- Report Check-Out Date
- See CFL, remove from PRIMIS

**Unit Items:**

- All duties and information need to be transferred over.
- Password/Login information should be provided to current BNCO and Administrative Assistant.