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
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.

v. List of Required Courses
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

<table>
<thead>
<tr>
<th>NAME ______________________</th>
<th>RATE ______</th>
<th>DATE ______</th>
<th>NEW UNIT ________________</th>
</tr>
</thead>
</table>

### 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)

### 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
- 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)

### XO (DATE)
- Conduct entry interview (ALL)

### CO (DATE)
- Conduct entry interview (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)