

Welcome Aboard!

Congratulations on your Duty Under Instruction (DUIN) assignment in the Boston area. The Boston NROTC Consortium has been assigned to assist with limited administrative functions for your program while you are studying in the area. We will endeavor to make your transition to Boston as seamless as possible and provide the necessary support to you and your program sponsor.

Check-in will be conducted in-person at the MIT NROTC building located at 201 Vassar St, Cambridge, MA 02139. Uniform is appropriate civilian attire.

Check-In:

- Check-in appointments are available Tuesday and Thursday mornings. Send an email with the following information to the DUINs HRA to arrange the appointment:
 - Name (Last, First, MI)
 - Phone number (cell preferred)
 - E-mail address (civilian preferred)
 - Desired check-in date
- Your orders will be stamped for the day you arrive in Boston, not necessarily the day you check in in-person. Check-in must be completed the Tues/Thurs following your arrival.
- Check-in will take a few hours. You can help speed things along by having the following ready:
 - **Stamped Original Orders (or Ord Mod as appropriate)** from your Detaching Command
 - **Copy of Last EVAL/FITREP or LOE.**
- You may also pre-fill the following forms. These can be found in your Sharepoint PII folder:
 - **Travel Voucher (1351-2)**
 - **Temporary Lodging Expense form**
 - **Basic Allowance for Housing (BAH/ Pg13)**
- Be prepared to conduct a check-in urinalysis.

After Check-In:

- Call Humana Military East to establish medical/dental care in the Boston area. Military medical treatment facilities in the nearby area include Hanscom AFB, NS Newport, NS Groton, or NSY Portsmouth.
- The PFA will be conducted early to mid-August. Exact dates will be promulgated SEPCOR. This serves as your 10-week notice.
- Update NFAAS and NSIPS (RED/DA) as soon your UIC changed.

Other:

- In the event of an emergency during your PCS, contact the DUINs HRA and the XO when safe to do so. Contact info is found below. Note that we do not have a 24/7 duty phone.
- The MyNavyFamily App is a resource for you and your family members that combines authoritative information from 22+ websites into a single, convenient application. You can find this app in the Navy App Locker at <https://applocker.navy.mil/#!/apps>. (NOTE: This bullet is required by instruction and is not an endorsement of the website or the apps)

After reviewing the information in this letter and the DUIN Orientation Brief, do not hesitate to reach out with questions or concerns. Your primary POC is Ms. Tavares.

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