



DUIN Information Brief

Post
Graduate
Programs

On Behalf of the NROTC Unit,
Welcome to Boston!

DUIN = Duty Under Instruction

Updated: 07 March 2024



NROTC Command Org

Post
Graduate
Programs

- NROTC Boston Consortium Organization
 - ISIC: RDML Mattingly, Commander NSTC
 - Unit Leadership
 - CAPT Jack E. Houdeshell, Commanding Officer
 - CDR Jennifer "Squeeze" Huck, Executive Officer
 - Unit Staff: 7xO3 (4 BU, 3 MIT), 6xCIV
 - Approx. 80 NROTC MIDN across 6 schools
 - BU/BC/Northeastern
 - MIT/Tufts/Harvard
- DUINs Primary POC:
 - Ms. Elaine Tavares, DUINs Human Resources Administrator (HRA)
 - etavares@mit.edu
 - 617-253-2991
 - Email is the best/preferred method to contact her

Your POC for ALL DUIN matters is Ms. Tavares (etavares@mit.edu)



COVID Specifics

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- All Check-ins will be in-person.
- Urinalysis will be conducted following the admin portion of check-in.



Expectations Management

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- NROTC Boston provides admin support to 80+ DUINs across 16 UICs
 - We are not a typical Navy command with a quarterdeck and watchstanders. We do not maintain a 24/7 phone.
 - Staff working hours are generally: M-F 0800-1600
 - Email is best. If we do not respond to an email within 48 hrs, assume we did not receive it and send a follow-up.
 - For transmitting ANYTHING with PII, use (in preferred order):
 - BU Sharepoint. Ask Ms. Tavares to Share a "PII folder" with you.
 - Physical PII drop box at MIT (not available right now)
 - DOD Safe website (CAC required)
 - Let us know if you'd be interested in sharing your fleet experience with the MIDN. Opportunities include weekly labs and community club meetings.



Accountability

Post Graduate Programs

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- Summer muster is required unless engaged in research/study/TDY. Internships are highly encouraged. All coordination and approval for internships is through your Program Office (typically NPS CIVINS). Google for contact info.
 - Our Alpha Roster must be accurate (provide info on check-in and update as required)
 - RED/DA (NSIPS) SHALL be updated upon arrival, and then again:
 - Annually
 - When dependent data changes (address, birth of child, marriage, divorce, etc)
 - Prior to PCS out
 - Check in/out checklist will be provided



Admin Support Beyond Check-In

Post
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Programs

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- Letters (e.g., Excise Tax, Incentive Pay, Statements of Service, etc)
 - FITREPS. CO will sign NOB FITREPS on the normal cycle. Factual block 41 inputs are encouraged. Read Chapter's 6 & 8 of BUPERSINST 1610.10 before submitting. In general, leave adjectives and adverbs out of your submission and you should be fine.
 - Promotions. CO will sign promotion papers (NAVPERS 1421). Provide the monthly promotion NAVADMIN with your name on it. We do not offer promotion ceremony support, that is up to you.
 - Temporary Duty (No-cost travel orders, DTS gain/loss)



Command Security

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Programs

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- DISS Visit Requests SHALL be emailed to the XO and DUINs HRA NO LATER THAN one week prior to the requested visit date and SHALL contain the following information:
 - POC at visit site
 - POC phone number
 - Reason for visit
 - Security level
 - Dates
 - Any additional information explaining why you need the visit request

BL: Late visit requests (inside of 1 week) will not be processed.



Leave and Liberty

Post
Graduate
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- Leave Reviewer - XO, Leave Approver - CO
- If you are not immediately recallable, you must be on leave
 - For example: on a plane, train, boat (cruise), or outside liberty radius
- Leave requests must be submitted in NSIPS No Later Than 7 days prior to expected date of travel

*Note: If you are asking for leave, we assume the following:

- Your program has cleared you
- You will not go negative on your leave balance without an explanation as to why

BL: Late leave requests (inside 7 days) will not be processed.



Foreign Travel

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- Strict adherence to the requirements in the Foreign Clearance Guide (FCG) is MANDATORY
 - General guidance:
 - Leave: Leave approval is clearance to be excused from work only. Leave approval is NOT approval to execute your foreign travel.
 - TT/IATP: Based on the desired location of travel, the IATP website will direct you to fill out a TT (Travel Tracker) or an IATP (Individual Antiterrorism Plan). IATP approval is validation that you have met the requirements of the FCG and your travel plans make sense. IATP approval is ALSO NOT approval to execute your foreign travel.
 - APACS: Submission of APACS is almost always the LAST step (order is EXTREMELY important). APACS approval implies both COUNTRY CLEARANCE (from host nation) and THEATER CLEARANCE (from the FOUR STAR Geographic Combatant Commander). APACS approval PLUS leave approval PLUS IATP approval DOES mean you may execute your foreign travel.
 - Lead times on FCG requirements vary per country but may be as long as 45 days in advance. Start early.



Uniforms and Grooming Standards

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Graduate
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- You represent the Navy here in Boston. Grooming and uniform standards apply.
- Navy PT gear is required for the PFA (BCA and PRT). Otherwise, all routine business with the NROTC unit may be conducted in civilian attire, including check-in.



MBTA/TIPS

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- Massachusetts Bay Transit Authority (MBTA)
 - Includes: Subway (aka. "the T"), Commuter Rail, Bus, Commuter Ferry
 - Military ID = FREE transit on ALL 4 whether in or out of uniform (only Active Duty, not dependents)
 - Travel Incentive Program (TIPS). DOD program which encourages the use of mass transit, wherever available (i.e. Boston)
 - Why do we offer TIPS if MBTA is free for military?
 - Not every T stop is manned with an attendant who can clear you around the turnstile
 - T stops that ARE manned aren't always equipped to process military with ID (e.g., during rush hour)
 - <https://tips.navy.mil>
 - Sign up for an account
 - Current T Pass is \$90 (double check this, it changes on occasion)
 - You will be issued a TIPS Debit Card which you will use to put credit on an MBTA Charlie Card
 - MIT ID Cards have a Charlie Card built in (Check back of card)



Questions?

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- Contact the DUIN HRA after you receive orders to Boston:
 - Ms. Elaine Tavares, etavares@mit.edu, 617-253-2992