NROTC BOSTON UNIVERSITY-MIT CONSORTIUM INSTRUCTION 1520A

Subj: DUTY UNDER INSTRUCTION OFFICER MANGEMENT

Ref: (a) OPNAVINST 1520.23 (series) Graduate Education
     (b) NAVPGSCOLINST 1520.1 (series) Standard Procedures for
         Administration and Management of Navy Fully-Funded Graduate
         Education Programs at Civilian Institutions and the Law
         Education Program
     (c) OPNAVINST 1500.72 (series) Navy Politico-Military
         Fellowships, Graduate Education Programs, and Community
         Sponsorship
     (d) NSTCINST M-1533.2 (series) Regulations for Officer
         Development
     (e) BUMITCONINST 5350.1 (series) Urinalysis Program
     (f) SECNAVINST 1520.7 (series) Law Education Program
     (g) OPNAVINST 6110.1 (series) Physical Readiness
     (h) BUMITCONNOTE 1015 Leave and Liberty Policy
     (i) BUMITCONINST 5216.2 (series) By Direction use of Letterhead
         and Message Release
     (j) BUMITCONINST 1520 (series) Duty Under Instruction Officer
         Management dtd 05 Nov 13

Encl: (1) UIC Information and Program Sponsors
      (2) Boston NROTC Consortium In/Out Processing Guidance for Duty
          Under Instruction Officers

1. Purpose. This instruction provides the Commanding Officer’s
   expectations for officers assigned as Duty Under Instruction (DUIN)
   who are administratively attached to the Boston Naval Reserve Officers
   Training Corps (NROTC). Additionally, it codifies the support
   attached DUINs shall receive from the NROTC unit in accordance with
   references (a) and (b). Finally, it delineates what administrative
duties are delegated to the Curriculum Officer (CUO) of the
Massachusetts Institute of Technology (MIT) 2N program.

2. Cancellation. Reference (j) is superseded by this instruction,
   which will remain in full force and effect until July 2017.

3. Scope. Active duty personnel assigned as DUIN to this command and
   supported Unit Identification Codes (UICs) are subject to this
   instruction. DUINs administratively assigned to the Boston NROTC
   Consortium, who work outside of the local area or those who are
   unavailable during normal working hours will be accommodated to the
extent practicable in accordance with references (a) through (f).

4. Policy.

a. Commanding Officer (CO). The CO bears the administrative responsibility for all attached DUINs in accordance with references (a) and (b). This includes, but is not limited to personnel accountability, incident reporting, and managing the completion of all-hands Navy tasking and training requirements. The CO is the approving officer for all special request and leave chits. The CO delegates tasks to the NROTC staff and MIT 2N CUO as necessary to provide this support. The CO enforces adherence to the Uniform Code of Military Justice (UCMJ) and will refer DUINs to Navy Schools Training Command’s (NSTC) Office of General Counsel, if unable to conduct non-judicial punishment.

b. Executive Officer (XO). For the purposes of this instruction the XO will act in the capacity of the CO when the CO is unavailable. The XO is a reviewing officer on all temporary assignment orders and special request chits for all DUINs. For non-2N students the XO is a reviewing officer for leave chits.

c. MIT 2N Sponsor/Curriculum Officer (CUO). The CUO is the Subject Matter Expert/Sponsor as defined in reference (b) for the 2N program. At the CO’s discretion, the CUO may be delegated as the reporting senior for all DUINs whose orders direct them to report to the CO for FITREPs. Additionally, the CUO shall designate one Assistant Command Fitness Leader (ACFL) and two Assistant Urinalysis Program Coordinators (AUPCs) from the population of administratively attached DUINs. The DUIN ACFL and AUPCs shall assist the NROTC command with the administration of fitness and urinalysis program requirements for all DUINs in accordance with references (e) and (g). Execution of these duties will not interfere with their primary responsibility as students.

d. MIT 2N Academic Officer (AO). For the purposes of this instruction the AO will act in the capacity of the CUO when the CUO is unavailable. The AO is a reviewing officer on all temporary assignment orders, special request chits, and leave chits for 2N officers.

e. Sponsor/Subject Matter Expert (SME). The Sponsor/SME is unique for each program. Non-2N DUINs should refer to enclosure (1) to determine which organization has responsibility for them as their Sponsor/SME. In accordance with reference (b), SMEs for programs sponsored by the Naval Postgraduate School (NPS) shall:

(1) Obtain an Educational Plan (EP) from each assigned Officer student as soon as possible, but no later than 30 days prior to the Officer student commencing classes.
(2) Determine if student EP meets all Educational Skills requirements.

(3) It is the student’s responsibility to ensure that the EP will meet the degree and subspecialty requirements within the allotted time. If there is any doubt, consult with appropriate SME immediately.

f. Human Resource Assistant (HRA)/Technical Librarian. The HRA is a Boston NROTC government employee whose job is to provide administrative support for attached DUINs including the following roles:

(1) Security Manager.

(a) Maintain a clearance in order to handle personally identifiable information (PII) and qualify for a designation as a security manager.

(b) Maintain access to relevant security systems such as the Office of Personnel Management’s (OPM) NP2 web portal, Electronic Questionnaires for Investigations Processing (e-QIP), and Joint Personnel Adjudication System (JPAS).

(c) Facilitate all security manager related requests for the DUINs to include investigation requests for new clearances or clearance renewals, classified visitation requests, and clearance level verification forms.

(2) DUIN Administrative Assistant.

(a) Maintain an up-to-date database on all attached DUINs to include information which is necessary in the performance of routine administrative duties.

(b) Prepare non-observed Fitness Reports (FITREPs) and summary letters for approval by the member and the reporting senior. Once signed by the reporting senior, mail the FITREPs and summary letters to PERS-32 and supply a copy to the member.

(c) Generate, route, and send official correspondence in support of administrative tasks (e.g., Tax Exempt Letters, Statements of Service, and Medical Incentive Pay Letters).

(d) Maintain a digital personnel file on all attached DUINs in order to store all pertinent administrative documents (e.g., FITREPs, orders, and official correspondence).

(e) Maintain access to Fleet Training Management and Planning System (FLTMPS) in order to verify that required training objectives are met for attached DUINs.
(3) Command Leave Administrator (CLA).

(a) Maintain the CLA role in Navy Standard Integrated Personnel System (NSIPS).

(b) By direction of the CO, act as the approving authority for DUIN leave chits.

(c) Ensure that NSIPS profiles for all attached DUINs are properly set up to route requests to the appropriate reviewer and approver.

(d) Screen special request chits (SRCs) and temporary assignment duty (TAD) orders for correctness and route them to the appropriate reviewing officer. SRCs and TAD orders for 2N students will route through the AO before the XO and CO. SRCs and TAD orders for non-2N students will route through the XO and CO for approval. Return approved SRCs and TAD orders to the requesting officer and log the dates that they will not be available or in the local area.

(e) Be thoroughly familiar with reference (i) and help explain and enforce command leave and liberty policy.

(f) Maintain access to the Foreign Clearance Guide (FCG) in order to ensure that all overseas travel requirements, including obtaining a country clearance, are met and report completion of those requirements to the chain of command before approval of any overseas travel for either TAD or leave purposes.

(g) Maintain a list of unavailable or off station DUINs for any reason such as leave, liberty, or TAD.

(4) Command Pay/Personnel Administrative Support System (PASS) Coordinator (CPC).

(a) The HRA will be designated in writing by the CO as the CPC for all attached DUINs.

(b) Maintain access to the Transaction Online Processing System (TOPS) in order to facilitate communication between attached DUINs and Personnel Support Detachment (PSD) Newport.

(c) Responsible for facilitating communication with PSD on all related matters such as in and out processing of members, resolving pay issues, updating dependency data (Pg 2s), uploading administrative remarks (Pg 13s), and generating and mailing promotion letters.

(d) Maintain access to the BUPERS Online (BOL) overseas screening module in order to mark members as suitable once their overseas screening is complete to facilitate out processing.
(e) Submit awards as necessary to NSTC.

(5) Navy Family Accountability and Assessment System (NFAAS) Commanding Officer's Representative (COR).

(a) Maintain the COR role in NFAAS for all DUIN UICs falling under the administrative control of Boston NROTC.

(b) During exercises, information validations, or actual emergencies the HRA is responsible to report DUIN personnel accountability using NFAAS.

(7) Message Traffic Coordinator.

(a) Maintain an Official Information Exchange (OIX) account capable of forwarding incoming message traffic to their work email address.

(b) Responsible for receiving, acting on, and forwarding message traffic relevant to attached DUINs.

(c) Generate message traffic in support of administrative tasking related to attached DUINs.

(8) Technical Librarian. The HRA is responsible for the upkeep and organization of the 2N Technical Library. As such, the HRA may be required to spend up to 4 hours per week working specifically on this task at the direction of the AO and CUO.

(9) Transportation Incentive Program System (TIPS) Supervisor.

(a) Maintain the supervisor role in TIPS.

(b) Verify that all requests come from DUIN assigned to this command and validate the application.

(c) Report to the TIPS Reviewing Official any changes in status such as work location, address, or detachment which may affect eligibility for TIPS enrollment.

(10) Command Endorsement. At the CO's discretion the HRA may be added to the enclosure in reference (i) for the purpose of endorsing specific command correspondence by direction.

f. Administratively Attached DUINS to NROTC Boston Consortium.

(1) Policy. In accordance with references (a) and (b), each DUIN officer will comply with the specific unit policies regarding mustering, PFAs, urinalysis, FITREPs, TAD, leave, liberty, etc. of their respective administrative command. NOTE: DUIN Officers
shall not be assigned additional duties germane to specific functions of the NROTC unit (e.g. responsibilities involving midshipmen professional development, midshipmen physical assessment, etc.).

(2) Urinalysis. All attached personnel are subject to the requirements of the Navy's drug testing program. Exceptions may be made for work schedule and locality at the discretion of the CO. The authority to grant this exception may be delegated to the CUO by the CO. In most cases, every DUIN will be required to provide a sample within 72 hours of check in, be subject to random testing each month, and provide a sample at least once per FY. See reference (e) for amplifying information. The DUIN AUPCs assigned by the CUO will schedule and conduct the majority of DUIN testing, however the NROTC UPC is responsible for meeting program objectives.

(3) Leave and Liberty.

(a) All attached personnel are subject to the requirements of the command's leave and liberty policy as outlined in reference (h). The local area is defined as 300 miles driving distance from the BU or MIT NROTC offices. Any travel involving driving outside of the local area and/or air travel to a desired destination for non-official purposes shall require an approved leave request via NSIPS.

(b) In accordance with reference (b), NROTC units require accountability of DUIN Officers during periods of academic breaks (e.g. winter break and spring break).

(4) Official Travel. While neither the NROTC unit nor the NPS Civilian Institution (CIVINS) Office funds travel associated with academic programs, an officer is permitted to travel in conjunction with their program at their own expense. If no-cost TAD is desired, the NROTC unit will provide no-cost TAD orders. For all officially funded travel, the organization sponsoring that travel shall be responsible for all administrative tasks associated with that travel such as government travel card activation and Defense Travel System (DTS) authorizations/vouchers. If international travel is required, the NROTC unit will fulfill all command-level responsibilities for obtaining a country clearance as required.

(a) All official travel, no-cost TAD, and SRCs (required for travel other than TAD) will be approved by the CO via the HRA. Some examples of special requests that are covered by TAD are paternity leave, house hunting leave, and no cost official travel. The HRA will route SRCs and orders to the AO for all 2N students or to the XO for non-2N students. Even if leaving the area on funded orders through DTS, TAD orders shall be submitted so that the NROTC unit can maintain accountability. Templates for SRCs and TAD orders are available for download at http://nrotc.mit.edu.
(b) Whenever possible, leave and special request chits should be submitted two weeks ahead of the departure date to ensure that the command has time to process them.

(5) Command Fitness Program. All attached personnel are required to participate in two Physical Fitness Assessments (PFAs) per calendar year in accordance with reference (g). The DUIN ACFL assigned by the CUO will ensure that Body Composition Analyses (BCAs), Fitness Enhance Program (FEP), Physical Activity Risk Factor Questionnaires (PARFQs), Physical Readiness Information Management System (PRIMS) entry, and all other fitness program requirements are met for all attached DUINs. However, the NROTC CFL is responsible for meeting program objectives.

(6) Administrative Requirements. DUINs are responsible for remaining proactive with respect to their administrative needs (e.g., projected promotion dates, missing OMPF documentation, and security clearance expirations). As such, it is each officer's responsibility to check their record to ensure that all awards, FITREPs, and administrative documents from their previous commands are in their Official Military Personnel File (OMPF). Furthermore, it is their responsibility for attempting to resolve any discrepancies with their previous commands before coming to the HRA for assistance.

(7) Educational Plans (EP). This applies solely to programs sponsored by NPS and subject to reference (b). Each student, in conjunction with their academic advisor, shall prepare and submit an EP to their respective SME for approval. It is the student's responsibility to ensure that the EP will meet the degree and subspecialty requirements within the allotted time. If there is any doubt, the student must consult their SME immediately. It is the student's responsibility to follow-up and to ensure that the NPS CIVINS Office has received their final transcript with their degree conferred.

(8) Standards of Professional Conduct. Despite the detached nature of this assignment, every DUIN is still an active duty member of the Navy. All standards of professional conduct still apply. It is highly recommended that every DUIN have access to a CAC reader at home, school, or work. Access to CAC protected systems for e-leave, musters, or mandatory training (e.g. NSIPS, NFAAS, and NKO) is required on a routine basis. The alternative to home, school, or work access is to come to either the 2N or MIT NROTC office to use a computer that supports CAC applications. Timely communication via email or phone is expected. Those not on leave, special liberty, or TAD are expected to be in the local area and responsive within a timely manner.

S. M. SENKE

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# UIC Information and Program Sponsors

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<th>UIC</th>
<th>Description</th>
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<tr>
<td>44109</td>
<td>STU MED CAMBRIDGE</td>
<td>BUMED</td>
<td>BUMED&lt;br&gt;8901 Wisconsin Ave&lt;br&gt;Bldg 1&lt;br&gt;Bethesda, MD 20889-5611</td>
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<td>47159</td>
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<td>49873</td>
<td>FEFP MIT</td>
<td>CNO N51 PERS 440</td>
<td>OPNAV 515:&lt;br&gt;(703) 692-4482&lt;br&gt;PERS 440:&lt;br&gt;(901) 874-4056</td>
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<td>44174</td>
<td>STU PG BU</td>
<td>NPS for 2Ns: NAVSEA (SEA 05D)</td>
<td>Director Civilian Institutions&lt;br&gt;1 University Circle&lt;br&gt;Hermann Hall Rm 046&lt;br&gt;Monterey, CA, 93943-5189&lt;br&gt;(831) 659-3345</td>
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In Processing Guidance

TOPS Gain Transaction:
- Arrival Sheet
- Stamped Orders
- Updated Pg 2
- Updated SGLI
- BAH Pg 13

TOPS Travel Claim Transaction:
- Voucher and travel receipts (1351-2)
- Stamped Orders
- Updated Pg 2
- Dislocation Allowance form
- Electronic Funds Transfer Information form
- Temporary Lodging Expense form and lodging receipts

Command policy brief (DUINS instruction and associated references)
Add to NDSP and conduct check in urinalysis within 72 hours
NSIPS profile set up
Add to NFAAS
Sign up for TIPS (if applicable)
Add to PRIMS
Add to JPAS PCM Net

Out Processing Guidance

TOPS Loss Transaction:
- All requirements on the Transfer Information Sheet

TOPS Travel Advance Transaction:
- Detaching Orders
- Pg 2
- Travel Advance Request form

Turn in 2N check out sheet (as applicable)
Stamped Orders
Detaching FITREP
Detachment Information Report (released by PSD)
Remove from NDSP
Remove from TIPS (if applicable)
Remove from PRIMS
Remove from JPAS PCM Net