



# DUIN Information Brief

Post  
Graduate  
Programs

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On Behalf of the NROTC Unit,  
Welcome to Boston!

DUIN = Duty Under Instruction

Updated: 10 March 2021



# NROTC Command Org

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- NROTC Boston Consortium Organization
    - ISIC: Commander NSTC
    - Unit Leadership:
      - CAPT Michael K. Savageaux, Commanding Officer
      - CDR Jeff "Holly" Hollenbach, Executive Officer
    - Unit Staff: 6xO3 (3 BU, 3 MIT), 1xMOI, 1xAMOI, 7xCIV
    - Approx. 110 NROTC MIDN across 6 schools
      - BU/BC/Northeastern
      - MIT/Tufts/Harvard
  - DUIN Key POC:
    - Ms. Elaine Tavares, DUINs Human Resources Administrator (HRA), MIT

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



# COVID Specifics

## Post Graduate Programs

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- All Check-ins will be conducted via Zoom until further notice.
  - Your primary POC, Ms. Elaine Tavares, primarily teleworks from home. Email is the best method to reach her.
  - There is no ROM requirement for DUINS receiving admin support from NROTC Boston. You WILL NOT EVER be in our physical presence. You MUST follow school and state COVID requirements. NO EXCEPTIONS. These change regularly and it your responsibility to stay current.
  - Liberty radius is COVID restricted to 150 miles. ANYTHING outside of that is leave requiring deliberate ORM analysis for approval.
  - Foreign travel approval will follow Dept of State and CDC guidelines and is discouraged.



# 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. In emergencies, contact the CDO 24/7 by calling CDO phone:
  - (617) 659-0206
  - If in doubt about whether to call, CALL!
- Staff working hours: M-F 0800-1600
- Email is best. If we do not respond to an email with 48 hrs, assume we did not receive it and send a follow-up.
- For transmitting ANYTHING with PII, use (in order):
  - BU Sharepoint. Ask Ms. Tavares to Share a PII folder with you.
  - Physical PII drop box at MIT (not available during COVID)
  - DOD Safe website (CAC required)



# Accountability

## Post Graduate Programs

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- Summer muster requirement unless engaged in research/study/TDY. Internships are encouraged, all coordination and approval will be through NPS CIVINS office. Google for contact info.
  - Our Alpha Roster must be accurate (provide info on check-in)
  - 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

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- Letters (Excise Tax, Incentive Pay, Statements of Service, etc)
  - FITREPS. CO will sign NOB FITREPS on the normal cycle. Factual block 41 inputs are highly encouraged, but please read Chapter's 6 & 8 of BUPERSINST 1610.10 before submitting. Generally: Facts are good (e.g., Published article in some magazine titled . . ., GPA: 5.0 on a 5.0 scale), Adjectives are bad (e.g., Completing a DEMANDING two year curriculum in . . .)
  - Promotions. CO will sign promotion papers (NAVPERS 1421). Provide the monthly promotion NAVADMIN with your name on it. Ceremony is at your discretion.
  - Message Traffic (Orders, NAVADMINs, Suitability for Overseas duty messages, etc). We scan message traffic for transfer orders DAILY.
  - Temporary Duty (No-cost travel orders, DTS gain/loss, GOVCC)



# Command Security

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- On check-in you are required to report your security clearance eligibility expiration date to the XO.
- JPAS Visit Requests: 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 Programs

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- Leave Reviewer - XO, Leave Approver - CO
  - Liberty radius: 300 driving miles
  - 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:

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

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





# Foreign Travel

## Post Graduate Programs

- Strict adherence to the requirements in the Foreign Clearance Guide (FCG) is mandatory
- Do not submit until referencing the Dept. of State and CDC websites.
- 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 to an O5, O6, or O7 (as applicable per the FCG). IATP approval is 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 Geographic Combatant Commander). This approval, combined with leave and IATP approval IS approval to execute your foreign travel and enter the host nation.
- Lead times on FCG requirements vary per country but may be as long as 45 days in advance. Start early.
- Foreign Travel POC: XO

**BL: Foreign travel requests that do not comply with the requirements or the timeline of the FCG will be denied. No exceptions.**



# Uniforms and Grooming Standards

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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 Zoom Check-In.



# MBTA/TIPS

## Post Graduate Programs

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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 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 \$94.50 (double check this as 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 DUINs HRA immediately upon receipt of orders to Boston:
    - Ms. Elaine Tavares, [etavares@mit.edu](mailto:etavares@mit.edu), 617-253-2992