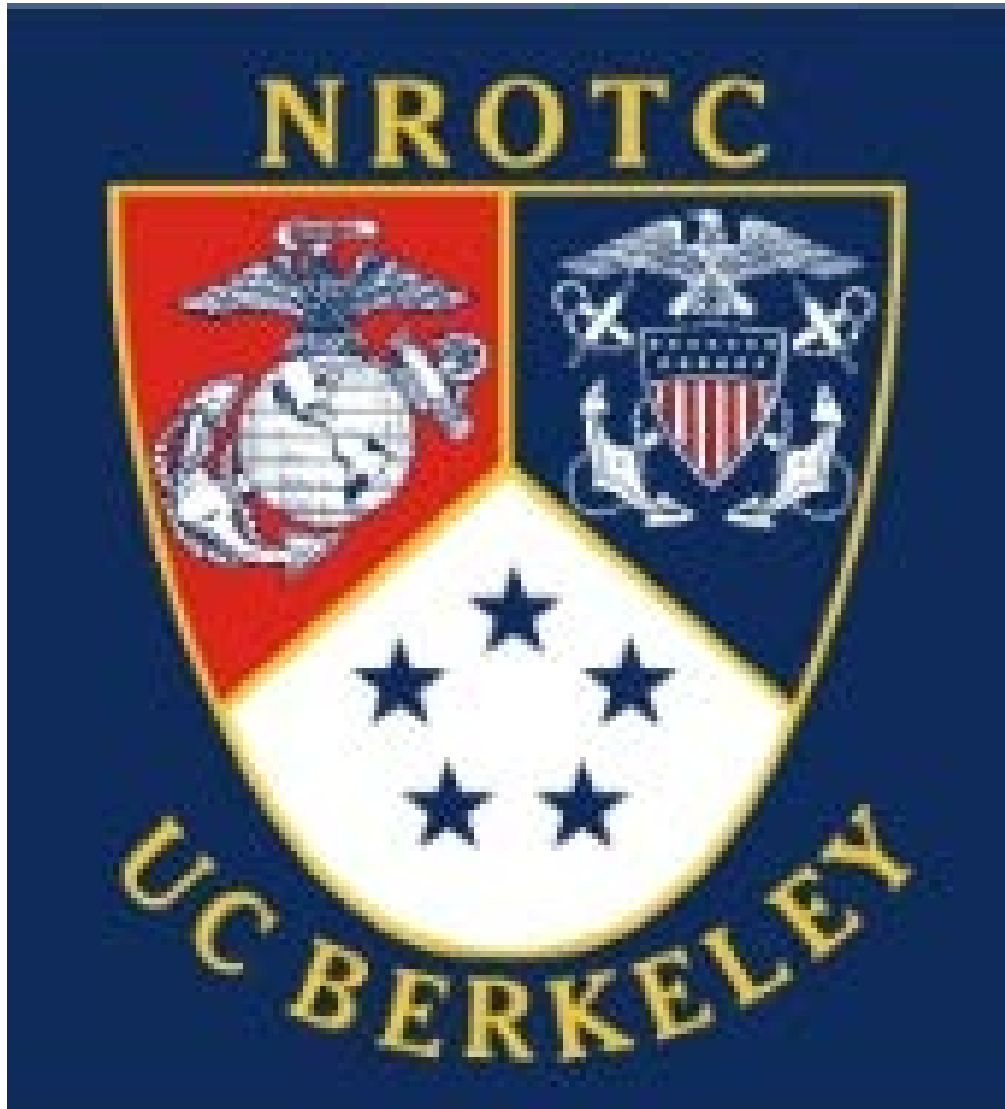


**Welcome Aboard**

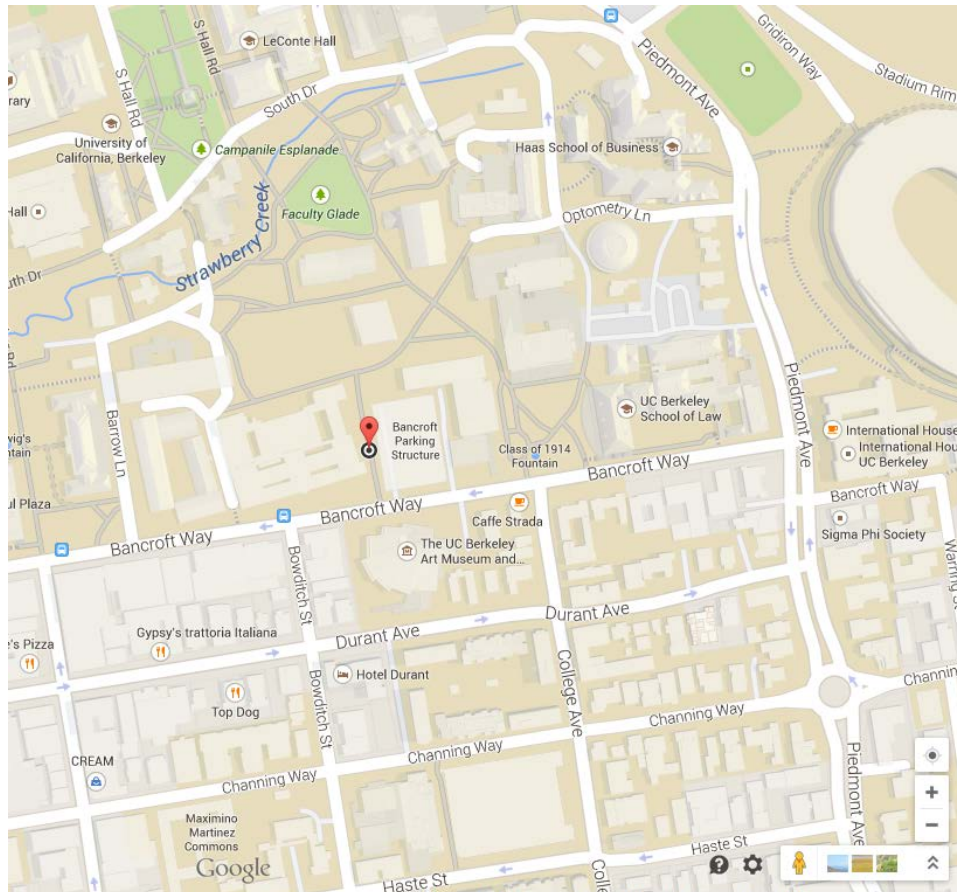


**NROTC Unit  
UC BERKELEY**

## REPORTING PROCEDURES

Please read through this information carefully. Ensure you fill out the required forms (see NROTC CHECKLIST) in this packet. Each required form contains specific instructions on how to properly fill it out. For all other documents, they are either for information only or will be completed on the first day of New Student Orientation. Fill out all forms electronically ensure there are no mistakes prior to printing and signing, download a digital copy on the NROTCU UC Berkeley website under New Student Orientation. If you have any questions regarding the administrative paperwork, please contact, LT Eccleston at (510) 643-6345 or LT Rothman at (510) 642-5437. Once all required forms have been properly filled out, return them immediately via secured mail (i.e. FedEx, USPS, or UPS). As a last resort, hand carry all documents to New Student Orientation.

**New Student Orientation:** Report to the NROTC UC Berkeley office located at 152 Hearst Gymnasium, Berkeley, CA (room 188) on 18 August at 1300 (1:00 pm). Use the following map and the Latitude/Longitude (37.869535, -122.256165) to assist with navigation to NROTC UC Berkeley if you are unfamiliar with the area. Following in-processing, students will transition to Camp Parks, Dublin, CA from 18-20 August 2017 where they will conduct training. Lodging at Camp Parks will be provided. Students will be released from NROTC UC Berkeley office by 1400 (2:00 pm) on 20 August 2017.



If needed, self-paid parking garages are available along Bancroft Way. Parents/Guardians will have the opportunity to meet the Commanding Officer and staff from 1300-1345.

- **If your parents/guardians would like to meet the staff, please annotate it on the NROTC information sheet.**

**Travel:** Scholarship students are entitled to reimbursement for travel expenses related to reporting to NROTCU UC Berkeley for New Student Orientation. You will ONLY be reimbursed for your one-way travel expenses to NROTCU UC Berkeley. If you are flying, please retain your airline paid receipt that shows payment method and amount. If you are driving, please bring route mileage (Google maps) from home of record to NROTCU UC Berkeley. This is the maximum allowable amount according to Navy and DOD policy. If students desire to depart immediately following New Student Orientation, you do so at your own expense.

**Reporting Aboard:** If arriving by yourself from out of the local area, please plan your travel into Oakland International Airport (OAK). If you choose to fly in earlier than the report date, accommodations will be procured at individual expense. We will provide transportation from Oakland Airport or your local accommodations to the unit Friday morning. If you are planning to arrive on Friday, ensure your flight arrives no later than 1100 into OAK. If you need transportation to the unit, please annotate your flight information or hotel accommodations on the NROTC information sheet.

All students **MUST** report to the unit with a regulation military haircut (for males) or hair put up in a neat and professional manner such that it does not fall below the collar (for females) along with appropriate civilian attire (closed-toed shoes, slacks with belt, and a collared shirt). Grooming standards for Navy options are referenced in NAVPERS 1566.5I or for Marine Options reference MCO P1020.34G.

To activate your scholarship, each student **MUST** be within height /weight and physical fitness standards per OPNAVINST 6110.1J. Failure to meet these standards will negatively impact your standing in the NROTC program and may result in the loss of your scholarship.

**Unit Contact Information:** The information below is the official contact information for the NROTC Unit at UC Berkeley.

Address: 152 Hearst Gymnasium  
Berkeley, CA 94720

Phone: (510) 643-6345 LT Eccleston  
(510) 642-5437 LT Rothman  
(510) 643-1918 SSgt Bodette

Fax: (510) 643-9731

Email: [anthony.eccleston@berkeley.edu](mailto:anthony.eccleston@berkeley.edu)  
[joshua.rothman@berkeley.edu](mailto:joshua.rothman@berkeley.edu)

Website: <http://navyrotc.berkeley.edu>

Once again, congratulations on your decision to join the NROTC Program. If you have any questions about the unit or this package, please do not hesitate to contact either LT Eccleston or LT Rothman at the numbers above.

## **NROTC CHECKLIST**

1. NROTC Supply Form (NOTE: This form is DUE ASAP and no later than 15 Jun and can be emailed to one of the LTs)
2. NROTC Information Sheet
3. Naval Reserve Officers Training Corps Emergency Data Form

**REQUIRED DOCUMENTS TO BE RETURNED VIA SECURE MEANS (i.e. FedEx, USPS, UPS, or Certified Mail) BY 28 JULY 2017**

1. "Authorization to Proceed" Letter (mailed to you by NSTC)
2. Navy ROTC Standard Release Form
3. If you are not a U.S. citizen, send copy of birth documents from native country AND official U.S. citizenship documentation (passport, etc)
4. NSTC 1533/121
5. NSTC 1533/126
6. Dependency Application / Record of Emergency Data (NAVPERS 1070/602)
7. SGLV 8286
8. NSTC 1533/153
9. NSTC 1533/135
10. DD Form 4
11. NAVPERS 1070/613
12. Direct Deposit Form (1199A)
13. DTS Profile Sheet
14. Application for Uniformed Services Identification Card (DD Form 1172)
15. Individual Cost Sheet
16. Navy Officer Tattoo Screening Form/ Marine Officer Tattoo Screening Form
17. MCRC Regular Officer ON/E Information Sheet with Privacy Act (Marine Options Only)
18. NSTC 1533/132
19. NAVPERS 1070/613 (all versions)

\*Note: All forms must be typed and signed using **BLACK** ink.

**REQUIRED DOCUMENTS TO BE PRESENTED UPON REPORTING (HAND CARRIED)**

1. Original or certified true copy of *BIRTH CERTIFICATE*
2. Immunization Records (Refer to Required Immunizations listed below)
3. If you have received the DODMERB Cover Letter stating you have been physically qualified, bring it with you. Additionally, you will also need to bring in the DD FORM 2492 (DODMERB physical), bring actual hard copy. Failure to provide these documents may result in your scholarship not being activated.
4. Travel Receipts
  - a. Receipt **MUST** indicate method of payment and a ZERO balance (i.e. air, POV, bus, rail)
  - b. If travel by POV, bring total mileage driven (Google maps, etc)
5. Students, who will be under the age of 18 as of the first day of New Student Orientation, please bring NROTC Scholarship Service Agreement (NSTC 1533/135).
  - a. **Prior to reporting your parent's signature MUST be notarized in order to be valid or your parent must be present to sign.**
  - b. **This requirement is non-negotiable.**

**Scholarship Students not yet fully DODMERB Qualified, please include:**

6. Report of Medical History DD-2807-1 (completed by a physician). Contact NROTC unit if you need this form or you can Google the DD-2807-1.

**NROTC Supply Form (THIS FORM MUST BE RETURNED No Later Than JUN 15<sup>TH</sup> and can be emailed to either LT Eccleston or LT Rothman)**

Uniforms will be ordered for you prior to your arrival. It is extremely important that you fill out every piece of information here correctly, as it will determine the proper fit of your uniform.

Name (First, Last, MI):

**Males**

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Hat Size<sup>1</sup> (ex: 7-3/8): Long Sleeve Shirt Size<sup>2</sup> (ex: 16x33):

Shirt Size (ex: S, M, L): Trouser Size<sup>3</sup> (ex: 30x32):

Shorts/Sweats Size (ex: S, M, L): Shoe Size:

**Females**

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Hat Size<sup>4</sup> (ex: 22): Long Sleeve Shirt Size<sup>5</sup> (ex: 34x28):

Shirt Size<sup>5</sup> (ex: 34, 36): Slacks Size<sup>6</sup> (ex: 2, 4, 6):

Shorts/Sweats Size (ex: S, M, L) Shoe Size:

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<sup>1</sup> Use commercial hat sizes if known. If unknown, measure circumference of head right above the eyebrows.

<sup>2</sup> Indicated neck circumference and sleeve length. Measurements are best taken by tailor/seamstress, but this is not required.

Neck: Measure the circumference of the neck at the collar line.

Sleeve: Raise arm of the subject and bend the arm at a right angle, bring forward the forearm parallel to the floor with palms down; measure from center of back to sleeve seam, continue around elbow to the wrist bone.

<sup>3</sup> Do not sag your pants. Measure waist from true waist, not hips.

Waist: Measure around waist on the shirt just above the trousers at a point directly over the hipbones

Inseam: Place tape firm and well up against the crotch, and measure down to the floor along the leg of the inside seam to the juncture of the heel and sole

<sup>4</sup> Head circumference in inches.

<sup>5</sup> Indicate Bust and sleeve length (see note 2)– Shirt Size: Bust only

<sup>6</sup> See attached chart and use your measurements to determine the closest size to you (ex. 12JR, 8MP)

**NROTC INFORMATION SHEET**

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**CONTACT INFO**

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**Name:** \_\_\_\_\_ Student ID # \_\_\_\_\_  
(Last, First, MI)

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_  
(PLEASE PRINT EMAIL ADDRESS LEGIBLY)

**University (Circle):**                      UC Berkeley      Cal Maritime      UC Davis      Stanford

**Option (Circle):**                      Navy                      Marine

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**Can you swim?**    Yes    No    (circle one)

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**NEW STUDENT ORIENTATION**

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**I will need to be picked up from the airport prior to NSO:**                      Yes                      No  
(If "Yes" to the above, my flight information is as follows):

Arrival Airport: _____	Airline/FLT #: _____
Arrival Date: _____	Time: _____
Return Airport: _____	Airline/FLT#: _____
Return Date: _____	Time: _____

I plan to have my parents/guardians meet the Commanding Officer.                      Yes                      No

Parents' Names: \_\_\_\_\_

Are your parents/guardians current/ prior military? If so, what service and rank? \_\_\_\_\_

Food allergies or dietary restrictions (i.e. vegetarian, kosher) \_\_\_\_\_

**Summer plans prior to New Student Orientation:** (We're primarily interested in knowing if you will be away from home or will be, for some other reason, unable to access your email for more than 3 days in a row; if so, please indicate the dates you expect to be unreachable by email and, if possible, some other means of contacting you.)

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**OTHER CONTACT:**

**NON-AVAILABILITY DATES:**

**NROTC INFORMATION SHEET (CONT.):**

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**Physical Qualification Status:** I am a(n) \_\_\_\_\_ (enter the appropriate letter/number combination from the list below -- ex: C-3).

A: Scholarship student, DODMERB Qualified.

B: Scholarship student, DODMERB Remedial (DODMERB has requested more information), and  
Case 1: I have already provided the requested information to DODMERB.  
Case 2: I have not yet provided DODMERB with the information they requested.

C: Scholarship student, DODMERB Disqualified, and  
Case 1: I requested a waiver for my disqualifying condition and am awaiting their decision.  
Case 2: I am planning to request a waiver for my disqualifying condition, but haven't yet.  
Case 3: I applied for a waiver, it was rejected, and I have appealed their decision.  
Case 4: I applied for a waiver, it was rejected, and I am planning to appeal their decision.

D. College program student (non Scholarship)

**\*\* NOTE: A United States Naval Academy (USNA) DODMERB physical does NOT meet NROTC medical requirements\*\***



**NAVAL RESERVE OFFICERS TRAINING CORPS**

**EMERGENCY DATA FORM**

NAME: \_\_\_\_\_  
(Last, First, MI)

BLOOD TYPE: \_\_\_\_\_  
(Include RH factor -- ex: B pos)

**EMERGENCY CONTACT** -- In the event of an emergency, please contact the following individual:

**PRIMARY**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**SECONDARY**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Home Ph: \_\_\_\_\_ Work Ph: \_\_\_\_\_ Cell Ph: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

**INSURANCE INFORMATION** -- I have a current medical/dental insurance policy as follows. (Note that this insurance is not required; however, the information you provide may be required to obtain non-emergency care.)

Medical Insurance                      Company                      Dental Insurance Company

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Policy/ID No.: \_\_\_\_\_

**EMERGENCY MEDICAL INFORMATION:**

I am taking the following medication or treatment:

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I have the following medical conditions (chronic injuries, etc.) or have suffered the following injuries since my DODMERB physical:

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I have the following known allergies:

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Do not administer the following medications:

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Other:

**Privacy Act Notification:** *Under the authority of 5 U.S.C. Sec. 301, the information regarding your health, medical condition and treatment is requested in order to verify any need to administer medication and to enable medical/dental personnel to diagnose and treat any emergency condition that may arise during the activities mentioned on this form. Pursuant to Privacy Act, 5 U.S.C. Sec. 552, the requested information will not be divulged without your written authorization to anyone other than personnel involved with administration of NROTC activities and medical/dental personnel requiring the information in order to effectively treat any medical/dental problem that may arise. Disclosure is voluntary, however failure to provide the requested information will preclude your participation in the activities listed on this form.*

Printed Name: \_\_\_\_\_  
(If under age of consent, Parent or Legal Guardian)

Signature: \_\_\_\_\_  
(If under age of consent, Parent or Legal Guardian)

Date: \_\_\_\_\_

**Navy ROTC Standard Release Form**

I, \_\_\_\_\_, a member of the Naval Reserve Officer Training Corps, in consideration of basic participation in Naval Reserve Officers Training Corps Battalion, University of California at Berkeley sponsored activities, to include physical readiness training and other athletic activities, transportation in government vehicles, sailing, swimming, field training exercises, and other NROTC training and extracurricular activities, do hereby release from any and all claims, demands, actions, or causes of action due to death, injury, or illness, the government of the United States and all its officers, representatives, and agents acting officially and also the local, regional and national Navy officials of the United States.

I hereby authorize personnel of the Department of Defense, Armed Forces, Public Health Service, or civilian physicians to render such medical and dental care as may be necessary and medically indicated in my case during this period of activity, as is deemed necessary by a qualified practitioner.

I understand that care at a military medical facility for non-military dependents will normally be rendered on a temporary (emergency) basis only; if further care is indicated, the patient will be transferred to non-military care as soon as possible. Emergency care provided to midshipmen who are not military dependents at a military medical facility may be subject to reimbursement, and may be billed for the care provided. For Navy Medical Department facilities, such care is authorized by NAVMEDCOMINST 6320.3B.

Printed Name: \_\_\_\_\_  
(If under age of consent, Parent or Legal Guardian)

Signature: \_\_\_\_\_  
(If under age of consent, Parent or Legal Guardian)

Date: \_\_\_\_\_

## **NEW STUDENT ORIENTATION FAQ**

### **What happens at New Student Orientation?**

The objectives of NSO are:

- Enrollment processing
- Issuing uniforms and conducting basic instruction in Navy uniform regulations and grooming standards
- Instruction in the basics of military customs, courtesies, traditions, and organization, including unit regulations and chain of command
- Acquiring basic competency in military drill and ceremony
- Physical fitness and swim testing to determine readiness to meet NROTC Program and Navy/Marine Corps requirements
- Instruction in the privileges and benefits of participation in the NROTC Program and individual responsibilities
- The importance of team work and how the Naval Services function as a team.

### **What will be issued to me during New Student Orientation?**

You will be issued PT gear consisting of shorts, T-shirts, and sweats, as well as a Navy Working Uniform (NWU) or Marine camouflage utility uniform consisting of pants, blouse, belt, boots, and cover. **Ensure you bring a comfortable pair of running shoes.**

### **How should I prepare myself physically?**

Although physical training is not the primary focus of the UC Berkeley NROTC program, you will be taking a Physical Readiness Test (PRT) for Navy Options or a Physical Fitness Test for Marine Options during NSO. In addition, students will be administered the Navy third class swim test during NSO (incoming students should be able to tread water comfortably for 5 minutes and swim 50 meters utilizing any stroke).

### **How do I find out more? What resources are available to me? How can I contact the Unit?**

Feel free to visit the NROTCU UC Berkeley website to download or print information regarding the PRT, military protocol, academic requirements, directions to the Unit, etc. The UC Berkeley website, <http://navyrotc.berkeley.edu>, has a wealth of information about NROTC and other battalion activities.

## Important NROTC Information for Midshipman Candidates

### Academics (General Requirements):

- Must be enrolled in a minimum of 15 units each academic term
- **Do not schedule yourself for a class that would conflict with Thursday afternoon 1400 to 2100 (2pm-9pm). This time is reserved for Unit Drill and Naval Science.**
  - **For Davis, CMA, and Stanford: Do not schedule classes after 1200 (12:00 pm) on Thursdays due to the necessary commute to UC Berkeley.**
- All required classes will be for credit and letter grade - this means any class required for your major, Naval Science, or scholarship.
- Take classes that satisfy general education requirements first; save the narrowly-focused single-topic classes for later. Your academic advisor will assist you, if needed.

### Scholarship Requirements:

#### **All Scholarship Midshipmen must complete:**

- 2 terms of English
- 1 term of American History or National Security Policy

#### **Additionally, Navy Option Midshipmen must complete:**

- 2 terms of Calculus (completed by end of sophomore year)
- 2 terms of Calculus-based Physics (completed by end of junior year)
- 1 term of World Culture and Regional Studies

**Note:** a "term" is defined as 5 credit hours for Stanford/UC Davis, and 3 credit hours for UC Berkeley/CMA

### Required Naval Science Classes:

All freshmen are required to take the following classes in Fall 2017:\*

Naval Science 400A	Thursdays, 2-4:30 PM	0 Units
Naval Science 1	Thursdays, 5-7 PM	2 Units

The Unit **requires** Midshipmen academic schedules be suited to fit these classes. These classes are held at the UC Berkeley campus and are a required part of every Midshipman's training.

\***UC Berkeley students** should register for these classes during Phase II of Cal Central.

\***UC Davis students** should register for Naval Science 1 only using a Simultaneous Enrollment form given by the UC Davis Registrar.

\***Stanford students** should find the equivalent course code in the course catalog [explorecourses.stanford.edu](http://explorecourses.stanford.edu) and sign up on [Access.stanford.edu](http://Access.stanford.edu).

**\*California Maritime Academy (CMA) Students** should sign up for these classes online using Concurrent Enrollment UC Berkeley.

Midshipmen will complete additional classes in Naval Science throughout their 4 years in college while participating in NROTC. A detailed list is available on our website and will be provided during their first academic advising session with their advisor.

### **Drill (Naval Science 400A):**

Naval Laboratory (the physical portion is referred to as “Drill” and will begin 28 September 2017 and will continue every Thursday while UC Berkeley is in session.

Drill is a time for Midshipmen training in various areas such as physical fitness, professional military knowledge, and small unit leadership. Drill runs from 1400 (2:00 PM) to 1630 (4:30 PM) on Thursdays at the NROTC Unit, UC Berkeley, and is mandatory for all Midshipmen. At 1630 (4:30 PM) Midshipmen receive a break and then report to their Naval Science classes at 1700 (5:00 PM).

### **Marine Option Training:**

In addition to regular Thursday Drill, Marine Option midshipmen are also required to attend a Marine Option seminar on Tuesdays from 1400-1700. Commuting Marine Option students should not schedule classes after 1200 on Tuesday as well.

### **Uniforms:**

All Midshipmen are required to wear uniforms all day on Thursdays, from the time they leave their residence in the morning through the end of Drill and Naval Science classes in the evening. Uniforms are also required for Marine Option seminar on Tuesdays, as well as for any official NROTC event. The uniforms are furnished by the United States government and are the Midshipmen’s responsibility to properly maintain. Proper maintenance includes cleaning, proper wear, and responsibility against loss or theft.

### **Tuition:**

One of the greatest concerns of Midshipmen and their parents is payment of tuition. Upon receipt of the enrollment paperwork, the unit staff will pay tuition and selected fees for scholarship students to the respective universities. You will receive more information about this at New Student Orientation. In the meantime, the families of scholarship students should NOT pay any tuition or fees to your university. They SHOULD only pay room and board expenses.

If you have been awarded financial aid from your university, you must notify the university’s financial aid office that you have received the NROTC scholarship, as this may affect your financial aid package.

Occasionally, administrative errors lead to late fees or non-payment fees. If this happens, please notify the Unit. Contact the department at your school that handles your bill and let them know that you will be receiving an NROTC scholarship. Do not pay the late fee.

NROTC will reimburse scholarship midshipmen for their university application fee; bring proof of payment of this fee to New Student Orientation.

**Do NOT pay any part of the tuition, and do NOT waive the school's medical insurance.** The scholarship will cover them for you. However, the scholarship will NOT cover your school's orientation fees.

### **Textbooks and Other Required Supplies:**

Scholarship midshipmen will receive a set allowance of \$375 per semester to purchase textbooks. Berkeley and CMA midshipmen will be paid at the beginning of each semester. Stanford and UC Davis midshipmen will be paid at the beginning of the fall and winter quarters.

### **College Program Information**

College Program midshipmen are not treated any differently in the unit than scholarship midshipmen and have access to all the same training opportunities, except for summer training. Non-UC Berkeley College Program students take Naval Science classes on an audit basis rather than formally enrolling, so they do not need to pay any additional tuition fees.

### **Summer Training:**

All scholarship Midshipmen are required to participate in annual summer training for 3-5 weeks after their freshman, sophomore, and junior years. Summer training is a valuable part of the NROTC program and allows Midshipmen a chance to experience the operational Navy or Marine Corps. These cruises allow Midshipmen to see various parts of the Navy and Marine Corps and greatly expand their professional military knowledge in preparation for service selection and commissioning.

## **Required Immunizations**

Please **bring your original immunization record with you** to New Student Orientation. **DO NOT MAIL THESE RECORDS.**

Print this sheet and bring it with you. Midshipmen shall provide proof of immunization or receive all immunizations.

- a. HAV vaccine (first and second dose).
- b. Influenza vaccine.
- c. Measles/Mumps/Rubella vaccine (one dose).
- d. Inactive poliovirus vaccine (IPV) (one dose).
- e. Tetanus-diphtheria toxoid (one dose).
- f. Varicella vaccine (two dose primary series).



# Packing List

## Worn

- 1- large back pack
- Appropriate Civilian Attire
  - Males: khaki's/ slacks, polo shirt, dress shoes
  - Females: khaki's/ slacks, polo shirt, flat shoe. No dresses or skirts
- 2 forms of photo identification (drivers license, passport, school ID, state ID – required to get a military identification card)

## Packed in Large backpack

- 2 white crewneck T-shirts
- 5 pairs of white athletic socks (low cut)
- 5 pairs of underwear
- 1 pair broken-in RUNNING shoes
- 1 pair shower shoes/flip-flops
- Sunscreen
- Contact lenses/solution/storage case/glasses (if required)
- 1 bath towels
- 1 bar of soap and holder
- 1 small travel sized shampoo and conditioner
- Razor and shaving cream (males only)
- Toothbrush and toothpaste
- Fingernail clippers
- Required medicines (with prescription documentation)
- Black, brown or gold hairpins/barrettes/elastics (females only)
- 1 combination lock
- One pair of shirt stays (this item is for your Khaki shirt)
- Boot polishing Kit (black polish, boot brush, Navy Options Only)
- \$50.00 cash for miscellaneous expenses and a few meals