

NROTCUAINST 1601.2

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.2

Subj: Awards

Ref: (a) NSTC M1533.2 (series)

Encl: (1) Description of Awards, Ribbons, and Devices
(2) Midshipmen Boards
(3) Student Award Certificate
(4) Summary of Action Format
(5) Award Templates
(6) Award Routing Sheet
(7) Honor Platoon Scoring Matrix

1. Purpose. To establish written procedures for administering the awards and recognition program for the Naval Reserve Officer Training Corps, University of Arizona (NROTC) student battalion onboard The University of Arizona.

2. Cancellation. None.

3. Background. Reference (a) directs the criteria for awarding and wearing unit awards. This instruction provides information on the various ribbons, medals, and other devices awarded to students in recognition of outstanding ability, meritorious achievement, or active participation in various battalion activities.

4. Responsibility

a. Awards Officer (Battalion S-1). The Awards Officer is responsible for maintaining and updating this instruction and for coordinating the yearly awards board to select recipients of external awards. The Awards Officer will also coordinate with all external organizations to ensure the awarding of those awards in accordance with Reference (a).

b. Advisors. Each advisor is responsible for the content of this instruction and for ensuring their students are recognized for their achievements while attached to this NROTC Unit.

c. Battalion S-1. The Battalion S-1 shall:

(1) Oversee the Personnel Awards Program.

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(2) Review all personal award recommendations for accuracy before they are forwarded to the BN XO.

(3) Coordinate all Battalion Awards Ceremonies with the Battalion S-3 (OPSO).

(4) After approval, ensure all award certificates, ribbons, and medals are prepared a minimum of two days in advance of the date of an awards ceremony.

(5) Maintain precise records of all personal awards approved in the Battalion.

(6) Ensure that the awards electronic database is kept current and is preserved.

(7) Keep all original submission paperwork on file until detachment of individual being awarded.

d. Battalion S-4.

(1) Maintain appropriate levels of inventory of awards certificates, ribbons, and medals.

(2) Provide any additional logistical support.

e. Company Commanders.

(1) Ensure that award submissions are routed for all qualified company personnel and ensure that accurate records are kept on all approved awards.

f. Midshipmen.

(1) Ensure that he/she is awarded and properly wearing warranted awards and ribbons.

5. Action. Midshipmen can be nominated by students or Active Duty Staff for any award. It is incumbent for the proposed recipient to inform his/her chain of command if they qualify for recognition that would not normally be known by the unit. Personnel who have earned an award, or know someone who is qualified to receive an award, will notify their chain of command

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immediately. All personal award recommendations will be forwarded through the chain of command, even if the submission is a recommendation for disapproval. In the event that a submitted award is downgraded, upgraded, or disapproved, the originator and appropriate chain of command will be informed. The originator of the award must include enclosures (4, 5, 6) and route up the Chain of Command for approval.

6. Policy.

a. Criteria for awarding ribbons are established, authorized, and awarded by the Professor of Naval Science (PNS). NROTC unit and local/organization awards ribbons cannot be worn with official Navy awards. One or the other can be worn, but not both together. External organization award ribbons are ranked lower than all unit awards.

b. NROTC unit and local/organization awards, unit insignia, and battalion insignia are not authorized for wear during summer training. Battalion ribbons (either individual or club participation ribbons) are only authorized for wear on campus at The University of Arizona and Pima Community College, or at unit events in the local area. These ribbons are not to be worn away from the Battalion, such as summer training. Medals that accompany organizational awards are only to be worn when Dinner Dress uniforms are prescribed or when authorized by the Commanding Officer. Ribbons are to be worn on the Service Khaki, Summer White and Service Dress Blue uniforms. Ribbons are centered above the left breast pocket at 1/4" for Navy Option and 1/8" for Marine Option. For special events, ribbons may be worn on the Service Dress Blue coat on the right side while the left side is reserved for medals.

c. Active duty ribbons shall be worn by active duty personnel. Any MIDN eligible for active duty ribbons by virtue of previous military service, or presentation while on cruise, may wear them, but only during cruise and after commissioning. Active duty ribbons are not authorized for wear combined with the unit ribbons.

d. There are three categories of standardized unit ribbons: Individual Achievement, Battalion Participation, and External Organization Awards. The following is a listing of ribbons currently authorized for wear by MIDN at The University

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of Arizona:

(1) Individual Achievement Awards are contingent upon the MIDN's status of "good standing" with the Battalion. The MIDN may not have been subject to a PRB during the time stipulated in the award period. They are to be awarded through the Battalion Commander (BNCO) only. MIDN who are awarded individual achievement awards will receive both their award and accompanying ribbon during a ceremony at Naval Science Laboratory or other ceremony, as directed by the PNS.

- i. All-Around Performance
- ii. Academic Excellence
- iii. Academic Achievement
- iv. Commendation Award
- v. Leadership Award
- vi. Midshipmen of the Semester
- vii. Midshipmen of the Month
- viii. Community Service (and Volunteering)
- ix. Physical Fitness
- x. Recruiting

(2) Battalion Participation Ribbons are to be requested by the MIDN's Platoon Commander or Platoon Sergeant to the Battalion S-4 Officer. MIDN who are awarded BN participation ribbons will receive both their ribbon during a ceremony at Naval Science Laboratory or other ceremony, as directed by the PNS.

- i. Drill Team
- ii. Color Guard
- iii. Intramurals
- iv. Cruise Ribbon

v. Organization Awards

(3) External Organization Awards. Each year, a number of external organizations recognize exceptional student achievement through the presentation of a ribbon or medal. Support organizations play a huge role in the function of an NROTC unit and thus, recognition of this type fulfills a time-honored relationship between the two. Personnel nominated for recognition by either the Battalion or Active Duty staff, after having met the required selection criteria, will receive their award during a University ROTC "Joint Awards Ceremony, " or other ceremony, as directed by the PNS.

e. Honor Platoon will be awarded at the end of each semester and the victor will hold the title until the end of the following semester. Refer to Encl (7) for a scoring matrix. The following categories will factor into the total score for the Honor Platoon:

- i. Community Service
- ii. Combined Platoon GPA
- iii. Combined Platoon PFT/PRT Scores
- iv. Drill Competition Place
- v. Final Inspection Combined Score
- vi. Platoon Competition Scores
- vii. Combined Total of Platoon UA's
(-) Negative Points
- viii. Combined Total of Platoon PRBs
(-) Non-Academic PRBs Only


ix. In the event of a tie the two platoons will engage in a "Best of 3" Tug of War. The BNCO will oversee the event and publish the rules prior to the event.


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Description of Awards, Ribbons, and Devices


1. Battalion Awards and Ribbons. Battalion awards and ribbons have specific qualifications and an order of precedence listed below from highest to lowest.


 1. All Around Performance: Awarded to the MIDN ranked 1st in his or her class for the most outstanding performance in the field of academics, physical fitness, community service and military criteria. This award is given at the beginning of each semester for the accomplishments the prior semester. This is also awarded to the Midshipman of the Year. Gold Stars will be worn in lieu of subsequent awards.

 2. Academic Excellence: Awarded every semester to Midshipman receiving at least a 3.75 term GPA with a minimum of 15 credits. A gold star will be added for each subsequent award. This award is given at the beginning of each semester for the accomplishments the prior semester.

 3. Academic Achievement: Awarded every semester to MIDN achieving a 3.5-3.74 term GPA with a minimum of 15 credits. (Dean's List). A gold star will be added for each subsequent award. This award is given at the beginning of each semester for the accomplishments the prior semester.

 4. Commendation Award: Awarded to MIDN by Battalion and/or Company staff for recognition of meritorious actions or achievements above and beyond what is expected of their current rank or billet.


 5. Leadership Award: Awarded to all MIDN battalion or company staff members who have shown exemplary conduct and leadership. This will also be awarded to Platoon Commander and Platoon Sergeant whose Platoon is chosen as Honor Platoon. Criteria for a MIDN to receive this award is a 3.0 semester GPA, 225 or greater PFA, and zero Unauthorized Absences.


 6. Midshipman of the Semester: Awarded to the midshipman who wins the Midshipman of the Semester board. A gold


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star will be added for each subsequent award. Criteria for a MIDN to receive this award is a 3.0 semester GPA, 225 or greater PFA, and zero Unauthorized Absences.


 7. Midshipman of the Month: Awarded to the MIDN who wins the Midshipman of the Month board. A gold star will be added for each subsequent award. Criteria for a MIDN to receive this award is a 3.0 semester GPA, 225 or greater PFA, and zero Unauthorized Absences.


 8. Volunteering/Community Service: Awarded to those recognized for meritorious services to the community. At least 25 recorded hours of service to the community, volunteering for Battalion events (fundraisers or volunteer events set forth by Public Affairs Officer), or a combination thereof.

 9. Physical Fitness Award: Awarded to Navy option MIDN who score at least an outstanding in all events of the official end of semester PRT and to Marine option MIDN who score a 275 or above in the official end of semester PFT. This award is given at the beginning of each semester for the accomplishments the prior semester.

 10. Drill Team Ribbon: Awarded to MIDN who have participated in Drill Team. MIDN must participate in one drill team event during one academic semester and attend greater than 90% of the drill team practices in order to receive this award.

 11. Color Guard: Awarded to MIDN who have participated in Color Guard. MIDN must participate in three Color Guard events during one academic semester in order to receive this award.


 12. Intramural Ribbon: Awarded to those who participated in a battalion sponsored intramural sports team for one academic semester or intramural sports season. Events include, intramural basketball, or another battalion sponsored intramural sport.

 13. Recruiting Ribbon: The recruiting ribbon is awarded to MIDN who are instrumental in the enrollment of new

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NROTC recruits to The University of Arizona. MIDN must participate in two events that aid in the recruitment of new MIDN to the program.

 14. Cruise Award Ribbon: Awarded to MIDN who completed 1/C cruise or Officer Candidate School (OCS).

In Order of Precedence:



2. External Organization Awards. External Organization award ribbons are ranked lower than the ribbons listed above; however, their ranking precedence amongst themselves follows the charts below from top to bottom, left to right.

Enclosure 

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Midshipman Boards

1. Purpose. To promulgate policy and establish procedures for the selection of exceptionally qualified members of the Battalion as Midshipman of the Month/Semester/Year. There will be two awards given, one for Under Class (4/C & 3/C) MIDN of the Month/Semester/Year, and one for the Upper Class (2/C & 1/C) MIDN of the Month/Semester/Year.

2. Background. It is customary within the Navy and Marine Corps to officially recognize meritorious achievement and superior performance. Commensurate with a MIDN's rank and time in an NROTC Unit, it follows to periodically single out individual MIDN whose performance and standards of proficiency exceed that generally expected of all MIDN. To afford these highly qualified MIDN an opportunity for due recognition, the subject awards program has been established.

3. Selection Board. The Selection Board allows the nominees to make a personal impression on Battalion and Active Duty Staff members. This is a chance for character traits such as bearing, integrity, knowledge, improvement, as well as professional appearance, to be evaluated. Candidates will be asked questions in respect to general knowledge, current events, and character development.

4. The following will compose a selection board. Exceptions will be made in the cases of personnel availability and Naval Science class schedules.

a. The BN XO will assign BN Staff as board members, bringing the total number of board members to three. The BN XO will also announce the planned date and time for a selection board(s) at least one week prior to the commencement of the board. An active duty staff member can be invited to attend if preferred or if requested. The prescribed uniform for all MIDN of the Month/Semester/Year selection boards will be khakis or Service equivalent.

b. The senior member for all MIDN of the Month (MOTM) selection boards will be the highest ranking MIDN or active duty staff member when present.

c. The MIDN that is selected by the board members will be

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reviewed and confirmed by the PNS.

d. Selection boards will normally meet during the last week of each month to select the MOTM for that particular month. Selection boards for the Midshipman of the Semester (MOTS) will meet after the last MOTM board concludes and the winner will be announced with the conclusion of the academic semester. The Midshipman of the Year (MOTY) board will meet after the MOTS board has concluded and the winner will be announced separately and coincide with the conclusion of an academic year. Hardcopies of all Certificates of Commendation (CERTCOM) awarded will be maintained in the respective student's file. Any additional awards or personal decorations for selection as MOTS/MOTY will be at the discretion of the PNS.

5. Midshipman of the Month. Individuals are to be selected for their overall exceptional combined performance in academics, physical fitness, Battalion involvement, extracurricular activities, and service. Nominees will have a minimum of 3.0 cumulative GPA, a PFT/PRT grade of 225 or higher, and no derogatory conduct issues (including law enforcement involvement) or Unauthorized Absences during the current semester. It is expected that first semester, fourth class MIDN will not yet have a cumulative GPA.

a. Nominees/nominators are to fill out and complete the MOTM/MOTS/MOTY Nomination Form per this enclosure. Unless otherwise directed, MOTM selection boards will convene on Tuesday at 0700 in South Hall Classroom. When a selection is made on the best candidate, a MOTM CERTCOM per enclosure (3) will be presented to the recipient at the next Naval Science Lab or battalion event on behalf of the BNCO. In addition, the recipient will be authorized to wear the MOTM Award ribbon. Once a MIDN has been selected as the MOTM, they are ineligible for consideration until the next academic semester.

6. Midshipman of the Semester. The MOTS is chosen at the end of each semester as the most outstanding of all MIDN who were selected as MOTM, provided the requirements in paragraph 5 are still being met. Additional documentation required for convening of the MOTS can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/nominators are to fill out and complete the MOTM/MOTS/MOTY Nomination Form per this enclosure. All

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documentation associated with the consideration and selection of a MIDN as MOTM will be maintained on file by the Battalion S-1 Officer. The MOTS recipient will be presented a MOTS CERTCOM per enclosure (3) and will be authorized to wear the MOTS Award ribbon. Once a MIDN has been selected as the MOTS, they are ineligible for consideration until the next academic year.

7. Midshipmen of the Year. At the end of the academic year, all MIDN who were selected as MOTS will be eligible to compete for MOTY, provided the requirements in paragraph 5 are still being met. Additional documentation required for convening of the MOTY can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/nominators are to fill out and complete the MOTM/MOTS/MOTY Nomination Form per this enclosure. All documentation associated with the consideration and selection of a MIDN as MOTM and MOTS will be maintained on file by the BN S-1 Officer. The MOTY recipient will be presented a MOTY CERTCOM per enclosure (3) and will be authorized to wear the All Around Performance Award ribbon.

Enclosure (2)

The University of Arizona Naval ROTC

Takes great pleasure in awarding:

MIDN _____

with

THE _____ AWARD

for actions set forth in the following citation:

During the Fall Semester of 2016, you set yourself apart from your peers by actively participating in the Battalion sponsored Intramural Football Team. Your semester-long participation on the team undoubtedly contributed to the Navy and Marine Corps 30-17 victory over the Army. Your contributions to the team are indicative of your high level of enthusiasm, commitment, and teamwork. The outstanding qualities that you have demonstrated warrant your selection for this award, and are in keeping with the traditions of the Naval Service.

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P.L. WALL
COLONEL, USMC
UNIVERSITY OF ARIZONA, NAVAL ROTC
COMMANDING

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(RECOMMENDER) CLASS & FULL NAME	
(AWARDEE) CLASS & FULL NAME	
COMPANY, PLATOON, SQUAD:	
DATES COVERED:	
AWARD RECOMMENDED:	
SUMMARY OF ACTION	
List all major accomplishments in this section. Use specific and quantitative details. Separate accomplishments by each billet the individual held.	
BILLET	MAJOR ACCOMPLISHMENTS

Enclosure (4)

The University of Arizona Naval ROTC

Enclosure (5)

Takes great pleasure in awarding:

MIDN SMITH
with

THE INTRAMURAL AWARD

for actions set forth in the following citation:

During the Fall Semester of 2016, you set yourself apart from your peers by actively participating in the Battalion sponsored Intramural Football Team. Your semester-long participation on the team undoubtedly contributed to the Navy and Marine Corps 30-17 victory over the Army. Your contributions to the team are indicative of your high level of enthusiasm, commitment, and teamwork. The outstanding qualities that you have demonstrated warrant your selection for this award, and are in keeping with the traditions of the Naval Service.

7 DECEMBER 2016

P. L. WALL
COLONEL, USMC
UNIVERSITY OF ARIZONA, NAVAL ROTC
COMMANDING

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NAVAL RESERVE OFFICER TRAINING CORPS, THE UNIVERSITY OF ARIZONA						
AWARDS ROUTING SHEET						1 DATE:
2 OPERATION CODE						3 Instructions: Box 1: write the date in YYYYMMDD Format. Box 2: Reference Operation Codes to be used later in the document. Box 3: Instructions on completing the Awards Routing Sheet. Box 4: The originator of this document will place the number 1 in column 4. All others will continue the sequence in ascending order (1, 2, 3, 4, 5, etc.) all the way up to the MOI, or higher in some circumstances. Box 5: Use Box 2 to enter codes into this column. The originator will place an X in column 5, and all others will place an E. This does not mean you recommend the award. The E designates that your recommendation or nonrecommendation is required. BOX 6: This column contains the Chain of Command. Route the paperwork up, not down. Box 7: Place the date that you received the document, and the date that you sent it up the chain of command. Box 8: Initial under concur or nonconcur. Box 9: The Originator of the routing sheet will complete this section. Box 10: Additional Comments
4	5	6 ADDRESSEES	7 DATE		8 INITIALS	
RT	OPR		IN	OUT	CONCUR	NONCONCUR
G	CODE					
		CO				
		XO				
	K, E	MOI				
	E	AMOI				
		STAFF AWARD-O				
		STUDENT AWARD-O				
		BATTALION CO				
		BATTALION XO				
		BATTALION SGTMAJ				
		COMPANY CO				
		COMPANY XO				
		COMPANY 1STSGT				
		PLATOON CO				
		PLATOON SGT				
		SQUAD LEADER				
		FIRETEAM LEADER				
		MARCHING MEMBER				
9 ORIGINATOR INFORMATION						
FULL NAME:						
SIGNATURE:						
10 ADDITIONAL COMMENTS						

GREEN = ADD PTS.
RED = MINUS PTS.

	EVENT	A1	A2	B1	B2
N/A	EXAMPLE EVENT SCORING EXAMPLE POINTS	942 2	323 1	52 0	34523 3
1	<u>PRT/ PFT AVERAGE</u> PLATOON POINTS:				
2	<u>GPA AVERAGE</u> PLATOON POINTS:				
3	<u>COMMUNITY SERVICE</u> PLATOON POINTS:				
4	<u>DRILL COMPETITION</u> PLATOON POINTS:				
5	<u>FINAL INSPECTION</u> PLATOON POINTS:				
6	<u>PLATOON COMPETITION</u> PLATOON POINTS:				
7	(NEGATIVE POINTS) <u>UAs</u> (-) PLATOON POINTS:				
8	(NEGATIVE POINTS) <u>NONACADEMIC PRBs</u> (-) PLATOON POINTS:				
	FINAL SCORE				

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HOW TO SCORE:

- 1) WRITE THE AVERAGES FOR ALL EVENTS IN THEIR RESPECTIVE COLUMNS.
- 2) ASSIGNING POINTS FOR EVENTS WITH POSITIVE POINTS (GREEN)
 - a. HIGHEST AVERAGE FOR SPECIFIC EVENT = 3 POINTS
 - b. SECOND HIGHEST AVERAGE FOR SPECIFIC EVENT = 2 POINTS
 - c. THIRD HIGHEST AVERAGE FOR SPECIFIC EVENT = 1 POINT
 - d. LOWEST AVERAGE FOR SPECIFIC EVENT = 0 POINTS
- 3) ASSIGNING POINTS FOR EVENTS WITH NEGATIVE POINTS (RED)
 - a. PLATOON WITH HIGHEST VALUE = SUBTRACT 3 POINTS
 - b. PLATOON WITH SECOND HIGHEST VALUE = SUBTRACT 2 POINT
 - c. PLATOON WITH THIRD HIGHEST VALUE = SUBTRACT 1 POINTS
 - d. PLATOON WITH LOWEST VALUE = SUBTRACT 0 POINTS
- 4) IN EACH PLATOONS COLUMN, ADD ROWS 1-6 TO OBTAIN A VALUE. THEN, SUBTRACT ROWS 7-8 FROM THAT VALUE TO CALCULATE EACH PLATOON'S FINAL SCORE.
- 5) RANK PLATOONS FROM FIRST TO LAST BASED ON THEIR FINAL SCORES.

Enclosure (7)

