

5 June 2017

Major Infractions

Major infractions are those offenses which violate the NROTC Honor Code, violates moral integrity, a serious breach of discipline, disregard or contempt for authority, gross negligence or lack of a sense of responsibility, or any actions which bring discredit upon the Naval service. Major infractions include but are not limited to the following:

1. Any violation of the NROTC Honor Code or The University of Arizona's *Code of Academic Integrity* or *Student Code of Conduct*, including fraud, cheating, or plagiarism.
2. Sexual harassment or assault
3. Drug or alcohol abuse
4. Hazing
5. Assault
6. Theft
7. Destruction or defacing of property
8. Irresponsibility in contracting debt
9. Defiance of authority or refusal to obey orders
10. Excessive unauthorized absence
12. Pattern of conduct unbecoming of an officer
13. Underage drinking or contributing to a minor
14. Dishonest behavior that violates the Core Values

Enclosure (1)

NROTCUAINST 1601.7

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MAJOR INFRACTIONS REPORT	
NAME:	RANK:
COMPANY/PLATOON:	SQUAD:
INFRACTION	
DATE/TIME OF INFRACTION:	
EXPLANATION OF INFRACTION:	
SIGNATURE OF STUDENT: _____ DATE: _____	
PLATOON COMMANDER COMMENTS:	
INFRACTION NUMBER	
<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> >4 th	
RECOMMENDATION	
<input type="checkbox"/> NO FURTHER ACTION	
<input type="checkbox"/> EMI	
<input type="checkbox"/> REFERRAL TO STUDENT REVIEW BOARD	
SIGNATURE OF PLATOON COMMANDER: _____	DATE: _____
SIGNATURE OF COMPANY COMMANDER: _____	DATE: _____
SIGNATURE OF BATTALION XO: _____	DATE: _____
FILE IN BATTALION XO'S STUDENT CONDUCT BINDER	

Enclosure (2)

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Minor Infractions

Minor Offenses are those of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

1. Unauthorized absence from class, lab, or drill
2. Improper grooming or personal appearance
3. Lack of military bearing
4. Failure to appear at assigned clean-up, colors, or parking shift.
5. Failure to adhere to Junior Officer of the Deck (JOOD) instructions.
5. Failure to follow lawful order from student chain-of-command.
6. Inappropriate behavior at NROTC affiliated public events (i.e. University of Arizona volleyball games, etc.)
7. Improper preparation for Battalion events, such as drill or inspection
8. Lack of respect for fellow MIDN/OCs/MECEPs.
9. Failing to complete, or turn in, SEP Log (1st Offense).
10. Wearing Non-ACA clothing while in South Hall conducting business.

Enclosure (2)

NROTCUAINST 1601.7

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MINOR INFRACTIONS REPORT	
NAME:	RANK:
COMPANY/PLATOON:	SQUAD:
INFRACTION	
DATE/TIME OF INFRACTION:	
EXPLANATION OF INFRACTION:	
SIGNATURE OF STUDENT: _____ DATE: _____	
PLATOON COMMANDER COMMENTS:	
INFRACTION NUMBER	
<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> >4 th	
RECOMMENDATION	
<input type="checkbox"/> NO FURTHER ACTION	
<input type="checkbox"/> EMI	
<input type="checkbox"/> REFERRAL TO STUDENT REVIEW BOARD	
SIGNATURE OF PLATOON COMMANDER: _____	DATE: _____
SIGNATURE OF COMPANY COMMANDER: _____	DATE: _____
SIGNATURE OF BATTALION XO: _____	DATE: _____
FILE IN BATTALION XO'S STUDENT CONDUCT BINDER	

Enclosure (4)

EMI MATRIX

	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction	Subsequent Infractions
Unauthorized Absence	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: 300 word essay on the importance of setting the example, muster twice daily with Plt Cmdr for one week)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Improper Grooming/Personal Appearance	-Informal Counseling, -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: 300 word essay on the importance of setting the example, 5 minute brief during NS lab on grooming standards, daily grooming inspection with Plt Cmdr for one week)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Lack of Military Bearing	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: 300 word essay on the importance of bearing, 5 minute brief during NS Lab on importance of military bearing, attend four drill team practices)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Failure to appear at assigned clean-up/colors/parking shift	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: Extra shifts assigned, muster twice daily with Plt Cmdr for one week)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Failure to follow lawful order	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: 300 word essay on importance of discipline in the Naval Service)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Inappropriate behavior at NROTC affiliated public events	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: 300 word essay on importance of setting the example in the military, 5 minute brief during NS lab on proper behavior as a Naval Officer)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Improper preparation for Battalion Events	-Informal Counseling -Minor Infraction Report*	-Formal Counseling -Minor Infraction Report	-Minor Infraction Report -EMI (Example: read Message to Garcia and write a 300 word essay describing the importance of initiative, conduct a planning rehearsal with the MOI, assist with the planning of a future event)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation
Lack of respect	-Informal Counseling	-Formal Counseling	-Minor Infraction Report	-Minor Infraction Report	-Minor Infraction Report

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	-Minor Infraction Report*	-Minor Infraction Report	-EMI (Example: 300 word essay on importance of respecting shipmates)	-DRB	-Unit PRB Recommendation
SEP Infraction	-Informal Counseling -Minor Infraction Report+	-Formal Counseling -Minor Infraction Report -300 Word Essay	-Minor Infraction Report -EMI-Minor Infraction Report -EMI (Example: 300 word essay on importance of respecting shipmates)	-Minor Infraction Report -DRB	-Minor Infraction Report -Unit PRB Recommendation

*Company Commander can waive the first Minor Infraction report.
 +SEP Infractions cannot be waived

Enclosure (5)

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EMI ASSIGNMENT FORM		
NAME:		RANK:
COMPANY/PLATOON:		SQUAD:
EXPLANATION OF INFRACTION:		
COMPANY COMMANDER COMMENTS:		
RECOMMENDED ACTION:		
SIGNATURE OF STUDENT:		DATE:
SIGNATURE OF CO CO:		DATE:
AMMENDED RECOMMENDATIONS:		
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED W/ AMMENDMENT	<input type="checkbox"/> NOT APPROVED
SIGNATURE OF BN CO:		DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED W/ AMMENDMENT	<input type="checkbox"/> NOT APPROVED
SIGNATURE OF BATTALION ADVISOR:		DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED W/ AMMENDMENT	<input type="checkbox"/> NOT APPROVED
SIGNATURE OF UNIT CO:		DATE:
RETURN TO PLATOON COMMANDER FOR EXECUTION FILE A COPY IN BATTALION XO'S STUDENT CONDUCT BINDER		

Enclosure (6)

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EMI RESULTS FORM	
NAME:	RANK:
COMPANY/PLATOON:	SQUAD:
OBSERVER'S COMMENTS:	
SIGNATURE OF STUDENT:	DATE:
SIGNATURE OF OBSERVER:	DATE:
RECOMMENDATION	
<input type="checkbox"/> NO FURTHER ACTION <input type="checkbox"/> EMI EXTENSION (LENGTH: _____) <input type="checkbox"/> REFERRAL TO STUDENT REVIEW BOARD	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
SIGNATURE OF CO CO:	DATE:
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
SIGNATURE OF BN CO:	DATE:
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
SIGNATURE OF BATTALION ADVISOR:	DATE:
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	
SIGNATURE OF UNIT CO:	DATE:
FILE IN BATTALION XO'S STUDENT CONDUCT BINDER	

Enclosure (7)

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DRB APPOINTMENT FORM	
NAME:	RANK:
COMPANY/PLATOON:	SQUAD:
DATE/TIME OF DRB:	
REASON FOR DRB:	
STATEMENT OF STUDENT:	
SIGNATURE OF STUDENT:	DATE:
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
SIGNATURE OF PLT CO:	DATE:
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
SIGNATURE OF CO CO:	DATE:
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
SIGNATURE OF BN CO:	DATE:
BATTALION ADVISOR GUIDANCE:	
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
SIGNATURE OF BATTALION ADVISOR:	DATE:
UNIT CO GUIDANCE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
SIGNATURE OF UNIT CO:	DATE:
RETURN TO BN CO FOR EXECUTION	

Enclosure (8)

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DRB REPORT	
NAME:	RANK:
COMPANY/PLATOON:	SQUAD:
EXPLANATION OF OFFENSE:	
STATEMENT OF STUDENT:	
BRIEF SYNOPSIS OF PROCEEDINGS:	
SIGNATURE OF STUDENT:	DATE:
RECOMMENDATION	
<input type="checkbox"/> NO FURTHER ACTION	
<input type="checkbox"/> FORMAL COUNSELING	
<input type="checkbox"/> EMI	
<input type="checkbox"/> REFERRAL TO UNIT PERFORMANCE REVIEW BOARD	
SIGNATURE OF BOARD MEMBER:	DATE:
SIGNATURE OF BOARD MEMBER:	DATE:
SIGNATURE OF BOARD MEMBER:	DATE:
<input type="checkbox"/> RECOMMENDATION ENDORSED	<input type="checkbox"/> RECOMMENDATION NOT ENDORSED
SIGNATURE OF BN CO:	DATE:
<input type="checkbox"/> RECOMMEND APPROVAL	<input type="checkbox"/> APPROVAL NOT RECOMMENDED
SIGNATURE OF BATTALION ADVISOR:	DATE:
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
SIGNATURE OF UNIT CO:	DATE:
ACKNOWLEDGEMENT OF UNDERSTANDING	
SIGNATURE OF STUDENT:	DATE:
FILE ONE COPY IN BATTALION XO'S STUDENT CONDUCT BINDER AND ONE COPY WITH STUDENT'S STAFF ADVISOR	

Enclosure (1)