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
MAJOR INFRACTIONS REPORT

NAME: 
RANK: 
COMPANY/PLATOON: 
SQUAD: 

DATE/TIME OF INFRACTION: 

EXPLANATION OF INFRACTION: 

SIGNATURE OF STUDENT: 
DATE: 

PLATOON COMMANDER COMMENTS: 

INFRACTION NUMBER

☐ 1st  ☐ 2nd  ☐ 3rd  ☐ 4th  ☐ >4th 

RECOMMENDATION

☐ NO FURTHER ACTION
☐ EMI
☐ 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)
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.
6. Failure to follow lawful order from student chain-of-command.
7. Inappropriate behavior at NROTC affiliated public events (i.e. University of Arizona volleyball games, etc.)
8. Improper preparation for Battalion events, such as drill or inspection
9. Lack of respect for fellow MIDN/OCs/MECEPs.
10. Failing to complete, or turn in, SEP Log (1st Offense).
11. Wearing Non-ACA clothing while in South Hall conducting business.

Enclosure (3)
## MINOR INFRACTIONS REPORT

<table>
<thead>
<tr>
<th>NAME:</th>
<th>RANK:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/PLATOON:</td>
<td>SQUAD:</td>
</tr>
</tbody>
</table>

### INFRACTION

<table>
<thead>
<tr>
<th>DATE/TIME OF INFRACTION:</th>
</tr>
</thead>
</table>

**EXPLANATION OF INFRACTION:**

<table>
<thead>
<tr>
<th>SIGNATURE OF STUDENT:</th>
<th>DATE:</th>
</tr>
</thead>
</table>

**PLATOON COMMANDER COMMENTS:**

### INFRACTION NUMBER

- [ ] 1<sup>st</sup>
- [ ] 2<sup>nd</sup>
- [ ] 3<sup>rd</sup>
- [ ] 4<sup>th</sup>
- [ ] >4<sup>th</sup>

**RECOMMENDATION**

- [ ] NO FURTHER ACTION
- [ ] EMI
- [ ] REFERRAL TO STUDENT REVIEW BOARD

<table>
<thead>
<tr>
<th>SIGNATURE OF PLATOON COMMANDER:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE OF COMPANY COMMANDER:</td>
<td>DATE:</td>
</tr>
<tr>
<td>SIGNATURE OF BATTALION XO:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

FILE IN BATTALION XO'S STUDENT CONDUCT BINDER

**Enclosure 4/1**
<table>
<thead>
<tr>
<th>Infraction</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Infraction</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Infraction</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Infraction</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Infraction</th>
<th>Subsequent Infractions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-EMI (Example: 300 word essay on the importance of setting the example, muster twice daily with Plt Cmdr for one week)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-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)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-EMI (Examples: 300 word essay on in the importance of bearing, 5 minute brief during NS Lab on importance of military bearing, attend four drill team practices)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-EMI (Example: Extra shifts assigned, muster twice daily with Plt Cmdr for one week)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-EMI (Example: 300 word essay on importance of discipline in the Naval Service)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-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)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-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)</td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td>SEP Infraction</td>
<td>-Minor Infraction Report*</td>
<td>-Minor Infraction Report</td>
<td>-EMI (Example: 300 word essay on importance of respecting shipmates)</td>
<td>-DRB</td>
<td>-Unit PRB Recommendation</td>
</tr>
<tr>
<td>---------------</td>
<td>---------------------------</td>
<td>--------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>------</td>
<td>--------------------------</td>
</tr>
<tr>
<td></td>
<td>-Informal Counseling</td>
<td>-Formal Counseling</td>
<td>-Minor Infraction Report -EMI-Minor Infraction Report -EMI (Examples: 300 word essay on importance of respecting shipmates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-Minor Infraction</td>
<td>-300 Word Essay</td>
<td></td>
<td>-Minor Infraction Report</td>
<td>-DRB</td>
</tr>
<tr>
<td></td>
<td>Report+</td>
<td></td>
<td></td>
<td>-Minor Infraction Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-DRB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-Unit PRB Recommendation</td>
<td></td>
</tr>
</tbody>
</table>

*Company Commander can waive the first Minor Infraction report.

+SEP Infractions cannot be waived
EMI ASSIGNMENT FORM

<table>
<thead>
<tr>
<th>NAME:</th>
<th>RANK:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/PLATOON:</td>
<td>SQUAD:</td>
</tr>
</tbody>
</table>

EXPLANATION OF INFRACTION:

COMPANY COMMANDER COMMENTS:

RECOMMENDED ACTION:

SIGNATURE OF STUDENT: ___________________________ DATE: __________
SIGNATURE OF CO CO: ___________________________ DATE: __________
AMMENDED RECOMMENDATIONS:

☐ APPROVED ☐ APPROVED W/ AMMENDMENT ☐ NOT APPROVED
SIGNATURE OF BN CO: ___________________________ DATE: __________
☐ APPROVED ☐ APPROVED W/ AMMENDMENT ☐ NOT APPROVED
SIGNATURE OF BATTALION ADVISOR: ___________________________ DATE: __________
☐ APPROVED ☐ APPROVED W/ AMMENDMENT ☐ NOT APPROVED
SIGNATURE OF UNIT CO: ___________________________ DATE: __________

RETURN TO PLATOON COMMANDER FOR EXECUTION
FILE A COPY IN BATTALION XO'S STUDENT CONDUCT BINDER
<table>
<thead>
<tr>
<th>NAME:</th>
<th>RANK:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/PLATOON:</td>
<td>SQUAD:</td>
</tr>
<tr>
<td>OBSERVER'S COMMENTS:</td>
<td></td>
</tr>
</tbody>
</table>

**EMI RESULTS FORM**

**SIGNATURE OF STUDENT:** ____________ **DATE:** ____________

**SIGNATURE OF OBSERVER:** ____________ **DATE:** ____________

**RECOMMENDATION**

- [ ] NO FURTHER ACTION
- [ ] EMI EXTENSION (LENGTH: ____________)
- [ ] REFERRAL TO STUDENT REVIEW BOARD
- [ ] APPROVED  [ ] NOT APPROVED

**SIGNATURE OF CO CO:** ____________ **DATE:** ____________

- [ ] APPROVED  [ ] NOT APPROVED

**SIGNATURE OF BN CO:** ____________ **DATE:** ____________

- [ ] APPROVED  [ ] NOT APPROVED

**SIGNATURE OF BATTALION ADVISOR:** ____________ **DATE:** ____________

- [ ] APPROVED  [ ] NOT APPROVED

**SIGNATURE OF UNIT CO:** ____________ **DATE:** ____________

FILE IN BATTALION XO'S STUDENT CONDUCT BINDER

Enclosure (17)
**DRB APPOINTMENT FORM**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>RANK:</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPANY/PLATOON:</td>
<td>SQUAD:</td>
</tr>
<tr>
<td>DATE/TIME OF DRB:</td>
<td></td>
</tr>
<tr>
<td>REASON FOR DRB:</td>
<td></td>
</tr>
</tbody>
</table>

**STATEMENT OF STUDENT:**

<table>
<thead>
<tr>
<th>SIGNATURE OF STUDENT:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ RECOMMEND APPROVAL</td>
<td>☐ APPROVAL NOT RECOMMENDED</td>
</tr>
<tr>
<td>SIGNATURE OF PLT CO:</td>
<td>DATE:</td>
</tr>
<tr>
<td>☐ RECOMMEND APPROVAL</td>
<td>☐ APPROVAL NOT RECOMMENDED</td>
</tr>
<tr>
<td>SIGNATURE OF CO CO:</td>
<td>DATE:</td>
</tr>
<tr>
<td>☐ RECOMMEND APPROVAL</td>
<td>☐ APPROVAL NOT RECOMMENDED</td>
</tr>
<tr>
<td>SIGNATURE OF BN CO:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

**BATTALION ADVISOR GUIDANCE:**

| ☐ RECOMMEND APPROVAL | ☐ APPROVAL NOT RECOMMENDED |
| SIGNATURE OF BATTALION ADVISOR: | DATE: |

**UNIT CO GUIDANCE:**

| ☐ APPROVED | ☐ NOT APPROVED |
| SIGNATURE OF UNIT CO: | DATE: |

RETURN TO BN CO FOR EXECUTION

Enclosure (8)
**NAME:**

**RANK:**

**COMPANY/PLATOON:**

**SQUAD:**

**EXPLANATION OF OFFENSE:**

**STATEMENT OF STUDENT:**

**BRIEF SYNOPSIS OF PROCEEDINGS:**

**SIGNATURE OF STUDENT:**

**DATE:**

**RECOMMENDATION**

☐ NO FURTHER ACTION
☐ FORMAL COUNSELING
☐ EMI
☐ REFERRAL TO UNIT PERFORMANCE REVIEW BOARD

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

**SIGNATURE OF BOARD MEMBER:**

**DATE:**

☐ RECOMMENDATION ENDORSED ☐ RECOMMENDATION NOT ENDORSED

**SIGNATURE OF BN CO:**

**DATE:**

☐ RECOMMEND APPROVAL ☐ APPROVAL NOT RECOMMENDED

**SIGNATURE OF BATTALION ADVISOR:**

**DATE:**

☐ APPROVED ☐ 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)*