

NROTCUAINST 1601.7

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.7

Subj: STUDENT CONDUCT SYSTEM REGULATION

Ref: (a) NSTC M-1533.2
(b) JAGINST 5800.7F

Encl: (1) Major Infractions
(2) Major Infraction Report
(3) Minor Infractions
(4) Minor Infraction Report
(5) EMI Matrix
(6) EMI Assignment Form
(7) EMI Results Form
(8) DRB Appointment Form
(9) DRB Report

1. Purpose. This instruction establishes the regulations for the Student Conduct System at Naval Reserve Officer Training Corps, University of Arizona (NROTC). The conduct system is intended to train student leaders on maintaining good order and discipline, while supporting the unit staff's efforts to do the same.

2. Discussion. The Student Conduct System is established for five purposes: (1) to provide training for student leaders on maintaining good order and discipline in a military unit, (2) to ensure a fair system is in place for response to minor infractions, (3) to establish a standardized policy for assigning Extra Military Instruction (EMI), (4) to implement procedure for the administration of a Disciplinary Review Board (DRB), and (5) to aid the unit staff in maintaining good order and discipline within the battalion.

3. Action. The student chain-of-command and the unit staff will adhere to the regulations set forth by this Student Conduct System. **Proper documentation is imperative in order to provide proper feedback to students and establish trends of unacceptable behavior.** All documentation will be maintained by the Battalion Executive Officer (BNXO) and the student's class advisor.

4. Procedures.

a. Major Infraction. All major infractions, as listed in

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enclosure (1), will result in the immediate administration of a Performance Review Board (PRB) conducted by the unit staff.

b. Minor Infraction. All minor infractions, as listed in enclosure (2), will result in administrative action as specified by the Student Conduct System.

c. Student Conduct System

(1) The implementation of the Student Conduct System will empower leaders within the battalion to enforce discipline at the lowest level possible and provide resources to implement corrective action for minor infractions. When implemented correctly, this system is designed to foster an environment where NROTC students will police their own. It is necessary that the entire Battalion adheres to the system in order to increase morale and reducing disciplinary infractions. In order to implement this system, minor infractions will be dealt with in the following manner:

(a) First infraction - Issuance of an informal counseling from the Platoon Sergeant and the completion of a minor infraction report, per enclosure (3). Company Commanders can waive the first minor infraction, per their discretion. However, SEP Infractions cannot be waived.

(b) Second Infraction - Issuance of a formal counseling from the Platoon Commander and the completion of a minor infraction report.

(-) A SEP second infraction will also incur a 300 word Essay (vetted through the BNSgtMaj)

(c) Third Infraction - Completion of a minor infraction report. The issuance of EMI by the Company Commander (vetted through the chain of command) is appropriate for the third infraction as described below.

(d) Fourth Infraction - Completion of a minor infraction report. A DRB is conducted as described below.

(e) Subsequent Infractions - Completion of a major infraction report. Immediate recommendation by Battalion Commander (BNCO) for PRB.

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(f) The minor infraction report is a means to document minor infractions and provide appropriate feedback/counseling to the student. All minor infraction reports shall be kept by the BN XO in the BN XO's Student Conduct Binder, regardless of being waived or not a record will remain. The BN XO's Student Conduct Binder shall be cleared at the end of the academic year in order to provide students with the opportunity for a fresh start during subsequent academic years.

(g) At any point, a Company Commander may recommend an individual for DRB if they find the offense especially egregious. The request will be filed through the BN XO and given to the BN CO for approval or denial. If the BN CO decides that a DRB is the proper course of action, it shall be executed in line the below procedures.

d. Extra Military Instruction (EMI). EMI is an administrative corrective measure authorized for use by the BN CO. This authority is delegated to the Company Commanders, but all EMI will be vetted through the Company Commander's unit staff advisor. EMI is a non-punitive corrective measure used primarily to correct the behavior of a student who is deficient in his/her military duties.

(1) EMI is defined as instruction in a phase of military duty in which an individual is deficient. This extra instruction is intended for and directed toward the correction of that specific deficiency. It is a legitimate training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some specific deficiency in that individual's performance of duty. EMI must be logically related to the deficiency in performance for which it is assigned.

(2) EMI must be approved by the unit Commanding Officer, (Professor of Naval Science (PNS)). In order for this approval to take place, the Company Commander prepares the EMI assignment form, per enclosure (4), and routes it to the BN CO for review. The BN CO will route the EMI Assignment Form to the battalion advisor who will receive final approval from the unit Commanding Officer. Once approved, the EMI assignment form will be returned to the Company Commander who will carry out the approved EMI.

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(3) EMI will be supervised by the Platoon Sergeant, Platoon Commander, Company Executive Officer, Company First Sergeant, Battalion Sergeant Major, or Battalion Executive Officer. EMI shall be conducted during normal working hours and shall not be conducted over a period longer than necessary to correct the performance deficiency for which it was assigned. Should the Company Commander determine that the discrepancy has been corrected, it is his/her duty to suspend EMI at that time. Continuing EMI beyond this point could be interpreted as punishment. Throughout the EMI process, the observer shall document the results of the EMI on the EMI Results Form, per enclosure (5). The BNCO shall follow up on every EMI case and shall also provide verbal progress reports to the PNS at the weekly battalion staff meetings.

(4) Upon completion, the EMI assignment form will be annotated with the results of the EMI and signed by both the student and the staff member that observed the EMI. The student's class advisor shall also be briefed and provided with a copy of the completed form for inclusion in the student's file.

(5) Limitations

(a) EMI shall typically not exceed **two hours per day** and shall typically **not extend for a period longer than two weeks**. EMI shall typically be conducted between the hours of 0500 and 2000, Monday through Friday.

(b) EMI will not be conducted on any religious holiday observed by the student.

(c) EMI will not be used for the purpose of depriving the student of normal liberty to which the student is otherwise entitled. A student who is otherwise entitled thereto may commence normal liberty upon completion of EMI.

(d) EMI shall typically be limited to the corrective actions listed on the EMI Matrix, per enclosure (4).

f. Disciplinary Review Board (DRB). The DRB is an administrative tool available to the BNCO to review and document recommendations of the battalion staff and subordinate commanders regarding the best course of action to be taken to ensure professional conduct is enforced and maintained.

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(1) The DRB shall consist of three voting members: two Battalion staff members, not to include the BNCO, and one First Class Midshipmen or final year OC/MECEP. One non-voting member from the student's chain-of-command shall be present as a character witness.

(2) Conduct by members of the board is of the utmost importance, lest the purpose of the board to enforce student conduct be undermined. Professionalism and objectivity are a necessity. It is not the purpose of the board to verbally rebuke the student, only to determine the best course of action to take in correcting the student's misconduct.

(3) No later than five full business days before the DRB is scheduled to convene, the student must be notified by his/her chain-of-command via a DRB appointment form, per enclosure (7). The student must be provided with the opportunity to review all documentation, including minor infraction reports, which the board will review. The DRB appointment form must then be signed by the accused (witnessed by the BNCO) and all documents returned to the BNCO.

(4) The senior member will call the board to order and divulge the student's alleged infractions with the other members of the board. The student will then be afforded the opportunity to make a statement. The character witness is then allowed to make a statement if he/she desires. The voting members are then given the opportunity to question the student. Once all proceedings are complete, the student and non-voting member will leave the room. The voting members will vote on the recommended action to be taken. The student and non-voting member will return, be notified of the decision made, and the proceedings will be ended by the senior member of the board.

(5) Recommendations of the board

(a) No action taken.

(b) Formal counseling to include issuance of a Minor Infractions Report.

(c) EMI.

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(d) Referral to a unit PRB.

(6) On completion of the proceedings, the recommendation of the board will be delivered to the BNCO via the DRB report, per enclosure (8). Upon receipt of the DRB Report, the BNCO will choose to either concur or not concur with the recommendation on the same report. In case of EMI or referral to PRB, the DRB report will be routed to the Battalion Advisor and unit Commanding Officer for approval. Once a final decision has been made, the DRB Report will be routed to the student, via the student's chain-of-command, in order to sign his/her acknowledgement of understanding of the actions to be taken. A copy of the DRB report will then be made, with one copy going into the BNCO's Student Conduct Binder and one being given to the student's class advisor for inclusion in the student's file.

4. Additional Guidance

a. Any questions regarding this instruction shall be routed through the student chain of command and will be addressed by company/battalion advisors. The Commanding Officer (PNS) will have oversight of this regulation and will be the final approving authority for all EMI assigned.

b. It is advised that BN staff utilize recommending DRB for infractions they find especially egregious. In certain cases, and at the discretion of the BNCO and BNCO, infractions might warrant an instant DRB. In such cases, it is incumbent on the BNCO and BNCO to use discretion and ensure the student is being disciplined in such a way that will correct the offense, whether that means continuing with the DRB request or via another means of discipline as outlined in this instruction.

P. L. WALL