NROTC UNIT, THE UNIVERSITY OF ARIZONA INSTRUCTION 1601.18

Subj: PERSONAL QUALIFICATION STANDARDS (PQS)

Ref: (a) NROTC PQS Handbook

Encl: (1) 4/C PQS Qual Card

1. Purpose. To establish written procedures for Personal Qualification Standards for The University of Arizona Naval Reserve Officer Training Corps (NROTC) battalion onboard The University of Arizona (UA). This instruction assists all members of the battalion in the following areas: (1) mentorship, (2) demonstration of basic fleet knowledge, (3) familiarization with Navy and Marine Corps qualification process, (4) and prepare midshipmen for administrative responsibilities.

2. Cancellation. None.

3. Background. Reference (a) outlines the knowledge required for each member of the NROTC battalion. This handbook provides information on the various categories of military courtesies, customs, ceremonies, uniforms, NROTC structure, duties, financial literacy, Naval history, and community specific information.

4. Responsibility

   a. The S-1 Officer is responsible for maintaining and updating this instruction and for coordinating with the Training Officer (TRAINO) on the conduct of PQS.

   b. Each advisor is responsible for the content of this instruction and for ensuring their members are qualified for their respective class while attached to this unit.

   c. Battalion S-1 Officer

      (1) Oversee the Personal Qualification Standards’ Program.

      (2) Review all PQS quiz material for accuracy before they are forwarded to the BNXO.

      (3) Coordinate all Personal Qualification Standards with the TRAINO.

      (4) Oversee the instruction/mentorship of Company and Battalion staff.

   d. Battalion Training Officer (TRAINO)
(1) Administer weekly PQS quizzes.

(2) Maintain precise records of all PQS materials throughout each semester.

(3) Ensure that electronic database is kept current and is preserved.

(4) Advise and instruct all PQS authorities on their responsibilities.

(5) Provide any additional logistical support as needed.

c. **Division Officer/Platoon Commander.** Responsible for the mentorship and teaching of all PQS standards to their marching members. Division Officers ensure all members under their instruction understand the material and are fit to pass their weekly PQS quiz. By signing-off on a member’s PQS form, Division Officers/Platoon Commanders are assuring that their marching members successfully understand and comprehend the assigned material. PQS obligations can be passed down from Division Officer/Platoon Commander to Squad Leaders.

f. **Unit Members.** Responsible for their personal understanding of the PQS handbook.

5. **Policy.** Execution of PQS is mandatory for all battalion members. Each member is required to complete the entire PQS handbook on an annual basis. Officer Candidates (OCs) and MECEP Marines will follow the First-Class Midshipman program.

6. **Procedures**

   a. **First-Class Midshipmen.** PQS material for First-Class Midshipmen will be based on their respective community interests or official service selection. Subject material will be created by the warfare community’s respective unit staff member. First-Class Midshipmen will meet and discuss PQS topics with their community’s staff officer. Successful completion of First-Class Midshipmen PQS will be at the discretion of the unit staff member.

   b. **Third and Second-Class Midshipmen.** Third-Class and Second-Class Midshipmen are expected to read and possess a basic understanding of the weekly material from the NROTC PQS Handbook. Periodically, as instructed by the Training Officer (TRAINO), all Third-Class and Second-Class Midshipmen will be administered a PQS quiz to demonstrate their understanding of the weekly PQS material.

   c. **Fourth-Class Midshipmen.** Fourth-Class Midshipmen are expected to read and possess a basic understanding of the weekly material from the NROTC PQS Handbook. Periodically, as instructed by the TRAINO, all Fourth-Class Midshipmen will be administered a PQS quiz to demonstrate their understanding of the assigned PQS material. Before taking their quiz, all Fourth-Class Midshipmen must have their forms signed by their Division Officer/Platoon Commander. All Fourth-Class Midshipmen PQS signature sheets must be turned into the TRAINO submission location by close of business (COB), the day prior to the PQS quiz.

7. **Policy**

   a. **PQS Schedule.** The PQS schedule is to be determined and regulated by the TRAINO. It is the responsibility of the TRAINO to inform the battalion of any changes made regarding
b. **Maintaining the PQS Sign Off Forms.** The PQS sign-off form is an official record of the midshipman’s knowledge and serves to promote responsibility and accountability for all midshipman. Only black ink is authorized when filling out the PQS sign-off form. All forms will be signed-off by the appropriate member outlined in the procedures above.

(1) A midshipman’s name will appear on the top left corner of the PQS form as follows: MIDN (Class) Last, Middle initial (e.g. MIDN 4/C Moto, B).

c. **Late PQS Consequences.** Personal Qualification Standards is the responsibility of all midshipmen. Midshipmen who fail to turn in their PQS form on time are liable for consequences. Sequence of repercussion is as follows:

(1) First Late PQS Form. Member will receive counseling. The first late PQS Form may be granted an extension by the Training Officer but must be turned in no later than COB the next day. Failure to turn in the late form by the next day will result in a Minor Infraction Report (MIR). The Training Officer will notify the member’s respective chain of command of such delinquencies and ensure follow-up for future PQS submissions. The member’s chain of command will follow procedures laid out in NROTCUAINST 1601.7.

(2) Second Late PQS Form. Member will receive an automatic Minor Infraction Report (MIR). The Training Officer will inform the member’s chain of command for further counseling in accordance with NROTCUAINST 1601.7.

(3) Further late PQS forms (i.e. 3rd, 4th, etc.). Member will receive an automatic Minor Infraction Report. In addition, the member will automatically be recommended to a Disciplinary Review Board (DRB).

d. **Weekly PQS Quizzes.** Periodic quizzes are administered to ensure all midshipmen are held accountable for the learning and understanding of each week’s PQS material. Members are required to earn a score of 70% or higher to successfully pass each quiz.

e. **Quiz Failures.** Members who fail to pass a weekly quiz will be required to retake that week’s quiz. It is the responsibility of the Training Officer to schedule the retake date. The Division Officer/Platoon Commander will be notified by the S-1 Department to correct and prevent any future deficiencies.

(1) **Repeat offenses.** For repeat offenses, the following sequence of repercussions will take place:

(a) **First Offense.** Member, with the Division Officer/Platoon Commander, will be informally counseled by Company leadership.

(b) **Second Offense.** Member, with the Division Officer/Platoon Commander, will be counseled by Company leadership with the S-1 Chief and Training Officer present.

(c) **Subsequent Offenses.** Subsequent offenses in excess of four, may result in a recommendation for Extra Military Instruction (EMI), and recommendation for a Disciplinary Review Board (DRB).
f. **Qualification Card.** All Fourth-Class midshipmen will be required to complete a Qualification (Qual) Card during their first semester. The Qualification Card will consist of the following:

(1) **Field Day.** Qualified Upperclassmen (instructor) must instruct Fourth-Class midshipmen on proper procedures for the field day watch bill. Upon successful completion, the instructor will sign off on the Qual Card.

   (a) **Colors.** Qualified Upperclassmen (instructor) must instruct Fourth-Class Midshipmen on proper procedures for the conduct of colors. Upon successful completion, the instructor will sign off on the Qual Card. Each of the following color positions must be taught: Color Bearer, Color Sergeant, and Observer.

   (b) **JOOD.** The following sequence must be completed to qualify to stand Junior Officer of the Deck (JOOD).

      (a) Assistant JOOD (AJOOD): shift, 1845-2000.

      (b) JOOD Under Instruction (JOOD UI): shift 1600 – 2000. For a JOOD UI shift the Fourth-Class Midshipmen will assume the role of acting JOOD while another qualified JOOD member oversees them.

      (c) JOOD Board: Fourth-Class midshipmen will stand a board in front of the AMOI and their respective Division Chief/Platoon Sergeant. Successful completion of the board is at the discretion of the board members.

P. L. WALL

Distribution:
Unit Staff
University of Arizona NROTC PQS QUAL CARD

Name: _______________________

Colors:

**Detail Member:** Detail Members are responsible for the correct execution of both morning and evening colors

Name: __________________ Signature: _________________ Date: __________

**Observer:** Colors Observers are responsible for the correct timing of colors music and serve as a back-up detail member.

Name: __________________ Signature: _________________ Date: __________

**Detail Color Sgt:** Detail Color Sgt is in charge of commanding the colors detail and responsible for the correct execution of colors

Name: __________________ Signature: _________________ Date: __________

**JOOD:**

**AJOOD:** Assistant Junior Officer Of the Deck will check in at 1845 and will shadow the acting JOOD and assist in their duties.

JOOD: __________________ Signature: _________________ Date: __________

**JOOD UI:** The Junior Officer Of the Deck Under Instruction will check in at the beginning of the JOOD Shift and will assume all duties of JOOD under the guidance of a qualified JOOD.

JOOD: __________________ Signature: _________________ Date: __________

**JOOD BOARD:** In order to become JOOD qualified, MIDN must obtain signatures for both AJOOD and JOOD UI, they then must stand a JOOD Board in front of the AMOI and their respective Plt Sgt or DIV Chief. Upon successful completion of the Board, they will be qualified to stand JOOD watches.

AMOI Signature: _________________ Date: __________

Division Chief/Platoon Sergeant Signature: __________________________ Date: __________