NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.2

Subj: DUTY PLATOON

Encl: (1) Duty Platoon Schedule
(2) Field Day Checklist
(3) Colors Watch Bill Template
(4) Duty Platoon Roster Template
(5) Colors Standing Operating Procedure (SOP)

1. Purpose. This instruction establishes the policies for the Duty Platoon for The University of Arizona Naval Reserve Officer Training Corps (NROTC) unit. This order outlines the duties and responsibilities of the Duty Platoon.

2. Discussion. The Duty Platoon is established for two purposes: (1) to ensure the cleanliness of the wardroom, common areas, study areas, basement, classroom, perimeter of South Hall, and the Bear Down storage room and (2) to properly conduct morning and evening colors.

3. Policy

   a. During the 2016/2017 academic year, the Duty Platoon is mandatory for all battalion members within Alpha and Bravo Companies (excluding battalion staff) with the following guidance:

      (1) The Duty Platoon will be on a standard one-month rotation in accordance with enclosure (1). Every member of the assigned platoon is eligible to assist with the duties associated with Duty Platoon, including Midshipmen, Officer Candidates, and Marine Enlisted Commissioning Educational Program (MECEP) personnel.

      (2) The Platoon Commander will create a Duty Platoon roster for the month of his/her platoon’s duty (enclosure 4). No personnel will stand more than seven duty days during a given month-long rotation. This ensures that the workload is spread equally among all personnel within the platoon.

      (3) Platoon Commanders will route a Duty Platoon roster and colors watch bill no later than the 15th of the preceding month. This will be routed through the company chain of
command to the S1 to be included in the monthly schedule and will be posted in the wardroom. Any changes that need to be made to the Duty Platoon roster or colors watch bill after submission, must be approved by the Battalion Executive Officer (BNXO).

4. Procedures

a. Field Day

   (1) **Schedule.** Field day (cleaning) will be conducted throughout the academic semester, Monday through Friday, in the morning (0700 until completion) and afternoon (1600 until completion). The Duty Platoon will not perform their duties during finals week, battalion recognized holidays, or as directed by the Battalion Commanding Officer (BNCO).

   (2) **Uniform.** The authorized uniform for members of the field day detail is either blue on gold or green on green Physical Training (PT) gear, khakis for Midshipmen and Officer Candidates, or service bravos or charlies for Marines, depending on the season.

   (3) **Conduct.** Personnel who are assigned to the field day detail will arrive by 0700 for morning field day and 1600 for afternoon field day. Once all members have arrived at South Hall, they will proceed to the wardroom and obtain the field day checklist from the Duty Platoon binder. If it is the beginning of a new week, a new checklist will be created from the folder labeled “new field day checklist.” All tasks outlined on the field day checklist (enclosure 2) will be completed. The senior member of the detail will contact the Command Duty Officer (CDO) for any additional tasks that need to be completed. On Thursday mornings, the senior member of the detail will contact the NROTC Unit Supply Technician for a list of tasks that need to be completed at the Bear Down storage room. Field day of the Bear Down storage room will be conducted in place of South Hall Field Day. Once the field day checklist has been completed, the senior member of the detail will inspect South Hall and initial the checklist. During afternoon
field day, the Junior Officer of the Deck (JOOD) will inspect the conduct of the field day detail and log it into the duty logbook. Upon completion of a duty week, the completed checklist will be filed in the Duty Platoon binder in the folder labeled “completed field day checklist.”

b. Colors

(1) Schedule. Colors will be conducted throughout the academic semester, Wednesday and Friday, in accordance with enclosure (1). Morning colors will be conducted at 0700 and evening colors will be conducted at 1600.

(2) Uniform. The authorized uniform for members of the colors detail is khakis for Midshipmen and Officer Candidates, or service bravos or charlies for Marines, depending on the season.

(3) Conduct. The colors detail is comprised of four personnel: the observer, the Color Sergeant, and two Color Bearers. The observer will inspect the color details’ uniform prior to commencing colors. Colors will be conducted in accordance with enclosure (5). The JOOD will observe evening colors, except on Fridays.

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