

Incoming Staff Check-in Guidance

Welcome and Congratulations on receiving orders to the NROTC Unit at the University of Utah! This document is designed to help smooth your transition from a high tempo fleet position to a more isolated billet. There is minimal staff here at the Unit and administrative things that were normally done for you at your last command will probably require some effort on your part.

The following list may not necessarily be a comprehensive 'check-in sheet', but is a good starting point to answer some of your basic questions and help you to get plugged in to your new surroundings.

1. Military/ Unit Items:

You will quickly discover that duty here is fairly remote. For Sailors your PSD is at NAS Fallon, Marines are administratively attached to the I & I at the edge of campus. Your Medical is at Hill AFB. You will maintain custody of your own medical record. Tricare updates are also done at Hill AFB.

New Staff Check-ins will need to complete the following items/forms;

- DD1351 Travel Claim
- Direct Deposit Form (EFT)
- Orders Stamped
 - o Navy provide to Supply Officer
 - o Marines provide to the I & I
- TLE Form (if applicable)
- Personal Biography
- Update Page 2
- See CFL Advisor (Check-in PRIMIS)

2. University Items:

There are several items necessary to be able to function in your new work environment. Your University ID card is the first thing you should obtain. This will grant you the ability to get a parking pass, an email, building access, etc.

A quick checklist for these items;

- | | | |
|---------------------|---|--|
| Parking Pass | - | Commuter Services |
| ID Card | - | Student Union (Gov't ID needed) |
| UTA Pass | - | Activate through uCard Office at Student Union |
| Biometrics | - | uID office at the U Hospital or Student Union |
| Keys | - | Executive Secretary |
| Nametags | - | Executive Secretary |
| Business Cards | - | Executive Secretary |
| CSBS User Agreement | - | Executive Secretary |
| PC log-in | - | Executive Secretary |
| Photo Release | - | Executive Secretary |
| Email | - | Executive Secretary |
| Calendar | - | Executive Secretary |
| Shared Drive | | |

Building Access	-	Executive Secretary
Outlook Setup	-	Executive Secretary XO/
Range Access	-	Executive Secretary
Scanner Setup	-	
Instructor		
Update	-	Executive Secretary/University Scheduling

3. Educational Items:

If you plan on taking any classes while stationed here, there are several [applications](#) you may have to fill out. This is dependent on your educational history and goals. If you are applying as an undergraduate complete form 1 listed below, and for a graduate program complete form 2. It is beneficial to apply for residency at the university, in order to qualify for in-state tuition. Military personnel fall under the university's exemption policies for in-state tuition. As a staff/faculty member you become eligible for half price tuition after six months. Please see the administrative assistant for more information.

1. University Admissions Application
2. Graduate School Admission Application
3. Residency Application

For undergraduate admissions, you will need to complete form 1. If you find that you need to complete only a few undergraduate classes prior to getting started on your graduate program, you will need to apply as a Non-Matriculating student. Fill out form 1 above for the term you wish to begin taking classes. Form 2 will need to be filled out when you plan to start class for your graduate degree. Most Graduate programs only admit new students in the Fall term.

The University of Utah is very Internet friendly. You can find all the [admission forms](#) online and you should also be able to e-mail a representative from whichever department you are interested in. If you find yourself applying to both the Undergraduate and Graduate schools you will need to download the .pdf and mail in one of these as the computer system won't allow both online.

4. Things you should ask for and/or provide:

- [Campus map](#)- Online and the Executive Secretary has a copy
- Parking Map – Commuter Services and Campus Map
- The ROD (SOP for NROTC)-Online and Executive Secretary has a copy.
- Schedule an appointment to meet with Commanding Officer, see Executive Secretary
- Provide Biography and Dress Blue photo to Executive Secretary
- Veterans Service Center campus location
- Contact Information to the Executive Secretary
- Recall Roster of Staff and Battalion
- Canvas Manual and Tutorials
- Review Unit Policy Papers, and sign review verification.
- Collateral duties list and information regarding these duties

- University Human Resource online New Employee Orientation videos
- NROTC Battalion Handbook
- NROTC course requirements and approved course lists
- Academic Plans
- Overview of Office Functions
- Setup Outbox
- University and Military Points of Contact
- Scheduling of Classes/Rooms
- Government Check Out/In Process & Authorized Usages
- Phone Instructions