



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
THE UNIVERSITY OF ARIZONA
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TUCSON, AZ 85721

NROTCUAINST 1533.5
N4
22 Jan 19

NROTC UNIT, THE UNIVERSITY OF ARIZONA INSTRUCTION 1533.5

Subj: UNIT AWARDS PROGRAM

Ref: (a) NSTC M1533.2 (series)

Encl: (1) Description of Awards, Ribbons, and Devices
(2) Member Boards

1. Purpose. To establish written procedures for administering the awards and recognition program for the Naval Reserve Officer Training Corps (NROTC) battalion onboard The University of Arizona (UA).

2. Cancellation. None.

3. Background. Reference (a) directs the criteria for awarding and wearing unit awards. This instruction provides information on the various ribbons, medals, and other devices awarded to member in recognition of outstanding ability, meritorious achievement, or active participation in various battalion activities.

4. Responsibility

a. The S-1 Officer is responsible for maintaining and updating this instruction and for coordinating the yearly awards board to select recipients of external awards. The S-1 Officer will also coordinate with all external organizations via the Unit Awards Officer (active duty staff) to ensure the awarding of those awards in accordance with reference (a).

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

c. Battalion S-1 Officer

(1) Oversee the Personnel Awards Program.

(2) Review all personal award recommendations for accuracy before they are forwarded to the BN XO.

(3) Coordinate all Battalion Awards Ceremonies.

(4) After approval, ensure all award certificates, ribbons, medals, and devices are prepared well in advance of the date of an awards ceremony.

(5) Maintain precise records of all personal awards approved in the battalion.

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

(7) Keep all original submission paperwork on file until detachment of individual being awarded.

(8) Advise and instruct all awarding authorities on their responsibilities.

d. Battalion S-4 Officer

(1) Maintain appropriate levels of inventory of awards certificates, ribbons, and medals.

(2) Provide any additional logistical support as needed.

e. Company Commanders. Ensure that award submissions are routed for all qualified company personnel and ensure that accurate records are kept on all approved awards.

f. Unit Members. Ensure they are awarded and properly wearing all awards, ribbons and devices they are entitled to.

5. Awarding, Control, and Issuance of Awards and Ribbons

a. Awarding

(1) The battalion leadership (platoon, division, company, and/or battalion) are responsible for the nomination and submission for awards and ribbons. The student chain of command will recommend all awards for consideration no later than two weeks prior to the end of semester awards ceremony. The battalion staff will forward finalized award recommendations to the battalion advisor no later than one week prior to the end of semester awards ceremony.

(2) It is the responsibility of the unit member to inform their chain of command if they qualify for an award or recognition that would not normally be known by the unit. Members who have earned an award or know someone who is qualified to receive an award, will notify their chain of command immediately.

b. Control

(1) Awards are contingent upon the member's status of "good standing" within the unit. Members who have stood a Performance Review Board, two or more Disciplinary Review Boards or have a grade point average of 2.49 or below are not considered to be in "good standing," and are ineligible for unit awards. The approving authority lies with the unit Commanding Officer.

(2) Members may draft and route individual awards through the chain of command to the platoon advisors for consideration. Current award write-up guidance is maintained by the Assistant Marine Officer Instructor (AMOI).

c. Issuance. Members who are awarded individual achievement awards will receive both their award certificate and accompanying ribbon during the end of semester awards ceremony. Members will be responsible for ensuring they have received and are wearing the properly warranted awards and ribbons.

6. Policy.

a. Criteria for awarding ribbons are established, authorized, and awarded by the unit commanding officer. NROTC unit and local/organization awards cannot be worn with official military awards. External organization award ribbons are ranked lower than all unit awards.

b. NROTC unit and local/organization awards, unit insignia, and battalion insignia are not authorized for wear during summer training. Battalion ribbons (either individual or club participation ribbons) are only authorized for wear on campus at The University of Arizona and Pima Community College, or at unit events in the local area.

c. Medals that accompany organizational awards are only to be worn when Dinner Dress uniforms are prescribed or when authorized by the Commanding Officer. Ribbons are to be worn on the Service Khaki, Summer White and Service Dress Blue uniforms. When worn ribbons will be centered above the left breast pocket at 1/4" for Navy Option and 1/8" for Marine Option. For special events, ribbons may be worn on the Service Dress Blue coat on the right side while the left side is reserved for medals.

d. Official military ribbons shall be worn by active duty personnel. Any member eligible for official military ribbons by virtue of previous military service, or presentation while on cruise, may wear them, but only during cruise and after commissioning. Official military ribbons are not authorized for wear combined with the NROTC and local/organization unit ribbons.

e. There are three categories of standardized unit ribbons: Individual Achievement, Battalion Participation, and External Organization Awards. The following is a listing of ribbons currently authorized for wear by members at The University of Arizona and Pima Community College:

(1) Individual Achievement Awards. These awards are contingent upon the members status of "good standing" with the battalion. The member may not have been subject to a Performance Review Board, two or more Disciplinary Review Boards or have a grade point average below 2.49 during the time stipulated in the award period. They are to be awarded through the battalion commander only. Members who are awarded individual achievement awards will receive both their award and accompanying ribbon during a ceremony at Naval Science Laboratory or other ceremony, as directed by the commanding officer.

i. All-Around Performance

- ii. Academic Excellence
- iii. Academic Achievement
- iv. Commendation Award
- v. Leadership Award
- vi. Battalion Member of the Semester
- vii. Battalion Member of the Month
- viii. Volunteering and Community Service
- ix. Physical Fitness
- x. Recruiting

(1) Battalion Participation Ribbons. These awards are to be requested by the member's platoon commander or platoon sergeant to the Battalion S-1 Officer. Members who are awarded Battalion Participation Ribbons will receive both their ribbon and a certificate during a ceremony at a Naval Science Laboratory or other ceremony, as directed by the commanding officer.

- i. Drill Team
- ii. Color Guard
- iii. Intramurals
- iv. Cruise Ribbon
- v. Organization Awards

(3) External Organization Awards. Each year, a number of external organizations recognize exceptional member achievement through the presentation of a ribbon or medal. Support organizations play a huge role in the function of an NROTC unit and thus, recognition of this type fulfills a time-honored relationship between the two. Personnel nominated for recognition by either the battalion or unit staff, after having met the required selection criteria, will receive their award during a University Reserve Officers Training Corps "Joint Awards Ceremony," or other ceremony, as directed by the Commanding Officer.


P. L. WALL

Description of Awards, Ribbons, and Devices

1. Battalion Awards and Ribbons. Battalion awards and ribbons have specific qualifications and an order of precedence listed below from highest to lowest.



1. All Around Performance: Awarded to the members ranked 1st in his or her class for the most outstanding performance in the field of academics, physical fitness, community service and military criteria. This award is given at the beginning of each semester for the accomplishments the prior semester.



2. Academic Excellence: Awarded every semester to members receiving at least a 3.75 term GPA with a minimum of 15 credits. A gold star will be added for each subsequent award. This award is given at the beginning of each semester for the accomplishments the prior semester.



3. Academic Achievement: Awarded every semester to members achieving a 3.5-3.74 term GPA with a minimum of 15 credits. (Dean's List). A gold star will be added for each subsequent award. This award is given at the beginning of each semester for the accomplishments the prior semester.



4. Commendation Award: Awarded to members for recognition of meritorious achievements.



5. Leadership Award: Awarded to battalion or company staff members and action officers who have shown exemplary conduct and leadership. This will also be awarded to the Platoon/Division Commander and Platoon Sergeant/Division Chief whose unit wins Honor Platoon.



6. Battalion Member of the Semester: Awarded to any member who wins the Battalion Member of the Semester board. A gold star will be added for each subsequent award.



7. Battalion Member of the Month: Awarded to the member who wins the Battalion Member of the Month board. A gold star will be added for each subsequent award.



8. Volunteering/Community Service: Awarded to those recognized for meritorious services to the community. At least 25 recorded hours of service to the community, volunteering for Battalion events, or a combination thereof.



9. Physical Fitness Award: Awarded to Navy option members who score at an outstanding in all events of the official end of semester Physical Readiness Test. And to Marine option members who score at least a 275 on the official end of semester Physical Fitness Test.



10. Drill Team Ribbon: Awarded to members who have participated in Drill Team. Members must participate in one drill team event during one academic semester and attend greater than 90% of the drill team practices in order to receive the "Drill Team" distinguishing device.



11. Color Guard: Awarded to members who have participated in Color Guard. Members must participate in three Color Guard events during one academic semester in order to receive this award.



12. Intramural Ribbon: Awarded to those who participated in a university or club sponsored intramural sports team for one academic semester or intramural sports season. A battalion sponsored intramural team will only be recognized if they participate through the university's IMLeagues.



13. Recruiting Ribbon: The recruiting ribbon is awarded to members who are instrumental in the enrollment of new NROTC recruits to The University of Arizona. To be awarded members must participate in two events that aid in the recruitment of new members to the program.



14. Cruise Award Ribbon: Awarded to Navy midshipmen who complete Sea Trials and Marine midshipmen who complete Officer Candidate School (OCS).



15. New Student Orientation Ribbon: Awarded to members who have successfully served on New Student Orientation (NSO) staff.

In Order of Precedence:



2. External Organization Awards. **External** Organization award ribbons are ranked lower than Ribbons listed above; however, their ranking precedence amongst themselves follows the charts below from top to bottom, left to right.



Battalion Member Recognition Boards

1. Purpose. To promulgate policy and establish procedures for the selection of exceptionally qualified members of the battalion as member of the Month/Semester/Year. There will be two awards given, one for Under Class (4/C & 3/C) Battalion Member of the Month/Semester/Year, and one for the Upper Class (2/C & 1/C) Battalion Member of the Month/Semester/Year.
2. Background. It is customary within the Navy and Marine Corps to officially recognize meritorious achievement and superior performance. Commensurate with a member's rank and time in an NROTC Unit, it follows to periodically single out individuals whose performance and standards of proficiency exceed that generally expected of all members. To afford these highly qualified members an opportunity for due recognition, the subject awards program has been established.
3. Selection Board. The Selection Board allows the nominees to make a personal impression on battalion and Active Duty Staff members. This is a chance for character traits such as bearing, integrity, knowledge, improvement, as well as professional appearance, to be evaluated. Candidates will be asked questions in respect to general knowledge, current events, and character development.
4. Composition. The following will compose a selection board. Exceptions will be made in the cases of personnel availability and Naval Science class schedules.
 - a. The Battalion Executive Officer (BNXO) / Senior Enlisted Advisor (SEA) will assign Battalion Staff as board members, bringing a total number on the board to five. The BNXO/SEA will also announce the planned date and time for a selection board(s) at least one week prior to the commencement of the board. An unit staff member can be invited to attend if preferred or if requested. The prescribed uniform for all Battalion Member of the Month/Semester/Year (BMOM/BMOS/BMOY) selection boards will be khakis or Service equivalent.
 - b. The senior member for all Member of the Month selection boards will be the highest ranking member or unit staff member when present.
 - c. The member that is selected by the board will be reviewed and confirmed by the commanding officer.
 - d. Selection boards will normally meet during the last week of each month to select the BMOM for that particular month. Selection boards for the BMOS will meet after the last BMOM board concludes and the winner will be announced with the conclusion of the academic semester. The BMOY board will meet after the BMOS board has concluded and the winner will be announced separately and coincide with the conclusion of an academic year. Hardcopies of all Certificates of Commendation (CERTCOM) awarded will be maintained in the respective member's file. Any additional awards or personal decorations for selection as BMOS/BMOY will be at the discretion of the commanding officer.

5. Battalion Member of the Month. Individuals are to be selected for their overall exceptional combined performance in academics, physical fitness, battalion involvement, extracurricular activities, and service within the past month. Nominees should have a minimum of 3.0 cumulative GPA, a PFT/PRT grade of 225 or higher, and no derogatory conduct issues (including law enforcement involvement) or unauthorized absences during the current semester. It is expected that first semester, fourth class members will not yet have a cumulative GPA.

a. Nominees/nominators are to fill out and complete a nomination form, written in proper Naval Correspondence, per this enclosure. Unless otherwise directed, BMOM selection boards will convene on Tuesday at 0700 in South Hall Classroom. When a selection is made on the best candidate, a BMOM award certificate per enclosure (3) will be presented to the recipient at the next Naval Science Lab or battalion event on behalf of the BNCO. In addition, the recipient will be authorized to wear the BMOM award ribbon.

6. Battalion Member of the Semester. The BMOS is chosen at the end of each semester as the most outstanding of all members who competed for BMOM, provided the requirements in paragraph 5 are still being met. Additional documentation required for convening of the BMOS can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/nominators are to fill out and complete the BMOM/BMOS/BMOY nomination form per this enclosure. All documentation associated with the consideration and selection of a member as BMOM will be maintained on file by the Battalion S-1 Officer. The BMOS recipient will be presented a BMOS CERTCOM per enclosure (3) and will be authorized to wear the BMOS award ribbon.

7. Battalion Member of the Year. At the end of the academic year, all members who competed for BMOS will be eligible to compete for BMOY, provided the requirements in paragraph 5 are still being met. Additional documentation required for convening of the BMOY can be submitted no earlier than one week and no later than the day prior to commencement of the board. Nominees/nominators are to fill out and complete the BMOM/BMOS/BMOY nomination form per this enclosure. All documentation associated with the consideration and selection of a member as BMOM and BMOS will be maintained on file by the BN S-1 Officer. The BMOY recipient will be presented a BMOY certificate per enclosure (3) and will be authorized to wear the Commendation Award ribbon.

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From: Who is Writing This, University of Arizona NROTC
To: Senior Member of the BMOM/BMOS/BMOY Board, University of Arizona NROTC

Subj: BATTALION MEMBER OF THE MONTH/SEMESTER/YEAR NOMINATION FOR RANK FIRST MI
LAST

Ref: (a) NROTCUAINST 1533.5

1. In accordance with reference (a), the above individual is nominated for The University of Arizona NROTC Battalion Member of the Month/Semester/Year.

2. The nominee meets eligibility requirements. Pertinent information follows:

- a. Name: Rank Last Name, First Name Middle Initial
- b. Age: 99
- c. Program: Scholarship/Advanced Standing/College Program
- d. Billet: Main Billet within this time frame
- e. Year/Semester in Battalion: 3rd Year/1st Semester
- f. Major: Primary Major, may include Minor as well
- g. Course Load: 88 Credit Hours
- h. Collateral Duties: Additional Billet within this time frame
- i. PRT/PFT Overall Score: 400 (First Class/Good Low)
- j. PRT/PFT Raw Scores:
 - (a) Push/Pull-Ups: 8
 - (b) Crunches/Curl-Ups: 115
 - (c) 1.5/3-mile Run: 22:55

k. Rank Last Name has my highest recommendation for Battalion Member of the Month/Semester/Year-Under/Upper classman for the Fall/Spring YYYY month/semester/year. Detail what they specifically did for that month, semester, or year. What NROTC clubs were they involved in, what community service they contributed to, what billets they held, how they affected change or sustained success within the unit, anything not specifically mentioned in sections a-j. **DO NOT** put the same old cookie-cutter nomination that doesn't say why you, as the small unit leadership, are nominating this particular Battalion member to be recognized. The more facts, figures, and details you have speak how involved you are in developing their leadership or ensuring that this member epitomizes the unit and its philosophies. Ensure you verify all the actions involved, but try to keep the nomination page to one total letter, specifically in this format. Rank Last Name is a respected leader within the unit, is regularly sought for advice, is a devoted leader by example and has my highest recommendation to be recognized as Battalion Member of the Month/Semester/Year-Under/Upper classman for the Fall/Spring YYYY month/semester/year.

SIGNATURE

I. W. Rotethis