

NROTCUAINST 1601.8

5 June 2017

NROTC UNIT UNIVERSITY OF ARIZONA INSTRUCTION 1601.8

Subj: DUTY COMPANY

Ref: (a) NROTCUAINST 1601.12
(b) NROTCUAINST 1601.1
(c) MCO 5060.20

Encl: (1) Duty Company Monthly Schedule
(2) Colors Watch Bill Format
(3) Field Day Watch Bill Format
(4) Field Day Checklist

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

2. Discussion. The Duty Company is established to maintain a professional military appearance and cleanly state in all NROTC owned areas, and to instill pride and discipline by conducting morning and evening colors. Alpha Company and Bravo Company will alternate between JOOD Watch ref (a), and Duty Company on the first of every month during the academic semester.

3. Policy

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

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

(2) The Company Commander will create a duty roster for the month of his/her Company's duty, enclosures (3, 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 Company throughout the academic year.

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(3) Company Commanders will route a duty roster and colors watch bill, enclosure (2), no later than the 15th of the preceding month. This will be routed through the company chain of command to the S-1 to be included in the monthly schedule and will be posted in the wardroom. Any changes that need to be made to the duty roster or colors watch bill after submission, must be approved by the Battalion Executive Officer (BNXO).

(4) Company 1stSgts are responsible for tracking the duty roster and colors watch bill for their respective companies. Company 1stSgts will compile a list of personnel who missed their assigned duty and route it to the BNXO for action.

4. Procedures

a. Field Day

(1) Schedule. Field Day will be conducted throughout the academic semester, Monday through Friday, in the morning (0700 until completion) and afternoon (1600 until completion). Enclosure (3) includes an example of the Field Day Watch Bill. The Duty Company will not perform their duties during finals week, battalion recognized holidays, or as directed by the unit Commanding Officer.

(2) Uniform. Civilian attire and all Active Duty and Midshipman uniforms approved for wear during regular liberty are authorized for wear during the execution of Field Day. Service PT gear is only authorized during the execution of field day when field day commences within thirty minutes after completing unit PT in Service PT gear. Rainbow (civilian PT gear), is only authorized if unit PT was executed in rainbow PT gear and the execution of field day commences within thirty minutes of unit PT. PT gear, of any type, is not authorized in South Hall at any other time in accordance with ref (b).

(3) Conduct. Personnel who are assigned to the field day detail will arrive NLT 0700 for morning field day, and NLT 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 binder. All tasks outlined on the field day checklist enclosure (4) will be completed every field day. The senior member of the detail will contact the

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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.

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. All members of the colors detail must be in uniform. Colors will be conducted in Service Khakis for Midshipmen, and the seasonal Service Uniform equivalent for Active Duty students. Colors may be conducted in the Dress Uniform when the Dress Uniform is designated as the uniform of the day.

(3) Conduct. The colors detail is comprised of four personnel: the Observer, the Color Sergeant, and the two Color Bearers. The Observer will inspect the color details' uniform prior to commencing colors. The American Flag and POW flag will be raised at full mast, unless half-mast is ordered by the unit Commanding Officer. The American flag is always raised highest on the flag pole. When the flag is ordered at half-mast, both flags will be raised all the way to the top, and then half-way down. During Morning Colors, the Observer will play the National Anthem, the Color Sergeant will lead the detail and transport the flags, and the Color Bearers will raise and lower the flags. All members will salute during colors except the observer who remains indoors, uncovered, and at the position of attention until the music needs to be started or stopped. During Evening Colors, Retreat will be played, but the color detail responsibilities remain the same as Morning Colors. Colors will be conducted in accordance with ref (a). The JOOD will observe evening colors, except on Fridays.

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P. L. WALL

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Duty Platoon Schedule		
Month	Duty Platoon/Colors	JOOD
August	Alpha	Bravo
Septemeber	Bravo	Alpha
October	Alpha	Bravo
November	Bravo	Alpha
December	Alpha	Bravo
January	Bravo	Alpha
February	Alpha	Bravo
March	Bravo	Alpha
April	Alpha	Bravo
May	Bravo	Alpha

Alpha Company Commander: _____

Bravo Company Commander: _____

Administrative Officer (S1): _____

Battalion Commanding Officer: _____

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COLORS WATCH BILL						
DDMMYY TO DDMMYY						
			Observer	Color Sergeant	Color Bearer	Color Bearer
X PLATOON	WED DDMMYY	0700				
		1530				
	FRI DDMMYY	0700				
		1430				
X PLATOON	WED DDMMYY	0700				
		1530				
	FRI DDMMYY	0700				
		1430				
X PLATOON	WED DDMMYY	0700				
		1530				
	FRI DDMMYY	0700				
		1430				
X PLATOON	WED DDMMYY	0700				
		1530				
	FRI DDMMYY	0700				
		1430				

1st Platoon Commander: _____

2nd Platoon Commander: _____

Company Commander: _____

Executive Officer: _____

Administrative Officer (S1): _____

FIELD DAY WATCH BILL						
DDMMYY TO DDMMYY						
			Senior Member			
X PLATOON	MON	0700				
	DDMMYY	1600				
	TUE	0700				
	DDMMYY	1600				
	WED	0700				
	DDMMYY	1600				
X PLATOON	THU	0700				
	DDMMYY	1600				
	FRI	0700				
	DDMMYY	1600				
	MON	0700				
	DDMMYY	1600				
X PLATOON	TUE	0700				
	DDMMYY	1600				
	WED	0700				
	DDMMYY	1600				
	THU	0700				
	DDMMYY	1600				
X PLATOON	FRI	0700				
	DDMMYY	1600				
	MON	0700				
	DDMMYY	1600				
	TUE	0700				
	DDMMYY	1600				
X PLATOON	WED	0700				
	DDMMYY	1600				
	THU	0700				
	DDMMYY	1600				
	FRI	0700				
	DDMMYY	1600				

1st Platoon Commander: _____

2nd Platoon Commander: _____

Company Commander: _____

Executive Officer: _____

Administrative Officer (S1): _____

Morning Field Day Checklist	Monday	Tuesday	Wednesday	Thursday	Friday
Clean out and organize the refrigerator in the wardroom					
Clean/dust wardroom, classroom, common spaces, and study areas					
Brasso					
Wipe off garbage can lids in the wardroom					
Wipe down computers					
Clean/organize the wardroom table					
Clean the coffee maker					
Clean the microwave - inside and out					
Organize the food supplies - cover and align items					
Organize and sweep basement					
Bear Down Gym - see Supply Technician for specifics (Thursday morning only)					
Afternoon Field Day Checklist	Monday	Tuesday	Wednesday	Thursday	Friday
Wardroom and classroom shelves cleared off - remove all trash					
Computers cleaned					
All wardroom, classroom, and study areas desks dusted off					
Vacume couches - including under the cushions					
Clean and organize wardroom refrigerator - including freezer					
Battalion staff inbox area cleaned					
Vacuum floors after everything is picked up					
Police call the perimeter of South Hall					

Take the initiative to clean and organize anything else that looks out of place.

*Initial next to the task under the day as each is completed.