

28 AUG 2016

MEMORANDUM

From: MIDN 1/C Holwerda, Battalion Sergeant Major  
To: University of Michigan NROTC Battalion  
Via: MIDN 1/C Birmingham, Battalion Executive Officer

Subj: UNAUTHORIZED ABSENCE / CHIT POLICY

Encl: (1) Chit Form  
(2) Example of Completed Chit Form

1. Purpose

a. To promulgate Battalion policy concerning unauthorized absences and formal documentation of chits.

2. Definition

a. An unauthorized absence (UA) occurs anytime a member of the University of Michigan NROTC Battalion is absent from or late to their appointed place of duty when their superior has not excused such absence or tardiness. Being late is defined as not being physically present at the time of muster. The time of muster is determined by the platoon staff and may be different than what the POD/POW reports.

b. A chit is a short write-up that outlines and keeps record of unsatisfactory or positive behavior for specific individuals.

3. Guidelines

a. For all infractions, UA or otherwise, personnel will be counseled and given a chit. For egregious infractions, personnel could be subject to Extra Military Instruction (EMI), at the Unit Commanding Officer's discretion, and/or Performance Review Boards (PRB) as corrective actions.

i. Unit Staff Advisors and Battalion Big Four will be notified of all UAs and egregious infractions within two business days.

ii. Chits will be kept by the Squad Leader for everyone in their squad and turned in weekly to their platoon CoC for review.

iii. Chits for the Squad Leaders will be kept by the Platoon Sergeant. Chits for the Platoon Sergeant will be kept by the Platoon Commanders. The BnXO will collect the battalions chits on a weekly basis. BnXO will ensure copies of all chits assigned are shown to the AMOI and the AMOI is knowledgeable of any discipline related counseling.

iv. Positive and negative chits will follow individuals for the semester, and they will help the CoC to keep a pulse on individual performances. Positive chits will affect the selection of MIDN of the Month and FitRep evaluations, while negative chits will ensure a record is kept of discrepancies so individuals are held accountable if they make the same mistake multiple times.

c. Counseling for the first UA will be conducted by the Platoon Sergeant with the Platoon Commander present at his or her discretion. Punitive action will be decided at the discretion of the Platoon Staff.

d. Counseling for a second UA will be done by their Platoon Sergeant with the Platoon Commander and Sergeant Major/CMC present. Punitive action will be decided at the discretion of the Sergeant Major/CMC with a minimum of EMI and a maximum of a Battalion PRB.

e. Counseling for third UA will be done by Battalion Executive Officer (XO) with the Battalion Commander (CO) present at his or her discretion. The Battalion CO will approve any assigned EMI to include a Battalion PRB with recommendation for a Unit PRB.

f. For their first UA, Platoon staff (Platoon Commander, Sergeant) as well as Sergeant Major/CMC will be counseled by the Battalion XO. The Battalion XO will be counseled by the Battalion CO.

i. Any additional UAs thereafter could result in a loss of the individual's billet.

g. All counseling must take place within three business days of the offense.

h. The severity of assigned EMI should take into account the student's class standing with higher expectations placed on upperclassmen and active duty

personnel. Tardiness (arriving within 10 minutes of an evolution's scheduled start) should be penalized less harshly than absence.

i. EMI may also be assigned for deficiencies other than a UA, however, the EMI must be related to the offense and must be given with the consent of the Unit Commanding Officer (e.g. A midshipman with an unsatisfactory uniform may be made to muster early for a uniform inspection with the Platoon Sergeant in the mornings).

j. Battalion members who are UA or require EMI should understand that their military aptitude grade, and consideration for a billet may be adversely affected.

k. The Battalion Sergeant Major/CMC has responsibility for implementing this policy throughout the UMNROTC Unit.

MIDN 1/C J. Holwerda  
Battalion Sergeant Major

UNIVERSITY OF MICHIGAN NAVAL ROTC  
1245 CHEMISTRY 930 N. UNIVERSITY  
ANN ARBOR, MI 48109

MIDSHIPMAN TRAINING REPORT

TYPE: FAVORABLE/UNFAVORABLE

DATE: \_\_\_\_\_

MIDN BEING COUNSELED: \_\_\_\_\_

SURNAME

INITIALS

PLT

MIDN PERFORMING COUNSELING: \_\_\_\_\_

SURNAME

INITIALS

PLT

REASON FOR COUNSELING: \_\_\_\_\_

REMARKS:

MIDN EXPLANATION:

AMOI COMMENTS:

MIDN SIGNATURE: \_\_\_\_\_

COUNSELOR'S SIGNATURE: \_\_\_\_\_

AMOI SIGNATURE: \_\_\_\_\_

UNIVERSITY OF MICHIGAN NAVAL ROTC  
1245 CHEMISTRY 930 N. UNIVERSITY  
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MIDSHIPMAN TRAINING REPORT

TYPE: UNFAVORABLE

DATE: 18 AUG 2016

MIDN BEING COUNSELED: SCHMUCKATELLI I.M. 3  
SURNAME INITIALS

PLT

MIDN PERFORMING COUNSELING: LOCKEDON U.R. 3  
SURNAME INITIALS

PLT

REASON FOR COUNSELING: FAILURE TO WEAR THE UNIFORM PROPERLY

REMARKS: **(THIS SECTION IS TO BE FILLED OUT BY THE MEMBER OF THE PLATOON LEADERSHIP WHO OBSERVED THE INFRACTION)**

ON TUESDAY 16 AUG, SNC WAS OBSERVED NOT WEARING SHIRT STAYS WITH HIS KHAKI UNIFORM DURING THE BATTALION DRILL PERIOD. SNC WAS REMINDED THAT SHIRT STAYS ARE A PART OF THE KHAKI UNIFORM AND THAT AS AN ASPIRING NAVAL OFFICER IT IS PARAMOUNT THAT HE SET THE EXAMPLE IN HIS APPEARANCE AT ALL TIMES. SNC'S FAILURE TO TAKE THE TIME TO WEAR HIS UNIFORM PROPERLY DEMONSTRATES A LACK OF EFFORT AND REFLECTS POORLY UPON HIMSELF.

MIDN EXPLANATION: **(THIS SECTION IS TO BE FILLED OUT BY THE MIDN WHO HAD THE INFRACTION)**

SNC WOKE UP LATE FOR CLASS AND FORGOT TO ATTACH HIS SHIRT STAYS DUE TO HIS RUSH TO ENSURE THAT HE DID NOT MISS VALUABLE ACADEMIC INSTRUCTION. THIS BEHAVIOR IS UNACCEPTABLE FOR A FUTRUE NAVAL OFFICER. SNC WILL NOW BE SETTING ALARMS ON TWO DIFFERENT DEVICES IN THE MORNING TO ENSURE THAT HE WILL NOT OVERSLEEP AND WILL HAVE AMPLE TIME TO PROPERLY PUT ON HIS UNIFORM.

AMOI COMMENTS: **(THIS SECTION IS TO BE FILLED OUT BY THE AMOI UPON RECEIVING THE FORM)**

MIDN SIGNATURE: \_\_\_\_\_

COUNSELOR'S SIGNATURE \_\_\_\_\_

AMOI SIGNATURE: \_\_\_\_\_