

21 FEB 2022

MEMORANDUM

From: MIDN 1/C Lee

To: University of Michigan NROTC Operations Officer, LT
Victor Nguyen, USN

Via: Big 4 Battalion Staff

Subj: UMNROTC W22 UPDATED LEAVE CHIT AND MITIGATION PLAN FORMAT

1. Leave chit Chain of Command:

- a. All leave chits will go through the Chain of Command from Squad Leader, to Platoon Chiefs, to Platoon Commanders, to BnCMC, and to BnCO/BnXO before sending the leave chit to their class advisor.
- b. Squad leaders will not sign the leave chit. Only Platoon Chiefs, Platoon Commanders, and Big 4 members will sign the chit. Platoon Chiefs and Platoon Commanders will not sign their own chits in the "Recommended Approval" blocks.
- c. Send up leave chits in a timely manner.
- d. All Marine Option leave chits will be sent from the BnCO/BnXO to the AMOI.

2. Leave chit submission deadline

- e. All leave chits will be sent up at least 2 weeks before departure date. All international leave chits will be sent up at least a month in advance. Certain exceptions apply.

2. Leave chit format:

- a. Block 1: Type out your name in this format: Last, First.
- b. Block 2: Type out your class rank e.g. MIDN 4/C.
- c. Block 3: Type out your station as UMNROTC.

- d. Block 4: Date of request should be in a YYYYMMDD format.
- e. Block 5: Type out your Platoon number: e.g. Platoon 1. If you are one of the Big 4 members, leave this blank.
- f. Block 6: Type out your Squad number e.g. Squad 2. If you are a Platoon Chief, a Platoon Commander, or one of the Big 4 members, leave this blank.
- g. Block 7: Check the left box next to "Leave."
- h. Block 8: Type in the number of days you request for leave. On the next 2 boxes, write out in YYYYMMDD HHMM format for the date and time you leave and come back.
- i. Block 9: Type out the distance in miles from University of Michigan, Ann Arbor to the location you are requesting to get leave. Check the box on the left of the mode of travel you will be using to get to your location.
- j. Block 10: Type out the address of where you will be staying during your leave. If you are staying in multiple locations, put each address down.
- k. Block 11: Type out your phone number.
- l. Block 12: On your Reason for Request, follow the 5 W's: Who, what, when, where, and why method. E.g "R/R to visit grandmother in NY in order to help her move into her new apartment from Feb 3-6 during Spring Break. I will be flying and staying at an AirBnB." Also fill out an emergency POC e.g. "Emergency POC if I cannot be reached is Dolly Parton 123-456-7890. See attachment for further details."
- m. Block 13: Sign your name by the Adobe "sign yourself" tool. Do not use the digital signature or put in your CAC as this will not allow future editors to sign.

n. Block 15-18: Check the box "Yes" for "Recommending Approval" box. In the "Rank/Rate/Title" box, fill out your rank, last name, and billet e.g. MIDN 2/C Doe Plt Chief; MIDN 1/C John CMC. Sign yourself using the Adobe "sign yourself" tool. Write out the date using the YYYYMMDD format of when you sign the leave chit.

2. Mitigation plan:

a. Follow the Navy Correspondence Manual Memorandum Format when writing the Mitigation plan.

b. Write out the date you are sending up the memorandum in the DD Mon YYYY format.

c. Depending on your class, you will address the letter to your advisor e.g. if you are a 4th class: "Via: 4th Class Advisor, LT Victor Nguyen."

d. If you are a Marine Option, you will address the memorandum to the MOI on the "Via" line.

e. Each number line will be one of the days you will be on leave, the COVID mitigation plan, or the Operational Risk Management plan. The dates can be multiple days if there are no changes in between the days e.g. "04FEB-06FEB"

f. Outline your itinerary and plan for each day with the 24 hour format in each line e.g. 1430; 1430-1730. Be as detailed as possible.

g. One numbered line after your itinerary will be the COVID mitigation plan. It should outline the measures you will take to protect yourself and others from COVID during your leave. See the attached sample mitigation plan for guidance.

h. After this will be a numbered line with your Operational Risk Management Plan. It should outline the measures you will take to stay safe and mitigate risks during your

leave. See the attached sample mitigation plan for guidance.

S. LEE
MIDN 1/C Se Eun Lee, BnCMC