



UNITED STATES MARINE CORPS
NAVAL RESERVE OFFICERS TRAINING CORPS
UNIVERSITY OF HAWAII AT MANOA
1420 LOWER CAMPUS ROAD
HONOLULU HI 96822-2217

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MOI
DD Mmm YY

From: Midshipman 3/C First M. Last USMC

To: Marine Officer Instructor, Naval Reserve Officers Training Corps, University of Hawaii at Manoa

Subj: INITIAL COUNSELING LETTER FALL 2023

Ref: (a) UHNROTCINST 1533.2 University of Hawaii NROTC Battalion Regulations
(b) NSTC M-1533.2E Regulations for Officer Development
(c) CO Policy Letter – Staff and Student Standards of Conduct

Encl: (1) NROTC Program Requirements Checklist
(2) Four-Year Academic Plan

1. Situation. This initial counseling letter is to inform the Marine Officer Instructor (MOI) of my current physical, academic, leadership, and eligibility status in order to participate in the University of Hawaii (UH) at Manoa Naval Reserve Officers Training Corps (NROTC) Marine Corps unit.

2. Mission. After reviewing the reference material, I will provide the completed enclosed documents and this accurate initial counseling letter to the MOI at the date and time of my scheduled initial counseling which will take place no later than 8 September 2023 in order to update the MOI on my goals for the semester.

3. Execution.

a. Commander's Intent.

(1) Purpose. To provide the MOI with baseline information on my physical, academic, leadership, eligibility status, and personal goals while aspiring to become a Marine Corps officer.

(2) Method. All enclosure forms and this unsigned letter will be hand carried to the MOI on 12 September 2023 to be placed in the student's training jacket during Marine lab and prior to the assigned initial counseling appointment.

(3) End-state. Student has the most accurate and up-to-date information reflected in their training jackets in order to timely and effectively compete to become a Marine Corps officer.

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b. Concept of Operations. Student will review the references and subsequently complete and print the documents outlined below in preparation for the initial counseling meeting with the MOI. During the initial counseling, the student will inform the MOI of any changes in physical, academic, leadership, and eligibility status throughout his/her time in the UH NROTC unit. Documents required to be completed, printed, and placed in record jacket prior to or, if necessary, during the in-person counseling are:

- (1) Unsigned initial counseling letter (this document).
- (2) NROTC program requirements checklist.
- (3) Four-year degree completion plan.
- (4) Unofficial transcripts (includes both UH Manoa and transfer transcripts).
- (5) Any other documents directed by the MOI or that pertain to the individual student's status as a midshipman attached to the UH NROTC Marine unit.

c. Tasks. I will not direct any tasking at this time but as a team player will motivate my fellow midshipmen to do their best and train as a team. If and when I am holding a billet, I will ensure any subordinate midshipmen are well informed and set up for success.

d. Coordinating Instructions. The following information will be provided to establish a baseline of information for the MOI:

- (1) My last semester GPA was 4.00.
- (2) My cumulative GPA is 4.00. My current GPA is/is not higher than the CO's goal of 3.00) for the battalion.
- (3) My current semester GPA goal is 4.00.
- (4) My latest overall Physical Fitness Test (PFT) score was 300. My pull-up/push-up score was 100; I completed 23 repetitions of pull-ups. My plank score was 100; I completed a plank for 3 minutes and 45 seconds. My 3-mile run score was 100; I completed the run in 17 minutes and 59 seconds. I understand officer candidate school carries a minimum PFT score recommendation of 265.
- (5) My three goals for this semester are:
 - (a) Get a 4.0 GPA.
 - (b) Score a 300 PFT and CFT.
 - (c) Complete 30 hours of community service.

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(6) I do understand that I need to route a special request chit if I plan to join a fraternity or sorority.

(7) I would also like to discuss or inform the MOI that I read *First to Fight: An Inside View of the U.S. Marine Corps* by Victor H. Krulak over summer break.

4. Administration and Logistics

a. Administration. The following key events and associated deadlines apply.

Date	Time	Event
12 September	0600-0800	Marine Lab with all required counseling forms complete.
29 September	2359	Last day to complete initial counseling with MOI.

b. Logistics. As required by all students, I will wear the uniform of the day as outlined in the emailed plan of the week or via separate correspondence from the MOI. I will attend all mandatory NROTC events unless granted permission from the MOI to be excused from an event. I will always carry note-taking gear and a hydration source to NROTC events. If additional items are required or necessary, I will bring them in my issued assault pack that will be labeled with a white name tape as will be required of me at Officer Candidates School and outlined in reference (a).

5. Command and Signal.

a. Command. This letter is applicable to students in the University of Hawaii at Manoa Marine unit.

b. Signal. This letter is effective on the date signed. The point of contact is Midshipman 4/C First M. Last, University of Hawaii at Manoa Marine unit, at phone (177) 517-7517 or email midn@hawaii.edu.

F. M. LAST