



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS  
UNIVERSITY OF HAWAII AT MANOA  
1420 LOWER CAMPUS ROAD  
HONOLULU HI 96822

DD Mmm YY

From: MIDN X/C First M. LastName

To: LT/Capt First M. LastName

Sub: INITIAL INTERVIEW AND COUNSELING

Encl: (1) Completed Academic Term Performance and Counseling Record

(2) Completed NROTC Program Requirements Checklist

(3) Completed Degree Completion Plan

(4) Updated Unofficial Transcript

1. My current GPA is a #.##. My last semester GPA was a #.##. **(For freshmen, put your High School GPA and SAT/ACT scores).** My grades are **improving / getting worse**. My current GPA is **higher than / lower than** the CO's goal of 3.0 for the MIDN Battalion. My semester GPA goal is a #.##.

2. My degree completion plan **is/is not** current and **is/is not** signed by my academic advisor **(if not, my updated 4/5 year plan can be found in enclosure (3))**. I have updated my plan because...(eg. **I have changed majors, dropped a course, etc.**)

3. Sign FITREP from last semester. Review class rank and areas to improve on.

4. My overall PFA score last semester was ###. Push ups: ## **(Category)**; Plank Time: ##.## **(Category)**; Run Time ##:## **(Category)**. I **do/do not** meet physical fitness standards for the MIDN Battalion and for commissioning.

5. My number one priority this semester is **you tell me...(Do not just put "Getting a 4.0.")**.

6. **I understand the course withdrawal / major change policy.**

7. My five service assignment requests are:

a.

b.

c.

d.

e.

8. My current Unit Billet is: \_\_\_\_\_ . My next desired Billet is:  
\_\_\_\_\_ .

9. Over the **Summer/Fall Break/Winter/Spring Break** I accomplished... **(In a few sentences describe what you did and what was the best part, i.e. summer school, worked, etc.)**.

10. I **participate / plan to participate / do not plan to participate** in *the following* extracurricular activities:

a.

b.

**11. I understand that I need to route a special request chit if I plan to join a fraternity or sorority.**

**12. If you are on scholarship, tell me about your summer cruise. If not, tell me why you think you are not on scholarship yet and what you are doing to change that.**

13. I completed the following NROTC required courses last semester:

a.

b.

**14. I have read appendix B of the Regulations for Officer Development (ROD) and understand the general guidelines for performance deficiencies.**

**I. M. SAILOR**