



## DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND  
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NSTCINST 1533.13  
4 Mar 16

### NSTC INSTRUCTION 1533.13

From: Commander, Naval Service Training Command

Subj: NAVAL RESERVE OFFICERS TRAINING CORPS REGIONAL COLLATERAL DUTIES

1. Purpose. To establish regions within the Naval Reserve Officers Training Corps (NROTC) domain for the purpose of creating regional collateral duty assignments.
2. Background. NROTC units have many unique challenges due to their unusually small size and geographic isolation. Typically, command collateral duties are shared between four or fewer junior officers and one or two civilian employees, resulting in excessive time spent away from primary duties and/or ineffective collateral duty programs. Regionalization of collateral duties allows NROTC units to focus on their primary duty of developing Naval officers. Additional benefits include significantly reduced time and expense spent on training for collateral duty assignments, increased collateral duty expertise, and increased compliance with Navy requirements.
3. NROTC Regions. Nine regions, each with approximately eight schools, are established. These regions are:
  - Mid Atlantic (One) - Cornell, Rochester, Boston Consortium, Maine Maritime, Mass Maritime, Norwich University, Holy Cross, and Yale.
  - Mid Atlantic (Two) - U.S. Merchant Marine Academy, SUNY Maritime, Maryland Consortium, Rensselaer Poly, Rutgers, Penn State, and Philadelphia Consortium.
  - Mid Atlantic (Three) - Carnegie-Mellon, Hampton Roads, George Washington, Miami, Ohio State, Virginia, Virginia Tech, Piedmont Consortium, and VMI.
  - Mid Atlantic (Four) - Chicago Consortium, Purdue, Marquette, Michigan, Great Lakes Maritime, Notre Dame, Illinois, and Wisconsin.

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Southeast (One) - Atlanta Consortium, the Citadel, Savannah State, South Carolina, Auburn-Tuskegee, Vanderbilt, and Mid-South Consortium.

Southeast (Two) - Florida, South Florida, Florida A&M, Embry-Riddle, Southern A&M, Tulane, and Jacksonville.

Southeast (Three) - Houston Consortium, Kansas, Missouri, Oklahoma, Texas A&M, Texas, Texas Maritime.

Northwest - Idaho, Iowa State, Minnesota, Nebraska, Oregon State, and Washington.

Southwest - Arizona, Arizona State, Berkeley, Cal Maritime, Colorado, L.A. Consortium, New Mexico, San Diego Consortium, and Utah.

4. Regionalized Collateral Duties. Naval Service Training Command (NSTC) instructions or notices will be issued for each collateral duty that is regionalized.

5. Leveraging NROTC Regions. Regional points of contact may also be developed to rapidly gather data for such things as Navy Family Accountability and Assessment (NFAAS) accounting, Personnel Tempo (PERSTEMPO) reporting, or other requests for information.

6. Action.

a. The NSTC Chief of Staff shall assign and publish, by NSTC notice, NSTC-level Collateral Duty Program Managers from the NSTC Great Lakes or Pensacola staff as appropriate.

b. NSTC Collateral Duty Program Managers shall:

(1) Advise those with regional and/or unit collateral duties regarding program specific matters;

(2) Forward training materials and conduct refresher training with those with regional collateral duties as appropriate;

(3) Maintain copies of certificates documenting required training for those assigned regional collateral duties;

(4) Maintain a master list of individuals assigned to regional collateral duties for each respective program, including name, school, projected rotation date (military

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members only), and date of completion of any required training or certification;

(5) Identify reliefs as needed and ensure and coordinate any required training or certification prior to the relief assuming the regional collateral duty; and

(6) Provide each unit with the name and contact information for those individuals providing collateral duty services in their region.

c. Commanding Officers (COs) shall:

(1) Sign appointment letters for those individuals providing regional collateral duty services to their unit;

(2) Ensure unit personnel are provided the names and contact information of those individuals providing regional collateral duty services;

(3) When appropriate, CO's may also appoint a local program assistant or point of contact to support the individual assigned the respective regional collateral duty. Commanding Officers may opt out of using a particular regional collateral duty service if a fully qualified individual is appointed locally. When opting out of a regional collateral duty service, the CO will notify OD and the Regional Collateral Duty Program Manager; and

(4) Provide command personnel to serve in regional collateral duties as needed.

d. Individuals assigned with a regional collateral duty will:

(1) Complete and maintain appropriate training and/or certification(s);

(2) Vigorously support their respective program(s);

(3) Effectively and creatively maintain contact and provide training with personnel in their region through a variety of media such as telephone calls, teleconferencing, email, Skype, web pages, and other forms of social media;

(4) Advise, support, and, as needed, forward training materials to the local program assistant, when a local assistant or point of contact is assigned; and

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(5) Conduct a thorough turnover with a qualified relief, including turnover of items such as training materials, retain files, and point of contact information.

e. Individuals assigned as a local program assistant or point of contact will:

(1) Complete any local or internet-based training that may be recommended by the respective regional collateral duty representative or Collateral Duty Program Manager;

(2) Assist the respective collateral duty representative with training coordination and provide contact information and informational/training material to individuals and/or postings on bulletin boards and/or other appropriate places; and

(3) Support the CO, individual assigned the regional collateral duty, and the Collateral Duty Program Manager as required.



S. C. EVANS

Distribution: (NSTCINST 5216.1B)  
List 1