KUNROTC NOTICE 5532

Subj: POLICY ON ACCESS TO/USE OF KU NROTC LEARNING RESOURCE CENTER

1. Purpose. To promulgate the University of Kansas Naval ROTC Unit policy and guidance regarding access to/use of the Midshipman Learning Resource Center (LRC).

2. Policy.

a. Access. The Midshipman Learning Resource Center (LRC), Room 111 (aka the “Jeanna Carkoski Memorial Lounge”) is considered a midshipman leadership classroom. It is maintained and supplied by and for the KU NROTC Midshipman Battalion as a place for study and for relaxed, but professional, interaction between and among midshipmen, and between midshipmen and unit staff members. As such, access to the LRC is restricted to specific personnel as follows:

- Midshipmen/OC’s/MECEP’s of the KU NROTC Battalion
- Invited guests of the KU NROTC Battalion
- Postgraduate Navy Students
- Staff members of the KU NROTC Unit (to include unit-hired tutors)
- Participants and guests as invited for specific unit functions held in the LRC
- Prospective midshipmen and their parents who are touring, or in-processing, into the Unit
- Other persons as approved and/or designated by the Commanding Officer

b. Hours. LRC hours are 0630 to 2130 Monday-Friday. Any use outside of these hours must be approved in writing by the Commanding Officer. The Military Science Building locks down from 2200-0600 Monday-Friday, and all weekend.

c. Equipment. The computer and audio video equipment located in the LRC is for the express use of KU NROTC midshipmen, and individuals outlined above.

d. Repairs. Any structural or electronic maintenance or repair issues need to be forwarded to the CO’s secretary for issuance of a University work order; this includes re-lamping light fixtures.

e. Attire. Proper civilian attire is required by midshipmen and guests utilizing the LRC.

The Battalion Duty Officer shall enforce the policy as described above. In any case requiring the further assistance/clarification, the BDO shall contact the Marine Officer Instructor or the Executive Officer for guidance. If immediate assistance is required, and if unable to contact or obtain guidance from the MOI or XO, the BDO may call the KU Police Department for assistance.

D. D. SCHWEIZER

Distribution:
NROTC Staff
NROTC Battalion