**STUDENT REGULATIONS**

**MANUAL**



**NROTC CHICAGO AREA CONSORTIUM**

N**ROTC CHICAGO AREA CONSORTIUM**

Commander’s Critical Information Requirements (CCIR)

A student will notify their chain of command in the timeliest possible manner in the event of:

* Injury or illness of a student or their family member in which medical attention was received.
* Any sudden family hardship such as death, notice of terminal illness, divorce, et cetera.
* Failure of an academic exam (midterm, final, term paper), physical fitness event (PFT, PFA, CFT, run drop), or dropped course.
* Any alteration to academic schedule (class changes must be approved in advance).
* Any violation of the Honor Code.
* Unauthorized absence from a command sponsored event.
* Any event or action of a student or unit drawing law enforcement and/or public media attention.
* Student recognition by school or community award.
* Loss or destruction of government property.

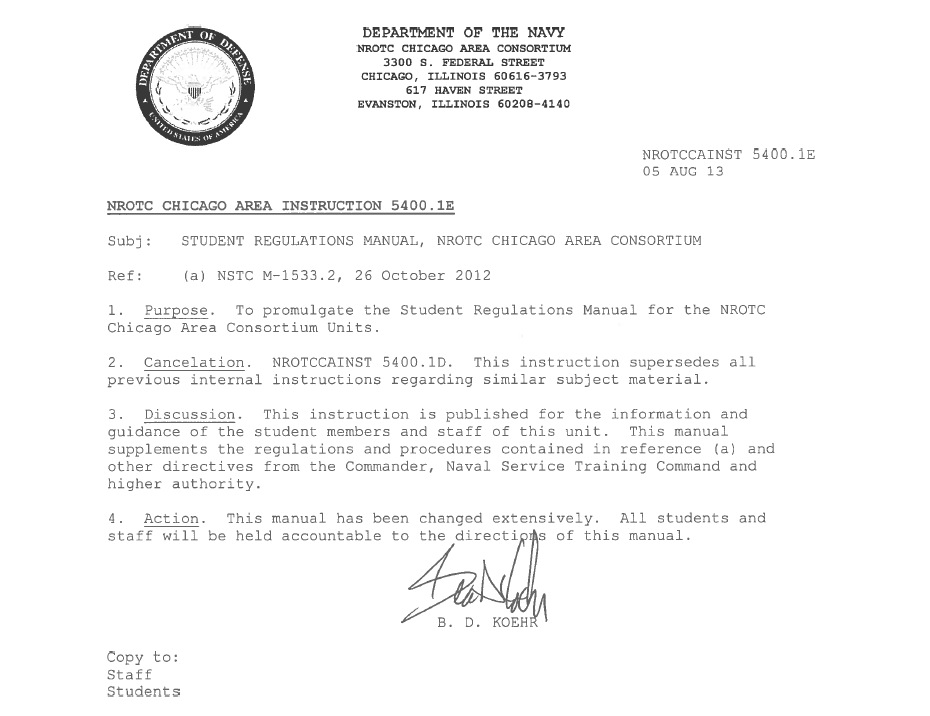


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**CHAPTER ONE**

# MISSION

1.1 Mission. To develop future officers mentally, morally and physically to imbue them with the highest ideals of duty, and loyalty, and with the core values of honor, courage and commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

1.2 Goals**.** The primary objectives of the NROTC program are to provide students with:

a.An understanding of the fundamental concepts and principles of Naval Science.

b. A basic understanding of associated professional knowledge.

c. An appreciation of the requirements for national security.

d. A strong sense of personal integrity, honor and individual responsibility.

e. An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the naval service.

f. A high state of physical readiness.

1.3 The Honor Code**.** Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Honor must be instilled upon future officers during accession training and carried into fleet service. A future officer does not lie, cheat or steal.

1.4 Core Values**.** Throughout its history, the Naval Service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. Core values are honor, courage, and commitment. A Naval officer must exhibit these values in the everyday practice of his or her profession.

a. Honor. This is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one’s self to the highest personal standards in responsibility and accountability.

b. Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult. Make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences. Meet all challenges while adhering to a higher standard of personal conduct and decency. Be loyal to our nation, ensuring the resources entrusted to the naval service are used in an honest, careful, and efficient way. Have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

c. Commitment. Care for the safety, professional, personal, and spiritual well-being of subordinates is the responsibility of every officer. Show respect toward all people without regard to race, religion or gender. Treat each individual with human dignity. Be committed to positive change and constant improvement. Exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. Work together as a team to improve the quality of our work, our people, and ourselves.

1.5 Intent Of The NROTC Program**.** The intent of the NROTC Program is to act as an officer accession program for the Navy and Marine Corps and to provide and maintain naval officer strength by:

a. Qualifying students for appointment as Ensigns in the Navy or Second Lieutenants in the Marine Corps.

b. Increasing dissemination of information concerning the Navy and Marine Corps, their purposes, ideals and achievements, thereby gaining and holding increased public interest in the maintenance of adequate naval preparedness.

CHAPTER TWO

**HISTORY**

2.1 NROTC History**.** A short history of the Naval Reserve Officers Training Corps (NROTC) is presented to provide a better understanding of the program and its objectives.

a. In 1924 the Department of the Navy requested Congress to enact legislation authorizing the establishment of the NROTC. This Corps would develop capable and effective junior officers from among young college graduates. This legislation was enacted and approved on 4 March 1925.

b. On 15 August 1926, the first NROTC Unit was established at the University of California under the command of then Commander Chester W. Nimitz, U.S. Navy, Professor of Naval Science and Tactics. Five other units were established during the fall of the same year (Harvard University, Northwestern University, Yale University, University of Washington and Georgia Institute of Technology).

c. The NROTC Program remained relatively unchanged throughout the early 1930s. In 1932 the Marine Corps abandoned its previous desires to establish separate Marine Corps Units and began to offer second lieutenant commissions to NROTC graduates. In 1938, legislation was enacted by Congress which doubled the authorized enrollment to 2,400 midshipmen. With this increase, three additional units were added during 1938 and 1939.

d. On 8 September 1939, the President issued a proclamation declaring a state of national emergency. To meet the needs of the expanding fleet in anticipation of war, legislation tripled the size of the NROTC program to 7,200 midshipmen. Eighteen more NROTC units were established between 1940 and 1941.

e. Before the end of World War II it became evident that if the Navy was to maintain its post-war officer strength, additional officers would be required beyond the 600 to 750 who annually received commissions from the Naval Academy. In 1945, the “Holloway Plan” was submitted to Congress. This plan called for a further expansion in the number of NROTC commissioned officers. Prior to that legislation, the NROTC program provided officers for the Naval Reserve. However, from this time forward, NROTC was to assume the responsibility of training men and women who would make the Navy and Marine Corps their professional career. It currently provides the majority of newly commissioned officers in the Navy.

f. In 1946, Congress enacted the Holloway Plan and raised the peacetime enrollment of NROTC to 15,000 midshipmen. The act created two types of students: regular and contract (reserve).

2.2 Northwestern University (NU)**.** NROTC Northwestern University was established at the request of Northwestern University President Walter Scott. In June of 1930, Northwestern NROTC commissioned its first class of 12 Ensigns. Three members of Northwestern’s first NROTC graduating class of 12 became Admirals.

a. During World War II, Northwestern University participated in two other officer commissioning programs: the V-7 and V-12 programs. Future President of the United States John F. Kennedy received his Navy commission through the V-12 program at Northwestern. Eventually, more than 20,000 officers were commissioned at Northwestern University through these two programs.

b. In 1941 Northwestern, along with Columbia University, was selected by the Bureau of Personnel to supply candidates for the newly created Bomb Disposal School. Three days after the attack on Pearl Harbor, a representative from the Bomb Disposal School came to Northwestern to personally select students for the new school. Of the 900 students in that year’s graduating class, 300 hundred would volunteer. For years to come this proportion held steady; roughly one-third of every class volunteered.

c. Since its inception, the Northwestern NROTC unit has been located in various buildings around campus—from the Old College building in 1926 to its present location at 617 Haven Street. The unit has grown with and adapted itself to the changes characteristic of one of America’s most prestigious academic institutions. To date, this unit has commissioned over 2,000 officers in the Navy and Marine Corps.

d. Twenty-six Northwestern NROTC alumni made the supreme sacrifice during World War II (23) and the Vietnam War (3).  They have been awarded the Navy Cross, the Distinguished Flying Cross, the Navy and Marine Corps Medal, the Bronze Star and the Air Medal.  Three officers had ships named in their honor: the USS BEBAS (DE-10); the USS CHRISTOPHER (DE-100) and the USS FINCH (DE-328). U.S. Representative Jim Kolbe, Northwestern NROTC class of 1965, has a record of distinguished public and military service dating from the Vietnam War.

e. During the Vietnam War era the attitude toward the presence of ROTC on campus at many universities became hostile in response to the war and U.S. government policies. Such opponents of the war at Northwestern wished to eliminate the NROTC unit on campus. Professor Emeritus of History Richard Leopold led a counter-effort to maintain NROTC’s presence on campus at Northwestern. He argued that NROTC benefited the university, the country, and the students that participated. Through these efforts NROTC remained on campus at Northwestern.

2.3 Illinois Institute of Technology (IIT)**.** The Illinois Institute of Technology NROTC unit, was commissioned in 1946 shortly after passage of the “Holloway Plan”.

a. The Navy had already been present on campus at IIT since 1943 when IIT was one of 131 schools selected to host the Navy’s V-12 program during WWII. Within two years, a contingent of over 600 naval personnel were present on campus. At the end of WWII, the navy maintained its presence through NROTC after the closure of IIT’s V-12 Program.

b. The first Commanding Officer and Professor of Naval Science was Captain S. McGregor, USN, who had previously commanded the V-12 unit on the campus. He took over care of Alumni Memorial Hall, as IIT NROTC moved there from the student union building.

c. The Navy has been a valued and significant presence at IIT, excelling over the years in drill and sailing competitions and serving as the beginning of distinguished careers such as that of Vice Admiral Diego Hernandez.

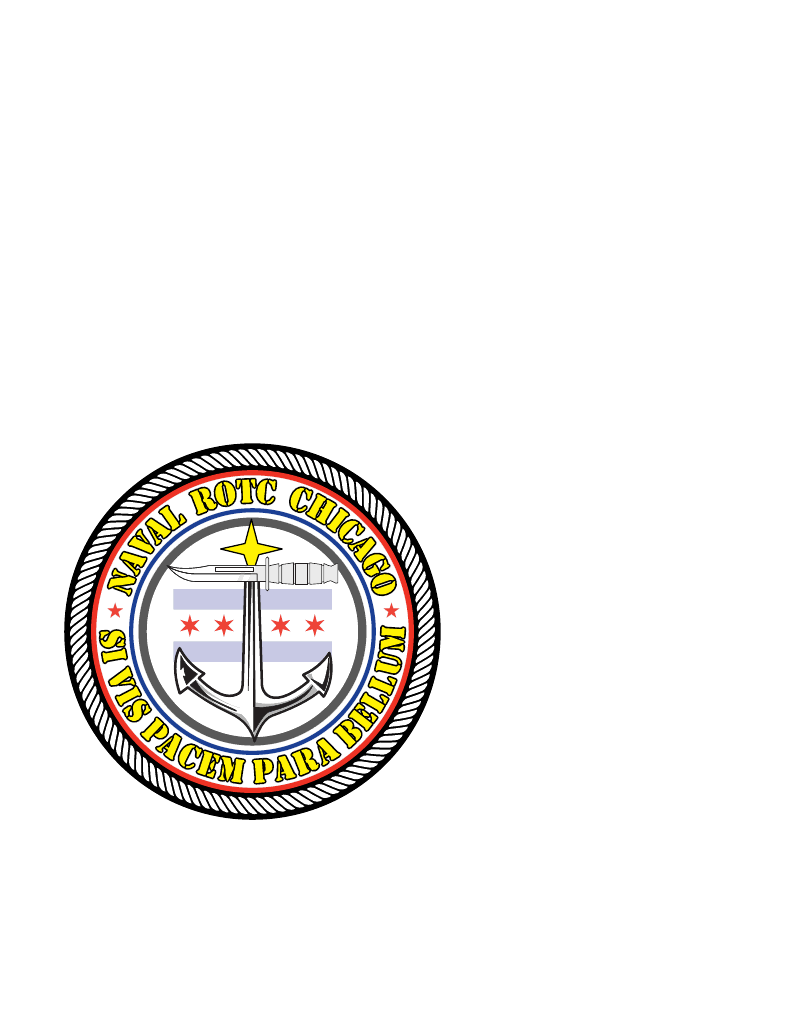
d. The late James Forrestal, the Secretary of the Navy, awarded the “Mark of Commendation” to the Institute for “effective cooperation in training naval personnel during World War II.” A bronze plaque signifying this award graces the bulkhead of the entrance to the unit’s offices.

e. The school’s baseball field, Ed Glancy Field, is named for a Navy V-12 program instructor that went on to coach IIT’s men’s basketball and baseball teams for 20 years.

2.4 Emblems**.** The NROTC Chicago Consortium has 3 official emblems.

a. Consortium Emblem. The purpose of this emblem is to unify the NROTC battalions in the Chicago Area Consortium under an easily identifiable and representative emblem. The emblem personifies the military purpose through the anchor and K-bar. The anchor and K-Bar joined together is also a symbol of the unity between the Navy and Marines. The Chicago flag sets the backdrop for the anchor and K-bar just as Chicago is the setting for the consortium. The star that tops the anchor represents the consortium’s focus on academics. The two stars that straddle the emblem symbolize the two battalions of the consortium. The Latin phrase at the base of the emblem illustrates the training mentality of the consortium; “*Si Vis Pacem Para Bellum,”* meaning “*if you seek peace, prepare for war*.” See figure 2-1.

**Figure 2-1**



CONSORTIUM EMBLEM

b. NU Emblem. NROTC Northwestern’s emblem serves to represent the unit’s long naval tradition. The emblem bears the school’s colors of purple and white, and combines a book with the Eagle and Anchors. The combination of these objects symbolizes NROTC’s relationship with a renowned institution of higher learning. See figure 2-2.

**Figure 2-2**



NORTHWESTERN EMBLEM

c. IIT. NROTC IIT’s emblem is to promote pride, unity, and recognition for the battalion. The emblem embodies representation of both schools that comprise the battalion. The flames and hawk honor the University of Illinois at Chicago (UIC) Flames and the IIT Scarlet Hawks. The crossed Saber and Mameluke sword symbolize of the unity between the Navy and Marine Corps. The shield on the chest of the Hawk is a tribute to the city of Chicago in which both schools are located. The Latin phrase at the base of the emblem illustrates the training mentality of the IIT battalion; “*Si Vis Pacem Para Bellum,”* meaning “*if you seek peace, prepare for war*.” See figure 2-3.

**Figure 2-3**



ILLINOIS INSTITUTE OF TECHNOLOGY EMBLEMCHAPTER THREE

**ADMINISTRATION**

**SECTION 1**

**NROTC AND POST-COMMISSIONING PROGRAMS**

3.1.1 General Information And Service Requirements**.** Several commissioning programs are available to students. While most students are familiar with the programs, familiarity with other commissioning options will enable students to understand the unique opportunities and challenges faced by unit members in different programs.

a. Four Year Scholarship Program. Four Year Scholarship Program students are selected annually through national competition. Normally this selection occurs during the applicant’s senior year in high school. They are enrolled at the beginning of the freshman academic year and appointed midshipmen, United States Naval Reserve on inactive duty except during periods of active duty summer training cruises.

(1) Scholarship Program students receive benefits and compensation from the Navy as authorized by law. Included are: tuition, a textbook stipend, uniforms and a tax-free monthly subsistence allowance during the academic year.

(2) Scholarship students are required to participate in active duty summer training cruises as outlined in Section Three.

(3) They are required to fulfill certain academic obligations, including minimum GPA requirements, completion of the Naval Science curriculum, and the completion of certain additional academic courses. These academic requirements are further discussed in Chapter Five.

(4) Upon graduation and completion of program requirements, they are appointed as unrestricted line officers in the grade of Ensign, U.S. Navy, or Second Lieutenant, U.S. Marine Corps.

(5) All NROTC scholarship students incur an active duty service obligation of at least 5 years in the United States Navy or 4 years in the Marine Corps. Depending on the community chosen, the service obligation may be longer. All NROTC students incur a minimum 8 year obligation to the Naval Reserve, but any time served on active duty counts towards the reserve commitment. (e.g., an individual who serves 5 years on active duty would have 3 years remaining towards their Naval Reserve commitment). Members have the option of serving in either the Inactive Ready Reserve (IRR) or the Standby Reserve (e.g., drilling reserves).

(6) The minimum active duty service obligations for each community are listed below:

(a) Surface Warfare Officer: Five years.

(b) Nuclear Surface Warfare Officer: Five years.

(c) Submarine Officer: Five years.

(d) Naval Aviator: Eight years after completion of flight school.

(e) Naval Flight Officer: Six years after completion of flight school.

(f) Marine Officer: Four years. Marine Naval Aviators and Naval Flight Officers must first complete the six month training period at The Basic School in Quantico, Virginia and flight training before assuming the same service obligations as a Naval Aviator or Naval Flight Officer.

b. Two Year Scholarship Program. Two year NROTC Scholarship Program students are selected annually through a nationwide competition.

(1) They must be college students with two years remaining for their baccalaureate degree.

(2) They must have an overall 2.5 or better GPA.

(3) They must have completed prior to their sophomore year, one year of integral calculus with a grade “C” or better.

(4) Selected applicants receive orders to the Naval Science Institute (NSI), Newport, Rhode Island, for six and a half weeks during the summer where they receive training that other midshipmen received during their freshman and sophomore years. If NSI is not offered during a given summer the class advisors will make alternate arrangements for instruction.

(5) Selected applicants are eligible to receive the same educational benefits for their junior and senior years as mentioned for those with a 4-yr scholarship.

(6) Selected applicants are eligible to receive the same commissioning rank and service obligations as those mentioned for the 4-yr scholarship program.

c. College Program. College Program midshipmen are selected by the Professor of Naval Science (PNS) among students who apply for the program and are enrolled in either Northwestern University, the Illinois Institute of Technology, or either universities’ cross-town affiliates. College Program midshipmen in their first two years of the program, Basic Course Participants, have the status of civilians who have entered into a contract with the Secretary of the Navy. College Program students are referred to as Midshipmen, although they do not actually hold such appointments.

(1) Should the individual perform successfully under the College Program option, he or she becomes eligible for advanced standing during junior and senior years. If selected, they then receive the same monthly stipend afforded to national four year scholarship recipients.

(2) College Program students take the same Naval Science courses, wear the same uniform, and participate in all unit activities in the same manner as other midshipmen. Uniforms and naval science textbooks are supplied free of charge.

(3) Advanced Course selected applicants are eligible to receive the same commissioning rank and service obligations as those mentioned for those with a Four-Year scholarship.

(4) Rising juniors who apply for the college program essentially apply for the Advanced Course.

(5) College Program students meeting certain requirements are eligible for Naval Education and Training Command Scholarships (NETC).

(6) College Program students are ineligible to participate with high school seniors in the annual national competition for four year NROTC scholarships.

(7) Midshipman not selected for Advanced Standing by the board shall be disenrolled from the NROTC College Program.

d. NSTC Controlled Scholarship Program. Naval Service Training Command (NSTC) annually awards Controlled Scholarships, which are 3-,2-, or 1-year scholarships intended to replace attrition in the National Four-Year Scholarship program and/or to meet fluctuations in production goals. The PNS may nominate College Program Midshipman, Basic or Advanced Standing, who have demonstrated solid academic and professional performance and have the potential to successfully complete the NROTC Program and enter commissioned service. These scholarships come with the same benefits and responsibilities as the National Four-Year Scholarship. Navy Option recipients of NSTC Controlled Scholarships must also satisfy NROTC calculus and physics requirements.

(1) Eligibility. Nominees must meet the eligibility requirements for Four-Year National Scholarship Selection and the following criteria:

(a) NROTC College Program students must have received academic and aptitude marks in Naval Science for a period of at least one academic term prior to nomination.

(b) Nominees shall have a cumulative GPA at least equal to the average of all students in the same college or degree program. However, all nominees with a cumulative GPA equal to or above 2.5 on a 4.0 scale will be considered.

(c) A PNS who nominates Naval Science students shall give aptitude marks for such students on the nomination form. Nominees must have an average aptitude mark of at least 3.0.

(d) Nominees must not be in a probationary status or leave of absence (LOA) status.

(2) Application. Nominations are submitted by the PNS to NSTC OD2 for Navy Option scholarships and to MCRC for Marine Option scholarships.

e. Leadership Scholarship Program. Leadership Scholarships are focused on promoting and supporting recruiting efforts to attract high-caliber students for the NROTC College Program through a unit based scholarship. Leadership Scholarships shall be awarded to outstanding Navy option College Program Midshipman at each activity. This program is not open to Midshipman desiring a commissioning in the Marine Corps. Annual guidance on special interest goals, eligibility requirements, nomination procedures, and quotas available shall be issued to supplement basic Midshipman requirements.

f. Marine Corps Option. Designated freshmen Scholarship Program students enter NROTC as nationwide selectees for the Marine Corps Option. Navy Option Scholarship students may apply for a change to Marine Option after any academic term and no later than the summer of their junior year to ensure they are able to complete Officer Candidate School on time. College Program students, all of whom are initially enrolled as Navy option, may request a change to Marine Option after having completed one term of enrollment in NROTC.

(1) Marine Corps option nomination eligibility requirements are the same as Navy option except that completion of calculus and physics is not required.

(2) Marine Corps option Midshipmen take specialized Marine Corps courses outside the normal Naval Science curriculum during their junior and senior years.

(3) Marine Corps option Midshipmen students must satisfactorily complete Officer Candidate School prior to being commissioned.

3.1.2 Seaman To Admiral Commissioning Program (STA-21)**.** STA-21 is a commissioning program that provides an opportunity for highly qualified Sailors to earn a commission. STA-21 officer candidates apply for and are accepted by a selection board for placement in specific Program options (Nuclear, Special Warfare, etc). They are assigned to specified NROTC colleges and universities and are required to graduate within 36 months. STA-21 Sailors retain their active duty rank and pay grade, are eligible for promotion, and are addressed as “Officer Candidate <Name>.”

3.1.3 Marine Enlisted Commissioning Education Program (MECEP)**.** The MECEP is a commissioning program for selected Marine Corps enlisted personnel leading to baccalaureate degree and a commission in the USMC. Candidates are selected by an annual board at MCRC. During their participation in MECEP, Marines are attached to NROTC units. MECEP Marines retain their active duty rank and paygrade, are eligible for promotion, and are addressed by their enlisted rank.

3.1.4 Cross-Town Enrollment Program

a. Through cross-town university agreements, students enrolled at Loyola University Chicago may participate at NROTC Northwestern University.

b. Through cross-town university agreements, students enrolled at University of Illinois at Chicago and Kennedy King College may participate at NROTC Illinois Institute of Technology.

c. Full-time students at other institutions in the Chicago area which do not have NROTC units are eligible to join the Northwestern or IIT NROTC units provided such cross-enrollment is approved by both institutions.

3.1.5 Transfer Between NROTC Institutions**.** Midshipmen may request transfer to other NROTC colleges or universities under certain conditions. Due to permanent change in station costs and other factors, OCs and Marines in MECEP may not transfer unless applying to a cross-town school within the NROTC unit's consortium. A midshipman may request to transfer to any other NROTC institution under the following conditions:

a. Applicant must be in good standing (e.g., cannot be on academic or aptitude probation or leave of absence);

b. Applicant must be accepted by the institution to which they are requesting transfer; a copy of their acceptance letter is required;

c. Applicant must state the reason for transfer and proposed course of study (e.g., difficulty of obtaining courses required for degree, etc.);

d. The tuition cost at the next institution should not be higher than the current institution;

e. The transfer must not result in a significant loss of credit or delay graduation or commissioning, as evidenced by a four year plan of study from the gaining unit;

f. The request must be in the best interest of the Naval Service; and

g. The request must be favorably endorsed by PNSs at both NROTC units.

3.1.6 Commissioning Procedures**.** The Officer Appointment Acceptance and Oath of Office or United States Marine Corps Appointment Acceptance and Record, is mailed to the NROTC unit. Upon receipt, the PNS shall verify the name, commissioning date, and designator listed on each document. The commissioning document is prepared for the requested date of appointment and may not be used for any other date.

a. Graduating students and advisors are to review their final aptitude evaluations during their pre-commissioning counseling session.

b. NROTC midshipmen, OCs and Marines in MECEP may be commissioned upon successful completion of the following requirements:

(1) Prescribed university and Naval Science courses.

(2) Naval Science Laboratory.

(3) Summer cruise or OCS.

(4) Approved baccalaureate degree.

(5) Proof of pre-commissioning physical.

(6) Department of Navy Central Adjudication Facility approved secret security clearance.

3.1.7 Graduate Education. There are many options available for Navy Option midshipman to pursue graduate education either before or after they are commissioned. Marine Options will not be approved for graduate education until they have completed The Basic School. STA-21 OCs may only apply for the Burke Program. Graduate education programs may require additional active duty obligations. Midshipmen who are interested in graduate study should make their interests known before or during service selection. Graduate education programs are classified as fully funded, partially funded, or non-funded. Consult your NROTC class advisor for more information on graduate education opportunities.

3.1.8 Medical And Dental School Attendance**.** NROTC midshipmen may apply for an Armed Forces Health Professions Scholarship (AFHPS) to attend an accredited medical or dental school or the Uniform Services University of Health Sciences (USUHS).

a. A medical selection board will convene each July to select the most qualified applicants for the AFHPS and USUHS programs. For an applicant to be considered competitive and subsequently accepted, the midshipmen should meet the following criteria:

(1) An applicant should have a minimum GPA of 3.5;

(2) An applicant should have completed a course of study with a strong emphasis in calculus, physics, biology, and chemistry; and

(3) The applicant should have high Medical College Aptitude Test (MCAT) or Dental Aptitude Test (DAT) scores.

b. Midshipmen should take the MCAT or DAT in the spring of the junior year for inclusion in their application. Because of lead times associated with administering the MCAT or DAT and the early deadlines associated with medical school applications, midshipmen must submit their applications no later than 30 June of their junior year to include the following information:

(1) A copy of the application that the midshipmen sent to the American Medical College Application Service (AMCAS).

(2) A certified copy of the results of the MCAT or DAT.

(3) A current transcript.

(4) A personal statement from the midshipmen explaining why they want to serve in the Navy Medical Corps or Dental Corps.

(5) An endorsement from the PNS.

(6) Recommendation letters from three professors at the university the student is attending.

3.1.9 Leave Of Absence**.** LOA is an administrative tool in which NROTC benefits and obligations are suspended. Midshipmen may request a LOA to pursue further educational opportunities. There are several types of LOAs, each of which is discussed in subsequent chapters. Chapter Eight, Conduct and Performance Evaluation, contains explanations of all types of LOA and their consequences.

a. Special LOA For Expiration Of Benefits. Some students may require additional time to fulfill specific program or professional requirements. The midshipmen must consult with their class advisor, especially if the LOA extends the graduation date or commissioning date.

b. Graduate Study. Navy option midshipmen may request a LOA to participate in professional programs that lead to a graduate degree.

c. Overseas Study And Internships Without NROTC Benefits. Upon the student's request, the PNS has the authority to assign LOA for overseas study or internships without benefits for one term. Officer Candidates may only pursue internships if it is a degree requirement and does not delay commissioning. All internships for STA-21 OCs shall be conducted near the host institution. MECEPs and OCs approved for overseas study will be considered to be on unofficial status.

**SECTION 2**

**PAY AND BENEFITS**

3.2.1 Educational Benefits**.** Scholarship students receive financial assistance toward a baccalaureate degree for the following educational expenses:

a. The scholarship student receives tuition fees (including registration, matriculation, graduation and laboratory fees) for the rate and number of academic years prescribed in the scholarship award.

(1) Student health benefits, activity passes, transcript expenses, and other fees required of full time undergraduate students are authorized payments.

(2) Payments are not authorized for special interest elective courses that require additional fees. Examples include fees for skiing, horseback riding, wine appreciation, etc.

b. The scholarship student receives a textbook stipend paid every academic term (normally not including summer periods). Expenses exceeding the total book stipend must be funded out-of-pocket. Textbooks and computer software required for Naval Science classes shall be supplied. Consult NROTC unit staff for current stipend rate.

c. Summer sessions are not considered part of the academic year. Students desiring summer educational benefits must consult their class advisor. Summer school tuition is not authorized for Midshipman who needs to make up credits to graduate on schedule because he or she dropped or failed course, lost credit due to a change of major, who did not carry a large enough class load, or who has a substandard GPA. Benefits may be paid only for summer courses that:

(1) Are necessary for student’s baccalaureate degree but are not offered during the academic year.

(2) Will advance the normal commissioning date and will not preclude meeting Naval Science and summer cruise requirements.

(3) Are required to be repeated because of injury or illness which prevented completion courses during the academic year. Such absences must be approved by both school officials and the Professor of Naval Science.

(4) Summer school tuition is not authorized for a MIDN who needs to make up credits to graduate on schedule because he or she dropped or failed courses, lost credit due to change of major, did not carry a large enough class load, or who has a substandard GPA.

d. In certain circumstances, scholarship students who are pursuing baccalaureate degrees of high academic rigor may apply for benefits encompassing additional academic years. Consult NROTC class advisor for more information.

3.2.2 Subsistence Allowance**.** Scholarship Program students and advanced standing College Program students receive a monthly subsistence allowance during the academic year. These payments increase each subsequent year. Consult class advisor for current rates.

a. The period of subsistence allowance for eligible Midshipmen starts and ends on the NROTC host University’s official first and last day of classes, however they may reflect the freshman orientation date for those students who attend.

3.2.3 Active Duty Benefits**.** During summer training periods, Midshipmen are considered active duty military and receive additional pay and benefits.

a. Pay. While on active duty, NROTC midshipmen receive the same rate of pay prescribed for Midshipmen at the Naval Academy. Withholding amounts for social security (FICA), Servicemen’s Group Life Insurance (SGLI), federal and state income tax, etc., will differ between Midshipmen.

b. Travel. Travel to and from summer training is provided by the government, usually through commercial airlines. In certain cases, midshipmen may elect for reimbursement on a per mile basis in lieu of government transportation. Midshipmen should consult their class advisor for information regarding specific cases.

c. Messing And Berthing. Food and lodging is provided by the government during periods of training.

d. Medical Care. Midshipmen are entitled to all necessary medical and surgical care, including hospitalization, during summer training or while traveling to and from summer training locations.

e. SGLI. Students are insured under the Serviceman’s Group Life Insurance during periods of summer training, unless waived by the student. Consult class advisor for current SGLI insurance benefits.

3.2.4 Taxes And Deductions**.** Basic pay received while on active duty for training is subject to Federal Insurance Contributions Act taxes (FICA). Subsistence Allowances are not subject to Federal Income Tax. Similarly, amounts paid by the Department of the Navy for medical care, tuition fees, books, laboratory expenses, and uniforms are excluded from the student’s gross income.

3.2.5 General Education Benefit Restrictions

a. Financial benefits and subsistence payments for Scholarship Program students are authorized for the length of the scholarship award. The total period for scholarship benefits cannot exceed 40 months.

b. Financial benefits and subsistence payments are not authorized for students on Leave of Absence or pursuing graduate study after receipt of a baccalaureate degree.

c. Students must be enrolled as full time students with the University to be eligible for these benefits.

3.2.6 Reduced Fare Travel And Space Available

a. Under certain conditions, NROTC students may be eligible for reduced fares offered by some commercial carriers. Questions about eligibility for reduced fares should be directed to the individual carriers.

b. All NROTC Scholarship students and Advanced Standing College Program students, due to their status as Midshipman in the Naval Reserve are eligible to travel on government aircraft within the United States on a space-available basis upon presentation of a valid Armed Forces Identification Card. NROTC students who do not fall into the above categories are not eligible to travel on a space-available basis.

3.2.7 Uniforms**.** NROTC Midshipmen are provided with all uniforms, uniform components and tailoring vouchers necessary to participate in the program. Refer to Chapter Seven.

**SECTION 3**

**SUMMER TRAINING**

3.3.1 Summer Training General Information**.** A summer training period is held annually to furnish NROTC midshipmen the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods are normally four weeks in length.

a. NROTC scholarship midshipmen are required to participate in summer training during each of the three summers between freshman and senior years. The first class cruise satisfies the commissioning legal requirement for all NROTC midshipmen and is not waiverable.

b. While on official government orders, all personnel are considered on active duty. They are, therefore, subject to all laws and regulation of the U.S. Naval Service, including pertinent ship or station orders, special cruise or training regulations, and the UCMJ.

3.3.2 Eligibility For Summer Cruise Training. For Scholarship Program students, the requirement for participation in summer training is determined by the timing of the appointment to scholarship status.

a. All Four-year NROTC scholarship students will participate in training each summer.

b. Three-year Navy scholarship recipients may participate in Career Orientation Training for Midshipmen Career Orientation Training for Midshipmen (CORTRAMID) or second class cruise and first class summer training periods. Three-year Marine scholarship recipients will attend OCS as their first class cruise.

c. College Program and Two-year scholarship recipients shall participate in first class summer training only.

d. STA-21 and MECEP Officer Candidates do not participate in summer training and they are required to maintain full-time academic status during the summer term.

3.3.3 Training Expectations

a. Third Class Summer Training. Conducted between the freshman and sophomore academic years for all scholarship students, CORTRAMID is a warfare community indoctrination. Nurse Corps Option Midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is at-sea training with the midshipmen assigned to the Medical Department of the ship. The goals of training are:

(1) To enable midshipmen to make an informed decision about future career options;

(2) To familiarize midshipmen with the missions, tasks and equipment of the various warfare areas: Surface, Submarine, Aviation, and Marine Corps;

(3) To introduce midshipmen to the career development ladder within each warfare area;

(4) To emphasize the importance of military courtesy, smartness, and discipline; and

(5) To reinforce leadership training through practical application of basic leadership.

b. Second Class Summer Training. Conducted between the sophomore and junior academic years for all scholarship students. This is normally at-sea training on surface ships and submarines, furnishing midshipmen with basic shipboard orientation and an introduction to enlisted life and the roles of the work center supervisor.

(1) Goals

(a) To familiarize midshipmen with life at sea aboard a U.S. naval vessel;

(b) To familiarize midshipmen with shipboard organization and administration, ship systems, evolutions, and standard naval safety precautions at sea and in port;

(c) To develop an appreciation for the duties and responsibilities of enlisted personnel, as well as living and working conditions of enlisted personnel onboard ship;

(d) To gain first-hand experience in a ship’s work center, so as to understand the function of a work center and the relationship between the division officer and his or her subordinates; and

(e) To emphasize the importance of military courtesies, smartness, and discipline.

(2) Second class midshipmen who did not participate in CORTRAMID as third class midshipmen may do so in lieu of second class cruise if billets are available.

(3) Nurse Corps Option midshipmen who did not attend third class cruise will participate in the second class at-sea training.

(4) Marine Option midshipmen will normally attend Mountain Warfare Training (MWT) in Bridgeport, CA. However, a PFT score of 245 or higher is required for attendance.

c. First Class Summer Training. Conducted between the junior and senior academic years for all first class NROTC midshipmen, first class cruise provides exposure to the officer and wardroom environment and is normally executed in an at-sea training environment. There are some specialty cruises available to only first class midshipmen.

(1) Goals

(a) To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.

(b) To enhance the development of officer qualities and leadership skills.

(c) To afford midshipmen additional time at sea for practical application of skills acquired in the classroom environment.

(d) To further familiarize midshipmen with warfare systems found in the operational Navy and Marine Corps.

(e) To re-emphasize the importance of military courtesies, customs, and traditions as well as maintaining smartness and discipline as a commissioned officer.

(2) First Class Navy Option Midshipmen may also opt for aviation, nuclear surface, submarine, EOD, foreign exchange (FOREXTRAMID), and special warfare (SEAL) cruises, among others. Those interested in such cruises should express interest early.

(3) In order to promote an exchange of professional, cultural and social experiences between midshipmen in the U.S. Navy and midshipmen of approximately twenty-five foreign navies, a FOREXTRAMID is normally conducted each summer.

(a) A limited number of exemplary, highly motivated First Class Midshipmen will be ordered to training in a foreign navy in lieu of normal summer cruises. Fluency in a foreign language is preferred.

(b) The Japanese Marine Self Defense Force is a two part cruise. The first part of the cruise begins on a U.S. ship. The second part involves Japanese ships. Knowledge of the Japanese language is useful but not required.

(4) Marine Option first class Midshipmen attend Officer Candidate School (OCS) in Quantico, VA.

(5) The Nurse Corps Option first class cruise is at a naval hospital, with the primary training objective to learn the organizational structure and functions of a naval hospital and to gain appreciation for the concept of Navy healthcare.

3.3.4 Procedures For Assignment To Summer Training**.** During the Spring academic term, quotas are received by the unit for each summer training program. Each midshipman is given an opportunity to indicate a preference for geographical location, time period of training and ship type. The unit staff officer designated as Summer Cruise Coordinator, with the assistance of the respective Class Advisors, fill the training quotas by considering individual preferences and NROTC class standing. These assignments will be reviewed by the Executive Officer and Commanding Officer before being finalized.

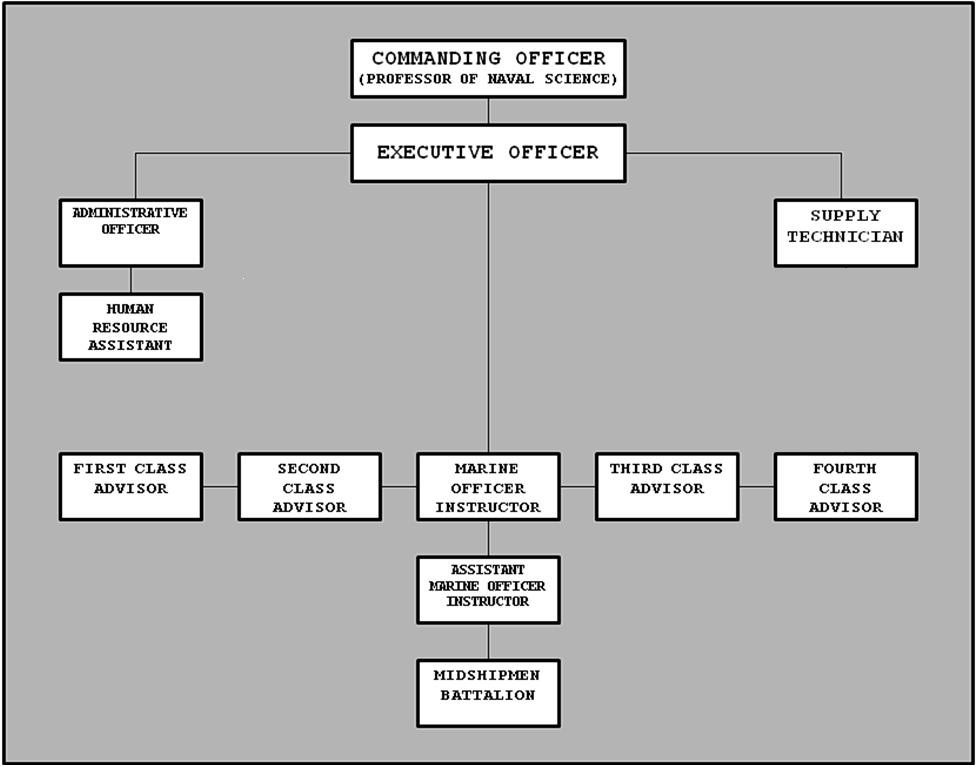
CHAPTER FOUR

**BATTALION ORGANIZATION**

4.1 General. The units of the NROTC Chicago Area Consortium are composed of two distinct parts. The NROTC unit is staffed by Navy and Marine Corps personnel and civilians. These individuals are charged with instructing the students of the various commissioning programs in values of naval leadership. The battalion is composed of all the students. This chapter covers the interactions between these two entities.

4.2 Unit Organization. The unit staff composes the official chain of command of NROTC. Table 4-1 illustrates the organization and chain of command of the NROTC unit:

**Table 4-1**



a. Commanding Officer. The Commanding Officer (CO) is the officer in command of a military unit. The Commanding Officer has ultimate authority over the unit, and is usually given wide latitude to run the unit as he or she sees fit, within the bounds of military law. At an NROTC unit, the Commanding Officer is also the Professor of Naval Science (PNS).

b. Executive Officer. The Executive Officer (XO) is the second-in-command, reporting to the Commanding Officer (CO). The XO billet is not a command; rather it is considered staff. The XO is typically responsible for the management of day-to-day activities, such as maintenance and logistics, freeing the unit commander to concentrate on tactical planning and execution. The XO also takes charge in the absence of the CO.

c. Marine Officer Instructor. The Marine Officer Instructor (MOI) is the primary battalion advisor and class advisor for Marine Options. The MOI also has collateral duties as the unit Operations Officer (OPSO).

d. Class Advisors. NROTC class advisors are generally U.S. Navy lieutenants representing the various major warfare communities within the Navy. Typically, each unit has a Surface Warfare Officer, a Submarine Officer and a Naval Aviator or Naval Flight Officer. As with the MOI, the class advisors also take on collateral duties to assist with unit administration. A student’s class advisor serves as their chief career and academic counselor as well as evaluator of their performance. Any significant developments in a student’s movement through the program, pertaining to things such as academics, physical fitness, aspirations, and military development should be discussed with the class advisor at the appropriate time. This will usually occur during scheduled term counseling sessions. In keeping with military tradition, students should attempt to use resources at the lowest level to address questions and/or issues before resorting to consultation of the class advisor. Questions regarding day-to-day life as a student in NROTC should be referred to the midshipman chain of command. After attempting to address questions at the lowest level and through personal effort, a student is expected to use discretion in determining if it is appropriate to contact their class advisor. The midshipman chain of command is also a good resource in determining whether it is appropriate to contact the class advisor in a given case.

e. Assistant Marine Officer Instructor. Assists the MOI and serves as an enlisted resource for the battalion. He or she also serves as the drill team advisor.

f. Administrative Officer. The Administrative Officer is responsible to the XO for all administrative command functions.

g. Supply Officer. The Supply Officer is responsible for issuing all uniforms, keeping track of all inventories and accounts, and paying the tuition of the scholarship students.

4.3 Battalion Organization**.** NROTC students will be organized into a military unit using the billets and rank structure of an infantry battalion as outlined in the FMFM 6-3 Marine Infantry Battalion.

a. The purposes of such an organization are:

(1) To develop qualities of leadership and a sense of responsibility through practical experience.

(2) To indoctrinate and train students in the operations and functions of a typical military organization.

(3) To facilitate administration, command and management of students during the academic year.

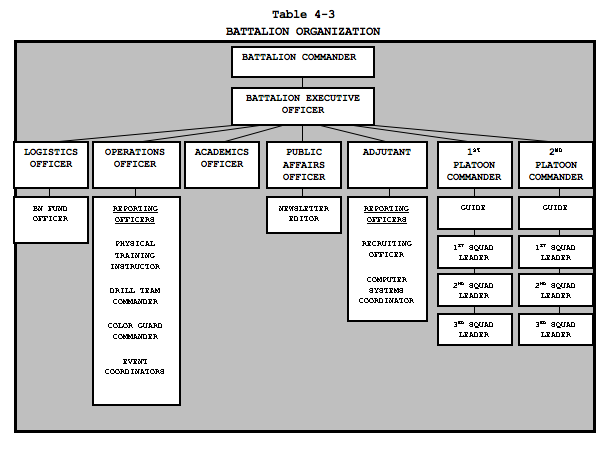
b. Organization**.** The military organization of this unit will be as follows:

(1) A Battalion consisting of platoons (usually two) and a battalion staff.

(2) Each platoon shall consist of two to four squads as needed.

(3) The battalion officers will have students assigned under them to carry out collateral duty billets. These students are also a part of the command structure, being assigned to a squad and platoon.

(4) The battalion commander has the prerogative to request slight modifications through the MOI.

 (5) Table 4-3 illustrates the organization of the Battalion.

4.4 Battalion Command Guidelines

a. Organization. Organization provides the channels through which policies are made effective. Organization is the machinery of administration. When an officer in the battalion is assigned a task, he or she first determines the objectives of the task. The battalion officer then organizes the unit by assigning and coordinating such specific duties as are necessary to reach the objectives. The battalion officer then administers the organization by providing leadership and supervision. Each battalion officer has a counterpart in the staff. They should be sought out for advice.

(1) An important device in the platoon member’s familiarization with one another is the battalion roster and unit photo board. Rosters will be prepared and a copy distributed to every member of the battalion.

(2) The battalion roster should include name, rank, address, telephone number and position in the battalion. Photographs will be taken and posted as soon as possible in the fall and updated as needed.

b. Planning. Planning is the establishment of goals which leads to the process of organizing and controlling the achievement of those goals. Planning prior to any action is essential and must encompass all phases of an operation. It must answer the questions of who, what, where, why, when and how. A good plan has a defined objective, is simple but flexible and provides the standard for measuring achievement of the objectives. It provides the consideration and use of all available means and resources before any request for additional ones. It specifies personnel who are to perform the specific functions to carry out the plan and assigns responsibilities in terms that will avoid confusion.

(1) Informal meetings of the Battalion staff officers will be held at least weekly. These will include at a minimum the Battalion Commander, Battalion Executive Officer, Battalion Operations Officer, Logistics Officer, Adjutant and Platoon Commanders.

(2) Commanders are responsible for receiving tasks (assigned or implied), planning their execution, issuing orders to subordinate leaders and supervising execution. This implies that commanders must meet with subordinate leaders in a timely fashion to ensure the efficient passing of plans and word for the proper execution of missions.

c. Communication. Without communication, all other aspects of command are useless. Good administration depends on a smooth, orderly and constant flow of information throughout the organization which is received, understood and acted upon by all those concerned. Communication is exercised primarily through personal contact, memos and bulletin boards. The success of this vital aspect in administration depends on every individual within the organization. Each student is therefore required to maintain familiarity with the Google Calendar and check his or her email regularly. Billet holders are responsible for communicating things in a timely manner. Emails to be read the same day should not be sent after 2100.

d. Special Request Chits. In order to facilitate the most efficient and effective execution of evolutions and to ensure the maximum possible gains from training, student officers must ensure they are at their appointed place of duty on time, prepared, in proper uniform, and ready to train.  If a student believes they may have a conflict with a scheduled event they must submit a properly formatted ‘special request chit’ to their class advisor via the Midshipman Chain of Command no later than three business days prior to the event.  This is the minimum requirement and students are encouraged to submit request chits as soon as they identify potential conflicts.  The class advisor is the final approval authority and students should not make any plans without a final determination (i.e. don’t purchase a plane tickets without final approval).  The Midshipman Chain of Command has an obligation to route the chit to the Class Advisor as soon as they receive it.  Special request chits are needed for out of the ordinary events such as any alteration to the uniform of the day (i.e. to accommodate braces or casts), out of uniform (i.e. biology lab or clinical), or travel outside normal liberty boundaries (any travel greater than 120 miles from the appointed place of duty (NROTC NU or IIT) when overnight liberty is authorized and any travel greater than 350 miles from the appointed place of duty when 96 hour liberty is authorized).

4.5 Assignment Of Student Officers. Appointments will be based on overall aptitudes, academic standing and outgoing Battalion Staff’s recommendations. To be considered for the positions of Battalion Commander, Battalion Executive Officer and Operations Officer, the interested students must participate in an extensive application process through the unit staff.

4.6 General Duties Of Student Officers**.** It is the duty of all Student officers to:

a. Be responsible for all students and the Battalion as a whole and act accordingly. Take any or all actions necessary to ensure all students are performing according to regulations and as future Naval officers.

b. Know their personnel, as well as their superiors.

c. Counsel and advise subordinates and offer constructive criticism and directives when appropriate.

d. Set good examples by observing military regulations, customs and courtesies, maintain outstanding personal appearance at all times and ensure that their subordinates do the same.

e. Encourage the submission of ideas and constructive criticism through the chain of command.

f. Maintain a turnover file with particular attention to problems encountered and the solutions implemented.

g. Attend all officers’ meetings as required.

4.7 Responsibilities And Duties Of Battalion Officers.

a. Battalion Commander.

(1) Overall responsible for everything the battalion does or fails to do.

(2) Responsible to the PNS (the Battalion advisor) for the overall performance of the battalion.

(3) Acts as liaison between the students and the Commanding Officer (through the Marine Officer Instructor and Unit Executive Officer) on matters concerning the Battalion.

(4) Responsible for the organization and direction of all scheduled lab periods and all other functions in which the battalion is represented.

b. Battalion Executive Officer.

(1) Assists the Battalion Commander as directed.

(2) Assumes command of the Battalion in the absence of the Battalion Commander.

(3) Directs, coordinates and supervises the battalion staff in the conduct of their duties.

(4) Conducts Midshipman Review Boards as required.

(5) Oversees the scheduling, coordination and collection of student aptitude evaluations.

c. Battalion Operations Officer.

(1) Accountable to the Battalion Commander (via the Battalion Executive Officer) for all matters concerning the organization, training and operations of the students. The Operations Officer is responsible for:

(a) Scheduling and coordinating all Battalion activities and training.

(b) Overseeing the creation and upkeep of the MIDN Operations Google Calendar.

(c) Overseeing the coordination of fund raising activities and managing all other events concerning the battalion.

(2) The Physical Training Instructor (PTI), Drill Team Commander, and Color Guard Commander report directly to the Operations Officer.

(a) Physical Training Instructor

1. Responsible to the Battalion Operations Officer for the conduct of all Battalion physical training and athletic programs.

2. Administers the PRT/PFT and promulgates scores to all Platoon Commanders, Battalion Staff and Unit Staff.

3. Organizes Battalion intramural teams and promotes sportsmanship.

4. Organizes sporting events or tournaments with other ROTC units.

5. Responsible for the Fitness Enhancement Program.

6. Responsible for the administration of Battalion swim qualifications.

7. Responsible for administering the CERTs and PARFQs to all battalion members in advance of the PFA to ensure that all battalion members are fit to take part in the PFA. These should be administered in a timely fashion in order to correct any discrepancies.

(b) Drill Team Commander

1. Responsible for the training of the Drill Platoon and the scheduling of Drill Meets.

2. Responsible for the issuing, cleaning, care and security of drill rifles.

3. Formulates drill cards and organizes grading for inspections.

4. Serves as the subject matter expert for any and all battalion events involving drill.

(c) Color Guard Commander

1. Responsible for training and performance of the Color Guard at scheduled appearances.

2. Responsible for scheduling Color Guard details for events.

d. Academics Officer.

(1) Accountable to the Battalion Commander (via the Battalion Executive Officer).

(2) Manages all forms of academic assistance available to the midshipmen. This includes coordinating the hiring of tutors.

(3) Monitors the progress of all midshipmen assigned to study hours and prepares a weekly report for submission to the Commanding Officer via the Unit Academics Officer.

(4) Reports all delinquencies of midshipmen failing to meet the required weekly study hours to the Battalion Commander.

e. Battalion Adjutant.

(1) Accountable to the Battalion Commander (via the Battalion Executive Officer) for all matters concerning the administration, personnel, awards program and conduct of the midshipmen.

(2) Supervises the administrative aspects of the Battalion Conduct System and the distribution of the Student Regulations.

(3) Oversees the awards program. Refer to Chapter Nine.

(4) Coordinates the assignment of students to work details in liaison with the Platoon Commanders.

(5) Compiles an accurate muster report at lab and PT.

(6) Updates bulletin boards weekly.

(7) Compiles, publishes and/or updates Battalion Recall Roster and notices.

(8) Responsible for availability of all forms required for operation of Battalion including: inspection forms, performance evaluations, schedules, goals, 4-year plan sheets, etc.

(9) Serves as the Watchbill Coordinator. Compiles, publishes, and approves any requested changes to the battalion watchbill.

(10) Responsible for maintaining databases with copies of important documents such as evaluations.

(11) Responsible for developing and implementing an aggressive quality control program for all administrative paperwork associated with battalion business. This refers primarily to, but is not limited to, midshipman evaluations.

(12) Responsible for minimizing the presence of Personally Identifiable Information (PII) and maintaining information security and privacy of battalion members in the conduct of their duties. No information beyond the minimum necessary to conduct business needs to be collected. For example, the recall roster need only contain phone numbers and email addresses.

(13) The Recruiting Officer and Computer Systems Coordinator are directly responsible to the Adjutant.

(a) Battalion Recruiting Officer

1. Responsible to the Battalion Adjutant for organizing the recruiting activities for the unit.

2. Maintains close liaison with the Staff Recruiting Officer.

3. Assists the Freshman Advisor and Staff Recruiting Officer as directed.

4. Responsible for placing all ads concerning the Battalion and NROTC unit in college newspapers serving NROTC students, as directed by the Staff Recruiting Officer or MOI.

5. Responsible for recruiting events sponsored by the unit such as open houses, tailgates, high school recruiting and the midshipman phone sponsor program.

(b) Computer Systems Coordinator

1. Ensures that the equipment in the battalion computer lounge is in good working order.

2. Promptly addresses all problems with computers, printers and internet connections.

3. Ensures that the equipment and software is sufficiently up-to-date to effectively and efficiently handle the work load of the students.

4. Responsible for ensuring that no PII is stored on the computers and maintaining the security of the computer systems.

f. Battalion Logistics Officer.

(1) Accountable to the Battalion Commander via the Battalion Executive Officer for all matters concerning the finances, supply and logistical support of the Battalion. The Logistics Officer is responsible for:

(a) Providing logistical support for Battalion activities to include Naval Science Lab.

(b) Coordinating and distributing insignia and uniforms to all students.

(c) Executing all logistics plans in support of Battalion social events.

(d) Identifying funding requirements and helping to organize and coordinate necessary fundraisers.

(2) The Midshipman Fund Officer is directly accountable to the Logistics Officer.

(a) Midshipman Fund Officer

1. Ensures the election of the members of the Midshipman Fund Committee.

2. Presides over all meetings of the Midshipman Fund Committee, ensuring an expedient and professional flow of business.

3. Prepares an annual budget for all social events, taking into account sources of midshipman fund income.

4. Maintains accurate and up-to-date records on the Midshipman Fund, including Status Reports for each committee meeting, a ledger of transactions and monthly reports to the Staff Midshipman Fund Advisor.

5. Keeps the Staff Midshipman Fund Advisor and the Battalion Logistics Officer informed of the state of the Midshipman fund by preparing monthly reports. The reports should also identify potential shortfalls in funding and recommend corrective action.

g. Public Affairs Officer.

(1) Accountable to the Battalion Commander (via the Battalion Executive Officer) and acts as liaison between the battalion and the media, on or off campus, ensuring appropriate coverage of NROTC events.

(2) Responsible for providing and updated Battalion Photo Book (including head shots, names, hometowns, majors, and schools of every member of the battalion) to the CO, XO, and MOI at the beginning of every academic year.

(3) The Newsletter Editor, Yearbook Editor, Battalion Photographer, and Battalion Historian report directly to the Public Affairs Officer. If a student has not been assigned to these billets the PAO will assume all responsibilities of such billets.

(a) Newsletter Editor

1. Coordinates the preparation, printing and distribution of alumni publications.

2. Ensures their respective school’s “Crow’s Nest” newsletter is published on a semi-annual basis to chronicle the activities and accomplishments of the unit during the course of the fall and spring terms.

3. An NROTC staff member will be assigned as newsletter advisor.

(b) Battalion Historian. Responsible for researching, compiling, publishing, and documenting battalion history.

1. Responsible for ensuring the maintenance of copies of programs from and writing accounts of important events including but not limited to commissioning ceremonies and VIP visits.

2. Responsible for retaining copies of publications referring to the unit or its members. All materials should be passed on to the Staff Unit Historian.

(c) Battalion Photographer. Responsible for photographing all battalion events and activities.

1. Responsible for cataloguing all photographs and passing them on in CD form to the Battalion Historian.

4.8 Responsibilities And Duties Of Platoon Officers.

a. Platoon Commander.

(1) Responsible for the training, conduct and appearance of the platoon and execution of all assigned missions. Responsible for everything the platoon does or fails to do.

(2) Ensures all subordinates meet their duties and responsibilities as directed by the Commanding Officer and Unit Staff, as detailed by these regulations and as published in unit and battalion directives.

(3) Responsible for maintaining a platoon counseling program, or recommending Midshipman Review Boards for members of his/her platoon. The Platoon Commander shall be a member of all boards investigating a member of his/her platoon.

(4) Keeps the Battalion Commander informed of all aspects of the platoon and personnel.

(5) Responsible for the planning, issuing of orders and supervision of the execution of all missions assigned by the Battalion Commander by use of the platoon chain of command.

(6) Ensures squad leaders are completing evaluations properly and on time; reviews each, noting significant achievements and deficiencies. Advises the Battalion Executive Officer on all superior and substandard performers.

(7) Responsible for assignment of new personnel within the Battalion and reassignment of personnel as necessary or as directed by the Battalion Commander.

(8) Organizes the platoon for duty, ensuring personnel are scheduled for squad duty, colors details and all other work details provided by the duty cycle.

(9) Must constantly seek to improve the professional performance of their platoon.

b. Platoon Guide.

(1) Assists the Platoon Commander in the performance of platoon duties and assumes command of the platoon in the absence of the Platoon Commander.

(2) Assists with administrative work and musters of the platoon.

(3) Performs such duties as are assigned to him/her by the platoon commander.

(4) Submits correct platoon reports to the Platoon Commander when required.

(5) Conducts all platoon formations and movements requiring the guidon.

(6) Ensures the promptness of the platoon at formation and platoon level instruction.

c. Squad Leader.

(1) Responsible for the training, conduct and appearance of the squad and the execution of all assigned missions. Responsible for everything the squad does or fails to do.

(2) Completes evaluations of all of his/her squad members.

(3) Counsels his/her squad members as necessary.

(4) Works to increase their squad members’ knowledge, interest and pride in Naval service and the battalion.

(5) Works to improve the professional performance of their squad.

(6) Encourages squad members to make recommendations for changes, either orally or in writing.

4.9 Responsibilities And Duties Of Individual Students**.** All midshipmen, Sailors and Marines are responsible for and will be held accountable for the following:

a. Maintaining a high standard of personal conduct and appearance, both within and outside of the unit, at all times.

b. Attending all required events on time, in the proper uniform, and ready to participate.

c. Keeping the Chain of Command up to date on personal or professional issues as they pertain to the NROTC program.

d. Managing academic, personal, and unit responsibilities so they do not conflict with one another and submitting a conflict to the Chain of Command for consideration for approval in a timely manner when conflicts exist.

e. Keeping abreast of all activities of the NROTC unit by reading all posted material on unit bulletin boards and reading the Google OPS Calendar.

f. Meeting all duties and responsibilities as directed by the Commanding Officer and Unit Staff, as detailed in these regulations and as published in battalion directives.

g. Striving for excellence in academic performance, combat fitness and leadership aptitude.

4.10 Battalion Staff Turnover.

a. Turnover Folders. Battalion billet holders will maintain a turnover folder that will include:

(1) A standardized list of responsibilities that are specific to the billet;

(2) Copies of directives or instructions that delineate objectives which are pertinent to the billet and/or battalion staff objectives;

(3) A memorandum of lessons learned in which the billet holder will describe in detail all successes and failures of the leadership training experience;

(4) A turnover memorandum summarizing the training experience and providing key points of contact for the incoming billet holder;

(5) A turnover checklist covering all major responsibilities and duties of the billet. This document is to be signed by both the incoming and outgoing officers; and

(6) Any other pertinent documents, records, diagrams, or electronic files.

b. Turnover Process. The battalion commander will consult with the AMOI and determine a timeline for submission of a list of billet recommendations for the next term from the battalion staff, as well as determine the timeline for the application process for the top three billets. The announcement of billet holders for a term will normally occur a few weeks before the last scheduled naval science lab of a term, commencing a right seat/left seat turnover process. At the completion of the right seat/left seat period, and prior to the last scheduled naval science lab of the term, old billet holders should have completed their respective billet turnover folders. New and old billet holders should schedule a time to review the turnover folder and ensure that the incoming billet holder understands the duties and responsibilities of their respective billet. The outgoing and incoming officers will report their relief to the appropriate Battalion/Unit Staff officer who will approve the turnover. Official turnover for the spring term will occur at the annual Spring Review at which time all incoming billet holders will assume the duties of their respective billets.

4.11 Naval Science Laboratory**.** All students are required to participate each academic term in the Naval Science Laboratory. These laboratory sessions are held once a week at a specified time. It is the responsibility of each student to ensure that he/she registers for this with the University each academic term. Students must ensure that their class schedules do not conflict with the Naval Science Laboratory. If conflict is unavoidable, alternative arrangements may be made by submitting a special request chit (Appendix A-1) though the battalion chain of command to the NROTC class advisor before the first day of the registration period. As such, students should be familiar with their potential schedule well in advance. Where such a scheduling conflict exists, Class Advisor approval/disapproval must be obtained prior to registration.

a. Objectives.

(1) To provide leadership training.

(2) To develop command presence by providing an environment for the students to exercise, practice and develop their skills as leaders.

(3) To expose students to military drill, general military training and other items of a military nature.

(4) To provide regular professional education in the form of lectures and presentations by students, Class Advisors and guest speakers.

(5) To promote physical fitness and athletic competition.

(6) To conduct personnel inspections, ceremonies and celebrations.

(7) To promote activities enhancing the morale, welfare and esprit de corps of the unit.

b. Procedures.

(1) Muster and drill will be conducted in accordance with Marine Corps Drill and Ceremonies Manual.

(2) Information regarding the laboratory period will be posted to the Google Calendar. Lab will normally be held on Wednesdays for NU and Fridays for IIT.

(3) The uniform of the day as posted to the Google Calendar will be worn all day on the designated lab day.

4.12 NROTC Extra-Curricular Activities**.** Extra-curricular activities are a vital part of a student’s professional and personal development. They provide excellent opportunities for exercising and enhancing leadership and interpersonal skills. As a student, one seeks not only a college education, but also the professional development and training necessary to assume the duties and responsibilities of a Naval Officer. NROTC offers several extra-curricular activities that assist in the professional development. The following organizations and activities will be administered as separate but similar programs at both IIT and Northwestern.

a. Midshipman Fund Committee.

(1) Purpose. The Midshipman Fund Committee is organized to provide for the administration of unit recreational and social activities. It is the function of the Committee to organize and provide financial and organizational support for social events and activities which represent the unit. Each year, four students—one from each class—will be selected as members of the Committee.

(2) Organization. The Midshipman Fund Committee will be chaired by the Midshipman Fund Officer. The Midshipman Fund will be represented at staff meetings by the Battalion Logistics Officer. The Midshipman Fund Advisor provides guidance to the students holding these responsibilities to ensure the ethical administration and overall survival of the Midshipman Fund.

b. Drill Team.

(1) Purpose. The Drill Team is established to develop student expertise in close order drill through practices and competitions. All interested students can try out for the unit Drill Team. The team competes in invitational drill meets nationwide. Fourth class midshipmen, as well as first year MECEPs and OCs, are required to participate in drill team activities during their first year.

(2) Organization. The Drill Team will be commanded by a student team commander and advised by the Assistant Marine Officer Instructor.

c. Color Guard.

(1) Purpose. The unit Color Guard is established to promote professionalism and patriotism as well as to provide a contingent of students to present the colors at various NROTC, university and community functions.

(2) Organization. The unit Color Guard will consist of at least five students, commanded by the Color Guard Commander. The Commander will be responsible for the training and performance of the Color Guard, as well as its scheduling. The Color Guard will be advised by the Assistant Marine Officer Instructor.

d. Newsletter. Northwestern’s and IIT’s respective Crow’s Nest newsletters, while overseen by the Staff Newsletter Editor, are written entirely by students. The newsletter provides an excellent opportunity for students to become more involved in NROTC and exercise leadership skills.

f. Other Activities Common To Both Units.

(1) Navy/Marine Corps Birthday Ball. This joint venture is organized by the students of both Battalions. This event provides students a chance to volunteer for the various ceremonies to celebrate the founding of the Navy and Marine Corps.

(2) Dining-In. Dining-In offers students an opportunity to assist in the various roles needed for the traditional mess night.

(3) Athletics. Athletic events are vital to the physical and professional development of students. Many opportunities arise during the academic year for students to participate in intramural, and inter-unit competition. These events will be coordinated by the Battalion Physical Training Instructor (PTI) in conjunction with the Assistant Marine Officer Instructor. All students are required to speak with their class advisor prior to participating in intramural, club, or intercollegiate athletics.

(4) Social Functions. Many other social functions are held throughout the academic year. Their purpose is to enhance morale, esprit de corps, camaraderie and to introduce students to the social aspects of the Naval service. These functions include unit parties, picnics and socials.

(5) Fund Raising. Fund raising for the battalion accounts is accomplished throughout the academic year via activities such as cleaning up after football games, ushering at basketball games and working as staff for the homecoming parade (NU). These events are mandatory for all students. Funds earned are used to finance Battalion events such as the Navy and Marine Corps Birthday Ball and Dining In. All fundraising plans must be approved through the staff before they may be enacted.

4.13 Student Watch Standing**.** Both Northwestern and IIT require students to stand duty watch during their training at NROTC. The manner in which the watch is conducted can vary at either unit. Consult the watch standing instruction at either unit and consult the battalion chain of command for specific watch standing procedures.

4.14 Personal Qualification Standards. During the course of their NROTC career, students may be required to complete several PQS. These standards help ensure students absorb necessary Navy and Marine Corps knowledge. Since these PQS are subject to change, consult the battalion chain of command for the most recent PQS update.

CHAPTER FIVE

**ACADEMICS**

5.1 General. Sound academic foundations are necessary to ensure that NROTC graduates can satisfactorily complete Navy post-accession training and be professionally competitive in the various warfare communities.

5.2 Academic Standards**.** Each student shall meet the following academic standards:

a. Have no failing, unsatisfactory, or incomplete grade in any subject required for completion of degree or commissioning requirements.

b. Maintain satisfactory overall progress toward completion of the degree requirements within the established program time limits while maintaining full-time student status per institution regulations.

c. Keep their NROTC class advisor fully informed about all matters pertaining to performance, degree progress and changes affecting program completion.

d. Achieve and maintain, at a minimum, the following grade point average (GPA) on a 4.0 scale (term/cumulative):

(1) Midshipmen: 2.5/2.0

(2) STA-21 Sailors: 2.5/2.5

(3) MECEP Marines: 2.5/2.0

(4) STA-21 Nuclear, CEC Options: 3.0/3.0

(5) Nurse Option: 2.5/2.0 or the standards dictated by their nursing school administration, whichever is higher.

5.3 Degree Requirements. NROTC midshipmen, STA-21 sailors, and MECEPs are required to pursue a baccalaureate degree within the time limits specified by their particular program.

a. Scholarship And College Program (Navy Option). All students are encouraged to pursue majors in engineering, mathematics, or the physical sciences to meet the requirements of the modern Navy. Navy Scholarships are linked to a specific major or specific technical area. **Changing your academic major can affect your eligibility for a Navy scholarship. A change of major requires approval of both your class advisor and PNS.**

b. MECEP Students. MECEP students will complete specified university requirements for the approved major, plus specified professional development training as determined by the PNS to meet the pre-commissioning training objectives established by Commandant of the Marine Corps.

c. STA-21. The specified academic requirements for STA-21 students are detailed in the annually issued STA-21 program authorizations. Program requirements occasionally change from year to year; therefore, each student is bound by the specific authorization under which he or she was admitted.

5.4 Naval Science Curriculum**.** The Naval Science curriculum is prescribed by the Chief of Naval Education and Training. It is then adapted to fit local conditions by the PNS. The course numberings are the NETC prescribed course numbers and may vary by university. One Naval Science course will normally be taken each term in the sequence indicated in Table 5-1 below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Table 5-1 | | | | | |
| Course Title | Course Numbers | | Class Taking Course | Quarter or Semester | |
| NU/Loyola | IIT/UIC | NU/Loyola | IIT/UIC |
| Introduction to Naval Science | Nav\_Sci  110-0 | NS 101 | 4/C | Fall | Fall |
| Seapower and Maritime Affairs | Nav\_Sci  120-0 | NS 202 | 4/C | Winter | Spring |
| Navigation | Nav\_Sci  210-0 | NS 301 | 3/C | Fall | Varies |
| Leadership and Management | Nav\_Sci  230-0 | NS 401/  NS 394 | 3/C | Winter | Varies |
| Naval Ship Systems I (Engineering) | Nav\_Sci  345-0 | NS 102/  NS 200 | 2/C | Fall | Varies |
| Naval Ship Systems II (Weapons) | Nav\_Sci  220-0 | NS 201 | 2/C | Winter | Varies |
| Leadership and Ethics | Nav\_Sci  341-0 | NS 402/  NS 351 | 1/C | Fall | Spring |
| Naval Operations and Seamanship | Nav\_Sci  331-0 | NS 302 | 1/C | Winter | Fall |
| Evolution of Warfare | Nav\_Sci  336-0 | NS 310 | Marine | Winter | Spring |
| History of Amphibious Warfare | Nav\_Sci  346-0 | NS 410/  NS 320 | Marine | Winter | Spring |
| Naval Science Laboratory | Nav\_Sci  350-0 | NS 497 | All | All | All |

a. Navy Option midshipmen are not required to take Evolution of Warfare and History of Amphibious Warfare.

b. Marine Option midshipmen are not required to take Naval Ship Systems I, Navigation, Naval Ship Systems II, and Naval Operations and Seamanship.

c. Navy Nurse Option midshipmen are not required to take Navigation, Naval Ship Systems II, Evolution of Warfare, Naval Operations and Seamanship, Naval Ship Systems I, and History of Amphibious Warfare.

d. MECEP students are required to take only Evolution of Warfare, History of Amphibious Warfare, and Leadership and Ethics.

e. STA-21 students are required to take only Leadership and Management and Leadership and Ethics.

5.5 Naval Science Course Credits. Most Naval Science courses are accredited, however, each university department has established its own core and elective requirements. Students should consult with their NROTC class advisor to find out specifically which Naval Science courses receive credit or can be applied to their degree.

5.6 Additional Course Requirements**.** The Chief of Naval Education and Training has prescribed additional course requirements for completion of the Naval ROTC program. Because of limited course offering at the different universities some of these required courses may be waived or substituted with similar courses. In either case, the request must be in writing and approved by the Professor of Naval Science. Table 5-2/5-3 and the following subparagraphs illustrate the additional course requirements for each program:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 5-2** | | | | | | | | |
| **Courses** | **Year normally completed** | **Minimum Semester Hours** | **USN Scholar-ship** | **USMC Scholar-ship** | **USN CP** | **USMC CP** | **Nurse** | **STA-21** |
| Calculus | Freshman or Sophomore | 6 | R | A | A | A | N | R\* |
| Physics | Junior Senior | 6 | R | A | A | A | N | R\* |
| College Algebra or Advanced Trigonometry | Freshman through Junior | 6 | -- | -- | R | A | N | R\* |
| Physical Science | Freshman through Senior | 6 | -- | -- | R | A | N | R\* |
| American History or National Security Policy | Freshman through Senior | 3 | R | R | R | R | N | R\* |
| World Culture or Regional Studies | Freshman through Senior | 3 | R | A | R | A | R | R\* |
| English | Freshman or Sophomore | 6 | R | A | R | A | R | R |

R = Required

A = Advised (assists in transition to scholarship status)

N = Not required by Navy

R\*= May be required by specific program authorization

a. Calculus. The calculus sequence will include material through differential and integral calculus of one real variable.

b. Physics. The physics sequence shall be calculus based and cover the traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Students shall include appropriate laboratory classes in completing the physics requirement.

c. College Algebra Or Advanced Trigonometry. Mathematics courses must be at the level of college algebra or higher.

d. Physical Science. The physical science requirement can be met by completing a one-year sequence, or two courses, in an area of physical science. Students shall include appropriate laboratory classes in completing the science requirement.

e. American History/National Security Policy Courses. These courses should focus on U.S. military history, world military history, U.S. National Security policy, or combinations of these topics. The courses will be approved by the PNS.

f. World Culture And Regional Studies Courses. These courses must have an emphasis on Third World, Far East, and/or Southwest Asia. This academic requirement is designed to expand in our future officer corps the awareness, knowledge, and sensitivity of world cultures and peoples. The courses should be approved by the PNS.

g. English Courses. These courses, which total six semester hours or equivalent, must concentrate on the areas of grammar and composition and require significant student writings. The courses should be approved by the PNS.

h. Naval Science Laboratory. Naval Science Laboratory attendance is mandatory for commissioning.

(1) Conflict. A student who will not attend Naval Science Laboratory is considered to be on conflict. A student must be given express permission by their Midshipman Chain of Command, then their class advisor in order to go on conflict. The permission must be received each semester a Midshipman has a conflict. Conflict should only be approved for courses which are required for a Midshipman to graduate and for which there is no alternative. The Midshipman chain of command should provide input to the class advisors about whether or not conflict exists and is unavoidable. Such situations are usually limited to when a student must take a conflicting course to graduate on time and cannot take it at any other time. The midshipman chain of command is not authorized to disapprove or approve any conflict requests. Requests should be made with the standard Navy special request chit, which can be found in Appendix A-1

(2) Late to Lab. In some cases a student may take a course which conflicts with part of lab or which may cause a student to arrive late due to travel times between buildings or campuses. Late to Lab requests will be approved at the discretion of the class advisors via the MIDN CoC. Requests should be made using the standard Navy special request chit.

i. Qualifying Courses. Since courses are frequently changing consult your class advisor to ensure that you are meeting all NROTC Program Requirements. In some cases classes that seem to fit the descriptions provided may not qualify under Navy or Marine Corps regulations. To ensure that you will qualify for commissioning, have all classes approved by your class advisor.

j. Double Credit. No one course can count for more than one of the above credits, or “double dip.”

5.7 Academic Administrative Procedures

a. Student Undergraduate Program Of Study. A Student Undergraduate Program of Study (Appendix B-1) worksheet will be completed by each student. This plan will be approved by the student’s university academic advisor and NROTC class advisor. The class advisor must approve any desired changes to this plan. Changes might result from any of the following:

(1) Dropping or adding a course

(2) Retaking a course because of a failing grade: any additional fees incurred from retaking a class will not be covered by the Navy.

(3) Change of major: Must be approved. Failure to get a change of major approved may result in loss of scholarship. Current Navy scholarships are tied directly to majors.

(4) Class cancellation

b. Academic Term Performance Evaluation. An Academic Term Performance Evaluation sheet (Appendix B-2) will be completed by each student prior to the start of each term and given to the student’s NROTC class advisor.

c. Student Performance and Counseling Record. A Student Performance and Counseling Record (Appendix B-3) should be filled out at the beginning of the student’s career and given to the class advisor. The student should update the sheet as needed throughout their progress through the program.

5.8 Academic Deficiencies And Corrective Action**.** Academic deficiency is defined as a failure to comply with one or more standards addressed in paragraph 5.2 or failure to meet academic requirements with respect to the student’s individual program (i.e. satisfying the calculus requirement for Navy option midshipmen).

a. When an academic deficiency exists the following corrective actions are available: letter of warning, probation, leave of absence (LOA), and disenrollment. For further explanation of these disciplinary measures consult Chapter Eight, Conduct and Performance Evaluation. The following guidelines should be used when implementing administrative action:

(1) Midshipmen who do not meet the minimum GPA requirements will be subject to a PRB at the discretion of the PNS.

(2) MECEP Marines may be disenrolled for failing a class or withdrawing from a class prior to failing.

(3) Students who fail a course required by their academic major or NROTC will be subject to a PRB.

(4) Midshipmen who fail to maintain full-time student status without Professor of Naval Science approval may be disenrolled. Midshipmen who withdraw from a required Naval Science course without PNS approval may be disenrolled.

CHAPTER SIX

**PHYSICAL FITNESS**

6.1 General**.** The Navy and Marine Corps emphasize a high state of physical fitness for purpose of health and combat readiness. An essential part of the mission of NROTC in preparing students for commissioning is to ensure that they meet a satisfactory level of physical condition and are educated with regard to the need and benefits of continuing personal fitness programs.

6.2 Physical Fitness Standards**.** Physical fitness is critical for mission accomplishment and must be part of every NROTC student’s life. Mission readiness and operational effectiveness are predicated on the physical fitness of the individual. All NROTC students shall maintain personal fitness by regular exercise and proper nutrition. Navy Option midshipmen and STA-21 candidates will complete the Navy Physical Fitness Assessment on a semi-annual basis at the direction of the commanding officer. Marine Option midshipmen and MECEP Marines will be subject to semi-annual Marine Corps Combat Fitness Test and Physical Fitness Test in the academic year. The following are physical fitness standards for NROTC students:

a. Navy Option Midshipmen And STA-21. Must achieve a minimum score of Good in all events on the Navy Physical Fitness Assessment (PFA).

b. Marine Option Midshipmen And MECEP Marines. Must achieve a minimum score of 225 on the Marine Corps Physical Fitness Test (PFT), and run 3 miles in less than 24 minutes (males)—27 minutes (females). Must also achieve a minimum score of 250 on the Marine Corps Combat Fitness Test (CFT), as well as the minimum score in each event.

c. Body Composition Analysis Minimum Standards:

(1) Marine option / MECEP Marine male: 18% body fat

(2) Marine option / MECEP Marine female: 26% body fat

(3) Navy option / STA-21 male: 22% body fat

(4) Navy option / STA-21 female: 33% body fat

d. Refer to the appropriate Navy and Marine Corps instructions for up-to-date information on PFA/PFT/CFT test requirements, scoring standards and administration.

e. Swimming Standards. Students must qualify as Swimmer, 3rd class by the end of their first year. Failure to qualify as a 3rd class level by the end of the first year will result in a Performance Review Board and possible disenrollment.

(1) Swimmer, 3rd class. The third class swim test consists of two modules. Module one is composed of three separate events, a deep water jump, a 50-yard swim (using any stroke), and a 5-minute prone float. Swimmers who successfully pass module one may continue on to module two. Module two consists of shirt and trouser or coverall inflation.

6.3 Physical Fitness Deficiencies**.** Physical fitness deficiency is defined as failure to comply with one or more of the standards addressed in paragraph 6.2. All students are expected to strive for the highest level of excellence in physical fitness. The amount of personal effort and improvement will be used to determine aptitude for service.

a. A physical fitness deficiency exists when any of the following apply:

(1) Failure to achieve minimum performance levels on the Navy PFA or Marine PFT/CFT.

(2) Failure to achieve minimum height/weight and body fat standards.

b. When a physical fitness deficiency exists, the same corrective actions are available as for an academic deficiency. The following guidelines will be used to determine if a physical fitness deficiency exists:

(1) Students who do not meet the “Good” category but do meet the “Satisfactory” category on the Navy PFA or score 200-224 on the Marine PFT may remain in the program, but will be assigned to the Fitness Enhancement Program (FEP) to improve their performance.

(2) College Program midshipman shall not be admitted to advanced standing unless physical fitness standards are met.

(3) Failures in physical fitness testing will constitute a score lower than the “Satisfactory” category on the Navy PFA, a score less than 200 on the Marine PFT or a failure the Body Composition Analysis (BCA).

c. The Assistant Marine Officer Instructor will develop and implement a command wide Fitness Enhancement Program to assist students in achieving higher levels of physical fitness.

d. Other Coordinating Instructions.

(1) Initial PFA and PFT scores earned during Orientation Week, or a similar evolution, will be used as references and not as official scores. These scores will be used to inform the midshipmen about their current level of physical fitness. Midshipmen that exhibit a physical fitness deficiency at Orientation Week will be placed on Remedial Physical Training which is similar to the FEP program.

(2) Students who fail the BCA will be directed to complete the “Navy Nutrition and Weight Control Self-Study Guide” under the supervision of their class advisor. This document can be obtained online or through the Battalion Chain of Command.

(3) PFAs or PFTs taken during CORTRAMID are not official scores.

6.4 Physical Fitness Administrative And Remedial Action. Students who fail to maintain a satisfactory level of physical fitness will be subjected to corrective measures. The goal of these corrective measures is to bring deficient students back within Navy and Marine Corps standards. The following are administrative and remedial consequences for substandard physical fitness performance: assignment Remedial PT, assignment FEP, warning, probation, LOA and disenrollment. See Appendix VI-A for guidelines on assignment of warning letters, probation, and LOA for physical fitness deficiencies. See Chapter 8, Conduct and Performance Evaluation, for a complete explanation of all administrative consequences and proceedings.

CHAPTER SEVEN

**UNIFORMS**

7.1 General**.** The purpose of this chapter is to provide direction for the wear of autho­rized uniforms and components for wear in order to present a uniform image.Uniform regulations are issued by direction of the CNO and carry the force of a General Order. Any procedures or components, regarding uniforms or grooming, not discussed in these or current U.S. Navy/Marine Corps uniform regulations are prohibited. Current U.S Navy/Marine Corps uniform directives supersede information in this Chapter.

a. Prescribed Uniforms. The Commanding Officer and/or the Marine Officer Instructor select uniforms, the individual does not. Generally, there will be only one uniform of the day authorized for wear at a given time and location. When warranted, an alternate uniform may be prescribed. A specific uniform will be prescribed for functions involving the civilian community.

b. Enforcement. The pre­scribing authority determines when and where the uniforms in this manual are appropriate for wear. Uniforms and components shall be worn as described in these regulations. Department of the Navy personnel must present a proud and professional appearance that will reflect positively on the individual, the Department of the Navy and the United States. All personnel shall comply with these regulations and be available to teach others the correct wear of the uniforms. Exemplary military appearance should be the norm for uniformed personnel. Inspections will be based on the content in this chapter.

c. Standard Terminology. The following terms are used throughout this chapter when discussing uniforms, insignia, and grooming standards.

(1) Basic Uniform Components. Uniform items required as part of the basic uniform. These are the minimum items which must be worn unless the prescribing authority directs otherwise.

(2) Prescribable Items. Uniform items which may be directed or authorized for wear with the basic uniform. Prescribable items may be worn with basic uniform at the individual's discretion unless otherwise directed.

(3) Optional Items. Uniform items purchased at the wearer's expense, which may be worn with the basic uniform, but which are not prescribable. Optional items may be worn with the basic uniform at the individual's discretion unless otherwise directed.

(4) Conspicuous. Obvious to the eye, attracting attention, striking, bright in color. If attention is naturally drawn to or distracted from the professional appearance, it is conspicuous.

(5) Conservative. Not conspicuous or detracting from the professional appearance while in uniform.

(6) Faddish. A style followed for a short period of time with exaggerated zeal. Styles are enduring, fads are generally short in duration and frequently started by an individual or event in the civilian community. Fads are generally conspicuous and detract from a professional appearance.

(7) Compliments Skin Tone. A conservative color which contributes to the wearer's natural skin tone. Conservative colors are generally inconspicuous and do not detract from a professional appearance in uniform.

7.2 Basic Uniform Issue**.** All required uniforms are provided by the Unit. Most uniforms become the property of Navy Option midshipmen upon commissioning. For exceptions to this rule consult the Supply Officer. Marine Option midshipmen are authorized to keep utility uniforms, but must return all other uniform items. Midshipmen may procure additional uniform items at their own expense but midshipmen may not wear uniforms or uniform items not included in the basic issue or otherwise issued by the Navy.

a. Organizational Clothing. Organizational Clothing is defined as any clothing loaned to an individual by a naval activity, for which there is a requirement above and beyond authorized Navy uniforms. It remains the property of the Navy and is returned to the Navy when the individual is transferred. Organizational items are issued as required; they must be returned to the Unit Supply Technician when no longer required, upon disenrollment, or upon graduation.

b. Clothing which is sold or issued by the United States to any person in the naval service shall not be sold, bartered, exchanged, pledged, loaned or given away, except as authorized by proper authority.

c. No person in the naval service shall have any article of wearing apparel belonging to any other person in the naval service without permission from proper authority.

7.3 Grooming Standards**.** The following grooming standards were taken from the current version of the Navy Uniform Regulations Manual, NAVPERS 15665. They are meant to provide students a quick reference and are not intended to replace any information within the Navy Uniform Regulations Manual. **If there is a conflict between these guidelines and the Navy Uniform Regulations Manual, the current version of the Navy Uniform Regulations Manual shall always be followed.**

a. General. The primary consideration is to have a neatly groomed appearance while wearing naval uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Navy personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable military image. The difference between men's and women's grooming policies recognizes the difference between the sexes; sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Navy's best interest and is not a factor in the assurance of equal opportunity.

b. Smartness.

(1) Image. United States Navy personnel must set and maintain the high standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing your uniforms, is a key element in the public image of the Navy.

(a) While in uniform, it is inappropriate and detracts from military smartness for personnel to have their hands in their pockets.

(b) When walking from point to point while in uniform, it is inappropriate and detracts from military smartness for personnel to talk on a cellular phone, smoke/use tobacco products, or to eat and/or drink.

(2) Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from tarnish and corrosion.

(3) Articles.

(a) No articles shall protrude from or be visible on the uniform, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items. In a deviation from NAVPERS 15665, communication devices (e.g., cell phone, personal digital assistant (PDA), pagers, etc.) may not be worn on student uniforms.

1. Civilian bags (e.g., computer bags/briefcases, gym bags, backpacks, garment bags, etc., this does not include women’s handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

a. Computer bag/brief case and backpacks: may be worn across the left shoulder of service and working uniforms to facilitate saluting for Navy Midshipman and STA-21. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally). Backpacks may also be worn with straps over both shoulders or over the left shoulder when wearing the working or service uniform. Backpacks must be conservative in nature and must be either black, olive drab, brown or tan (or a combination of the two), or the MARPAT utility pattern. Marines and Marine Option Midshipmen are authorized to carry commercially purchased backpacks over both shoulders in the utility uniform. Marines and Marine Options must hand carry duffel, computer bags, brief cases, and backpacks. Female Marines and Marine Options are not authorized to carry purses or hand bags in the utility uniform.

b. All bags worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag.

c. While in dress uniform, civilian bags will be hand carried only.

(4) Glasses.

(a) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(b) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(c) Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc).

(5) Undergarments. Appropriate undergarments shall be worn at all times to preserve the dignity and appearance of the uniform. Men will wear blue crew neck undershirts with Navy Working Uniform (NWU) and white crew neck undershirts with all other uniforms. Women are required to wear blue crew neck shirts NWU’s and white crew neck undershirts with all other uniforms on board ship, but when not on board ship they are optional in circumstances where allowed by specific uniform requirements.

(6) Military Creases. Sewn‑in creases are not authorized. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Shirts which do not have a yoke seam across the back of the shirt as a reference point for placing three evenly spaced creases, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

c. Care of the Uniform. The longest service of the various uniform articles can be attained only by proper care and maintenance. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

d. Cleaning. The cost of cleaning or laundering of student uniforms and clothing during the academic year, as well as during the summer training periods, will be the responsibility of the student.

(1) Buttons. Buttons may turn green when the pewter plating wears off and the copper base becomes covered with green copper carbonate due to exposure to moist air. You can remove the green coloring by rubbing gently with acetic acid or any substance containing this acid such as vinegar, followed by a thorough washing in clean water.

(2) Embroidered Insignia. Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. Do this as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device may not be restorable.

(3) Gold Lace. Gold bullion lace will tarnish rapidly and may deteriorate when in contact with or hung near any substance containing sulphur, such as rubber or ordinary manila or kraft wrapping paper. Gold bullion lace should be cleaned by an experienced tailor although liquid nontoxic preparations and certain liquid cleaners available commercially may be used if applied according to manufacturer's instruction.

(4) Metal Insignia. Clean the gold filled and sterling silver rhodium finished parts of metal insignia by washing with soap and water. Insignia will not be polished to the degree that the basic details of the standard insignia are defaced, removed, or altered in general appearance.

e. Personal Appearance. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgment of leaders at all levels is key to enforcement of Navy grooming policy. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

(1) Men’s Hair.

(a) Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hair­style.

(b) Hair on the back of the neck must not touch the collar.

(c) Hair shall be no longer than three inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear.

(d) Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive, regardless of length.

(e) The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp.

(f) Hair coloring must look natural and complement the individual.

(g) Faddish styles and outrageous multicolored hair are not authorized.

(h) The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck.

(i) One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized.

(j) Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear.

(k) Plaited or braided hair shall not be worn while in uniform or in a duty status.

(l) No male student will be required to have his hair shaved to the scalp except when such action is prescribed by a medical officer. This does not prohibit a male student from having his hair shaved to the scalp if he so desires.

(m) Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. Figure 7-1 refers.

GROOMING STANDARDS FOR MEN

Figure 7-1

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| --- |
| http://buperscd.technology.navy.mil/bup_updt/508/unireg/chapter2/Images/Fig2_2_1.jpg |
|  |

Note 1: Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than three inches in length.

Note 2: (‑‑‑‑‑‑ INDICATES SCALP LINE) Sideburns shall not extend below a point level with the middle of the ear, as indicated by line "A".

(2) Women’s Hair.

(a) Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual.

(b) Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, braids which protrude from the head, and dreads or twists are NOT authorized. Multiple braids are authorized. Braided hairstyles shall be conservative and conform to the guidelines listed herein.

(c) When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair.

(d) Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited.

(e) When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head.

(f) No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. Refer to figure 7-2.

(g) A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair nets shall not be worn unless authorized for a specific type of duty.

GROOMING STANDARDS FOR WOMEN

Figure 7-2

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| http://buperscd.technology.navy.mil/bup_updt/508/unireg/chapter2/Images/Fig2_2_2.jpg |

Note 1: Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks such as dreads or twists, and braids which protrude from the head are not authorized. Multiple braids are authorized.

Note 2: No portion of the bulk of the hair as measured from the scalp shall exceed approximately 2 inches.

Note 3: Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A. When wearing jumper uniforms, hair can extend a maximum of 1-1/2 inches below the top of the jumper collar.

(3) Shaving and Mustaches (Men). The face will be clean shaven. In a deviation from NAVPERS 15665, the wearing of mustaches is not authorized.

(4) Body Hair. No male student will be required to have his chest hair clipped except that which is so long that it protrudes in an unsightly manner above the collar.

(5) Hairpieces. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty.

(a) Men. Wigs or hairpieces may be worn only for cosmetic reasons to cover natural baldness or physical disfigurement.

(b) Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.

(6) Cosmetics (Women). Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.

(7) Fingernails.

(a) Men. Fingernails shall not extend past fingertips. They shall be kept clean.

(b) Women. Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.

(8) Jewelry. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall be worn within the following guidelines:

(a) Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

(b) Earrings.

1. Men. In a deviation from NAVPERS 15665, earrings are not authorized at any time while in the NROTC program.

2. Women. One gold earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 4mm - 6mm ball (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish, screw on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

3. Body Piercing. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, in a deviation from NAVPERS 15665, body piercing is not authorized at any time while in the NROTC program.

4. Necklaces/Chokers. While in uniform, only one necklace may be worn and it shall not be visible.

5. Wristwatch/Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

(9) Tattoos/Body Art/Brands. Tattoos will be documented upon entrance into the NROTC program, and any changes must be approved and documented. Changes may also necessitate a waiver from the Navy/Marine Corps. All tattoos must be approved through the chain of command before being done. Four Criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel:  content, location, size and cosmetic.

(a) Content.  Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited.  For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.

(b) Location.  No tattoos/body art/brands on the head, face, neck, or scalp.  The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt.  In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.

(c) Size.  Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer’s hand with fingers extended and joined with the thumb touching the base of the index finger.  Tattoos/body art/brands that exceed size criteria are waiverable provided they do not violate the content and/or location criteria.

(d) Cosmetic.  This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment.  For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

(10) Mutilation. Intentional mutilation of any part of the body is prohibited.  Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and/or resulting in an abnormal appearance.

(a) Examples of mutilation include, but are not limited to:

1. A split or forked tongue;

2. Foreign objects inserted under the skin to create a design or pattern;

3. Enlarged or stretched out holes in ears (other than a

normal piercing);

4. Intentional scarring on neck, face, or scalp;

5. Intentional burns creating a design or pattern;

6. Any type of branding

(11) Dental Ornamentation.  The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited.  For purposes of this regulation, ornamentation is defined as decorative veneers or caps.  Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

(12) Waivers. The PNS has the authority to waive certain tattoos. Tattoos that fall outside PNS waiver authority shall be forwarded to OD4 (Navy Option) or MCRC (ON/E) via ODM (Marine Option). For further guidance, refer to NAVADMIN 110/06 or MCRC (ON/E) Guidebook for Tattoos VII dated 11 Jan 2005.

7.4 Uniform Tailoring**.** Each student is responsible for a proper fitting uniform. Uniforms may be tailored to provide a well-fitting, professional military bearing. They shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight form fit. The unit provides tailoring services for midshipmen via a contract with a local tailor. If alterations are necessary, midshipmen will coordinate with the Unit Supply Technician via the Battalion Logistics Officer to resolve the tailoring issue.

7.5 Uniform Replacement**.** Each student is responsible for maintaining his/her uniform articles in proper condition at all times. The unit is authorized to replace midshipman uniform articles which are no longer serviceable and have become unfit as a result of proper use. Any midshipman having a need to replace a uniform article should speak with the Unit Supply Technician via the Battalion Logistics Officer. If a case arrives in which the Battalion Logistics Officer and/or Unit Supply Technician determine that the midshipman was careless or negligent in caring for the uniform articles, the midshipman will be required to make replacement in kind or to reimburse the government.

7.6 Return of the Uniform**.** Midshipmen who complete the NROTC program and are commissioned are permitted to retain most uniform items as stated in section 7.2. Those midshipmen who disenroll from the NROTC program prior to commissioning are required to return all issued uniform items to the Unit Supply Technician within seven days of disenrollment.

7.7 Uniform Standards**.** The following uniform standards were taken from the current version of the Navy Uniform Regulations Manual, NAVPERS 15665. They are meant to provide students a quick reference and are not intended to replace any information within the Navy Uniform Regulations Manual. If there is a conflict between these guidelines and the Navy Uniform Regulations Manual, the current version of the Navy Uniform Regulations Manual shall always be followed unless stated otherwise.

a. General.

(1) Insignia worn by NROTC midshipmen and other officer candidate program personnel, conform to that prescribed for U.S. Naval Academy Midshipmen. NROTC Marine option midshipmen wear gold, enlisted Marine Corps emblems in place of the anchor insignia.

(2) Class insignia is changed at the end of each school year and the insignia of the following year is worn during the summer cruise. Officer and petty officer insignia may not be worn on summer cruise. Officer and petty officer insignia should be removed while on any TAD orders or when at any military base when not directly involved with ROTC events. This may include but is not limited to trips to Great Lakes or Nuclear Power Interviews. The exception to this is when insignia is sewn on such as on SDBs.

(3) Upon commissioning, all student uniforms, regardless of issue source, shall comply with uniform guidelines established for commissioned officers.

b. Headgear.

(1) Manner of Wear. Cover should be fitted to avoid smiles around the band, bill clean and free of fingerprints or lint. Braid should be straight and tight, not resting on bill. Cover should be smooth and flat, free of seagoing dips, anchor centered, first on cap and then on face. Bill of cap located two to three fingers above the nose.

(2) Outdoor Wear. Outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel remain covered during invocations or other religious military ceremonies such as changes of command, ships' commissionings and launchings, and military burials, etc.

(3) Indoor Wear. Indoors, personnel shall remain uncovered at all times unless directed otherwise by higher authority for a special situation/event.

(4) Special Circumstances. A military cover may be removed when riding a bicycle on or off base. A safety helmet is recommended. Personnel may remove their cap or hat when traveling inside a private automobile or riding a bicycle off base. A cover is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous.

c. Cap Insignia.

(1) Combination Cap. Insignia on combination caps consist of a cap device, chin strap and retaining buttons.

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| chapt_6_combinationCap |

(a) Cap Device. The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right.

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| chapt_6_capDevice |

(b) Chin Strap. The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, gilt button.

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| chapt_6_chinStrap |

(2) Garrison Cap.

(a) Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The unfouled arm of the stock faces front. Pin it to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above bottom edge.

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| chapt_6_garrisonCap |

d. Sleeve Insignia.

(1) Class Insignia. Consists of horizontal stripes worn on the left sleeve of blue coat to indicate class. Stripes are made of gold nylon braid 1-1/2 inches long and 1/8 inch wide with 1/4 inch spacing between stripes. They are centered midway between shoulder and elbow. Refer to fig 7-3.

(2) Midshipman Rank Insignia. Wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. Stripes measure 1-1/2 inches long and 1/8 inch wide, centered on the outer side of the sleeve with lower stripe 2 inches above and parallel to the edge of the cuff, the stripes to be 1/4 inch apart. Center a gold embroidered, symmetrical five pointed star, 1 inch across, above the stripes. One ray of the star points down, and the point is 3/4 inch above the upper stripe. Refer to fig 7-3.

e. Shoulder Insignia.

(1) Shoulder Boards. There are two types of shoulder boards, one indicating class and one indicating rank. Both measure either 5-1/2 inches (men), or 4-1/2 inches (women) long and 1-3/4 inches wide. They are to fit the shoulder and secured at their inner ends by a Navy eagle, gilt button. Hard shoulder boards are worn on the coat of Full Dress White uniforms, the blue overcoat, reefer, Dinner Dress jacket and on the white tropical shirt. Soft shoulder boards are smaller than hard shoulder boards and are worn on white epauletted shirts when worn with Service Dress Blue. Marine-option midshipmen replace the anchor insignia on the shoulder boards with the gold, enlisted Marine Corps emblem. Refer to fig 7-3.

(2) Class Shoulder Boards. The insignia for shoulder boards consists of a metal fouled anchor alone or in combination with stripes, indicating the wearer's class. Refer to fig 7-3.

(3) Rank Shoulder Boards. The insignia worn on shoulder boards consists of a star, in combination with stripe(s), to indicate the wearer's rank. Refer to fig 7-3.

f. Collar Grade Insignia.

(1) Coat Collar Anchor Insignia and Coat Collar Star Insignia.

(a) General. Coat collar insignia consists of plain gold anchors indicating student status and gold stars indicating Distinguished Midshipman worn on the collars of the blue coats.

(b) Service Dress Blue Coat.

1. Anchor Insignia. A plain gold anchor 17/16 inch long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal.

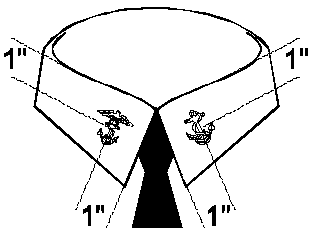
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2. Star Insignia. For Service Dress Blue (SDB) uniform, stars will be centered 1/2 inch above the lapel anchors. Two rays of the star will be bisected by the center line of the anchor.

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| chapt_6_BreastInsigWear |

(2) Class Insignia (Closed Shirt Collar).

(a) Manner Of Wear. Pin the anchor or eagle-anchor insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the unfouled arm of the stock faces front.



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  (3) Open Collar Shirts And Navy Coveralls Insignia. Center class and/or rank insignia 1 inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Captains wear insignia one quarter inch from the lower and outside edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

|  |
| --- |
| Manner of Wearing Collar Grade Insignia for Open Collar Short Sleeves Shirts and Navy Coveralls |

g. Ribbons And Medals.

(1) Ribbons.

(a) Ribbons will be worn in order of precedence from inboard to outboard and from top to bottom. Ribbon bars are worn in rows of three. The bottom row must be centered ¼ inch above the top edge of the upper left pocket (Navy Option), 1/8 inch above the top edge of the upper left pocket (Marine Option). For jackets with slanted pockets, a horizontal line, tangent to the highest edge of the pocket will be considered the top edge. Parallel rows of ribbons will be placed together without spacing. All rows will have the same number of ribbons except the top, which will be centered on other rows.

(b) Unit ribbons and awards may be worn only during NROTC activities on the Service Dress Blue, Service Dress White, Summer White uniforms, and Poly-wool Khakis. These ribbons and awards are not authorized for wear during periods of summer training or other non-NROTC activities. Ribbons are not authorized on formal dress, dinner dress, or working uniforms. If Active Navy/USMC ribbons are worn, no unit ribbons will be worn.

(2) Medals.

(a) When large medals are worn, ribbons not having corresponding medals are worn above the right breast pocket in order of precedence from inboard to outboard (note: this will cause the ribbons to be arranged in a manner that is opposite of how they are worn on the left side). When miniature medals are worn, ribbons not having corresponding medals shall not be worn. The requirements for large and miniature medals may be modified by the Commanding Officer to allow midshipmen maximum use of their awards.

(b) Place the holding bar of the lowest row of medals in the same position as the lowest ribbon bar, refer to figure 7-3. The bars measure 4-1/8 inches wide, and each row of medals is 3-1/4 inches long from the top of the suspension ribbons to bottom of medals, so that bottom of medals dress in a horizontal line. Multiple rows of medals should be grouped with the same number of medals in each row, with the lesser number in the top row if necessary. A maximum of three medals may be worn side by side in a single row with no overlap. Arrange four or more medals (maximum of five in a single row) following the layout in table 7-1. Overlapping shall be proportional and the inboard medal shall show in full. Mount the medals so they cover the suspension ribbons of the medals below.

TABLE FOR WEARING LARGE MEDALS

Table 7-1

-----------------------------------------------------------------------------

Number of Medals Per Row

-----------------------------------------------------------------------------

Number of Medals Prescribed Number Top 2nd 3rd 4th

to be worn          of Rows Row Row Row Row

-----------------------------------------------------------------------------

1-5      1 row only1-5

6 2 3 3

7 2 3 4

8 2 4 4

9 2 4 5

10 2 5 5

11 3 3 4 4

12 3 4 4 4

13 3 3 5 5

14 3 4 5 5

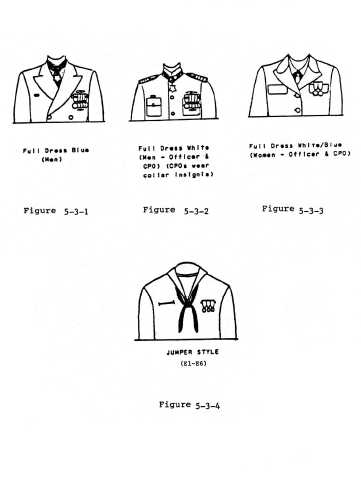
15 3 5 5 5

16 4 4 4 4 4

and so on

WEARING OF LARGE MEDALS

Figure 7-4



(3) Precedence. Refer to Chapter 9.

h. Additional Guidelines.

(1) Buttons. Wear Navy eagle gilt buttons. They are the same as those for male and female officers.

(2) Necktie. An unwrinkled, small, and neat knot shall be worn close up. Wear hand tied knotted with a four-in-hand, half windsor, or windsor knot. Wear the top of the knot parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle. Wear plain gold tie clasp.

(3) Nametags. When name tags are prescribed, they will be centered ¼ inch above the right pocket for Navy Option or 1/8 inch above the right pocket for Marine Option. On uniforms without a pocket, they will be worn in an equivalent position on the right breast. On uniforms with slanted pockets, a horizontal line tangent to the highest edge of the pocket will be considered the top edge. The name tag will always be parallel with the deck for uniforms with slanted pockets.

(4) Shoes. Plain toe black shoes. All parts of the shoes will be shined to a high gloss, so as to present a uniform appearance. 1/C Midshipmen, STA-21 Sailors and MECEP OCs are authorized to wear Pormeric (Corfam) shoes.

(5) Outerwear. No insignia is worn on blue or khaki windbreakers or on raincoats. This does not apply to Officer Candidates; they will continue to wear insignia on all outerwear according to standards set forth at the Naval Science Institute (NSI). The standards for brigdecoats is the same for all; the proper shoulder board, as detailed in section 7.7, subsection e, shall be worn on shoulder epaulettes of bridgecoats.

(6) Women’s Skirts/Pumps.

(a) Slacks will be worn for all uniforms except when skirts are specifically prescribed. Hose will conform to the individual’s natural skin color.

(b) Oxfords will be the standard shoe worn by women. Pumps will be worn when prescribed and in all cases when skirts are prescribed, with the exception of when a duty involves prolonged walking or standing, for example during formations, inspections and close order drill.

(c) When slacks are prescribed, oxfords will be worn. Socks will be the same color as the shoes.

i. Navy Working Uniform (NWU). The Navy working uniform shall be the standard utility uniform for midshipman and officer candidates. The Marine Corps MARPAT Uniform will be the utility uniform for Marines and Marine Option Midshipmen.

(1) Manner Of Wear. Standards of appearance for all personnel wearing the Navy Working Uniform are as follows:

(a) The Navy Working Uniform shall be clean and pressed to present a neat appearance. The use of starch is not authorized.

(b) The requirements for smartness and personal appearance fully apply to the camouflage utility uniform.

(2) Headgear. The cap will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. The cap will not be starched or artificially stiffened. Midshipman shall not wear any insignia on the camouflage utility cap. When prescribed by appropriate authority, the cold weather cap may be worn in lieu of the cap.

(3) Undershirts. The undershirts shall only be the blue undershirts which are authorized with the NWU uniform. Issued thermal underwear are authorized to be worn underneath the camouflage uniform during cold weather periods as long as they are not visible.

(4) Socks. Socks shall be black.

(5) Blouse. The NWU Blouse is to be worn outside the waistband of the utility trousers. When authorized, sleeves will be rolled with the inside out, forming a roll approximately 3 inches wide, and terminating at a point approximately 2 inches above the elbow. The cuff of the sleeve will then be rolled over so that only NWU fabric is showing. The sleeves shall be rolled in such a way that they are snug against the arm.

(6) Trousers. The NWU trousers shall be of the same material and pattern as the Blouse. The boots shall be bloused so that the cuff covers the top row of eyelets.

(7) Belt/Buckle. The 1-1/4 inch khaki cotton, nylon or elastic woven web belt, with gold tip, and gold closed face buckle will be worn with the camouflage utility trousers. The tip shall extend to just the end of the buckle.

(8) Footwear. The 9” safety boots with black laces will be worn with the NWU, and will be blackened and buffed. Bootlaces will be tucked in a manner to present a well-kept appearance.

(9) Gloves. Black gloves are authorized for wear with the NWU.

(10) Insignia, Collar. The appropriate class/rank insignias will be worn on the NWU blouse by all midshipmen and officer candidates. Insignia will be worn in the same manner as other open collar shirts. The center of the insignia will be placed at a point approximately 1 inch from the front and lower edges of the collar and the vertical axis of the insignia will lie along an imaginary line bisecting the angle of the collar point.

(11) Identification Markings. Identification markings will be embroidered on NWU fabric with gold thread. Proper locations of fabric strips are as follows:

(a) Blouse. A fabric strip containing the wearer's surname will be sewn above and flush with the top of the wearer's right blouse pocket. A fabric strip containing the words "U.S. NAVY" will be sewn above and flush with the top of the wearer's left blouse pocket.

(b) Trousers. A fabric strip containing the wearer's surname will be sewn above and flush with the top of the right rear trouser pocket.

(12) Authorized Modifications For Environmental Extremes. The following modifications are not authorized uniform changes; rather, they are exceptions which may be granted by appropriate authority.

(a) Shirt. When authorized the NWU shirt may be removed.

(b) Trousers. When authorized the camouflage utility trousers may be worn unbloused.

(c) Parka. The NWU parka may be worn. No rank insignia should be placed on the tab on the front as the pins will degrade the water resistant qualities of the parka. The authorized liner may be used with the parka. The parka will not be provided by NROTC but may be purchased at the student’s own expense.

(13) Grooming Jewelry. Grooming and jewelry standards set for Navy uniforms apply. However, appropriate authority may direct removal of jewelry under field operations or when mission dictates.

j. Commuting In Uniform.

(1) General. The prescribing authority may authorize working uniforms, except Navy Blue Coveralls, for commuting to and from work. Commuting is defined as a direct route from place of residence to place of work by means of a private vehicle, to include all travel aboard DOD-owned/controlled aircraft. Marines and Marine Options are not authorized to wear MARPAT utilities anywhere other than at the host institution while participating in unit activities.

(2) Authorized Brief Stops. Working Khakis, Winter Working Blue, Navy Working uniform may also be worn for brief and appropriate stops off-base during duty hours, or while commuting to and from place of duty, such as: (1) when dropping off/picking up children from daycare centers or school; (2) obtaining gas or other essential driving aids (wiper blades, snow chains, fluids, lights, etc.); (3) picking up/dropping off dry-cleaning; (4) automatic teller machines; (5) picking up vehicles at repair shops or gas stations; (6) at drive-thru windows where exiting the vehicle is not required; (7) at a convenience store or drug store solely for the purchase of emergency childcare or health products (milk, diapers, medicine, etc.); and (8) business conducted in financial institutions.

(3) Unauthorized Stops. Students are prohibited from wearing the above working uniforms as a liberty uniform off-base or during inappropriate circumstances such as: (1) at restaurants, pizza parlors, bars, lounges, etc.; (2) when dealing with public officials (police, courthouse, attorneys); (3) at commercials airports/bus stations for travel or entering pick/drop off passengers; (4) at retail/rental stores, shopping malls, and shops for shopping or paying bills; (5) at grocery stores/supermarkets; and (6) at movie theaters, mini-golf, or other similar entertainment/ recreational or sporting activities.

(4) In a deviation from NAVPERS 15665, students are authorized to wear the above working uniforms on the campuses of the NROTC Chicago Area schools and their cross-town affiliates if they have been prescribed as the authorized uniform of the day.

(5) Additional Restrictions. Wearing of uniforms is prohibited under any of the following circumstances regardless of if they are on campus or not:

(a) Any meeting or demonstration which is a function of, or sponsored by an organization, association, movement, group, or combination of persons which the Attorney General of the United States has designated, pursuant to Executive Order 10450 as amended, as totalitarian, fascist, communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny others their rights under the Constitution of the United States by unconstitutional means.

(b) During or in connection with political activities, private employment or commercial interest, that imply official sponsorship of the activity or interest.

(c) When participating in activities such as public speeches, interviews, picket lines, marches, rallies or any public demonstration which implies the service supports the principles of the demonstration or activity. This rule may be waived by the service.

(d) When wearing of the uniform would discredit the Armed Forces.

(e) When specifically prohibited by regulations of the department concerned.

k. Civilian Clothing.

(1) Proper Civilian Attire (PCA). Proper civilian attire will normally be prescribed for all activities when not in uniform, such as attending classes or other university functions. Proper civilian attire is a conservative dress code including such dress items as collared shirts, tucked into clean slacks or jeans worn with a belt. Shoes will normally be close toed. Use this guidance as a “rule of thumb,” while exercising mature judgment in deciding what clothing is appropriate. When in doubt, err on the side of conservatism.

(3) Business Casual. For NROTC purposes, business casual will include slacks (including khakis), collared shirts (polo or button-up), sweaters, or blouses. Business casual does not include jeans, shorts, skirts, t-shirts, sweatshirts, warm-up suits, athletic sportswear, sundresses, athletic shoes, casual sandals, men's shoes without socks, or other generally recognized casual/weekend attire.

(4) Drug Advocation Prohibited. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy.

(5) Earrings. See section 7.3, subsection e.

(6) Body Piercing. See section 7.3, subsection e.

(7) Wearing Uniform Items With Civilian Clothing. Military personnel may wear the military uniform articles listed below with civilian clothing:

All-Weather Coat/Raincoat (w/o insignia)

Belts with civilian buckles

Cap, Knit Watch

Command/Navy Ball Cap (w/o insignia)

Gloves

Handbag

Jacket, Black (w/o insignia)

Jacket, Khaki Windbreaker (w/o insignia)

Necktie, Four-in-Hand

Peacoat (w/o insignia)

Shoes

Socks/Hosiery

Sweater, Pullover Jersey

Sweater, Black V-Neck Pullover (w/o nametag)

l. Summer Cruise Uniform Information.

(1) Shipboard Restrictions.

(a) Polyester Uniforms. Do not wear 100% polyester uniforms (Certified Navy Twill) in any operating fire room. Wear only flame retardant clothing when engaged in hot work such as welding or brazing, and when exposed to open flame, such as during boiler light‑off operations, or spark producing work such as grinding.

(b) Skirts/Dress Shoes. Do not wear skirts or dress shoes (pumps/heels) aboard ship. The wearingof skirts or dress shoes (pumps/heels) are not prescribable or optional aboard ship. These items may be stored aboard ship optionally at the discretion of the service member and worn when immediately departing or returning to the ship.

(c) Poromeric Shoes. Do not wear poromeric (e.g. corfam) shoes aboard ship for normal daily operations. Poromeric shoes may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions.

(d) V-Neck/Sleeveless Undershirts. Do not wear V-neck/sleeveless undershirts aboard ship for normal daily operations. V-neck/sleeveless undershirts may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions.

(e) Acrylic Cardigan And V-Neck Sweater. Do not wear acrylic V-neck sweater aboard ship as an outergarment during daily operations.  Acrylic V-neck sweater may be worn when immediately departing or returning to the ship, or when specifically authorized by the commanding officer for ceremonial or other special occasions.

(f) Headgear. Headgear is not required to be worn when ships are at sea outside harbor limits, except on specific watches or on ceremonial occasions specified by the commanding officer or higher authority. Uniform headgear is required in port, unless safety prohibits wear, i.e., foreign object damage (FOD).

(2) General Travel. When traveling, Service Dress Blue may be worn during any season.

(3) Regional Travel. For travel within a region, wear either the uniform of the day as prescribed for destination or Service Dress Blue uniform for the entire trip. For travel between regions, wear either the uniform of the day for destination or point of departure for actual travel. A change to the uniform of the day at destination is required to conduct business, or Service Dress Blue may be worn for the entire trip. Working uniforms are not normally authorized for official travel, but area coordinators may authorize working uniforms in specific geographic regions or situations when warranted by local conditions.

(4) Government Transportation. Navy personnel traveling aboard any military organic or commercial contracted (chartered) aircraft may wear civilian clothing when traveling on regular/emergency leave or Space A travel. Personnel on PCS or TAD orders may travel in civilian clothing unless otherwise directed by cognizant authority. Those who wear a uniform will observe regional travel requirements. Navy personnel must ensure that their dress or personal appearance is appropriate for the occasion and conforms to required standards. Members wearing civilian clothing will ensure it is warm enough for in-flight operations and destination. Personnel traveling overseas should consult the DOD Foreign Clearance Guide for any particular uniform or civilian clothing requirements for their destination.

(5) Commercial Transportation. When traveling on commercial international flights, Navy personnel in a duty, leave, or liberty status will wear an appropriate uniform or civilian clothing as required by the USAF Foreign Clearance Guide. For travel in the United States, Navy personnel using a commercial mode of transportation may wear appropriate uniform or civilian clothing.

(6)Wear of Civilian Clothes In Foreign Countries.

(a) If the laws of a country prohibit wearing foreign uniforms, wear civilian clothing.

(b) Personnel traveling in a foreign country may wear civilian clothes, but wearing civilian clothes shall not conflict with guidelines set forth in section 7.7, subsection k. Host commands may set additional civilian clothes guidelines as appropriate for foreign countries.

7.8 Marine Option Variations**.** Marine Option midshipmen wear Navy uniforms with the following modifications:

a. Insignia Variations.

(1) Clasp, Necktie, USMC. This article will be worn in lieu of any other tie clasp.

(2) Insignia, Collar, USMC (Prong And Clutch). These insignia replace the fouled anchor worn on the khaki shirts. The heads of the eagles and the anchors will face forward. On the khaki shirt, the wings will be parallel to the bottom edge of the collar. Measurements will be the same as the fouled anchors. They will be worn as class insignia in the following manner:

(a) Midshipman, First/Second Class. Wear on both collars.

(b) Midshipman, Third Class. Wear on the right collar only. The left collar is left empty.

(c) Midshipman, Fourth Class. Wear no collar devices.

(3) Insignia, Service Dress Blue Coat. The prong and clutch insignia will also replace the large anchor emblem worn on the lapel of the dress blue coat.

(4) Insignia, Combination Cap. The large USMC insignia replaces the fouled anchor worn on the combination cap.

(5) Insignia, Garrison Cap. The small USMC insignia replaces the anchor insignia worn on the fore-and-aft cap.

(6) Buckle, Belt, USMC. The belt tip will extend from 2 to 4 inches beyond the belt buckle. Anodized belt buckles are authorized for wear.

7.9 Marine Enlisted Commissioning Education Program (MECEP) Variations**.** MECEP students assigned to the unit shall comply with Marine Corps Uniform Regulations at all times. When uniform wear is appropriate or prescribed, they shall wear a proper Marine uniform commensurate with their rank that is equivalent to the uniform prescribed for midshipmen. No midshipman insignia or awards may be worn by MECEP students. Any questions regarding the correct uniform for MECEP students should be directed to the Assistant Marine Officer Instructor and/or the Marine Officer Instructor.

CHAPTER EIGHT

**CONDUCT AND PERFORMANCE EVALUATION**

8.1 Honor Code**.** Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. NROTC must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. A future officer does not lie, cheat or steal.

a. Core Values. Throughout its history, the Naval Service has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. Core values are Honor, Courage and Commitment. A Naval officer must exhibit these values in the everyday practice of his or her profession.

(1) Honor. Honor is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty, at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one’s self at all times to the highest personal standards in responsibility and accountability.

(2) Courage. Future officers must meet the demands of the Naval Service and the mission when it is hazardous, demanding or otherwise difficult, make decisions in the best interest of the Naval Service and the nation, without regard to personal consequences, meet all challenges while adhering to a higher standard of personal conduct and decency, be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful and efficient way, and have the moral and mental strength to do what is right, even in the face of personal or professional adversity.

(3) Commitment. Every officer is responsible for the safety, professional, personal, and spiritual well-being of their personnel. Future officers must show respect toward all people without regard to race, religion or gender and treat each individual with human dignity. They must be committed to positive change and constant improvement, exhibit the highest

degree of moral character, technical excellence, quality, and competence in what we have been trained to do, and work together as a team to improve the quality of our work, our people, and ourselves.

**8.2 Standards of Conduct/Aptitude for Service Deficiencies**. An aptitude deficiency is defined as failure to comply with one or more of the standards addressed in this chapter. An aptitude deficiency exists when any of the following apply:

1. Unauthorized absence from prescribed Naval Science classes or

activities.

(2) Improper grooming or personal appearance.

(3) Poor display of leadership or personal conduct.

(4) Term aptitude mark less than 2.5.

(5) Successive or average term aptitude mark less than 2.5.

a. Major and Minor Offenses. Students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. Inappropriate standards of conduct are categorized as major and minor offenses.

(1) Major offenses. Major offenses are those offenses which violate the NROTC Honor Code or involved moral turpitude, a serious breach of discipline, disregard or contempt for authority, lack of a sense of responsibility, or actions which bring discredit upon the Naval service. Major offenses include but are not limited to the following:

(a) Falsehoods of any nature, including fraud, cheating, and

plagiarism;

(b) Theft;

(c) Moral offenses;

(d) Alcohol/drug abuse;

(e) Insubordination;

(f) Assault;

(g) Hazing;

(h) Destroying or defacing property;

(i) Irresponsibility in contracting debt;

(j) Aggravated or repeated unauthorized absence;

(k) Sexual harassment/assault; and

(l) Pattern of conduct unbecoming an officer.

(2) Minor offenses. Minor offenses are those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

(a) All standards previously addressed outline areas of student performance which, when evaluated together, provide a measure of aptitude for commissioned service. Delineation between satisfactory and substandard aptitude is a responsibility of the PNS. A student’s conduct or aptitude is deficient whenever he or she commits an offense. The PNS shall determine aptitude performance based on personal observation, analysis of fitness reports and counseling records, and discussions with unit personnel.

(b) All students who receive a term aptitude grade of 2.5 or below shall receive, at a minimum, an "Aptitude Warning" letter from the PNS. The Aptitude Warning letter shall provide the student a formal PNS evaluation detailing both general and specific deficiencies in aptitude. The PNS will also outline in the letter the recommended procedures, methods, and assistance available, so the student will be able to take the necessary steps to improve their aptitude grades. The PNS may also choose to place the student on probation. Marginal performers who are retained in the NROTC Program are to be regularly supervised and counseled by the responsible class advisor and the PNS. If improvement to full acceptability is not noted, PNS will consider disenrollment.

b. Student Officers and Discipline.

(1) The NROTC administration relies heavily on the student officers to assist in the orderly administration and instruction of the battalion. Student officers must recognize this responsibility and with exercise of leadership and initiative assist the Naval Staff in maintaining good order, morale, and discipline in the unit. Student officers will come to know all members of the battalion, act as their advisors and mentors and, at any time they observe a student conducting him/herself in an improper manner, take steps to document and report the infraction. All such instruction on the part of student officers shall be in a quiet, officer-like, but firm manner and shall not be such as to embarrass or in any way humiliate the battalion member. Conversely, the battalion member shall show due respect for the counseling by the student officers and shall carry out such lawful instructions as they may receive from student officers.

(2) Student officers must understand the philosophical and practical distinctions between discipline and punishment. Discipline is an environmental condition within the organization that is an outgrowth of the maintenance of standards of professional conduct in strict accordance with the Honor Code and Core Values. The primary tools for maintenance of the disciplinary health of the organization at the disposal of the student officer are leadership by example, awareness of the disciplinary status quo and any deficiencies, administrative reporting of deficiencies up the chain of command, and referring infractions to the unit staff through the chain of command. Punishment, including but not limited to assignment of extra duties, essays, placement on leave of absence, and disenrollment from the program as disciplinary tools are authorized only through specific instruction of the commanding officer via the unit staff.

(3) As members of the battalion command structure, student officers are expected to conduct themselves in a manner that indicates they are leaders and commanders. Consequently, when problems are brought to the attention of a student officer, he/she is obligated to take appropriate action as well as inform those in the command. Situations that require action as stipulated in these regulations cannot be suppressed in any manner.

c. Alcohol Policy.

(1) The collegiate environment may encourage underage and excessive alcohol consumption; however, as future officers, students are obligated to comply with the law and also to maintain the proper decorum at all times. Good humor, courtesy, mutual respect, shipmate loyalty, professionalism, shared adventure and fun are the essential ingredients of good esprit de corps—not alcohol.

(2) Only persons of legal age (at least 21 years old) may consume alcohol in any quantity. If a student under 21 drinks before coming to or after leaving an NROTC associated or sanctioned event, he or she has violated the honor code and risks being brought before a Performance Review Board (PRB) for unsatisfactory aptitude.

(3) Battalion officers responsible for planning events shall implement positive procedures to ensure that servers, caterers or contractors verify that clients are of legal age before serving them alcohol. The responsible action officer shall supply the caterer with a listing of all invited student attendees with their birth dates. Battalion officers are responsible for monitoring compliance with the legal drinking age and with moderation among those of legal age.

(4) For NROTC sanctioned events, the following policy will always be followed for those of legal drinking age that choose to consume: no more than two standard drinks (12 oz. beer/6 oz. glass of wine/mixed drink) per hour and no more than four standard drinks total for the duration of the event. This is the maximum. For slight individuals or for certain other conditions, the amount may be fewer drinks. Pre- and post- event drinking by those of legal age must support the spirit of this instruction.

(5) Individuals consuming alcohol in any amount at NROTC associated events shall not depart the event as the driver of any motor vehicle. Event planning officer shall ensure there is a positive means of accountability for transportation of every individual from the event to ensure compliance with this rule.

d. Fraternization Policy. Camaraderie and esprit de corps are essential in developing a cohesive team-oriented unit. As with any organization where individuals work closely together, the potential exists to develop relationships that will compromise the chain-of-command. Since additional caution must be observed to prevent these relationships from developing and interfering with the leadership development process as well as with unit cohesiveness, dating and other activities with the potential to undermine professional objectivity within the unit are discouraged. Midshipmen are required to maintain professional relationships during all Battalion activities and ensure that personal relationships do not interfere.

e. Class attendance*.* A midshipman, MECEP, and OC’s appointed place of duty is any and all sessions of classes in which they are enrolled. Unexcused absences from classes, regardless of departmental regulations will be regarded as a breach of contract and may be cause for disenrollment. Unexcused absences from Naval Science classes are not permitted. A student who has a valid reason for absence from a class (illness, conflict with a University directed activity or other causes) will notify his or her Naval science instructor in advance of class and make arrangements for completion of any work to be missed by virtue of the absence. Two unauthorized absences will normally constitute a failure in a Naval Science course.

f. Indebtedness.

(1) Students shall not, without specific approval from the Commanding Officer or Executive Officer of the NROTC unit, obligate any organization or group within the unit or enter into any financial transactions which could possibly result in indebtedness on the part of the unit or any Navy sponsored activity.

(2) Individual students shall conduct their private financial transactions in such a manner so as not to discredit them or the Navy. Indebtedness may result in the revocation of a student’s security clearance. In the event this occurs, the student will be diesenrolled.

(3) Midshipman funds are used to support teams and social events as planned by the Midshipman Fund Committee and approved by the Midshipman Fund Advisor. For more direction concerning Midshipman funds refer to chapter 4.

(4) Funds assigned to the unit are used in accordance with a budget approved by the Commanding Officer. Funds may be drawn on these accounts by teams and battalion staff via the Unit Supply Technician only after approval by the Commanding Officer.

(5) Navy operational funds cannot be obligated by anyone but the Commanding Officer or the Executive Officer.

8.3 Military Discipline and Courtesy.

a. Etiquette. It is expected that any person wearing a Department of the Navy uniform will possess sound social poise and exercise impeccable manners. Students will avail themselves of opportunities to learn those aspects of conduct which may be expected of them as officers. In all phases of social contact, students will exercise good judgment and common sense.

b. Saluting. All students in uniform shall render a salute to officers of all branches of the armed forces and to senior battalion officers. It is customary to exchange a greeting with the salute, such as “Good morning, sir” or “Good evening, ma’am” when the senior is recognized.

c. Addressing Officers. Students will stand at attention when addressing or being addressed by an officer or senior battalion member until told to be at ease or to carry on. All commissioned officers are addressed as sir or ma’am. In conversations with officers the words “sir/ma’am” shall always be used in connection with “yes” and “no.”

d. Courtesy and Deference to Military Seniors. Courtesy and deference to military seniors will be strictly observed under all circumstances. For example, juniors give way to seniors; juniors walk to the left of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders from unit personnel or battalion officers shall be considered official and will be executed accordingly. Expressed wishes or desires of a military senior are, by tradition, tantamount to an order of a junior.

*e.* Conduct at Social Functions/When not in Uniform. Rank and grade do not vary with situations, environment or occasion. Proper conduct will be maintained between students and unit staff at all times.

8.4 Performance Evaluations**.** Students must be evaluated to ensure their continued success and growth in this program. The evaluation report should accurately reflect “their fitness for service and performance of duties.” These reports are included in the final calculations done for service selection and as such; timely, realistic, and accurate reports are essential for adequate representation. The performance evaluation system contains many areas of subjectivity. The evaluation is based on a student’s correctness in and enthusiasm for proper military behavior, leadership, military appearance and command presence. Items such as trend of performance and enthusiasm are almost as important as actual level of performance. In determining a student’s overall performance, such factors as enthusiasm for and dedication to studies, attempting rigorous programs, and performance in difficult curricula are important indicators of officer potential, and command billet holders shall be aware of and consider each student’s academic program and performance in assigning term aptitudes to determine class standing. As with the academic program, a student’s performance and trend in physical fitness should also be a consideration.

a. Routing. All evaluations are reviewed and signed by the commanding officer. Before being submitted to the commanding officer, final evaluations for students are prepared by their respective class advisors with inputs from the student’s direct superiors within the midshipman chain of command per Table 8-1. Since the primary and secondary grader are the people with whom the evaluated student most directly works, their inputs are given significant weight in the final evaluation. As such, it is imperative that student officers be familiar with the evaluation system and for whom, if anyone, they are a primary or secondary grader. Informal performance evaluation and counseling should be ongoing, with deficiencies and excellences noted for use in official evaluation inputs.

b. Reporting Requirements.

(1) Midterm Reports. Each battalion member will prepare a brag sheet from the template provided in Appendix C-1. They will then forward the file electronically to their primary graders. Primary graders will prepare reports on each of their subordinates referring to the brag sheet as needed. After completion of the midterm report, the primary grader will debrief the subordinate, ensuring they maintain an electronic version of the report to assist in constructing the member’s end of semester evaluation. The midterm reports are also to be forwarded to the Battalion Adjutant for a preliminary formatting review. Midterm reports exist primarily to give feedback on performance throughout the term in order to facilitate improvement for the rest of the term. While formal reports are prepared, they are not forwarded to class advisors.

(2) End of Term Reports. All reports are to be submitted electronically. Primary graders should have their subordinates update their brag sheets prior to preparing the end of term evaluations. Primary graders will then prepare a final evaluation report on the evaluated student’s performance during the term and forward to secondary graders. Secondary graders should forward completed reports to the Battalion Adjutant to be reviewed for any errors. Battalion Staff will review the reports prior to submitting them to the advisors. After the reports have been screened the Adjutant will route the reports to the appropriate advisor. Reports will be submitted to the advisors as a whole package at one time. Partial packages are not acceptable. Advisors will debrief the member’s end of semester report.

(3) Deadlines. The battalion executive officer should refer to the following at the beginning of the term and determine and state exact deadlines as early as possible, seeking approval for alterations to the schedule if prudent:

(a) Midterm Reports. Midterm counseling reports shall be completed after the conclusion of the midterm naval science lab and debriefed with the student before the start of the following lab (i.e. if there are 10 labs in a term, the report shall be completed following the 5th lab and debriefed before the 6th lab). Primary graders should feel free to begin completing reports prior to the midterm point in order to alleviate the pressures of completing numerous reports, but shall not make final decisions regarding a student’s performance until after the midterm lab.

(b) End of Term Reports.

1. Primary Graders. Primary graders shall have their reports complete and ready to forward to secondary graders three weeks prior to the last scheduled naval science lab of the term.

2. Secondary Graders. Secondary graders shall have their reports complete and ready to forward to class advisors via the adjutant and battalion staff two weeks prior to the last scheduled naval science lab of the term.

3. Class Advisors. Class advisors shall complete the reports during the break and debrief students during the following term.

c. Retention. Primary and Secondary graders shall retain an electronic copy of all reports submitted until the beginning of the next semester. The Battalion Adjutant shall retain all electronic copies of all reports until a student is commissioned or disenrolls from the program.

d. Basic Guide for Completing and Processing Reports.

(1) Purpose. This section provides the basic information needed to fill in and process student evaluation reports. Refer to table 8-1 for routing matrix.

(2) The system utilizes an Evaluation (EVAL) for all student personnel. Performance traits are graded on a 5-point scale, from 1.0 (lowest) to 5.0 (highest), using performance standards printed on the forms. The performance trait grade of 3.0 represents performance to full Navy standards. Higher grades are reserved for performance, which significantly exceeds standards. All 1.0, 2.0, and 5.0 grades must be substantiated through reference to specific instances in the comments, as well as general comments on the remainder of the evaluative blocks. The EVAL also provides a 5-step ranking scale: Bottom Tier, Fourth Tier, Middle Tier, Second Tier, and Top Tier (reserved only for class advisor use). There are limits on the number of Second Tier and Top Tier rankings. These limits ensure a sufficient range of recommendations to make the reports useful to the promotion system. While there are no corresponding limits on trait grades, they are expected to be consistent with the remainder of the evaluation.

(3) Preparing with a Word Processor. The primary grader will start the evaluation report filling in all personal data (referring to the brag sheet) and evaluating the student before passing it to the secondary grader for their marks and comments. The Officer/Instructor will finish the report prior to forwarding it to the Commanding Officer for signature. The Commanding Officer will sign all reports prior to them being signed by the individual who is being evaluated. Reports will be submitted using the template found in Appendix VIII-B. The report is to be completed and forwarded via electronic means. The primary grader will develop a separate file for each evaluation and label each file as follows: “EVAL ICO (ENTER RANK, FIRST INITIAL AND LAST NAME) FOR (ENTER SEMESTER AND YEAR).”

**Examples:** (1) EVAL ICO MIDN S JOHNSON FOR SPRING 12

(2) EVAL ICO SSGT B GIARETTA FOR FALL 13

**Table 8-1**

|  |  |  |  |
| --- | --- | --- | --- |
| **BN Evaluation Routing List** | | | |
| **Evaluation For** | **Primary Grader** | **Secondary Grader** | **Officer** |
| **BATCOM** | **AMOI** | **MOI** | **CO** |
| **BATXO** | **BATCOM** | **AMOI** | **XO** |
| **OPS O** | **BATXO** | **BATCOM** | **MOI** |
| **Asst OPS O** | **Squad Leader\*** | **OPS O** | **Advisor** |
| **PTI** | **OPS O** | **BATCOM** | **Advisor** |
| **PAO** | **Squad Leader\*** | **OPS O** | **Advisor** |
| **BAT Historian** | **Squad Leader\*** | **OPS O** | **Advisor** |
| **Drill Team CDR** | **Squad Leader\*** | **OPS O** | **Advisor** |
| **Color Guard CDR** | **Squad Leader\*** | **OPS O** | **Advisor** |
| **Adjutant** | **BATXO** | **BATCOM** | **Advisor** |
| **Computer Systems** | **Squad Leader\*** | **Adjutant** | **Advisor** |
| **Recruiting** | **Squad Leader\*** | **Adjutant** | **Advisor** |
| **Academics O** | **BATXO** | **BATCOM** | **Advisor** |
| **LOGS O** | **BATXO** | **BATCOM** | **Advisor** |
| **Asst LOGS O** | **LOGS O** | **BATXO** | **Advisor** |
| **BAT FUND** | **LOGS O** | **BATXO** | **Advisor** |
| **Conflict PLT CDR** | **BATXO** | **BATCOM** | **Advisor** |
| **PLT Commander** | **BATXO** | **BATCOM** | **Advisor** |
| **PLT Guide** | **PLT Commander** | **BATXO** | **Advisor** |
| **Squad Leader** | **PLT Commander** | **BATXO** | **Advisor** |
| **Squad Member** | **Squad Leader** | **PLT Commander** | **Advisor** |

\* If member holds no other billets. If member is also a squad leader, their primary grader will be their Platoon Commander. If member holds a billet higher than that of squad leader, they will follow the matrix for that billet and their graders shall take this secondary billet into consideration.

8.5 Performance Evaluation Instructions for Specific Blocks.

a. All blocks, except blocks 10a, 10b, 11, and 22-25, shall be in ALL CAPS.

b. Specific instructions are below.

**BLOCK 1** **NAME**

Student’s last name, first name, middle initial, and suffix, if any, separated by spaces. Place a comma after the last name. Omit spaces and punctuation within a name. If the student has no middle name or initial, enter NMN.

**Examples**:

SMITH, JOHN A

OBRIEN, SUSAN J II

JOHNSON, JACK J JR

HALL, BETTY NMN

**BLOCK 2** **CLASS YEAR**

Enter the rank and four digit projected graduation year of the member as of the ending date of the report. For example, seniors are within one year of graduation, juniors within two years of graduation, etc.

**Examples**:

1/C 2014

OC 2014

SSgt 2015

**BLOCK 3 PLT - SQD**

Enter the Platoon - Squad that the student is a member of. For students who hold a platoon billet that is not part of a squad, the squad may be omitted. Students who hold a battalion billet that is not part of a platoon, the platoon - squad will be omitted and BAT STF will be entered instead. Specific billets will not be entered in this block and will always go in block 10a.

**Examples**:

1 – 1

1 – 2

2

BAT STF

**BLOCK 4 OCCASION FOR REPORT**

Mark the appropriate block with an “X”. Use the “Other” block if this is a special report.

**BLOCK 5 DATE OF REPORT**

Enter the date the term ended as promulgated by the Unit Staff. Date must be written in YYMMMDD format. This will be the date of the final Fitness Reports

**Example**: 13MAY16

**BLOCK 6 TYPE OF REPORT**

There are only two types of reports, Regular (an evaluation received at the end of a term or at Midterm) or Special (any other time an evaluation is done). Place an “X” in the appropriate box.

**BLOCK 7a PFA/PFT AND DATE**

Enter the latest official score received by the student and the date that score was received. For Navy-option Midshipmen and Officer Candidates the two-letter abbreviation for their overall category shall be written. For Marine-option Midshipmen and MECEPs their overall point total shall be written. This score shall be verified against the master list obtained from the Battalion PTI. Date must be written in YYMMMDD format.

**Examples**:

O 13APR11

E 12NOV04

G 12OCT21

300 13MAY23

**BLOCK 7b HT/WT**

Place an “X” in the appropriate box indicating whether the individual is within standards (WS) or not (NS) within height/weight standards. This score shall be verified against the master list obtained from the Battalion PTI.

**BLOCK 8 SAIL QUALIFICATION**

Put an “X” in the appropriate box. This qualification shall be verified against the master list obtained from the Sail Team Commander.

**BLOCK 9 SWIM QUALIFICATION AND DATE**

Put an “X” in the appropriate block and enter date achieved. This qualification shall be verified against the master list obtained from the Battalion PTI. Date must be written in YYMMMDD format.

**BLOCK 10a DUTIES ASSIGNED**

Identify any billets, collateral duties, or NROTC team on which the student participated during the current semester.

**Examples**:

Battalion Commander

Platoon Commander

Drill Team

Color Guard Commander

Computer Systems Coordinator

**BLOCK 10b MAJOR**

Enter the academic major of the student.

**BLOCK 11 HONORS/AWARDS**

Enter any awards or honors received since the end of the last reporting period. Awards or honors received during the last reporting period may also be listed only if not previously reported. Any awards listed on midterm Fitness Reports should also be listed on final fitness reports.

**Examples**:

Academic Excellence

Community Service

**BLOCKS 12-14 MID-TERM COUNSELING**

Enter the date the midterm counseling took place in block 12. Date must be written in YYMMMDD format. The individual conducting the counseling shall sign in block 13 and the individual who was counseled shall sign in block 1.

**BLOCKS 15-20 PERFORMANCE TRAITS**

For each trait, place an “X” in only one box. The meaning of the trait grades are printed on the form along with the representative performance standards. The 3.0 grade represents performance to full NROTC standards. The 5.0 grade is reserved for performance which is far above standards, and is notable for its exemplary or leadership quality. The 1.0 grade means generally poor performance, which is not improving or unsatisfactory performance with respect to a single standard. For the majority of students, trait grades should be in the 2.0 to 4.0 range. For midterm evals the primary grader will put their X in the appropriate box on the Midterm line. The primary and secondary graders will put their X in the appropriate boxes on the Final line for final evals. These reports will be taken into account by the student’s Officer Instructor. When the Officer Instructor receives the grades they will mark the grades that they feel are appropriate for where they feel the evaluated Midshipman belonged for the term.

**Military Bearing/Appearance**: A 5.0 grade requires a PRT score of outstanding (or the Marine PFT equivalent). However, do not grade 5.0 unless the student also meets the other 5.0 standards for this trait.

**BLOCK 21 GROWTH POTENTIAL AND BILLET RECOMMENDATION**

Graders should mark the box corresponding with an accurate general summation of the student’s term performance. Enter one or two billet recommendations. The second recommendation is not required. Do not leave blank. If no recommendation is appropriate, enter **NA** in the first block. These are the Officer/Instructor’s recommendations based on performance and seniority. For most students the recommendation should be the next significant billet position.

**BLOCKS 22-24 COMMENTS ON PERFORMANCE**

1. Block 23 is for the primary grader, Block 24 is for the secondary grader, and Block 25 is for the Officer/Instructor.

2. Specifically substantiate all 1.0 and 5.0 grades. For all 1.0/5.0 marks, correlate the comments by block number to the performance trait being discussed.

3. Be concise. Space is limited; bullet style is preferred.

4. Use everyday language, and be professional. Avoid sensationalism and excessive colloquialism.

5. Let the student’s performance speak louder than your words. Give examples of performance and results. Be specific. Concentrate on verifiable accomplishments. Quantify wherever possible in order to give credibility to your statements.

6. Don’t make everyone sound alike. Each student is unique and deserves to be noted as such.

7. Type the rank and last name of grader in lower right corner of each block.

**Academic Term GPA/Overall Aptitude Grade**. The Officer/Instructor will fill in both of these blocks. Aptitude (for Commissioned Service) is an assessment of the potential of an NROTC student to become an effective, competent officer in the Navy or Marine Corps.

**BLOCK 25 STUDENT RANKING**

The Officer/Instructor (not the primary or secondary grader) will place an “X” in the box that correctly reflects the student’s ranking. The recommendation may be NOB if appropriate, e.g., short period of report. Ensure justification is provided in the comments section.

**Top Tier, Second Tier, and Middle Tier** are positive student ranking recommendations. The recommendations should be consistent with the performance trait grades and must take into account the student’s future value to the Navy or Marine Corps.

**Fourth Tier** means that the student is making progress but is not ready to be ranked higher.

**Bottom Tier** means that the student has serious shortcomings that must be addressed prior to them receiving a higher ranking, and this must be justified in the comments.

**Upper limits on Top Tier and Second Tier Recommendations**:

Top Tier (all classes) - 20% of each class (rounded up to nearest whole number).

Top Tier and Second Tier, combined (percent of class, rounded up to nearest whole number):

1/C, 2/C, 3/C - 40%

4/C - no limit

**Example**:

Top Tier + Second Tier Maximum = 37 x .4 = 14.8 = 15

Top Tier Maximum = 37 x .2 = 7.4 = 7

Second Tier Maximum = 15 – 7 = 8

**BLOCK 26 SIGNATURE OF COMMANDING OFFICER**

NROTC Unit Commanding Officer signs and dates upon review of the evaluation.

**BLOCK 27 SIGNATURE OF STUDENT EVALUATED**

After reviewing the report with the class advisor the following term, the student will sign and date the report. A signature does not imply agreement with the report or satisfaction with the counseling; it merely certifies that the student has reviewed the report. If the student wants to make a statement about their evaluation they should check the block and provide a statement to be attached to their evaluation.

8.6 Performance Counseling.

a. Purpose**.** This section provides the information needed to conduct performance counseling (used in this section to refer to scheduled sessions where evaluations are debriefed and performance is discussed). It includes suggestions for conducting the counseling sessions and requirements that need to be met. These counseling suggestions were developed through research into navy leadership texts, counseling handbooks of other services, and civilian texts on performance counseling. The suggestions are offered not as a step-by-step “cookbook,” but in the belief that students can benefit from the experience of others.

b. Counseling Policies**.** Planned and scheduled formal counseling is a major focus of a student’s performance evaluation system. Counseling shall be performed at the midpoint of each evaluation cycle (midterm counseling), and when the evaluation report is signed. The purpose of performance counseling is to encourage personal development and improve communication among all members within the Battalion. It should be a frank, open discussion of individual performance, with reference to the six performance traits on the evaluation report form.

c. Selection of the Counselor**.** The counselor for all students will be their primary grader. The primary grader will use the student’s evaluation form in the counseling session. There is a spot on all six performance trait blocks for midterm counseling.

d. Ongoing Evaluation Procedures/Squad and Platoon Leader Notebooks*.* Each unit leader will establish a notebook for the continuous evaluation of their direct subordinates. The notebooks are designed to document subordinate accomplishments and/or failures and to facilitate the performance evaluation system. For example, should a subordinate do very well at an inspection or show notable enthusiasm during lab, the squad and platoon leaders should record these instances in their notebooks. Likewise, leaders should record situations of failure, such as when subordinates fail to arrive at lab or other events on time. These notebooks are subject to inspections by senior billet holders and the unit staff.

e. Counseling Worksheet**.** Scheduled performance counseling will be done using the standard evaluation report form.

(1) Using the worksheet as a Mid-Term Counseling Aid. Counseling worksheets should be typed. Performance elements should be discussed as they relate to the six performance traits and subcategories on the form. There should be no promises or guarantees made to the student regarding what the marks or recommendations will be at the end of the evaluation period.

(2) Maintaining a record of the counseling session. At the completion of the counseling session, the form should be retained in digital form with sufficient redundancy. When completing the next evaluation report, make sure to type the date the counseling took place in block 12 and type the counselor’s name in block 13. The student should be reminded to sign in block 14 at the same time they are reviewing and signing the evaluation.

f. Counseling Objectives**.** Counseling should motivate performance improvement. There are five major objectives to accomplish during the counseling session:

(1) Identify the student’s important strengths and shortcomings. A fair, accurate, and realistic assessment of the student’s performance is crucial to the counseling process.

(2) Address specific performance problems, concentrating on ways to develop growth in these areas. Also, address the student’s strengths and encourage their further development. Point out ways to improve but do not dwell on unimportant faults in the belief that criticism is essential to counseling.

(3) Help the student re-evaluate their goals. Ensure that the goals are challenging but realistic and attainable for the student.

(4) Ensure the student has a clear understanding of their performance and acknowledges the areas that they need to work on and those in which they are clearly doing well.

(5) Review what is expected of the student before the next counseling session or fitness report. Make sure they understand your expectations.

g. Preparing for the Counseling Session**.** Performance counseling can be stressful for both the counselor and the student. Stress can be lessened considerably if both the counselor and the student thoroughly prepare for a productive session.

(1) Counselor:

(a) Determine the best time for the session and give the student advance notice so they can prepare for the session.

(b) Gather information and relevant materials. Address the “three P’s;” Praise, Performance, and Problems.

(c) Plan what you are going to go over in the meeting. Remember the objective should be to achieve growth in performance in the student.

(2) Students should complete a personal self-appraisal and gather relevant information related to their performance.

h. Suggestions for Conducting the Counseling Session**.** The task of the counselor is to direct and focus the performance of the student and to develop their professional and military expertise. Before a student can improve they must know how well they are currently performing and what is expected of them. The counseling process should be a dynamic relationship where the student feels free to discuss issues for the purpose of obtaining direction and assistance. The counselor should discuss strengths and performance accomplishments and as appropriate address elements requiring further development.

8.7 Summer Training Evaluations.

a. At-Sea Training

(1) General*.* Aptitude assessment for at-sea training of NROTC midshipmen involves assessment of performance of duty, leadership qualities and whole man evaluation. Evaluations are made by the respective ship.

(2) Procedure

(a) Observation during at-sea training is the direct responsibility of the ship’s Commanding Officer. The Commanding Officer may designate an officer of his command to initiate evaluations on embarked midshipmen. The evaluator should make use of reports and evaluative comments of other personnel such as the Division Officer, Leading Petty Officer and running mates.

(b) During the course of the cruise, midshipmen are expected to work on projects such as journals and PQS, as directed. In addition, they may be given examinations on various phases of their training. Evaluations of these requirements are to be used in determining the cruise aptitude.

(c)Shipboard evaluations will be conducted and documented in the manner prescribed in the Summer Training Manual. Performance reports are reviewed and signed by the ship’s Commanding Officer or designated representative and forwarded to the midshipman’s NROTC unit.

(d)The cruise aptitude mark will be entered in the midshipman’s Student Performance File.

(e) It is possible that a midshipman on a cruise will not be subject to any formal evaluation. Such cases are no cause for particular concern.

(2)Marine Corps Training of Midshipmen*.* Marine Option midshipmen will be evaluated in the manner specified by the Commandant of the Marine Corps and the Chief of Naval Education and Training. Final standings will be forwarded to the parent NROTC unit as directed by the Commandant of the Marine Corps.

(3)Midshipman Training Ashore. Shore-based training aptitude reports for midshipmen will be completed in accordance with separate instructions to be promulgated by the Chief of Naval Education and Training.

8.8 Conduct Report Procedures**.** In cases where a student’s conduct has been consistently unsatisfactory (things such as arriving late consistently, lack of observance of military customs and courtesies, disrespect to a senior, lack of effort, delays in submission of paperwork, etc.), it is necessary to inform the chain of command of the issue through submission of a conduct report to the class advisor. Conduct reports do not report an infraction. Instead, they report consistent misconduct or grievous violations. They are to be used as counseling aids, not in a system of demerits. As a student advances in seniority, violations of the conduct system are expected to diminish and be non-existent by the time the student is a senior. Reports of conduct system violations by senior students will be closely scrutinized.

a. Counseling and Education*.* Students guilty of conduct infractions will be counseled by their next senior in command.

(1) The primary counselor to each student is his/her Class Advisor. The Class Advisor is concerned with each student’s performance (academic, military, and extra-curricular) while a member of the NROTC unit. The class advisor should not be relied upon for remediation of day-to-day conduct issues. Instead, they should be kept informed, through conduct reporting procedures, of steps taken to address conduct issues through performance counseling of their advisees within the midshipman chain of command.

(2) Any member of the NROTC staff or Battalion who observes a violation of the conduct system shall contact the offender’s next senior in command. Conduct counseling should remain a responsibility within the squad leader and platoon commander levels and should not require action from other Battalion staff unless a student shows a pattern of improper conduct.

(3) The offender’s direct superior will contact the offender concerning the violation and schedule a time for counseling on the problem.

(4) During the counseling session, the counselor will discuss and, if the problem is severe and/or marks a pattern of behavior, complete a Counseling Report (see Appendix VIII-D). The Counseling Report describes the misconduct and allows both the counselor and the counselee to comment on the offense and on actions of remediation. The counselor should discuss methods by which to improve the counselee’s conduct.

(5) The counselor will maintain a copy of the Counseling Report and pass a copy up the chain of command. Once the battalion staff has reviewed the Counseling Report the Battalion Commander shall submit a copy to the counselee’s class advisor through the AMOI.

(6) If the counselee does not show the expected improvement in conduct, follow-up counseling sessions may be necessary. It is at the discretion of the counselee’s next-in-command to decide whether the problem necessitates additional counseling sessions or involving the chain of command for further action.

(7) Should a student’s behavioral problems require intervention from the Battalion Staff, the Platoon Commander should notify the Battalion Staff of the situation and discuss a course of action, such as further counseling sessions or a Midshipman Review Board.

b. Remediation.

(1) Purpose*.* To determine means by which, through effective leadership, the substandard performer can be brought back in line with the standards of conduct.

(2) Means*.* Any and all means for remediation (other than constructive performance counseling by the direct superior) are recommended by senior student officers and must be approved by the AMOI and class advisors. No special techniques or tools for remediation (such as assignment of extra duties, extra military instruction, essays, etc.) are authorized without express approval of the commanding officer.

c. Instructions for Completing Counseling Report.

(1) The counseling report shall be either typed or printed out and completed by hand in black ink.

(2) Complete date, counselee’s name (Last, First, MI) and rank, counselor’s name (Last, First, MI) and rank.

(3) Mark the appropriate category of counseling: (1) Repeated Performance; (2) Praise; or (3) Discipline.

(4) Mark the appropriate reason for counseling (one category and one reason, e.g. mark “repeated performance” and then “exemplary” or “ineffective” to indicate what type of repeated performance):

(a) Repeated Performance:

1. Exemplary. Student has shown a trend of exemplary performance which deserves recognition. Ex: student continually outperforms expectations.

2. Ineffective. Student has shown a trend of ineffective performance which deserves attention.

(b) Praise:

1. Conduct. Student behaves in a way deserving of praise. Ex: putting service before self.

2. Action. Student did something that deserves praise. Ex: performed very well during naval science lab, PT, etc.

3. Other. Anything not covered deserving of praise.

(c) Discipline:

1. Behavior. Student behaved in a way deserving of discipline. Ex: verbal disrespect, blatant disregard, etc.

2. Incident. Student did something deserving of discipline. Ex: failed PFA/PFT, failing grade, UA, etc.

3. Other. Anything not covered deserving of discipline.

(5) Summary. Provide a summary of reasons which caused the counseling requirement (give specific details, facts, dates, names, sequence of events, etc.).

(6) Solution. Provide a solution that the counselor and counselee developed and discussed to correct any disciplinary problem.

(7) Counselee’s Comments. The counselee shall circle whether they do or do not acknowledge and understand the counseling and provide comments as they see fit.

(8) First Line Signatures. Both parties shall sign and date the counseling report on the first set of signature lines.

(9) Follow-up. In situations where corrective actions have been discussed and documented, the counselor shall perform a follow-up analysis as necessary and make their remarks in this section.

(10) Second Line Signatures. When follow-up remarks have been made, both parties shall sign and date the counseling report on the final set of signature lines.

8.9 Midshipman Review Board.

(1) Purpose*.* The Midshipman Review Board is designed to investigate a student’s conduct deficiencies that are consistent, serious, and would potentially necessitate consequences which exceed the disciplinary authority of the Platoon Commander. Specifically, the Board will review the relevant Conduct Report(s), identify a student’s pattern of misconduct and decide on further action.

(2) Conditions*.* A Midshipman Review Board will be convened at the discretion of the Battalion Commander after serious conduct or performance deficiencies. The Battalion Commander must receive concurrence from the MOI before notification of an MRB is served. The MRB should be conducted within seven days of notification being served.

(3) Structure*.* The Midshipman Review Board will normally consist of the following members: Battalion Executive Officer, Battalion Operations Officer, Battalion Adjutant and the student’s Platoon Commander. Selected First Class Midshipmen and/or OCs/MECEPs within one year of graduation may serve in lieu of the above named members by direction of the Battalion Commander or if the offender objects to the standing members. The duties of the board members are as follows:

(a) Battalion Executive Officer — Chairman of the Board

(b) Battalion Adjutant — Recorder

(c) Battalion Operations Officer — Board Member

(d) Platoon Commander – Board Member

(4) Procedure. The Platoon Commander of the student will request a Midshipman Review Board. After this request, the following actions will be initiated:

(a) Approval. The Battalion Commander will bring the request to the attention of the MOI through the AMOI. The MOI will determine whether to authorize the convening of the board.

(b) Notification*.* If the request for the board is granted, the Adjutant will arrange a time for the Board to meet and will formally notify the board members, Battalion Commander, MOI and the Class Advisor of the board. He/she will ensure all of the appropriate paperwork is filed. The student in question will be notified in writing a minimum of three days prior to the convening date. Students scheduled to appear before the Board will be informed by a Midshipman Review Board Notification letter originated by the Battalion Commander.

(b) Investigation*.* The Adjutant, working with the student’s Platoon Commander, will ensure all of the relevant information is presented at the Board. Specifically, the Adjutant will assign an investigating officer, who will prepare a report for the board.

1. Investigating Officer*.* The Investigating Officer will be a First or Second Class Midshipman from outside the offending student’s CoC. He/She will conduct an investigation on the case using interviews and written affidavits convening every relevant aspect of the case. He/She will submit the report in time to have it reviewed by the Board prior to its formal convening.

2. Report*.* The report shall include, but is not limited to: (1) results of interviews with the offending student, Squad Leader, and Platoon Commander; (2) interviews from other student supervisors, such as Team Captains, Team Commanders, and any other outside unit activities.

(c) The Board*.* At the board the student will report in the uniform of the day to the Battalion Executive Officer. After he/she reports, the suspected infractions will be stated and the evidence will be presented. The student charged will be questioned and will be permitted to speak on his/her own behalf. Witnesses will be brought into the Board by either the student or by the Board. Also, the Platoon Commander, at his/her discretion, can have any of the chain of command appear at the Board. After all of the evidence has been presented, the student will be instructed to leave the room while the Board deliberates and makes its decision. The student will report back in and the decision will be read by the Battalion Executive Officer. Once the decision has been read the student will be allowed to make a statement. The board is to be conducted in a firm, stern, business-like manner appropriate for the occasion. At no point should there be attempts to create undue stress beyond that which is a natural outgrowth of an event with such gravity.

(d) After Action*.* The Board will report its recommendation to the Battalion Commander who will review the Board’s report with the Marine Officer Instructor, Executive Officer, and Class Advisor. The Adjutant will submit a file of all the relevant paperwork for the case. In addition, the Adjutant will turn in an after-action report, a copy of which will go to the accused student, the Battalion Commander, the Class Advisor, and the Marine Officer Instructor.

(5) Action*.* The action recommended by the Board shall be subject to the approval of the Battalion Commander and must lie within both command (NROTC) and university guidelines for discipline. The scope of these actions include the following:

(a) Counseling

(b) Letter of censure to be placed in the student’s file.

(c) Recommendation of a Performance Review Board with any recommendations that the Midshipman Review Board feels appropriate.

(d) Any combination of the above.

(6) Reconsideration*.* Students who desire an appeal may do so. Any appeal requests shall be submitted to the Battalion Commander via memorandum according to the current version of the Naval Correspondence Manual, SECNAVINST 5216.5. The student shall submit their appeal no later than two working days after being informed of disciplinary decisions. If the appeal request is approved by the Battalion Commander, appropriate action and administrative corrections will be made. If disapproved, a request can be re-addressed to the Marine Officer Instructor for final consideration.

8.10 Honor Board**.** An Honor Board is held to investigate the circumstances surrounding a violation of the Honor code. The structure of the board is the same as a Midshipman Review Board, with the exception that the Battalion Commander presides over the Board and makes a recommendation to the Commanding Officer.

8.11 Warnings, Probation, and Leave of Absence**.** When counseling fails to correct substandard performance the following actions are considered by class advisors before any recommendation of PRB, LOA, or disenrollment, unless specifically required.

a. Warning. Warning is the first level of disciplinary action for students who have failed to achieve or maintain program standards. The decision to place a student on warning is at PNS discretion and does not require a PRB.

(1) Academic Warning. Academic warning letters will be directed to students who receive a term GPA less than the standard. Continued poor academic performance may result in probation, LOA, or disenrollment.

(2) Aptitude Warning. Aptitude warning letters will be directed to students who are deficient in military aptitude, do not meet physical fitness or height/weight standards during a mock/inventory PFA, or who have committed minor offenses. Repeated actions may result in probation, LOA, or disenrollment. These same concerns will also be documented in the student’s counseling worksheet or fitness report.

b. Probation. Probation is an administrative tool having no bearing on incurring obligation or receipt of benefits. Students will be notified of their status in writing and will have the cause, terms, and period of the probation clearly specified. Although continuation of probation beyond one term is an option that may be exercised by the PNS, a more appropriate action may be LOA or disenrollment.

(1) Academic Probation. Academic probation is directed for those students who fail required university or Naval Science courses, or fail to meet minimum program cumulative GPA standards. When a student is placed on university academic probation, the unit will also assign academic probation. Once the academic term has ended, the student will be re-evaluated. A second term of academic probation will only be considered when reasonable certainty exists that the student will overcome their difficulties.

(2) Aptitude Probation. Any student who fails a regularly scheduled physical fitness assessment/test and/or fails to meet required height/weight standards will be assigned to aptitude probation and a fitness enhancement program. Repeat failure could result in a PRB, LOA or disenrollment. A second term of aptitude probation will only be considered when reasonable certainty exists that the student will overcome their difficulties.

(3) Leadership and Military Probation. Probation is an appropriate course of action for poor leadership or military aptitude. Probation may also be assigned for a combination of aptitude deficiencies and minor offenses. If any doubt exists regarding aptitude for service, the unit will consider LOA or disenrollment. Lack of improvement could result in an LOA or disenrollment.

(4) Moral Remediation and Character Development Probation. Moral Remediation and Character Development Probation is appropriately assigned to students who are found guilty of a single core value violation which does not warrant disenrollment. Such violations may include simple assault, underage drinking, trespassing, etc. Since this type of probation is designed to provide an opportunity to develop core values and improve moral reasoning, it is not normally assigned to students in their senior year.

(a) The PNS will administer the remedial aspects of the probation and assign a member of the staff to serve as a mentor. Upon completion of the remediation period, mentors will decide whether the individual successfully completed the remediation program, or whether disenrollment is recommended.

(b) The student may be required to complete additional selected readings during their period of remediation that will cause them to reflect on correct values. The student may also be tasked with preparing a written paper relating to ethics and character. The student may be required to keep a journal discussing their reflections concerning the remediation efforts and progress.

c. Leave of Absence. LOA is an administrative tool which suspends NROTC benefits and obligations.

(1) Interim LOA. The PNS may assign interim LOA in advance of a PRB. Applications include a midshipman failing to meet program requirements by the end of their freshman year, or being charged with a serious moral or criminal offense. A PRB will be held as soon as possible after assigning interim LOA. If the board recommends an LOA, and PNS concurs, the interim status will become permanent for the term.

(2) Academic LOA. A midshipman may be placed on LOA due to unsatisfactory performance or when it is anticipated that the midshipman may not complete the program. If the midshipman is still academically deficient at the end of one term, the PNS will recommend either an extension or academic disenrollment. Academic LOA shall be assigned in the following instances:

(a) When a midshipman fails to maintain full-time student status without PNS approval.

(b) When a midshipman fails or withdraws from an NROTC specific or university required course without PNS approval.

(3) Aptitude LOA

(a) Physical Fitness/Readiness

1. Midshipmen on probation for physical fitness that do not meet standards may be granted a second term of probation if they demonstrate sufficient improvement. Any subsequent failure to meet standards will result in a PRB and LOA or disenrollment. Those who fail to meet the terms of their LOA will be recommended for disenrollment.

2. Two PFA failures (probationary) will require a PRB. Normally, a third failure will result in a recommendation for disenrollment from the program. Failures do not have to be consecutive, and they may be any combination of body fat or physical fitness test standards.

(b) Aptitude/Disciplinary LOA. Any midshipman who is being investigated, charged with, or is pending prosecution for any infraction which might lead to disenrollment on disciplinary grounds will be placed on interim LOA until the matter is fully resolved. A PRB is not required for interim LOA.

8.12 Non-judicial Punishment (NJP) and Administrative Separations

a. Midshipmen fall under the UCMJ only when assigned to active duty. Officer candidates and MECEPs are always subject to the UCMJ. In cases of misconduct by officer candidates, the PNS may conduct NJP or refer the charges to trial by court martial. The PNS may also convene an Administrative Separations Board to determine whether the individual is suitable for continued service. In cases of misconduct by midshipmen, the PNS will normally utilize administrative remedies inside the program (e.g., warning, probation, LOA, disenrollment). In extreme circumstances, the PNS may recall the midshipman to active duty for trial by court martial.

b. OCs are always subject to the UCMJ. In cases of misconduct by OCs, the PNS may conduct NJP or refer the charges to trial by court martial after consultation with the SJA. The PNS may also convene an Administrative Separations Board to determine whether the individual is suitable for continued service.

c. Although any finding of guilt during NJP can, in some instances, be enough to warrant disenrollment, a PRB must be held before disenrolling the student due to the differences in process, possible outcome, and releasability of information.

8.13 Performance Review Board (PRB)

a. The PRB is an administrative tool available to the PNS to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students.

b. The PRB is not a judicial proceeding, but rather an administrative hearing most similar to a university academic review board. The PRB will be conducted with formality and decorum. Testimony under oath is not necessary. The only rights guaranteed to the student are the fundamental rights of administrative due process. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on their behalf. The student will be counseled by the class advisor and may review their record prior to convening the board. Since the PRB is an informal administrative proceeding, the student is not entitled to be represented by an attorney at the hearing.

c. Convening a Performance Review Board

(1) The PNS will normally be the appointing authority for the PRB, unless directed from higher authority. The PRB will consist of at least three officers as voting board members, and at least one officer to serve as the recorder, (a non-voting board member). The PNS may also appoint one other non-voting board member, (e.g., the AMOI) to advise the senior board member on the student concerned.

(2) The senior member of the PRB is normally the Executive Officer.

(3) At least seven days written notification will be provided to the student regarding the PRB, as well as any/all documents that may be presented against them (counseling sheets, witness statements, preliminary inquiry (if applicable), etc.).

d. Student’s Rights Before the PRB

(1) Students appear before the board at their expense. Their presence is desired, but is not mandatory. If the student does not intend to appear, the student shall submit written notification to the PNS within the seven-day notification period. In these cases, the PRB will be held in absentia. Likewise, if the student is in civilian or military custody or unable to appear based on circumstances outside of the control of the command, the PRB may also proceed in absentia.

(2) Students may submit a written statement to the board.

(3) Students may present documents or witnesses on their behalf (at own expense).

(4) Students may review their record prior to the convening of the board.

(5) The student may waive the seven-day notification period, but any such waiver must be done in writing.

(6) If requested by the student, a reasonable delay in convening the proceedings may be granted.

(7) The student may retain counsel at his or her own expense. However, any counsel may not actively participate in the board’s proceedings. In order to have the counselor present during the proceedings, the student must notify the PNS in writing no later than 48 hours before the start of the board.

(8) Other persons may attend the proceedings as observers if requested by the student in writing no later than 48 hours before the start of the board and approved by the PNS.

e. PRB Procedures

(1) The senior member will call the board to order and explain the basis of the board (i.e., academic, aptitude, etc., or a combination thereof). The senior member will only provide statements of fact pertaining to the nature of the board. The student will be advised, once again, as to the possible outcomes of the board.

(2) The recorder will present the facts, to include any witness testimony or documentary evidence, which documents the student's deficiencies.

(3) The student will be afforded the opportunity to make a statement on their own behalf. At the senior member's discretion, any board member may ask the student to clarify any testimony or statements brought before the board.

(4) Any objections may be considered and ruled on by the senior member if necessary to the fairness of the proceedings. The rulings of the senior member are final with respect to the proceedings, but are subject to review by higher authority.

(5) The board shall not be limited to only considering those performance shortcomings listed as reasons for the PRB specified in the student notification letter. Rather, the board will be allowed to consider and make its findings and recommendations on any additional grounds that are discovered during the hearing. However, the student will be afforded the right, if so requested, to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.

(6) After all the evidence has been presented; all persons except the voting board members will leave the boardroom. Only the voting board members may deliberate and, to prevent the appearance of undue command influence, vote by secret ballot. A simple majority will determine the outcome. Upon reaching a decision, the senior member will reconvene the board (to include the student and any witnesses he/she desires) and announce its findings and recommendations. The PRB may make the following recommendations:

(a) No action

(b) Warning

(c) Probation

(d) LOA (Not an option for active duty)

(e) Disenrollment

**8.14 Types of Disenrollments.** There are eight types of disenrollments. Each type is unique and may require additional consideration, paperwork, or endorsements.

a. DOR

(1) Any student may disenroll at their own request if appointed to another service academy or ROTC program.

(2) In the case of freshman Scholarship or College Program (basic standing) students who have not received benefits, and who request to disenroll by DOR, a PRB is not required. If benefits have been received and a midshipman submits a DOR in writing (prior to PRB notification) and then waives their right to the PRB, a PRB is not required. However, a PNS endorsement is required.

(3) Scholarship (obligated students) and College Program (advanced standing) students may request to DOR at any time, unless a disenrollment is pending for any other reason (e.g., academics, aptitude, pending criminal charges, and in these instances, a PRB is required).

b. Dropped by the Institution.

(1) Any NROTC student dropped (or involuntarily disenrolled) by the academic institution for any reason shall be immediately disenrolled by the PNS. This includes students who are "suspended," "forced to withdraw," "Not permitted to register for the next semester," or for any other similar reason are prevented by the institution from continuing their enrollment, either temporarily or permanently. In these circumstances, midshipmen may waive their right to a PRB.

c. Academic.

(1) Students who remain on academic probation or on LOA for more than one term (quarter or semester) must be considered for academic disenrollment.

d. Inaptitude/Unsuitability.

(1) The PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of officer aptitude as to make further retention unjustified. Inaptitude disenrollment recommendations may include, but are not limited to, any of the following:

(a) Unsatisfactory leadership qualities.

(b) Unsatisfactory acceptance of responsibility.

(c) Inability to meet physical conditioning standards or

Swimming qualification requirements.

(2) In cases where the student is being disenrolled for inaptitude/unsuitability reasons, the student shall be afforded the opportunity to provide a written statement regarding the circumstances that led to their disenrollment. The statement shall include an acknowledgment by the student that they have been advised by the unit that the disenrollment may be prejudicial to their interests should they ever apply for a commission in the Armed Forces.

e. Disciplinary.

(1) Disciplinary disenrollment recommendations may include,

but are not limited to, any of the following:

(a) Major breach of Naval Service discipline. Lying or cheating should normally be considered a disciplinary disenrollment and not an inaptitude disenrollment.

(b) Criminal and/or moral offenses deemed to be disqualifying by the PNS, including violation of standards of honor expected of NROTC MIDN.

(c) Cumulative unsatisfactory disciplinary record.

(d) Unwillingness to schedule required academic courses or dropping such courses without approval of the PNS.

(e) Scholarship students who complete program requirements, but refuse to accept their commissions, may be subject to recoupment or required to serve not more than four years active duty in an enlisted status.

(f) Alcohol or drug abuse, or alcohol/drug-related incidents

(2) Disciplinary disenrollments become a matter of permanent federal record and may prejudice the individual for future military or civil employment. Disciplinary disenrollments may be disqualifying for future federal security clearances that are often necessary for positions in private industry. Disciplinary disenrollments may be prejudicial to their interests should they ever apply for a commission in the Armed Forces. Therefore, students being disenrolled for disciplinary reasons must state, in writing, that they understand such a disenrollment is prejudicial to their interests.

f. Special Reasons (Hardship, Family Illness, Conscientious Objector, and

Refusal of Immunization).

(1) NROTC students may apply, via the chain of command, for disenrollment for special reasons. Disenrollments for special reasons may include, but are not limited to, the following:

(a) Severe financial hardship.

(b) Family illness that requires student withdrawal from school.

(c) A conscientious objector.

(d) Refusal of Immunization.

g. Physical disqualification.

(1) The PNS will request a review of pertinent medical information, records, and/or examinations by BUMED when it is suspected that physically disqualifying problems exist for an NROTC student.

(2) Upon written notification and determination by BUMED that a student is not physically qualified for continued service, Dirctor, Officer Development, as delegated by CNSTC, will approve or disapprove a waiver for the disqualifying condition. If Director, Officer development disapproves the waiver, the PNS shall process the disenrollment due to physical disqualification as determined by BUMED.

(3) If an active duty student (MECEP/STA-21) is found not physically qualified for the program by BUMED and BUMED, MCRC, OD, or the PNS believes that the member may be medically disqualified for continued military service, the member will be referred to the nearest Medical Treatment Facility (MTF). The MTF will make a determination if a Medical Evaluation Board (MEB) would be appropriate. Should the MTF determine that a MED board is required, efforts should be made to transfer the student to the nearest military location capable of receiving members placed on medical hold. These actions will be conducted parallel to the disenrollment process. The member should not be made available for orders back to the fleet until the MTF review has been completed.

h. Failure to Enroll.

(1) The PNS shall recommend disenrollment of any NROTC student who has failed to enroll in Naval Science course.

(2) Any student who, although eligible to continue enrollment at the institution, discontinues their enrollment, shall be immediately recommended for disenrollment by the PNS.

8.15 University Disciplinary Actions**.** Any student who has a disciplinary problem with the university will advise his/her Class Advisor as soon as possible. The appropriate command response will be dependent on both the charges and the university’s course of action.

CHAPTER NINE

**AWARDS**

9.1 General**.** The purpose of this chapter is to provide information on the various ribbons, medals, and other devices awarded to students in recognition of outstanding ability, meritorious achievement, or active participation in various battalion activities.

a. One of the most effective ways to enhance morale in a military organization is the timely acknowledgement of exceptional performance. Positive recognition, in any form, increases morale and fortifies unit integrity and cohesiveness. An Awards Day is held each term at which students are honored for significant achievements or contributions to the ROTC unit. Local awards are those whose recipient is determined by the Professor of Naval Science based on the indicated criteria. National awards are those whose recipient is determined by a National Selection Committee.

b. Personnel who have met the qualifications for an award, or know someone who is qualified to receive an award will notify their chain of command immediately. Students shall not submit awards for themselves; if a student believes they are deserving of an award they shall notify their chain of command. All personnel award recommendations will be forwarded all the way through the chain of command regardless of whether or not the submission is recommended for approval. In the event that a submitted award is downgraded, upgraded, or disapproved, the originator and appropriate chain of command will be informed.

9.2 Duties.

a. Battalion Adjutant will:

(1) Oversee the Personnel Awards Program.

(2) Review all personnel award recommendations for accuracy before they are forwarded to the Battalion Executive Officer.

(3) Coordinate all battalion awards ceremonies.

(4) After approved, ensure that all award certificates, ribbons, and medals are prepared well in advance to the date of the awards ceremony.

(5) Maintain precise records of all personnel awards approved in the battalion. Ensure that an awards electronic database is kept current and is preserved. All original submission paperwork shall be kept on file until detachment of individual being awarded.

(6) Coordinate all awards boards. Unless otherwise directed by the Battalion Commander to accommodate special situations, awards boards will consist of the Battalion Commander, Battalion Executive Officer, the Platoon Commanders, and the Adjutant (for administrative purposes only).

b. Battalion Logistics Officer will:

(1) Maintain appropriate levels of inventory in terms of awards certificates, ribbons, and medals.

(2) Provide any additional logistical support as needed.

c. Platoon Commanders will:

(1) Ensure that award submissions are routed for all qualified platoon personnel.

(2) Ensure accurate records are kept on all awards until approved.

d. Personnel submitting awards will:

(1) Ensure that the award submission form, Appendix IX-A, is filled out accurately and in its entirety.

(2) Ensure that award submission is forwarded through the proper chain of command. After a Platoon Commander recommends an award, it will then be forwarded to the Battalion Adjutant who will review it for accuracy.

9.3 Routing Matrix**.** After being originated all awards shall be routed as follows: (1) Platoon Commander; (2) Battalion Adjutant; (3) Battalion Executive Officer; (4) Battalion Commander; (5) Assistant Marine Officer Instructor; (6) Marine Officer Instructor; (7) Executive Officer (approval authority). The lowest level an award may be originated is squad leader. As such, a midshipman observing exemplary performance that does not hold a billet should refer the performance to the appropriate person in the performer’s chain of command.

9.4 Awards.

a. Wear. Awards that midshipmen earned as a result of active duty service may be worn on the midshipmen uniform. Active duty Sailors and Marines may be nominated for active duty awards when appropriate in accordance with SECNAVINST 1650.1. However, under no circumstances will midshipmen and active duty ribbons or medals be worn simultaneously. Additionally, the awards listed in this instruction are prohibited from being worn on the uniform following commissioning.

b. Precedence. Active duty awards take precedence over midshipman awards. The midshipman awards will be worn in order as they are listed in paragraphs 9.4 d. and e. Spring Review awards and any awards not specifically listed in this chapter will carry a lower precedence than those that are specifically listed in those paragraphs. Precedence of such awards will be alphabetical.

c. Spring Review/Parade Awards. These awards are provided only at the annual Spring Review by various patriotic and service organizations and consist of scholarships, financial awards, medals, swords, certificates, and plaques. Awards are classified as local or national depending upon the method used to select the recipient. Students are recommended for Spring Review Awards by staff.

d. Individual Awards. Individual achievements will be recognized throughout the year unless otherwise stated. A list of individual awards along with the requirements to earn each of them is provided below:

 Distinguished Midshipman: Recognizes students who at present meet the criteria for the Academic Achievement Award; meet the criteria for the Physical Fitness Excellence Award; and meet the criteria for aptitude as determined by their Class Advisor. The unit staff will make all recommendations for this award. This award shall only be worn for the term following the qualifying term and may be worn in subsequent terms only if the student is awarded it again.

leader Leadership Award: Recognizes personnel who have demonstrated excellence in leadership roles. To be eligible personnel must have received at least a four in the leadership block of their semester evaluation. Examples include battalion staff positions and officers of battalion teams. The Leadership Award is also often awarded for service as a staff member at Orientation Week. Nominees must be recommended by a battalion staff member and approved by an awards board.

acadexc Academic Excellence: Recognizes personnel who achieve a grade point average of 3.75 or better for the previous academic year. As such, it is only to be worn for the following year.

academ Academic Achievement: Recognizes personnel who achieve a semester/quarter grade point average of 3.50 or better. This award shall only be worn for the term following the qualifying term and may be worn in subsequent terms only if the student is awarded it again.

physical Outstanding PFA/PFT: Navy Option midshipmen and Officer Candidates must attain an overall Outstanding, with a minimum grade of excellent in each category on the Physical Fitness Assessment. Marine Option midshipmen and MECEPs must attain a point total of 285 on the Marine Physical Fitness Test or Combat Fitness Test. This award shall only be worn for the term following the qualifying term and may be worn in subsequent terms only if the student is awarded it again.

commun Community Service: Awarded to personnel who volunteer 80 hours over the course of an academic year to help within their community. This may include, but is not limited to, non-profit organizations, NJROTC Units, and other school organizations. Proof of service hours must be logged and attached to award recommendation letter. Personnel may also qualify for this award if they greatly exceed and go above and beyond the normal expectations of a single community service event, as determined by an awards board.

e. Service Awards. Service awards will be awarded to individuals at designated awards ceremonies. These awards are for participating with battalion teams and organizations. The team commanders will award the following awards once individuals have satisfied the requirements.



Drill Team: Awarded to personnel who have actively participated and competed with the battalion drill team for one academic year.

color Color Guard: Awarded to personnel who have actively participated with the battalion color guard for one academic year.

riflepist Pistol Team: Awarded to personnel who have actively participated and competed with the battalion pistol team for one academic year.

sailing Sail Team: Awarded to personnel who have actively participated and competed with the battalion sailing team for one academic year.

instram Intramurals: Awarded to personnel who participated in any intramural, club or collegiate sport for one academic year.

cruise Summer Cruise: Awarded to midshipmen for exemplary performance while on a NROTC required summer cruise.

9.5 Captain’s Cup Award.

a. Background. Traditionally a competition has been conducted to determine the top performing squad for each academic term. The purpose of the competition is to promote military proficiency, a spirit of competitiveness and leadership through practical application. The events included are a variety of activities which allow demonstration of academic excellence, athletic ability and military skills.

b. General. The Captain’s Cup is an honor to be awarded each term to the squad within the battalion which accumulates the highest point score on the events set forth below.

c. Duties

(1) The Battalion Commander may conduct, through his/her staff, the competition to include scheduling of events, computation of results and posting of standings.

(2) Platoon Commanders shall organize, prepare, and ensure full participation of their platoons in each event. Non-participation in events will be condoned only if the individual concerned advises his/her platoon commander of a definite class conflict or hardship in advance of the event.

(3) Events. Competition will be based on a number of events which may fluctuate due to scheduling, availability of equipment or facilities or weather. These events may include but are not limited to; PFA/PFTs, Personnel inspections, Drill Competitions, Field Meets, GPAs and Intramurals.

(4) Scoring. All events will be scored by the Battalion Staff at the direction of the Battalion Commander.

9.6 Attachments**.** Attachments authorized to be worn on individual ribbons include the following:

a. Gold Star (3/16 inch). Awarded for the second and each subsequent award on individual awards. A silver star will be worn in lieu of 5 gold stars.

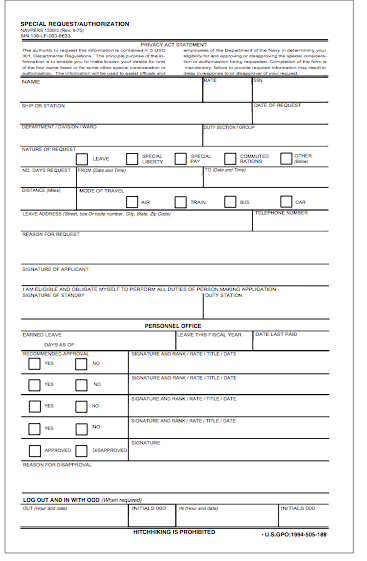
b. Silver Star (3/16 inch). Awarded for the second and each subsequent award on service awards. A gold star will be worn in lieu of 5 silver stars.

9.7 Retention**.** All awards received by an individual will be retained throughout the person’s entire time at NROTC.

9.8 Active Duty Students**.** Active duty students may receive awards listed above; however, they shall not wear the merits of any awards listed. This in no way precludes these students from receiving these awards but only limits what they may wear on their uniforms. In addition, these students are eligible for any award prescribed by SECNAVINST 1650.1.

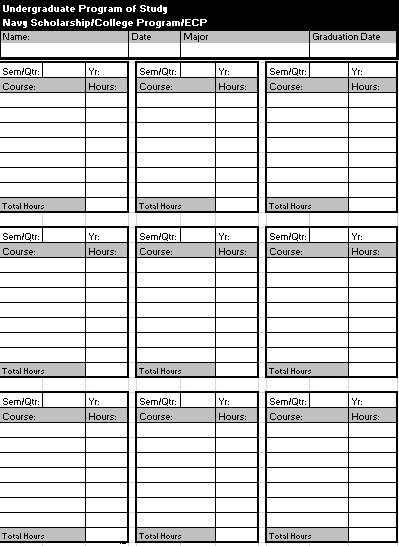
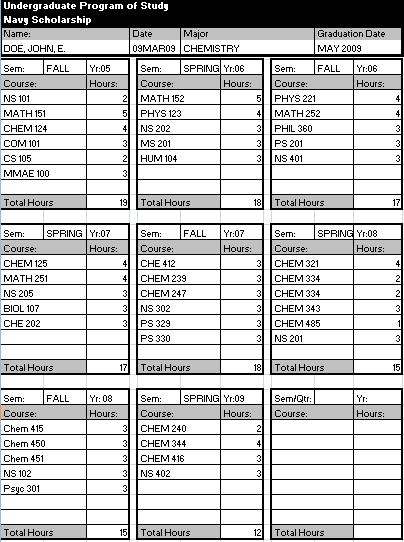
**APPENDIX A-1**

**SPECIAL REQUEST CHIT**

**Appendix B-1**

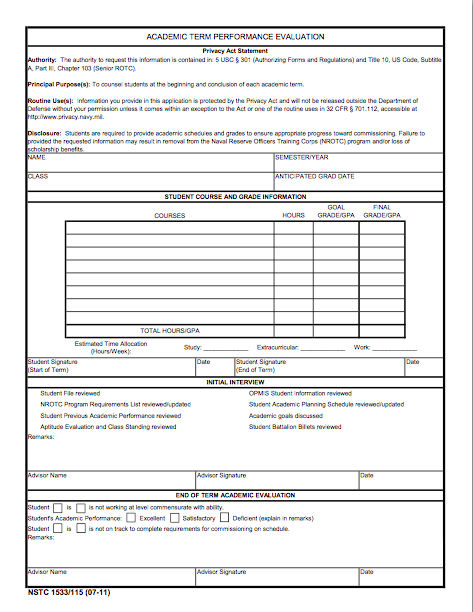
**STUDENT UNDERGRADUATE PROGRAM OF STUDY**

Form Provided Example of Form Filled Out

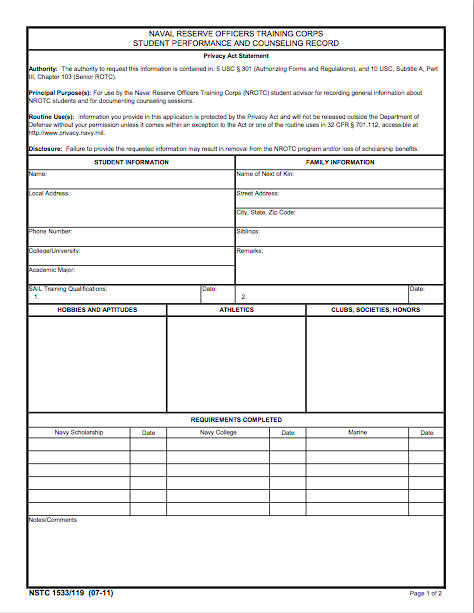
 

**Appendix B-2**

**ACADEMIC TERM PERFORMANCE EVALUATION**

**Appendix B-3**

**STUDENT PERFORMANCE AND COUNSELING RECORD**

**Appendix C-1**

**MIDSHIPMAN BRAG SHEET**

DD Mmm YY

From: Last, First MI

To: Primary Evaluator

Subj: BRAG SHEET

Encl: (1) As Necessary

1. Rank:

2. Class/Year: SO/2010

3. School:

4. Major:

5. Advisor:

6. PLT-SQD:

7. Physical Fitness/Certifications

a. PFA/PRT Date: YYMMMDD

(1) Push-ups: POINTS or CATEGORY

(2) Sit-ups: POINTS or CATEGORY

(3) Run time: POINTS or CATEGORY

(4)Total: POINTS or CATEGORY

b. Weight Standards: WS or NS

c. Swim Qualifications: None / 1st / 2nd / 3rd

d. Swim Qualification Date: YYMMMDD

e. Sail Qualifications: None A or B

f. Sail Qualification Date: YYMMMDD

8. Unit Activities

a. Billets:

b. Activities:

c. Honors/Awards: (since last report)

d. Desired Billets:

9. Other

a. University Involvement:

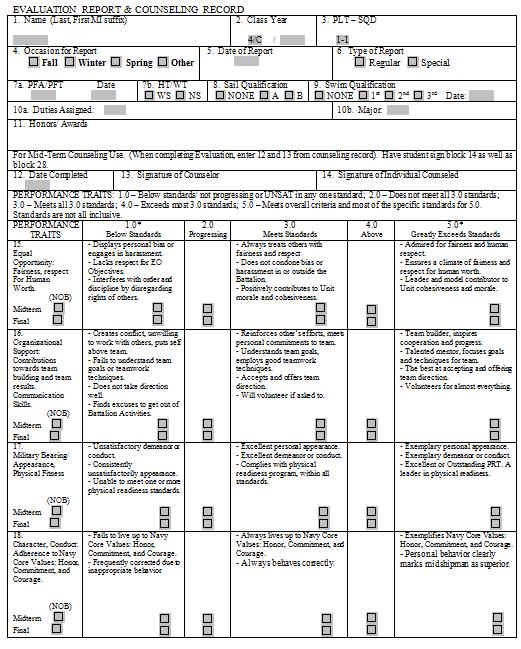
b. Extracurricular Activities:

c. Community Service: (attach copy of logsheet)

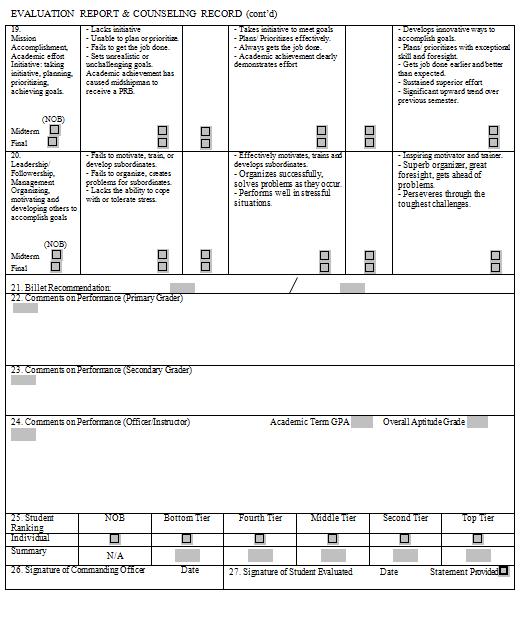
10. Comments:

F. M. LAST

**Appendix C-2**

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**Appendix C-2**

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**Appendix C-3**

**RECORD OF COUNSELING**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME (LAST, FIRST, MI) \_\_\_\_\_\_\_RANK**

**COUNSELOR RANK**

**REASON FOR COUNSELING**

\_\_\_\_\_ **Repeated Performance** \_\_\_\_\_ Exemplary \_\_\_\_\_\_Ineffective

\_\_\_\_\_ **Praise** \_\_\_\_\_Conduct \_\_\_\_\_\_Action \_\_\_\_\_\_Other

\_\_\_\_\_ **Discipline**  \_\_\_\_\_Behavior \_\_\_\_\_\_Incident \_\_\_\_\_\_Other

SUMMARY OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENT. (Give specific details, facts, dates, names, sequence of events, etc.)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOLUTION THAT YOU AND THE INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(S).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNSELEE’S COMMENTS: I **DO / DO NOT** acknowledge and understand the counseling provided to me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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COUNSELEE’S SIGNATURE/DATE COUNSELOR’S SIGNATURE/DATE

REMARKS/FOLLOW-UP ACTION (Outline all efforts indicating date, names, progress, etc)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COUNSELLEE’S SIGNATURE/DATE COUNSELOR’S SIGNATURE/DATE

**Appendix D-1**

DD Mmm YY

From: Battalion Commander

To: Last, First MI, Rank

Subj: CONVENING OF A MIDSHIPMAN REVIEW BOARD

1. On DD MMM YY at HOUR a Midshipman Review Board will be convened to investigate and make recommendations regarding the following aptitude deficiencies:

a. Begin list.

b. Use as many bullets as needed.

c. End list.

2. If you are aware of any reason why the members of the board would be unable to act with fairness and impartiality in your case, you should so notify the Battalion Commander, in writing, prior to the scheduled time of the board.

3. You will be permitted and encouraged to present witnesses, evidence and extenuation or mitigation to the board.

4. The Midshipman Review Board will report to the Battalion Commander in writing as to the recommended action with regard to your case. All evidence provided by you will be in a file created for this purpose. You will be notified of the final action to be taken in your case as soon as possible thereafter.

5. If you have any questions regarding the Midshipman Review Board, its format, or the handling of your case, you may consult with the Battalion Adjutant.

F. M. Last

Copy to:

Commanding Officer

Executive Officer

Marine Officer Instructor

Class Advisor

Assistant Marine Officer Instructor

Battalion Executive Officer

Battalion Adjutant

Platoon Commander

Squad Leader

**Appendix E-1**

**Award Recommendation Form**

|  |
| --- |
| Name: Platoon/Billet: |

|  |
| --- |
| Class: Major: |

|  |
| --- |
| Award Recommendation: |

|  |
| --- |
| Award Citation: |

|  |
| --- |
| Originator: |

Print Name Signature Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Forwarding Endorsements** | **Recommended** | | | **Signature / Date** |
| **Yes** | **/** | **NO** |
| Platoon Commander |  |  |  |  |
| Battalion Adjutant |  |  |  |  |
| Battalion Executive Officer |  |  |  |  |
| Battalion Commander |  |  |  |  |
| Assistant Marine Officer Instructor |  |  |  |  |
| Marine Officer Instructor |  |  |  |  |
| Executive Officer |  |  |  |  |

**APPENDIX F-1**

**MIDSHIPMAN KNOWLEDGE**

**THE HONOR CODE:**

A midshipman does not lie, cheat or steal.

**CORE VALUES:**

**HONOR**

Integrity, Responsibility, Accountability

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

**COURAGE**

Do the right thing, in the right way, for the right reasons

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

**COMMITMENT**

Devotion to my service and my people

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people, and ourselves

**NROTC MISSION STATEMENT:**

The NROTC Program was established to develop midshipmen mentally, morally and physically and to imbue them with the highest ideals of duty, and loyalty, and with the core values of honor, courage and commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.

**DESIRED END STATE:**

Leadership by example: morally, mentally, and physically.

**CODE OF CONDUCT:**

**Article I**

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

**Article II**

I will never surrender of my own free will. If in command, I will never surrender the members of my command while they still have the means to resist.

**Article III**

If I am captured, I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

**Article IV**

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

**Article V**

When questioned, should I become a prisoner of war, I am required to give name, rank, service number and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies, or harmful to their cause.

**Article VI**

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

**USN/USMC TERMINOLOGY**

As You Were – disregard the last comment or statement

At Ease – stop moving and keep quiet

Aye Aye – I understand and will carry out your order

Bulkhead – wall

Bunk/Rack – bed

Carry On – continue what you were doing

Chit – small piece of paper, usually for authorization purposes

Colors – the morning and evening ceremonies for the raising and lowering of the flag

Cover – cap, head gear

Deck – floor

Field Day – clean up of an assigned area

Hatch – door

Head – bathroom

Hit the Rack – go to bed

Irish Pennants – out of place threads on the uniform

Ladder Well – stairway

Mess Hall/Chow Hall – dining facility

Overhead – ceiling

Passageway – hallway

Police – clean up

Port – left side

Port Hole – window

Quarterdeck – main deck

Reveille – waking time in the morning

Secure – to stop work, to put away

Starboard – right side

Squadbay – room occupied for living

Squared Away – well organized

Swab – mop

Taps – time when those on deck and not on watch hit the rack and lights are secured

**SAFETY RULES OF WEAPONS HANDLING**

1. Treat every weapon as if it were loaded.
2. Never point a weapon at anything you do not intend to shoot.
3. Keep finger straight and off the trigger until you are ready to fire.
4. Keep your weapon on safe until you intend to fire.

**FOUR WEAPON CONDITIONS**

Condition One – Magazine inserted, round in chamber, slide forward, hammer down, and weapon on safe.

Condition Two – Not Applicable to the M9 pistol

Condition Three – Magazine inserted, chamber empty, slide forward, and weapon on safe.

Condition Four – Magazine removed, chamber empty, slide forward, and weapon on safe.

**MARINES’ HYMN:**

From the Halls of Montezuma

To the Shores of Tripoli;

We fight our country’s battles

In the air, on land and sea;

First to fight for right and freedom

And to keep our honor clean;

We are proud to claim the title

Of United States Marine.

Our flag’s unfurled to every breeze

From dawn to setting sun;

We have fought in ev’ry clime and place

Where we could take a gun;

In the snow of far-off Northern lands

And in sunny tropic scenes;

You will find us always on the job—

The United States Marines.

Here’s health to you and to our Crops

Which we are proud to serve

In many a strife we’ve fought for life

And never lost our nerve;

If the Army and the Navy

Ever look on Heaven’s scenes;

They will find the streets are guarded

By United States Marines.

**ANCHORS AWEIGH:**

Anchors Aweigh, my boys, Anchors Aweigh.  
Farewell to college joys, we sail at break of day-ay-ay-ay.  
Through our last night on shore, drink to the foam,  
Until we meet once more. Here's wishing you a happy voyage home.

Stand, Navy, out to sea, Fight our battle cry:

We’ll never change our course, so vicious foe steer shy-y-y-.

Roll out the TNT, Anchors Aweigh.

Sail on to victory

And sink their bones to Davy Jones, hooray!

Stand Navy, down the field,

Sail set to the sky

We’ll never change our course

So army you steer shy-y-y

Roll up the score Navy

Anchors Aweigh

Sail, Navy down the field,

And sink the Army, sink the Army gray.

**SAILORS’ CREED:**

I am a United States Sailor. I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me. I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world. I proudly serve my country's Navy combat team with Honor, Courage and Commitment. I am committed to excellence and the fair treatment of all.

**Leadership Traits** **J**udgement **J**ustice **D**ependability **I**nitiative **D**ecisiveness **T**act **I**ntegrity **E**nthusiasm **B**earing **U**nselfishness **C**ourage **K**nowledge **L**oyalty **E**ndurance

1. **Leadership Principles**
2. Know yourself and seen self-improvement.

Be technically and tactically proficient.

Seek responsibility and take responsibility for your actions.

Make sound and timely decisions.

Set the example.

Know your people and look out for their well being.

Keep your subordinates informed.

Develop a sense of responsibility in your subordinates.

Ensure the task is understood, supervised and accomplished.

Build the team.

Employ your unit in accordance with its capabilities.

**General Orders of a Sentry**

1. 1. To take charge of this post and all government property in view.

2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

3. To report all violations of orders I am instructed to enforce.

4. To repeat all calls from posts more distant from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, Officers, and Non-Commissioned Officers of the guard only.

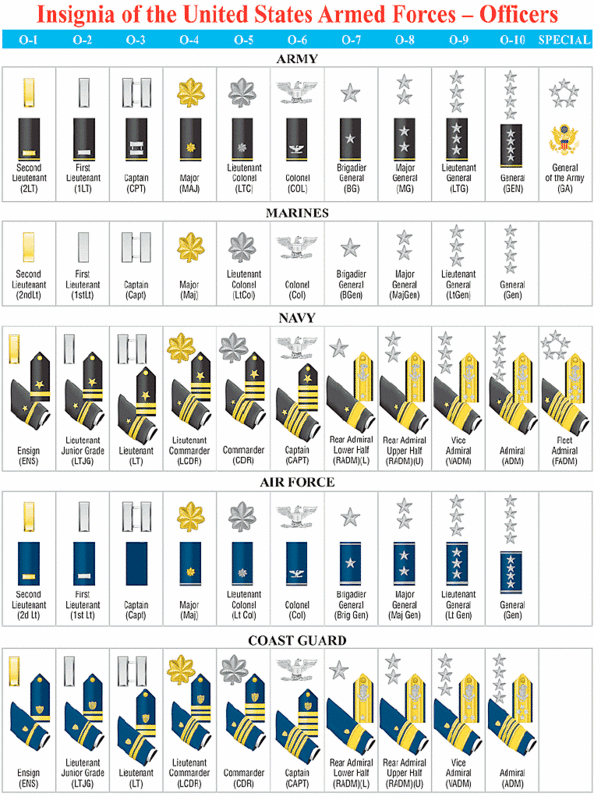
7. To talk to no one except in the line of duty.

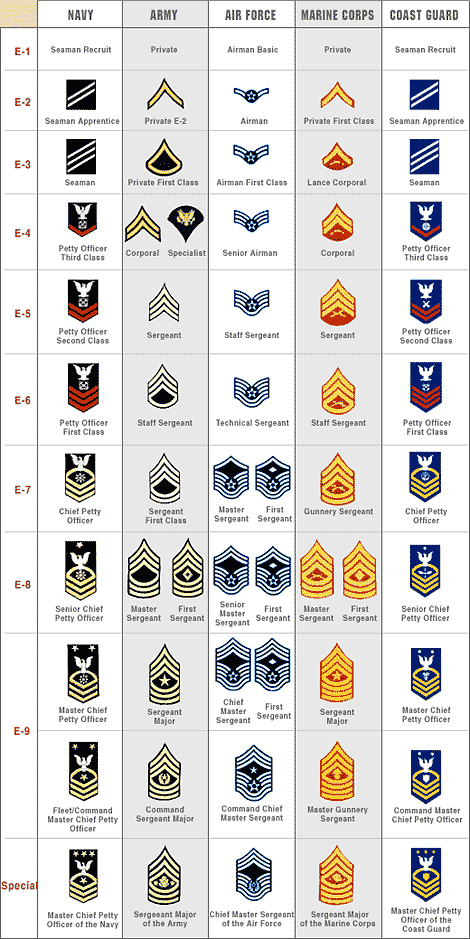
8. To give the alarm in case of fire or disorder.

9. To call the Corporal of the Guard in any case not covered by instructions.

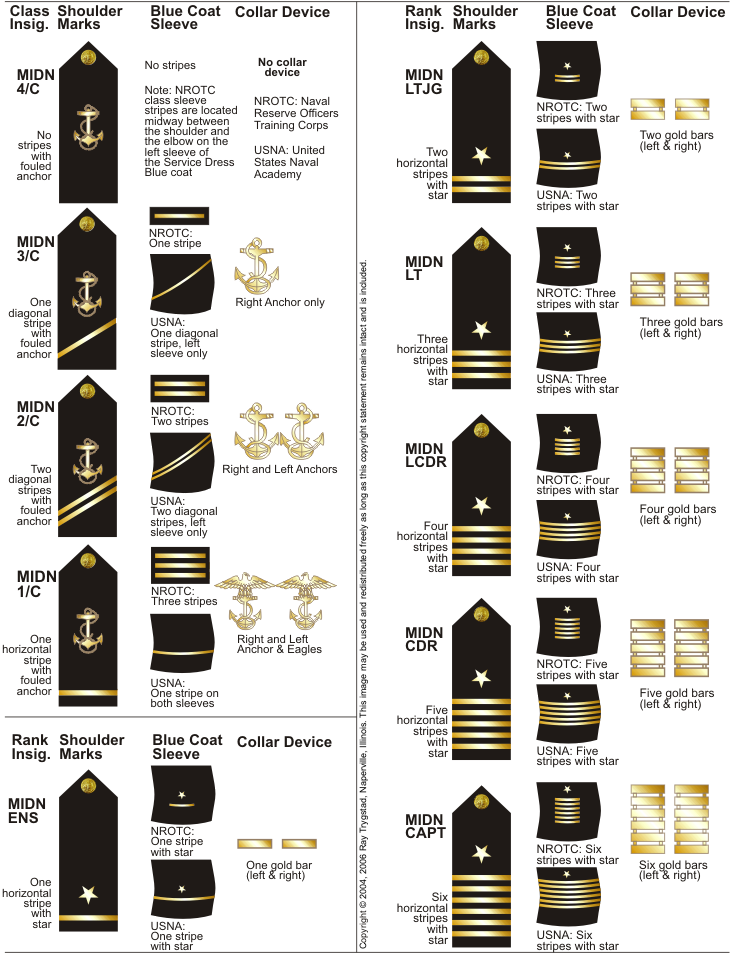
10. To salute all officers and all colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.





**MIDSHIPMAN RANK INSIGNIA**



**MIDSHIPMAN CHAIN OF COMMAND**

PRESIDENT/COMMANDER IN CHIEF (POTUS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY OF DEFENSE (SECDEF):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY OF THE NAVY (SECNAV):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHIEF OF NAVAL OPPERATIONS (CNO):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMANDANT OF THE MARINE CORPS (CMC):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMANDER OF NAVAL EDUCATION & TRAINING (CNET):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MASTER CHIEF PETTY OFFICER OF THE NAVY (MCPON):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SERGEANT MAJOR OF THE MARINE CORPS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

COMMANDER NSTC/NAVY REGION MIDWEST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CO NROTC CHICAGO AREA CONSORTIUM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**XO NROTC CHICAGO AREA CONSORTIUM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLASS ADVISOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOI NROTC IIT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AMOI NROTC NU:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIDN BATTALION COMMANDER (BATCOM):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIDN BATTALION EXECUTIVE OFFICER (BATXO):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIDN PLATOON COMMANDER (PLTCOM):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MIDN SQUAD LEADER (SL):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**