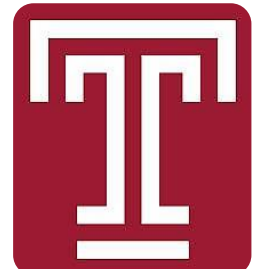
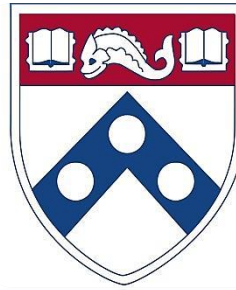




MIDSHIPMAN REGULATIONS MANUAL



Philadelphia Consortium Naval Reserve Officer Training Corps

Villanova University
University of Pennsylvania
Drexel University
Temple University

Midshipman _____

Fall 2014

NROTCUPHILA M-5400.1
04 Aug 2014

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NROTC UNIT PHILADELPHIA MANUAL 5400.1

Subj: MIDSHPMAN REGULATIONS MANUAL

Ref: (a) NSTC-M 1533.2

Encl: (1) Midshipman Regulations Manual

1. Purpose. To promulgate NROTC Philadelphia Consortium Midshipman Regulations Manual and to amplify reference (a) and other policy documents. This instruction should be read in its entirety.

2. Background.

a. This instruction supplements basic NROTC Regulations and administrative procedures published in reference (a). In the event of a conflict, reference (a) has precedence.

b. Nothing in these regulations should be construed as taking priority over sound judgment or doing the right thing. Situations may arise where good judgment will be the only regulation, and midshipmen are expected to conduct themselves per Navy and Marine Corps core values in these situations.

c. These regulations apply at all times. Midshipmen are required to comply with the requirements set forth in this instruction during the summer training periods as well as during the academic year.

3. Objective. Midshipman Regulations are promulgated to govern the operations and activities of the midshipmen battalion. They provide individuals with instructions and information necessary for the performance of their duties.

4. Applicability. These regulations apply to all NROTC students at Villanova University, University of Pennsylvania, Drexel University, and Temple University. Where the term midshipman appears in the regulations it shall be interpreted to include Scholarship, College Program, and USN/USMC Officer Candidates (STA-21/MECEPs), unless otherwise specifically indicated.

5. Action. All personnel are directed to be thoroughly familiar with the enclosed Midshipman Regulations Manual. They should refer to these procedures for guidance on any question dealing with the Unit. In the event the answer is not clear, appropriate questions should be directed via the Battalion chain of command to a member of the Unit Staff.

A. G. WILCOX

MIDSHIPMAN REGULATIONS MANUAL

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CHAPTER 1 - HISTORY AND MISSION

1.1 NAVAL RESERVE OFFICERS TRAINING CORPS HISTORY

1. The Naval Reserve Officers Training Corps (NROTC) Program was established in 1926 to provide a broad base of citizens knowledgeable in the arts and sciences of Naval Warfare. The program provided an opportunity for young men to undertake careers in the naval profession. The Marine Corps entered the NROTC Program in 1932, offering qualified NROTC graduates commissions in the United States Marine Corps. In 1990, the NROTC Scholarship Program was expanded to include applicants pursuing a four-year degree in Nursing, leading to a commission in the Navy Nurse Corps.

2. The mission of the NROTC Program today is to develop young men and women morally, mentally, and physically, and to instill in them the highest ideals of honor, courage, and commitment. The program educates and trains young men and women for leadership positions in an increasingly technical Navy and Marine Corps. Currently there are 61 NROTC units/consortiums hosted at 75 schools throughout the United States. The NROTC Program is available at over 160 colleges and universities that either host NROTC units or have cross-town enrollment agreements with a host university. Selected applicants for the program are awarded scholarships through a highly competitive national selection process, and receive full tuition and other financial benefits at many of the country's leading colleges and universities.

1.2 HISTORY OF THE NROTC UNIT AT UNIVERSITY OF PENNSYLVANIA

1. The University of Pennsylvania and United States Navy and Marine Corps team has shared a long and distinguished history with each other that dates back to before the birth of the Nation. It was at the university that many great names in military history matriculated. Major Samuel Nicholas, the first Commandant of the Marine Corps attended Penn until 1752. The first Secretary of the Navy Benjamin Stoddert, graduated as part of the class of 1777, and Commodore Stephen Decatur could be seen on Penn's campus in the 1790's. Adolph E. Borie, class of 1825, served as Secretary of the Navy under Ulysses S Grant. Through no small part, these men helped shape the future for our Navy and Marine Corps and undoubtedly, the future of our Nation.

2. It would be some time before the university would offer formal education in military science. In 1916 the university offered courses to young men in order to pursue a career in either the Army or Navy, but it wasn't until 1 August 1940, that university president Thomas S. Gates petitioned the Department of the Navy for a dedicated Naval ROTC Unit for the university. Thomas Gates, who was a 1928 graduate of Penn, would serve as a Naval officer in WWII and become Secretary of the Navy and Secretary of Defense under President Eisenhower. On 11 September 1940, Secretary of the Navy James Forrestal confirmed the formation of the ROTC Unit at the University of Pennsylvania. The first class was comprised of sixteen midshipmen and by 1942 the unit was approximately 207 strong.

3. Anticipating a long war the Department of the Navy, on 1 July 1943 established a V-12 program at U Penn. The V-12 program's intent was to create an influx of junior officers and consisted of V-12 medical and dental programs, V-7 academic refresher, and V-5 flight preparatory program. Candidates in these programs worked year-round and studied alongside ROTC

midshipmen but were ranked as apprentice seamen or held their rank from the fleet. Many pilots learned their basic trade at the Philadelphia Naval Yard while the doctors and dentist honed practical skills at the university hospital. The first class enrolled in the V-12 program numbered 600 strong and grew to 900 before the program was halted at the end of the war.

4. In July of 1968 the program became located at its current residence the Hollenback center. During this time, midshipmen numbers shrank as the military reduced in size; however, the midshipmen began coming to the unit from other area schools including Drexel, Temple, La Salle, St. Joseph's, Rutgers, Swathmore, Bryn Mawr, and Spring Garden until 1995. The current class enrollment comes from Penn, Temple, and Drexel.

5. The Penn NROTC Unit has commissioned over 1,539 Ensigns and 2nd Lieutenants; over 15 of which have attained the rank of flag or general officer. Also, one graduate became an astronaut.

1.3 HISTORY OF THE NROTC UNIT AT VILLANOVA UNIVERSITY

1. In 1942 in the Pacific, the United States had begun the offensive, beginning the first of what would be countless amphibious invasions on August 7th at a place called Guadalcanal, the primary island in the Solomons Arpeggio. On an adjacent island called Tulagi U.S. Marines were earning their keep from the very beginning. Among them leading part of the first wave was a young Lieutenant named Morgan, a prior-enlisted Marine who was getting a first-hand view of the Japanese defenses. He would survive that day, and when the island was secured he would be transferred over to Guadalcanal to support other Marines in the defense from a vicious kind of suicide attack from the Japanese called "banzai charges". But he would not be in action much longer, for Lt. Morgan caught malaria and was shipped home. He was promoted to the rank of Captain, and was then given new orders; to report in to a small college on the outskirts of Philadelphia and to begin training of enlisted Marines and Sailors in becoming the newest and best Naval and Marine Corps officers. Captain Morgan would become Villanova's very first Marine Option Instructor.

2. In the first week of June 1942, the United States Navy and Marine Corps won a crucial battle against the Japanese at a place called Midway Island, located just west of the Hawaiian Islands. The war at this point had been raging on two fronts for a year and a half, and an offensive for the Americans was finally in sight. However, this newfound campaign to bring the fight to the enemy would now require more men and more importantly, more expert leadership than the military had, so Secretary of the Navy Holloway made a decision that would affect military training for years to come.

3. In his proposed legislation called the "Holloway Bill" there would be 12 universities and colleges picked to become training centers for enlisted men to become officers, and at the same time receive a higher level of education. Villanova College was one of these schools, and became in July of 1943 an official part of the "V-12" program. Enlisted veterans started pouring from the battlefields, and within several months the school had grown exponentially. There were two basic groups within this new battalion: a company for Sailors, and a company for Marines, and all training began in such a manner on the drier parts of the old Mendel field. Although they still kept their enlisted rank, the men were now for all purposes students, with a very intense and speedy schedule of classes. The average program lasted

about 4 months, with the student graduating and being sent back to the war as a new officer.

4. At the war's end, the V-12 program continued to be of use for the Navy, but in much smaller numbers as they were not needed as quickly. The GI Bill was now bringing large amounts of veterans to the schools as civilians, and more of an emphasis was given to accommodate them and their education. Still, the importance of an officer-training program within a civil institution was noted by the Navy, and so in the spring of 1946 a new program was created to fit the needs of the schools. It was called the Naval Reserve Officers Training Corps, and it was meant to supplement the Naval Academy in producing Naval and Marine Corps officers, as well as to phase out the V-12 program.

5. The Villanova experience with the Navy and the Marine Corps can and will continue to produce the same high-caliber officers as it has always done.

1.4 MISSION AND GOALS OF THE PHILADELPHIA CONSORTIUM

1. Mission. To develop midshipmen morally, mentally, 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.

2. Goals. The primary objectives are to provide students with:

a. An understanding of the fundamental concepts and principles of Naval Science, national security, and cultural awareness.

b. A basic understanding of the associated professional knowledge.

c. A culture and mindset of physical fitness.

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

e. An educational background which will allow the midshipman to undertake successfully, in later periods of his or her career, advanced or continuing education in a field of application and interest to the Naval Service.

1.5 THE UNIVERSITY AND THE COMMUNITY

1. The Philadelphia Consortium NROTC is committed to active engagement with its local communities, universities, and the public in general. This is done in a variety of ways that are of value and benefit to the community and the consortium alike - such as organizing events that support charities and volunteering at numerous university and community functions.

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CHAPTER 2 - BATTALION ORGANIZATION

2.1 NROTC UNIT ORGANIZATION

1. The Professor of Naval Science/Commanding Officer. Normally a Captain, USN, or Colonel, USMC. He/she has two primary functions: he/she is the Chairman of the Department of Naval Science and the Commanding Officer of the NROTC Unit.

2. The Executive Officer. Normally a Commander, USN, or a Lieutenant Colonel, USMC and has the academic rank of Assistant Professor of Naval Science. He/she is the primary assistant to the Professor of Naval Science and is responsible to the Commanding Officer for the administration and discipline of the Unit.

3. Marine Officer Instructor. Normally a Major, USMC. He/she teaches the Naval Science courses designed specifically for all Marine Option students and serves as the advisor/counselor for all Marines and Marine Option midshipmen. The Marine Officer Instructor is responsible for the scheduling and conducting of drill training, and for directing the activities of the NROTC Battalion.

4. Naval Science Instructors. Lieutenants from the various Naval Warfare Specialties teach Naval Science courses and act as Naval Science Advisors for the midshipmen and officer candidates of designated classes. Officer Instructors, including the Marine Officer Instructor, hold the academic rank of Associate Professor, Assistant Professor, or Instructor in Naval Science depending upon their qualifications and designation by the university.

a. The Assistant Marine Officer Instructor. Normally a Gunnery Sergeant, USMC, who is the primary assistant to the Marine Officer Instructor, and advisor to the Drill Team.

5. Support Personnel. Assigned to the Unit and normally consist of the following:

a. The University Administrative Assistant. Responsible for operation of the Unit Administrative Office. The University Administrative Assistant is a University employee.

b. Human Resource Assistant. Responsible for the maintaining of service records as well as ensuring that all required paperwork is prepared to allow timely completion of the program and commissioning. The Human Resources Assistant is a civilian government employee.

c. Unit Supply Technician. Responsible for all supply matters, including the issue of uniforms and textbooks to midshipmen. The Supply technician is a civilian government employee.

2.2 MIDSHIPMAN BATTALION

1. General. The purpose of the midshipman battalion is to stimulate the military development of NROTC students. Students are assigned to specific billets of responsibility to develop leadership skills. Normally, the

battalion billet holders shall be chosen from those who have demonstrated the greatest leadership potential during previous academic terms.

2. The NROTC Philadelphia Consortium is organized into two battalions of at least two companies with two platoons each. One Battalion is based at the Villanova Unit, and one is based at the UPenn Unit.

3. The Battalion Advisor is the instructor for Naval Professional Laboratory and prescribes uniforms, formations, organization, and other functions which are within the purview of and pertain appropriately to the Battalion.

2.3 SELECTION OF BATTALION OFFICERS

1. General. The selection of Battalion Officers is normally in order of class, with upperclassmen given priority. The best candidate, however, will receive the billet. Academic standing, military aptitude, and participation in Battalion activities are also given significant consideration. Midshipmen submit requests for billets via the Battalion Advisor.

2. Dream Sheets. Every semester all midshipmen will fill out a dream sheet indicating their prior billet experience, top three preferences for billets for the next semester, and their qualifications and reasons for choosing the billets (see Appendix C). Candidates for Battalion Commanding Officer (BnCO) will submit an additional Letter of Intent (LOI) describing their qualifications, desire for the position, and command philosophy.

a. Midshipmen should understand the responsibilities of the billets for which they are applying. Midshipmen should speak with current billet holders to gain an understanding of what each billet entails. In addition, midshipmen should be familiar with billet responsibilities outlined in section 2.4.

3. Selection. The Military Unit Staff will convene a meeting the first week in November in the fall semester and first week in April in the spring semester to decide the billet holders for BnCO and Battalion Executive Officer (BnXO). The selected BnCO and BnXO will then convene and recommend an Operations officer (OPS) to the Battalion Advisor. If approved the BnCO, BnXO, and OPS will convene to select the remaining billet holders based on midshipman dream sheets. The BnCO will then approve all billet holders with the Battalion Advisor. The Commanding Officer has the final say in all billet selections and may change any selections as seen fit.

2.4 BATTALION BILLET RESPONSIBILITIES

1. Battalion Commanding Officer (BnCO). The BnCO is responsible for the smooth and efficient operations of the battalion in the performance of its stated mission. As such, he or she is responsible for the establishment and implementation of a training schedule, which will achieve the stated battalion mission objectives. Additionally, he or she is responsible for the determination and implementation of those activities that enhance the morale of the battalion. The BnCO will maintain close liaison with the Battalion Advisor, will attend unit staff meetings, will represent the midshipman battalion when necessary, and will meet with the Commanding Officer weekly.

2. Battalion Executive Officer (BnXO). Primary assistant to the BnCO and is charged with the following responsibilities:

a. To direct, coordinate, and supervise the battalion staff; perform the duties of the BnCO in his or her absence; monitor the activities of all battalion clubs and organizations; and, to act as a liaison and coordinator between the battalion staff department heads and BnCO.

b. To schedule and direct Midshipman Review Boards (MRB) and prepare a statement to the BnCO with a recommendation for corrective action, if needed.

c. To perform other duties as assigned by the BnCO.

3. Operations Department.

a. Operations Officer (OPS). The Operations Officer is the head of the Operations Department and is charged with planning all battalion professional activities and ensuring their smooth and efficient operation. The Operations Officer is directly responsible to the BnXO for all members of the Operations Department. He or she has the following duties and responsibilities:

(1) To formulate, in conjunction with the battalion advisor, BnCO, and BnXO, a battalion lab schedule for the following term.

(2) To supervise the actions of the Assistant Operations Officer and the Logistics Officer.

(3) To maintain, update, and oversee distribution of battalion lab and PT schedules throughout the term.

(4) To maintain bulletin boards, boxes, and calendars in and around the Wardroom and Basement Offices in John Barry Hall.

b. Assistant Operations Officer (AOPS).

(1) To prepare the plan of the week (POW) for review by the OPS Officer and the BnXO.

(2) To distribute the POW to all members of the battalion and Battalion Advisor via email, and to maintain an updated POW posted in John Barry as directed by the OPS Officer.

(3) To maintain a current and up to date email distribution list, and to receive and pass word to the battalion via email.

d. Logistics Officer.

(1) To be responsible for the physical preparation of rooms or spaces where battalion evolutions will be held.

(2) To coordinate with the battalion department heads and BnXO to formulate a schedule of all events that will require facilities reservation including lab period, PT sessions, Battalion Staff meetings, India Company training periods, practice facilities for the drill team, drill meet/Military Excellence Competitions (MEC) events, Army/Navy Flag football game, CO's Cup soccer game, and rain locations for all events.

(3) To organize facilities for any other event as directed by OPS, the BnXO, or BnCO.

(4) To coordinate with the university facilities director via AMOI, to ensure all necessary facilities are reserved for any battalion operations.

(5) To work with the Unit Supply Officer to make sure all midshipmen are issued insignia, to keep a record of all issued insignia, and to ensure all insignia is returned at the end of the semester.

(6) To assist the Unit Supply Technician with uniform distribution as needed.

4. Administration Department.

a. Administration Officer (AdminO). The Administration Officer is the head of the Administration Department and as such is charged with performing the general administrative duties that the battalion may require. He or she reports directly to the BnXO for all members of his/her department. The AdminO has the following specific duties and responsibilities:

(1) To coordinate and publish all information and updates as ordered by the BnCO and BnXO.

(2) To maintain an accurate record of attendance

(3) To coordinate, update, publish, and distribute the battalion organizational map, the chain of command information sheet, the battalion recall roster, and the battalion directory and face book.

(4) To coordinate and track the awarding of midshipmen NROTC ribbons as prescribed in Appendix A. To Work with the Education Officer on awarding academic NROTC ribbons and the Athletics Officer/Physical Training Instructor for Physical training awards.

(5) To maintain the battalion files, including all necessary forms and reports required by the BnCO, and record and distribute minutes from each battalion staff meeting.

(6) To coordinate and supervise the actions of his or her staff and keep the BnXO advised as to their activities and progress, and perform other such duties as the BnXO may direct.

(7) To collect data to calculate Color Platoon scores according to the instructions of the Battalion Advisor, BnXO, and BnCO.

(8) To coordinate and execute the completion of aptitude evaluations of the entire battalion.

b. Education Officer (EDO).

(1) The EDO is responsible for providing academic information and resources to the battalion, in order to assist them with their studies.

(2) The EDO will coordinate with the Supply Tech and class advisor to obtain tutors for midshipmen who may need extra help.

(3) The EDO will organize the Battalion Study Hours program and coordinate proctors to supervise and coordinate alternate study hours for midshipmen who cannot make the regularly scheduled time.

(4) The EDO will maintain records of grades at the midterm point and will collect final grades from the past semester's classes at the start of each semester.

(5) The EDO ensures midshipmen comply with the terms of their Academic Warning, Probation or LOA.

(6) The EDO will reserve classrooms during finals and midterms week that all battalion members are welcome to use.

(7) The EDO will coordinate the awarding of academic NROTC ribbons at the beginning of each semester.

c. Recruiting Officer (RO).

(1) The RO is charged with maintaining a recruiting program for the battalion.

(2) The RO will coordinate closely with the Freshman Advisor to organize recruiting activities on and around campus, i.e. recruiting tables, speaking with prospective students when they are visiting the university, etc.

(3) The RO will make phone calls to prospective freshmen and maintain the overnight guest program, as directed by the Unit Staff Recruiting Officer.

d. Public Affairs Officer (PAO). The PAO is charged with the general publicity of the battalion, to include:

(1) Being actively involved in publicizing all battalion events, ensuring that there is appropriate journalistic and photograph coverage at each event.

(2) To interact with all University publications when a major event is upcoming, (i.e., commissioning, Battalion Change of Command, under the supervision of the Unit PAO).

(3) To take charge of all publicity for the NROTC program including campus displays, etc. under the supervision of the Unit PAO.

(4) To gather articles and coordinate the publication of the battalion newsletter under the supervision of the Battalion Advisor.

(5) To keep an updated display of pictures in John Barry Hall relevant to recent happenings in the battalion.

(6) To perform any other such duties the Battalion Advisor, Unit PAO; AdminO, BnXO, or BnCO may direct.

e. Alumni Officer.

(1) The Alumni Officer is in charge of coordinating alumni events.

(2) He or she serves as a point of contact with alumni to keep them updated with current happenings in the battalion, and inform them of any upcoming events.

(3) In addition, the Alumni Officer must maintain an email distribution list and contact information for all interested alumni.

5. Activities Department.

a. Activities Officer (ACTO). The ACTO is the head of the Activities department and as such is charged with planning and coordinating all social, drill related, and recreational activities of the battalion through his or her subordinates. He or she is responsible directly to OPS for all members of his or her department. The ACTO has the following specific duties and responsibilities:

(1) To prepare and submit a schedule of all the social, recreational, and drill activities for the semester.

(2) To coordinate and supervise the actions of his or her staff and keep the BnXO advised as to their activities and progress.

(3) To maintain liaison with the Midshipman Commissioning Coordinator each spring term and keep the battalion staff informed of commissioning plans.

(4) To monitor the incoming funds and spending of the battalion through the Fundraising Officer, and to keep a general budget for the battalion.

(5) To perform other such duties as the BnXO may direct.

b. Fundraising Officer.

(1) The Fundraising Officer will schedule and coordinate all fundraising activities of the battalion, and will develop the budget for each semester.

(2) The Fundraising Officer will establish a schedule of fundraising events, and see that all events are effectively carried out.

(3) He/she will carry out all duties as instructed by the BnXO, BnCO, and ACTO, as directed.

c. Midshipman Society Officer (MIDSOC).

(1) The Midshipman Society Officer is responsible for planning, organizing, and executing battalion social events to include balls, formals, socials, and concessions at the MEC/Drill meet.

(2) He/she will keep record of the Midshipman Society Accounts, and will report the status of these accounts to the Fundraising Officer.

d. Drill Meet Officer (DMO).

(1) The Drill Meet Officer will coordinate the drill teams attendance and participation in other unit's drill competitions and MECs (Military Excellence Competitions).

(2) He or she will work closely with the Villanova Athletics Officer (ATHO) or UPenn Physical Training Instructor (PTI) in planning MEC events and coordinating MEC teams.

(3) The Drill Meet Officer is responsible for all interactions, communications and events involving the Villanova University Invitational Drill Meet/Military Excellence Competition/Basketball Tournament.

(4) The DMO will coordinate with the Fundraising Officer to ensure adequate funding is available for attendance at drill meets, and will help the Fundraising Officer with budgeting for the Villanova Drill Meet/MEC.

e. Quarterdeck Society Officer (QDS).

(1) The QDS will coordinate with the unit staff for all commissioning activities.

(2) The QDS will maintain proper accounting of the Quarterdeck Society Fund, to be ultimately maintained by the Battalion Advisor.

(3) The Quarterdeck Society Officer will organize and fundraise for the senior gift, senior trips, etc.

(4) He/she will perform any additional duties (i.e. Army Navy Game ticket sales and tailgate) that the MIDSOC Officer, ACTO, or BnXO may direct.

f. Color Guard Sergeant (CGS).

(1) The CGS is responsible for the organization and training of the color guard each semester.

(2) He/she will hold practices as necessary to prepare for drill meets and to maintain proficiency.

(3) He/she will coordinate color guard whenever necessary for battalion events, including Military Excellence Competitions, Ceremonies, etc.

(4) He/she will coordinate with any University affiliate requesting a color guard detail for events such as basketball games, graduation ceremonies, etc.

g. Whiskey Company Drill Officer (Villanova).

(1) He/she is responsible for coordinating a drill team comprised of midshipmen who wish to participate at drill meets.

(2) The Whiskey Company Drill Officer will meet with his/her team as necessary to practice for the drill meets, and will submit a request to the Logistics Officer with a schedule of practice times and needed facilities.

(3) He/she will work closely with the AMOI to prepare the drill team for competition.

6. Athletics Department.

a. Athletics Officer (AthO)-Villanova / Physical Training Instructor (PTI) - UPenn. The AthO/PTI is the head of the Athletics Department and as such is charged with planning, coordinating, and conducting all battalion athletic events. He or she is directly responsible to the BnXO for all members of his or her department. He/she is also responsible and will work closely with the individual Company XO's to ensure PT plans are carried out as needed. The AthO/PTI has the following specific duties and responsibilities:

(1) Evaluating strengths and weaknesses of the battalion based on most up to date PFA scores, and tailoring the PT plan to meet the battalion's needs.

(2) Conducting evaluations as needed throughout the semester to keep up to date accountability of physical fitness. This will include an official PFA, an inventory PFA, and any other necessary evaluations.

(3) Planning, organizing, and carrying out any battalion related athletic events such as intramural sports teams, CO's Cup soccer games, Army/Navy flag football games, or any other events as ordered by the BnXO.

(4) Coordinating with the battalion Drill Meet Officer to organize teams of midshipmen for the Military Excellence Competitions (MEC) at other schools.

(5) Working closely with the Drill Meet Officer to organize the Villanova Invitational Drill Meet/MEC/Basketball tournament.

(6) Formulating individual nutrition and fitness plans for those who do not meet height and weight standards, in conjunction with the Medical Officer.

(7) Gathering and organizing official PFA scores and Height and Weight measurements and coordinating with the AdminO on awarding Physical Fitness NROTC ribbons.

(8) Villanova - Planning and conducting the annual Injured Marine/Semper Fi Fund 5K Run/Walk in the spring semester.

(9) Performing any other duties as directed by the BnXO, BnCO, or Command Fitness Leader.

b. Medical Officer (MedO). The Medical Officer will work directly to the Athletics Officer to help maintain the general physical wellbeing of the Battalion. In addition, the Medical Officer has the following specific duties:

(1) Gathering all health chits from injured or sick midshipmen unable to participate in Naval Professional Lab, PT, or Naval Science Class.

(2) Taking charge of the Nurse Corps Club, and organizing events that will educate nursing students and provide experience through the Navy, including trips to Bethesda Naval Medical Center, Marquette University's Nursing Symposium, arranging guest speakers, etc.

(3) Coordinating and planning the Red Cross Blood Drive each year.

(4) Working closely with the unit staff to help ensure midshipmen complete necessary paperwork related to medical records and physical training, including commissioning physicals, PARFQ and NAPCC forms, shot records, CPR certification, etc.

(5) As necessary, coordinate with unit staff to brief Midshipmen on medical requirements for Summer Cruise.

(6) To perform any other duties as directed by the AthO, BnXO, BnCO, or Unit Staff.

c. Assistant Athletics Officer (AAthO)- Villanova / Assistant Physical Training Instructor (APTI) - UPenn. The AAthO/APTI is in charge of Remedial PT. They will help midshipmen get off remedial PT by helping them improve their PFA scores. Additionally:

(1) Create specific workouts targeted to the weaknesses of midshipmen on Friday remedial PT while also maintaining an overall full body workout. Workouts will provide midshipmen the endurance to push harder through the PT test.

(2) Help midshipmen to realize mentally that they can beat the PT test and do well on it.

(3) Assist the ATHO/PTI on regular PT days and help leading groups throughout the PT session.

7. Company Staff.

a. Company Commander (CCO). The Company Commanding Officer is in charge of his or her company and is responsible to the BnCO for all that his or her company does or fails to do. The CCO has the following specific duties and responsibilities:

(1) To command and oversee the training and proficiency of the company in all matters.

(2) To maintain accountability for all midshipmen in his or her company.

(3) To formulate a training plan for the term based on the BnCO's goals and objectives.

(4) To maintain order and discipline within the company.

(5) To perform such duties and issue orders as necessary to prepare the company for all unit requirements including inspections, PFA's etc.

(6) To perform other such duties as the BnCO may direct; to pass word onto the entire company in a timely fashion

(7) To attend Probation Review Board (PRB) or Midshipman Review Board (MRB) for all members of his or her company.

b. Company Executive Officer (CXO). The CXO is charged with assisting the CCO with the administration of his or her company. He or she has the following specific duties and responsibilities:

(1) To act as the CCO in his or her absence

(2) To enforce grooming, uniform, hygiene, conduct, and all other standards at all times, and to correct any deficiencies as necessary.

(3) To take charge of physical training as instructed by the athletics officer and to collect PFA scores from Platoon Commanders and provide them to the AthO/PTI.

(4) To collect mid-term and finals grades and provide them to the EDO.

(5) To perform other such duties as the CCO may direct.

c. Platoon Commander. The platoon commander is in charge of his or her platoon and is responsible for all his or her platoon does or fails to do. He/she has the following specific duties and responsibilities:

(1) To command and supervise the training and proficiency of his or her platoon in all matters.

(2) To review all aptitude evaluations written by his or her subordinates and to individually rank, by class, each member of the platoon.

(3) To issue such orders and perform such duties as are necessary for the training and performance of the platoon.

(4) To perform other such duties as the Company Commanding Officer may direct.

d. Platoon Sergeant. The platoon sergeant is the direct assistant to the Platoon Commander. He/she will gather and disseminate any administrative items necessary for the performance of the platoon. He/she has the following specific duties and responsibilities:

(1) To gather PFA scores from the squad leaders, organize them, and send them up the company chain of command to be given to the AthO/PTI.

(2) To gather grades at midterms/finals from squad leaders and pass them up through the company chain of command enroute to the EDO.

(3) To enforce grooming, uniform, hygiene, conduct, and all other standards at all times, and to correct any deficiencies as necessary.

e. Squad Leader. The squad leader is in charge of his or her squad and is responsible for all the squad does or fails to do. He or she has the following specific duties and responsibilities:

(1) To maintain an accurate muster of the squad for all battalion activities and to report all instances of absence or tardiness, whether authorized or unauthorized, to the MCMC.

(2) To be responsible for the appearance of the squad.

(4) To maintain record of the performance of the members of the squad, including discrepancies in appearance, both in and out of uniform, and any other substandard performance. The squad leader will also maintain record of outstanding performance and extracurricular activities.

(5) To write aptitude evaluations for his or her squad members and to rank, by class, each individual midshipman.

(6) To perform other such duties as the platoon commander may direct.

8. Midshipman Command Master Chief (MCMC). The CMC will serve as the principle midshipmen enlisted advisor and assistant to the BnCO. The primary role of the CMC is to ensure that unit standards are upheld. To that end, the CMC is in charge of maintaining the spaces in John Barry Hall or Hollenback Hall, as appropriate, to include the wardroom, midshipman lounge, gyms, and gear locker; performing both formal and informal inspections; ensuring colors, study hours watch and gym cleanings are being executed to specifications; maintaining a suggestion box for the BnCO; maintaining the Battalion discipline log in addition to counseling midshipmen; providing mentorship to the Battalion's junior midshipmen and candidates; and serve as a mentor to the Company LCPO's and provide guidance and professional critiques on their performance. The CMC shall work directly for the BnCO within the midshipmen chain of command but will report directly to the AMOI for instruction, guidance, and deliverables such as the discipline log.

9. Battalion officers are appointed by and serve at the pleasure of the Commanding Officer, NROTC Unit.

2.5 BATTALION RANK STRUCTURE

1. Battalion Staff.

BnCO (BnCO)	Six bars
Battalion Executive Officer (BnXO)	Five bars
Operations Officer (OpsO)	Four bars
Administration Officer (AdminO)	Four bars
Activities Officer (ActO)	Four bars

Athletics Officer (AthO/PTI)	Four bars
Company Commander	Four bars

2. Company Structure.

Company Commander	Four bars
Company Executive Officer	Three bars
Platoon Commander	Two bars
Platoon Sergeant	One bar
Squad Leader	One bar

CHAPTER 3 - NROTC INSTRUCTIONAL PROGRAM

3.1 GENERAL

1. The Navy is preparing our officer corps of the future to meet the dynamic challenges in the next generation of technology and leadership. In structuring our academic programs to meet these challenges, undergraduate academic majors for NROTC Navy option midshipmen are divided into three categories or tiers: Tier 1 - engineering programs of Navy interest, Tier 2 - other engineering, math and science programs, Tier 3 - Foreign language and remaining academic programs.

3.2 ACADEMIC MAJORS

1. Tier 1 Academic Majors.

Aeronautical Engineering
Chemical Engineering
Electrical Engineering
Mechanical Engineering
Naval Architecture & Marine/Naval Engineering
Nuclear Engineering
Ocean Engineering
Systems Engineering

2. Tier 2 Academic Majors.

Agricultural/Biological Engineering & Bioengineering	General Engineering
Architectural Engineering/Architectural Engineering Technologies	General Science
Astrophysics	Industrial Engineering
Biochemistry, Biophysics & Molecular Biology	Manufacturing Engineering
Biomathematics & Bioinformatics	Materials Engineering
Biomedical/Medical Engineering	Mathematics
Biotechnology	Metallurgical Engineering
Cell/Cellular Biology & Anatomical Sciences	Microbiological Sciences and Immunology
Ceramic Sciences & Engineering	Mining & Mineral Engineering
Chemistry	Nuclear & Industrial Radiologic Technology
Civil Engineering	Oceanography
Computer Engineering	Petroleum Engineering
Computer Programming	Pharmacology & Toxicology
Computer Science/Info. Tech.	Physics
Construction Engineering	Physiology, Pathology & Related Sciences
Electronics & Comm. Engineering	Polymer/Plastics Engineering
Engineering Mechanics	Quantitative Economics
Engineering Physics	Statistics
Engineering Science	Textile Sciences & Engineering

3. Tier Three Academic Majors.

Students interested in pursuing Tier 3 academic majors (all other academic majors not listed in Tier 1 or Tier 2) should examine the opportunities available in the Navy's Language Skills, Regional Expertise, and Cultural Awareness (LREC) Program. Annually, the Navy will offer this program to 20 - 30 students. Attainment of a specific level of language proficiency is not required by the NROTC LREC program.

LREC - TIER 3

Regional/Cultural Areas

Africa	Middle East
1. Sub-Sahara	South Asia
2. North Africa	Southeast Asia
Central Asia	Southwest Asia
East Asia/China	Russia/Eastern Europe
Middle/Central/Latin America	

Foreign Languages

Arabic	Hebrew	Persian	Swahili
Cambodian	Hindi	Portuguese	Tagalog
Central Asian	Indonesian	Russian	Thai
Chinese	Japanese	Serbo-Croatian	Turkish
Dari	Kurdish	Somali	Urdu
Farsi	Malay	Spanish	Vietnamese
French	Pashto		

4. For the LREC program you are required to either:

a. Major in a foreign language required by the Navy and complete 4 associated classes (12 semester credit hours) in a region/cultural area associated with the selected language or;

b. Major in a region/cultural area required by the Navy and take (4) associated classes (12 semester credit hours) in a foreign language associated with the region/cultural area.

3.3 CURRICULUM REQUIREMENTS

1. In addition to normal course load, midshipmen must follow these general academic guidelines:

a. Calculus (one year by end of sophomore year) (not required for Nurse or Marine Corps Option students). Courses must be taken at the host university or grade must transfer if taken elsewhere (not required for Nurse or Marine Options. Advanced Placement (AP) transfer credit is acceptable, but at least one semester of calculus shall be taken in a classroom environment, refer to NSTC-M 1533.2.

b. Physics (one year of calculus-based physics by end of junior year) (not required for Nurse or Marine Corps Option students). Course must be taken at the host university or grade must transfer if taken elsewhere (not required for Nurse or Marine Options.

c. English grammar and composition (one year) (not required for Marine Corps Option).

d. National security policy/American military affairs (not required for Nurse Option).

e. One semester of world culture and regional studies is required.

3.4 NAVAL SCIENCE COURSE DESCRIPTIONS

1. The Chief of Naval Education and Training prescribes the Naval Science Curriculum. One Naval Science course will normally be taken each semester in the sequence indicated below, although the Professor of Naval Science in individual cases may specifically approve exceptions or changes. Course descriptions and administrative details are published each semester in the University Course Catalog.

Freshman:

Fall Semester: Intro to Naval Science
Spring Semester: Sea Power & Maritime Affairs

Sophomore:

Fall Semester: Leadership and Management
Spring semester: Navigation

Junior:

Fall Semester: Naval Ship Systems I
Spring Semester: Naval Ship Systems II

Senior:

Fall Semester: Naval Operations

Spring Semester: Leadership & Ethics

2. Marine Corps Option Program. All scholarship and College Program Marine Options will take the below courses in order to commission in the Marine Corps. MECEP students are only required to take Evolution of Warfare, Amphibious Warfare, and Leadership and Ethics. MECEPs will begin their Naval Science courses in their first year and will take NS330 the spring before they commission.

Freshman:

Fall Semester: Intro to Naval Science
Spring Semester: Sea Power & Maritime Affairs

Sophomore:

Fall Semester: Leadership and Management
Spring Semester: Evolution of Warfare

Junior:

Fall Semester: Amphibious Warfare

Senior:

Spring Semester: Leadership & Ethics

3.5 ATTENDANCE POLICY

1. No unauthorized absences are permitted in any courses. A student who has a valid reason for absence such as illness, conflict with a university directed activity, or other cause will notify their class advisor. Midshipmen must notify their Naval Science Instructor prior to missing any class. Arrangements shall be made for completion of any work missed because of the absence. Unexcused absences will be cause for disciplinary action.

3.6 TUTORING

1. If a scholarship midshipman has need of a tutor for Calculus I/II, Physics Mechanics/Electricity & Magnetism, or General Chemistry I/II the unit can pay for tutoring. For other courses midshipmen are encouraged to seek help from other midshipmen in the battalion who have already taken said course or apply for a waiver. Host universities also offer excellent free math and writing resources. Inquire with the EDO.

3.7 CLASSROOM CONDUCT

1. Military etiquette is practiced in the Naval Science classroom. Unless the officer instructor indicates otherwise, when the officer instructor enters the classroom the class shall cease all conversation and give the instructor the appropriate greeting of the day. No smoking, beverages, or snacks are permitted in the classroom unless first authorized by the officer instructor. The class will end only when the instructor dismisses it.

3.8 GUIDANCE AND COUNSELING

1. At the beginning and mid-point of each semester midshipmen meet with their class advisers one-on-one for counseling. During counseling sessions midshipmen discuss personal, academic, and military goals for the semester. Class advisers will also counsel midshipmen on their class rank and military aptitude. This is an opportunity for midshipmen to discuss any challenges or concerns they may have for the upcoming semester. If the need to discuss personal or academic matters arises during the semester midshipmen are encouraged to seek advice and counsel from their Class Advisor. Staff members do not hold restricted office hours and are available throughout the day. For matters concerning Naval Science courses midshipmen should consult their course instructor.

3.9 DEGREE PLAN

1. All midshipmen shall submit degree plans during the first semester of their freshman year to their Class Advisor during counseling. The degree plan shall be updated or verified by the Class Advisor at the beginning of each semester throughout enrollment in the NROTC Program and must be signed by their University Advisor. The degree plan should display all required courses along with their respective departments, course number, and number of credits. These should be arranged chronologically in order to prepare for an on-time graduation date. Students shall consult both their University Advisor and their Class Advisor prior to making any changes to their degree plan (including all adds, drops, etc.).

2. Midshipmen must maintain an academic load which classifies them as full-time students (twelve hours minimum outside of Naval Science and regular university courses). Failure to maintain this status will result in the midshipman appearing before a PRB. Students shall maintain an academic workload that results in graduating in four years or less.

3. Midshipmen shall keep themselves informed of all institution policies and requirements for their specific degree plan as well as all NROTC Program requirements.

4. Midshipmen shall keep their Class Advisor fully informed of all matters that affect academic performance, progress toward graduation, or any other issues that may impact qualifying for a commission as projected in the academic plan.

5. Midshipmen shall develop habits of initiative and tenacity toward accomplishing academic and leadership goals in order to enhance their officer potential.

6. Degree plans must be completed in four years. For Drexel scholarship students, Co-Op is not authorized unless non-waiverable in their major. College program students are exempt, but will be required to change to the Four Year Scholarship Program if granted a scholarship (the Unit will pay the change fee). Advanced Standing students will not be required to change to a four year degree plan.

3.10 FAILURE TO MEET COURSE REQUIREMENTS

1. Midshipmen who do not complete the applicable requirements for their NROTC Program option within the time limits prescribed will be subject to a PRB and considered for Leave of Absence (LOA).

3.11 ACADEMIC ACHIEVEMENT STARS

1. Midshipmen awarded academic achievement stars may wear them as prescribed until the end of the semester during which they were awarded. They may not be worn until the PNS presents them during Naval Laboratory.

a. Requirements. Midshipmen with Tier 1 majors must earn a 3.20 semester GPA or above to qualify for an academic achievement star. Midshipmen with Tier 2 majors must earn a 3.30 semester GPA, and Tier 3 majors must earn at least a 3.50 semester GPA or above to qualify for an academic achievement star. Note: Nurse Options are considered Tier 2 majors.

3.12 STUDY HOURS WATCH

1. Study Hours Watch will be monitored by midshipmen who will keep record of the watch in the Study Hours Log Book.

a. Villanova University: Study Hours Watch takes place in the wardroom of John Barry Hall between 1800-2100 on Sunday-Thursday nights.

b. University of Pennsylvania: Study Hours Watch takes place 1800-2100; Monday and Wednesday in the Drexel and Temple Libraries and on Tuesday and Thursday in the UPenn Library. Study hours can also be logged during school day at Hollenback by logging in with admin assistant in the NROTC office.

3. Midshipmen who do not earn at least a 2.75 GPA, or fail any course, or directed by class advisor, will be placed on study hours. Midshipmen who earn a D in any course will also be reviewed for potential remedial academic action. The required attendance per week at Study Hours Watch will depend on if the midshipman is placed on Academic Warning, or Academic Probation.

4. Options exist outside of attendance during Study Hours Watch to fulfill the required study hours. If authorized by the EDO, midshipmen may meet with their professors on a weekly or bi-weekly basis, and provide a signed slip by the professor verifying the time spent meeting. These hours will count towards the mandated study hours. Midshipmen may also meet with a group during Study Hours to work on a class project or may schedule meetings with their major Advisers or other staff members, and provide the Education Officer with a slip signed by the appropriate person indicating they have met.

3.13 ACADEMIC WARNING

1. Midshipmen who earn a semester GPA of below 2.5 and at least 2.0 will be placed on academic warning and counseled by their class advisor. The midshipman will receive counseling by the Education Officer and be obligated to attend at least 5 hours of Study Hours Watch per week.

3.14 ACADEMIC PROBATION

1. Midshipmen who receive a failing grade in any course, or earn a semester GPA of less than 2.0, will be placed on academic probation, and may have to appear before a Performance Review Board (PRB). Midshipmen placed on academic probation will be counseled by their class advisor, have mandatory counseling by the Education Officer, and be obligated to attend at least 10 hours of Study Hours Watch per week.

3.15 ACADEMIC LEAVE OF ABSENCE (LOA)

1. Midshipmen on Academic Probation who fail to improve academic performance above a GPA of 2.00 will appear before a Performance Review Board (PRB) and may be placed on an Academic Leave of Absence with the potential for disenrollment if academics do not markedly improve the next semester. While on Academic Leave of Absence, scholarship midshipmen will lose their scholarship benefits. Not completing required NROTC course requirements within the expected time frame, registering for less than 12 credit hours during a semester, or who withdraw from a course without prior approval may also result in Academic Leave of Absence or disenrollment.

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CHAPTER 4 - BENEFITS AND ADMINISTRATION

4.1 GENERAL

1. Scholarship students receive benefits provided by law which include full tuition, uniforms, Naval Science textbooks, a book stipend, and a monthly subsistence allowance. Scholarship and Advance Standing midshipmen also enjoy benefits to include access to military commissaries and free domestic travel on military aircraft.

a. National Four-Year Scholarship Program. Navy and Marine Scholarship NROTC students are selected annually by a national selection board. They are appointed midshipmen, U. S. Navy or Marine Corps Reserve, and are on inactive duty except while on summer training. Midshipmen on scholarship will complete three summer training sessions and, upon graduation, will be commissioned as active duty officers in the Navy or Marine Corps, to serve at the pleasure of the President of the United States.

b. Two and Three-Year Scholarship Program. Two and Three-Year Scholarship students enjoy the same status as midshipman in the U.S. Navy Reserve as described above in the Four-Year Scholarship program. The Two and Three-Year scholarship program is not open to Marine Option applicants, only Navy and Nurse Options. Three-Year Scholarship students receive two summer cruises and Two-Year Scholarship students receive one summer cruise. Applications for the Two and Three-Year Scholarship programs must be submitted to the Professor of Naval Science by 30 April. In addition to the basic requirements for the Four-Year Scholarship, applicants must have between 30 and 90 semester credit hours, a minimum college GPA of 2.5 (on a 4.0 scale), and must be currently accepted to or attending the host university of the desired NROTC Unit.

c. College Program/Advanced Standing. College Program students are selected from students already attending or accepted to the university. College Program students receive uniforms and Naval Science textbooks. College Program students who do not pick up a scholarship by the beginning of their junior year will not be able to continue in the NROTC program. College Program students who do not pick up a Scholarship may also be selected for "Advanced Standing." Advanced Standing will attend one summer cruise, usually at sea for Navy Options, and usually Marine Corps OCS for Marine Options. Advanced Standing students may receive commissions in the Navy or Marine Corps upon graduation.

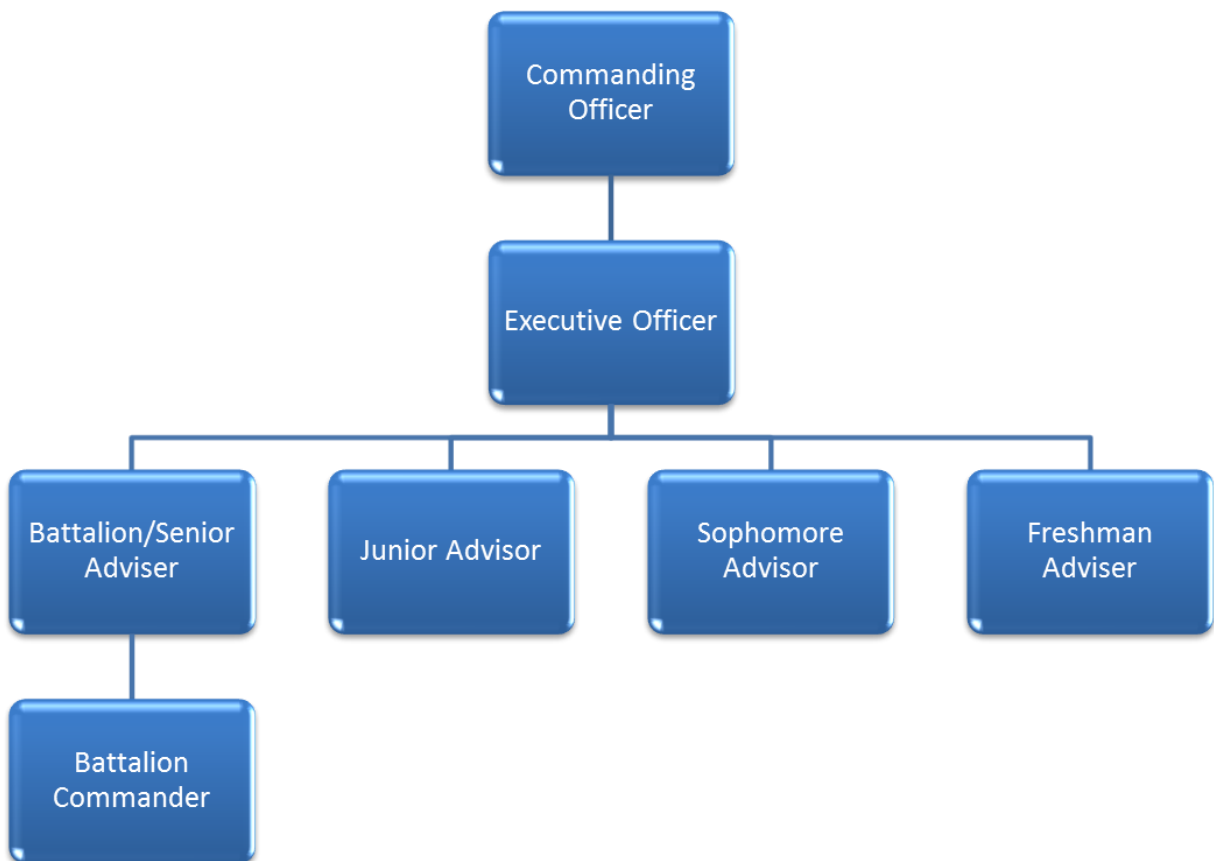
d. Nurse Corps Program. Since 1991, nursing has been allowed as a major for NROTC midshipmen. Nursing option students are required to take four of the eight Naval Science classes and to participate in drill, except where such participation conflicts with required clinicals. Upon graduation, students are commissioned as Ensign, Nurse Corps, United States Navy.

e. Marine Corps Option. Midshipmen may apply for Marine Corps Option at the time of initial application (scholarship or College Program Students) or after one full year of academic studies but no later than the end of their junior year. In order to transfer from Navy Option to Marine Option, students must meet all the minimum physical and academic requirements (consult with the Marine Officer Instructor for requirements). Once deemed satisfactory, the student's option change request is submitted via the MOI. All Marine

Corps Option midshipmen must complete Marine Corps Officer Candidate School prior to commissioning.

2. Term of Scholarship Benefits. The Navy will provide the scholarship benefits for an academic year of up to ten (10) months and a total period of time of no more than forty (40) months. The Navy will not pay any Scholarship Benefits beyond the forty (40) month maximum unless a waiver is requested via the PNS and approved from an authorized Navy Official.

4.2 CHAIN OF COMMAND



4.3 PAY OF MIDSHIPMEN

1. Scholarship. Scholarship benefits include tuition, any mandatory university or class fees, subsistence stipend, and book stipend. Payment date of scholarship benefits, (excluding subsistence payments), is 45 days after the beginning of each academic semester/term. The purpose of this delay is to accurately determine which students are actively participating in the program, and to have the necessary time to review previous semester/term grades to ensure midshipmen remain eligible for scholarship benefits. Tuition and subsistence will not exceed 40 months, unless authorized 5th year benefits by NSTC. Additionally subsistence is also paid during the summer between the junior and senior year. (NOTE: You will not receive this subsistence pay while on summer cruise).

The monthly subsistence stipend amount for Scholarship and Advanced Standing midshipmen is as follows: 4th Class/\$250, 3rd Class/ \$300, 2nd Class/ \$350, 1st Class/ \$400 per month. Midshipmen receive half of the stipend through direct deposit at the beginning and middle of each month. At the beginning of each semester a \$375 book stipend is allotted to help offset the price of textbooks.

2. Advanced Standing. College Program students who earn Advanced Standing status begin receiving stipend benefits beginning their junior year (2nd Class Midshipman). Advanced Standing students receive the same monthly stipend as Scholarship students: 2nd Class/\$350, 1st Class/\$400.

3. Summer Cruise. While on active duty for training, NROTC midshipmen are entitled to the same rate of pay as prescribed for midshipmen at the Naval Academy. Amounts will differ from midshipman to midshipman due to differing amounts withheld for social security (FICA), applicable Serviceman's Group Life Insurance, federal and state income tax, etc.

a. Incentive/Hazardous Duty Pay. NROTC Scholarship and College Program Midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay.

b. Servicemen's Group Life Insurance. NROTC Scholarship and Advanced Standing midshipmen are covered by the provisions of Public Law 93-289. While on active duty (summer training), they will be automatically insured for the maximum coverage unless they elect reduced coverage or no coverage.

c. Reimbursement for Travel. NROTC Scholarship midshipmen are entitled to the allowance prescribed by the Joint Federal Travel Regulations NSTC including per diem where applicable.

(1) College Program Midshipmen. Per diem is not payable under any circumstances. If advantageous to the government a mileage allowance per mile may be paid for the official distance of travel to be performed under competent orders. Transportation and messing may be furnished. Meal tickets may also be issued for meals. In the event travel is performed partly at personal expense and partly by government furnished transportation, the provisions of paragraph F2E JFTR will apply.

(2) Scholarship Midshipmen. Per diem is authorized for the constructive travel time (commercial airline schedule plus time to and from carrier terminals) to and from training sites. Per diem is not payable during periods of training when government quarters and messing facilities are available. Per diem may be payable for periods of delay en-route to or from the training site when government quarters and messing facilities are not available. A monetary allowance in lieu of transportation may be paid per mile. Allowable mileage will be for the official distance of actual travel to be performed to or from the training site.

4.4 HOLLENBACK CENTER

1. The Hollenback Center is named for "Big Bill" Hollenback, a member of the 1908 undefeated football team. The center was originally built as a power plant in 1924, but now houses the NROTC program as well as office space.

4.5 JOHN BARRY HALL

1. History. The foundation of Commodore John Barry Hall was put into place in 1947, with the President of the school Father Stanford, the Commanding Officer (CO) of the unit, Capt. Thomas, and the Secretary of Defense all standing by to lay the first stone. Built for the NROTC unit for usage in the spring semester of 1949, the building was the only government structure that had a cross carved into the front above the door. It was also the most state of the art training facility for its time, complete with a navigation room, an anti-submarine training simulator, a mock-bridge, and even several ship-board weapons systems and accompanying targeting radar. A tower was also placed on the roof of John Barry in 1953 for practicing celestial navigation. But although the equipment was a novelty for the midshipmen in the beginning of the 1950s, it soon became outdated and was used only for show in yearly open-houses as a means to give both students and faculty a general depiction of the US Navy. As late as 1966 it was a billet for midshipmen to stay proficient on using parts of the various systems, but in the first part of the 1970s the pieces were all removed, partially because they were obsolete, and partially because the school's engineering department needed more space for their own labs.

2. Facilities. John Barry Hall is the headquarters for the Villanova NROTC unit. Staff and Administrative offices and the wardroom are located on the first floor. The basement houses a weight/aerobic room, midshipman lounge, midshipman offices, and supply room. Midshipmen have Wildcard swipe access to John Barry Hall, wardroom, and basement until 2400.

4.6 TUITION AND FEES

1. Four-year Scholarship. Full tuition and all mandatory fees charged by the university are covered by the scholarship. Some fees which are not covered include fees from failing or withdrawing from a course, fees associated with non-required elective courses, and medical and dental insurance. Room and board charges are not included in the scholarship benefits. Fifth-year benefits may be requested through NSTC if necessary, though it is not guaranteed that they will be granted.

2. Two and Three-year Scholarship. The same tuition and fee benefits as Four-Year Scholarship. Scholarship benefits will be received only for the initial length of the scholarship, or until completion of baccalaureate degree.

3. Room and Board. Though not covered in the NROTC Scholarship Programs, Drexel University covers Room and Board fees for NROTC scholarship midshipmen. Villanova University also offers a scholarship to help offset Room and Board fees for scholarship midshipmen.

4.7 MILITARY SERVICE REQUIREMENTS

1. Navy Option. Midshipmen completing the requirements for the Navy Option scholarship program, will be required to serve a minimum of five years of active military service. Advanced Standing midshipmen are only required to serve three years on active duty. Additional requirements may be required for specific job assignments. See appendix D for more information.

2. Marine Corps Option. Midshipmen completing the requirements for the Navy Option program, either by scholarship or advanced standing, will be required

to serve at least four years on active duty (Aviation and other communities will have longer commitments). The four year commitment for midshipmen commissioned into the Marine Corps will not commence until arrival at The Basic School (TBS).

3. Navy Nurse Corps Option. Midshipmen completing the requirements for the Navy Nurse Corps Option program will be required to serve at least four years on active duty.

4. Individual Ready Reserve (IRR). Although not a current policy, some midshipmen may be commissioned into the Individual Ready Reserve. The IRR allows the Navy to match newly commissioned officers with warfare community billet and training requirement in a more fiscally responsible way for the Naval Service.

4.8 MEDICAL FACILITIES

1. Villanova Student Health center. Located on the third floor of the Health Services Building on Villanova University campus across from Bartley Hall and the Pavilion. The Student Health Center is open 24 hours a day, 7 days a week during the academic school year. Same day or next day appointments are usually available by calling the front desk at (610) 519-4070. Many over the counter medications are covered by the Health and Wellness fee charged to full-time undergraduate students, though students are responsible for the cost of any laboratory and prescription medications.

2. UPenn Student Health Service. Located at 3535 Market Street, Suite 100 on the corner of 36th and Market St. Landmarks include a Subway, FedEx, and PNC Bank. The offices are on the first floor. Appointments can be made online, by phone at 215-746-3535, or in person. Same-day appointments will be made as available, or you will receive the next available time that works with your schedule. If the issue is urgent sometimes patients will be evaluated by a nurse while waiting for the next available provider appointment. In the case of an illness requiring urgent treatment care may be obtained at a local Emergency Room. The HUP Emergency Room is recommended. On-call phone consultation may also be sought at the above phone number.

3. Temple Health Services. Temple University Health Services are located at 1810 Liacouras Walk, 4th Floor. Appointments may be made online, or by phone at 215-204-7500. Hours are Mon, Tue, Thu, Fri: 0830-1700, and Wed: 1000-1700. Walk-in hours end at 1600. Health Services are closed on Saturday and Sunday.

4. Drexel Student Health Center. Located at 3401 Market Street, Suite 105B. The entrance is on 34th Street across from DAC. Hours are Mon, Wed, Fri: 0830-1700, and Tue, Thu: 1030-1900. The Student Health Center is closed on the weekend. Drexel Student Health Center is staffed by Drexel University College of Medicine Department of Family and Community Medicine physicians and nurse practitioners. Visits are by appointment and can be made at 215-220-4700. Ill students are encouraged to call as soon as possible to ensure same day services.

4.9 EXTRACURRICULAR ACTIVITIES

1. Whiskey Platoon. The Villanova NROTC Whiskey Platoon trains and teaches midshipmen the skills necessary to conduct and lead basic drill routines and trick drill routines. Membership in Whiskey Platoon is voluntary for any midshipman in good academic and disciplinary standing. Midshipmen may begin training starting the second semester of their freshman year.
2. Color Guard. The mission of the Villanova NROTC Color Guard is to provide representation of the national ensign as well as the flags of the Navy, the Marine Corps, and Villanova University for various functions in the Philadelphia area, particularly Villanova Athletics. Membership is voluntary and open to freshman and sophomore midshipmen beginning the second semester of their freshman year.
3. Villanova Intramural Sports. Each semester midshipmen organize NROTC teams to compete in regular Villanova intramural sports from softball to soccer.
4. Semper Fi Society. The Semper Fidelis Society focuses on building camaraderie, esprit de corps, and promoting the history and traditions of the United States Marine Corps. The Semper Fidelis Society is active throughout the year and heavily involved in organizing events to prepare Marine Option Midshipman morally, intellectually, and physically for the rigors of Officer Candidate School, which all Marine Options will attend after their junior year of college. Physical training, professional classroom instruction, and practical application of skills learned in the classroom are all ways of preparing midshipman for Officer Candidate School and give them a background for the challenges they will face at The Basic School. The Society is open to all midshipmen, Navy and Marine Option, who are interested in the proud heritage and traditions of the Marine Corps.
5. Navy and Marine Corps Birthday Ball. The Navy and Marine Corps Birthday Ball is a highlight of the academic year for the Battalion. The Battalion convenes for a formal dinner at a special venue to celebrate the birthdays of the US Navy and Marine Corps in the late fall semester. Midshipmen dress in Service Dress Blue uniform and bring dates of their choice. The ball begins with a cocktail hour and follows with an excellent dinner and the traditional cutting of the cake. The Commanding Officer and a special guest make remarks and the night ends with dancing.
6. Military Excellence Competitions (MECs). Military Excellence Competitions are weekends of competition in Drill, Athletics, and Combat Skills between ROTC programs to build camaraderie and esprit de corps. MECs are typically attended once per semester. The Villanova NROTC unit hosts an annual MEC in the spring which has been ongoing for over fifty years.

4.10 IDENTIFICATION CARDS

1. Scholarship and Advanced Standing midshipmen will receive a US Navy or USMC Reserve Military ID card in order to access military installations during summer cruise and other official business. Military identification cards are the property of the U.S. government. Midshipmen must maintain custody of their military identification card at all times and only surrender it to a proper authority for identification or investigation. Midshipmen are responsible for the renewal of their ID cards if they are lost or expire.

4.11 TRAVEL

1. Scholarship and Advanced Standing College Program midshipmen are eligible to travel free on government aircraft inside the continental United States on a space available (space "A") basis with the presentation of a valid midshipman ID card. Space A flights typically are between Air Force Bases served by the Air Mobility Command (AMC).

4.12 EMERGENCIES

1. Medical Chit. A medical chit is a long-term request to miss battalion events due to injury or illness. Midshipmen who wake up ill the morning of PT or are sick and going to miss a battalion event/function/duty must contact their midshipmen chain of command prior to missing the event and e-mail or text their class advisor. The University Health centers typically have NROTC medical chit documents and will understand the procedure. All medical chits (a picture of the chit is acceptable) must be sent directly to the MedO for verification, and the midshipmen must also send a copy of the medical chit and explanation to their chain of command and Class Advisor. Medical chits must have a doctor recommended time frame for exclusion from events. Midshipmen who are not contagious will be expected to attend battalion events unless otherwise instructed. Midshipmen with physical injuries (such as a sprained ankle) are required to attend PT and participate in exercises that do not aggravate their injury. Midshipmen are expected to substitute exercises (such as crunches), as directed by the AthO/PTI when the exercise prescribed will aggravate their injury.

2. Reporting Emergencies. Midshipmen are expected to report any personal emergencies as soon as possible to their chain of command and Class Advisor. If a midshipman witnesses an accident or illness of a midshipman who cannot inform their own chain of command/class adviser, the witnessing midshipman is obligated to perform this duty. This is so the Commanding Officer may be informed of midshipman emergencies as soon as possible. The Commanding Officer expects to be informed about midshipman emergencies including but not limited to:

- a. Serious injury or illness of midshipman.
- b. Death of midshipman family member.
- c. Hospitalization of midshipman.
- d. Arrest or legal offense by midshipman.
- e. Vehicle accidents or traffic violations.
- f. Unsafe work environment.
- g. Any witnessed or committed violations of the UCMJ.
- h. Violations of any of the respective university policies.

4.13 SAFETY

1. Midshipmen should remain vigilant at all times, especially when traveling at night or in the early morning. West and North Philadelphia are areas of increased criminal activity, which necessitate caution.

2. UPenn, Temple, Drexel and Villanova Universities all have public Safety Services.

a. UPenn Public Safety.

(1) The Division of Public Safety offers several important programs, such as text-message emergency alerts and crime reports. Blue light telephones are available throughout campus for use in an emergency.

(2) Midshipmen may also take advantage of walking escort and van services to stay safe while traveling. Midshipmen may call 215-898-WALK (9255) for 24/7 walking escorts between 30th and 43rd Streets and Market Street to Baltimore Ave. Escorts are also available from 1000-0300 between 30th Street and 50th Street, and from Spring Garden Street to Woodland Ave.

b. Drexel University Division of Public Safety.

(1) The Division of Public Safety offers many programs, such as crime alerts to your mobile device, and blue-light emergency phones located around campus.

(2) Midshipmen may take advantage of a 24/7 walking escort by a Drexel Public Safety security officer. Walking escorts are available between 30th and 36th Streets, and Chestnut to Spring Garden Streets. Also, between 1000-0300 walking escorts are available between 30th and 50th Streets and from Woodland Avenue and Wallace Streets.

(3) Midshipmen may also use the Campus Shuttle Services, a safe and secure way to travel between locations on and off campus with presentation of a valid Drexel University ID.

c. Temple University Campus Safety Services.

(1) Campus Safety Services provide many safety initiatives such as a shuttle loop, emergency phones, and security alerts to personal mobile devices.

d. Villanova University Department of Public Safety.

(1) The Department of public safety offers a wide range of services such as security alerts to mobile devices, 24/7 patrol units, Emergency phones located on campus, and security escorts. Public Safety Officers can be reached at 610-519-6979, or 610-519-0524.

CHAPTER 5 - MIDSHIPMEN UNIFORMS

5.1 GENERAL

1. Uniform Wear. NROTC students are required to wear uniforms on Naval Science Leadership Laboratory days and at other specified times. Students shall properly maintain all uniform items issued to them at all times.

2. Guidance. Uniforms worn by midshipmen match those worn by active duty Naval Officers as closely as practicable. Specific guidance on midshipman uniforms can be found in United States Navy Uniform Regulations. **At no time shall guidance given here override that found in the Uniform Regulations. In the case of a conflict between the two, the Uniform Regulations shall take precedence.**

5.2 UNIFORM ISSUE

1. General. Upon entering the program, all midshipmen are provided the necessary uniforms and accessories. The Supply Technician shall promulgate the list of items to be issued upon student entry. The individual midshipman is responsible for ensuring that he or she has all of the required items and that they are in good condition. Worn or outgrown items may be taken to the Supply Technician for exchange. The decision to exchange or alter an item at unit expense lies with the Unit Executive Officer. Midshipmen must be prepared to pay for additional alterations and lost or damaged items.

2. Summer Training Uniforms. In addition to basic uniform clothing, certain items are also provided in preparation for Summer Training. The Supply Technician will publish the list of required uniform items to each student based on the nature of their cruise. It is the student's responsibility to acquire and maintain these items in a timely matter. Certain uniform items may need to be returned to the Supply Technician upon completion of Summer Training. While on Summer Training, midshipmen shall wear the rank insignia of the class of midshipman that they will become upon commencement of classes that fall. For example, a student completing their 4/C year shall wear 3/C insignia on their cruise. Additionally, midshipmen shall not wear any unit awards. Questions regarding Summer Training uniforms and requirements may be directed to the Supply Technician.

3. Items Not Issued. The unit does not issue certain items worn on a daily basis by students. These include, but are not limited to: Undergarments, swimwear, white t-shirts, running shoes, etc. These items must be acquired at student expense and are required for performance at the unit. Questions regarding what items are issued and what items you must purchase can be directed to either the Supply Technician or your Class Advisor.

5.3 RETURN OF UNIFORMS

1. Upon Disenrollment. All uniform items must be returned to the Supply Technician clean and ready for reissue. Missing items or items damaged as a result of misuse will be replaced in kind. Consult the Supply Technician for questions regarding this situation.

2. Upon Commissioning. Some uniform items that are issued must be returned to the Supply Technician upon commissioning. The Supply Technician will

inform the commissioning student what items must be returned. It is the responsibility of the student to return these items in a timely manner.

5.4 ALTERATIONS

1. The Unit may pay for certain alterations for uniforms that are issued by the Unit. Uniforms may be tailored to provide a well-fitting, professional military appearance. Questions concerning alterations may be directed to the Supply Technician.

5.5 CARING FOR AND WEARING UNIFORMS

1. Image. Midshipmen must set and maintain the high standards of smartness in uniform appearance. The image reflected by your attention to detail is a key element in the public image of yourself and your service.

2. Cleanliness. Midshipmen shall launder and dry clean uniforms at their own expense. Uniforms shall be clean, pressed, and presentable at all times. Accessories shall be clean, polished, and free from tarnish as appropriate.

3. Glasses and Contact Lenses. No eccentric or faddish glasses are permitted. Conservative sunglasses are permitted, except in military formations, inspections, or parades. Plain, black, snugly worn retainer straps are authorized for safety only. Contact lenses must be a natural color and must not contain any unnatural design.

4. Jewelry. Conservative jewelry is authorized and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety hazard and shall be worn within the following guidelines:

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

b. Necklaces. While in uniform, only one necklace may be worn and it shall not be visible. For safety, necklaces shall not be worn with the PT uniform.

c. Wristwatches and Bracelets. While in uniform, only one of each may be worn. Live Strong and similar bracelets are not authorized IAW Navy Uniform Regulations. Ankle bracelets are not authorized while in uniform. For safety, bracelets shall not be worn with the PT uniform.

d. Earrings.

(1) Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when on-campus, in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities.

(2) Women. One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be Gold, 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.

e. Body Piercing. Not authorized while in uniform. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when on-campus, in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities.

5. Shoes. Shoes will be leather type issued or may be of the high gloss corafram material. All midshipmen must wear leather type issued shoes for inspections.

a. Shoes will be maintained in a highly polished condition at all times. The sole edges of all shoes should be cleaned and polished.

b. Except during inspections or formal ceremonies women have the option of substituting any pair of plain black or white pumps (of black leather, calf, or synthetic leather substitute) with the following specifications. The heels shall not be higher than 1 5/8 inches nor less than 5/8 inches from the forward edge.

6. Umbrellas. Plain black umbrellas may be carried in inclement weather and must be stowed properly while at the unit. Marine Options are not authorized to use umbrellas.

7. Gloves. White gloves will be worn when authorized for a particular uniform. Gray or black gloves are optional when the bridge coat, foul weather coat, or windbreaker is worn. Female midshipmen have the option of wearing black cotton gloves with their winter uniforms. When prescribed for formal or dress uniforms, gloves may be worn or carried. When prescribed for full dress uniforms, gloves shall be worn, but are removed to shake hands. Hands shall never be kept in pockets or tucked into sleeves if cold.

8. Scarves. White or black scarves are optional when the bridge coat is worn. The scarf shall be wool, cashmere, or similar material. The ends of the scarf will be free of tassels. The scarf will be worn overlapped to form a "V" at the base of the throat, hiding the garment beneath.

9. Stockings. Stockings shall be worn with all uniform skirts, made of a nylon material and shall match the skin tone of the midshipman.

10. Handbags. When worn with strap, a handbag should be carried over the shoulder so that the top edge of the bulk of the handbag is at waist level.

11. Civilian Bags, Backpacks, and Briefcases. Civilian bags, backpacks, and briefcases are authorized to be worn over the left shoulder in working and service uniforms. If a bog is worn, the strap and bag will be on the same side of the body and in any case should not impede rendering a proper salute. Personnel in dress uniforms may only hand carry bags. Bags shall conceal their contents and will be either solid black or navy blue in color. No personal ornamentation will be added to the outside of the bag. Marine Option midshipmen are not permitted to wear bags over their uniforms.

12. Other Articles. No articles shall protrude from or be visible on the uniform, including, but not limited to items such as pencils, pens, key chains, pins, combs, large wallets, or cigarettes.

a. Communication devices shall not be worn by midshipmen in any uniform. Communication devices shall not be used while walking in uniform.

5.6 SERVICE DRESS BLUES

1. Service Dress Blues (SDBs) consist of the Navy blue jacket (in Navy terminology: Blouse) which is black in appearance, with six gold buttons (males), or three gold buttons (females). It is worn with the Navy blue trousers (males and females) or blue skirts (females) which are also black in appearance. This uniform takes extra effort to maintain properly.

a. Male and Female Components.

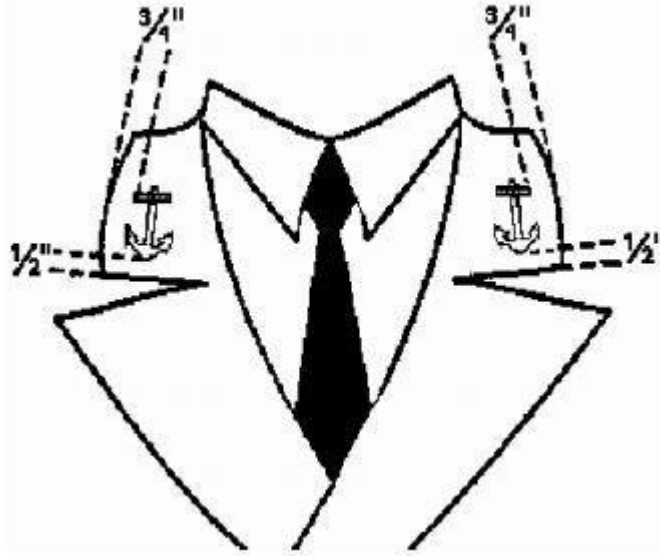
(1) Male Components:

- Combination cap with white cotton cover (no vinyl)
- Long or short sleeved white shirt with button closure for the collar, worn with a T-shirt
- Black wool tie (tie bar optional but may not show when the blouse is worn)
- Black web belt and brass buckle. (Marine Buckle for MOs. No organizational buckles).
- Black wool trousers and blouse
- Black socks
- Black military style shoes
- Proper insignia (on sleeve and lapel) and name-tag

(2) Female Components:

- Combination cap, with white cover
- White shirt
- Blue trousers, belted, or skirt, unbelted
- Black dress shoes
- Hosiery, flesh tone
- Black necktie
- Proper insignia (on sleeve and lapel) and name-tag

b. Anchor Insignia. The lapel anchor is pinned 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 and 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and approximately horizontal. Marine Option midshipmen will wear the Marine Corps Eagle, Globe and Anchor in place of these anchors.



c. Class Insignia. This consists of horizontal stripes worn on the left sleeve of the SDB jacket to indicate class. The gold stripes are 1 and 1/2 inches long and 1/8 inch wide with 1/4 inch spacing between the stripes. They are centered midway between shoulder and elbow.

1/C - 3 stripes
2/C - 2 stripes
3/C - 1 stripe
4/C - no stripe

5.7 SERVICE KHAKI

1. This uniform is worn primarily throughout the academic year on uniform days. The service khaki is relatively easy to care for as long as you keep it on a hanger.

a. Male and Female Components.

(1) Male Components.

- Garrison cap with proper insignia
- Short sleeved, open collar, khaki shirt (military creases required), worn with a round neck white T-shirt
- Khaki trousers
- Khaki belt with brass buckle (Marine Buckle for MOs)
- Black socks
- Black military style shoes
- Proper insignia on collar, ribbons and name-tags

(2) Female Components.

- Khaki summer skirt or trousers
- Khaki garrison cap with proper insignia
- Black dress shoes
- Hosiery, flesh tone
- Khaki belt with gold clip and buckle

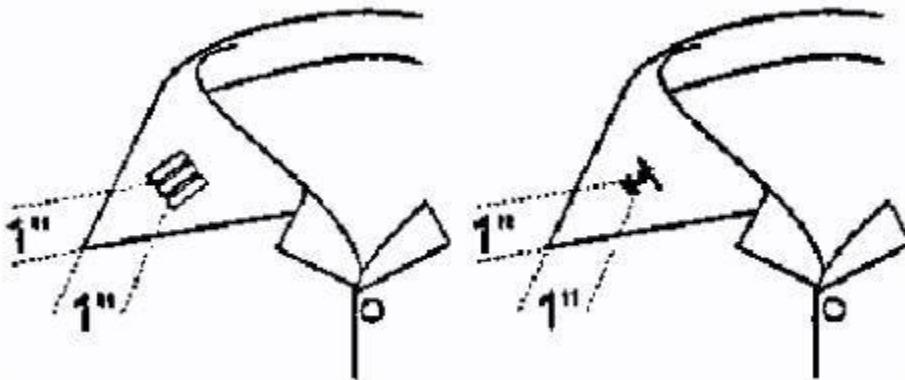
b. Class and Rank Insignia: Collar devices are worn on Service Khaki and Navy Working Uniform and are worn one inch from the tip and bisecting the collar. Marine Corps Eagle, Globe and Anchor shall be placed on the open collar of the shirt one inch from and parallel to the leading edge of the collar.

(1) Navy. Worn such that bitter end of the fouled anchor chain points outboard.

- MIDN 4th Class - Wear no collar devices
- MIDN 3rd Class - Wear Navy anchor on the right collar only.
- MIDN 2nd Class - Wear Navy anchors on both collars.
- MIDN 1st Class - Wear Navy eagle and anchor on both collars.

(2) Marine. Worn such that the eagle's wings are parallel to the deck and the anchor points forward.

- MIDN 4th Class - Wear no collar devices.
- MIDN 3rd Class - Wear Marine device on the right side only.
- MIDN 2nd Class - Wear Marine device on the left side
- MIDN 1st Class - Wear the Marine Corps insignia on both sides.



5.8 SUMMER WHITES

1. This uniform is worn during the warmer months as directed and on special occasions such as Fall and Spring Review. It gets dirty easily and does not keep a press very well. Applying a medium starch to it when ironing will help maintain the uniform press.

a. Male and Female Components.

(1) Male Components:

- Combination cap with white cotton cover (no vinyl)
- Short sleeved, open collar, white shirt (military issue), worn with a round neck white T-shirt
- White trousers
- White belt with brass buckle (Marine Buckle for MOs)
- White socks
- White military style shoes
- Proper insignia (shoulder boards), ribbons and name-tag

(2) Female Components

- White shirt w/epaulets
- White belted skirt or trousers
- White combination cap
- Hosiery, flesh tone
- White belt w/gold clip and buckle
- Shoulder boards

b. Class Insignia.

(1) Shoulder Boards. Shoulder boards are worn on the male Service Dress White and both male and female Summer White uniforms.

(2) Navy. They are worn with the bitter end of the fouled anchor chain pointing aft. See Figure 5-3.

(3) Marine. They are worn so that the eagle's wings are parallel to the shoulder seam and the anchor points forward. See Figure 8-3.



c. Rank Insignia: Battalion Officers will wear shoulder boards with the appropriate number of stripes corresponding to the number of bars of the collar devices (see Appendix K).

5.9 NAVY WORKING UNIFORM (NWU)

1. Worn in summer/winter for office work, watch standing, or business ashore when prescribed as uniform of the day. During the academic year this uniform is primarily worn during field meets during Naval Professional Lab.

a. Male and Female Components.

(1) Male Components.

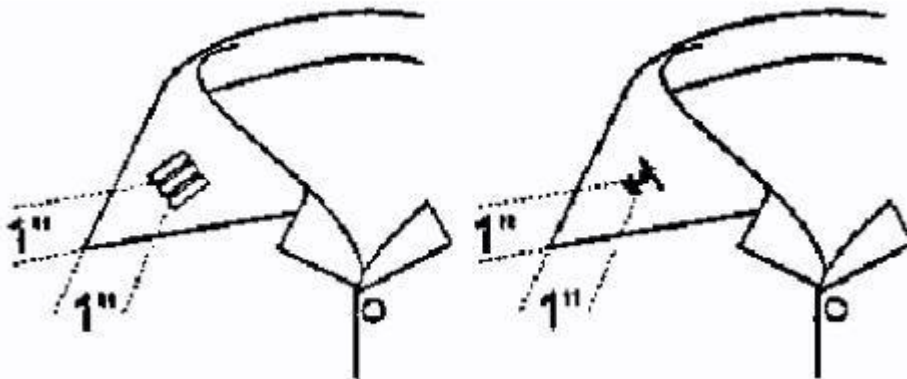
- Shirt, NWU
- Trousers, NWU
- Cap, Eight Point
- Boot, Black Leather
- Socks, Black, Boot
- Undershirt, Cotton, Blue, Crewneck
- Belt, Khaki Cotton or Nylon web or rigger belt w/Gold Clip
- Buckle, Gold

- Insignia, Collar
- Name/U.S. NAVY Service Tapes
- Straps, Blousing

(2) Female Components.

- Shirt, NWU
- Trousers, NWU
- Cap, Eight Point
- Boot, Black Leather
- Socks, Black, Boot
- Undershirt, Cotton, Blue, Crewneck
- Belt, Khaki Cotton or Nylon or rigger belt w/Gold Clip
- Buckle, Gold
- Insignia, Collar
- Name/U.S. NAVY Service Tapes
- Straps, Blousing

b. Class and Rank Insignia. Collar devices are worn one inch from the tip and bisecting the collar. Marine emblem will be placed on the open collar of the shirt one inch from and parallel to the leading edge of the collar.



c. No emblem is worn on the NWU cover by NROTC midshipmen.

5.10 HEADGEAR

1. Headgear consists of combination cap and garrison cap. They are to be worn with the proper uniform.

a. Combination Cover. Consists of a cap frame, cover, black band with a 2-inch gold anchor, 3/8 inch chin-strap and retaining buttons. The cover should be moderately tight. No "smiles" (the seam of the cover shows above the black band) should exist. The anchor should be centered, the chin strap should rest on the bill, and the bill should shine. Marine Options will wear a large gold Marine Corps emblem instead of the gold anchor.

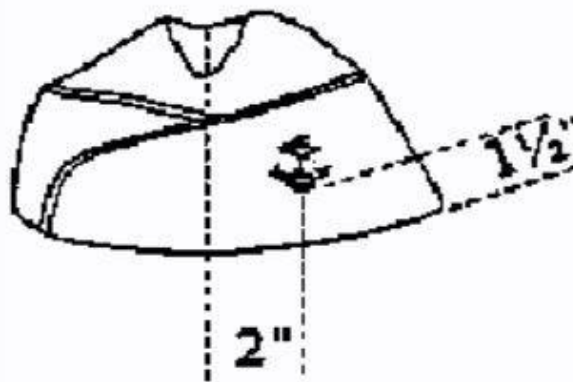
(1) Navy. Cap will be worn parallel to at 1 1/2 inches above the eyebrows.

(2) Marine. Cap will be worn centered and straight with the tip

of the visor in line with the eyebrows.



b. Garrison Cap. Consists of the khaki cap and insignia. It should be worn so that the top seam remains in an unbroken line with the base of the sweatband about 1 inch above the eyebrow. The insignia is a one-inch gold anchor worn as shown. Marine Option will wear gold Marine Corps emblem with the wings parallel to the deck. The insignia is attached to the left side of the garrison cap, shank parallel to the front edge of the cover, 2" from the front edge. For males it is 1 ½" from the bottom edge of the cover to the center of the insignia. For females it is centered between the top and bottom edges of the cap apron. The Navy device is the 1" fouled anchor. The Marine device is the small USMC cap insignia.



5.11 BELT, BELT BUCKLE, AND GIG LINE

1. Belt. For male midshipmen, the belt tip should pass through the belt buckle to the left and should extend just beyond the buckle so that no web material shows. For female midshipmen, the belt tip should pass through the belt buckle to the right, and should extend just beyond the buckle.

a. All manufacturers' finish (Quartermaster) will be removed from the brass buckle and tip.

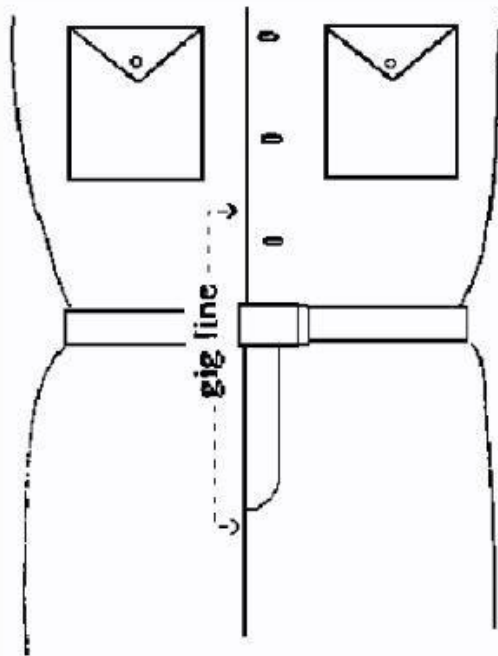
b. When all manufacturers' finish is removed, the buckle and tip will be polished with metal polish and will be kept in a highly polished state.

c. Marine Option midshipmen are authorized to wear the USMC belt buckle. The belt tip extends from 2 to 4 inches beyond the buckle.

d. Anodized belt buckles or belt tips should not be polished as this will remove the gold plating.

2. Brass. Belt buckles shall be worn centered in front and in line with the shirt and trouser center seams. The length of the belt will be adjusted so that the buckle and belt tip are adjacent. Female midshipmen wear the belt in such a manner that the belt tip points to the midshipman's right; male midshipmen wear the belt so that the belt tip points to the midshipman's left.

3. Gig Line. A vertical line made by the edge of your shirt, the edge of your zipper flap, and the right edge of your belt buckle (left edge of belt buckle for females). All three should be in one straight vertical line as shown below.



5.12 NECKTIE

1. The black wool necktie will be worn in a Four-in Hand, Half Windsor, or a Full Windsor knot. The tip of the tie should be even with the top of the belt buckle. The ends of the black tie should fall freely. The collar of all closed collar shirts shall fit snugly against the neck of the midshipman. Pre-tied neckties will not be worn by male midshipman.

a. Navy: The tie clip will be worn midway between the knot and the tip of the tie.

b. Marine: The clasp will be placed horizontally on the lower half of the necktie midway between the third and fourth buttons from the top.

2. The female necktie shall be worn with a square knot and the ends of the necktie shall be tucked under the shirt collar. The edge of the tie hangs beneath the edge of the collar and shall fall naturally. Do not pin up the edges of the tie for any reason. When wearing the blue coat, part of each tie

edge shall be visible. Pre-tied neck tabs are authorized for female midshipman.

5.13 NAME-TAGS

1. Each new midshipman will receive a name tag. Any additional name tags will be at the expense of the midshipman. Name-tags will be worn centered 1/4" (Navy Option) or 1/8" (Marine Option) and centered above the top of the right breast pocket. For the male Service Dress Blue Uniform, the name-tag is worn at the appropriate height on the right side of the uniform above where the pocket would be.

5.14 MIDSHIPMAN NROTC RIBBONS

1. Stipulation of wear. Navy and Marine Corps ribbons and medals will follow (active duty) Navy and Marine Corps uniform regulations. NROTC ribbons are prescribed for all NROTC activities when wearing SDBs, summer white or service khaki uniforms. Only Navy and Marine Corps (active duty) ribbons and medals will be worn when in uniform for events that are considered external to NROTC such as summer training, individual travel outside the local area, events at service academies, etc.

2. Manner of wear. Ribbons are worn with the lower edge of the bottom row centered ¼" above the left breast pocket and parallel to the deck. Ribbons will be worn up to three ribbons in a single row. When more than three ribbons are authorized, wear them in horizontal rows of three each. If ribbons are not in multiples of three, the top row contains the lesser number and is centered over the row beneath it.

2. Ribbon attachments. Stars for multiple awards will be worn centered on the ribbon with two rays of the star pointing down. Multiple stars will be symmetrically centered in a horizontal line on the ribbon.

5.15 RAINCOAT

1. This is an overcoat with a removable lining also worn during inclement weather. The raincoat can be worn with any uniform and does not require any insignia. The raincoat may be worn with your civilian clothes.

5.16 PT UNIFORM

1. The clothing worn during periods of physical training or other activities requiring athletic activity. For Navy Option midshipmen, this shall consist of a yellow colored, reflective pullover shirt (short/long sleeved), blue colored "Navy" athletic shorts, white colored socks, and running shoes. For Marine Option midshipmen, this shall consist of a green colored, short sleeved shirt, green colored athletic shorts, white colored socks, and running shoes. During periods of cold weather, official Navy and Marine Corps sweats may be worn as well as black gloves and black colored watch caps. Long-sleeve undershirts, compression shorts and tights may be worn underneath the PT uniform as long as they are black or navy blue. A glow belt is issued to all midshipmen and is required for each physical training exercise.

5.17 UNISEX UNIFORMS

1. As directed, the unit polo and khaki may be permissible as the uniform of the day. When directed, the Unit polo and khaki uniform will consist of:

a. Khaki Pants/Shorts. Pants/shorts are to be clean, pressed, and khaki in color. They are not to be frayed or have any holes. They should be of a conservative cut (not tight or baggy).

b. Unit Polo. The unit polo is available for purchase for midshipmen. On days that wear is authorized, the polo should be clean, pressed, and worn tucked in to the khaki pants/shorts over a plain white undershirt.

c. Belt and Shoes. Belt will be of the color black or brown. Shoes will be close-toed and conservative in nature. Shoelaces will be of a complimentary color. Belt buckles will be conservative and not display any text or images.

5.18 GROOMING STANDARDS

1. General. Grooming standards are based on neatness, cleanliness, safety, military image, and the uniformed appearance of members of the Navy and Marine Corps. The standards established herein are not intended to be overly restrictive nor designed to isolate midshipmen from society. If there is any conflict between the guidance contained herein and the respective service's Uniform Regulations, the Service's Regulations shall be followed. Consult your advisor regarding the contents of the Service Regulations to ensure you are within standards.

2. Males

a. Navy Option.

(1) Hair. Hair will be neat, clean and present a groomed appearance at all times. Hair above the ears and around the neck will be tapered from the lower hairline upward to at least 3/4 inch and outward no greater than 3/4 inch to blend with the hairstyle. Hair on the back of the neck may not touch the collar. Hair will be no longer than 4" and groomed so that it does not touch the ears or the collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with proper wearing of the headgear. Bulk of the hair shall not exceed 2".

(2) Sideburns. Sideburns shall be neatly trimmed and tapered in the same manner as the haircut. Sideburns will not extend below a point level with the middle of the ear, will be of even width (not flared), and will end with a clean-cut horizontal line.

(3) Beards and Moustaches. Midshipmen are not authorized to wear beards. If a moustache is worn it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. The moustache will not go below a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth. Consult your advisor if you intend to wear a moustache.

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

b. Marine Corps Option. Marine Corps Option grooming standards are contained in Marine Corps Order P1020.34. Consult the MOI or AMOI if you have any questions regarding this topic.

(1) Hair. Maximum hair length is 3".

(2) Sideburns. Sideburns will not extend below the top of the ear orifice.

(3) Moustaches. Moustaches will not extend beyond the edges of the mouth and beards are not permitted.

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

3. Females.

a. Hair.

(1) Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids, which protrude from the head, are not authorized in uniform. Spit curls or "ringlets" that fall below the bottom of the ear are not permitted while in uniform.

(2) Hair may touch, but may not fall below a horizontal line level with the back bottom edge of the collar. Long hair will be neatly arranged so that it does not interfere with the wearing of the cover. A maximum of two braids, neatly and inconspicuously fastened to the head, are permitted. Hair shall not show under the front brim of the combination or garrison caps. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2". Multiple braids are authorized; see U. S. Navy Uniform Regulations for specifics. Consult your advisor to ensure you meet standards.

(3) Barrettes, rubber bands, and hairpins are permitted, but they must match the hair color as closely as possible. They should not be extremely large or noticeable. A maximum of two barrettes may be used when pinning up 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.

(4) Hairnets shall not be worn unless authorized for a specific type of duty.

b. Cosmetics. Cosmetics may be applied in moderation and in good taste so that colors blend with natural skin tone and enhance natural features. Care should be taken to avoid an artificial appearance. Eye shadow, nail polish, and lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn in uniform.

c. Fingernails. Fingernails shall be kept clean and not extend beyond 1/4 inch measured from the fingertip.

5.19 CIVILIAN ATTIRE

1. General. The wearing of civilian attire, like the service uniform, implies a dedication to professionalism. Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Naval Services.

2. NROTC Events and in Unit Spaces. Civilian attire will be clean and presentable and will be free of rips, stains, and holes originating from wear. Civilian clothing shall not be lascivious or sexually suggestive in nature and underwear shall not be intentionally exposed. Shorts and skirts should extend to at least mid-thigh. Blouse and shirt necklines/openings should not extend more than four inches below the collarbone. Footwear will be in good taste and appropriate for the occasion. Sandals are authorized, quality Flip-flops are allowed, but discouraged and shower shoes are prohibited except when in transit from the shower to a changing area. Clothing appropriate for physical training will be worn in that setting or in transit/to from physical training only. Unless prescribed for an activity, physical training attire is not appropriate clothing to be worn in substitute of more appropriate clothing.

3. Unsuitable Attire. Wearing or displaying clothing, jewelry, tattoos, etc. depicting marijuana, any other controlled substance or advocating drug abuse, displaying profane, offensive, or subversive material, or messages that imply affiliation with gangs or subversive groups is prohibited at all times. Consult your advisor to ensure that your clothing meets standards.

4. Uniform Items in Civilian Attire. The only Uniform Items authorized for civilian wear are the following:

- a. All-Weather Coat/Raincoat (w/o insignia)
- b. Belts with civilian buckles
- c. Cap, Knit Watch
- d. Command/Navy Ball Cap (w/o insignia)
- e. Gloves
- f. Handbag
- g. Jacket, Black (w/o insignia)
- h. Jacket, Khaki Windbreaker (w/o insignia)
- i. Necktie, Four-in-Hand
- j. Pea coat (w/o insignia)
- k. Shoes
- l. Socks/Hosiery
- m. Sweater, Pullover Jersey

- n. Sweater, Black V-Neck Pullover (w/o nametag)
- o. Underwear
- p. Boots, Black/Tan (for "breaking in" only)

5.20 TATTOOS PIERCING AND BODY ORNAMENTATION

1. In accordance with the NROTC Unit Tattoo Policy, all students within the NROTC Unit shall not get ANY tattoos or brands or body ornamentation while assigned to the NROTC Unit. This includes modification of existing tattoos or brands. All tattoos that students have prior to entry to the NROTC program are subject to review and must be approved by Commander, Naval Service and Training Command (NSTC) or for Marines by the Commanding General at Marine Corps Recruiting Command (MCRC). Individuals with brands or tattoos that represent hate groups or gang affiliations are subject to immediate disenrollment and forfeiture of all NROTC scholarship benefits. Students who fail to comply with NROTC Policy will be referred to a PRB for consideration for disenrollment.

2. Upon enrollment in the NROTC Program, all midshipmen, MECEPs, OCs, and Naval Science students will be required to sign a Statement of Understanding (SOU) regarding the current Program Policy concerning tattoos, branding, and ornamentation for the Navy and the Marine Corps. Students will also be required to complete a Tattoo Screening Form that documents the full extent of all current tattoos, brands, or body ornamentation.

3. Body Piercing. Not authorized while in uniform. No articles, other than earrings for women specified in section 5.5, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when on-campus, in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities.

CHAPTER 6 -PHYSICAL FITNESS

6.1 GENERAL

1. The Navy and Marine Corps emphasize physical fitness as a lifestyle for their officers. The physical conditioning aspects of the NROTC Program are designed to increase endurance and strength capability. Midshipmen are expected to meet Navy or Marine Corps fitness standards, as appropriate, and are encouraged to seek the advice of the AthO/PTI to assist in establishing a fitness program.

2. Each student is required to pass the Navy Physical Fitness Assessment (PFA) or Marine Corps Physical Fitness Test (PFT) each semester. Midshipmen will have only one opportunity per semester to take the official PFA/PFT. Failures of any kind will be adjudicated in accordance with the Regulations for Officer Development (ROD).

3. Each student is responsible for knowing their allowed weight for their height, the standards required by their age group and gender to pass the PFA/PFT, and for developing a mindset of physical fitness to become part of their lifestyle as an officer-in-training.

6.2 PHYSICAL TRAINING

1. Midshipmen must prepare for a life of physical exercise to maintain personal health and remain ready for the challenges of the Naval Service. All hands physical training takes place at least two mornings per week. Midshipmen who do not pass battalion standards on the inventory or official semester PFA will be placed on at least one additional morning of remedial PT until they meet requirements. Midshipmen are expected to exercise beyond the mandatory PT periods in order to meet battalion standards.

6.3 NAVY PHYSICAL FITNESS ASSESSMENT (PFA)

1. PFA Events. The PFA is composed of two components: the Body Composition Assessment (BCA) and Physical Readiness Test (PRT). The PRT is composed of two minutes of sit-ups, two minutes of push-ups and a 1.5-mile run. The BCA evaluates whether or not a student is within body weight standards for their height. If a student exceeds their weight limit, he/she will be tape measured to determine his/her body fat percentage. See the Command Fitness Leader to determine your allowed weight. ***The Navy's maximum allowed percentage of body fat for males is 22% and for females is 33%.***

2. PRT Scoring and Standards. Individuals will be given a score for each event of the PRT based upon their performance. The average of these three scores will be the individual's overall score. The student must achieve the "Good" requirement listed for each event of the PRT. Failure to pass any component will constitute a failure of the entire PFA.

6.4 THE MARINE CORPS PHYSICAL FITNESS TEST (PFT)

1. PFT Events. The PFT is composed of 4 individual components: the Body Composition Assessment (BCA), two minutes of sit-ups, max number of pull-ups or timed flex-arm hang and a 3 mile run. To pass the PFT, members must be

within body weight standards for their height. If an individual exceeds their weight limit, they will be tape measured to determine body fat percentage. The Marine Corps' maximum allowed percentage of body fat for Marines aged 17-26 is 18% for males and 26% for females. For Marines aged 27-39 the maximum allowed percentage is 19% for males and 27% for females. Then the member must achieve the minimum requirement for each event of the PFT plus a minimum overall score. Failure to pass any component will constitute a failure of the entire PFT. See the Assistant Marine Officer Instructor (AMOI) for height and weight standards and minimum required performance in each category.

2. PFT Scoring and Standards. Each student must achieve at least the acceptable standard score for each event and earn a total score of at least 225. Failure to achieve a score of at least 225 may result in disenrollment from the program. A PFT score of at least 275 must be earned for a student to be considered competitive for Officer Candidate School and a score below 275 may preclude a student from attending Officer Candidate School. Designated monitors will record each student's score for each event of the PFA/PFT.

3. Combat Fitness Test. Each semester, Marine option students must pass the Combat Fitness Test (CFT) in addition to the PFT. The CFT consists of the following events:

- a. 800m/880yd run in boots and camouflage uniform.
- b. Ammo can lifts. Participants will lift 30 pound ammo cans from the ground over their head as many times as they can in two minutes.
- c. Maneuver under fire. Participants will navigate a 300 yard course completing designated tasks in the time limit authorized.

6.5 PERFORMANCE STANDARDS

1. Performance standards will be evaluated in accordance with OPNAVINST 6110.1J for Navy Options and MCO 6100.13 CH-1 for Marine Options. See Appendix E for standard tables.

6.6 FAILURE OF PFA/PRT, THIRD CLASS SWIM, OR HEIGHT AND WEIGHT STANDARDS

1. Failure of the physical fitness assessment, physical fitness test or third class swim qualification will result in a documented counseling by the Unit staff and will be further adjudicated in accordance with the Regulations for Officer Development (ROD). Additional failures may result in the student being placed on Probation or Leave of Absence (or scholarship suspension) or disenrollment. See your advisor for details.

6.7 WEIGHT STANDARDS AND CONTROL

1. Weight Standards. Members who exceed the height/weight standards published below will be measured for body fat. Percent body fat should be measured on the same day that height/weight is measured. The upper allowable Navy limit for body fat is 22 percent for men and 33 percent for women. The upper allowable Marine Corps limit for body fat is 18 percent for men and 26 percent for women.

2. Weight Control. Midshipmen whose weight is above the established standards will be assigned to the command directed physical conditioning program. Students will not advance in standing (or be commissioned) unless they meet the standard. Midshipmen who fail to meet established weight standards by the end of their 3/C year will be placed in a leave of absence status or recommended for disenrollment as determined by the Unit Commanding Officer. See Appendix F for height and weight table.

6.8 SWIMMING QUALIFICATION

1. The Navy Third Class and Second Class swimming tests are typically given to NROTC midshipmen during the first semester of enrollment. Students failing to qualify as Navy Third Class swimmers by the end of their first semester in NROTC are required to seek swim training or swim lessons.

2. Basic Qualification Standards.

a. Swimmer, Third Class. Consists of the following maneuvers:

- (1) Deep Water Jump (Minimum height of 5 feet.)
- (2) 5 minute prone float
- (3) 50 yard swim using any basic survival strokes
- (4) Shirt and Trouser or Coverall Inflation

b. Swimmer, Second Class. Consists of the following maneuvers:

- (1) All Third Class Qualifications
- (2) 5-minute prone float transitioning to back float
- (3) 100 yard swim using the following four basic survival strokes in order: Crawl, Breast, Side, and Elementary backstrokes.

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CHAPTER 7 - CONDUCT OFFENSES AND DISCIPLINARY REVIEW BOARDS

7.1 STANDARDS OF CONDUCT

1. General. Naval and Marine Corps officers are held to the highest standards of conduct by both their military and civilian leadership and the American public. This expectation has been established through over two centuries of tradition and legislation. Naval customs and standards breed harmony and good order during peacetime which has been shown to ensure victory during war. The personal and organizational values of Honor, Courage and Commitment are the foundation of the profession of arms, the execution of our nation's military strategy and are critical leadership traits when entrusted with the lives and safety of sailors and marines.

2. Saluting. The salute is a long standing custom in the military profession. It is a form of greeting and recognition, and also a sign of respect between warriors and their superiors. Midshipmen, while in uniform, must salute all commissioned officers of any branch of the Armed Services regardless of whether or not that senior is in uniform. Midshipmen will also salute any midshipman officer higher ranking than themselves. The salute is initiated by the junior party and returned by the senior ranking party. The junior must hold the salute until the senior cuts their salute. The salute should be initiated between 3 and 30 paces from the senior person. Midshipmen only salute when covered, indoors or outdoors. Always render the proper greeting of the day while saluting. While covered it would be prudent to ensure you are not holding anything in your right hand so to avoid an embarrassing fumble if you unexpectedly need to salute. Other times when saluting is expected:

- a. When reporting aboard.
- b. When embarking a vessel.
- c. When disembarking a vessel.
- d. When a junior overtakes or passes a senior, pass to the left, salute when abreast and say, "by your leave, sir/ma'am." The senior shall return the salute and say, "very well" or "carry on."
- e. When walking with a senior, always walk to the left of the senior and one pace behind. If the senior is saluted by personnel, do not salute until the senior officer does so.
- f. If seated, the junior shall rise as the senior approaches, face the senior and render a salute and appropriate greeting.
- g. If a senior is riding in a vehicle as it passes, the junior shall render a salute. Those officers in the vehicle will return salutes as required. The driver of the vehicle is obligated to salute if stopped, but has the option when moving for safety reasons.
- h. Colors. Naval commands ashore and aboard ships not underway observe the ceremonial hoisting and lowering of the national ensign traditionally at 0800 and sunset. At 0800 this ceremony is known as morning colors. At

sunset it is known as evening colors. Note: Evening colors will be observed at 1700 vice sunset to accommodate midshipmen study hours.

(1) At morning colors, the ensign is started up at the beginning of the music and hoisted smartly to the peak or truck. At evening colors, the ensign is started from the peak or truck at the beginning of the music and lowered at a pace with the music so as to be completed at the last note.

(2) In the absence of music, a whistle sounds "Attention" and "Carry On" to begin and end the salute. "Carry On" is sounded as soon as the ensign is completely lowered.

(3) During colors, vehicles within sight or hearing of the ceremony stop. Persons riding in such vehicles remain seated at attention.

(4) Personnel within sight or hearing of the ceremony stop and stand at attention in the direction of the ceremony. Those covered salute.

(5) When not in formation and covered, stand at attention, face the national ensign or the direction from which the music is coming, salute

i. The National Anthem. Honors should be given during the playing of the National Anthem. When in Uniform, salutes shall be rendered upon hearing the first note and hold until the last note is played. When in formation and covered, formation is brought to attention/order arms. Formation commander faces national ensign or music and renders salute for the formation. When uncovered, face national ensign or music and stand at attention. When in civilian clothes, remove hat, stand at attention or place right hand over heart.

3. Addressing Officers. When saluting, uncovered, or not in uniform good military courtesy continues by rendering the proper greeting of the day: 0000-1159 "Good morning, Sir/Ma'am," 1200-1659 "Good afternoon, Sir/Ma'am," 1700-2359 "Good evening, Sir/Ma'am." When greeting two or more officers greet the most senior officer. If all officers are of the same rank render the plural greetings "Good morning, gentlemen," or "Good afternoon, ladies." If the group is of mixed gender address both, "Good evening, gentlemen, good evening, ladies."

4. Conversing with Officers. When conversing with officers, midshipmen shall always use the proper title "Sir," "Ma'am," or the officer's rank and name (e.g. "LT Smith"). When replying in acknowledgement of a lawful order midshipmen shall respond "aye-aye, Sir/Ma'am." Only when answering a question shall midshipmen respond "yes, Sir/Ma'am," or "no, Sir/Ma'am." It should go without saying that the same responses are expected when conversing with the AMOI (e.g. "Aye-aye, Gunnery Sergeant," "Yes, Gunnery Sergeant.")

5. Addressing Guest Speakers. During Naval Lab or during any university sponsored auditorium lecture attended in uniform, if called upon by the lecturer or moderator midshipmen will stand, render the proper greeting of the day, identify themselves, and proceed with their comment (e.g. Good afternoon, sir, Midshipman 1st Class Smith. My comment regards...").

6. Entering Officer's office. When entering an officer's office it is important to maintain military courtesy and respect that officer's privacy. Stand to the side of the hatch, knock firmly three times, make the proper

greeting of the day, and then identify yourself and your business. "Reporting as ordered" is appropriate if you are coming to the officer under orders.

7. Formal Introductions. When introducing your date or friend or any other person to a superior officer, first say the officer's name and then the other person's name (e.g. "Colonel Wilcox, this is my date Elizabeth.")

7.2 FRATERNIZATION

1. Personal relationships between officer and enlisted members of Armed Forces which are unduly familiar and do not respect differences in rank and grade are prohibited and violate long-standing custom and tradition in the naval service. Similar relationships which are unduly familiar between officers or between enlisted members of different rank or grade may also be prejudicial to good order and discipline or of a nature to bring discredit on the naval service and are prohibited. Officer and enlisted members are prohibited from engaging in such unduly familiar personal relationships regardless of the service affiliation or service rules of the other person, including unduly familiar relationship with member of foreign military services. Commands are expected to take administrative and disciplinary action as necessary to correct such inappropriate behavior.

2. Unduly familiar relationships between NROTC staff members and midshipmen are prohibited.

3. Any unduly familiar relationship between midshipman candidates and Orientation staff is strictly prohibited.

4. Relationships between midshipmen in the same chain of command are prohibited. Reassignment is an option if midshipmen have a relationship conflict.

5. Administrative reassignment of member of an intra-chain of command relationship is a common tool used by superiors to limit fraternization. This is not a punishment and is meant to prevent preferential treatment.

7.3 RELATIONS WITH MILITARY UNIT STAFF

1. Interactions with Military Unit Staff should always remain professional and respectful during and outside of working hours. The Navy has historically relied upon custom and tradition to define the bounds of acceptable personal relationships among its members and with those outside of the military. As such, the bounds of acceptable interaction can be unclear at times. Midshipmen will conduct themselves with the utmost of professionalism in all interpersonal interactions in all settings and at all times. To be explicit, personal relationships between midshipmen and officers that are unduly familiar because they do not respect differences in grade, rank, or position of authority and are prejudicial to good order and discipline are prohibited. Midshipmen shall not date, have sexual relations, or otherwise fraternize with commissioned officers, with the following exception: 1/C and 2/C Midshipmen may maintain preexisting close personal relationships with newly commissioned officers, unless the officer is in the midshipman's chain-of-command, provided the relationship was initially established when both parties were midshipmen.

7.4 RELATIONS WITH CIVILIAN UNIT STAFF

1. The members of the civilian staff do much of the administrative legwork over the summer and academic career to distribute uniforms, allocate scholarship benefits, process paperwork, and track medical and official records. The unit could not function without them, and they deserve your respect. Interactions with the Civilian Unit Staff that do not respect differences in grade, rank, position of authority, or the staff/student relationship and are prejudicial to good order and discipline are prohibited. Male members of the civilian staff are to be addressed "Sir," or "Mr. (NAME)." Female members of the civilian staff are to be addressed "Ma'am" or "Ms. (NAME)." The proper greeting of the day should similarly be rendered as with the member of the military unit staff.

7.5 DISCIPLINE

1. General. Midshipmen will conduct themselves as future officers in the US Navy and Marine Corps. A midshipman's commitment to serve in the US Navy or Marine Corps includes both his/her assigned duties during their NROTC career and his/her private and public behavior. All conduct shall reflect the propriety and decorum that characterizes naval officers, including all posts and interactions on social media. The purpose of the discipline system in Naval ROTC is not to punish, but to correct deficiencies in a midshipman's conduct. To this end, the means of correcting misconduct or deficiencies should not deviate from the sole purpose of the improvement of the individual.

2. Respect for Proper Authority. The nature of military organization requires that each individual be responsible and loyal to the direction of the Commanding Officer. Additionally, there are individuals throughout the chain of command who are given the authority to carry out the orders of the Commanding Officer.

a. Authority of Midshipman Officers. Midshipmen must carry out the lawful orders of senior midshipman officers when they are acting in their official capacity.

7.6 DISCIPLINARY PROCEDURES

1. Reporting of Offenses. Midshipmen are to report all violations of regulations in this handbook, as well as any NSTC or US Navy regulations not enclosed, up their midshipman chain of command in the proper order. This procedure is necessary so that minor offenses may be handled at the lowest level possible. Company Commanders will report offenses relevant to their companies to the BnXO and MCMC. All other offenses will follow the chain of command. If the offense cannot be handled effectively at the Company or level, the Company Commander will write a chit for review by the BnXO, BnCO, and Battalion Advisor.

2. Writing Chits. If offenses cannot be tactfully handled by the immediate chain of command, Squad Leaders to Company Commander, the chain of command will write a chit for the offending midshipman, and place it in the MCMC mailbox. Chits are formal reports of offenses to the MCMC. The chit will include the name of the offending midshipman, name of the reporting midshipman, a description of the offense, and a suggested course of action

(see Appendix B). If the MCMC finds the Chit appropriate he/she will notify the offending midshipman that he/she has received a chit, and that he/she must provide comments on the offense and sign the chit. The offending midshipman must leave comments. "No Comment" is not an appropriate comment. If the offending midshipman's comments are appropriate and the chit is properly signed, the MCMC will sign the chit and submit it to the BnXO for review. The BnXO will then sign and submit the chit to the BnCO and Battalion Advisor to be reviewed and signed if deemed appropriate. Taking the suggested course of discipline into account the MCMC, BnXO, and BnCO will assign appropriate disciplinary action for the offending midshipman. Consequences of chits include, but are not limited to:

a. No Action.

b. Counseling. Offending midshipmen will be ordered to meet for counseling with an appropriate member of their Company, or another appropriate midshipman officer (e.g. counseling with CXO if offender was tardy to formation). Rather than punishing, counseling serves the purpose of providing a forum for the senior to discuss deficiencies in the junior's actions and to recommend courses of action to correct these deficiencies. Likewise, a counseling session also provides the junior the opportunity to present their case to the senior.

c. Repeated offense. If a midshipman receives three chits in one semester they may be recommended for an immediate Midshipman Review Board (MRB) regardless of the offense.

7.7 INDEBTEDNESS

1. Naval and Marine Corps officers must be examples to their Sailors and Marines in both their professional and personal lives. The accumulation of debt may be considered prejudicial to good order and discipline, and can lead to courts-martial in the Fleet. Midshipmen must learn good financial habits and responsibility as an essential aspect of their officer development. Failure to pay debt by evasion, false promises, any other circumstance indicating a deliberate nonpayment of debt, or indifference towards one's financial obligations may warrant disciplinary action by counseling. Continued offense, or failure to comply with the terms of counseling are grounds for recommendation to PRB.

7.8 ALCOHOL AND DRUG POLICY

1. Alcohol and drug abuse undermines combat readiness and is incompatible with the maintenance of high standards of performance and military discipline. The minimum age to consume alcohol is 21 for all Navy personnel, including midshipmen. Midshipmen who are 21 years of age or more may choose to consume alcoholic beverages lawfully and responsibly. Responsible use means self-imposed limitations of time, place, and quantity when consuming alcoholic beverages. Alcohol consumption is never an acceptable excuse for misconduct or poor judgment. Purchase procurement of alcoholic beverages by 21 year old midshipmen for underage students is grounds for serious disciplinary action and possible disenrollment from the program. The use, or possession, of a fake ID will be considered both a conduct and honor violation. Adherence to the CO's policy letter on alcohol is mandatory.

2. The Navy holds a strict "zero tolerance" policy on drug abuse. Midshipmen determined to be using, possessing, promoting, manufacturing, or distributing drugs and/or drug abuse paraphernalia shall face serious disciplinary action. Midshipmen will never wrongfully possess, distribute or abuse drugs, be in possession of drug abuse paraphernalia, or be under the unauthorized influence of prescribed drugs. Midshipmen must report all prescription medications prescribed by their physician to the Medical Officer so that it may be logged in their midshipman health record. The Navy's drug abuse policy is not subordinate to any foreign, State, or local ordinance, which may permit the use, possession, distribution, or prescription of a controlled substance. Adherence to the CO's policy letter on drug abuse is mandatory.

3. Urinalysis. The Department of the Navy and NSTC uses random urinalysis drug testing to detect and deter midshipmen use of illegal and controlled drugs. Failure to adhere may result in a PRB or dismissal from the NROTC Program. Every midshipman, regardless of Scholarship Program or College Program status, shall be tested on one or more occasions during each academic semester and likely while on Summer Training Cruise.

7.9 SEXUAL HARASSMENT

1. Sexual harassment is defined as action that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under the following circumstances:

a. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person.

2. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Sexual harassment is unacceptable conduct; it undermines the integrity of the command, destroys morale, and interferes with the work productivity of an organization. Specific acts of such misconduct will be the subject of disciplinary action. All incidents of sexual harassment are to be reported either via the chain of command, directly to a Class Advisor/MOI/AMOI, or directly to the Unit Commanding Officer or Unit Executive Officer.

7.10 HAZING

1. The practice or acceptance of hazing at the Philadelphia NROTC Consortium Units will not be tolerated. Professionalism and military courtesy will be used at all times. If a midshipman feels that they have been hazed they are to report the incident to their Class Advisor immediately.

7.11 MIDSHIPMEN REVIEW BOARDS

1. Midshipmen who receive three chits in one semester, or who commit a more serious offense not recommended for Performance Review Board (PRB), will likely appear before a Midshipmen Review Board (MRB) at the discretion of the BnCO. MRBs are opportunities for midshipmen to handle infractions of substandard midshipmen at the midshipmen level. The board for an MRB is limited to:

- a. Battalion Executive Officer (chairman).
- b. Company Commander of offending midshipman.
- c. Additional member of Battalion Staff.
- d. Scribe.

(1) The scribe will be chosen by the BnXO. The scribe must be a midshipman not involved with the offense with legible handwriting.

(2) The scribe will take records of questions/statements made by the board members, and responses/comments by the offending midshipman.

- e. The BnCO may sit in (optional).
- f. Unit Staff members will not be present.

2. The offending midshipman will wait outside the MRB room at attention against the bulkhead. The midshipman's uniform must be in perfect condition. When asked to enter the midshipman will move with purpose. They will center themselves about 6 feet from the board's table. The offending midshipman will then come to attention and sound off with the proper greeting of the day, proper address of the board members, and then identify themselves and their business ("Good morning, Ma'am, good morning, Gentlemen, MIDN 3rd Class Smith reporting as ordered!"). The midshipman will then come to a 1000 yard stare and keep military bearing at attention until told otherwise. The midshipman will then answer the board members' questions until they are satisfied.

3. When the board is satisfied with their questioning the offending midshipman will leave the room as board members deliberate a just disciplinary action.

7.12 PERFORMANCE REVIEW BOARDS

1. General. Midshipmen who have committed a serious infraction, or those who repeatedly conduct themselves in an unacceptable manner, will be referred to a Performance Review Board (PRB) for evaluation and assessment of an appropriate disciplinary action. The board members will vote on courses of action for the midshipman, and will make a recommendation to the Commanding Officer who will have the final say.

2. Board Members.

- a. Unit Executive Officer (Chairman, voting member)
- b. All Class Advisors/MOI (The midshipman's Class Advisor is a non-voting member)
- c. The midshipman BnCO (non-voting member)

3. The PRB will review the midshipman's aptitude record, the offense at hand, and ultimately the midshipman's suitability to become an effective and competent Naval or Marine Corps officer. Depending on the seriousness of the

offense, and the collective confidence of the voting members of the board in the offending midshipman, the following recommendations may be made to the Commanding Officer:

- a. No further action.
- b. Academic Warning (in the case of poor academic performance).
- c. Probation.
- d. Leave of Absence.
- e. Disenrollment.

7.13 LETTER OF WARNING

1. Midshipmen who demonstrate substandard academic performance, physical fitness, aptitude performance, involvement in disciplinary difficulties, or whose performance is unbecoming of a future Naval Officer, but who the board does not feel warrants disciplinary probation will receive a Letter of Warning. Midshipmen will be notified in writing by the Commanding Officer with a Letter of Warning stating the cause, period, and terms of the warning. Letters of Warning differ from Disciplinary Probation in that they do not appear on midshipmen official records.

7.14 DISCIPLINARY PROBATION

1. Probation may be directed for midshipmen who demonstrate substandard academic performance, physical fitness, aptitude performance, involvement in disciplinary difficulties, or whose performance raises a question concerning personal qualifications or suitability for continuation in the NROTC program. Personnel placed on Probation will be notified in writing by the Commanding Officer. The notification will state the cause, period, and terms of the probation. Failure to meet the terms of Probation may lead to placement on Leave of Absence (LOA) or a recommendation for disenrollment.

7.15 DISCIPLINARY LEAVE OF ABSENCE (LOA)

1. When a decision concerning retention must be evaluated, or terms of Probation have not been met, a Leave of Absence may be directed. Personnel placed on Leave of Absence are on their last step before disenrollment. The NROTC scholarship will be suspended, but the student will still attend all NROTC training, Naval Science Classes, Physical Fitness Training, and Drill as directed by the Commanding Officer.

2. NROTC shall not pay or be obligated to pay any financial benefits, including tuition, fees, and stipend or subsistence payments for any midshipman during the time he or she is on LOA. Payments for such benefits shall be suspended as of the effective date of the LOA. Midshipmen on LOA status are responsible for all tuition and fees and will not receive subsistence payment. If a midshipman's LOA extends past the spring term, he/she will not be eligible for summer training.

7.16 DISENROLLMENT

1. Drop on Request (DOR). A scholarship student may voluntarily drop from the NROTC program without financial penalty at any point before beginning their second year of college. Scholarship midshipmen will bear greater penalty after signing onto their 5 year service obligation at the beginning of their junior year. College Program students may voluntarily drop from the NROTC program at any point prior to accepting Advanced Standing status.

2. PRB Disenrollment Recommendation. Disenrollment may be recommended in any case where there is doubt concerning the value of the individual to the Naval Service. Reasons for recommending disenrollment include but are not limited to:

a. Receipt of a final mark of "F" in a Naval Science course or any course required for completion of the NROTC program.

b. Receipt of two "F's" in other courses in one semester.

c. Failure to meet the terms of an LOA.

e. Disenrollment from the University for any reason.

f. Physical disqualification.

g. Disciplinary reasons or breach of contract.

h. Integrity violations

i. Hazing

j. Any form of racism or sexism

k. Civilian criminal charges or offenses

3. Midshipmen being recommended for disenrollment by reason of discipline or inaptitude will be requested to submit a statement in writing concerning the circumstances that resulted in the disenrollment recommendation.

4. Students disenrolled for other than disciplinary reasons or inaptitude may be permitted by the Commanding Officer to complete the current term as Naval Science students.

5. A disciplinary disenrollment will make it highly improbable that the individual can ever receive a commission in the Naval Service. Any disenrollment becomes a matter of official record, and it may be prejudicial to future consideration for commission in any service or have a detrimental effect on an individual's career opportunities.

6. Disenrollments are reported to University authorities. Disciplinary disenrollment may result in action by the University. Such action may impose serious penalties beyond the loss of NROTC status, and they could result in forfeiture of credits, withholding of a degree, or expulsion from the university.

7. NROTC students who are disenrolled subsequent to the permissive periods listed in paragraph 3 above will be required to repay the U.S. Government all scholarship money received.

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CHAPTER 8 - MIDSHIPMEN PERFORMANCE EVALUATION

8.1 GENERAL

1. The Midshipman Performance Evaluation process is designed to assess midshipman aptitude for officership in the Naval Service. The evaluations serve also as a record of a midshipman's progress over their NROTC career in areas of leadership, academics, athletics, and service to the battalion. Evaluations help identify midshipmen with exceptional potential, and those who have shown weakness.

8.2 APTITUDE EVALUATION

1. Aptitude Defined. The suitability and potential of an NROTC midshipman or Officer Candidate to become an effective, competent officer in the Navy or Marine Corps.

2. Evaluating Midshipman Aptitude. Near the end of each semester midshipmen are evaluated by their direct midshipman chain of command and their Class Advisor. Midshipmen gain experience in evaluating subordinates by naval standards through careful observation throughout the semester.

8.3 SEMESTER PERFORMANCE EVALUATION

1. Evaluations are to be completed for each academic term in accordance with NROTCUPHILAINST 1610.10.

8.4 EVALUATION PROCEDURES

1. Evaluations should be started by EVERY midshipman and then completed by the two individuals most senior to them, typically a squad leader and company commander. Evaluations are to be completed in accordance with NROTCUPHILAINST 1610.10.

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CHAPTER 9 - SUMMER TRAINING

9.1 GENERAL

1. An annual Summer Training Cruise provides Scholarship Program and First Class Advanced Standing Program Midshipmen the opportunity to gain experience in the practical application of their Naval Science studies. These training periods are normally four to eight weeks in length.

2. Eligibility. An official PFA score of "Good" is required for summer training assignments; however, a midshipman that passes an official PFA with less than a "Good" score may attend CORTRAMID and second class cruise at the discretion of the PNS, provided all other requirements are met. Marine Option midshipmen must have an official PFT score of 200 in order to attend CORTRAMID and a 225 to attend OCS and MWTC. A score of 275 is highly recommended for successful completion of OCS, a score of 225-244 shall require PNS approval to attend MWTC and a score of 200-224 shall require PNS approval to attend CORTRAMID. Midshipmen on LOA status may not participate in summer training.

3. Third Class Summer Training. Third Class Cruise, Career Orientation Training for Midshipmen (CORTRAMID), for Scholarship Program students only, is a warfare specialty indoctrination period conducted during the summer between the freshman and sophomore academic years. CORTRAMID serves to:

a. Familiarize midshipmen with the missions, tasks, and equipment of the various warfare specialties; specifically the surface, submarine, aviation, and Marine Corps communities.

b. Introduce midshipmen to the career development pattern within each warfare area.

c. Reemphasize the importance of military courtesy and discipline.

4. Second Class Summer Training. Second Class Cruise, for all Scholarship Program students, is normally at-sea training conducted during the summer between the sophomore and junior academic years. Marine Option Scholarship students will normally be sent to Marine Oriented training in lieu of at-sea training. This training consists of a 2-week training package at the Marine Corps Mountain Warfare Training Center in Bridgeport, California. Second Class cruise serves to:

a. Familiarize midshipmen with life at sea.

b. Familiarize midshipmen with shipboard organization, systems evolutions and safety equipment at sea and in port.

c. Develop in midshipmen an appreciation for the tasks, responsibilities, living and working conditions of enlisted personnel onboard ship by assignment to enlisted duties as appropriate.

d. Provide hands-on training in sea going skills (deck, weapons, operations, engineering, and watch standing) through the completion of Personnel Qualification Standards (PQS) or through watch station qualification.

e. Demonstrate the importance of military courtesies and discipline.

f. Familiarize Marine Option midshipmen with Marine specific occupational specialties in particular, basic infantry skills.

5. First Class Summer Training. First Class Cruise, for Advanced Standing College Program as well as Scholarship Program midshipmen, is normally conducted the summer before the senior academic year.

a. Navy Option First Class cruise is designed to:

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

(2) Afford midshipmen additional at-sea time.

(3) Familiarize midshipmen with warfare systems.

(4) Reemphasize the importance of maintaining military courtesy and discipline.

a. Marine Option First Class cruise, OCS, is conducted at the U.S. Marine Corps Officer Candidates School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. It is designed to:

(1) Evaluate Marine Option candidates for potential to serve as commissioned officers in the United States Marine Corps.

(2) Screen those candidates who show themselves unfit for commissioned service in the United States Marine Corps.

(3) Marine Option midshipmen who do not complete OCS will appear before a Performance Review Board to ascertain program status. A midshipman disenrolled from OCS may also be disenrolled from the NROTC Program

6. Uniforms and Equipment. The Naval Service Training Command (NSTC) publishes clothing and equipment requirements for cruises in the annual Midshipman Summer Training Handbook. Midshipmen are issued the handbook prior to cruise and must coordinate with the Summer Cruise Coordinator and Unit Supply Technician to receive the mandatory Navy/Marine Corps uniforms and gear for their respective cruise.

7. Postponement and Rescheduling of Cruises. Postponement of cruises is not normally permitted. If a midshipman postpones/defers a cruise, the cruise requirement remains and must be fulfilled in the normal sequence. A Navy or Marine Option midshipman will not be commissioned unless he has completed either the Navy First Class cruise or Marine Officer Candidate School.

8. Academic Year Cruise. Academic year cruises will only be approved in highly unusual circumstances. These cruises may occur during Christmas or Spring Break of the academic year. Strong Nuclear Propulsion Officer Program prospects may receive favorable consideration. The Unit Cruise Coordinator will promulgate information about these cruises. Quotas are extremely limited. An academic year cruise is only an option under the most extreme circumstances.

9.2 SUMMER CRUISE TRAINING REQUIREMENTS

1. Participation in Summer Training Cruise by Scholarship Program midshipmen is determined by the timing of the appointment to Scholarship Program status. If appointed to scholarship status upon beginning the freshmen academic year, a midshipman will participate in three Summer Training periods. Waivers of these Summer Training Cruise requirements will not normally be granted but will be considered by NSTC on a case-by-case basis. If medically qualified and in good standing (not on LOA and meets PFA eligibility requirements) in the program upon completion of the spring semester, midshipmen will participate in a Summer Training Cruise.

2. Each Advanced Standing midshipman must participate in the First Class Summer Training Cruise nominally conducted between the junior and senior academic years.

3. While on Summer Training Cruises, Scholarship and Advanced Standing midshipmen are considered on active military duty and are subject to all the laws and regulations of the Naval Services, including pertinent ship and/or station orders, special cruise, or training regulations. Midshipmen on active duty are subject to courts-martial for serious breaches of discipline.

4. Immunizations. If required, appropriate inoculations will be given prior to departing the Unit upon completing the university's spring semester. Midshipmen will keep medical and dental records on their person during summer training. These will be checked-out prior to the end of the spring semester.

9.3 SPECIALIZED TRAINING

1. Naval Reactors Sponsored Nuclear Power Program Training Cruises. Naval Reactors sponsors a limited number of training opportunities aboard nuclear-powered aircraft carriers and attack/guides missile/ballistic missile launching submarines. The NSTC Nuclear Program Officer reviews individual requests and unit nomination packages and selects those midshipmen to participate in these training cruises which may take the place of conventional First Class and Second Class cruises. Criteria for NSTC selection are overall GPA, Calculus and Physics courses GPA, technical majors, and recommendation by the Unit Commanding Officer.

2. Foreign Exchange Training Programs. To promote an exchange of professional, cultural, and social experience between midshipmen in the U.S. Navy and midshipmen of approximately twenty-five foreign navies, a Foreign Exchange Midshipmen Training Program is normally conducted each summer. A limited number of exemplary career-motivated First Class Midshipmen, who are proficient in the host navy language, will be ordered to training on a ship of a foreign navy in lieu of the normal First Class training period. Marine Corps Option and Advanced Standing midshipmen are ineligible for foreign exchange cruises (Marine Option First Class Cruise is OCS).

3. Aviation Cruise. Prospective Naval Aviators may be assigned to the Air Wing aboard an aircraft carrier and rotated through embarked squadrons. This Aviation Cruise takes the place of a normal First Class cruise. Midshipmen must have a current aviation physical and receive aviation physiology and water survival training to be considered eligible for this training. First Class Midshipmen may also participate in an Aviation Ashore Cruise assigned to an Air Wing and/or squadron at a Naval Air Station facility.

9.4 SPECIAL TRAINING PROGRAMS

1. These training opportunities supplement Summer Training Cruises and are considered substitutes for the standard NSTC-sponsored and organized Summer Training. Interested midshipmen should contact the Unit Cruise Coordinator or Company Advisor for more information on these opportunities.

a. Marine Oriented Training. Depending on availability of training personnel, Marine Option 2/C Cruises may involve amphibious oriented training, combined arms training, or mountain warfare training.

b. SEAL or EOD Training. Only offered to First Class Midshipmen who are interested in the Special Warfare Community. GPA, academic major, and PFA scores are reviewed prior to attending.

CHAPTER 10 - COMMISSIONING AND GRADUATE STUDY

10.1 SERVICE ASSIGNMENT

1. Service assignment is a key event in the career of any Naval Officer. Each rising senior submits a service preference list (see Appendix D) during the summer between their junior and senior year, or approximately nine months prior to graduation. Service assignments are made in the fall of the midshipman's senior year. This process determines the initial assignment of each graduate as long as they are medically qualified for the community. Academics, physical fitness, aptitude, demonstrated leadership ability, personal preference, and the needs of the Navy are all considered for service selection. It is important for midshipmen to perform well in all areas to maximize their competitiveness to receive their first choice. It is equally important for midshipmen to give careful consideration to their second and third service choices because these choices can be assigned. After service assignment, the selection packages are then forwarded to the respective Community Assignment Officers at the Navy Personnel Command. The Assignment Officer matches the needs of the service with duty choices and the Commanding Officer's comments, and issues orders. Orders normally are received about one month before commissioning.

10.2 OPTIONS FOR SERVICE ASSIGNMENTS

1. Nuclear Propulsion. The Nuclear Propulsion Program is highly selective and competitive. Second Class Midshipmen can apply in the spring of their junior academic year and are screened principally on their academic performance. A minimum GPA of 2.7 in engineering, 3.0 in technical majors (math, physics, or chemistry), or 3.25 in non-technical majors is the approximate standard to be considered for initial screening. Additionally, any grade below C- in any course requires a specific explanation. Final selection is based upon individual academically oriented interviews (in math, physics, and the midshipman's major) at Naval Reactors in Washington, D.C. Those selected by Naval Reactors receive an immediate award of \$15,000 upon accession prior to graduation, \$2,000 upon completion of the one-year Nuclear Power School, and up to \$30,000 annually (\$35,000 for SWO-N) for additional active service commitment after first commitment.

a. Submarine Program. The Navy's Nuclear Power Submarine program is the NUMBER ONE Officer Accession Program of the Department of Defense. Following commissioning, those officers selected for service in the submarine community attend six months of Nuclear Power School in Charleston, SC, six months of prototype training in either Charleston, SC or Ballston Spa, NY, and twelve weeks of Submarine School in New London, CT. Upon completion of training, the Officer will be assigned to either a nuclear powered attack submarine, ballistic missile submarine, or guided missile submarine.

b. Surface Nuclear Program. Surface Nuclear designated officers first become a qualified Surface Warfare Officer (SWO) during an initial sea tour on a conventionally powered ship (approximately two years). After achieving their qualification as a SWO, these officers attend Nuclear Power School and then serve a second Division Officer tour as part of the Reactor Department on an aircraft carrier (CVN).

c. Naval Reactors. Tier 1 Major with a GPA of 3.5 or greater. From its location at the Navy Yard in Washington D.C., Naval Reactors (NR) has cradle-to-grave responsibility for all shipboard nuclear power plants, shore-based prototypes, and nuclear propulsion support facilities for America's Navy.

Working out of NR headquarters, there are approximately 380 engineers who technically manage the various areas of the Naval Nuclear Propulsion program. These are some of the brightest minds the Navy has to offer. Their intelligence, backgrounds and comprehensive training provide them with extensive knowledge of all aspects of nuclear propulsion, as well as the flexibility to move into other technical areas involved in nuclear propulsion work.

2. Aviation. The Aviation Community is also a very competitive, demanding warfare community. With the advanced technology and avionics enabling aircraft to perform a myriad of warfare functions, the Naval Aviation Community demands men and women of the highest caliber and willing to make a long-term service commitment.

a. Naval Aviator (Pilot). Medical and physical fitness qualifications are the preliminary criteria for entrance into Initial Flight School (IFS) for pilot training. Meeting the physical requirements, midshipmen seeking accession into IFS will have their academic record, NROTC Program aptitude grades, Class Ranking and the Aviation Standard Test Battery (ASTB) scores reviewed and compared with other candidates to select the best qualified individuals. It should be noted that significant value is placed on the ASTB so it is imperative for aspiring pilots to do well on that test.

b. Naval Flight Officer (NFO). Screening for NFO training is similar to the requirements for a Naval Aviator with slightly less demanding medical and physical condition requirements. NFO applicants are placed in a separate selection process, so those applicants who failed to meet the requirements for pilot flight training are not automatically considered for NFO training.

3. Surface Warfare. Surface Warfare requires highly-motivated individuals ready to lead in dynamic shipboard situations. Early in the Surface Warrior's service as an Ensign, they will serve as a Division Officer responsible for the administrative functions of several Work Centers and may direct twenty or more Sailors to complete technical missions while at the same time serve as a Bridge, Combat Information Center, and Engineering Watch Officer directing the actions of a war-fighting team. Surface Warriors generally have the earliest opportunities to lead Sailors when considering the other service communities as they transfer directly from the NROTC Unit to their first ship.

4. Special Warfare. Special Warfare is a most selective warfare community. The selection process includes a demanding physical fitness test consisting of a swim using only the side, breast, or back stroke; a distance run in combat utilities and boots; push-ups; pull-ups; and sit-ups. Along with these physical requirements, academic GPA is weighted heavily. Opportunities in this field are very limited; therefore the selection process is intense. Women are not eligible for Special Warfare.

5. Special Operations. The Special Operations community is open to all midshipmen with the community oriented toward diving and explosive ordnance

life-cycle management. Selection for Special Operations is highly selective, emphasizing physical fitness and academic excellence.

6. Restricted Line. In unusual situations, Restricted Line may be offered on a case-by-case basis to those individuals determined not physically qualified for any of the Unrestricted Line warfare communities.

7. Marine Option. All Marine newly commissioned Second Lieutenants report initially to The Basic School (TBS) at Quantico, VA. Overall performance at The Basic School serves as the primary factor in determining the initial branch assignment for Marine Officers, unless guaranteed training in Naval Aviation or Naval Flight Officer. Flight guarantees for prospective Marine Naval Aviators can be applied for during their sophomore year.

8. Nurse Corps. Only those midshipmen enrolled in the NROTC Nurse Option Program may pursue a service selection in this distinct medical field. Nurse Option midshipmen will complete their Nurse Program prerequisites and NROTC Program Naval Science requirements during the freshman and sophomore academic years at their university.

10.3 ELIGIBILITY FOR COMMISSIONING

1. To gain eligibility for an active commission in the U.S. Navy or U.S. Marine Corps, a NROTC Program midshipman must complete the required Naval Science and specified academic courses, successfully complete Summer Training Cruise requirements, qualify at a minimum as a Third Class swimmer, meet physical and medical standards, and earn an accredited baccalaureate degree or its equivalent. In addition, the PNS must recommend a candidate for a Naval Service commission and the Secretary of the Navy grants approval. Marine Option candidates must also have a favorable MOI recommendation for a commission.

10.4 DELAY IN COMMISSIONING

1. When it becomes apparent a midshipman will not complete the required university courses as scheduled to graduate, the midshipman may request a voluntary Leave of Absence from the NROTC Program for additional time to fulfill degree requirements. The PNS shall review the circumstances that caused the delay and evaluate the midshipman's potential to complete all requirements for graduation and commissioning. With a favorable finding, the PNS may permit the midshipman to continue university studies without government monetary benefits to complete the requirements. If the finding is unfavorable, the PNS may recommend the midshipman's disenrollment from the NROTC Program.

2. Five Year Students. Scholarship and College Program Students may pursue fields of study requiring up to five years for a baccalaureate degree whose total workload of degree course requirements, Navy specified course requirements and Naval Science courses exceed a normal four year workload (15-18 hours/semester). Students in this category may apply for additional tuition and subsistence payments or they may elect to take a leave of absence. Leaves of absence are normally taken in the advanced program. During leaves of absence, financial benefits cease. Midshipmen receiving extended financial benefits will participate in normal drill. Applications for fifth

year benefits for engineering students may be made at the beginning of the fourth academic year.

a. Navy may assist midshipmen financially during summer school if the summer session will advance their commissioning dates.

b. Fifth year benefits do incur additional service obligations equal to the additional time studying and commence at the beginning of the first semester of extended benefits.

10.5 COMMISSIONING CEREMONY

1. A Commissioning Ceremony is a time honored tradition that signifies a new officer joining the military service. This ceremony is the visible transformation from a midshipman to a Naval or Marine Officer. A commissioned officer must administer the Oath of Office to the new Ensign or Second Lieutenant and swear them to support and defend the Constitution of the United States. As such, each newly commissioned officer becomes a part of the Executive branch of the government, appointed by the President. The pinning of the rank on the new officer is a visible sign of this appointment and of the commitment made by the officer.

10.6 GRADUATE STUDY

1. Under special circumstances, some midshipmen may require additional academic time due to participation in professional programs that lead to combined undergraduate and master's degrees. A leave of absence may be granted to earn a master's degree under certain conditions. A board convened by NSTC makes the final determination on a case-by-case basis.

APPENDIX A – MIDSHIPMAN NROTC RIBBONS

1. Purpose/Background.
 - a. Philadelphia Consortium midshipmen NROTC ribbons are intended to recognize achievement in academics, aptitude, leadership, physical fitness, participation in Unit activities, and for significant contributions to the Unit.
 - b. These ribbons enable midshipman to practice proper wear of ribbons and to promote excellence through publicly display of midshipman achievements.

2. Order of Precedence. The established order of precedence for midshipman NROTC ribbons are as follows:
 - a. All Around Performance
 - b. Academic Excellence
 - c. Academic Achievement
 - d. Commendation Award
 - e. Leadership Award
 - f. Community Service
 - g. Physical Fitness
 - h. Drill Team
 - i. Color Guard

3. Ribbons and Criteria. The following NROTC awards and ribbons are suggested to be awarded to midshipmen of the Philadelphia NROTC Consortium according to their corresponding criteria.

- a. All Around Performance. Awarded, per semester, to midshipmen who have also earned an Academic Achievement (or Academic Excellence), a Leadership Award, and Physical Fitness Award within the same semester.



- b. Academic Excellence. Awarded, per semester, to midshipmen who have demonstrated excellent academic performance by achieving a semester GPA of:
 - i. Tier 1: 3.7 or higher
 - ii. Tier 2: 3.8 or higher
 - iii. Tier 3: 3.9 or higher



- c. Academic Achievement. Awarded, per semester, to midshipmen who have demonstrated superior academic performance by achieving a semester GPA of:

- i. Tier 1: 3.2 or higher
- ii. Tier 2: 3.3 or higher
- iii. Tier 3: 3.5 or higher



- d. Commendation Award. Awarded to midshipmen who have distinguished themselves in their role the previous semester.
 - i. Note: Recommended for India/Kilo Staff and/or the India/Kilo Honor Graduate.



- e. Leadership Award. Awarded annually to midshipmen who have demonstrated superior leadership qualities by ranking in the top 20% of their class in military aptitude.



- f. Physical Fitness. Awarded, per semester/term, to midshipmen who have demonstrated superior physical fitness by achieving an Outstanding PRT or a 285 PFT or higher. The CO can also authorize an award for completing an event such as a marathon or triathlon.



- g. Drill Team. Awarded annually for participating in the drill team.



- h. Color Guard. Awarded annually for participating in the color guard.



4. Ribbon attachments/devices. Stars for multiple awards will be worn centered on the ribbon with two rays of the star pointing down. Multiple stars will be symmetrically centered in a horizontal line on the ribbon.

a. Gold Stars - 5/16" gold stars will be worn for second and subsequent awards/ribbons.



b. Silver Stars - 5/16" silver stars will be worn in lieu of five gold stars.



5. Order of precedence.



APPENDIX B - MIDSHIPMAN CHIT EXAMPLE

Midshipman Review Board (MRB) Chit

Name of Individual: MIDN SMITH

Individual that reported the infraction: MIDN DE LANNOY

Type of Infraction: FAILURE TO BRING GLOWBELT TO PT

Recommendation:

CHIT

MRB (~~BatStaff~~ Only)

Proposed Action: BRING GLOWBELT TO PT

Individual's Comments: I WILL BRING MY GLOWBELT TO PT

FROM NOW ON

Individual: *Johan Smith*

Battalion Executive Officer: _____

Battalion Commander: _____

Battalion Advisor: _____

APPENDIX C - BILLET DREAM SHEETS

NAME: _____

PREVIOUS BILLETS HELD (include dates, i.e. Squad Leader: Fall 2011 or Spring 2012)

List the three billets you would be interested in holding if given a choice:

- 1. _____
- 2. _____
- 3. _____

What are your qualifications, desires, and/or reasons for listing the three billets above?

APPENDIX D - SERVICE ASSIGNMENT DESIGNATOR REQUEST

NROTC NAVY AND NURSE CORPS/STA21 DESIGNATOR REQUEST TRANSMITTAL LETTER

From: Midshipman/Officer Candidate _____
To: Commander, Naval Service Training Command (OD4 Student Operations)
Via: Commanding Officer, NROTC Unit _____

Subj: DUTY PREFERENCE/DESIGNATOR REQUEST

Ref: (a) CNSTC M-1533.2, Chapter 6

Encl: (1) Unofficial Academic Transcript
(2) Designator Minimum Service Requirements and Bonuses

MIDSHIPMAN/OFFICER CANDIDATE INPUT

REMARKS: (Brief of skills, language ability, academic honors, or personal desires pertinent to assignment)

ACADEMIC MAJOR: (Complete description including any minors or areas of concentration. Also, please include classification; B.S., B.A., etc.).

a. I HAVE BEEN INFORMED OF THE REQUIREMENTS AND AM MEDICALLY QUALIFIED FOR THE UNRESTRICTED LINE COMMUNITY (URL). I RESPECTFULLY REQUEST TO BE CONSIDERED FOR THE FOLLOWING DESIGNATORS:

NOTE:

- LIST SIX CHOICES.
- THE FIRST FIVE CHOICES MUST BE UNRESTRICTED LINE (URL) COMMUNITIES OR 1220N.
- THE FIRST FIVE CHOICES MUST INCLUDE ONE OF THE TWO BELOW:
 - o 1170 OR 1160N
- DUPLICATE ENTRIES ARE NOT ALLOWED (1370,1370,1390,1390 etc)
- IF 1170 OR 1160N IS ONE OF THE TOP FOUR CHOICES, AN APPLICATION FOR THE NAVAL NUCLEAR PROPULSION PROGRAM (NNPP) MUST BE SUBMITTED TO OD-1 ASAP.
- THE SIXTH CHOICE (LAST) MUST BE ONE OF THE RESTRICTED LINE (RL) OR STAFF CORPS (SC) COMMUNITIES IN CASE OF MEDICAL DISQUALIFICATION FOR THE UNRESTRICTED LINE (URL).
 - o TO LIST 197X OR 198X THE STUDENT MUST BE ON THE MEDICAL PROGRAMS SELECTION BOARD APPROVED LIST.

1st	2nd	3rd	4th	5th	6th	ASTB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
URL	URL	URL	URL	URL	RL/SC	

AQR	PFAR	FOFAR	PRI	FOBI	OAR
/	/	/	/	/	/

OBLIGATION AND SPECIAL INFORMATION

UNRESTRICTED LINE

<i>DESIGNATOR</i>	<i>COMMUNITY</i>	<i>SERVICE OBLIGATION</i>	<i>SPECIAL INFO</i>
1160	Surface Warfare	5 Years	
1160E	SWO – Engineering Option	5 Years initial, 2 add'l years after redesignation, served concurrently	
1160G	SWO – Oceanography Option	5 Years initial, 2 add'l years after redesignation, served concurrently	
1160L	SWO- Intelligence	5 Years initial, 2 add'l years after redesignation, served concurrently	
1160N	SWO – Nuclear Option	5 Years	\$15,000 Accession Bonus (Awarded upon successful interview) Add'l \$2,000 after Prototype
1160P	SWO- Information Professional	5 Years initial, 2 add'l years after redesignation, served concurrently	
1160W	SWO- Information Warfare	5 Years initial, 2 add'l years after redesignation, served concurrently	
1170	Submarine	5 Years	\$15,000 Accession Bonus (Awarded upon successful interview), Add'l \$2,000 after Prototype Sub pay \$230/month increasing to \$510/month during service obligation
1170E	Submarine – Engineering Option	5 Years initial, 2 add'l years after redesignation, served concurrently	\$15,000 Accession Bonus (Awarded upon successful interview), Add'l \$2,000 after Prototype Sub pay \$230/month increasing to \$510/month during service obligation
1180	Special Warfare (SEAL)	5 Years	Dive pay after dive phase of SEAL training \$150/month, Dive pay after SEAL designation \$240/month Jump pay after static line qual \$150/month, Jump pay after HALO qual \$225/month, Demolition pay after qual \$150/month
1190	Special Operations (EOD)	5 Years	Same as Special Warfare
1220N (RL) *	Naval Reactors Engineer	5 Years	
1370	Naval Flight Officer (NFO)	6 Years after wings	Flight pay \$125/month increasing to \$650/month during service obligation
1390	Student Naval Aviator	8 Years after wings	Flight pay \$125/month increasing to \$650/month during service obligation
RESTRICTED LINE			
1810	Information Warfare	5 Years	
1820	Information Professional	5 Years	
1830	Intelligence	5 Years	
1840	Cyber Warfare Engineer	5 Years	FLYTCYBERCOM interview required
197X/8X	Doctor/Dental	7 Years (USUHS), or 4 Years, (AFHPSP) after grad from Medical/Dental school	
2900	Nurse Corps	4 Years	
3100	Supply Corps	5 Years	
5100	Civil Engineering Corps	5 Years	

1220N IS A RESTRICTED LINE COMMUNITY BUT MAY BE LISTED AS ON OF THE TOP 5 URL REQUESTS WITH NNPP APPROVAL

APPENDIX E - NAVY PRT/MARINE PFT STANDARDS CHART

PRT STANDARDS FOR MALES

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Males: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	92	8:15	6:30	6:20
Outstanding	90	102	86	9:00	7:15	7:05
Excellent	75	90	76	9:45	8:30	8:20
Good	60	62	51	11:00	11:15	11:05
Satisfactory	45	50	42	12:30	12:45	12:35
Failure	<45	<50	<42	>12:30	>12:45	>12:35
		Males: Age 20-24 years				
"Maximum"	100	105	87	8:30	6:30	6:20
Outstanding	90	98	81	9:15	7:30	7:20
Excellent	75	87	71	10:30	8:45	8:35
Good	60	58	47	12:00	11:30	11:20
Satisfactory	45	46	37	13:30	13:00	12:50
Failure	<45	<46	<37	>13:30	>13:00	>12:50
		Males: Age 25-29 years				
"Maximum"	100	101	84	8:55	6:38	6:28
Outstanding	90	95	77	9:38	7:38	7:28
Excellent	75	84	67	10:52	8:53	8:43
Good	60	54	44	12:53	11:38	11:28
Satisfactory	45	43	34	14:00	13:08	12:58
Failure	<45	<43	<34	>14:00	>13:08	>12:58
		Males: Age 30-34 years				
"Maximum"	100	98	80	9:20	6:45	6:35
Outstanding	90	92	74	10:00	7:45	7:35
Excellent	75	81	64	11:15	9:00	8:50
Good	60	51	41	13:45	11:45	11:35
Satisfactory	45	40	31	14:30	13:15	13:05
Failure	<45	<40	<31	>14:30	>13:15	>13:05
		Males: Age 35-39 years				
"Maximum"	100	95	76	9:25	6:53	6:43
Outstanding	90	88	70	10:08	7:53	7:43
Excellent	75	78	60	11:23	9:08	8:58
Good	60	47	37	14:08	11:53	11:43
Satisfactory	45	37	27	15:00	13:23	13:13
Failure	<45	<37	<27	>15:00	>13:23	>13:13
		Males: Age 40-44 years				
"Maximum"	100	92	72	9:30	7:00	6:50
Outstanding	90	85	67	10:15	8:00	7:50
Excellent	75	76	56	11:45	9:15	9:05
Good	60	44	34	14:30	12:00	11:50
Satisfactory	45	35	24	15:30	13:30	13:20
Failure	<45	<35	<24	>15:30	>13:30	>13:20

PRT STANDARDS FOR FEMALES

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Females: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	51	9:29	6:45	6:35
Outstanding	90	102	47	11:30	8:30	8:20
Excellent	75	90	42	12:30	9:45	9:35
Good	60	62	24	13:30	13:00	12:50
Satisfactory	45	50	19	15:00	14:15	14:05
Failure	<45	<50	<19	>15:00	>14:15	>14:05
Females: Age 20-24 years						
"Maximum"	100	105	48	9:47	7:15	7:05
Outstanding	90	98	44	11:30	8:45	8:35
Excellent	75	87	39	13:15	10:00	9:50
Good	60	58	21	14:15	13:15	13:05
Satisfactory	45	46	16	15:30	14:30	14:20
Failure	<45	<46	<16	>15:30	>14:30	>14:20
Females: Age 25-29 years						
"Maximum"	100	101	46	10:17	7:23	7:13
Outstanding	90	95	43	11:45	9:00	8:50
Excellent	75	84	37	13:23	10:15	10:05
Good	60	54	19	14:53	13:30	13:20
Satisfactory	45	43	13	16:08	14:45	14:35
Failure	<45	<43	<13	>16:08	>14:45	>14:35
Females: Age 30-34 years						
"Maximum"	100	98	44	10:46	7:30	7:20
Outstanding	90	92	41	12:00	9:15	9:05
Excellent	75	81	35	13:30	10:30	10:20
Good	60	51	17	15:30	13:45	13:35
Satisfactory	45	40	11	16:45	15:00	14:50
Failure	<45	<40	<11	>16:45	>15:00	>14:50
Females: Age 35-39 years						
"Maximum"	100	95	43	10:51	7:45	7:35
Outstanding	90	88	39	12:08	9:30	9:20
Excellent	75	78	34	13:45	10:45	10:35
Good	60	47	14	15:53	14:00	13:50
Satisfactory	45	37	9	17:00	15:15	15:05
Failure	<45	<37	<9	>17:00	>15:15	>15:05
Females: Age 40-44 years						
"Maximum"	100	92	41	10:56	8:00	7:50
Outstanding	90	85	37	12:15	9:45	9:35
Excellent	75	76	32	14:00	11:00	10:50
Good	60	44	12	16:15	14:15	14:05
Satisfactory	45	35	7	17:15	15:30	15:20
Failure	<45	<35	<7	>17:15	>15:30	>15:20

PFT SCORING TABLE (MALES)

Points	Full-ups	Crunches	3-Mile Run	Points	Full-ups	Crunches	3-Mile Run
100	20	100	18:00	50	10	50	26:20
99		99	18:10	49		49	26:30
98		98	18:20	48		48	26:40
97		97	18:30	47		47	26:50
96		96	18:40	46		46	27:00
95	19	95	18:50	45	9	45	27:10
94		94	19:00	44		44	27:20
93		93	19:10	43		43	27:30
92		92	19:20	42		42	27:40
91		91	19:30	41		41	27:50
90	18	90	19:40	40	8	40	28:00
89		89	19:50	39		x	28:10
88		88	20:00	38		x	28:20
87		87	20:10	37		x	28:30
86		86	20:20	36		x	28:40
85	17	85	20:30	35	7	x	28:50
84		84	20:40	34		x	29:00
83		83	20:50	33		x	29:10
82		82	21:00	32		x	29:20
81		81	21:10	31		x	29:30
80	16	80	21:20	30	6	x	29:40
79		79	21:30	29		x	29:50
78		78	21:40	28		x	30:00
77		77	21:50	27		x	30:10
76		76	22:00	26		x	30:20
75	15	75	22:10	25	5	x	30:30
74		74	22:20	24		x	30:40
73		73	22:30	23		x	30:50
72		72	22:40	22		x	31:00
71		71	22:50	21		x	31:10
70	14	70	23:00	20	4	x	31:20
69		69	23:10	19		x	31:30
68		68	23:20	18		x	31:40
67		67	23:30	17		x	31:50
66		66	23:40	16		x	32:00
65	13	65	23:50	15	3	x	32:10
64		64	24:00	14	x	x	32:20
63		63	24:10	13	x	x	32:30
62		62	24:20	12	x	x	32:40
61		61	24:30	11	x	x	32:50
60	12	60	24:40	10	x	x	33:00
59		59	24:50	9	x	x	x
58		58	25:00	8	x	x	x
57		57	25:10	7	x	x	x
56		56	25:20	6	x	x	x
55	11	55	25:30	5	x	x	x
54		54	25:40	4	x	x	x
53		53	25:50	3	x	x	x
52		52	26:00	2	x	x	x
51		51	26:10	1	x	x	x

* Round up all values (e.g., 18:01 to 18:09 equals 99 points)

PFT SCORING TABLE (FEMALES)

<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>	<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>
100	70 sec	100	21:00	50	45 sec	50	29:20
99		99	21:10	49		49	29:30
98	69 sec	98	21:20	48	44 sec	48	29:40
97		97	21:30	47		47	29:50
96	68 sec	96	21:40	46	43 sec	46	30:00
95		95	21:50	45		45	30:10
94	67 sec	94	22:00	44	42 sec	44	30:20
93		93	22:10	43		43	30:30
92	66 sec	92	22:20	42	41 sec	42	30:40
91		91	22:30	41		41	30:50
90	65 sec	90	22:40	40	40 sec	40	31:00
89		89	22:50	39	39 sec	x	31:10
88	64 sec	88	23:00	38	38 sec	x	31:20
87		87	23:10	37	37 sec	x	31:30
86	63 sec	86	23:20	36	36 sec	x	31:40
85		85	23:30	35	35 sec	x	31:50
84	62 sec	84	23:40	34	34 sec	x	32:00
83		83	23:50	33	33 sec	x	32:10
82	61 sec	82	24:00	32	32 sec	x	32:20
81		81	24:10	31	31 sec	x	32:30
80	60 sec	80	24:20	30	30 sec	x	32:40
79		79	24:30	29	29 sec	x	32:50
78	59 sec	78	24:40	28	28 sec	x	33:00
77		77	24:50	27	27 sec	x	33:10
76	58 sec	76	25:00	26	26 sec	x	33:20
75		75	25:10	25	25 sec	x	33:30
74	57 sec	74	25:20	24	24 sec	x	33:40
73		73	25:30	23	23 sec	x	33:50
72	56 sec	72	25:40	22	22 sec	x	34:00
71		71	25:50	21	21 sec	x	34:10
70	55 sec	70	26:00	20	20 sec	x	34:20
69		69	26:10	19	19 sec	x	34:30
68	54 sec	68	26:20	18	18 sec	x	34:40
67		67	26:30	17	17 sec	x	34:50
66	53 sec	66	26:40	16	16 sec	x	35:00
65		65	26:50	15	15 sec	x	35:10
64	52 sec	64	27:00	14	x	x	35:20
63		63	27:10	13	x	x	35:30
62	51 sec	62	27:20	12	x	x	35:40
61		61	27:30	11	x	x	35:50
60	50 sec	60	27:40	10	x	x	36:00
59		59	27:50	9	x	x	X
58	49 sec	58	28:00	8	x	x	X
57		57	28:10	7	x	x	X
56	48 sec	56	28:20	6	x	x	X
55		55	28:30	5	x	x	X
54	47 sec	54	28:40	4	x	x	X
53		53	28:50	3	x	x	X
52	46 sec	52	29:00	2	x	x	X
51		51	29:10	1	x	x	X

*Round up all values (e.g., 21:01 to 21:09 equals 99 points)

APPENDIX F - NAVY/MARINE CORPS HEIGHT/WEIGHT TABLE

PHYSICAL FITNESS ASSESSMENT (PFA) TABLES

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Men Maximum Weight (pounds)	Member's Height (inches with fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227

DoD Height/Weight Standards

Males			Females		
HEIGHT	Maximum Standard	Minimum Standard	HEIGHT	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)	(Inches)	(Pounds)	(Pounds)
58"	131	91	58"	119	91
59"	136	94	59"	124	94
60"	141	97	60"	128	97
61"	145	100	61"	132	100
62"	150	104	62"	136	104
63"	155	107	63"	141	107
64"	160	110	64"	145	110
65"	165	114	65"	150	114
66"	170	117	66"	155	117
67"	175	121	67"	159	121
68"	180	125	68"	164	125
69"	186	128	69"	169	128
70"	191	132	70"	174	132
71"	197	136	71"	179	136
72"	202	140	72"	184	140
73"	208	144	73"	189	144
74"	214	148	74"	194	148
75"	220	152	75"	200	152
76"	225	156	76"	205	156
77"	231	160	77"	210	160
78"	237	164	78"	216	164
79"	244	168	79"	221	168
80"	250	173	80"	227	173
Marine Corps Body Composition Standards					
Age Group		Male	Female		
17-26		18% BF	26% BF		
27-39		19% BF	27% BF		
40-45		20% BF	28% BF		
46+		21% BF	29% BF		

APPENDIX G - GENERAL MILITARY KNOWLEDGE

NROTC Mission

To develop midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to provide graduates who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship, and government.

Midshipman Honor Code

Never before has the individual character of the American Sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of your technology, experience demonstrates that its successful employment in battle continues to depend upon the integrity, courage, commitment, and professional excellence of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence.

Military systems, which often operate under extreme duress, are built upon a foundation of absolute trust and fidelity. You don't learn that when you get to the Fleet; you take it to the Fleet. This may seem to be a harsh standard, but it's not that difficult to understand what your obligations are.

A midshipman DOES NOT LIE, CHEAT, OR STEAL.

Navy and Marine Corps Core Values

Honor Courage Commitment

Honor: "I will bear true faith and allegiance..." Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day.

Courage: "I will support and defend..." Accordingly, we will: Have the courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; Make decisions in the best interest of the Navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

Commitment: "I will obey the orders..." Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal, and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day

duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

Leadership Traits

Justice	Endurance
Judgment	Bearing
Dependability	Unselfishness
Initiative	Courage
Decisiveness	Knowledge
Tact	Loyalty
Integrity	Enthusiasm

The 14 leadership traits are qualities of thought and action which, if demonstrated in daily activities, help Marines earn the respect, confidence, and loyal cooperation of other Marines and Sailors alike. It is extremely important that you understand the meaning of each leadership trait and how to develop it, so you know what goals to set as you work to become a good leader and a good follower.

JUSTICE

Definition: Justice is defined as the practice of being fair and consistent. A just person gives consideration to each side of a situation and bases rewards or punishments on merit.

Suggestions for Improvement: Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

JUDGMENT

Definition: Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions.

Suggestions for Improvement: You can improve your judgment if you avoid making rash decisions. Approach problems with a common sense attitude.

DEPENDABILITY

Definition: Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance.

Suggestions for Improvement: You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

INITIATIVE

Definition: Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material or methods being available to you.

Suggestions for Improvement: To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

DECISIVENESS

Definition: Decisiveness means that you are able to make good decisions without delay. Get all the facts and weight them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in a clear, firm, professional manner.

Suggestions for Improvement: Practice being positive in your actions instead of acting halfheartedly or changing your mind on an issue.

TACT

Definition: Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.

Suggestions for Improvement: Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.

INTEGRITY

Definition: Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else.

Suggestions for Improvement: Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

ENTHUSIASM

Definition: Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. If you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges.

Suggestions for Improvement: Understanding and belief in your mission will add to your enthusiasm for your job. Try to understand why even uninteresting jobs must be done.

BEARING

Definition: Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control.

Suggestions for Improvement: To develop bearing, you should hold yourself to the highest standards of personal conduct. Never be content with meeting only the minimum requirements.

UNSELFISHNESS

Definition: Unselfishness means that you avoid making yourself comfortable at the expense of others. Be considerate of others. Give credit to those who deserve it.

Suggestions for Improvement: Avoid using your position or rank for personal gain, safety, or pleasure at the expense of others. Be considerate of others.

COURAGE

Definition: Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present.

Suggestions for Improvement: You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in your daily life, force yourself to do them until you can control your reaction.

KNOWLEDGE

Definition: Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know your unit's policies and keep up with current events.

Suggestions for Improvement: Suggestions for Improvement: Increase your knowledge by remaining alert. Listen, observe, and find out about things you don't understand. Study field manuals and other military literature.

LOYALTY

Definition: Loyalty means that you are devoted to your country, the Corps, and to your seniors, peers, and subordinates. The motto of our Corps is Semper Fidelis!, (Always Faithful). You owe unwavering loyalty up and down the chain of command, to seniors, subordinates, and peers.

Suggestions for Improvement: To improve your loyalty you should show your loyalty by never discussing the problems of the Marine Corps or your unit with outsiders. Never talk about seniors unfavorably in front of your subordinates. Once a decision is made and the order is given to execute it, carry out that order willingly as if it were your own.

ENDURANCE

Definition: Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. For example, enduring pain during a conditioning march in order to improve stamina is crucial in the development of leadership.

Suggestions for Improvement: Develop your endurance by engaging in physical training that will strengthen your body. Finish every task to the best of your ability by forcing yourself to continue when you are physically tired and your mind is sluggish.

Leadership Principles

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Know your subordinates and look out for their welfare.
4. Keep your subordinates informed.
5. Set the example.
6. Insure the task is understood, supervised, and accomplished.
7. Train your unit as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among your subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

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.

Eleven General Orders of a Sentry

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 more distant from the guard house 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, and officers and noncommissioned 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 petty officer of the watch/corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and all 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.

Sailor's 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.

Mission of the Marine Corps Rifle Squad

To locate, close with, and destroy the enemy through fire and maneuver, and to repeat the enemy assault through fire and close combat.

Elements of the Marine Air Ground Task Force (MAGTF)
Aviation Combat Element (ACE)
Ground Combat Element (GCE)
Combat Service Support Element (CSSE)
Command Element (CE)

Principle Warfare Areas of Strike Groups
Air Defense (AD)
Strike Warfare (STW)
Surface Warfare (SUW)
Anti-Submarine Warfare (ASW)
Information Warfare (IW)

Navy Birthday
13 October 1775

Marine Corps Birthday
10 November 1775

Navy Nurse Corps Birthday
13 May 1908

Maritime Strategy Mission Areas
Sea Control
Strategic Deterrence
Forward Presence
Power Projection
Maritime Security
Humanitarian Assistance and Disaster Response

Marines Hymn

From the Halls of Montezuma, To the shores of Tripoli; We fight our country's
battles, On the land as on the 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.

Anchors Aweigh

Anchors Aweigh, my boys, Anchors Aweigh! Farewell to Foreign Shores, 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!

Navy Hymn

Eternal Father, strong to save, Whose arm hath bound the restless wave, Who
bidd'st the mighty ocean deep, Its own appointed limits keep; Oh, hear us
when we cry to Thee, For those in peril on the sea!

Fleet Locations

Fleet Number	Headquarters	Area of Operations
2nd Fleet	Norfolk, Virginia	Northwestern Atlantic
3rd Fleet	San Diego, California	Northeast Pacific
4th Fleet	Mayport, Florida	Caribbean, Southwest Atlantic, Southeast Pacific
5th Fleet	Manama, Bahrain	Arabian Gulf, Red Sea, North Arabian Sea
6th Fleet	Naples, Italy	East Atlantic, Mediterranean
7th Fleet	Yokosuka, Japan	West Pacific, Indian Ocean
10th Fleet	Ft. Meade, Maryland	Navy's Cyber Command

Marine Corps Divisions

Division	Headquarters
1st Marine Division	Camp Pendleton, California
2nd Marine Division	Camp Lejeune, North Carolina
3rd Marine Division	Okinawa, Japan
4th Marine Division (Reserve)	New Orleans, Louisiana

Major Naval Hospitals

Hospital	Location
Naval Medical Center Portsmouth	Portsmouth, Virginia
Naval Medical Center San Diego	San Diego, California
National Naval Medical Center	Bethesda, Maryland

Marine Corps Air Wings

Division	Headquarters
1st Marine Air Wing	MCAS Futenma, Okinawa, Japan
2nd Marine Air Wing	MCAS Cherry Point, Cherry Point, North Carolina
3rd Marine Air Wing	MCAS Miramar, Miramar, CA
4th Marine Air Wing (Reserve)	New Orleans, Louisiana

Unified Commands

Command	Headquarters
US Africa Command (USAFRICOM)	Kelley Barrack, Stuttgart, Germany
US Central Command (USCENTCOM)	MacDill AFB, Tampa, Florida
US European Command (USEUCOM)	Patch Barracks, Stuttgart, Germany
US Pacific Command (USPACOM)	Camp H. M. Smith, Honolulu, Hawaii
US Northern Command (USNORTHCOM)	Peterson AFB, Colorado Springs, Colorado
US Southern Command (USSOUTHCOM)	Miami, Florida
US Joint Forces Command (USJFCOM)	Norfolk, Virginia
US Special Operations Command (USSOCOM)	MacDill AFB, Tampa, Florida
US Strategic Command (USSTRATCOM)	Offutt AFB, Omaha, Nebraska
US Transportation Command (USTRANSCOM)	Scott AFB, St. Clair County, Illinois

APPENDIX H - OFFICER RANKS AND INSIGNIA
































RANK INSIGNIA OF THE U.S. ARMED FORCES										
OFFICERS										
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
<i>ARMY - AIR FORCE - MARINES</i>										
Second Lieutenant (2LT)	First Lieutenant (1LT)	Captain (CPT)	Major (MAJ)	Lieutenant Colonel (LTC)	Colonel (COL)	Brigadier General (BG)	Major General (MG)	Lieutenant General (LTG)	General (GEN)	General of the Army (GA)
<i>NAVY - COAST GUARD</i>										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RADML)	Rear Admiral Upper Half (RADM)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
W-1	W-2	W-3	W-4	W-5						
<i>ARMY</i>										
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)						
<i>NAVY - COAST GUARD</i>										
Warrant Officer 1 W-1 <small>* The grade of Warrant Officer W-1 is no longer in use.</small>				NO Chief Warrant Officer (CW05)						
	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)							
<i>MARINES</i>										
Warrant Officer (WO)	Chief Warrant Officer (CW02)	Chief Warrant Officer (CW03)	Chief Warrant Officer (CW04)	Chief Warrant Officer (CW05)						
<i>AIR FORCE</i>										
NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT	NO WARRANT						

APPENDIX I - ENLISTED RANKS AND INSIGNIA

E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9	SENIOR ENLISTED ADVISORS				
ARMY													
no insignia Private E-1 (PV1)	 Private E-2 (PV2)	 Private First Class (PFC)	 Corporal (CPL) Specialist (SPC)	 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)	 Master Sergeant (MSG)	 First Sergeant (1SG)	 Sergeant Major (SGM)	 Command Sergeant Major (CSM)	 Sergeant Major of the Army (SMA)		
MARINES													
no insignia Private (Pvt)	 Private First (PFC)	 Lance Corporal (LCpl)	 Corporal (Cpl)	 Sergeant (Sgt)	 Staff Sergeant (SSgt)	 Gunnery Sergeant (GySgt)	 Master Sergeant (MSgt)	 First Sergeant (1stSgt)	 Master Gunnery Sergeant (MGySgt)	 Sergeant Major (SgtMaj)	 Sergeant Major of the Marine Corps (SgtMajMC)		
AIR FORCE													
no insignia Airman Basic (AB)	 Airman (Amn)	 Airman First Class (A1C)	 Senior Airman (SrA)	 Staff Sergeant (SSgt)	 Technical Sergeant (TSgt)	 Master Sergeant (MSgt)	 First Sergeant (E-7)	 Senior Master Sergeant (SMSgt)	 First Sergeant (E-8)	 Chief Master Sergeant (CMSgt)	 First Chief Master Sergeant (E-9)	 Command Chief Master Sergeant (CCM)	 Chief Master Sergeant of the Air Force (CMSAF)
NAVY													
no insignia Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Force or Fleet Command Master Chief Petty Officer (FORMC) (FLTMC)	 Master Chief Petty Officer of the Navy (MCPON)			
COAST GUARD													
 Seaman Recruit (SR)	 Seaman Apprentice (SA)	 Seaman (SN)	 Petty Officer Third Class (PO3)	 Petty Officer Second Class (PO2)	 Petty Officer First Class (PO1)	 Chief Petty Officer (CPO)	 Senior Chief Petty Officer (SCPO)	 Master Chief Petty Officer (MCPO)	 Command Master Chief (CMC)	 Master Chief Petty Officer of the Coast Guard (MCPO-CG)			

APPENDIX J – MIDSHIPMAN RANKS AND INSIGNIA

United States Navy Midshipman Class & Rank Insignia

Class Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN 4/C	 No stripes with fouled anchor	No stripes Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device NROTC: Naval Reserve Officers Training Corps USNA: United States Naval Academy	MIDN LTJG	 Two horizontal stripes with star	 NROTC: Two stripes with star  USNA: Two stripes with star	 Two gold bars (left & right)
MIDN 3/C	 One diagonal stripe with fouled anchor	NROTC: One stripe USNA: One diagonal stripe, left sleeve only	 Right Anchor only	MIDN LT	 Three horizontal stripes with star	 NROTC: Three stripes with star  USNA: Three stripes with star	 Three gold bars (left & right)
MIDN 2/C	 Two diagonal stripes with fouled anchor	NROTC: Two stripes USNA: Two diagonal stripes, left sleeve only	 Right and Left Anchors	MIDN LCDR	 Four horizontal stripes with star	 NROTC: Four stripes with star  USNA: Four stripes with star	 Four gold bars (left & right)
MIDN 1/C	 One horizontal stripe with fouled anchor	NROTC: Three stripes USNA: One stripe on both sleeves	 Right and Left Anchor & Eagles	MIDN CDR	 Five horizontal stripes with star	 NROTC: Five stripes with star  USNA: Five stripes with star	 Five gold bars (left & right)
NOTE: Marine-Option NROTC Midshipmen wear a gold Marine Corps eagle, globe and anchor insignia in place of collar anchors and on shoulder boards in place of the fouled anchor.				MIDN CAPT	 Six horizontal stripes with star	 NROTC: Six stripes with star  USNA: Six stripes with star	 Six gold bars (left & right)
Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	MIDN ENS	 One horizontal stripe with star	 NROTC: One stripe with star  USNA: One stripe with star	 One gold bar (left & right)

APPENDIX K - MIDSHIPMAN CHAIN OF COMMAND

President of the United States, The Honorable

Secretary of Defense, The Honorable

Secretary of the Navy, The Honorable

Chief of Naval Operations, ADM

Commandant of the Marine Corps, GEN

Commander, Naval Education and Training Command

Commander, Naval Service Training Command

Commanding Officer, Philadelphia Consortium NROTC

Executive Officer, Philadelphia Consortium NROTC

Class Advisor

Battalion Advisor

BnCO

Company Commander

Platoon Commander

Squad Leader

Unit Staff

Marine Officer Instructor

Senior Advisor

Junior Advisor

Sophomore Advisor

Freshman Advisor

Assistant Marine Officer Instructor

Supply Technician

Unit Administrative Assistant

Unit Chaplain