

NAVAL RESERVE
OFFICERS TRAINING
CORPS



UNIVERSITY OF UTAH



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IN REPLY REFER TO:

NROTCUUTINST 5400.3
09 Jul 19

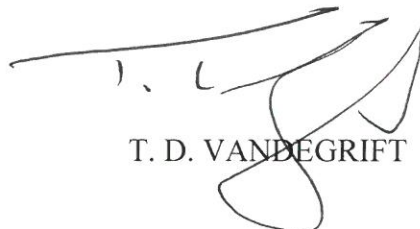
NROTC UNIVERSITY OF UTAH INSTRUCTION 5400.3

From: Commanding Officer, Naval Reserve Officers Training Corps (NROTC) Unit, University of Utah

Subj: UNIVERSITY OF UTAH, MIDSHIPMEN BATTALION HANDBOOK

Ref: (a) NSTC M-1533.2 (Series)
(b) COMDTMIDNINST 1020.3 (Series)
(c) NSTCINST 5370.1 (Series)

1. Purpose. To update and clarify the University of Utah Midshipmen Battalion Handbook.
2. Background. This instruction is published for the information and compliance of the Utah Midshipmen Battalion and all personnel subordinate to the Commanding Officer.
 - a. Midshipmen Regulations are supplementary to U.S. Navy Regulations, 1990 and ref (a). Members of the Battalion and all personnel subordinate to the Commanding Officer shall comply with the substance, spirit, and intent of these directives at all times.
 - b. Nothing in these regulations should be construed as taking priority over sound judgement or doing the right thing. Situations may arise where good judgement will be the only regulation, and Midshipmen are expected to conduct themselves per Navy 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.



T. D. VANDEGRIFT

Distribution:
Non-Mids (Electronically)
Battalion (Electronically)

THE HONOR CODE

Naval ROTC students do not:

1. Lie
2. Cheat
3. Steal

Violation of this code is grounds for disciplinary action in accordance with NSTC M-1533.2(Series) Regulations for Officer Development (ROD) and/or the Uniformed Code of Military Justice.

As a prospective naval officer, you must be willing to accept the Honor Code wholeheartedly and should not be apprehensive at the thought of living under such a code. Most Midshipmen, Sailors, or Marines have no problem accepting the Honor Code. Honor and personal integrity are highly prized qualities found at the heart of every reliable naval officer.

The Honor Concept directly supports the Core Values of the Navy and the Marine Corps: Honor, Courage and Commitment. These concepts are defined below. Know and understand them.

HONOR: "I will conduct myself in the highest ethical manner, whether in or out of uniform, in all relationships with peers, superiors, and subordinates, and with those outside the Navy. I will be honest and truthful with others. I will abide by an uncompromising code of integrity, taking responsibility for my actions and keeping my word. I will be mindful of the privilege I have to serve my fellow Americans."

COURAGE: "I will strive to meet the demands of my profession and mission and do what is right even when it is hazardous, difficult, or unpopular. I will act in the best interests of my nation and the Navy without regard to personal consequences."

COMMITMENT: "I will work every day as a member of a team to improve both overall team performance and myself. I will obey orders and show respect to superiors, subordinates, and peers. I will look out for the safety and personal well-being of others and use resources entrusted to me with care."

OTHER DEFINITIONS

Lying: To deliberately state an oral or written untruth. It may be an oral or written statement that is known to be false or a casual response to a question in which the answer is known to be false.

Misleading or Deceiving: To deliberately misrepresent the true situation by being untruthful or by withholding, omitting, or subtly wording information in such a way as to leave an erroneous or false impression of the known, true situation.

Cheating: To use unauthorized assistance in assignments designed to represent one's own efforts and/or accomplishments. Similarly, plagiarism, in which work is copied or paraphrased without

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giving credit by quotation marks and/or citation, is cheating. Work submitted by a student shall be his/her own. Collaboration on individual assignments is permitted only when a faculty member so informs the student. Observing, or attempting to observe, another's examination or quiz is cheating.

Stealing: To take, obtain, or withhold property wrongfully from the possession of the true owner with the intention of permanently or temporarily depriving the owner of it.

Intent: In lying, cheating, stealing, misleading and/or deceiving, the state of mind of the accused Midshipman is an integral part of the offense. A guilty state of mind may be established either by direct evidence or inferred from the circumstances and apparent deliberateness with which the dishonorable act was performed.

QUALIFICATIONS OF A NAVAL OFFICER

"...It is, by no means, enough that an officer of the Navy should be a capable mariner. He must be that, of course, but also a great deal more. He should be, as well, a gentleman of liberal education, refined manner, punctilious courtesy and the nicest sense of personal honor

He should be the soul of tact, patience, justice, firmness and charity. No meritorious act of a subordinate should escape his attention or be left to pass without its reward, if even the reward be only one word of approval. Conversely, he should not be blind to a single fault in any subordinate, though at the same time he should be quick and unfailing to distinguish error from malice, thoughtlessness from incompetency, and well-meant shortcoming from heedless or stupid blunder.

In one word, every commander should keep constantly before him the great truth, that to be well obeyed, he must be perfectly esteemed"

Written by Augustus C. Buell in 1900
To reflect his views of John Paul Jones

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HISTORY OF THE UTAH NROTC UNIT

"Gathered from the far corners of the Pacific just prior to the end of the War, we have had the privilege of forming and establishing the first unit of the Naval Reserve Officers Training Corps at the University of Utah."

- J.P. Thew

The University of Utah Naval ROTC Unit was established on 15 August 1945. The Unit's first campus home was located in the Fieldhouse near Rice Eccles Stadium, where the NROTC personnel were quartered. Meals were served in the Union Building cafeteria, and Naval Science classes were held wherever classroom spaces were available.

On 03 August 1946, the Naval Science Building was completed on campus at a cost of \$203,000. The building contains an armory, library, offices, classrooms, supply spaces, computer lab, gymnasium, and a small-bore firing range. The NROTC Unit officially made this its home in early 1947.

Since the Unit was originally established, the following officers have served as Commanding Officer and Professor of Naval Science:

Captain J.P. Thew	1945-1948	Captain D.A. Dungan	1982-1986
Captain F.C. Camp	1948-1951	Captain P.A. Griffin	1986-1990
Captain R.N.S. Clark	1951-1954	Captain D.F. Rahn	1990-1992
Colonel C.L. Banks	1954-1957	Commander D.O. Bettinson	1992-1993
Captain D.H. McClintock	1957-1960	Commander C.F. Wittenberg	1993-1995
Captain F.J. Fitzpatrick	1960-1961	Captain D.C. Brown	1995-1998
Captain F. G. Dierman	1961-1965	Captain F.G. Orchard	1998-2001
Captain C.W. Smith	1965-1969	Captain T.L. Walstrom	2001-2005
Captain F.J. Shaw	1969-1972	Captain T.J. Lawrence	2005-2008
Captain F.C. Gilmore	1972-1976	Captain P.R. Kessler	2008-2012
Captain R.V. Hansen	1976-1979	Captain J. J. Housinger	2012-2015
Captain H.J. Dean	1979-1982	Captain M. F. Springer	2015-2018

Captain T. D. Vandegrift 2018- Present

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Chapter 1 - GENERAL INFORMATION

101. NROTC MISSION AND GOALS

a. Mission. To develop Midshipmen, MECEP and STA-21 Officer Candidates morally, mentally and physically; to imbue them with the highest ideals of duty, honor and loyalty; to commission them as officers motivated toward careers in the naval service.

b. Goals. The goals of NROTC Program are as follows:

1. To develop a sense of personal honor, integrity, and individual responsibility.
2. To provide an understanding of the fundamental concepts and principles of naval science.
3. To provide a basic understanding of associated professional knowledge.
4. To develop an appreciation of the requirements for national security.
5. To provide a strong academic background that will instill the desire for a lifelong pursuit of education.

102. SCHOOL INFORMATION

a. NROTC students may be enrolled at the University of Utah, Westminster College, or Weber State University.

b. The NROTC unit is located on the University of Utah campus in the Naval Science Building (Bldg 43). The address is 110 South 1452 East; Salt Lake City, UT 84112. The phone number for the NROTC office is (801) 581-6723.

c. The unit staff is comprised of five active-duty Navy and Marine Corps personnel and three full-time civilian employees. The Commanding Officer (CO) is the Professor of Naval Science and is responsible for all activities at the NROTC unit. The Executive Officer (XO) is the Associate Professor of Naval Science. At this Unit the position of XO is billeted for a Marine Corps Officer who will concurrently serve as the Marine Officer Instructor (MOI). Two junior officers are assigned as Assistant Professors of Naval Science and serve as the Freshman/Sophomore advisor and Junior/Senior advisor. The Assistant Marine Officer Instructor (AMOI) is the senior-ranking enlisted Marine at the NROTC unit and assists with the training of all Midshipmen, MECEPs, and STA-21 students.

103. RESPONSIBILITIES OF NROTC STUDENTS

a. Midshipmen must carry an academic load of at least 15 credit hours during Spring and Fall semesters. Active-duty students must complete at least 15 credit hours during Spring and Fall and 12 credit hours during Summer semesters. Students desiring to enroll for fewer credit hours must obtain written permission from the Commanding Officer to do so. Students not taking 15

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credits without receiving express permission from the Commanding Officer may be placed on a leave of absence (LOA) for failure to maintain satisfactory progress toward a degree. Normally, students must take an academic load that enables them to graduate in four years. Students, therefore, need to maintain an average semester load of 15-18 credits when enrolled in the NROTC program. Students enrolled in programs requiring more than four years should maintain semester academic loads that will result in graduation and commissioning in the minimum possible time consistent with program requirements and individual ability.

b. NROTC students are required to be aware of institutional policies and requirements for the degree plan in which they enroll by reviewing their undergraduate bulletin and by meeting with their college advisor. Additionally, students shall keep themselves similarly informed about all NROTC program requirements pertaining to the unit in which they enroll. A review of these requirements occurs during periodic counseling with the NROTC class advisors.

c. NROTC students are expected to perform academically to their full potential. The established unit goal for each Midshipman is a cumulative 3.0 grade point average; however, each Midshipman and MECEP must have a term GPA of 2.5, and STA-21 (N) students must have a term GPA of 3.0 to remain in good standing in general. Specific term and cumulative GPA requirements are in the ROD. NROTC students will review their academic performance with their NROTC academic advisor at least once a month. In addition, the Battalion organization will promote academic excellence under the supervision of the Battalion Academic Officer who will, among other things, organize tutoring and other academic support for midshipmen.

d. NROTC students shall, at all times, keep their NROTC class advisors informed of all matters which affect their performance and degree progress. Changing major, dropping or adding a course, withdrawing from a course, taking courses pass/no-pass, or altering expected graduation date must be approved by NROTC academic advisors and, in some cases, by the Commanding Officer. The NROTC academic advisor must be consulted before the action is taken. Before registering for semester classes, NROTC students shall consult with their NROTC academic advisor to resolve any conflicts with NROTC program requirements. Taking courses that conflict with Naval Science lab must be approved beforehand by the Commanding Officer.

e. NROTC students shall keep high standards of behavior, bearing, and physical fitness. Uniform and grooming standards are stipulated in the Navy Uniform Regulations (NAVPERS 15665I), which can be viewed or downloaded at <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/UNIFORMREGULATIONS/Pages/default.aspx> and the Marine Corps Uniform Regulations (MCOP 1020.34G w/ change 1-4). Guidelines are also provided in this instruction.

f. Midshipmen are responsible for informing the Battalion Administration Officer and Class Advisor of any changes to personal or academic records such as change of address, phone number, or email address.

g. NROTC students shall promptly comply with all requests and administrative requirements of the NROTC Unit administrative office.

104. LEADERSHIP PRINCIPLES

- a. Take responsibility for your actions and the actions of your people.
- b. Know yourself and seek self-improvement.
- c. Set the example.
- d. Develop your subordinates as a team.
- e. Ensure that a job is understood, supervised and accomplished.
- f. Know your people and look after their welfare.
- g. Keep personnel informed.
- h. Set goals you can reach.
- i. Make sound and timely decisions.
- j. Know your job.

105. GENERAL ORDERS

General orders apply to all sentries of the main and special guards. Though they apply specifically to sentries, these 11 general orders provide guidance for daily routines as well. Memorize (word for word), understand, and comply with the following:

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and officers and petty officers of the watch 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 Officer of the Deck in any case not covered by instructions.

10. To salute all officers and all colors and standards not cased.

11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

106. LEADERSHIP TRAITS

The test of time has shown the following traits to be common among successful leaders. By incorporating them into your personal character, you will improve your chances of becoming a good leader.

- | | |
|------------------|-------------------|
| 1. Justice | 8. Enthusiasm |
| 2. Judgment | 9. Bearing |
| 3. Decisiveness | 10. Unselfishness |
| 4. Integrity | 11. Courage |
| 5. Dependability | 12. Knowledge |
| 6. Tact | 13. Loyalty |
| 7. Initiative | 14. Endurance |

107. JOINT RANK INSIGNIA

Midshipmen need to be knowledgeable not only about Navy and Marine Corps rank insignia but should be able to identify insignia of Army and Air Force officers, enlisted personnel, and ROTC cadets. Proper military customs and courtesies are expected to be shown to our sister services in a professional manner at all times.

108. FORMS OF ADDRESS

All naval officers and enlisted personnel will be addressed by their rank and name (e.g. Lieutenant Roberts). To answer an officer, the terms "Yes, sir/ma'am" and "No, sir/ma'am", are appropriate. "Yeah, Yep, Nope and O.K." are not appropriate. "Aye, aye, sir/ma'am", is used to acknowledge an order. It means, "I understand completely what you have said, and I will carry it out".

109. SALUTING

a. **GENERAL.** One required act of military courtesy is the salute. Regulations governing its use are founded on military custom deeply rooted in tradition. The salute is a symbol of respect and a sign of comradeship among service personnel. The salute is simple and dignified; but, there is great significance in that gesture. It is a time-honored demonstration of courtesy among all military personnel that expresses mutual respect and pride in the service. **Never** resent or try to avoid saluting persons entitled to receive the salute.

Traditionally, when two military persons meet and one is an officer, a salute is exchanged. The senior person receiving the salute is just as responsible for returning it as is the junior person for rendering it. More discourteous than failing to salute, is rendering a sloppy one. Salute in a military manner, but without exaggeration.

b. **HOW TO SALUTE.** The appropriate greeting for a military officer is the hand salute. This is performed by bringing the right arm up until the upper arm is parallel to the ground and in line with your body. The right hand is brought to the right side of your head so that the longest finger of your right hand just touches your cover. The wrist is straight and the palm down, the thumb along the index finger. When performed properly, the right hand and forearm will form a perfectly straight line from the elbow to your cover. The person receiving the salute should not be able to see your palm or thumb. A proper military salute is crisp and respectful without calling attention to itself. It should be natural, not awkward or forced.

All Naval personnel must be alert to render or return a salute. With the exception of extenuating circumstances (such as a broken arm) a salute will always be rendered with the right hand. Juniors always salute first. When covered and in uniform, any salute received must be returned. Do not salute uncovered, except when failure to do so would cause embarrassment or misunderstanding. Civilians may be saluted when appropriate, but the cover must not be raised as a form of salutation.

Salutes are normally exchanged at a distance of six to thirty paces. The junior remains at the salute until it is returned or the senior is well past. It is good practice to accompany your salute with an appropriate verbal greeting. When overtaking a senior, salute when abreast to the senior and ask, "By your leave, Sir / Ma'am." Pass after your salute has been returned and the senior responds with "Permission granted" or "Very well."

c. **WHO TO SALUTE.** Naval personnel must render salutes to senior officers of the armed forces of the United States, Medal of Honor recipients, the National Ensign when passing or when colors are played, and officers of foreign armed services. When in uniform, junior service members will always salute officers senior to themselves. This applies whether not the senior is in uniform.

More information on saluting is contained in Basic Military Requirements - NAVEDTRA 14325 Chapter 9, at http://www.courses.netc.navy.mil/courses/14325/14325_ch9.pdf.

Chapter 2 - ACADEMIC AND TRAINING PROGRAM

201. DEPARTMENT OF NAVAL SCIENCE

The Department of Naval Science at the University of Utah falls within the College of Social and Behavioral Science. Instruction in Naval Science is conducted as prescribed by the Commander, Naval Service Training Command and approved by the University of Utah. Academic courses taught by the Department of Naval Science are open to all university students.

The head of the Department of Naval Science is the Naval Officer assigned as Commanding Officer (CO) of the NROTC Unit by the Department of the Navy, and approved and designated as Professor of Naval Science by the University.

The officer next senior in rank is the Executive Officer (XO). In addition to his/her duties as assistant to the Commanding Officer, the university designates the XO as an Associate Professor of Naval Science. Additionally, the XO holds the title of Marine Officer Instructor.

The Lieutenant's are designated as Assistant Professors of Naval Science. The Senior Enlisted Leader (if USMC) is designated as the Assistant Marine Officer Instructor.

202. PROGRAMS OF STUDY

The study program of each Midshipman, OC, or MECEP student, as well as any modification to the program (e.g. dropping and adding classes), **must be approved by the Professor of Naval Science via the Midshipman's NROTC class advisor**. This is to ensure the Midshipman is progressing toward a degree in a timely manner.

203. NROTC LAB

In addition to any Naval Science classes that are taken, all Midshipmen, MECEPs, and Officer Candidates are required to attend a Naval Science lab during each Fall and Spring semester. Lab is held weekly at the Naval Science Building every Thursday from 1500-1700.

204. NAVAL SCIENCE CURRICULUM

The Naval Science curriculum is prescribed by the Naval Service Training Command (NSTC). At the University of Utah the curriculum is as follows (see course listings at www.utah.edu or academic advisor for course descriptions):

- 1010 - Introduction to Naval Science
- 1020 - Seapower and Maritime
- 2000 - Leadership and Management
- 2020 - Naval Ship Systems II: Naval Engineering
- 2110 - Evolution of Warfare
- 3010 - Navigation
- 3020 - Naval Operations and Seamanship

3110 - Amphibious Warfare
3210 - Marine Corps Bulldog Preparation
4000 - Naval Ship Systems I: Weapons
4020 - Leadership and Ethics

205. NROTC COURSE REQUIREMENTS

See University of Utah, Westminster College, or Weber State Academic Plans located on the University of Utah NROTC website at <https://nrotc.utah.edu/current-students/index.php>.

206. CREDIT/NO CREDIT COURSES

Credit/No Credit courses detract from a student's ability to complete his or her degree on time and should be avoided. Students should not schedule courses to be taken under the Credit/No Credit system without serious discussion with and permission from their Naval Science academic advisor. **Naval Science courses and required courses for scholarships may NOT be taken Credit/No Credit.**

Midshipmen, OC's, and MECEP's need to be aware of the University's (Utah, Westminster, and Weber State) policy regarding the maximum number of Credit/No Credit courses which can count towards their degrees, which is set to 15 credits. See University Rule 6-100A for more information and further restrictions.

207. COUNSELING

Each incoming class of NROTC students is assigned an officer-advisor who is responsible for checking the military and academic performance of his or her students. Their responsibilities include beginning, middle, and end of term interviews, term aptitude evaluation, and regular counseling for a Midshipman with low aptitude and/or academic performance.

All Marine-Option Midshipmen are advised by the Assistant Marine Officer Instructor. Freshmen and Sophomore Navy-Option Midshipmen and STA-21 Core students are advised by the non-Nuclear LT. The Juniors and Senior Navy-Option Midshipmen and STA-21(N) students are advised by the Nuclear-designated LT.

208. TUTORING

Tutoring in mathematics and physics is provided to NROTC scholarship students at the Navy's expense. Midshipmen should plan for success by taking advantage of this service. See your advisor for information.

209. STUDYING REQUIREMENTS

1. In order to prepare Freshmen for the rigors of college education there is a minimum numbers of study hours which are required to be maintained.

a. Freshmen Requirements:

(1) Maintain at least 10 hours per week.

(2) Maintain 2 hours of tutoring per week per course, if enrolled in Calculus or Physics.

i. Can include University tutoring programs, office hours with professors, teaching assistants, military academic advisors, and/or tutoring by approved Battalion Members.

ii. Study hours will be verified by Squad Leaders on a twice weekly basis.

b. Students other than Freshmen enrolled in Calculus or Physics shall maintain 2 hours of tutoring per week per course. May include University tutoring programs, office hours with professors, teaching assistants, military academic advisors, and/or tutoring by approved Battalion Members.

c. Students on Academic Warning, Probation, or Leave of Absence:

(1) Study hours and additional requirements will be provided per the CO approved letter.

2. The Battalion Study Room shall be kept in a quiet condition during normal business hours. If students desire to form small groups while studying they may use the un-used classrooms in the NSB.

210. TEXTBOOKS

NROTC students are responsible for purchasing all textbooks and materials required for their classes. The Navy will provide scholarship program Midshipmen with a textbook allowance at the beginning of each semester to pay for textbooks. After using textbooks for a semester, NROTC students are free to keep or sell the textbooks as they wish. MECEP students do not receive a textbook allowance. STA-21 students must purchase their textbooks, and provide their receipts to the NROTC Supply Technician for reimbursement if they do not exceed their semester allowance funds.

All textbooks required for Naval Science courses will be provided by the Navy. Your instructor will issue them to you at the beginning of the semester and it is your responsibility to return them at the end of the semester or the cost will be recouped.

There are many study guides and preparatory texts located in the Study Room. These include calculus and physics question and answer guides used for Naval Reactors prep interviews as well as ASTB prep. Be courteous and keep them in the Study Room so that others may benefit from them as well.

211. SUMMER TRAINING

Summer training is held annually to give NROTC students the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods are normally two to six weeks in length with embedded cruise experiences three to four weeks in length.

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All Midshipmen should plan their summers around their summer cruise schedule. Some cruises may be waived to allow a Midshipmen to take summer classes if they behind academically but this is irregular and up to the discretion of the Professor of Naval Science and approved by the Director of Officer Development. Sea Trials (Navy-Option), First Class Summer Training(Navy-Option), or Officer Candidate School(Marine-Option) shall not be waived.

A detailed description of each Summer Training is found in the Regulations of Officer Development, Section 3-14.

Chapter 3 - BATTALION ORGANIZATION

301. THE MIDSHIPMEN BATTALION

The purpose of the Midshipmen Battalion is to promote the military development and leadership skills of NROTC students. Students should prepare themselves to fill positions of responsibility within the battalion. Normally, the Battalion officers are chosen from the First Class Midshipmen, with key positions assigned to those who have demonstrated the greatest leadership potential during the previous years. New Battalion officers are selected in April and November for the following semester. Assignments are approved and finalized by the Commanding Officer.

302. BATTALION COMMANDER (BNCO)

RANK: Midshipman Captain

The Battalion Commander (BNCO) is responsible for the success of all activities in which the Battalion is involved. Responsibilities include the planning, organization, administration, and execution of all labs and ceremonies.

The Battalion Commander consults with the Battalion Advisor and the Commanding Officer and assists in developing procedures and scheduling activities for training the Battalion.

303. BATTALION EXECUTIVE OFFICER (BNXO)

RANK: Midshipman Lieutenant Commander

The Battalion Executive Officer reports directly to the Midshipman Battalion Commander and assists in carrying out the BNCO's assigned duties.

The Battalion Executive Officer (BNXO) coordinates and supervises the efforts of the Midshipman Battalion Staff. This includes organizing aptitude reports and regular Battalion Staff meetings.

304. BATTALION OPERATIONS OFFICER (OPS)

RANK: Midshipman Lieutenant

The Battalion Operations Officer reports directly to the Battalion Executive Officer. Duties include scheduling and direction of all labs, ceremonies, special events, and additional activities of the Battalion.

The Battalion Operations Office may designate an Assistant OPS if required to manage the Semester schedule and attend Concept of Operations Briefs.

305. BATTALION ADMINISTRATIVE OFFICER (ADMIN)

RANK: Midshipman Ensign

The Battalion Administrative Officer reports directly to the Battalion Executive Officer. The Battalion Administrative Officer is responsible for the effective communication within the Battalion, maintaining Battalion rosters, and all Battalion related public affairs. He/she is responsible for posting general articles to the Battalion regarding diversity. Public affairs includes coordinating with each lab's photographer in order to make Facebook and Instagram posts within 3 working days of the appropriate lab.

306. BATTALION WARDROOM OFFICER

RANK: Midshipman Ensign

The Battalion Wardroom Officer is responsible to and works in close coordination with the Battalion Executive Officer in all Battalion supply and fiscal matters. The Battalion Wardroom Officer is responsible for the semester budgeting, Wardroom operations, purchasing of supplies, wardroom store, and coordinating with the Supply and Fundraising Coordinator to account for Battalion funds and Battalion inventory of items. The Wardroom Officer holds this position for both semesters of the academic year.

307. BATTALION ATHLETIC OFFICER

RANK: Midshipman Ensign

The Battalion Athletic Officer reports to the BN XO. Their primary duty is to maintain high standard of physical readiness and to promote a healthy lifestyle within the Battalion. They are responsible for weekly physical training of Battalion members, coordinating PFT, PRT, and CFT, maintaining athletic equipment, and accurately compiling all documentation pertaining to physical fitness.

The Battalion Athletic Officer shall create each months workouts at least a month in advance to be approved by the Command Fitness Leader. Shall dedicate 5 minutes of warm-up exercises, 40 minutes of workout, and 5 minutes of cool down exercises/stretching.

308. PLATOON COMMANDER

RANK: Midshipman Lieutenant Junior Grade

The Platoon Commanders are responsible to Battalion Commander for an accurate and expeditious mustering of their platoons. In addition, they are responsible for the training, performance, uniform appearance, and bearing of their platoon members.

They are responsible for muster and accountability of all Battalion members, enforcing uniform and grooming standards, and overseeing cleanliness of all Battalion areas. They ensure

professionalism at all levels of the chain of command. They are also responsible for the execution of advising tutoring and study hours for Midshipman.

The Platoon Commander will ensure that the location of all Battalion members is obtained before any University break and all leave/special request chits are completed in accordance with paragraph 406. All leave/special request chits shall be retained throughout the duration on the semester and until that leave period ends (Summer/Fall/Winter/Spring Breaks).

309. SQUAD LEADER

RANK: Midshipman Ensign

Squad Leaders are under direct command of a Platoon Commander. Each Squad Leader is responsible of informing squad members anything that pertains to the Battalion, ensuring attendance of squad members, and assessing military performance of squad members.

They are responsible for counseling their squad mates, whether formally with a counseling chit, or informally. They are responsible for the completion of the end of semester FITREPS.

310. COLLATERAL DUTIES

The remaining sections of this chapter describe the collateral duties that currently exist. Additional collateral duties may be assigned at the discretion of the Battalion Commander.

a. BATTALION FUNDRAISING COORDINATOR - Reports directly to the Battalion Wardroom Officer and is responsible for scheduling all fundraising activities. They are responsible for posting the schedule of fundraising events and ensuring all events are adequately staffed. Additionally they must keep detailed records of who worked each event for evaluation purposes at the end of each semester, along with keeping track of all money made at the events.

b. BATTALION SUPPLY MANAGER – Reports directly to the Battalion Wardroom Manager and is responsible for coordinating purchases of supplies for Battalion events, issuing uniforms, maintaining inventory of basement supply room, and tracking all uniform action requests from Battalion members.

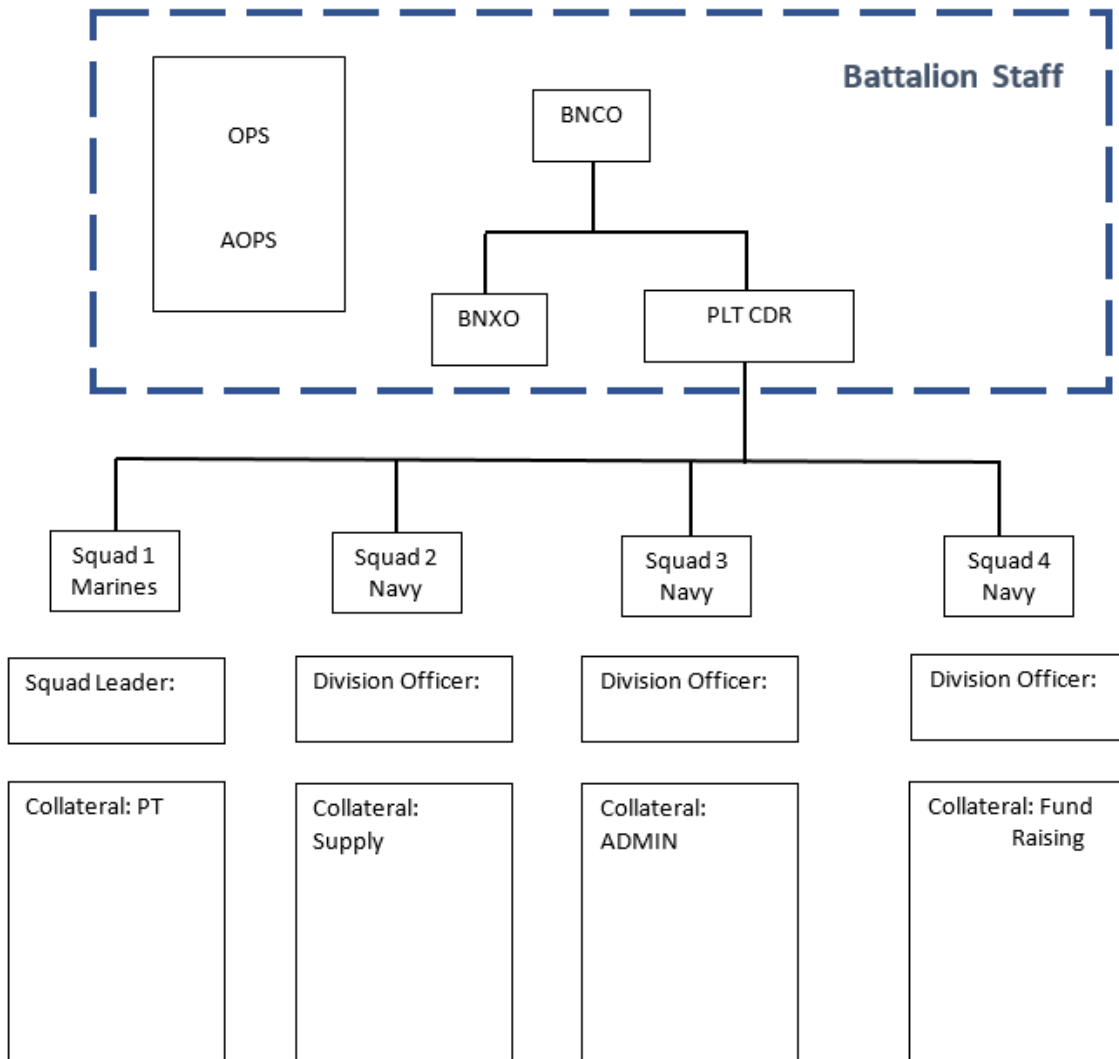


Figure 3-1. Battalion Organization

Chapter 4 – LEAVE, LIBERTY, AND SPECIAL REQUESTS

401. GENERAL INFORMATION

For the purpose of this instruction all Midshipmen will follow the instructions below, all OC's and MECEPS shall conform to the following requirements and NROTCUINST 1050.0A. Active Duty students have additional requirements which are required prior to departing while on leave.

The purpose to requiring leave chits for Midshipmen is to assist the Active Duty in a Battalion recall in addition to Security Clearance monitoring requirements.

Special Requests are for those Battalion members who believes special circumstances warrant an exception to any regulation or directive, they may submit a special request to the appropriate authority to obtain permission.

402. LEAVE vs LIBERTY

Leave is defined as the authorized absence of a Battalion member from a place of duty. Liberty is authorized a from the end of normal duty hours on the first day to the beginning of normal duty hours on the following day.

Liberty granted by the CO outside regular liberty periods for special occasions or circumstances, may not exceed 4 days, including weekends and holidays. Daily duty is not required when the command is on special liberty.

403. LIBERTY RADIUS

Battalion members travelling outside the following ranges are required to submit Leave chits. When air travel is used a Leave chit is required.

- a. Regular Overnight Liberty. Any location within 100 road miles of the NSB
- b. Regular Weekend Liberty. Any location within 250 road miles of the NSB
- c. Three-day Special Liberty. Any location within 350 road miles of the NSB
- d. Four-day Special Liberty. Any location within 450 road miles of the NSB

404. LEAVE APPROVAL

The CO shall be the deciding staff member for leave approval for:

- a. Missing/absence for any academic class for travel purposes
- b. Missing any Battalion event for travel purposes

- c. Leave for E-7 and above in which no events/class is missed

The XO shall be the deciding staff member for leave approval for:

- a. Leave for E-6 and below in which no events/class is missed.

405. SPECIAL REQUEST CHITS

Approval Authority:

- a. Commanding Officer

- (1) Any outside employment, if OC/MECEP
- (2) Join/pledge to any Fraternity/Sorority
- (3) Special liberty requests up to 96 hours
- (4) Excusals from any mandatory Battalion events
- (5) Replacement of a lost/stolen ID Card (second occurrence)
- (6) Change in Major (academic change request form)
- (7) Take less than a normal load, 15 credits (academic change request form)

- b. Executive Officer

- (1) Missing a class
- (2) Excusal from military evolutions (PT, drill, formation)

406. NORMAL WORKING HOURS

For the purposes of leave/special liberty requests the following “Normal Working Hours” shall be used. Unless stated below leave/special liberty will commence/terminate during normal business days (Mon-Fri).

- a. The following events begin at 0600 vs a normal 0730 FROM time

- (1) Battalion PT or FEP
- (2) Drill
- (3) Special training (GMT's or lab briefs scheduled at 0600)
- (4) Duty if Battalion member is scheduled on either the FROM or TO date

(5) Bulldog

(6) Duty Driving responsibilities

b. The following events end at 1700 vs a normal 1600 FROM time:

(1) Naval Science Lab

(2) Duty if Battalion member is schedule on either the FROM or TO date

c. If there is an event on a weekend and the Battalion member requests leave from that event, the TO and FROM times shall be the times in which the event is scheduled.

SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT

THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.

THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY, FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1. NAME:		2. RATE:	
3. SHIP OR STATION:		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):	TO (DATE AND TIME):	
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:	DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

Academic Change Request

Name: _____ Date: _____
Last First M.I.

Major: _____ Freshman Sophomore Junior Senior

Credit Hours Remaining To Graduate: _____

- Change Major to: _____ Additional Hours Req'd: _____
- Drop a Course: _____ New Credit Hour Load: _____
- Carry Less than Normal Load New Credit Hour Load: _____
- Excuse from Lab
- Other: _____

Reason for Request: (Continue on back if necessary): _____

Applicant's Signature: _____

Battalion/Academic Advisor: Recommend Approval Disapproval

Comments: _____

(Signature)

Executive Officer: Recommend Approval Disapproval

Comments: _____

(Signature)

Commanding Officer: Approved Disapproved

Comments: _____

(Signature)

Distribution:
Academic Record (original)
Student (copy)

Chapter 5 - GROOMING STANDARDS

501. GENERAL INFORMATION

Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. These standards are not intended to be overly restrictive nor are they designed to isolate naval personnel from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image.

The difference between men and women's grooming policies recognizes the difference between the sexes — sideburns for men; different hairstyles, cosmetics, and earrings for women. The primary consideration is to have a neatly groomed appearance while wearing naval uniforms.

502. PERSONAL APPEARANCE (MEN)

Men shall be well groomed at all times and shall meet the following minimum standards:

a. Hair. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows, or interfere with the proper wearing of military headgear. Hair coloring must look natural and complement the individual. Faddish and outrageous multicolored hair is not authorized. Standards for Marines are similar except that hair cannot exceed three inches in length and must be gradually faded from zero to 3 inches.

The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. The unique quality and texture of curled, kinked, waved and straight hair is recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck.

One (cut, clipped or shaved) natural narrow part of the hair is authorized. Varying hairstyles, including Afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.

b. Sideburns. Sideburns of any type that extend below the midpoint of the ear are not authorized. Marines' sideburns will not extend below the top of the ears orifice and shall be cut straight across.

c. Beards and Mustaches. The face will be clean-shaven, except mustaches are permitted. A mustache will be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inch. Handlebar mustaches, goatees, beards; or eccentricities are not permitted.

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d. **Hair Pieces.** Wigs or hairpieces may be worn while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs or hairpieces will be of good quality and fit, present a natural appearance and conform to the grooming standards stated above. They will not interfere with the proper performance of duty, or present a safety or FOD (Foreign Object Damage) hazard.

e. **Fingernails.** Fingernails will not extend past fingertips. They shall be kept clean.

f. **Jewelry:** Jewelry is authorized for all male personnel and shall be in good taste while you are in uniform. Eccentricities or faddish styles are not permitted. Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:

(1) **Rings:** While in uniform, only one ring per hand is authorized, plus a wedding ring.

(2) **Earrings:** Not authorized. Additionally, no article shall be attached to or through the ear or nose.

(3) **Necklaces/Choker:** While in uniform only one necklace may be worn and it shall not be visible.

(1) **Wristwatch/Bracelets:** While in uniform, only one of each may be worn. NOTE: Ankle bracelets are not authorized while in uniform.

g. **Gloves.** Black or gray gloves may be worn with windbreakers or the working blue jacket.

h. **Umbrellas.** The use of a black umbrella is authorized for Navy option Midshipmen and OC's. Note: Okay for female but not male Marine option and MECEP's.

503. PERSONAL APPEARANCE (WOMEN)

Women shall be well groomed at all times and shall meet the following minimum standards:

a. **Hair.** Keep hair clean, neatly shaped, and arranged in an attractive and professional style. Hairstyles with a maximum of two braids may be worn. Faddish and exaggerated styles are prohibited. Ponytails and pigtails are not permitted. When in uniform, hair on back of the head may touch but not fall below the lower edge of the collar. Long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hairstyle and may not dangle free at any point.

Hair must not show under the front of the brim of the combination hat, garrison cap, or command ball cap. Afro, natural, bouffant and other similar hairstyles that do not interfere with proper wearing of headgear are permitted. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and outrageous multicolored hair is not authorized. Visible hairnets may be worn only if authorized for specific duties such as hospitals or galleys.

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b. Hair Ornaments. Conspicuous rubber bands, combs and pins are not authorized. When worn, hair ornaments shall not present a safety hazard. A maximum of two barrettes, similar to hair color, may be used to pin up hair.

c. Hair Pieces. While in uniform or duty status, hairpieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the above grooming standards. They shall not interfere with the proper performance of duty, not present a safety or FOD hazard.

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

e. Fingernails. Female fingernails shall not exceed 1/4 inch beyond the fingertip. Nail polish may be worn but colors shall be conservative and complement the skin tone.

f. Jewelry. Jewelry is authorized for all female personnel and shall be in good taste while you are in uniform. Eccentricities or faddish styles are not permitted. Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:

(1) Rings: While in uniform, only one ring per hand is authorized, plus an engagement ring (or wedding ring set).

(2) Earrings: One earring per ear (centered on earlobe) may be worn with any uniform. Nose rings are not authorized. Earrings shall be 6 mm gold ball (approximately 1/4 inch), plain with brushed matte finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

(3) Necklaces/Chokers: While in uniform, only one may be worn and it shall not be visible.

(4) Wristwatch/Bracelet: While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

g. Gloves: Black or gray gloves may be worn with windbreakers or the working blue jacket.

h. Umbrella: The use of a black umbrella is authorized (Navy personnel and female MECEP and Marine options only) and is only authorized when wearing Service Khakis.

i. Handbag: Navy authorized black and white handbags may be worn over the left shoulder with the top of the bag at waist level. A clutch-type purse may be carried with the dinner dress (if authorized by the Commanding Officer).

j. Pumps: No wedges are allowed. The heels may be from 5/8 to 2 5/8 inches (3 inches for Marines) high measured from the forward edge of the heel. The heel must be less than 1 3/4 wide.

504. CIVILIAN CLOTHING

Appropriate Civilian Attire for junior officers traditionally requires a shirt with a collar, hard-soled shoes, and a belt. T-shirts are authorized unless an occasion for “Appropriate Civilian Attire” has been promulgated. Additionally, shorts may also be worn when “Appropriate Civilian Attire” has not been directed, short inseam length must be at least 1.5 inches.

Midshipmen are expected to conform to the standards of junior officers for all Navy functions. When civilian clothing is worn, naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and do not bring discredit upon themselves or the naval service. Dirty, torn or controversial clothing does not present the image of a professional Naval Officer and, therefore, should not be worn. Uniform items (with the exception of raincoat) shall not be worn with civilian attire. Clothing with offensive words, pictures, or symbols shall not be worn.

The Naval Science Building is a special place and one’s attire while in the building shall be appropriate. No hats or ball caps shall be worn in the Naval Science Building. Additionally, no shower shoes shall be worn in the building unless used for traveling from the shower to the locker room. A belt will be worn at all times in the building, if pants have belt loops. PT gear is permitted to be worn in the building. If in doubt whether your attire is appropriate, fail safe and change your clothes. NROTC students must always be clean-shaven.

505. TATTOOS

As future officers, Midshipmen and active-duty students are held to high standards of personal appearance, which severely limits tattoos. Students must fully explore the limitations described in Navy and Marine Corps orders and instructions. Remember the professional appearance you must have. Just because it is authorized does not mean it is necessary. You may deploy to areas where tattoos, especially religious or racial tattoos, could have adverse responses to members of a particular culture.

Those with pre-existing tattoos are required to obtain a waiver from the Commanding Officer or Marine Corps Recruiting Command. Consult your staff advisor for specific information.

Chapter 6 - PHYSICAL FITNESS

601. PHYSICAL TRAINING

It is essential to the daily effectiveness and combat readiness of the Naval Service that every member be physically fit. Moreover, the self-discipline and motivation required to attain and maintain a high level of physical fitness are indispensable ingredients in good leadership. Accordingly, there is a requirement that every member of the Naval Service, regardless of age, sex, or duty assignment, engage in an effective physical conditioning program on a continuing and progressive basis. At the University of Utah NROTC all students must engage in physical training (PT) at least three times a week. In general, Battalion PT occurs on Monday morning from 0600-0700.

602. PHYSICAL READINESS TEST

All members must meet physical readiness testing requirements as prescribed by OPNAVINST 6110.1(series) for Navy or MCBul 6100(series) for Marines, using the higher elevation tables. Navy Option Midshipmen and STA-21 OCs must obtain a PFA score of "Good Low" (utilizing 20-24 year age group for Midshipmen and appropriate age group for STA-21 OCs). Marine-Option midshipmen and MECEPs must obtain a PFT score of 235, it is recommended that Marine Option students maintain a PFT score of 265 or higher to successfully complete the 6-week OCS Course. The CFT minimum is 235. **FAILURE TO MEET PHYSICAL READINESS STANDARDS FOR ANY ONE OF THESE REQUIREMENTS CONSTITUTES FAILURE OF THE ENTIRE TEST.**

The Physical Readiness Assessment/Test (PFA/PFT/CFT) is administered to every midshipman once each semester, usually in October and April. Junior officers (and consequently midshipmen) are expected to set the example for physical readiness; hence, students will be placed on the Fitness Enhancement Program (FEP) conducted at 0600 Wednesday and Friday after failing to meet the following minimum standards:

- a. Navy MIDN and OCs: An average of "Excellent-Low"
 - (1) Navy-Option Midshipmen are graded on the 20-24 year old age table
 - (2) OC's are graded on their respective age table
- b. Sophomore/Junior/Senior Marines: A total of 265 points with a run time of 23:00 or less
- c. Freshman Marines: A score of "1st Class" (235 points)
- d. Body Composition Analysis failure

Every Midshipman should set an individual goal of attaining a score of "outstanding" by the time they reach First Class. Marines and Marine-options should strive to achieve a PFT/CFT score of 275 or higher as this will make the possibility of succeeding at OCS and TBS much more tenable.

Medical excuses from scheduled PFA/PFT/CFT's or from scheduled remedial PT sessions must be in writing by competent medical authority. The excuse should indicate which event(s) should not be performed and when the excuse expires. See advisors for appropriate documents/forms.

603. FITNESS ENHANCEMENT PROGRAM

The Fitness Enhancement Program (FEP) is administered according to the following guidelines:

a. Participation in FEP is required when a student is outside of height/weight/BCA standards or scores below prescribed minimum standards stated in paragraph 601. Students shall not be released from required participation in the FEP until they meet both the required height/weight or BCA and the prescribed minimum standard for two consecutive monthly mock PRT/PFT/CFT's.

b. FEP is group exercise and is conducted under the direction of the Battalion Athletics Officer, supervised by the Command Fitness Coordinator or his or her qualified representative.

The purpose of this program is:

(1) To develop and maintain cardio-respiratory endurance, muscular strength/endurance, and flexibility;

(2) To improve PRT/PFT/CFT scores; and

(3) Impart knowledge regarding sound physical fitness and nutrition practices for the purpose of maintaining a healthier lifestyle.

d. FEP PT is directed by the Battalion Athletics Officer, who keeps attendance records for FEP. Unexcused absences will be handled by the Command Fitness Coordinator.

e. Failure to demonstrate satisfactory progress in conforming to either physical readiness standards or the weight control standards may be cause to refer a Midshipman to a Performance Review Board.

604. BODY COMPOSITION ANALYSIS

Refer to OPNAVINST 6110.1(series) for Navy or MCBUL 6100(series) for Marines for current height/weight standards. The current method for measuring compliance with body fat composition standards is described in OPNAVINST 6110.1(series). Personnel will first be weighed to determine if they fall within the prescribed weight for their height. If not, body fat measurements will be taken. Personnel who fail the body fat measurement are considered "not within standards" and will be handled as directed by OPNAVINST 6110.1 (series).

Navy Midshipmen are not allowed to have body fat percentages in excess of 23% for males and 34% for females.

MCO 6100.3 (Series) gives the body fat percentage limits for Marine Option Midshipmen and MECEPs.

605. WEIGHT CONTROL

NROTC students whose weight exceeds the established standard are required to participate in additional physical conditioning and are encouraged to seek professional dietary assistance to reach acceptable standards. Students are not permitted to enter advanced standing or be commissioned unless these standards are met. NROTC students who fail to meet these standards by the beginning of their third class year may be placed on a Leave of Absence status or recommended for disenrollment as determined by the Commanding Officer.

606 .SWIMMING QUALIFICATIONS

Each Midshipman is required to qualify as a 3rd Class swimmer by the start of the 3rd-Class year and maintain at least 3rd-Class qualification for graduation. Qualification will normally occur during Freshman Orientation. Those individuals unable to pass the swim test will be classified as non-swimmers and will be required to take instruction in fundamental swimming skills.

Freshman unable to pass the test will be advised to take a remedial swimming course offered by the University or the American Red Cross. The second swim test failure will result in the student being placed on probation. The third test could result in the student being placed in a Leave Of Absence status or disenrolled due to lack of aptitude for naval service. Students qualifying as second class swimmers are exempt from further testing. The goal for all students is to qualify as first class swimmers.

1. Naval activities qualifying swimmers shall use the current edition of the American Red Cross Swimming and Water Safety Manual as the authoritative text for the swimming procedures, strokes, breaks, holds, etc., described in this article.

2. Qualifications for Swimmer, THIRD CLASS

Module 1:

- a. Deep Water Jump from minimum height of 5 feet
- b. 50-yard swim (any stroke)
- c. 5-minute Prone Float

Module 2: Shirt and Trouser Inflation

3. Qualifications for Swimmer, SECOND CLASS

- a. Complete Swimmer, Third Class.
- b. 100-yard swim consisting of 25 yards of each of the following strokes: front crawl, breaststroke, sidestroke, and elementary backstroke.

c. 5-minute Prone Float (face down), followed by transition to back float

Ref: CNET P1552/16 (8-98) Chapters 12 and 13

Chapter 7 - UNIT REGULATIONS AND ADMINISTRATION

701. COMMUNICATION

Battalion communication occurs by e-mail, telephone, bulletins, and the Battalion mailboxes. Communication is a vital part of any organization and the NROTC battalion is no exception. It is incumbent upon every Midshipman to check these sources of Battalion information regularly. Email and voice mail should be checked daily. Mailboxes shall be checked at least twice per week. **This is the minimum!** Communications are more effective if boxes are checked more frequently. Remember that you are a member of the Battalion and the Navy/Marine Corps 100% of the time, not just on lab days. You will be held responsible for the posted information. All emails to or from the Battalion, need to go through the COMMS officer.

702. MIDSHIPMEN OFFICERS

Midshipmen are required to carry out the official orders of senior Midshipmen officers appointed over them.

703. CLASSROOM PROCEDURES

Military courtesy extends to the classrooms. Midshipmen who are late to class will explain their tardiness to the instructor after class. It is not necessary to stand when reciting, but midshipmen are expected to observe orderly classroom procedure. If a Midshipman, on his own accord, wishes to speak to an officer, a less formal greeting is appropriate. An example might be, "Sir/Ma'am, may I speak to you about a problem I'm having?"

704. IDENTIFICATION CARDS

Each Midshipman is responsible for acquiring and maintaining an up-to-date and accurate Military Identification Card, better known as a Common Access Card (CAC) which must be carried at all times. A Military I.D. Card can be acquired at 96th Regional Readiness Command (RRC) Bldg #105, Salt Lake City, UT located at Fort Douglas on the University of Utah campus. To schedule an appointment for this purpose call (719) 366-1787. If the I.D. Card is lost, report it to your Advisor immediately.

705. OFFICIAL CORRESPONDENCE

Midshipmen having official business with higher headquarters or other units shall forward all correspondence via the Commanding Officer of this Unit. All correspondence from the Midshipman Battalion to the NROTC Unit Commanding Officer or Executive Officer will be forwarded via the Battalion Advisor.

706. NROTC CLASS ATTENDANCE POLICY

NROTC students are required to attend every Naval Science class and lab period. There is no allowance for unexcused absences. Class attendance is of paramount importance to a student's academic welfare and his or her future as a Naval Officer. It is also a measure of aptitude for

commissioned service, for in faithfully executing the requirements of his or her class schedule, the Midshipman demonstrates the very important qualities of dependability, responsibility, and self-discipline. The following are examples of situations that may be excused:

- Serious illness
- Death in the immediate family
- Critical illness in the family
- Participation (not as a spectator) in a University sponsored activity

Requests for permission to be absent from Naval Science classes for the above and other reasons will be submitted in advance to your instructor. Requests for permission to be absent from lab sessions must be submitted in advance to the Battalion Advisor via the battalion chain of command. If a Midshipman does not know he or she will be absent from an NROTC class until the last minute (sudden illness, accident, etc.), he or she should call the unit at (801)-581-6723 and notify his or her instructor, or the Battalion Advisor for lab absences.

Staff instructors are responsible for knowing your whereabouts during all of your NROTC classes, and you are responsible for letting your instructor know where you are if you are unable to attend class. Failure to report will result in the absence being considered unexcused. The violation will be reported to the Battalion Staff, and appropriate action will be taken. Unexcused absences may be cause for holding a Performance Review Board.

707. ACTIVE DUTY STUDENT WORKING HOURS

Active duty students (STA-21 and MECEP) not taking classes and not on leave are required to report to the unit for normal working hours 0800 – 1600.

708. MANDATORY STUDY PROGRAM

All Freshmen must study in an academic study facility for at least 10 hours per day week. The study facilities are defined as any campus library, the Naval Science study room, the Naval Science computer room, any campus classroom, or a dorm study room (has to be a designated study room in a dorm building).

They are required to log those mandatory hours in Battalion Study/Tutoring Room every day. Failure to log in after two days means they revert to studying in the Naval Science Building Monday thru Friday for two hours. Office hours with a professor, time at the writing center, lab time, discussion classes, and such do not count toward the two hours per day. Mandatory study time is either a group or individual effort in one of the designated places. Failure to achieve a 2.5 GPA in the first semester means that second semester they do their studying in the Naval Science building.

Academic success is an absolute requirement for a commission. The Mandatory Study Program is designed to ensure students get off to a good start. Continuing these habits after it is no longer mandatory is expected, but not tracked.

All students taking Calculus I/II and/or Physics I/II must log two hours a week per course with an authorized tutor in the Battalion Study/Tutoring Log. These two hours will count for Freshman Study Hours.

Chapter 8 - APTITUDE AND CONDUCT

801. APTITUDE

Aptitude is the term used to describe each Midshipman's potential for service as a commissioned officer. It is based on overall performance in the program, attitude, conduct, summer training performance, and participation in Battalion activities.

802. APTITUDE EVALUATION (FITREPs)

Near the end of the fall and spring semesters, each Midshipman will be evaluated by the Battalion chain of command. The basis of evaluation will be professional performance, military behavior, leadership/supervisory ability (if observed), military appearance, and an overall assessment. Naval Officer Fitness Report Form (FITREPs) - NAVPERS 1610/2 will be used for these evaluations. Evaluations will be prepared for all NROTC students and forwarded up the chain of command no later than 2 weeks before finals for each term.

The Battalion Commander will forward all evaluations to the Battalion Advisor. The Class Advisors will then review the fitness reports with the rest of the unit staff.

803. CONDUCT

One important aspect of a Midshipman's aptitude is his or her conduct. On a routine basis, midshipmen will demonstrate their responsibility for their duties by being on time, prepared, and showing proper military bearing. As a Midshipman gains experience in military customs, more will be expected of him or her.

804. ADVISOR COUNSELING

All Midshipmen, OC's, and MECEP's are required to attend Beginning, Middle, and End of Term counseling with their active duty advisors. The Beginning and End of Term counseling are often combined due to the length of time it takes to receive grades from their respective academic institution and Winter/Summer breaks. This is an opportunity to discuss students plans or address any difficult classes/times in the semester with their advisor.

Advisee's need to be prepared to discuss their academic, aptitude, and physical goals with their advisors and to be prepared with an Academic Term Performance and Counseling Record form with their classes pre-filled, enclosure 8-2.

805. MIDSHIPMEN/PEER COUNSELING

Counseling for Midshipmen, OC's, and MECEP's is an integral part of learning how to be a future officer. It is never too early or too late to learn to counsel your peers while at NROTC since you will be doing so very early in your careers. Additionally, counseling does not need to be a bad thing, there are always numerous reasons to give a sailor or marine positive counseling. That being said, there is a basic procedure and escalation if you do have a sailor or marine that needs a course correction.

a. Verbal counseling: This is used for a first time offense that is minor in nature. This is a good opportunity to provide your peer with constructive feedback or as a way to informally tell them that their behavior/appearance is not acceptable but isn't in the realm of a minor conduct offense.

b. Formal counseling (Peer): This is used when verbal counseling is not enough or has not been effective. This is commonly used to formally state that their behavior or pattern of behavior is not acceptable. See Paragraph 804 for EMI assigned in the case of formal counseling. The Counseling chit can be located in enclosure 8-1.

c. Formal counseling (Advisor): Advisor counseling will be used after peer formal counseling in the event that an issue is not corrected or if the offense warrants the counseling of an officer or senior enlisted personnel. This is however to be used for offenses which do not warrant a Personnel Review Board (PRB), or if the MIDN, OC, or MECEP is acting as the BNCO in which there is no other Battalion member which is above that rank.

d. PRB: For instances in which the above counseling measures were ineffective, or the offense is serious enough to be considered a Minor/Major Conduct Offense IAW paragraph 807 a PRB will be held instead to evaluate that Battalion Member.

806. EXTRA MILITARY INSTRUCTION

In order to assist those Midshipmen who need further guidance, an Extra Military Instruction (EMI) program may be used. EMI is not punishment. It is a leadership tool designed to address a specific, minor discrepancy by training the individual to correct the problem. EMI will be conducted by the Battalion chain of command through a formal documented process and will be appropriate to the discrepancy. All infractions should be handled at the lowest possible level. All EMI chits will be forwarded to the Battalion Commander. No EMI may be conducted until approved by a unit staff advisor.

a. Sloppy or incorrect uniforms, unsatisfactory military bearing, and improper military respect for other midshipmen or the chain of command should be corrected by Squad Leaders on the spot.

b. Should verbal counseling be insufficient, a Squad Leader may assign EMI via the BN PLT CDR to correct the discrepancy (after approval of the EMI by unit staff). This EMI must be accomplished outside of Thursday lab and may not exceed 60 minutes. No more than four such EMI assignments may be assigned in a 30 day period without written permission from the Commanding Officer. The EMI must be directly related to the discrepancy. For example, a Midshipman that has consistent difficulty wearing a proper uniform may be assigned to prepare and give a short training session on uniform regulations. All EMI's will be supervised by a member of the individuals command leadership.

c. Counseling shall be completed using an approved Counseling Chit.

807. OFFENSES

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

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

(1) Falsehoods of any nature, including fraud, cheating, plagiarism, and intention failure of any NROTC standard;

(2) Theft;

(3) Moral turpitude offenses;

(4) Alcohol/drug abuse;

(5) Insubordination;

(6) Assault;

(7) Hazing;

(8) Destroying or defacing property;

(9) Aggravated or repeated unauthorized absence;

(10) Sexual harassment/assault;

(11) Pattern of conduct unbecoming an officer (conviction not required); and

(12) Repeated infractions of minor offenses.

b. Minor Offenses: Minor offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, or regulations, such as poor grooming standards, poor personal appearance, and repeated tardiness or unauthorized absence regarding prescribed Naval Science classes or activities. Other examples include but are not limited to:

(1) Poor military bearing;

(2) Violations of orders and regulations concerning uniforms, grooming, or military decorum and courtesy;

(3) Disrespect toward person in authority;

(4) Neglect of duty;

- (5) Lateness for duty, formation, or class;
- (6) Violation of or failure to carry out orders;
- (7) Negligence in handling documents or records; and
- (8) Carelessness endangering personnel or public property.

The entire NROTC staff at the University of Utah has an open door policy, and NO member should feel intimidated or fear reprisal for bringing matters of a serious nature to the attention of the command.

RECORD OF COUNSELING:

PRIVACY ACT STATEMENT:

1. The authority for requesting the following information is contained in 10 USC 8012 and EO 9397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed, the form may or may not become a source document to support administrative separation or UCMJ actions.

2. Completion of the form by a counselor is mandatory; however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts may not be in counselee's best interests in the event administrative, disciplinary or separation action is subsequently deemed warranted by the counselee's commander.

COUNSELING FOR: (Last, First Middle Initial.)		DATE/TIME: (Record is Being Written)	
GRADE/DIVISION: (Rank/Platoon- Squad)		SSN: (Last 4)	
COUNSELOR: (Last, First Middle Initial.)		GRADE OF COUNSELOR: (Rank)	

REASON FOR COUNSELING:

- PERFORMANCE:
- FINANCES:
- PERSONAL BEHAVIOR:
- RESPONSIBILITIES:
- SUBSTANDARD DRESS/APPEARANCE:
- ACADEMICS:
- OTHER: (If other please specify below)

1) SUMMARY OF ACTIONS INDICATIVE OF A COUNSELING: (Give details, facts, specific dates, names, sequence of events etc.)

2) SOLUTION COUNSELOR AND COUNSELEE DEVELOPED TO OVERCOME SIMILAR ACTIONS IN THE FUTURE: (Outline all solutions and indicate what solutions the counselee freely selected. Specify any EMI if given. Indicate times, names, dates and specific actions that will take place.)

Upon Approval of EMI: (Advisors Signature; Date/Time)

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3) COUNSELEE'S COMMENTS: (Counselee's point of view of situation, feelings towards counseling/EMI if applicable)

4) OTHER AGENCIES FOR COUNSELEE REFERRAL: (Personnel affairs, social actions, chaplains, legal counselors, etc. MUST HAVE A MINIMUM OF ONE RESOURCE)

5) SIGNATURES: (By signing, the below agree to all accusations made in the contents of this document and agree to abide by any obligations assigned to involved individual(s).)

COUNSELOR'S SIGNATURE:		DATE/TIME :	
COUNSELEE'S SIGNATURE:		DATE/TIME :	

6) COUNSELOR'S REMARKS/FOLLOW-UP COMMENTS AND ACTIONS: (Outline all efforts made by staff and counselee, indicating names, dates, times, progress etc. in regards to counseling form/EMI.

This section is to be completed AFTER corrective action(s).)

DATE OF FOLLOW-UP:	COMMENTS: (Hand written)		
COUNSELOR SIGNATURE:		DATE/TIME :	

REVIEWED BY:

BATTALION STAFF: (Print Last, First/Grade/Signature)

BNMC/BN SgMaj:		DATE/TIME :	
BNXO:		DATE/TIME :	
BNCO:		DATE/TIME :	

APPROVED BY:

ACTIVE DUTY STAFF/STAFF ADVISOR: (Print Last, First/Signature)

		DATE/TIME :	
--	--	-------------	--

Academic Term Performance and Counseling Record

MIDN(/C) _____ YG: _____ Term: _____ Year: _____

Privacy Act Statement

Authority: The authority to request this information is contained in 5 USC § 301 (Authorizing Forms and Regulations); 10 USC, Subtitle A, Part III, Ch. 103 (Senior ROTC).

Principal Purpose(s): To counsel students throughout each term.

Routine Use(s): Information you provide here is protected by the Privacy Act and will not be released outside the Department of Defense without your permission unless it comes within an exception to the Act or one of the routine uses in 32 CFR sect 701.112, accessible at <http://www.privacy.navy.mil>.

Disclosure: Students are required to provide academic schedules and grades to ensure appropriate progress toward commissioning. Failure to provide the requested information may result in removal from the Naval Reserve Officer Training Corps program and/or loss of program benefits.

Initial Interview

Review Area

Notes

- OPMIS Summary accuracy (84 rpt)
- Degree Plan accuracy
- Previous academic performance
- Academic goals
- Improvement areas
- Billet duties

Advisor Signature: _____

Date: _____

Student's Schedule and Progress (updated each interview)

Course (1)	Credit Hours	Grade Goal	Midterm Update	Grade Achieved	Hours spent each week
_____	_____	_____	_____	_____	In class
_____	_____	_____	_____	_____	Studying
_____	_____	_____	_____	_____	56 Sleeping
_____	_____	_____	_____	_____	Working
_____	_____	_____	_____	_____	Extracurricular
_____	_____	_____	_____	_____	Other
Total:					56 / 168

Identify repeat courses. Normal course load is 15-18 (ROD 3-5.3) Action required if GPA is < 2.5 (ROD 3-18.1c)

End of Semester Interview

Physical Performance

PFA/PFT/CFT Score _____
 Meets program standards
 Fails to meet program standards

Swim Status

- Non qual
- 3rd class
- 2nd class

Small Arms PCC

- Not met
- Met

Aptitude Performance

Aptitude Score: _____
 Must be >=3.0 or action required (ROD 6-5.6k)
 Fitness report debriefed

Academic Performance

Cumulative GPA: _____
 Must be >= 2.5 MIDN/MECEP/OC(Core)
 Must be >= 3.0 OC(N) & OC(CEC) (ROD 3-18.1b)
 NROTC Program Requirements form updated
 Degree Completion Plan updated

Recommend to CO for:

- N/A. Performing on track at ability
 - Warning
 - Probation
 - PRB
 - Wavier (explain in notes)
- email _____

Notes

Advisor Signature: _____

Date: _____

Student Performance and Counseling Record

MIDN (/C) _____ YG: _____ Term: _____ Year: _____

Academics

Transcripts, Major, Core classes, Electives, _____
DCP, Graduation Date, _____
Tier change, Extended benefits, _____
Adv Standing, Scholarship board, _____
Goals _____

Physical Readiness

Height/Weight, BCA %, _____
Pull ups, curl ups, push ups, _____
Run times, Swim quals, _____
Goals _____

Medical

Injuries, Allergies, Supplements, Medications, _____
Eye surgery, Waivers, Follow-ups/ _____
Remediations, Commissioning physical _____

Military

Billet duties/performance, _____
Summer cruise, ASTB requirements, _____
Service assignment desires, _____
Goals _____

Extracurricular

IM Sports, Fraternity/Sorority, Social _____
Societies/Clubs, Religious, _____
Hobbies, TV/Games (hrs/wk) _____

Financial

Stipend Amount, Credit cards, Loans, Car _____
payments, Rent, Bills, Work (job type, hrs/wk, _____
income), _____
Overdue payments, _____
Goals _____

Personal

Roommates, Significant others, Kids, Pets, _____
Parents, Siblings, Habits, Motorcycle, Tattoos, _____
Alcohol, Safe sex, _____
Goals _____

Chapter 9 – INTERPERSONNEL CONDUCT

901. General Guidance: 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, OC's, and MECEP's will conduct themselves with the utmost professionalism in all interpersonal interactions and at all times.

When in doubt, a Battalion member should consult his/her chain of command, a chaplain, or a trusted mentor for further guidance on acceptable interpersonal interactions.

902. Hazing:

1. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing is prohibited and will not be tolerated.

2. Regulations regarding hazing:

a. No Battalion member may engage in hazing or consent to acts of hazing being committed upon them.

b. No Battalion member, regardless of billet or rank, may condone or ignore hazing if they know or reasonably should have known that hazing may or did occur. Every Battalion member has the responsibility to make the appropriate authorities aware of any hazing incidents or potential hazing events.

c. Reprisal actions against any victims or witness of hazing incidents are strictly prohibited.

d. Physical abuse or harassment will not be tolerated in any form. Physical contact is allowed with the 4/C only as necessary for training purposes. No amount of physical force is condoned or will be tolerated.

e. Battalion members in authority positions over other Battalion members will follow only practices that would be reasonably and lawfully acceptable for use in the Fleet. All practices should be readily defensible with appropriate rationale to the parents of subordinates or other interested constituencies.

903. Discrimination:

1. Discrimination is any act or failure to act that is based in whole or part on a person's race, color, religion, gender, sexual orientation, or national origin and adversely affects privileges,

benefits, dignity, working conditions, or treatment in employee conditions in past or present. Discrimination is prohibited and will not be tolerated.

2. Regulations regarding discrimination:

a. Battalion members will neither individually or collectively discriminate against another individual or group.

b. Battalion members will not take reprisal action against a person who provides information on an incident of alleged unlawful discrimination. Reprisals are prohibited regardless of who originates the reprisal action.

c. Battalion members will not knowingly make a false accusation of unlawful discrimination.

d. Battalion members will not condone or ignore discrimination if they know or reasonably should have known that discrimination may or did occur.

904. Sexual Harassment:

1. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

a. Submission to 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 that person.

c. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive working environment. At the University of Utah, the working environment refers to every location on and off the campus, 24 hours a day.

2. Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, passive or indirect actions that create a hostile work environment such as sexually explicit posters, pictures, or screensavers, and other verbal or physical conduct of a sexual nature.

3. Regulations regarding sexual harassment:

a. Midshipmen will not commit sexual harassment as defined above.

b. Midshipmen will not take reprisal action against a person who provides information on an incident of alleged sexual harassment.

c. Midshipmen will not knowingly make a false accusation of sexual harassment.

d. Midshipmen will not condone or ignore sexual harassment if they know or reasonably should have known that sexual harassment may or did occur.

905. Fraternization:

1. Fraternization is a gender-neutral concept used to identify personal relationships that do not respect the bounds of differences in grade or rank or the staff and student relationship, or that are prejudicial to good order and discipline or are service discrediting between staff and midshipmen/OC/MECEP, officers and enlisted member, among officers, among enlisted members, between officers or enlisted, or among midshipmen/OC/MECEP.

2. Circumstances prejudicial to good order and discipline are those that call into question a senior's objectivity, result in actual or apparent preferential treatment, undermine the authority of a senior, or compromise the chain of command.

3. Midshipmen on summer training will adhere to the specific fraternization policies of their assigned units in addition to all University of Utah policies.

4. Collective terms associated with fraternization apply equally to personnel of foreign military services.

5. Examples of conduct that are unduly familiar includes, but is not limited to, the following activities:

a. Developing or attempting to develop personal, intimate, sexual, or romantic relations, including dating, handholding, kissing, embracing, caressing, or engaging in sexual activities;

b. Attempting, arranging, or engaging in personal social arrangements that typically lead to sexual, intimate, or romantic relationships;

c. Engaging in private business or financial relationships;

d. Any non-professional social relationship of a personal nature; and

e. Gambling or borrowing of money.

6. Dating within the Battalion, even amongst upper class Midshipmen, has a strong propensity to disrupt good order and discipline and is strongly discouraged.

906. Upper Class – 4/C Relationship:

1. Due to the unique training environment of the NROTC Program and the essential leadership role Upper-class Midshipmen hold in educating and training 4/C Midshipmen; Upper-class have a senior-subordinate relationship with 4/C Midshipmen which must be respected and protected.

2. These regulations apply to all Upper-class-4/C relationships, regardless of how or when a relationship began. There is no exception to this regulation in the case of pre-existing relationships prior to entry to the University of Utah, NROTC, unless specifically noted.

3. Upper-class Midshipmen shall maintain a proper professional relationship with 4/C at all times.
4. Upper-class Midshipmen shall not:
 - a. Attempt to personally degrade or humiliate 4/C Midshipmen.
 - b. Date, have sexual relations, or otherwise fraternize with 4/C Midshipmen.
 - c. Request or direct 4/C Midshipmen to perform personal services, to include purchasing supplies for Upper-class.
 - d. Impose any informal or unauthorized punishment.
 - e. Touch 4/C Midshipmen for any purpose other than correcting or adjusting a uniform, drill or rifle position, or as necessary for other legitimate training or safety purposes.
 - f. Borrow anything from a 4/C Midshipman.
 - g. Use any real-time electronic communication with a 4/C Midshipman unless for professional purposes, e.g. Battalion recall. This includes, but is not limited to, instant messaging, chat rooms, social networking sites, texting, or any comparable mode of communication. However, messages between siblings or other close blood relatives, e.g. first cousins, regarding family matters shall normally be considered a professional purpose when an in-person meeting is impractical. Any such message must be professional in nature and respect the differences in class.

907. Recently Commissioned Officers:

For the purposes of Fraternization as outlined in paragraph 904 and IAW NSTCINST 5370.1B, all recently commissioned ensigns and second lieutenants (“stash” ensigns and second lieutenants) shall retain midshipmen/OC/MECEP status until detaching from the unit or six months after commissioning, whichever comes first.

Chapter 10 - UNIFORMS

1001. GENERAL INFORMATION

The United States Navy and Marine Corps are two of the uniformed military services. Their uniforms, which display indications of rank and specialty, are outward symbols of Naval organization and are an important element in the discipline, morale, pride, and effectiveness of the Naval service. The purpose of a uniform policy is to prescribe guidelines for uniform wear so as to present a consistent image worldwide.

Uniforms issued to all Midshipman are property of the U.S. Navy. Upon graduation, uniforms become property of the individual officers. All Midshipman will request uniform items from the Battalion Supply Manager. STA-21 and MECEP Officer Candidates are responsible for their own uniforms. All NROTC students will wear their uniform to all university classes on drill day and on announced occasions unless otherwise informed. NROTC students in uniform must present a proud and professional appearance that will reflect positively on the individual, the naval service, and the United States of America. Consequently, no part of the military uniform or equipment may be worn with civilian clothing, except the raincoat with metal devices removed.

MECEP students will wear appropriate Marine uniforms. For most labs and unit functions the prescribed uniform will be Service Charlie and Service Bravo unless otherwise specified. All uniforms should be worn in accordance with the Marine Corps Uniform Regulations. MCO 1020.34H of May 2018.

The following guidelines are taken from the Navy Uniform Regulations (NAVPERS 15665I) Chapter 6 Section 1, which applies to all Officer Accession Programs including NROTC. This publication can be viewed or downloaded at [Officer Accessions Uniforms Regulations](#)

1002. SMARTNESS AND MAINTENANCE OF UNIFORMS

a. **IMAGE:** United States Navy personnel must set and maintain the high standards of excellence in uniform appearance. The image of the Navy and Marine Corps is reflected in your uniform appearance.

b. **CLEANLINESS:** Uniforms shall be kept scrupulously clean and pressed with brass devices and insignia bright and free from tarnish and corrosion.

c. **ARTICLES:** NO ARTICLES, such as pencils, pens, watch chains, key chains, necklaces, bracelets, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes, or similar items SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM. Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in this publication.

d. **GLASSES:**

(1) Prescription Glasses: No eccentric or faddish glasses are permitted. Retainer straps are not authorized except for safety reasons.

(2) Sunglasses: Conservative sunglasses are permitted, except in military formations. Retainer straps are not authorized except for safety reasons.

(3) Contact Lenses: Tinted contact lenses must be natural in color (blue, green or brown).

e. UNDERGARMENTS: Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform. This includes ensuring that undergarments are not visible under the uniform. Crew neck shirts are included in this category and are mandatory.

f. MILITARY CREASES: Military creases on shirts for summer, winter, or working uniforms are an individual option but are highly encouraged since they give the uniform a sharp military appearance. The Navy Service Khaki uniform requires creases and is provided from the manufacturer with materials to help maintain the crease. Sewn-in creases are not authorized.

g. CARE OF THE UNIFORM: Only proper care and maintenance can prolong the service life of the various uniform articles. Even when new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of even the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

1003. SERVICE DRESS BLUE (SDB)

SDBs consist of the Navy blue jacket that is black in appearance, with six gold buttons (males), or four gold buttons (females). It is worn with the Navy blue trousers and females have the option of wearing Navy blue skirts instead. This uniform takes extra effort to maintain properly. It attracts lint easily. To combat this problem, remove lint immediately after you wear the uniform and then place it in a plastic bag before hanging it in the closet. Nylon brushes or masking tape are effective in lint removal.

a. Male and Female Components:

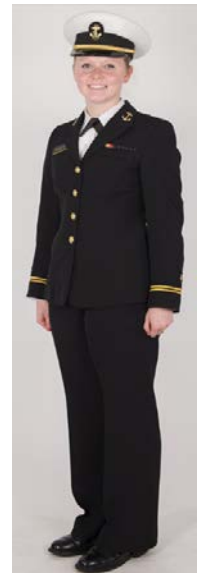
(1) Male Components:

- Combination cover with white cotton cover (no vinyl)
- Long 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), ribbons

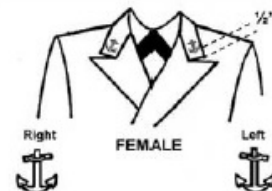
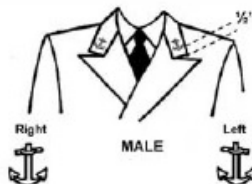


(2) Female Components:

- Combination cover, with white cover
- White shirt
- Blue skirt or blue slacks, unbelted
- Black heels or black military type shoes
- Hosiery, flesh tone or black socks (with slacks)
- Black necktie
- Proper insignia (on sleeve and lapel), ribbons



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 centerline 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, placement is the same.



d. Rank Insignia:

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(1) Officer Candidates - Place a gold, 1 and 1/4 inch across, five-pointed star on the outboard side of each sleeve of the SDB blouse. The star should be along the centerline of the sleeve, with one ray pointing down, 3 and 3/8 inches above the cuff. The star should be replaced with a staff corps device if appropriate. This is all of the insignia worn on the SDB blouse if the Officer Candidate does not hold a Midshipman officer billet. Officer Candidates holding Midshipman officer billets will wear gold metal bars identical to the shirt collar rank insignia worn on the winter blue uniform, to indicate rank. Center these bars below the point of the star, and parallel to the edge of the sleeve, 3/4 inch below the point of the star. An Officer Candidate does not wear class insignia on the SDB blouse.

(2) Midshipman Officers – Appropriate insignia is placed 3 and 3/8 inches above the cuff. See Figure 4-1 for a list of insignia.

1004. SERVICE KHAKI

This uniform is the primary uniform worn throughout the school year and during Midshipmen summer cruises. The service khaki uniform is relatively easy to care for as long as you keep it on a hanger.

a. Male and Female Components:

(2) Male Components:

- Garrison cap, or combination cover with Khaki cover
- Short sleeved, open collar, khaki shirt (military creases are built-in), 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 nametags



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(2)Female Components:

- Khaki shirt
- Khaki trousers
- Khaki combination cover
- Black military type shoes
- Black socks
- Khaki belt with gold clip and buckle



b. Class and Rank Insignia: Center the insignia one inch from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Marine emblem will be placed on the open collar of the shirt, one inch from, and parallel to, the leading edge of the collar.



1005. SUMMER WHITE

This uniform is worn during the warmer months as directed. 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 cover with white cotton cover (no vinyl)
- Short sleeved, open collar, white shirt (military issue), worn with a round neck or v-neck T-shirt
- White trousers
- White web belt with brass buckle (Marine buckle for MOs)
- White socks
- White military style shoes
- Proper insignia (shoulder boards), ribbons and nametag



(2) Female Components

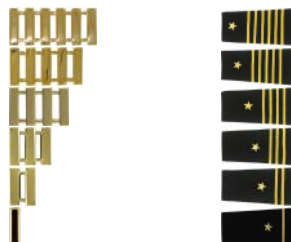
- White shirt w/epaulets
- White belted skirt or slacks
- White combination cover, cotton (no vinyl)
- Hosiery, flesh tone or white socks
- White heels or military type shoes
- White belt w/gold clip and buckle
- Shoulder boards (soft)



b. Class Insignia: Consists of a metal fouled anchor alone or in a combination with stripes, indicating the wearer's class worn on shoulder boards attached to shirt epaulets (see Figure 4-1).

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.

- Midshipman Captain
- Midshipman Commander
- Midshipman Lieutenant Commander
- Midshipman Lieutenant
- Midshipman Lieutenant (junior grade)
- Midshipman Ensign

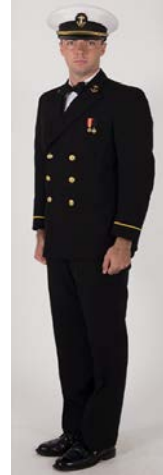


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1006. DINNER DRESS BLUE

This uniform is worn on formal occasions, such as the Navy-Marine Corps Birthday Ball in the fall.

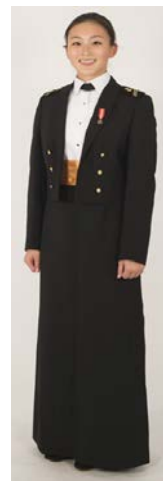
a. Male Components - Same as the Service Dress Blue, except that male midshipmen wear Dinner Dress Blues (DDBs) with a bow tie, white gloves and NROTC medals (if applicable). Neither Nametags nor ribbons are worn with this uniform. However, devices (parachute wings, submarine patrol badges, etc.) may be worn. Active duty or prior-enlisted wear miniature medals and devices with this uniform.



b. Female Components - Same as the Service Dress Blue, except that female midshipmen wear NROTC medals (if applicable). Neither Nametags nor ribbons are worn with this uniform. However, devices (parachute wings, submarine patrol badges, etc.) may be worn. A black clutch handbag may be carried instead of the issued black purse (if approved by the Commanding Officer). Pearl earrings may be worn with this uniform.



c. Dinner Dress Blue Jacket (often referred to as Mess Dress) - Midshipmen are authorized to wear the Dinner Dress Blue Jacket uniform on an optional basis whenever the Dinner Dress Blue uniform is prescribed, however the NROTC unit does not issue the Mess Dress uniform.



1007. HEADGEAR

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

a. Combination Cap

(1) Insignia. - On the combination cap shall be a gold pin-on fouled anchor 1-13/16 inches in length attached to the mount of the cap band, unfouled arm of the stock shall be to the wearer's right. Marine Options will wear a large gold Marine Corps emblem instead of the gold anchor.

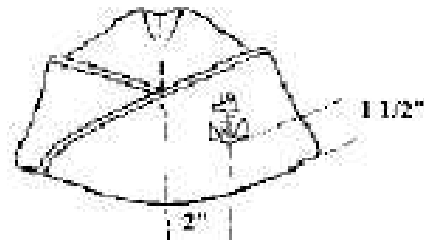


(3) Chin Strap. - Shall be 3/8 inch wide faced with gold lace and secured at each end by Navy eagle gilt buttons.

(4) Manner of Wear. - Worn squarely on the head, bottom edge horizontal approximately 1 and 1/2 inches above the eyebrows.

b. Garrison Cap

(1) Insignia. - Shall be a gold metal fouled anchor 1 1/16 inches in length pinned to the left side of the cap in an upright position centered 2 inches from the front seam. Marine Option will wear a gold Marine Corps emblem with the wings parallel to the deck.



(2) Manner of Wear. - Worn squarely on the head with the fore and aft crease centered vertically between the eyebrows with the lowest point 1 inch above the eyebrows.

1008. SHOE SHINE

One of the first things you will notice about a well-dressed Midshipman is the high shine on his or her shoes. All you need to do to have the same shine is to take some time and effort with a method known as "spit shining". The materials needed are a good pair of shoes, a good quality shoe wax, some water and a soft cloth. The technique uses water as a lubricant to spread a very thin coat of wax over the leather. To achieve a good shine, apply a small amount of polish to the damp cloth and rub it onto the shoe leather in a circular motion. After the polish has dried, buff the shoes with a soft cloth. Do not get discouraged, the inspection shine will come. Corfram shoes, which have a natural shine, may be worn. They can be purchased at Hill Air Force base and Fort Douglas. However, if Corfram shoes become scratched, it may be impossible to repair the damage; leather shoes can generally be polished out.

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1009. BELTS AND BUCKLES

Issued brass buckles are the only ones authorized for midshipmen to wear. Organizational buckles are not permitted. Belts are worn with the buckle in the front at the center of the wearer's waist. For men or women respectively, the brass tipped end of the belt will pass through the buckle to the wearer's left or right and will extend only far enough for the belt tip to show. This is commonly referred to as "wearing brass on brass". The brass of the buckle and the belt tip are covered with a lacquer that should be removed so that the true shine of the brass may be brought out. Metal polish will remove the lacquer. The belt tip and buckle should always be kept polished. Marine Options wear their belts in accordance with the Marine Corps Uniform Regulations. Navy Midshipmen and Officer Candidates (OCs) will wear the khaki belt when wearing the Navy Working Uniform (NWU).



A Gig Line is a vertical line made by the edge of your shirt button flap, 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.

1010. RIBBONS AND MEDALS

Manner of Wearing. - Wear 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 the center of this row sits over the center of the one below it. Wear ribbons without spaces between ribbons or rows of ribbons. Wear ribbons with the lower edge of the bottom row centered 1/4 inch above the left breast pocket and parallel to the deck.



Placement on Ribbon Bar. - Ribbons shall be arranged on a bar(s) and attached to uniforms. Ribbons shall not be impregnated with preservatives which change their appearance, or have any transparent covering.

Arrangement. - Arrange ribbons in order of precedence in rows from top down, inboard to outboard. Wear all ribbons if you have earned three or more.

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1011. NECKTIE

The black wool necktie will be worn in a Four-in-Hand or 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 tie clip will be worn midway between the knot and the tip of the tie.

1012. NAMETAGS AND BREAST INSIGNIA

The nametag is worn on the right breast in a position corresponding to that of the ribbons on the left, or 1/4 inch above the pocket. Nametags are worn on all uniforms except when medals are worn, such as with the Dinner Dress Blue (DDB).



Warfare Insignias, such as "Dolphins" or "Silver Cutlasses", will be worn on the left breast 1/4 inch above the ribbons or medals.

1013. ACADEMIC STAR

a. Service Dress Blue - The stars are placed 1/2 inch above the top of the lapel class insignia device. Two rays of the star will bisect the centerline of the device.



b. Service Khaki and Summer Whites - One star is worn centered on the left pocket flap between the top of the buttonhole and the top of the pocket flap. The academic star is worn in addition to any other ribbons or medals. The distance from pocket or ribbons is 1/4 of an inch.

1014. ALL WEATHER COAT

A black double breasted coat, with seven button closures, a belt, convertible collar that buttons at the neck, gun flap, shoulder loops, adjustable sleeve straps, welt pockets with two inside hanging pockets, and zip-out liner..

The All-Weather Coat shall be buttoned, except for the neck closure, which personnel may close during inclement weather. Male coats are buttoned and belted to the right and female coats are buttoned and belted to the left. Anodized metal shoulder rank insignias shall be worn on each epaulet, centered from side to side with the bottom edge of the device approximately three



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quarter inches from the squared end of the epaulet. Place the outer edge of each device 3/4 inch from the squared end of the shoulder strap.

1015. JACKET, RELAXED FIT, BLACK

A black single-breasted jacket with a zipper front closure, two inverted slant pockets, and shoulder epaulets, made of 55/45% poly/wool. Its design also includes a stand-up knit collar, knit cuffs and bottom. The Black Relax Fit Jacket is authorized for wear by male and female Sailors.



Correct Wear - Close zipper at least 3/4 of the way. Button collar button back when not in use. Rank insignia is worn 1/4 of an inch from the end of the left and right epaulet. Patches and name tags are not authorized for wear on jackets.

1016. SWEATER, V-NECK, BLACK

The sweater worn by male and female Sailors. Black V-neck style pullover sweater, in both light (acrylic) and heavy (wool) weaves, with fabric epaulets, shoulder and elbow patches. A Velcro backed, black leather nametag (2"x4") is required. Identification badges are not authorized to be worn on the sweater.



Correct Wear - The sweater is authorized for daily wear to and from work, in public places, onboard ship, on base and station, and for attending working level meetings/briefings. Officers wear soft shoulder boards on the epaulets. Shirt collar is worn inside the sweater when a tie is worn and outside the sweater when no tie is worn.

1017. NAVY WORKING UNIFORM (NWU)

a. The NWU is intended for year-round wear and shall be the standard working uniform inside the Naval Science Building by Navy Option Midshipman. The NWU is designed to accommodate male and female Sailors and to fulfill multi-functional/geographical uniform requirements at sea and ashore. No ribbons are worn on NWU's. The eight-pointed cap will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. The Khaki web-belt will be worn with this uniform. The NWU is not authorized for wear outside the Naval Science Building except during transit to and from the building. The NWU may also be authorized from time to time per the plan of the week for Battalion outdoor activities.

b. The black issued steel-toed boots are the standard footwear for the NWU Type III. If MIDN or OC's desire to wear the authorized Coyote Brown non-steel-toed boots during Unit operations it must be authorized by the Commanding Officer for events that do not require foot protection. The issued steel-toed boots are required for Summer Training.



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c. The “Don’t Tread on me” and Reverse American Flag patches may only be worn by Battalion members if all Navy-Option and Officer Candidates have them present on their uniforms. This is for uniformity while in formation. Must be purchased by the Battalion.

d. Rank Insignia: The rank insignia worn on the NWU Type III blouse shall be an embroidered “slip on” insignia. The slip on insignia shall be placed on the insignia tab located on the outside and center of the blouse. For the NWU Type III blouse, a slip on insignia made with NWU Type III material is the only authorized material that shall be worn.



e. Battalion Staff. The same metal rank insignia worn on the collar of the Khaki uniform may be worn on the NWU Type III insignia tab. This is the same size metal rank insignia worn on the collar of the working blue and khaki uniforms. The metal insignia shall be worn such that the gold bars run horizontally on the insignia tab of the blouse.

1018. MARPAT

There are two variants: Woodland and Desert. Woodland MARPAT uniform is intended for year round wear and shall be the standard working uniform inside the Naval Science Building by Marine Corps Option Midshipman. The MARPAT is designed to accommodate male and female Marines. The eight-pointed cap will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. No insignia is necessary for MARPAT covers as the EGA is embroidered into the centermost panel. A khaki web belt is worn with this uniform. Trouser bottoms will be bloused around the top of the boots. Desert MARPATs are only issued when prescribed by higher authority.



WOODLAND AND DESERT

1019. INSPECTIONS

Personnel Inspection - Midshipmen are expected to present a sharp military appearance at all times. The NROTC Unit Commanding Officer and the Battalion Commander conduct formal inspections each semester. The following are tips for standing an inspection in Service Dress Blues:

a. Combination Cover

(1) Cloth cover: Wash, use bleach. Put on the frame while it is wet and let it dry tightly over a heat register like the dormitory heater or in direct sunlight, etc.

(2) Black band: Line up in the back. Put cover on and line up anchor with center of forehead. Check for "smiles" above the band. Pull cloth cover down and use pins if necessary.

(3) Gold braid: Check for loose threads. Pull down on bill.

(4) Gold post: These can be polished with metal polish. Eagle's wings should be parallel to the deck (no "kamikaze eagles").

(5) Bill: Clean with furniture polish and a soft cloth (not a paper towel as this will scratch the leather). Remove any fingerprints right before inspection. Make sure cover is on straight.

b. Shoes

(1) Leather shoes/boots: Original (factory) finish must be removed. Apply a coat of black shoe dye and let dry. Apply black polish - 3 or 4 thin coats. Use a cloth around 1 or 2 fingers. Use a little water with polish. Edge dressing on the shoe edges is optional but it does make shoes look better. In any case, ensure sole and heel edges are polished. Marine-option midshipmen will maintain clean, serviceable rough-out leather boots.

(2) Bates (Corfram): Wear them if you have them. Clean the uppers with window cleaner or Bates cleaner. Cover the edges of the soles with edge dressing.

c. Trousers

(1) Pressing: Crease up front and back.

(2) Belt: Wear the black belt and a shined buckle.

d. Shirt/Tie

(1) Shirt: Must be issued, white shirt. (Wear only plain, white, round neck T-shirts.) Make sure collar stays down. Military I.D. card goes in the left breast pocket.

(2) Tie: Knot should be a Four-in-Hand or Full Windsor. A dimple is preferred. Use tie clasp. Clean any lint off tie.

e. Blouse

(1) Buttons: Eagle's wings parallel to the deck.

(2) Ribbons and Nametag: Centered 1/4 inch above left breast pocket and parallel to the deck. Ribbons on the left, nametag on right.

(3) Anchors: There is a left and right anchor. Top bar of anchors slants outboard. Do not use metal polish on these anchors. Position: 1/2 inch up and 3/4 inch across on collar.

f. Overall

(1) Position of attention (POA): heels together in line, feet angled at 45 degrees, thumbs along trouser seam with remaining fingers in a natural curl touching fabric. Head erect, chin slightly tucked, mouth closed and eyes straight to the front. The knees should be bent without notice to allow circulation through the legs.

(2) Clean fingernails

(3) Clean shave, including the neck

(4) Haircut: Get a "fresh haircut", that is, one that is at most 3 days old.

(5) Brush your teeth and use mouthwash.

(6) Check for lint and loose threads

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	
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	
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	
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	
MIDN ENS One horizontal stripe with star		NROTC: One stripe with star USNA: One stripe with star	One gold bar (left & right)	MIDN CAPT Six horizontal stripes with star		NROTC: Six stripes with star USNA: Six stripes with star	

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Figure 10-1 CLASS AND RANK INSIGNIA