

NAVAL RESERVE OFFICER TRAINING CORPS



UNIVERSITY OF UTAH
BATTALION HANDBOOK



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
UNIVERSITY OF UTAH
110 S. 1452 E.
SALT LAKE CITY, UT 84112-0430

IN REPLY REFER TO:
NROTCUTAHINST 5400.3
04 FEB 2025

NROTC UNIVERSITY OF UTAH INSTRUCTION 5400.3

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

Subj: UNIVERSITY OF UTAH, MIDSHIPMAN BATTALION HANDBOOK

Ref: (a) U.S. Navy Regulations, 1990
(b) STA-21 Program Authorization 150(series)
(c) MCO 1040.43
(d) NSTC M-1533.2 (Series)
(e) NSTCINST 1550.1 (Series)

1. Purpose. To establish guidance for day to day operations of the Midshipmen (MIDN) Battalion.

2. Background.

a. This instruction is published for the information and compliance of the Midshipman Battalion and personnel subordinate to the Commanding Officer. These regulations apply at all times.

b. The Midshipman Battalion Handbook is supplementary to ref (a), (d), and all guiding and referenced instructions there in. Members of the Battalion and personnel subordinate to the Commanding Officer shall comply with the substance, spirit, and intent of this instruction and supporting directives.

c. The intent behind this instruction is to provide prioritized information from governing instructions and establish how the MIDN Battalion conducts day-to-day operations. Governing instructions take precedence over this handbook and it is encouraged that members facilitate themselves with the following fundamental instructions for foundational requirements:

(1) All: NSTC 1533.2(Series)

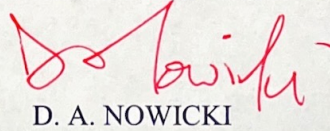
(2) STA-21: Program Authorization 150(series)

(3) MECEPs: MCO 1040.43

d. Nothing in governing regulations or the Midshipman Battalion Handbook should be construed as taking priority over sound judgement or doing the right thing. Situations may

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arise where good judgement will be the only regulation, and Midshipmen, OC's, and MECEPs are expected to conduct themselves per Navy and Marine Corps core values in these situations.

A handwritten signature in red ink, appearing to read "D. A. Nowicki", is written above the printed name.

D. A. NOWICKI

Distribution to:
Battalion (Electronically)

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

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 P.A. Griffin	1986-1990
Captain F.C. Camp	1948-1951	Captain D.F. Rahn	1990-1992
Captain R.N.S. Clark	1951-1954	Commander D.O. Bettinson	1992-1993
Colonel C.L. Banks	1954-1957	Commander C.F. Wittenberg	1993-1995

Captain D.H. McClintock	1957-1960	Captain D.C. Brown	1995-1998
Captain F.J. Fitzpatrick	1960-1961	Captain F.G. Orchard	1998-2001
Captain F. G. Dierman	1961-1965	Captain T.L. Walstrom	2001-2005
Captain C.W. Smith	1965-1969	Captain T.J. Lawrence	2005-2008
Captain F.J. Shaw	1969-1972	Captain P.R. Kessler	2008-2012
Captain F.C. Gilmore	1972-1976	Captain J. J. Housinger	2012-2015
Captain R.V. Hansen	1976-1979	Captain M. F. Springer	2015-2018
Captain H.J. Dean	1979-1982	Captain T. D. Vandegrift	2018-2021
Captain D.A. Dungan	1982-1986	Captain B.A. Trichel	2021-2024

Captain D.A. Nowicki 2024-Current

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Chapter 1 - General Information

1-1 Department of Naval Science

1. The Department of Naval Science at the University of Utah falls within the College of Social and Behavioral Science (CSBS). 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.
2. The NROTC unit is located on the University of Utah campus in the Naval Science Building (Bldg 43). The address is 1452 East 110 South, Salt Lake City, UT 84112. The phone number for the NROTC office is (801) 581-6723.
3. The unit staff is comprised of five active-duty Navy and Marine Corps personnel and three full-time civilian employees.
 - a. The Commanding Officer (CO) is the head of the Department of Naval Science and is designated the Professor of Naval Science (PNS) by the University of Utah. The PNS is responsible for all activities at the NROTC unit.
 - b. 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. At this unit the position of XO is billeted for a Marine Corps Officer who will concurrently serve as the Marine Officer Instructor (MOI).
 - c. Two junior officers are assigned as Assistant Professors of Naval Science and serve as the Navy MIDN and STA-21 class advisors.
 - d. The Assistant Marine Officer Instructor (AMOI) is the senior-ranking enlisted Marine at the NROTC unit and is the class advisor to all MECEPs and Marine Option MIDN.
4. NROTC students may be enrolled at the University of Utah, Westminster College, or Weber State University.

1-2 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, but more importantly, understand their meaning and seek to employ their core tenants, and those like them, in everything you do.

1. To take charge of this post and all government property in view.

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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.

1-3 Leadership Traits and Principles

1. As future officers of the Navy and Marine Corps, we are leaders by virtue of rank. Leaders act on principles and firm values such as the Navy and Marine Corps Values, Navy Leadership Principles, the Marine Core Leadership Traits and the Honor Code. Accordingly, memorize, and understand their meaning and seek to employ their core tenants in everything you do.
2. Marine Corps Leadership Principles.
 - a. Know yourself and seek self-improvement
 - b. Be technically and tactically proficient
 - c. Know your Marines and look out for their welfare
 - d. Keep your Marines informed

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- e. Set the example
 - f. Ensure the task is understood, supervised, and accomplished
 - g. Train your Marines as a team
 - h. Make sound and timely decisions
 - i. Develop a sense of responsibility among your subordinates
 - j. Employ your command in accordance with its capabilities
 - k. Seek responsibility and take responsibility for your actions
3. Marine Corps Leadership Traits.
- a. Justice
 - b. Judgment
 - c. Dependability
 - d. Initiative
 - e. Decisiveness
 - f. Tact
 - g. Integrity
 - h. Enthusiasm
 - i. Bearing
 - j. Unselfishness
 - k. Courage
 - l. Knowledge

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- m. Loyalty
 - n. Endurance
4. Navy and Marine Corps Core Values.
- a. Honor
 - b. Courage
 - c. Commitment
5. Honor Code: A MIDN does not lie, cheat, or steal

1-4 Joint Military Environment

1. While it is imperative that you familiarize yourself with Navy and Marine Corps ranks in order to succeed at NROTC Utah, we operate in a joint environment with five total branches of service on campus. With that in mind, you shall familiarize yourself and be able to render the proper greeting of the day to all active-duty military personnel on campus. Not only does this demonstrate your own level of respect but clearly represents the Navy and Marine Corps' willingness and ability to operate in a joint environment.
2. Your ability to recognize ranks in the joint environment directly translates to your ability to render the proper honors to those entitled to such displays as you encounter them around campus. Unless directly instructed otherwise, you shall render appropriate honors when in uniform on campus.

1-5 Communication

Battalion communication occurs by e-mail, telephone, text message, and the battalion TEAM in Microsoft Teams. Midshipman shall check all of these communication methods daily to ensure messages are received.

1-6 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.

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1-7 Official Correspondence

Midshipmen do not inherently have Direct Liaison Authority (DIRLAUTH). Midshipmen needing to communicate with higher headquarters or other units shall forward all correspondence via the Commanding Officer of NROTC Utah. All correspondence from Midshipman to the NROTC Unit Commanding Officer or Executive Officer will be forwarded via the Battalion Advisor.

1-8 NROTC Class Attendance Policy

1. NROTC students are required to attend every Naval Science class, lab period, and physical training event. There is no allowance for unexcused absences. Attendance is of paramount importance to a student's academic welfare and their development as a future Naval Officer.
2. A Midshipman may be excused from required events upon approval of the appropriate authority. The following are examples of situations that may be excused:
 - a. Illness
 - b. Death/critical illness in the immediate family
 - c. Participation (not as a spectator) in a university sponsored activity
 - d. Approved leave request
 - e. Conflicting course requirements unable to be deconflicted.
3. Requests for permission to be absent from Naval Science classes will be submitted in advance to the instructor. Requests for permission to be absent from lab sessions or other events must be submitted in advance to the Midshipmen's Advisor via the battalion chain of command. Short notice excusal requests due to illness or unexpected delays shall be sent to the Battalion Advisor or course instructor as soon as practicable via the Battalion Chain of Command.

1-9 General Guidance and References

1. The Navy and Marine Corps have traditionally relied upon customs 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, OCs, and MECEPs shall always conduct themselves with the utmost professionalism in all interpersonal interactions and at all times.
2. 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. For policy

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questions and clarification, please ask to speak with the Command Managed Equal Opportunity (CMEO) Manager or the Sexual Assault Prevention and Response (SAPR) Victim Advocate.

3. Remember that once you have been seen in uniform just once, you are now tied to the uniform and everyone who wears one; your actions reflect upon everyone who has come before you and will follow your footsteps.

4. The following instructions may be referenced for clarification of the following topics:

a. Hazing: OPNAVINST 5354.1 (series) Navy's CMEO Policy

b. Fraternalization: NSTCINST 5370.1 (series) NSTC Fraternalization Policy

c. Discrimination: OPNAVINST 5354.1 (series) CMEO Policy

d. Sexual Harassment: OPNAVINST 5354.1 (series) CMEO Policy

e. Sexual Assault: OPNAVINST 1752.1 (series) Navy's SAPR Policy

f. Wrongful Broadcast or Distribution of Intimate Visual Images: OPNAVINST 5354.1 (series) CMEO Policy

1-10 Bullying

1. A form of harassment, either physical or mental, that may involve singling out an individual for ridicule due to a perceived difference. This activity occurs without any sort of proper military or governmental purpose. NO person has the ability to consent to activities defined as bullying. Further explanation, definition, and examples can be found in OPNAVINST 5354.21(series).

2. In absolutely no way will bullying be tolerated at NROTC Utah; all allegations of bullying will be investigated by the command and proper action will be taken, if substantiated. Any member of the Battalion (Midshipmen, OC, or MECEP) who witnesses what they believe to be bullying shall report it to a member of the Active Duty staff at once.

1-11 Upper-class relationship with 4/C Midshipmen

1. Due to the unique training environment of the NROTC Program and the essential leadership role Upper-class Midshipmen and Active Duty Students hold in educating and training 4/C Midshipmen; those senior students have – and must maintain – a senior-subordinate relationship with 4/C Midshipmen in line with applicable Fraternalization policies.

2. For the purpose of this instruction, Upper-classmen shall be used to refer collectively to 1/C Midshipmen, 2/C Midshipmen, 3/C Midshipmen, STA-21 Officer Candidates, and Marine Corps Enlisted Commissioning Education Program participants.

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3. Relationships between Upper-classmen and 4/C Midshipmen shall be conducted IAW NSTCINST 5370.1 (series) Naval Service Training Command Fraternization Policy.
4. Upper-classmen 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.
 - 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. Clear verbal consent SHALL be received prior to initiating all but life-saving or training-mandated physical contact.
5. Exceptions to this Fraternization Policy are listed in NSTCINST 5370.1 (series) and all Battalion members shall familiarize themselves to ensure compliance.

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Chapter 2 – Academic & Training Programs

2-1 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 during the academic semester, change major, change graduation date), 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 an appropriate degree in a timely manner.

2-2 Naval Science Courses

1. The Naval Science curriculum is prescribed by the Naval Service Training Command (NSTC). At the University of Utah, the curriculum is as follows:

Course Code	Course Number	Title
NV SC	1010	Introduction to Naval Science
NV SC	1020	Sea Power and Maritime Affairs
NV SC	2000	Leadership and Management
NV SC	2020	Naval Engineering
NV SC	2110	Evolution of Warfare
NV SC	3010	Navigation
NV SC	3020	Naval Operations and Navigation
NV SC	3110	Fundamentals of Maneuver Warfare
NV SC	3210	Marine Corps Bulldog Preparation
NV SC	4000	Naval Weapons
NV SC	4020	Leadership and Ethics

2. All students shall take the following courses to fulfill Naval Science course requirements:

		Advanced Standing or Scholarship			
Physical Timing	Class	Navy	USMC	MECEP	STA-21
4/C	Introduction to Naval Science	X	X		NSI
	Sea Power and Maritime Affairs	X	X		NSI
3/C	Leadership and Management	X	X		X
	Navigation	X			NSI

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2/C	Naval Engineering	X			NSI
	Naval Weapons	X			NSI
	Evolution of Warfare		X	X	
1/C	Naval Operations and Navigation II	X			NSI
	Fundamentals of Maneuver Warfare		X	X	
	Leadership and Ethics	X	X	X	X
All Terms	Naval Science Laboratory	X	X	X	X

2-3 Academic Standards

1. Course Grades.

a. All: Have no failing grade in any subject for completion of degree or commissioning requirements.

b. STA-21: “C” or better in two semesters of calculus and calculus-based physics

c. STA-21 Nuclear: “C” or better in all technical, math, and physics courses

2. Cumulative and Term GPA.

a. MIDN, MECEPs, STA-21: 2.5 on a 4.0 scale

b. STA-21 Nuclear: 3.0 on a 4.0 scale

3. Satisfactory Progress. Maintain satisfactory overall progress toward completion of degree requirements within established program time limits.

a. MIDN & MECEPs: 4 years

b. STA-21: 3 years

4. Minimum Term Credit Hours. Students must be enrolled in the following minimum amount of credit hours:

a. MECEP and OC: Full-time status with respective university (Utah/Weber/Westminster: 12 credits Fall/Spring, 9 Credits Summer)

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b. MIDN: 12 Credits hours (before counting Naval Science credit hours)

2-4 Directed Courses

1. Navy and Marine Option MIDN and STA-21 OCs are required to take coursework beyond just Naval Science courses and their individual degree requirements.

2. All students shall take the following courses to fulfill NROTC specified course requirements:

	Sem Hrs	Scholarship		Advanced Standing		STA-21	MECEP
		Navy	Marine	Navy	Marine		
Calculus	6	X	R	R	R	R	N/A
English	6	X	X	X	X	*	
Physics (calc based)	6	X	R	R	R	R	
College Algebra or Higher	6			X			
American History or National Security Policy	3	X	X	X	X	*	
World Culture and Regional Studies	3	X	R	X	R	*	
Physical Science	6			X			
	X	Required					
	R	Recommended for scholarship competitive consideration					
	*	See STA-21 program authorization effective the year admitted					

3. Calculus and Physics.

a. Required for Navy Option MIDN on Scholarship and STA-21

(1) Calculus: Required prior to Junior Year

(2) Physics: Required prior to Senior Year

b. Calculus. The calculus sequence shall include material through differential and integral calculus of one real variable.

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c. Physics. The physics sequence shall be calculus-based and, at a minimum, cover the traditional topics of mechanics, electricity, and magnetism. All other classical physics topics should be covered as appropriate to meet the time requirement. Students shall include appropriate laboratory classes in completing the physics requirement.

d. Students who have taken calculus or calculus-based physics for college credit prior to entering the NROTC Program must complete one additional three semester-hour (or equivalent) college course in each of those areas to satisfy this requirement. This course shall be the second (or higher) in the sequence such as Dynamics, Electrical Circuits or Calculus III. Courses covered by this exception may include courses taken at other universities while in high school, AP examination credit, or university placement credit.

e. These course requirements shall be taken at the student's host school and in person, not remote nor online.

4. General Education Requirements.

a. American History/National Security Policy.

(1) 3 Credits

(2) These courses shall focus on U.S. military history, world military history, U.S. National Security policy, or combinations of these topics.

b. World Culture and Regional Studies Courses.

(1) 3 Credits

(2) Must have a cultural emphasis on regions of interest to the Navy. See reference (e) for specific regions. This academic requirement is designed to expand our future officer corps' awareness, knowledge, and sensitivity to world cultures and peoples. Foreign language courses that do not provide instruction on culture are insufficient to meet this requirement. Note: Participation in Project Go during summer may substitute for this requirement. Project Go would be noted on the Degree Completion Plan and initialed by advisor and MIDN to avoid later concern with this academic requirement.

c. English Courses.

(1) 6 Credits

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(2) Must concentrate on the areas of grammar and composition and require significant student writings

5. The PNS will approve a list of courses that are eligible for meeting Navy required general education requirements. If a student believes that a course meets the requirements under consideration and is not on this pre-approved list, they may request approval from the PNS via a special request chit.

2-5 Degree Completion Plan (DCP)

1. A DCP is a tool to facilitate a student's timely and strategic execution of all academic requirements. All students shall develop a degree completion plan with their University Academic Advisor. Changes to their DCP must be approved by their University Academic Advisor and a new DCP submitted to their NROTC Class Advisor.
2. Any changes in academic major and graduation date shall be approved by the Professor of Naval Science.
3. See appendix (A) for the standard DCP format.

2-6 Counseling

1. Each NROTC student is assigned an class-advisor who is responsible for checking the military and academic performance of his or her students. Every student will conduct a beginning, middle, and end of term interview and term aptitude evaluation with their class-advisor. NROTC students shall, at all times, keep their NROTC class advisors informed of all matters which affect their performance and degree progress.
2. The Assistant Marine Officer Instructor is the class-advisor for all Marine-Option Midshipmen and MECEP students.
3. Freshmen and Sophomore Navy-Option Midshipmen are advised by the non-Nuclear LT.
4. Juniors and Senior Navy-Option Midshipmen and STA-21 students are advised by the Nuclear-designated LT.

2-7 Studying and Tutoring Requirements

1. General. To support high academic achievement, all freshman will conduct mandatory study hours while they transition into the college academic environment. Additionally, the Navy

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requires deliberate tutoring for students taking Calculus and Physics. Additional study hour and tutoring requirements can be implemented at the discretion of the PNS.

2. Freshman Study Hour Requirements.

a. Fall Semester: 10 hours per week

b. Spring Semester: 10 hours per week if a student fails to achieve at least a 3.0 in their first semester.

3. Execution of Study Hour Requirement.

a. Study hours shall be self-logged and submitted to the individual's squad leader for validation.

b. Study hours may consist of the following:

(1) Tutoring

(2) Office Hours with instructors

(3) Quiet Study

(a) The intent of quiet study is for a student to dedicate themselves to studying within an environment that is conducive and lacking in distractions.

(b) NSB classroom space and the CO's conference room shall, when not in use, be a place of quiet to facilitate BN wide studying.

4. Tutoring Requirements.

a. For Navy MIDN taking calculus based physics 1 or 2 and or calculus 1 or 2 shall receive at least 2 hours of tutoring per course per week.

b. Students may be assigned tutoring requirements at the direction of the CO for academic discrepancies.

c. Tutoring Capabilities. The following are acceptable tutors to conduct tutoring for required hours.

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(1) University tutoring programs.

(2) Office hours with professors, teaching assistants, military academic advisors.

(3) Battalion members having received a B+ or better in said course.

d. The Navy will pay for tutoring in mathematics and physics. Individuals seeking to use this service shall contact their class-advisor to begin the process.

e. Logging Tutoring Hours. Students shall use the same log as study hours to record the completion of tutoring hours. Tutors will sign every log entry.

f. The Admin Officer shall be charged with tracking and ensuring adequate completion of weekly study hours and tutoring requirements Battalion wide. Weekly they will provide a report to the battalion advisor to keep them apprised of study hours and tutoring requirements completion.

5. Study/Tutor Hour Log Sheet: See appendix (B).

2-8 Course Credit

1. Pass/Fail vs. Letter Grade.

a. Credit for coursework shall only be given for letter grades. Exceptions can only be approved by the Class Advisor. Courses taken for college credit prior to entering the NROTC Program can be taken so long as credit is awarded toward a baccalaureate degree by the host university.

b. Students may not use this type of credit to fulfill both semesters of the requirement for calculus and physics; at least one semester each of calculus and physics must be taken in the university classroom environment for a letter grade.

2. Distance Learning. Classes taken via distance learning are only acceptable if the host university accepts the course for transcript credit with a letter grade. NROTC units are not authorized to accept distance learning for calculus or physics classes without specific approval from NSTC.

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Chapter 3 – Battalion Organization

3-1 The Midshipmen Battalion

1. The Midshipmen Battalion promotes the military development and leadership skills of NROTC students. Students shall prepare themselves to fill positions of responsibility within the battalion. Normally, the Battalion officers are chosen from the senior most Midshipmen, with key positions assigned to those who have demonstrated the greatest leadership potential during the previous years. Additionally, whenever possible, OCs and MECEPs will be assigned to billets traditionally assigned to senior enlisted Sailors and Marines in the fleet. This is designed to mirror Senior Enlisted—Officer relationships within the fleet and allows OCs and MECEPs to provide enlisted mentorship to the midshipmen.
2. New Battalion billets are selected in April and November for the following semester.
3. Assignments are approved and finalized by the Commanding Officer.

3-2 Battalion Commander (BNCO)

1. RANK: Midshipman Captain
2. The Battalion Commander is the senior Midshipman in the Battalion. They are directly responsible for the success and oversight of all activities in which the Battalion is involved.
3. The Battalion Commander consults with the active duty staff and the Commanding Officer and assists in developing procedures and scheduling activities for training the Battalion.
4. When feasible, the fall semester BNCO should preferentially be a Navy option to deconflict potential commitments with Marine Corps Officer Candidate School. Accordingly, the Spring BNCO should preferentially be a Marine option.

3-3 Battalion Executive Officer (BNXO)

1. RANK: Midshipman Commander
2. The Battalion Executive Officer is the second in command of the Midshipman Battalion. The Battalion Executive Officer reports directly to the Midshipman Battalion Commander and is responsible for the internal functioning of all headquarters and staff activities. They are responsible for the accountability and success of the Battalion S-Sections and staff.
3. The BNXO shall be ready to assume responsibilities as the BNCO as needed.
4. The BNXO shall take accountability of personnel at all unit events and report it to the Staff Executive Officer prior to the start of the event.

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3-4 Senior Enlisted Advisor (SEA)

1. RANK: As rated for OC and MECEP or class MIDN ranking
2. The Battalion senior enlisted advisor fills a similar role to the Chief of the Boat (COB)/ Command Master Chief (CMC) or a unit Sergeant Major (SgtMaj). They are responsible to the BNCO for good order and discipline of the battalion. They are the chief advisor to the BNCO / BN XO and responsible for the general conduct of the Battalion. They will serve as the senior active-duty student, responsible for the good conduct and discipline of all Active-Duty students. The SEA is administratively responsible for all Active-Duty students with the lead OC and MECEP reporting directly to them. Active-Duty students with billets will operationally report to their next superior IAW Battalion Organizational Chart.
3. The SEA shall take accountability of personnel at all unit events and report it to the AMOI prior to the start of the event.

3-5 Administration Officer (S1)

1. RANK: Midshipman Lieutenant
2. The Battalion Administrative Officer reports directly to the Battalion Executive Officer. The Battalion Administrative Officer is responsible for effective communication within the Battalion and maintaining Battalion rosters, muster reports, leave and liberty trackers, and retention of chits. They will be responsible for coordinating with the Unit Supply technician for the issuance of uniform items and other issued articles. Additional guidance on these responsibilities is located in chapter 4.
3. The administration officer will directly oversee all administration for the completion of required study hours and tutoring requirements for the battalion.

3-5a Administration Chief (S1C)

1. RANK: As rated for OC and MECEP or class MIDN ranking
2. The Administration Chief is the principal advisor to the Administration Officer. They will participate in and advise in all activities the administration officer participates in to ensure the smooth functioning of administration. They are responsible for long-term stability and continuity of the administration section.

3-6 Operations Officer (S3)

1. RANK: Midshipman Lieutenant Commander

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2. 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 Officer has authority to designate Action Officers and Officers in Charge (OIC's) for Battalion events. When feasible, the Operations Officer shall be present at all CONOPs, CONBs, AAR's or other operational briefs from the MIDN Battalion to the Active Duty Staff.

3-6a Operations Chief (S3C)

1. RANK: As rated for OC and MECEP or class MIDN ranking
2. The Operations Chief is the principal advisor to the Operations Officer. They will participate and advise in all activities the Operations Officer participates in to ensure the smooth functioning of Battalion Operations. They are responsible for long-term stability and continuity of the Operations Officer and the Operations section of the battalion. When feasible, the Operations Chief shall be present at all CONOPs, CONBs, AAR's or other operational briefs from the MIDN Battalion to the Active Duty Staff.

3-7 Public Affairs Officer (S6)

1. RANK: Midshipman Lieutenant
2. The Battalion Public Affairs Officer reports directly to the Battalion Executive Officer. Duties include management of the Battalion Social Media Accounts and coordinating with the University Secretary to annually update the University of Utah NROTC homepage to include the alumni page and areas at their discretion.

3-7a Public Affairs Chief (S6C)

1. RANK: As rated for OC and MECEP or class MIDN ranking
2. The Public Affairs Chief is the principal advisor to the Public Affairs Officer. They will participate in and advise on all activities the Public Affairs Officer participates in to ensure the smooth functioning of Battalion Public Affairs. They shall be the approval authority for all social media posts. They are responsible for long-term stability and continuity of the Public Affairs Officer and the Public Affairs section of the battalion.

3-8 Fundraising Officer (S8)

1. RANK: Midshipman Lieutenant
2. The Fundraising Officer reports directly to the Battalion Executive Officer. They are responsible for identifying fundraising opportunities, coordinating fundraising events, and raising funds to fiscally support the goals of annual budget requirements of the Midshipman Battalion.

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3. The Fundraising Officer is responsible for inventories of the wardroom store which shall be presented to the Battalion Staff Advisor and Executive Officer once a semester with a plan to replenish stock. A summary of all goods sold through the geedunk and a projected plan to stock for the following Fall or Spring semester shall be provided to the same personnel. These reports are due on 15APR and 01DEC of each year.

3-8a Finance Chief (S8C)

1. RANK: As rated for OC and MECEP or class MIDN ranking
2. The Finance Chief shall be an Active Duty member whenever possible. The Finance Chief will be directly accountable for the proper use and disbursement of funds from MIDN battalion accounts. They will be the president of the Associated Student of the University of Utah (ASUU) NROTC student organization.
3. Semesterly, the Finance Chief shall provide the BN XO a record of all MIDN accounts indicating all transactions for the prior 9 months and a budget forecasting all income and expenditures out to 1 year. This report will be copied to the active duty staff for awareness. These reports are due on 15APR and 01DEC of each year.
4. The Finance Chief is responsible for the wardroom store to include maintaining an adequate stock of Moto Shirts, Polos, Coins, Ballcaps, and other items as desired. Additionally, they shall operate and maintain adequate stock of the MIDN Wardroom Geedunk throughout the semester.
5. The Finance Chief will closely coordinate efforts with the Fundraising Officer to support MIDN Battalion solvency and financial administration.

3-9 Physical Training Officer (S9)

1. RANK: Midshipman Lieutenant
2. The Physical Training Officer reports directly to the BN XO. Their primary duty is to maintain a 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 developing semester long physical training programs for strategic improvements.
3. The Physical Training Officer shall submit unit PT plans a week in advance to the Command Fitness Leader for approval. They shall dedicate at least 5 minutes of warm-up exercises, 20 to 40 minutes to work out, and 5 minutes of cool down exercises/stretching.

3-9a Physical Training Chief (S9C)

1. RANK: As rated for OC and MECEP or class MIDN ranking

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2. The Physical Training Chief is the principal advisor to the Physical Training Officer. They will participate and advise in all activities the Physical Training Officer participates in to ensure the smooth functioning of Physical Training. They are responsible for long-term stability and continuity of the Physical Training Officer and the battalion's Physical Training Program.

3-10 Platoon Commander

1. RANK: Midshipman Lieutenant
2. They are the senior Midshipman in the Platoon. They are responsible to the Battalion Commander for daily communications, administration, mustering and discipline of their platoon. In addition, they are responsible for ensuring all details involving the operation of their platoon are properly coordinated and completed. The platoon commander will directly oversee all administration for the completion of required study hours and tutoring requirements for the Marine Platoon.

3-10a Platoon Sergeant

1. RANK: As rated for MECEP or class MIDN ranking
2. The Platoon Sergeant is the principal advisor to the Platoon Commander. They will participate and advise in all activities the Platoon Commander participates in to ensure the smooth functioning of the Marine Platoon. They are responsible for the discipline of the platoon including performance, uniform appearance, grooming, and bearing of their platoon members. They are responsible for the success of the Platoon Commander and the Platoon.

3-11 Division Officer

1. RANK: Midshipman Lieutenant
2. They are the senior Midshipman in the Navy Division. They are responsible to the Battalion Commander for daily communications, administration, mustering and discipline of their platoon. In addition, they are responsible for ensuring all details involving the operation of their division are properly coordinated and completed. The division officer will directly oversee all administration for the completion of required study hours and tutoring requirements for the Navy Division.

3-11a Division Chief

1. RANK: As rated for OC or class MIDN ranking
2. The Division Chief is the principal advisor to the Division Officer. They will participate and advise in all activities the Division Officer participates in to ensure the smooth functioning of the Navy Division. They are responsible for the discipline of the platoon including performance,

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uniform appearance, grooming, and bearing of their platoon members. They are responsible for the success of the Division Officer and the Division.

3-12 Squad Leader

1. RANK: Midshipman Lieutenant Junior Grade
2. Squad Leaders report directly to their Platoon Commander or Division Officer and are responsible for their squads. Squad Leaders are responsible for ensuring their squad is aware of information pertaining to the Battalion, maintaining accountability of squad members, and assessing military performance of squad members to include direct supervision of 4/C qualifications. They are responsible for their squad's good order and discipline, including formal and informal counseling.

3-13 Fire Team Leader

1. RANK: Midshipman Ensign
2. Fire Team Leaders are unique to the Marine Platoon. They report directly to their Squad Leader and are responsible for their team. Fire Team leaders are responsible for ensuring their team is aware of information pertaining to the Battalion, maintaining accountability of team members, and assessing military performance of squad members to include direct supervision of 4/C qualifications. They are responsible for their squad's good order and discipline, including formal and informal counseling.

3-14 Squad Leaders, Active Duty Student Squads

1. Rank: MECEP or OC as Assigned
2. Squad Leaders report directly to the Senior Enlisted Advisor and are responsible for their squads. Squad Leaders are responsible for ensuring their squad is aware of information pertaining to the Battalion, maintaining accountability of squad members.

3-15 Timelines and Preferences for Billets

1. To best manage the conflicting needs for consistency in billets and the need to rotate members of the BN through billets for leadership experience, the following timelines are the default considerations for each billet.
 - a. BNCO/BNXO: 1 Spring or Fall Academic Semester
 - b. S1, S3, S6, S9: 1 Spring or Fall Academic Semester
 - c. S1C, S3C, S6C, S9C, S8, S8C, SEA: 1 Academic Calendar Year

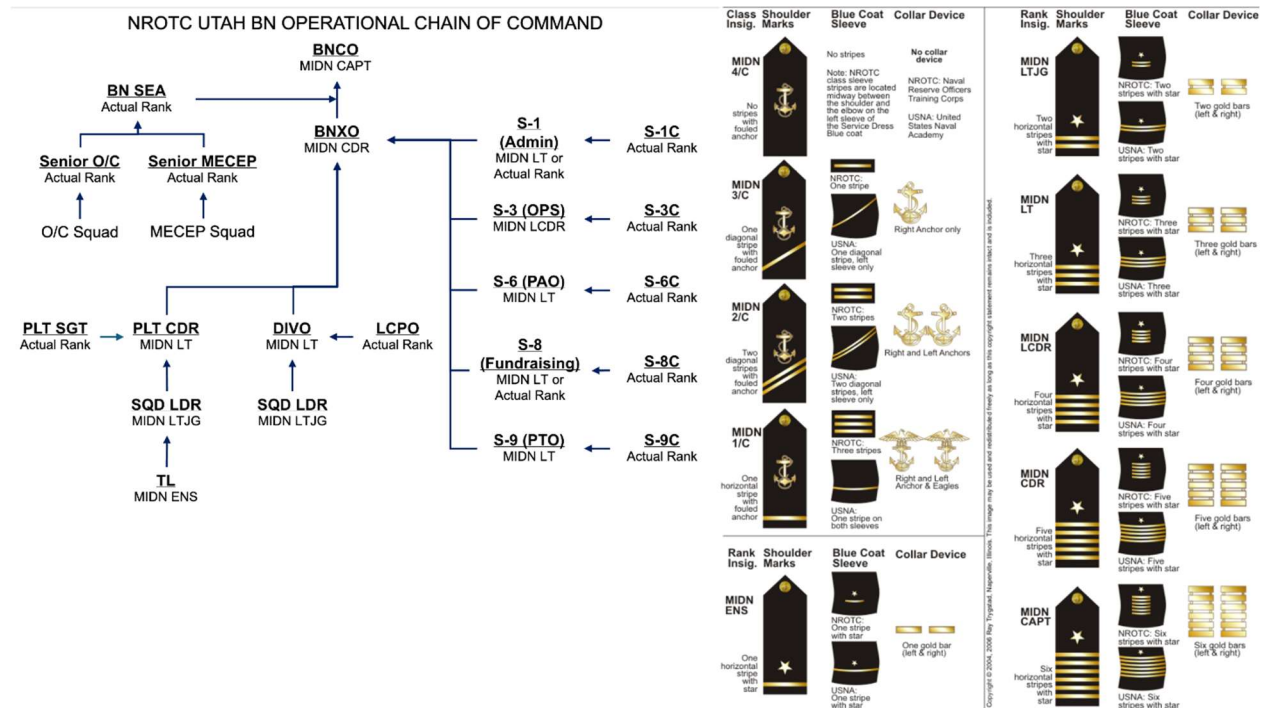
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d. Division Officer, Platoon Commander, Platoon Sergeant, Chief, Squad Leader: 1 Spring or Fall Academic Semester

2. To recreate Senior Enlisted—Officer relationships found in the fleet and offer sufficient opportunities for leadership and staff experience; billets will be preferentially filled with the following initial considerations:

- a. BNCO/BNXO: Senior MIDN
- b. Platoon Commander, Division Officer: Junior or Sophomore MIDN
- c. SEA, Division Chief, Platoon Sergeant: MECEP or OC
- d. Squad Leaders: Sophomore or Freshman MIDN
- e. Administration, Operations, Public Affairs, Fundraising, and Physical Training Officers: Senior or Junior MIDN
- f. Administration, Operations, Public Affairs, Fundraising, and Physical Training Chief: MECEP or OC

3-16 Organizational Chart



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Chapter 4 - Leave, Liberty, And Special Requests

4-1 General Information

1. Liberty is authorized from the end of normal duty hours on the first day granted to the beginning of normal duty hours on the next day of duty responsibilities. Normal working hours shall be 0730-1630 Monday – Friday and any additional times during which Battalion events take place, to include physical training.
2. The purpose for requiring leave and special request/authorization chits are to assist the MIDN and Active Duty staff in maintaining accountability and situational awareness within key areas.
3. Leave is defined as the authorized absence of a Battalion member from a place of duty outside of normal liberty periods/areas. All Midshipmen will utilize appendix (C) for the submission of leave chits.
4. Special requests are for those Battalion members who believe special circumstances warrant an exception to any regulation or directive. They may submit a special request/authorization chit (NAVPERS 1336/3 Rev 10-2011), in appendix (D) to the appropriate authority to obtain permission per paragraph 4-6.
5. Chit Disposition: The Administrative Officer (S1), is responsible for the final disposition and retention of all leave and special request chits. The exception to this is for any chit regarding Academics, NROTC program status, or medical concerns which will be retained within their Student Performance File in the possession of their respective academic advisor or medical file with the Medical Representative. Any Personal Identifiable Information (PII), Personal Health Information (PHI), or otherwise sensitive information is to be separated and retained by NROTC Active-Duty staff. A binder or other suitable method for chit retention will be physically available within the student's spaces for ease of reference.
6. Leave and Liberty Tracker: The Administrative Officer (S1) is responsible for maintaining a tracker for all approved leave and liberty requests. Nominally located within the Battalion Staff Microsoft Teams page, any suitable means for ease of reference to the Battalion at large is suitable. Included in this tracker is also any late-to or excusal from lab or PT chits. It is highly recommended to employ leaders throughout the battalion to make all updates to the leave and liberty tracker, however the S1 is ultimately responsible for the maintenance of the tracker.
7. Routing: All chits are to be routed via paper. Electronic routing has proven ill-suited for the processes at the University of Utah's NROTC program. All chits will be typed vice handwritten to ensure neat and professional correspondence. Once typed, chits will be printed and routed for handwritten signatures through the routing process.
8. Performance of Duties: Leave or Liberty does not excuse a member from performing their duties previously assigned. A member, if absent on leave or liberty, must arrange for the successful completion of their duties in their absence. If an alternate officer shall or may have to

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stand in to complete the required duties, the stand-in will be identified on all leave, special liberty, and/or excusal chits.

9. Liberty Note: Liberty is explicitly a privilege and not grounds for excusal from performance of duties

10. Situational Awareness: Beyond standard routing practices, it is common practice to route chits through personnel affected by a person's absence for concurrence and or situational awareness. These personnel may include watch bill coordinators, event OIC's, team captains, instructors, etc.

a. When air travel is used a leave chit is required even if the absence will be during a liberty period.

b. Any foreign travel outside of summer cruise training for a scholarship or advanced standing MIDN shall be routed for approval and gain the concurrence of the Unit XO and Security Manager.

c. Timeliness: Routing chits should not take an undue amount of time. Students are expected to communicate directly via any means necessary to notify the intent to route and sign off on a chit. Timely submittal for routing should consider all factors to facilitate complete routing but should, at minimum, proceed through one person per day. A lack of planning or forethought on one's part does not demand an emergency on another's.

d. Signing authorities and Approval Authority Absences

(1) "Per Telecom" or "Per Email" can be utilized at the discretion of the authorizing member to facilitate signatures without their physical presence

(2) "Acting" may be utilized when the authorizing member is signing on behalf of a gapped / unfilled billet.

(3) "By Direction" may be utilized when the authorizing member is signing on behalf of an absent approval authority. This requires pre-approval from the absent approval authority to grant "by direction" authority to the authorizing member.

e. Special Request Chits for semester long excusals for Lab, PT or other reoccurring events due to scheduling conflicts should be routed no later than the Thursday before finals week of the prior semester, with all substantiating documentation included. Any chits submitted after this deadline must explain the reason for the late submission with adequate justification for the tardiness.

11. Emergency Leave. Some instances of leave demand foregoing the normal processes of timely submission and subsequent approval. Communication directly with the approving authority in such cases is appropriate and open communication among all affected is prudent.

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Examples of emergency leave include death or medical emergencies within immediate family. In such cases, administration can be facilitated after the member has gone on leave to facilitate rapid and effective responses required. Judgement is crucial here to facilitate the needs of our sailors and marines in a timely manner.

12. Illness & Injury Excusals.

a. If an active-duty student requires excusal from a Battalion event due to illness they shall communicate the required excusal as soon as practical. They may be required to submit supporting medical documentation at the class advisor's discretion. Repeated excusals shall require supporting medical documentation from competent medical authority listing physical limitations of the member.

b. If an active-duty student requires excusal from a Battalion event due to injury, they may be required to submit a doctor's note at the discretion of the class advisor. Repeated excusals shall require supporting medical documentation from competent medical authority listing physical limitations of the member.

c. If a MIDN requires excusal from a Battalion event due to health concerns, justification shall be communicated directly to their class advisor within 24 hours.

d. For non-life threatening or otherwise minor illnesses, a member has the duty to inform their chain of command prior to their absence. Failure to do so shall constitute an unauthorized absence.

4-2 MIDN Leave/Liberty Policy

1. MIDN travelling outside a 400-mile radius are required to submit leave chits.

2. Leave submittal is not required for the following periods:

a. Summer & Winter Breaks when located within the United States, to include outlying territories, Alaska, and Hawaii

b. Prior to Summer and Winter breaks, the BNCO shall provide the Unit XO with a summarized list of MIDN's primary residences for the break's time.

3. Leave submittal is required for the following periods:

a. Spring, Fall, and Thanksgiving Breaks

b. Fall and Spring Academic semesters unless otherwise noted

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4-3 Active-Duty Student Leave/Liberty Policy

1. Liberty Radius. Active-duty students shall not travel outside of the liberty radius for the given liberty period.
 - a. Less than 24-hour liberty: 150miles
 - b. 48 / 72-hour liberty: 300miles
 - c. 96-hour liberty: 500 miles
2. Liberty outside of the liberty radius requires an approved special liberty – out of bounds request.
3. Active-duty students shall submit requests for leave through Navy and Marine Corps systems of record. During the Fall and Spring semesters, documentation of an approved leave request will be routed through the Battalion chain of command and S1 for informational purposes only.
 - a. The NPO/MOI is the approval authority for OC/MECEP leave and liberty requests.
 - b. Active Duty students will route proof of an approved APACS request prior to travel being authorized outside of the country.

4-4 Guidance On Paper Leave Chits

1. From/To Dates and Times.
 - a. From shall typically align with 1730 and dated during the work week.
 - b. To shall typically align with 0600 and dated during the work week.
 - c. Departures from these typical selections have implications on the Days Requested.
 - d. Leave will typically start or begin on work weekdays for uniformity but may begin or end during times of liberty. There is no requirement to check in or out on previously approved leave unless specifically directed.
2. Days Requested
 - a. If leave begins before the end of the day's normal working hours, the Days Requested will include that day
 - b. If leave ends after the start of the day's normal working hours, the Days Requested will include that day.

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- c. Include weekends, not just days within the work week

4-5 Chit Routing Matrix

1. Approval authorities, see appendix (E), can delegate their authority to one level down. This delegation must be made in writing.
2. All special requests regarding academic matters or NROTC program status shall be routed from the student directly to their Class Advisor. For medically related issues, route directly to the Medical Representative. Examples include, but are not limited to, requests to change major, change scheduled graduation date, change from Navy to Marine Option, drop a class, take a pass/fail, or take less than the required course load.

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Chapter 5 – Physical Fitness

5-1 Physical Training

1. Being individually physically fit is essential to the effectiveness and combat readiness of the Naval Service. Moreover, the self-discipline and motivation required to attain and maintain a high level of physical fitness are indispensable ingredients in good leadership. At the University of Utah NROTC all students are expected to engage in physical training (PT) at least three times a week. Battalion group PT occurs on Monday morning from 0600-0700.
2. The terms Physical Fitness Assessment (PFA) and Personal Fitness Test (PFT) refer to all combined components of the Navy’s Physical Readiness Test (PRT) and Body composition Analysis (BCA) and Marine Corps Combat Fitness Test (CFT), PFT and Body Composition Program (BCP) respectively.
3. All members shall meet physical readiness testing requirements as prescribed by NSTC 1533.2 (series), OPNAVINST 6110.1(series) for Navy, or MCO 6100(series) and MCO 6110(series) for Marines, using the higher elevation tables. Note, NROTC standards are in excess of fleet standards.

5-2 NROTC Physical Readiness Test Minimum Standards

All standards held for Navy or Marine Corps are for the student's respective age group

STA-21 & Navy MIDN PRT	MECEPs & Marine MIDN PFT & PFT
Good Low or Above in All Areas	235

5-3 PFA AND BCP Failure Procedures

1. Students failing to meet PFA (PRT/PFT/CFT and BCA) standards cannot not be commissioned and shall be enrolled in Fitness Enhancement Program (FEP).
2. College Program Advanced Standing or Scholarship MIDN, MECEP, or STA-21:

Student	Inventory	Official	Official Twice in Three Years
<ul style="list-style-type: none"> • 1/C • MECEPs and OC’s <= 1 Year from Graduation 	Automatic Warning	Mandatory LOA	Mandatory PRB for Disenrollment
<ul style="list-style-type: none"> • 4/C, 3/C, 2/C, 		Administrative Action at the	

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<ul style="list-style-type: none"> • OC's and MECEP's >=1 year from commissioning 		Discretion of the PNS	
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3. College Programmer, Basic. College program MIDN are ultimately held accountable for their performance when being considered by Scholarship and Advanced Standing Boards. The default solution for the Utah NROTC staff is to defer action and accountability to these boards, but retains the right to act IAW NSTC 1533.2(series) to pursue administrative actions

5-4 University of Utah PFA/PFT Cycles

1. Each Fall and Spring semester, the MIDN BN will conduct 1 official PFA/PFT.
2. Prior to the official PFA/PFT each semester, the MIDN BN will conduct an inventory PFA/PFT two months prior to the official PFA/PFT.
 - a. If a member should pass the Inventory PFA/PFT and meet the above standards, they may elect to utilize their results to count towards the Official PFA/PFT.
 - b. If a member does not pass the Inventory PFA/PFT, they will have two months to achieve a PFA or PFT at or above standards, otherwise an official PFA/PFT failure will be incurred.
3. The Official PFA/PFT will occur in coordination with monthly FEP PFA's and PFT's.
4. Bad Day PRT Policy.
 - a. Only eligible for AD PFT's during the summer PFT
 - b. Fall and Spring semester inventory PRT's provide for a structurally self-regulated bad day PRT allowance
 - c. A Bad Day PRT is only authorized in the following cases
 - (1) Failure to meet standards
 - (2) Failure to complete any portion of the PRT due to medical distress
 - d. Process.
 - (1) Inform the Command Fitness Leader within 24 hours of the PRT
 - (2) Receive medical clearance via NAVMED 6110/4
 - (3) The Bady Day PRT must be conducted within 45 days of the BCA and 7 days of medical clearance

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5-5 Navy Alternate Cardio Option

1. Alternate cardio options can be used for testing of Navy option students when conditions are met during the semester for which the test is taking place.
2. Fall and Spring PFA's.
 - a. Medically unable to complete the 1.5-mile run
 - b. For those medically cleared, but fail to meet the "Good Low" standard on the 1.5-mile run for the official PFT
 - c. The CO assesses that the alternate cardio option should be included in the PRT due to safety or other special circumstances.
3. Summer PFA (AD Navy Only). All options available IAW OPNAVINST 6110.1(series)

5-6 Fitness Enhancement Program

1. Enrollment.
 - a. Participation in FEP is required when a student fails to achieve minimum standards on any PFA/PFT.
 - b. Participation in FEP is required if a member does not meet age adjusted standards (AAS) on the BCA. (Note, a member may still meet standards IAW 5-2 and 5-3 for the PFA, but be required to enroll in FEP)

Gender	Age Groups (Years)			
	17-21	22-29	30-39	40+
Male	22%	23%	24%	26%
Female	33%	34%	35%	36%

2. Removal from FEP. Students shall not be released from required participation in FEP until they meet both the required PFA/PFT standards IAW 602 and 603, and if applicable AAS, for two consecutive monthly mock PRT/PFT/CFT's.
3. FEP Workouts. FEP workouts are to be held twice weekly at the discretion of the Command Fitness Leader in addition to weekly PT sessions typically held on Monday from 0600-0700.
 - a. Additional Requirements

(1) Nutrition Education: Members mandatorily enrolled in FEP must seek professional nutrition guidance with the emphasis on goal setting, long term behavior modification, and

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ongoing support. Proof of completion of a program with a Registered Dietician, Nutritionist, or other Healthcare provider is required to be provided to the Command Fitness Leader.

(2) Weekly Weigh-Ins: Weekly, members will be weighed to trend a member's weight.

(3) Monthly Mock PFA/PFT's: All members are required to undergo a monthly mock PFA/PFT to trend combined overall performance.

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

5-7 Medical Requirements to Conduct Physical Training

1. Periodic Health Assessment (PHA) and Annual Certifications (Annual Cert)

a. Active-Duty personnel are required to keep their periodic Health Assessments up to date (annual requirement).

b. PHA's must be completed by a Military Treatment Facility

c. Electronic Option: <https://eha.health.mil/EHA/>

d. The Navy Operation Support Center located on Hill Air Force Base is an excellent resource for the completion of these Navy and Marine Corps specific medical requirements

2. MIDN are required to maintain their Annual Certificate of Physical Condition up to date in coordination with the Unit Medical Representative. See appendix (F).

3. Failure for MIDN, MECEPs, and OC's to keep these forms up to date annually will prohibit them from participating in the periodic performance of PFT's, CFT's, and PFA's resulting in a failure.

4. Physical Activity Risk Factor Questionnaire (PARFQ), NAVPERS 6110/3.

a. Prior to each PFT (Navy only) a PARFQ is required to be completed, see appendix (G).

b. AD Navy Must have an up-to-date PHA in order to complete this form and MIDN must have up-to-date Annual Cert in order to complete a PARFQ.

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Chapter 6 - Aptitude And Conduct

6-1 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.

6-2 Advisor Counseling

1. All Midshipmen, OC's, and MECEP's are required to attend beginning, middle, and end of term counseling with their active duty advisors. The End of Term and following term's Beginning counseling are often combined due to the length of time it takes to receive grades from their respective academic institution and Winter/Summer breaks. These counseling's shall review degree plans, academic performance, aptitude, and officer development.
2. Advisee's shall 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, appendix (H).

6-3 Battalion Chain of Command Corrective Measures

1. Billet holders in the Midshipmen Battalion have a duty to correct inappropriate behavior and influence a positive change in the poor performance of those within their charge. This is primarily achieved through formal and informal counseling.
2. Verbal / informal counseling: This is used for an offense that is minor in nature. Provide the individual with verbal constructive feedback or informally tell them that their behavior/appearance is not acceptable.
3. Formal /written counseling: This is used when verbal counseling has failed to correct behavior. Formal counseling is used to state that behavior or pattern of behavior is not acceptable and documentation is created between the individuals involved to record the counseling. Appendix (I) is an example of the counseling chit used to document formal counselings.
4. Counseling should be conducted in a ladder approach. If an offense is thought to be severe enough, consultation with battalion staff and unit staff members should take place to discuss next steps. Generally, counseling should progress as follows below; however, this does not preclude progressing through the steps when appropriate:

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1st Infraction	Informal / Verbal Counseling from squad leader
2nd Infraction	Formal / Written Counseling from squad leader
3rd Infraction	Formal / Written Counseling from Plt CMD / DIVO
4th Infraction	Raised to Unit Staff for Corrective Measures

6-4 Staff Corrective Measures

1. Formal counseling (Advisor): Advisor counseling will be used after Battalion Chain of Command formal counseling has failed to correct improper behavior, or if the offense warrants the counseling of an officer or AMOI.
2. Performance Review Board (PRB): When advisor counselings fail to correct improper behavior or for egregious offenses the NROTC Commanding Officer may convene a PRB to investigate a Midshipmen's aptitude or conduct and make a recommendation for future action. A PRB shall be comprised of a board of active duty officers and may recommend to the Commanding Officer to issue a warning, probation, implement a leave of absence, or a disenrollment from the program.

6-5 Extra Military Instruction (EMI)

1. EMI is a leadership tool designed to address a specific, minor discrepancy by training the individual to correct the problem. EMI is not punishment. 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 chits recommending EMI will be forwarded to the Battalion Commander using appendix (I). The battalion chain of command shall make recommendations for EMI to the unit staff advisors. The authority to assign EMI rests with the unit staff advisors.
2. Clearly defined and purposeful essays are authorized but should be used sparingly. Repeatedly assigning essays as a form of EMI disregards true mentorship and correction to the deeper problem at hand. Active Duty Students may assign essays to Bn MIDN as the need arises; however, it is incumbent of the MECEP or OC to verbally inform the MIDN's unit staff advisor of the assignment either before or immediately after the assignment has been made to verify the assignment is or was appropriate. Anything beyond writing essays active duty students will follow the same process as Bn MIDN staff members for EMI assignment.
3. EMI must be conducted outside of Thursday lab and may not exceed 60 minutes per session. Essays should be written at a time and place convenient to the writer. No more than four such EMI assignments may be assigned in a 30 day period without written permission from the NROTC 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 individual's command leadership.

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6-6 Offenses

1. 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.

2. Major Offenses. Major offenses are those which violate the NROTC Honor Code or involve 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:

a. Falsehoods of any nature, including fraud, cheating, plagiarism, and intentional failure of any NROTC standard;

b. Theft;

c. Moral turpitude offenses;

d. Alcohol/drug abuse;

e. Insubordination;

f. Assault;

g. Hazing;

h. Destroying or defacing property;

i. Aggravated or repeated unauthorized absence;

j. Sexual harassment/assault;

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

l. Repeated infractions of minor offenses.

m. Criminal misdemeanor and felony offenses.

3. Minor Offenses. Minor offenses are of a less serious nature and involve comparatively minor infractions of instructions, orders, or regulations, such as poor grooming standards, poor personal appearance, and repeated tardiness or unauthorized absence. Examples include but are not limited to:

a. Poor military bearing;

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- b. Violations of orders and regulations concerning uniforms, grooming, or military decorum and courtesy;
- c. Disrespect toward person in authority;
- d. Neglect of duty;
- e. Lateness for duty, formation, or class;
- f. Violation of or failure to carry out orders;
- g. Negligence in handling documents or records; and
- h. Carelessness endangering personnel or public property.

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Chapter 7 – Supplemental Guidance On Appearance

7-1 General Information

1. 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.
2. 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.
3. All personnel will be held to the standards of their respective services. Navy Options will refer to NAVPERS 15665J & Marine Options will refer to MCO 1020.34H.

7-2 Personal Appearance

1. 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.
 - b. 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.
 - c. 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.
 - d. 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.

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e. **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 ¼ 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.

f. **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.

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

h. **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.

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

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

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

2. **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.

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b. 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.

c. 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.

d. 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.

e. 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.

f. 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.

g. 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.

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

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i. 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.

j. 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).

k. 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.

7-3 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 NAVADMIN 082/16 for Navy Regulations & MCBul 1020 for Marine Corps Regulations. 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.

Degree Completion Plan

Name:			School:					
Major:			Grad Date:					
Term/Year			Term/Year			Term/Year		
Course	Hrs	Grade	Course	Hrs	Grade	Course	Hrs	Grade
Total Hrs:	0		Total Hrs:	0		Total Hrs:	0	
SGPA:			SGPA:			SGPA:		
Cum GPA:			Cum GPA:			Cum GPA:		
Term/Year			Term/Year			Term/Year		
Course	Hrs	Grade	Course	Hrs	Grade	Course	Hrs	Grade
Total Hrs:	0		Total Hrs:	0		Total Hrs:	0	
SGPA:			SGPA:			SGPA:		
Cum GPA:			Cum GPA:			Cum GPA:		
Term/Year			Term/Year			Term/Year		
Course	Hrs	Grade	Course	Hrs	Grade	Course	Hrs	Grade
Total Hrs:	0		Total Hrs:	0		Total Hrs:	0	a

SGPA:			SGPA:			SGPA:		
Cum GPA:			Cum GPA:			Cum GPA:		
Term/Year			Term/Year			Term/Year		
Course	Hrs	Grade	Course	Hrs	Grade	Course	Hrs	Grade
Total Hrs:	0		Total Hrs:	0		Total Hrs:	0	
SGPA:			SGPA:			SGPA:		
Cum GPA:			Cum GPA:			Cum GPA:		
Cum Hours:		Total Hours		Current GPA:			GPA Date:	

Comments

University Academic Advisor (sign, print, date)

NROTC Class Advisor (sign, print, date)

Study and Tutor Hour Log Sheet

NAME:

WEEK OF:

DATE	START TIME	END TIME	TOTAL TIME	LOCATION	SUBJECT	TUTOR NAME (PRINT)	TUTOR SIGNATURE

TOTAL TIME STUDYING:

STUDENT SIGNATURE:

SQUAD LEADER SIGNATURE:

LEAVE REQUEST/AUTHORIZATION
NAVCOMPT FORM 3065 (3PT)(REV. 2-83)

INSTRUCTIONS FOR COMPLETING THIS FORM ARE ON THE **REVERSE OF PART 3**

SEE REVERSE FOR
PRIVACY ACT
STATEMENT

1. DATE OF REQUEST		2. FOR ADMIN USE ONLY APPROVAL OF THIS LEAVE IS NOT VALID WITHOUT CONTROL		LEAVE CONTROL NO.	
3. SSN		4. NAME (Last, First, MI)			5. PAY GRADE
6. SHIP/STATION		7. DEPT/DIV	8. DUTY SECTION		9. DUTY PHONE
10. TYPE OF LEAVE <input type="checkbox"/> REGULAR <input type="checkbox"/> SICK <input type="checkbox"/> EMERGENCY <input type="checkbox"/> SEPARATION <input type="checkbox"/> RETIREMENT <input type="checkbox"/> OTHER:			FOR USE OUTUS ONLY		12. MODE OF TRAVEL
			11a. Leaving Area of PERMDUTYSTA <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> AIR <input type="checkbox"/> BUS
			11b. Taking Leave INCONUS <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> CAR <input type="checkbox"/> TRAIN
13. DAYS REQUESTED	14. FROM (Hour, Date) (YYMMDD)	15. TO (Hour, Date)(YYMMDD)			16. NORMAL WORKING HOURS DAY OF DEPARTURE FROM: TO: DAY OF RETURN FROM: TO:
17. LEAVE BALANCE DAYS AS OF	18. LEAVE USED THIS FY	19. LEAVE PHONE			
20. LEAVE ADDRESS					

I CERTIFY THAT I HAVE SUFFICIENT FUNDS TO COVER THE COST OF ROUND TRIP TRAVEL. I UNDERSTAND THAT SHOULD ANY PORTION OF THIS LEAVE, IF APPROVED, RESULTS IN MY TAKING MORE LEAVE THAN I CAN EARN ON MY CURRENT UNEXTENDED ENLISTMENT OR CURRENT ACTIVE DUTY OBLIGATION, MY PAY WILL BE CHECKED FOR SUCH EXCESS LEAVE				SIGNATURE OF APPLICANT	
RECOMMENDED <input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
<input type="checkbox"/> YES <input type="checkbox"/> NO					DATE
23. APPROVED <input type="checkbox"/> YES	DISAPPROVED <input type="checkbox"/> NO	REVIEWING OFFICER'S NAME AND SIGNATURE			DATE

24. COMMENTS/REMARKS

25. SHIP OR STATION (Including telegraphic address)			26. REPORT ON EXPIRATION OF LEAVE TO (If other than block 25)		
---	--	--	---	--	--

DEPARTED ON LEAVE		RETURNED FROM LEAVE		GRANTED EXTENSION OF LEAVE ENDING	
27a. HOUR	27b. DATE (YYMMDD)	28a. HOUR	28b. DATE (YYMMDD)	29a. HOUR	29b. DATE (YYMMDD)
27c. OOD'S SIGNATURE		28c. OOD'S SIGNATURE		29c. OOD'S SIGNATURE	

IN CONSIDERATION OF THE MEMBER'S COMPLETION OF A FULL WORKDAY (AS DEFINED IN MILPERSMAN, NAVPERS 15560) ON THE DAYS OF DEPARTURE AND RETURN, THE INCLUSIVE DAYS SHOWN ARE CORRECT AND PROPER FOR CHARGING AS LEAVE.	30. INCLUSIVE LEAVE PERIOD TO BE CHARGED		FIRST:		LAST:		31. NO. OF DAYS
			(YY)	(MM) (DD)	(YY)	(MM) (DD)	

I CERTIFY THAT THE ABOVE IS CORRECT AND PROPER TO THE BEST OF MY KNOWLEDGE	CERTIFYING OFFICER'S TYPE NAME/RANK/TITLE	33. CERTIFYING OFFICER'S SIGNATURE
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Special Request Chit

https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPERS_1336-3_Rev10-11.pdf

Chit Routing Matrix

Type	Squad Leader	DIVO/ PLT CMDR	BNCO	BN Advisor	Unit XO	Unit CO	Notes
Absent from PT (Semester)	Recommend	Recommend	Recommend	Recommend	Recommend	Approve	Must Attend FEP
Absent from PT (single day)	Recommend	Approve	Informed	Informed			Must Attend FEP
Late to Lab (single day)	Approve	Informed	Informed	Informed			
Late to Lab <=15mins (semester)	Recommend	Recommend	Approve	Informed	Informed		
Absent from Lab (Semester)	Recommend	Recommend	Recommend	Recommend	Recommend	Approve	
Leave or Liberty >400 miles MIDN	Recommend	Recommend	Approve	Informed	Recommend	Approve	See MIDN Leave & Liberty Policy
Leave or Special Liberty AD	Informed	Informed	Informed	Approve	Informed		See AD Leave & Liberty Policy
Foreign Leave AD & Scholarship	Recommend	Recommend	Recommend	Recommend	Recommend	Approve	Security Manager Concurrence Required
Out of Uniform (single day)	Approve	Informed	Informed				
Out of Uniform (semester)	Recommend	Recommend	Recommend	Approve	Informed		
Medical/Light Duty MIDN	Informed	Informed	Informed	Approve	Informed	Informed	Medical Representative Informed (HRA)
Medical/Light Duty AD	Informed	Informed	Informed	Recommend	Recommend	Approve	Medical Representative Informed (HRA)
Duty Swap	Recommend	See Notes		Recommend			SI Approve
Absent from Special Function	Recommend	Recommend	Recommend	Recommend	Approve		
Outside Employment MIDN	Recommend	Recommend	Recommend	Informed			
Outside Employment AD				Recommend	Recommend	Approve	
>15 Credit Hour Courseload	N/A	N/A	N/A	Recommend	Recommend	Approve	OC's and MEGEPs, see guidance in Ch. 2

ANNUAL CERTIFICATE OF PHYSICAL CONDITION

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): This form is intended to inform the Naval Reserve Officers Training Corps (NROTC) unit of any changes to the student's physical condition.

Routine Use(s): Information you provide in this application 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: Failure to disclose an injury, illness, disease or physical condition could result loss of disability benefits and be the basis for administrative action, including disenrollment from the program.

Section I: Personal Information

Last Name, First, MI:	Last 4 SSN:	Today's Date
ROTC Unit:	USMC or NAVY & Rank/MIDN Class	Sex Birthdate
Home Address:	Home Phone Number	Cell Phone Number
Email Address:	Height (in) Weight (lbs)	Last Official PFA Result Date of that PFA

Section II: Medical History

Type of last physical exam DoDMERB MEPS Special Duty / MTF Sports / Private Sector Date of Physical

Note: Sports/Private sector physicals apply only to College Program Basic Students

Since your last military physical examination have you had or been diagnosed with:	Yes	No
1. Eye trouble (to include vision loss, cataract, glaucoma, keratoconus, corneal ectasia, retinal detachment)?		
2. Surgery to improve vision (PRK, LASIK, LASEC, RK, intraocular lens implant, cross linking)?		
3. Color vision deficiency?		
4. Ear trouble (to include perforated ear drum, cholesteatoma, tubes in ears, or other ENT surgery)?		
5. Diagnosed with or tested positive for COVID-19 or other infectious disease/infection?		
6. Hearing loss or use of a hearing aid?		
7. Nose, throat, or sinus trouble (to include sinusitis, abscess, surgery on nose, sinuses or throat)?		
8. Orthodontic treatment? (if "yes", include completion or projected date of completion in Section III)		
9a. Tooth or gum trouble (excluding cavities)?		
9b. Date of last dental exam:		
10. Breathing trouble (to include asthma, wheezing, shortness of breath, chronic cough, use of inhaler, collapsed lung)?		
11. Cardiac trouble (to include chest pain, palpitations, heart valve problems, surgery, high or low blood pressure)?		
12. Gastrointestinal trouble (to include celiac disease, irritable bowel syndrome, ulcer, reflux, esophagitis, gallstones, hernia, or hepatitis)?		
13. Inflammatory bowel disease (to include Ulcerative colitis, Ulcerative proctitis, or Crohn's disease)?		

Last Name, First, MI:

Last 4 SSN:

Today's Date

		Yes	No
14a. Gynecologic trouble (including endometriosis, polycystic ovarian disease, abnormal pap smear)?			
14b. Date of last menstrual period:			
14c. Date of Last PAP smear:			
15. Testicular or prostate trouble?			
16. Orthopedic problems of the back/spine, neck, or pelvis?			
17. Orthopedic problems of the upper extremities (fracture, dislocation, sprain, surgery)?			
18. Orthopedic problems of the lower extremities (fracture, dislocation, sprain, surgery)?			
19. Vascular trouble (Raynaud's disease, blood clot or deep venous thrombosis, high blood pressure)?			
20. Skin trouble (to include psoriasis, eczema, atopic dermatitis, severe acne)?			
21. Prescribed systemic retinoid medications (ie: Accutane)? (List date completed or projected completion date in Section III.)			
22. Blood disorders (anemia, thrombocytopenia, bleeding disorders, disorder of the spleen)?			
23. Allergic reaction to food, medications, insects?			
24. A positive PPD or been treated for tuberculosis?			
25. Car, train, sea, or air sickness that required prescription medication or avoidance of travel?			
26. Endocrine disorders (including diabetes, thyroid, osteoporosis)?			
27. Head injury, memory loss, amnesia?			
28. Neurologic trouble (including dizziness, vertigo, fainting, tic disorder, tremor, seizure, or paralysis)?			
29. Frequent or severe headaches in the past 2 years?			
30. Sleeping trouble (narcolepsy, sleepwalking, chronic insomnia, sleep apnea)?			
31. Evaluation or treatment for depressive, other mood, substance use, bipolar, or psychotic disorder?			
32. Evaluation or treatment for anxiety disorder or panic attacks?			
33. Evaluation or treatment for eating disorders (anorexia or bulimia)?			
34. Evaluation or treatment for attention deficit hyperactivity disorder, attention deficit disorder, or learning disability?			
35. Tumor or cancer?			
36. Cold or heat injury?			
37. Rhabdomyolysis?			
38. A medical waiver for the PFA or PFT?			
39. Have you been prescribed medications in the last 12 months? (if "yes" list names, reason, and approximate dates used in Section III)?			
40. Have you EVER been hospitalized (including psychiatric)?			
41. Have you EVER been rejected or discharged for military service for any reason?			
42. Have you had any significant medical diagnoses or treatments not previously reported on a military physical?			

Last Name, First, MI:

Last 4 SSN:

Today's Date

Section III: Midshipman Comments

Explain all "Yes" answers to questions 1-42 above. Begin with the Item Number. Describe answer(s); provide date(s) of problem(s) / condition(s); provide names of Health Care Providers (HCPs), Clinic(s) and/or Hospital(s) along with the City and State; explain what was done (e.g., evaluation and/or treatment); and describe your current medical status (ongoing/resolved). Attach additional sheet(s) if necessary and sign and date each additional page. Obtain and attach copies of applicable medical evaluation and treatment records if requested.

I certify that the information contained in this form is true and complete to the best of my knowledge and belief.

Date Signed

Section IV: Review

Unit Medical Representative Comments

Unit Medical Representative Signature

Date Signed

Reviewing Officer Comments (if indicated)

Review Officer Signature (if indicated)

Date Signed

If additional records requested from midshipman, provide date of request.

If referred for further medical examination, provide date of referral.

If referred to BUMED for review, provide date of referral.

Section V: Outcome

- No further action required
- MLOA
- Waiver
- PQ

Appendix (F)

Last Name, First, MI:

Last 4 SSN:

Today's Date

Physical Activity Risk Factor Questionnaire (PARFQ)

https://www.mynavyhr.navy.mil/Portals/55/Reference/Forms/NAVPERS/NAVPERS_6110-3_rev_10-23.pdf?ver=q8wqbtTYZfrwaMJD3mMmFA%3d%3d

Academic Term Performance and Counseling

[https://www.netc.navy.mil/Portals/46/NSTC/NROTC/02.%20NROTC%20Documents/02.%20NROTC%20Forms/2024%20Forms/NSTC%201533-115%20\(06-24\)%20-%20Academic%20Term%20Performance%20and%20Counseling%20Record-FNL-Fillable.pdf?ver=VtDSyqy4bvTl3V174fQkaw%3D%3D](https://www.netc.navy.mil/Portals/46/NSTC/NROTC/02.%20NROTC%20Documents/02.%20NROTC%20Forms/2024%20Forms/NSTC%201533-115%20(06-24)%20-%20Academic%20Term%20Performance%20and%20Counseling%20Record-FNL-Fillable.pdf?ver=VtDSyqy4bvTl3V174fQkaw%3D%3D)

NROTC Utah
Performance Counseling Record

Date of Counseling: _____

PRIVACY ACT STATEMENT: The authority for requesting the following information is contained in 5 U.S.C. sec. 301, 10 U.S.C. 5947, 44 U.S.C. sec 3101, and Executive Order No. 9397. This information will be used to document quality force counseling actions not prescribed in other directives. Department of the Navy personnel may also use the information for evaluations and determinations in disciplinary, punitive, and/or administrative actions. Disclosure of this information is voluntary.

NAME (Last, First, Middle Initial)	RANK/GRADE
COUNSELOR'S NAME (Last, First, Middle Initial)	COUNSELOR'S RANK/GRADE:

REASON FOR COUNSELING:

<input type="checkbox"/> PERFORMANCE <input type="checkbox"/> RESPONSIBILITIES <input type="checkbox"/> OJT/QUAL PROGRESS <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> ACADEMICS <input type="checkbox"/> PHYSICAL FITNESS <input type="checkbox"/> APTITUDE
--	--

REASON FOR COUNSELING REQUIREMENT:
Give facts, details, sequence of events, and specific references (NO opinion or conjecture)

PLAN OF CORRECTIVE/SUPPORTIVE ACTIONS & MILESTONES

Counselor & Counselee determine areas for improvement and define achievement milestones/requirements
(Outline all resolution options discussed and notate which options member has elected to pursue)

Request EMI	Yes/No
-------------	--------

Counselee Response: If there is no desire to respond, write "NO COMMENT" & sign

Counselor's Signature

Counselee's Signature

Advisor Printed Name

Advisor Signature

Date entered in Student Performance File