



NROTC Unit SUNY Maritime College

MIDSHIPMAN GUIDEBOOK

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Subj: MIDSHPMAN GUIDEBOOK

Encl: (1) Midshipman Guidebook

1. Purpose. To promulgate a revised guidebook for Naval Reserve Officer Training Corps (NROTC) Unit SUNY Maritime College midshipmen and officer candidates.
2. Cancellation. NROTCSUNYINST 1533.1I.
3. General. Enclosure (1) provides information and regulations for the training and administration of the NROTC Midshipmen Battalion at SUNY Maritime College. General references to 'Midshipmen' will be construed as applicable to officer candidates in the STA-21 and MECEP programs.
4. Action. Incoming Battalion members will be issued this instruction at the start of the academic term. All midshipmen/officer candidates will thoroughly familiarize themselves with regulations and guidance contained herein. Personnel in receipt of this instruction will ensure this document remains current by promptly entering any changes and corrections as promulgated.

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Distribution:
Unit Staff (1 ea)
Midshipman Battalion (1 ea)

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The Sailors' Creed

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage and Commitment.

I am committed to excellence and the fair treatment of all.

CHAPTER I

THE NROTC PROGRAM

101. History of the Program

The Naval Reserve Officers Training Corps (NROTC) was established by an act of Congress in 1925 to offer interested college midshipmen the necessary Naval Science courses required to qualify them for commissions in the Naval Reserve. NROTC Units were established in 1926 at six universities. The Marine Corps joined the program in 1932 offering qualified midshipmen reserve commissions in the United States Marine Corps. The initial program was highly successful and was instrumental in the Navy's expansion from a manpower force of 100,000 officers and sailors in 1933 to over three and one-half million in 1945. As the United States became the world's leading power, the requirement for a larger regular career officer corps for the Navy became evident.

The Holloway Plan, passed in 1946, established the NROTC Regular Program, supplementing the output of the U. S. Naval Academy. In 1972, the Secretary of the Navy authorized 16 women to enroll in the program and in 1992 the first 120 Nurse Corps commissions were authorized. NROTC now consists of the NROTC Scholarship Program and the NROTC College Program, both of which award graduating Midshipmen active duty commissions for active duty in the Navy and Marine Corps. The Merchant Marine Reserve (MMR) program is a part of NROTC that commissions graduating midshipmen who have obtained a Coast Guard Merchant License into the Naval Reserve. There are also several programs for active duty enlisted to gain a commission (Seaman to Admiral 21, Marine Corps Enlisted Commissioning Educational Program).

102. History of the NROTC Unit at SUNY Maritime College

The NROTC unit at the New York Maritime College was established 1 October 1973 following decades of Navy involvement with the college. It expanded rapidly during its first years of operations, commissioning its first two graduates with the class of 1974. A decision to disestablish the unit in 1977 was quickly overturned by strong support from the college and various legislators. In later years, the unit gained cross-town enrollment agreements with Fordham University (1985) and Molloy College (1992 - nurse option only), allowing interested midshipmen attending those institutions to participate in NROTC as College or Scholarship Program Midshipmen. References to NROTC Unit SUNY Maritime College also imply either Fordham University or Molloy College.

103. Mission and Goals of the Program

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

b. Goals. The primary goals of the NROTC Program are to provide NROTC midshipmen and officer candidates with:

- (1) An understanding of the fundamental concepts and principles of naval science;
- (2) A basic understanding of associated professional knowledge;
- (3) An appreciation of the requirements for national security;
- (4) A strong sense of personal integrity, honor, and individual responsibility;
- (5) An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the naval service.
- (6) A high state of physical readiness.

104. Definition of Programs

a. Four-Year Scholarship Program. A national selection board selects Navy and Marine Scholarship NROTC midshipmen annually. They are appointed Midshipmen, U. S. Naval Reserve, and are on inactive duty except while participating in the NROTC summer cruise program. Scholarship midshipmen receive the benefits provided by law, which include full tuition, regular fees, uniforms, a book allowance, and a monthly subsistence allowance. These midshipmen participate in three NROTC summer cruises and, upon graduation, are commissioned as active duty officers of the Navy or Marine Corps, to serve at the pleasure of the President of the United States. They are obligated to serve a minimum of 4 years active duty after commissioning, with a total commitment of 8 years.

b. Four-Year College Program. College Program NROTC midshipmen are civilians who have entered into a contract with the Secretary of the Navy. They are selected by the Commanding Officer, NROTC Unit, from among those midshipmen enrolling at SUNY Maritime College,

Fordham University or Molloy College who apply for the program. College Program midshipmen are referred to as Midshipmen, although they have the status of civilians who have entered into a contract with the Navy. They take the same Naval Science courses, wear the same uniforms and participate in all Unit activities in the same manner as Scholarship midshipmen. College Program midshipman benefits include uniforms, Naval Science textbooks, and during their third and fourth years, a monthly subsistence allowance.

(1) Advanced Standing College Program. The Commanding Officer of the NROTC Unit will review the record of each College Program midshipman who has completed two years in the College Program, and consider him/her for advanced standing. Those midshipmen found deserving will be nominated to NSTC, and if approved will receive a monthly stipend. These midshipmen will participate in one summer cruise after their 2/C year. Upon graduation, Advanced Standing College Program midshipmen are commissioned as active duty officers in the Navy or Marine Corps to serve a minimum of three years active duty, with a total commitment of 8 years.

c. Change from College Program to Scholarship Status. The Professor of Naval Science may recommend deserving College Program midshipmen for Scholarship status. Selection is based on academic performance, physical fitness performance and aptitude evaluation. Final approval is vested in the Commander, Naval Service Training Command (NSTC). They will participate in NROTC summer cruises after their scholarship takes effect. Navy selection preference will be given to nominees enrolled in engineering or hard science majors. Navy scholarship recipients must complete one year of calculus and calculus-based physics before the end of the junior year.

d. Merchant Marine Reserve Program. SUNY Maritime cadets pursuing a U.S. Coast Guard Merchant License may apply as early as their freshman year for the Merchant Marine Reserve (MMR) Program. Upon acceptance and not earlier than the beginning of the sophomore year, MMR midshipmen are sworn in as part of the MMR, USNR Midshipman Program, serving in the U.S. Navy Reserve on inactive duty. MMR Midshipmen are required to take three Naval Science classes and to participate in Naval Science leadership labs each semester. They do not participate in any NROTC summer active duty training. MMR Midshipmen may compete for NROTC Scholarships/Advanced Standing. They may not receive financial benefits of the NROTC Scholarship/College Program advanced standing simultaneously with MARAD Student Incentive Payments. Upon graduation and conveyance of the U.S. Coast Guard Third Assistant Engineer or Third Mate License, MMR Midshipmen are commissioned as reserve officers in the Navy and serve a minimum of 12 days annual training each year for six years. The last two years of their eight-year commitment can be served in the Inactive Ready Reserve (no yearly active duty). MMR Officers are required to work in the maritime industry, complete annual active duty training and

maintain a current and valid Coast Guard license for the first six years of commissioned service.

e. Nurse Corps Program. Since 1992, Nursing has been allowed as a major for NROTC midshipmen. Currently, only nursing students from Molloy College who have been selected for the four-year Nursing Corps Program or freshmen nursing students can participate in the SUNY Maritime NROTC program. Nursing option midshipmen are required to take four of the eight naval science classes and to participate in leadership lab (except where such participation conflicts with required clinicals). Upon graduation, such midshipmen are commissioned as an Ensign, Nurse Corps, United States Navy and serve on active duty. Nursing students without a NROTC scholarship may enroll in the Nursing College Program (see above under Four-Year College Program for further details).

f. Naval Science Student. Naval Science Students are students who are interested in the program and have enrolled in a Naval Science course with the approval of the Professor of Naval Science. They have no official connection with the Navy and may not participate in leadership labs and NROTC activities unless specifically invited by the PNS. Naval Science Students do not participate in summer training and receive no benefits from the Navy. New students joining the unit who do not meet Navy requirements will initially be considered Naval Science Students pending formal enrollment in the College Program. The NROTC Unit will provide counseling and mentoring to Naval Science students who desire to join the NROTC/MMR programs who could attain entry requirements.

g. Seaman to Admiral 21 Program (STA-21)

(1) Definition. STA-21 is a program for specially selected Naval enlisted personnel leading to a commission in the U.S. Navy unrestricted line. Combining several legacy enlisted commissioning programs, STA-21 selectees remain on active duty and keep their pay, allowances, medical benefits, and eligibility for military housing. Selectees have 36 months to complete a baccalaureate degree and will be year-round full-time students. STA-21 sailors receive up to \$10,000 in academic financial assistance from the Navy per year to pay for college expenses; they may NOT use their GI Bill benefits. This program has replaced several previous commissioning programs such as BOOST and Enlisted Commissioning Program (ECP).

(2) Status as Officer Candidate (OC). Navy STA-21 sailors are designated as Officer Candidates and participate in all Battalion activities while completing the Navy STA-21 program. All Navy STA-21 Officer Candidates are assigned for duty as full-time students in rigorous and demanding curricula. They are not given duties as enlisted personnel or assigned in any manner inconsistent with NROTC midshipmen. Although considered Officer Candidates, Navy STA-21 sailors retain their enlisted status for pay and advancement purposes.

Navy STA-21 sailors are subject to the Uniform Code of Military Justice (UCMJ). Navy STA-21 sailors are addressed as Officer Candidates. They wear the uniform issued them at NSI on campus and are issued Military Identification Cards specifying their status as Officer Candidates.

(3) Role within the NROTC Battalion. STA-21 sailors will be fully integrated into the NROTC Battalion. They will be assigned the same responsibilities as their midshipmen counterparts based on their anticipated graduation date. STA-21 sailors starting out on a 36-month program will be ranked as a third class midshipman. STA-21 sailors will be afforded the same billet opportunities within the NROTC Battalion as NROTC midshipmen. Specific guidance on the administration can be obtained from the NROTC Unit Staff.

h. Marine Corps Enlisted Commissioning Educational Program (MECEP)

(1) Definition. MECEP has been established by the Commandant of the Marine Corps to provide an opportunity for high quality enlisted Marines to attend a NROTC affiliated college or university to complete a bachelor degree within no more than four years. Following successful completion of OCS and graduation, they are commissioned as officers in the United States Marine Corps and receive orders to active duty. MECEP Marines remain on active duty and keep their pay, allowances, medical benefits, and eligibility for military housing. Selectees have 48 months to complete a baccalaureate degree and will be year-round full-time students. MECEP Marines do not receive any financial assistance from the Marine Corps, but may use any eligible veterans benefits and are eligible for guaranteed student loans sponsored by the Navy-Marine Corps Relief Society.

(2) Status of MECEP Marines. Marines in the MECEP program continue to wear their enlisted uniform and will be addressed as such. They are assigned for duty as full-time students in rigorous and demanding curricula, and will not be given duties as enlisted personnel or assigned in any manner inconsistent with NROTC midshipmen during the academic year. MECEP Marines receive full pay and allowances, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ).

(3) Role within the NROTC Battalion. MECEP Marines will be fully integrated into the NROTC Battalion. They will be assigned the same responsibilities as their midshipmen counterparts based on their anticipated graduation date. MECEP Marines starting out on a 48 month program will be equal to a fourth class midshipman. MECEP Marines will be afforded the same billet opportunities within the NROTC Battalion as NROTC midshipmen. Specific guidance on the administration can be obtained from the NROTC Unit Staff.

i. Two-Year Scholarship Program. The NROTC Two-Year Scholarship Program is open to students in their final two years of college. Application for this program is made early in the spring of the second (sophomore) year in college. Midshipmen already in the NROTC program are not eligible to apply. Selected applicants report to the Naval Science Institute (NSI) at Newport, RI, in June, after completing their second year of college (or after the third year of a five-year curriculum). NSI is a six-week course in naval science and military training which covers the material of the first two years of NROTC. Upon completion of NSI a Two-Year Scholarship Program midshipman has the same status as a Four-Year Scholarship Program midshipman in the same class.

j. Two-Year College Program. The NROTC Two-Year College Program is open to students in their final two years of college. Application for this program is made early in the spring of the second (sophomore) year in college. Midshipmen already in the NROTC program are not eligible to apply. Selected applicants report to the Naval Science Institute (NSI) at Newport, RI, in June, after completing their second year of college (or after the third year of a five-year curriculum). NSI is a six-week course in naval science and military training which covers the material of the first two years of NROTC. Upon completion of NSI a Two-Year College midshipman has the same status as a Four-Year College Program midshipman in the same class. An opportunity exists for qualified students in this program to obtain an NROTC scholarship. Navy selection preference will be given to nominees enrolled in engineering or hard science majors. Navy scholarship recipients must complete one year of calculus and physics before the end of the junior year.

105. Cruises

a. Training periods with operating forces of the U. S. Navy and Marine Corps (summer cruises) give NROTC midshipmen the opportunity to gain experience by the practical application of naval science. Cruises are normally four to six weeks in length.

(1) Career Orientation and Training for Midshipmen (CORTRAMID). Sometimes referred to as Midshipmen Third Class Training, CORTRAMID is a combined aviation, surface, subsurface, and Marine Corps orientation period for Scholarship midshipmen. The cruise is normally made between the midshipman's first and second years. One week each is spent at a Naval Air Station, a Naval Submarine Base, a Naval Station (Surface) and a Marine Corps Base. The main objective of the Aviation Training Week is to introduce midshipmen to the basic concepts of naval aviation through flights in naval aircraft and supporting lectures and demonstrations. The main objective of Surface Warfare Training Week is to provide a more complete picture of the Surface Warfare community through two days aboard an underway warship supplemented by tours and lectures during the week. Submarine Training Week is designed to introduce and

promote an interest in the Submarine Warfare community through tours and lectures that support two days underway aboard a nuclear-powered submarine. The basic objective of Marine Training week is to expose midshipmen to Marine Corps operations, the fundamentals of amphibious warfare, and the complexities of conducting these operations. The Nurse Corps third class cruise is at-sea training assigned to the Medical Department of a ship.

(2) Midshipmen Second Class Cruise. This cruise, for Scholarship midshipmen, is conducted aboard a fleet ship or submarine. The cruise is normally made between the midshipman's sophomore and junior years. Midshipmen assume the duties of mid-grade enlisted personnel regularly assigned to the ship. Marine Option midshipmen have the opportunity to participate in alternate summer training with a Fleet Marine Force Unit.

(a) Marine Option midshipmen normally attend Mountain Warfare Training in Bridgeport, CA. However, if their PFT score is 244-225 and they do not receive PNS approval for MWT, they will participate in an amphibious surface cruise. (4-24)

(b) There is no 2/C summer cruise for nurse option midshipmen.

(3) Midshipmen First Class Training.

(a) Line Cruise. This is a cruise aboard a fleet ship, normally completed by both Scholarship and College Program midshipmen between their third and fourth years. Midshipmen are exposed to junior officer billets and are given an opportunity to assume the responsibilities of junior officers in as many departments of the ship as practicable.

(b) Marine Training. Marine Option Scholarship and College Program midshipmen attend Officer Candidate School (OCS - "Bulldog" training camp for six weeks at the Marine Corps Combat Development Command, Quantico, Virginia), as their First Class training between the third and fourth years. This intense training concentrates on leadership development, physical development and screening of candidates for commissioning.

(c) Foreign Exchange Cruise. The Foreign Exchange Cruise program is designed to promote an exchange of professional, cultural, and social experiences between Midshipmen in the United States Navy and midshipmen of foreign navies. A limited number of exemplary Midshipmen First Class are selected by NSTC to serve their First Class Cruise with a foreign navy in lieu of the normal First Class training cruise. Interested midshipmen should see the Summer Cruise Coordinator early in the third year to apply for this training.

(4) Nuclear Propulsion Cruise. This is an alternative to First and Second Class at sea training for prospective nuclear power officers. Selected midshipmen will serve aboard nuclear powered submarines or aircraft carriers. As with Foreign Exchange cruises, selections are made on an individual basis by NSTC.

(5) Aviation Cruise. This program is designed to place potential naval aviators in operating fleet squadrons attached to aircraft carriers or with patrol squadrons (VP) during First Class Cruise. A limited number of exemplary Midshipmen First Class are selected by NSTC to serve in these aviation billets.

(6) Nurse Cruise. Nurse Corps option first class cruise is at a naval hospital, with the primary training objective to learn the organizational structure and functions of a naval hospital.

(7) NROTC Summer Cruise and Maritime College Summer Sea Term. Midshipmen who academically are required to attend Summer Sea Term will complete their NROTC summer cruise following the completion of Summer Sea Term.

(a) Marine Option. For Marine Option midshipmen having to complete Bulldog, the following pertains:

(i) Deck license - depart from Summer Sea Term early in time to attend Bulldog. Making up missed sea time will likely be required at an earlier or later time.

(ii) Engineering license - complete graduation requirements, then attend Bulldog following graduation, be commissioned at Quantico, and receive follow-on order for The Basic School. Completing Bulldog prior to graduation is unlikely due to engineering license requirements.

(b) CORTRAMID. CORTRAMID midshipmen participating in the Maritime College Summer Sea Term may arrive late for the west coast CORTRAMID. The NROTC staff will liaison with NSTC and the CORTRAMID staff to ensure all concerned are aware and prepared for the late arrival of these midshipmen.

b. Preparation for Cruises. Detailed instructions for the various training periods are promulgated to each participating midshipman in the form of Midshipmen Administrative Summer Training Journals and cruise memoranda. In addition, the Unit Staff and Midshipmen who have previously participated in specific cruises will brief those midshipmen who will be participating in the NROTC summer cruise program.

(1) Immunizations. Appropriate inoculations will be given prior to departure from the NROTC Unit.

(2) Forms for Summer Training. Midshipmen will be provided with the following forms prior to departure from the Unit (these forms must be carried during summer training):

- (a) Senior NROTC Training Order (NAVEDTRA 1320/1)
- (b) Armed Forces Identification Card (DD 2N-Reserve)
- (c) International Certificates of Vaccination (PHS-731)
- (d) Midshipmen Health Records (medical and dental)
- (e) Government furnished airline ticket or reservation confirmation.
- (f) Travel Claim (DD Form 1351-2) and sample forms

(3) Training Publications. The Midshipman Summer Training Handbook will be issued to midshipmen for cruises as required. The manual is provided to midshipmen several months prior to cruise.

c. Uniforms and Equipment. Clothing and equipment requirements for cruises will be promulgated each year by NSTC, and published in the annual Midshipman Summer Training Handbook. It is particularly important that midshipmen participating in a cruise are certain that they possess a complete set of uniforms and gear for the cruise.

d. Postponement and Rescheduling of Cruises. Summer training is required of all NROTC scholarship midshipmen during each summer between freshman and senior years. Third and second class cruises may be waived. Where CORTRAMID or Nurse afloat cruises are waived following the freshman year, they can be completed, as space permits, following the sophomore year. Since the first class cruise satisfies the USC 10 (Title 10) commissioning requirement for all NROTC midshipmen, it can be postponed but not waived. Midshipmen postponing their first class cruises may be required to complete their first class cruise AFTER graduation but PRIOR to commissioning. Requests for waivers and/or postponements will be considered by NETC each January.

e. Academic Year Cruise. Midshipmen may request to take their First and Second Class Cruises during the semester break of the academic year. Academic year cruises have the advantage of freeing summer vacations for work and/or Summer School. The cruise coordinator will promulgate information about these cruises. Quotas are extremely limited. Academic year cruises are typically provided only for December graduates requiring a first class cruise.

f. Physical Fitness Requirements for Summer Training.

(1) An official PFA score of Good Low is required for all summer training assignments.

A midshipman who passes an official PFA with less than a Good Low may attend CORTRAMID and second class cruise at the discretion of the PNS, provided all other requirements are met.

(2) Marine Option midshipmen must have an official PFT score of 200 to attend CORTRAMID, and a 225 to attend Mountain Warfare Training or OCS. However, PNS approval is required to attend MWT with a PFT score less than 244, and to attend CORTRAMID with a score of less than 224. A score of 275 is highly recommended for successful completion of OCS. (4-24/25)

106. Class Advancement Criteria

a. Four Year Program. Midshipmen in a four-year academic program normally advance as outlined below. Detailed course requirements can be found in paragraph 503. Exceptions to this plan must be approved by the Commanding Officer.

b. Advancement from Fourth Class to Third Class

(1) Satisfactory grades in NROTC courses NVSC 101 and NVSC 102 (scholarship and college program, if required) or NVSC 103 and 104 (MMR). NVSC 101 can replace NVSC 103, but NVSC 103 cannot replace NVSC 101.

(2) Completion of two semesters of leadership lab.

(3) Completion of appropriate academic courses toward a degree.

(4) Enrollment in NROTC course NVSC 201 (Leadership).

(5) Completion of CORTRAMID (4-year scholarship) or 3/c cruise (Nurse Option).

(6) Review enlistment contract.

(7) Scholarship midshipmen with less than a 2.0 cumulative GPA will normally be placed on Leave of Absence (LOA) status, which suspends NROTC program financial benefits.

(8) Naval Science midshipmen will be reviewed and either enrolled in the College Program or asked to discontinue their association with the NROTC Unit.

(9) College Program midshipmen with less than a 2.0 cumulative grade point average will normally be disenrolled from the NROTC Program.

b. Advancement from Third Class to Second Class

(1) Satisfactory grades in NROTC courses NVSC 201 and NVSC 202 (scholarship and college program) or NVSC 203 (MMR).

- (2) Completion of four semesters of leadership lab.
- (3) Completion of appropriate academic courses toward a major.
- (4) Completion of Second Class Cruise (scholarship), CORTRAMID (optional for 3-year scholarship), or equivalent alternative (i.e. Mountain Warfare School).
- (5) Navy (non-Nurse) Option: enroll in NROTC course NVSC 301.
- (6) Marine Option: enroll in NROTC course NVSC 311.
- (7) College Program Midshipmen (basic program) with less than a 2.0 cumulative GPA will not be recommended for advanced standing. Scholarship midshipmen with less than a 2.0 cumulative GPA will normally be placed on a Leave of Absence.

c. Advancement from Second Class to First Class

- (1) Satisfactory grades in NROTC courses NVSC 301 and NVSC 302 for Navy (non-Nurse) Option midshipmen. Marine Options must satisfactorily complete NVSC 311 and NVSC 312 during their third and fourth years.
- (2) Completion of six semesters of leadership lab.
- (3) Completion of appropriate academic courses toward a major.
- (4) Successful completion of First Class Cruise (scholarship and college program).

d. Advancement from First Class to Commissioning Candidacy

- (1) Satisfactory grades in NROTC courses NVSC 401, if required, and NVSC 402. Marine Option midshipmen must successfully complete NVSC 311 and NVSC 312.
- (2) Completion of eight semesters of leadership lab.
- (3) Completion of First Class Cruise (if previously waived).
- (4) Satisfaction of degree requirements.
- (5) Completion of Coast Guard Merchant Marine License requirements (MMR).
- (6) Successful completion of Officer Candidate School, (Marine Option only).

107. Commissioning Eligibility

To be eligible for a commission in the U.S. Navy, U.S. Navy Reserve or U.S. Marine Corps, the midshipman/officer candidate must:

- a. complete the required Naval Science courses
- b. fulfill the additional course requirements (e.g. calculus and physics as appropriate)
- c. participate in required summer training
- d. qualify as a first class swimmer
- e. be eligible for a baccalaureate degree or its equivalent
- f. be medically qualified per service selection pre-commissioning physical criteria
- g. be recommended by the Professor of Naval Science
- h. be approved for a commission by the Secretary of the Navy
- i. be a U.S. citizen
- j. receive a unrestricted Coast Guard Merchant Marine License (MMR only)

108. Service Requirements

NROTC Scholarship and College Program, STA-21 and MECEP graduates are commissioned in the U.S. Navy or U.S. Marine Corps to serve on active duty. MMR graduates are commissioned in the U.S. Navy Reserve. Ensigns and Second Lieutenants are ordered to active duty with obligated service as follows:

a. Scholarship Program. A minimum of four years on active duty and retention of a Reserve commission until commissioned service totals eight years.

b. College Program Midshipmen. A minimum of three years (Navy) or three and a half years (USMC) on active duty and retention of a Reserve commission until commissioned service totals eight years.

c. Merchant Marine Reserve Midshipmen. A minimum of six years of reserve duty with annual active duty training duty and retention of a Reserve commission until commissioned service totals eight years. MMR graduates have the option to activate their commission and serve on active duty in any Navy field for a minimum of three years.

d. STA-21 Sailors. A minimum of five years on active duty, with the exception of Pilot candidates (eight years after designation as a Naval Aviator) and Naval Flight Officer candidates (six years after designation as a Naval Flight Officer).

e. MECEP Marines. A minimum of four years on active duty, with the exception of Pilot candidates (eight years after designation as a Naval Aviator) and Naval Flight Officer candidates (six years after designation as a Naval Flight Officer).

f. Because of lengths of training, Midshipmen opting for service in aviation, submarine warfare, or nuclear surface warfare specialties will have longer tours of active duty. The following table is presented as a quick reference. See the NROTC staff for the latest official active duty obligated requirements.

Required Active Service	Marine Corps (non-aviation)	Surface Warfare, SEAL, Navy Diver/Explosive Ordnance Disposal	Naval Aviator (Navy or Marine Corps)	Naval Flight Officer (Navy or Marine Corps)	Other Navy (Supply, CEC, Intelligence, etc.)
Scholarship	4 years	4 years	Wings plus 8 years	Wings plus 6 years	Option not available
College Program	3 years	3 years	Wings plus 8 years	Wings plus 6 years	Option not available
MMR *	Option not available	3 years	Wings plus 8 years	Wings plus 6 years	3 years
STA-21	Option not available	5 years	Wings plus 8 years	Wings plus 6 years	5 years
MECEP	4 years	Option not available	Wings plus 8 years	Wings plus 6 years	Option not available

* If requesting to go on active duty

109. Choice of Type and Place of Duty

a. Navy. Newly commissioned Ensigns will be assigned in one of the following areas:

(1) Surface Warfare (conventional). If selected for Surface Warfare, you will select your first ship during your last semester in college via the Internet (normally in February for May graduates, in October for December/January graduates). Ship selection order is determined based on NROTC rank, and is determined by college GPA, physical fitness scores and NROTC aptitude grades. After commissioning, you will be assigned to your ship and attend Surface Warfare Officer's School after achieving initial qualifications. Your initial tour will be 24 - 36 months long.

(2) Surface Warfare (nuclear). You must first apply for the nuclear power program at the beginning of your first class year; this will include an interview in Washington DC with Nuclear Reactors. The Unit Nuclear Officer can provide more details on the selection process and will help you prepare for the interview. If selected for Surface Warfare (nuclear), you will receive a \$15,000 direct deposit within approximately 30 days. You will then go through the same ship selection process as the conventional SWOs do (see above). The only exception is that your job on the first ship will be a non-engineering one. After completing 18 months on your first ship, you will go to nuclear power school for six months, followed by six months at a shore-based nuclear power plant, after which you will receive \$2,000 as the final portion of your nuclear power incentive. You will then report to a nuclear powered aircraft carrier for a two-year engineering tour.

(3) Submarines. You must first apply for the nuclear power program at the beginning of your first class year; this will include an interview in Washington DC with Nuclear Reactors. The Unit's Nuclear Officer can provide more details on the selection process and will help you prepare for the interview. If selected for Submarines, you will receive a \$15,000 direct deposit within approximately 30 days. You will first go to nuclear power school (Charleston, SC) for six months, followed by six months at a shore-based nuclear power plant prototype (in either Charleston, SC or Saratoga Springs, NY), after which you will receive \$2,000 as the final portion of your nuclear power incentive. Following three months of Submarine Basic Officer School (in Groton, CT), you will report to your first submarine. Submarine assignments are made during prototype training.

(4) Flight Training. If physically qualified, you may request pilot or naval flight officer training. The Staff Aviation Officer can review the flight physical requirements and schedule you for the aviation test (ASTB), which should be taken during your second

class year. After commissioning, you will start your flight training in Pensacola, FL, and it will last approximately two years.

(5) Special Warfare (SEAL). A very limited number of Midshipmen may be selected for the Navy SEAL program. If you are interested, you must be in outstanding physical shape and be very comfortable with the water. The website to review Special Warfare and BUDS requirements is at: <http://www.npc.navy.mil/Officer/SPECWAR/>. Initial training (BUDS) lasts six months and is located in Coronado, CA.

(6) Special Operations (Diver). A very limited number of Midshipmen may be selected for the Navy's Diver program, which is part of the Explosive Ordnance Disposal (EOD) program. If you are interested, you must be in outstanding physical shape and be very comfortable with the water. The website to review EOD requirements is at: <http://www.npc.navy.mil/Officer/SPECOPS/Accessions+Information.htm>

(7) Nurse Corps. Midshipmen in the nurse program will receive initial orders to a Naval hospital, usually at a large hospital.

(8) Restricted Line/Staff Corps. Normally, First Class Midshipmen may apply for a Navy Commission in a Restricted Line or Staff Corps community only if not physically qualified for the Unrestricted Line. See the 1/C advisor for further information.

(9) Merchant Marine Reserve. Must complete at least two weeks of active-duty annual training and file an annual report. MMR midshipmen may request to activate their commission and can serve on active duty in the Unrestricted and Restricted Lines if selected.

b. Marine Corps. Upon graduation, newly commissioned Second Lieutenants will attend The Basic School at Quantico, VA for 23 weeks before assignment to a Marine unit, specialist military school or naval aviation training. For further information, contact the Marine Officer Instructor.

110. Disenrollment from the Program

a. Voluntary. A Four-Year Scholarship midshipman may voluntarily drop the NROTC Program without obligation at any time prior to the commencement of the second year of NROTC Scholarship aid. The Four-Year College Program midshipman may voluntarily drop the NROTC Program without obligation prior to the acceptance of the Advanced Standing College Program (third year of college). Requests to disenroll after these time periods may invoke an enlisted service obligation or recoupment of financial benefits as determined by Naval Service Training Command. All requests to disenroll from any NROTC Unit program must be made formally.

b. Physical. Midshipmen who do not meet the physical standards required for commissioning are disenrolled. Three failures in a four-year period to pass the PRT, third class swim, or meet height/weight requirements require disenrollment. The Chief, Bureau of Medicine and Surgery (BUMED) recommends decisions as to physical qualifications to NSTC, whom ultimately makes the determination.

c. Academic. Unsatisfactory progress toward degree completion may result in disenrollment. A Midshipman who is suspended from the school for academic reasons is automatically disenrolled from the NROTC Program.

d. Aptitude. Midshipmen demonstrating unsatisfactory aptitude for Naval service will be disenrolled.

e. Disciplinary. A major breach of discipline or commission of a serious criminal or moral offense may result in disciplinary disenrollment.

f. Active enlisted service (AES). A scholarship program midshipman who has incurred a service obligation and is disenrolled during the *second, third or fourth* years or an advance standing college program midshipman during the *third or fourth* years for any reason other than physical disqualification is subject to call to AES or recoupment of all tuition money paid based on the needs of the Navy.

g. STA-21 Officer Candidates and MECEP Marines. STA-21 OCs and MECEP Marines disenrolled from the NROTC program, either voluntarily or as a result of disciplinary procedures, will return to the fleet at their previous enlisted rate and paygrade, and are required to carry out the terms of their enlisted obligation.

111. Miscellaneous Procedures and Requirements

a. Marriage. Midshipmen may be married.

b. Travel and Residence in Foreign Countries (other than NROTC related). Scholarship NROTC midshipmen are required to obtain authority from the Chief of Naval Personnel for foreign travel or residence if it is over thirty days in length and is not related to NROTC. Requests should be submitted via the Professor of Naval Science.

c. Appointment to the United States Naval Academy. NROTC Midshipmen are selected yearly for an appointment to the United States Naval Academy. Selection is based on scholastic aptitude, a Professor of Naval Science recommendation, and a physical examination. All students attending the Naval Academy begin as freshmen, regardless of any previous college credits.

d. Inter-Unit Transfers. Under certain extenuating circumstances a Midshipman may transfer from an NROTC Unit at one university to a unit at another university. Details and procedures can be obtained from the Year Group Instructor.

112. Academic Integrity Policy

a. Academic Integrity. As stated in the Midshipmen Honor Code, a midshipman does not lie, cheat or steal. These fundamentals of honor are readily applicable to and demand compliance with commonly held standards of academic integrity. Cheating and plagiarizing will not be tolerated and may be considered by an Academic Review Board as an indication of inaptitude for commissioning in any of the unit's programs. Students found guilty of cheating or plagiarism risk failure of the course, disenrollment from their respective program and expulsion from their colleges in accordance with university policies.

For further clarification, the definitions of these violations follow:

Cheating: Possessing unauthorized sources of information during an examination; copying work from another student or permitting the copying by another student during an exam. Also included in cheating is completing an assignment for another student.

Plagiarism: Representing someone else's work/research/ideas as your own by copying or paraphrasing without utilizing the proper citation. Submitting your own work for credit more than once, without authorization from your professors, is also a form of plagiarism. Plagiarism, a form of cheating, is a violation of the Honor Code. In order to safeguard yourself from accusations of plagiarism, here are some tips:

(1) If you intend to paraphrase another's idea you can cite it by using a footnote or parenthetical documentation at the end of the thought in parenthesis. Example: (Vasquez 98).

(2) Be sure to include all of your sources at the end of the document on an alphabetized works cited sheet.

(3) It is not necessary to document sources for commonly known facts, common sayings or famous quotations. Facts that are not common knowledge and are derived from the work of another must be cited. If you are not certain, cite.

(4) Guidelines are available from a variety of sources including the MLA Handbook for Writers of Research Papers, 5th edition (NY: MLA, 1999)

113. NROTC Honor Code

a. The Concept of Honor. Never before has the individual character of the American sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of our technology, experience demonstrates that its successful employment in battle continues to depend upon the integrity, courage, commitment, and professional excellence of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence. Unlike previous conflicts in our history, technology no longer permits us the luxury of awaiting the first battle to determine whether our forces are ready. The pace of conflict will afford us little, if any, chance to profit from our mistakes. Military systems, which often operate under extreme duress, are greased with the oil of absolute trust and fidelity. You don't learn that when you get to the fleet; you take it to the fleet. This may seem to be a harsh standard, but it's not that difficult to understand what your obligations are.

b. The Honor Code. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. This obligation is succinctly stated in the following honor code:

A future officer does not lie, cheat, or steal.

Members of the NROTC Unit who fail to meet this honor code should expect to be disenrolled from the NROTC program and face the consequences outlined in section 110.

114. Core Values

a. Throughout their history, the Navy and Marine Corps have successfully operated through reliance on certain values held by its personnel. Navy and Marine Corps leaders have attributed these values to be among the most important factors that contributed to the success of these organizations and to their own personal success. Core values are honor, courage, and commitment. A Navy or Marine Corps officer must exhibit these values in the everyday practice of his or her profession.

(1) Honor. This is a keen sense of ethical conduct, honesty, integrity, and responsibility. Honor includes honesty, at all times no matter the outcome. It is respect to both juniors and seniors. Finally, it includes upholding one's self at all times, 24/7, to the highest personal standards in responsibility and accountability.

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

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

CHAPTER II

PAY, BENEFITS, AND ALLOWANCES

201. Basic Benefits for Scholarship and College Program

a. Uniforms. Midshipmen on Scholarship or in the College Program receive free NROTC Uniforms. MMR Midshipmen receive no compensation for uniforms. Midshipmen from Fordham and Molloy are issued a complete set of uniforms upon reporting to the NROTC Unit. These uniforms, except for all-weather coats, raincoats, black jackets, insignia, and camouflage uniforms, become the property of the Midshipman upon commissioning. Naval officers are also entitled to a one-time uniform allowance when commissioned; MMR officers receive this in their second year of commission.

(1) Maritime College midshipmen uniform commutation. NROTC College and Scholarship program midshipmen attending Maritime College as regimental students receive uniform commutation (money) in lieu of provided NROTC uniforms. Commutation pay is deposited into qualified midshipmen's bank accounts during the spring semester. Students starting in the 2006-2007 academic year will be reimbursed in 4 payments amounting to a total of \$1,823 for men and \$1,843 for women with a maximum of \$100 additional for maintenance and alterations. To qualify, students must have a complete program application, have successfully completed a screening interview, signed a statement of program understanding and have successfully passed the Physical Readiness Tests.

Current Maritime Regimental NROTC and College Program midshipmen who entered the program prior to the 2005 - 2006 academic year will continue to receive commutation payments in the spring semester of their 3/C and 2/C years at the rates listed in last year's Midshipmen Guide Book.

b. Subsistence. Scholarship and Advanced Standing College Program Midshipmen are entitled to a monthly subsistence allowance. For Scholarship Midshipmen, the allowance is paid during the first and second academic years (subject to the stipulations of the scholarship award), for a period of not more than 20 months. For all Midshipmen in their third and fourth years the allowance is paid for 20 months which includes the two academic years and the summer between. The allowance is not paid during the cruise period. Midshipmen receive pay at the rate of \$18.66/per day while on cruise.

4/C Year	3/C Year	2/C Year	1/C Year
\$250	\$300	\$350	\$400

c. Travel. Scholarship and Advanced Standing College Program Midshipmen are eligible to travel free on government aircraft inside the continental United States on a space available (space "A") basis.

A valid Midshipman ID card and an authentication of reserve status for travel eligibility (DD Form 1853) are required.

d. Educational Expenses. Scholarship Midshipmen receive tuition and fees for the academic years stipulated in their scholarship award, not to exceed 40 months for four years or 20 months for the third and fourth years. They also receive a book allowance of \$375 per semester. Benefits are extended to cover summer school only if summer school attendance will advance the commissioning/graduation date of a Midshipman or if a required part of their degree plan. Tutoring services are available free of charge for calculus and physics; see your Year Group Advisors for details.

e. Travel Allowance. Scholarship Midshipmen are given a travel allowance, based on mileage from their home to the unit, when first reporting to the Unit for school. The current rate is \$.31/mile or the cost of a one-way plane ticket. This travel allowance can also be authorized to Midshipmen traveling on official business (e.g. commissioning physical).

f. Expenses not paid by the Government. The government does not pay for the following items regarding midshipmen on Scholarship:

- (1) Room, board, and travel except when on active duty (summer training).
- (2) Expendable school supplies (i.e. pencils, paper, etc.).
- (3) Refundable fees.
- (4) Items for long-term benefit (i.e. typewriters, calculators, etc.).
- (5) Tuition payments and fees for summer school made necessary by academic deficiencies or failures.
- (6) Fees for elective courses such as scuba diving, sky-diving, skiing, etc.

g. Income Taxes. Active duty pay received during a calendar year constitutes gross income and is taxable. In addition, this pay is subject to income tax withholding. Midshipmen must file a federal income tax statement in order to determine if they are eligible for an income tax refund. Subsistence allowance and amounts paid by the Department of the Navy for medical care, tuition, fees, books, laboratory expenses, and uniforms are excluded from gross income and are not taxable.

h. Identification Cards. All College Program (Freshman & Sophomore) students are issued a U.S. Government Identification Card (Optional Form 55). All Scholarship Midshipmen and all College

Program Midshipmen in Advance Standing are issued an Armed Forces ID Card (DD Form 2N Reserve). These cards are official federal documents, which must be safeguarded to prevent their loss or use by unauthorized persons. Each Midshipman must carry the ID card on his/her person at all times and immediately report the loss, theft, or mutilation of an ID card to the NROTC Unit Administration Office. The Armed Forces ID Card does not entitle the bearer to Commissary or Exchange privileges at any military establishment except during period of active duty for training.

202. Basic Benefits for Merchant Marine Reserve

a. Student Incentive Pay (SIP). Qualified MMR students may receive an annual stipend of \$4000, less taxes, from the Department of Transportation Maritime Administration. \$4000 is paid at the beginning of the sophomore year upon successful completion of all applications, medical exam and full participation in the first year of training to retroactively cover the freshman year. Students must accept obligated status to receive this payment. They then receive \$1000 quarterly payments for the remaining three years for a maximum benefit of \$16,000. Students may receive uniform commutation payments from simultaneous enrollment in the NROTC College Program basic standing. They may not receive NROTC Scholarship or College Program Advanced Standing benefits while receiving SIP.

b. Uniforms. MMR midshipmen will be provided with NROTC cap and collar insignia, and Service Dress Blue striping. Additional uniform items may be loaned at the discretion of the PNS.

203. Benefits While on Active Duty for Training

a. Basic Pay. NROTC Midshipmen attending summer or at-sea training are paid at the same rate as USNA Midshipmen; currently, \$18.66 per day. They will receive 80 percent of their estimated basic pay prior to summer training. The remainder will be paid upon their return and completion of a travel claim with actual dates of summer training. Midshipmen are not entitled to special or incentive pay.

b. Travel Allowances. A plane ticket is provided from New York or home of record to the cruise reporting station and from the cruise detachment station to New York or home of record. If a student would rather drive to/from summer cruise reporting station, that can be authorized but is usually discouraged due to lack of parking at most naval bases. In lieu of a plane ticket, the midshipman is authorized travel at the rate of \$.31/mile. Travel options are explained more fully in pre-cruise briefings and in the Midshipmen Summer Training Manual.

c. Insurance. Government health and life insurance cover NROTC Midshipmen only while on active duty for training (e.g. summer cruises). They are insured for up to \$400,000 term life insurance

unless they elect lesser coverage. A nominal life insurance premium will be deducted from their active duty pay. While attending the school, midshipmen are covered for a medical condition incurred in the line of duty while at or travelling to or from a military installation for the purpose of undergoing medical or other examinations, or for purposes of making visits of observation, including participation in service sponsored sports, recreational, and training activities. Midshipmen are also covered for qualifying medical examinations and required immunizations. Students are cautioned to ensure they maintain adequate health insurance coverage for those times when they are not in a line of duty status. Specific information is available from the NROTC unit administrative office.

d. Other Active Duty Privileges. With valid active duty orders and Midshipman ID card, Midshipmen may use commissaries, exchanges, Officers' Clubs, and other facilities open to active duty commissioned officers.

204. Textbook Issue and Control

a. Naval Science Texts. These texts are issued to all NROTC students. The texts must be returned at the end of each semester to the Unit Librarian or appropriate Naval Science course instructor.

b. Non-Naval Science Texts and Course Materials

(1) Scholarship students will receive \$375 per semesters to cover non-Naval Science textbooks and other materials. They are not required to return any non-Naval Science materials and are free to keep or sell them at the end of the semester.

CHAPTER III

SUNY MARITIME NROTC ORGANIZATION

301. NROTC Unit Organization

a. Military Organization. The Naval Service Training Command (NSTC), a part of the Naval Education and Training Command (NETC) headquartered in Pensacola, Florida administers the NROTC program and exercises military command of the NROTC Unit, SUNY Maritime College. The Commanding Officer, assigned by the Department of the Navy, is the senior commissioned officer, Navy or Marine Corps, assigned to duty with the Unit.

b. SUNY Maritime College Organization. The NROTC Unit constitutes the Department of Naval Science under the control of the Vice President for Academic Affairs of the Maritime College. The Commanding Officer of the Unit is appointed by the school to serve as Professor of Naval Science and department chair. The Executive Officer is appointed Associate Professor of Naval Science and other Navy and Marine Corps officers assigned as instructors receive appointments as Assistant Professors of Naval Science. Navy Chief Petty Officers and Petty Officers, and Marine Corps Staff Non-Commissioned Officers serve as assistant instructors or in administrative billets and are members of the Maritime College staff.

c. Role of the Marine Officer Instructor (MOI). The MOI is responsible to the Unit CO for the conduct of the Naval Science Leadership Lab and acts as the primary advisor to the Midshipman Battalion Staff. The MOI is responsible for assigned Naval Science courses (NVSC 311 and 312) and advises all Marine option midshipmen regarding academic and professional matters.

d. Role of the Year Group Advisors (YGA). The YGAs are responsible to the Unit CO for the conduct of assigned Naval Science courses. YGAs are thoroughly familiar with student academic requirements and the importance of academic success. To solve midshipman academic problems, YGAs interact with other College departments and Dean's offices. YGAs advise midshipmen and closely monitor each individual's progress. YGAs act as professional, academic, and personal counselors and midshipmen should consult with them about any problem or question.

e. Role of the MMR Program Officer. The MMR Officer is responsible to the Unit CO for overseeing the MMR program, MMR instruction, coordinating with the Maritime College for SIP, and records keeping.

f. Role of the Assistant Marine Officer Instructor (AMOI). Responsible to the MOI for battalion close-order drill, physical fitness, and training of prospective Marine officers.

g. Role of Unit Senior Chief Petty Officer and Chief Petty Officers. SCPOs and CPOs on the Unit Staff assist in the personal and professional development of all midshipmen by providing guidance, counseling, motivation, support, encouragement and training as needed. They participate in midshipmen functions and events, as appropriate.

h. Administration. The overall supervision of the administrative office is assigned to the Unit Executive Officer. In the administrative office, a civil service secretary assists a senior. We do not have a Yeoman on staff.

i. Midshipman records. Detailed academic and aptitude records are maintained on each midshipman at the Unit. Service and health records are filed in the administrative office. The NROTC Unit uses a database called OPMIS which assists in tracking a midshipman's performance. A midshipman may review these records with the YGA upon request.

j. Supply. Fiscal and supply matters are also the responsibility of the Executive Officer who is assisted by the Unit Supply Officer.

302. Disseminating Information

a. Communication and passing the word will be the greatest challenge that will face the NROTC Battalion on a daily basis. All concerned must be proactive and forward thinking to ensure the appropriate word is passed to all hands.

b. Battalion information will be passed via the bulletin boards outside the NROTC office and Maritime College Mess Decks, e-mail, NROTC Unit web page, or the Battalion Staff mailboxes in the NROTC office. Each midshipman is responsible for checking his/her e-mail, mailbox, plan of the week, and relevant bulletin board daily for notices and information of interest.

303. Midshipmen Battalion

a. Mission. SUNY Maritime NROTC will educate midshipmen in naval science and nurture in them the highest ideals of character, leadership, academics and physical fitness in order to commission qualified college graduates as proactive officers in the Navy and Marine Corps who have strong moral fiber, effective personal habits, and are motivated for prospective careers in the Naval Service. The mission of the Midshipmen Battalion is to provide a practical framework within which the following objectives of the NROTC and MMR Programs can be realized:

- (1) Preparation of midshipmen with the requisite sense of honor, courage, and commitment for commissioning in the naval service.
- (2) Cultivation of the elements of military leadership.
- (3) Infusion of a strong sense of loyalty and dedication to the naval service and the nation.

b. Naval Science Leadership Lab. The Midshipmen Battalion conducts leadership oriented training activities to provide an opportunity for the development of leadership qualities, self-confidence, command experience in decision-making, and military bearing.

c. Navy Seaman To Admiral-21 (STA-21) Participation. Periodically, the Navy assigns enlisted personnel to the Unit to complete bachelor degree requirements and gain commissions. Personnel so assigned will participate in Battalion activities on an equal footing with the midshipmen. STA-21 Officer Candidates shall enroll in Naval Science Leadership Lab. Excusal from lab will be on the same basis as for Midshipmen.

d. Marine Corps Enlisted Commissioning Educational Program (MECEP) Participation. Periodically, the Marine Corps assigns enlisted personnel to the Unit to complete bachelor degree requirements and gain commissions. Personnel so assigned will participate in Battalion activities on an equal footing with the midshipmen. MECEP Marines will continue to be considered enlisted, including the wearing of their uniforms. MECEPs will enroll in Naval Science Leadership Lab. Excusal from lab will be on the same basis as for Midshipmen.

e. Merchant Marine Reserve Participation. MMR students will participate in all Battalion activities and Naval Science Leadership Lab periods unless specifically excused by the Year Group Advisor or PNS.

304. Battalion Organization

a. The Midshipmen Battalion is divided into three companies and is supported by a Battalion Staff. Each company has two platoons further divided into three squads. The number of Midshipmen in each squad varies with the size of the Battalion. A Color Guard is formed as an additional unit within the Battalion.

b. The Color Guard will be made up from unit Midshipmen, Officer Candidates, and MECEPs in good standing in all regards. Color Guard members are distinctive representatives of the unit, Navy and Marine Corps who may be called upon to participate in a variety of public service and representational events. Color Guard members must be

willing and able to devote additional time necessary for drill and representational events while maintaining all program standards. Any failure to maintain standards will be grounds for removal from the Color Guard. When supporting outside events, Color Guard will accept no personal financial benefits for their services. They may partake in meals and entertainment consistent with other participants in the event. The Color Guard may accept any donations freely given for the benefit of the Midshipman Recreation Fund. Such donations will not be solicited in exchange for services provided. The Color Guard will be outfitted in accordance with Navy Uniform Regulations and custom and traditions of the service from unit resources including the Midshipman Recreation Fund as determined appropriate by Midshipman leadership.

305. Midshipman Officers

a. Appointment. Midshipman officers are appointed by and serve at the pleasure of the Commanding Officer, NROTC Unit. Appointments are made on a semester basis from recommendations made by the battalion staff to a billet selection board composed of Unit Staff Officers.

b. Criteria. Officer appointments are an integral part of NROTC training. Appointments to Battalion billets are changed each semester to provide the maximum opportunity for Midshipmen to gain leadership experience through service in command and staff positions. Selection criteria include, but are not limited, to the following:

- (1) Naval Science Aptitude
- (2) GPA
- (3) Demonstrated Leadership Ability/Past Billets Held
- (4) Physical Readiness

c. Responsibility. It is essential that each Midshipman Officer be aware of the responsibility inherent in the special trust and confidence bestowed upon them by the appointment. Performance of assigned duties significantly impact on all subordinate Midshipmen. As a leader, the Midshipman Officer sets an example for juniors to follow.

(1) Midshipmen Officers are responsible for meeting and maintaining the high standards required of commissioned Naval Officers in the Armed Forces of the United States.

(2) Midshipman Officers are specifically charged with the responsibility for:

- (a) Knowing their assignments and responsibilities.

(b) Knowing the Midshipmen for whom they are responsible, and with whom they have to deal in the execution of their duties, and doing the utmost to promote their military and academic welfare.

(c) Carrying out with precision and dispatch the proper orders of Midshipmen senior to them.

(d) Issuing appropriate and timely orders to those Midshipmen junior to them.

(e) Maintaining proper discipline during leadership lab periods and other events involving the Battalion.

(f) Ensuring that Midshipmen observe all applicable Naval Regulations and customs.

(g) Ensuring that orders are executed as intended.

(h) Observing outstanding as well as unsatisfactory performance of subordinates for purposes of giving credit or taking corrective action as appropriate.

(i) Setting the example in leadership, observing military regulations, courtesy, and customs and maintaining a neat, well-groomed appearance in civilian and military attire.

d. Midshipman Officer Ranks. Midshipman Officer ranks for the corresponding billets are as follows:

<u>Officer Assignment</u>	<u>Midshipman Rank</u>	
	<u>Navy Option</u>	<u>Marine Option</u>
Battalion Commanding Officer	Commander	Lieutenant Colonel
Battalion Executive Officer	Lieutenant Commander	Major
Administrative Officer (S-1)	Lieutenant	Captain
Operations Officer (S-3)	Lieutenant	Captain
Supply/Logistics Officer (S-4)	Lieutenant	Captain
Planning Officer (S-5)	Lieutenant	Captain
Athletics Officer	Lieutenant Junior Grade	First Lieutenant
Academics Officer	Lieutenant	Captain
Public Affairs Officer	Lieutenant	Captain
Company Commander	Lieutenant Commander	Captain
Company Executive Officer	Lieutenant	First Lieutenant
Platoon Commander	Lieutenant Junior Grade	Second Lieutenant

Note: The NROTC Unit Commander may authorize individual First Class Midshipmen in unique leadership positions to wear the rank of Midshipman Ensign or Second Lieutenant during the academic year.

e. Battalion Staff Officer Billet Descriptions.

The Battalion Staff comprises those officers who assist the Midshipman Battalion Commander in the formulation and dissemination of command policy. They assist and advise subordinates in the implementation of policy, evaluate its effectiveness, and report back to the Battalion Commander. The Battalion Commander and his Staff should be considered as an entity. However, Staff officers do not, by virtue of their capacity as Staff officers, have authority over subordinate units of the Battalion.

(1) **Battalion Commanding Officer (BNCO)**. The senior most member of the midshipman battalion, the Battalion Commander works directly with the Battalion Staff in the execution of the battalion's operations orders.

(a) **Responsibilities**. Ultimately, the Battalion Commander is responsible for all that the Battalion does or fails to do.

(b) The BNCO reports directly to Unit Staff and is evaluated by the Marine Officer Instructor.

(c) The BNCO has direct access to the Unit Commanding Officer but is expected to advise the Unit Executive Officer of any pertinent matters discussed with the Commanding Officer.

(2) **Battalion Executive Officer (BNXO)**. The Battalion Executive Officer is the principal assistant and advisor to the Battalion Commander. He or she performs duties in the Battalion Staff similar to those of a Chief of Staff or Executive Officer in an Operational Command.

(a) **Responsibilities**. The Executive Officer is charged with the responsibility for the supervision of Battalion Staff tasks, for the efficient and prompt response of the Staff, for coordinating its various efforts and, when applicable, for directing subordinates in the name of the Commander. During the latter's temporary absence, and when so authorized, the Battalion Executive Officer represents the Battalion Commander and directs actions in accordance with the Commander's policies. He or she is prepared to assume command of the Battalion at any time. The Executive Officer convenes and runs a weekly Battalion Staff meeting to coordinate Staff tasks and discuss the state of the Battalion. The BNXO is directly responsible for ensuring all midshipman evaluations are accurately completed in a timely manner in accordance with Chapter 6.

(b) The BNXO reports directly to the BNCO.

(3) **Administration Officer (S-1)**. The S-1 is responsible for coordinating and supervising all midshipman administration.

(a) Responsibilities. Primary responsibilities to the unit include organization and accurate account of all musters; also to provide LES sheets to the battalion as per MIDN mail and supervising the passage of information (both the web page and the unit newsletter). In addition, the S-1 is responsible for the maintenance of the midshipmen computers in the midshipmen wardroom.

(b) The S-1 reports directly to the BN XO.

(c) The S-1 is assisted in the performance of his/her duties by the Assistant Administration Officer.

(4) Operations Officer (S-3). The S-3's primary responsibility is to ensure the smooth and efficient execution of all BN events, including the weekly leadership lab. The S-3 assists in the formulation of the Battalion schedule and ensures that all planning and logistical concerns are met. Often, the S-3 will be the officer in charge (OIC) for Battalion evolutions.

(a) Responsibilities. A major task for the S-3 is to continually update the Battalion schedule and explore contingency S5 in order to execute evolutions smoothly. The S-3 is also responsible for keeping the Unit Staff informed of the Battalion schedule. The S-3 and BN XO meet weekly with the MOI to discuss upcoming events and other Battalion issues.

(b) The S-3 reports directly to the BN XO.

(c) The S-3 is assisted by several individuals. The Assistant Operations Officer helps in the execution of the lab schedule. The Operations Officer will also assign, on an as-needed basis, special projects assistant(s) to help in planning and executing any functions for the battalion that occur outside of lab.

(5) Supply/Logistics Officer (S-4). The Battalion Supply/Logistics Officer is primarily responsible for managing the Midshipman Fund and providing any logistical support needed in the execution of the lab schedule. In general, the S-4 ensures that all Battalion supply needs are met.

(a) Responsibilities. The S-4 must orchestrate collection of Battalion dues. In addition, the S-4 manages NROTC spaces and oversees the maintenance of the Midshipmen spaces. The S-4 supervises EMI for Midshipmen if it involves cleaning Midshipmen spaces. The S-4 creates and presents a Battalion budgets to the Unit Staff. Furthermore, the S4 must oversee the budgeting requirements of all Battalion activities and organizations.

(b) The S-4 reports directly to the BN XO.

(c) The S-4 is assisted by the Assistant Supply/Logistics Officer.

(6) **Planning Officer (S-5)**. The planning officer's primary responsibility is to schedule and make logistical arrangements for future Battalion activities. The S-5 focuses on events three to five lab periods away and any involved activities in the future, ensuring reservations and other arrangements are made. The S-5 makes contingency plans for facilities in case of difficulty.

(a) **Responsibilities**. The S-5 assists the S-3 in coordinating and planning evaluations in the current semester. Any Battalion related activity more than three weeks into the future is the S-5s responsibility. The S-5 will work with midshipmen that plan future events (e.g. - Fordham Indoctrination planning squad). The S-5 also collects and maintains files of all after action reports. With the BNCO and BN XO, the S-5 will evaluate the success of past evolutions.

(b) The S-5 will work closely with S-3 and past planning officers. The S-5 consults with the S-3 for matters concerning the current semester and reports to the BN XO.

(c) The S-5 is assisted by the Assistant Planning Officer.

(7) **Athletics Officer**. The Battalion Athletics Officer is responsible for overseeing all battalion physical fitness activities and administration of the Physical Fitness Assessment. He/she reports directly to the BN XO, but should first utilize the Command Fitness Leader. One of the most important responsibilities of the Athletics Officer is preparing and executing a semester PT Plan. This plan is submitted to the Command Fitness Leader for approval.

(a) The Athletics Officer is assisted by the Platoon CPOs. Platoon CPOs are responsible for the administration and tracking of all physical fitness related items to the Bn Athletics Officer.

(8) **Academics Officer**. The Battalion Academics Officer is responsible for being the primary officer for tracking Midshipman awards, Midshipman grades (in order to track the needs for midshipman study sessions and tutoring. Duties also include maintaining the Student Study Bank in A-1 for Battalion.

(9) **Public Affairs Officer**. The Public Affairs Officer is generally responsible for the public representation of the Battalion. Through publications, letters, displays, and phone calls, the PAO attempts to relate current Battalion activities to alumni, prospective Midshipmen and the public.

(a) Responsibilities. The PAO is specifically in charge of three tasks: Midshipman publication production, arranging press coverage of drill meets and other significant Battalion events, and BN photo/videography

(b) The PAO is assisted by the Assistant Public Affairs Officer.

f. Company Staff Officer Billet Descriptions.

(1) Company Commander. The senior most member of the Midshipman Company, the company commander works directly with the battalion staff in the execution of the battalion's operations orders. Ultimately, the company commander is responsible for all that the company does or fails to do.

(a) Responsibilities. The Company Commander is the final supervisory point for a company's operation and overall function. The Company Commander will, at all times, be cognizant of the status of training and general welfare of the company. This includes, but is not limited to, academics, professional development, administrative concerns, physical conditioning, and personal welfare. In addition to these duties, the company commander will be prepared to assume the duties of certain battalion staff members, should the need arise.

(b) The company commander is the primary evaluator for the company executive officer, as well as the company Chief Petty Officer and the platoon commanders. The company commander will be evaluated by the Battalion Commander.

(2) Company Executive Officer. Junior only to the company commander in company rank structure, the company executive officer works directly with and for the company commander to assist in the execution of his or her duties.

(a) Responsibilities. The company executive officer will assist the company commander in all duties outlined for the company commander. In addition, the company executive officer will be prepared to assume the duties of the company commander should the need arise.

(b) The company executive officer is the primary evaluator for the company guide and is evaluated by the Company Commander.

(3) Platoon Commander. The senior most member of the midshipman platoon, the platoon commander works directly with the company staff in the execution of the company's operations orders. Ultimately, the platoon commander is responsible for all that the platoon does or fails to do.

(a) Responsibilities. The platoon commander is the final supervisory point for a platoon's operation and overall function. The platoon commander will, at all times, be cognizant of the status of training and general welfare of the platoon. This includes, but is not limited to, academics, professional development, administrative concerns, physical conditioning, and personal welfare. In addition to these duties, the platoon commander will be prepared to assume the duties of a company commander should the need arise.

(b) The platoon commander is the primary evaluator for the squad leaders and the platoon chief. The platoon commander is evaluated by the Company Commander.

306. Midshipman Non-Commissioned Officers

a. Appointment. Midshipman Non-Commissioned Officers, except the Battalion Chief Petty Officer, are nominated by the respective staff officer to the Battalion Commander and serve at the pleasure of the Battalion Commander with the approval of the MOI.

b. Criteria. Midshipmen selected must exemplify the personal characteristics sought in future Naval and Marine Corps Officers.

c. Responsibilities. Midshipmen Non-Commissioned Officers are assigned responsibilities set forth by Midshipman Officers and by their billet descriptions.

d. Midshipman Non-Commissioned Officer Ranks. Midshipmen Non-commissioned Officer ranks for the corresponding billets are as follows:

<u>Non-Commissioned Officer Assignment</u>	<u>Midshipman Rank</u>	
	<u>Navy Option</u>	<u>Marine Option</u>
Battalion CPO	Master Chief Petty Officer	Sergeant Major
Battalion Guidon	Petty Officer	Staff Sergeant
Assistant Administration Officer	Petty Officer	Staff Sergeant
Assistant Operations Officer	Petty Officer	Staff Sergeant
Assistant Supply/Logistics Officer	Petty Officer	Staff Sergeant
Assistant Planning Officer	Petty Officer	Staff Sergeant
Assistant Public Affairs Officer	Petty Officer	Staff Sergeant
Company CPO	Senior Chief Petty Officer	First Sergeant
Company Guidon	Petty Officer	Staff Sergeant
Platoon CPO	Chief Petty Officer	Gunnery Sergeant
Platoon Guidon	Petty Officer	Staff Sergeant
Squad Leader	Petty Officer	Staff Sergeant

e. Battalion and Company Staff Non-Commissioned Officer Billet Descriptions

(1) Battalion Chief Petty Officer (Battalion CPO). The Midshipman Master Chief Petty Officer/Sergeant Major forms the Battalion during drills, passes word, makes weekly muster reports, and

is responsible for the proper conduct and training of Company Chief Petty Officers. The Battalion CPO is also responsible for the execution of the PT plan as determined by the Battalion Staff. may act as liaison from class advisors to entire Battalion as per BNCO's request.

(2) **Battalion Assistant Administration Officer**. The Assistant Admin is responsible for helping the Administration Officer organize musters and maintain MIDN work areas as well as disperse LES's and disseminate important information to the Battalion.

(3) **Battalion Assistant Operations Officer**. The Assistant Operations Officer is responsible for helping the Operations Officer create the Battalion schedule and to ensure the smooth and efficient execution of all BN events.

(4) **Battalion Assistant Planning Officer**. The Assistant Planning Officer is responsible for helping the Planning Officer schedule and make logistical arrangements for future BN activities. This may include coordinating or planning evolutions, ensuring reservations, or collecting and maintaining after action reports.

(5) **Assistant Public Affairs Officer**. The Asst. PAO is responsible for maintaining the unit's web page and assisting in production of the Battalion publication. The webmaster reports to the Battalion Public Affairs Officer.

(6) **Battalion Assistant Supply Officer (Battalion AS4)**. The Assistant Supply Officer assists the Battalion Supply Officer in collecting funds, maintaining Battalion equipment and organizing events.

(7) **Company Chief Petty Officer (Company CPO)**. Midshipman Senior Chief Petty Officers/First Sergeants form their companies for drill, pass company word, oversee company level physical training, and help Company Commanders conduct the operation of the company.

(8) **Platoon Chief Petty Officer (Platoon CPO)**. Midshipman Chief Petty Officers/Gunnery Sergeants form their platoons for drill, pass platoon word, oversee platoon level physical training and help the Platoon Commanders conduct the operation of the platoon.

(9) **Guidons**. The Battalion Staff as well as each company and platoon are assigned one Midshipman Petty Officer/Staff Sergeant who falls in at the guide position. The platoon guide assists in the administration and drilling of the platoon.

(10) **Squad Leaders**. Midshipmen Petty Officers First Class/Staff Sergeants are the most important element in the chain of command. Working closely with the Platoon Commander, Squad Leaders

develop Midshipmen in their squads through instruction and personal example. They are the critical individuals in maintaining accountability of assigned personnel. The squad leader will effectively carry out the missions assigned to them using members of the squad as a team. The squad leader is responsible for everything the squad does or fails to do. The squad leader will mentor, lead by example, and instill the Navy's Core Values in their assigned personnel. Complying with current prescribed unit policies, Squad Leaders have the authority to excuse squad members from PT sessions and Leadership Labs.

CHAPTER IV

MIDSHIPMAN BATTALION ACTIVITIES

401. Midshipman Activities

a. Unit Publications. The Battalion may publish a newsletter, ***The Bitter End***, every semester. It provides a vehicle by which Midshipmen may present ideas and convey information concerning unit activities. The staff is comprised exclusively of Midshipmen. Individual portraits of the commissioning class are included as part of the Spring issue of ***The Bitter End***. Midshipmen are encouraged to contribute articles or pictures to these publications.

b. Semper Fidelis Platoon. The Semper Fi Platoon is a professional development club for Marine Option Midshipmen. Semper Fi focuses on the training of prospective Marine Officers in both physical fitness and necessary skills to be successful as a Lieutenant in the Fleet Marine Force. A major focus of Semper Fi is preparing midshipmen for Officer Candidate School (Bulldog) and The Basic School (TBS). The Marine Options take part in physical conditioning each week and attend classroom instruction approximately once every two weeks. MECEP and STA-21 personnel may also participate.

c. Social Functions. A variety of Midshipman social functions are held throughout the year. They may include:

- (1) Athletic events
- (2) Dining-In
- (3) Navy and Marine Corps Birthday celebrations
- (4) Joint Military Ball
- (5) Casual and Theme Parties

d. Annual Junior Reserve Officers Training Corps (JROTC) Drill Meet. JROTC competitions are held at SUNY Maritime College to encourage enrollment in the NROTC program. The responsibility for hosting the meet at Maritime belongs to the Fall Semester Battalion Staff.

e. Fees. An activity fee of no more than \$35.00 each semester is assessed to each Midshipman to support Battalion activities. Payment is voluntary but may entitle the Midshipman to significant discounts to social events potentially exceeding the value of the fee.

f. ROTC Drill Meets at Other ROTC Units. The battalion Color Guard and Drill Team may participate in such events provided that there is sufficient planning, participation and fund raising. The

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Tulane NROTC Drill Meet in New Orleans during Mardi Gras is an excellent example of the opportunities available.

g. MACY*S Thanksgiving Day Parade. The NROTC Unit will provide a group of volunteers to assist in the handling of the major lines for each of the parades major balloons. MACY*S association since 2001 with the SUNY Maritime NROTC Unit is due to our expertise in handling these lines in a secure nautical manner. MACY*S will provide the required training, and will pay a set amount directly to the NROTC Midshipman Fund for each participant.

h. Maritime Industry Museum Support Group. The NROTC Unit may form a group of volunteers to assist the museum staff in the maintenance and presentation of exhibits within the museum in Fort Schuyler. Since the exhibit area includes unit spaces, limited maintenance materials may be provided from unit resources. Support may include general cleaning, bright work polishing, preparation and mounting of exhibits labels, planning and preparation of future exhibits in the Navy/Marine Corps area of the Museum. The object of the Museum Support Group is to promote a positive image of the Navy and Marine Corps, further public knowledge of the Navy and Marine Corps, assist in unit recruiting and enhance the professional development of participating Midshipmen.

i. Annual ROTC Drill Meet/Ironman competition (Rumble in the Bronx). ROTC units from across the country come to New York to compete in the ROTC Drill Meet. The Spring Semester staff is responsible for planning and hosting this drill meet.

402. Physical Conditioning

a. General. The Navy and Marine Corps emphasize physical fitness as a requisite for naval officers. The physical conditioning aspects of the NROTC Program are designed to increase endurance and strength capability. Midshipmen are expected to meet Navy or Marine Corps fitness standards, as appropriate, and are encouraged to seek the advice of school physical education instructors, the Marine Officer Instructor, or the AMOI to assist in establishing a regular program of progressive conditioning. At a minimum, Midshipmen shall engage in some form of physical conditioning three times per week, with at least one of those sessions conducted as a group of Midshipmen.

b. Testing. Each Midshipman is required to pass the Navy Physical Readiness Assessment (PFA) or Marine Corps physical fitness test (PFT) each semester. Midshipmen will have only one opportunity per semester to take the PFA/PFT. Midshipmen who fail will be placed on probation, will be required to participate the Fitness Enhancement Program (FEP), and will have a notation made in their aptitude evaluation. Students who incur three failures in a four-year period

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to pass the PFA/PFT, third class swim, or meet height/weight requirements are subject to a PRB for disenrollment.

c. Physical Readiness Assessment (PFA) Standards. As a measure of individual physical fitness, Midshipmen shall be required to pass semi-annual physical readiness assessments. Navy Option Midshipman are required to attain at least an overall "Good Low" or higher on all PFA's. Charts showing PFA requirements by age group versus point totals awarded are available in Admin or from the Unit Staff Command Fitness Coordinator.

(1) PFA Standards. To pass the PFA members must achieve the satisfactory requirement listed for each event (sit-up, push-ups, and 1.5 mile run/walk), and pass the sit-reach test. Additionally, the overall score for the totals of all events must be in the "Good Low" category. Failure to meet satisfactory requirements in any individual event constitutes failure of the entire PFA. Failure to achieve a "Good Low" overall may result in assignment to remedial physical training, delay of commissioning and possibly loss of benefits. Members who are medically waived will be scored pass/fail for the portions of the test taken.

(2) Outstanding PFA Performance. Midshipmen possessing a high commitment to physical readiness and personal excellence and wishing to excel in the PFA will have the opportunity to do so. Categories denoting outstanding performance are delineated by age group. Midshipmen who demonstrate exceptional performance on the PRT [high outstanding or highest male and female] will be recognized at award ceremonies. Comments will be made in the narrative section of the Midshipman performance evaluations each semester.

(3) PFA Performance Standards

(i) Performance of "Probationary" or better is required on each exercise event to meet the PFA standards.

(ii) To commission, Navy Option midshipmen and STA-21 OCs must attain performance level in a Good/Low category in all events on a single Navy PFA during First Class year. Failure to do so will result in failure to commission.(4-36)

(iii) A swim or elliptical trainer may be substituted for a run in special cases. However, a run (better than or equal to a Good/Low) must be completed during the First Class year. If a run is not completed, a waiver is required from NSTC.

(iv) Overall PFA performance are determined by averaging the three point scores from each event. The events included in the Physical Readiness Test are a 1.5 mile run or a 500 m swim, sit-ups, push-ups, and a pass/fail sit-reach test. For example, a 19-year-old female scoring 24 pushups, 85 sit-ups and completing the 1.5

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run in 11:55 would score 65 (60+70+65=195, 190/3 = 63), with an overall performance of GOOD MEDIUM.

(iv) Exercise events standards and categories are reflected on the matrices listed below.

(v) To calculate your score according to Navy standards go to www.mwr.navy.mil/prims/pfacalculators.htm

The following tables are Navy PRT standards.

MALES: AGE 17 TO 19 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	109	92	8:15	6:30	6:20
OUTSTANDING	MEDIUM	95	107	91	8:45	6:45	6:35
OUTSTANDING	LOW	90	102	86	9:00	7:15	7:05
EXCELLENT	HIGH	85	98	82	9:15	7:45	7:35
EXCELLENT	MEDIUM	80	93	79	9:30	8:15	8:05
EXCELLENT	LOW	75	90	76	9:45	8:30	8:20
GOOD	HIGH	70	81	68	10:00	9:15	9:05
GOOD	MEDIUM	65	71	60	10:30	10:30	10:20
GOOD	LOW	60	62	51	11:00	11:15	11:05
SATISFACTORY	HIGH	55	59	49	12:00	11:45	11:35
SATISFACTORY	MEDIUM	50	54	46	12:15	12:15	12:05
PROBATIONARY		45	50	42	12:30	12:45	12:35

FEMALES: AGE 17 TO 19 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	109	51	9:29	6:45	6:35
OUTSTANDING	MEDIUM	95	107	50	11:15	7:45	7:35
OUTSTANDING	LOW	90	102	47	11:30	8:30	8:20
EXCELLENT	HIGH	85	98	45	11:45	9:00	8:50
EXCELLENT	MEDIUM	80	93	43	12:00	9:30	9:20
EXCELLENT	LOW	75	90	42	12:30	9:45	9:35
GOOD	HIGH	70	81	36	12:45	10:45	10:35
GOOD	MEDIUM	65	71	30	13:00	12:00	11:50
GOOD	LOW	60	62	24	13:30	13:00	12:50
SATISFACTORY	HIGH	55	59	22	14:15	13:15	13:05
SATISFACTORY	MEDIUM	50	54	20	14:45	13:45	13:35
PROBATIONARY		45	50	19	15:00	14:15	14:05

MALES: AGE 20 TO 24 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	105	87	8:30	6:30	6:20
OUTSTANDING	MEDIUM	95	103	86	9:00	7:00	6:50
OUTSTANDING	LOW	90	98	81	9:15	7:30	7:20
EXCELLENT	HIGH	85	94	77	9:45	8:00	7:50
EXCELLENT	MEDIUM	80	90	74	10:00	8:15	8:05
EXCELLENT	LOW	75	87	71	10:30	8:45	8:35
GOOD	HIGH	70	78	64	10:45	9:30	9:20
GOOD	MEDIUM	65	66	55	11:30	10:30	10:20
GOOD	LOW	60	58	47	12:00	11:30	11:20
SATISFACTORY	HIGH	55	54	45	12:45	12:00	11:50
SATISFACTORY	MEDIUM	50	50	42	13:15	12:15	12:05
PROBATIONARY		45	46	37	13:30	13:00	12:50

FEMALES: AGE 20 TO 24 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	105	48	9:47	7:15	7:05
OUTSTANDING	MEDIUM	95	103	47	11:15	8:00	7:50
OUTSTANDING	LOW	90	98	44	11:30	8:45	8:35
EXCELLENT	HIGH	85	94	43	12:15	9:15	9:05
EXCELLENT	MEDIUM	80	90	40	12:45	9:45	9:35
EXCELLENT	LOW	75	87	39	13:15	10:00	9:50
GOOD	HIGH	70	78	33	13:30	11:00	10:50
GOOD	MEDIUM	65	66	28	13:45	12:15	12:05
GOOD	LOW	60	58	21	14:15	13:15	13:05
SATISFACTORY	HIGH	55	54	20	15:00	13:45	13:35
SATISFACTORY	MEDIUM	50	50	17	15:15	14:00	13:50
PROBATIONARY		45	46	16	15:30	14:30	14:20

MALES: AGE 25-29 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	101	84	8:55	6:38	6:28
OUTSTANDING	MEDIUM	95	100	82	9:23	7:08	6:58
OUTSTANDING	LOW	90	95	77	9:38	7:38	7:28
EXCELLENT	HIGH	85	91	73	10:15	8:08	7:58
EXCELLENT	MEDIUM	80	87	69	10:30	8:23	8:13
EXCELLENT	LOW	75	84	67	10:52	8:53	8:43
GOOD	HIGH	70	75	60	11:23	9:38	9:28
GOOD	MEDIUM	65	62	51	12:15	10:38	10:28
GOOD	LOW	60	54	44	12:53	11:38	11:28
SATISFACTORY	HIGH	55	50	41	13:23	12:08	11:58
SATISFACTORY	MEDIUM	50	47	38	13:45	12:23	12:13
PROBATIONARY		45	43	34	14:00	13:08	12:58

FEMALES: AGE 25-29 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	101	46	10:17	7:23	7:13
OUTSTANDING	MEDIUM	95	100	45	11:30	8:15	7:58
OUTSTANDING	LOW	90	95	43	11:45	9:00	8:50
EXCELLENT	HIGH	85	91	41	12:30	9:30	9:20
EXCELLENT	MEDIUM	80	87	39	13:00	10:00	9:50
EXCELLENT	LOW	75	84	37	13:23	10:15	10:05
GOOD	HIGH	70	75	30	14:00	11:15	11:05
GOOD	MEDIUM	65	62	26	14:30	12:30	12:20
GOOD	LOW	60	54	19	14:53	13:30	13:20
SATISFACTORY	HIGH	55	50	18	15:23	13:53	13:43
SATISFACTORY	MEDIUM	50	47	15	15:45	14:15	14:05
PROBATIONARY		45	43	13	16:08	14:45	14:35

MALES: AGE 30-34 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	98	80	9:20	6:45	6:35
OUTSTANDING	MEDIUM	95	97	78	9:45	7:15	7:05
OUTSTANDING	LOW	90	92	74	10:00	7:45	7:35
EXCELLENT	HIGH	85	88	69	10:30	8:15	8:05
EXCELLENT	MEDIUM	80	85	67	11:00	8:30	8:20
EXCELLENT	LOW	75	81	64	11:15	9:00	8:50
GOOD	HIGH	70	73	57	12:00	9:45	9:35
GOOD	MEDIUM	65	59	48	13:00	10:45	10:35
GOOD	LOW	60	51	41	13:45	11:45	11:35
SATISFACTORY	HIGH	55	47	38	14:00	12:15	12:05
SATISFACTORY	MEDIUM	50	44	35	14:15	12:30	12:20
PROBATIONARY		45	40	31	14:30	13:15	13:05

FEMALES: AGE 30-34 YEARS							
PERFORMANCE		CURL		PUSH	1.5-MILE	SWIM	
CATEGORY	LEVEL	POINTS	UPS	UPS	RUN	500-YD	450-M
OUTSTANDING	HIGH	100	98	44	10:46	7:30	7:20
OUTSTANDING	MEDIUM	95	97	43	11:45	8:30	8:20
OUTSTANDING	LOW	90	92	41	12:00	9:15	9:05
EXCELLENT	HIGH	85	88	39	12:45	9:45	9:35
EXCELLENT	MEDIUM	80	85	37	13:15	10:15	10:05
EXCELLENT	LOW	75	81	35	13:30	10:30	10:20
GOOD	HIGH	70	73	28	14:30	11:30	11:20
GOOD	MEDIUM	65	59	24	15:15	12:45	12:35
GOOD	LOW	60	51	17	15:30	13:45	13:35
SATISFACTORY	HIGH	55	47	15	15:45	14:00	13:50
SATISFACTORY	MEDIUM	50	44	13	16:15	14:30	14:20
PROBATIONARY		45	40	11	16:45	15:00	14:50

The following tables are Marine Corps PFT standards.

2200. PFT STANDARDS

1. PFT Performance Requirements. To successfully pass the PFT, Marines must complete the minimum acceptable performance requirements in each event and achieve an overall combined score for their age group as shown in table 2-1. Marines must be made aware that the minimum performance (points) in each event alone, will not total the points required for a passing score. Additional points must be earned in at least one event in order to achieve a 3rd Class PFT or better, per age group. Failure to meet the minimum requirements in any event constitutes a failure of the entire test, regardless of the total number of points earned for all three events. Marines on light or limited duty will complete the two events that they are medically qualified to participate in, and will receive credit for a PPFT. Paragraph 2202 further details the PPFT requirements.

AGE	PULL-UPS/ FLEXED-ARM	ABDOMINAL CRUNCHES	3.0 MILE RUN (MIN)	TOTAL POINTS	MIN SCORE	ADDNTL' POINTS NEEDED
17-26	3/15 (SEC)	50	28 (m) 31 (f)	105	135	30
27-39	3/15	45	29 (m) 32 (f)	94	110	16
40-45	3/15	45	30 (m) 33 (f)	88	88	0
46+	3/15	40	33 (m) 36 (f)	65	65	0

Table 2-1.--Minimum Acceptable Performance Requirements for PFT/PPFT Events.

2. Individual event scores for both males and females can be viewed in appendix G.
3. PFT Classification Scores. Table 2-2 shows the minimum score required, per age group, to earn each PFT classification score. Marines should be encouraged to continually strive to perform their best and not merely accept minimum performance.

PFT CLASS	AGE GROUPS			
	17-26	27-39	40-45	46+
1 st	225	200	175	150
2 nd	175	150	125	100
3 rd	135	110	88	65

Table 2-2.--Minimum PFT Classification Scores.

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d. Swimming. Midshipmen shall qualify as Swimmer, 3rd Class (MILPERSMAN 1414.010), by the end of the Fourth Class Year. Midshipmen qualifying as Swimmer, 2nd Class, are exempt from further testing. Students qualified at lower than Swimmer, 2nd Class shall re-qualify annually.

e. Weight Control. NROTC midshipmen whose height/weight and/or body fat percentage exceed established standards contained in OPNAVINST 6110.1H as modified by (1) below, or MCO P6100.12 as modified by (2) below, shall be required to accomplish FEP physical conditioning and encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. Midshipmen, STA-21 OCs, and MECEPS will not be commissioned if out of standards.

(1) OPNAVINST 6110.1H, paragraph 5c, does not apply to Navy midshipmen. The maximum allowable body fat percentage is 22% for males, 33% for females.

(2) MCO P6100.12, paragraph 3102, does not apply to Marine Option midshipmen. The maximum allowable body fat percentage is 18% for males, 26% for females.

(3) Allowable body fat percentages shall not be waived.

NAVY MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

<u>Men</u>	<u>Member's Height</u>	<u>Women</u>
Max weight in lbs	inches (to nearest whole inch)	Max weight in lbs
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

MARINE CORPS MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

MALES

HEIGHT	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
58"	132	91
59"	136	94
60"	141	97
61"	146	100
62"	150	104
63"	155	107
64"	160	110
65"	165	114
66"	170	117
67"	176	121
68"	181	125
69"	186	128
70"	192	132
71"	197	136
72"	203	140
73"	208	144
74"	214	148
75"	220	152
76"	226	156
77"	232	160
78"	238	164
79"	244	168
80"	250	173

Max BF%: 18%

FEMALES

HEIGHT	Maximum Standard	Minimum Standard
(Inches)	(Pounds)	(Pounds)
58"	120	91
59"	124	94
60"	128	97
61"	132	100
62"	137	104
63"	141	107
64"	146	110
65"	150	114
66"	155	117
67"	160	121
68"	164	125
69"	169	128
70"	174	132
71"	179	136
72"	184	140
73"	189	144
74"	195	148
75"	200	152
76"	205	156
77"	211	160
78"	216	164
79"	222	168
80"	228	173

Max BF%: 26%

f. Marine Corps Physical Fitness Test (PFT) Standards. Marine Corps Option Midshipmen shall be required to pass semi-annual physical fitness tests. Midshipmen MUST attain and maintain at least a "First Class" score on all PFT's in order to be prepared for Bulldog training.

(1) Physical Fitness Test. To pass the PFT, Marine Option Midshipmen must achieve the satisfactory requirement listed for each event (pull-ups for males/flexed-arm hang for females, crunches, and 3 mile run) AND the satisfactory overall score. The overall score is

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the sum of the scores for the three events. Minimum acceptable performance in each category may not be sufficient to pass the overall performance requirement. The maximum overall score is 300.

(2) Required Scores.

Required Minimum Classification Score (Male/Female)

1ST CLASS
225

Required Minimum Acceptable Performance (Male)

PULLUPS	CRUNCHES	RUN	PASSING SCORE
10	80	24 min	225

Required Minimum Acceptable Performance (Female)

FAH	CRUNCHES	RUN	PASSING SCORE
50 sec	80	27 min	225

(3) Score Charts. The points for each event are listed in charts below. To calculate your score according to Marine Corps standards go to <http://semperfi.uchicago.edu/pfa>

Male points system											
Points	P/U	S/U	RUN	Points	P/U	S/U	RUN	Points	P/U	S/U	RUN
100	20	100	18:00	66		66	23:40	32		32	29:20
99		99	18:10	65	13	65	23:50	31		31	29:30
98		98	18:20	64		64	24:00	30	6	30	29:40
97		97	18:30	63		63	24:10	29		29	29:50
96		96	18:40	62		62	24:20	28		28	30:00
95	19	95	18:50	61		61	24:30	27		27	30:10
94		94	19:00	60	12	60	24:40	26		26	30:20
93		93	19:10	59		59	24:50	25	5	25	30:30
92		92	19:20	58		58	25:00	24		24	30:40
91		91	19:30	57		57	25:10	23		23	30:50
90	18	90	19:40	56		56	25:20	22		22	31:00
89		89	19:50	55	11	55	25:30	21		21	31:10
88		88	20:00	54		54	25:40	20	4	20	31:20
87		87	20:10	53		53	25:50	19		19	31:30
86		86	20:20	52		52	26:00	18		18	31:40
85	17	85	20:30	51		51	26:10	17		17	31:50
84		84	20:40	50	10	50	26:20	16		16	32:00
83		83	20:50	49		49	26:30	15	3	15	32:10
82		82	21:00	48		48	26:40	14		14	32:20
81		81	21:10	47		47	26:50	13		13	32:30
80	16	80	21:20	46		46	27:00	12		12	32:40
79		79	21:30	45	9	45	27:10	11		11	32:50
78		78	21:40	44		44	27:20	10	2	10	33:00
77		77	21:50	43		43	27:30	9		9	33:10
76		76	22:00	42		42	27:40	8		8	33:20
75	15	75	22:10	41		41	27:50	7		7	33:30
74		74	22:20	40	8	40	28:00	6		6	33:40
73		73	22:30	39		39	28:10	5	1	5	33:50
72		72	22:40	38		38	28:20	4		4	34:00
71		71	22:50	37		37	28:30	3		3	34:30
70	14	70	23:00	36		36	28:40	2		2	35:00
69		69	23:10	35	7	35	28:50	1		1	36:00
68		68	23:20	34		34	29:00	0	0	0	> 36:01
67		67	23:30	33		33	29:10				

Female points system											
Points	F/A	S/U	RUN	Points	F/A	S/U	RUN	Points	F/A	S/U	RUN
100	70	100	21:00	66	53	66	26:40	32	32	32	32:20
99		99	21:10	65		65	26:50	31	31	31	32:30
98	69	98	21:20	64	52	64	27:00	30	30	30	32:40
97		97	21:30	63		63	27:10	29	29	29	32:50
96	68	96	21:40	62	51	62	27:20	28	28	28	33:00
95		95	21:50	61		61	27:30	27	27	27	33:10
94	67	94	22:00	60	50	60	27:40	26	26	26	33:20
93		93	22:10	59		59	27:50	25	25	25	33:30
92	66	92	22:20	58	49	58	28:00	24	24	24	33:40
91		91	22:30	57		57	28:10	23	23	23	33:50
90	65	90	22:40	56	48	56	28:20	22	22	22	34:00
89		89	22:50	55		55	28:30	21	21	21	34:10
88	64	88	23:00	54	47	54	28:40	20	20	20	34:20
87		87	23:10	53		53	28:50	19	19	19	34:30
86	63	86	23:20	52	46	52	29:00	18	18	18	34:40
85		85	23:30	51		51	29:10	17	17	17	34:50
84	62	84	23:40	50	45	50	29:20	16	16	16	35:00
83		83	23:50	49		49	29:30	15	15	15	35:10
82	61	82	24:00	48	44	48	29:40	14	14	14	35:20
81		81	24:10	47		47	29:50	13	13	13	35:30
80	60	80	24:20	46	43	46	30:00	12	12	12	35:40
79		79	24:30	45		45	30:10	11	11	11	35:50
78	59	78	24:40	44	42	44	30:20	10	10	10	36:00
77		77	24:50	43		43	30:30	9	9	9	36:10
76	58	76	25:00	42	41	42	30:40	8	8	8	36:20
75		75	25:10	41		41	30:50	7	7	7	36:30
74	57	74	25:20	40	40	40	31:00	6	6	6	36:40
73		73	25:30	39	39	39	31:10	5	5	5	36:50
72	56	72	25:40	38	38	38	31:20	4	4	4	37:00
71		71	25:50	37	37	37	31:30	3	3	3	37:10
70	55	70	26:00	36	36	36	31:40	2	2	2	37:20
69		69	26:10	35	35	35	31:50	1	1	1	37:30
68	54	68	26:20	34	34	34	32:00	0	0	0	> 37:31
67		67	26:30	33	33	33	32:10				

g. Fitness Enhancement Program (FEP). All students are encouraged in the FEP to improve their physical conditioning and maintain established standards. If needed, and when approved by the Command Fitness Leader, an individualized training plan may include more than three unit-directed PT sessions per week.

(1) Participation in FEP is required when a student is outside height/weight/BCA standards or scores below the Navy Commissioning minimum standard of Good/Low or the Marine Commissioning minimum standard of 225 during the official PFA/PFT.

(2) Students will not be released from required participation in the FEP until they meet both the required height/weight or BCA AND the Commissioning minimum standards for two consecutive PFA/PFT cycles.

h. Physical Fitness Deficiencies.

(1) Physical fitness/aptitude deficiency is defined as failure to comply with one or more of the standard addressed in this chapter.

(2) Deficiencies and their consequences:

(a) Failure to achieve minimum performance levels on the PFA/PFT and/or maintain height/weight standards freshman through junior years. Students will be placed in a remedial FEP.

(b) Failure to achieve Good/Low in each event of the PFA or to maintain height/weight standards during senior year (Navy Option). A PRB is required, and the student may be put on a Leave of Absence.

(c) Failure to achieve a score of 225 on the PFT and/or to maintain height/weight standards during senior year (Marine Option). A PRB is required, and the student may be put on a Leave of Absence.

(d) Failure to achieve a score of 225 immediately prior to OCS (Marine Option). Student will not be permitted to attend OCS.

(e) College Program midshipmen are not eligible for advanced standing unless PFA/PFT and height/weight standards are met.

(f) Students who fail to achieve a Good/Low in any event, but who do meet a Satisfactory category are on probation, and are placed in a remedial FEP to improve their performance. A second failure to achieve a Good/Low in any event may result in a Leave of Absence.

(g) Students who score lower than Satisfactory in any category shall be placed in a remedial FEP and are subject to being put on a Leave of Absence.

CHAPTER V

MIDSHIPMAN ACADEMICS

501. General

College Program and Scholarship NROTC students may choose any degree program considered by NSTC to be compatible with the requirements of Naval Officer duties and the needs of the Navy. Merchant Marine Reserve students must pursue a Coast Guard Merchant Marine License. Navy Midshipmen are encouraged to pursue majors in engineering and physical sciences to meet the technological needs of the Navy. While science and mathematics are essential to the background of a Naval Officer, the officer must also be proficient in written and oral expression. Courses required by the Department of Naval Science are outlined in paragraph 503. Unit instructors are available to guide Midshipmen in selecting both academic majors and electives.

502. Academic Majors

Responsibility for selecting and applying for a major rests with the Midshipman and must be completed prior to the commencement of the third year. Since the choice of major, as well as a change in major, may affect a Midshipman's graduation date and status in the program, **Midshipmen deciding on a major or contemplating a change in major, must consult with their Year Group Instructor.** While all students consult with a Maritime College advisor for help in determining a major program, Midshipmen should also feel free to seek additional assistance from members of the Unit Staff.

503. Curriculum Requirements

a. Midshipmen are required to take the Naval Science courses appropriate for their year group. Note that not all credits for Naval Science courses may be applicable for graduation credit requirements; check with your college academic advisor.

b. Midshipmen must take the Naval Science Leadership Lab (NVSC 150, 151, 250, 251, 350, 351, 450 or 451) during every semester they are enrolled in the Program (e.g., eight semesters of Naval Science Leadership Lab are normally required to successfully complete the Four-Year NROTC Program). Under extraordinary circumstances and upon request by their degree-granting Chair, Midshipmen may be excused from leadership lab for a semester due to a class conflict with a required class. The Professor of Naval Science only will approve such requests. Leadership lab periods are normally scheduled on Wednesdays from 1615 to 1815 to preclude scheduling conflicts.

c. Detailed Course Requirements

(1) The following tables delineate specific course requirements depending upon the particular program midshipmen are enrolled in:

TABLE 4-1: NROTC-SPECIFIED COURSES

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

R= required,
 A=Advised to ease change to USN scholarship status,
 N= Not required by Navy,
 R*= May be required by specific program authorization.

TABLE 4-2: NAVAL SCIENCE COURSE

Courses	Year normally completed	USN Scholar-ship	USMC Scholar-ship	USN CP	USMC CP	MECEP	Nurse	STA-21
Introduction to Naval Science	Freshman	R	R	R	R	N	R	R*
Sea Power and Maritime Affairs	Freshman	R	R	R	R	N	R	R*
Leadership and Management	Sophomore	R	R	R	R	N	R	R
Navigation	Sophomore	R	N	R	N	N	N	R*
Engineering	Junior	R	N	R	N	N	N	R*
Weapons	Junior	R	N	R	N	N	N	R*
Naval Operations & Seamanship	Senior	R	N	R	N	N	N	R*
Leadership and Ethics	Senior	R	R	R	R	R	R	R
Evolution of Warfare	Sophomore/Junior	N	R	N	R	R	N	N
Amphibious Warfare	Junior/Senior	N	R	N	R	R	N	N
Naval Science Laboratory	All years	R	R	R	R	R	R	R

(2) Two-Year College and Scholarship Program students fill the NVSC 101, 102, 201, and 211 requirements by attending the Naval Science Institute at Newport, RI, prior to entering the NROTC Program. STA-21 Officer Candidates fill the NVSC 101, 102, 211, 301, 303 and 403 requirements by attending NSI.

(3) Navy College Program students should complete the scholarship calculus and physics requirements cited above early in their academic programs if they wish to be competitive for a Professor of Naval Science Scholarship.

(4) All NROTC required classes must be taken on a letter grade basis and students must score a C- or better to receive credit for the NROTC requirement.

d. Advanced/Transfer Credit. Calculus and physics courses completed at other than the degree-granting school must be transferable for credit to the college before they are used to satisfy the Navy Scholarship program requirement. Students who have taken a calculus or calculus based physics course for college credit in high school, which the college has validated, must complete one additional 3-semester hour course. Students are strongly encouraged to complete the college courses to improve foundations in these subjects even if they have validated the course from high school. Advanced placement credit in history does not validate the National Security Policy/American Military History requirement.

504. Academic Workload and Dropping Courses

It is the student's responsibility to take appropriate and sufficient courses each semester to make satisfactory progress toward graduation. Except in unusual circumstances, students will be expected to enroll in at least 15 credit hours per semester toward-degree coursework. They will consult with their Year Group Instructor prior to dropping any courses during the semester. This stipulation is not meant to prevent students from dropping courses to which they are academically unsuited. It is intended to ensure the student informs the Unit and consults with his NROTC instructor before he takes action to drop a course. Students dropping below 12 hours (full time status) will be placed on Leave of Absence immediately, unless previously approved by the Professor of Naval Science.

505. Attendance Policy

a. College Classes. Class attendance is of paramount importance to a student's academic welfare; for many college courses, a major determinant of the final grade is attendance and participation. Class attendance is also a measure of aptitude for commissioned service, for in faithfully executing his class schedule, the Midshipman demonstrates self-discipline. A Midshipman who receives poor grades because of unauthorized absences in his college classes is not fulfilling his/her obligations to the Naval Services, the school, or him/herself. Midshipmen are expected to attend all classes; the classroom is the "primary place of duty".

b. Naval Science Courses. Midshipmen with three absences from Naval science courses without authorization by the course instructor in any semester will be issued an Aptitude Warning. Three or more absences will result in Aptitude Probation.

c. Naval Science Leadership Lab.

(1) Absence from a Naval Science Leadership Lab period without prior authorization is a disciplinary offense.

(2) Authorization for unavoidable absence must be obtained in advance from the Year Group Instructor or the Midshipman Squad Leader or above in Midshipman Chain of Command.

(3) Absences excusable by Midshipman Chain of Command are:

- (a) Illness of the Midshipman
- (b) Death in the family
- (c) Critical illness in the family when the family requests the Midshipman's presence
- (d) Mandatory participation in a University-sponsored activity
- (e) Participation in a varsity athletic competition (not practice).

(4) Prior to final registration, a Midshipman who desires to take an academic course offered only during Naval Science leadership lab must submit a special request chit through the chain of command (including the Year Group Advisor) to the Professor of Naval Science.

If approved, documentation to that effect will be entered into the Midshipman's performance record and participation in leadership lab that semester will be waived. Each Midshipman shall make every effort to arrange their academic schedule so that such conflicts do not arise.

(5) Grades for Leadership Lab will be determined based on performance in the following areas:

- PRT - 15%
- Guidebook Exam - 10%
- Attendance - 50%
- Military Bearing/aptitude - 25%

506. Classroom Conduct

Midshipmen are expected to conduct themselves as Naval Officers in the Naval Science classroom. Specific procedures for classroom conduct are contained in section 601. The Naval Science Instructor will promulgate specific requirements pertaining to how the course will be conducted, such as presentations and papers, in the course syllabus provided during the first class meeting of the semester.

507. Grades

a. Good Academic Performance is Mandatory. Midshipmen are expected to work to their full academic potential and strive to exceed the NROTC required minimums. In general, all midshipmen should strive to do their best and are strongly encouraged to attain at least a 3.0 GPA. Those earning a semester GPA below 2.50 shall receive special

counseling and may be required to appear before an Academic Review Board. See section 604.

(1) Academic excellence is vitally important for several reasons:

(a) The engineering and weapons systems on today's and future ships and aircraft are highly sophisticated and will require the best educated and trained officers to employ them.

(b) Grades are the major determining factor for the first duty assignment for newly commissioned Naval Officers.

(c) An outstanding academic record will enable an officer to qualify for the best and most challenging assignments throughout a career. This includes not only warfare assignments, but postgraduate education and service college assignments as well. For future Naval officers, relative seniority in a rank, represented by an individual's lineal number, is determined by a formula in which college course grades count 60 percent, and Naval Science grades and military aptitude marks count 20 percent each.

b. Grading System. SUNY Maritime College, Molloy College, and Fordham University grade on a 4.0 scale. This same scale is used for Naval Science courses. At the first class meeting, each instructor will announce the methods they will use to determine students' grades (i.e., number of examinations, relative weight of various phases of work, etc.).

c. Non credit Naval Science Courses. Naval Science courses that do not receive college credit are still assigned numerical grades (4.0 scale) that are reported to NSTC for lineal standing computations.

d. Any failure on a test in any class will be immediately reported to the midshipman chain of command and to the midshipman class advisor.

508. Academic Probation and Leave of Absence (LOA)

Any Midshipman receiving an "F" or "incomplete" in any required course or having a GPA below 2.00 may be placed on Academic Probation. Scholarship Midshipmen with a cumulative GPA below 2.0 after their first year will be placed on LOA in lieu of entry into the advanced program. Midshipmen can be placed on LOA for other reasons: a repeat failure in calculus or physics, two consecutive semester GPAs below 2.0, enrolling in fewer than 12 semester hours without PNS approval, not meeting calculus/physics within time requirements, or failing to correct academic probation stipulations. An Review Board (see section 604) will evaluate the academic progress of Midshipmen not performing within standards. A midshipman may be placed on LOA due to unsatisfactory performance or when it is anticipated that the midshipman may not complete the program.

509. Formal Study Program

Midshipmen placed on Academic Warning, Academic Probation or Leave of Absence shall be required to study at least 30 hours per week and meet as directed for counseling with their Year Group Advisor. All midshipmen placed on a formal study program shall document their efforts to record when and where study was conducted. This shall be made available for review during weekly YGA counseling sessions. The PNS may direct mandatory study of up to 15 hours per week.

510. Graduate Study

Various programs are offered to both the Scholarship and College Program Midshipman for advanced education from the time of graduation. Midshipmen are advised to consult the Service Selection Officer concerning the latest information on graduate study. Listed below are four programs which are open to the superior student at the time of graduation.

a. Fully Funded

(1) Immediate Graduate Education Program (IGEP). The IGEP specifically targets technical education programs the Navy needs in concert with the officer subspecialty system. Applicants interested in engineering curricula are required to have the requisite engineering-based undergraduate background. Upon commissioning, the newly appointed officer will participate in one-year programs at the Naval Postgraduate School (NPS) or the Air Force Institute of Technology (AFIT) with a June/July start date in a curriculum to be determined by NPS or AFIT. An application package consisting of transcripts, student statement, and PNS endorsement shall be forwarded to OD4 no later than 31 January of each year.

(2) Massachusetts Institute of Technology/Woods Hole Oceanographic Institution Joint Master Program. USNA and NROTC may each nominate one midshipman for participation in the MIT/WHOI Oceanography program. The program begins in June, typically requires 24-27 months to complete, and leads to a 6402P (Operational Oceanography) subspecialty code. Midshipmen who service select for aviation are not eligible for this program. A package consisting of a copy of the MIT/WHOI application, transcripts, GRE scores, student statement, and PNS endorsement must be forwarded to OD4 no later than the MIT/WHOI application deadline listed in the NAVADMIN. Upon receipt, OD4 will screen the packages for eligibility and forward them to N13 for community manager concurrence. Once OD4 receives community manager concurrence, the list of nominees will be forwarded to the Office of the Oceanographer and Navigator of the Navy for approval.

(3) The Junior Line Officer Advanced Educational Program (Burke Program). The Burke Program provides an opportunity for unrestricted line officers in scientific and engineering disciplines

for assignment to subspecialty billets. This program includes aviation, subsurface, and surface midshipmen and STA-21 OCs. Curricula should be consistent with the individual's designator and the needs of the Navy. Upon commissioning, the newly appointed officer will attend postaccession training before their initial 30-36 month operational tour. Once they have completed their initial tour, Burke Program students may be assigned duty-under-instruction (DUINS) at civilian schools or attend the NPS. Participants in this program will receive full pay and allowances and will be entitled to a permanent change of station if applicable.

(4) Medical/Dental School. OD may permit a maximum of 25 midshipmen to select medical and dental school training. However, these programs pertain to service selection and result in a primary designator.

b. Partially Funded

(1) The Scholarship Program

(a) The Scholarship Program is directed toward fulfilling Navy needs in operational, technical and managerial areas in concert with the officer subspecialty system. Upon commissioning, the newly appointed officer attends school fulltime and receives full pay and allowances. Applicants must complete their degree in 24 months or less. Personnel may not attend law or medical school under this program. Participation in the program will be at an institution within the United States that is accredited by a regional accrediting association recognized by the Department of Education. Subspecialty code determination is performed by NPS upon review of the student's curriculum. Exceptions are made for Rhodes, Olmsted, and similar scholarships where study is required at a foreign institution. Typically, the applicant must apply and receive a scholarship that is equal to or greater than 50 percent of the tuition costs. Annual program quotas are established by N13. Applicants must complete their degree in twenty four months or less.

(2) Anna Sobol Levy Foundation Scholarship

(a) The purpose of this fellowship is to provide future officers an opportunity to learn first-hand about the unique relationship between the U.S. and Israel; to master regional politics, culture, and security affairs; and to study foreign languages at Hebrew University in Jerusalem. Midshipmen should apply directly to the Foundation using application materials available from www.annasobollevyfoundation.org.

c. Non-funded

(1) Graduate Education LOA. OD may grant up to 40 Graduation Education LOAs for Navy Option midshipmen to pursue a graduate degree. Although they still compete for service

selection and are assigned a designator during their senior year, they are not commissioned until they finish their graduate degree requirements. A four-year obligation must be maintained beyond graduation, the student must sign an Agreement to Extend Enlistment (NAVPERS 1070/621) to maintain a four-year obligation beyond graduation (Example 6-51).
manager concurrence and acceptance into a graduate program.

511. NROTC Graduate Attendance at Medical School

a. NROTC midshipmen may apply for an Armed Forces Health Professions Scholarship (AFHPS) to attend an accredited medical or dental school or the Uniform Services University of Health Sciences (USUHS). However, unlike other graduate degree programs these programs pertain to service selection and result in a primary designator.

b. OD2 (Medical Programs) will convene a selection board each July to select the most qualified applicants for the AFHPS and USUHS programs. For an applicant to be considered competitive and subsequently accepted, the midshipmen should have a minimum GPA of 3.5 (with a strong emphasis in calculus, physics, biology, and chemistry) and high Medical College Aptitude Test (MCAT) or Dental Aptitude Test (DAT) scores.

c. Midshipmen should take the MCAT/DAT in the spring of the junior year for inclusion in their application. Because of lead times associated with administering the MCAT/DAT and the early deadlines associated with medical school applications, midshipmen must submit their applications to OD2 no later than 30 June of their junior year.

CHAPTER VI

CONDUCT AND PERFORMANCE

601. Standards of Conduct

a. Purpose: A goal of the NROTC program is for each Midshipman/Officer Candidate to recognize and adhere to all standards of conduct for Naval Officers. The standards of conduct for Naval Officers derive from custom and legislation. These standards are necessary to promote harmony and good order during peacetime and to ensure victory in time of war. Adherence to naval customs involves development of the virtues of honor, courage, commitment, personal integrity, dedication to duty, and loyalty. Development of these virtues is not confined to four years of college but instead is a lifetime process

b. Some of the customs of the Naval Service which promote military virtues are as follows:

(1) Saluting. The salute is a long established form of greeting and recognition exchanged between members of the military profession. Midshipmen in uniform shall salute officers of all branches of the Armed Forces, whether or not the senior is in uniform. Salutes are normally exchanged at a distance of six paces if persons are passing sufficiently close to one another. However, salutes must always be rendered within recognizable distance at the nearest point of passing. Midshipmen in ranks will not salute unless specifically ordered to do so. The Midshipman in charge of the formation shall always, on behalf of the formation and after calling the formation to attention, render all salutes required of an individual. Salute only when covered. This does not mean that courtesy stops when uncovered. A time of day greeting is always in order regardless of cover. It is customary to exchange a greeting with the salute such as "Good morning, sir", "Good afternoon, ma'am", or "Good evening, LT___", if the person is recognized. If two or more officers in a group are met, make your greeting to the senior officer. If there are two or more officers of the senior rank and of the same sex, address them as "gentlemen" or "ladies."

(2) Addressing Officers. Midshipmen will stand at attention when addressing or being addressed by an officer unless told to stand at ease. Officers of all military services are addressed by their rank with the following exceptions. Officers of the Medical and Dental Corps may be addressed as "Doctor." Officers of the Chaplain Corps may be addressed as "Chaplain." When addressing an officer whose rank includes a modifier, the modifier may be dropped (i.e., Lieutenants (junior grade) may be addressed as Lieutenant).

(3) Courtesy and Deference to Military Seniors. In the Naval establishment courtesy and deference to military seniors are

strictly observed in all circumstances. For example, juniors give way to seniors; juniors walk to the left and slightly to the rear of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by Midshipmen from Unit personnel or Midshipman officers shall be considered official and executed accordingly. Expressed wishes or desires of a military senior, by tradition, are tantamount to an order to a junior.

(4) Entering NROTC Staff office spaces:

PROCEDURE FOR REPORTING

(You have an appointment or were told to see the person)

Approach the office of the person you'd like to speak to. Stand at attention. Stand straight and upright, arms straight at sides, thumbs on seams of trousers. Heels should be together, feet at an angle of 45 degrees. Chin up, eyes locked forward. Firmly knock upon the doorframe (except A-1, there are no door frames) of the office space three times. Return to attention.

Clearly sound off "Good morning _____, then say your rank and last name, reporting as ordered."

Wait for instructions.

This procedure does not have to be repeated for additional entries if you have not left the office area or you haven't been officially dismissed.

PROCEDURE FOR REQUESTING TO SPEAK WITH

Approach the office of the person you'd like to speak to. Stand at attention. Stand straight and upright, arms straight at sides, thumbs on seams of trousers. Heels should be together, feet at an angle of 45 degrees. Chin up, eyes locked forward. Firmly knock upon the doorframe (except A-1, there are no door frames) of the office three times. Return to attention.

Clearly sound off "Good morning _____, then say your rank and last name, request permission to come aboard."

Wait for instructions.

This procedure does not have to be repeated if you have not left the office area or you haven't been officially dismissed.

UPON BEING DISMISSED

If at parade rest, snap back to attention, (if seated at the AMOI's office, return to the office entrance, if seated in any other office, center yourself one pace and centered on the desk). Stand straight and upright, arms straight at sides, thumbs on seams of trousers. Heels should be together, feet at an angle of 45 degrees. Chin up, eyes locked forward. Clearly sound off "Dismissed, aye (Rank and last name of person you spoke with)." Take one step back with the left foot,

while swinging the left arm forward and the right arm back. Once heels are together, clearly sound off, "Good morning (Rank/last name of person you spoke with)."

If there is room, execute an about face. If there is no room for an about face, omit it. The about face begins from attention. The right foot should trace the letter 'C' in a graceful arc until it is positioned roughly behind and to the left of the left foot. Pivot on the left heel and ball of the right foot until your heels meet and you are facing the other direction. Should end up at attention. Carry on with you duties.

(5) Addressing Enlisted Personnel. All enlisted personnel will be addressed by their designated rate/rank (e.g. Gunnery Sergeant JONES, Senior Chief SMITH). GYSGT and CPO's shall not be addressed as sir or ma'am.

(6) Classroom Procedure. Military courtesy extends to the Naval Science classroom. Midshipmen who are late for class will quietly take the nearest vacant seat, and will explain their tardiness to the instructor immediately after class.

(7) Smoking. Midshipmen will not smoke in formation or in any public area while in uniform, in Fort Schuyler, in any Navy vehicle, or at any Navy or Joint Service function.

(8) Conversing with Officers. The words "Sir" and "Ma'am" are military expressions that shall always be used in connection with "Yes" and "No" and in all conversations with officers. When replying to an officer in acknowledging an order, the term "Aye, Aye, Sir (or Ma'am)" is used. This signifies that the order is understood and will be obeyed. "Yeah," "Yep," "Nope," and "OK" are not used. The most important characteristic to develop is complete honesty. Evasive answers or half-truths cannot be tolerated in the Naval profession. "I don't know but I'll find out," is an answer that you will learn to appreciate.

(9) Standards of Etiquette. While etiquette is not a matter of Navy Regulations, it must be recognized that an officer is judged not only by his professional ability, but also by his manners in his social and official life. An officer is expected to exercise tact and to possess social poise. Midshipmen should avail themselves of every opportunity to learn, through reading and observation, those aspects of gentlemanly or ladylike conduct that will be expected of them as officers. These include procedures at social gatherings and official functions. Accordingly, certain social events are conducted during the year that should be considered mandatory. In all social contact, Midshipmen shall conduct themselves in keeping with good judgment and common sense.

(10) Standards of Dress. Midshipmen shall maintain high standards of personal appearance both while in uniform and in civilian attire. Midshipmen must remember that they are representing the United States Navy and Marine Corps, in uniform and out, in dealings with professors and administrators, with local merchants and townspeople, with civilian classmates, and with members of the Battalion. Civilian attire that is torn or ragged in appearance should not be worn. Naval grooming standards should be adhered to both in and out of uniform. Refer to Chapter 9 for a complete listing of regulations regarding uniforms, civilian attire, and grooming standards.

602. Aptitude Evaluation

a. Introduction. The NROTC military performance system is designed to determine a midshipman's suitability for commissioned Naval Service. Midshipmen are evaluated throughout their education. Report forms are used on a program wide basis, and performance marks are based upon evaluation by the midshipman chain of command and Unit Staff. Performance reports are used for the following:

(1) To provide assessment of individual aptitude of NROTC students with respect to Naval Officer standards.

(2) To identify NROTC students who possess exceptional qualities and potential for leadership roles.

(3) To identify NROTC students who have demonstrated weaknesses in officer-like qualities and potential, thus providing a sound basis for counseling and remedial efforts.

(4) To give each Midshipman experience in observing and evaluating subordinates in a military environment using a format similar to the enlisted evaluation.

(5) To provide data that will be used to assist in the computation of lineal standing of NROTC graduates.

b. Aptitude Assessment Periods. An aptitude assessment is conducted at the completion of each semester for which the student is actively enrolled in the NROTC Program and for periods of summer training. These assessments are used to determine a Midshipman's final aptitude average that is a component of the final class standing. Recognizing the importance of performance feedback, abbreviated mid-term evaluations will be conducted for the purpose of informing Midshipmen of their level and trend of performance.

c. Performance Assessment Areas. The Evaluation Report & Counseling Record, Tab A to this chapter, indicates the areas in which a Midshipman's aptitude is assessed.

d. Procedure

(1) The evaluator will fill out the report using the block by block instructions in paragraph 602.e. below. Table 6-1 lists specific primary and secondary evaluators. The primary evaluator fills out the Evaluation Report first and forwards it to the secondary evaluator (reporting senior) for his/her review and comments.

(a) The primary evaluator must review the report for any grammatical and spelling errors. The evaluator should also ensure that he or she has marked the correct boxes for the primary evaluator.

(b) The secondary evaluator should ensure that the report is **signed by both evaluators before submitting the to the battalion administration officer.**

(c) No evaluation reports should be submitted to the Unit Staff with pen corrections on the report form. Final copy should have been reviewed and contain no errors.

(d) Any information, such as swim qualifications, date of report, sail qualifications, and PT scores should be provided in the brag sheet. However evaluators can get this information from the Unit Staff if necessary. These boxes should not be left blank for any reason.

(2) The Battalion Commander, via the Administration Officer, shall conduct a final review of all performance reports to ensure completeness and consistency, prior to forwarding them to the Year Group Advisors. Evaluation Reports are due to Year Group Advisors no later than the next to last lab day of the semester or as otherwise noted in the semester schedule.

(3) The Year Group Advisor shall complete block 25 (performance comments) when the school makes semester grade point averages available. The completed reports with the computed final aptitude grade will be forwarded to the Unit Executive Officer and Commanding Officer for final review. The YGA will debrief the evaluation with the Midshipmen during the initial counseling session of the following semester.

e. Block-by-Block Instructions. Note that in blocks with groups of three entry boxes, the left box is to be used for the first evaluator in the chain of command, the middle box by the second evaluator, and the right box for the Year Group Advisor.

- Blocks 1-9: Self-explanatory. (Midshipmen being evaluated, must submit a brag sheet to the primary evaluator to fill out Blocks 1-11.)
- Block 10: Enter billet(s) held, collateral duties, any watch qualification, any operation orders assigned.
- Block 11 Enter all honors/awards received from the school or Battalion during the reporting period.

Blocks 12-14 **Mid-Term Counseling** - Enter the date mid-term counseling took place in block 12, the individual conducting the counseling in block 13, and the individual who was counseled should sign in block 14.

Blocks 15-21: **Performance Traits** - General Instructions - For each trait, mark an "x" in the appropriate category. The primary grader will put their "x" in the first box, the secondary grader places their "x" in the middle box, and the Unit Officer/Instructor places an "x" in the last box. The performance trait averages for most midshipmen lie in the 2.5 to 3.5 range. A mark of 3.0 means that a midshipman is meeting the standards (and those standards are high) and is not meant to connote substandard performance in any way. Midshipmen who are above or greatly exceed standards in certain performance traits should be noted. Likewise, below standard performance or unsatisfactory performance should be marked as necessary.

Block 22 **Billet Recommendation** - Enter one or two billet recommendations. The second recommendation is not required. If no recommendation is appropriate, mark N/A or None.

Block 23: **Comments by Primary Evaluator.** Enter appropriate comments to support the marks in the performance report. Type your name at the bottom of your comments. Comments should include specifics regarding any individual strengths and weaknesses, awards received, special achievements accomplished during the semester, or any disciplinary/accountability issues. Specific comments may be done in "bullet" fashion (partial sentences and phrases are permitted). Terms such as "none" should be avoided. Sign and date over your typed name and billet.

Ranking / Overall Aptitude Grade - The aptitude grade is determined by adding up all of the Performance Traits boxes (15-20), and divide by 6, resulting in the overall aptitude grade. Type this grade in the bottom left corner of the block. Next to this, write their rank. Midshipmen being evaluated will be ranked among their peers by both the primary and secondary evaluator. Each individual should be ranked against his peers in his class. Ranks do not necessarily need to correlate with the Aptitude Grade. Evaluators may reserve the right to use good judgment and common sense when doing rankings, in spite of overall aptitude grades.

Ex: MIDN 4/c Doe is one of four 4/c in Bravo 1 Sqd 1. His aptitude grade is the second highest of the

four in his squad, therefore he is ranked "2 of 4". In the platoon he is the third highest of the ten 4th/c in the platoon. Therefore he is ranked 3 out of 10, by the secondary evaluator the platoon leader.

Block 24: **Comments by Secondary Evaluator.** Enter appropriate comments to support the marks in the performance report. Type your name at the bottom of your comments. Comments should include specifics regarding any individual strengths and weaknesses, awards received, special achievements accomplished during the semester, or any disciplinary/accountability issues. Specific comments may be done in "bullet" fashion (partial sentences and phrases are permitted). Terms such as "none" should be avoided. Sign and date over your typed name and billet.

Ranking / Overall Aptitude Grade - The aptitude grade is determined by adding up all of the Performance Traits boxes (15-20), and divide by 6, resulting in the overall aptitude grade. Type this grade in the bottom left corner of the block. Next to this, write their rank. Midshipmen being evaluated will be ranked among their peers by both the primary and secondary evaluator. Each individual should be ranked against his peers in his class. Ranks do not necessarily need to correlate with the Aptitude Grade. Evaluators may reserve the right to use good judgment and common sense when doing rankings, in spite of overall aptitude grades.

Ex: MIDN 4/c Doe is one of four 4/c in Bravo 1 Sqd 1. His aptitude grade is the second highest of the four in his squad, therefore he is ranked "2 of 4". In the platoon he is the third highest of the ten 4th/c in the platoon. Therefore he is ranked 3 out of 10, by the secondary evaluator the platoon leader.

Block 25 **For Class Advisor**

Block 26 **For Class Advisor**

Block 27 **For the PNS**

Block 28 **Signature of Midshipman evaluated** - This certifies the midshipman has reviewed the report. If a statement is desired, the block should be checked and a statement attached to the report. This will be completed in counseling with the Class Advisor.

f. Aptitude Follow-up. The military performance system contains many areas of subjectivity. Therefore, aptitude evaluations must be carefully analyzed, whether for purposes of praise or censure. It is

important that persons making aptitude evaluations be as objective as possible.

(1) Counseling. Midshipmen will receive periodic counseling concerning their officer aptitude and will review and initial all performance reports. Review is normally accomplished within the first 30 days of the academic term following aptitude grading. Graduating Midshipmen are to review their final performance reports during pre-commissioning counseling. Students having marginal performance grades will receive regular counseling and other supervision to help them improve.

603. Guidance and Counseling

a. Midshipmen are encouraged to seek advice and counsel from the members of the NROTC Staff. For guidance on matters pertaining to Naval Science, the student should consult with his Year Group Instructor. For matters of military nature, he should consult with his instructor, a Midshipman superior within the Midshipmen Battalion chain of command, or the Marine Officer Instructor.

b. To discuss academic matters, questions of outside employment, financial problems, or other personal items the student should seek help from his Year Group Advisor, the Executive Officer, or the Commanding Officer. Members of the staff do not maintain restricted office hours and are always available to counsel students. A Midshipman should not be afraid to seek advice from any Naval Science instructor on any matter.

c. Midshipmen are required to have at least 2 counseling sessions with their year group advisor per semester. At a minimum, an initial counseling at the beginning of the semester and an end of term counseling are recommended. It is incumbent on the midshipmen to track and set up these interviews and ensure their completion.

604. Performance Review Board/Academic Review Board

a. An Academic Review Board (ARB) or Performance Review Board (PRB) may be convened to review a Midshipman's academic or aptitude record. Midshipmen concerned have the right to appear before such boards. Midshipmen may request to have others present but must submit their request in writing at least 2 days prior to the PRB.

b. A PRB/ARB will normally consist of the Unit Executive Officer and at least two additional members (NROTC Staff Officers or senior enlisted), and the Midshipman's Year Group Instructor (YGI) (non-voting). One member of the Board will be an MMR or Regimental Duty Officer for MMR Midshipmen.

c. A PRB will be convened to review:

- (1) aptitude deficiency
- (2) physical deficiency
- d. An ARB will be convened to review:
 - (1) Any academic deficiency
- e. The Board will recommend one of the following actions to the PNS:
 - (1) No action
 - (2) Counseling by Commanding Officer
 - (3) Recommendations for corrective action as determined by the Board.
 - (4) Letter of Warning - via official letter signed by the Commanding Officer to the midshipman
 - (5) Academic Probation - via official letter signed by the Commanding Officer outlining the conditions of the probation to the midshipman
 - (6) Leave of Absence (LOA) - via official letter signed by the Commanding Officer outlining the conditions of the LOA to the midshipman. Midshipmen placed on LOA will not receive financial NROTC benefits for the following semester, but will normally fully participate in all NROTC activities.
 - (7) Disenrollment from program - via official letter by the Commanding Officer to the Commander, Naval Service Training Command (NSTC) recommending disenrollment. Midshipmen will be placed on a LOA immediately pending final action by NSTC. Midshipmen can appeal a disenrollment recommendation in writing to NSTC.

605. Summer Training

a. At-Sea Training. Aptitude assessment for at-sea training of NROTC 2/C and 3/C Midshipmen involves assessment of performance of duty, leadership qualities, and "whole person" qualities. Evaluations may be completed by the training command but are not mandatory. Evaluations are documented as prescribed in the Midshipmen Summer Training Manual. Observation during at-sea training is the responsibility of the ship's Commanding Officer. The CO may designate officers of his command to initiate evaluations on embarked Midshipmen. Evaluators will make use of reports and evaluation comments of other personnel such as division officers, leading petty officers, etc. Reports will be reviewed and signed by the ship's Commanding Officer and forwarded to the Unit. Cruise aptitude grades are entered into NSTC's database and the fitness report is placed in the Midshipman's performance file.

b. CORTRAMID. Officers in charge of CORTRAMID may prepare fitness reports for Midshipmen. The NROTC Unit may be notified by letter about Midshipmen whose performance is clearly outstanding or substandard.

c. Marine Corps Training of Midshipmen (BULLDOG). Marine Corps Option NROTC students are evaluated in the manner outlined in the BULLDOG NROTC Field Training Manual. Final cruise standings and aptitude marks are forwarded to the NROTC Unit.

606. Urinalysis Testing

a. The Navy and Marine Corps are both drug free military organizations. The use of illegal drugs or the abuse of any drugs will not be tolerated. Every member of the naval forces must be drug free 24 hours a day, 7 days a week. As a result, all personnel assigned to or administered by an NROTC unit, are subject to urinalysis testing as prescribed by OPNAVINST 5350.4C. Active duty members include staff, Marine Corps Enlisted Commissioning Education Program (MECEP), Seaman To Admiral (STA-21), and Duty Under Instruction Students (DUINS). All midshipmen will be tested at least twice per academic year, including once between 1 August and 31 December and once between 1 January and 1 June. Command attention is directed to the importance of ensuring proper procedures and maintenance of meticulous records in administering the urinalysis-testing program.

b. Failure to take a drug test will result in an immediate Performance Review Board (PRB). Failure of a drug test (one that has come back positive for the presence of illegal drugs) will result in a PRB and potentially immediate disenrollment from NROTC. Recoupment of scholarship benefits or SIP will be pursued made in both cases.

c. Midshipmen will be notified in person or by phone and email on the day they must be drug tested. They are obligated to report to the NROTC office (Room A1 in Fort Schuyler) not later than 1600 that day. Failure to report will be construed as will disobedience of a lawful order.

d. The Navy's drug testing facilities and urinalysis testing and collection procedures are designed to ensure the highest possible accuracy.

Table 6-1 - Primary and Secondary Graders

<u>Billet</u>	<u>Primary Grader</u>	<u>Secondary Grader</u>
Squad Member	Squad Leader	Platoon Commander
Squad Leader	Platoon Commander	Company Commander
Platoon Guidon	Platoon Chief	Platoon Commander
Platoon Chief	Platoon Commander	Company Commander
Platoon Commander	Company Commander	Battalion Commander
Company Guidon	Company Executive Officer	Company Commander
Company Chief	Company Executive Officer	Company Commander
Company Executive Officer	Company Commander	Battalion Commander
Company Commander	Battalion Commander	MOI
Battalion Administration Officer	Battalion Executive Officer	Battalion Commander
Battalion Operations Officer	Battalion Executive Officer	Battalion Commander
Battalion Logistics Officer	Battalion Executive Officer	Battalion Commander
Battalion Plans Officer	Battalion Executive Officer	Battalion Commander
Battalion Athletics Officer	Battalion Executive Officer	Battalion Commander
Battalion Guidon	Battalion Executive Officer	Battalion Commander
Battalion Chief	Battalion Executive Officer	Battalion Commander
Battalion Executive Officer	Battalion Commander	MOI
Battalion Commander	MOI	

Note: All collateral duties (Webmaster, PAO, Operations Assistants, etc) will not have a primary evaluation in that billet. Any billet accomplishments will be covered in their normal evaluation.

CHAPTER VII

AWARDS

701. Presentation of Awards

Awards are presented based on the performance of midshipmen during each semester. The Unit Staff and outside organizations each sponsor awards for outstanding academics, physical fitness, and leadership.

702. Individual Awards for Outstanding Performance

a. Awards Board. At various times throughout the year the Unit Awards Board, comprised of the Executive Officer and Year Group Advisors convenes to select recipients of awards for outstanding performance. A list of awards attainable by Midshipmen follows. Designation in parenthesis indicates Midshipman class eligible for specific awards:

- (1) External Awards for which Midshipmen may be nominated:
 - (a) AFCEA ROTC Honor Certificate Award Program.
(1/C, 2/C)
 - (b) American Defense Preparedness Association
Scholarship Award (1/C or 2/C)
 - (c) American Legion ROTC General Military Excellence
Award (1/C & 2/C)
 - (d) American Legion ROTC Scholastic Excellence
Award (1/C & 2/C)
 - (e) AMVETS Award (1/C, 2/C)
 - (f) Black Engineer-of-the-Year Award (1/C, 2/C,
3/C & 4/C)
 - (g) Daughters of the American Revolution Award (1/C)
 - (h) General Society of the War of 1812 (3/C)
 - (i) Hispanic Engineer-of-the-Year Award (1/C, 2/C,
3/C & 4/C)
 - (j) Military Order of the World Wars Award (1/C, 2/C,
3/C & 4/C)

- (k) National Defense Industrial Association Award
(1/C, 2/C, 3/C & 4/C)
 - (l) National Defense Transportation Award (1/C)
 - (m) National Sojourners Award (2/C or 3/C)
 - (n) Naval Submarine League (1/C selected for nuclear submarines)
 - (o) Legion of Valor (Nomination) (2/C)
 - (p) Retired Officers Association Award (2/C or 3/C)
 - (q) SECNAV Distinguished Midshipman Graduate (1/C)
 - (r) Society of American Military Engineers Award
(Nomination) (1/C & 2/C)
 - (s) United States Naval Institute (1/C, 2/C, 3/C & 4/C)
- (2) Scholarships for which Midshipmen may be nominated
- (a) American Society of Naval Engineers (\$1,750) (1/C with full 5th year benefits, 2/C, 3/C)
 - (b) Anna Sobol Levy Fellowship (1/C)
 - (c) Armed Forces Bank (\$500) (1/C)
 - (d) Armed Forces Communications and Electronics Association (AFCEA) Scholarship (2/C - \$1,000; 3/C - \$750; 4/C - \$500)
 - (e) Armed Forces Insurance Scholarship Award (\$1,000) (2/C college program)
 - (f) Bank of America (\$500) (1/C)
 - (g) Civilian Marksmanship Program (CMP) (1/C, 2/C, 3/C & 4/C)
 - (h) Captain Winifred Q. Collins Award (\$1,000) (2/C female)
 - (i) Daedalion Foundation (\$1000) (1/C future aviator)

- (j) Junior Line Officer Advanced Education Program (Burke) (1/C)
 - (k) MIT/Woods Hole Oceanographic Institution Joint Masters Program (1/C)
 - (l) NationsBank of Texas (\$500) (1/C)
 - (m) Navy-Marine Corps Relief Society's Admiral Mike Boorda Seaman-to-Admiral Educational Assistance Program. (\$2,000) (STA-21)
 - (n) Olmsted Foundation (1/C)
 - (o) The First Command Financial Planning, Inc (\$1000) (2/C)
 - (p) Thomas and Elliott M. Senn Memorial Fund (\$1000) (3/C, 2/C & 1/C)
 - (q) United Services Automobile Association (USAA) (\$500) (1/C, 2/C)
 - (r) United Services Planning Association (USPA) (\$1,000) (2/C)
 - (s) USS Little Rock Association NROTC Scholarship Program (\$1,000) (3/c)
- (3) Awards presented at the first leadership lab period of each semester
- (a) Any external award or scholarship that was received at the Unit
 - (b) Top Midshipman Award
 - (c) Midshipman of the Semester
 - (d) Academic Awards
 - (e) Midshipman Staff Leadership Award
 - (f) Physical Fitness Awards
- (4) Awards presented at Commissioning

- (a) Commanding Officer's Sword (Navy League of the United States)
 - (b) Marine Corps Association Award
 - (c) First Class Award
- (5) Awards for graduating students
- (a) Admiral James L. Holloway, Jr., Top Graduate
 - (b) Armed Forces Communications and Electronics Association, Top Graduate
 - (c) CNO Distinguished Midshipman Graduate Program.

703. Unit Ribbons

a. Contained below, in order of precedence, is a list of internal NROTC Unit Ribbons authorized for use.

- (1) Unit Awarded Ribbons.
 - (a) Top Midshipman Award
 - (b) Midshipman of the Semester Award
 - (c) Academic Excellence Award
 - (d) Academic Achievement Award
 - (e) Academic Performance Award
 - (f) Commendation Award
 - (g) Most Improved Award
 - (h) Cruise Award
 - (i) Midshipman Staff Leadership Award
 - (j) Community Service Award
 - (k) Outstanding Physical Fitness Award
 - (l) Excellent Physical Fitness Award

- (m) Recruiting Award
- (n) Honor Platoon Award
- (o) Color Guard Ribbon
- (p) Navy/Marine Scholarship Ribbon
- (q) Service Selection Ribbon
- (r) Sailing Ribbon
- (s) NROTC Program Ribbon

b. Unit Awarded Ribbons. Performance requirement criteria are listed below for each NROTC Unit internal award. The Unit staff evaluates and determines the awardees. For ribbons, the second and subsequent awards are designated by the addition of a gold star to the ribbon. A silver star replaces five gold stars on the ribbon. A ribbon, once awarded, is worn throughout the time the Midshipman is in the NROTC Unit.

(1) Top Midshipman Award - Awarded each semester to the top-rated recipient of the Midshipman Of The Semester Award. Nominated by the Midshipman Battalion Awards Board, reviewed by the NROTC Unit Staff and approved by the PNS.

(2) Midshipman Of The Semester Award - Awarded each semester to the top-rated midshipman in each class. Midshipmen Of The Month awardees are automatic nominees for this award, but must meet all award criteria for selection. Nominated by the Midshipman Battalion Award Board, reviewed by the NROTC Unit Staff and approved by the PNS. The following minimum criteria shall be used to establish eligibility for consideration:

- (a) Completion of all appropriate NROTC classes and required courses
- (b) Achieved a minimum semester GPA of 3.0
- (c) Maintained a minimum cumulative GPA of 3.0
- (d) Achieved a minimum PRT score of EXCELLENT
- (e) Maintained good disciplinary standing within the college and Unit

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- (f) Distinguished him or herself through demonstrated outstanding leadership qualities and selfless service to the "Unit, College, and/or Community.

(3) Academic Excellence Award - Awarded each semester to every midshipman who achieves a semester GPA of 3.75-4.00 (on a 4.00 scale). Nominated by the NROTC Unit Staff and approved by the PNS.

(4) Academic Achievement Award - Awarded each semester to every midshipman who achieves a semester GPA of 3.50 -3.74(on a 4.00 scale). Nominated by the NROTC Unit Staff and approved by the PNS.

(5) Academic Performance Award - Awarded each semester to every midshipman who achieves a semester GPA of 3.00-3.49 (on a 4.00 scale) Nominated by the NROTC Unit Staff and approved by the PNS.

(6) Commendation Award - Awarded to a midshipman for exceptionally commendable performance of duty in support of Unit objectives. Nominated by the Midshipman Battalion Awards Board, reviewed by the NROTC Unit Staff and approved by the PNS.

(7) Most Improved Award - Awarded to a midshipman for exceptionally noteworthy improvement in performance. Nominated by the NROTC Unit Staff and approved by the PNS.

(8) Cruise Award - Awarded at the completion of summer training for meritorious performance as identified by the host command. Nominated by the NROTC Unit Staff and approved by the PNS.

(9) Midshipman Staff Leadership Award - Awarded each semester to the midshipman staff member who best personifies the Navy Core Values of Honor, Courage and Commitment. Nominated by the Midshipman Battalion Awards Board, reviewed by the NROTC Unit Staff and approved by the PNS.

(10) Community Service Award - Awarded to midshipmen who demonstrate selfless services to the Unit, College or community through organization of or significant participation in projects aimed towards improvement of quality of life issues. Nominated by the Midshipman Battalion Awards Board, reviewed by the NROTC Unit Staff and approved by the PNS.

(11) Outstanding Physical Fitness Award - Awarded each semester to every midshipman with a PFA score of "Outstanding-Low" or higher or PFT score of 285-300. Killer Beehive attachment will be awarded to indicate individual score of 300. Nominated by the NROTC Unit Staff and approved by the PNS.

(12) Excellent Physical Fitness Award- Awarded each semester to every midshipman with a PFA score of "Excellent-Low" or higher or PFT score of 245-284. Nominated by the NROTC Unit Staff and approved by the PNS.

(13) Recruiting Award - Awarded to a midshipman whose personal efforts result in any of the following. Nominated by the NROTC Unit Staff and approved by the PNS.

- (a) Matriculation of at least 2 students into the school (as identified by the Registrar or Dean of Admissions)
- (b) Acceptance of at least 2 students into the NROTC or MMR Program
- (c) Sustained, significant participation in school sponsored recruiting events

(14) Color Guard Ribbon - Awarded to active midshipmen members of the Unit Color Guard. Nominated by the NROTC Unit Staff and approved by the PNS.

(15) Navy/Marine Scholarship Ribbon- Awarded to scholarship midshipman who have activated Navy/Marine Scholarships, College Program midshipmen who have been placed into Advanced Standing status and MMR Midshipman who have received results of Service Selection in conjunction with activation of their commission for active duty service. Basic ribbon for Service Selection Ribbon.

(16) Service Selection Ribbon- Awarded to Scholarship, College Program and MMR midshipman who have received notification of the results of Service Selection. Selected by the Bureau of Naval Personnel or Headquarters Marine Corps and the Chief of Naval Education and Training.

(a) MARINE OPTION- Eagle Globe And Anchor Attachment. Awarded to Marine Scholarship, College Program Advance Standing and MMR Midshipman selected for Marine Corps Commissions.

(b) MARINE OPTION (AVIATION) - Eagle Globe And Anchor Plus Airplane Attachment In Red Field. Awarded to Marine Scholarship, College Program Advanced Standing and MMR Midshipmen select to attend Naval Flight School upon commissioning.

(c) NAVY OPTION (AVIATION) - Airplane Attachment. Awarded to Navy Scholarship, College Program Advanced Standing and MMR Midshipmen selected to attend Naval Flight School upon commissioning.

(d) NAVY OPTION (SUBSURFACE NUCLEAR) - Bronze Screw With Gold Frame Attachment. Awarded to Navy Scholarship, College Program Advanced Standing and MMR Midshipmen selected to attend Nuclear Power School upon commissioning.

(e) NAVY OPTION (SURFACE) - Bronze S Attachment. Awarded to Navy Scholarship, College Program Advanced Standing and MMR Midshipmen selected to attend Surface Warfare Officer's School upon commissioning.

(f) NAVY OPTION (SURFACE NUCLEAR) - Bronze S With Gold Frame Attachment. Awarded to Navy Scholarship, College Program Advanced Standing and MMR Midshipmen selected to attend Nuclear Power and Surface Warfare Officer's School upon commissioning.

(g) NAVY OPTION (SPECIAL WARFARE) - Bronze Arrowhead Attachment. Awarded to Navy Scholarship, College Program Advanced Standing and MMR Midshipmen selected to attend Special Warfare School upon commissioning.

(17) Sailing Ribbon - Awarded to all students who successfully complete their Skipper (B) sail qualification. Nominated by the NVSC 210 instructor and approved by the PNS.

(18) NROTC Program Ribbon - Awarded to all qualified participants in the NROTC Program. Nominated by the NROTC Unit Staff and approved by the PNS.

c. Wearing of Ribbons.

(1) Ribbons will be worn only on uniforms for which they are prescribed and will be worn on the bar centered 1/4" (1/8" for Marine Option) above the left breast pocket, arranged in order of precedence from the wearer's right to left. Unit ribbons may not be worn away from the school campus. The Midshipmen Summer Training Manual prohibits Midshipmen from wearing Unit ribbons while on active duty, on orientation trips to military installations, and on leave. Navy marksman awards and awards earned during previous active duty or reserve service will not be mixed with Unit ribbons and will be worn away from the campus on cruise and indoctrination trips.

(2) STA-21 students (Officer Candidates) are authorized to wear awards such as stars for academic or all-around achievement earned from NROTC in accordance with the U.S. Navy Uniform Regulations. Mixing ribbons with fleet awards is not authorized.

CHAPTER VIII

DISCIPLINE

801. General

a. Brigadier General John S. Cooke, Chief Judge of the United States Army Court of Criminal Appeals speaking at a 1997 judicial conference said:

"By discipline, I mean not fear of punishment for doing something wrong, but faith in the value of doing something right...Military justice ... establishes basic standards of conduct and behavior for all men and women who wear the uniform and it establishes the procedures by which those standards are enforced. Military justice does not simply impose discipline through deterrence and punishment. Military justice inculcates and reinforces discipline by consistently applying to fundamental principles: each person, regardless of rank, is responsible and accountable for his or her actions; and, each person, regardless of circumstances, is an individual entitled to be treated fairly, with dignity and respect."

b. Midshipmen and officer candidates, as future officers, will be guided by the above principles in all dealings with members of the Battalion and other service members. A future officer's obligation to serve in the Navy encompasses his/her assigned duties and every facet of private and public behavior afloat and ashore. Good conduct is exemplified by self-discipline, a sense of moral fortitude, and a dedication to Navy core values of honor, courage and commitment. All conduct shall reflect the propriety and decorum that characterizes a naval officer. The nature of military organization requires that each individual be responsible and loyal to the direction of the Commanding Officer. Additionally, there are individuals throughout the chain of command who are entrusted with the authority to carry out the orders of the Commanding Officer. The cardinal military virtue that guides the conduct of all Midshipmen, sailors and Marines is obedience to constituted authority. Military discipline, morale, and operational efficiency are inseparable.

c. Each Midshipman is required to carry out the official orders of senior Midshipman officers and petty officers when they are acting in their official capacity. Each Midshipman is also subordinate to the Year Group Instructor, XO and CO in all matters pertaining to the Midshipman's obligation to the Naval Service. Any breach of conduct would be detrimental to the morale and good name of the Battalion. Such an offense could indicate a personal deficiency and could lead to disenrollment from the Unit.

802. Offenses

a. Major Offenses. Major offenses are those which involve moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of responsibility, or which bring discredit upon the Naval Service. Offenses of moral turpitude include, but are not limited to, fraud, theft, assault, plagiarism, willful disobedience of a lawful order, drug and alcohol abuse, and conduct unbecoming an officer. Midshipmen whose misconduct falls in one of these areas will be referred to the Commanding Officer of the Unit for potential disenrollment action. In addition, a conviction for similar offense in any of the university disciplinary systems may result in automatic disenrollment from the NROTC Program.

b. Minor Offenses. Minor offenses are of a less serious nature and generally involve infractions of Midshipmen Battalion rules and regulations such as tardiness or unexcused absence from drill, improper uniform or haircut, or failure to carry out orders of senior Midshipmen. These offenses are normally handled through additional instruction or counseling by the officer noting the infraction. Correction of minor offenses, particularly when repeated, may require more formal reporting and corrective measures. These cases may be referred to the level of the Chain of Command best able to resolve them.

803. Reporting Offenses

a. Absence Offenses

(1) All Midshipmen absent or tardy for Naval Science Leadership Lab formation will be reported to the Battalion Chief Petty Officer/SGT Major via the Company CPO. Those Midshipmen with unexcused absences will be placed on report and referred to the appropriate Company for action.

b. Offenses other than absence

(1) Alleged major offenses are to be referred directly to the Battalion Commander. The Battalion Commander will forward major offense reports to the Unit's Commanding Officer via the Executive Officer.

(2) Unit-prepared Midshipman Report Chit will be used to report offenses and recommend corrective actions.

804. Handling of Offenses

a. Unit leaders are responsible for training their subordinates and maintaining standards. Correction of minor offenses/infractions should be initiated by the individual in the chain of command or in a leadership position to whom the offense is reported or who sees the offense. Immediate correction with no further action is encouraged whenever sufficient to correct the problem completely.

b. Unit leaders may conduct additional instruction for their units on a not-to-interfere basis with required academic works. Such additional instruction must not be punitive and must be tailored to correct the specific deficiency.

c. Infractions requiring additional action or warranting reporting above the Platoon Commander level of the chain of command will be documented by use of the unit-prepared Midshipman Report Chit (Tab VIII-A).

d. Platoon/Company Commanders have the following options for addressing personnel infractions reported from their units:

- (1) Counsel/censure the individual (matter considered resolved)
- (2) Refer individual to Staff Platoon CPO/SNCO for corrective action
- (3) Counsel/censure individual with report of action to Chain of Command
- (4) Forward matter to Chain of Command for further action, with or without recommendations

e. The Battalion Commander has the following options for addressing personnel infractions reported from subordinates:

- (1) Counsel/censure the individual (matter considered resolved)
- (2) Refer individual to Staff Drill Instructor for corrective action
- (3) Counsel/censure individual with report of action to Chain of Command
- (4) Forward matter to Chain of Command for further action with or without recommendations.

f. Offenses/infractions by Officer Candidate and MECEPs will be addressed in the same manner as for unit Midshipmen but will always be reported to the Unit Staff.

805. Conduct of Mast

a. Mast. Company Commanders and the Battalion Commander may hold Mast to act on infraction reports submitted to them. Mast is to be conducted in a dignified manner respecting the Constitutional rights of the individual accused. The object of Mast is for the Commanding Officer to determine the facts of the case, provide the accused the opportunity to explain/defend their actions, and for the Commanding Officer to direct corrective action. The goal of Mast will be to correct behavior such that the individual involved will understand, attain and maintain the standards expected of a Midshipman/Officer Candidate in the Navy.

(1) The following personnel should attend Battalion Mast:

- (a) Midshipman on report (unless attendance is waived)
- (b) Appropriate Platoon/Company chain of command
- (c) Commander conducting Mast
- (d) Platoon/Company/Battalion CPO as recorder
- (e) Witnesses, as appropriate
- (f) Unit Platoon CPO/SNCO

(2) The Midshipman CPO will present the accused Midshipman, who responds with his name and "Reporting as ordered, Sir."

(3) The Company/Battalion Commander shall consider all factors and may direct any of the corrective actions listed above.

(4) Mast hearings must be documented carefully by the Battalion Chief Petty Officer. A Battalion Mast log will be maintained for this purpose.

(5) Results of Battalion Mast are recorded on the Disciplinary Report form and signed by the Battalion Commander. Forms are then forwarded to the Unit XO and CO for information. The Commanding Officer will forward the report to the appropriate Year Group Instructor who will then file the report in the Midshipman's record.

806. Disciplinary Measures

a. By Navy Regulations and various instructions, only the Unit Commanding Officer has the authority to direct punishment of an individual within the NROTC Unit. Punishment is a last result when all other corrective measures have failed. The Commanding Officer may direct punishment of Midshipmen and Officer Candidates serving on active duty in accordance with the UCMJ. Punitive measures for Midshipmen serving on inactive duty are limited by NSTC and university regulations.

b. Non-punitive corrective measures to support discipline and professional development are varied. The authority to direct these measures varies with assignment of responsibilities within the unit. Corrective measures include:

- (a) censure, both oral and written by any level of the chain of command
- (b) counseling, documented and undocumented by any level of the chain of command
- (c) additional instruction and re-inspection provided directly related to the deficiency
- (d) administrative loss of program benefits including stipends and scholarships
- (e) denial of privileges including consideration for favorable assignments
- (f) poor aptitude evaluations resulting in disadvantage during consideration for scholarships, service selection and special assignments
- (g) adverse comments in aptitude evaluations, letters of instruction
- (h) assignment to a probationary status in the program
- (i) recommendation for dismissal from the program

807. Non-Punitive Censure

a. Per the Manual of the Judge Advocate General (JAGMAN), "Censure" is a statement of adverse opinion or criticism of an individual's conduct or performance of duty expressed by a superior in the member's chain of command. Censure may be punitive or nonpunitive. The Midshipmen Platoon Commanders, Company Commanders and Battalion

Commanders may use nonpunitive censure to support discipline within their units.

b. A sample nonpunitive letter is included in included in Tab VIII-B.

c. A nonpunitive letter is not considered punishment; rather, the letter is issued to remedy a noted deficiency in conduct or performance of duty. The contents of a nonpunitive letter are not limited to, but may include the following: identification of conduct or performance of duty deficiencies, direction for improvement, language of admonishment, identification of sources of assistance, outline of corrective action, and the consequences of failing to correct the deficiencies.

d. All forms of nonpunitive censure will be kept as a personal matter between the member, the commander issuing the censure, in individual's chain of command with need to know and the unit chain of command. Public censure is forbidden.

e. The underlying facts of documented censure may be used by the unit staff to support further administrative corrective measures including dismissal from the program. Year Group Advisors will maintain non-punitive letters of censure in the Midshipmen records as requested by the commander issuing the censure. All such letters will be destroyed immediately following commissioning of the individual.

808. Uniform Code of Military Justice (UCMJ)

During summer training, NROTC Midshipmen are on active duty and are therefore subject to the UCMJ. Commanding Officers of training units may assign disciplinary measures appropriate to the offense and, for serious offenses, may award punishment under the UCMJ. All such offenses will be reported to the Professor of Naval Science for review and appropriate action. Officer Candidates and MECEP Marines are always subject to the UCMJ.

809. Indebtedness

Midshipmen shall not, without specific approval from the Unit Commanding Officer or Executive Officer, obligate any organization or group within the Unit or enter into any financial transactions that could possibly result in indebtedness on the part of the Unit or any Navy sponsored activity. Midshipmen shall conduct their private financial transactions in such a manner that does not reflect discredit on them, the Unit, or the Naval Service.

810. Intoxication and Drug Abuse

Whatever the time, place, or occasion, intoxication, drug abuse and/or other improper actions or appearance not worthy of the highest standards of personal conduct of the Naval Service constitute serious offenses, the punishment for which may extend to dismissal from the NROTC program. Use of any prescription drugs not prescribed by a physician is classified as drug abuse.

811. Grievance Procedures

a. Each individual assigned to NROTC UNIT SUNY MARITIME has the right and the obligation to submit a report of grievance whenever the individual believes they have been wronged in any way. Under normal circumstances, each individual is expected to seek redress immediately from the individual who committing or is perceived to have committed the wrong. In many cases, this will satisfactorily resolve the issue in the shortest time. When this is impractical or difficult, the individual wronged may submit a grievance direct to the Commanding Officer.

b. Grievances must be of substance. Frivolous, fraudulent or vengeful complaints will be dealt with using the appropriate corrective measures.

c. Each grievance must contain two elements:

(1) description of the wrong in temperate language preferably including impact of the of the wrong on the individual submitting the complaint

(2) redress desired which, if granted, will resolve the issue

d. Grievances will normally be submitted via the individual's chain of command. Each level of the chain of command will try to resolve valid grievances consistent with assigned authority. All grievances will be submitted to the unit Commanding Officer unless voluntarily withdrawn by the individual submitting it. All complaints will be forwarded as rapidly as possible for resolution.

e. Any active duty members of the Unit may submit a complaint of wrong as allowed by Navy Regulations article 1150 or the Uniform Code of Military Justice article 138, as appropriate.

**NROTC UNIT SUNY MARITIME
MIDSHIPMAN/OFFICER CANDIDATE REPORT CHIT**
Submit when immediate corrective actions appear insufficient.

Accused: _____ Date of Infraction: _____

Description of Infraction: _____

Midshipman/OC Reporting (Signature, Name, Date): _____

COMPANY COMMANDER ACTION

No action: ____ (matter considered resolved) Counsel/Censure: ____ (matter considered resolved)
Referred to staff Platoon CPO/SNCO for counseling: _____ (forward report for info)
Counsel/Censure with report to Chain of Command: _____ (matter considered resolved)
Matter forwarded for further action: _____

Comments: _____

Signature and date: _____

BATTALION COMMANDER ACTION

No action: ____ (matter considered resolved) Counsel/Censure: ____ (matter considered resolved)
Referred to staff Drill Instructor for counseling: _____ (forward report for info)
Counsel/Censure with report to Chain of Command: _____ (matter considered resolved)
Matter forwarded for further action/information: _____

Comments/recommendations: _____

Signature and date: _____

UNIT REVIEW

XO: _____ YGA: _____

Recommendations, if any: _____

CO: _____

NONPUNITIVE LETTER OF CAUTION

Date_____

From: Midshipman/Officer Candidate_____

To: Midshipman/Officer Candidate _____

Subj: NONPUNITIVE LETTER OF CAUTION

Ref: (a) Midshipman Guide Book

1. In accordance with reference (a), you are hereby censured for (describe the incident).
2. From the foregoing, it is apparent that you performed your duties in a careless manner. (describe specific shortcomings and consequences as necessary.)
3. This letter, being nonpunitive, is addressed to you as a corrective measure. It will be removed from your Midshipman/Officer Candidate service record upon commissioning. You are advised, however, that in the future you will be expected to exercise greater care in the performance of your duties in order to measure up to the high standard of performance of duty required of all officers in the Navy and Marine Corps. I trust that the instructional benefit which you will receive from the experience will cause you to become a more proficient naval officer.

[Signature]

Copy to:
Year Group Advisor

FOR OFFICIAL USE ONLY (WHEN FILLED IN)

CHAPTER IX

MIDSHIPMAN UNIFORMS

901. General

a. Uniform wear. During the academic school year, SUNY Maritime NROTC Midshipmen will comply with the effective uniform regulations promulgated by the SUNY Maritime College for classes and other SUNY Maritime functions. The official NROTC uniform will be worn during any NROTC specific event, to include leadership labs, recruiting events and formal social functions. Fordham and Molloy NROTC students are required to wear uniforms as prescribed below to Naval Science leadership lab periods and all Naval Science classes. Service Dress Blue is the basic uniform and may be prescribed year around. Working Khaki, or Summer White may be prescribed in lieu of Service Dress Blue. Navy Option Midshipmen are traditionally commissioned in Service Dress White. Marine Option Midshipmen are commissioned in the Marine Corps Dress Blue-White Alpha.

b. Guidance. Uniforms worn by Midshipmen match, as closely as practicable, those worn by active duty Naval Officers. Specific guidance on those uniforms can be found in United States Navy Uniform Regulations, NAVPERS 15665 (series) available on line at <http://www.bupers.navy.mil>.

902. Uniform Issues

a. General. Upon arriving at SUNY Maritime College, students are required to purchase all necessary uniforms. NROTC Midshipmen are reimbursed for purchased uniforms at the current yearly rate. Upon entering the program, all Fordham, Molloy and Maritime College civilian student NROTC Midshipmen are provided the necessary uniforms and accessories. The individual Midshipman is responsible for ensuring that he or she has all of the required items and that they are in good condition. Worn or outgrown items may be surveyed by taking them to the Unit Storekeeper for exchange.

b. Summer Cruise Uniforms. In addition to basic uniform clothing, certain summer cruise clothing items are also provided by the Navy. Each year the Chief of Naval Personnel establishes clothing requirements for each of the various summer cruise programs. Uniforms for these cruises are normally issued in March, April, and May. First class Marine Option students will draw their summer training clothing after reporting to Marine Corps Combat Development Command, Quantico, VA. Midshipmen must wear the uniform insignia appropriate to the cruise to which ordered. Battalion rank insignia and Unit ribbons or awards may not be worn during summer cruises, away from the Unit, on orientation trips or on leave. Utilities issued for summer training must be returned to the Unit Storekeeper at the beginning of the semester following cruise.

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c. Name Tags. Each 4/C Midshipman will receive a nametag. Any additional nametags will be at the expense of the Midshipman. SUNY Maritime Midshipmen will be issued a nametag when they purchase their uniforms from the school. Fordham and Molloy Midshipmen will be issued a nametag from the NROTC Unit Storekeeper.

903. Return of Uniforms

a. Upon disenrollment. All uniform items must be returned to the Unit Storekeeper clean and ready for reissue. Missing items or items damaged as a result of misuse will be replaced in kind or by cash restitution in the form of a money order or cashiers check payable to the Treasurer of the United States. Personal checks cannot be accepted.

b. Upon Commissioning. All organizational uniform items must be turned in before commissioning. Organizational items include: shoulder boards, collar insignia, all-weather coat, gold chin strap, cap devices, camouflage trousers, camouflage covers, camouflage coats, relaxed SDB jacket, and all sleeve insignia / patches.

904. Alterations

a. The Unit will pay for alterations for uniforms that are issued by the Unit and must be done by the contract tailor. Uniforms may be tailored to provide a well-fitting, professional military bearing. They shall not be tailored to the point of presenting a tight form fit, thereby rendering the uniform unserviceable. (Improper alterations done by a non-contract tailor may result in the Midshipman paying for the uniform.) Midshipmen must obtain an Alteration Request Form from the Unit Supply Officer before taking uniforms to be altered.

b. Service Dress Blue striping will be done each September, and will be coordinated by the Battalion Supply Officer and the NROTC Unit Storekeeper.

905. Caring For and Wearing of the Uniform

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

b. Cleanliness. Midshipmen launder and dry clean uniforms at their own expense. Uniforms will be scrupulously clean and pressed at all times with devices and insignia bright and free from tarnish. Black shoes and brass belt buckles must be clean and highly polished.

c. Uniform Wear:

(1) Trousers. Trousers are to be worn at a length to cover the upper part of the rear of the shoe by approximately 1.

(2) Military creases. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder to seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. Sewn-in creases are not authorized.

(3) Specifics for Women.

(a) Skirts. The skirt will be no longer than 1 ½" below and no shorter than 1 ½" above the crease in the back of the knee.

(b) Coats. The length of women's bridge coats and raincoats correspond to the length of the uniform skirt.

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

(4) Specifics for Men.

Navy midshipmen may wear a plain gold tie clasp when wearing the black four-in-hand tie if the clasp:

(a) has a plain gold surface (either with or without a Navy anchor). The surface cannot be brushed gold, inscribed or decorated.

(b) is approximately 2 ½" x ¼" in dimensions

(c) while wearing the Service Dress Blue Uniform, is not visible when the coat is worn.

(5) General. Specifics on correct uniform wear are delineated in US Navy Uniform Regulations.

(a) Glasses. No eccentric or faddish glasses are permitted. Conservative sunglasses are permitted, except in military formations, inspections, or parades. Plain, black, snugly worn retainer straps are authorized for safety only. Contact lenses must be a natural color.

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

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

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

- Wristwatches and Bracelets. While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

(c) Umbrellas. Plain black umbrellas may be carried in inclement weather.

(d) Bags. Blue or Black solid colored backpacks may be worn on the left shoulder or on both shoulders when not in dress uniform. Bags, such as briefcases, gym bags, backpacks, lunch bags, suitcases, shall be hand carried in the left hand with the following exceptions:

- Backpacks/gymbags may be worn when riding a bicycle or motorcycle, but shall be hand carried upon dismounting unless otherwise stated above.

- Women's Navy handbags are worn over the left shoulder or forearm, placing the top of the handbag at waist level with the strap attached and extended so that the individual's left hand cups the bottom of the purse. A clutch style handbag is authorized for wear with Service Dress Uniforms.

- A full seabag may be worn on the shoulders.

(e) Articles. No articles shall protrude from or be visible on the uniform, including items such as pencils, pens, key chains, pins, combs, large wallets, or cigarettes.

(f) Jackets and Coats. Jackets and coats shall be properly buttoned at all times and shall be removed prior to entering a Unit Staff office.

(g) Belt Buckles. Belt buckles shall be worn centered in the front so that the "gig line" is in proper adjustment. The length of the belt will be adjusted so that the buckle and belt tip are adjacent (brass on brass).

(h) Covers. Covers shall be worn squarely on the head, bottom edge horizontal. They shall be removed when indoors unless armed or when specifically prescribed by the PNS.

906. Insignia and Marine Designators

a. NROTC Insignia. SUNY Maritime Regiment insignia may be worn for classes (including Naval Science classes) and other SUNY Maritime functions. For all leadership labs and other NROTC specific events, NROTC insignia ONLY will be worn on the uniform as described below. Additionally, only NROTC ribbons and related awards will be worn with

NROTC insignia; NROTC and SUNY Maritime ribbons will NOT be mixed while wearing NROTC uniforms.

(1) Service Dress Blue and Service Dress White (female only) lapel insignia. Navy anchor (Navy option) or Eagle Globe and Anchor (USMC Option) worn as shown in Figure 9-6. They are worn so that the anchor stock is parallel to the deck (they are specific to the right or left lapel).

b. Marine Designators. Additional uniform items issued to Marine Corps Options are as follows:

- Clasp, necktie, USMC -1
- Insignia, collar, USMC -1 pair
- Insignia, collar, USMC (prong & clutch) -1 pair
- Insignia, service cap, USMC (large) -1
- Insignia, garrison cap, USMC (small left) -1
- Buckle, belt, USMC -1 (Belt tip will extend from 2 to 4 inches beyond the belt buckle.)

c. Year Group Insignia.

(1) Sleeve. Diagonal gold stripes, sewn on the left sleeve midway between the elbow and the cuff, are worn on the Service Dress Blue Uniform. Second class wear two; third class, one; fourth class, none. First class wear a horizontal gold stripe sewn on both the left and right sleeves two inches above and parallel to the cuff. Non-Maritime College Midshipmen will have a star sewn point-down $\frac{3}{4}$ " above the stripe on both sleeves.

(2) Shoulder Boards. Shoulder Boards are worn on the male Service Dress White and both male and female Summer White uniforms. All Midshipmen wear shoulder boards on the bridgecoat.

(a) Navy. Proper devices for each class are illustrated in Figure 9-1. They are worn with the bitter end of the fouled anchor chain pointing aft. See Figure 9-2.

(b) Marine. Proper devices for each class are illustrated in Figure 9-1. (See note for Marine Options.) They are worn so that the eagle's wings parallel to the shoulder seam. See Figure 9-2.

(3) Collar Devices. Worn on the Winter Blue and Working Khaki uniforms.

(a) Navy. Worn with the bitter end of the fouled anchor chain points outboard. See Figure 9-3.

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

(b) Marine. (prong & clutch) placed so that the eagle's wings are parallel to the deck. See Figure 9-4.

-Midn 4th class- Wear no collar devices.

-Midn 3rd class- Wear the Marine insignia on the right collar only.

-Midn 2nd class- Wear the Marine Corps insignia on both collars.

-Midn 1st class- Wear the Marine Corps insignia on both collars.

d. Midshipman Officer Insignia. For appropriate officer insignia for shoulder boards and collars see Figure 9-5.

(1) Sleeve. Worn on both sleeves of the Service Dress Blue Coat centered on the outside of the sleeve 2" above and parallel to the edge of the cuff. The gold star is centered above the stripes with one ray pointing down and the point $\frac{3}{4}$ " above the uppermost stripe. The NROTC Midshipman officer insignia is the same as that used by the SUNY Maritime Regiment. In the case where a Midshipman is an officer in the regiment and the Midshipman battalion, the higher of the two ranks will be worn on the Service Dress Blue sleeve.

(2) Shoulder boards. Both Navy and Marine Options wear the designated Midshipman Officer shoulder boards with a star in place of the anchor and Marine Corps insignia.

(3) Collar. Wear the rank insignia on both collars.

(4) All-weather Coat and Khaki Jacket. Wear rank insignia on the shoulder straps. The insignia are the same as those worn on collars and are centered one inch and parallel to the shoulder seam.

e. Cap Insignia.

(1) Garrison Cap. The insignia is attached to the left side of the garrison cap, shank perpendicular to the ground, 2" from the front edge. For males it is 1 $\frac{1}{2}$ " from the bottom edge to the center of the insignia. For females it is centered between the top and bottom of edges of the cap apron. The Navy device is the 1" fouled anchor; the Marine device is the small USMC cap insignia. See Figure 9-7.

(2) Combination Cap. Worn on the front of the cap band. Navy Options wear the fouled anchor; Marine Options wear the large USMC cap insignia.

f. Miscellaneous.

(1) Name tags. Worn centered over the right breast pocket, $\frac{1}{4}$ " above the pocket for Navy Options and $\frac{1}{8}$ " above the pocket for Marine Options. Name tags are not worn when medals are prescribed.

(2) Ribbons and Medals. Midshipman ribbons and Maritime College ribbons, academic stars, and awards may be worn on all

Midshipman uniforms during the academic school year. Midshipman and Maritime College ribbons and/or decorations will not be worn with National Service Ribbons or decorations nor at any time while on active duty (i.e. cruises). Ribbons are worn centered over the left breast pocket, ¼" above the pocket for Navy Options and 1/8" above the pocket for Marine Options. Medals shall be worn such that the upper edge of the lowest row of medals is approximately 3/8" from the upper edge of the pocket. The top edge of succeeding rows should be approximately 1" above the upper edge of the next row down. See Figure 9-8.

(3) Qualification Insignia. Enlisted Dolphins, SSBN Patrol Pins, Basic Parachutist (Jump Wings), Naval Parachutist, and Scuba Diver insignia are to be centered ¼" above the left breast pocket or any row of ribbons. See Figure 9-8.

907. Grooming Standards for Midshipmen

a. General. Grooming standards are based on neatness, cleanliness, safety, military image, and the uniformed appearance of members of the Navy. The standards established herein are not intended to be overly restrictive nor designed to isolate Navy men or women from society.

b. Men.

(1) Navy Option.

(a) Hair. Hair will be neat, clean and present a groomed appearance. Hair above the ears and around the neck will be tapered from the lower hairline upward to at least 3/4" and outward no greater than 3/4" to blend with the hairstyle. Hair on the back of the neck may not touch the collar. Hair will be no longer than 4" and groomed so that it does not touch the ears or the collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with proper wearing of the headgear. Bulk of the hair shall not exceed 2". Varying hairstyles, including Afro, are permitted provided 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. Hair coloring must look natural and complement the individual. One (cut, clipped, or shaved) natural, narrow, fore and aft part is authorized.

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

(c) Beards and Moustaches. NROTC Midshipmen are not authorized to wear beards. If a moustache is worn it shall be well groomed and neatly trimmed at all times in order not to present a ragged appearance. The moustache will not go below a horizontal line

extending across the corners of the mouth and no more than 1/4" beyond a vertical line drawn upward from the corners of the mouth.

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

(2) Marine Corps Option. Marine Corps Option grooming standards are contained in Marine Corps Order P1020.34C.

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

(b) Sideburns. Sideburns will not exceed below the top of the ear orifice.

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

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

c. Women

(1) Hair

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

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

(c) Barrettes, rubber bands, and hairpins are permitted, but they must match the hair color as closely as possible. They should not be extremely large or noticeable. A maximum of two barrettes may be used when pinning up hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized.

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

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

(3) Fingernails. Fingernails shall be kept clean and not extend beyond $\frac{1}{4}$ " measured from the fingertip.

908. Civilian Attire

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

b. When in Fort Schuyler, civilian attire will be clean and free of holes, rips, or stains. Trousers and shorts will be free of holes, with no fraying at the seams, and, when belt loops are present, a belt will be worn. Footwear will be in good taste and appropriate for the occasion. Pool slides, "flip-flops" or footwear intended for showering should not be worn with civilian attire, unless medically prescribed.

Clothing appropriate for physical training will be worn in that setting only. Personnel are allowed to wear physical training attire either during the activity or in transit to or from that activity.

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

d. Wearing of any attire displaying profane, offensive, or subversive material, or messages that imply affiliation with gang or subversive groups is prohibited.

909. Tattoos/Piercings

a. No tattoos/body art/brands on the head, face, neck, or scalp are permissible. Tattoos/body art/brands elsewhere on the body that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Navy are prohibited. For example, tattoos/body art/brands that are excessive, obscene, sexually explicit or advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited. Tattoos/body art/brands cannot be visible through uniform clothing. Waivers may be requested for prior service and existing tattoos via the unit chain of command in accordance with current service and NSTC guidance.

b. As a matter of unit policy, all unit members will be counseled on all the potential risks of obtaining tattoos. Tattoos, even those compliant with regulations, with will not be encouraged or glamorized.

910. Insignia Figures.

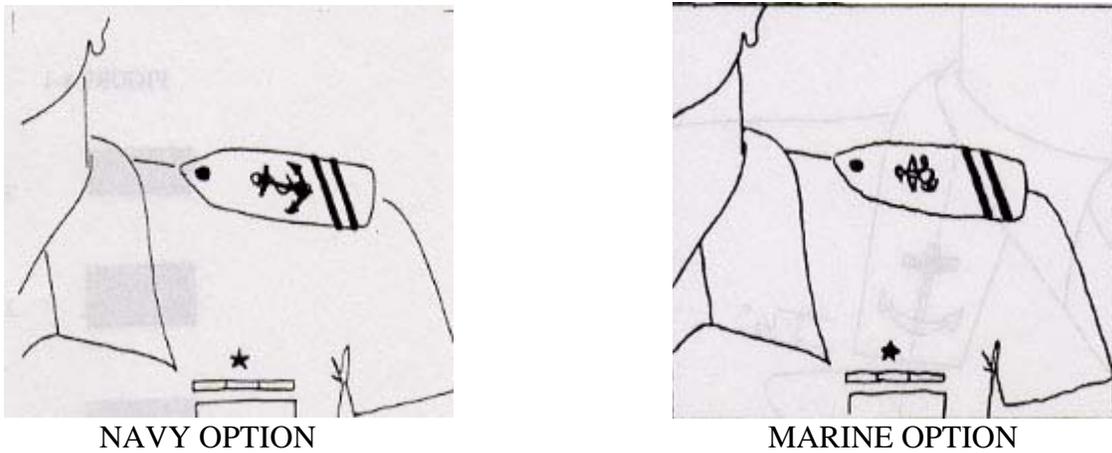
FIGURE 9-1



**YEAR GROUP INSIGNIA: SHOULDER BOARDS
NAVY OPTION**

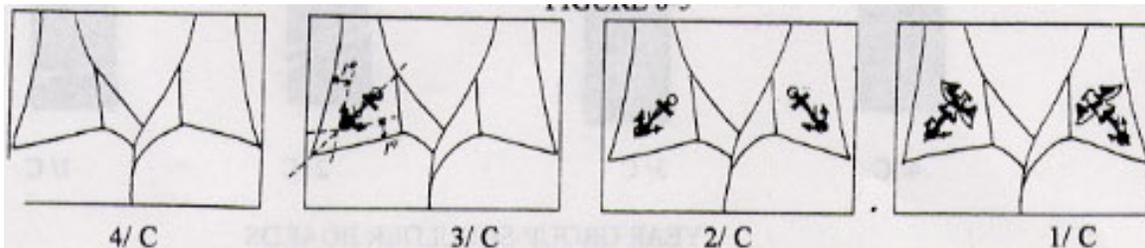
*MARINE OPTIONS: REPLACE FOULED ANCHOR WITH USMC INSIGNIA

FIGURE 9-2



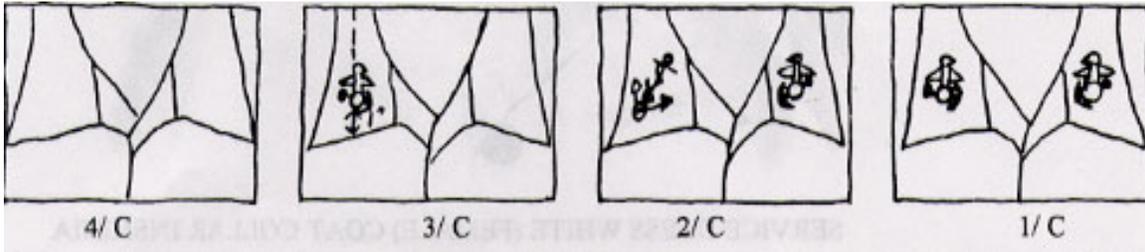
PROPER SHOULDER BOARD PLACEMENT

FIGURE 9-3



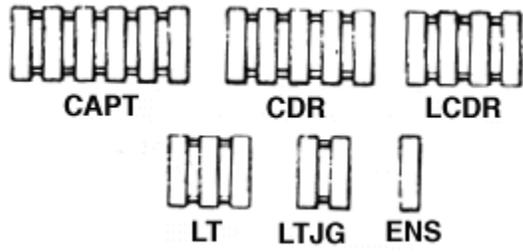
**YEAR GROUP INSIGNIA: KHAKI COLLAR
NAVY OPTION**

FIGURE 9-4

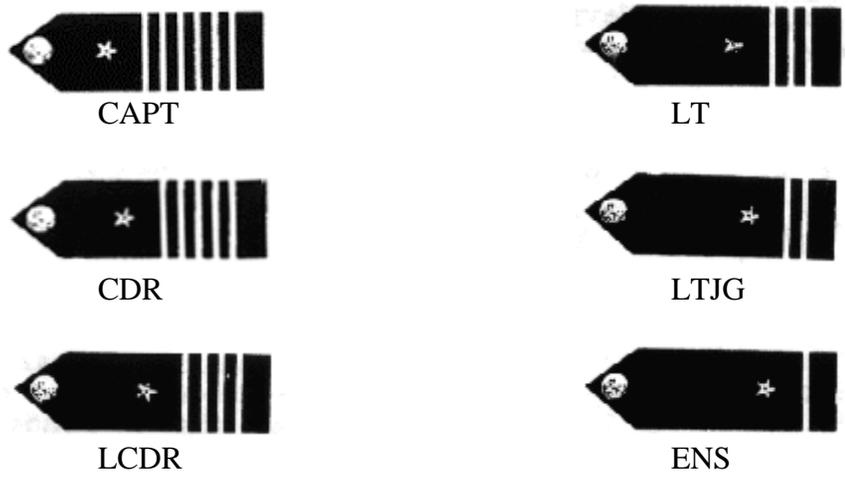


YEAR GROUP INSIGNIA: KHAKE COLLAR
MARINE OPTION

FIGURE 9-5

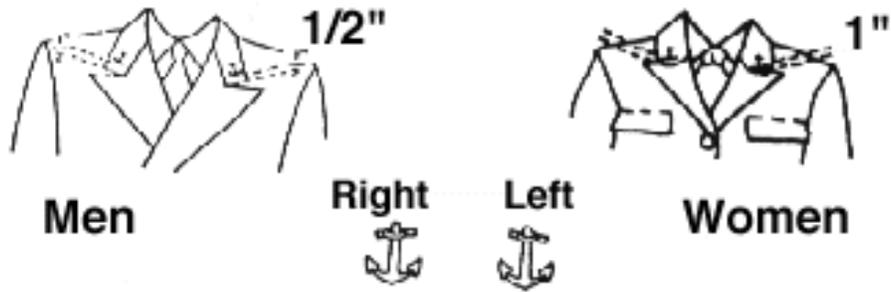


MIDSHIPMAN OFFICER INSIGNIA: COLLAR



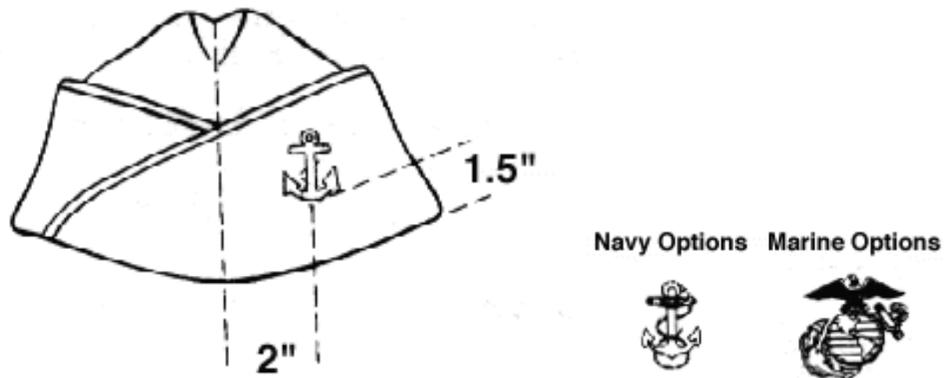
MIDSHIPMAN OFFICER INSIGNIA: SHOULDER BOARDS

FIGURE 9-6



SERVICE DRESS BLUE/WHITE COLLAR INSIGNIA

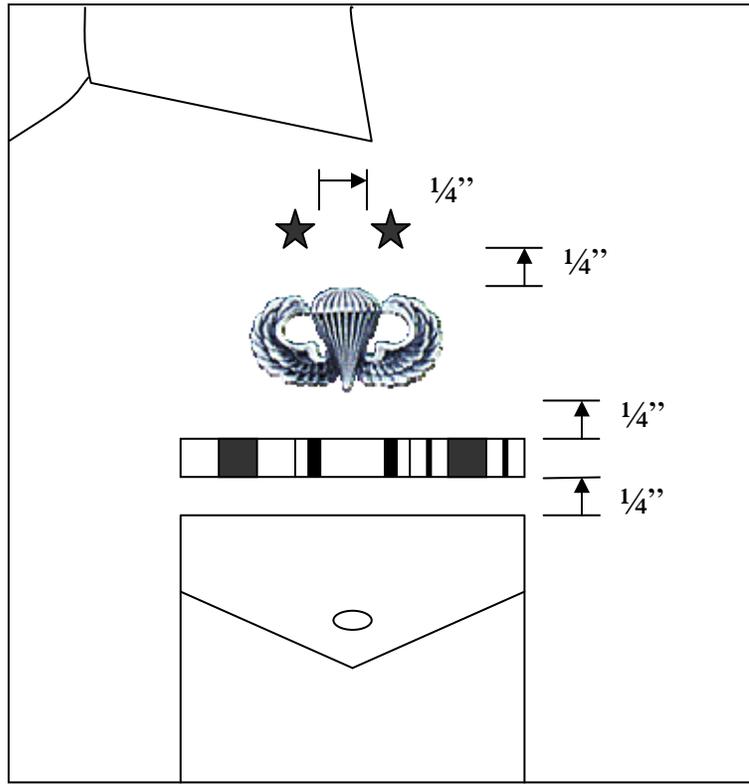
FIGURE 9-7



GARRISON CAP DEVICES

*Device on female cap is centered between top and bottom edges of cap.

FIGURE 9-8



PROPER PLACEMENT OF AWARD INSIGNIA



INSIGNIA OF THE UNITED STATES ARMED SERVICES

OFFICERS											
	0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
ARMY	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE ARMY
NAVY	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL
AIR FORCE	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE
MARINE CORPS	SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	
COAST GUARD	ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (LOWER HALF)	REAR ADMIRAL (UPPER HALF)	VICE ADMIRAL	ADMIRAL	

WARRANT OFFICERS					
	ARMY	MARINE CORPS	NAVY	COAST GUARD	
W01	WARRANT OFFICER 1	WARRANT OFFICER 1	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	W-2
CW2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 2	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 3	W-3
CW3	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 3	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 4	W-4
CW4	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 4	CHIEF WARRANT OFFICER 5		W-5
CW5	CHIEF WARRANT OFFICER 5	CHIEF WARRANT OFFICER 5			

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ENLISTED

	ARMY	NAVY	AIR FORCE	MARINE CORPS	COAST GUARD
E-1	PRIVATE	AIRMAN/SEAMAN/FIREMAN/RECRUIT	AIRMAN BASIC	PRIVATE	AIRMAN/SEAMAN/FIREMAN RECRUIT
E-2	 PRIVATE	 AIRMAN/SEAMAN/HOSPITALMAN, DENTALMAN/CONSTRUCTIONMAN/ FIREMAN APPRENTICE	 AIRMAN	 PRIVATE FIRST CLASS	 AIRMAN/SEAMAN/FIREMAN APPRENTICE
E-3	 PRIVATE FIRST CLASS	 AIRMAN/SEAMAN/HOSPITALMAN, DENTALMAN/CONSTRUCTIONMAN/FIREMAN	 AIRMAN FIRST CLASS	 LANCE CORPORAL	 AIRMAN/SEAMAN/FIREMAN
E-4	 SPECIALIST	 PETTY OFFICER THIRD CLASS	 SENIOR AIRMAN	 CORPORAL	 PETTY OFFICER THIRD CLASS
E-5	 SERGEANT	 PETTY OFFICER SECOND CLASS	 STAFF SERGEANT	 SERGEANT	 PETTY OFFICER SECOND CLASS
E-6	 STAFF SERGEANT	 PETTY OFFICER FIRST CLASS	 TECHNICAL SERGEANT	 STAFF SERGEANT	 PETTY OFFICER FIRST CLASS
E-7	 SERGEANT FIRST CLASS	 CHIEF PETTY OFFICER	 MASTER SERGEANT	 GUNNERY SERGEANT	 CHIEF PETTY OFFICER
E-8	 MASTER SERGEANT	 SENIOR CHIEF PETTY OFFICER	 SENIOR MASTER SERGEANT	 MASTER SERGEANT	 SENIOR CHIEF PETTY OFFICER
E-9	 FIRST SERGEANT	 MASTER CHIEF PETTY OFFICER	 CHIEF MASTER SERGEANT	 MASTER GUNNERY SERGEANT	 MASTER CHIEF PETTY OFFICER
E-9	 SERGEANT MAJOR	 COMMAND MASTER CHIEF PETTY OFFICER	 COMMAND CHIEF MASTER SERGEANT	 SERGEANT MAJOR	 MASTER CHIEF PETTY OFFICER
E-9	 COMMAND SERGEANT MAJOR	 FLEET/FORCE MASTER CHIEF PETTY OFFICER	 FIRST SERGEANT	 MASTER GUNNERY SERGEANT	 MASTER CHIEF PETTY OFFICER
SPECIAL	 SERGEANT MAJOR OF THE ARMY	 MASTER CHIEF PETTY OFFICER OF THE NAVY	 CHIEF MASTER SERGEANT OF THE AIR FORCE	 SERGEANT MAJOR OF THE MARINE CORPS	 MASTER CHIEF PETTY OFFICER OF THE COAST GUARD



DECORATIONS AND AWARDS OF THE ARMED SERVICES

MEDAL OF HONOR (Army)	MEDAL OF HONOR (Navy, Marine Corps, Coast Guard)	MEDAL OF HONOR (Air Force)	DISTINGUISHED SERVICE CROSS (Army)	NAVY CROSS (Navy, Marine Corps, Coast Guard)	AIR FORCE CROSS						
SOLDIER'S MEDAL (Army)	NAVY AND MARINE CORPS MEDAL	AIRMAN'S MEDAL	COAST GUARD MEDAL	GOLD LIFESAVING MEDAL (Coast Guard)	BRONZE STAR MEDAL	PURPLE HEART	DEFENSE MERITORIOUS SERVICE MEDAL	MERITORIOUS SERVICE MEDAL	AIR MEDAL		
AIR FORCE ACHIEVEMENT MEDAL	COAST GUARD ACHIEVEMENT MEDAL	PRISONER OF WAR MEDAL	COMBAT READINESS MEDAL (Air Force)	GOOD CONDUCT MEDAL (Army)	GOOD CONDUCT MEDAL (Navy)	GOOD CONDUCT MEDAL (Marine Corps)	GOOD CONDUCT MEDAL (Air Force)	GOOD CONDUCT MEDAL (Coast Guard)	COAST GUARD RESERVE GOOD CONDUCT MEDAL		
ASIAN-PACIFIC CAMPAIGN MEDAL	EUROPEAN-AFRICAN MIDDLE EASTERN CAMPAIGN MEDAL	WORLD WAR II VICTORY MEDAL	US ANTARCTIC EXPEDITION MEDAL	ARMY OF OCCUPATION MEDAL (Army, Air Force)	NAVY OCCUPATION SERVICE MEDAL (Navy, Marine Corps, Coast Guard)	MEDAL FOR HUMANE ACTION	NATIONAL DEFENSE SERVICE MEDAL	KOREAN SERVICE MEDAL	ANTARCTICA SERVICE MEDAL		
ARMED FORCES SERVICE MEDAL	HUMANITARIAN SERVICE MEDAL	OUTSTANDING VOLUNTEER SERVICE MEDAL	ARMED FORCES RESERVE MEDAL	NAVY EXPERT RIFLEMAN MEDAL	NAVY EXPERT PISTOL SHOT MEDAL	COAST GUARD EXPERT RIFLEMAN MEDAL	UNITED NATIONS KOREAN SERVICE MEDAL	INTER-AMERICAN DEFENSE BOARD MEDAL	UNITED NATIONS MEDAL		
MEDAL OF HONOR RIBBON (All services)	COMBAT ACTION RIBBON	COAST GUARD COMMANDANT'S LETTER OF COMMENDATION RIBBON BAR	PRESIDENTIAL UNIT CITATION (Army, Air Force)	PRESIDENTIAL UNIT CITATION (Navy, Marine Corps, Coast Guard)	JOINT MERITORIOUS UNIT AWARD	VALOROUS UNIT AWARD (Army)	NAVY UNIT COMMENDATION (Navy, Marine Corps)	AIR FORCE OUTSTANDING UNIT AWARD	COAST GUARD UNIT COMMENDATION	MERITORIOUS UNIT COMMENDATION (Army)	MERITORIOUS UNIT COMMENDATION (Navy, Marine Corps)
COAST GUARD SEA SERVICE RIBBON	NAVY ARCTIC SERVICE RIBBON	NAVAL RESERVE SEA SERVICE RIBBON	COAST GUARD RESTRICTED DUTY RIBBON	NCO PROFESSIONAL DEVELOPMENT RIBBON (Army)	ARMY SERVICE RIBBON	OVERSEAS SERVICE RIBBON (Army)	NAVY AND MARINE CORPS OVERSEAS SERVICE RIBBON	AIR FORCE OVERSEAS RIBBON (Short tour)	AIR FORCE OVERSEAS RIBBON (Long tour)	AIR FORCE EXPEDITIONARY SERVICE MEDAL	AIR FORCE LONGEVITY SERVICE AWARD RIBBON
AIR FORCE TRAINING RIBBON	USMC SECURITY GUARD RIBBON	ARMY RESERVE COMPONENTS OVERSEAS TRAINING RIBBON	PHILIPPINE DEFENSE RIBBON	PHILIPPINE LIBERATION RIBBON	PHILIPPINE INDEPENDENCE RIBBON	PHILIPPINE REPUBLIC PRESIDENTIAL UNIT CITATION	REPUBLIC OF KOREA PRESIDENTIAL UNIT CITATION	VIETNAM PRESIDENTIAL UNIT CITATION	REPUBLIC OF VIETNAM GALLANTRY CROSS WITH PALM UNIT CITATION	REPUBLIC OF VIETNAM CIVIL ACTIONS SERVICE AWARD RIBBON	

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Order of precedence shown left to right, top to bottom

QUICK REFERENCE GUIDE TO NROTC STANDARDS		
Standard	Description	Comments
Eligibility for Enrollment		
Be a United States citizen.	Alien students may be enrolled in NROTC College Program under certain conditions.	
Have no moral obligations or personal convictions that will prevent bearing of arms and supporting and defending the Constitution of the United States against all enemies, foreign and domestic.		
Be at least 17 years old before 1 Sep of the year of enrollment, but less than 27 on 30 Jun of the year of commissioning.		Applicants with prior or current active duty may be granted age waivers equal to the number of months served, not to exceed 36 months.
Be physically qualified for the program.		
Have a high school diploma or equivalent certificate.		
Be accepted for admission as a full-time student at a participating NROTC college or university.		
Be morally qualified and possess officer-like qualifications and character.	Exhibited by appearance, scholarship, activities, and community service.	
Meet DON requirements regarding prior use of drugs or alcohol, per OPNAVINST 5350.4C.		
Credit Check	All NROTC scholarship students will undergo national agency check with local agency and credit checks. College program students must have same check upon entry into advanced standing.	
Academic Standards		
Maintain a cumulative GPA on a 4.0 scale of 2.0 for MIDN, 2.5 for MECEP and STA-21, or 3.0 for STA-21 Nuclear and CEC Options. Nurse Option shall maintain a GPA consistent with their nursing school admission standards, but not less than 2.0 on a 4.0 scale.		All students should strive to achieve the NROTC academic goal of 3.0 GPA.
All NROTC-specified and Naval Science courses will be taken for a letter grade.		Pass/fail grading is not permitted unless specific university policy precludes it.
No failing grades in any subject required for completion of degree or commissioning requirements.		

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Required NROTC-Specified Courses		
Standard	Description	Comments
Calculus	Required for all Navy Scholarship students (except Nurse Corps); recommended for all others. Minimum 6 semester hours. Must be completed by end of 2nd year of studies (usually the sophomore year).	Calculus sequence will include material through differential and integral calculus of one real variable.
Physics (calculus-based)	Required for all Navy Scholarship students (except Nurse Corps); recommended for all others. Minimum 6 semester hours. Must be completed by end of 3rd year of studies (usually the junior year).	Physics sequence shall be calculus-based and cover traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Shall include appropriate lab classes in completing requirement.
	The requirement to complete calculus and physics CANNOT be waived.	
	Calculus and physics courses completed at other than host institutions must be transferable for credit to the host institution before they can be used to satisfy the Navy Scholarship Program requirement.	
	Students who have high school credit for calculus or calculus-based physics for college credit, which has been validated by the college, must complete 1 additional three-semester-hour college course in each area. (PNS should discourage students from validating calc and physics courses from high school and encourage them to complete college courses.)	
College Algebra (or higher) or Advanced Trigonometry	Required for all Navy College Program students. Minimum 6 semester hours. Completed by end of junior year.	Completing requirement by validation is acceptable, but must appear on transcript.
Physical Science	Required for all Navy College program students. Minimum 6 semester hours (a one-year sequence or two courses in physical science area). Completed by end of senior year.	Completing requirement by validation is acceptable, but must appear on transcript.
American History/National Security Policy	Required for all Navy and Marine students (except Nurse Corps). Minimum of 3 semester hours. Must be approved by PNS. Completed by end of senior year.	
Regional Studies/World Culture/World Religions	Required for all Navy students. Minimum of 3 semester hours. Must be approved by PNS. Completed by end of senior year.	Must have an emphasis on Third World, Far East, or Southwest Asia.
English	Required for all Navy students. Minimum of 6 semester hours. Must be approved by PNS. Completed by end of sophomore year.	Must concentrate on areas of grammar and composition and require significant student writings.
Required Naval Science Courses		
Introduction to Naval Science	Taken freshman year.	Students with at least 3 years NJROTC or MCJROTC course work may be exempted by PNS.
Sea Power and Maritime Affairs	Taken freshman year.	Nurse Corps Option may take in sophomore year.
Navigation	Taken sophomore year. (Should be taken before first class cruise.)	Not required for Nurse and Marine Corps Options. Required for STA-21.

Standard	Description	Comments
Naval Ships Systems I (Engineering)	Taken junior year. (Should be taken before first class cruise.)	Not required for Nurse and Marine Corps Options.
Naval Ships Systems II (Weapons)	Taken junior year.	Not required for Nurse and Marine Corps Options.
Naval Operations and Seamanship	Taken senior year.	Not required for Nurse and Marine Corps Options.
Leadership and Ethics	Taken senior year.	Required for MECEPs and STA-21.
Amphibious Warfare	Taken junior or senior year.	Marine Option only; optional for Navy Option. Required for MECEP.
Other Professional Training		
Naval Science Laboratory	Taken every year.	Professional education and training on variety of Navy and Marine Corps topics not covered in other Naval Science courses.
Naval Science Institute	Intensive professional, academic, & physical training program conducted at OTC Newport for students entering two-year NROTC Program and STA-21 officer candidates.	Two-year NROTC Program: Intro to NS, Sea Power, Naval Ships Systems I & II. STA-21: Intro to NS, Sea Power, Naval Ships Systems I & II, Navigation, Naval Ops & Seamanship.
Command & Leadership Training (CALT)	Takes place in settings that simulate an operational unit. Minimum of 20 hours in each of last two years prior to commissioning. At least 10 hours each year should include drill team or inter-unit competitive military exercises.	Can include drill team, inter-unit competitive military exercises, battalion management and administration, and planning & coordination of major battalion functions.
New Student Orientation	PNS is encouraged to conduct orientation programs at the beginning of the school year. Lesson plans and risk assessments are required. Active duty staff must be present at all evolutions of orientation.	May include enrollment processing; uniform issue; uniform regs and grooming standards; basics of military customs, courtesies, traditions, and organization; basics in military drill and ceremony; physical fitness and swim testing; instruction in the privileges/benefits of NROTC Program and individual responsibilities; introduction to unit and university.

Summer Training		
Standard	Description	Comments
Controlled 3 or 3-1/2 year scholarship recipients participate in CORTRAMID or second class cruise and first class summer training periods (or OCS for Marine Option).	First class cruises are mandated and may be postponed but not waived.	
Scholarship recipients of 2 and 2-1/2 years and College Program MIDN will participate only in first class summer training.	First class cruises are mandated and may be postponed but not waived.	
STA-21 and MECEP do not participate in summer training.	MECEPs will attend OCS during the summer between their freshman and sophomore years.	
MMR MIDN are eligible to participate in at-sea cruises, but are ineligible for NROTC Program funding.		
Third Class Summer Training	Career Orientation and Training for Midshipmen (CORTRAMID) -- a warfare community indoctrination conducted between freshman & sophomore academic years for all scholarship students (except Nurse Corps).	Third class cruise will not be rescheduled for a student, but may be waived by OD3.
Third Class Summer Training for Nurse Corps	At-sea training with the medical department of a ship. Conducted between freshman & sophomore academic years.	Refer to NAVEDTRA 37300 (series).
	Navy Option: Normally at-sea training on surface ship or submarine, to include basic shipboard orientation, an introduction to enlisted life, & roles of work center supervisor.	
First Class Summer Training	Conducted between junior & senior academic years for all first class NROTC midshipmen. Provides exposure to the officer and wardroom environment. Marine Option: OCS at Quantico, VA. Nurse Corps Option: Training at a naval hospital to learn the organizational structure and functions.	First class cruise is mandatory; may be postponed but not waived.

Physical Fitness Program Elements		
Standard	Description	Comments
Notify new students of PFA/PFT standards and NEHC pre-entry conditioning program.		
Obtain DoDMERS "qualified" or "waived" physical status OR civilian sports physical prior to participation in unit-directed PT.		Under no circumstances will PT commence without proper documentation of a physical exam.
Complete a yearly PAREQ prior to starting unit-directed PT.		Any affirmative responses require evaluation by a medical professional prior to initiating physical training.
Complete a yearly Annual Certificate of Physical Condition (NSTC 6220/8).		

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Standard	Description	Comments
Conduct wellness & safety training, per OPNAVINST 6110.1 (series).		
Initiate or reassess physical conditioning program based on stated NEHC program stage or trial PFA performance.		
Ensure all requirements are met, documented, and reviewed prior to each year's initial PT session.		
Conduct an inventory PFA no earlier than 30 days after the start of the fall term. (At least one per term.)		Allows individuals to gauge their level of conditioning and physical readiness prior to an official PFA/PFT.
Conduct an official PFA/PFT once per term. (Shall be conducted at least 4 months and not more than 8 months apart.)		
Conduct up to 3 unit-directed PT sessions per week. Direct staff supervision is required at all unit-sponsored/directed PT.	PT session shall include the following components: -- 5-minute warm-up; -- 5-10 minutes of stretching, aerobic, or muscular endurance activity; -- 5 minutes of cool down; and 5-10 minutes of stretching.	When approved by the CFL, an individualized training plan may include more than 3 unit-directed PT sessions per week.
Conduct specific PT programs for USMC prep and PEP.		
Physical Fitness Standards		
MIDN and OCs must attain minimum performance level in a "Good" category in all events in the Navy PFA, per OPNAVINST 6110.1H.		A swim may be substituted for a run in special cases.
	OUTSTANDING - Performance above or equal to top 10%.	
	GOOD - Performance better than or equal to lowest 25%, but less than excellent.	
	UNSATISFACTORY - Performance in lowest 10%.	PFT score of 275 or higher is recommended to successfully complete the 6-week OCS course.
Marine Option must score 225 or better at the start of senior year, per MCO P6100.12.		
All MIDN must meet height/weight and body fat standards identified in OPNAVINST 6110.1H or MCO P6100.12.	Body fat must not exceed 22% for USN males and 33% for USN females or 18% for USMC males and 26% for USMC females.	Not waivable. Students will not be permitted to enter third class year unless standards have been met. College program students shall not be admitted to advanced standing unless standards are met.
Midshipmen must qualify as Swimmer, 3rd Class, by end of fourth class year.	Students who qualify as Swimmer, 2nd Class, are exempt from further testing. Students who qualify at lower than Swimmer, 2nd Class, shall re-qualify annually.	

Standards of Conduct & Aptitude for Service		
Standard	Description	Comments
NROT students are expected to conduct themselves per the standards of socially acceptable behavior and display military officer bearing and demeanor at all times. These standards, when evaluated together, provide a measure of aptitude for commissioned service.	Delineation between satisfactory and substandard aptitude is a responsibility of the PNS. Inappropriate standards of conduct are categorized as major and minor offenses.	
	Minor Offenses: Those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.	
Students who receive a term aptitude grade of 2.5 or below will receive an "aptitude warning" letter or be placed on probation.		
Other Commissioning Requirements		
Pre-commissioning medical examinations	All graduating students must be given pre-commissioning exams at least 12-24 months prior to commissioning.	Commissioning physicals are good for 5 years with updated information. Special programs require completely new physicals.
Sail Training	In units with active sailing programs, all Navy students must qualify as Skipper "B" prior to commencement of 1/C year.	Waivers may be requested from OD3.

APPENDIX C: NROTC STUDENT AWARDS

Individual Awards for Outstanding Performance

a. Awards Board. At various times throughout the year, the Unit Awards Board, comprised of the Executive Officer and Year Group Advisors convenes to select recipients of awards for outstanding performance. A list of awards attainable by Midshipmen follows:

External Awards for which Midshipmen may be nominated:

National Sojourners Award for Americanism.

<http://www.nationalsojourners.org/awards/awards.pdf>

National Sojourners, Inc., an organization of past and present commissioned and warrant officers who are master masons, offers its national award to an outstanding NROTC student at each institution annually. The award is intended specifically for presentation to the NROTC student who has contributed the most to encourage and demonstrate Americanism within the unit and on campus. The award consists of a ribbon with medal and accompanying certificate. Annually, PNS' will make selections for the award, and forward their nominations during the month of January (at least 90 days prior to planned presentation) to the nearest local chapter of the National Sojourners, Inc. Only one nomination per unit will be accepted. If there isn't a local chapter, the nominations should be sent to the National Sojourners, Inc., 8301 East Boulevard Drive, Alexandria, VA 22308-1399 (703) 765-5000 FAX: (703) 765-8390. Criteria for nominees:

- (1) Sophomore status (concluding the second undergraduate year and corresponding naval science instruction) or junior status (concluding the third undergraduate year and corresponding naval science instruction).
- (2) Top 25 percent of academic class.
- (3) Have encouraged and demonstrated the ideals of Americanism by deed
- (4) Have demonstrated a potential for outstanding leadership.
- (5) Have not previously received the award.

Naval Submarine League Outstanding Achievement Award.

<https://www.tacinfosys.com/ns1/pages/awards/nrotc.htm>

The Naval Submarine League (NSL) Outstanding Achievement Award is an annual award intended to promote the Navy's nuclear submarine community within the NROTC units. The award recognizes midshipmen with proven academic and leadership skills that have been selected for entry into the Navy's nuclear propulsion program as submarine officers. The award consists of a certificate, a letter of presentation, and a one-year honorary membership in the NSL, and recipient acknowledgment in THE SUBMARINE REVIEW.

(1) Eligibility criteria. The student must:

- (a) Be a scholarship senior or a member of the Nuclear Enlisted Commissioning Program (NECP) and a selected nuclear submariner
- (b) Demonstrate superior academic aptitude.
- (c) Exhibit a strong desire to pursue a career in submarine warfare
- (d) Demonstrate balanced qualities and aptitude for accession as a naval officer.
- (e) Be a role model to inspire others to strive for nuclear submarine program selection.

(2) Administration

- (a) PNS' may nominate one student whose military and academic performance, as outlined above, merits special recognition.
- (b) Nominations will be submitted to CNET (NUCLEAR PROPULSION) by letter. Nomination letters should contain sufficient information to permit the NSL to personalize letters of recognition and presentation. Nominations should also provide a point of contact and phone number and specify if award presentation by a NSL member is desired. If it is known, the date of the planned presentation ceremony should also be provided.
- (c) Nominations must be received by CNET

(NUCLEAR PROPULSION) not later than February 1 each year.

(d) Nomination packages will be forwarded by CNET to the NSL in February.

Junior Line Officer Advanced Educational Program (Burke Program).

<http://neds.daps.dla.mil/Directives/1520g18.pdf>

The Junior Line Officer Advanced Educational Program, more commonly known as the "Burke Program," was implemented in the fall of 1959. Its objective is to educate through the doctoral degree level, or as far as the individual's capabilities will permit, a small group of carefully selected officers who demonstrated leadership potential as midshipmen/officer candidates and who are academically well qualified for advanced education in the scientific and engineering fields. Applicants must remain in the Unrestricted Line and must be in aviation, subsurface or surface. Nominations of 1/C midshipmen and officer candidates are due April 1 of each year. The following format shall be used:

- (1) Name
- (2) SSN
- (3) One complete unofficial transcript of academic work (provided as an attachment)
- (4) Major
- (5) Degree expected (i.e., BS, BA)
- (6) NROTC class standing (naval aptitude and academic - nominees will be ranked by their class year (Navy option)).

CNET board action will select 15 midshipmen/officer candidates from the nominations provided by the units. Refer to OPNAVINST 1520.18 for additional information.

National Defense Transportation Award for NROTC Midshipmen.

<http://www.ndtahq.com/awards.htm>

The National Defense Transportation Association (NDTA) annually presents a Silver Medal to one midshipman from each NROTC unit who is nominated by the PNS and who meets the following criteria:

- (1) The nominee must be a graduating senior, Navy or Marine option from either the NROTC Scholarship or

College Program. Only one nominee is permitted from each unit.

(2) The nominee must be enrolled in a degree program in Business Administration, Business Management, Transportation Management or another Baccalaureate program with emphasis in the transportation field (e.g., Aviation Technology, Marine Transportation, etc.).

(3) The nominee must be in the top 25% of his/her NROTC class in aptitude.

(4) Academically, nominees must be in the top 25% of their NROTC class and in the top 25% of those in their university class enrolled in their major field of study. PNS' should submit nominations to CNET (MIDN ADMIN) no later than February 1. The nomination letter must include:

(1) Name

(2) Academic Major

(3) Academic GPA and standing within his/her class, by major field of study.

(4) Graduation date

CNET will send the list of nominees to NDTA by March 1. NDTA will send each unit a Silver Medal and a list of the local NDTA officers and their addresses that may be invited by the PNS to participate in the medal award ceremonies. PNS' are also encouraged to arrange for publicity photographs of midshipmen receiving the NDTA medal. Copies of photographs will be forwarded to the following address for use by the NDTA:

NATIONAL DEFENSE TRANSPORTATION ASSOCIATION
Suite 200
727 North Washington Street
Alexandria, VA 22314

SECNAV Distinguished Midshipman Graduate Program.

http://neds.daps.dla.mil/directives/1520_38.pdf

The SECNAV Distinguished Midshipman Graduate Program is an award program to honor one graduating midshipman (not officer candidates) at each NROTC Unit (consortiums shall nominate one midshipman per university) and twenty midshipmen at the U.S. Naval Academy who demonstrate the highest standards of leadership, academic and military performance. The selection

criteria are detailed in paragraph 3 of SECNAVINST 1520.10A. NROTC unit submission of the selected midshipman will be in accordance with paragraph 4. The name of the midshipman selected is due at CNET (MIDN ADMIN) not later than February 1 each year.

National Defense Industrial Association Award.

http://www.ndia.org/Content/NavigationMenu/Membership_and_Chapters/Member_Services/Scholarship_Award.htm

This award consists of a certificate, service medal, and a ribbon to be worn on the midshipman uniform, and a complimentary one-year membership to NDIA. The PNS may nominate one student annually. Any request for the ROTC award should be forwarded to NDIA, 2111 Wilson Boulevard, Membership Department, Suite 400, Arlington, Virginia 22201 (703) 522-1820. Nomination criteria are:

- (1) Academic average placing student in the upper half of his/her class at the university/college.
- (2) No grade less than B (or numerical equivalent) in the advanced NROTC courses.
- (3) Evaluated to be in the upper 20 percent of the NROTC enrollment at the university/college.
- (4) Actively participates in athletics and/or campus activities.
- (5) Have demonstrated outstanding leadership

American Society of Naval Engineers (ASNE).

http://www.navalengineers.org/Programs/Scholarships/sc_info.htm

The American Society of Naval Engineers sponsors a scholarship program to encourage college students to enter the field of naval engineering. The program also provides support to naval engineers seeking advanced education in the field.

- (1) Examples of the programs of study which apply to the diverse field of naval engineering are naval architecture, marine, mechanical, civil, aeronautical, ocean, electrical and electronic engineering and the physical sciences, as well as other programs leading to careers with both military and civilian organizations requiring these educational backgrounds. Naval engineering includes the design, construction, and repair of ships and their installed systems and equipment, as well as research, logistic support, and the

management of acquisition and maintenance.

(2) The form of the award is a scholarship of \$2,000 per year increased periodically as funds allow. It is further anticipated that the number and size of scholarships will grow in direct proportion to the support, which the program receives, from our members and friends. The award may be used for payment of tuition, fees, and expenses for students who meet the following requirements:

(a) The candidate will be applying for support for the last year of a full-time or co-op undergraduate program or one year of full-time graduate study leading to a designated engineering or physical science degree in an accredited college or university. A scholarship will not be awarded to a doctoral candidate or to a person already having an advanced degree.

(b) The candidate must be a United States citizen.

(c) The candidate must have demonstrated or expressed an interest in a career in naval engineering, e.g., a student membership in a professional engineering society, extra-curricular engineering activities, etc.

(3) Selection criteria will be based on the candidate's academic record, work history, professional promise and interest in naval engineering, extra-curricular activities, and recommendations of college faculty, employers, and other character references. Financial need may also be considered.

(4) All applications for scholarships must be received at the ASNE Office (see address below) by February 15 of each year. Scholarships are awarded for the college year starting in the fall. The selection process will be completed in time to make the announcement in early May. The successful candidates will be notified by letter. The award will be in the form of a check for the first academic period payable jointly to the awardee and the college or university which the student will attend. The letter will require the awardee to forward the check to the college or university and to furnish a transcript showing satisfactory performance to the Scholarship Committee and the Society as a basis for the second increment of the award for the subsequent academic period. The letter will further require that in the event that the awardee withdraws from the academic program with a tuition refund, the Society will receive a proportionate share of the tuition award.

(5) Each successful applicant will also be awarded an Honorary Student Membership in ASNE for the year of

his or her scholarship as a means of encouraging interest in a career in Naval Engineering.

(6) Applications and supporting documents must be received at the ASNE Office by February 15.

(7) To request an application, send a self-addressed stamped envelope to:

The American Society of Naval Engineers
1452 Duke Street
Alexandria, VA 22314-3458
Phone: (703) 836-6727
Fax: (703) 835-7491

Society of American Military Engineers (SAME) Awards.

The SAME will award, annually, the Society Gold Medal to 15 NROTC students in their next-to-last year of engineering studies and to 15 NROTC students in their last year of engineering studies. The purpose of the award is to impress upon undergraduate engineering students, by appropriate recognition of meritorious promise of achievement in the field, the importance of engineering to national security. Both Scholarship and College Program students are eligible for consideration for these awards providing they meet the requirements, outlined below, and approved by the SAME. Nominations will be forwarded by PNS' to reach CNET (MIDN ADMIN) by March 1. Nominations made must be in accordance with the following regulations:

(1) NROTC student, Scholarship or College Program, in either a 4-year or 5-year engineering course.

(2) School must offer accredited undergraduate civil, electrical, or mechanical engineering curricula, and award baccalaureate degrees.

(3) Students must be enrolled in their last or next-to-last year of an accredited undergraduate engineering curriculum. Curricula should be reasonably allied to military engineering but, if accredited, need not necessarily be civil, electrical, or mechanical engineering. For example, petroleum or architectural engineering would be acceptable but textile or management engineering would not. However, the school must still meet the requirement stated in (2) above.

(4) Students must be in the upper fourth of the NROTC class. Although required to be in last or next-to-last year of engineering, students need not be in corresponding status in their naval science curriculum.

(5) Students must be in the upper fourth of engineering class.

(6) Student must be recommended jointly by the PNS and the dean of engineering as the "Outstanding Engineering Student of the Year of Their Group" in the NROTC unit. These written justifications should be as complete as possible since they are very important documents in the selection procedure.

(7) Maximum number of nominations per school per year is one last year and one next-to-last year student.

(8) NROTC students in a 5-year engineering course are eligible during the fourth and fifth years only. Those in a 4-year engineering course are eligible during third and fourth years only. If 5-year students, they are eligible whether or not on LOA from naval science courses.

(9) CNET will forward all nominations to: Commander, Naval Facilities Engineering Command (CODE 09M1), Command Headquarters, 200 Stovall Street, Alexandria, VA 22332. Final selections are made and the names and units are forwarded to Brigadier General Walter O. Bachus, USN (Ret.) for approval. Units are notified directly from Brigadier General Bachus' office.

Armed Forces Communications and Electronics Association (AFCEA) Awards.

<http://www.afcea.org/education/scholarships/>

Scholarships to thirty (15 to rising juniors and 15 to rising seniors) NROTC students (or officer candidates) majoring in electrical engineering, electronics, computer science, computer engineering, physics, or mathematics in accredited degree-granting 4-year colleges or universities in the U.S. Candidates must be enrolled as sophomores or juniors at the time of application.

(1) Eligibility. Nominations are submitted by PNS'. Candidates must be U.S. Citizens, have good moral character, academic excellence, and potential to serve as Officers in the Armed Forces of the U.S. and have a financial need.

(2) Application: Applications must be endorsed and submitted by the PNS to the AFCEA Educational Foundation, 4400 Fair Lakes Court, Fairfax, Virginia 22033-3899. All applications must be received by April 1. If any questions phone (703)631-6149 or (800) 336-4583, ext. 6149. E-mail: scholarship@afcea.org or edfoundation@afce4a.org. Applications

are forwarded each year to units. If an application is needed you may contact CNET (MIDN ADMIN) or the AFCEA.

ROTC Honor Certificate Award Program.

The Honor Certificate Award Program is to recognize ROTC cadet and midshipman achievement in leadership and academics. The award includes a parchment certificate with the honoree's name prominently inscribed and a ribbon bar. This program is separate and distinct from the Scholarship program, but an ROTC student may receive both.

(1) Recipients of the awards will be selected by individual PNS' in accordance with the appropriate Service Department Regulation. Each interested ROTC unit may make one Honor Award nomination annually.

(2) Students receiving the awards must be U.S. citizens and juniors preparing to enter their senior year (rising seniors) who are majoring in electronics, electrical engineering, communications engineering, mathematics, physics, computer technology or related technical disciplines. The nominees should demonstrate high academic achievement.

(3) The Nomination for the ROTC Honor Certificate Award form must be completed and forwarded directly to AFCEA Educational Foundation, 4400 Fair Lakes Court, Fairfax, Virginia 22033-3899. Please do not retype the nomination form; it may be photocopied as needed. Forms are forwarded to units each year. If you need a form, contact CNET (MIDN ADMIN) or the AFCEA.

(4) The AFCEA Educational Foundation must receive the completed nomination at least 20 days prior to the presentation date.

An additional AFCEA Award has been announced. The AFCEA Educational Foundation will present a handsome clock to the top-graduating midshipman in Electrical Engineering or Communications Sciences. CNET (MIDN ADMIN) will submit the name of the top graduating midshipman to the foundation based on criteria data in Service Selection Files. The award will be presented to the midshipman prior to graduating (early spring).

Legion of Valor of the United States of America Award

(1) The Legion of Valor of the United States of America is composed of a Medal of Honor, Distinguished Service

Cross, Navy Cross or Air Force Cross award recipients. The Legion of Valor Bronze Cross for achievement is awarded annually to recognize achievement of scholastic excellence in military and academic subjects and to stimulate development of leadership.

(2) One award is authorized for each of the six NROTC areas. Nominations are to be forwarded by the PNS to reach CNET (MIDN ADMIN) not later than April 15 of each year.

(3) Criteria for selection:

(a) The candidate must be an NROTC midshipman completing the third undergraduate year and corresponding naval science instruction.

(b) The candidate must in the top 25 percent of his/her class in aptitude and academic standing.

(c) The candidate must have demonstrated outstanding military leadership qualities.

(4) CNET will nominate the candidates for the award and forward the list of nominees to the Legion of Valor for preparation of the medals and certificates.

The United Services Automobile Association (USAA) Scholarship Award.

The USAA presents twenty \$500 scholarships to NROTC students each year. The purpose of the scholarship award is to recognize the most outstanding NROTC student (Navy option) within each of the six NROTC areas, and the top graduates of each of the summer training increments for the Marine Corps Officer Candidate Course (BULLDOG). Twelve Navy option midshipmen and officer candidates will be selected from the six areas plus 8 Marine option midshipmen and officer candidates from BULLDOG.

(1) Eligibility Criteria (Navy option). The student must:

(a) Be enrolled in the NROTC advanced course as either a Scholarship or College Program student and have at least one term remaining in the NROTC Program.

(b) Be ranked in the upper 10 percent of his/her class in military aptitude.

(c) Be ranked in the upper 10 percent of his/her class in naval science academics.

(d) Be majoring in a field of interest to the naval service and have a minimum grade average of 3.0 on a 4.0 scale.

(e) Have achieved a rating of at least satisfactory on the most recent physical fitness test, be a second class swimmer or better, and meet retention weight standards prescribed for active duty personnel.

(f) Be motivated toward a career in the unrestricted line.

(2) Administration (Navy option)

(a) PNS' may nominate one student whose military and academic performance merits special recognition. NONE of the eligibility criteria are waiverable.

(b) Nominations will be submitted to CNET (MIDN ADMIN) by letter with the following enclosures:

1. Current academic transcript.
2. Copy of latest aptitude evaluation.
3. Full-length photo (3/4 view) of the nominee in Winter Blue, or Summer White uniform (uncovered).
4. PNS comments.

(c) Nominations must be received by CNET (MIDN ADMIN) not later than June 1 each year.

(d) Nominations will be considered by a CNET selection board, who will select two award recipients for each of the six NROTC areas.

(e) CNET will notify the Director, Member Relations and Military Affairs, USAA, San Antonio, TX of the recipients' names and NROTC units not later than July 1 each year. USAA will contact the PNS and make presentation arrangements after notifying CNET of the winners accepted by USAA.

(3) Eligibility Criteria (Marine option). The student must be one of the top NROTC graduates of an increment of the Marine Corps Officer Candidate Course (BULLDOG), as determined by the Commanding Officer, Officer Candidate School, Quantico, Virginia. There are eight scholarship awards available. NROTC students who are commissioned upon completion of BULLDOG are not eligible.

(4) Administration (Marine option)

(a) CNET will determine the scholarship recipient based upon the BULLDOG training reports submitted by CMRC.

(b) CNET will provide the names of the selections and units to the Director, Member Relations and Military Affairs, USAA, San Antonio, Texas. USAA will contact the PNS and make presentation arrangements after notifying CNET of the winners accepted by the USAA.

(5) Presentation and Publicity. USAA will make arrangements for the presentation of awards with the PNS concurrence. Suitable publicity should be arranged and copies of photographs and news releases should be sent to the Executive Director, Military Affairs, USAA, 9800 Fredericksburg Road, San Antonio, Texas 78288 and to CNET (MIDN ADMIN).

American Legion ROTC Awards.

<http://www.ny.legion.org>

The American Legion has strived over the years to recognize outstanding ROTC students and presents two awards annually: The American Legion ROTC General Military Excellence Medals and the American Legion ROTC Scholarship Medals. The PNS may select the recipients for the awards not later than April 15 of each year and submits his/her selection to the local post of the American Legion, and if a local post is not available, to the National Security Division, The American Legion, 1608 K Street, NW, Washington, DC 20006-2847. Another source of American ROTC medals and Legionnaire presenters is the State-level Department headquarters. Their addresses are available by contacting CNET (MIDN ADMIN). Each award and its eligibility are as follows:

General Military Excellence Medals. PNS' may select four midshipmen or officer candidates, one from each Naval Science Year. The selections must be in the top 25% of their class in all NROTC subjects academically and demonstrate outstanding qualities in military leadership, discipline, character, and citizenship.

Scholarship Medals. PNS' may select four midshipmen or officer candidates for this medal. Naval Science Year 3 and 4 selections will receive a gold medal accompanied by a ribbon bar

with a distinctive miniature attachment depicting a scholastic scroll. The Naval Science Year 2 selected will receive a silver medal and ribbon bar and Naval Science Year 1 selected will receive a bronze medal and ribbon bar.

Eligibility for this award:

- (1) Top 10% in university classes academically.
- (2) Top 25% in NROTC classes academically.
- (3) Demonstrate high qualities in military leadership.
- (4) Actively participate in constructive student activities such as student organizations or sports.

After receiving the medals, the PNS shall invite a representative of the American Legion to present these awards, however, if a representative is not available, the PNS may make the presentation. A report and photographs shall be sent to the National Security Division, The American Legion, 1608 K Street, NW, Washington, DC 20006-2847.

Massachusetts Institute of Technology/Woods Hole Oceanographic Institution Joint Masters in Oceanography Program

<http://www.petersons.com/gradchannel/code/IDD.asp?orderLineNum=721173-1&inunId=38677&typeVC=ProgramVC&sponsor=>

(1) SECNAV has directed the establishment of an MIT/WHOI joint master's degree program in oceanography as part of a major re-invigoration of Navy efforts in oceanography. Each June eight unrestricted line (URL) officers will enter the program (two of which will be newly commissioned officers from the NROTC Program). Completion of the program will lead to their designation as oceanographers in the 1800 community and XX49P coded subspecialists.

(2) Units are strongly encouraged to nominate midshipmen or officer candidates. Nominations must be received no later than October 15 of each year (MIDN ADMIN).

(a) Eligibility criteria are as follows:

1. Major - Engineering, Mathematics, Physics, or Oceanography/Meteorology with a Math/Physics minor.

2. Grade Point Average (GPA) - 3.5 MINIMUM (on a 4.0 scale).

3. Graduate Record Examination (GRE) - General Test Verbal, Quantitative, Analytical subscores each 650 minimum. Subject Test (Physics, Math or Engineering) total score 700 minimum.

NOTE: GRE may be taken after selection by CNET/PERS and forwarded with the application to MIT/WHOI.

(3) CNET will select the names of three to four midshipmen/officer candidates to be forwarded to PERS 449 with copy to Oceanography of the Navy (N-096) by October 30. The two finalists selected by PERS 449 and N-096 will receive application materials by November 30 each year and will submit forms and enclosures per MIT/WHOI by deadline dates. Refer to OPNAVINST 1520.

Olmsted Foundation Scholarship.

<http://www.olmstedfoundation.org/public/designation.html>

The George and Carol Olmsted Foundation established the Olmsted Scholar program in cooperation with the Department of Defense and the military departments. It provides for two years of graduate education in foreign universities for selected regular commissioned Navy line officers and unrestricted Marine Corps officers. A "new" SECNAVNOTE will be published yearly.

Nomination letters for Navy and Marine officers must reach NETPDTC (N2), 6490 Saufley Field Road, Pensacola, FL 32509 by November 15. Only the following information is required: rank, name, SSN, designator or MOS, commissioning source, year group, foreign language background (if any) and DLAB test. Nominees who are selected as candidates by the Navy-Marine Corps Selection Committee will be notified by January 1.

Armed Forces Insurance Scholarship Award

(1) The Armed Forces Insurance Company has established a scholarship to be awarded to a College Program midshipman who is currently in the spring semester of the junior year. One \$1000 scholarship will be awarded annually, to be used for education or education related expenses. Criteria for the scholarship are as follows:

(a) Eligible only to college program juniors.

(b) Selection is based upon strong academic and leadership credentials as well as demonstrated need for financial assistance. Include an actual monthly budget

(example 12-5).

(2) Each PNS shall submit one applicant to CNET (MIDN ADMIN) not later than April 10. A board will select one candidate to receive the scholarship.

(3) Presentation of the scholarship will be made at the NROTC Unit.

Thomas and Elliott M. Senn Memorial Fund

(1) Rear Admiral Elliott M. Senn, U.S. Navy (Ret.) died in 1980 leaving a portion of his will to the Department of the Navy to establish the Thomas and Elliott M. Senn Memorial Fund. The Navy accepted his generous gift and invested it. Interest income has grown to the point where RADM Senn's educational purposes can now be fulfilled. RADM Senn's will specifies that a portion of the interest go to NROTC midshipmen as prizes for essays written on naval topics, and as direct education grants to former U.S. Navy enlisted personnel currently in the NROTC Program. CNET will administer both elements of the Senn fund distribution.

(2) Information about the essay award follows:

(a) An annual essay contest will be administered by CNET. It will address a different naval topic each year. The contest is open to all undergraduate student personnel affiliated with the NROTC Program in addition to those under the administrative control of the unit PNS.

(b) A minimum of three cash prizes, in the amount of \$1000 each will be awarded annually for the best essays. Winners will be selected from nominations made by the PNS.

(c) Essays will consist of double-spaced, typed papers of not more than 1500 words on a topic selected annually by CNET.

(d) Competitors for this prize are required to submit their essays to the PNS. Each PNS will select the best essay from the unit and forward it to CNET (MIDN ADMIN). Due date for the essays are March 30. Ample lead-time will be provided to permit the coordination of this essay contest with spring semester naval science courses, if that is desired.

(3) Information about the education grants follow:

(a) Individual grants of \$1000 will be awarded for education or education related use, to second, third, fourth or fifth year Navy option midshipmen or to naval officer

candidates participating in the NROTC programs or assigned to NROTC units nationwide, who entered their respective education programs after at least one year of active military service (excluding duty under instruction). Criteria for selection, in order of importance, include:

1. A detailed assessment of need (include an actual monthly budget (example 12-5)).

2. Fleet performance, as demonstrated by most recent enlisted evaluations, personal decorations, awards earned, etc.

3. Performance in NROTC Program (all areas) to date of application.

4. Performance in preparatory school (BOOST, NAPS, etc.).

(b) This program is not intended to replace the ECP (Financial Hardship Option Program) for midshipmen who must revert to their former enlisted rate due to continuing financial or personal hardship.

(c) Nominations for these grants will be made, via the PNS, to CNET (MIDN ADMIN) as a "need" arises. CNET board action will review applications and award grants. Individuals may apply as often as required for this grant; however, only one grant is authorized for any individual.

Daedalian Foundation NROTC Scholarship Awards.

http://www.daedalians.org/documents/app_scholarship.pdf

The Order of Daedalians, a National Fraternity of Commissioned Military Pilots of the Armed Forces, supports charitable, educational, and scientific activities in furtherance of the Tenets and Objectives of the Order. Annually, the Daedalian Foundation awards two \$1000 scholarships to senior NROTC midshipmen possessing the desire and capabilities of becoming future naval aviators. The purpose of these scholarships is to encourage midshipmen to select military careers as fixed wing pilots.

(1) Eligibility:

(a) Nominee must have a strong desire to become a naval aviator, an aptitude for flight training with minimum ASTB scores of 3/4/4 (pilot) or 3/4/3 (NFO) and have passed a flight physical.

(b) Be in their fourth year of college (senior status).

(c) Rank in the upper 20% of NROTC classes and upper 25% of entire graduating class.

(d) Have demonstrated qualities of leadership, teamwork, high moral character, integrity, and organizational ability.

(e) Consideration should be given to need of financial aid.

(f) Enrollment in or have completed light aircraft training, or possess a FAA private pilot certificate should be considered in a recipient's selection. Such qualification, however, is not a firm requirement for consideration or eligibility.

(2) Administration: The scholarship program will be administered by CNET. NROTC unit nominations in letter format are due annually not later than January 15. CNET will select two candidates as prospective recipients and notify the Foundation of its selections. Final approval of these selections will be made by the Daedalian Foundation. Upon confirmation by the Foundation, CNET will notify NROTC units of the selectees.

(3) Presentation: Scholarship presentation will be made at an appropriate ceremony by a member of the Order of Daedalians nearest to the recipient's school. If this is not practicable, the Foundation will designate a presenter. PNS' are to contact the Daedalian Foundation at the address below to arrange a time and place for presentation of the Daedalian certificate and the check, which will be issued in the recipient's name.

Daedalian Foundation
P. O. Box 249
Randolph AFB, Texas 78148-0249
Phone: (210) 945-2111

(4) Follow-up information required: The Order of the Daedalians has requested that follow-on reports be sent to them no later than September 1 of each year. For each winner the following data is requested:

- (a) Academic progress while still in school.
- (b) Graduation from college/university.

- (c) Commissioning in Navy/Marine Corps.
- (d) Entry into active or reserve duty.
- (e) Acceptance into flight training.
- (f) Graduation from flight training; initial assignment.

American Veteran (AMVETS) Award

www.amvets.org

(1) Purpose. The AMVETS award recognizes a qualified midshipman at each institution hosting a Senior ROTC program.

(2) Description. The American Veterans of World War II, Korea and Vietnam (AMVETS) Award consists of a medal pendant and a ribbon bar.

(3) Eligibility Criteria

(a) The midshipman must possess individual characteristics contributing to leadership such as:

1. A positive attitude toward the Navy ROTC programs and service in the Navy.

2. Exemplary personal appearance.

3. Personal attributes to include initiative, dependability, judgment, and self-confidence.

4. Officer potential.

(b) The midshipman must have obtained a grade of "A" or the numerical equivalent in Senior ROTC/military related programs (to include leadership lab) and be in good standing in all scholastic grades at the time of selection and presentation during the most recent grading period.

(4) Administration

(a) The PNS selects the recipient annually.

(b) The PNS submits a brief nomination letter biographical sketch of the midshipman to AMVETS National Headquarters, 4647 Forbes, Lanham, MD 20706, Attn: ROTC Programs coordinator.

(5) Presentation. An AMVETS representative should make the presentation if a participating local post or department representative is not available. If this cannot be arranged, the PNS makes the presentation at an appropriate military ceremony.

Bank of America.

Bank of America is providing 13 \$500 scholarships to NROTC students. These will be allocated as follows: one Navy option from each of the six areas, 4 program-wide Marine option; 3 at-large (either Navy or Marine option). Each unit is requested to nominate 1 Navy and 1 Marine option student. Eligibility for award nomination:

- (1) Must be in their senior year of college.
- (2) Must be in the upper 1/2 of their class in academics.
- (3) Must be in the upper 1/2 of their class in aptitude.
- (4) Must have a financial need.

The due date for nominations is November 1. Nominations shall be in letter format addressing the above criteria. CNET (MIDN ADMIN) will provide the names to Bank of America by November 15 of each year and presentations will be made at the January PNS Conference. The official name of the 13 scholarships will be The Admiral James L. Holloway, Jr., Scholarship for the Navy option students and The General John A. Lejeune Scholarship for the marine option students.

Armed Forces Bank.

The Armed Forces Bank will provide \$500 scholarships to two very outstanding midshipmen/officer candidates each year. Members must meet the same eligibility criteria as nominees for the Bank of America scholarship.

Nominations are due to MIDN ADMIN on 1 November. Nominations shall be in letter format addressing the eligibility as detailed in paragraph 13.4u. CNET (MIDN ADMIN) will provide the names to the Armed Forces Bank and presentation of the checks will be made at the January PNS Conference.

Black Engineer-of-the-Year Award.

A Black Engineer-of-the-Year Conference is held annually. As such, the NROTC Program is requested to submit nominations for the Student Leadership Award. Eligibility criteria: an

undergraduate or graduate student who has demonstrated leadership in engineering through personal accomplishments and developments as well as promoted science, technology, and Black self-reliance. Nominations should include a cover letter, a full job description, curriculum vitae and resume, letters of recommendation, papers and articles by and about the nominee, publicity clippings, organizational personnel chart, a recent color photograph, and any other supporting materials.

Nominations must be received at the Navy Recruiting Command (Code 30D), 5722 Integrity Drive, Bldg. 784, NSA Midsouth, Millington, TN 38054-5075 no later than August 1 of each year. Phone: (901) 874-9006, DSN 882-9006.

Civilian Marksmanship Program (CMP)

(1) The Civilian Marksmanship Program (CMP) offers \$1,000 scholarships to NROTC scholarship midshipmen who participate in an air rifle marksmanship program and meet the following criteria:

- (a) U.S. citizen.
- (b) Good moral character.
- (c) Demonstrated academic excellence as evidenced by a minimum 2.5 cumulative grade point average.
- (d) Demonstrated need for financial assistance to complete their baccalaureate degree.
- (e) Demonstrated excellence as a current member of NROTC or college rifle team.
- (f) Demonstrated the motivation to complete a college education and the potential to serve in the Armed Forces of the United States.

(2) Application

- (a) A completed application form (may be found at www.odcmp.com/Services/Programs/Scholarship.htm or by contacting NJROTC at (850) 452-4947 ext. 353).
- (b) An official transcript. The transcript must include all colleges or universities attended if the applicant is a transfer student.
- (c) Two Letters of Recommendation.
- (d) PNS nomination letter.
- (e) Documentation of marksmanship or rifle team activity.

(3) Applications forms must be complete and postmarked no later than 01 March. Mail application to:

NSTC (NJROTC),
250 Dallas Street,
Pensacola, FL 32508-5220

Late or incomplete applications will not be considered.

Hispanic Engineer-of-the-Year Award.

A Hispanic Engineer-of-the-year Conference is held annually. Nominations are solicited from the NROTC Program for various categories. For midshipmen, two awards could apply: Student Leadership and Community Service. Eligibility criteria for Student Leadership award is: demonstrated leadership through character and professional development, such as a graduate student who serves as a role model and leader for undergraduates. Eligibility criteria for Community Service award is: demonstrated leadership in the minority engineering community through volunteer work, contributions, and other activities. Nominations should include a cover letter, resume and curriculum vitae, papers by and about the nominee, an organizational personnel chart, letters of recommendations, a full job description, any other supporting documents, and a recent color photograph (8" x 10").

Nominations must be received at the Navy Recruiting Command (30D), 5722 Integrity Drive, Bldg. 784, NSA Midsouth, Millington, TN 38054-5075 no later than June 15 of each year. Phone: (901) 874-9006, DSN 922-9006.

The United Services Planning Association, INC and Independent Research Agency for Life Insurance, INC.

The association has offered five \$1,000 scholarships. The due date for this award is December 10 of each year. Submit nominations to CNET (MIDN ADMIN). Eligibility criteria:

- (1) must be in the junior year.
- (2) ranked in the top 10% of their academic class.
- (3) ranked in the top 10% of their aptitude class.
- (4) demonstrated a potential for outstanding leadership and
- (5) has a financial need.

Nominations shall be in letter format addressing all of the above criteria. Checks will be presented at the unit.

Navy-Marine Corps Relief Society's Admiral Mike Boorda Seaman-to-Admiral Educational Assistance Program.

<http://www.nmcrs.org/boorda.html>

A Boorda grant provides up to \$2,000 to those eligible students, who demonstrate the most financial need, as determined by established Federal financial need assessment criteria. Types of students who are eligible to apply for this grant are:

(1) An officer candidate (ECP, MECEP, MECP)

(2) A former active duty midshipman who has been released from active duty for immediate assignment as a midshipman in the NROTC, as evidenced by his/her DD Form 214.

Application packages consist of:

(1) An Eligibility Application (to be certified by the PNS)

(2) A Family Financial Data Form (completed by the student)

(3) A GPA Verification Form (signed by the student and completed by the school)

Applications must be received by NMCRS by June of each year. Their address is: Navy-Marine Corps Relief Society, 801 North Randolph Street, Suite 1228, Arlington, VA 22203-1978 Phone: (703) 696-4904.

The Anna Sobol Levy Fellowship Program.

http://overseas.huji.ac.il/grad_anna_sobol.php

This fellowship, in the amount of \$5000, enables an American student to attend the Hebrew University of Jerusalem for one year as a graduate level-visiting student. Students who have studied in the fields of military studies, economics, geography, international relations, political science, and history are encouraged to apply. Candidates scheduled to graduate in the April, May timeframe, must be no older than 28 at the time of application. The award of this fellowship is based solely upon scholastic excellence, character, ability and promise, without regard to race, creed, sex, religious affiliation. The purpose of the Anna Sobol Levy Fellowship is to enhance and strengthen the unique relationship between the United States and Israel by establishing genuine understanding and communication between future leaders of the two countries. Recipients of the Fellowship will be expected to participate in briefings and visits to Israeli military bases arranged by the Project Officer assigned by the Israeli Defense Forces. In addition to completing all Hebrew University admission procedures the candidates must also submit a Curriculum vitae and a 2-5 page statement highlighting past experience and future career goals. Applications may be obtained from the Office of Academic Affairs, The Hebrew University, 11 East 69th Street, New York,

New York 10021. Completed application materials must be postmarked by March 1 each year.

United States Naval Institute.

The U.S. Naval Institute has proposed a second award, the first being an award for an outstanding graduating midshipman from each of the NROTC units across the country (noted in this chapter under Other Awards). Each unit's commanding officer may select a winner on the basis of demonstrated leadership ability, grade point average (particularly in Naval Science) and other campus and community service. The criteria are deliberately broad, giving the commanding officer some leeway in the choice. A certificate, a year's membership in the Naval Institute, and leadership book from the Naval Institute Press are presented at graduation. A list of all winners' names and a photo of one winner are published in *Proceedings*.

(1) The second award, the *Naval Institute Forum Award*, targets two juniors nationwide, one Navy and one Marine Corps, to be presented by the Naval Institute CEO to the winners' commanding officers at the CNET PNS Conference held each January. The winners will receive the core of a professional library (probably 10 important books they don't own as textbooks, with some geared to their desired career, i.e., SWO, Aviation, Nuclear) and a Naval Institute membership. The Commanding Officers would receive a major book for the school's wardroom.

(2) Each year a targeted question based on an ongoing discussion in the magazine will be announced by the Institute via CNET (MIDN ADMIN). Midshipmen desiring to participate must prepare a paper (no more than 70 words) discussing the targeted question to the PNS no later than 30 April. The PNS will forward the best paper(s) (one Navy and one Marine Corps) to the institute no later than May 30. The address is: United States Naval Institute, 291 Wood Road, Annapolis, MD 21402-5034. For further information contact Director of Membership at (410) 295-1050.

Captain Winifred Q. Collins Award

http://www.navyleague.org/councils/Natl_Policy_&_Org-PT2.pdf

(1) This is a scholarship award and will grant \$2,000 to five selectees. Nominations are to be submitted to CNET (MIDN ADMIN) by 30 March of each year. A CNET board of officers will make the final selections.

(2) Criteria:

(a) Must be third year midshipmen (female or male) (completing their junior year in May/June timeframe)

(b) Nominees will be selected on the basis of academics, leadership, and need. Request the PNS provide the following information:

1. Aptitude grade and class rank
2. Academic GPA and class rank
3. Major
4. Financial need:
 - a. Annual cost of attending school
 - b. School related indebtedness
 - c. Hours worked and nature of employment
 - d. Activities and achievements

NOTE: Include a Monthly Budget (example 12-5). Midshipmen should enter information in the columns labeled "Actual Pay and Allowances of SM" and "Debts." The information will be applicable to the midshipman or family income if married.

(3) PNS' are to use their best judgment to select a nominee. All units are to participate; negative responses are not required. ECP and MECEP female/male students are not eligible.

Surface Warfare Scholar Program

(1) On August 22, 2000 the SWO Community established a Graduation Education program for SWO selectees (1165 and 1165N only). The NROTC Program is authorized to select 15 midshipmen/officer candidates for this program as well as the Naval Academy who is authorized also to select 15 midshipmen. Once selected, they will be sent directly to Naval Postgraduate School to earn a degree in one of these technical programs: Electronic Systems Engineering (ESE), Combat System (CBS), Undersea Warfare (USW), Intel C4I Systems, Engineering and Mechanical Engineering.

(2) Selectees must possess an undergraduate degree in engineering or the sciences and have a minimum GPA of 3.0. Each officer will have one year to complete the program. The quotas for this program are as follows: ESE (4), CBS(8), USW (4), Intel C4I sys(2) and Mechanical Engineering

(12), and will be shared equally by USNA and NROTC. The candidates in the Mechanical Engineering Program must possess a Mechanical Engineering undergraduate degree.

(3) CNET will screen and select candidates by using the Service Selection Rank for the 3rd and 4th Quarter commissionees of each year. The top 15 members who meet the eligibility criteria stated above will be offered this program. If one of the members do not wish to accept, CNET will select the next ranked member. Selections must be made and the list forwarded to Commander, Navy Personnel Command (PERS-41) and the Naval Postgraduate School by March 08 each year.

(4) This program will not hinder an officer's career progression. These highly motivated and qualified officers will earn a superior technical graduate degree, increase their long-term success in the Navy and will likely increase their desire to remain in the service. Selectees will be commissioned and Pers 412 will write orders directing selectees to the Naval Postgraduate School.

General Society of the War of 1812

<http://www.societyofthewarof1812.org/>

Recipients of the General Society of the War of 1812 ROTC Award are selected by the local ROTC unit commander from university students meeting the following criteria:

- (1) Possessing Sophomore student status
- (2) Possessing a grade point average placing them in the top twenty percent of their class.
- (3) Rank in the top ten percent of the class in academic ROTC studies.
- (4) Rank in the top ten percent in aptitude for the Armed Forces.
- (5) Have encouraged and demonstrated the ideals of Americanism by deed or conduct or both.

All inquiries regarding this award should be directed by U.S. Mail or email to: Mr. Stacy B. C. Wood, Jr. Vice-President
General - Military Awards 1530 S. Juniper Street
Philadelphia, PA 19147-6218 E-Mail: SWood@SAIL1620.org

Thomas and Elliott M. Senn Memorial Fund

(1) Rear Admiral Elliott M. Senn, U.S. Navy (Ret.) died in 1980 leaving a portion of his will to the Department of the Navy to establish the Thomas and Elliott M. Senn Memorial Fund. The Navy accepted his generous gift and invested it. Interest income has grown to the point where RADM Senn's educational purposes can now be fulfilled. RADM Senn's will specifies that a portion of the interest go to NROTC midshipmen as prizes for essays written on naval topics, and as direct education grants to former U.S. Navy enlisted personnel currently in the NROTC Program. OD will administer both elements of the Senn fund distribution.

(2) The Senn Essay

(a) An annual essay contest will be administered by OD that addresses a different naval topic each year. The contest is open to all undergraduate student personnel affiliated with the NROTC Program in addition to those under the administrative control of the unit PNS.

(b) A minimum of three cash prizes in the amount of \$1,000 each will be awarded annually for the best essays. Essays will consist of double-spaced, typed papers of not more than 1000 words on a topic selected annually by OD.

(c) Competitors for this prize are required to present their essays to the PNS. Each PNS will select the best essay from the unit and forward it to OD4 by 15 April.

(3) The Senn Grant

(a) Individual grants of \$1,000 will be awarded for educational purposes to Navy option midshipmen and officer candidates beyond their freshman year. Criteria are as follows:

1. A detailed assessment of need (include an actual monthly budget (Error! Reference source not found.)).
2. Performance in NROTC Program (all areas) to date of application.
3. Performance in preparatory school (BOOST, NAPS, etc.).

(b) This program is not intended to replace the ECP (Financial Hardship Option Program) for midshipmen who must revert to their former enlisted rate due to continuing financial or personal hardship.

(c) Nominations for these grants will be made, via the PNS, to OD4 as the "need" arises. OD board action will review applications and award grants. Individuals may apply as often as required for this grant. Only grant is authorized for any individual.

USS Little Rock Association NROTC Scholarship Program

(1) The USS Little Rock Association is a not-for-profit organization. Its membership is comprised primarily of veterans of service in USS Little Rock (CL 192) from 1945 to 1949, or the ship's modernized configuration USS Little Rock (CLG 4) from 1960 to 1976.

(2) The USS Little Rock Association will provide financial assistance to deserving students enrolled in any OD program. Financial grants of \$1,000 will be made to selected recipients entering their third academic year. A follow-on grant of \$1,000 will be made to each recipient who satisfactorily completes their third year, subject to approval and certification by OD. The number of annual awards will be based on the Associations' financial ability to support this program.

(3) Eligibility

(a) Any direct descendent of a service member who was honorably discharged from the armed forces, anyone who has served in the armed forces, or anyone who is a member of the USS Little Rock Association.

(b) Candidates, otherwise eligible, must have demonstrated superior leadership qualities and aptitude for the service.

(c) Candidates shall have achieved a cumulative grade point average of at least 3.0, in all accredited course work, at the time of nomination.

(4) Application. Applicants must submit a 500 word essay explaining why they are worthy of the award. A copy of the student's official transcript is required. Moreover, the PNS shall endorse the application by addressing each eligibility criteria. Nominations are due to OD4 by 15 May. Upon receipt, OD will convene a board to select the top 4 or 5 applicants, and forward the selection list to the USS Little Rock Association. The USS Little Rock Association will make the final determinations. Each award will be in the form of a \$1,000 check made out to the individual and sent via the PNS.

**Navy-Marine Corps Relief Society's Admiral Mike Boorda
Seaman-to-Admiral Educational Assistance Program.**

A Boorda grant provides up to \$2,000 to those eligible students, who demonstrate the most financial need, as determined by established Federal financial need assessment criteria. Types of students who are eligible to apply for this grant are:

(1) Any officer candidate (STA-21, MECEP, MCP)

(2) A former active duty midshipman who has been released from active duty for immediate assignment as a midshipman in the NROTC, as evidenced by his/her DD Form 214.

(3) Application packages consist of:

(a) An Eligibility Application (to be certified by the PNS)

(b) A Family Financial Data Form (completed by the student)

(c) A GPA Verification Form (signed by the student and completed by the school)

(4) Applications are due to NMCRS by 01 June at the following address:

Navy-Marine Corps Relief Society
801 North Randolph Street, Suite 1228
Arlington, VA 22203-1978
Phone: (703) 696-4904

Other Awards.

Many organizations and veterans' groups provide awards for NROTC students. Arrangements for these awards are generally made directly between the organization/group and the PNS. Many of the awards are given nationally and the organization/group involved will automatically provide NROTC units with awards. Examples of such organizations/groups are:

Catholic War Veterans http://www.cwv.org/ & www.nycatholicwarvets.org
Daughters of the American Revolution http://www.dar.org/natsociety/edout_scholar.cfm
Military Order of the World Wars http://www.militaryorder.net/
Naval Reserve Officers Association http://www.navy-reserve.org
Navy Club of the United States http://www.navyclubusa.org/
Navy League http://www.navyleague.org/scholarship/
Reserve Officers Association http://www.roa.org/
The Retired Officer Association http://www.roa.org/ca/ch051/rotc%20jrotc/rotcprogram.doc
The First Command Financial Planning, Inc. Scholarship. http://www.firstcommand.com/home/about_us/scholarships.html

28 Aug 08

Veterans of Foreign Wars Military Order of the Purple Heart
Steuben Society Nationsbank of Texas
Marine Corps Association