NROTCU UNIT UNIVERSITY OF CALIFORNIA BERKELEY INSTRUCTION 1533.6

Subj: MIDSHIPMEN REGULATIONS

Ref: (a) CNETINST 1533.2 Series

Encl: (1) Midshipmen Regulations

1. **Purpose.** This instruction is promulgated for the information and guidance of all members of the NROTC Unit.

2. **Cancellation.** NROTCUUCBINST 1533.6P

3. **Objective.** Midshipmen Regulations govern the operations and activities of the Battalion of Midshipmen at the University of California at Berkeley and provide individual midshipmen with instructions and information for the performance of their duties. Where the term "midshipman" appears in the regulations, it shall be interpreted to include Scholarship and College Program midshipmen and Officer Candidates, unless otherwise indicated. This instruction supplements basic NROTC regulations published in reference (a).

4. **Action**

   a. Midshipmen are responsible for knowing these regulations. In the event the guidance contained in these regulations is not clear, questions concerning Unit policy and recommended changes or additions to this instruction should be directed to advisors.

   b. These regulations will be available to all midshipmen. Individual midshipmen are responsible for maintaining their copies in up-to-date and serviceable condition. All published changes are to be promptly entered and noted on the Record of Changes page.

P.A. Laird

Distribution:
All Staff
All Midshipmen
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**APPENDIX B** SAMPLE SPECIAL REQUEST/AUTHORIZATION CHIT

**APPENDIX C** PRELIMINARY INQUIRY AND DISPOSITION REPORT

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101. **NROTC HISTORY.** The Naval Reserve Officers' Training Corps was first established in 1925 to offer certain college students the necessary Naval Science courses to qualify them for commission in the Naval Reserve. One of the first such units was formed at the University of California at Berkeley in August 1926, with Fleet Admiral Chester W. Nimitz (then a Commander) assigned as the first Professor of Naval Science.

During World War II, the U.S. Navy expanded from a manpower force of 100,000 officer and enlisted in 1938 to over three and one-half million in 1945. After World War II, increased global responsibilities for the United States dictated the creation of a new, permanent program to augment the Naval Academy as a source of regular officers trained to serve in the expanded postwar Navy. Consequently, Rear Admiral James L. Holloway, Jr. proposed a plan by which NROTC midshipmen could receive scholarships to any one of 52 colleges or universities hosting an NROTC Unit. Upon graduation and completion of the Naval Science curriculum, the students would receive regular commissions in the U.S. Navy or U.S. Marine Corps. The "Holloway Plan" was adopted in 1946 and, in conjunction with the non-scholarship Contract (now called College) Program, became the basis of a thriving NROTC system. Today, NROTC is the Navy's largest source of commissioned officers.

102. **MISSION AND GOALS.** The purpose of the NROTC program is to develop midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.

103. **UNIT ORGANIZATION**

1. The NROTC Unit, or Department of Naval Science, is an academic department of the University of California at Berkeley. Accordingly, all University rules and regulations apply to NROTC midshipmen. These unit regulations are supplemental in nature.

2. The Chairman of the Department of Naval Science is designated as the Commanding Officer of the NROTC Unit and
Professor of Naval Science (PNS). This person is the senior commissioned line officer of the Navy or Marine Corps ordered to duty with this Unit. Depending upon the needs of the Naval service and personnel requirements of the Unit, several officers and enlisted will be assigned duty to assist the Commanding Officer in carrying out the mission of the Unit. They shall perform such duties as may be assigned them by the Commanding Officer. Normally, the Unit will be organized as in figure 1-1.

104. UNIT ADMINISTRATION. Detailed academic and aptitude records are maintained on each midshipman at this Unit. These records are filed in the Unit office and with advisors. They are available to midshipmen with proper reasons upon request. An individual desiring to review his or her record should make an appointment with his or her advisor. Situations may arise where midshipmen will desire to submit requests for special consideration, leaves of absence, or other administrative actions. All such requests should be forwarded to the Commanding Officer via the advisor and the Executive Officer in accordance with paragraph 511 of this instruction.

105. UNIT NOTICES AND PUBLICATIONS. Midshipmen are responsible for a complete and current knowledge of all published unit notices and directives. This includes, but is not limited to, the Plan of the Week, the Training Schedule, and all midshipman organization notices.
201. **INTRODUCTION.** There are a variety of NROTC programs available to high school seniors and college students. All midshipmen are charged with recruiting individuals who display outstanding potential for commissioned service from among their friends and fellow college students, and all midshipmen should have a basic understanding of the different commissioning programs. All NROTC commissioning programs lead to commissions in the active component of the Navy or Marine Corps Reserve. General requirements for all applicants:

- US citizen
- No older than 27 (27 for College Program Students) as of 30 June in the year expected to graduate. (Month for month age waivers, up to age 30, is available for students with prior military service. No other age waivers are available.)
- Able to pass an Armed Forces Physical Exam and comply with applicable physical fitness standards.
- Be enrolled at UC Berkeley, UC Davis, Stanford University, or California Maritime Academy.

202. **NROTC SCHOLARSHIP PROGRAMS**

1. The Four-Year Scholarship Program is open to qualified high school seniors. Students are selected for Navy or Marine Corps scholarships from a national competition administered annually by the Chief of Naval Education and Training and the Marine Corps Recruiting Command. Selected students are appointed Midshipmen, U.S. Naval Reserve. Scholarship students receive the benefits provided by law, which include tuition, fees, uniforms, books, and a monthly subsistence allowance. These students normally participate in three summer training evolutions, outlined in Chapter 9. Upon graduation and commissioning, scholarship midshipmen are normally obligated to serve a minimum of four years active duty.

2. The Two-Year NROTC Scholarship Program is open to qualified college sophomores. Applications for the Two-Year Scholarship Program are submitted by NROTC Units and the Chief of Naval Education and Training makes selections. Students selected for a Two-Year Scholarship attend the six week Naval Science Institute in Newport, Rhode Island, after which they are appointed Midshipmen 2/C, U.S. Naval Reserve and receive the same scholarship and allowances for their final two years in college. Upon graduation, they are also normally obligated to
serve a minimum of four years active duty after commissioning.

203. COLLEGE PROGRAMS

1. Four-Year College Program (i.e., non-scholarship) midshipmen are selected by the PNS. Applicants must be enrolled as freshmen at U.C. Berkeley or an approved cross-town school. College program students take the same Naval Science courses, wear the same uniforms, and participate in all Unit activities in the same manner as scholarship students. College program students receive the benefits prescribed by law, which include uniforms, and Naval Science textbooks. In order to remain in the program, at the end of their sophomore year, College Program midshipmen must be selected by CNET for "advanced standing." As members of the Naval Reserve during their third and fourth years, college program midshipmen receive a monthly subsistence allowance. They normally participate in one summer training evolution between their third and fourth years and are obligated to serve a minimum of three years on active duty after commissioning.

2. Two-year College Program NROTC students are college students who enter the NROTC program with two years remaining to complete their baccalaureate degrees. They are selected by CNET in mid-May from a list of candidates submitted by NROTC units around the country. Selected applicants attend the six week Naval Science Institute. Upon returning to the university for the Fall term, they enroll in the junior year Naval Science courses, and are appointed Midshipmen 2/C, U.S. Naval Reserve. During their junior and senior years they receive the same benefits and must meet the same requirements as four-year College Program midshipmen. Upon graduation, two-year College Program midshipmen are obligated to serve a minimum of three years on active duty.

204. CNET CONTROLLED SCHOLARSHIPS

1. Each year the Chief of Naval Education and Training (CNET) selects a limited number of College Program students to receive scholarships. These scholarships provide the same benefits as the four-year and two-year scholarships; they differ only in the length of time the benefits are received. Such appointments, if approved, are effective beginning in the term specified. Nominees must be recommended by the PNS.

2. Criteria for all Nominees:
a. Nominees must be NROTC college program students who have received academic and aptitude marks for a period of at least one academic term prior to appointment and commencement of scholarship. Nominees must have a minimum GPA of 2.5, an aptitude average of at least 2.5 and must have successfully completed the Physical Readiness Test (PRT).

b. Nominees whose physical qualifications are pending determination by the Department of Defense Medical Examining Review Board may be nominated, but their scholarships won't go into effect until they are determined to be medically qualified.

c. Navy Option nominees must meet the requirements for completion of the same academic courses (calculus, physics, etc.) as scholarship students.

d. Marine Option college program midshipmen are nominated for scholarships by the PNS, via the Commanding General, Marine Corps Recruiting Command, to CNET.

3. Members of the NROTC, either Scholarship or College Program students, may seek appointment to the U.S. Naval Academy under any existing procedure to which they would be eligible if not an NROTC student. In addition, the Secretary of the Navy is authorized to nominate a limited number of NROTC (Scholarship or College Program) students for appointment to the Naval Academy. Recommendations are made by the Professor of Naval Science each year in December. Interested individuals should contact their advisors.

205. **TWEED ALE SCHOLARSHIPS.** Each year, the PNS may offer scholarships to a very limited number of outstanding college students in order to help meet the Navy's special interest goals. Currently, these goals are for minority (black and Hispanic) officer accessions and accessions into nuclear power training (specifically, engineering majors).

206. **ENLISTED COMMISSIONING PROGRAMS.** Both the Navy and Marine Corps provide opportunities for outstanding enlisted personnel to complete their college degrees and earn commissions through the Seaman to Admiral-21 (STA-21) Program for Navy personnel and MECEP for Marine Corps personnel. Students enrolled in the STA-21 program retain their active duty status, benefit from an education voucher valued at up to $10,000 per year to cover tuition, fees, and book costs, and study under the direct supervision of a PNS. Students enrolled in the MECEP retain
their active duty status, pay their own tuition and fees, and study under the direct supervision of a PNS. At the U.C. Berkeley unit, such students are fully integrated into the battalion structure, and participate in drill, Naval Science classes and all other battalion activities. Participants in this program are properly called "officer candidates" rather than "midshipmen," although the term "midshipmen" as used in these regulations is intended to include both midshipmen and officer candidates,, unless otherwise indicated.

207. MARINE OPTION PROGRAM. Any Navy option midshipman (Scholarship or College Program) may request to be designated as a Marine Option. Such requests, when approved by the Marine Officer Instructor, Professor of Naval Science, Commandant of the Marine Corps, and CNET, will lead to a commission in the Marine Corps Reserve. Marine Option Midshipmen take specialized courses during their third and fourth years and attend Marine Officer Candidate School ("Bulldog") between their third and fourth years. Questions about this option should be directed to the Marine Officer Instructor or the Executive Officer.

208. NAVAL SCIENCE STUDENTS. Naval Science students are university students who have enrolled in one or more Naval Science courses with the approval of the Professor of Naval Science. They have no official connection with the Navy, but may be provided with uniforms and participate in drills and other NROTC activities with the permission of the PNS. Naval Science students receive no financial benefits and are not commissioned upon graduation.

209. TRANSFERS. Under certain conditions midshipmen may transfer to other colleges where NROTC units are located, or to other cross-town colleges with NROTC affiliation. All requests for transfer must be approved by both Professors of Naval Science of the universities involved and CNET. Any midshipman who desires transfer should contact his or her staff advisor to initiate the request.

210. LEAVE OF ABSENCE (LOA)

1. A midshipman who is experiencing a family hardship or other unusual circumstance may request a temporary LOA from NROTC. In addition, a midshipman may request an LOA of up to 18 months in order to attend graduate school prior to commissioning. No tuition or other financial benefits are paid during such an LOA. Such graduate study should be a logical progression of the undergraduate study and is limited to the
Master's Degree, must be in a field of interest to the Navy, and
must be accomplished under the direct supervision of a PNS
(i.e., at a university with an NROTC unit or at an approved
cross-town institution),

2. A midshipman whose GPA falls below acceptable standards (<
2.0), who fails a required class or who fails to maintain his or
her status as a full-time student in good standing or
demonstrate minimum progress toward a degree is subject to being
evaluated by a Performance Review Board (PRB) and placed on an
Academic Leave of Absence. If placed on an academic LOA, a
student's scholarship and subsistence benefits are terminated
until academic performance justifies removal from this status. A
midshipman placed on LOA under this article will not be eligible
for reimbursement of benefits surrendered during this period.

3. All midshipmen are required to keep the PNS informed of
any injury, illness, or disease, which might restrict their
performance. Serious physical defects will require that the
midshipman be placed on a medical LOA until the defect is
corrected. Tuition and other NROTC benefits cannot be paid
during this period of LOA. However, if the midshipman is later
found to be physically qualified for the NROTC program, benefits
may be paid retroactively, provided the student has continued
active participation in the NROTC program during the LOA.

4. Any questions concerning LOA should be referred to the
class advisor. 211.

211. **DISENROLLMENTS.** There are several types of NROTC
disenrollment’s.

Any midshipman dropped (i.e., involuntarily disenrolled) by his
or her host institution for academic failure shall be
immediately disenrolled by the PNS. This includes students who
are "suspended," "forced to withdraw," "not permitted to
register for the next term," or who for any similar reason are
prevented by the institution from continued enrollment.

2. Medical. The PNS will request review of pertinent medical
information, records, and/or examinations by the Commander Naval
Medical Command (MEDCOM) when physically disqualifying problems
exist for an NROTC student. Medical disenrollment will be
directed by CNET when notified by MEDCOM of a physical
disqualification determination.
3. Academic. The PNS shall recommend the disenrollment of any NROTC student whose general record and/or specific failures are such to make their value as an officer doubtful. Normally, such action would only be taken when the student fails to correct the deficiency following being placed on an academic LOA. Repeated failures in Naval Science courses or other required NROTC courses, unsatisfactory degree progress, or a considerable deficiency in the general quality of the subject's academic work which delays or jeopardizes graduation may result in an individual being considered for disenrollment.

4. Disciplinary. The PNS may recommend the disenrollment of any midshipman from the NROTC program for disciplinary reasons. Disciplinary recommendations may include but are not limited to any of the following:

a. Major breach of Navy discipline.

b. Criminal and/or moral offenses deemed to be disqualifying by the PNS.

c. Cumulative unsatisfactory disciplinary record.

d. Unwillingness to schedule required NROTC courses and/or courses required for a degree, or dropping of such courses without the approval of the PNS.

e. Refusal to accept a commission.

5. Inaptitude. The PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of aptitude to the degree as to make further retention unjustified. Inaptitude disenrollment recommendations are not limited to, but may include any of the following:

a. General lack of aptitude for commissioned naval service.

b. Unsatisfactory leadership qualities.

c. Unsatisfactory acceptance of responsibility.

d. Failure to successfully achieve and maintain satisfactory Physical Readiness Test (PRT) scores when tested. (Physical Fitness Test (PFT) for Marine Options).

6. Special Reasons. Midshipmen may apply via the chain of command for disenrollment due to an extraordinary situation. Such requests will be endorsed only after a thorough
investigation of the pertinent facts by the PNS. Such disenrollments will occur only in very unusual circumstances. Disenrollments for special reasons may include severe financial or family hardship that requires student withdrawal from school.

7. Own Request. The PNS may disenroll any NROTC Scholarship or College Program student at his or her own request who has not yet incurred a service obligation (scholarship students normally incur a service obligation at the beginning of their sophomore year, and college program students normally incur a service obligation upon acceptance of advanced standing). In cases of midshipmen requesting disenrollment who have incurred a service obligation, final determination will be made by the Secretary of the Navy. Such midshipmen are subject to call to active enlisted service or recoupment of all accrued tuition, pay and benefits at the discretion of the Secretary. A student whose disenrollment is pending or who would normally be disenrolled or recommended for disenrollment for the reasons specified in subparagraphs 1 through 5 of this article shall not be disenrolled at his or her "own request."

212. CAREER GUIDANCE

1. Navy midshipmen and officer candidates are normally commissioned in the unrestricted line, which includes the aviation, submarine warfare, surface warfare, special warfare (SEALS) and special operations communities. In addition, a small number of midshipmen are selected during the spring of their junior year to attend medical school upon commissioning. With this exception, only those midshipmen determined to be physically disqualified for the unrestricted line communities may be offered commissions in the restricted line and staff corps. An extensive counseling program is conducted to familiarize students with all possible choices and to give them sufficient information on which to base a decision.

2. The Marine Corps offers a limited number of aviation guarantees to Marine Option midshipmen and officer candidates prior to commissioning. However, all Marine Officer ground MOS's, and some additional aviation selections, are determined subsequent to commissioning, upon successful completion of The Basic School (TBS) in Quantico, Virginia.

3. The PNS and all members of the staff will actively participate in the program of career guidance. In addition to the formal program, all officers of the unit encourage informal inquiries from midshipmen at any time. The experience and
knowledge represented by the staff can be of great value in helping a midshipman decide on a career option. The objective of the guidance program is to acquaint midshipmen with facts concerning their various choices. No particular choice will receive emphasis at the expense of others. It is important that midshipmen carefully consider the possibilities. The interest of the individual, the Unit, and the naval service are best served by ensuring that each student bases his/her decision on accurate information and then requests the duty for which he or she is best qualified.

213. COMMISSIONING

1. Midshipmen who satisfactorily complete the NROTC program, obtain a baccalaureate degree, and are recommended by the PNS, will be commissioned upon graduation. Upon receiving their commissions, individuals will be issued orders to active duty as directed by the Chief of Naval Personnel or the Commandant of the Marine Corps.

2. The PNS or senior advisor will personally verify that each senior midshipman has successfully completed all requirements for commissioning, including all academic classes required for graduation, and the PNS will withhold the commission of any midshipman who does not fulfill all of the requirements.

214. PREGNANCY. Midshipmen who become pregnant may be retained in the program provided the required level of performance is maintained. Those who are unable to satisfactorily perform program requirements may request to be placed on Physical LOA.
Chapter 3

ACADEMIC REQUIREMENTS AND STANDARDS

301. NROTC ACADEMIC PROGRAMS

1. General. Scholarship and College Program NROTC students are required to complete the NROTC academic program that consists of three parts:

a. The institution's baccalaureate degree program with a selected academic major.

b. Courses offered by the institution that fulfill NROTC requirements.

c. Naval professional courses (Naval Science courses).

2. All NROTC required courses and Naval Science courses must be taken for a letter grade and not on a pass/fail basis, except for those Naval Science courses for which no academic credit is awarded.

302. BACCALAUREATE DEGREE PROGRAMS

1. Navy Option. Students are encouraged to pursue majors in engineering and physical sciences to meet the technological requirements of the modern Navy, but a midshipman may elect to pursue any academic major provided he or she also completes the required Naval Science course sequence and the Navy specified college courses outlined below. College Program students should be aware that the choice of an engineering or physical science major may prove beneficial during the scholarship selection process.

2. Marine Option. There are no restrictions on academic majors for Marine Option students.

303. NAVY SPECIFIED COURSES OFFERED BY THE INSTITUTION

1. The following courses, taught by civilian faculty, are required for those NROTC students specified. Acceptable equivalent courses are listed in NROTC UC Berkeley Notice 1533; alternate equivalent courses will be considered on a case-by-case basis upon submission of a special request chit. Officer Candidates are exempted from these requirements, although Navy ECP students and Navy College Program midshipmen who intend to
apply for commissioning in one of the nuclear designators must complete the calculus and physics courses required of Navy Option Scholarship students.

<table>
<thead>
<tr>
<th></th>
<th>S/Q HOURS</th>
<th>REQUIRED YEARS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>6/9 units</td>
<td>4/C or 3/C</td>
<td>Scholarship, Navy Option Only</td>
</tr>
<tr>
<td>Physics</td>
<td>6/9 units</td>
<td>4/C, 3/C, or 2/C</td>
<td>Scholarship, Navy Option Only</td>
</tr>
<tr>
<td>(calculus based)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra</td>
<td>6/9 units</td>
<td>4/C, 3/C, or 2/C</td>
<td>College Program, Navy Option only</td>
</tr>
<tr>
<td>(or higher math)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>3/4.5 units</td>
<td>Any</td>
<td>College Program, Navy Option only</td>
</tr>
<tr>
<td>American</td>
<td>3/4.5 units</td>
<td>Any</td>
<td>Scholarship, Navy and Marine Option</td>
</tr>
<tr>
<td>Military History/National Security Policy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>6/9 units</td>
<td>Any</td>
<td>College Program and Scholarship, Navy Option Only</td>
</tr>
</tbody>
</table>

2. Non-Naval Science courses listed above which are taken at a university other than the midshipman's host university must be accepted for transfer credit by the host university in order to meet NROTC requirements. Midshipmen may apply AP credit toward completion of any of these requirements, although scholarship midshipmen must complete at least 3 semester/4.5 quarter hours in both calculus and physics at their host universities. Any deviation from the required course sequencing described above must be approved in advance.

3. PNS permission is required for any change of major. Advisor approval is required prior to "withdrawing" from any scheduled academic course, and PNS approval is required for any withdrawal from a required class or if the withdrawal will result in the midshipman failing to maintain status as a full-time student.

304. **NAVAL SCIENCE COURSES.** The curriculum for Navy Option students is prescribed by CNET. At NROTC UC Berkeley, Naval
Science courses will normally be taken in the sequence indicated below. Exceptions or changes may be approved by PNS via the staff advisor, if individual circumstances (over-seas study, illness) require the courses to be taken out of sequence. Course descriptions appear in the UC Berkeley General Catalog. Midshipmen will attend courses as scheduled in the catalog, normally on Thursday evenings, except in highly unusual circumstances and with the permission of the instructor and the PNS.

1. The following is the normal Naval Science course sequence for Navy Option midshipmen:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/C</td>
<td>NS1</td>
<td>NS2</td>
</tr>
<tr>
<td>3/C</td>
<td>NS3</td>
<td>NS10</td>
</tr>
<tr>
<td>2/C</td>
<td>NS12A</td>
<td>NS12B</td>
</tr>
<tr>
<td>1/C</td>
<td>NS401</td>
<td>NS412</td>
</tr>
</tbody>
</table>

2. The following is the normal Naval Science course sequence for Marine Option midshipmen:

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/C</td>
<td>NS1</td>
<td>NS2</td>
</tr>
<tr>
<td>3/C</td>
<td>NS3</td>
<td>Any order: MA 154</td>
</tr>
<tr>
<td></td>
<td>Marine Seminar</td>
<td>MA 20 or equivalent* and Marine Seminar</td>
</tr>
<tr>
<td>1/C</td>
<td></td>
<td>NS412</td>
</tr>
</tbody>
</table>

* Acceptable equivalent courses are listed in NROTC UC Berkeley Notice 1533.

3. All Naval Science classes must be taken for a letter grade. Non-credit classes may only be taken on a pass/no-pass basis, although the letter grade awarded by the instructor will remain a part of each midshipman's academic record and count toward the midshipman's overall GPA. Midshipmen enrolled as full-time students at universities other than UC Berkeley must enroll in Naval Science classes through the U.C. Extension.

305. **GRADING SYSTEM**

1. Each Naval Science instructor will announce to the class during the early part of the term, the methods that will be used to determine students' grades. This will indicate the number and
date of examinations, weight to be accorded various phases of work, and outline of the system employed.

2. Naval Science grades will be reported to the University in the same manner as all UC Berkeley academic departments.

3. For use in Navy records and for computation of class standings, the university numerical grade point system will be used as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Value</th>
<th>Grade</th>
<th>Numerical Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

306. ACADEMIC STANDARDS

1. NROTC Regulations require that midshipmen maintain a certain level of performance. In academics, midshipmen must maintain a cumulative grade point average (GPA) of 2.00 or better without receiving any failing grades, and must maintain satisfactory grades (C or better) in all Naval Science courses.

2. In accordance with CNET Midshipman Regulations, all midshipmen are required to "maintain satisfactory overall progress toward completion of degree requirements within established program limits, maintaining full-time status in accordance with host institution regulations." Any midshipman who desires to take less than 15 units (either semester or quarter) must provide certification that this action will not delay their graduation and that they are demonstrating sufficient progress toward a degree without additional units (due to summer school, AP credits, or having taken a heavier than normal load in previous terms) with their special request chit. This action may not be initiated unless approved by the PNS. Midshipmen failing to make timely progress toward degree completion or failing to meet the "good standing" requirements of their respective universities must have their schedules approved by their advisor. Midshipmen who desire to drop classes during the course of the semester/quarter may do so only with their advisor's approval via request chit. Midshipmen who fall below the normal full-time criteria without permission, who fail
to maintain the "good standing" requirements of their university, or who otherwise fail to make timely progress toward degree completion are subject to evaluation by a Performance Review Board. Each special request chit will be considered on its own merits, taking into consideration the midshipman's academic record and major, extracurricular activities, and responsibilities/performance in the battalion.

3. All midshipmen are expected to follow the prescribed curricula of their respective departments or schools in an orderly advancement toward a baccalaureate degree. Students are encouraged to seek the assistance of their NROTC instructors in resolving scheduling difficulties.

307. ACADEMIC WARNING

1. Midshipmen who receive a semester/quarter GPA of 2.50 or below will be placed in an "Academic Warning" status. Terms of this "Warning" generally include submission of a detailed study plan and weekly counseling with the midshipman's advisor.

2. The above action is automatic, and does not require the convening of an Academic Board of Review. Students placed on Academic Warning will be notified of their status in writing. A copy of the letter will be placed in the midshipman's service record and student performance file.

308. ACADEMIC PROBATION

1. Midshipmen who experience more serious academic deficiencies will have their cases reviewed by a board of officers assigned to the NROTC staff. Cases not considered serious enough for disenrollment or Academic LOA may be recommended for placement on Academic Probation. The PNS will make the final determination in each case. The duration of probation is normally one term, and there is no loss of benefits during that time. Failure to bring performance up to an acceptable level by the end of the probation period can result in a recommendation for Academic LOA.

2. Midshipmen falling into any of the following categories can, at a minimum, expect to be placed on Probation:

   a. Cumulative or term GPA below 2.00.

   b. Failure to make normal progress toward a degree; carrying, at
a minimum, the required number.

c. Failure or incomplete in a required class.

d. Receipt of a grade below "C-" in any Naval Science course.

e. Receipt of a "NP" or "F" grade in one or more subjects.

f. Withdrawal from a course without approval.

Note: An "Incomplete" will normally be treated as a failing grade unless unusual circumstances exist.

3. Students placed on Academic Probation will be notified of their status in writing. A copy of the letter will be placed in the midshipman's service record and student performance file.

309. ACADEMIC LEAVE OF ABSENCE

1. If deficiencies remain uncorrected while on Academic Probation, the midshipman may be placed on Academic LOA by the PNS. Paragraph 210 applies.

310. ACADEMIC DISENROLLMENT. Midshipmen can be considered for disenrollment for serious academic shortcomings. Paragraph 211 applies.

311. CONFIRMATION OF COMPLETION OF GRADUATION REQUIREMENTS

1. At the beginning of the senior year, midshipmen must provide a degree check to their staff advisor. A "degree check" is one or more pieces of paper, signed by someone in authority at the midshipman's host university (Department Chair, Academic Advisor, Registrar, etc.) which certifies that the student will graduate in a specified month/year provided he/she completes a specified list of courses.

2. In order to confirm graduation status prior to commissioning, each senior midshipman is required to obtain written evidence of a passing grade, signed by the Professor or Teaching Assistant, for each course in which he or she was enrolled during the final term. "Grade cards," provided by the senior advisor, are used for this purpose.

312. SCHOLASTICS. The Battalion Commanding Officer is tasked with ensuring that academic assistance, tutoring and counseling
are available to all midshipmen who need them. Funding for tutors is available through the unit.
Chapter 4

PHYSICAL REQUIREMENTS AND STANDARDS

401. PHYSICAL FITNESS AND MILITARY APPEARANCE

1. Navy and Marine Corps officers have traditionally adhered to high standards of physical fitness associated with a military image that is neat and trim in appearance. An essential part of the mission of the NROTC program is to ensure that each midshipman meets a satisfactory level of physical fitness and appearance, and is educated with regard to the need and benefits of continuing a personal conditioning program.

2. The Physical Fitness Assessment (PFA) shall be conducted once during each term.

3. Each Navy option midshipman is required to pass the PFA and must complete all events of the test during the testing period. The events comprise sit-reach, curl-ups, push-ups, and a timed 1.5-mile run. Each Marine Option midshipman is required to pass the PFT and must complete all events of the test - curl-ups, pull-ups, and a timed 3-mile run for males and curl-ups, flexed arm hang, and a 3-mile run for females.

4. Each midshipman is required to maintain the prescribed height for weight standards outlined in the current edition of OPNAVINST 6110.1 Series. Midshipmen who meet the weight for height standards shall be considered to be within standards and do not require circumference (tape measure) measurement of body fat. Midshipmen who exceed the weight for height standard will have their body composition assessed on the same day, using the circumference (tape measure) method described in the current edition of OPNAVINST 6110.1 Series. They shall be considered "to be within standards if their body fat does not exceed 22% (males) or 33% (females), regardless of weight and height. The height for weight standards and the body fat standards must both be exceeded to constitute a physical readiness program failure. Any midshipman failing to maintain these standards and proper personal appearance shall be placed on a remedial physical training program designed to decrease percent body fat and to improve the midshipman's military image and overall health.
5. Height/Weight Standards:

<table>
<thead>
<tr>
<th>MALE MAXIMUM WEIGHT (POUNDS)</th>
<th>HEIGHT (INCHES)</th>
<th>FEMALE MAXIMUM WEIGHT (POUNDS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>132</td>
<td>58</td>
<td>134</td>
</tr>
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<td>137</td>
<td>59</td>
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<td>60</td>
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<td>152</td>
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<td>157</td>
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<td>211</td>
<td>74</td>
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<td>221</td>
<td>76</td>
<td>199</td>
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<td>236</td>
<td>79</td>
<td>210</td>
</tr>
<tr>
<td>241</td>
<td>80</td>
<td>213</td>
</tr>
</tbody>
</table>

402. PHYSICAL PERFORMANCE STANDARDS - NAVY MIDSHIPMEN

1. The PFA is based on a goal oriented scoring system. Goal oriented scoring is a program of multi-tiered fitness categories and levels that allow the midshipman to assess physical fitness strengths and weaknesses. Overall PFA performance is the average of the three category-level performances attained for each exercise event. Failure to meet the minimum standards for anyone of the events constitutes a failure of the entire test.
### 2. Scoring Standards:

<table>
<thead>
<tr>
<th>PERFORMANCE CATEGORY/LEVEL</th>
<th>POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSTANDING HIGH</td>
<td>100</td>
</tr>
<tr>
<td>OUTSTANDING MEDIUM</td>
<td>95</td>
</tr>
<tr>
<td>OUTSTANDING LOW</td>
<td>90</td>
</tr>
<tr>
<td>EXCELLENT HIGH</td>
<td>85</td>
</tr>
<tr>
<td>EXCELLENT MEDIUM</td>
<td>80</td>
</tr>
<tr>
<td>EXCELLENT LOW</td>
<td>75</td>
</tr>
<tr>
<td>GOOD HIGH</td>
<td>70</td>
</tr>
<tr>
<td>GOOD MEDIUM</td>
<td>65</td>
</tr>
<tr>
<td>GOOD LOW</td>
<td>60</td>
</tr>
<tr>
<td>SATISFACTORY HIGH</td>
<td>55</td>
</tr>
<tr>
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<td>50</td>
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<tr>
<td>PROBATIONARY</td>
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</table>

### MALES: AGE 17 TO 19 YEARS

<table>
<thead>
<tr>
<th>PERFORMANCE CATEGORY</th>
<th>PERFORMANCE LEVEL</th>
<th>CURL UPS</th>
<th>PUSH UPS</th>
<th>1.5-MILE RUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSTANDING</td>
<td>HIGH</td>
<td>109</td>
<td>92</td>
<td>8:15</td>
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<tr>
<td>OUTSTANDING</td>
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<td>107</td>
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<td>102</td>
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<tr>
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<td>81</td>
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<tr>
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<td>11:00</td>
</tr>
<tr>
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### FEMALES: AGE 17 TO 19 YEARS

<table>
<thead>
<tr>
<th>PERFORMANCE CATEGORY</th>
<th>PERFORMANCE LEVEL</th>
<th>CURL UPS</th>
<th>PUSH UPS</th>
<th>1.5-MILE RUN</th>
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<tbody>
<tr>
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<td>CURL UPS</td>
<td>PUSH UPS</td>
<td>1.5-MILE RUN</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------</td>
<td>----------</td>
<td>----------</td>
<td>---------------</td>
</tr>
<tr>
<td>OUTSTANDING</td>
<td>HIGH</td>
<td>105</td>
<td>87</td>
<td>8:30</td>
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<tr>
<td>OUTSTANDING</td>
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<td>103</td>
<td>86</td>
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</tr>
<tr>
<td>OUTSTANDING</td>
<td>LOW</td>
<td>98</td>
<td>81</td>
<td>9:15</td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>HIGH</td>
<td>94</td>
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</tr>
<tr>
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<td>MEDIUM</td>
<td>90</td>
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</tr>
<tr>
<td>EXCELLENT</td>
<td>LOW</td>
<td>87</td>
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<td>78</td>
<td>64</td>
<td>10:45</td>
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<tr>
<td>GOOD</td>
<td>MEDIUM</td>
<td>66</td>
<td>55</td>
<td>11:30</td>
</tr>
<tr>
<td>GOOD</td>
<td>LOW</td>
<td>58</td>
<td>47</td>
<td>12:00</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>HIGH</td>
<td>54</td>
<td>45</td>
<td>12:45</td>
</tr>
<tr>
<td>SATISFACTORY</td>
<td>MEDIUM</td>
<td>50</td>
<td>42</td>
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</tr>
<tr>
<td>SATISFACTORY</td>
<td>MARGINAL</td>
<td>46</td>
<td>37</td>
<td>13:30</td>
</tr>
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</table>

**FEMALES: AGE 20 TO 24 YEARS**

<table>
<thead>
<tr>
<th>PERFORMANCE CATEGORY</th>
<th>PERFORMANCE LEVEL</th>
<th>CURL UPS</th>
<th>PUSH UPS</th>
<th>1.5-MILE RUN</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUTSTANDING</td>
<td>HIGH</td>
<td>105</td>
<td>48</td>
<td>9:47</td>
</tr>
<tr>
<td>OUTSTANDING</td>
<td>MEDIUM</td>
<td>103</td>
<td>47</td>
<td>11:15</td>
</tr>
<tr>
<td>OUTSTANDING</td>
<td>LOW</td>
<td>98</td>
<td>44</td>
<td>11:30</td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>HIGH</td>
<td>94</td>
<td>43</td>
<td>12:15</td>
</tr>
<tr>
<td>EXCELLENT</td>
<td>MEDIUM</td>
<td>90</td>
<td>40</td>
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</tr>
<tr>
<td>EXCELLENT</td>
<td>LOW</td>
<td>87</td>
<td>39</td>
<td>13:15</td>
</tr>
<tr>
<td>Performance Category</td>
<td>Performance Level</td>
<td>Curl Ups</td>
<td>Push Ups</td>
<td>1.5-Mile Run</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------</td>
<td>----------</td>
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<td>--------------</td>
</tr>
<tr>
<td>Good</td>
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<td>46</td>
<td>16</td>
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</table>

**Males: Age 25 to 29**

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Performance Level</th>
<th>Curl Ups</th>
<th>Push Ups</th>
<th>1.5-Mile Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>High</td>
<td>101</td>
<td>84</td>
<td>8:55</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Medium</td>
<td>100</td>
<td>82</td>
<td>9:23</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Low</td>
<td>95</td>
<td>77</td>
<td>9:38</td>
</tr>
<tr>
<td>Excellent</td>
<td>High</td>
<td>91</td>
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<td>10:15</td>
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<td>Medium</td>
<td>87</td>
<td>69</td>
<td>10:30</td>
</tr>
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<td>Excellent</td>
<td>Low</td>
<td>84</td>
<td>67</td>
<td>10:52</td>
</tr>
<tr>
<td>Good</td>
<td>High</td>
<td>75</td>
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<tr>
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<td>Good</td>
<td>Low</td>
<td>54</td>
<td>44</td>
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<tr>
<td>Satisfactory</td>
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<td>50</td>
<td>41</td>
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<td>43</td>
<td>34</td>
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**Females: Age 25 to 29 Years**

<table>
<thead>
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<th>Performance Category</th>
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<th>Curl Ups</th>
<th>Push Ups</th>
<th>1.5-Mile Run</th>
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<tbody>
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<tr>
<td>Outstanding</td>
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<td>95</td>
<td>43</td>
<td>11:45</td>
</tr>
<tr>
<td>Excellent</td>
<td>High</td>
<td>91</td>
<td>41</td>
<td>12:30</td>
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<tr>
<td>Excellent</td>
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<td>87</td>
<td>39</td>
<td>13:00</td>
</tr>
<tr>
<td>Excellent</td>
<td>Low</td>
<td>84</td>
<td>37</td>
<td>13:23</td>
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<tr>
<td>Good</td>
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<td>75</td>
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<tr>
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<tr>
<td>Good</td>
<td>Low</td>
<td>54</td>
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<tr>
<td>Satisfactory</td>
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<td>50</td>
<td>18</td>
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<tr>
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<td>47</td>
<td>15</td>
<td>15:45</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Marginal</td>
<td>43</td>
<td>13</td>
<td>16:08</td>
</tr>
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</table>
1. The unadjusted standards for the PFT are as follows:

<table>
<thead>
<tr>
<th>EVENT</th>
<th>MAX/POINTS</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull-ups (M)</td>
<td>20/100</td>
<td>5 points per pull-up</td>
</tr>
<tr>
<td>Curl-ups</td>
<td>100/100</td>
<td>1 point per curl-up</td>
</tr>
<tr>
<td>Flexed Arm Hang (F)</td>
<td>70 sec./100</td>
<td>See Appendix B to Enclosure (1) of MCO 6100.3J</td>
</tr>
<tr>
<td>3-mile run (M)</td>
<td>18:00/100</td>
<td>Subtract 1 point for every 10 seconds over 18:00</td>
</tr>
<tr>
<td>3- mile run (F)</td>
<td>X/100</td>
<td></td>
</tr>
</tbody>
</table>

Total score is determined by adding point values earned for respective event performances.

2. Marine Option Midshipman will be evaluated on their PFT performance based on the following criteria:

<table>
<thead>
<tr>
<th>Age</th>
<th>Unsatisfactory</th>
<th>3rd Class</th>
<th>2nd Class</th>
<th>1st Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-26</td>
<td>0-134</td>
<td>135</td>
<td>175</td>
<td>225</td>
</tr>
<tr>
<td>27-39</td>
<td>0-109</td>
<td>110</td>
<td>150</td>
<td>200</td>
</tr>
</tbody>
</table>

404. PHYSICAL FITNESS ASSESSMENT ADMINISTRATION

1. The Battalion Commanding Officer, under supervision of the AMOI, is responsible for administration of the PFA/PFT as scheduled in the Battalion Training Schedules. He or she may delegate this responsibility as deemed necessary.

2. The Midshipman Battalion Commanding Officer shall compile and provide the results of such tests to the Battalion Advisor for distribution.

3. Staff advisors shall record the PFA/PFT scores in the appropriate section of the NROTC Student Performance Record.

4. Marine Option midshipmen, male and female, do not need to take the PFA. They must take the PFT and adhere to the standards described above and indicated in MCO 6100.3.
405. **PFA STANDARDS**

1. Any 4/C, 3/C, or 2/C midshipman failing to meet the standard or "Good-Low," while not a PFA failure, shall be required to participate in a remedial physical fitness training program. Any 1/C midshipman failing to achieve a score of "Good-Low" will be awarded a performance review board (PRB) and immediately placed on Leave of Absence (LOA).

2. Any 4/C midshipman failing to pass the PFA in the Fall shall be placed on probation until meeting the Navy minimum standard.

3. Any 4/C midshipman failing to pass the PFA in the Spring will be awarded a PRB and may be recommended for a LOA or disenrollment as appropriate.

4. Any 1/C, 2/C, or 3/C midshipman failing to pass the PFA for the first time shall be placed on probation.

5. Any 1/C, 2/C, or 3/C midshipman who fails to meet the physical performance standards following probation will be awarded a PRB and may be recommended for disenrollment for physical or aptitude reasons, as appropriate.

6. Midshipmen (scholarship and college program) must achieve and maintain a grade of "Good-Low" on the PFA by the start of their first class year (senior). Midshipmen who meet the "Satisfactory" level and do not achieve the "Good" level will be placed on probation. Any 1/C midshipman failing to achieve a score of "Good-Low" will be awarded a PRB and immediately placed on LOA. All midshipmen are expected to attain increasing levels of physical readiness achievement as they progress through the program. The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer.

406. **APPEARANCE AND WEIGHT STANDARDS**

1. Midshipmen whose weight or percent body fat is more than the established standard shall be assigned to the Remedial Physical Training Program. Additionally, he or she is strongly encouraged to obtain professional dietary assistance, if necessary, to reach the acceptable weight and percent body fat standards contained in the current edition of OPNAVINST 6110.1 Series.
2. Students will not be permitted to enter the advanced standing or be commissioned unless these standards have been met. (CNETINST 1533.12E para. 407b).

3. NROTC students who fail to meet these established weight standards by the end of their 4/C year will be placed in a Leave of Absence status or recommended for disenrollment as determined by the PNS.

407. REMEDIAL PHYSICAL TRAINING PROGRAM

1. Midshipmen who fail the Physical Fitness Assessment (PFA) or any portion of the PFA or who are outside of the allowed height-to-weight/body fat guidelines as determined at the official battalion weigh-in conducted prior to the PFA will be awarded a performance review board for failure to obtain required physical condition status. Depending on the circumstances, the performance review board may recommend probation, leave of absence, or disenrollment.

2. Midshipmen on probation for physical conditioning will be responsible for devising a remedial physical conditioning program in coordination with the Command Fitness Coordinator, generally the AMOI.

3. Midshipmen found to be outside of the allowed Height-to-Weight guidelines may be directed to seek professional guidance in the area of nutrition from University Health Services in order to develop an appropriate nutrition program.

4. While on probation, midshipmen will be responsible for reporting weekly their physical training activity and progress to both their academic advisor and the Command Fitness Coordinator.

5. Follow-on evaluations will be held in accordance with guidelines set forth by the Navy at regularly scheduled intervals.

408. SAFETY. During all physical training, safety will be the over-riding consideration. Therefore, midshipmen will never force themselves, or be forced, into performing beyond their physical limitations. A midshipman may immediately be removed from any event without prejudice by personal request, if overly fatigued, or showing signs of fear, panic or an excessive lack
409. **SWIMMING REQUIREMENTS**

1. Swim tests shall be given to all first term NROTC Midshipmen. Entering students failing to qualify as swimmer, third class, shall be required to participate in remedial instruction.

2. Midshipmen must qualify as swimmer, third class, by the start of the third class year. Midshipmen qualified at lower than swimmer, first class, shall re-qualify annually. CNETINST 1533/12F, IV(405.b2)

3. Midshipmen qualifying as Swimmer, First Class, are excused from subsequent testing. It should be the goal of all midshipmen to attain the first class qualification. CNETLNST 1533/12F, IV(405.b2)

410. **SWIMMER QUALIFICATION STANDARDS.**

1. The swimming test shall be conducted in accordance with CNETINST 1552/16. The current edition of the American Red Cross Swimming and Water Safety Manual shall be used as the authoritative text for current swimming strokes, breaks, holds, etc.

2. **Qualification Categories**

   a. The test for swimmer, third class is the official Navy Standard Basic Swimming Test. An optional Swim Skills Assessment consists of four tests that ensure that a candidate swims well enough to attempt the Third Class Swim Test. An outline of the four tests is given:

      (1) **Shallow Water Swim**: demonstrate rhythmic breathing in water deep enough such that one can stand with head above water. Member must complete a 15-yard distance without walking, standing or receiving assistance.

      (2) **Deep Water Swim**: demonstrate ability to swim in deep water deep enough that the individual is unable to stand with the head
above the water.

(3) Treading Water: demonstrate the ability to keep head above surface in deep water.

(4) Prone Float: demonstrate breath control and conservation of energy in deep water.

b. Swimmer, third class examination is administered in two separate modules:

   (1) Module One – three separate events: deep water jump, 50 yard swim using any survival stroke (crawl, breaststroke, sidestroke, or elementary backstroke) and 5 minute prone float.

   (2) Module Two – shirt and trouser inflation

c. Swimmer, second class examination: 100 yard swim demonstrating 25 yards of crawl stroke, breaststroke, sidestroke, and elementary backstroke immediately followed by a 5 minute prone float transitioning into a back float before exiting.

d. Swimmer, first class examination: completion of Swimmer Second Class, verification of lifesaving certificate or related NEC specified in BUPERSLNT 1710.19, proficiency in four survival strokes and a 25 yard underwater swim and surfacing twice to demonstrate surface burning oil technique.

411. SWIMMING TEST ADMINISTRATION

1. The midshipman Battalion Commanding Officer, under the supervision of the AMOI, is responsible for scheduling facilities and administering the periodic swimming tests as published in the Battalion training schedule.

2. The midshipman Battalion Commanding Officer shall compile the results of such tests and submit them to the Battalion Advisor for distribution.

3. Staff Advisors shall record swim qualification in the appropriate section of the NROTC Student Performance Record (e.g., "Qualified Swimmer 1/C 9/95").
Chapter 5

MIDSHIPMAN BATTALION

501. **GENERAL.** NROTC students will be organized into a military unit. The purpose of the midshipman military organization is as follows:

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

2. To indoctrinate and train midshipmen in the operations and functions of a typical military organization.

3. To provide a vehicle for the instruction and demonstration of Naval organization, courtesies, procedures, and customs of the service.

4. To facilitate administration, command and management of midshipmen during the academic year.

502. **BATTALION ORGANIZATION (ADMINISTRATIVE).** Each midshipman will be assigned a staff advisor for administrative purposes (academic counseling, career counseling, personal counseling, etc.). The staff advisors are assigned midshipmen based on each student’s name and school.

503. **BATTALION ORGANIZATION (OPERATIONAL).**

1. The battalion is organized into four platoons, two companies, and a battalion staff. The battalion is commanded by a Midshipman Captain, the Battalion Commanding Officer (BCO).

2. A normal tour of office will be one semester, in order that the maximum number of midshipmen may be given the opportunity to exercise and develop their leadership abilities.

3. The BCO and BXO are interviewed through a board consisting of the Battalion Advisor, Advisors, and AMOI. These names are submitted via staff officer serving as Battalion Advisor and the Executive Officer to the PNS. The selected BCO and BXO nominate midshipmen for leadership billets in the battalion. This list is forwarded via the Battalion Advisor and Executive Officer to the PNS for approval. Preference will be given to senior midshipmen for assignment to leadership billets, although this policy does not preclude assignment of junior midshipmen.
demonstrating exceptional aptitude.

4. The Battalion rank structure is as follows:

<table>
<thead>
<tr>
<th>BATTALION STAFF</th>
<th>RANK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battalion Commander</td>
<td>MIDN Captain</td>
</tr>
<tr>
<td>Battalion Executive Officer</td>
<td>MIDN Commander</td>
</tr>
<tr>
<td>Company Commander</td>
<td>MIDN Lieutenant Commander</td>
</tr>
<tr>
<td>Platoon Commander</td>
<td>MIDN Lieutenant</td>
</tr>
<tr>
<td>Directorate Head (N1-N6)</td>
<td>MIDN Lieutenant</td>
</tr>
<tr>
<td>Squad Leader</td>
<td>MIDN Petty Officer, Second Class</td>
</tr>
</tbody>
</table>

5. Figure 5-1 shows the staff and command organization of the Battalion.

504. BATTALION OPERATIONS AND RESPONSIBILITIES. The Battalion will operate and function in the same manner as a regular military organization of the Armed Forces. Particular emphasis will be placed on military procedures, bearing, appearance, and courtesy, as well as the precise execution of orders and the performance of assigned duties in accordance with traditional military precepts and standards of perfection. The military Chain of Command will be utilized on all matters concerning the Battalion. General responsibilities of the Battalion Commander and staff are defined below:

1. BATTALION COMMANDER

   a. Functions:

      (1) The Battalion Commander is the controlling head of the Battalion, and alone is responsible to his/her superiors for what the Battalion does or fails to do. This responsibility cannot be delegated to the staff or to subordinate commanders.

      (2) The Battalion Commander may delegate duties to staff or subordinates who assist in the performance of command functions. However, the Commander retains full responsibility.

      (3) The orders and wishes of the Commander will always be transmitted through the chain of command.

   b. Duties:

      (1) Formulates the policies of the Battalion,
subject to approval by the chain of command and PNS.

(2) Keeps informed of all Midshipmen activities within the Unit.

(3) Holds BCO's Mast.

(4) Represents the Battalion, when directed, on all boards convened by the Unit Commanding Officer.

(5) Keeps the Battalion Advisor/AMOI informed through weekly meetings as well as the submission of weekly written reports, and ensures compliance with all Unit policies.

(6) Ensures turnover folders are maintained and turnover letters completed when billet holders change.

(7) Assumes any other duty or performs any other task as directed.

2. BATTALION EXECUTIVE OFFICER

a. Functions:

(1) The Battalion Executive Officer is the Battalion Commander's primary assistant with respect to all administrative matters. He or she may delegate authority to the Directorate Heads accordingly.

(2) The Battalion Executive Officer is in charge of the Battalion in the Battalion Commander's absence.

b. Duties:

(1) Executes the policies set out by Battalion Commander and the PNS.

(2) Keeps the Battalion Commander informed of all administrative activities, issues that need to be addressed by the unit staff, suggestions for improvement or new activities, and the his or her assessment of how well Battalion activities are being carried out and completed.

(3) The Battalion Executive Officer is responsible for maintaining good order and discipline within the Battalion and during all Midshipmen activities.
(4) Instructs the Battalion on proper turnover procedures and sets guidelines for carrying this through to completion.

3. COMPANY COMMANDER

a. Function: Each Company Commander is responsible to the BCO for everything his/her company does or fails to do.

b. Duties:

(1) Responsible for the training, conduct and appearance of the platoon and execution of all assigned missions. Periodically inspects all members of the company to ensure that uniforms are properly maintained and worn.

(2) Be technically proficient at all assigned duties.

(3) Counsels subordinates and subordinate leaders as necessary.

(4) Enforces high standards of conduct, both within and outside the unit.

(5) Works closely with the Battalion Commanding Officer to ensure that his or her instructions are carried out promptly and properly. Ensures that all subordinates meet their duties.

(6) Sets an example of maturity and leadership for the underclassmen to follow.

(7) Has extensive knowledge of all duties of his or her squad leaders.

(8) Keeps platoon commanders apprised of all upcoming events and missions and provides them with adequate opportunity to properly plan and execute all tasks.

4. PLATOON COMMANDER

a. Function: Each Platoon Commander is responsible to his/her Company
Commander for everything his/her platoon does or fails to do.

b. Duties:

(1) Responsible for the training, conduct, and appearance of the platoon and execution of all assigned missions including their physical fitness and education. Periodically inspects all members of the platoon to ensure uniforms are properly maintained and worn.

(2) To be technically proficient at all assigned duties.

(3) Must be intimately familiar with the training and execution of drill as outlined in NAVMC 2691, MARINE CORPS DRILL AND CEREMONIES MANUAL.

(4) Counsels subordinates and subordinate leaders as necessary.

(5) Enforces high standards of conduct, both within and outside the unit.

(6) Ensures that the squad leaders meet their duties and responsibilities as directed by the Commanding Officer, the Unit staff, and the Battalion staff.

(7) Keeps their respective Company Commanders apprised of all aspects of the platoon and personnel.

5. SQUAD LEADER

a. Function: Each Squad Leader is responsible to his or her Platoon Commander for everything his or her squad does or fails to do.

(1) Responsible for the training, appearance, and conduct of the squad and execution of all assigned duties. Works closely with his or her squad members to ensure that their uniforms are properly maintained and worn.

(2) Sets an example of maturity and leadership for the underclassmen to follow.

(3) Responsible for squad musters as directed by the Platoon Commander.
(4) Ensures all subordinates meet their duties and responsibilities as directed by the Commanding Officer, the Unit staff, and the Battalion staff.

(5) Keeps squad members well informed of all aspects of the unit and of upcoming events.

(6) Keeps his or her Platoon Commander apprised of all aspects of the squad and personnel.

6. N-1 MORALE, WELFARE AND RECREATION

   a. Functions: The Directorate Head is responsible to his or her Battalion Executive Officer for everything his or her directorate does or fails to do.

   (1) Serving as the QDS Custodian. It involves taking responsibility for the budgeting, receipt, expenditure, and management of all moneys which constitute the QDS funds.

   (2) The coordination of the Battalion's social functions involves tasks such as: Organization of the Joint Service Ball, Dining In, Ring Dance, and Coordination of Battalion socials.

7. PUBLIC AFFAIRS (N-2)

   a. Functions: The Directorate Head is responsible to his or her Battalion Executive Officer for everything his or her directorate does or fails to do.

   (1) VETERANS AFFAIRS VISIT: This task involves coordination of the bi-annual Salute to Veterans program.

   (2) ALUMNI AFFAIRS: The coordination of the battalion's alumni affairs includes the following tasks:

   1. Attendance at the Alumni Association Board meetings
   2. Publication of an Alumni Newsletter.
   3. Assisting the President of the Alumni Association with alumni events.

   (3) PUBLICATIONS:
1. Each semester the Fo'c'sle must be written, edited, and printed.

(4) PHOTOGRAPHY:

1. A midshipman is tasked with taking photos of the Battalion at various events for publication in the Fo'c'sle and distribution according to the wishes of the Battalion and Unit staff.

2. Maintenance of the Photo Board.

3. Maintenance of a Battalion Photo Album in accordance with the wishes of the PNS.

(5) RECRUITING. This involves working closely with the Recruiting Officer and performing various tasks incident to the recruitment of new midshipmen. These tasks may include:

   a. Coordination of high school, junior college and college recruiting visits.

8. N-3 OPERATIONS

   a. Functions: The Directorate Head is responsible to his or her Battalion Executive Officer for everything his or her directorate does or fails to do.

      (1) Coordination of the Physical Readiness Test and Swim Qualifications for the Battalion.

      (2) Coordination of all aspects of the Joint Service Field Meet in conjunction with representatives from Army and Air Force ROTC.

      (3) Coordinates the logistics of Leadership Lab exercises.

      (4) Organizes and prepares all presentations given to the battalion.

9. N-4 SUPPLY

   a. Functions: The Directorate Head is responsible to his or her Battalion Executive Officer for everything his or her
directorate does or fails to do.

(1) Determination of the need for midshipman uniform items, as well as their requisition and distribution.

(2) Forward all uniform chits to the Battalion Executive Officer for approval.

(3) Assuming custody of, and responsibility for, all supplies and equipment, which are under the control of the Battalion.

(4) Responsibility for uniform transactions.

(5) Coordination of supply hours.

(6) Responsibility for conducting inventories as required.

10. N-5 COLOR GUARD COMMANDER

a. Function: The Color Guard Commander is the controlling head of the Color Guard and is responsible to the Battalion Commander through the Battalion Executive Officer.

b. Duties:

(1) Trains the Color Guard in all drill movements incident to presenting the colors as outlined in NAVMC 2691, MARINE CORPS DRILL AND CEREMONIES MANUAL.

(2) Ensure that the Color Guard is prepared to present the colors at all drill days and at all other events as needed.

(3) Maintains the Colors and rifles and other such equipment in good working order and informs the AMOI of any need for repair or replacement articles.

(4) Responsible for the training, conduct, and appearance of the Color Guard and the execution of all assigned mission.

(5) Enforces high standards of conduct, both within and outside the Unit.
(6) Responsible for musters as directed by the Battalion Adjutant.

(7) Ensures all subordinates meet their duties and responsibilities as directed by the Commanding Officer, the Unit staff, and the Battalion staff.

(8) Trains the Drill Team for drill competitions.

11. N-6 TECHNOLOGY

a. Function: The Directorate Head is responsible to his or her Battalion Executive Officer for everything his or her directorate does or fails to do.

b. Duties:

(1) Ensures the unit website is working and up to date.
(2) Oversees collection of photographs and documents for dissemination on the unit website.
(3) Assists in operating and troubleshooting Battalion computers and projectors as needed.

505. DUTIES OF ALL BILLET HOLDERS.

1. Each billet holder in the battalion is in a position of unique trust and confidence. It is essential that each individual appointed to battalion officer or petty officer billets be acutely aware of the obligations and responsibilities inherent in their positions. Individual midshipmen officers and petty officers are directly responsible for meeting and maintaining the high standards required of commissioned and non-commissioned officers in the Armed Forces of the United States.

2. Each officer and petty officer is charged with responsibility for the following:

   a. Knowing the job; this means knowing everything the officer or petty officer can be expected to learn, directly and indirectly, concerning his or her assignment.

   b. Knowing each midshipman for whom they are responsible and with whom they must deal in the execution of assigned duties. Such knowledge shall include, but is not limited to the following: academic major, academic performance, extracurricular
and athletic activities, status of required qualifications in sailing and swimming, physical readiness, medical status, status of any significant problems which could require special consideration or assistance.

c. Carrying out with precision and dispatch the orders issued by appointed supervisors in the Battalion in the execution of their duties.

d. Issuing appropriate and timely orders to subordinates as required in the execution of assigned duties.

e. Maintaining a high state of discipline during drill period and other events involving the NROTC Battalion.

f. Ensuring that all applicable Naval Regulations and Customs and orders of the Commanding Officer and unit staff are observed and practiced by all midshipmen. This may include correction and instruction of any midshipman observed to be violating those regulations or orders.

g. Ensuring that all orders are executed as intended and within the prescribed time.

h. Being alert to observe outstanding or unsatisfactory performance of subordinates, for the purposes of giving credit or taking corrective action as appropriate.

i. Setting the example in initiative, leadership, observance of military regulations, courtesy, and customs, and maintaining a neat, well-groomed appearance in both civilian and military attire.

506. DUTIES AND RESPONSIBILITIES OF EACH MIDSHIPMAN.

1. All midshipmen are representatives of the United States Navy or Marine Corps, and as such are expected to demonstrate a high standard of personal conduct and appearance, both within and outside the unit.

2. Attending all required events on time, in the proper uniform and properly prepared to participate in any assigned activity.

3. Keeping his or her chain of command properly informed of any conflict with meeting unit responsibilities.
4. Meeting all duties and responsibilities as directed by the Commanding Officer, Unit staff, and midshipman chain of command, as detailed in these regulations and as published in battalion directives.

5. Maintaining at least the minimum required academic, military training and physical fitness standards while striving for continual self-improvement.

507. ASSIGNMENT OF BILLETS. Billet assignments are made to acquaint all midshipmen with the many facets and challenges of leadership, command, and staff work. Midshipmen will normally change billets and/or platoons every semester. Assignment to billets will generally be in accordance with the following guidelines:

1. FRESHMEN. Freshmen are assigned as squad members. This assignment is made to familiarize them with drill, military procedures and the basic operation of a military unit. Freshmen may compete for positions in the Color Guard and exceptional performance may lead to squad leader assignments in the Spring.

2. SOPHOMORES. Sophomores may be assigned as squad members or as squad leaders.

3. JUNIORS. Juniors are normally assigned to squad leader billets at least once during the year. Exceptional juniors may be assigned the billet of Platoon Commander or Directorate Head.

4. SENIORS. Seniors will be assigned to the most senior officer billets within the battalion. The BCO, BXO and the Company Commanders will normally be seniors.

508. DRILL AND LABORATORY. The naval science laboratory and drill period are mandatory for all NROTC students. Drill periods consist of a variety of activities, all of which serve to train midshipmen in the practical aspects of being an officer in the Naval service. Drill is an important means available to the unit staff to assess each midshipman's qualifications for an aptitude toward a military environment. It is a constructive teaching device available to develop and instill an appreciation for responsibility and certain principles of leadership which are essential characteristics of a commissioned officer.

1. Activities:
a. Close order drill to give midshipmen practical experience in following orders and giving commands, and to develop a sense of self-confidence and command presence.

b. Leadership seminars to study and discuss practical leadership problems and proven methods for developing a positive leadership environment.

c. Practical exercises in navigation, naval operations, marine tactics, and marksmanship, which develop technical skills.

d. Physical fitness and athletic competition to promote physical well-being, a spirit of competitiveness, and unit esprit.

e. Seapower and tactics seminars to enhance the understanding of the roles and missions of the Navy and Marine Corps.

f. Personnel inspections, ceremonies, and celebrations.

2. Objectives:

a. Sustain the individual midshipman's motivation for the Naval service by providing a competitive concept of instruction that emphasizes the importance of responsibility and team work.

b. Provide fundamental knowledge of, and training in, military drill; to develop command presence and leadership qualities, and to familiarize each midshipman with the procedure for the more common military ceremonies in which he/she will be required to participate as a commissioned officer, prepare each midshipman for the responsibilities of serving as an officer in the Navy or Marine Corps.

c. Promote activities enhancing the morale, welfare, and esprit de corps of the unit.

3. Drill will be conducted from 1400 to 1630 each Thursday afternoon during the academic year, and at other times as may be scheduled by the Professor of Naval Science.

509. **ACADEMIC CLASSES.** Naval Science academic classes are normally conducted on Thursday evenings beginning at 1710.
Required classes are described in chapter 3.

510. **SPECIAL REQUESTS.**

1. **Chit submission:** Any situation that would preclude a midshipman from complying with these regulations or in any way affects the midshipman's standing in the unit will be handled through the use of a special request chit. These circumstances include:

   a. **Absence from Drill, Naval Science Class or other required function, or lateness or early excusal from the same.** Any midshipman who desires to be absent for any part of a required battalion function due to his or her academic schedule or other circumstances must obtain prior approval through use of a special request chit. Required functions may include military and athletic events held outside of normal drill periods.

   b. **Academic matters.** Any request to withdraw from a scheduled academic class, deviate from the required course schedule, substitute for a required class or otherwise modify an academic schedule shall be submitted by way of special request chit. Failure to obtain prior permission to drop or substitute a class may result in the midshipman being awarded a Performance Review Board or to be found in violation of his or her contractual agreement.

   c. **Other circumstances.** Any desired deviations from the normal required activities of the members of the battalion, and any other special requests of any nature must be approved in advance through the use of a special request chit.

2. **Submission and handling:**

   a. **Special request chits must be submitted to the midshipman's Platoon Commander at least two weeks in advance of the date of the request.** The Platoon Commander will then recommend approval or disapproval of the chit, and submit it to his or her Company Commander for approval. The chit is then given to the BCO to log and forward to the appropriate class advisor. The battalion staff will process all chits within a span of no more than one drill day or one calendar week, whichever is shorter. Once approved or disapproved, copies of the chit will be retained by the AMOI, the class advisor, the BCO, and the midshipman submitting the chit.
3. Documentation and review.

a. If required to clarify the circumstances, an explanatory memo or copies of any appropriate documentation (class schedules, etc.) should be attached by the midshipman submitting the chit.

b. The Platoon Commander will review the chit to ensure it is self-explanatory or if it is not, to ensure appropriate documentation or other explanatory information is provided to aid the chain of command in rendering a decision. If necessary to provide clarification, the Platoon Commander will interview the midshipman submitting the chit and attach a brief memo explaining the circumstances.

c. Each midshipman in the chain of review for a chit consider the facts of the situation and provide a recommendation for approval/disapproval based on other relevant facts which are not already documented on the chit or attached documentation, he or she should attach a brief additional memo covering the new information.

511. RUNNING MATES.

1. The goal of the running mate program is to assign an upperclassman to each new midshipman of the battalion to aid the new midshipman in adapting to battalion and university life. Running mates are not meant as a way to circumvent the chain of command but are assigned to advise new midshipmen on how to resolve problems using the chain of command. Running mates are expected to encourage their new midshipmen to become active participants in social events and extracurricular activities, and help arrange transportation if needed.

2. Running mates should contact their new members on a regular basis, at least once a week, to find out how they are doing. New midshipmen should feel comfortable calling their running mates if they have problems or questions about anything from battalion business to problems in classes. Running mates should take pride in seeing that their new members are "locked on" and up to speed, even if this means meeting outside of drill to ensure their uniforms fit correctly and look sharp. For serious issues concerning a new midshipman, the counsel of the class advisor should be sought.

3. The success of this program depends on all involved being
proactive and seeking out solutions before they become problems. In the rare case when personality conflicts preclude a mutually beneficial relationship, assignments can be changed.

512. **COMMUNICATIONS.**

1. The primary means of official communication is via the midshipman chain of command. This can be affected in person, or through telephone conversations and e-mail. All midshipmen are required to have access to an e-mail account and to check their incoming mail at least daily during the week.

2. Additional communication is accomplished through the midshipmen mail boxes located outside of the wardroom in Hearst Gymnasium. Midshipmen are required to check their mailboxes at least once a week, and to promptly remove all material from them. Many important documents will be distributed through the use of the mail boxes.

2. All hands are responsible for knowing the contents of the Plan of the Week, normally distributed by e-mail each Tuesday, and for the contents of the semester training.
Chapter 6

CONDUCT, COURTESY AND APTITUDE STANDARDS

601. STANDARDS OF CONDUCT

1. Conduct, as well as customs and traditions, are included in all Naval Science courses and are taught as a specific subdivision of the freshman curriculum. It is not the intent of this chapter to set forth all that is desired or required of midshipmen in this area but to highlight some of the more important aspects and to single out those areas, which are most pertinent to the academic/military environment at this Unit.

1. Honor, personal integrity, and loyalty to country and the naval service, its customs and its traditions are fundamental characteristics of a Naval Officer. When the Commanding Officer indicates by his recommendation that midshipmen are qualified for commissioning, it is implicit that they are also worthy of the special trust and confidence conveyed by the President of the United States in their commissions. When officers accept their commissions, they assume responsibility for living up to the highest standards in both their professional and personal lives.

3. A vital portion of the NROTC program is dedicated to teaching midshipmen to conduct themselves in such a manner that they gain and maintain the respect of both their seniors and their subordinates. Impeccable conduct and high standards of discipline are essential in the military community, and acts of misconduct or discourtesy that might be condoned elsewhere are intolerable in the United States Naval Service.

4. Drug Policy and Urinalysis: The Department of the Navy has a zero tolerance policy with regard to drug use. The Commanding Officers of all NROTC units are authorized to conduct urinalysis for drug screening. Upon enrollment in the program, all students will sign a statement concerning preservice illicit drug use. Beginning their first semester, all students will voluntarily participate in a drug testing program. In the event that a student tests positive for drugs, a performance review board (PRB) will be immediately convened and the student will be recommended for disenrollment.

602. MILITARY DISCIPLINE AND COURTESY. Specific areas of
military discipline and courtesy that shall be adhered to are as follows:

1. Saluting. The salute is a long established form of greeting and recognition exchanged between members of the military profession. All midshipmen in uniform shall render a salute to officers of all branches of the Armed Forces and to midshipmen and cadet officers of the various ROTC branches who are senior to the person concerned. It is customary to exchange a greeting with the salute, such as "Good morning, Sir," or "Good evening, Ma'am."

2. Addressing Officers and Unit Staff. Midshipmen will stand at attention when addressing or being addressed by an officer or a unit staff unless invited to do otherwise. In both oral and written communications with officers of the United States Armed Forces, the officer's rank will be used.

3. Courtesy and Deference to Military Seniors. In the Naval Service, courtesy and deference to military seniors is strictly observed under all circumstances. For example, juniors give way to seniors; juniors walk to the left when in the company of seniors; juniors do not interrupt seniors except in emergencies. All orders received by midshipmen from Unit personnel or midshipmen officers shall be considered official and will be executed accordingly. Expressed wishes or desires of a military senior, by tradition, are equivalent to orders.

4. Conversing with Officers. The words "Sir" or "Ma'am" are military expressions that will 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/Ma'am" is used. This signifies that the order is understood and will be obeyed. "Yeah," "Yep," "Nope," or "OK" are never used in conversations with seniors.

5. Standards of Etiquette. While etiquette is not a matter of Naval Regulations, it is expected that any person wearing the uniform of a commissioned officer in the Naval Service will possess some social poise and exercise the manners of a gentleman/lady. Midshipmen will avail themselves of every opportunity to learn, through reading and observation, those aspects of gentlemanly and ladylike conduct that may be expected of them as officers. These include procedures at social gatherings, official functions, and time honored customs pertaining to etiquette. In all phases of social contact with others, midshipmen will conduct themselves in exemplary fashion in keeping with good judgment and common sense.
6. Standards of Dress. Midshipmen shall maintain the highest standards of personal appearance, both while in uniform and in civilian attire.

a. Uniforms. The uniform will be worn in accordance with NAVPERS Instruction 15665 series, U.S. Navy Uniform Regulations, and this instruction. See chapter 8 of this instruction for detailed directions on uniform policy.

b. Civilian Attire. While in civilian attire, the midshipman is expected to present the same neat, well-groomed appearance as in uniform. Midshipmen should always be aware that they are representing the United States Naval Service, in uniform and out, in their dealings with professors and administrators, with local merchants and townspeople, with civilian classmates, as well as with the staff and other members of the Battalion. Act and dress accordingly. No distinctive articles of uniform (except items not exclusively military such as sweater, gloves, purse, shoes, socks, underwear and so forth) may be worn with civilian clothing. Appropriate civilian attire will usually consist of slacks or shorts, collared sports shirt, belt (if slacks or shorts have belt loops), shoes, and socks. Tank tops, exercise clothing (unless actually engaged in exercising), clothing with crude or vulgar slogans or caricatures, and excessively wrinkled or soiled clothing are not considered appropriate civilian attire. Male midshipmen may not wear earrings at any time.

7. Grooming Standards. Midshipmen will maintain their personal grooming in accordance with NAVPERS Instruction 15665 series, U.S. Navy Uniform Regulations.

8. Conduct in an Officer's Office. Before interrupting an officer, a midshipman will first attempt to determine whether the officer is on the telephone or in conference with someone. If the officer appears to be free, the midshipmen will then knock on the officer's door three times, state the following: "Midshipman ___class [last name] requests permission to enter," and then wait for permission to enter. Upon being invited to enter the office, the midshipman will remain at attention until directed to stand to "at ease" or to be seated.

9. Classroom Procedures. Military courtesy extends to the classroom. During Naval Science Laboratory, when the instructor enters the classroom, the senior person will call the class to attention. Midshipmen will remain standing until the instructor
gives the order to be seated. Midshipmen who are late for class will take the nearest vacant seat, and will explain their tardiness to the instructor immediately after class.

10. Conduct when not in uniform. Rank and grade do not vary with situations, environment, attire or occasion. Proper conduct as previously stated will be maintained between midshipmen and Unit staff at all times.

11. Class Attendance. No unauthorized absences or "cuts" are permitted in Naval Science courses. A student who has a valid reason for absence, such as illness, conflict with a university directed activity, or other reason, will notify the Naval Science Instructor in advance of class, unless there is an emergency. Arrangements will be made for completion of any work to be missed by virtue of the absence. Unexcused absences will be cause for an offense report and may lead to consideration for disenrollment.

12. Indebtedness. Midshipmen will not, without specific approval from the Commanding Officer or Executive Officer of the NROTC Unit, obligate any organization or group within the Unit or enter into any financial transactions that could possibly result in indebtedness on the part of the Unit or any Navy sponsored activity (with the exception of the Quarterdeck Society). Individual midshipmen will conduct their private financial transactions in such a manner that discredit is not reflected on them or the Naval Service.

13. Honor Concept. Midshipmen are on the honor system as defined by Appendix G. The system is not intended to foster the assumption that honorable conduct is behavior strictly associated with the NROTC Unit. The honor concept is intended to be an integral part of the professionalism expected of all members of the naval service throughout their careers. The key to professionalism is self-discipline and total commitment to high standards of honor, duty and responsibility. The honor system that a midshipman shall not lie, cheat, or steal is part of an individual's professional development. A midshipman, instructor, or staff member suspecting an honor violation, has the choice of reporting it or discussing it with the suspected offender. In the second option, the matter then may be reported, or taken care of by counseling the offender without reporting it. Midshipmen accused of an honor code violation may be required to appear before an aptitude review board.

14. Wardroom Etiquette. The wardroom is intended to be a
comfortable, pleasant space in which midshipman may relax, study, or socialize with other midshipmen. It is to be kept clean and orderly at all times and is not to be used for long or short-term storage of personal or battalion material. Battalion business is not normally to be conducted in the wardroom; this is the function of the battalion office. The Battalion Commanding Officer will ensure that the wardroom is formally inspected each week and will make a report concerning the cleanliness of the wardroom to the Battalion Advisor.

603. **COUNSELING.** The primary counselor to each midshipman is his/her advisor. He/She is concerned with each midshipman's performance - academic, military, and extra-curricular - while a member of the NROTC Unit. Most midshipmen have problems at one time or another that require assistance in order to reach an acceptable solution. The class advisor can give valuable guidance, advice, and, if necessary, direct the midshipman to the agency or person who is best able to help. A midshipman experiencing academic difficulties or other problems that may affect his or her standing in NROTC is required to notify his or her advisor promptly. A midshipman who experiences repeated or continuing problems, such as substandard academic accomplishments or poor aptitude performance, will be required to report weekly to his/her advisor for counseling until the problem is solved. As a minimum, midshipmen shall be formally counseled by their advisors twice each semester.

604. **APTITUDE EVALUATION SYSTEM**

1. **Standard for Evaluation.**

   a. To provide for assessment of individual aptitude standing of NROTC students with respect to naval officer standards and their peers.

   b. To identify NROTC students who possess exceptional qualities and potential.

   c. To identify NROTC students who may be weak in officer-like qualities and potential, thus providing a sound basis for counseling and remedial efforts.

   d. To give each midshipman experience in observing and evaluating subordinates in a military environment.

   e. To provide information and data to the Bureau of Naval Personnel that will assist in the computation of the final
lineal standing of Navy Option NROTC graduates.

2. NROTC Evaluation System.

   a. General. The evaluation of midshipmen is an essential part of the development of future officers. The purpose is to screen and assess each individual's aptitude and potential as a Navy or Marine Corps officer. Additionally, the system is arranged to allow midshipmen billet holders the responsibility to evaluate their subordinates and provide the midshipmen an opportunity to develop skills for evaluating others.

   b. Concept. The NROTC evaluation system is organized around the midshipmen staff. The squad leader, forwarded through the midshipman chain of command, and then to the respective class advisors, initiates the semester aptitude report. The Battalion Advisor will review and complete the evaluation on the BCO, including any comments deemed appropriate based on observation of battalion operations. The class advisors will then forward the evaluations to the Commanding Officer via the Executive Officer. After review by the Commanding Officer, evaluations will be returned to the appropriate staff advisor who will counsel the midshipmen and obtain their signatures on the forms. Completed evaluations and worksheets will be filed on the left side of the student performance file.

   c. Evaluation Periods. An aptitude assessment by a commissioned officer is conducted at the completion of each academic semester for which the student is actively enrolled in the NROTC program and for periods of summer training in which the student takes part, with the exception of CORTRAMLD. CORTRAMLD aptitude marks will be submitted only in an exceptional case (i.e., excellent performance or unsatisfactory performance).

   d. Procedure.

      (1) Term Observation. Throughout the term, midshipmen billet holders should frequently observe the military aptitude of their subordinates. Midshipmen officers and squad leaders shall counsel their subordinate midshipmen whenever poor or substandard performance is noted. Such notification should be made as early in the semester as possible to allow the affected midshipmen the opportunity to improve their performance.

      (2) Midterm Evaluation. Midshipmen officers and squad leaders
are required to submit midterm evaluations on the performance of their subordinates. The midterm evaluations should gauge a midshipman's performance and provide insight into areas of strength and weakness. The purpose of such evaluations is to allow the observed midshipman an opportunity to improve areas of weakness or continue in strong areas before their performance is recorded in the formal, end-period evaluation process.

(3) End of Semester. The evaluation process will be administered by the Battalion Commanding Officer in accordance with the training schedule. An outline for the execution of the evaluation process is as follows:

(a) All midshipmen are given evaluation instructions, "Brag Sheets" and evaluation templates. All midshipmen must complete brag sheets and appropriate boxes on the evaluation template per instructions. Midshipmen are given one week to complete this process.

(b) Round one evaluators (indicated by instructions) complete the first evaluation of their subordinate midshipman following block-by-block instructions provided in evaluation instructions. Round one evaluators turn completed materials over to round two evaluators in one week.

(c) Round two evaluators ensure that round one evaluations are completely correct. These evaluators complete the secondary evaluation on the disk template and turn the completed materials to the Battalion Commanding Officer, or a designated representative.

(d) The Battalion Commanding Officer or his/her representative will edit all evaluations and return any which require corrections to the round two evaluator. This process should take no more than one day.

(e) The Battalion Commanding Officer or his/her designated representative will meet with the platoon commanders and will divide the evaluations by class and platoon. At this time, a "standard" criteria for midshipman "Recommended GPA's" will be developed according to established class averages. From these "Recommended GPA's" a tiered order will be established for each class. This process should take no longer than one to two days.

(f) The Battalion Staff will "Recommended Battalion Rankings" for each class based upon the "Recommended GPA's" previously established and the "standard" criteria. This process should
take no longer than one day.

(g) The Battalion Commanding Officer or his/her representative will collect the edited, complete evaluations from the round two evaluators combine it with the "Battalion Recommended Ranking" and submit it to the Battalion Advisor. This process should take no longer than one day.

(h) The unit staff, more specifically each respective class advisor, make a "Final GPA" and "Final Class Ranking" for individual advisees based upon the recommendations of the midshipman evaluators.

e. Counseling. All NROTC students are to receive periodic counseling concerning their officer aptitude, and they are to review and initial all final aptitude reports. These counseling sessions should take place twice each semester during advisor interviews. At that time, evaluation reports can be reviewed. Students having low/marginal aptitude shall receive regular counseling and other supervision as directed by the PNS.

f. Aptitude Performance Review Board.

(1) Midshipmen who receive unsatisfactory semester or summer training aptitude marks will receive a warning at a minimum. Continued unsatisfactory aptitude will result in the midshipman's case being considered by a Performance Review Board. This board will normally be made up of the Executive Officer, the staff advisor, the Battalion Commander (advisory capacity only), and one other Unit officer (or university officer). The midshipman concerned has the right to appear in person before the board, which will make a recommendation of no action, special counseling, probation, Leave of Absence, or disenrollment to the Professor of Naval Science.

(2) Marginal performers who are retained in the NROTC Program are to be regularly supervised and counseled by the responsible class advisor and by the Professor of Naval Science. If satisfactory improvement is not noted, disenrollment may be considered.

605. DISCIPLINE

1. General. Discipline is an essential element of the ability of an organization to accomplish its mission. The goal of discipline is not punishment, but rather willing and
enthusiastic compliance by persons who understand the rules and the reasons why those with authority must give orders. The end product of the NROTC program is a mentally, physically, and morally well-developed officer for the naval service. The conduct standards are, in general, those standards by which the midshipmen will be judged when they enter into active duty in the naval service (i.e., the gentlemanly or ladylike qualities of moral integrity, honor, and devotion to service). Midshipmen at all times are expected to conduct themselves with decorum and propriety. To ensure that each midshipman is properly prepared to assume the responsibility of a commissioned officer, in accordance with the above objectives, it is necessary to officially recognize all breaches of regulations, customs, and standards of conduct. It is further necessary to maintain a system that provides a record of infractions when a midshipman is being counseled or assigned a grade in aptitude and that highlights the chronic minor offender before he/she becomes a major problem. In keeping with the broad philosophy of the NROTC program that is oriented toward giving midshipmen increasing degrees of responsibility, the discipline system within this Unit is designed to be managed and executed by the responsible midshipmen within the battalion. However, the unit staff will retain oversight and when problems persist, become actively involved before a midshipman's substandard performance would warrant probation or disenrollment.

2. Authority. The administration of discipline within the Unit originates by authority of the Commanding Officer and may be initiated by any staff member, midshipman, or other person having knowledge of an infraction committed by a midshipman.

3. Administration. The disciplinary system is administered as follows:

a. The midshipmen chain-of-command will be utilized when the offense is extremely minor and related to drill or duty. This system is administered using the Preliminary Inquiry and Disposition Chit (Appendix C).

b. The Unit Aptitude Review Board will be convened for all other offenses, including any violations of orders of the Professor of Naval Science or other Unit officer staff member. The board will consider the disposition of any cases brought before it regarding possible disenrollment, probation, or other such punitive actions. The board's recommendations in each case will be forwarded to the Commanding Officer for final action.
606. MIDSHIPMAN OFFICERS AND DISCIPLINE

1. The NROTC administration relies heavily on the midshipman officers and all 1st class midshipmen to assist in the orderly administration and instruction of underclassmen. Midshipman officers and all 1st class midshipmen must recognize this responsibility and with exercise of leadership and initiative assist the naval staff in maintaining good order, morale, and discipline in the Unit. It is expected that midshipman officers and all 1st class midshipmen will come to know all of the NROTC underclassmen, act as their advisors and counselors and, at any time they observe a midshipman junior in rank conducting himself/herself in an improper manner, take steps to correct the fault. All such instruction on the part of midshipman officers and all 1st class midshipmen shall be in a quiet but firm manner and shall inform those above him/her in the chain of command as necessary. Situations that require action as stipulated in these regulations cannot be suppressed in any manner.

3. When a breach of discipline is identified, the offender's Platoon Commander shall direct that inquiry be made into the circumstances. An investigation shall be conducted utilizing the midshipman chain of command, with the midshipman's squad leader, platoon commander and company commander providing recommendations to the Battalion Commander. The Battalion Commanding Officer may dismiss the case or take appropriate punitive action. Any action or dismissal will be promptly reported to the unit chain of command via the Preliminary Inquiry and Disposition chit (Appendix C).

2. The BCO will convene mast as necessary and may dismiss the charge, award up to six hours extra duty, or forward the case to the PNS. Any case dismissed by the BCO will be promptly reported to the Battalion Advisor and the dismissal will be subject to the approval of the Professor of Naval Science.

3. A Midshipman Preliminary Inquiry and Dispositions chit (Appendix C) will be submitted through the chain of command for each offense. Any course of action decided upon by the appropriate member of the accused chain of command will be promptly reported to the Battalion Advisor and shall be subject to the approval of the Professor of Naval Science.

4. Before mast, the midshipman committing the offense shall be advised that he or she retains the right to a formal hearing by the Professor of Naval Science.
5. The Battalion Advisor is tasked with monitoring the disciplinary report procedure to ensure that all offenses are processed expeditiously, consistently and correctly.
Chapter 7

PAY, FACILITIES AND EQUIPMENT

701. MIDSHIPMEN PAY

1. Scholarship Program. Military pay records for scholarship midshipmen are maintained by the Defense Finance and Accounting Service, Cleveland, Ohio. Effective 1 October 2001, monthly subsistence allowance is as follows:

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

Depending upon the length of scholarship, scholarship students are entitled up to 40 months of subsistence payments during their four years in the program. Subsistence payments start on the first day of classes in the fall term and terminate on the last day of classes in spring term. Midshipmen participating in first class summer training continue to receive subsistence payments at the rate of $300.00 per month until the first day of summer training. After the last day of summer training subsistence payments are reinstated.

2. College Program. Military pay records for College Program students are maintained by the Defense Finance and Accounting Service, Cleveland, Ohio. College Program students receive subsistence payment after being accepted for advanced standing (during the last two years of the program). Subsistence payments commence on the first day of classes in fall term and terminate on the first day of the First Class summer training. College Program students are entitled to a maximum of 20 months of subsistence payments.

3. Pay Day. All midshipmen are required to be on direct deposit. Direct deposit subsistence payments will be deposited into the appropriate bank accounts on the 1st and the 15th of every month.

4. Taxes. Travel pay and subsistence payments ARE NOT subject to federal income tax or social security withholding. Pay received while on summer training IS subject to taxation.

5. Summer Training Pay.
(a) Basic Pay. While on summer training all midshipmen are paid at the rate established for Naval Academy midshipmen. Pay status begins on the day of arrival at the training site or on the effective date of the orders, whichever is later, and ends on the day the member is relieved from such training.

(b) Travel Pay. Midshipmen receive travel pay to and from their summer training location at the rate prescribed by Joint Federal Travel Regulations. The midshipman is provided with a round trip air ticket. Midshipmen may be paid to travel from either the unit or their home of record to the location of their training activity, and from their summer training activity to either the unit or their home of record (provided such travel will actually be made).

702. OFFICER CANDIDATE PAY. As active duty service members, officer candidates receive active duty pay on regular military paydays. Officer candidates are required to be on direct deposit.

703. TUITION AND FEES FOR SCHOLARSHIP MIDSHIPMEN

1. Scholarship students will be furnished financial assistance for educational expenses toward a baccalaureate degree for:

   (a) Tuition, including registration, matriculation, graduation and laboratory fees.

   (b) Student activities, athletic, library, student union, transcript, and similar fees payable to the institution that are required of ALL full-time undergraduate students, and are not optional nor can be rejected by the student.

   (c) Textbooks, articles and publications, including workbooks that are required for completion of the course.

2. Expenses that are not allowed:

   (a) Special interest elective courses requiring additional fees and courses in elective options for academic majors that require additional fees.

   (b) Purchase of equipment with a long life cycle that would be of lasting benefit to the individual, such as computers, etc. If
a long life cycle item is required for a course such as dissecting equipment, etc., it can be purchased by the unit, using unit OPTAR, and held in inventory as Government property to be issued and taken back into inventory.

(c) Expendable supplies such as pencils, pens, film and development, and paper.

(d) Refundable fees such as breakage or required deposits. See CNET P1533/9, IV-23 (4.27)

3. Tuition is normally paid for a maximum of four full academic years, excluding summer school. Students who must attend summer school because certain required courses are offered by the university only during summer term must submit a special request chit with appropriate documentation for consideration. Students enrolled in technical degree programs that cannot normally be completed in four years may submit formal requests for fifth year benefits. Such requests can be submitted as early as the second academic year; affected midshipmen should contact their staff advisors for further information. See CNETP1533/9.

704. TEXTBOOKS AND EQUIPMENT

1. Naval Science Courses. The class instructors will issue textbooks and equipment to all midshipmen for all Naval Science courses. Upon completion (or withdrawal) of a course, all textbooks and equipment must be returned. If textbooks and equipment are not returned, or are so damaged that reissue is not feasible, the students will make restitution by cashier's check or money order made payable to "U.S. Treasury."

2. Other University Courses. Midshipmen are now given a book allowance of $375 per semester or $250 per quarter and will be responsible for purchasing their own books. Whenever possible non-consumable supplies and equipment required for the completion of university courses are issued to scholarship students. If this non-consumable supplies are not available through the Unit, an application for monetary refund (Form 1164) from CNET will be completed with the student's proof of purchase (receipt). Purchases made without the Unit Librarian's authorization shall not be refunded. Equipment with a long life cycle such as typewriters, cameras, or electronic calculators, is not authorized for purchase. All equipment issued from the
Unit Library are the property of the U.S. Government and must be returned no later than the last day of examinations for the term (or upon withdrawal from the course). If equipment is not returned or are so damaged that reissue is not feasible, the students will make restitution by cashier's check or money order in the amount of 25% of the purchase price made payable to the "U.S. Treasury."

705. FINANCIAL ASSISTANCE

1. Tom Baker Memorial Fund

a. General. Established in 1971 as a memorial to Midshipman Tom Baker who met with a fatal accident in that year, the Tom Baker Fund was set up by the midshipmen to provide short term, limited financial aid to members of the Battalion. Any member of the NROTC Unit who is a student in good standing is eligible to borrow from this fund. Due to limited availability of funds, the Tom Baker fund does not provide grants.

b. When the need for a loan from the Tom Baker Memorial Fund is identified, the following procedure will normally be followed:

(1) The midshipman will submit a copy of the Tom Baker Memorial Fund Loan Request Form (Appendix E) directly to his or her staff advisor.

(2) The advisor will forward the form to the Executive Officer who will convene a board for the purpose of reviewing the case and awarding a loan, if the situation warrants. This review board will normally consist of: the Executive Officer, the midshipman's Staff Advisor, and the BCO.

2. University Financial Aid. Each university administers a number of financial aid programs that are outlined in the General Catalog. Students may obtain complete information about these opportunities from their respective Financial Aid Offices.

706. MEDICAL FACILITIES

1. Midshipmen are not entitled to use military medical or dental facilities except when participating in active duty summer training, to complete evaluations or physical examinations required by the Navy or Marine Corps, or to treat injuries which are sustained while in a drill or official training status. Officer candidates are entitled to use such facilities, as well as certain other local VA and civilian
medical facilities that may be available to active duty members. Officer candidates should consult with their class advisors for current information on rules governing access to medical care for active duty members in the San Francisco Bay area.

2. Each midshipman will be required to complete an Annual Certificate of Physical Condition to document any sickness or injury that may affect his or her status within the NROTC program.

3. Second Class midshipmen are required to complete pre-commissioning physicals (and diving, submarine or flight physicals as applicable) prior to the beginning of their senior year. Pre-commissioning physicals will normally be completed at Naval Air Station Lemoore. Midshipmen requiring diving, submarine or flight physicals may be referred to other military facilities for additional tests. Second Class midshipmen will coordinate arrangements for their physicals with the LT Advisors and the Unit Admin.

4. All Marine Option midshipmen will be required to receive a pre-Bulldog physical at Officer Candidate School. That physical will suffice as the pre-commissioning physical for those midshipmen graduating within 18 months of the date of the physical.

5. First Class Navy Option midshipmen are required to complete an HIV test within 12 months of their transfer from the command. In most cases, this will require First Class midshipmen to schedule an additional HIV test prior to commissioning.

707. STUDY HALL. After hours use of the wardroom, or other available spaces in Hearst Gymnasium (Nimitz Library, Dean Room) when available, is authorized for study hall. The following procedures must be strictly observed:

1. The Military Affairs spaces in Hearst Gymnasium are normally secured by the administrative staff on weeknights at 1730. The last midshipman remaining in the building or entering the building after that time will ensure that the exterior doors, and the security door near the Army ROTC passageway, remain locked. The wardroom and battalion staff office doors are to remain locked whenever the wardroom or battalion staff office are unoccupied; the last midshipman leaving either of these spaces at any time during the day will ensure that the door is locked.
2. No smoking, alcoholic beverages, bicycles or pets are permitted inside ROTC spaces in Hearst Gymnasium.

3. Emergency Procedures

a. To report an emergency (fire, gas leak, serious injury) dial 9-911 from any telephone. To report an intruder in the building (specifically, a male intruder in the female locker room area), the intruder alarm panels, located near the entrances to the locker room, may be utilized.

b. If any NROTC or administrative office spaces are found open while there are no staff members in the building, the campus Police Department should be contacted immediately at 9-911 or 2-6760.

708. TELEPHONE

1. General. The campus phone installed in Battalion Staff Office exists as a service to the Battalion. It is to be used for official business only. Calls outside of the (510) or (415) area codes must be approved in advance by the Executive Officer or Battalion Advisor. Users will log all calls in the Log book provided by the Battalion Operations Officer. Irresponsible use of this telephone will cause it to be disconnected.

2. Procedure. When answering the telephone in Hearst Gymnasium, a midshipman will use the following greeting format: "Navy ROTC Battalion Staff Office, Midshipman John Doe speaking. How may I help you, Sir or Ma'am?" Collect calls to a Unit telephone will never be accepted by a midshipman.
Chapter 8

UNIFORM POLICY

801. CONCEPT OF UNIFORMS. The United States Navy and Marine Corps are uniformed military services. Their uniforms, and indications of rank and specialty displayed thereon, are outward symbols of organization and military rank or rating. As such, the uniform is a visibly important element in the morale, pride, discipline and effectiveness of the organization.

802. SMARTNESS AND CARE OF UNIFORM ARTICLES

1. Smartness

   a. United States Naval Service personnel must set and maintain the highest possible standards of smartness in uniform appearance. The military image reflected by attention to detail in wearing of the uniform is a key element in the public image of the naval service.

   b. Uniforms shall be kept scrupulously clean with brass, devices, and insignia bright and free from tarnish and corrosion.

   c. The uniform must be well fitting, clean, pressed, and free of lint and loose threads.

   d. All insignia must be carefully sewn on and firmly in place.

   e. No articles, such as pencils, pens, key chains, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigars, cigarettes, pipes, or similar items shall be worn or carried exposed upon the uniform. Necklaces, crosses, pendants, etc., may not be visible when in uniform. Other jewelry may be worn in accordance with NAVPERS Instruction 15665, Navy Uniform Regulations.

   f. Appropriate undergarments, including bras for women, will be worn to preserve the dignity and appearance of the uniform.

   g. No eccentricities or faddishness in jewelry or grooming will be permitted.
2. Care of the Uniform

a. The longest service of the various articles of the prescribed uniform can be obtained only by proper care and maintenance. No matter how well fitting a uniform is when new, especially the coat, it will not continue to look its best or keep its shape unless it is carefully worn and maintained. The carrying of large or heavy objects in the pockets will destroy the shape of the best uniform. Uniforms should always be kept on hangers when not in use. If uniforms are to be placed in storage for any length of time they must be cleaned thoroughly and packed in an airtight plastic bag. Ideally, a packet of desiccant (drying agent) should be enclosed in the bag to afford maximum protection.

b. The basic guideline in caring for uniforms is to keep them clean. Prompt removal of spots, frequent washing and dry cleaning are recommended. In view of the extensive use of synthetic fibers in some uniform articles, it may be advisable to consult a professional cleaner prior to attempting to wash or clean any garment.

c. All laundry and dry cleaning of clothing items, after initial issue, is at the expense of the individual midshipman.

803. ALTERATION AND REPLACEMENT OF UNIFORMS

1. Major alterations to NROTC uniforms are not authorized. In the fitting of uniforms for NROTC students, certain minor alterations such as adjustments in sleeve lengths, trouser lengths, or waist size may be necessary. During initial issue to midshipmen, an alteration chit will be issued for proper alterations to be accomplished by a local tailor under Navy contract. Subsequent alterations, or uniform reissue, required due to weight loss or gain or other growth may also be accomplished at Navy expense. Midshipmen in this situation must bring the uniforms to the Unit Storekeeper so that arrangements for alteration or replacement can be made. Midshipmen may not have their uniforms altered on their own initiative; such cost costs are not reimbursable, and alterations made by a tailor unfamiliar with military uniforms may render the uniform unserviceable.

2. Each student is expected to replace, at personal expense, Navy-issued uniform clothing items that are lost, mutilated, or destroyed through negligence, carelessness or unauthorized tailoring. While replacement in kind is preferred, the Unit
Storekeeper may require cash restitution when this course of action is considered to be in the best interests of the Government.

3. When Navy-issued clothing items are lost, mutilated, or destroyed through negligence or carelessness, the Unit Storekeeper will forward this information to the appropriate staff advisor who will insure that the matter is suitably reflected in the records of the midshipman responsible.

804. ORGANIZATIONAL UNIFORM ISSUE

1. All entering midshipmen are issued organizational clothing for use as needed during NROTC training. All such items remain the property of the U.S. government and must be returned to the unit upon commissioning or disenrollment.

2. Organizational issued clothing consists of the items listed in table 8-1.

805. ATHLETIC ATTIRE

1. All new midshipmen are issued a tee shirt with the battalion logo by the Quarterdeck Society. This tee shirt is required to be worn whenever "Athletic Attire" is specified as the uniform of the day.

2. All midshipmen are required to provide their own athletic shorts (navy blue for Navy Option midshipmen, red for Marine Corps Option midshipmen) to be worn whenever "Athletic Attire" is specified as the uniform of the day. Such shorts will be clean and in good repair, modestly cut and as unadorned as possible. In addition, when foul weather requires sweatshirts or sweat pants to be worn over athletic attire, midshipmen are responsible for providing their own. Such sweat shirts and sweat pants are to be clean and in good repair and are not to contain any words or illustrations that would serve to bring discredit to the Unit.

806. UNIFORM ISSUE. In addition to organizational uniforms, midshipmen are issued various other uniform items. These uniforms remain the property of the U.S. government and must be returned to the unit upon disenrollment; however, unless otherwise indicated midshipmen are normally permitted to retain these items upon commissioning.
1. Initial issue

   a. Upon entering the NROTC program, all 4/C male midshipmen are issued the items listed in table 8-2. All entering female 4/C midshipmen are issued items listed in table 8-3.

   b. Upon completion of this initial issue, all male midshipmen will be able to conform to the following prescribed uniforms:

      (1) Summer Khaki
      (2) Service Dress White
      (3) Summer White
      (4) Service Dress Blue
      (5) Dinner Dress White
      (6) Dinner Dress Blue

   c. Upon completion of this initial issue, all female midshipmen will be able to conform to the following prescribed uniforms:

      (1) Summer Khaki ("B")
      (2) Service Dress White ("A" and "B")
      (3) Summer White ("A" and "B")
      (4) Service Dress Blue ("A" and "B")
      (5) Dinner Dress White
      (6) Dinner Dress Blue

"A" refers to a uniform worn with a skirt; "B" refers to a uniform worn with slacks. Dinner dress uniforms are only worn with a skirt.

   d. Marine Option Midshipmen are issued the additional items listed in table 8-4. All additional uniforms required for participation in Marine Midshipmen Summer Training (Bulldog) will be issued upon arrival at the Marine Corps Base, Quantico, Virginia.

2. Cruise Issue. Prior to departure from the Unit all midshipmen participating in Third Class Cruise will be issued the items listed in table 8-5; all midshipmen participating in Second Class Cruise will be issued the items listed in table 8-6; all midshipmen participating in First Class Cruise will be issued the items listed in table 8-7.
807. **RETURN OF UNIFORM ISSUE.** All items of uniform issue remain the property of the U.S. Government while a midshipman is in the NROTC program.

1. Upon Commissioning. Such items of uniform clothing as may be specified from year-to-year will be turned into the Unit Storekeeper. Those items that are not required to be turned in will become the property of the newly commissioned officer.

2. Upon Disenrollment. Disenrollment from the program for any cause requires that all uniform items be turned into the Unit Storekeeper.

3. All returned uniform items must be either dry cleaned or laundered as appropriate. Missing items or items damaged as a result of misuse will be replaced in kind. At the discretion of the Commanding Officer, cash restitution in the form of a check or money order made payable to the "Treasurer of the United States" may be required in lieu of replacement in kind.

4. Return of Issue Insignia. All midshipman insignia remain the property of the U.S. Government and must be returned to the Unit Storekeeper as soon as no longer needed (e.g., upon promotion, commissioning, or disenrollment.) Missing insignia items require restitution in the form of a check or money order made payable to the "Treasurer of the United States."

808. **UNIFORM OF THE DAY.** The uniform of the day is that uniform prescribed in the training schedule, the Plan of the Week, or by other suitable means, for wear by all hands on any given day or for any given occasion. On drill days, the uniform of the day will be worn from the time a Midshipman arrives at the unit until the end of Naval Science classes unless otherwise directed. On non-drill days, unless otherwise specified, the uniform of the day is summer khaki. Midshipmen conducting official business on non-drill days at the Unit or another military activity shall wear the uniform of the day. Appropriate civilian clothing may be worn for unofficial visits to the Unit on non-drill days, for example to check mailboxes, conduct battalion business, hold study sessions or meet informally with a staff member. When in doubt whether a visit is formal or informal in nature, midshipmen are advised to check with their advisors for clarification.

809. **CORRECT WEAR OF THE UNIFORM.** Midshipmen will conform to the uniform requirements in NAVPERS 15665, Navy Uniform Regulations.
1. Name Tags

   a. Description: Nametags shall be of non-lustrous jet-black material approximately ¾" by 3" with the midshipman's last name engraved in ¼" high white letters. Marine Option midshipmen shall wear nametags of the same dimensions made of non-lustrous red material.

   b. Correct Wear: Nametags shall be worn with all working and tropical uniforms. They shall be worn centered on and W above the right shirt pocket. Marine Option midshipmen shall wear their nametags 1/8" above the right shirt pocket. Nametags will be worn with service dress uniforms only if prescribed. If prescribed, they shall be worn on the coat in a position corresponding to that specified for the working and tropical uniforms and parallel to the deck on Service Dress Blue uniforms. Nametags shall not be worn on Dinner Dress uniforms.

2. Headgear

   a. When outdoors, personnel shall remain covered at all times except when the uniform for the event is specified to be without covers or when ordered to uncover, or during religious services not associated with a military ceremony; thus, unless ordered to uncover, personnel shall remain covered during the invocation or other religious portions of ceremonies which are military in nature, such as changes of command, ship commissionings and launchings, and military burials.

   b. Personnel are permitted to remove covers when traveling inside a private automobile off base. Covers are worn when entering or within a military reservation, except when impractical or hazardous. Covers will be removed, and replaced with the appropriate protective headgear, while riding a bicycle or motorcycle.

3. Swords

   a. When prescribed, midshipmen holding officer billets shall wear sword belts and swords for drill purposes.

   b. The sword belt and sword worn shall be an authorized, U.S. Navy Officer's type and shall be provided by the Unit as organizational equipment.
c. Instructions on wearing the sword belt and sword are contained in NAVPERS 15665, Navy Uniform Regulations.

4. Uniform Insignia

a. Class and rank insignia for midshipmen will be worn in accordance with Figures 8-1 and 8-2.

b. Manner of wearing insignia (Figure 8-3).

(1) Service Dress Blue Coat Anchor Insignia. A plain gold anchor 1-7/16” long, the stock, ¾” wide, and the flukes 1-1/17” wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is ½ above the notch of the lapel (males), 1” from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately ¾” from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal. Marine Option midshipmen wear the Eagle, Globe and Anchor insignia.

(2) Service Dress White Coat Anchor Insignia. Female midshipmen wear anchors, or the Eagle, Globe, and Anchor (EGA) insignia for Marine Options, on their coats as prescribed above. Male Navy Option midshipmen do not wear anchors. Male Marine Options wear the EGA on the collar 1” from the center and 1” from the lower seam on both sides of the collar.

(3) Khaki and Utility Shirts. The insignia shall be worn centered 1” from the front and lower edges of the collar positioned with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

(4) Summer White Shirt. The insignia shall be worn in the form of removable shoulder boards attached to the top of the shoulder of the shirt.

c. Active Duty for Training.

(1) Class Insignia. During such times as they are ordered to active duty for training (summer cruise), midshipmen shall wear class insignia appropriate to their class in the NROTC program. For summer cruises, the midshipmen will wear the insignia corresponding to the class they will be entering in the fall.
(2) Rank Insignia. Insignia denoting midshipmen petty officer or midshipman officer rank is intended only for local use within the Unit. Such insignia shall not be worn when engaged in active duty for summer cruise. Likewise, Unit ribbons shall not be worn when on summer cruise.

5. Backpacks may not be worn over the shoulder or on the back while in uniform, unless required for safety reasons while riding a bicycle. When in uniform, backpacks and other similar items (briefcases, suitcases, etc.) are to be carried in the hand. Sea bags, when used to carry items of military equipment such as rifles, may be worn over the shoulder.

810. AWARDS

1. Midshipman ribbons listed in this article and found in chapter 11, other than active duty awards, are authorized to be worn only at NROTC functions. They shall not be worn while participating in summer cruise training. Midshipmen who are authorized to wear active duty awards may choose to do so in lieu of midshipman awards; the two types of awards will not be worn together.

2. The following list establishes proper precedence of such awards.

   a. Active Duty Awards. These awards are awarded according to the criteria set forth in the US Navy regulations. These awards cannot be worn in combination with any of the other awards listed below.

   b. National Organization Ribbons. Descriptions and criteria for these awards can be found in chapter 11.

   c. Distinguished Midshipman Awards
      (1) Leadership Commendation.
      (2) Distinguished Achievement (Superstar). A ribbon and the wearing of two stars on each lapel will signify this award. An academic lapel star is a metal pin-on gold star of a size to be inscribed in a circle $\frac{1}{2}$" in diameter. Distinguished midshipmen shall wear the stars on the collar tip of the Service Dress Blue coat $\frac{1}{2}$" above and equally spaced on either side of the center of the coat collar insignia.
(3) Academic Excellence. An academic lapel star is a metal pin-on gold star of a size to be inscribed in a circle $\frac{1}{2}$" in diameter. Distinguished midshipmen shall wear the star on the collar tip of the Service Dress Blue coat $\frac{1}{2}$" above and in line with the center of the coat collar insignia.

(4) Academic Achievement.

(5) Military Aptitude Excellence.

(6) Physical Fitness Excellence.

(7) Freshman Orientation Honor Graduate.

d. Unit Organization Ribbons

(1) Freshman Orientation Staff.

(2) Drill Team.

(3) Color Guard.

(4) Honor Platoon.

(5) Community Service.

(6) Tutoring.

(7) Recruiting.

(8) Inshore Sailing.

811. BREAST INSIGNIA

1. The current Battalion Commander will wear a "Command Ashore" pin on the right breast immediately above the nametag designating command of the Battalion.

2. Former Battalion Commanders will wear the pin on the left breast pocket centered immediately below ribbons to designate former command of the Battalion.

3. "Command Ashore" pins will not be worn while on summer cruise or at other non-NROTC functions.
CLASS INSIGNIA

<table>
<thead>
<tr>
<th>CLASS</th>
<th>DESIGN</th>
<th>SLEEVE INSIGNIA</th>
<th>SHOULDER BOARDS</th>
<th>COLLAR INSIGNIA (NAVY)</th>
<th>COLLAR INSIGNIA (MARINE)</th>
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SDB
Worn between shoulder and elbow

SW
Bitten ends aft

WB/KHAKIS
Bitten ends go aft

WB/KHAKIS
Enlisted Emblem
Anchor points inboard

FIGURE 8-2
INSIGNIA POSITIONING

KHAKI SHIRT

WINTER BLUE SHIRT

GARRISON CAP

NAMETAG AND RIBBONS
1/4" ABOVE AND CENTERED ON POCKET

SERVICE DRESS BLUE JACKET

RIGHT

LEFT

CLASS STRIPES
1/4 WAY BETWEEN SHoulDER AND ELBOW

MIDN OFFICER STIPES

FIGURE 8-3
Chapter 9
SUMMER TRAINING AND FIELD TRIPS

901. SCHOLARSHIP PROGRAM NROTC SUMMER TRAINING

1. Four year Scholarship Program midshipmen normally participate in three summer training periods, each of approximately four weeks duration, to provide a practical working knowledge of the Navy. The general training concepts for the various cruises are as follows:

   a. Third Class Training. This training period, normally between the freshman and sophomore years, provides midshipmen the opportunity to attend Career Orientation Training for Midshipmen (CORTRAMID). This framing includes rotation through the Navy aviation, submarine, and surface communities, and a Marine Corps orientation. Third Class summer training may be waived on a case-by-case basis with the permission of the PNS.

      (1) Aviation. One week of lectures, demonstrations and (instructional) indoctrination flights aboard naval aircraft, normally conducted at Norfolk, Virginia or San Diego, California.

      (2) Nuclear Submarine. One week of familiarization with junior officer responsibilities aboard attack and fleet ballistic missile nuclear submarines normally conducted at Norfolk, Virginia or San Diego, California.

      (3) Surface. One week of familiarization with junior officer responsibilities aboard surface combatants normally located at Norfolk, Virginia or San Diego, California.

      (4) Marine Corps Orientation. One week of lectures, demonstrations and indoctrination to the Marine Corps. This training is normally conducted at Little Creek, Virginia or Camp Pendleton, California.

   b. Second Class at Sea Training. This is a training period aboard a fleet ship normally made between the sophomore and junior years. Midshipmen will be instructed in and assigned to perform the various duties of enlisted personnel regularly assigned to the ships. Midshipmen will be berthed and messed in
suitable enlisted spaces. They will be responsible for the cleanliness of their spaces and will be utilized in performing ship's work. Second Class summer training may be waived under special circumstances with the permission of the PNS.

C. First Class at Sea Training. This is a training period aboard a fleet ship normally made between the junior and senior years. Midshipmen will be assigned to fleet ships and will be trained in and perform the various duties of junior officers. They will be given every opportunity to assume the duties and responsibilities of junior officers in as many departments as practical during the cruise. They will be afforded essential wardroom indoctrination and training by berthing in officers' country and messing in the wardroom to the maximum extent possible. First Class summer training is considered a requirement for commissioning and may not be waived except under extremely unusual circumstances.

(1) FOREX: Foreign Exchange training cruises with navies of participating nations may be taken in lieu of the traditional First Class at Sea Training. The availability of these cruises varies and the administrative process is more complex than that of traditional First Class at Sea Training. Interested Midshipmen should speak to their advisor early in their junior year for more information.

(2) MINI-BUD/S: Qualified, male Midshipmen who are interested in careers in Naval Special Warfare and Naval Special Operations are encouraged to apply for Mini-BUD/s. Mini-BUD/s is a four week introduction to SEAL training and is conducted at the Naval Special Warfare Center at NAB, Coronado. All midshipmen intending to apply for Naval Special Warfare should apply as selection for Mini-BUD/s and subsequent performance evaluations during this training strongly influence service selection into this community. The number of midshipmen admitted for this training is limited and thus competitive. Interested midshipmen should notify their academic advisor and unit cruise coordinator early in the Spring of their junior year.

902. COLLEGE PROGRAM NROTC SUMMER TRAINING. Each Navy Option College Program midshipman is required to participate in First Class at Sea Training. This training is identical in all respects to the Midshipman First Class Summer Training made by Scholarship Program midshipmen. First Class summer training is required for commissioning and may not be waived except under extremely unusual circumstances.

903. MARINE OPTION SUMMER TRAINING. With the exception of
Midshipmen First Class at Sea Training, Marine Option students participate in the same summer training as their Navy peers. First Class Marine Option midshipmen, both Scholarship and College Program students, attend Officer Candidate School, otherwise known as “Bulldog,” at the Marine Corps Base, Quantico, Virginia. The primary objective of this training is to provide instruction in basic military subjects, with emphasis on leadership development, physical conditioning, and screening of candidates for commissioning. Depending upon availability, there may be options for Marine oriented training in lieu of sea training for the Second Class at Sea Training.

904. **TWO-YEAR PROGRAM SUMMER TRAINING**

1. Both College Program and Scholarship participants in the two-year program will attend the Naval Science Institute for a period of about six weeks during the summer prior to their junior year. The purpose of this training is to familiarize these midshipmen with the Naval Science courses given during the first two years of the NROTC program, and to facilitate their entry into the Battalion as 2/C midshipmen.

2. Two-Year Program midshipmen will participate in First Class Cruise following their junior year.

905. **FIELD TRIPS.** In addition to the regular summer cruises, field trips may be organized during the academic year. Field trips will normally have minimal impact on academic schedules. Some may be day trips in the local area to include ship tours, mini-cruises of one day or less, tours of naval air stations, another Naval and Marine Corps facilities. Longer field trips, to participate in regional or national athletic or training events, or to take advantage of training opportunities in fleet concentration areas, will normally take place over a weekend. Field trip participation is generally open to all members of the battalion in good standing.

906. **PREPARATION FOR SUMMER TRAINING.** Detailed instructions for the various summer training programs are promulgated to each participating midshipman in the Summer Training Manual provided prior to departing for training. In addition, detailed briefings are provided to each class by staff instructors and by midshipmen who have previously participated in summer training. Midshipmen participating in summer training should be certain that they possess a complete seabag of uniforms for each cruise.

907. **POSTPONEMENT OF SUMMER TRAINING.** Postponement of summer
training is not normally permitted. If, for any reason, CNET authorizes a student to postpone summer training from one to the following summer, all training periods shall be taken in the normal sequence: Third Class, Second Class, and First Class training. When authorization is granted to postpone summer training the student will be required to go on Leave of Absence during that summer period.

908. CRUISE IMMUNIZATION. Students participating in summer cruise are required to receive certain immunizations. Immunizations required for CORTRAMLD and subsequent cruises that do not include foreign port visits are normally completed during Freshman Orientation. Midshipmen who did not attend Freshman Orientation, or who will be visiting foreign ports during training, will likely require additional immunizations. It is the individual midshipman's responsibility to obtain all required immunizations. Most immunizations are valid for a considerable period of time and may be administered well before summer cruise. Midshipmen who have not received necessary immunizations will not be permitted to participate in summer cruise.

909. PASSPORTS. Midshipmen who will be participating in a Foreign Exchange (FOREX) cruises or traveling to specified foreign ports during their summer cruises may be required to obtain a passports prior to travel. Any midshipman who anticipates this possibility should locate a certified copy of his or her birth certificate to facilitate application for the passport.

910. AUTHORIZATION TO DRIVE GOVERNMENT VEHICLES. The Unit Navy motor vehicles may be used only by active duty military staff and government employees. Midshipmen are not authorized to drive government-owned, unit vehicles
Chapter 10

ACTIVITIES

1001. **FO'C'SLE.** The Fo'c'sle is published each semester. It documents the important events of the semester and the midshipmen and staff who took part in them, including Saturday Scholars, social events, summer cruises, and Freshman Orientation. The Fo'c'sle also includes special articles from the Unit and Battalion Staffs and other interested midshipmen. The Fo'c'sle is the responsibility of the Battalion Commanding Officer. He or she may delegate these duties as deemed necessary.

1002. **DRILL TEAM.** All fourth class midshipmen are required to participate in the Drill Team during the fall semester. The goal is to instill discipline and camaraderie between the freshmen, produce a drill team to perform in various events. In turn, this will improve confidence in the midshipmen so that they are able to take on billets and responsibility as they move up in class.

1. The Drill Team Commander will have two assistants, one at each school.

2. Practices will be held twice a month at each school during the fall.

3. Drill Team practices will be held between 3-4 times at the unit with the entire team.

4. The Drill Team Commander will dictate the practice time when it gets closer to the drill event or performance.

1003. **QUARTERDECK SOCIETY (QDS)**

1. The Quarterdeck Society is a social and professional organization associated with the Battalion of midshipmen. All midshipmen are members of the QDS. Its function is to increase Unit integrity and develop a stronger sense of camaraderie among the Battalion members. The Battalion Commanding Officer is responsible for the organizing of fund raising events, levying penalties, distributing funds, and providing for a wide range of social or civic functions including TGIF pizza parties, picnics, and formal social events including the annual Joint Service (or Naval Service) Ball, Dining In/Out and the Ring Dance. He or she
may delegate these duties as deemed necessary. The Constitution of the Quarterdeck Society is enclosed as Appendix E.

2. Every midshipman is expected to meet a minimum level of participation in QDS activities as set forth by the QDS bylaws, including attendance at all formal events. Any situation affecting an individual's attendance at a formal event will require the submission of a special request chit for approval. The normal calendar for formal social events includes:

   a. Naval Service Ball

      (1) The United States Congress allowed for the establishment of military forces on the form of the U. S. Navy on October 13, 1775. The Marine Corps traces its birth to 10 November 1775. To celebrate these historic dates, our Naval Reserve Officers Training Corps hosts the annual Naval Service Birthday Ball during the fall semester.

      (2) The evening begins with a receiving line where the midshipmen and their guests are formally introduced to the guest of honor. There is a presentation of colors and a ceremonial cutting of the birthday cake. Speeches are given which cover the highlights of naval history and other topics of importance to future officers. After the ceremony, the evening continues with food, music and dancing. During the course of the evening midshipmen should take the opportunity to speak to and socialize with the guest of honor, senior officers, and their spouses.

   b. Naval Service Ball. The Battalion will conduct a formal social event to celebrate the birthdays of the Navy and Marine Corps. The Naval Service Ball is normally held early in the fall semester on the weekend closest to the Navy’s birthday.

   c. Dining In/Out

      (1) Dining In/Out is a formal military dinner ceremony based on the tradition first practiced by the Vikings to celebrate great battles and feats of heroes by formal ceremony. It later spread to the monasteries and early-day universities before being introduced into the military with the establishment of the officer mess. Today, Dining In/Out is a formal dinner given by a wing, unit or organization to honor a departing officer, welcome a new one, give recognition to a dignitary or individual and unit achievement, or to simply be a pleasant way for wardroom members to socialize with their fellow
officers. The distinction between a Dining In and dining Out is that, in the Navy, personal guests are not normally included in a Dining In but members of the mess may invite guests to a Dining Out. In the Marine Corps the meanings of the terms are reversed.

(2) If conducted, the annual Dining In/Out is normally held late in the fall semester or early in the spring semester, and is attended by Unit staff and 1/C and 2/C midshipmen.

b. Ring Dance

(1) The Ring Dance celebrates the transfer of authority over Battalion operations from the outgoing senior class to the rising seniors in the junior class. It is held at the end of the Spring Semester.

(2) The custom and tradition behind this event dates back to 1869 when the idea of a class ring was first initiated by the Naval Academy. Part of the present day tradition dictates the manner in which the ring shall be received. Upon entering the dance, the junior midshipman’s date receives the ring, which is worn around the neck, suspended by a ribbon. At the time of the ring ceremony, the date removes the ring, and after dipping it into the binnacle containing the waters of the seven seas, places it on the third finger of the midshipman’s left hand as required by tradition. The ceremony is sealed with a kiss from the midshipman’s date.

1004. CAMPUS ACTIVITIES. Midshipmen are strongly encouraged to participate in meaningful and worthwhile campus activities including varsity, club and intramural sports, community service activities, honor societies, fraternities and sororities, and clubs. Midshipmen are advised to budget their time wisely and to ensure that academic performance and participation in Naval ROTC receive their highest priority.
Chapter 11

LIST OF AWARDS AND SELECTION CRITERIA

1101. GENERAL. The awards listed in this chapter are presented semi-annually and annually to midshipmen based on the criteria indicated. Whenever possible, selected midshipmen will receive the national organization and competitive national awards at the annual Spring Awards Ceremony. NROTC Unit awards are generally presented at a unit awards ceremony held each semester during a designated drill period. Unless otherwise specified, each award is presented annually to an eligible midshipman in the Unit. Unless an earlier deadline exists, all award nominations should be made in sufficient time to allow their presentation at the ceremony.

1102. AWARDS. There are three types of awards which Midshipmen may receive. These are NROTC Awards for distinguished performance and participation, National organizational awards which are controlled by the NROTC unit, and competitive, national awards for which midshipmen are nominated or otherwise qualify, but awarding is determined by a national body outside the jurisdiction of the NROTC unit.

1103. COMPETITIVE NATIONAL ORGANIZATION AWARDS. These are awards, which midshipmen may qualify for or be nominated on the local level, but selection is determined on a competitive basis by a higher, usually national, authority.

a. Admiral James L. Holloway, Jr., Top Graduate.
   The Navy League has long recognized the value of the NROTC Program as a source of superbly trained officers. In view of the importance of the program, and in keeping with the educational mission of the Navy League, the Navy League National Board of Directors has approved a series of Navy League national awards to recognize excellence on the part of NROTC midshipmen. Thus, the "Admiral James L. Holloway, Jr., Award" was established to honor the outstanding NROTC midshipman in the nation. OD4 will select the recipient based on overall class ranking during 3rd/4th Quarter Service Selection (January). The award consists of a suitably engraved watch and a certificate, which will be presented by a Navy League regional representative or a local dignitary during spring graduation.

b. Armed Forces Communications and Electronics Association
Top Graduate.
The AFCEA Educational Foundation honors the top graduating midshipman in Electrical Engineering or Communications Sciences. OD4 will determine the top graduate during 3rd/4th Quarter service selection (January). The award consist of a handsome clock which should be presented during spring graduation.

c. CNO Distinguished Midshipman Graduate Program.
The CNO 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. Selection criteria are detailed in OPNAVINST 1520.38. All nominations are due to OD4 by 01 January.

d. National Sojourners Award for Americanism.
The National Sojourners is an organization of past and present commissioned and warrant officers who are master mason. The National Sojourners honor the outstanding NROTC student at each unit. The award recognizes NROTC students who have encouraged and demonstrated Americanism within the unit and on campus. The award consists of a ribbon with medal and accompanying certificate. Nominations are due to the nearest local chapter of the National Sojourners (during January and 90 days prior to presentation). Only one nomination per unit will be accepted. In cases where a local chapter does not exist, the nomination should be sent to:

National Sojourners, Inc.
8301 East Boulevard Drive
Alexandria, VA 22308-1399
(703) 765-5000 FAX: (703) 765-8390

Criteria for nominees:
(1) Sophomore or Junior status (concluding the second/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, conduct, or both.
(4) Have demonstrated a potential for outstanding leadership.
(5) Have not previously received the award.
e. **National Submarine League Outstanding Achievement Award.**

The Naval Submarine League (NSL) Outstanding Achievement Award is an annual award intended to promote the Navy’s nuclear submarine community. The award recognizes students with proven academic and leadership skills who have been selected for entry into the Navy’s nuclear propulsion program as submarine officers. The award consists of a certificate, a letter presentation, and a one-year honorary membership in the NSL, and acknowledgment in “The Submarine Review”.

1. **Eligibility Criteria.** The student must:
   (a) Be a scholarship senior or STA-21 Officer Candidate.
   (b) Demonstrate superior academic aptitude.
   (c) Exhibit a strong desire to pursue a career in submarine warfare.
   (d) Demonstrate balanced qualities and aptitude for ascension 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 OD1 (NUCLEAR PROGRAMS) 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 are due to OD1 (NUCLEAR PROGRAMS) by 01 February each year.

f. **American Society of Naval Engineers (ASNE).**

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

(3) The scholarship is intended for the last year of a full-time 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.
   (a) The candidate must be a United States citizen.
   (b) 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, extracurricular engineering activities, etc.

(4) 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.

(5) A check for the first academic period is made payable to both the recipient and the college or university. The letter will require the recipient 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 recipient withdraws from the academic program with a tuition refund, the Society will receive a proportionate share of the tuition award.

(6) 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.

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

(8) 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

g. **Legion of Valor of the United States of America Award**
The Legion of Valor of the United States of America is composed of 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.

(1) One award is authorized for each of the six NROTC areas (see page A-29). Nominations are due to OD4 by 15 February.

(2) **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.

(3) OD 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.

h. **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 up to 15 NROTC students in their final 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 are also approved by the SAME. Nominations will be forwarded by PNS’ to OD4 by 01 March. Nominations must be in accordance with the following regulations:

a. NROTC student, Scholarship or College Program, in either a 4-year or 5-year engineering course.
b. School must offer accredited undergraduate civil, electrical, or mechanical engineering curricula, and award baccalaureate degrees.
c. 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.
d. 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.
e. Students must be in the upper fourth of their engineering class.
f. 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.
g. Maximum number of nomination per school year is one last year and one next-to-last year student.
h. 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.
i. OD will forward all nominations to the Commander, Naval Facilities Engineering Command (CODE 09M1). 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.
i. Civilian Marksmanship Program (CMP)
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.

(1) 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.

(2) 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.

j. Captain Winifred Q. Collins Award
(1) The Captain Winifred Q. Collin’s Award is a $2,000 grant awarded to five recipients. Nominations are due to OD4 by 01 March. An OD board of officers will make the final selections.
(2) Criteria
(a) Must be a third year midshipman (completing their junior year in May/June timeframe).
Nominees will be selected on the basis of academics, leadership, and need. Request the PNS provide the following information:

(c) Aptitude grade and class rank
(d) Academic GPA and class rank
(e) Major
(f) Financial need
(g) Annual cost of attending school
(h) Amount of school related indebtedness
(i) Hours worked per week and nature of employment
(j) Activities and achievements
(3) Include a Monthly Budget (Example A-1). 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.

(4) PNS' are to use their best judgment to select a nominee. All units are to participate; negative responses are not required. STA-21 and MECEP students are not eligible.

k. **Armed Forces Insurance Scholarship Award**

The Armed Forces Insurance Company honors NROTC College Program midshipman who are currently in the spring semester of the junior year. One $1,000 scholarship will be awarded annually; to be used for education or education related expenses. Criteria for the scholarship are as follows:

(a) College Program students in their junior year.
(b) Selection is based upon strong academic and leadership credentials as well as demonstrated need for financial assistance. Include actual monthly budget
(c) The PNS may submit nomination. Nominations are due to OD4 by 1 April. A board will select one candidate to receive the scholarship.

l. **Thomas and Elliott M. Senn Memorial Fund**

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.

(1) **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
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.

m. **American Veteran (AMVETS) Award**
(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:
(b) A positive attitude toward the Navy ROTC programs and service in the Navy.
(c) Exemplary personal appearance.
(d) Personal attributes to include initiative, dependability, judgment, and self-confidence.
(e) Officer potential.
(f) The midshipman must have obtained a grade of "A" or the numerical equivalent in Senior ROTC/military related programs (to include leadership lab). He/she must also 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 in the form of a biographical sketch of the midshipman to:

AMVETS National Headquarters  
Attn: ROTC Programs Coordinator  
4647 Forbes, Lanham, MD 20706

The nomination letter is due to AMVETS by 15 April.

(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.

n. **USS Little Rock Association NROTC Scholarship Program**
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.

(1) 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.

(2) **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.

(3) 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.

o. 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
p. **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, 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 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 will 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 OD4. Midshipmen desiring to participate must prepare a paper (no more than 700 words) discussing the targeted question to the PNS. The PNS will forward the best paper(s) (one Navy and one Marine Corps) to the institute no later than 1 June.

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.

q. **Armed Forces Communications and Electronics Association (AFCEA)**
Rising Junior and Senior Awards. Scholarships are awarded 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:
AFCEA Educational Foundation
4400 Fair Lakes Court
Fairfax, Virginia 22033-3899

(3) All applications must be received by 1 July. 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 OD4 or the AFCEA.

r. 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 (see pg A-28), and the top graduates of each of the summer training increments for the Marine Corps Officer Candidate Six-Week Course. Twelve Navy option midshipmen and officer candidates will be selected from the six areas plus 8 Marine option midshipmen and officer candidates from the Six-Week Course.

(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 point 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 OD4 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 are due to OD4 by 01 September each year.
(d) An OD selection board will consider the nominations, and select two award recipients for each of the six NROTC areas.
(e) OD will notify the Director, Member Relations and Military Affairs, USAA, San Antonio, TX of the recipients' names and NROTC units. USAA will contact the PNS and make presentation arrangements after notifying OD of the winners accepted by USAA.

(3) (Marine Option). The student must be one of the top Eligibility Criteria NROTC graduates of an increment of the Marine Corps Officer Candidate Six-Week Course, 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 the Six-Week Course are not eligible.

(4) Administration (Marine Option)
(a) OD will determine the scholarship recipient based upon OCS training reports submitted by MCRC.
(b) OD will provide the name of each recipient to
the Director, Member Relations and Military Affairs, USAA, San Antonio, Texas. USAA will contact the PNS and make presentation arrangements after notifying OD 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

(6) News releases should be sent to OD4 and to:
Executive Director, Military Affairs, USAA
9800 Fredericksburg Road
San Antonio, Texas 78288

s. **Black Engineer-of-the-Year Award**
A Black Engineer-of-the-Year Conference is held annually. As such, each PNS may submit nominations for the Student Leadership Award. Eligibility criteria are as follows:
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.

(2) 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.

(3) **Nominations must be received at:**
Navy Recruiting Command (Code 0D3)
5722 Integrity Drive, Bldg. 784
Naval Support Activity MID SOUTH
Millington, TN 38054-5075

No later than 15 September. Phone: (901) 874-9187, DSN 882-9187.

t. **Hispanic Engineer-of-the-Year Award**
An Hispanic Engineer-of-the-Year Conference is held annually. The PNS may submit nominations for the Student Leadership or Community Service award. Eligibility criteria for the Student Leadership award consists of demonstrated leadership through character and professional development, such as graduate student who serves as a role model and leader for undergraduates.
Eligibility criteria for the Community Service award consists of 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").

(2) Nominations must be received at:

Navy Recruiting Command (Code 30D)
5722 Integrity Drive, Bldg. 784
Naval Support Activity MIDSOUTH
Millington, TN 38054-5075

No later than 15 September.

Phone: (901) 874-9187, DSN 922-9187.

u. **Bank of America.**

Bank of America provides thirteen $500 scholarships to NROTC students. The awards are allocated as follows: one Navy option from each of the (6) six areas, (4) four program-wide Marine options, and 3 at-large (either Navy or Marine option). Scholarships awarded for Navy Option students are named in honor of Admiral James L. Holloway, Jr. Scholarships awarded for Marine Option students are named in honor of General John A. Lejeune. Each unit may nominate one Navy and one Marine option student.

(1) Eligibility for award nomination
(a) Must be in their senior year of college.
(b) Must be in the upper 1/2 of their class in academics.
(c) Must be in the upper 1/2 of their class in aptitude.
(d) Must have a financial need.

(2) Nominations are due to OD4 by 15 October. OD4 will provide the names to Bank of America by November 15th to be presented during the annual PNS Conference.

v. **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.

(1) Nominations are due to OD4 by 15 October. OD4 will provide the names to Armed Forces Bank by November 15th to be presented during the annual PNS Conference.

w. **The First Command Financial Planning, Inc.**
The First Command Financial Planning association offers five $1,000 scholarships per the following criteria:
(a) Must be in the junior year.
(b) Ranked in the top 10% of their academic class.
(c) Ranked in the top 10% of their aptitude class.
(d) Demonstrated potential for outstanding leadership.
(e) Financial need.

(2) Nominations are due to OD4 by 1 December. OD4 will provide the names to The First Command Financial Planning Corp by 15 December to be presented during the annual PNS conference or at the unit.

x. **Daedalian Foundation NROTC Scholarship Awards.**
The Order of Daedalians is a National Fraternity of commissioned military pilots of the Armed Forces. The Daedalian Foundation supports charitable, educational, and scientific activities in furtherance of the Tenets and Objectives of the Order. The Daedalian Foundation awards two $1,000 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 4/6 (pilot) or 4/5 (NFO), and have passed a flight physical.
(b) Be in their fourth year of college (senior).
(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 possession of an FAA private pilot’s 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 OD. NROTC unit nominations in letter format are due annually not later than 01 December. OD 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, OD will notify NROTC units of the recipients.

(3) **Presentation.** A member of the Order of Daedalians nearest to the recipient’s school will make Scholarship presentation at an appropriate ceremony. 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 1st 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.

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y. **AFCEA ROTC Honor Certificate Award Program.**  
The AFCEA ROTC Honor Certificate Award Program is to recognize ROTC midshipman and officer candidate 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 AFCEA Rising Junior/Senior or Top Graduate programs, but any ROTC midshipman or officer candidate 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

(4) Please do not retype the nomination form; it may be photocopied as needed. Forms are forwarded to units each year. Forms may be available by contacting OD4 or the AFCEA.

(5) There is no annual due date. However, the AFCEA Educational Foundation must receive the completed nomination at least 20 days before the award is to be presented.

1104. NATIONAL ORGANIZATION AWARDS CONTROLLED BY NROTC. UC BERKELEY. The following awards are presented by local detachments of national organizations. These awards are presented based upon the recommendations of the NROTC UC Berkeley nominations.

1. American Legion Iron Person Award - The Bronze Boot - Awarded for the highest cumulative physical readiness test score for the year. The winner's name is inscribed on the Perpetual Trophy, which is retained at the Unit.

2. General Society of the War of 1812 - Certificate and ribbon bar awarded to an outstanding College Program midshipman
in the top 20% of his or her class in academics, the top 10% of his or her class in Naval Science, the top 10% of his or her class in aptitude, and who contributes the most to encourage and demonstrate the ideals of Americanism by deed and conduct.

3. Military Order of the Purple Heart - Medal and certificate awarded to a midshipman who demonstrates outstanding leadership.

4. Ladies Auxiliary of the ROA - $75 U. S. Savings Bond presented to a midshipman who has made an exemplary contribution to the efficient organization and operation of the Midshipman Battalion during the preceding academic year.

5. Ship Recognition Award - A framed lithograph of a ship awarded annually to the winner of the ship recognition contest held at the Unit.

6. Marine Corps Reserve Officers' Association - Alameda Chapter - Marine Corps Officer's sword awarded to the outstanding graduating Marine Corps Option midshipman. SENIOR AWARD.

7. Reserve Officers' Association of the United States Award - Four (4) awards: a bronze medal to 4/C, a silver medal to 3/C, a gold medal to 2/C and a Junior Membership Award to a 1/C. MIDN are chosen for having the highest multiple scores, representing their overall performance in academics, military aptitude, and physical fitness.

8. Marine Corps Association Award - A plaque to the senior who has displayed exceptional motivation, dedication, and military aptitude. SENIOR AWARD.

9. Breckinridge Detachment of the Marine Corps League - Awarded to an outstanding Marine Option Graduate; the winner receives a book and winner's name is inscribed on the Perpetual Trophy retained at the Unit. SENIOR AWARD.

10. Secretary of the Navy's Distinguished Midshipman Graduate Program - A plaque presented annually to the graduating midshipman from each Unit who displays the highest standards of leadership, academic and military performance. SENIOR AWARD.

11. Navy League - Presented annually by The San Francisco Council of the Navy League. The Navy League donates a Naval Officer's Sword to be presented to a graduating senior who has
displayed superior dedication, motivation, and career potential. SENIOR AWARD.

12. The Naval Submarine League Outstanding Achievement Award recognizes a scholarship 1/C MIDN who has been selected submariner and has demonstrated academic potential, balanced qualities and aptitude for officer accession, and is a role model inspiring others to strive for the nuclear submarine program. SENIOR AWARD.

13. Rear Admiral Henry J. Armstrong Award - Naval Officer's Sword presented annually, by the San Francisco Commandery of the Naval Order of the United States, to the graduating midshipman who has most consistently displayed outstanding qualities of leadership, naval aptitude, and academic performance. The recipient also has name inscribed on a perpetual plaque. SENIOR AWARD.

14. Captain Howard Strawman Memorial Award - Navy or Marine Officer's Sword presented by Mrs. Velma Strawman Eastbourne to the graduating midshipman who has consistently displayed the highest qualities of military ethics, bearing, personal appearance, dependability, initiative, sound judgment, dedication to duty, and leadership. SENIOR AWARD.

15. American Legion Military Excellence Award -- Three (3) awards: a medal and certificate are awarded to the 1/C, 2/C, and 3/C MIDN who has demonstrated outstanding military excellence as a MIDN.

16. American Legion Scholarship Medal - Three (3) awards: a medal and certificate are awarded to the 1/C, 2/C. and 3/C MIDN who has demonstrated outstanding academic excellence as a MIDN.

17. ROTC Daughters of Founders and Patriots Award - Medal awarded to a midshipman who is in the upper 10% of his/her class. The midshipman must demonstrate qualities of dependability, good character, adherence to military discipline, leadership potential, patriotism, and/or understanding of the importance of the American Heritage. SENIOR AWARD.

18. National Defense Industrial Association Award - Silver medal awarded to the graduating MIDN who is enrolled in a degree program with emphasis in the transportation field. He/She must be in the top 25% of their class in aptitude and in the top 25% when compared w/ROTC and University classmates. SENIOR AWARD.
19. American Defense Preparedness Association Award - Medal and certificate presented to a 1/C midshipman who is in the upper half of his/her academic class, has earned grades of B or better in all Naval Science classes, is rated in the top '20% of his or her NROTC class and is active in athletics or campus activities. SENIOR AWARD.

20. U.C. Berkeley NROTC Alumni Association Award - An individual plaque, the MIDN's name inscribed on a perpetual plaque and complimentary 1-year alumni membership awarded to a graduating midshipman who demonstrates initiative, dependability, judgment, self-confidence, and a positive attitude toward the NROTC Program. SENIOR AWARD.

21. U.C. Berkeley Naval Science Departmental Award - Certificate presented to a graduating midshipman who has demonstrated impressive academic and military aptitude. SENIOR AWARD.

22. Navy League Award, San Francisco Council - A naval officer's sword is presented to the 1/C midshipman who has displayed the superior dedication, motivation, and career potential. SENIOR AWARD.

23. Armed Forces Communication and Electronics Association RTC Honor Award - a national competition for an engraved, hand-lettered certificate, a membership in AFCEA, and a free subscription to "Signal". Candidates should be 2/C MIDN with a major in electronics, communications, engineering, EE, mathematics, or CS, who has demonstrated achievement in leadership and academics. JUNIOR AWARD.

24. Armed Forces Communications and Electronics Association (AFCEA) Educational Foundation - Certificate and ribbon bar to a member of the junior class majoring in electrical engineering or a related discipline who has demonstrated high academic achievement and moral character. Due 20 days before presentation date. JUNIOR AWARD.

25. Daughters of the American Colonists - Medal and certificate awarded to a 2/C midshipman who has consistently demonstrated exceptional academic achievement and military promise. JUNIOR AWARD.

27. National Sojourners - Medal and certificate presented to a junior or sophomore midshipman who has consistently displayed academic achievement and military promise and is in the top 25% of his or her academic class. Due 31 January or 90 days before presentation date.

28. American Legion Military Excellence Award – Medal and certificate presented to a junior midshipman who has displayed a high degree of military excellence. Due 15 April. JUNIOR AWARD.

29. AM VETS - Medal and certificate presented to a midshipman who demonstrates initiative, dependability, judgment, self-confidence, and a positive attitude towards the NROTC Program.

30. Sons of the American Revolution, Oakland Chapter, Award – Medal and ribbon bar presented to a midshipman who has exhibited a high degree of merit with respect to leadership, soldierly bearing and academic excellence. FRESHMAN AWARD.

1105. NROTC AWARDS FOR DISTINGUISHED MIDSHIPMEN AND UNIT ORGANIZATION RIBBONS. As indicated in chapter 8, these awards are presented each semester to qualifying midshipmen. The awards are listed in order of higher importance. A gold star is added to the ribbon for each term that it is earned. If five gold stars are earned they are replaced with one silver star. The selection criteria are as follows:

1. Leadership Commendation. Ribbon awarded for particularly distinguished performance of duty as a leader of midshipmen.

2. Distinguished Achievement (Superstar). Awarded to midshipmen for combined excellence in academics, physical fitness, and military aptitude. To qualify, midshipmen must meet the requirements for the Academic Achievement Award with star, score at least 290/245 (male/female) points on the Physical Readiness Test, and finish in the upper 25% of the class in military aptitude for the term in which the award is earned. Academic lapel stars are authorized only during the term directly following the term of achievement and therefore signify
current recipients of the award.

3. Academic Excellence. This ribbon is awarded and retained by midshipmen who receive at least 3.3 term GPA while maintaining a full-time academic load and satisfactory progress toward a degree, receive in all Pass/Non-pass courses a passing grade, maintain satisfactory aptitude rating, and meet minimum physical standards. A star on the ribbon, and the wearing of academic lapel stars will signify a cumulative GPA above 3.4. Academic lapel stars are authorized only during the term directly following the term of achievement and therefore signify current recipients of the award.

4. Academic Achievement. This ribbon is awarded to a midshipman who achieves at least a 3.0 GPA while maintaining a full-time academic load and satisfactory progress towards a degree, receives in all Pass/Non-Pass courses a passing grade, maintains satisfactory aptitude ratings, and meets minimum physical standards.

5. Military Aptitude Excellence. Ribbon awarded to midshipmen who have demonstrated exceptional ability and leadership qualities by ranking in the top 20% of their class for military aptitude.

6. Community Service. Ribbon to be awarded to midshipmen who have shown a spirit of philanthropy by participating in ten hours of Naval volunteer work.

7. Physical Fitness Excellence. Ribbon awarded to midshipmen who have demonstrated remarkable abilities in the area of physical fitness by achieving at least an Excellent-High (male/female) on the PFA.

8. Drill Team. Ribbon shall be worn by team members and any midshipmen that the Drill Team Commander sees fit to nominate for their service, direct or otherwise, to the Drill Team, for the academic semester. Additionally, the Drill Team Commander shall add a gold frame to the ribbon.

9. Recruiting. Ribbon awarded to midshipmen who recruit one new student to the unit or who otherwise make a significant contribution to the Unit's recruiting effort as determined by the PNS. Subsequent awards will be designated by stars. The recruiting ribbon, once awarded, is retained indefinitely.
10. Tutoring. Ribbon awarded to midshipmen who have made significant contributions to the success of the tutoring and educational services programs.

   a. Any midshipman providing eight hours of tutoring services is eligible for the tutoring ribbon. A gold star to augment the ribbon will be awarded to midshipmen for each eight hours of tutoring services provided thereafter. Midshipmen achieving a total of 40 hours of tutoring services will wear a gold frame in lieu of current stars.

   b. The Battalion Commanding Officer may recommend that a ribbon be awarded to a midshipman who has made a significant improvement in the academic standing of the battalion.

11. Honor Platoon. Ribbon shall be awarded to members of the platoon finishing first in the overall competition during the semester.

12. Freshman Orientation Honor Graduate. Ribbon awarded to the midshipman who graduates as the top individual from his or her respective Freshman Orientation Class.

13. Color Guard. Ribbon shall be awarded to midshipmen who serve one semester on the Battalion Color Guard.

14. Freshman Orientation Staff. Ribbon shall be worn and permanently retained by midshipmen who participate as part of the Freshman Orientation Indoctrination staff.
NROTC UNIT UNIVERSITY OF CALIFORNIA—BERKELEY ORGANIZATION

COMMANDING OFFICER
PROFESSOR OF NAVAL SCIENCE

EXECUTIVE OFFICER
BATTALION ADVISOR
MARINE OFFICER INSTRUCTOR

ASSISTANT MARINE OFFICER INSTRUCTOR

NUCLEAR OFFICER
BERKELEY AND CAL MARITIME ADVISOR

AVIATION OFFICER
DAVIS AND STANFORD ADVISOR

SUPPLY

FIGURE 1-1
### APPENDIX A

#### SCHOLARSHIP AND COLLEGE PROGRAM DESCRIPTION

<table>
<thead>
<tr>
<th>Length</th>
<th>Program</th>
<th>Application to/by</th>
<th>Requirements</th>
<th>Benefits</th>
<th>Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Year</td>
<td>Scholarship¹</td>
<td>Recruit Command/1 Dec</td>
<td>HS GPA, SATs, 2 interviews; age 27 or less by graduation, physical exam</td>
<td>-Tuition</td>
<td>-4 yrs USA; -3 summers</td>
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<tr>
<td></td>
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<td></td>
<td>-Stipend of $250/mo for 4/C and 3/C; $300 for 2/C; $350 for 1/C</td>
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<td>-Books $250/semester or $167/quarter*</td>
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<td></td>
<td></td>
<td>-Uniforms</td>
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<td></td>
<td></td>
<td>-Fees for 40 months</td>
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<tr>
<td>College Program</td>
<td>NROTC Berkeley/end of fall term</td>
<td></td>
<td>HS GPA</td>
<td>-Uniforms</td>
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<td></td>
<td></td>
<td></td>
<td>-SATs</td>
<td>-Stipend of $300/mo for 2/C and $350/mo for 1/C (advance standing)</td>
<td>3 yrs USA</td>
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<td></td>
<td></td>
<td></td>
<td>-2 interviews</td>
<td>-Books (advance standing) *</td>
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<td></td>
<td>-Age 27 ½ or less by graduation</td>
<td>-Fees for 20 months</td>
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<td></td>
<td></td>
<td></td>
<td>-Physical exam</td>
<td>-Tuition</td>
<td></td>
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<tr>
<td>2-Year</td>
<td>Scholarship</td>
<td>NROTC Berkeley/10 March</td>
<td>GPA above 3.0</td>
<td>-Stipend of $300/mo for 2/C and $350/mo for 1/C</td>
<td>-4 yrs USA</td>
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<td></td>
<td></td>
<td></td>
<td>-1 year calculus</td>
<td>-Books $250/semester or $167/quarter*</td>
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<td>-2 interviews</td>
<td>-Uniforms</td>
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<td>-Physical exam</td>
<td>-Fees for 20 months</td>
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<td></td>
<td></td>
<td></td>
<td>-Attend NSI¹</td>
<td>-Uniforms</td>
<td>3 yrs USA</td>
</tr>
<tr>
<td>College Program</td>
<td>NROTC Berkeley/10 March</td>
<td></td>
<td>GPA above 2.5</td>
<td>-Stipend of $300/mo for 2/C and $350/mo for 1/C</td>
<td>-1 summer</td>
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<td></td>
<td></td>
<td></td>
<td>-1 year college level math</td>
<td>-Books $250/semester or $167/quarter*</td>
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<td>-2 interviews</td>
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<td>-Physical exam</td>
<td>-Fees for 20 months</td>
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<td>-Attend NSI²</td>
<td>-Uniforms</td>
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**Notes:**

1. May be less than 4 years.
2. See reference (s) for additional requirements
3. Obligation automatically extended for follow-on training in nuclear power (1 year) and flight training (Jet pilots = 8 years, prop & helo pilots = 7 years, and NFO = 6 years following qualification)
4. USMCR obligation is 3 ½ years
5. The top 15% of NSI graduates may be offered merit scholarships.

* Students will receive $500.00 (total) annually. Students at semester schools will get $250.00 on the first day of the fall semester and on 10 Jan and 10 June, and $250 in the Spring. Since UC Berkeley, the host school, is on semester terms, all students including students from UC Davis and Stanford will get $250 on 10 Jan and $250 in the Spring. Note that if scholarship student drops from the NROTC Program, monies received for books will be collected from the student.

Approved “Cross town” schools: Stanford University, University of California at Davis, and California Maritime Academy
Section 1. All regular members shall be invited to all functions organized by

ARTICLE III: PRIVILEGES

The privileges of honorary membership shall be limited by this constitution and by the by-laws of the organization. Honorary membership may be granted to any person in accordance with the regulations. Any person interested in promoting the welfare, ideals, and traditions of the honorary society may be appointed as an honorary member by the President or any member of the Executive Board. Honorary society members shall be an honorary members of the NROTC Unit. The President of the NROTC Unit shall be an honorary member of the Honorary Society.

Section 2. Honorary Membership. (a) The President of the NROTC Unit shall be an honorary member of the Honorary Society. Honorary members may be named in accordance with Article III, Section 3.

Members may be named as members in addition to honorary members. In addition to California or Berkeley, all students shall be considered honorary members. The President of the NROTC Unit shall.

ARTICLE II: MEMBERSHIP

The organization shall be known as the Quantrudek Society of the University of California, Berkeley. The Quantrudek Society Officers Training Corps of the University of California at Berkeley, the Quantrudek Society, the organization shall be known as the Quantrudek Society of the University of California.

ARTICLE I: NAME

The organization shall be known as the Quantrudek Society of the University of California. The Quantrudek Society shall be known as the Quantrudek Society of the University of California.

PREAMBLE

QUANTRUDEK SOCIETY

APPENDIX E
ARTICLE IV: QUARTERDECK SOCIETY CUSTODIAN

Section 1. The Custodian will be appointed by the President or President-elect of the Quarters of the Society.

Section 2. The Custodian will serve as the RROTC with the ADJUTANT/CREATION for all ODS members. In accordance with RROTC/ODS they will serve as the RROTC with the Custodian of the Quarters of the Society.

Section 3. The Custodian will serve as the RROTC with the Custodian of the Quarters of the Society.

Section 4. The Custodian will serve as the RROTC with the Custodian of the Quarters of the Society.
Appendix F

OFFICER

SIGNATURE OF COMMANDING OFFICER

SIGNATURE OF MIDSHIPMAN

Effective this date

This is to certify that I have read and understood theue honor code

A midshipman does not lie, cheat, or steal.

Sincerely

For the Naval Reserve Officers Training Corps Midshipmen, these obligations are

THE HONOR CODE

but it's not their obligation to understand what your obligations are.

but it's not their obligation to understand what your obligations are.

Military service, which often operates under extreme duress, are built on a

foundations of absolute trust and fidelity. You don't learn that when you get

out of conflict will affect us, too. So any change to protocol from our instructions.

wielding the direct battle to determine whether our forces are ready. The peace

army, including our history, technology, and weather, are one of the greatest

arbitrary from those rendered hollow by their absence. Unlike previous

it to bear in defense of freedom. With relentless dedication and integrity, the

successful accomplishments in battle, continue to depend upon the integrity,

Naval Reserves, Commissioned and professional excellence of those called upon to

honor, tactical effectiveness, in our calculations, experience demonstrated that

never before has the individual character of the American sailor and
APPENDIX G

Confidence, illness or other reasons would jeopardize the midshipman's safety.

Any midshipman participating in any training exercise must proceed to immediate action as instructed by an instructor or safety officer on site.

When a midshipman is called, the training exercise will immediately cease. The instructor or safety officer will give the midshipman specific instructions on the course of action.

A midshipman must be able to identify the type of training exercise they are participating in and understand the consequences of inaction. All midshipmen are responsible for their own personal safety. The safety officer is responsible for ensuring all midshipmen are aware of the training exercise and its potential consequences.

TRAINING TIME OUT
Naval Reserve Officer Training Corps Unit
University of California, Berkeley
Battalion of Midshipmen

Special Request Chit Guidelines

In General:
- Special Request Chits must be submitted THREE WEEKS before the event in question.
- Chits are to be filled out in all CAPITAL LETTERS and in BLACK INK only.
- Complete each chit in triplicate, with a staple in the upper left hand corner. Remove sheets from the pad before writing.
- Verification of a test or conflicting event is normally required. Attach a syllabus, or schedule, or note which clearly indicates the conflict or reason for request.
- Squad Leaders and Platoon MPOs do not sign chits, but do review them for errors. Be accountable.

Name: As shown, this is to be of the form (Last, First Middle Initial). To reiterate, this is to be in all capital letters.

Ship or Station: This is to be entered exactly as it is shown here: "HEROCU UC BERKELEY, BERKELEY, CA."

Department/Division/Unit: All members of the battalion are either in one of the two companies or are on staff. The procedure is as follows: list the units you are a part of in order of descending size. Everything should be spelled out (COMPANY, PLATOON, SQUAD, etc), with the exception of "MO" and "CPO." Examples:
- ALPHA COMPANY, 1ST PLATOON
- BRAVO COMPANY, 2ND PLATOON,
  3RD SQUAD

Reason for Request: This should clearly explain the reason you wish to be excused from a battalion event. Conflicts, sickness, and other circumstances should be clarified as much as possible in the space provided. The details provided here may affect whether the chit is approved. Note: this section should always begin with "RESPECTFULLY REQUESTED:"

Signature: The person submitting the chit for approval should sign his/her name here without dating it.

Rate: There are five possibilities:
- "MIDN 1/C," "MIDN 2/C," "MIDN 3/C,
- "MIDN 4/C," and "OC." Pick one.

SSN: Enter your nine-digit Social Security number, as in "123-45-6789."

Date of Request: This is NOT the date of the event from which you wish to be excused. It is the date the person writing the chit submits it to the next person in his/her chain of command. Note: this should be in condensed form, as in "29FEB92."

Nature of Request: Since you will more than likely be explaining the reason for your request below, place an "X" in the box marked "Other."

Signatures of Superiors: The only persons who should be signing here are Platoon Commanders, Company Commanders, the Battalion Commander, and the Marine Officer Instructor. The signature should be the first two initials and last name of the signer, followed by rank, name, title, and date. Examples:
- P.T. Barnum MIDN ENS / MIDN 2/C / A-2 PLT CDR / 29FEB92
- C.B. McCloud MIDN CAPT / MIDN 1/C / 6CO / 30FEB92
Appendix C

Office Record
Class Advisor
Copy to:

PAGE

If more space is needed for Remarks, please attach additional

Signature/Date

Remarks:
Reviewed by Commanding Officer

Signature/Date

Remarks:
Reviewed by Executive Officer

Signature/Date

Remarks:
Reviewed by Battalion Advisor

Signature/Date

Higher Authority: I understand that I have the right to appeal to the next action of the Battalion Commanding Officer. I have been explained the action of the Battalion Commanding Officer.

Signature/Date

Recommended for:
Dismissed — Counciled by: PLT CDRA/CO CMDR
BECOM. MAST.
— REFFERRED TO BATTALION ADVISOR