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MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: EXPECTATIONS FOR FALL 2014 SEMESTER

1. NROTC UC Berkeley exists to develop midshipmen physically, mentally, and morally, so as to prepare them to lead sailors or Marines in the operating forces. All midshipmen should familiarize themselves with the expectations below, as these will guide our training in Fall 2014.

2. Decide, communicate, act. As future naval officers, our first responsibility is to make decisions. We are recruited and trained for the strength of our mind and will. From there, we must focus on communicating our decisions up and down the chain of command, and then executing our chosen course of action in order to accomplish our task.

3. Set the example. Our job is to lead. Sailors and Marines will look to you for leadership at all times. You must set the example that you wish your subordinates to follow.

4. Integrity. There are a few things that, once lost, can never be recovered. Integrity is one of them. If you lie to your sailors or Marines, you will irrevocably lose their trust. If you lie to your superiors, you will endanger their ability to make sound decisions. If you lie while a midshipman at NROTC UC Berkeley, you will be removed from the unit.

5. Know yourself and seek self-improvement. Our primary purpose at NROTC UC Berkeley is to train and better ourselves, so that we can serve as able leaders in the operating forces. Take every opportunity to better yourself, both inside and outside of NROTC.

J. P. BRITT
MEMORANDUM

From: MCO
To:   NROTC UC Berkeley

Subj: HONOR SQUAD GUIDELINES

1. An honor squad will be selected at the end of the Fall 2014 semester. This squad will be chosen based on performance in the events listed below. Their victory will be recorded on a plaque, which will memorialize the squad and squad leader that performed the best in Fall 2014.

2. The purpose of this competition is to engender a friendly rivalry between the squads of NROTC UC Berkeley, motivating the squads to perform to a high standard at training evolutions, and to provide a means of assessing the leadership of each squad leader.

3. Squads will be assessed physically in the following events: Final PRT/PFT, the endurance course, and the timed fartlek run.

4. Squads will be assessed mentally through the MCO inspection, Plt Cdr inspection, and the squad drill competition.

5. All events are equally weighted, and each squad will be ranked in their performance of each event. The honor squad will be the squad that performs the best in all events over the course of the semester.

J. P. BRITT
<table>
<thead>
<tr>
<th>COMMAND STAFF</th>
<th>1ST PLATOON</th>
<th>2ND PLATOON</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDSHIPMAN CO</td>
<td>MIDN 1/C BRITT*</td>
<td>PLT CDR MIDN 1/C LEE</td>
</tr>
<tr>
<td>IDSHIPMAN XO</td>
<td>MIDN 1/C BELL</td>
<td>PLT SGT MIDN 2/C ORMES</td>
</tr>
<tr>
<td>IPANY 1ST SGT</td>
<td>MIDN 1/C RIDENHOUR*</td>
<td>1ST SQUAD LEADER MIDN 4/C CARROLL</td>
</tr>
<tr>
<td>COMPANY GYSGT</td>
<td>MIDN 2/C MYERS</td>
<td>2 MIDN 2/C KIM</td>
</tr>
<tr>
<td>HEADQUARTERS</td>
<td>3 MIDN 2/C TWEED (PT)</td>
<td>3 MIDN 2/C HOPKINS</td>
</tr>
<tr>
<td>PERSONNEL/PAO</td>
<td>MIDN 1/C GINELLI</td>
<td>4 MIDN 2/C DAVISON</td>
</tr>
<tr>
<td>S: OPERATIONS</td>
<td>MIDN 2/C CHANG*</td>
<td>5 MIDN 2/C ARAKALI (PT)</td>
</tr>
<tr>
<td>N4: SUPPLY</td>
<td>MIDN 2/C ZELL</td>
<td>6 MIDN 3/C VANTERPOOL#</td>
</tr>
<tr>
<td>MO PLT CDR</td>
<td>MIDN 1/C HOLTSON* (PT)</td>
<td>7 MIDN 3/C KURGAN</td>
</tr>
<tr>
<td>SOR SERGEANT</td>
<td>MIDN 3/C CAJANDIG</td>
<td>8 MIDN 4/C MIX</td>
</tr>
<tr>
<td>TRAINING COB</td>
<td>MIDN 1/C SOLDAVINI</td>
<td>9 MIDN 4/C KASSNER</td>
</tr>
<tr>
<td>10 MIDN 4/C GALVAN</td>
<td>10 MIDN 4/C FUKUHARA*</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HC T/P</th>
<th>10</th>
<th>2ND SQUAD LEADER MIDN 3/C VALENCIA</th>
<th>2ND SQUAD LEADER MIDN 3/C PICKERELL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HC T/S</td>
<td>10</td>
<td>2 MIDN 1/C KLUMPRASERT</td>
<td>2 MIDN 1/C BAHADAR</td>
</tr>
<tr>
<td>DA</td>
<td>3 MIDN 2/C GALEANO</td>
<td>3 MIDN 2/C SANCHEZ*</td>
<td></td>
</tr>
<tr>
<td>sc = CMA</td>
<td>4 MIDN 2/C ADLER (PT)</td>
<td>4 MIDN 2/C CORTEZ</td>
<td></td>
</tr>
<tr>
<td>Berkeley</td>
<td>5 MIDN 3/C DEBENHAM</td>
<td>5 MIDN 3/C MOLINA</td>
<td></td>
</tr>
<tr>
<td>Davis</td>
<td>6 MIDN 3/C JONES</td>
<td>6 MIDN 3/C CAJANDIG</td>
<td></td>
</tr>
<tr>
<td>= Stanford</td>
<td>7 MIDN 4/C DONTOGAN*</td>
<td>7 MIDN 3/C ROMERO</td>
<td></td>
</tr>
<tr>
<td>The Option</td>
<td>8 MIDN 4/C HINOJOSA#</td>
<td>8 MIDN 4/C HUSON</td>
<td></td>
</tr>
<tr>
<td>Age Program</td>
<td>9 MIDN 4/C LOWERY</td>
<td>9 MIDN 4/C PEDROZA*</td>
<td></td>
</tr>
</tbody>
</table>

| Late Arrive | 1ST PLT T/P 21 | 1ST PLT T/S 21 | 2ND PLT T/P 21 | 2ND PLT T/S 21 |
II. Academic Regulations

Ref: NROTCUUCBINST 1533.6P

Academic Standards – From Midshipman Regulations, Chapter 3

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>Course</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 (calculus based)</td>
<td>6/9 units</td>
<td>4/C, 3/C, or 2/C</td>
<td>Scholarship, Navy Option Only</td>
</tr>
<tr>
<td>College Algebra (or higher math)</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>Physical Science</td>
<td>3/4.5 units</td>
<td>Any</td>
<td>College Program, Navy Option only</td>
</tr>
<tr>
<td>American Military History/National Security Policy</td>
<td>3/4.5 units</td>
<td>Any</td>
<td>Scholarship, Navy and Marine Option</td>
</tr>
<tr>
<td>Computer Science</td>
<td>3/4.5 units</td>
<td>Any</td>
<td>College Program and Scholarship, Navy Option Only</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></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>NS 10</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></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>2/C</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.

1. 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:
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.
NAVAL ROTC UNIT UC BERKELEY
EQUIVALENT COURSES

Marine Option midshipmen are required only to complete the American Military History and National Security Policy requirement. Scholarship Navy Option midshipmen must complete all requirements on this list. See your advisor for additional information.

The following is a list of approved courses. If there is a course you would like to see added to this list, submit a request chit to your academic advisor.

**CALCULUS**

- This requirement can be fulfilled with AP credit. (Restrictions apply. See your academic advisor for more information)

<table>
<thead>
<tr>
<th>UC BERKELEY 6 UNITS</th>
<th>STANFORD 9 UNITS</th>
<th>CAL MARITIME 6 UNITS</th>
<th>UC DAVIS 9 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math 1A(M)/(H)1B(M)</td>
<td>Math 19/20/21</td>
<td>Math 210/211</td>
<td>Math 16A/16B/16C</td>
</tr>
<tr>
<td>Math 16A/16B</td>
<td>Math 41/42</td>
<td>Math 200/201</td>
<td>Math 21A(H)/21B(H)/21C(H)</td>
</tr>
<tr>
<td>Math (H)53(M),(H)54(M)</td>
<td>Math 51(H),52(H),53(H)</td>
<td>Math 212,215</td>
<td>Math 21M/21C(H)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Math 21D,22A,22B</td>
</tr>
</tbody>
</table>

*Midshipmen are required to take all courses in a given series. Series are noted with ‘/’, as in Math X/Y/Z. In this instance, the student must take Math X, Y, and Z to meet the requirement.

**Courses noted with parenthetical designations are optional. For example, Math (H)1B(M), either Math 1B, H1B, or 1BM meets the requirement.

**PHYSICS**

- This requirement can be fulfilled with AP credit.

<table>
<thead>
<tr>
<th>UC BERKELEY 6 UNITS</th>
<th>STANFORD 9 UNITS</th>
<th>CAL MARITIME 6 UNITS</th>
<th>UC DAVIS 9 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phys(H)7A/(H)7B/(H)7C</td>
<td>Phys 51/53/55</td>
<td>Phys 200/205/210</td>
<td>Phys 7A/7B/7C</td>
</tr>
<tr>
<td>Phys 8A/8B</td>
<td>Phys 61/63/65</td>
<td></td>
<td>Phys 9A/9B/9C/9D</td>
</tr>
</tbody>
</table>

See notes * and **, paragraph 1.

**AMERICAN MILITARY HISTORY AND NATIONAL SECURITY POLICY**

- This requirement cannot be fulfilled with AP credit.

<table>
<thead>
<tr>
<th>UC BERKELEY 3 UNITS</th>
<th>STANFORD 4 UNITS</th>
<th>CAL MARITIME 3 UNITS</th>
<th>UC DAVIS 4 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS 120A</td>
<td>HIST 252</td>
<td>His 100</td>
<td>His 174B/C/D</td>
</tr>
<tr>
<td>PS 124A</td>
<td>HIST 103E</td>
<td>His 101</td>
<td>Pol 3</td>
</tr>
<tr>
<td>MA 20*</td>
<td>HIST 103G</td>
<td>His 200</td>
<td>Pol 120</td>
</tr>
<tr>
<td>MA 120</td>
<td>HIST 204G</td>
<td>His 300</td>
<td>Pol 121</td>
</tr>
<tr>
<td>MA 121</td>
<td>HIST 158</td>
<td>BUS 110</td>
<td>Pol 130</td>
</tr>
<tr>
<td>MA 123</td>
<td>MS&amp;E 193 or 293</td>
<td>GMA 100</td>
<td>Pol 131</td>
</tr>
<tr>
<td>MA 145A</td>
<td>PS 134A</td>
<td>GMA 310</td>
<td>Pol 132</td>
</tr>
<tr>
<td>MA 154*</td>
<td>PS 138</td>
<td></td>
<td>Pol 190</td>
</tr>
</tbody>
</table>
*Marine Option midshipmen may not use MA 20 and MA 154 to satisfy the Military History/National Security requirement.

**ENGLISH**

- **AP CREDIT INFORMATION:** AP credit may be used to fulfill up to three (3) units of the NROTC English requirement (for ALL schools), provided your scores meet the criteria set forth by your particular university/college (Letters and Science, Engineering, Environmental Sciences, etc.).

- Courses that satisfy the NROTC English requirement MAY NOT satisfy the English requirement of individual majors. For example: at UC Davis, English 104B meets the English requirement in the College of Letters and Science but NOT in the College of Engineering. If possible, plan courses so that they fulfill both NROTC and degree requirements.

See notes * and **, paragraph 1.

<table>
<thead>
<tr>
<th>UC BERKELEY 6 UNITS</th>
<th>STANFORD 6 UNITS</th>
<th>CAL MARITIME 6 UNITS</th>
<th>UC DAVIS 6 UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any course which satisfies either half of the R&amp;c requirement for students in the College of Letters and Science (all R1A and R1B, R4A and R4B, R5A and R5B-designated courses)</td>
<td>AMSTUD 150</td>
<td>English 100, 200, 300, 305, 310, 320, 325, 330</td>
<td>African American Studies 152, 157</td>
</tr>
<tr>
<td>Comparative Literature 30B</td>
<td>CLASSGEN 12</td>
<td></td>
<td>Asian American Studies 130</td>
</tr>
<tr>
<td>English (All Offerings)</td>
<td>COMPLIT (All Offerings)</td>
<td></td>
<td>Chicano Studies 154, 156</td>
</tr>
<tr>
<td>Linguistics 5/5W</td>
<td>DRAMA 53, 150</td>
<td></td>
<td>Classics 10, 15, 140, 141, 142, 143</td>
</tr>
<tr>
<td>Slavic R37W, 45, 46, 132, 133, 134(A)(C)(D)(E)(F), 181</td>
<td>FREGEN 47Q, 181</td>
<td></td>
<td>Comp Lit (All Offerings)</td>
</tr>
<tr>
<td>South Asian C122, C124, 129</td>
<td>GERGEN 121N, 181, 300</td>
<td></td>
<td>English (All Offerings)</td>
</tr>
<tr>
<td>Theater C107, C108</td>
<td>ITALGEN 166E, 181</td>
<td></td>
<td>Native American Studies 5</td>
</tr>
<tr>
<td>Rhetoric (All Offerings)</td>
<td>SLAVGEN 123, 135, 151, 155, 156</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UGIS 44A, 44B, 44C, 55A, 55B</td>
<td>PWR (Writing and Rhetoric) 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Studies R20W</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**CULTURAL STUDIES**

- **INTENT:** In order to improve the cultural awareness of future Naval Officers, midshipmen will now take a course focusing on regional studies, regional history, world culture, and/or world religions. Appropriate courses should focus on nations in any of the following regions: the Middle East, East Asia, Southeast Asia, former Soviet states, Latin America or the Third World.

- **NOTES:**
  - This requirement cannot be fulfilled with AP credit.
This requirement is applicable only to those midshipmen who have not already completed their Computer Science requirement as of December 2005.

<table>
<thead>
<tr>
<th>UC BERKELEY</th>
<th>STANFORD</th>
<th>CAL MARITIME</th>
<th>UC DAVIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 UNITS</td>
<td>4 UNITS</td>
<td>3 UNITS</td>
<td>4 UNITS</td>
</tr>
<tr>
<td>Near Eastern Studies (All Offerings)</td>
<td>RELIGST 11, 12, 14, 16, 18, 55, 56, 107, 108, 120</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Southeast Asian Studies 137, 141, C186, C141B/C</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
--CMA ONLY--

The following is a list of courses offered at the California Maritime Academy the midshipmen may take in place of Naval Science Courses. The Naval Science (NSC) classes are led by active duty Naval Officers, who serve as instructors/Officers in Charge for the United States Navy Reserve/Merchant Marine Reserve Unit. The curriculum is prepared by CNET.

In order to enroll in one of these courses, midshipmen must:
A) Submit a chit and gain approval from the CO.
B) Ensure that the course will not place them on Drill Conflict (DC) status.
C) Demonstrate that enrolling in the NSC course will not delay their graduation.

CMA Course                                         Equivalent Berkeley Course

Naval Science for the Merchant Marine Officer (MMO)   NS1
NSC 100

Leadership, Ethics and Naval Science for the MMO     NS412
NSC 400

Navigation (For Engineers)                           NS12A
NSC 315

Navigation I                                         NS12A
NAU 100

Marine Engineering                                   NS10
NAU 120

Introduction to Marine Engineering/Lab               NS10
EPO 120/EPO 120L

--UNIT STAFF ONLY--

COMPUTER SCIENCE

> Only applicable to those not required to take a Cultural Studies course (those who have completed the Computer Science requirement as of December 2005).

<table>
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See note * in paragraph 1
III. Midshipman Physical Readiness Program

MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: MIDSHIPMAN PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1F
     (b) COMNAVRESFORINST 6110.2A
     (c) ALLNAVRESFOR 00/19
     (d) CNETINST 1533.12F (NROTC Regulations)

1. An essential component of the mission of the NROTC program is to ensure a satisfactory level of physical fitness and appearance in each Midshipman. Physical fitness is also important in the following respects:

   a. General Health and Wellness: Making exercise a lifelong habit develops discipline and helps maintain a higher quality of life.

   b. Operational Readiness: As commissioned officers, individuals may find themselves in high stress training or combat situations. Exercise can help individuals cope with stress in a healthy fashion. In addition, minimum physical standards exist for many career options in the Naval Service.

   c. Setting the Example: The mission of the NROTC program is to train college Midshipmen to become officers and leaders in the United States Naval Service. As such, each Midshipman is expected to set a good example of physical fitness to prepare them for the fleet.

2. Policy

   a. Consequences for PFA/PRT Performance:

      (1) **Good-Low** or above: A score of “Good-Low” or above constitutes the minimum physical standards in order to be commissioned as an officer.

      (2) **Outstanding-Medium** or above: Midshipmen who score “Outstanding-Medium” or above on the PRT are eligible to wear the Physical Fitness Excellence ribbon.

      (3) **Satisfactory**: Midshipmen scoring in the “Satisfactory” range (passing but not achieving “Good-Low”) will receive a letter of probation and are required to participate in the Fitness Enhancement Program (FEP). First-class midshipmen who score below “Good-Low” will be placed on LOA and must achieve at least “Good-Low” prior to commissioning. Note that while on LOA, one does not receive scholarship or stipend benefits.
MIDSHIPMAN PHYSICAL READINESS PROGRAM

(4) Failure: Midshipmen who fail to meet PRT standards for the first time will receive a letter of probation and are required to participate in the Fitness Enhancement Program (FEP). Subsequent failure will result in a Performance Review Board (PRB), which may result in the midshipman being placed on LOA. Note that while on LOA, one does not receive scholarship or stipend benefits. Failing a third time will result in another PRB, which may result in disenrollment and loss of scholarship.

(b) Fitness Enhancement Program (FEP):

(1) Purpose: The FEP is designed to aid Midshipmen in improving their physical fitness.

(2) Applicability: FEP is mandatory for Midshipmen who score “Satisfactory” or below on the PRT. In accordance with references (a) through (d), Midshipmen who pass the PRT with a score of “Good-Low” or above will not be required to perform mandatory PT outside of Leader Development Training (LDT). However, in order to maintain and improve physical fitness as well as set the example for other Midshipmen, all Midshipmen are expected to constantly improve their own physical standing.

(3) Implementation: The Company Gunnery Sergeant will coordinate with the Midshipman’s Chain of Command in order to establish an exercise regime which corrects any existing deficiencies. In addition, inventory PRTs may be conducted periodically in order to track an individual’s progress.

J. P. BRITT
Swimming Requirements

MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: SWIMMING REQUIREMENTS

Ref: NROTCUCBINST 1533.6P (03 NOV 09), Midshipman Regulations
CNET 1552/16, Navy Swimming and Water Survival Instructor’s Manual

Swimming Requirements – from MIDN Regulations, Chapter 4

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.

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.

Swim Tests – As Summarized from the Navy Swim Manual

1. Third Class Swimmer Test

   a. Abandon Ship Jump

      (1) Body Position: Waist must be straight; head held with the neck straight, eyes staring forward.

      (2) Arms: Arms must be crossed with the hand of the arm closest to the chest pinching the nose with thumb and forefinger and the little finger positioned on the bottom of the jaw beneath the chin. The hand of the arm furthest from the chest grasps the biceps and triceps of the opposing arm.

      (3) Legs: Legs must be straight and crossed at the ankles.

   b. 50-yard swim

      (1) Swimmers must complete distance without stopping.
MIDSHIPMAN PHYSICAL READINESS PROGRAM

(2) Any combination of strokes is acceptable.

(3) Standards for strokes are fairly lax; in most cases any kick is acceptable.

(4) Swimmers must appear comfortable when swimming prescribed distance.

c. 5 Minute Prone Float

(1) **Body Position:** Any face down posture is acceptable.

(2) **Arms and Legs:** Any arm or leg action is acceptable, with no forward or backward swimmer movement.

(3) **Breathing:** Swimmer must inhale from the mouth and exhale from the mouth and nose. Breathing should be slightly above resting rate (approximately 20 breaths per minute). Breathlessness, gasping, erratic breathing or swallowing water is unacceptable.

(4) **Coordination:** Swimmer’s arm and leg actions must keep him/her on the surface at all times. Swimmer must stay in the general starting location; excessive forward or backward movement (swimming) is unacceptable. Swimmer must appear safe, calm, and relaxed.

d. Shirt and Trouser Inflation

(1) **Shirt Inflation:** Swimmer must stay at the surface. Back of shirt must contain a “bubble” of air.

(2) **Trouser Removal:** Swimmer must stay near the surface. Struggling and sinking is unacceptable.

(3) **Trouser Inflation:** Swimmer must stay on the surface at all times (except blow method). Any method to fill trousers is acceptable. Trousers must be filled sufficiently so the swimmer can float motionless.

2. Second Class Swimmer Test

a. 100 Yard Swim Test

(1) Accomplished without resting on the sides.

(2) 25 yards each of Crawl, Breast, Side, and Elementary Back strokes, in that order.

(3) More rigorous standards for strokes; appropriate kicks, etc. must be used.

(4) Swimmer must appear comfortable when swimming prescribed distance.
SWIMMING REQUIREMENTS

b. 5 Minute Prone Float, Transition to Back Float

(1) Immediately after 100-yard test without holding on the edge of the pool.

(2) More rigorous standards for float:

i. **Body Position**: Prone.

ii. **Arms**: Arms bent at the elbows, sculling only as needed to lift the head for breathing and to maintain the body at the surface. No forward or backward swimmer movement allowed.

iii. **Kick**: Kicking should be performed only as necessary to keep the body at the surface. No forward or backward swimmer movement allowed.

iv. After 5 minutes has elapsed, transition to back float before exiting the water.

3. CNET 1552/16 requires a lifeguarding certification in order to qualify as a swimmer, first class. Contact your chain of command or the Athletics Officer for more information.

J. P. BRITT
### TABLE 1

**PHYSICAL FITNESS ASSESSMENT (PFA) TABLES**

**MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE**

<table>
<thead>
<tr>
<th>Men Maximum Weight (pounds)</th>
<th>Member’s Height (inches with fractions rounded up to nearest whole inch)</th>
<th>Women Maximum Weight (pounds)</th>
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### TABLE 2

**PRT STANDARDS FOR MALES**

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

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<th>Performance Level</th>
<th>Points</th>
<th>Curl-ups</th>
<th>Push-ups</th>
<th>1.5-mile run</th>
<th>500-yd swim</th>
<th>450-m swim</th>
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**Males: Age 17-19 years**

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**Males: Age 20-24 years**

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**Females: Age 17-19 years**

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**Females: Age 20-24 years**

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**Females: Age 25-29 years**
IV. Special Request/Authorization (Chits)  

MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: SPECIAL REQUEST/AUTHORIZATION (CHITS)

Encl: (1) Sample Special Request/Authorization Chit

1. Chits are available online on the unit website (http://navyrotc.berkeley.edu). Chits must be used in order to be excused from mandatory unit activities, including Leader Development Training (LDT) days. They are also used to request permission to arrive late or to go on Leader Development Training Absence (LDA). If you’re not sure you need a chit to be excused from an event, consult your chain of command. If you only need to miss your Naval Science class, you can discuss the matter with your Naval Science professor without submitting a chit.

2. Chit Procedure (see enclosure 1)
   a. Fill out the top part of the chit using Microsoft Word at least two weeks before the date for which you are requesting to be excused. If you are requesting Leader Development Training Absence or a Late Chit, the paperwork should be submitted before the end of the prior academic term.
   
   b. Squad Leaders review the chit for correctness but do not sign; note that in urgent cases, squad members can email their Platoon Commander directly, but they must also cc their Platoon Sergeant and Squad Leader.
   
   c. Platoon Commanders and above “sign” in the space provided using the “/s/ MIDN NAME” convention. Indicate on the left whether the request is approved or not, and give any amplifying reasons in the box provided.
   
   d. Once approved or disapproved by the MCO (or MXO), the chit will be sent to the Assistant Marine Officer Instructor for review. Once approved or disapproved by the XO (or CO), the individual will be informed via their Chain of Command.

3. In an emergency, a chit submitted less than two weeks before the requested date must be expedited up the Chain of Command. Note that any Midshipman who does so without a good excuse will be subject to counseling and disciplinary action.

J. P. BRITT
SPECIAL REQUEST/ AUTHORIZATION

PRIVACY ACT STATEMENT
The authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for some special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information might result in delay in response to or disapproval of your request.

| NAME (Last, First, Initial, Email) |  |
| COMPANY, PLATOON, SQUAD (e.g. A-1-2) |  |
| DATE (DD MMM YYYY) |  |
| ADVISOR NAME |  |

REQUEST:

BY SUBMITTING THIS FORM YOU HEREBY ACKNOWLEDGE ALL INFORMATION TO BE ACCURATE AND TRUTHFUL

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| Approving Authority |  |

☑ Approved ☐ Disapproved
Counseling Chits

MEMORANDUM

From: Company 1st Sergeant
To: NROTC UC Berkeley

Subj: COUNSELING CHITS

1. Counseling Chits will be defined as any document presented to a Midshipman that offers an evaluation of his/her performance or conduct. Note that these can be either Favorable or Unfavorable in presentation and will be used to offer the active duty staff further insight on a Midshipman to use when determining his/her Military Aptitude grade.

2. Counseling chits can only be assigned by Platoon Sergeants and above. Directorate heads will not be directly involved in the chitting process, but may offer recommendations based on their observations during any training or instructing evolution. Anyone issuing a chit is expected to inform the Midshipman before sending it up the Chain of Command.

3. Only the Command Staff and Platoon Commanders are authorized to issue Formal Chits. These should be reserved only for situations the individual thinks needs to be addressed by the active duty staff.

4. Within the Platoons, Counseling Chits will go straight to the Platoon Sergeant, then to the Platoon Commander, and finally to Company 1st Sergeant. Chits for Marine Options at MO SEM will follow the same Chain of Command for that day's evolution.

5. Directorate Heads will have their chits sent to MXO then to Co1stSgt.

6. Company 1st Sergeant will screen and evaluate all chits to determine if it should be passed up to MCO and on to the active duty staff. Otherwise, the chit will stop with Co1stSgt and be stored and documented so that at the end of the semester they can be given to the staff to help determine Military Aptitude grades.

7. Essays will be assigned for any circumstance an individual thinks does not warrant a Counseling Chit, but still needs to be addressed. Only Platoon Sergeants and above are authorized to issue an essay to a Midshipman.

8. Unless otherwise specified, they will all be 300 words, typed and addressed to the person who issued it. There will be a limit of 2 essays per week, and it is up to the Midshipman receiving the essay to honestly inform anyone if they have been assigned more than that. DO NOT VIOLATE YOUR INTEGRITY OVER AN ESSAY. Essays will be due at the start of LDT the next Thursday in the mailbox of the person who assigned the essay.

M. C. RIDENHOUR
MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: ILLNESS ON A LEADER DEVELOPMENT TRAINING DAY

1. Inform your Chain of Command about any illness; however, occasionally Midshipmen fall ill on a Leader Development Training (LDT) day. If you are ill on a LDT day and cannot make it to LDT, you must do the following:

   a. Inform your Chain of Command as quickly as possible. Call and e-mail your immediate superior explaining your situation.

   b. Inform any subordinates under you and assign individuals to fill in positions as needed.

2. A Doctor’s note explaining the illness should be obtained as soon as possible in order to turn in the following week along with a Chit request form. If it is discovered that a Midshipman has lied about an illness to miss LDT, it is considered an integrity violation and serious consequences will result.

J. P BRITT
MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: PASSING WORD TO THE COMPANY VIA EMAIL

1. If you need to pass word to the Company via email, follow these guidelines.

   a. Always Start Early: Try to give the Midshipmen at least a week to respond.

   b. Indicate in the Subject whether it is “RESPONSE REQUIRED” or “RESPONSE OPTIONAL”

      (1) If it is response required, Midshipmen are to report via their Chain of Command or to the appropriate contact indicated in the email.

      (2) If it is response optional, have Midshipmen email or call you directly.

      (3) If you only need to hear back from just a few Midshipmen, contact them directly.

   c. Include your email address in the memo.

   d. Include a deadline for responses: If it is a “RESPONSE REQUIRED” email, after the deadline has elapsed, obtain a list of who hasn’t responded. You and/or those Midshipmen’s Chain of Command need to contact them to get answers.

   e. Minimize attachments: Many Midshipmen have difficulty opening attachments; often they can be avoided by placing information directly in the message body.

   f. Send your completed email in Proper Memo Format to the MXO to be sent out to the company: Include in your email your reasoning for sending out the email.

   J. P. BRITT
MEMORANDUM

From: N1
To: NROTC UC Berkeley
Via: MXO

Subj: COMPANY ROSTER – RESPONSE REQUIRED

Encl: (1) COMPANY ROSTER.xcl

1. Good afternoon company. Please open the enclosed excel document and check all your personal information. Your phone number, email address, major, school, and option should be indicated.

2. If any of the information is incorrect, contact me directly at schmuckatelli@berkeley.edu.

Very respectfully,

A. B. Schmuckatelli
MIDN 2/C USNR
N1 Directorate Head
MEMORANDUM

From: MIDN 1/C SCHMOE
To: NROTC UC Berkeley
Via: MXO (use this if you are sending your memo through someone in your chain)

Subj: PROPER MEMO FORMAT (use all capital letters)

Ref: (a) SECNAVINST 5216.5D (use this line if you refer to an official document)

Encl: (1) Figure 2-1. Standard Letter -- First Page
      (2) Figure 2-2. Standard Letter -- Second Page
      (3) Figure 2-19. Plain-Paper "From-To" Memorandum

1. This example shows how memos should be formatted within the battalion. It conforms to the standards for Department of the Navy memoranda set forth in reference (a). Official examples are included as enclosures (1), (2), and (3). If you use a reference or have enclosures, you should mention them in the body of the memo as in the previous sentence.

2. Margins
   a. Have one inch margins on all sides.
   b. When you use subsections like this, take four spaces in from the margin before the first letter. Let the following lines carry down to the margin. Skip a line between sections as I have done here.
      (1) If your memo has paragraphs with different subjects, you can set them apart by underlining the subject at the beginning of the paragraph as I did for this one.
      (2) There are eight spaces between the margin and the (. There is only one space between the ) and the first letter.
   c. There are two spaces between the period after the letter and the first letter of the sentence.

3. There are other guidelines you need to follow.
   a. Don't start a new paragraph (a new numbered section) at the bottom of the page unless you can carry at least two lines over to the next page.
   b. Don't number the first page, but number the second and later pages in the bottom center of those pages.

5. If you have more than one page, on the first line of the following pages you need to write the subject again in all capital letters and then skip a line before continuing the memorandum.
PROPER MEMO FORMAT

6. You will notice that this memo is not signed with "Respectfully" or any other salutation. Superiors writing to subordinates and peers writing to one another do not need to use salutations, only the first two initials and last name in all capital letters. Subordinates writing to superiors, however, should write "Very respectfully," after skipping one line after the last paragraph. Three lines should be skipped after the salutation before writing the first two initials and last name in all capital letters. Salutations and names should begin at the center of the page.

7. Use the "Copy to:" section if copies of your memo need to go to people other than those in the "To:" section. You would use this if someone were getting your memo only for informational purposes. For instance, if you were working on a project with another squad, you might send a memo to your platoon commander and send a copy to the other squad leader to keep him/her informed. This will probably be used rarely.

8. This information is taken from the Naval Correspondence Manual, reference (a). You can look at it in the Admin Office or download it from the battalion website if you have specific questions.

Very respectfully,

(Three blank lines here if you are going to print it out, otherwise don't skip this line)

J. M. Schmoe
MIDN 1/C USNR

(Title, if applicable)
Special Request Chit Guidelines

MEMORANDUM

From: MXO
To: NROTC UC Berkeley

Subj: SPECIAL REQUEST CHIT GUIDELINES

1. The following information outlines the special request chit policies for the Fall 2014 Semester.

a) Leadership Development Training Absence

   • In situations where a Midshipman needs to be absent from Leadership Development Training on Tuesday and/or Thursday due to a class conflict, they may submit a chit request.
   • The following guidelines need to be followed:
     o Fill out a chit form respectfully requesting to be on LDA; state reasons.
     o Support reasons with appropriate documents such as:
       ▪ Class schedule
       ▪ 4 Year Plan
       ▪ Recommendation from student advisor to take the class in order to stay on track to graduate
       ▪ Include details of whether on late arrival or full LDA
     o Send chit form to direct chain of command:
       ▪ Squad bodies → Squad Leaders → Platoon Sergeant → Platoon Commander → MCO → MCO/MXO Review → Active Duty Staff
       ▪ Headquarters Staff → MXO → MCO/MXO Review → Active Duty Staff

b) Morning Physical Training Absence

   • In situations where a Midshipman has an exam in a morning class (0600-1200), they may request to be excused from Physical Training in order to ensure maximal performance on said exam.
   • The following guidelines need to be followed:
     o Fill out a chit form respectfully requesting to be on LDA; state reasons.
     o Support reasons with appropriate documents such as:
       ▪ Class schedule
       ▪ Syllabi with highlighted class meeting time and exam date
     o Send chit to PT pipeline:
       ▪ Midshipman → PT Coordinator → Co. GySgt → MXO → MCO/MXO Review

c) Uniform Chits
In situations where a Midshipman needs to be excused from wearing the Uniform of the Day on Leadership Development days, they may submit a chit request.

The following guidelines need to be followed:
- Fill out a chit form respectfully requesting to be excused from wearing the Uniform of the Day; state reasons.
- Support reasons with appropriate documents such as:
  - Class schedule
  - Work schedule
  - Misc. reasons that warrant a chit
- Send chit to direct chain of command (outlined in section a).

**d) Light Duty Requests**

- In situations where a Midshipman needs to be put on Light Duty due to injury or other physical ailments, they may submit a chit request.
- The following guidelines need to be followed:
  - Fill out a chit form respectfully requesting to be put on light duty; state reasons.
  - Support reasons with appropriate documents such as:
    - Doctor’s Note stating injury and how long Midshipman needs to be on light duty
    - Documentation of any prescribed medication
  - Send chit to direct chain of command for LDT (outlined in section a).
  - Send chit to PT pipeline for morning PT (outlined in section b).
  - Send medication documentation to LT Advisor to put in Medical Record.

**2) Chit Feedback**

- Feedback on chit progress can be monitored via your Chain of Command.
- Midshipmen should not assume that their chit requests are automatically approved. They need to check the Chit Monitoring System Google Doc to see whether their chit was approved or not.
- Chits should be sent up at least 2 weeks in advance of the date they make the request for, unless there exist extenuating circumstances where the Midshipman absolutely could not send up the request in time.
- It is the responsibility of the Midshipman and those in the Chain of Command to ensure that chits are sent up in a timely manner. Chit requests may be subject to automatic denial if sent up late.
- If chits are not approved in the time the Midshipman needs, the Midshipman must assume that their request is denied.
V. Protocol

Behavior Toward Other MIDN

At the Unit on LDT Days
- Arrive with ample time to change into appropriate uniform (if applicable).
- Be in the appropriate uniform and ready to fall in by 1345.
- Address MCO, MXO, Directorate Heads, and Platoon Commanders as “sir” or “ma’am”.
- Address active duty staff officers as “sir” or “ma’am”.
- Address the Assistant Marine Officer Instructor by their rank.
- Midshipmen below the rank of Platoon Sergeant should stay out of the wardroom 30 minutes before fall-in unless absolutely necessary.
- Ensure your immediate superior knows where you are at all times in order to maintain accountability.
- Maintain appropriate locker room and wardroom cleanliness. This includes locking up all valuables and gear.

At the Unit Any Other Day
- Wear appropriate civilian attire (ACA).
- Show proper respect and military courtesies towards other Midshipmen and the unit staff.
- Observe grooming standards (e.g. haircuts, shaving).
- Maintain appropriate locker room and wardroom cleanliness.

At an NROTC Function Other than LDT
- Arrive in a timely manner in the appropriate uniform of the day (UoD).
- Be prepared to execute the plan of the day fifteen minutes before the time listed on the POW.

On Campus
- You are a college student first on campus. Thus, it is not necessary or desirable that you refer to other Midshipmen as “sir” or “ma’am”. “Mr/Miss X” is an acceptable option.
- You should continue to treat other Midshipmen with respect, and be aware that any violations of university policies could jeopardize your scholarship. You are a Midshipman in and out of uniform, representing NROTC UC Berkeley, as well as the United States Naval Service. Your behavior reflects on the service you represent, so ensure you maintain a high degree of maturity and professionalism.

Off Campus
- Behave safely and responsibly.
- Any violation of the law can jeopardize your scholarship.
On the Telephone
When calling another Midshipman about unit-related business:
- Give the proper greeting of the day and introduce yourself.
- Once speaking, use the proper courtesy that your relationship requires.

In Emails
- Write the proper greeting of the day followed by the recipient’s title in the first line.
- Write the body of the email in the same manner as a normal business email; there is no need to write in Proper Memo Format.
- Close the email with “Very respectfully,” when writing to a higher-ranking MIDN or higher class MIDN.

Behavior Toward Officers (including MIDN officers and 1/C MIDN)

Passing or Addressing an Officer [Indoors/Uncovered/Not in Uniform]
- Unless the officer is busy, greet with “Good (morning/afternoon/evening), (sir/ma’am)”.
- Do not salute indoors or when uncovered.

When Seated (unit staff only)
- When an officer passes or addresses you, stand and greet appropriately.
- If the same officer passes you again, you do not have to stand.
- 4/C Only. Apply these standards to Midshipman officers as well.

Passing or Addressing an Officer [Outdoors/In Uniform]
- Hand salute at a distance of six to ten paces, while continuing to walk as before (Only when covered; do this regardless of how officer is dressed).
- Greet with “Good morning/afternoon/evening), (sir/ma’am)”
- If the officer is in uniform, the Midshipman’s salute will be dropped only after the officer’s salute has been returned. Otherwise, the Midshipman’s salute will be dropped after the officer returns a greeting.

In Transport
- Act with the utmost courtesy towards officers while in transport with them.
- Maintain a low conversational tone.

On the Telephone
- Render the proper greeting of the day and give your name (e.g. “Good afternoon, sir. This is Midshipman 4/C Schmuckatelli”).
- Continue to observe proper protocol (e.g. refer to officers as “sir/ma’am”).
In Emails

- There is not a formal format for emails sent to officers.
- Address the officer by title and last name (e.g. “LT Schmidt”) or sir/ma’am (e.g. “Good afternoon sir,”) in the first line of the email.
- Sir/ma’am does not need to be written after sentences in the email as it would be used verbally; write as you would in a normal business email.
- Close the email with “Very respectfully, (skip a line) MIDN class last name.”

Behavior Toward Enlisted Staff Members

Same standards as towards officers, except:

- Do not salute.
- Address by rank (e.g. “Gunnery Sergeant,” “Chief”), not “sir/ma’am.”

Entering and Exiting a Staff Member’s Office

All Midshipmen
1. Make sure the staff member is not on the phone or meeting with someone else.
2. Knock three times, render the proper greeting of the day, and request permission to enter while at POA.
3. Remain standing at POA outside the office until given permission to enter.
4. When, and only when, permission to enter is granted, smartly center yourself on the staff member’s desk and resume POA.
5. If you were summoned by the staff member, state “Midshipman class, last name reporting as ordered, staff member’s title”
6. Otherwise, state your business, then follow any instructions given by the staff member (e.g. “At ease” or “Take a seat”).
7. When you have completed your business, if not told to “carry on,” center yourself on the staff member’s desk at POA and state the proper greeting of the day, and take your leave.
MEMORANDUM

From: MCO
To: NROTC UC Berkeley

Subj: EXPLANATION OF INSPECTION SCORE SHEET

1. This memo explains how each of the items on the Inspection Score Sheet is to be evaluated by inspectors. An inspector should fail a Midshipman for a missing item, including insignia, or for gross negligence such as a clear lack of effort in uniform or knowledge preparation or repeated problems in the same area(s). Failed Midshipman will be awarded 0 points and subject to remediation as determined by his or her Chain of Command. The rest of this memo goes into more detail on the criteria for each inspection item.

2. Uniform: Each section in the uniform portion should be evaluated based on the following criteria, with the point deduction for a hit being up to the inspector, but usually 5 points each:

   a. Maintenance of Cover: Dirt, IPs, wrinkles, smudged bill on combination cover, or other signs of neglect should result in a hit.

   b. Insignia on Cover: Improper placement of anchor on garrison cover, “smiling” of band on combination cover, eagles not “flying” on combination cover, or Midshipman’s name, class, and last four of their SSN not inside of the cover should result in a hit.

   c. Haircut: Hair not being within Navy regulations should result in a hit.

   d. Shave or Earrings: Males’ shaves and females’ wear of earrings not being within Navy regulations should result in a hit. Includes sideburn length for males.

   e. Fit of Shirt: Improper fit of shirt (jacket for SDBs) should result in a hit, including improper sleeve length.

   f. Press of Shirt: A shirt (jacket for SDBs) that is wrinkled or lacks military creases should result in a hit.

   g. Maintenance of Shirt: Dirt, IPs, or other signs of neglect on a shirt (jacket for SDBs) should result in a hit.

   h. Insignia on Shirt: Improper placement of nametag, ribbons, or class/rank insignia should result in a hit. Lacking military ID stowed with eagle facing out in left breast pocket should also be a hit.

   i. Belt and Buckle: Belt worn in the wrong direction, scratched or tarnished brass, and lack of “brass on brass” or proper length for Marine Options should result in a hit.
EXPLANATION OF INSPECTION SCORE SHEET

j. Military Alignment and Tuck or Necktie: For khakis and summer whites, lack of proper military alignment (“gig line”) and tuck of shirt using shirt stays should result in a hit. For SDBs, improper knot and wear (no knot for females) of necktie should result in a hit.

k. Fingernails and Hands: Fingernail length not meeting Navy regulations or dirty fingernails or hands should result in a hit.

l. Fit of Trousers: Trousers not fitting according to Navy regulations, especially in length, should result in a hit.

m. Press of Trousers: Trousers having wrinkles or lacking proper creases should result in a hit.

n. Maintenance of Trousers: Dirt, IPs, or other signs of neglect on trousers should result in a hit.

o. Shoes: Shoes lacking a proper shine, having scratches or scuffs, and lacking edge dressing should result in a hit.

3. Bearing: Inspectors will score every Midshipman on his or her bearing throughout the inspection on a 10-point scale. Points should be deducted for the use of the personal pronoun, failure to include the inspector’s title in a response, and poor physical and verbal carriage.

4. Knowledge: Inspectors may ask Midshipmen questions about the Chain of Command, Navy and Marine Corps rank structure, Leadership Traits, Leadership Principles, General Orders of a Sentry, or anything else they deem appropriate. Midshipmen will be evaluated on their answers by the inspector.

J. P. BRITT
Gouge

Mission of NROTC Program
The NROTC Program was established to develop midshipmen mentally, morally and physically and to imbue them with the highest ideals of duty, and loyalty, and with the core values of honor, courage and commitment in order to commission college graduates as 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.

Goals of the NROTC Program
The primary objectives of the NROTC Program are to provide NROTC students with:

- A strong sense of personal integrity, honor and individual responsibility.
- An understanding of the fundamental concepts and principles of Naval Science.
- A basic understanding of the associated professional knowledge.
- An appreciation of the requirements for national security.
- An educational background which will allow the midshipman to undertake successfully, in later periods of his or her career, advanced or continuing education in a field of application and interest to the United States Armed Services.
- A high state of physical fitness for the purposes of health and performance

Naval Mission
The mission of the Navy is to maintain, train and equip combat-ready Naval forces capable of winning wars, deterring aggression and maintaining freedom of the seas.

Midshipman Honor Code
A Midshipman does not lie, cheat, steal, or engage in any activity which would compromise the integrity and security of his or her conscience, the well-being of the unit, or the values of the United States Navy and Marine Corps.

Core Values
Honor, Courage, Commitment

Leadership
Leadership: The sum of those qualities of intellect, human understanding and moral character that enable a person to inspire and control a group of people successfully.
Sailor’s Creed
I am a United States Sailor.
I will support and defend the Constitution of the United States of America and I will obey
the orders of those appointed over me.
I represent the fighting spirit of the Navy and those who have gone before me to defend
freedom and democracy around the world.
I proudly serve my country’s Navy combat team with Honor, Courage, and Commitment.
I am committed to excellence and the fair treatment of all.

Creation of DOD: 1947 National Security Act - Reorganized Armed Forces, created
DOD

Code of Conduct (Articles I – IV)
Article I
I am an American, fighting in the forces which guard my country and our way of life. I
am prepared to give my life in their defense.
Article II
I will never surrender of my own free will. If in command, I will never surrender the
members of my command while they still have the means to resist.
Article III
If I am captured I will continue to resist by all means available. I will make every effort
to escape and to aid others to escape. I will accept neither parole nor special favors from
the enemy.
Article IV
If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no
information or take part in any action which might be harmful to my comrades. If I am
senior, I will take command. If not, I will obey the lawful orders of those appointed over
me and will back them up in every way.
Article V
When questioned, should I become a prisoner of war, I am required to give name, rank,
service number, and date of birth. I will evade answering further questions to the utmost
of my ability. I will make no oral or written statements disloyal to my country and its
allies or harmful to their cause.
Article VI
I will never forget that I am an American, fighting for freedom, responsible for my
actions, and dedicated to the principles which made my country free. I will trust in my
God and in the United States of America.

Proper Wear of Uniform
1. Name Tags

Name tags shall be worn with all working and tropical uniforms. They shall be worn
centered on and 1/4” above the right shirt pocket. Marine Option midshipmen shall wear
their nametags 1/8” above the right shirt pocket.
2. Uniform Insignia
   (1) **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.
   (2) **Garrison Cap.** Pin it to the left side of the cap in an upright position with the center 2
   inches from the front seam and 1-1/2 inches above bottom edge.
   (3) **Service Dress Blue Coat Anchor Insignia.** Pin it on each collar tip of the coat so the
   anchor's crown is 1/2” 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 3/4” 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. Wear the EGA on the collar 1” from the center and 1” from the lower seam on both sides of the collar.

3. Ties
Male Service Dress Blues. Ties shall be knotted in either a Half Windsor or a Full Windsor.

**CLASS INSIGNIA**

<table>
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<tr>
<th>CLASS</th>
<th>DESIGN</th>
<th>SLEEVE INSIGNIA</th>
<th>SHOULDERBOARDS</th>
<th>COLLAR INSIGNIA (NAVY)</th>
<th>COLLAR INSIGNIA (MARINE)</th>
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<td>SENIOR</td>
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<tr>
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<td>FRESHMAN</td>
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**SIDB**
Worn between shoulder and elbow

**SW**
Bitter ends aft

**WB/KHAKIS**
Bitter ends go aft

**WB/KHAKIS**
Ballasted Embossed
Anchor points inboard

**FIGURE 8-2**
4. Buckles

(1) Male: Wear the buckle so that the belt clip end touches the LEFT side of the buckle. Align the right side of the buckle with the opening of the shirt and opening of the fly, forming a straight line.

(2) Female: Wear the buckle so that the belt clip end touches the RIGHT side of the buckle with the exception of the Navy Working Uniform (NWU) and Coveralls. Unisex
uniforms will have the belt clip to the LEFT of the buckle. Align the left/right side of the buckle with the opening of the shirt forming a straight line.
(3) **Marine Options:** The tip end of the web belt will pass through the buckle to the wearer's left and will extend from 2 to 4 inches beyond the buckle. The metal belt tip and the buckle will be kept highly polished.

**Proper Hair Regulations**
(1) **Male:** Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears or collar. The bulk of the hair shall not exceed approximately two inches. Sideburns shall not extend below a point level with the middle of the ear and shall end with a clean shaven horizontal line. The face shall be clean shaven.
(2) **Female:** Hairstyles shall not be outrageously multicolored or faddish. Hair coloring must look natural and complement the individual. Haircuts and styles shall present a balanced appearance. Hair shall not show from under the front of the brim of a uniform cover. When in uniform, the hair may touch, but not fall below a horizontal line level with the lower edge of the back of the collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. A maximum of two small barrettes/combs/clips, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary.
(3) **Marine Options:** Hair will be clipped at the edges of the side and back; will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head; and will not be over 3 inches in length fully extended on the upper portion of the head.

**Current Chain of Command**
President -> Chief of Naval Operations -> Chief of Naval Education and Training -> Commanding Officer, NROTC UC Berkeley -> MCO -> Platoon Commander -> Platoon Sergeant -> Squad Leader -> Squad Member

President of the U.S. Hon. Barack H. Obama
Vice Pres. of the U.S. Hon. Joseph R. Biden, Jr.
Secretary of the State Hon. John F. Kerry
Secretary of Defense Hon. Chuck Hagel
Secretary of the Navy Hon. Ray Mabus
Chairman of the JCS GEN Martin E. Dempsey, USA
Vice Chairman of JCS ADM James A. Winnefeld Jr.m USN
CNO ADM Jonathon W. Greenert, USN
NETC RADM Michael S. White, USN
CMC GEN James F. Amos, USMC
MCPON MCPON (AW/NAC) Mike Stevens, USN

**NROTC UCB**
CO Capt. Michael Slotsky, USN
XO LtCol Kenneth Crabtree, USMC
Cal/Davis Advisor LT Gregory Schmidt, USN
CMA/Standford Advisor LT William Ferris, USN
Supply Officer Chief Lennis Vanhook

MIDN CO MIDN 1/C Britt, USMCR
MIDN XO MIDN 1/C Bell, USNR
MIDN Company 1st Sgt MIDN 1/C Ridenhour, USMCR
MIDN Company GySgt MIDN 2/C Myers, USNR

**Leadership Traits (JJDIDTIEBUCKLE)**
Justice, Judgment, Decisiveness, Integrity, Dependability, Tact, Initiative, Endurance, Bearing, Unselfishness, Courage, Knowledge, Loyalty, Enthusiasm

**Navy Leadership Principles**
1. Take responsibility for your actions and the actions of your Sailors or Marines.
2. Know yourself and seek self-improvement.
3. Set the Example.
4. Develop your subordinates.
5. Ensure that the job is understood, supervised, and accomplished.
6. Know your men and women, and look after their welfare.
7. Keep everyone informed.
8. Set goals you can reach.
9. Make sound and timed decisions.
10. Know your job.
11. Teamwork.

**Marine Corps Leadership Principles**
1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Develop a sense of responsibility among your subordinates.
4. Make sound and timely decisions.
5. Set the example.
6. Know your Marines and look out for their welfare.
7. Keep your Marines informed.

8. Seek responsibility and take responsibility for your actions.

9. Ensure the task is understood, supervised, and accomplished.

10. Train your Marines as a team.

11. Employ your command in accordance with its capabilities.

The General Orders of the Sentry
1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey and pass on to the sentry who relieves me, all orders from the Commanding Officer, Officer of the Day, all officers and all non-commissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Corporal of the Guard in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night, and, during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

General Knowledge

Navy Background/History

Navy Birthday: 13 October 1775
1st CNO: Commodore Esek Hopkins on 22 December 1775, USN
1st SECNAV: Honorary Benjamin Stoddart on 18 June 1798
Dept. of the Navy formed: 30 April 1798
Greatest Combat Officer: CAPT John Paul Jones, USN
1st U.S. Frigates: United States, Constellation, Constitution, Chesapeake, Congress, President
1st Admiral: ADM David Farragut on 25 July 1866, USN
Father of the Navy: Commodore John Barry, USN
Father of the Nuclear Navy: ADM Hyman G. Rickover, USN

Marine Corps Background/History

Birthday: 10 November 1775
Birthplace: Tun’s Tavern, Philadelphia PA
Motto: “Semper Fidelis” – Always Faithful, 1883
Emblem: Eagle, Globe and Anchor
The President’s Own: The Marine Corps Band
1st Commandant: Capt. Samuel Nicholas on 25 June 1776
13th Commandant: Maj. GEN John A. Lejeune on 1 July 1920, USMC
Grand Old Man of MC  Col. Archibald Henderson, USMC; 30 years as CMC
1st Female Marine  Pvt. Opha Mae Johnson, USMC
1st Director, MC Band  John Phillip Sousa
Father, MC Aviation  1st Lt. Alfred Cunningham, USMC
Most Decorated Marine  Lt.Gen. Lewis “Chesty” B. Puller, USMC; 5 Navy Crosses, 52 Decorations

**Conversing with Officers and Staff Members**
The words “Sir” and “Ma’am” are military expressions that shall always be used in conversations with officers. The Five Basic Responses, which all students shall learn to use, are:
(a) “Yes, Sir” or “Yes, Ma’am”.
(b) “No, Sir” or “No, Ma’am”.
(c) “Aye, Sir” or “Aye, Ma’am”. Used when responding to an order. It means, “I have heard the order, I understand the order, and I will carry out the order.”
(d) “No Excuse, Sir” or “No Excuse, Ma’am”. Used for when you would want to make an excuse for questioned behavior.
(e) “I’ll Find Out, Sir” or “I’ll Find Out, Ma’am”. Used when you don’t know the answer to the question you’re being asked.
## Rank Insignia of the U.S. Armed Forces - Enlisted

### Army

<table>
<thead>
<tr>
<th>Rank</th>
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<tbody>
<tr>
<td>E-1</td>
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</tr>
<tr>
<td>E-2</td>
<td>Private E-2 (P2)</td>
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<tr>
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<td>Private First Class (PFC)</td>
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<tr>
<td>E-4</td>
<td>Corporal (CPL)</td>
</tr>
<tr>
<td>E-5</td>
<td>Specialist (SPC)</td>
</tr>
<tr>
<td>E-6</td>
<td>Sergeant (SGT)</td>
</tr>
<tr>
<td>E-7</td>
<td>Sergeant First Class (SFC)</td>
</tr>
<tr>
<td>E-8</td>
<td>Master Sergeant (MSG)</td>
</tr>
<tr>
<td>E-9</td>
<td>Command Sergeant Major (CSM)</td>
</tr>
<tr>
<td>Senior Enlisted Advisors</td>
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### Marines

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</tr>
<tr>
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<td>Lance Corporal (LCpl)</td>
</tr>
<tr>
<td>Corporal</td>
<td>Corporal (Cpl)</td>
</tr>
<tr>
<td>Sergeant</td>
<td>Sergeant (Sgt)</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td>Gunnery</td>
<td>Gunnery Sergeant (GySgt)</td>
</tr>
<tr>
<td>Master</td>
<td>Master Sergeant (MSgt)</td>
</tr>
<tr>
<td>First</td>
<td>First Sergeant (1st Sgt)</td>
</tr>
<tr>
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<td>Sergeant Major of the Marine Corps (SGM)</td>
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<td>Senior Airman</td>
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<tr>
<td>Staff</td>
<td>Staff Sergeant (SSgt)</td>
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<tr>
<td>Technical</td>
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<tr>
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<td>Master Sergeant (MSgt)</td>
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<tr>
<td>First</td>
<td>First Sergeant (1st Sgt)</td>
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<tr>
<td>Chief</td>
<td>Chief Master Sergeant (CMSgt)</td>
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<tr>
<td>Command</td>
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<tr>
<td>Master</td>
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### Navy

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<tr>
<td>Chief Petty Officer</td>
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</tr>
<tr>
<td>Senior Chief Petty Officer</td>
<td>Senior Chief Petty Officer (SCPO)</td>
</tr>
<tr>
<td>Master Chief Petty Officer</td>
<td>Master Chief Petty Officer (MCP0)</td>
</tr>
<tr>
<td>FORCE or Fleet Command Master Chief Petty Officer</td>
<td>FORCE or Fleet Command Master Chief Petty Officer (FORCMC)</td>
</tr>
<tr>
<td>Chief Master Petty Officer of the Navy</td>
<td>Chief Master Petty Officer of the Navy (MCPOF)</td>
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### Coast Guard

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<th>Rank</th>
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<tr>
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<td>Petty Officer First Class</td>
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<tr>
<td>Chief Petty Officer</td>
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<tr>
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<tr>
<td>Master Chief Petty Officer</td>
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<tr>
<td>Command Master Chief</td>
<td>Command Master Chief (CMC)</td>
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<tr>
<td>Master Chief Petty Officer of the Coast Guard</td>
<td>Master Chief Petty Officer of the Coast Guard (MCPOCG)</td>
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Source: [www.defense linking](http://www.defense linking)
### Rank Insignia of the U.S. Armed Forces

#### Officers

<table>
<thead>
<tr>
<th>Rank</th>
<th>Army</th>
<th>Air Force</th>
<th>Marines</th>
<th>Navy</th>
<th>Coast Guard</th>
<th>Special</th>
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#### Warrant Officer

<table>
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<th>Marines</th>
<th>Navy</th>
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<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
<td>Chief Warrant Officer</td>
</tr>
</tbody>
</table>

* The grade of Warrant Officer W-1 is no longer in use.
Anchors Aweigh
Stand Navy out to sea,
Fight our battle cry;
We'll never change our course,
So vicious foe steer shy-y-y-y.
Roll out the TNT,
Anchors Aweigh.
Sail on to victory
And sink their bones to Davy Jones, hooray!

Anchors Aweigh, my boys,
Anchors Aweigh.
Farewell to foreign shores,
We sail at break of day-ay-ay-ay.
Through our last night ashore,
Drink to the foam,
Until we meet once more.
Here's wishing you a happy voyage home.

Blue of the mighty deep:
Gold of God's great sun.
Let these our colors be
Till all of time be done, done, done, done.
On seven seas we learn
Navy's stern call:
Faith, courage, service true,
With honor, over honor, over all.

Marines' Hymn
From the Halls of Montezuma
To the shores of Tripoli;
We fight our country's battles
In the air, on land, and sea;
First to fight for right and freedom
And to keep our honor clean;
We are proud to claim the title
Of United States Marine.

Our flag's unfurled to every breeze
From dawn to setting sun;
We have fought in every clime and place
Where we could take a gun;
In the snow of far-off Northern lands
And in sunny tropic scenes,
You will find us always on the job
The United States Marines.

Here's health to you and to our Corps
Which we are proud to serve;
In many a strife we've fought for life
And never lost our nerve.
If the Army and the Navy
Ever look on Heaven's scenes,
They will find the streets are guarded
By United States Marines.

**Weapon Safety Rules**

1. Treat every weapon as if it were loaded.
2. Never point your weapon at anything you do not intend to shoot.
3. Keep your finger straight and off the trigger until you are ready to fire.
4. Keep your weapon on safe until you intend to fire.

**PRT Standards**

**STANDARDS OF PERFORMANCE – UNITED STATES NAVY PHYSICAL READINESS TEST**

<table>
<thead>
<tr>
<th>PERFORMANCE CATEGORY</th>
<th>LEVEL</th>
<th>SIT UPS</th>
<th>PUSH UPS</th>
<th>1.5-MILE RUN</th>
<th>SWIM 500 YD</th>
<th>400 M</th>
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<tr>
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<td>109</td>
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<td>15:00</td>
<td>14:15</td>
<td>14:05</td>
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</table>
Proper Officer Country Entry
- As you enter the main hatch, firmly slap the bulkhead and announce "Midshipman on deck!"

- Give the proper greeting of the day to Chief, LT Schmidt, and GySgt Castillo (Ex. "Good morning, Chief. Good morning, Sir.")
  NOTE: If you are not walking by GySgt's office, you do not have to give the greeting of the day to him. But assume he's there if you do.

- Walk confidently up to the hatch of whomever's office you're reporting to.

- Firmly slap the bulkhead/hatch 3 times.

- Snap to the position of attention and announce "Good morning, Sir/Ma'am/GySgt/Chief. MIDN [Class] [Name] reporting to [Officer's name] as ordered." (Ex. "Good morning, GySgt. MIDN 1/C Ridenhour reporting to GySgt Castillo, as ordered.")

- When told to enter, reply "Aye aye, Sir/Ma'am/GySgt/Chief" and enter.

- Center yourself on his/her desk and remain at the position of attention until told otherwise.

- Maintain a formal and respectful demeanor for the duration of your visit.

- When dismissed snap to the position of attention and reply, "Dismissed aye, Sir/Ma'am/GySgt/Chief. Good morning, Sir/Ma'am/GySgt/Chief" and step off out of his/her office.

- As you exit the main hatch, firmly slap the bulkhead and announce "Midshipman off deck!"

Use this reporting procedure EVERY TIME you go in or out of Officer Country. If reporting to Ms. Burkes or CAPT Slotsky, DO NOT announce MIDN on/off deck but still use the rest of the reporting procedure.

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

Step 1: Get ready with your partner

Grab your partner and your flag. Yes, you’ll need a partner if you’re going to do this right. Stand facing your partner while you hold two corners of the flag and he or she holds the other two at about waist level. The flag should be parallel to the ground, and the sides facing both of you should be the shorter ones.

Careful—it’s taboo to let the flag touch the ground. If you’re feeling a bit uncoordinated, or you know your partner is a grade-A klutz, you may want to practice with a flat sheet or blanket first.

Step 2: Fold widthwise twice

Raise the side of the flag that normally hangs on the bottom, the side entirely covered by stripes, over the side with the “union” on it. Grab the new corner you have made along the crease so that again the flag is parallel to the ground, all stripes side up.

Repeat this widthwise fold so that the union is now on either side, half facing the ground and half facing the sky.

Step 3: Corner your flag

Now that you’re holding your twice-folded flag, notice that of the new rectangle shape you have made, one long side is open, and one is closed. The open side consists of the original perimeter of the flag—you can still separate the folds into individual layers of material. The crease on the other side encloses the layers of fabric beneath it, so it’s closed.

Now fold the flag in a series of triangles. Start at the striped end of your rectangle. Take the corner of the closed side and bring it diagonally over to the open side, forming a triangular flap.

Step 4: Continue cornering

You’ve created a most unharmonious shape at this point: a long, rectangular shape with a corner lopped off. Take the pointy corner and fold it down, over the other triangular fold, to create a straight edge once again. Now repeat this folding process, switching corners with each fold, until just a blue square of the union is peeking out from the triangular fold.

Only one person does this triangular folding; your partner ceremoniously and patiently holds the other end (ensuring that it doesn’t touch the floor).

Step 5: Master the Final Fold and Tuck

All you’ve got left is the final fold—the tricky part that some argue is at the crux of the whole operation. Instead of you folding the thick triangle of folded flag fabric over the last remaining blue square, your partner—who has waited for you so patiently—finally gets to do some creasing. The person on the union end of the flag will take the corner on the open leg and fold it down along the edge of the other leg to form a triangle. He or she then tucks the remaining blue tab under the folds of the thick triangle until the flag is a neat triangle and can’t easily unravel.

Store the flag in a safe place, and when you want to raise it or use it again, unfold it using these steps in the opposite direction.
VI. Midshipman Good Order and Conduct Statement

23 JULY 2014

MEMORANDUM

From: MXO
To: NROTC UC Berkeley

Subj: MIDSHIPMAN GOOD ORDER AND CONDUCT STATEMENT

1. This memo outlines the disciplinary process to be followed when a Midshipman is found to be in violation of any of the regulations outlined in this Guidebook, and the Regulations for Officer Development (ROD) handbook.

2. Every Midshipman is charged with ensuring their actions and the actions of their peers are in line with the Midshipman regulations, and in good order becoming of a Naval Officer.

3. Repeated minor violations of regulations are subject to disciplinary action in the form of an informal counseling chit. In the first instance, your Platoon Sergeant will carry out the counseling process; in the second instance, your Platoon Commander will carry out the counseling process. Any violations occurring after the second instance will be subject to formal counseling by the Company 1st Sergeant. Recommendations for a Midshipman Review Board may be made by the Company 1st Sergeant if deemed necessary. Minor violations include but are not limited to:

   a) Unshaven face or inappropriate haircut (Males)
   b) Inappropriate hairstyle or haircut (Females)
   c) Dirty uniform
   d) Missing/incorrect uniform items
   e) Wearing inappropriate attire at/around the unit

4. Any major violations of regulations are subject to disciplinary action in the form of a formal counseling chit by the Company 1st Sergeant. A Midshipmen Review Board may follow, with recommendation for a Probationary Review Board carried out by the active duty staff. Major violations include but are not limited to:

   a) Integrity violation
   b) Insubordination
   c) Inappropriate behavior unbecoming of a Naval Officer

5. Any serious criminal acts in violation of State or Federal Law are subject to ejection from the NROTC Unit, and possible legal action performed by law enforcement personnel. Major violations include but are not limited to:
a) Driving Under the Influence (DUI)

b) Use of illegal drugs

c) Underage drinking

d) Theft/robbery

e) Violent actions that endangers the life of another

6. Every Midshipman should note that they are representing the United States Naval Service, and should carry themselves with the highest degree of professionalism. Their actions are carried with a greater degree of scrutiny by the unit, as well as their community. The NROTC unit at the University of California, Berkeley is highly regarded as one of the top units in the nation, producing some of the best-prepared Naval Officers in the fleet. This is due to our exceedingly high expectations in developing one’s character, morals, physical prowess, and ability to lead competent sailors and Marines.

7. You are now part of an exceptional tradition. Take pride in yourself, your actions, and the service you represent.

S. A. BELL