

NAVAL RESERVE OFFICERS TRAINING CORPS
UNIVERSITY OF NEW MEXICO
720 YALE AVENUE NE
ALBUQUERQUE, NM 87131-1556

NROTCUUNMINST 5000.1F
12 August 2009



MIDSHIPMEN
STANDARD OPERATING PROCEDURES

NROTCUUNMINST 5000.1F
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NROTC UNIT UNIVERSITY OF NEW MEXICO INSTRUCTION 5000.1F

Subj: MIDSHPMEN STANDING OPERATING PROCEDURES (SOP)

Ref: (a) CNSTCINST 1533.2 (ROD)
(b) Appendix A, NROTCUUNMINST 1533.12E

1. Purpose. To promulgate NROTC Unit, University of New Mexico Midshipmen Standing Operating Procedures and to amplify reference (a) and other policy documents. This instruction has been completely revised and should be read in its entirety.

2. Cancellation. NROTCUUNMINST 5000.1E

3. Background. This instruction supplements basic NROTC Regulations and administrative procedures published in references (a) and (b). In the event of a conflict, the references have precedence.

4. Objective. Midshipman SOPs are promulgated to govern the operations and activities of the Midshipmen Battalion. They provide individuals with instructions and information necessary for the performance of their duties.

5. Applicability. These regulations apply to all NROTC students at the University of New Mexico. Where the term Midshipman appears in the SOP it shall be interpreted to include both Scholarship and College Program NROTC Midshipmen as well as USN/USMC Officer Candidates (STA-21/MECEPs) unless otherwise specifically indicated.

6. Action

a. All personnel are directed to be thoroughly familiar with the enclosed SOP. They should refer to these procedures for guidance on any question dealing with the Unit. In the event the answer is not clear, appropriate questions should be directed via the Battalion chain of command to a member of the Unit Staff.

b. All changes will be promptly entered and noted on the Record of Changes page.

7. Notice

The primary reference for this SOP is reference(a).

R. W. KENNEDY

Distribution:
NROTCUUNMINST 5215.3M (List I and II)

MIDSHIPMEN STANDARD OPERATING PROCEDURES

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CHAPTER 1

HISTORY AND MISSION

101. NROTC History

The Naval Reserve Officers Training Corps (NROTC) was established by an act of Congress in 1925 to offer interested college students the necessary Naval Science courses required to qualify them for commissions in the Naval Reserve. NROTC Units were established in 1926 at six universities. The initial program was highly successful and was instrumental in the Navy's expansion from a manpower force of 100,000 officers and enlisted personnel in 1938 to over three and one-half million in 1945. As the United States became the world's leading seapower, the requirement for a larger regular career officer corps for the Navy became evident. A thorough study by distinguished Naval Officers, civilian educators, and Members of Congress, recommended a greatly increased mission for the NROTC. The Holloway Plan, passed in 1946, established the NROTC Regular Program, supplementing the output of the U.S. Naval Academy. The NROTC Regular Program is now the NROTC Scholarship Program and awards graduating Midshipmen commissions in the regular Navy. The original NROTC concept of 1926 continues as a Reserve Officer procurement program and is referred to as the NROTC College Program.

102. History of the NROTC Unit at the University of New Mexico

In his letter of 20 May 1941, Secretary of the Navy Frank Knox notified the University of New Mexico President J.F. Zimmerman that the University had "...been selected as the location of one of the new Units of the Naval Reserve Officers Training Corps to be established this summer." In September 1941, ninety-three prospective officers enrolled as Midshipmen in the NROTC Program at the University of New Mexico. Today, the NROTC Program at the University of New Mexico offers the prospective officer candidate the best of two worlds: the education and growth experience of University life and the training for a challenging and rewarding career upon graduation.

103. Mission and Goals of the Program

a. Mission. The mission of NROTC is to develop Midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission them as naval officers. These college graduates

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possess a basic professional background, are motivated toward careers in the naval service, and have potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

b. Goals. The primary goals of the NROTC Program are to provide NROTC students with:

(1) an understanding of the fundamental concepts and principles of naval science;

(2) a basic understanding of associated professional knowledge;

(3) an appreciation of the requirements for national security;

(4) a strong sense of personal integrity, honor, and individual responsibility;

(5) an educational background which will allow them to successfully undertake, in later periods of their careers, advanced/continuing education in fields of application and interest to the naval service; and

(6) a high state of physical fitness for the purposes of health and performance.

104. The University and Community

The University of New Mexico (UNM) was established before statehood by an act of the Territorial Legislature in 1889. Since then the 20 acres that comprised the original campus have grown to more than 500 acres and the number of buildings on campus have increased from one to nearly 150. The University extends its classrooms beyond the main campus in Albuquerque through a branch college, on-site teacher training projects on Indian reservations in New Mexico and Arizona, extension, and correspondence programs.

Physically, UNM has one of the most distinctive campuses in the nation. The University's architectural style, contemporary in treatment but with strong influence from the Spanish and Pueblo Indian cultures, is characterized by protruding vigas, patios, balconies, portals, and earth-colored walls slightly inclined to recall ancient adobe houses. Surrounded by giant cottonwood

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trees, elms, and mountain evergreens, the campus embodies the life style fostered by the mild, sunny, climate.

Because of its unique multi-cultural heritage, UNM has encouraged the development of Southwestern and Latin American studies and research. The University has a wealth of historical source material and its proximity to the Native American, Spanish-American, and Mexican cultures makes it a natural place for the study and appreciation of those cultures.

The Albuquerque complex has three components - central campus, north campus and south campus. North campus includes the Schools of Medicine and Law and the Colleges of Nursing and Pharmacy. The south campus is the home of all UNM's outstanding intercollegiate athletic facilities. Central campus contains the major undergraduate colleges, administrative and faculty offices, dormitory complexes and the student union.

UNM's home, Albuquerque, was founded by Spanish conquistadors. Part of the colonial settlement is preserved in Old Town. Albuquerque still reflects its multi-cultural heritage in the life-styles of its citizens. Located in a breathtaking natural setting, the Albuquerque metropolitan area (population 500,000) has grown to fill the broad valley between the volcano-studded mesa on the west and the majestic Sandia Mountains on the east. The city is one of the foremost scientific, educational, and commercial centers in the Southwest.

New Mexico has been loved and adopted by a large number of people born outside her boundaries. It is difficult to explain the effect the state has on both its native citizens and newcomers. Perhaps it is the sharp contrasts of her environment - from desert plains to mountains and lush green forests - that have captured the imagination and hearts of those who live here. But as well as providing a pleasing and unique atmosphere for living, New Mexico certainly provides a harmonious environment for the pursuit of higher education.

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CHAPTER II

NROTC PROGRAMS

201. Definition of NROTC Programs

a. Four-Year Scholarship Program. Navy and Marine Scholarship NROTC students are selected annually by a national selection board. They are appointed Midshipmen, U.S. Naval Reserve, and are on inactive duty except while on cruise. Scholarship students receive the benefits provided by law, which include tuition, regular fees, uniforms, books, and a monthly subsistence allowance starting at \$250 for freshmen. This allowance will progressively increase each year, with \$300 for sophomores, \$350 for juniors, and \$400 for seniors and fifth year Midshipmen. These students make three summer cruises and, upon graduation, are commissioned as regular officers of the Navy and Marine Corps, to serve at the pleasure of the President of the United States. They are obligated to serve a minimum of four years active duty after commissioning.

b. Two-Year Scholarship Program. The NROTC Two-Year Scholarship Program is open to students in their final two years of college. Application for this program is made early in the spring of the sophomore years in college. Midshipmen already in the NROTC program are not eligible to apply.

c. Four-Year College Program. College Program NROTC students are civilians who have entered into a contract with the Secretary of the Navy. They are selected by the Commanding Officer, NROTC Unit, from among those students enrolling in the University who apply for the program. College Program students are referred to as Midshipmen, although they do not actually have such appointments. They 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 student benefits include uniforms, Naval Science textbooks, and during their junior and senior years, a monthly subsistence allowance of \$350 for juniors and \$400 for seniors and fifth year Midshipmen. The monthly allowance is initiated only after College Program students are qualified for advanced standing. They participate in one cruise, and upon graduation, are commissioned as reserve officers in the Navy or Marine Corps to serve a minimum of four years active duty.

d. Two-Year College Program. NROTC Two-Year College Program students are those with advanced University standing who

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are qualified for enrollment in advanced courses in the NROTC Program. Successful completion of summer training as prescribed by Naval Service Training Command (NSTC) at the Naval Science Institute (NSI), provides the naval science and drill required for NROTC students during the first two years of the Four-Year College Program. Those enrolled in the Two-Year College Program will have the same privileges and obligations as students enrolled in the Four-Year College Program. An opportunity exists for qualified students in this program to obtain an NROTC scholarship and eventually a regular commission. Navy selection preference will be given to nominees enrolled in engineering or hard science majors. Navy scholarship recipients must complete one year of calculus and physics before the end of the junior year.

e. Change From College Program to Scholarship Status. The Professor of Naval Science may recommend deserving College Program students for Scholarship status. Selection is based on academic performance and aptitude evaluation. Final approval is vested in NSTC.

f. Nurse Corps Program. Since 1991, Nursing has been allowed as a major for NROTC Midshipmen. Nursing option students are required to take four of the eight naval science classes and to participate in drill (except where such participation conflicts with required clinicals). Upon graduation, such students are commissioned as Ensign, Nurse Corps, United States Navy. Nursing options are required to participate in a minimum of one summer cruise, to include training at a naval hospital. The primary training objective is to learn the organizational structure and functions of a naval hospital and to gain appreciation for the concepts of Navy healthcare. The UNM College of Nursing will guarantee admittance for two ROTC Cadets and/or Midshipmen per term (January, May, and September) into the upper division nursing program, if they meet the academic acceptance requirements for the College of Nursing as well as the continuing requirements of the ROTC program. To be considered for admittance, each Midshipmen must have an earned cumulative and science GPA of 3.00 or higher (on a 4.00 point scale), and will have completed all required prerequisites by the end of the semester prior to the term applied for.

g. Five Year Students. Scholarship and College Program Students may pursue fields of study requiring up to five years for a bachelor's degree or ones whose total workload of degree course requirements, Navy specified course requirements, and

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Naval Science courses exceed a normal four year workload (15-18 hours/semester). Students in this category may apply for additional tuition and subsistence payments or they may elect to take leaves of absence (LOAs). LOAs are normally taken in the advanced program. During LOAs, financial benefits cease and Midshipmen are not required to participate in normal NROTC drill. Midshipmen receiving extended financial benefits will participate in normal drill. Applications for fifth year benefits for engineering students may be made at the end of the freshman year or early in the sophomore year.

(1) It is University policy that students in the College of Arts and Sciences are allowed no more than eight semesters to complete degree requirements except under extraordinary circumstances. To minimize LOAs, the Navy will assist Midshipmen financially during summer school if the summer session will advance their commissioning date.

(2) Two-Year Scholarship students may request extended benefits during their junior year.

(3) Fifth year benefits do incur additional service obligations and commence at the beginning of the first semester of extended benefits.

h. Naval Science Students. Naval Science Students are University students who have enrolled in a Naval Science course with the approval of the Professor of Naval Science. They have no official connection with the Navy, and are not required to participate in drills, cruises, or NROTC activities. Naval Science Students receive no financial benefits from the Navy.

202. NROTC Program Options

The NROTC program has two options available: Navy and Marine Corps. Applicants for the NROTC Program select the option they desire at the time of application.

Midshipmen may apply for a change of option at any time, but no later than the end of their junior year. Application for or questions concerning Marine Option status should be directed to the Marine Officer Instructor.

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203. Active Duty Personnel

a. Officers. The Navy will administratively assign active duty naval officers to the Unit while in a "duty under instruction" status attending University graduate schools. These officers will not normally participate in Battalion activities. They are; however, considered to be a part of the Unit Staff and are invited to attend staff activities.

b. Enlisted

(1) Seaman to Admiral (STA-21)

(a) Objective. The STA program provides a source of career officers who possess a high degree of competency in nuclear power, Civil Engineer, Aviation or Corps Option designated fields having direct application to the unrestricted line.

(b) Officer Candidate Status. Navy STA-21 students are active duty enlisted Sailors who, during their assignments under instruction, retain their active duty status. As such, they receive full pay and allowances, retain all privileges and benefits accruing to active duty members, and are subject to the Uniform Code of Military Justice (UCMJ). Navy STA-21 students are designated as Officer Candidates upon final program selection, which occurs upon acceptance by a participating university. They will participate in all Midshipmen Battalion activities while completing the STA-21 program. The maximum period of instruction is 36 calendar months. Extensions may be granted for technical majors. All STA-21 Officer Candidates are assigned for duty at participating universities as full-time students in rigorous and demanding curricula. STA-21 Officer Candidates must complete applicable naval science courses prior to graduation. STA-21 Officer Candidates are commissioned in the US Navy by the Unit upon graduation.

(2) Marine Enlisted Commissioning Education Program (MECEP)

(a) Objective. The MECEP is a college program for specially selected Marine Corps enlisted personnel leading to a baccalaureate degree and a regular commission in the U.S. Marine Corps.

(b) Status of MECEP Students. MECEP students are active duty enlisted Marines who, during their assignments under

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instruction, retain their active duty status. As such, they receive full pay and allowances, retain all privileges and benefits accruing to active duty members, and are subject to the Uniform Code of Military Justice (UCMJ). While assigned to the NROTC unit, they are carried on the rolls of the nearest Marine Corps activity in the vicinity of the institution of attendance, but are under the administrative and disciplinary jurisdiction of the Professor of Naval Science of the NROTC Unit at the college of enrollment.

(5) Officer Candidate Class Assignments. Officer Candidates (STA-21, MECEP) will be assigned to Midshipmen classes by tour lengths in accordance with their graduation dates.

204. Inter-Unit Transfer

Under certain circumstances a Midshipman may transfer from the NROTC Unit, University of New Mexico to other schools where NROTC Units are located. All requests for transfer must be approved by the Professor of Naval Science of both universities involved and by NSTC. Details and procedures may be obtained from the Year Group Instructor.

205. Appointment to the U.S. Naval Academy

NROTC Midshipmen are selected yearly for an appointment to the United States Naval Academy. Selection is based on scholastic aptitude, a Professor of Naval Science recommendation, and a physical examination.

206. Status of Midshipmen

Within the Navy rank structure, all Midshipmen rank with, but are junior to, Commissioned Warrant Officers. They are required to carry out the lawful orders of all commissioned officers and all Midshipmen officers senior to themselves. Midshipmen are subject to the Uniform Code of Military Justice only when on active duty, such as during summer training. All other times they are subject to the rules and regulations prescribed in NROTC Regulations and this SOP. Knowledge of the contents of these basic directives is required and expected.

In case of local disaster, all Midshipmen are treated as civilians and comply with all University and Civil Defense instructions. In the event of national emergency, Midshipmen

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will receive further instructions from the Commanding Officer, NROTC Unit.

207. Challenge for Midshipmen

A major challenge for any NROTC Midshipman is the achievement of full readiness to assume the responsibilities of a commissioned officer by the time of graduation. The time available for the study and application of naval subjects at the University is minimal. So, it is very important for the student to take full advantage of all learning opportunities. Confidence, knowledge and self-satisfaction are achievable results.

208. NROTC Honor Code

a. The Concept of Honor. Never before has the individual character of the American Sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of our technology, experience demonstrates that its successful employment in battle continues to depend upon the integrity, courage, commitment, and professional excellence of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence. Unlike previous conflicts in our history, technology no longer permits us the luxury of awaiting the first battle to determine whether our forces are ready. The pace of conflict will afford us little, if any, chance to profit from our mistakes.

Military systems, which often operate under extreme duress, are greased with the oil of absolute trust and fidelity. You don't learn that when you get to the fleet; you take it to the fleet. This may seem to be a harsh standard, but it's not that difficult to understand what your obligations are.

b. The Honor Code. For the Naval Reserve Officers Training Corps Midshipmen, these obligations are succinctly stated in the following honor code:

A Midshipman does not lie, cheat, or steal.

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CHAPTER III

BENEFITS AND ADMINISTRATION

301. General

Proper administration of the NROTC Unit requires that procedures be followed and that Midshipmen be prompt in carrying out orders and instructions. The following procedures and matters are regulatory and require compliance.

302. Chain of Command

Midshipmen will use the chain of command starting with their Midshipmen Battalion chain of command and proceeding as high as necessary to solve their problem. The Commanding Officer and Executive Officer are always happy to see Midshipmen on request regarding any matter of concern to them through the chain of command. This is quickly accomplished and will not slow the problem solving process. Use of the chain of command supports the military philosophy of problem solution at the lowest echelon possible.

The chain of command is also used for official correspondence. No letter concerning a naval matter will be sent to a higher command without first being forwarded to the Commanding Officer for comment and approval.

303. Basic Benefits for NROTC Midshipmen

a. Uniforms. All NROTC Midshipmen are issued uniforms upon reporting to the NROTC Unit. These uniforms, except for insignia's and camouflage uniforms, become the property of the Midshipman upon commissioning. Regular and Naval Reserve officers are also entitled to a one-time \$400 uniform allowance when commissioned.

b. Subsistence. Scholarship and Advanced Standing College Program Midshipmen are entitled to a monthly subsistence allowance based upon Naval year. For Scholarship Midshipmen, the allowance is paid during the first and second academic years (subject to the stipulations of the scholarship award), for a period of not more than 20 months. For all Midshipmen in their junior and senior years the allowance is paid for 20 months which includes two academic years and the summer between their junior and senior years. The allowance is not paid during the cruise period. This allowance will be paid by direct deposit

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usually on the first of the month. Subsistence allowance is not taxable income.

c. Educational Expenses. Scholarship Midshipmen receive tuition and fees for the academic years stipulated in their scholarship award, not to exceed 40 months for four years of 20 months for the third and fourth years. Benefits are extended to cover summer school only if summer school attendance will advance the commissioning/graduation date of a Midshipman on a 5-year program. Tutoring services are available free of charge to Midshipmen for calculus and physics. Your Class Advisors should be contacted for details. Tuition payments to UNM are made after the Unit receives tuition billing but no earlier than 45 days into the semester or 1 October (45 day rule). The Unit provides a list of eligible scholarship students to the UNM Student Accounting department prior to the start of each semester. This list is used to clear each student for class registration. Personnel on leave of absence are not listed and are required to pay their own tuition for that semester. In addition, a book stipend will be provided at the current rate.

d. Travel Allowance. Scholarship Midshipmen are given a travel allowance, based on mileage from their home to the Unit, when first reporting. Mileage is determined by JFTR and paid by the Defense Finance and Accounting Service (DFAS) at the rate current for the travel date(s).

e. Expenses not Paid by the Government. The Government does not pay for:

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

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304. Benefits for NROTC Midshipmen on Active Duty for Training

a. Basic Pay. NROTC Midshipmen attending summer training are paid at the same rate as Academy Midshipmen. They will receive 80 percent of their estimated basic pay prior to summer training. The remainder will be paid upon their return and completion of a travel claim with actual dates of summer training. Midshipmen are not entitled to special or incentive pay.

(b) Travel Allowances. Cruise travel is provided from Albuquerque or home of record to the cruise reporting station and from the cruise detachment station to Albuquerque or home of record. Midshipmen normally use Government transportation traveling to and from the cruise reporting station. If a student chooses not to use Government transportation, travel pay is provided at the cost of the Government fare only. Travel options are explained more fully in pre-cruise briefings and the Midshipmen Summer Training Manual.

c. Insurance. NROTC Midshipmen are covered by Government health and life insurance only while on active duty for training. They are automatically insured for \$400,000 unless they elect reduced or no coverage. Midshipmen are covered while training at the Unit. NROTC Midshipmen are cautioned to ensure they maintain adequate private health insurance coverage.

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

305. Bulletin Boards and Mail Boxes

Unit bulletin boards and mail boxes are used to ensure that information is disseminated rapidly to Midshipmen. All Midshipmen are held responsible for information after it has been posted for 48 hours. This requires Midshipmen to check bulletin boards carefully on a daily basis.

Individual mail boxes are located in Room 119 of the Naval Science Building. These boxes must be checked daily; this is the primary method the Unit Staff uses to communicate with individual Midshipmen. Midshipmen on leave of absence must check their boxes weekly.

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306. Identification Cards

a. All NROTC Scholarship Program and College Program students in the advanced course, shall be issued the Armed Forces Identification Card, DD Form 2N (Reserve) (Navy option) or DD Form 2MC (Reserve) (Marine Option), as appropriate.

d. These cards are official federal documents which must be safeguarded to prevent their loss or use by unauthorized persons. Each Midshipman shall:

(1) Carry the Identification Card on their person at all times.

(2) Immediately report the loss, theft, or mutilation of an Identification Card to the Unit Midshipman Administration Office.

e. This Identification Card does not entitle the bearer to commissary or exchange privileges at any military establishment except during periods of active duty for summer training as provided in 304d.

307. Marriage Restrictions

There are no marriage restrictions for students in the NROTC Program.

308. Travel

a. Midshipmen are not members of the United States Armed Forces on active duty, and, therefore, they do not qualify for furlough rates when traveling by commercial carrier. However, they may qualify for certain student rates on commercial carriers.

b. Scholarship Midshipmen and College Program Midshipmen in advanced standing (receiving subsistence) are eligible, by virtue of their military status, to travel via Government aircraft on "space available" basis. Eligible NROTC Midshipmen intending to travel space available aboard Government aircraft should request an Authentication of Reserve Status for Travel Eligibility (DD Form 1853) from the Unit Midshipmen Administration Office.

c. Scholarship NROTC Midshipmen are required to obtain authority from the Chief of Naval Personnel for foreign travel

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or residence if it is over thirty days in length and is not related to NROTC. Requests should be submitted via the Professor of Naval Science.

d. Midshipmen will not hitchhike. It is very dangerous at best and is forbidden by most state laws and Navy Regulations.

309. Office Hours

The Naval Science building will normally be open from 0800 until 1630, Monday through Friday. The Unit Staff will be available for counseling or academic assistance at any time during these hours unless participating in classroom work.

a. In addition to the normal working hours, the Naval Science building is normally kept open by duty personnel during the academic year for study purposes from 1630 to 2200, Sunday through Thursday.

b. Midshipmen are permitted to use the Naval Science building after normal working hours. The Naval Science building may be used for parties but must first be approved by the Commanding Officer.

310. Involvement in Campus Activities

Midshipmen are encouraged to participate in the many professional, athletic, and social activities and organizations offered here at the University of New Mexico; for example, varsity sports, fraternities, sororities, etc., within the limits set by prudent academic considerations. Midshipmen are cautioned not to participate in/or support any activity/organization which could possibly bring discredit to either themselves or the armed forces. Midshipmen are highly encouraged to discuss with their respective advisors their intent to participate within a group or organization prior to joining.

311. Emergencies

A Midshipman who finds himself/herself in an emergency situation, e.g., hospitalized or any other grave situation, should immediately try to contact: (1) OOD or CDO, (2) Assistant Marine Officer Instructor, (3) their Class Advisor, (4) the Executive Officer, and (5) the Commanding Officer. If none of the above individuals can be contacted, they should next

try to contact any Unit Staff member. This is the individual's personal responsibility.

312. Redress of Grievance

All personnel attached to the NROTC Unit, University of New Mexico, including Midshipmen, have a system of redressing grievances available to them as explained in enclosure (3) to NROTCUUNMINST 5300.1 and as explained during NROTC Orientation. The key person insofar as Midshipmen are concerned is the Midshipman's NROTC Class Advisor. If, however, the Midshipman does not desire to discuss the matter with the Class Advisor, the Midshipman may request a meeting with the Executive Officer or with the Commanding Officer through the Class Advisor.

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CHAPTER IV

THE NROTC UNIT AND THE MIDSHIPMEN BATTALION

401. NROTC Unit Organization

a. Military Organization. NSTC headquarters in Pensacola, Florida administers the NROTC Program and exercises military command of the NROTC Unit, University of New Mexico. The Commanding Officer, assigned by the Department of the Navy, is the senior commissioned officer, Navy or Marine Corps, assigned to duty with the Unit. Figure 4-1 depicts the Unit chain of command.

b. University Organization. The NROTC Unit constitutes the Department of Naval Science under the control of the Associate Vice President for Student Services of the University of New Mexico. The Commanding Officer of the Unit is appointed by the University to serve as Professor of Naval Science and department head. The Executive Officer is appointed Adjunct Associate Professor and other Navy and Marine Corps officers are assigned and receive appointments as instructors. Navy and Marine Corps enlisted personnel serve as assistant instructors or in administrative billets and are members of the University staff.

c. Role of the Marine Officer Instructor (MOI) and Class Advisors (CAs). The MOI is responsible to the Commanding Officer for conduct of the Naval Science Lab and of NAV SC 331 and 431. Additionally, the MOI is the primary advisor for all Marine Option Midshipmen and MECEPs regarding academic and professional matters.

The MOI and CAs are responsible to the Commanding Officer for the conduct of assigned Naval Science courses. They are also assigned collateral duties as advisors to the Battalion in military matters. The MOI is assigned by the Commanding Officer as the Midshipmen Battalion Advisor. The MOI works through the Battalion Commanding Officer and the Midshipmen. CAs may be assigned similar responsibilities for line companies.

As University Faculty, the MOI and CAs will be familiar with student academic requirements. Through frequent meetings in class and during drill periods, the CAs are able to closely monitor an individual's progress. Through interaction with other University departments and dean's offices, the MOI and the CAs can be instrumental in solving academic problems.

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The importance of academic success cannot be over-emphasized nor can the effects of extracurricular activities, personal problems or academic performance be overlooked. Midshipmen should appreciate the unique and helpful roles of the MOI and CAs as professional, academic and personal counselors and should not hesitate to approach them with any problem or question.

d. Administration. The overall supervision of the administrative office is assigned to the Unit Executive Officer. The Administrative Office consists of a human resource administrator and a University secretary.

e. Midshipmen Administration. Detailed academic and aptitude records are maintained on each Midshipman at the Unit. Service and health records are filed in Midshipmen Administration and each CA maintains individual student performance files. A Midshipman may review their record with the CA upon request.

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

402. Midshipmen Battalion

a. Mission. The mission of the Midshipmen Battalion is to provide a practical framework within which the following objectives of the NROTC Program can be realized.

(1) Preparation of Midshipmen for naval service with the senses of honor and integrity expected of commissioned officers.

(2) Cultivation of the elements of military leadership.

(3) Infusion of a strong sense of loyalty and dedication to the naval service and the nation.

(4) To develop qualities of leadership and a sense of responsibility through practical experience.

(5) To indoctrinate and train Midshipmen and Officer Candidates in the operations and function of a typical military organization.

b. Naval Professional Laboratory (NVSC 010). The Midshipmen Battalion conducts leadership oriented training activities in order to provide an opportunity for the

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development of leadership qualities, self-confidence, command experience in decision-making, and military bearing.

c. Navy Seaman to Admiral-21 (STA-21) and Marine Enlisted Commissioning Education Program (MECEP) Participation.

Personnel assigned to the STA-21 and MECEP program will participate in Battalion activities on an equal footing with the Midshipmen. STA-21 and MECEP Officer Candidates will enroll in Naval Professional Laboratory (NAV SC 010). Excusal from NAV SC 010 will be on the same basis as for Midshipmen.

403. Battalion Organization

a. The Naval ROTC Unit at the University of New Mexico is organized into one Battalion of at least two platoons.

b. The MOI is the instructor for the Naval Professional Laboratory and prescribes uniforms, formations, organization, and other functions which are within the purview of and pertain appropriately to the Battalion. The MOI is assisted in these duties by the Assistant Marine Officer Instructor (AMOI).

404. Selection of Battalion Officers

a. The selection of Battalion Officers is normally in order of class, with upperclassmen given priority. Academic standing, military aptitude, and participation in Battalion extracurricular activities are also given significant consideration. Midshipmen submit requests for billets via the Battalion Advisor.

b. Battalion Officers shall submit a recommendation for their own replacement, and all other Battalion billets down through the Platoon Commander.

c. The Battalion Executive Officer will evaluate all recommendations and requests and formulate his/her own consolidated selections for the next semester. The Battalion Commander then evaluates all the recommendations including the Battalion Executive Officer's consolidated listing in order to produce a finalized listing to be submitted to the Battalion Advisor. The Battalion Advisor makes any changes which he/she deems necessary and submits a consolidated list to the Commanding Officer via the Executive Officer for approval. Seniors will be given first priority in the billet selection process and will normally hold the senior billets within the Battalion structure as they are the individuals closest to

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assuming commissioned officer responsibilities. Juniors will normally hold all petty officer and chief petty officer billets in the Battalion organization in order to prepare them to assume the responsibility of running the Battalion as seniors.

405. Battalion Officers

a. Appointment. Battalion officers are appointed by and serve at the pleasure of the Commanding Officer, NROTC Unit. Appointments are made on a semester basis from recommendations made by a billet selection board composed of CAS and the AMOI.

b. Criteria. Officer appointments are an integral part of NROTC training. Appointments to Battalion billets are changed each semester to provide the maximum opportunity for Midshipmen to gain leadership experience through service in command/staff billets.

c. Responsibility. It is essential that each Midshipman Officer be aware of the responsibility inherent in the special trust and confidence bestowed upon them by this appointment. Their duties significantly affect the personnel they lead. As a leader, the Battalion Officer sets an example for juniors to follow.

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

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

(a) Knowing their assignments and responsibilities.

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

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

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

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

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(f) Ensuring that applicable Naval Regulations and customs are observed and practiced by Midshipmen.

(g) Ensuring that orders are executed as intended.

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

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

406. Platoon Chiefs and Platoon Sergeants

a. Appointment. Platoon Chiefs and Sergeants are appointed and serve at the pleasure of the Battalion Commander with the approval of the Unit Commanding Officer. The Battalion Chief Petty Officer is an exception and is appointed by the Unit Commanding Officer. CAs shall be consulted in this matter.

b. Criteria. Appointments are made to those Midshipmen who best exemplify the personal characteristics sought in future United States Naval Officers.

c. Responsibilities. Platoon Chiefs and Sergeants are assigned responsibilities set forth by Platoon Commanders in addition to the following:

(1) Battalion Command Master Chief/First Sergeant. The Battalion Command Master Chief/First Sergeant is the senior enlisted billet holder and is directly responsible to the Battalion Commander. They are responsible for obtaining accurate muster reports for all Battalion activities, especially the drill and lab periods. The Battalion Command Master Chief/First Sergeant must determine the whereabouts of any absent Midshipman and submit muster reports to the MOI via the Battalion Executive Officer. The Battalion Command Master Chief/First Sergeant forms the Battalion during drills, passes word, and is responsible for the proper conduct and training of Platoon Chiefs and Sergeants.

(2) Platoon Chiefs and Sergeants. The Platoon Chiefs and Sergeants are directly responsible to the Platoon Commander. They will ensure that timely and accurate muster reports are received from Squad leaders and report these to the

Battalion Command Master Chief/First Sergeant during drill and lab periods. The Platoon Chiefs and Sergeants will provide instruction on military appearance and military bearing to Midshipmen in his/her company. They will also assist the Platoon Commander with any necessary paperwork. Platoon Chiefs and Sergeants form their companies for drill, pass company word, coordinate intramural sports competitions, and help their respective Platoon Commanders conduct the operations of the company.

(3) Squad Leaders. Battalion Squad leaders are the most important element in the chain of command. Working closely with the PLT CPO/Sgt and Platoon Commander, Squad Leaders develop personnel in their squads through instruction and personal example. Acting as counselor, leader, guide and friend, Squad Leaders strengthen weak points and aid their personnel in overcoming or solving difficulties through friendly advice or referral. They are responsible for the proper instruction of military bearing and military appearance of their squad members. The Squad Leader will maintain a notebook containing personnel data on each member of their squad, and provide weekly reports to the Platoon Chief Petty Officer on the progress and/or problems of squad members. They will provide accurate and timely muster reports to the Platoon Chief during drill and lab periods.

407. Battalion Rank Structure

a. Battalion Billets. All Battalion billet holders are appointed to the billets indicated below:

BILLET
Battalion Commander
Battalion Executive Officer
Command Master Chief/First Sergeant
Operations Officer
Logistics Officer
Supply Officer
Communications Officer
Physical Training Instructor
Platoon Commander
Academics Officer
Public Affairs Officer
Special Projects Officer
Platoon Chief/Sergeant

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Unit Swim Instructor

Shooting team OIC

PT team OIC

Color Guard OIC

Safety Officer

Midshipmen officers and petty officers are senior to all Midshipmen not appointed to Battalion billets.

b. General Battalion Members. Personnel who are not appointed to billets are ranked by their class standing. All members of a class are ranked co-equal among themselves. The class a Midshipman is assigned is dependent on their status with the University. The following is a descending list of class rank and the University credit requirement for each class:

<u>CLASS</u>	<u>CREDITS REQUIRED</u>
First Class	Senior
Second Class	Junior
Third Class	Sophomore
Fourth Class	Freshman

408. Battalion/Company Staff and Officer Billet Responsibilities

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

The Executive Staff at the Battalion level consists of the Executive Officer, Command Master Chief/First Sergeant, and the Operations, Logistics Officer, Supply officer, and Communications Officer. These officers are the principal Staff assistants to the Commander. The Staff organization is directed, coordinated, and supervised by the Executive Officer.

The Battalion will operate and function in the same manner as a regular military organization of the Armed Forces. Particular emphasis will be on military procedures, bearing, appearance, and courtesy, as well as the precise execution of orders and the

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performance of assigned duties in accordance with traditional military precepts and standards. The military chain of command will be utilized on all matters concerning the Battalion.

General responsibilities of the Battalion Commander and Staff are:

a. Battalion Commander

(1) The Battalion Commander is responsible to the Commanding Officer, through the Midshipmen Battalion Advisor, for the proper conduct, training, administration, and operations of the Battalion.

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

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

(4) The Battalion Commander performs the following specific duties:

(a) Formulates the policies of the Battalion.

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

(c) Serves as the President of the Mess for Dining-In (this responsibility can also be assigned to the Battalion Executive Officer) and chairs any Battalion committees that are not specifically delineated.

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

(e) Establishes liaison with the AMOI and assures compliance with all Unit policies.

b. Battalion Executive Officer

(1) The Executive Officer is the principal assistant and advisor to the Commander. During the latter's temporary absence, and when so authorized, the Executive Officer represents the Commander and directs actions in accordance with the Commander's policies. The Battalion Executive Officer

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performs duties in the Battalion Staff similar to those of the Chief of Staff of a large staff or the Executive Officer in an operational or administrative command.

(2) The specific duties of the Battalion Executive Officer are:

(a) Formulates and announces policies for the general operation of the Staff.

(b) Directs and coordinates the work of the Staff.

(c) Keeps the Battalion Commander informed of all aspects of Battalion functions.

(d) Ensures that all instructions published to the Battalion are in accordance with policies and plans of the Commander and the Unit.

(e) Under the supervision of the Midshipmen Battalion Advisor, oversees the Battalion counseling/discipline system.

c. Battalion Operations Officer

(1) The Battalion Operations Officer is responsible to the Battalion Commander for planning, coordinating and execution of training and operational matters pertinent to the Midshipmen Battalion.

(2) Prepares and submits the Battalion Plan of the Week to the Midshipmen Battalion Advisor and Unit Executive Officer via the Battalion Commander. Ensures the signed document is posted by the close of business each Friday.

(3) Prepares and submits all Operations orders required for the Battalion.

(4) In conjunction with the Battalion Commander, develops a training plan for the semester, reviews all lesson plans, and arranges for guest speakers at leadership labs.

(5) Plans, organizes and drafts the watchbill.

(6) Prepares and distributes personnel rosters.

(7) Coordinates and supervises all event OIC's.

(8) Maintains the Battalion records and files.

d. Battalion Logistics Officer

(1) The Battalion Logistics Officer is responsible to the Battalion Commander for ensuring that necessary logistical assets are available as required for all Battalion functions.

(2) Acts as Wardroom Society President.

(3) Acts as Battalion liaison coordinating activities with other NROTC Units.

(4) Responsible for transportation, food, and billeting for all Battalion operations.

(5) Collects from each Midshipman and Unit Staff Officer the Wardroom dues for each semester.

e. Battalion Communications Officer

(1) The Battalion Communications Officer is responsible for taking the minutes of the weekly Battalion Staff meetings and typing the appropriate information into a format that can be used to pass the word to the Battalion at large.

(2) The Battalion Communications Officer is responsible for assisting the NPO with maintaining the server.

(3) Update and install all software on unit computers.

(4) Ensure that all unit computers and computer rooms are maintained and updated as needed.

(5) Preparing all communications devices at all unit events and functions.

(6) Maintaining and updating all audio visual software for the unit.

(7) Maintaining and securing all audio equipment for the unit.

(8) Ensure that backups of all files on the server and unit computers are completed on a regular basis.

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f. Supply Officer

(1) The Supply Officer shall be the Battalion coordinator for all matters relating to supply.

(2) Determines the needs and requisitions the necessary supplies and equipment for use by the Midshipmen Battalion.

(4) Assumes custody of and is responsible for all supplies and gym equipment under the control of the Battalion.

(5) Assists the Unit Supply Officer in issue of uniforms as required and acts as a liaison between the Unit Supply Officer and the Midshipmen Battalion. Maintains regular, posted supply issue hours to issue, exchange, or receive uniform items.

g. Physical Training Instructor:

(1) Coordinates Physical Fitness Testing for the Battalion.

(2) Coordinates make-up Physical Fitness Test as prescribed by the Battalion Commander.

(3) Maintains records of individual participation and performance in physical fitness testing for computation.

(4) Coordinates Battalion field meet.

(5) Coordinates remedial physical fitness training program.

h. Battalion Public Affairs Officer (PAO).

(1) The PAO is responsible for the publication of the Sunline newsletter, all Battalion publicity, and any other public relations efforts. Additionally, the PAO will function as the Battalion Recruiting Officer, and will assist the Unit Public Affairs Officer as necessary within this capacity. The Recruiting Officer will place a sign-up sheet for volunteers a week prior to recruiting events. Within 24 hours of the event, the sign-up sheet will be delivered to the Unit PAO for review and approval.

(2) Acts as unit announcer for all events and functions.

(3) Ensures all unit photos are maintained for every event.

(4) Responsible for bringing the camera to all battalion events.

i. Academics Officer. The Academics Officer has Staff responsibility for matters pertaining to Battalion academics and the tutoring program.

j. Unit Swim Instructor:

(1) The specific duties of the Unit Swim Instructor are:

(a) Coordinates swim qualifications, retesting, and training.

(b) Coordinate with campus lifeguard supervisor for lifeguard courses.

k. Physical Training team/Bulldog Platoon OIC:

(1) The specific duties of the PT team/Bulldog Platoon OIC are:

(a) Coordinate with the AMOI for non-Unit events (i.e., Duke City Marathon).

(b) Coordinate daily training with the AMOI for students desiring OCS and special operations training (i.e., Mini-Buds) or extreme sports competition.

l. Special Projects Officer

(1) The specific duties of the Special Projects Officer are:

(a) The Special Projects Officer is the Battalion coordinator for all intramural sports and physical fitness programs participated in by the Unit.

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(b) Effects liaison with the University Intramural Sports Officer for all matters pertaining to Unit participation in the sports program.

(i) Supervises the organization of all Unit intramural teams.

(j) Ensures that a schedule of all Unit team events is published weekly to the Battalion.

(k) Ensures that all scores of Battalion intramural teams are posted on the Battalion Bulletin Board.

m. Shooting Team OIC:

(1) The specific duties of the Shooting Team OIC are:

(a) Coordinate with AMOI for competitions concerning rifle and pistol shooting.

(b) Conduct classroom training on weapons safety and nomenclature of small bore weapons.

(c) Ensure all members are prepared for every shooting event.

(d) Ensures that all members of the Shooting Team are informed of unit events dealing with the shooting team.

n. Color Guard OIC:

(1) The specific duties of the Color Guard OIC are:

(a) Maintain all unit colors.

(b) Ensure training sessions are conducted by members of the Color Guard.

(c) Represent the unit in joint Color Guard details.

(d) Ensures that all members of the Color Guard are informed of unit events dealing with the Color Guard.

(e) Ensures discipline is kept by all members when conducting official events.

o. Platoon Commander. The Platoon Commander is directly responsible to the Battalion Commander for the performance of his/her Platoon. Through the proper supervision of Platoon Chiefs/Sergeants by the Platoon Commander will ensure that all Battalion objectives are met. This will include but is not limited to:

(1) Ensuring that their platoon adheres to proper military bearing and grooming standards.

(2) Ensuring that Midshipmen records are properly kept up.

(3) Ensuring that training time for the platoon is fully utilized during drill and lab periods.

(4) Ensuring that timely counseling and corrective action is taken in the event of unsatisfactory conduct from Midshipmen in the platoon.

(5) Ensures that all details involving the operation of the platoon are properly coordinated and completed.

(6) Pass the word on all unit policies, activities, orders, and directives to the platoon. They will utilize the counseling system as a tool of praise as well as a means of resolving any academic, aptitude, and fitness problems of the members of the platoon. Any problems that cannot be resolved at this level will be directed up the chain of command.

409. Drill

a. Drill is a mandatory requirement for all Midshipmen.

b. Drill in this Unit is not conducted for the purpose of teaching individuals to become drill instructors or drill specialists. The time spent in a military atmosphere during college years is too brief to achieve such a goal. However, in learning the rudiments of drill, individuals will reveal many important characteristics which may otherwise be unobserved through normal classroom work in Naval Science courses. Drill is an important means by which the Commander can assess each individual's qualifications and aptitude for a military environment. It is a constructive teaching device which develops and instills an appreciation for responsibility and

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certain principles of leadership which are essential characteristics of a commissioned officer.

d. Formations are in accordance with Chapters 1 and 14 of the Marine Corps Drill and Ceremonies Manual (MCO 5060.2). Companies will form in line with platoons in line. Specific instructions relating to each drill session will be published in the Training Schedule. When the Training Schedule calls for drill with weapons, Midshipmen will proceed to the NROTC Armory to pick up weapons before muster.

e. Muster and taking of reports will be in accordance with the Marine Corps Drill and Ceremonies Manual. Giving, or knowingly receiving a false muster is an offense and is considered a serious infraction of Unit and Navy Regulations.

f. Absences from drill will be recorded by the Battalion CMC/1stSgt and reported, via the Battalion chain of command, to the AMOI immediately following a formation. Unexcused absences will automatically result in the individual concerned being placed on report and being ordered to appear before the appropriate advisor.

h. All unit members who have a class conflict with weekly lab/drill will submit a chit.

410. Midshipmen Special Events

In addition to the weekly lab/drill periods, there will be other events during the academic year requiring participation of the Midshipmen Battalion or smaller units representing the Battalion. Midshipmen will be in appropriate uniform for each of these occasions.

a. Unit Inspection. The Commanding Officer, NROTC Unit, will conduct one or more formal inspections of the Midshipmen Battalion each semester. These inspections will generally concern overall appearance including fit and proper uniform wear, proficiency in drill, knowledge of military subjects, and names of officers and civilians in the chain of command within the Department of the Navy and the Unit. The uniform and other details for each announced inspection by the Commanding Officer will be prescribed in the Battalion Training Schedule.

b. Change of Command Ceremony. The last formal drill period of each semester will include a ceremony for the change of command for all Battalion Officers.

Chapter V

MIDSHIPMEN UNIFORMS

501. General

The United States Navy and the United States Marine Corps are uniformed military services. Their uniforms, and the indications of rank and specialty displayed thereon, are outward symbols of naval organization and military rank or rating. As such, Navy and Marine Corps uniforms are visibly important elements in the morale, pride, discipline, and effectiveness of the organization.

a. Uniform wear. NROTC students are required to wear uniforms on Naval Science Naval Professional Laboratory days and at other specified times. Poly-Wool Khaki is the basic uniform and may be prescribed year round. Working Khaki, SDBs, or Summer White may be prescribed in lieu of Poly-Wool Khaki.

b. Guidance. Uniforms worn by Midshipmen match, as closely as practicable, those worn by active duty Naval Officers. Specific guidance on those uniforms can be found in the United States Navy Uniform Regulations, NAVPERS 15665I.

502. Uniform Issues

a. General. Upon entering the program, all Midshipmen are provided the necessary uniforms and accessories. Allowances are given in Tabs A and B. Uniform composition tables are provided in Tabs C and D. Uniform items remain the property of the U.S. Government until commissioning, whereupon they become the property of the individual concerned, excepting Midshipman insignia and specified organizational clothing which must be returned. The individual Midshipman is responsible for ensuring that he or she has all of the required items and that they are in good condition. Worn or outgrown items may be surveyed by taking them to the Unit Supply Officer for exchange.

b. Summer Cruise Uniforms. In addition to basic uniform clothing, certain summer cruise clothing items are also provided by the Navy. Each year the Chief of Naval Personnel establishes clothing requirements for each of the various summer cruise programs. Uniforms for these cruises are normally issued in March, April, and May. First Class Marine Option students will draw their summer training clothing after reporting to Marine

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Corps Combat Development Command, Quantico, Virginia.
Midshipmen must wear the uniform insignia appropriate to the
cruise to which ordered.

Battalion rank insignia and Unit ribbons or awards may not be worn during summer cruises, away from the Unit on orientation trips or on leave. Utilities issued for summer training must be returned to the Unit Supply Officer at the beginning of the semester following the cruise. All returned clothing must be cleaned and ready for reissue. Lost clothing or clothing damaged through neglect or misuse will be replaced in kind or by cash restitution.

c. Name Tags. Each 4/C Midshipman will receive a name tag. Any additional name tags will be at the expense of the Midshipman.

d. Items not Issued. T-shirts, collar stays, and personal items are not issued and must be purchased by the individual Midshipman. CA will provide a list of these items.

503. Return of Uniforms

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

b. Commissioning. All organizational uniform items must be turned in before commissioning. Organizational items include: shoulder boards, insignias, all-weather coats and camouflage uniforms.

504. Alterations

All alterations made at government expense must be authorized in advance by the Unit Supply Officer. Alterations will be paid for by Unit and must be done by the contract tailor. Major alterations to NROTC uniforms are not authorized. Certain minor alterations, such as adjustments in sleeve lengths, trouser lengths, or waist size, may be necessary to properly fit uniforms. During initial issue Midshipmen will be given an alteration chit authorizing proper alterations by a local tailor under Navy contract. Alterations following initial issue necessitated by growth (including weight gain or loss, providing

the weight gain is not beyond the member's acceptable weight) will also be accomplished at Navy expense. Ill-fitting clothing should be taken to the Unit Supply Officer who will issue a replacement uniform or an alteration chit. Midshipmen shall NOT have their uniforms altered on their own initiative. The Unit cannot reimburse you for the cost involved. Improper alterations done by a non-contract tailor may result in the Midshipmen paying for the uniform. Midshipmen must obtain an Alteration Request Form from the Unit Supply Officer.

505. Uniform Care

a. Midshipmen launder and dry clean uniforms at their own expense. Uniforms will be kept clean and pressed at all times. Black shoes and brass belt buckles must be clean and highly polished.

b. Each student is expected to replace at personal expense, Navy-issued clothing items that are lost, mutilated, or destroyed through negligence or carelessness.

c. When Navy-issued clothing items are lost, mutilated, or destroyed through negligence or carelessness, the Unit Supply Officer will forward this information to the appropriate Class Advisor who will ensure that the matter is suitably reflected in the records of students responsible.

506. Wearing of Articles of Uniform with Civilian Clothes

No part of the prescribed uniform or equipment shall be worn with civilian clothing, except articles which do not present a distinctive Naval appearance; e.g. raincoats, shoes, socks, gloves, linen, and underwear.

507. Correct Wear of the Uniform

a. Clothing Articles

(1) Belts

i. Female: The belt is worn so the belt clip end touches the right side of the buckle. Align the left side of the buckle with the opening of the shirt forming a straight line.

ii. Male: The belt is worn so the belt clip end

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touches the right side of the buckle. Align the left side of the buckle with the opening of the shirt forming a straight line.

- iii. Marine options may wear the Marine Corps belt buckle with the belt extending 2 to 4 inches.

(2). Beret. Women candidates may wear the beret toward the front of the head, approximately $\frac{3}{4}$ inch from the forehead hairline, tilted slightly to the right side of the head. Insignia (miniature hat) is to be aligned above the left eye.

(3) Caps. The combination cap is worn squarely on the head with the bottom edge parallel to and $1\frac{1}{2}$ inches above the eyebrows.

(4) Garrison Cap. The garrison cap is worn squarely on the head, with the fore and aft crease centered vertically between the eyebrows with the lowest point approximately 1 inch above the eyebrows.

(5) Jackets. The blue windbreaker jackets are worn with the zipper at least $\frac{3}{4}$ closed. The collar tab is buttoned when not in use. A liner may be worn.

(6) Nametags. Worn centered over the right breast pocket, $\frac{1}{4}$ inch above the pocket. Nametags are not worn when medals are prescribed.

(7) Neckties. Four-in-hand neckties are worn knotted with either a four-in-hand, half Windsor, or Windsor knot. The top of the knot is worn parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle.

(8) Qualification Insignia. Enlisted Dolphins, SSBN Patrol Pins, Basic Parachutist (Jump Wings), Naval Parachutist, and Scuba Diver insignia are to be centered $\frac{1}{4}$ inch above the left pocket or any row of ribbons.

(9) Rain/Snow Boots. Boots shall be worn with closings, zippers or other fasteners secured.

(10) Ribbons and Medals. Ribbons are centered over the left breast pocket of the shirt or coat, $\frac{1}{4}$ inch above the pocket. Medals shall be worn such that the upper edge of the lowest row of medals is approximately $\frac{3}{8}$ inch from the upper

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edge of the pocket. The top edge of succeeding rows should be approximately 1 inch above the upper edge of the next row down.

(11) Scarf. The scarf, when prescribed, is worn overlapping to form a vee at the base of the throat, hiding the garment beneath.

(12) Shirts. Shirts with tie are always worn buttoned. Wear soft shoulder boards on shirts with epaulets.

(13) Shoes. Shoes are to be kept well shined and in good repair.

(14) Skirts. Skirts, when prescribed as short are worn with a length range of 1½ inches above or below the crease behind the knee. Belted skirts are worn with the zipper centered in back and a belt through all loops. Unbelted skirts are worn with the zipper on the left side. When prescribed as long, they are worn floor length.

(15) Slacks. Slacks are worn at a length to cover the top of the shoe by approximately 1 inch at the heel.

(16) Sweaters. Cardigan sweaters, when authorized, are worn buttoned and are worn in the immediate office space.

(17) Tie Clasps/Tacks. The tie clasp is worn 1 inch below the center of the tie in a horizontal position. A tie tack is centered 1 inch below the center of the tie. The uniform coat should cover it.

(18) Trousers. Trousers are worn at a length to cover the top of the shoe by approximately 1 inch at the heel.

(19) Undershirts. Undershirts are worn with either a rounded or V-neck. Crew neck shirts must be worn aboard ship and in areas where industrial or fire hazards exist.

(20) Vest. The vest is always worn buttoned. Wear a dress coat over it outside of the immediate office space.

b. Wearing of Headgear.

(1) The cap or hat is an integral part of the uniform. Uniform headgear need not be worn when ships are at sea outside harbor limits, except on specific watches specified by the Commanding Officer, and on ceremonial occasions specified by the

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Commanding Officer or higher authority. Uniform headgear is worn in port, unless safety prevents doing so.

(2) Outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel remain covered during invocations or other religious military activities such as changes of command, ship commissionings and launchings, military burials, etc. The chaplain conducting the religious ceremony will guide participants following the customs of the church.

(3) The cap or hat is normally removed inside. Officers or enlisted in a duty status and wearing side arms or a pistol belt may only remove headgear inside when entering dining areas or where religious services are being conducted. Women may wear the hat indoors, except in mess halls, following civilian social customs.

(4) Personnel may remove their cap or hat when traveling inside a private automobile or riding bicycle off base. A cover is mandatory when entering or within a military reservation, unless wearing the cap is impractical or hazardous. A military cover may be removed when riding a bicycle on or off base. A safety helmet is required on most military installation.

508. Characterization of Navy Uniforms

a. Classes of Uniforms. Individual uniform needs exist for ceremonial dress, for wear to correspond to a business suit environment, for work, and for social functions. These uniforms are categorized and defined as follows:

(1) Ceremonial. Full dress uniforms are prescribed for official formal occasions, which include honors aboard ships and stations, such as changes of command, inspections, and similar ceremonies.

(2) Formal and Dinner Dress. These uniforms are prescribed for official formal functions at which civilians normally wear evening dress (white tie) or dinner dress (black tie). Specialized dress uniforms may also be developed and prescribed to meet certain unique protocol requirements.

(3) Service Dress Uniforms. Service dress uniforms are worn to all official functions when formal dress, dinner dress,

or full dress uniforms are not prescribed and civilian equivalent dress is coat and tie.

(4) Service Uniforms. Service uniforms are normally worn for office work, liberty, or business ashore when prescribed as uniform of the day.

(5) Working. Working uniforms are normally prescribed for situations which would unduly soil dress uniforms or where dress uniforms would be inconvenient or unsafe. Working uniforms are prescribed as the uniform of the day aboard ship when at sea and are usually permitted for shipboard personnel in port during normal working hours. They may also be worn at shore stations during normal working hours, in industrial areas, and when otherwise deemed appropriate by the Senior Officer Present Afloat (SOPA) or Area Coordinator. Work uniforms normally are not authorized for wear off naval installations.

b. Types of Uniforms. Uniforms must reflect the climate in which they are to be used. Extremes of climate and environment, such as polar wear, or flight equipment are considered to be outside of the prescribed U.S. Navy Uniform Regulations and are governed by technical requirements as operational attire. In conformance with civilian convention, there are three seasonal types:

(1) Winter. Medium weight garments designed to be worn during winter months of temperate zones (vice arctic wear).

(2) Summer. Lightweight garments designed to be worn during summer months of temperate zones (vice tropical).

(3) Tropical. Lightweight garments designed to be worn under tropical conditions.

509. Insignia

a. General

(1) Insignia will be issued by the Unit Supply Officer. All insignia remains government property and must be returned upon promotion, commissioning, or disenrollment. Insignia may be sewn on uniforms at Navy expense through an alteration chit from the Unit Supply Officer.

(2) The provisions of this chapter, pertaining to male and female officers, shall apply to the insignia worn by officer

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accession program personnel insofar as the equivalent insignia furnished to them will permit.

(3) In general, insignia worn by NROTC Midshipmen and Officer Candidates conforms to that prescribed for U.S. Naval Academy Midshipmen. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem in place of the anchor device.

b. Cap Insignia

(1) Combination Cap. Insignia on the combination cap shall consist of a device, chin strap and retaining buttons.



(a) Cap Device. The Navy insignia shall be a gold fouled anchor. The length of the anchor including the fouling shall be 1 13/16 inches; 1 1/8 inches wide at the flukes; 1 1/8 inches wide at the stock with other dimensions proportionate. The device shall be attached to the mount of the cap band; the unfouled arm of the stock shall be on the wearer's right. Marine option Midshipmen will wear the gold enlisted Marine Corps emblem.

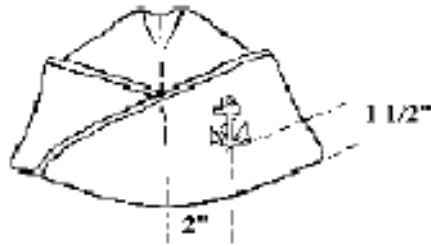


(b) Chin Strap. The chin strap shall be 3/8 inch wide, faced with gold lace and shall be secured at each end by a 22½ line, Navy eagle, gilt button.



(2) Garrison Cap. The Navy insignia shall be gold metal fowl anchor 1 1/16 inches in length with other dimensions proportionate. The unfouled arm of the stock faces front. It shall be pinned to the left side of the cap in an upright position with the center 2 inches from the front seam and 1½ inches above the bottom edge. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem.

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c. Shoulder Boards

(1) There are two types of shoulder boards, one which indicates class and one which indicates rank. Both shall be $5\frac{1}{2}$ inches (men), $4\frac{1}{2}$ inches (women) long and $1\frac{3}{4}$ inches wide with outer end squared and inner end terminating in a symmetrical peak covered with dark blue cloth. They are rigid and attached on the shoulder at the inner end by a $2\frac{1}{2}$ line Navy eagle, gilt button fastener. They are worn on the coat of Full Dress White uniforms, on the blue overcoat, reefer, dinner dress jacket, and on the white tropical shirt. The anchor insignia on the shoulder boards will be replaced by the gold, enlisted Marine Corps emblem for Maine Option Midshipmen.

(2) Class Shoulder Boards. The insignia to be worn on shoulder boards shall consist of a metal fowl anchor, alone or in combination with stripes, to indicate the wearer's class.



(a) Midshipman First Class. A gold metal fowl anchor, $1\frac{1}{16}$ inches in length, with other dimensions proportionate, shall be centered on the mark with the crown 2 inches from the squared end and the unfouled arm of the stock to the front. Place one yellow stripe, $\frac{1}{8}$ inch wide, with the outer edge $\frac{5}{8}$ inch from and parallel to the squared end of the shoulder board (right and left).

(b) Midshipman Second Class. Same as prescribed for Midshipman First Class except that there are two yellow stripes, $\frac{1}{8}$ inch wide, placed diagonally across the shoulder board. The front edge of the bottom stripe is $\frac{5}{8}$ inch and the rear edge of the bottom stripe is $1\frac{5}{8}$ inches from the squared end of the

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mark. The stripes shall be parallel and spaced 1/8 inch apart; lower end to the front (right and left).

(3) Rank Shoulder Marks. The insignia to be worn on shoulder boards shall consist of a star, in combination with stripe(s), to indicate the wearer's rank.

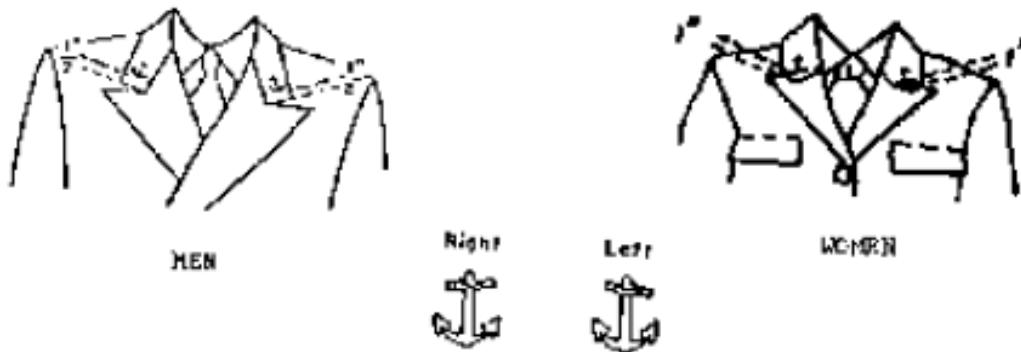


(a) Ensign. Same as prescribed for Commander except there is one stripe.

f. Coat Collar Anchor Insignia and Coat Collar Star Insignia

(1) Coat collar insignia consists of plain gold anchors indicated Midshipman status and gold stars indicate Academic Achievement to be worn on the collars of the blue coats.

(2) Service Dress Blue Coat



(a) Anchor Insignia. A plain gold anchor 1 7/16 inches long, the stock, 3/4 inch wide, and the flukes 1 1/17 inches 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 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (female), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock is approximately horizontal. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem. The Marine Corps emblem shall be worn with the eagles wings parallel to the deck.

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(b) Academic Star Insignia. Five pointed $\frac{1}{2}$ inch gold colored metal star.

(c) Distinguished Midshipmen wear the star on each collar tip of the coat $\frac{1}{2}$ inch above the lapel anchors. Two rays of the star will be bisected by the center line of the anchor. On all other uniforms the star is worn on the left breast pocket flap centered $\frac{1}{4}$ inch below the top of the pocket.

e. Shirt Collar Insignia

(1) Shirt collar insignia consists of gold fouled anchor, eagle, and bar worn on the collar tips of blue and khaki shirts, to indicate the wearer's class and/or rank.

(2) Insignia Indicating Class and Petty Officer Rank.

(a) Anchor Insignia. A gold metal fouled anchor, $\frac{5}{8}$ inch (right and left). Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem.



Anchor Insignia

(b) Eagle-Anchor Insignia. Consists of a spread eagle on gold metal fouled anchor, $\frac{11}{16}$ inch (right and left).



Eagle-Anchor Insignia

(c) How Worn. Pin the anchor and eagle-anchor insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch

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below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the eagle's head and the unfouled arm of the stock faces front. For Marine Option Midshipmen, the Marine Corps emblem shall be worn with the eagle's wings perpendicular to the front edge of the collar.



Manner of Wearing

(1) Midshipman First Class of other than Officer Rank. Wear the eagle-anchor insignia on both collar points. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem in place of the eagle anchor.

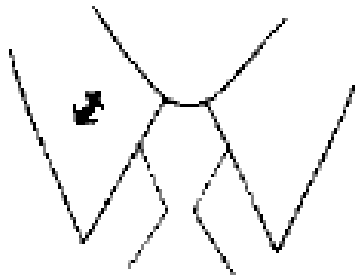


(2) Midshipman Second Class. Wear the eagle-anchor insignia on both collar points. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem in place of the eagle anchor.

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(3) Midshipman Third Class. Wear the eagle-anchor insignia on the right collar point only. Marine Option Midshipmen will wear the gold enlisted Marine Corps emblem in place of the eagle anchor.



(4) Midshipman Fourth Class. Wear no insignia on the collar.



(3) Insignia Indicating Midshipman and Officer Candidate Rank. Consists of gold color metal bars, on the collar tips of blue and khaki shirts to indicate the wearer's rank. On closed collar shirt, pin this insignia on the collar so that the center of the first bar is approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. On open collar shirt, center insignia 1 inch from the front and lower edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

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At the discretion of the Commanding Officer, the insignia for the below ranks will be worn as follows:

(a) Commander. Wear five parallel bars, each $\frac{1}{4}$ inch wide, and spaced $\frac{1}{8}$ inch apart, connected by a thin strip of wire or metal.

(b) Lieutenant Commander. Wear four parallel bars, arranged as for Commander.

(c) Lieutenant. Wear three parallel bars, arranged as for Commander.

(d) Lieutenant Junior Grade. Wear two parallel bars, arranged as for Commander.

(e) Ensign. Wear one bar, arranged as for Commander.

510. Grooming Standards

a. General. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor designed to isolate Navy Midshipmen from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image yet allows a degree of individuality. The difference between men's and women's grooming policies recognizes the difference between the sexes; sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Navy's best interest and is not a factor in the assurance of equal opportunity. The primary consideration is to have a neatly groomed appearance while wearing the naval uniform.

b. Hair - Males

(1) Keep hair neat, clean and well groomed. Hair above the ears and around the neck will be tapered from the lower natural hairline upwards at least $\frac{3}{4}$ inch and outwards no greater than $\frac{3}{4}$ inch to blend with the hair style. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with proper wearing of military

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headgear. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair is not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the $\frac{3}{4}$ inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural narrow part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.

(2) Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns will not extend below the bottom of the earlobe, shall be of even width (not flared) and shall end with a clean-shaven horizontal line. "Muttonchops," "ship's captain," or similar grooming modes are not authorized.

(3) The face will be clean shaven, except mustaches are permitted. A mustache will be kept neatly and closely trimmed. No portion of the mustache will extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than $\frac{1}{4}$ inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed $\frac{1}{2}$ inch.

c. Hair - Females

1. Keep hair clean, neatly shaped, and arranged in an attractive feminine and professional style. Faddish and exaggerated styles are prohibited. When in uniform, hair on back of head may touch but not fall below the lower edge of the collar. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized. Foreign material (i.e. beads, decorative items) shall not be braided into the hair. Long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hairstyle and may not dangle free at any point. Hair must not show under the front of the brim of the combination hat, garrison cap, or command ball cap. Afro, natural, bouffant, and other similar hairstyles, which do not

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interfere with proper wearing of headgear, are permitted. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and compliment the individual. Faddish styles and outrageous multicolored hair is not authorized. Visible hairnets may be worn only if authorized for specific duties such as hospitals or galleys.

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

(3) Fingernails shall be kept clean. They shall be trimmed so as not to extend $\frac{1}{4}$ inch past the fingertips. Nail polish shall compliment the skin tone.

d. Jewelry. The wearing of jewelry is authorized within the guidelines set herein:

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

(2) Earrings/Body Piercings.

(a) Earrings are not authorized for males while in uniform, in the NROTC Unit, or while participating in any military recreational activities. Females may wear one gold 6 mm ball stud per ear with working uniforms and white pearl earrings with dress uniforms. Additionally, no article shall be attached to or through the nose for either males or females.

(b) Body piercings are not authorized while in uniform, in the NROTC Unit, or while participating in any military recreational activities.

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

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

(5) Civilian Attire. All civilian attire worn by UNM NROTC students shall present a neat, clean, conservative, and

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professional appearance. UNM NROTC students shall ensure that their dress and personal appearance is appropriate for the occasion and will not discredit the Navy or Marine Corps.

(a) All clothing shall be neat, clean, and in good condition. No tattered, torn, or otherwise disfigured clothing will be worn.

(b) Final consideration on civilian clothing will be decided by the staff.

e. Active Duty Marine Corps Personnel. Marine Corps grooming standards are contained in Marine Corps Order P1020.34C. Maximum hair length is 3 inches, and sideburns will not exceed below the top of the ear orifice. Moustaches will not extend beyond the edges of the mouth and beards are not permitted. Marine males are not authorized earrings for wear at any time. This includes in or out of uniform, on or off duty.

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ORIENTATION ISSUE

ITEM DESCRIPTION	MALE NAVY	FEMALE NAVY	MALE MARINE	FEMALE MARINE
Bag, Duffel, Nylon Olive Drab	1	1	1	1
Belt, Slacks Khaki Web Brass/Gold Tip P/C			1	1
Belt, Slacks Khaki Brass/Gold Tip P/W	1	1		
Buckle, Brass/Gold N.O.	1	1		
Buckle, Belt Brass/Gold M.O.			1	1
Cap, Garrison Khaki P/W	1	1	1	1
Insignia, Garr Cap Fouled Anchor	1	1		
Insignia ,Garrison EGA USMC			1	1
Name Tag	1	1	1	1
Physical Training Uniform Shirt Navy	2	2		
Physical Training Uniform Short, Navy	2	2		
Physical Training Uniform Short, USMC			2	2
Shirt, Khaki Poly/Wool S/S	1	1	1	1
Shoe, Dress Black Leather Oxford	1	1	1	1
Slacks, Khaki Poly/Wool	1	1	1	1
Socks Dress Nylon Black	3	3	3	3
Sweatshirt Navy	1	1		
Sweatshirt USMC			1	1
Sweatpants Navy	1	1		
Sweatpants USMC			1	1
Undershirt, Green USMC			3	3

Table A

FALL/WINTER ISSUE

ITEM DESCRIPTION	MALE NAVY	FEMALE NAVY	MALE MARINE	FEMALE MARINE
Belt Slacks/Trousers Black Brass/Gold Tip	1	1	1	1
Cap Knit Blue (Watch Cap)	1	1	1	1
Chin Strap Plastic Lace Gold	1	1	1	1
Coat All Weather	1	1	1	1
Coat Svc Drs Blue	1	1	1	1
Cover Service Hat White CNT	1		1	
Frame Service Hat	1		1	
Gloves Leather Black	1	1	1	1
Hat Svc Frame W/Crown & Hat Band		1		1
Insignia Collar Dev Anchor	1	1		
Insignia Collar Dev EGA USMC			1	1
Insignia Hat Band Gold Anchor	1	1		
Insignia Hat Band EGA			1	1
CAP, Camo W/O Insignia			1	1
Boots, MC Hot Weather			1	1
Jacket Relaxed SDB	1	1	1	1
Midshipmen Hat Band	1		1	
Necktab Women's		1		1
Necktie Men's Black	1		1	
Necktie Men's Bow	1		1	
Shoulder Board Soft 4/C	1	1	1	1
Shirt White L/S	1		1	
Shirt, Camo			2	2
Socks, Black Nylon/Cotton			3	3
Shirt, White Poly/Cotton S/S		1		1
Trousers, Camo			2	2
Slacks, Svc Drs Blue		1		1
Tie Clasp Gold	1		1	
Trousers Svc Drs Blue P/W	1		1	

Table B

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SPRING ISSUE

ITEM DESCRIPTION	MALE NAVY	FEMALE NAVY	MALE MARINE	FEMALE MARINE
Belt, Slacks/Trousers White CNT Anodized Tip	1	1	1	1
Shirt, White Qtr Length CNT W/Epaulette	1	1	1	1
Shoulder Boards, Hard W/Anchor	1	1	1	1
Shoulder Boards, Hard W/EGA			1	1
Shoes, White Oxford Dress	1	1	1	1
Slacks, White CNT Belted		1		1
Socks, Dress Nylon White	3	3	3	3
Trousers, White CNT	1		1	

Table C

For summer cruise issue and sea bag inventory, see NSTC INSTRUCTION 1020.4.

CHAPTER VI

CONDUCT AND DISCIPLINE

601. Standards of Conduct

a. Purpose. The standards of conduct which Naval Officers are expected to observe derive from both custom and legislation. The standards which have been enacted into law are intended to prevent use of public office for personal gain.

The traditions of the Navy/Marine Corps team are different from civilian customs. Both services' histories, their flags, their insignias - make the Naval Services what they are and sets them so distinctly apart from other military organizations and the civilian populace. These traditions give the Naval Services their flavor, and are the reasons the U.S. Navy and U.S. Marine Corps cherish their histories, their way of acting and speaking, their uniforms, and their mannerisms. These traditions, as distinct from civilian life, foster the discipline, valor, loyalty, dedication, and readiness which makes the term --- Navy/Marine Corps Team --- signify all that is highest in military efficiency.

Standards of conduct which are handed down by custom are necessary to promote harmony and good order during peacetime and to ensure victory in time of war. Adherence to Naval customs involves development of the virtues of honor, courage, personal integrity, dedication to duty, and loyalty. Development of these virtues is not confined to four years of college, but instead is a lifetime process. Misconduct or discourtesy which might be condoned elsewhere is intolerable in the Naval Service. When the Commanding Officer signs the recommendation that a Midshipman is qualified for commissioning, it is implicit that the Midshipman is also worthy of the special trust and confidence conveyed by the President of the United States in the commission. When the commission is accepted, the individual assumes the responsibility for living up to the highest standards in both professional and private life. A goal of the NROTC Program is for each Midshipman to recognize and adhere to all standards of conduct for Naval Officers.

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

(1) Saluting. The salute is a long established form of greeting and recognition exchanged between members of the

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military profession. Midshipmen in uniform shall salute officers of all branches of the Armed Forces, whether or not the senior is in uniform, and shall salute Midshipmen and Cadet officers senior to them when that senior is in uniform, and shall salute midshipmen and cadet officers senior to them when that senior is in uniform. Salute only when covered. This does not mean that courtesy stops when uncovered. A time of day greeting is always in order regardless of cover. It is customary to exchange a greeting with a salute such as "Good morning, Sir," or "Good afternoon Ma'am," or "Good evening Lieutenant _____," if the person is recognized. If two or more officers in a group are met, make your greeting to the senior officer. If there are two or more officers of the senior rank and of the same sex, address them as "gentlemen" or "ladies." When a student officer is in the company of the AMOI, the midshipmen will greet the AMOI and salute the student officer. If a student officer is in the company of an officer, the midshipmen will greet and salute the officer.

(2) Addressing Officers. Officers of all military services are addressed by their rank with the following exceptions. Officers of the Medical Corps, the Dental Corps, and those officers of the Medical Service Corps and Nurse Corps having doctoral degrees may be addressed as "Doctor." Officers of the Chaplain Corps may be addressed as "Chaplain." When addressing an officer whose rank includes a modifier, the modifier may be dropped (i.e., Lieutenants Junior Grade may be addressed as Lieutenant).

(3) Courtesy and Deference to Military Seniors. In the Naval establishment, courtesy and deference to military seniors are strictly observed in all circumstances. For example, juniors give way to seniors; juniors request permission to smoke in the presence of seniors; juniors walk to the left and slightly to the rear of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by Midshipmen from Unit personnel or Midshipman Officers shall be considered official and executed accordingly. Expressed wishes or desires of a military senior, by tradition, are tantamount to an order to a junior.

(4) Entering an Officer's Office. When a Midshipman wishes to enter an Officer's office, the following procedure will be observed:

Knock before you enter. If the officer is occupied do not interrupt.

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When recognized, enter and sound off, "Midshipman _____ Class, _____ (last name), Sir/Ma'am."

State your business.

Remain at attention until directed otherwise.

When dismissed, face about and march out.

(5) Classroom Procedure. Military courtesy extends to the Naval Science classroom. When the instructor enters the classroom, the section leader 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 quietly take the nearest vacant seat, and will explain their tardiness to the instructor immediately after class.

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

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

(8) Standards of Dress. Midshipmen shall maintain high standards of personal appearance both while in uniform and in civilian attire. The uniform will be worn in accordance with

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U.S. Navy Uniform Regulations. While in civilian attire, Midshipmen are expected to present the same neat, well-groomed appearance as in uniform. Midshipmen must remember that they are representing the United States Navy and Marine Corps, in uniform and out, dealing with professors and administrators, with local merchants and townspeople, with civilian classmates, and with members of the Battalion. Naval grooming standards should be adhered to both in and out of uniform.

(9) Public Display of Affection. Midshipmen in uniform are generally encouraged to avoid public displays of affection. Obvious exceptions to this are situations in which courtesy or safety are factors or during certain ceremonies.

602. Relations with Enlisted Instructors

In their relations with enlisted instructors, Midshipmen will always conduct themselves with respect, dignity, and decorum. Midshipmen shall have no financial relations with any enlisted personnel of the Armed Forces.

603. Use of Tobacco

Midshipmen are not authorized to smoke in the Naval Science building. Midshipmen in uniform will not smoke while covered. This includes on campus, on the street, or in a public conveyance. Midshipmen are to follow all applicable city and/or University of New Mexico laws regarding tobacco use.

604. Conduct at Athletic Events

Midshipmen, whether in or out of uniform, will always observe the highest standards of sportsmanship at athletic events. Vocal support of University and Unit teams is desired and expected, but under no condition will the opposing team or game officials be made the subject of jeers or boos.

605. Conduct Towards Civilian Instructors

Midshipmen will, at all times, exhibit the same degree of courtesy and respect toward their civilian instructors on the campus that they are required to maintain toward officer instructors of the Unit.

606. Discipline

a. Midshipmen shall conduct themselves as future officers throughout their stay at the University. A Midshipman's obligation to serve in the Navy encompasses their assigned duties and every facet of private and public behavior ashore or afloat. Good conduct is exemplified by self-discipline, a sense of moral fortitude, and a dedication to duty, honor, and country. All conduct shall reflect the propriety and decorum which characterizes a Naval Officer. The nature of military organization requires that each individual be responsible and loyal to the direction of the Commanding Officer. Additionally, there are individuals throughout the chain of command who are entrusted with the authority to carry out the orders of the Commanding Officer. The cardinal military virtue which guides the conduct of all Midshipmen, Sailors and Marines is obedience to constituted authority. Military discipline, morale, and operational efficiency are inseparable.

b. Each Midshipman is required to carry out the official orders of senior Midshipmen officers and Petty Officers when they are acting in their official capacity. Each Midshipman is also subordinate to the Class Advisor in all matters pertaining to the Midshipman's obligation to the Naval Service. Any breach of conduct would be detrimental to the morale and good name of the Battalion. Such an offense could indicate a personal deficiency and could lead to disenrollment from the Unit.

607. Disciplinary Offenses

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

b. Minor Offenses. Minor offenses are of a less serious nature and generally involve infractions of Midshipmen Battalion rules and regulations such as tardiness or unexcused absence from drill, improper uniform or haircut, or failure to carry out

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orders of senior Midshipmen. These offenses are normally handled within the Midshipmen Battalion. However, repeated minor offenses will result in a Midshipman's appearance before a Unit Aptitude Board of Review and can lead to disenrollment from the NROTC Program.

608. Disciplinary Procedures

a. Purpose: Disciplinary procedures are delineated to ensure all members of the Battalion are treated with **firmness, fairness, and consistency** if they fail to meet certain requirements. The individual initiating disciplinary procedures should always ensure that the disciplinary action is commensurate with the offense committed. Counseling should always be included as part of the disciplinary proceedings regardless of the offense. Often, only small corrections or admonitions are needed to remind individuals of the required or appropriate behavior that should be displayed. The following should be used to guide how levels of disciplinary action progress from informal counseling up to Battalion Boards.

1. Informal Counseling and notation in personnel record.
2. Formal Counseling and Report of Deficient Performance.
3. Extra Military Instruction (EMI) and Report of Deficient Performance.
4. Company/Platoon Board and Report of Deficient Performance.
5. Battalion Board and Report of Deficient Performance.

It is important to remember not to use punishment as a substitute for good leadership. Counseling should be used as a tool to help shape and guide subordinates. **Counseling is a very important part of the disciplinary procedure and should never be overlooked.** It is of the utmost importance that the individual in question fully understands his or her breach of conduct so he or she does not commit the same infraction again. All breaches of conduct must be evaluated for severity and whether formal counseling will be sufficient or if further action is required before any stronger forms of reprimand are applied.

b. *Informal counseling* is defined as a **two-way discussion** between a senior and subordinate about the nature of the subordinate's performance and the manner in which discrepancies should be corrected. The emphasis should be on establishing expectations and ensuring effective training, not on scolding individuals who have performed unacceptably. Informal counseling should be applied to the situation on the first offense whenever there exists a strong likelihood that it alone

will solve the problem. It must be noted, however, that the superior is required to keep personnel folders and records of all instances of poor aptitude in order to be prepared should formal counseling become necessary.

Informal counseling is to be utilized by Platoon Sergeants and below to immediately correct minor mistakes and breaches of conduct. If the unacceptable behavior displayed by the individual is repetitive or heinous in nature, the individual is to be referred to the platoon commander for formal counseling and further evaluation.

c. *Formal counseling* will involve the same process described within the definition of informal counseling; however, the results of the meeting will be formally documented on the Report of Deficient Performance shown in CNSTCINST 1533.2 ROD Section 7. It will be left to the discretion of the chain of command whether Extra Military Instruction (EMI) will accompany formal counseling (See 608d.). If EMI is assigned, this too will be annotated on the report. All information on the report is to remain **completely confidential** unless requisitioned for the purpose of evidence in a board.

Formal counseling is intended to be a formal manner of addressing breaches of conduct that are too serious to be handled by informal counseling. Formal counseling is a tool that allows commanders to directly correct individual problems in a manner that may be less severe than EMI or Boards. It is to be utilized by Platoon Sergeants and above who are required to complete a formal counseling sheet on the individual being counseled. Formal counseling is required to take place in all cases of disciplinary action. Before **any other** level of punishment can be utilized, counseling must take place.

d. *Extra Military Instruction (EMI)*, when assigned, will always be associated with a weakness or deficiency in some manner. From this perspective, **EMI is not punishment, but an attempt to overcome a Battalion member's weakness or correct a deficiency.** It shall be documented on a report of deficient performance. Once EMI is assigned, personnel assigning EMI need only to submit a copy of the Report of Deficient Performance and assignment with any pertinent, clarifying information up the administrative chain of command to their respective Company Commander. The Company Commander is required to brief the BN XO on the actions to be taken. The Battalion Sergeant Major or CMC shall monitor EMI given to Battalion members to ensure that the assignment is just and appropriate. EMI shall adhere to the following guidelines:

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1. All EMI must be approved by the MOI before commencement of the instruction.

2. Should be designed to correct a deficiency or weakness in the member.

3. Should not be assigned more than twice for the same type of offense.

4. Must not interfere with academics, such as classes or labs.

5. Personnel assigning EMI should not do so impulsively or in the heat of the moment.

6. Must be noted in the individual's service record. This entry is to be signed by the person assigning EMI and initialed by the recipient.

7. EMI shall not exceed two (2) hours per week or last more than 4 weeks.

8. An example of EMI would be the following: reports, essays, or presentations around 500 words or 10 minutes.

e. Company/Platoon Board:

1. Policy: It is important to remember that an aptitude board should be convened only when the seriousness of the offense warrants it, not as a replacement for counseling and leadership at the lower levels. Normally, company boards will only be conducted for multiple Class B offenses.

2. Before initiating a Company level board, the Company Commander is required to notify the Battalion Advisor of his intentions and explain the circumstances surrounding the board.

3. The Company/Platoon Commander shall be the Chair of the Board and hold the board in SDB's or the uniform of the day. Conduct shall be in a smart, professional, military manner. Personal biases, slander, and other unprofessional conduct will not be tolerated. The board will be conducted in accordance with standard military proceedings.

4. The Company board shall be composed of the Company Commander, the boarded person's Platoon Commander, and a recorder. In any case, there shall be an odd number of Board members. Anyone else in the boarded person's chain of command may also be required to attend at the Company Commander's discretion. The person being boarded may also request a witness in their defense. A majority vote among the Board members will determine the corrective action for the Battalion member, if any. A report should be submitted after the board to the BNCO in accordance with Appendix F before being submitted to the Battalion Advisor.

5. Corrective action that may be assigned includes:

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a) Extra duty days, such as AOOD, OOD, or duty driver.

b) Assignment of an essay analyzing the offense, its implications, effects, etc., not to exceed 1000 words in length.

c) Requirement to check in early to the OOD for no longer than two weeks.

d) Recommendation that the individual stand in front of a higher board.

f. Battalion Board:

1. Policy: It is important to remember that an aptitude board should be convened only when the seriousness of the offense warrants it, not as a replacement for counseling and leadership at the lower levels. Normally, Battalion boards will only be conducted for multiple Class B offenses or Class A offenses.

2. Before initiating a Battalion level board, the BNCO is required to notify the CO of his or her intentions, via the Battalion Advisor, and explain the circumstances surrounding the board.

3. The BNCO shall be the Chair of the Board, and shall hold the board in SDB's or the uniform of the day. Conduct shall be in a smart, professional, military manner. Personal biases, slander, and other unprofessional conduct will not be tolerated.

4. The Battalion board shall consist of the BNCO, the BN XO, the boarded person's Company Commander, a recorder (the Adjutant), and any other person in the boarded person's chain of command as deemed necessary by the BNCO. In any case, there shall be an odd number of Board members. The person being boarded may also request a witness in their defense. A majority vote among the Board members will determine the corrective action for the Battalion member, if any. A report should be submitted after the board to the Battalion Advisor IAW CNSTCINST 1533.2 ROD Section 7.

5. Corrective action that may be assigned includes:

a. Assignment of an essay analyzing the offense, its implications, effects, etc., not to exceed 2000 words in length.

b. Extra duty days or details.

c. Requirement to check in early to the OOD for no longer than a month.

d. Recommendation that the individual be referred to a Unit Staff board.

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g. Fitness Reports: If individuals consistently display behavior that is not in accordance with the standards of good order and discipline that are expected of Midshipmen, then an appropriate annotation should be made on the individual's fitness report. Annotation on an individual's fitness report is intended to be a warning indicator for his/her CA of behavior that is consistently borderline but not serious enough to warrant board remediation. All fitness report annotations should be made IAW Chapter 10.

h. Appeals Policy: Every member in the Battalion has the right to appeal his board results if he/she feels it is warranted, via a request chit. This shall be done within 48 hours of the board. Battalion or Unit Staff will handle the appeal whether it is a company or Battalion board, respectively.

609. Uniform Code of Military Justice (UCMJ)

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

610. Indebtedness

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

CHAPTER VII**NROTC INSTRUCTIONAL PROGRAM****701. General**

College Program and Scholarship NROTC students may choose any degree program considered by the Commander, NSTC to be compatible with the requirements of Naval Officer duties and the needs of the Navy. Navy Midshipmen are encouraged to pursue majors in engineering and physical sciences to meet the technological needs of the Navy. While science and mathematics are essential to the background of a Naval Officer, the officer must also be proficient in written and oral expression. Courses required by the Department of Naval Science are outlined in paragraph 704. Unit instructors are available to guide Midshipmen in selecting both academic majors and electives.

702. Academic Majors

Responsibility for selecting and applying for a major rests with the Midshipman and must be completed prior to the commencement of the junior year. Since the choice of major, as well as a change in major, may affect a Midshipman's graduation date and status in the program, Midshipmen deciding on a major or contemplating a change in major, must consult with their CA. Change of major requires approval by the Professor of Naval Science. While all University students consult with a University advisor for help in determining a major program, Midshipmen should also feel free to seek additional assistance from members of the Unit staff.

CNSTCINST 1533.3A prescribes an academic major policy for NROTC Navy Option Scholarship Midshipmen utilizing a Tier System and ensures NROTC officers possess the skills desired by the U.S. Navy. The purpose of this policy is to ensure that a minimum of 65% NROTC Navy Option Scholarship Midshipmen graduate with a technical major.

703. Advanced Standing

a. Students entering the Four-Year Scholarship and College Programs with prior college credit should plan to complete naval science requirements not later than the date they would normally receive the first baccalaureate degree.

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b. Students transferring from College Program to the Scholarship Program shall not change class standing and shall plan to complete all naval science requirements by the time they would normally receive the first baccalaureate degree.

c. Students entering the Two-year Scholarship Program and College Programs are exempted from the NROTC Basic Course by virtue of successful completion of the Naval Science Institute. These students will complete the NROTC Advanced Course, including First Class cruise, prior to commissioning.

704. Curriculum Requirements

a. Midshipmen are required to take the Naval Science courses appropriate for their year group.

b. Midshipmen must take Naval Professional Laboratory (NAV SC 010) during every semester they are enrolled in the Program (e.g., eight semesters of Leadership Laboratory are required to successfully complete the Four-Year NROTC Program).

c. Detailed Course Requirements

(1) Non-Naval Science courses:

TABLE 4-1: NROTC-SPECIFIED COURSES

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

R= required,

A=Advised to ease change to USN scholarship status,

N= Not required by Navy,

R*= May be required by specific program authorization.

(2) Naval Science courses:

Courses	Year Normally Completed	USN Scholarship	USMC Scholarship	USN CP	USMC CP	MECEP	STA-21
Introduction to Naval Science	Freshmen	R	R	R	R	N	R*
Engineering	Freshmen	R	N	R	N	N	R*
Weapons	Sophomore	R	N	R	N	N	R*
Navigation	Sophomore	R	N	R	N	N	R*
Sea Power and Maritime Affairs	Junior	R	R	R	R	N	R*
Leadership and Management	Junior	R	R	R	R	N	R
Naval Operations and Seamanship	Senior	R	N	R	N	N	R*
Principles of Naval Leadership	Senior	R	R	R	R	R	R
Evolution of Warfare	Sophomore/Junior	N	R	N	R	R	N
Amphibious Warfare	Junior/Senior	N	R	N	R	R	N
Naval Science Laboratory	All Years	R	R	R	R	R	R
Physical Training	All Years	R	R	R	R	R	R

R= Required; N= Not Required; R*= Required but taken at NSI

(3) Marine Option students must also take, during the junior and senior years, two relevant courses taught by civilian faculty. These courses are selected from areas of study promulgated by the Commandant of the Marine Corps and approved by the Marine Officer Instructor. These courses are listed in Appendix A.

(4) Two-Year College and Scholarship Program students fulfill the NAV SC 101, 105, 201, and HIST 474 requirements by attending the Naval Science Institute at Newport, Rhode Island prior to entering the NROTC Program.

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

(7) ALL NROTC required classes must be taken on a letter grade basis, except Physical Training and Naval Science Laboratory.

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d. Advanced/Transfer Credit. Courses accepted by the University for academic credit (i.e. courses taken during high school for advanced standing or summer school courses taken at other institutions) will, where applicable, be approved as satisfying NROTC academic requirements. Arrangements for validation of such courses should be made with appropriate University officials. However, if a scholarship student places out of two semesters of calculus or physics he/she will be required to take one calculus/advanced mathematics course or one physics course for grade to meet Navy requirements.

705. Naval Science Course Descriptions

a. Principles and Concepts of Naval Science (NAV SC 101). A general introduction to the naval profession and to concepts of seapower. Instruction emphasizes the mission, organization, and warfare components of the Navy and Marine Corps. Included is an overview of officer and enlisted ranks and rates, training, and education, and career patterns. The course also covers naval courtesies and customs, military justice, leadership and nomenclature. This course exposes the student to the professional competencies required to become a Naval Officer.

b. Naval Ships Systems I (Engineering) (NAV SC 105). A detailed study of ship characteristics and types including ship design, hydrodynamic forces, stability, compartmentation, propulsion, electrical and auxiliary systems, interior communications, ship control, and damage control. Included are basic concepts of the theory and design of steam, gas turbine, diesel, and nuclear propulsion. Also discussed are shipboard safety and fire fighting.

c. Naval Ships Systems II (Weapons) (NAV SC 201). This course outlines the theory and employment of weapons systems. The student explores the processes of detection, evaluation, threat analysis, weapons selection, delivery, guidance, and explosives. Fire control systems and major weapons types are discussed, including capabilities and limitations. The physical aspects of radar and underwater sound are described in detail. The facets of command, control, and communications are explored as a means of weapons system integration.

d. Sea Power and Maritime Affairs (NAV SC 300). A survey of Naval History from the American Revolution to the present with emphasis on major developments. Included is an in-depth discussion of the geopolitical theory of Mahan. The course also

treats present day concerns in sea power and maritime affairs including the economic and political issues of merchant marine commerce and the law of the sea.

e. Navigation (NAV SC 303L). An in-depth study of piloting and celestial navigation including theory, principles, and procedures. Students learn piloting and navigation including the use of charts, visual and electronic aids, and the theory and operation of magnetic and gyro compasses. Students develop practical skills in piloting. Other topics discussed include tides, currents, effects of wind and weather, plotting, use of navigation instruments, types and characteristics of electronic navigation systems, and the day's work in navigation.

f. Naval Operations and Seamanship (NAV SC 304L). A study of the international and United States inland rules of the nautical road, relative motion vector-analysis theory, relative motion problems, formation tactics, and ship employment. Also included is an introduction to naval operations and operations analysis, ship behavior and characteristics in maneuvering, applied aspects of ship handling, and afloat communications.

g. Evolution of Warfare (NAV SC 331). This course traces historically the development of warfare from the dawn of recorded history to the present, focusing on the impact of major military theorists, strategists, tacticians, and technological developments. The student acquires a basic sense of strategy, develops an understanding of military alternatives, and sees the impact of historical precedent on military thought and actions.

h. Leadership and Management (NAV SC 401). Structure and principles of naval leadership and management. Topics include interrelationship of authority, responsibility, and accountability, prioritization, resource management, and group dynamics.

i. Principles of Naval Leadership (NAV SC 407). The study of leadership and ethics and an overview of junior officer responsibilities in naval administration. The course exposes the student to theories of ethics, a study of counseling methods, military justice administration, naval human resources management, directives and correspondence, naval personnel administration, material management and maintenance, and supply systems. This capstone course in the NROTC curriculum builds on and integrates the professional competencies developed in prior course work and professional training.

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j. Amphibious Warfare (NAV SC 431). A historical survey of the development of amphibious doctrine and the conduct of amphibious operations. Emphasis is placed on the evolution of amphibious warfare in the 20th century, especially during World War II. Present day capabilities and limitations on amphibious operations, including the rapid deployment force concept, are explored.

706. Five Year Students

Students enrolled in curriculum normally requiring five years for completion will be placed in a Leave of Absence (LOA) status for one of the five years. This LOA will usually be during the third or fourth year in the program. In addition, students may apply for fifth year benefits.

707. Attendance Policy

a. University Classes. Class attendance is of paramount importance to a student's academic welfare; for many University courses, major determinants of the final grade are attendance and participation. Class attendance is also a measure of aptitude for commissioned service, for in faithfully executing their class schedule, a Midshipman demonstrates self-discipline. A Midshipman who receives poor grades because of unauthorized absences in their University classes is not fulfilling their obligations to the Navy/Marine Corps, the University, or themselves. **Midshipmen are expected to attend all classes.**

b. Naval Science Courses. Midshipmen absent from Naval Science courses without authorization by the course instructor more than twice in any semester will be placed on report by the course instructor and will be required to appear before the Commanding Officer of the Unit.

c. Naval Professional Laboratory.

(1) Absence from a Naval Professional Laboratory session without prior authorization is a disciplinary offense.

(2) Authorization for unavoidable absence must be obtained in advance from the Marine Officer Instructor.

(3) Excusable absences include:

(a) Illness of the Midshipman

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(b) Death in the family

(c) Critical illness or major injury in the family when the family requests the Midshipman's presence.

(d) Mandatory participation in a University sponsored activity.

(4) A Midshipman who desires to take an academic course offered only during Naval Professional Laboratory must submit a written request for authorization to do so to the Professor of Naval Science before the end of the prior semester. If approved, documentation to that effect will be entered into the Midshipman's performance record and participation in Naval Professional Laboratory that semester will be waived. Every effort must be made to arrange the Midshipman's academic schedule so that such conflicts do not arise.

708. Tutoring

Midshipmen enrolled in calculus or physics will be required to attend at least 4 hours of Unit sponsored tutoring per week. Individuals enrolled in both calculus and physics will attend 6 hours per week. Tutoring schedules will be promulgated at the beginning of the semester by the Battalion Academics Officer.

709. Classroom Conduct

Midshipmen are expected to conduct themselves as naval officers in the Naval Science classroom. Specific classroom procedures will be established by the instructor during the first class meeting of the semester.

710. Guidance and Counseling

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

b. To discuss academic matters, questions of outside employment, financial problems, or other personal matters the student should seek help from the CA, the Executive Officer, or the Commanding Officer. Members of the Unit Staff do not

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maintain restricted office hours and are always available to counsel students. A Midshipman should not be afraid to seek advice from any Naval Science instructor on any matter.

c. Midshipmen may consult the Executive Officer for guidance or counseling by making an appointment through the Administrative Officer. However, **before** consulting the Executive Officer, the Midshipman shall notify their Class Advisor that they want to speak with the Executive Officer. If the problem is of an urgent or immediate nature and the Class Advisor is not available, the Midshipman may directly consult the Executive Officer. Midshipmen desiring interviews with the Commanding Officer shall make an appointment through the Executive Officer or the Unit Administrative Coordinator.

711. Grades

a. Good Academic Performance is Mandatory. Midshipmen are expected to work to their full academic potential. Academic potential is defined as earning a semester GPA above the average (mean) of the year group and college or school in the University. We consider full academic potential to be reached only after we have surpassed a 3.0 average for the Battalion. It is recognized that not every Midshipman will earn a GPA above this mean every semester; however, those earning a semester GPA in the bottom 25 percent of their year group and college/school shall receive special counseling and may be required to appear before a Board of Review (see Chapter XI). Academic excellence is vitally important to the naval science department and to the Midshipman for several reasons: (1) The engineering and weapons systems on today's ships and aircraft and those planned for the future are highly sophisticated and will require the best educated and trained officers to employ them. (2) Each Midshipman should be able to qualify for any assignment desired. Grades are the major determining factor for the first duty assignment. (3) An outstanding academic record will enable an officer to qualify for the best and most challenging assignments throughout his/her career. This includes not only warfare assignments but postgraduate education and service college assignments as well. Initial duty assignments for graduating Midshipmen are generally assigned by individual merit with a weighting between grades and military aptitude.

b. Grading System. The University of New Mexico grades on a 4.0 scale. This same scale is used for Naval Science courses. At the first class meeting, each instructor will announce the methods that will be used to determine students' grades (i.e.

number of examinations, relative weight of various phases of work, etc.).

c. Non-credit Naval Science Courses. Naval Science course that do not receive University credit are still assigned numerical grades (4.0 scale) and the grades are reported to NSTC. These courses are counted in the computations for lineal standing.

712. Failure to Meet Course Requirements

Students who do not complete the requirements of the NROTC Program within the specific time limits will be placed in a Leave of Absence status (see Chapter XI concerning such action).

713. Academic Workload and Dropping Courses

It is the student's responsibility to take appropriate and sufficient courses each semester to make satisfactory progress toward graduation. Students will provide their CA with a copy of the course schedule at the beginning of each semester. Except in unusual circumstances, students will be expected to enroll in at least 15 hours of creditable toward degree course work per semester. They will consult with their CA prior to dropping any courses during the semester. **Failure to consult with the CA prior to dropping a course will result in the student being considered for a Leave of Absence status with loss of benefits and/or other disciplinary action.** This stipulation is not meant to prevent students from dropping courses in which they find they are academically unsuited. It is intended to ensure the student informs the Unit and consults their NROTC instructor before they take action to drop a course. **Students dropping below 12 hours (full time status) will be placed on Leave of Absence immediately.**

714. Academic Overloads

Each of the colleges at the University of New Mexico have differences in their scholastic requirements and educational policies for undergraduate students, e.g., differences in the number of semester hours required for a degree, number of liberal studies electives or free electives allowed each year, number of credits allowed for courses taught by the Naval Science Department, and number of credits allowed towards graduation. These differences mean that some Midshipmen are required to carry a larger academic load than others in meeting the Naval Science and university graduation requirements. Each

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student should know their status and not hesitate to discuss the matter with their NROTC or University Advisor as necessary.

715. Cruises and Indoctrination Trips

a. Training periods with operating forces of the U.S. Navy and Marine Corps (summer cruises) provide NROTC students an opportunity to gain experience by the practical application of naval science. Cruises are normally 4 to 8 weeks in length.

(1) Midshipmen Third Class Training (CORTRAMID). This cruise is a combined aviation, surface, subsurface, and Marine Corps orientation period for Scholarship students. The cruise is normally made between the student's freshman and sophomore years. One week each is spent at a Naval Air Station, a Naval Submarine Base, a Naval Station (Surface) and a Marine Corps Base. The main objective of the Aviation Training Week is to introduce Midshipmen to the basic concepts of naval aviation through flights in naval aircraft and supporting lectures and demonstrations. The main objective of Surface Warfare Training Week is to provide a more complete picture of the Surface Warfare community through two days aboard an underway warship supplemented by tours and lectures during the week. Submarine Training Week is designed to introduce and promote an interest in the Submarine Warfare community through tours and lectures that support two days underway aboard a nuclear-powered submarine. The basic objective of Marine Training week is to expose Midshipmen to Marine Corps operations, the fundamentals of amphibious warfare, and the complexities of conducting these operations.

(2) Midshipmen Second Class Cruise. This cruise, for Scholarship students, is conducted aboard a fleet ship. The cruise is normally made between the student's sophomore and junior years. Midshipmen work with senior enlisted personnel regularly assigned to the ship.

(3) Midshipmen First Class Training

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

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(b) Marine Training. This training is for Marine Option Scholarship and College Program students. Students attend "Bulldog" training camp at the Officer Candidates School, Marine Corps Combat Development Command, Quantico, Virginia, instead of making a seagoing cruise between junior and senior years. This training concentrates on leadership development and screening of candidates for commissioning.

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

(4) Nuclear Propulsion Cruise. This is an alternative to First and Second Class at sea training for prospective nuclear power trainees. As the Foreign Exchange cruises, selections are made on an individual basis by NSTC. Both nuclear surface and nuclear submarine opportunities are available.

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

b. Preparation for Cruises. Detailed instructions for the various training periods are promulgated to each participating Midshipman in the form of Midshipman Administrative Summer Training Journals and cruise memoranda. In addition, every year detailed briefings are provided to each class by Unit Staff and by Midshipmen who have previously participated in specific cruises.

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

(2) Forms for Summer Training. Students will be provided with the following forms prior to departure from the Unit:

(a) Senior NROTC Training Order

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(b) Armed Forces Identification Card (Reserve Navy or Marine Corps, as appropriate)

(c) International Certificates of Vaccination

(d) Midshipmen Health Records (medical and dental)

(e) Government Transportation Request (GTR) or Government furnished airline ticket

THESE FORMS MUST BE CARRIED DURING SUMMER TRAINING

(3) Training Publications. Midshipman Administrative Summer Training Journals and Midshipman First/Third Class Surface Guide Booklets will be issued to Midshipmen for cruises as required.

c. Uniforms and Equipment. Clothing and equipment requirements for cruises will be promulgated each year by NSTC, and published in the annual Midshipmen Administrative Summer Training Journal. The manual is provided to Midshipmen several months prior to cruise. It is particularly important that Midshipmen participating in a cruise are certain that they possess a complete set of uniforms and gear for the cruise.

d. Postponement and Rescheduling of Cruises. Postponement of cruises is not normally permitted. If a student is allowed to postpone a cruise, they are still required to take cruises in the normal sequence. Scheduling of a cruise can sometimes be made around a session of Summer School. NROTC students who are members of a varsity or freshman team competing in annual intercollegiate events may request postponement of scheduled summer training in order to permit participation. Similar postponement may be requested by athletes who desire to compete in Olympic tryouts or who are selected as members of an Olympic team. Such postponed training periods may be scheduled later in the same summer, during a subsequent summer, or, if necessary, during the summer immediately following the completion of all academic and other naval science requirements for commission.

e. Academic Year Cruise. Midshipmen may request to take their First and Second Class Cruises during the semester break of the academic year. Academic year cruises have the advantage of freeing summer vacations for work and/or Summer School. Information about these cruises will be promulgated by the cruise coordinator. Quotas are extremely limited.

f. Indoctrination Trips. During the academic year Midshipmen are afforded the opportunity to travel on field trips sponsored by the Unit or NSTC. Transportation and quarters are furnished; the only expense Midshipmen are responsible for is for their own meals.

(1) Marine Indoctrination Field Trip. This is an opportunity to visit Marine Corps installations on the East Coast. Normally this will be to Parris Island, SC; Camp LeJeune, NC; Marine Corps Air Station, Cherry Point, NC; or Marine Corps Combat Development Command, Quantico, VA.

(2) Aviation Indoctrination Field Trip. This is a trip to a Naval Air Station (normally during Winter or Spring break) designed to acquaint College Program Midshipmen with Naval Aviation. Scholarship students may also participate.

(3) Submarine Indoctrination Field Trip. This trip is normally held during Winter or Spring break and consists of a visit to a submarine command in Norfolk or New London. Midshipmen tour fleet ballistic missile or attack submarines and training facilities.

(4) San Diego Indoctrination Field Trip. This trip is normally held during Winter break and consists of a visit to submarine, surface, aviation, special operations, and Marine Corps commands at various installations around the San Diego area.

716. Class Advancement Criteria

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

(1) Advancement from Fourth Class to Third Class

(a) Satisfactory grades in NROTC courses NAV SC 101 and NAV SC 105.

(b) Completion of two semesters of Naval Professional Laboratory.

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

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(d) Enrollment in NROTC course NAV SC 201.

(e) Completion of Third Class Cruise (scholarship).

(f) Review enlistment contract.

(g) It is NSTC policy that scholarship students having a cumulative grade point average of less than 2.5 will not be allowed to enter the second year in a scholarship status. Such students will be placed on a Leave of Absence.

(2) Advancement from Third Class to Second Class

(a) Satisfactory grades in NROTC courses NAV SC 201 and NAV SC 303.

(b) Completion of four semesters of Naval Professional Laboratory.

(c) Completion of appropriate academic courses towards a major.

(d) Completion of Second Class Cruise (scholarship).

(e) Navy Option: enroll in NROTC course NAV SC 300.

(f) Marine Option: enroll in NROTC course NAV SC 331.

(g) It is NSTC policy that students having a cumulative GPA of less than 2.5 will not be allowed to enter advanced standing. Scholarship students will be placed on Leave of Absence and College Program students will not be allowed to sign the advanced program contract.

(3) Advancement from Second Class to First Class

(a) Satisfactory grades in NROTC courses NAV SC 300 and NAV SC 401 for Navy students. (Marine Options must satisfactorily complete NAV SC 331 and NAV SC 431 during their junior and senior years).

(b) Completion of six semesters of Naval Professional Laboratory.

(c) Completion of appropriate academic courses toward a major.

(d) Successful completion of First Class Cruise.

(4) Advancement from First Class to Commissioning Candidacy

(a) Satisfactory grades in NAV SC 304 and NAV SC 407 for Navy students. (Marine Option must successfully complete NAV SC 331 and NAV SC 431).

(b) Completion of eight semesters of Naval Professional Laboratory.

(c) Completion of First Class Cruise (if previously waived).

(d) Satisfaction of University degree requirements.

717. Academic Achievement Stars

The Academic Achievement Star signifies outstanding academic performance. NROTC Midshipmen and Navy Officer Candidates who achieve a semester or summer session academic grade point average of 3.4 or higher are authorized to wear an Academic Achievement Star during the semester/session following qualification. Qualification is on a semester to semester basis. The Academic Achievement Star is worn as specified in 509.f(2)(c).

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CHAPTER VIII

PHYSICAL FITNESS

801. General

The Navy and Marine Corps emphasize optimum physical fitness for purposes of health and performance. A goal of NROTC/STA-21/MECEP Programs in preparing personnel for commissioning, and subsequent duty assignments, is ensuring that they meet a satisfactory level of physical conditioning and are educated about the need and benefits of continuing personal fitness programs. Accordingly, all Unit personnel are encouraged to establish individual fitness programs aimed at achieving increasing levels of endurance and general physical conditioning. In addition, personnel are encouraged to participate in University athletics, both varsity and intramural, under the same terms and conditions that govern participation by any other University student.

802. Swimming Qualifications and Training

a. It is the responsibility of each member of the Unit to ensure that he/she can survive in water. Swimming tests will be administered to all students entering the NROTC/STA-21/MECEP Programs during Orientation Week or their first semester of enrollment. All students failing to qualify as swimmer, third class shall enroll in Beginning Swimming (PE-NP 101) the first semester available. All swimmers testing below swimmer, first class are also encouraged to participate in sponsored instruction. Unit personnel qualifying as swimmer, first class are excused from subsequent swimming tests. All personnel qualifying lower than swimmer, first class shall requalify annually. Personnel qualifying as swimmer, second class and below will attempt the next level of qualification when the next swimming test is administered. Personnel who test swimmer, second class or below will not be certified for over water flights during their Third Class cruise (CORTRAMID). All Unit personnel must qualify as swimmer, third class by the start of their junior year.

b. Specific swimming qualification procedures and requirements are:

(1) Naval activities engaged in qualifying swimmers shall use the current edition of American Red Cross Swimming and Water Safety Manual as the

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authoritative text for the swimming procedures, strokes, breaks, holds, etc., described below.

(2) Refer to NETC 1552 for swimmer, third class and swimmer, second class standards.

803. Physical Conditioning

a. The Professor of Naval Science is responsible for organizing Unit physical fitness programs for all assigned personnel. Each Midshipman/Officer Candidate/MECEP shall be required to pass the Navy Physical Readiness Test (PRT) or Marine Physical Fitness Test (PFT) and Combat Fitness Test (CFT), as appropriate, twice each academic year. A minimum of four months is required between periodic tests. All test events shall be completed during the same day and period designated for testing.

b. Midshipmen will be given a 10 to 12 week notice prior to a PRT/PFT and CFT. The 10 to 12 week notice is waived in the case of freshmen taking the PRT/PFT and CFT during orientation. However, the welcome aboard letter sent to incoming freshmen will contain a statement that he/she will be required to participate in a PRT or PFT and CFT during orientation.

c. Testing. The PRT/PFT and CFT will be administered once each semester. Midshipmen will have only one opportunity per semester to take the PRT/PFT and CFT. Midshipmen who fail will be required to participate in a remedial physical fitness program and will have a notation made in their aptitude evaluation. A remedial fitness program will be designed by the Unit Staff Command Fitness Coordinator to meet individual needs. Students who continually fail the prescribed standards are subject to disenrollment.

(1) Navy Physical Readiness Test (PRT) Procedures. Navy option Midshipmen and Officer Candidates are required to take semiannual physical readiness tests as a measure of individual physical fitness. Charts showing PRT requirements by age group versus point totals awarded are available from the AMOI or from the Unit Staff Command Fitness Coordinator.

(a) To pass the PRT, members must achieve the satisfactory requirement listed for each event (sit-ups, push-ups, and the 1.5 mile run/walk) pass the sit-reach test, and earn the required points. Additional points may be earned in any of the three

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events of the test. Failure to meet satisfactory requirements in any event constitutes failure of the entire PRT regardless of the total number of points earned. Members who are medically waived will be scored pass/fail for the portions of the test taken. Point totals are not calculated for members medically waived.

(b) Navy PRT Procedures

The Navy PRT consists of the following evolutions:

Sit and reach: touch toes

Sit-ups: maximum number obtained in two minutes

Push-ups: maximum number obtained in two minutes

Run: 1.5 miles in the fastest achievable time.

*Note: Active Duty Navy personnel may elect to perform a 500yd/450m swim in lieu of the 1.5 mile run.

Detailed procedures for administration and scoring the PRT may be found in OPNAVINST 6110.H. The maximum score possible is 300.

- (2) Marine Physical Fitness Test (PFT) and Combat Fitness Test (CFT). Detailed procedures for administration and scoring of the PFT and CFT are available from the MOI/AMOI. The maximum score possible is 300.

(3) The sequence of events for the Navy PRT is sit-reach, sit-ups, pushups, 1.5 mile run or 500 yard swim. Note that as active duty personnel, Officer Candidates may take the swim test in lieu of the 1.5 mile run. This option is not available to NROTC Program Midshipmen. The sequence of events for the Marine PFT and CFT will be at the discretion of the AMOI.

d. Outstanding PRT/PFT Performance. Midshipmen possessing a high commitment to physical readiness and personal excellence and wishing to excel in the PRT/PFT and CFT will have the opportunity to do so. Points for outstanding performance on the

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Navy PRT are listed by age group. Midshipmen who demonstrate outstanding performance on the PRT/PFT and CFT will be recognized at appropriate ceremonies. Comments will be made in the narrative section of the Midshipmen performance evaluations each semester.

e. Appropriate athletic attire seasonally modified is worn. Participants will be kept advised of their progress while taking the test events by counting out loud the number of correctly executed repetitions and by producing time checks at specified intervals during the run.

f. The specific requirements for the Navy and Marine Corps fitness tests will be posted on the Battalion Bulletin Board.

g. Remedial Fitness Program

(1) Individuals who fail to meet the minimum score requirements during the PRT/PFT and CFT will participate in the Remedial Fitness Program.

(2) Individuals who fail to meet the body-fat standards outlined in 806 will also participate in the Remedial Fitness Program.

(3) The remedial PT Program will be tailored to individual requirements and administered by the Command Fitness Coordinator and consist of three exercise periods weekly (M-T-W-F).

h. Individual Fitness Program. Unit personnel are encouraged to establish individual fitness programs. These programs should be tailored to meet the specific needs of the individual. Unit personnel desiring to exercise as a group may do so; however, individual goals and requirements take precedence. Group participants should not encourage individuals to exceed their abilities thereby inducing injury.

i. Physical Fitness Incentive Program.

(1) The physical fitness incentive program is in place to reward those who demonstrate outstanding performance on mock and official PRT's/PFT's and CFT's.

(2) For Navy active duty and Navy Option Midshipmen a score on the PRT of:

270 - 300: 1 day per week PT

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255 - 269: 2 days per week PT
<255: 3 days per week PT

(3) For Marine active duty and Marine Option
Midshipmen a score on the PFT of:

285 - 300: 1 day per week PT
<285: 3 days per week PT

(4) If a student misses a Mock PRT/PFT and CFT, they
will be placed on 3 days per week PT.

(5) It is the individual's responsibility to ensure
that the score recorded and posted by the PTI is correct.

804. Medical Waivers

Medical waivers may be granted only by a Medical Officer
or Medical Department Representative (MDR) to individuals who
are unable to participate in or safely complete part or all of
the PRT/PFT for documented medical conditions. Medical
conditions which warrant either a total or partial exemption and
preclude members from participating in a physical conditioning
program and the PFT will be re-evaluated before each official
PRT. Members will participate in both the command directed
physical conditioning program and PRT commensurate with their
medical qualifications or limitations. Individuals with a
partial waiver will complete all other portions and will be
scored pass/fail for the PRT events for which they participate.

805. Records

Risk Factor Screening/Physical Readiness Test Results
(OPNAV 6110/2) will be prepared by Unit personnel and maintained
by the Command Fitness Coordinator. Further, results of the
swimming and PRT/PFT will be recorded in the NROTC Student
Performance File (e.g., Qualified PFT 10/24/92 - 230 points) and
in the OPMIS student file.

The PTI Officer will maintain a Master Physical Fitness
Log (MPFL) for the Midshipmen Battalion for each academic
semester. At the conclusion of each test, the MPFL will be
turned over to the Command Fitness Coordinator for review and
coordination of recording student scores through each Class
Advisor.

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806. Weight Standards

NROTC students are required to take the Navy height/weight Standards 10-12 days before the PRT administered by the AMOI and Battalion Athletics Officer. Any student not within standards will then have a body fat measurement taken by the AMOI. Personnel not meeting these standards prior to administering any fitness test will be required to participate in the remedial PT program until the body-fat standards are met.

NROTC students whose body-fat percentage exceeds established standards are required to accomplish additional physical conditioning and are encouraged to obtain professional dietary help, if necessary, to maintain an acceptable standard. Scholarship students will not be permitted to enter Third Class year unless these standards have been met. College Program students will not be admitted to advanced standing unless these standards are met. Body composition (percent body-fat) of all Unit members will be determined prior to administering the PRT/PFT. Body-fat standards are:

Males- less than or equal to 22%

Females- less than or equal to 30%

NROTC students with a body-fat percent equal to or above DOD standards upon checking in must be evaluated by a medical doctor. Students diagnosed as obese will not be allowed to take the PRT/PFT. Only a medical doctor can diagnose a person as obese. Removal of the obese diagnosis and approval for participation in the PRT/PFT shall only be given by a medical doctor. The body-fat assessment is waived from the time of a pregnancy diagnosis and for 6 months following delivery.

807. Unsatisfactory Performance

All personnel are expected to strive for higher levels of excellence in personal physical readiness and swimming skill and to maintain optimum percentage of body-fat. The amount of effort each Midshipman dedicates to this goal and the degree of improvement thereby achieved should be used as a measure of individual aptitude for the service. Specific actions in cases of failure to achieve minimum levels of PT/swimming performance or maintain body-fat standards follow.

a. Official Warning. A Midshipman failing the first Unit Physical Readiness Test or swimming test, or to meet body-fat

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limits after his or her enrollment as a freshman will receive a letter of warning.

b. Probation. Midshipmen failing any Unit PRT/PFT or swimming test, or to maintain body-fat standards in any semester subsequent to the first semester, freshmen year, will be placed on probation. Active duty Officer Candidates who are graduates of the Naval Science Institute (NSI) will be required to maintain an overall score of "Good-Low" in the PRT and will be required to demonstrate satisfactory physical readiness, swimming performance, and achieve body-fat standards by the end of the semester of probation. No more than one term of probation will be allowed.

c. Leave of Absence. Midshipmen failing to achieve minimum levels of physical readiness, swimming, or to meet body-fat standards following probation for one semester will be placed on leave of absence.

d. Disenrollment. The Professor of Naval Science may recommend a Midshipman for disenrollment on the basis of inaptitude at any time for failure to achieve minimum standards of physical readiness, swimming, or to meet body-fat standards, especially when it appears the individual concerned is not exerting good faith effort to achieve and maintain standards. A Performance Review Board will be convened to review the record of Midshipmen who, following a Leave of Absence for one semester, still fail to demonstrate minimum performance.

CHAPTER IX

BOOKS AND EQUIPMENT

901. GENERAL

Scholarship students will receive a \$375 book stipend for the purchase of University Books per semester. These books are not required to be returned to the unit.

902. Distribution of Naval Science books and other NROTC Provided Equipment

Books and equipment used for Naval Science courses are issued by and accountable to the individual class instructors. Upon issuing of Naval Science books, students will be required to sign custody cards indicating their responsibility and accountability for said books.

903. Return of Naval Science books and other NROTC Provided Equipment

Each student will return all books and equipment for Naval Science courses to the person issuing them prior to leaving the University at the end of the semester or upon disenrollment.

904. Lost Books and Equipment

All books and equipment issued to NROTC students for Naval Science courses are the property of the U.S. Government and must be returned. In the event government furnished books or equipment are not returned or are returned in unsatisfactory condition the individual student is responsible for replacing the damaged or lost items.

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CHAPTER X

MIDSHIPMEN PERFORMANCE EVALUATION

1001. General

One of the most significant duties of a commissioned officer concerns the frequent performance appraisal of assigned personnel. Such reports are a permanent part of the records of each officer and petty officer/non-commissioned officer and are major factors determining fitness for promotion and duty assignments. This function is an important means through which the high standards required of the officer corps are maintained. Therefore, it is desirable to give Midshipmen/Officer Candidates/MECEPs experience in making and writing performance evaluations.

1002. Aptitude Evaluation

a. The NROTC military performance system is designed to determine a Midshipman's suitability for commissioned Naval Service. Scholarship and College Program students are evaluated throughout their education. Standard report forms are used on a program-wide basis, and performance marks are based upon evaluation by peers and by Unit instructors. Specifically, the performance reports are used for the following purposes:

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

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

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

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

(5) To determine those students who are best qualified to occupy positions of authority and responsibility in the Midshipmen Battalion.

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

b. Aptitude Assessment Periods. An aptitude assessment is conducted at the completion of each semester for which the student is actively enrolled in the NROTC Program and for periods of summer training, with the exception of CORTRAMID. CORTRAMID aptitude marks will be submitted only in exceptional cases; i.e., excellent performance or unsatisfactory performance. These assessments are used to determine a Midshipman's final aptitude average which is a component of the final class standing. Completed reports will be submitted to the CA's at least two weeks before the end of the semester. These reports will be considered in assigning semester aptitude marks and in the selection process for specific billets in the Battalion organization for the following semester.

c. The assignment of an aptitude grade is the responsibility of the CA. To assist the advisor in this task, members of the Battalion chain of command will provide input as outlined in 1006.

1003. Semester Performance Assessment

a. Academic. Academic performance assessment is based on the student's progress towards an academic degree, evaluation of grades assigned for academic work, completion of program academic requirements, and achievement of a level of academic work commensurate with individual abilities. The Professor of Naval Science will conduct a review of each individual's performance with the CA and take appropriate action to disenroll, place in a leave of absence, place on probation, or implement remedial programs to assist students with identified deficiencies.

b. Aptitude. Each semester, every Midshipman is objectively evaluated on behavior and achievement during that reporting period. Midshipmen in the Battalion organization and Class Advisors utilize the Report of Performance of Midshipmen (NROTCUNM 1610/1). Assessments are based on professional performance of military duties, military behavior, leadership and supervisory ability, military appearance, difficulty of academic curriculum, seriousness of academic intent, aptitude toward studies, and physical fitness/appearance. Also considered is the use of time for involvement in Unit activities, intramural teams, university clubs, civic activities, sports, and outside employment.

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1004. Summer Training

a. At-Sea Training. Aptitude assessment for at-sea training of NROTC 1/C and 2/C Midshipmen involves assessment of performance of duty, leadership qualities, and "whole person" qualities. Evaluations are documented as prescribed in the Midshipmen Summer Training Manual. Observation during at-sea training is the responsibility of the ship's Captain. The Captain may designate officers of the command to initiate evaluations on embarked Midshipmen. Evaluators will make use of reports and evaluation comments of other personnel such as division officers, leading petty officers, etc. Reports will be reviewed and signed by the ship's Captain and forwarded to the Unit.

b. Third Class Summer Training. Officers-in-Charge of third class summer training are responsible for evaluating Midshipmen. Because Midshipmen serve at several locations for abbreviated periods during this cruise, there is generally not sufficient time available at any one location to permit a meaningful aptitude evaluation. For exceptional cases or when requested by the Unit, reports are forwarded to the NROTC Unit.

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

1005. Recognition of Voluntary Activities

a. Extra effort devoted to Unit activities and participation in certain University organizations merits special recognition. Voluntary endeavors of this nature give evidence of initiative, cooperation, and adaptability, and they may reflect unusual ability, talent, or leadership qualities.

b. Recognition is naturally of secondary importance in this matter. Satisfaction of accomplishment, fellowship, the pleasure of participation, and other values which accrue to the individual are ample compensation. Furthermore, personnel should avoid participation in extracurricular activities at the expense of academic achievement. Participation is of doubtful value if the individual is merely being a "joiner." Nevertheless, a system of recognizing significant voluntary accomplishments may be of some assistance in aptitude evaluation procedures.

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c. Extra participation deemed worthy of recognition includes, but is not limited to, the following activities:

(1) Activities in connection with Unit functions, such as Navy sponsored social events, displays or exhibits, recruiting trips, Unit publications, and similar projects.

(2) Membership on Drill Teams, Pistol Teams, rifle teams, or Ceremonial Units.

(3) Membership in major campus organizations.

(4) Members of University Varsity or club athletic teams.

(5) Members of the UNM Band.

(6) Participation on Unit intramural athletic teams.

(7) Participation on University publications.

(8) Participation in community activities, civil and service organizations.

(9) Membership in all-University societies, honorary organizations, and campus professional, or church organizations.

d. No exact weight or order of precedence of the activities is established or desirable.

e. Unit Staff officers will record any participation which comes to their attention. Officers assigned supervision of particular functions will ensure that Midshipmen participation is recorded. Class Advisors will obtain and have recorded information concerning University activities in which their students participate.

f. Normally, participation will be recognized by making it a matter of record in individual files. In exceptionally noteworthy cases, participation may also be recognized by a letter of commendation from the Commanding Officer. Letters will originate with the Unit Staff officer concerned and will be forwarded via the Executive Officer.

g. Class Advisors will review individual files prior to assigning final aptitude marks. While specific numerical values are not prescribed, appropriate consideration of special

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performances and activity participation will be reflected in the aptitude markings. Individual performance will also be considered by any officer or board concerned with Midshipmen aptitude recommendations.

1006. Evaluation Responsibilities

a. Submission and review of evaluations on Battalion members will follow the following channels:

Evaluated Individual	Primary Evaluator	Secondary Evaluator	Officer/ Instructor
BNCO	BN Advisor	--	Class Advisor
BNXO	BNCO	BN Advisor	Class Advisor
Batt Staff	BNXO	BNCO	Class Advisor
*Comp Cdrs	BNCO	--	Class Advisor
Plat Cdrs	*Comp CDR	BNCO	Class Advisor
*Comp XO	*Comp CDR	--	Class Advisor
*Comp CPO	*Comp XO	*Comp CO	Class Advisor
Plat CPO	Plat CDR	*Comp CDR	Class Advisor
Squad Ldr	Plat CDR	*Comp CDR	Class Advisor
Squad Mbrs	Squad Ldr	Plat CDR	Class Advisor

* Due to the fact that unit size may vary, these billets may not be necessary. All personnel evaluated by the Comp CO or Comp CDR will be evaluated by the BNXO.

b. The Battalion Commander will ensure that an evaluation is submitted on all Battalion members. He or she will review all reports, provide comments and sign when appropriate, and forward all evaluations to the Battalion Advisor one week before the last drill period.

1007. Evaluation Procedures

a. Performance Assessment Areas. The Report of Performance of Midshipmen (NROTCUNM 1610/1), Tab A to this chapter, indicates the areas in which a Midshipman's aptitude is assessed. Tab B defines each trait to be evaluated. Tab C provides block-by-block instructions for completing the evaluation. Tab D is an example of a completed evaluation.

b. Procedure

(1) Throughout each semester, Midshipmen who are reporting officers should interview, observe, and evaluate their

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subordinates. Reporting officers should devise an ongoing, unofficial ranking procedure during the entire semester.

(2) Report of Performance of Midshipmen will be distributed at least four weeks prior to the last scheduled drill period in the semester to the immediate Midshipman senior in the Battalion. The Battalion Executive Officer will issue schedule deadlines for completion at each level of evaluation (Squad Leaders, Platoon Commanders and Company Commanders). The evaluator will fill out the report using the block-by-block instructions in Tab C.

(3) The primary evaluator is responsible for completing the appropriate sections of the performance report, initially interviewing each subordinate, evaluating, making suggestions for improvements of the individual's performance, and then transcribing that information onto the comments section of the performance report. These inputs will be given to the next higher senior in the chain of command (see 1006). This next senior Midshipman will provide inputs on the evaluation in the same manner as the immediate junior. The evaluation is then passed up the chain of command to the Battalion Executive Officer.

(4) The Battalion Executive Officer will review the evaluation for completeness and make any inputs he or she feels are needed on an attached sheet of paper. The Executive Officer is responsible for providing complete inputs for positions in the Battalion as indicated in 1006. Evaluations will then be forwarded to the Battalion Commanding Officer.

(5) The Battalion Commanding Officer will review the evaluation for completeness and content, making any inputs he or she feels is needed on attached sheet of paper. The Battalion Commanding Officer is responsible for providing complete inputs for positions in the Battalion as indicated in 1006. Evaluations will then be forwarded to the Class Advisors.

(6) The Class Advisor will review the inputs for completeness and content. Using inputs provided by the Battalion, the Class Advisor will write the final evaluation on the Report of Performance of Midshipman form. The final aptitude grade will be determined by the Class Advisor utilizing the input provided by the Midshipmen chain of command.

(7) The Battalion Advisor will evaluate the Battalion Commander and Executive Officer. If the Battalion Advisor is

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not their Class Advisor, evaluations will then be forwarded to the Class Advisor for final action.

(8) All Battalion members are to review and SIGN their final aptitude reports after the Executive Officer and the Commanding Officer have signed the reports. In cases involving individuals who refuse to sign their evaluations on the basis of disagreement, that individual will be afforded an opportunity to submit a written statement to the Class Advisor. Individuals must be advised that affixing their signature to the report does not indicate agreement with the report; but, that they have reviewed the report and have been advised of their right to comment in writing.

(9) Performance reports are filed in the Midshipman's student record and are available to the individual Midshipman upon request.

c. Aptitude Follow-up. The military performance system contains many areas of subjectivity. Therefore, aptitude evaluations must be carefully analyzed, whether for purposes of praise or censure. It is important that persons making aptitude evaluations be as objective as possible. Advisors will consider each student's academic program and performance in determining performance marks. Dedication to studies and superior academic performance are important indicators of some facets of officer potential. However, proper military behavior, demonstrated leadership, appropriate military appearance, and physical fitness should also be examined when determining overall aptitude.

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

(2) Unit Aptitude Review Board. Midshipmen who receive final term or summer training performance marks below 2.0, and other Midshipmen as determined by the Professor of Naval Science, will have their cases considered by the Unit Board of Review. This board is normally made up of the Unit Executive Officer, Class Advisor, the MOI, and a University Official.

Recommendations of the board such as special counseling, probation, leave of absence, or disenrollment are made to the Professor of Naval Science. If a Midshipman who has received a term or summer training aptitude mark of less than 2.0 is retained in the NROTC Program on probationary or leave of absence status, the mark shall be adjusted to 2.0. Marginal performers who are retained in the NROTC Program are to be regularly supervised and counseled by the responsible CA. If the improvement to full acceptability is not noted, disenrollment will be considered. When the Professor of Naval Science recommends disenrollment for a case with an aptitude grade of less than 2.0, the mark shall stand as given.

1008. Duties of the Primary Evaluator

a. Although all persons involved in the performance evaluation process are vital for accomplishment of the evaluation objectives, each reporting officer's contribution is clearly the central one. Since evaluations influence a Midshipman's future duty assignments and Battalion positions, primary evaluators must exercise the utmost thoroughness, maturity, and objectivity in completing the reports. Each report must be an accurate and comprehensive, yet brief, portrayal of the individual Midshipman. The performance evaluation system contains many areas of subjectivity; therefore, marks given must be carefully analyzed and considered, whether for the purpose of praise or censure. It should be noted that academic excellence not accompanied by equivalent enthusiasm for proper military behavior, leadership, military appearance, and physical fitness, should not be considered as an indicator of overall aptitude.

b. Counseling

(1) Counseling is an essential element in the performance evaluation system, equal in weight to the performance marks themselves. Each Midshipman must be made aware of duties assigned, the standards of performance expected, how their performance is judged, relative standing among peers, and the opportunities that exist for advancement within the Battalion.

(2) It is the responsibility of each primary evaluator to ensure that each Midshipman clearly understands what standards of performance are expected and how well the individual is (or is not) performing. Mere statements such as

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"You are doing a good job - keep it up" are not good counseling or good leadership.

(3) Counseling must be a continuous process. It should commence when a Midshipman first joins the Unit and should continue at frequent intervals throughout the semester. Counseling may occur at any time and as often as needed; one such occasion should be prior to the preparation of an individual's evaluation. Midshipmen expect and are entitled to an individual counseling session at this time.

c. Guidelines

(1) Accuracy. All performance reports must be entirely accurate and specific in the reflection of the true performance and potential of the individual. Generalities are of little value to individuals when their report faces a personnel action decision point or review board.

(2) Unusual Abbreviations. Unusual abbreviations or acronyms, particularly those developed locally, must not be used in completing any portion of the evaluation report.

(3) Uniformity. Uniformity of performance reports in the Battalion is difficult to attain because of the varied backgrounds and levels of experience of those writing the evaluations. The goal of each primary evaluator should be to seek uniformity through fairness and objectivity. The final evaluation should accurately reflect individual performance and future worth to the Navy or Marine Corps.

(4) Evaluation Comments. It is essential that evaluation comments convey sufficient detail and conclusive fact to assure readers that the evaluation is consistent with the assigned marks. Since the evaluation report is a management tool used extensively in decision making involving an individual's future, primary evaluators must ensure that reports say exactly what is meant to be conveyed to the reader.

(5) Awards. When the member has received a medal or commendatory correspondence during the reporting period, it must be indicated. Comment need not be made on the actual events which precipitated the award.

(6) Physical Fitness. An individual's score on the Navy Physical Readiness Test (PRT) or Marine Corps Physical Fitness Test (PFT), as appropriate, is a definite factor that must be

considered in the evaluation marking trait of appearance and military behavior.

1009. Duties of the Secondary Evaluator

The secondary evaluator should ensure that marks between primary evaluators are consistent. This review for consistency is important, for the submission of unduly harsh reports may unfairly affect the opportunities for an individual to be assigned to Battalion positions, and undeservedly praiseworthy reports may reduce the objectivity of the evaluation system. When necessary, the secondary evaluator should counsel, guide, and instruct primary evaluators whose reports appear to be inconsistent or unfair.

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EVALUATION AREAS

Goal Setting/Achievment. This is a measure of the Midshipman's ability to accomplish tasks on time. It is a reflection of time management skills and personal productivity.

Leadership/Management. This is a measure of the Midshipman's progress in developing the skills needed to lead subordinates effectively and to accomplish the management duties of a junior officer.

Physical Fitness. This is a measure of the Midshipman's effort and achievement in maintaining and improving their personal fitness. There is not necessarily a direct correlation between a high grade in this area and high grades on PRT/PFT tests. The individual working hard and making steady improvement is not precluded from receiving an "A" even if not yet achieving grades of "outstanding" on the PRT/PFT tests.

Military Bearing. This is a measure of the Midshipman's conformity to the highest standards of appearance in uniform. It also measures the Midshipman's projection of a correct military image when not in uniform.

Personal Behavior/Character. This is a measure of the Midshipman's maturity, moral, and ethical development, personal discipline, and sense of honor.

Communication Skills. This is a measure of the Midshipman's ability to communicate with others in speech and in writing.

Organizational Support. This is a measure of the midshipman's loyalty and enthusiasm towards the naval service and in support of the NROTC Unit.

Academic Effort. This is a measure of the Midshipman's application of talent and effort in succeeding at his/her studies (including naval science). This should take into account the individual's ability, potential, and the difficulty of the curriculum. This grade is only assigned by the Class Advisor.

BLOCK-BY-BLOCK INSTRUCTIONS

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

- Block 1. Enter last name, first name, and middle name of the Midshipman being evaluated. Use all capital letters.
- Block 2. Enter 1/C, 2/C, 3/C, or 4/C.
- Block 3. Enter First, Second, Third, or Staff; platoon number; and squad number.
- Block 4. Place an X in the appropriate box.
- Block 5. Enter the last day of the semester for regular reports and the actual date for special reports. Use YYMMDD format.
- Block 6. Place an X in the appropriate box.
- Block 7. Enter latest PRT/PFT score, body fat percentage, and date of last test.
- Block 8. Place an X in the appropriate box. Enter the date qualified, if applicable.
- Block 9. Enter billet held by the Midshipman being evaluated. Enter any collateral duties (e.g., Coffee Mess Officer). Enter any watch qualification.
- Block 10. Enter swimmer qualification and date attained.
- Block 11. Enter any awards received or special achievements accomplished during the summer.
- Block 12-19. Enter the letter code for each of the personal traits listed that best describes the performance of the Midshipman being evaluated. Letter codes are given in the table above block 12. Block 19 is reserved for the Class Advisor.
- Block 20. Enter the letter code that best describes where the evaluated Midshipman stands with respect to the other members of his/her class.

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Block 21. The Class Advisor will enter the number of Midshipmen assigned in the same class as the Midshipman being evaluated including the evaluated Midshipman. The Class Advisor will then rank the evaluated Midshipman against his/her peers.

Block 22. Place an X in only one of these blocks based on your perception of how the Midshipman is doing while you have been evaluating him/her. If this is the first semester you have evaluated this Midshipman, mark "First Report."

Comments. On the reverse side, enter appropriate comments to support your marks in the performance report. These comments should be made within the appropriate block. Print your name at the bottom of your comments. The comments should include:

- a. Specifics regarding any awards received or special achievements accomplished during the semester noted in block 11.
- b. Any mast cases against the Midshipman during the semester.
- c. Any comments that are pertinent to substantiate the assignment of marks given above. Specific events should be addressed in "bullet" fashion.

Signature and Identify Blocks. Sign and place the date signed in the signature block. Enter the billet you, the evaluator, hold in the Identity block.

CHAPTER XI

BOARDS OF REVIEW, ACADEMIC WARNING, PROBATION,
LEAVE OF ABSENCE, AND DISENROLLMENT**1101. General**

Probation, leave of absence, and disenrollment are serious subjects. While they are not necessarily related, in many cases they can be sequential. In every instance they are out of the ordinary and therefore are discussed together.

1102. Boards of Review

Whenever it appears that a Midshipman is experiencing difficulty in meeting the requirements of the NROTC Program, he/she may be called before a Board of Review for an interview and counseling. If called, the Midshipman has the absolute right to appear in person if desired. This Board consists of the Executive Officer as Senior Member, the Unit instructional staff, and, possibly a member of the University faculty. The latter is invited to participate as a member in cases where there is a possibility that the Midshipman concerned may be recommended for disenrollment. Recommendations by the Board are then submitted to the Commanding Officer for final disposition.

a. A Performance Review Board (PRB) may be convened to review a Midshipman's academic or aptitude record.

b. A PRB will consist of the Executive Officer and the Midshipman's Class Advisor (CA), as a minimum. Normally, a full PRB will be convened and other members will include the Unit Instructional Staff, a University Representative, and Midshipmen Battalion Commanding Officer (non-voting).

c. Academic deficiencies include, but are not limited to:

(1) A grade of D or F in one or more subjects.

(2) Failure to maintain a satisfactory cumulative grade point average (at least 2.0 average for Midshipmen, 2.5 for MECEP and STA-21 students, and 3.0 for STA-21 nuclear option).

(3) Failure to make satisfactory progress toward completion of degree requirements.

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(4) Navy option Midshipmen failing to complete the calculus requirement by the end of the sophomore year or the physics requirements by the end of the junior year.

(5) Failure to complete 12 academic credit hours each semester (exclusive of physical education courses).

(6) Failure to meet terms of a previous BOR.

d. The Board will recommend one of the following actions to the PNS.

(1) No action

(2) Letter of Warning

(3) Academic Warning

(4) Academic or Aptitude Probation

(5) Leave of Absence (LOA)

(6) Disenrollment from program

1103. Academic Warning

Midshipmen who receive a semester grade point average (GPA) below 2.5 but above 2.0 or whose cumulative GPA is below 2.5 but above 2.0 will be placed on academic warning. Terms of this academic warning will include, but are not limited to, documented formal study (Unit or University administered) and weekly counseling with the Class Advisor.

1104. Probation

Students who are having significant aptitude, physical or academic difficulties may be placed in a probationary status. Probation is normally for students whose problems are considered transitory and who have the ability and motivation to overcome them, and who have valuable potential as officers in the Naval Service. The period of probation is usually one academic semester. Personnel placed on probation will be notified in writing by the Commanding Officer. The notification will state the cause, period, and terms of the probation. Failure to meet these terms can result in LOA or disenrollment.

1105. Leave of Absence (LOA)

The principle categories of LOA are discussed briefly in the following paragraphs. The period of LOA is usually one academic semester. Personnel placed on LOA will be notified in writing by the Commanding Officer. The notification will state the cause, period, and the terms of the LOA. Failure to meet these terms can result in disenrollment. A leave of absence results in the loss of scholarship benefits for the term of the LOA.

a. Degree Programs Longer than Four Years. A student enrolled in a curriculum normally requiring five years to complete will be placed in LOA for one of those years. Usually LOA will be granted during the third or fourth year to ensure the student's full participation in the NROTC Program immediately prior to commissioning. Note that Scholarship students in technical disciplines may apply for fifth year benefits.

b. Schedule of Work. Students who do not take or are not scheduled to take the required NROTC courses within the specific time limits will be placed in a LOA status.

c. Academic Deficiency. This has been defined in paragraph 1102. There are; however, several instances where LOA is automatically imposed. If a Navy option student does not complete the calculus requirement by the end of the sophomore year and the physics requirement by the end of the junior year, the Midshipman will be placed on LOA. Scholarship Midshipmen who do not have a cumulative GPA of 2.0 or better after their first year will be placed on LOA in lieu of entry into the advanced program. Additionally, Scholarship Midshipmen who receive an "F" in NROTC required calculus or physics will be placed on LOA.

d. Physical. Students who at any time do not meet the physical qualifications for the NROTC Program will be placed in LOA.

e. Inaptitude. Students who have disciplinary problems or poor military performance may be placed in LOA.

1106. Disenrollment

a. Midshipmen who are unsuccessful in the advanced NROTC Scholarship Program (final three years at the University) or College Program (final two years at the University), due to scholastic failure, inaptitude, misconduct, physical standards,

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or other reasons, will be disenrolled from the program. If qualified, they may be transferred as enlisted members to the Navy or Marine Corps to complete their military obligation of eight years; this will usually include serving two years of active duty.

b. A Four-Year Scholarship student may voluntarily drop the NROTC Program without obligation at any time prior to the commencement of the third semester of NROTC Scholarship aid. The Four-Year College Program student may voluntarily drop the NROTC Program without obligation prior to the acceptance of the Advanced College Program (junior year of college).

c. The most common reasons for disenrollment and a short explanation of each are:

(1) University Disenrollment or Withdrawal. Any student who drops or is dropped by the University for academic or other reasons will be disenrolled from the NROTC Program. This includes Midshipmen who are categorized by the University as "suspended" or "not permitted to register for the next semester" and those who voluntarily withdraw.

(2) Academic. A student may be recommended for disenrollment if their general academic record is such as to make their value as an officer in the naval service doubtful. A failing grade in a Naval Science course or deficiency in the quality of a student's work in Navy Science courses may be considered grounds for such recommendation. Students on academic probation or LOA for more than one semester must be considered for disenrollment.

(3) Disciplinary

(a) Major breach of Naval discipline.

(b) Criminal and/or moral offenses deemed to be disqualifying by the Professor of Naval Science including violations of the NROTC Honor Code.

(c) Unwillingness to schedule required University/ Navy courses or dropping such courses without the permission of the Professor of Naval Science.

(d) Refusal to accept commission.

(4) Inaptitude

(a) Students who, because of accident, illness or as indicated on a physical examination, do not meet the required physical standards will be disenrolled.

(b) A student who at any stage demonstrates a lack of officer aptitude as to make further retention unjustified may be recommended for disenrollment.

(c) Inability to meet physical conditioning standards or swimming qualification requirements.

(5) Special Reasons. In special cases generally involving unusual hardship, a student may be disenrolled. This is not the rule and will only be used in very extraordinary circumstances.

(6) Own Request. A student may disenroll from the NROTC Program at their own request at any point prior to commissioning. However, as stated in 1106a, students in advanced standing will incur an enlisted obligation.

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CHAPTER XII

COMMISSIONING, ACTIVE DUTY, AND GRADUATE STUDY

1201. Eligibility for Commissioning

Following completion of University degree requirements, required Naval Science courses, summer cruises, and swim qualifications, Navy required University courses, physically qualified and recommended by the Professor of Naval Science (PNS), Midshipmen, Officer Candidates, and MECEPs may be commissioned Ensign or Second Lieutenant, regular or reserve, in the Navy or Marine Corps. Commissions are dependent upon the needs of the service, the recommendation of the Professor of Naval Science, and are subject to review either by NSTC or the Commandant of the Marine Corps. Final approval of all commissions rests with the Secretary of the Navy.

1202. Withholding Commission.

The PNS is authorized and directed to withhold the commission of any student who fails to fulfill all of the requirements for graduation and commissioning.

1203. Delay in Commissioning.

When it becomes apparent that a Scholarship or College Program student will not complete their University degree program including NROTC Program required courses as scheduled, the PNS will consider a request from the student for an LOA to fulfill degree requirements. The PNS will review the circumstances causing the delay and will evaluate the student's prospect for completing the requirements for commissioning. If the PNS's finding is favorable, the PNS will request authority from NSTC to continue the student without financial compensation in order to complete remaining requirements. If the PNS's finding is unfavorable, the student will be recommended for disenrollment from the NROTC Program.

1204. Commissioning

NROTC Scholarship Midshipmen, STA-21 Officer Candidates, and MECEPs are commissioned in the Navy or Marine Corps, and College Program Midshipmen are commissioned in the Navy or Marine Corps. Ensigns and Second Lieutenants are ordered to active duty, with obligated service as follows:

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

b. College Program Students. A minimum of four years active duty and retention of a Reserve commission until commissioned service totals eight years.

c. Because of lengths of training, Midshipmen opting for service in aviation or submarine warfare specialties will have longer tours of active duty.

1205. Choice of Type and Place of Duty

a. Navy. All Navy Midshipmen or Officer Candidates are commissioned Ensigns in the U.S. Navy or Naval Reserve. Each Ensign will be assigned in one of the following areas:

(1) Surface Line. Midshipmen choosing the surface community will report to their respective fleet ships prior to attending a four-week indoctrination course sponsored by Surface Warfare Officer School and Afloat Training Group at various fleet concentration areas. This course will focus on fundamental skills for division officers, including preventive maintenance, watch-standing and damage control.

(2) Nuclear Power. A Midshipman may apply for the nuclear power program and eligible Midshipmen receive nuclear accession bonuses if accepted. Upon receiving their commissions, applicants enter the Nuclear Power training pipeline in Charleston, South Carolina. For further information contact the Nuclear Power Officer.

(3) Flight Training. If physically qualified, Midshipmen may request pilot or naval flight officer training. Initial training begins at Pensacola, Florida.

(4) Restricted Line/Staff Corps. First Class Midshipmen may apply for a Navy commission in a Restricted Line or Staff Corps community. This includes Nurse Corps and Medical Corps. For further information, contact the senior instructor.

(5) Engineering Duty Officer (EDO). First Class Midshipmen may apply for a Navy commission in the engineering duty officer community. For further information, contact the senior instructor.

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(6) Navy Special Operations and Special Warfare. First Class midshipmen may apply for a billet to attend Explosive Ordnance Disposal (EOD) or Special Warfare (SEAL) training. For further information, contact the senior instructor.

b. Marine Corps. Upon graduation, newly commissioned Second Lieutenants will attend The Basic School at Quantico, Virginia for 6 months before assignment to a Marine Unit, specialist military school or naval aviation training. For further information, contact the Marine Officer Instructor.

1206. Graduate Study

Various programs are offered to both Scholarship and College Program Midshipman for advanced education from the time of commissioning until retirement. Midshipmen are advised to consult the senior advisor concerning the latest information on graduate study. Listed below are four programs which are open to the superior student at the time of graduation. Many other educational opportunities are offered during active duty.

a. Junior Line Officer Advanced Educational Program (Burke Program)

A limited number of highly qualified and career-motivated NROTC graduates will be assigned to graduate school after establishing their warfare specialties during their initial operational tour. NSTC will select Midshipmen who have been nominated by the Commanding Officer for having demonstrated superior academic performance and capability. This program involves up to three years graduate study in engineering or related scientific fields and may culminate in a doctoral degree.

b. Graduate Work in Scientific or Engineering Fields

In view of the increasing need for officers with scientific and/or engineering backgrounds, NSTC will give consideration, based upon the needs of the Navy, to requests from College Program NROTC students to delay their required active duty for the purpose of pursuing study in engineering or related fields leading to a Master's Degree.

c. Acceptance of Foreign Scholarships and Fellowships

NSTC may grant permission for an NROTC student to accept a foreign scholarship or fellowship following graduation and commissioning. Ensigns will be ordered to active duty at the

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University where the study is to be undertaken for the tenure of the scholarship or for the portion which the Navy approves.

d. Immediate Graduate Education Program (IGEP)

This program provides advanced education for a selected group of outstanding unrestricted line officers. This program has replaced the delay in active duty program for NROTC Scholarship Midshipmen. Contact the senior advisor for further information.

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CHAPTER XIII

EXTRACURRICULAR ACTIVITIES

1301. General

Participation in all phases of NROTC extracurricular activities is considered to be one of the most productive areas for development of social and leadership traits. By the actual practice of motivating and managing, immeasurable benefits accrue to the responsible individual. Additionally, through extracurricular activities the Unit achieves status on campus, and the NROTC experience becomes a valuable and treasured association for every Midshipman.

Midshipmen are encouraged to participate in at least one approved intramural sport per semester. Approved activities are selected by the Battalion Staff on the basis of physical difficulty. For example, flag football is an approved activity, miniature golf is not. Although some activities are not approved, Unit members are encouraged to participate in order to earn Leisure Services' "Popejoy points" for the Unit.

1302. Unit Activities

a. Unit Publications

(1) The Sunline. The Sunline is a Battalion publication published two times per year. Its purpose is to provide a vehicle by which Midshipmen may present ideas and convey information concerning Unit activities. The staff of the Sunline is comprised exclusively of Midshipmen.

(2) Midshipmen Participation. Midshipmen are encouraged to contribute articles or pictures to the Sunline.

b. Drill Team. The Drill Team represents the NROTC Unit at various external activities. These activities have included participation in parades such as Mardi Gras and various local ceremonies. Participation is voluntary and experience is not necessary. The Drill Team's high visibility requires members meet strict standards of military aptitude and academic performance.

c. Rifle and Pistol Teams. The NROTC Unit sponsors rifle and pistol teams to instruct interested Midshipmen in

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marksmanship. The Unit supplies rifles, pistols, ammunition and all other necessary equipment. Unit teams consisting of the best shooters compete against NROTC Units at other universities and in various invitational matches. All Midshipmen are eligible to compete for positions on the teams. No experience is required. Interested Midshipmen should contact the appropriate team captain or the Assistant Marine Officer Instructor.

d. Annual Naval Junior Reserve Officers Training Corps (NJROTC) Drill Meet. NJROTC competitions are held at various universities and colleges in New Mexico to encourage enrollment in the NROTC Program. The responsibility for hosting the meet at the University belongs to the Fall Semester Battalion Staff.

e. Fees. An activity fee of approximately \$20 each semester is assessed to each Midshipman to support Battalion activities.

1303. Sponsorship

The Wardroom Society sponsors certain extra-curricular activities listed below in their usual chronological order:

Fall/Spring Semester

Barbeques
 Informal Party
 Navy and Marine Corps Birthday Ball
 Dining-In
 Drill Team Competition

1304. Midshipmen Activities

This chapter includes activities within the Midshipmen Battalion, specifying which activities are required and which are extra-curricular. The Battalion Staff will schedule activities in accordance with the guidance in this paragraph, keeping in mind that academic achievement can never be slighted.

a. Required Activity (RA). A Required Activity is an activity that is a current requirement for all Midshipmen in accordance with current NROTC Program regulations and/or this SOP. Midshipmen will attend these activities unless properly excused.

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b. Required Activity by Unit (RAU). These activities are required by Unit policy. Midshipmen will attend these activities as scheduled by proper authority unless excused.

c. Extra-Curricular Activity (EA). Extra-curricular activities may be attended at the discretion of the Midshipman. Failure to attend shall not be considered a negative in Midshipman Performance Reports. Once a Midshipman has joined in an extra-curricular activity, they should act in a responsible manner by meeting the activity's needs. Should a Midshipman find that his/her participation in an extra-curricular activity is so sporadic that he or she cannot be relied upon by the other participants, he or she should re-evaluate his/her level of interest and consider dropping the activity.

Notes

1. Platoon Commanders may schedule drill practice as approved by Battalion Commanders. The Battalion Commanding Officer or Company Commanders may stipulate attendance at these activities when scheduled on a non-regular/periodic basis in support of essential operational and training requirements. The Unit Staff Battalion Advisor is to be consulted. Platoon Commanders will use the above as a guideline for approval.

2. The Commanding Officer will approve all non-University requests for Color Guard services.

3. Requalification is required annually until swimmer, second class qualification is attained. Swimmer, second class qualification exempts personnel from further testing and is the goal for all students. See Chapter VIII for details concerning qualification.

4. Attendance at a Unit sponsored CPR class may be mandatory for Orientation Week, PRT, or swimming supervisory personnel. If scheduled, this class will be Unit funded.

CHAPTER XIV**EDITORIAL STAFF****1401. General**

The Editorial Staff was created in the spring of 1985 to fulfill the growing need for a specialized and centralized group to address the public affairs needs of the Midshipmen Battalion. The Editorial Staff publishes the Sunline, assists in operation of the UNM NROTC Alumni Association, and enhances the Unit's public image through operation of the Public Affairs Office.

1402. Organization

The Battalion Public Affairs Officer (PAO) is the senior Editorial Staff position under the Adjutant. The PAO leads the Editorial Staff and is responsible for coordinating two departments. Those departments are the newsletter and photography.

1403. Public Affairs Officer (PAO)

Good publicity is essential to Unit expansion and facilities improvement. The Public Affairs Officer is responsible for publicizing the Unit locally and nationally through the Fleet Hometown News Center release service. The PAO will maintain a working relationship with local media to obtain coverage for events the Unit sponsors or participates in, at all times keeping the Unit Staff PAO informed of all activities.

Since the PAO is not provided a personal staff, the PAO may solicit volunteers within the Battalion whenever necessary. If a project requires urgent attention and volunteers are not forthcoming, the PAO will request helpers from company/platoon commanders for specific duties of limited duration.

1404. NEWSLETTER**a. PAO newsletter responsibilities**

(1) The PAO is in charge of the newsletter production. Specific duties are to ensure:

(a) newsletter covers major events throughout the semester.

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(b) staff of writers and photographers cover topics assigned.

(c) the newsletter is free of typographical errors.

(d) deadlines for written articles, pictures, layout, and printing are set and kept.

(2) Assistant Editor. The Assistant Editor is responsible for pictorial coverage of all events of interest to the newsletter. Obtain name/address labels for the newsletter mailing list and also assign writers covering various stories deemed suitable for publication in the newsletter.

(3) Writers. Writers are assigned articles by the Editor and Assistant Editor. They will aid with newsletter layout, folding and mailing.

(4) Typist. The typist will type all articles in a column format suitable for layout.

(5) Folders and Mailers. These individuals will fold, address, and mail out the newsletter. They include the entire newsletter staff.

b. The Newsletter Staff will maintain and update a perpetual turnover file for future staffs delineating "how to" publish the newsletter.

1405. Battalion Photographer

The Battalion Photographer may enlist and maintain as many personnel as deemed necessary to efficiently cover events. The Photographer will arrange policies and procedures for photographic requests and process the requests through the PAO. These policies will be posted and readily available to the Editorial Staff members for use and reference.