Table of Issuance and Revisions/Changes

<table>
<thead>
<tr>
<th>NROTCUHR Manual</th>
<th>Basic Issuance Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1533.1</td>
<td>March 2019</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Change/Revision History</th>
<th>Date Published</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

1. Purpose. The purpose of this manual is to provide the Naval Reserve Officer Training Corps Unit Hampton Roads (NROTCUHR) Battalion members general rules, regulations, traditions, and customs.

2. Authority. This manual applies to Midshipmen (MIDN), Officer Candidates (OCs), and active-duty Marine Corps personnel enrolled in the Marine Corps Enlisted Commissioning Program (MECEP).

3. Cancelation. This manual supersedes all previous issuances of the Battalion Guidebooks.

4. Intent. NROTCUHR is comprised of both Midshipmen students and active-duty Navy and Marine Corps students and staff. This guidebook outlines to all members how the organization will be organized and operated by both the Battalion Student Chain-of-Command (CoC) and the staff CoC.

5. Authorized Use. This manual should be used as a reference guide for all student members of the Battalion when conducting themselves at all times. This guidebook does not supersede any other instructions issued by NROTCUHR or the Navy. All personnel should read this guidebook in its entirety upon their entry into the program and should review it prior to the start of each academic year.

L. E. REED
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXECUTIVE SUMMARY</td>
<td>i</td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td>iii</td>
</tr>
<tr>
<td>LIST OF FIGURES</td>
<td>ix</td>
</tr>
<tr>
<td>LIST OF TABLES</td>
<td>ix</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>xi</td>
</tr>
</tbody>
</table>

### CHAPTER 1 - INTRODUCTION

1-1 Intent .......................................................... 1-1  
1 Mission ............................................................ 1-1  
2 Use ............................................................... 1-1  
3 Amendment ....................................................... 1-1  
Fig. 1-1 Seal of NROTC Unit Hampton Roads .................. 1-1

### CHAPTER 2 - ORGANIZATION

2-1 Unit Staff ..................................................... 2-1  
Fig. 2-1 NROTC Unit Hampton Roads Chain of Command ...... 2-1  
2-2 Students ........................................................ 2-1  
1 General ........................................................... 2-1  
2 Midshipmen ......................................................... 2-2  
3 Enlisted Commissioning Programs .......................... 2-3  
4 Duty Under Instruction Program ............................... 2-4  
2-3 Battalion Staff ............................................... 2-4  
Fig. 2-2 Example Battalion Student Chain of Command ..... 2-4  
1 Battalion Commander .......................................... 2-4  
2 Battalion Deputy Commander ................................ 2-5  
3 Battalion Master Chief Petty Officer/Sergeant Major ... 2-5  
2-4 Company Staff .................................................. 2-6  
Fig. 2-3 Example Company Student Chain of Command ...... 2-6  
1 Company Commander ............................................. 2-7  
2 Company Deputy Commander .................................. 2-7  
3 Company Senior Chief Petty Officer/First Sergeant .... 2-8  
4 Platoon Commander ................................................. 2-8  
5 Squad Leader ....................................................... 2-9  
6 Guide ............................................................... 2-10  
7 Midshipman-in-Ranks ............................................. 2-10  
2-5 Collateral Duties ............................................. 2-10  
Fig. 2-4 Flow of Information through Collateral Billets ... 2-10  
1 Physical Training Instructor ................................. 2-10  
2 Assistant Physical Training Instructor ..................... 2-11  
3 Ability Group Leader .......................................... 2-11  
4 Operations Officer ............................................ 2-11  
5 Color Sergeant ................................................... 2-11  
6 Recruiting Officer .............................................. 2-12
<table>
<thead>
<tr>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab. 4</td>
<td>2-12</td>
</tr>
<tr>
<td>Tab. 6</td>
<td>2-12</td>
</tr>
<tr>
<td>Tab. 5</td>
<td>2-13</td>
</tr>
<tr>
<td>Tab. 3</td>
<td>2-13</td>
</tr>
<tr>
<td>Tab. 2</td>
<td>2-13</td>
</tr>
<tr>
<td>Tab. 1</td>
<td>2-14</td>
</tr>
<tr>
<td>Turnover Process</td>
<td>2-14</td>
</tr>
<tr>
<td>Staff</td>
<td></td>
</tr>
<tr>
<td>Striper</td>
<td>Boards</td>
</tr>
<tr>
<td>Turnover</td>
<td>Period</td>
</tr>
<tr>
<td>Turnover</td>
<td>Binders</td>
</tr>
</tbody>
</table>

CHAPTER 3 - GOOD ORDER AND DISCIPLINE

3-1 General
1 Honor Code .................................................. 3-1
2 Standards of Personal Behavior ............................. 3-1
3 Oath of Office ................................................. 3-1
3-2 Professionalism ............................................. 3-2
1 Fraternization ................................................. 3-2
2 Appearance in and out of Uniform .......................... 3-2
3-3 Wardroom Policies ......................................... 3-3
1 Origin ......................................................... 3-3
2 Administration ............................................... 3-3
3 Wardroom Etiquette .......................................... 3-3
4 After Hours ................................................... 3-4
3-4 Policy on Substance Abuse ................................. 3-4
1 Alcohol Use .................................................. 3-4
2 Drug Use ..................................................... 3-5
3 Drug and Alcohol Prevention Advisor ..................... 3-5
3-5 Disciplinary Procedures .................................... 3-5
1 General ....................................................... 3-5
2 Action ......................................................... 3-6
Fig. 3-1 Disciplinary Procedures Decision Matrix ......... 3-6
3 Verbal Counseling ........................................... 3-6
4 Written Counseling .......................................... 3-7
5 Disciplinary Review Board ................................... 3-7
6 Performance Review Board ................................... 3-9

CHAPTER 4 - PROFESSIONAL DEVELOPMENT

4-1 Academics ...................................................... 4-1
1 Standards ..................................................... 4-1
2 Resources ..................................................... 4-1
2 General Academic Course Requirements .................. 4-1
3 Naval Science Course Requirements ....................... 4-1
4 Academic Advisors .......................................... 4-1
4-2 Summer Cruises ............................................. 4-2
1 General ....................................................... 4-2
2 CORTRAMID .................................................. 4-2
3 Sea Trails ..................................................... 4-2
4 First-Class Cruise ............................................ 4-2
5 Marine Enlisted Afloat Cruise ............................... 4-2
6 Officer Candidate School ................................... 4-2
Tab. 4-1 Example Four Year Naval Science Curriculum .... 4-3
Tab. 4-2 Example Four Year Summer Cruise Sequence .... 4-3
CHAPTER 5 - PHYSICAL FITNESS
5-1 General .......................................................... 5-1
  1 Purpose ......................................................... 5-1
  2 Physical Fitness Assessment ................................. 5-1
  3 Program Minimums ............................................ 5-1
Tab. 5-1 Male PRT Scoring ....................................... 5-1
Tab. 5-2 Female PRT Scoring .................................... 5-2
5-2 Physical Training ............................................... 5-2
  1 Company PT .................................................... 5-2
  2 Attire ........................................................... 5-2
  3 PT Participation ............................................... 5-2
  4 Bad Day PRT Policy ........................................... 5-3
  5 Fitness Enhancement Program ............................... 5-3
  6 Removal from FEP ............................................ 5-3
  7 Freshmen ....................................................... 5-3
  8 Command PT Policy .......................................... 5-4
5-3 Swimming Qualification ..................................... 5-4
  1 3rd Class Swimmer ............................................ 5-4
  2 2nd Class Swimmer ........................................... 5-4

CHAPTER 6 - UNIFORMS
6-1 General .......................................................... 6-1
  1 Uniform Guidance ............................................ 6-1
  2 Optional Uniform Items ....................................... 6-1
  3 Uniformity ..................................................... 6-1
  4 Midshipman/Officer Candidate Officer Collar Devices . 6-2
Fig. 6-1 Midshipman Class and Rank Insignia .................. 6-2

CHAPTER 7 - VOLUNTEER POINT SYSTEM
7-1 General .......................................................... 7-1
  1 Purpose ......................................................... 7-1
  2 Standardization ............................................... 7-1
  3 Methodology .................................................... 7-1
Tab. 7-1 Scoring Rubric for FITREP Block 34 .................. 7-1
7-2 Procedures ........................................................ 7-1
  1 Battalion Sponsored Events ................................. 7-1
  2 Non-Battalion Sponsored Events ............................ 7-2
  3 Billets ........................................................... 7-2
  4 Chain of Command Input ..................................... 7-2
  5 Enforcement .................................................... 7-2
Tab. 7-2 Points for Battalion Sponsored Events ............... 7-3
Tab. 7-3 Points for Non-Battalion Sponsored Events .......... 7-3
Tab. 7-4 Points for Student Billets ............................. 7-3

CHAPTER 8 - PERFORMANCE TRACKING
8-1 Performance Evaluation and Counseling Program .......... 8-1
  1 Purpose ......................................................... 8-1
  2 Discussion ..................................................... 8-1
  3 Action .......................................................... 8-1
  4 Routing ........................................................ 8-2
  5 Accountability .................................................. 8-2
<table>
<thead>
<tr>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-2 Training Jackets</td>
<td>8-2</td>
</tr>
<tr>
<td>1: Intent</td>
<td>8-2</td>
</tr>
<tr>
<td>2: Authorized Use</td>
<td>8-2</td>
</tr>
<tr>
<td>3: Contents</td>
<td>8-2</td>
</tr>
<tr>
<td>8-3 Company Binders</td>
<td>8-3</td>
</tr>
<tr>
<td>1: Authorized Use</td>
<td>8-3</td>
</tr>
<tr>
<td>2: Contents</td>
<td>8-3</td>
</tr>
<tr>
<td>8-4 Purging</td>
<td>8-4</td>
</tr>
</tbody>
</table>

### CHAPTER 9 – AWARDS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-1 NROTC Ribbons</td>
<td>9-1</td>
</tr>
<tr>
<td>1: Purpose</td>
<td>9-1</td>
</tr>
<tr>
<td>2: Discussion</td>
<td>9-1</td>
</tr>
<tr>
<td>3: Ribbon Regulations</td>
<td>9-1</td>
</tr>
<tr>
<td>4: Ribbon List and requirements</td>
<td>9-1</td>
</tr>
<tr>
<td>5: Awards Selection Process</td>
<td>9-3</td>
</tr>
<tr>
<td>Tab. 9-1</td>
<td>NROTC Ribbon Order of Precedence</td>
</tr>
<tr>
<td>9-2 Special Awards</td>
<td>9-4</td>
</tr>
</tbody>
</table>

### CHAPTER 10 – MIDSHIPMAN OF THE MONTH/SEMESTER PROGRAM

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1 General</td>
<td>10-1</td>
</tr>
<tr>
<td>1: Eligibility</td>
<td>10-1</td>
</tr>
<tr>
<td>2: Action</td>
<td>10-1</td>
</tr>
<tr>
<td>3: Recognition</td>
<td>10-1</td>
</tr>
</tbody>
</table>

### CHAPTER 11 – COLOR COMPANY

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1 Procedures</td>
<td>11-1</td>
</tr>
<tr>
<td>1: General</td>
<td>11-1</td>
</tr>
<tr>
<td>2: Selection Process</td>
<td>11-1</td>
</tr>
<tr>
<td>3: Recognition</td>
<td>11-1</td>
</tr>
</tbody>
</table>

### CHAPTER 12 – SPECIAL REQUEST CHITS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-1 Procedures</td>
<td>12-1</td>
</tr>
<tr>
<td>1: Authorized Use</td>
<td>12-1</td>
</tr>
<tr>
<td>2: Accountability</td>
<td>12-1</td>
</tr>
<tr>
<td>3: Submission</td>
<td>12-1</td>
</tr>
<tr>
<td>4: Evaluation</td>
<td>12-1</td>
</tr>
<tr>
<td>5: Routing</td>
<td>12-2</td>
</tr>
<tr>
<td>6: Medical Chits</td>
<td>12-2</td>
</tr>
</tbody>
</table>

### APPENDIX A – FORMS

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Academic Planning Schedule</td>
<td>A-1</td>
</tr>
<tr>
<td>2</td>
<td>Special Request/Authorization</td>
<td>A-2</td>
</tr>
<tr>
<td>3</td>
<td>Record of Counselling</td>
<td>A-3</td>
</tr>
<tr>
<td>4</td>
<td>Disciplinary Review Board Findings Format</td>
<td>A-4</td>
</tr>
<tr>
<td>5</td>
<td>Uniform Inspection Sheet</td>
<td>A-5</td>
</tr>
<tr>
<td>6</td>
<td>FITREP Ranking Spreadsheet</td>
<td>A-6</td>
</tr>
<tr>
<td>7</td>
<td>Award Nomination Form</td>
<td>A-7</td>
</tr>
<tr>
<td>8</td>
<td>Midshipman of the Month/Semester Nomination Format</td>
<td>A-8</td>
</tr>
<tr>
<td>9</td>
<td>Midshipman of the Month/Semester Grading Sheet</td>
<td>A-9</td>
</tr>
<tr>
<td>10</td>
<td>Color Company Grading Sheet</td>
<td>A-10</td>
</tr>
</tbody>
</table>
## APPENDIX B - INSTRUCTIONS FOR SELECTED FORMS

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>B-1 Special Request Chits</td>
<td>B-1</td>
</tr>
<tr>
<td>1 Evaluation</td>
<td>B-1</td>
</tr>
<tr>
<td>2 Completing the Chit</td>
<td>B-1</td>
</tr>
<tr>
<td>Fig. B-1 A Correctly completed Special Request Chit</td>
<td>B-3</td>
</tr>
<tr>
<td>B-2 Fitness Reports (FITREPS)</td>
<td>B-4</td>
</tr>
<tr>
<td>1 General</td>
<td>B-4</td>
</tr>
<tr>
<td>Tab. B-1 FITREP Block 20</td>
<td>B-5</td>
</tr>
<tr>
<td>2 Reporting Senior</td>
<td>B-5</td>
</tr>
<tr>
<td>3 Command Achievements and Billets</td>
<td>B-5</td>
</tr>
<tr>
<td>Tab. B-2 FITREP Block 29</td>
<td>B-6</td>
</tr>
<tr>
<td>4 Ratings</td>
<td>B-6</td>
</tr>
<tr>
<td>Tab. B-3 FITREP Block 33</td>
<td>B-7</td>
</tr>
<tr>
<td>Tab. B-4 FITREP Block 34</td>
<td>B-7</td>
</tr>
<tr>
<td>5 Billet recommendations</td>
<td>B-8</td>
</tr>
<tr>
<td>6 Write Up</td>
<td>B-8</td>
</tr>
<tr>
<td>7 Member Trait Average</td>
<td>B-8</td>
</tr>
<tr>
<td>8 Promotion Group</td>
<td>B-8</td>
</tr>
<tr>
<td>9 Reporting Senior Address</td>
<td>B-9</td>
</tr>
<tr>
<td>B-3 Handling FITREPS</td>
<td>B-10</td>
</tr>
<tr>
<td>1 Saving a Database</td>
<td>B-10</td>
</tr>
<tr>
<td>Fig. B-2 Saving a Company Database</td>
<td>B-10</td>
</tr>
<tr>
<td>2 Saving FITREPS</td>
<td>B-11</td>
</tr>
<tr>
<td>Fig. B-3 Procedures to Create, Save, and Turn in FITREPS</td>
<td>B-11</td>
</tr>
<tr>
<td>3 Creating FITREPS</td>
<td>B-13</td>
</tr>
<tr>
<td>Fig. B-4 Exporting a database</td>
<td>B-13</td>
</tr>
</tbody>
</table>

## APPENDIX C - REQUIRED COURSES

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>F-1 Professor of Naval Science Approved Courses</td>
<td>C-1</td>
</tr>
<tr>
<td>1 General</td>
<td>C-1</td>
</tr>
<tr>
<td>2 Calculus and Physics</td>
<td>C-1</td>
</tr>
<tr>
<td>3 Mathematics</td>
<td>C-1</td>
</tr>
<tr>
<td>4 Physical Science</td>
<td>C-2</td>
</tr>
<tr>
<td>5 National Security Policy/American Military History</td>
<td>C-2</td>
</tr>
<tr>
<td>6 Cultural Awareness/Regional Studies</td>
<td>C-3</td>
</tr>
<tr>
<td>7 English</td>
<td>C-4</td>
</tr>
</tbody>
</table>

## APPENDIX D - KNOWLEDGE PACKET

<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Naval Terminology</td>
<td>D-2</td>
</tr>
<tr>
<td>2 11 Leadership Principles</td>
<td>D-3</td>
</tr>
<tr>
<td>3 National Chain of Command</td>
<td>D-4</td>
</tr>
<tr>
<td>4 NROTCUHR Chain of Command</td>
<td>D-4</td>
</tr>
<tr>
<td>5 Navy Core Values</td>
<td>D-5</td>
</tr>
<tr>
<td>6 Sailor’s Creed</td>
<td>D-5</td>
</tr>
<tr>
<td>7 United States National Ensign</td>
<td>D-5</td>
</tr>
<tr>
<td>8 14 Leadership Traits</td>
<td>D-5</td>
</tr>
<tr>
<td>9 11 General Orders</td>
<td>D-6</td>
</tr>
<tr>
<td>10 Naval Knowledge</td>
<td>D-7</td>
</tr>
<tr>
<td>11 Marine Knowledge</td>
<td>D-8</td>
</tr>
<tr>
<td>TITLE</td>
<td>PAGE</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Armed Forces Rank Structure and Insignia</td>
<td>D-9</td>
</tr>
<tr>
<td>Midshipman Rank Structure and Insignia</td>
<td>D-11</td>
</tr>
<tr>
<td>General Uniform Regulations</td>
<td>D-12</td>
</tr>
<tr>
<td>Male Grooming Standards</td>
<td>D-13</td>
</tr>
<tr>
<td>Female Grooming Standards</td>
<td>D-14</td>
</tr>
</tbody>
</table>

APPENDIX E - SELECTED UNITED STATES NAVY UNIFORM REGULATIONS

<table>
<thead>
<tr>
<th>Article 6101 Officer Accession Programs</th>
<th>E-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>E-1</td>
</tr>
<tr>
<td>Cap Insignia</td>
<td>E-1</td>
</tr>
<tr>
<td>Sleeve Class Insignia (USNA &amp; NROTC)</td>
<td>E-2</td>
</tr>
<tr>
<td>Sleeve Rank Insignia (NROTC)</td>
<td>E-4</td>
</tr>
<tr>
<td>Shoulder Boards (USNA &amp; NROTC)</td>
<td>E-6</td>
</tr>
<tr>
<td>Coat Collar Anchor and Star Insignia</td>
<td>E-8</td>
</tr>
<tr>
<td>Shirt Collar Insignia</td>
<td>E-9</td>
</tr>
<tr>
<td>Buttons</td>
<td>E-12</td>
</tr>
</tbody>
</table>
LIST OF FIGURES

<table>
<thead>
<tr>
<th>FIGURE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>NROTC Unit Hampton Roads Seal</td>
</tr>
<tr>
<td>2-1</td>
<td>NROTC Unit Hampton Roads Chain of Command</td>
</tr>
<tr>
<td>2-2</td>
<td>Example Battalion Student Chain of Command</td>
</tr>
<tr>
<td>2-3</td>
<td>Example Company Student Chain of Command</td>
</tr>
<tr>
<td>2-4</td>
<td>Flow of Information through Collateral Billets</td>
</tr>
<tr>
<td>3-1</td>
<td>Disciplinary Procedures Decision Matrix</td>
</tr>
<tr>
<td>6-1</td>
<td>Midshipman/Officer Candidate Officer Collar Devices</td>
</tr>
<tr>
<td>10-1</td>
<td>Midshipman of the Month/Semester Nomination Format</td>
</tr>
<tr>
<td>B-1</td>
<td>A Correctly completed Special Request Chit</td>
</tr>
<tr>
<td>B-2</td>
<td>Saving a Company Database</td>
</tr>
<tr>
<td>B-3</td>
<td>Procedures to Create, Save, and Turn in FITREPS</td>
</tr>
<tr>
<td>B-4</td>
<td>Exporting a database</td>
</tr>
</tbody>
</table>

LIST OF TABLES

<table>
<thead>
<tr>
<th>TABLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1</td>
<td>Example Four Year Naval Science Curriculum</td>
</tr>
<tr>
<td>4-2</td>
<td>Example Four Year Summer Cruise Sequence</td>
</tr>
<tr>
<td>5-1</td>
<td>Male PRT Scoring</td>
</tr>
<tr>
<td>5-2</td>
<td>Female PRT Scoring</td>
</tr>
<tr>
<td>7-1</td>
<td>Scoring Rubric for FITREP Block 34</td>
</tr>
<tr>
<td>7-2</td>
<td>Volunteer Points for Battalion Sponsored Events</td>
</tr>
<tr>
<td>7-3</td>
<td>Volunteer Points for Non-Battalion Sponsored Events</td>
</tr>
<tr>
<td>7-4</td>
<td>Volunteer Points for Student Billets</td>
</tr>
<tr>
<td>9-1</td>
<td>NROTC Ribbon Order of Precedence</td>
</tr>
<tr>
<td>B-1</td>
<td>FITREP Block 20</td>
</tr>
<tr>
<td>B-2</td>
<td>FITREP Block 29</td>
</tr>
<tr>
<td>B-3</td>
<td>FITREP Block 33</td>
</tr>
<tr>
<td>B-4</td>
<td>FITREP Block 34</td>
</tr>
</tbody>
</table>
# REFERENCES

<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSTCINST M-1533.2 (Series)</td>
<td>Regulations for Officer Development Programs</td>
</tr>
<tr>
<td>NAVPERS 15665I</td>
<td>United States Navy Uniform Regulations</td>
</tr>
<tr>
<td>OPNAVINST 6110.1J</td>
<td>Physical Readiness Program</td>
</tr>
<tr>
<td>MCO 6100.13</td>
<td>Marine Corps Physical Fitness Program</td>
</tr>
<tr>
<td>BUPERSINST 1610.10D</td>
<td>Navy Performance Evaluation System</td>
</tr>
<tr>
<td>NROTCUHRINST 1533.2E</td>
<td>Navy-specified Courses Approved by the Professor of Naval Science</td>
</tr>
</tbody>
</table>
CHAPTER 1
INTRODUCTION

1-1 Intent

1. Mission. The mission of NROTC Unit Hampton Roads is to develop Midshipmen, Officer Candidates, and Marines morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as Naval and Marine Corps officers.

2. Use. This guidebook contains important information that you will need throughout your tenure within the NROTC program. The guidebook is divided into several chapters presented in a navigable format for ease of locating relevant information. Appendix A contains several forms that you may or may not use while at NROTCUHR. Should one of the forms be required, print it from this guidebook, and fill it out as needed. The forms found in this guidebook are the only variation of those forms authorized for use within NROTCUHR. Reading this handbook prior to the start of the fourth-class year in its entirety is a requirement for all students. Ignorance of the information contained within this instruction is not an excuse for non-compliance.

3. Amendment. As the Battalion grows and changes, the needs it places on the guidebook will change also. As it becomes necessary to make changes each Battalion Staff and graduating class of Midshipmen will evaluate the handbook and submit changes to the Professor of Naval Science yearly. Otherwise, any suggested amendments should be forwarded directly to the Battalion Commander.

FIGURE 1-1. Seal of NROTC Unit Hampton Roads
2-1 Unit Staff. The Unit Staff consists of both active duty Navy and Marine Corps officers and enlisted members. The civilian staff consists of General Service federal employees and university employees. The Unit Staff is responsible for preparing the Midshipmen, Officer Candidates and MECEP Marines for service as Commissioned Officers in the U.S. Navy and Marine Corps. The active duty officers, in addition to acting as advisors to each company, will teach Naval Science classes within the Naval Science curriculum. Two active duty enlisted Marines, previously assigned as Marine Corps Officer Candidate School Drill Instructors, are also on staff. The three-man Marine element prepares Marine option Midshipmen and MECEP Marines for The Basic School. The Marine Drill Instructors teach drill and maintain discipline throughout all companies in the Battalion. Normally, at least one U.S. Navy Chief is also on staff to serve as the Supply Officer, responsible for issuing uniforms among other responsibilities.

FIGURE 2-1. NROTC Unit Hampton Roads Chain of Command

2-2 Students

1. General. Hampton Roads NROTC is a consortium made up of three host universities: Old Dominion University (ODU), Norfolk State University (NSU), Hampton University (HU); and two cross-town affiliates: Regent University (RU) and Tidewater Community College (TCC). The Consortium’s Battalion is comprised of several companies. ODU hosts Alpha companies, which consist of students from ODU, RU, and TCC. NSU hosts Bravo Company and HU hosts Charlie Company; both exclusively.
All NROTC Unit Hampton Roads Marine-option Midshipmen are assigned to Mike Company.

2. **Midshipmen.** The vast majority of the Battalion students are Midshipmen. Midshipmen are full-time students attending one of the consortium schools who are working toward obtaining a commission in the U.S. Navy or Marine Corps. There are several different types of Midshipmen in the unit. The details of each follow.

   a. **Scholarship Midshipmen.** Scholarship Midshipmen are students who competed for and received an NROTC scholarship. The scholarship is awarded based on academic achievement, SAT/ACT scores, participation in extracurricular activities, and a demonstrated potential for personal growth as a leader. Scholarship Midshipmen receive a full 4-year scholarship, covering tuition, fees, books, and uniforms; as well as a monthly stipend for 40 months. All Scholarship Midshipmen are required to participate in summer training programs, known as Summer Cruise. During this time, Midshipmen are afforded the opportunity to attach to several different types of operational Navy units. The exposure is meant to aid them in decision-making for their eventual selection of service assignment. Upon graduation, Scholarship Midshipmen will receive commissions in the Navy or Marine Corps. Scholarship Midshipmen are required to select an Unrestricted Line (URL) Community, such as Surface Warfare, Submarine Warfare, Aviation, Special Operations or Special Warfare.

   b. **College Program Midshipmen.** College Program Midshipmen are students who have already been accepted to the University and were accepted into the NROTC program, however, they are not on scholarship. College Program students receive uniforms and Naval Science books at no cost. College Program students are required to complete the same academic requirements as Scholarship Midshipmen, with the exception of Calculus and Physics (see chapter 4). College Program Midshipmen are required to participate in all unit activities. College Program Midshipmen may still apply for a 4-year or a 3-year NROTC scholarship (also referred to as a “Sideload Scholarship”) in the summer after their freshman year, and a 2-year NROTC scholarship after their sophomore year. College Program Midshipmen who receive a 4-year, 3-year or 2-year scholarship are then categorized as Scholarship Midshipmen and are subject to the same academic requirements as Midshipman who entered the program with a 4-year scholarship. College Program Midshipmen who are not selected for a scholarship may still apply for Advanced Standing during their 3rd year. Advanced Standing Midshipmen are required to pay all their own tuition and fees but will commission upon graduation. Following their sophomore year, Midshipmen who do not receive Advanced Standing will be disenrolled from the ROTC program unless they apply for and receive Provisional Advanced Standing. Midshipmen who are approved for Provisional Advanced Standing compete for either a 1-year scholarship or 1-year Advanced Standing. Failure to be awarded a 1-year Scholarship or 1-year Advanced standing at the end of the Midshipman’s junior year results in the student’s disenrollment from the ROTC program.
c. Scholarship Nurse Midshipmen. These Midshipmen are similar to Scholarship Midshipmen in that they receive the same benefits and are required to participate in the unit for their entire four years. Nurses are not required to take the Navigation, Weapons or Engineering portions of the Naval Science curriculum (see chapter 4). Upon graduation, Nursing students receive their commission and are ordered to report for duty to the Nurse Corps. Currently, this program is unavailable to Midshipmen; only OCs are allowed enrollment.

d. Marine Option Midshipmen. These students are Scholarship or College Program Midshipmen who desire a commission in the Marine Corps. If on scholarship, they receive the same benefits as a Navy Scholarship Midshipman. Upon graduation, Marine Option Midshipmen are commissioned as 2nd Lieutenants and are ordered to report to The Basic School (TBS) in Quantico, VA.

3. Enlisted Commissioning Programs

a. Officer Candidates. Officer Candidates are active duty enlisted members selected to participate in the Seaman to Admiral-21 program. They remain on active duty throughout their time in NROTC and receive their full pay and benefits as well as an academic scholarship. Upon graduating, they receive a commission as Ensigns in the U.S. Navy. The commissioning requirements for Officer Candidates are the same as Navy Scholarship Midshipmen. Officer Candidates wear similar uniforms to Midshipmen during their time in ROTC, but do not have a Midshipman rank, as they maintain their enlisted status. Officer candidates are required to participate in drills and are strongly recommended to hold leadership positions within the unit. Officer Candidates should be referred to as either Officer Candidate or the colloquial form, “OC”. Officer Candidates are assigned to a regular company at the school they attend.

b. Marine Enlisted Commissioning Education Program. Active duty enlisted Marines selected to participate in the Marine Enlisted Commissioning Education Program (MECEP) are also members of the NROTC unit. These Marines were selected to complete a degree and commission while serving in an active duty status. Similar to Officer Candidates, they maintain their enlisted rank and active duty status, while receiving all pay and benefits. Upon graduating, they receive a commission in the U.S. Marine Corps. Unlike Officer Candidates, MECEP Marines continue to wear their enlisted uniforms while attending University. MECEP Marines are addressed by their enlisted rank while attending University. MECEP Marines do not receive an academic scholarship to attend University. All MECEP Marines are assigned to Mike Company with the Marine Option Midshipmen.

c. Medical Enlisted Commissioning Program. Enlisted personnel enrolled in the Medical Enlisted Commissioning Program (MECP) attend the Eastern Virginia Medical School and after obtaining a bachelor’s
degree in nursing, commission into the Navy Nurse Corp. These personnel report to NROTCUHR, but are not a part of the Battalion.

4. Duty Under Instruction Program. Commissioned Naval officers enrolled in the Duty Under Instruction Program (DUINS) attend fellowship, masters or doctoral programs within the Hampton Roads area. These officers report to NROTCUHR, but are not a part of the Battalion.

2-3 Battalion Staff. Throughout their time in NROTCUHR, Midshipmen, Officer Candidates, and MECEP Marines are expected to participate in the leadership of the Battalion by volunteering to fill several billets throughout the student chain of command. Volunteers for these billets are selected near the end of the semester for the upcoming semester. Billets are changed every semester. The following sections will describe the roles and responsibilities of each billet at the Battalion level. The Battalion student chain of command is shown in figure 2-2. Students in Battalion Staff billets will muster with and participate in all unit events and evolutions with the Battalion Staff.

![Battalion Student Chain of Command Diagram]

FIGURE 2-2. Example Battalion Student Chain of Command

1. Battalion Commander (BC). Assumes the rank of Midshipman Captain and reports directly to the NROTCU Hampton Roads Commanding Officer. The Battalion Commander is the ranking midshipman in the Battalion and is a first-class midshipman. They are responsible for everything the Battalion does or fails to do along with the following:

   a. Develops the Battalion in accordance with the mission of NROTCU Hampton Roads, “To develop Midshipmen morally, mentally and physically, and to imbue them with the highest ideals of duty, honor and loyalty in order to commission college graduates as Naval and Marine Corps Officers.”

   b. Is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and
sustainment of the Battalion. Understands the capabilities of the Battalion’s personnel and their proper employment.

c. Develops, coordinates and executes the planning process. Knows, understands, and develops situational awareness across the Battalion.

2. Battalion Deputy Commander (BDC). Assumes the rank of Midshipman Commander and reports to the Battalion Commander and the NROTCU Hampton Roads Executive Officer. Assumes command of the Battalion in the Battalion Commander’s absence. The Battalion Deputy Commander is the second highest ranking midshipman in the Battalion and is a first-class midshipman. Is responsible for:

a. Serves as the link between the Battalion Commander and the companies, passing down Battalion directives and facilitating meetings with company leadership.

b. Directing the planning process.

(1) Accepts inputs from Officer Staff on the upcoming week, creates a Battalion Plan of the week (POW), and after revision publishes the Battalion POW to the companies for revision into a Company POW.

(2) Appoints and directs event Officers in Charge (OICs), organizing the Battalion’s calendar in accordance with the Battalion Commander’s vision.

(3) Coordinates plans between companies, to include joint or Battalion physical training sessions.

(4) Monitors Company Trainings, ensuring all mandatory General Military Trainings are completed and all midshipmen attend 2 hours of Naval Laboratory every week.

c. Responsible for the Battalion’s administrative duties.

(1) Coordinates and publishes the Battalion Recall Roster.

(2) Coordinates the processing of FITREPs.

(3) Ensures that all mailing lists are accurate.

3. Battalion Master Chief Petty Officer/Sergeant Major (BMC/SgtMaj). Assumes the rank of Midshipman Master Chief Petty Officer or Midshipman Sergeant Major and reports to the Battalion Commander and Deputy Commander. The first-class midshipman, officer candidate, or Marine in this billet will serve as the “senior enlisted” in the battalion and is the principal “enlisted” advisor to the Battalion Commander and Deputy Commander, as well as:
a. Supervises, inspects, or observes matters designated by the Battalion Commander to include, but not limited to, Midshipman of the Month and Semester Boards as well as Disciplinary Review Boards. Guides and mentors the Company Senior Chiefs in the execution of their duties.

b. Executes and supervises routine operations to include maintaining accountability of all personnel; coordinating and reporting personnel and administrative actions; and supervising discipline. Conducts full muster of the Battalion once a week during the spring and fall semester, and at any time as directed by the Battalion Commander.

c. Develops a sense of military order, discipline, and morale across the Battalion.

d. Develops and maintains the Watch Standing Process.

2-4 Company Staff. There is also a large number of billets at the company level. Volunteers for these billets are selected near the end of the semester for the upcoming semester. Billets are changed every semester. An example student company chain of command is illustrated in figure 2-3. Personnel assigned to company staff will muster and participate in all Battalion events and evolutions with the company which they staff, even if it is not their parent company. Because the size of companies varies, some company staff positions may be left unfilled by the Company Commander. At a minimum all companies will have a Company Commander, Deputy Commander, Senior Chief Petty Officer or First Sergeant, two Squad Leaders, a Guide, and several Midshipmen-in-Ranks.

---

**FIGURE 2-3. Example Company Student Chain of Command**
1. **Company Commander (CC).** Assumes the rank of Midshipman Lieutenant and reports to the Battalion Deputy Commander as well as the Officer in Charge of their university. The Company Commander is the ranking midshipman in the company and is a first or second-class midshipman. He or she is responsible for everything the company does or fails to do along with the following:

   a. Is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the company.

   b. Understands the capabilities of the company’s personnel and their proper employment. Knows, understands, and develops situational awareness across the company.

   c. Responsible for the management and administration of volunteer events and the volunteer system within their Company. Works closely with the Battalion Commander to this end and delegates this task appropriately to a Company Operations Officer (OPSO).

   d. Oversees their Deputy Commander in the planning process.

   e. Responsible for ensuring their wardroom’s functionality, to include its cleanliness and the funding of the geedunk, delegating and monitoring this task as appropriate.

   f. Designates all collateral duties within the company as necessary, to include but not necessarily limited to a Physical Training Instructor (PTI), Ability Group Leaders (ABL) or Assistant PTIs, and an OPSO.

2. **Company Deputy Commander (CDC).** Assumes the rank of Midshipman Lieutenant Junior-Grade and reports to the Company Commander and Battalion Deputy Commander. The midshipman in this billet serves as the company’s second in command as well as:

   a. Assumes command in the Company Commander’s absence.

   b. Directs the planning process at the Company level; receives the upcoming Battalion POW from the Battalion Deputy Commander, and after accepting revision from their Company Advisor publishes the finalized Company POW to the respective company and the Battalion Staff.

   c. Ensures that all midshipmen receive mandatory General Military Training and a minimum of two hours of Naval Laboratory instruction every week. Works closely with their University OIC and Battalion Deputy Commander to this end. This duty may be delegated to a Company Training Officer as appropriate if authorized by the Company Commander.
d. Is responsible for the administrative duties of the company to include:

(1) Maintaining the Company Recall Roster, tracking and analyzing all Company information including contact information, PFA scores, volunteer points, and discipline.

(2) Coordinating the distribution and collection of FITREPs for the company.

(3) Maintains company email accounts, ensuring that all email lists are accurate for the semester and that only authorized personnel post to lists and receive those emails.

3. Company Senior Chief Petty Officer/First Sergeant (SCPO/1stSgt). Assumes the rank of Midshipman Senior Chief Petty Officer or Midshipman First Sergeant and reports to the Company Commander as well as Battalion Master Chief Petty Officer/Sergeant Major. This midshipman serves as the “senior enlisted” in the company and is the principle “enlisted” administrative advisor to the Company Commander as well as:

a. Conducts full muster of the Company at any time as directed by the Company Commander, delegating this duty when necessary at the discretion of the Company Commander.

b. Supervises, inspects, or observes matters designated by the Company Commander to include, but not limited to, Midshipman of the Month and Semester Boards as well as Disciplinary Review Boards.

c. Executes and supervises routine operations to include maintaining accountability of all personnel; coordinating and reporting personnel and administrative actions; supervising discipline and maintaining morale.

d. Responsible for protecting and ensuring the security of the Personally Identifiable Information (PII) of every member of the Company.

4. Platoon Commander (PltCdr). Midshipmen in this billet will ideally be a first-class midshipman and must have at least two semesters in the NROTC program. This midshipman is to have no official PFA failures. They will distribute information provided by higher authority and supervise the dissemination of information. Assumes the rank of Midshipman Ensign and reports to the Company Deputy Commander. The Platoon Commander will perform the following duties and assume the following responsibilities:

a. Supervises and leads their designated platoon. Oversees the moral, mental and physical development of assigned midshipmen. Executes and supervises routine operations to include enforcing Standard Operating Procedures (SOPs), maintaining accountability of
personnel; coordinating and reporting personnel and administrative actions; and to supervise good order and discipline.

b. Manages their squads ensuring that each squad leader knows their people and looks out for their welfare, developing a sense of pride and responsibility for their charges.

c. Represent the platoon on company FITREP, awards and billet ranking boards.

d. Debriefs FITREPs to assigned squad leaders.

e. Briefs Company Commander on platoon members’ performance as requested.

f. Ensures the platoon’s drill proficiency.

g. Seeks to know and understand their platoon’s capabilities and limitations (i.e., academic or physical deficiencies). Report progress to higher.

h. Knows, understands, and develops situational awareness across the platoon, ensuring the planning process is being incorporated.

i. In the event that there is not a Platoon Commander, the Company Deputy Commander will take on the duties of a Platoon Commander, directly communicating with and managing the squad leaders.

5. Squad Leader (SqdLdr). Midshipmen in this billet will ideally be first-class midshipmen and must have at least two semesters in the NROTC program and are responsible for the members within their squad. Assumes the rank of Midshipman Ensign and reports to their Platoon Commander. Supervises the control and dissemination of information as well as:

a. Executes and supervises routine operations to include maintaining accountability of personnel; coordinating and reporting personnel and administrative actions; and supervising discipline.

b. Is the Battalion’s first line of defense for good morale and the development of good leadership. Sets the foremost example of what is expected in Hampton Roads Naval ROTC. Knows their people and is their first and strongest advocate; ensuring they are well informed of the plan of the week and that they are continuing to develop themselves morally, mentally and physically.

c. Is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the squad.

d. Knows, understands, and develops situational awareness, ensuring the planning process is incorporated.
e. Seeks to know and understand their squad’s capabilities and limitations (i.e., academic or physical deficiencies). Report progress to higher.

f. Maintain a Squad Leader training jacket on all assigned personnel.

g. Ensure correction of military aptitude and physical performance deficiencies as required.

h. Lead the command’s efforts to assist assigned midshipmen in correcting academic deficiencies.

6. Guide. The Company Guide carries the rank of Midshipman Petty Officer First Class and has the following responsibilities:

   a. Aligning the company when mustering.

   b. Assist the SCPO/1stSgt of each company.

   c. Safekeeping of the Company Guidon.

7. Midshipman-in-Ranks. All other midshipmen will fill out the squads of a company as Midshipmen-in-Ranks. In this billet their primary duty is to succeed academically and physically, preparing themselves for a life of military tradition.

2-5 Collateral Duties. Each Company Commander will appoint a number of Midshipmen-in-Ranks (MIRs) to hold collateral billets each semester. Each midshipman who holds a collateral billet still reports to their regularly assigned squad leader for all routine, administrative, and disciplinary actions, though while operating in their collateral capacity the flow of information to and from them will not follow the same pattern; this is illustrated in figure 2-4.

At a minimum, each company will have a Physical Training Instructor, Operations Officer, Training Officer, and Supply Officer.

![Diagram of Company Structure]
1. **Physical Training Instructor (PTI).** The midshipman in this collateral billet must be a highly respected, physically fit midshipman with outstanding PFA scores. Operationally, they report directly to the Company Commander and Deputy Commander while in their capacity as PTI. They have the following responsibilities:

   a. Working in conjunction with the Unit CFL and ACFLs to organize and carry out the PFA, make-up PFA, and remedial programs.

   b. Maintaining records of PFA scores for the company.

   c. Coordinate and execute company PT.

   d. Plan, coordinate and execute up to one Battalion PT per semester under the direction of the Battalion Deputy Commander.

   e. Coordinate the company swim qualification program.

   f. Aid the Army/Navy Football Game OIC.

2. **Assistant Physical Training Instructor (APTI).** Operationally this midshipman reports directly to the Company PTI while in their capacity as APTI. They have the following responsibilities:

   a. Aid the PTI in the conduct and recording of the PFA.

   b. Assist the PTI in the conduct of Company PT.

3. **Ability Group Leader (ABL).** Operationally this midshipman reports directly to the Company PTI while in their capacity as ABL. They have the following responsibilities:

   a. Lead their ability group during physical training sessions, ensuring all members perform all workouts correctly. Motivates their peers to excel in their Physical Training.

   b. Assist the PTI in the conduct of Company PT.

4. **Operations Officer (OPSO).** The midshipman in the billet must be at least a second-class midshipman. Operationally this midshipman reports directly to the Company Commander while in their capacity as OPSO. They are responsible for:

   a. Management and administration of volunteer events and the volunteer point system.

   b. Supervising and coordinating with the Company Color Sergeant and Recruiting Officer to create and populate volunteer events.

   c. Coordinates with the staff Operations Officer, university representatives, and outside institutions to ensure NROTC Hampton Roads is active in its community.
5. Color Sergeant (ClrSgt). The midshipman in this billet must be at least a third-class midshipman and be familiar with the color guard. Operationally this midshipman reports directly to the Company Operations Officer and the AMOIs while in their capacity as Color Sergeant. The Color Sergeant has the following responsibilities:

   a. Responsible for maintaining the ceremonial Color Guard.

   b. Working with the Company OPSO to determine scheduling of color guards for events.

   c. Providing color guards for battalion and volunteering events.

   d. Working with the AMOIs to maintain accurate record of color guard gear.

6. Recruiting Officer (RecruitO). The midshipman in this billet must be at least a third-class midshipman. Operationally this midshipman reports directly to the Company Operations Officer while in their capacity as RecruitO. The RecruitO has the following responsibilities:

   a. Gathers statistics and contact information for the Staff recruiting Officer.

   b. Contacts local JROTC and other midshipman candidate source points to develop a rapport and productive relationship.

   c. Plans, coordinates and executes recruiting events under the guidance of the company OPSO.

7. Training Officer (TrainO). The midshipman in the billet must be at least a second-class midshipman. Operationally this midshipman reports directly to the Company Commander and Deputy Commander, while in their capacity as TrainO. They are responsible for:

   a. Ensures that all midshipmen in the company receive mandatory General Military Training and a minimum of two hours of Naval Laboratory instruction every week. Works closely with the University OIC to this end.

   b. Plans Naval Lab periods in accordance with the direction of their Company Commander, incorporating a minimum of one hour of close-order drill every other week.

8. Public Affairs Officer (PAO). The midshipman in this billet must be at least a third-class midshipman and must have experience with photography. Operationally this midshipman reports directly to the Company Deputy Commander while in their capacity as PAO. The PAO has the following responsibilities:
a. Working in conjunction with the Events Coordinator in taking pictures for battalion events, activities and extracurricular events.

b. Maintain Battalion, Company and Officer Staff photos in their Wardroom, along with maintaining Company and Battalion Facebook page to ensure it has updated pictures and posts.

9. **Supply Officer (SuppO)**. The midshipman in this billet must be at least a third-class midshipman. Operationally this midshipman reports directly to the Company Deputy Commander while in their capacity as the Supply Officer. The SuppO has the following responsibilities:

   a. Working in conjunction with the unit Supply Chief to provide logistical support for all Battalion events and ensure that freshmen receive their uniforms before each inspection.

   b. Maintain accurate inventory of Wardroom Geedunk Locker.

10. **Event Officer-in-Charge (OIC)**. An Event OIC is the person directly tasked with the supervision and coordination of a Battalion event. In order to qualify for this billet, a Midshipman must be at least a second-class midshipman. The OIC will directly plan and execute all aspects of tasked event. This includes:

   a. Date, time, venue, uniform, catering, guests, and military VIPs at the event.

   b. Briefing the Battalion, scheduling Commander’s Intent Briefs, and In-Progress Reviews with key staff.

**2-6 Staff Turnover Process**

1. **Striper Boards**. The outgoing Battalion Staff appoints, upon PNS approval, a new Battalion Commander, Deputy Commander, and Midshipman/OC/MECEP Command Master Chief/Sergeant Major via the Battalion Striper Board Selection Process. Appointment of remaining officers and billets is delegated to the oncoming Battalion Commander and his or her staff upon the approval of the University OICs and PNS. Leadership shall be inescapable. To the greatest extent possible, student officers shall be selected for each semester to maximize leadership opportunities for the largest number of students.

   a. All volunteer and qualifying students will be provided information on Striper Selection Process procedures and documentation required well in advance of the scheduled selection process.

   b. In selecting nominees, the staff will consider students who set the example, maintain Battalion standards, and will best represent the Battalion as a whole. Academic, military, and physical performance will all be heavily considered but none will singularly disqualify a student from a billet. Student preparation and demonstrated commitment
to the Battalion via submitted Striper Board Form will be most heavily weighted in the selection process.

2. Turnover Period. Over the interim between the approval of a new midshipman billet holder and the Midshipman Change of Command, the outgoing and oncoming billet holders shall conduct the turnover of responsibilities of the billet as a team. During this period the oncoming billet holder will be instructed and mentored by the outgoing. The two individuals will complete the turnover checklist, included in appendix A, no later than the day before the Midshipman Change of Command ceremony.

3. Turnover Binders. Turnover binders are essential for establishing and maintaining continuity. All billet holders will maintain a turnover binder physically or online. These items are “inspectable” items during billet turnover. The following items are required/appropriate for a turnover binder:

   a. Specific tasks, duties, and routines

   b. A billet description and subordinate billet descriptions

   c. References, Points of Contact, LOIs, Command Policy Letters, receipts, bills, Plan of Action and Milestones (POA&M), confirmation briefs, status of pending projects and Memoranda of Agreement

   d. Turnover checklist
CHAPTER 3
GOOD ORDER AND DISCIPLINE

3-1 General

1. Honor Code. A Midshipman, Officer Candidate or Marine shall not lie, cheat, or steal, nor tolerate anyone who does.
   a. Midshipmen are persons of integrity: They stand for that which is right. They tell the truth and ensure that the full truth is known. They do not lie.
   b. They embrace fairness in all actions. They ensure that work submitted as their own is their own, and that assistance received from any source is authorized and properly documented. They do not cheat.
   c. They respect the property of others and ensure that others are able to benefit from the use of their own property. They do not steal.

2. Standards of Personal Behavior. Good conduct, high morale, smart appearance, and academic success are the fruits of self-discipline. A high state of self-discipline is the cornerstone of naval leadership and may be achieved with the right attitude. Every Battalion member’s goal is to earn a commission as a Naval or Marine Corps officer. As such, you must conduct yourself as a prospective naval officer at all times. This applies not only to naval life, but also to university and social life as well. A breach of this standard hurts the morale and integrity of the Battalion. The nature of the military organization dictates that every individual and unit is responsible to a higher authority. In accordance with this, each Battalion member is required to carry out the orders of officers and midshipmen senior to them.

3. Oaths
   a. Scholarship Midshipmen. I (state your name), having been appointed a Midshipman in the United States Navy, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter; so help me God.
   b. College Program Midshipmen. I (state your name), swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I take this obligation freely, without any mental reservation or purpose of evasion; so help me God.
c. **Enlistment.** I (state your name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice; so help me God.

d. **Commissioning.** I (state your name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter; so help me God.

### 3-2 Professionalism

1. **Fraternization.** Fraternization is a term used to describe a relationship between a subordinate and their senior that is unduly familiar. In order to maintain good order and discipline, the following guidelines are set forth pertaining to fraternization:

   a. Members within the same chain of command (i.e. Company Commander and Platoon Commander) should not be involved in any type of relationship other than professional.

   b. It is the responsibility of the senior individual involved in the relationship to report it to his or her immediate superior (i.e. Company Commander reports to Battalion Deputy Commander). Failure to report an existing or developing relationship shall be considered an honor violation and treated as such.

   c. At no time should an Officer Candidate or Marine have a relationship that is unduly familiar with any Midshipman. Officer Candidates and Marines are in a unique position to mentor Midshipmen and provide insight into life in the military, but they will take care to ensure that any interaction cannot be perceived as fraternization.

2. **Appearance in and out of Uniform.** Naval uniforms are distinctive and exhibit the authority and responsibility vested in the wearer by the United States. As such, all battalion members shall maintain the highest standards of personal appearance in uniform and civilian attire. Appropriate civilian attire consists of pants, slacks, or shorts of appropriate length and a collared shirt. This does not include sweats or PT type gear. For females, a dress or skirt of appropriate length and blouses without collars are also acceptable. Tank tops, midriff shirts and short shorts are not acceptable. Men are required to be clean-shaven. All ball caps and hats are to be removed upon entering buildings or classrooms. The following guidelines will be observed when in uniform:
a. Do not walk while using a cellular phone in uniform.

b. Do not smoke or use tobacco products in uniform while walking.

c. Do not eat or drink in uniform while walking. Go to the cafeteria or another appropriate dining place.

d. Do not chew gum while in uniform.

e. Do not display affection in public while in uniform.

f. Do not walk on the grass or cut corners while in uniform.

g. Do not place hands in pockets while in uniform.

3-3 Wardroom Policies

1. Origin. Aboard eighteenth-century British ships there was a compartment called the wardrobe used for storing loot taken at sea. The officers' mess and staterooms were situated nearby, so when the wardrobe was empty, they congregated there to take their meals and pass the time. When the days of swashbuckling and pirating had ended, the wardrobe was used exclusively as an officers' mess and lounge. Having been elevated from a closet to a room, it was called the wardroom.

2. Administration. This article codifies and establishes the instructions for the wardroom mess at Old Dominion University, Hampton University, and Norfolk State University, and all members of the wardroom shall familiarize themselves with the contents of it. The Officer of the Deck (OOD) or Assistant Command Duty Officer (ACDO) will enforce the provision of this instruction in the administration of the Wardroom Mess.

3. Wardroom Etiquette

   a. All members of the wardroom will follow the instruction of the OOD or ACDO while in NROTCUHR spaces.

   b. A member must escort any visitors to and from the wardroom. Visitors are subject to the rules and regulations of the wardroom upon entering.

      (1) Anyone who is currently unaffiliated with NROTCUHR or does not possess a valid Common Access Card will be considered a visitor.

      (2) It is the responsibility of the escorting member to inform and regulate visitor behavior. Accountability for wardroom violations will be held with the escorting member and OOD or ACDO.
c. All members of the wardroom will refrain from excessive inappropriate language, including obscenity, hate speech and anything otherwise not in keeping with the Navy’s core values.

d. All members of the wardroom will refrain from discussing politics, religion, or inappropriate topics.

e. Use of tobacco products or e-cigarettes is strictly prohibited in the wardroom.

f. All members of the wardroom will maintain professional bearing and adhere to US Navy standards while in the wardroom.

g. All member’s haircuts and uniforms will be within standards set by the US Navy (Article 7201 and Article 2201) when in uniform.

h. All members will adhere to the following guidelines when in professional civilian attire:

(1) No member shall wear tops with inappropriate material.

(2) No members shall wear excessively ripped, sheer, or otherwise revealing clothing.

(3) No member shall wear covers in the wardroom.

(4) No member shall wear shower shoes in the wardroom. Shower shoes are defined as rubber flip flops.

(5) No member shall wear bottoms that fail the “fingertip test.” Bottom length should reach past the thumb tip while standing at attention.

(6) Gym clothing is permitted provided that the articles are not excessively tight, short, etc., and that the member follows hygiene standards.

(7) No member shall enter the NROTC offices unshaven.

4. After Hours. No member of the wardroom is permitted into the wardroom after the OOD or ACDO completes watch unless they are given permission by the Company Commander, Deputy Commander, or SCPO/1stSgt of the respective wardroom.

3-4 Policy on Substance Abuse

1. Alcohol Use. The policy on alcohol is to only drink in moderation and only if the member is of legal age. NROTC Unit Hampton Roads has a large body of underage individuals. The legal age to drink in Virginia is 21. Drinking under age or possessing or using false identification is an honor violation and will be disciplined as such. The following guidelines are set forth concerning the Unit’s policy toward alcohol:
a. If you are under the age of 21, do not drink alcohol. Underage drinking may result in disenrollment.

b. DO NOT DRINK AND DRIVE! If you are convicted of a DUI or DWI, you may be disenrolled.

c. Battalion members involved in an alcohol related incident will report to the command Drug and Alcohol Prevention Advisor for further evaluation.

2. Drug Use. Drug abuse is defined as use of any illegal physiologically altering substance or use of any prescription drug not in accordance with an active prescription. The Navy’s policy on drug abuse is zero tolerance. All personnel will be subject to periodic random urinalysis. Individuals will be chosen at random and notified no sooner than 24 hours prior to the test. Individuals required to provide samples will be informed of the location and uniform of the day. The following guidelines are set forth concerning the Unit’s policy toward drugs:

a. The Commanding Officer shall recommend to CNET or BUPERS the disenrollment of any person who is an active drug abuser or has any history of drug abuse.

b. Use or possession of an illegal drug onboard any ship, aircraft, or station by a midshipman or officer candidate shall result in disenrollment or captain’s mast, respectively.

c. Battalion members involved in the illegal sale of drugs or possession of drugs with intent to sell shall be disenrolled or brought to captain’s mast.

d. Battalion members convicted of a civilian drug abuse offense will not be retained.

3. Drug and Alcohol Prevention Advisor. Any further questions regarding the Unit’s policy on drug abuse and alcohol should be referred to the Unit Drug and Alcohol Prevention Advisor (DAPA).

3-5 Disciplinary Procedures

1. General. Violation of established regulations will be treated on an individual basis with due consideration of mitigating and extenuating circumstances. Generally, violations fall into two classes:

   a. Major offenses. Those offenses which indicate 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 sense of responsibility, or actions which bring discredit upon the Naval service.
b. Minor offenses. Those offenses of a less serious nature which involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of minor offenses may be treated as a major offense.

2. Action. There are several avenues that can be taken for offenses to battalion or Navy policy. Figure 3-1 is a decision matrix to aid company and Battalion leadership in making disciplinary decisions. The merits of each case must be considered individually, and the level of action must be chosen after weighing all factors surrounding the case. Each of the measures will be described in greater detail in the following sections.

FIGURE 3-1. Disciplinary Procedures Decision Matrix

3. Verbal Counseling. A verbal counseling constitutes a warning for a very minor offense, or actions which approach the line between permissible and impermissible behavior. All verbal counselings shall be reported to the immediate superior of the offending midshipman and recorded in their Training Jacket. Repeated verbal counselings may be grounds for a written counseling.
4. **Written Counseling.** Written counseling should be conducted using a Record of Counseling form, which can be found in Appendix A. The counseling should be conducted in private at a prearranged time and location. Written counselings are maintained in the individual’s Training Jacket by their Squad Leader and are to be retained for the duration of an individual’s time at NROTCUHR. Written counselings conducted to correct poor performance are considered performance chits. Any NROTCUHR midshipman at second-class level or above may assign a chit to a subordinate midshipman who fails to meet NROTC requirements (i.e. improper uniform or grooming standards, failure to meet muster time, failure to follow instructions and/or complete assigned tasking). The midshipman receiving the chit and their Squad Leader will be notified by the midshipman who assigns the chit.

   a. **Essays.** Essays may be assigned at the discretion of the offending midshipman’s chain of command not to exceed a 200 word essay on a topic consistent with the disciplinary trend. Squad Leaders will collect essays at muster the following day.

   b. **Inspection.** In cases where a deficiency trend revolves around the lack of military bearing or proper uniform wear, a midshipman at the Squad Leader level or above may order a uniform or sea bag inspection. An inspection failure may result in a subsequent inspection or other remediation assignment as outlined herein.

   c. **Early Muster.** In cases where a midshipman demonstrates an inability to report to an assigned place of duty on time, any midshipman at the Squad Leader level or above may assign early musters. No more than three early musters may be assigned for a single offense and muster shall take place, no earlier than 0545. At a minimum, the applicable squad leader shall be present to account for the early muster.

5. **Disciplinary Review Board (DRB).** In cases where the remediation techniques outlined above fail to produce positive change in a midshipman’s performance trends, their Company Commander may order that a DRB be convened.

   a. The Chain of Command must exercise their own judgment on the seriousness of the offense and the character of the individual when recommending a DRB. It is the responsibility of the company SCPO/1stSgt to notify and submit appropriate evidence of the offense to the MCPO/MSgt. When the MCPO/MSgt receives notification of a DRB they will schedule the DRB at the earliest available opportunity that will allow 48 hours notice to the accused individual. The MCPO/MSgt will convene a board consisting of no more than four OC or MECEP personnel with a minimum of one E7 or above staff member to sit the board. The originating SCPO/1stSgt will meet with the accused, explain the reasons for the DRB and obtain the accused’s signature via a record of counseling form, found in appendix A. The originating SCPO/1stSgt will be responsible for gathering all evidence (i.e. squad leader jackets, emails, pictures, etc.) and act as the official
clerk/recorder for the DRB. The counseling chit and all evidence shall then be returned to the MCPO/MSgt who will disseminate it to all board members in order to prepare for the board.

b. The board will be chaired by the Battalion Master Chief or Sergeant Major and will be sat by no more than four OC or MECEP personnel with a minimum of one E7 or above staff member to observe as command representative. The originating SCPO/1stSgt will act as clerk/recorder of the board and provide any evidence as requested by board members. Additionally, the originating SCPO/1stSgt will act as subject matter expert in the case and provide character witness or performance statements as required.

c. The board shall be conducted as prescribed by the MCPO/MSgt but generally be implemented in following manor:

(1) The accused should be brought in in a military manner. The following procedure shall be followed:

(a) Knock three times and enter when recognized by the chairperson of the board.

(b) Execute required facing movements and stand at attention in front of the chairperson of the board.

(c) Sound off: "Midshipmen/Officer Candidate/Rank Name reporting for Disciplinary Review Board as ordered".

(d) Remain at attention.

(2) The Chairperson shall discuss the pending charges of the accused in question and allow time for the accused to read a pre-written statement or orally express their case.

(3) Board Members will ask questions of the accused to determine the underlying circumstances of the offense.

(4) When the Board agrees that they have heard enough to decide an outcome, the accused shall be excused by the Chairperson. The Board will discuss the outcome of and make a recommendation to the Chair, who will decide the ultimate outcome of the DRB proceedings.

(5) The Chairperson will make a written notification of the outcome of the board addressed to the accused’s Company Advisor IAW appendix A-4. This shall be forwarded to the accused no more than one week after the DRB is convened.

d. A DRB may result in any of the following:

(1) No Action
(2) Assignment of a 1000 word essay on a topic consistent with the deficiency trend.

(3) Assignment of a 20 minute presentation to be given during a Naval Science Lab on a topic consistent with the deficiency trend.

(4) A recommendation to the Unit Staff for the convening of a PRB, or in the case where the accused is not on contract, a recommendation of disenrollment.

(5) Any additional tasks deemed necessary by the board to correct deficiencies not addressed in this section.

e. A copy of the written notification from the board shall be retained in the individual’s Training Jacket, as well as the Company Binder.

6. Performance Review Board (PRB). The Professor of Naval Science may convene a Performance Review Board to investigate and make recommendations on the unsatisfactory performance of students enrolled at NROTC Unit Hampton Roads. Scholarship and advanced Standing NROTC students have the right to appear before the board, submit a written statement, and present any documents or witnesses on their behalf. They will also be advised of the alternatives that the board may recommend. All board findings will be forwarded to the Professor of Naval Science. The board can recommend any of the following actions be taken:

a. No action

b. Warning

c. Probation. NROTC students shall be informed of their probationary status in writing. A copy of this letter may be forwarded to the student’s parents/guardians as directed by the Professor of Naval Science. Battalion members may be placed on probation for an aptitude failure or failure to meet satisfactory academic progress (chapter 4).

d. Leave of Absence (LOA). During the period of assignment to a leave of absence status, a student will not receive financial benefits from the Navy nor will they be eligible for reimbursement for the period covered by the LOA. LOA may also be imposed to restrict members from participating in an abundance of unit activities in order to give that student more time to concentrate on academics or other such area. Upon removal from LOA status, financial benefits will be reinstated effective at the beginning of the following semester. The following are some situations where LOA may be awarded:

(1) Medical. Any student who does not meet the medical standards for retention in the program will be placed on LOA immediately
(2) **Inaptitude.** Students on LOA for inaptitude must continue to take Naval Science courses and participate in other required NROTC activities.

(3) **Academic.** Students may be placed on LOA for failure to meet satisfactory academic progress. If an academic deficiency still exists at the end of a probationary semester, the student may be placed on LOA or disenrolled at the discretion of the Commanding Officer. If the student remains deficient academically at the conclusion of a LOA semester, the CO will either recommend an extension of the LOA or disenrollment. Failure to maintain full-time status during any semester will constitute a LOA. While on a LOA all NROTC benefits will be stopped.

(4) **Physical Conditioning.** Midshipmen who fail to meet the physical fitness or weight control standards shall be placed on LOA.

(5) **General.** While a Student is on LOA, he or she is still required to meet the following requirements:

(a) Attend all Naval Science classes.

(b) Attendance at Naval Laboratory is normally required for academic LOA or 5th year students. Students on medical LOA are excused only under unusual circumstances.

(c) All LOA midshipmen are strongly encouraged to attend voluntary unit activities.

e. **Disenrollment.** Disenrollment is mandatory for the following reasons:

(1) Involuntary disenrollment by, or voluntary withdrawal from the University.

(2) Appointment to a service academy or the U.S. Merchant Marine Academy.

(3) Physical disqualification.

(4) Own request; students may disenroll at their own request at any time prior to the beginning of their second year for scholarship students and third year for college program students. The second or third year begins at the beginning of the first semester of the respective school year.
CHAPTER 4
PROFESSIONAL DEVELOPMENT

4-1 Academics

1. Standards. Academic success is paramount to commissioning. All members are required to maintain a minimum cumulative GPA of 2.50.

2. Resources. The ROTC unit maintains tutoring resources geared toward calculus and physics. For unique needs in specific classes, members are encouraged to contact their Academic Advisor. However, members are expected to take responsibility for their own academics.

3. General Academic Course Requirements. Members on scholarship are required to take two semesters of University Calculus and two semesters of calculus-based University Physics. College Program members are required to complete two semesters of mathematics (College Algebra or higher) and two semesters of physical science. College Program members are not required to take calculus or calculus-based physics. All students are required to take an approved Military History or National Security course as well as a Regional Studies course, and a full year of English. The minimum course load is at least 12 semester hours during the fall and spring semesters in addition to Naval Science course requirements. Professor of Naval Science approved classes to fulfill commissioning requirements are outlined in appendix C.

4. Naval Science Course Requirements. Generally, members are expected to take all eight Naval Science courses corresponding to the USN commissioning track or all six corresponding to the USMC track. Introduction to Naval Science must be taken first and Leadership and Ethics must be taken last. Additionally, all members must sign up for a one credit lab course every semester. All members must earn a C minimum in all Naval Science Courses.

5. Academic Advisors. All Naval Science courses are taught by unit staff officers who also serve as Academic Advisors. The Academic Advisor is one of the most important resources for professional development the unit offers. Academic Advisors are drawn from every warfare community in the USN and USMC and offer members face to face interaction with someone who has fleet experience. All members are assigned an advisor corresponding to their class and company. The Academic Advisor should be the primary point of contact for all military and academic issues. Members are required to meet with their advisor a minimum of twice a semester to discuss Degree Plans, course registration and academic performance. Any member struggling academically is encouraged and expected to consult with his or her Academic Advisor as soon as possible.
4-2 Summer Cruises

1. General. Practical training in the form of Summer Cruise is an integral part of preparing future USN and USMC officers. Although there are several different variations of Summer Cruise and every Cruise offers unique opportunities, Summer Cruise is a learning experience at its core. All midshipmen go on at least one Summer Cruise prior to commissioning. While on cruise, all members are encouraged to ask as many questions as possible and participate in as many different evolutions as possible. Midshipmen on a four-year scholarship can expect to go on three Summer Cruises.

2. CORTRAMID. All midshipmen on a three or four-year scholarship are eligible to go to Career Orientation and Training for Midshipmen (CORTRAMID). CORTRAMID exposes Midshipmen to every warfare community in the USN and USMC. Midshipmen will spend about a week with surface, submarine, aviation and the Marine Corps. During CORTRAMID, midshipmen will have the opportunity to be underway on seagoing vessels, fly naval aircraft and participate in Marine Corps operations exercises. CORTRAMID is intended to demonstrate what each community has to offer and help midshipmen choose their service selection.

3. Sea Trials. Following sophomore year, Navy midshipmen take part in this strenuous pass-fail evolution. In addition to operating the COVE ship-simulator, participating in high-intensity damage control evolutions, and familiarizing themselves with Navy service weapons, midshipmen will be expected to complete the Marine obstacle course and PFT.

4. First-Class Cruise. Following junior year, both College Program and Scholarship Navy-option midshipmen are assigned to a surface ship, submarine, or aviation squadron, or attend Seal Officer Assessment and Selection (SOAS). On surface ships and submarines, midshipmen experience the life of a divisional officer (a role the midshipmen will soon be entering). Midshipmen are treated as, and are expected to conduct themselves as, junior officers. On aviation cruise, midshipmen experience the life of a junior pilot working towards advanced aircraft qualifications.

5. Marine Enlisted Afloat Cruise. Following sophomore year, Marine-Option midshipmen will shadow an enlisted Marine within the fleet.

6. Officer Candidate School (OCS). Following junior year, Marine Option midshipmen go to Marine Corps Development and Education Command in Quantico, VA for six weeks of Officer Candidate School (OCS). OCS is a highly demanding preparation for the Basic School that all prospective Marine Corps officers must pass.
TABLE 4-1. Example Four Year Naval Science Curriculum

<table>
<thead>
<tr>
<th>Rank</th>
<th>Navy Option</th>
<th>Marine Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/C</td>
<td>Introduction to Naval Science</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Introduction to Naval Science</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td>4/C</td>
<td>Naval Sea Power and Maritime Affairs</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Naval Sea Power and Maritime Affairs</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td>3/C</td>
<td>Leadership and Management</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Leadership and Management</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td>3/C</td>
<td>Navigation and Naval Operations I</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td>2/C</td>
<td>Naval Ships Systems I (Engineering)</td>
<td>Naval Laboratory III</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory III</td>
<td>Evolution of Warfare</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory III</td>
<td>Naval Laboratory III</td>
</tr>
<tr>
<td>2/C</td>
<td>Naval Ships Systems II (Weapons)</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory III</td>
</tr>
<tr>
<td>1/C</td>
<td>Navigation and Naval Operations II</td>
<td>Naval Laboratory IV</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Fundamentals of Maneuver Warfare</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Naval Laboratory IV</td>
</tr>
<tr>
<td>1/C</td>
<td>Leadership and Ethics</td>
<td>Naval Laboratory IV</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Leadership and Ethics</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Naval Laboratory IV</td>
</tr>
</tbody>
</table>

TABLE 4-2. Example Four Year Summer Cruise Sequence

<table>
<thead>
<tr>
<th>Rank</th>
<th>Navy Option</th>
<th>Marine Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/C</td>
<td>CORTRAMID</td>
<td>CORTRAMID</td>
</tr>
<tr>
<td>2/C</td>
<td>Sea Trials</td>
<td>Marine Afloat Cruise</td>
</tr>
<tr>
<td>1/C</td>
<td>First-Class Cruise</td>
<td>OCS</td>
</tr>
</tbody>
</table>
CHAPTER 5
PHYSICAL FITNESS

5-1 General

1. Purpose. The nature of Naval Service is such that physical conditioning may be a key factor in saving the ship, a shipmate, or yourself. Standard Navy guidance is to exercise a minimum of three times per week. In support of this guidance, physical training is encouraged on a daily basis at the individual level and practiced in groups at the company level. The goal of company PT is to prepare midshipmen and Officer Candidates for the Physical Fitness Assessment (PFA), at the end of the semester and to instill the habit of physical conditioning. This is a lifelong habit that will serve to your benefit well after finishing a career in the Navy. In addition to Company level PT, one Battalion level PT session will normally be held each month.

2. Physical Fitness Assessment. Command wide PFAs will be conducted at the beginning and end of each semester. The PFA will include a Physical Readiness Test (PRT) or Physical Fitness Test (PFT) and a Body Composition Assessment (BCA). Additionally, newly reported personnel will have initial BCAs conducted as part of their check-in. Proper attire for all BCAs will be official Navy or Marine Corps PT uniform. An inventory PFA will be conducted at the beginning of each semester and an official PFA will be conducted at the end of each semester.

3. Program Minimums. Failure of three PFAs in two years results in disenrollment from the NROTC program. For Navy option midshipmen a score of Satisfactory High, or below, in any portion of the PRT, or a failure of the BCA constitutes a failure of the PFA. In the PRT all midshipmen will test under the standards of a 20 to 24 year old individual regardless of age.

   TABLE 5-1. Male PRT Scoring

<table>
<thead>
<tr>
<th>Score Category</th>
<th>Points</th>
<th>Sit-ups</th>
<th>Push-ups</th>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding High</td>
<td>100</td>
<td>105</td>
<td>87</td>
<td>8:30</td>
</tr>
<tr>
<td>Outstanding Medium</td>
<td>95</td>
<td>103</td>
<td>86</td>
<td>9:00</td>
</tr>
<tr>
<td>Outstanding Low</td>
<td>90</td>
<td>98</td>
<td>81</td>
<td>9:15</td>
</tr>
<tr>
<td>Excellent High</td>
<td>85</td>
<td>94</td>
<td>77</td>
<td>9:45</td>
</tr>
<tr>
<td>Excellent Medium</td>
<td>80</td>
<td>90</td>
<td>74</td>
<td>10:00</td>
</tr>
<tr>
<td>Excellent Low</td>
<td>75</td>
<td>87</td>
<td>71</td>
<td>10:30</td>
</tr>
<tr>
<td>Good High</td>
<td>70</td>
<td>78</td>
<td>64</td>
<td>10:45</td>
</tr>
<tr>
<td>Good Medium</td>
<td>65</td>
<td>66</td>
<td>55</td>
<td>11:30</td>
</tr>
<tr>
<td>Good Low</td>
<td>60</td>
<td>58</td>
<td>47</td>
<td>12:00</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>55</td>
<td>54</td>
<td>45</td>
<td>12:45</td>
</tr>
</tbody>
</table>
### TABLE 5-2. Female PRT Scoring

<table>
<thead>
<tr>
<th>Score Category</th>
<th>Points</th>
<th>Sit-ups</th>
<th>Push-ups</th>
<th>Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding High</td>
<td>100</td>
<td>105</td>
<td>48</td>
<td>9:47</td>
</tr>
<tr>
<td>Outstanding Medium</td>
<td>95</td>
<td>103</td>
<td>47</td>
<td>11:15</td>
</tr>
<tr>
<td>Outstanding Low</td>
<td>90</td>
<td>98</td>
<td>44</td>
<td>11:30</td>
</tr>
<tr>
<td>Excellent High</td>
<td>85</td>
<td>94</td>
<td>43</td>
<td>12:15</td>
</tr>
<tr>
<td>Excellent Medium</td>
<td>80</td>
<td>90</td>
<td>40</td>
<td>12:45</td>
</tr>
<tr>
<td>Excellent Low</td>
<td>75</td>
<td>87</td>
<td>39</td>
<td>13:15</td>
</tr>
<tr>
<td>Good High</td>
<td>70</td>
<td>78</td>
<td>33</td>
<td>13:30</td>
</tr>
<tr>
<td>Good Medium</td>
<td>65</td>
<td>66</td>
<td>28</td>
<td>13:45</td>
</tr>
<tr>
<td>Good Low</td>
<td>60</td>
<td>58</td>
<td>21</td>
<td>14:15</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>55</td>
<td>54</td>
<td>20</td>
<td>15:00</td>
</tr>
</tbody>
</table>

#### 5-2 Physical Training

1. **Company PT.** Company PT may be held on Monday, Wednesday, and Friday. Company PT is required for all midshipmen. Company Physical Training Instructors (PTIs) are responsible for conducting PT sessions. PT sessions shall include at a minimum:

   a. Five to ten minutes of proper warm-up activities to include active warm-up (i.e. jumping jacks, running in place).

   b. Thirty five to forty five minutes of exercise activities. These activities should include cardiovascular and/or muscle strengthening exercises.

   c. Five to ten minutes of proper cooldown activities focusing on flexibility.

2. **Attire.** Proper attire for all organized PT sessions is the official Navy/Marine Corps PT uniform or as dictated by the Officer-in-Charge (OIC). PT uniforms should be suitable for weather conditions and for the specific workout. All members shall be in proper athletic footwear.

3. **PT Participation.** Members shall be in good health before participating in PT. Active duty members may not participate in organized PT sessions unless they have a current PHA. Members shall notify the Command Fitness Leader (CFL) if they are unable to participate in PT due to health conditions. Midshipmen shall:

   a. Annually complete NSTC 1533/107 and submit to their advisor prior to the start of PT during the fall semester.
b. Each semester, complete NSTC 1533/138 and submit to their advisor prior to the start of PT.

c. All Navy and Marine Option personnel must hold a current sports or DoDMERB physical prior to PT participation.

4. Bad Day PRT Policy. IAW OPNAVINST 6110.1J, a member may request to retake a failed official PRT. An official request (NAVPERS 1336/3) to retake the PRT must be submitted to the PNS via the CFL within 24 hours of the failure. If approved, a PRT will be retaken within 7 days and the new score will replace the previous score.

5. Fitness Enhancement Program (FEP). FEP is a means to assist members who have demonstrated difficulty meeting the Navy or Marine Corps physical fitness standards. FEP is a remedial physical training program designed to facilitate improvement up to and beyond the minimal levels of acceptance. FEP is not a punishment. Rather, it is a resource for all hands to attain and maintain the increasingly demanding Navy and Marine Corps physical fitness requirements. Anyone may participate in FEP activities. You will be placed on FEP if you meet any of the below criteria.

   a. Body fat percentage above the maximum IAW OPNAVINST 6110.1J and NSTC M-1533.2C.

   b. As deemed required by the Marine Officer Instructor or CFL with concurrence from the PNS.

   c. Failure of the PRT based on the current Physical Training Policy, promulgated in accordance with paragraph 8 of this section.

6. Removal from FEP. Navy Option personnel on FEP must remain on FEP until they pass the next regularly scheduled official command PFA and score in accordance with the Physical Training Policy or better in all PRT components. Marine Option personnel on FEP must remain on FEP until they pass the next regularly scheduled PFT in accordance with the Physical Training Policy. Members may be removed from FEP with proper authority from the CFL. If a member is waived from the BCA and/or the same PRT/PFT event for which the member failed, the member will remain on FEP until they are able to successfully pass the failed event during an official PRT/PFT.

7. Freshmen. All first year NROTC program students are required to pass the PFA within their first two semesters of joining the program. Failure to achieve this requirement will result in a Disciplinary Review Board (DRB). If a student has an outstanding medical condition that prevents them from participating in the PRT within their first two semesters, their aptitude will be reviewed to determine if they should continue in the NROTC program. Additionally, midshipmen who are unable to meet the minimum physical fitness standards noted in OPNAVINST 6110.1J and NSTC M-1533.2C upon completion of their first
year in the NROTC program, are disqualified from participating in CORTRAMID.

8. Command PT Policy. The Battalion and company Student Chain of Command amplifies this instruction and details the specific execution of PT requirements.

5-4 Swimming Qualification. NROTCUHR requires midshipmen and Officer Candidates to be Third Class Swimmer qualified by the end of their first year in the program. Due to the number of career paths that require Second Class Swimmer, all students shall test for Second Class Swimmer. Those qualifying Second Class Swimmer are exempt from further swim testing. Midshipmen failing to qualify Second Class Swimmer shall retest annually. Specific information for each portion of the swimming test can be found in NETC P1552/16. The following descriptions outline the Navy requirements for swimmer qualification. Qualifications must be achieved sequentially.

1. 3rd Class Swimmer
   a. Deep water jump from a minimum of 5 feet.
   b. 50-yard swim using any stroke.
   d. Swimmer must appear calm and relaxed.
   e. Shirt or Trouser inflation: fill a shirt or a pair of trousers with air to remain afloat.

2. 2nd Class Swimmer
   a. Deep water jump from a minimum of 5 feet.
   b. Swim 100-yards with at least 25 meters using each of the following strokes: crawl stroke, breast stroke, side stroke, and elementary backstroke.
   c. Immediately after completion of swim, without leaving the water, complete 5-minute prone float with transition to back float.
   d. Periodicity: Annually until Qualified.
CHAPTER 6
UNIFORMS

6-1 General

1. Uniform Guidance. Navy Option midshipmen should follow the guidance provided in the Navy Uniform Regulations (NAVPERS 15665 series) at all times in order to maintain a sharp and uniform appearance. Chapter 6 section 1 of this instruction specifies regulations for Officer Accession Programs and is included in appendix E of this Guidebook. The complete instruction can be found online at the Navy Personnel Command website at www.npc.navy.mil. Marine Option Midshipmen should follow the guidance provided in the Marine Corps Order (MCO P1020.34 series) covering Uniform Regulations found at www.marines.mil. All aspects of uniform wear are covered in great detail in these instructions. In addition to the information provided in these instructions all midshipmen receive training on the proper wear of all uniforms during their first year in ROTC.

2. Optional Uniform Items. All required uniform items are issued to midshipmen during their first year. While there are several uniform items that are authorized for wear by the Uniform Regulations of each service if purchased at individual expense, there are some items that are not authorized for wear by students at NROTCUHR. The Commanding Officer may prohibit optional uniform items at their discretion. During the semester uniform inspection, optional uniform items shall not be worn. The following uniform items are expressly prohibited for NROTCUHR midshipmen, Marines and Officer Candidates:
   a. Command belt buckles and patches
   b. Blue garrison cap
   c. Beret
   d. Decorated belt buckles
   e. Brown or corfram shoes

3. Uniformity. While in formation all members of a company must be uniform in appearance. The Company Commander, at his or her discretion, will promulgate optional uniform items that will be worn by members of their company while in formation. Examples of these optional uniform items include, but are not limited to, watch caps and gloves during PT evolutions, the Eisenhower jacket while in drill formation or gloves while in drill formation. The Company Commander will determine when their company is authorized to wear these items, however the company must be uniform at all times while in formation. These requirements are relaxed when the company is dismissed from formation. There is no requirement for individual midshipmen to obtain permission to wear optional uniform items when not in formation.
4. Midshipman/Officer Candidate Officer Collar Devices. IAW NAVPERS 15665I midshipmen and Officer Candidates that are filling an officer billet within the Unit are required to wear the proper collar device commensurate with their billet rank. The proper midshipman officer rank for each billet is provided in Chapter 2 of this Guidebook. Figure 6-1 shows the required collar devices for each midshipman officer rank. Midshipman officer collar devices should only be worn while participating in ROTC evolutions. They should never be worn on a military installation.

<table>
<thead>
<tr>
<th>Class</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN 4/C</td>
<td>No stripes with fouled anchor</td>
<td>No stripes</td>
<td>No collar device</td>
</tr>
<tr>
<td>MIDN 3/C</td>
<td>One diagonal stripe with fouled anchor</td>
<td>NROTC: Two stripes</td>
<td>NROTC: Two stripes with star</td>
</tr>
<tr>
<td>MIDN 2/C</td>
<td>Two diagonal stripes with fouled anchor</td>
<td>NROTC: Three stripes</td>
<td>USNA: United States Naval Academy</td>
</tr>
<tr>
<td>MIDN 1/C</td>
<td>One horizontal stripe with fouled anchor</td>
<td>NROTC: Five stripes</td>
<td>USNA: Five stripes with star</td>
</tr>
<tr>
<td>MIDN ENS</td>
<td>One horizontal stripe with star</td>
<td>NROTC: Six stripes</td>
<td>USNA: Six stripes with star</td>
</tr>
</tbody>
</table>

Figure 6-1 shows the required collar devices for each midshipman officer rank.
CHAPTER 7
VOLUNTEER POINT SYSTEM

7-1 General

1. Purpose. Active membership within the community and the Battalion is expected of every midshipman, officer candidate and Marine who is a member of NROTCUHR.

2. Standardization. Accruing twenty volunteer points per semester is required of every member of the Battalion in order to meet standards in the command’s organizational climate and equal opportunity goals. The beginning of the term to earn these points in the current term is the most recent Student Change of Command, and the deadline is the upcoming Student Change of Command.

3. Methodology. Points may be earned through Battalion sponsored events, working, community service, holding student billets, participating in clubs or through the award of points by the student chain of command. All points earned will reflect the guidelines set forth in this section. Volunteer Points will impact members’ aptitude scores via block 34 of their FITREP in accordance with Table 7-1.

<table>
<thead>
<tr>
<th>Number of Points Accrued</th>
<th>FITREP Block 34 score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10</td>
<td>1.0, Below Standards</td>
</tr>
<tr>
<td>10</td>
<td>2.0, Progressing</td>
</tr>
<tr>
<td>20</td>
<td>3.0, Meets Standards</td>
</tr>
<tr>
<td>30</td>
<td>4.0, Above Standards</td>
</tr>
<tr>
<td>40 or more</td>
<td>5.0, Greatly Exceeds Standards</td>
</tr>
</tbody>
</table>

7-2 Procedures

1. Battalion Sponsored Events. Participation in volunteer, and particularly recruiting events is the primary method of obtaining volunteer points. Table 7-2 identifies how many points may be awarded for a single event based on the length of the event.

   a. When calculating the number of hours volunteered the amount of time will always be truncated or rounded down to the nearest hour.

   b. Volunteer events that fall over break and recruiting events will be worth double points. However, recruiting events that fall over break are also only worth double points.
2. **Non-Battalion Sponsored Events.** A maximum of ten volunteer points may be earned through non-battalion sponsored events, including employment, club membership, athletics, concessions, and community service. Consequently, ten volunteer points must be earned through NROTCUHR sponsored events. Points for non-battalion sponsored events are explained in table 7-3.

   a. In order to earn points for employment, you must hold the job for a minimum of ten weeks while school is in session. Work over summer or winter break does not count toward this.

   b. Active participation in student organization Wardrooms is highly encouraged. Involvement will increase opportunities to further develop professional Navy and Marine Corps officers.

   c. Participation will only be recognized in a maximum of five clubs. A midshipman in their first semester of enrollment in NROTCUHR will receive an automatic five volunteer points for non-battalion events.

3. **Billets.** In addition to points awarded for participation in volunteer events or community service, members receive points for filling billets within the student chain of command. Battalion Staff will receive 15 points. New Student Orientation Staff will receive 20 applied to each semester of the following academic year. All other billets will refer to table 7-4.

4. **Chain of Command Input.** At the end of the semester the student chain of command may add up to 5 additional volunteer points to a member. Any points that the student chain of command deems worthy to be awarded must be approved by the Company Advisor prior to awarding them. It is the responsibility of the Company Commander to coordinate with the Company Advisor in awarding these additional points.

5. **Enforcement.** The Company Commander, with the assistance of their chain of command as they see fit will ensure equal participation by their company in Battalion events. It is the duty of the company chain of command to track and ensure honesty in points reporting.
### TABLE 7-2. Points for Battalion Sponsored Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Number of Points Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>All events less than one hour</td>
<td>1</td>
</tr>
<tr>
<td>Events greater than one hour</td>
<td>1 x no. of hours volunteered</td>
</tr>
<tr>
<td>Recruiting Events</td>
<td>2 x no. of hours volunteered</td>
</tr>
<tr>
<td>Events over a school break</td>
<td>2 x no. of hours volunteered</td>
</tr>
<tr>
<td>Concessions</td>
<td>6</td>
</tr>
</tbody>
</table>

### TABLE 7-3. Points for Non-Battalion Sponsored Events

<table>
<thead>
<tr>
<th>Position</th>
<th>Number of Points Allotted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Member</td>
<td>1</td>
</tr>
<tr>
<td>Club Officer</td>
<td>3</td>
</tr>
<tr>
<td>Wardroom Member</td>
<td>5</td>
</tr>
<tr>
<td>Wardroom Officer</td>
<td>10</td>
</tr>
<tr>
<td>Varsity Athlete</td>
<td>6</td>
</tr>
<tr>
<td>Community Service Work</td>
<td>1 x no. of hours volunteered</td>
</tr>
<tr>
<td>Employment, less than 10 hrs/week</td>
<td>2</td>
</tr>
<tr>
<td>Employment, less than 20 hrs/week</td>
<td>6</td>
</tr>
<tr>
<td>Employment, 20 hrs/week or more</td>
<td>10</td>
</tr>
<tr>
<td>First Semester</td>
<td>5</td>
</tr>
<tr>
<td>Concessions</td>
<td>5</td>
</tr>
<tr>
<td>Billet</td>
<td>Number of Points Allotted</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Company Commander</td>
<td>12</td>
</tr>
<tr>
<td>Company Executive Officer</td>
<td>10</td>
</tr>
<tr>
<td>Company Senior Chief</td>
<td>10</td>
</tr>
<tr>
<td>Platoon Commander</td>
<td>8</td>
</tr>
<tr>
<td>Squad Leader</td>
<td>8</td>
</tr>
<tr>
<td>Officer in Charge</td>
<td>10</td>
</tr>
<tr>
<td>Assistant Officer in Charge</td>
<td>6</td>
</tr>
<tr>
<td>Physical Training Instructor</td>
<td>8</td>
</tr>
<tr>
<td>Training Officer</td>
<td>8</td>
</tr>
<tr>
<td>Operations Officer</td>
<td>8</td>
</tr>
<tr>
<td>All Other Company Billets</td>
<td>6</td>
</tr>
</tbody>
</table>
CHAPTER 8
PERFORMANCE TRACKING

8-1 Performance Evaluation and Counseling Program

1. Purpose

   a. Contribute to a student’s national ranking for designator assignment, ship selection, aviation order of merit, and disenrollment processing.

   b. Identify areas for improvement and provide counsel and guidance to improve officer-like qualities.

   c. Give each student experience performing professional observation and evaluation of individual performance.

   d. Rank students in their officer-like qualities for assignments to positions of authority and responsibility within the program.

2. Discussion. Each semester, the Battalion will complete performance evaluation and counseling on all midshipmen and Seaman-to-Admiral 21 officer candidates in order to track the progress of all students. This instruction will provide a clear and exact method to conduct performance evaluations and counselings in a timely and uniform manner.

3. Action. Each semester the Battalion Commander will release a performance evaluation and counseling program schedule.

   a. Company Commanders

      (1) Ensure their respective company has established a NAVFIT98A master database. This program can be downloaded from http://www.navyfitrep.com/files/navfit.zip. Instructions on how to properly download the NavFit98A program and how to properly create a master database to save company fitness reports (FITREPs) are listed in appendix B.

      (2) Ensure all company FITREPs are turned into the Company Advisor on time and without error.

   b. Company Advisors

      (1) Ensure that a mid-term counseling is performed in accordance with this instruction. Each student’s performance will be evaluated and related to the graded performance evaluation traits.

      (2) Provide mentorship to the midshipmen throughout the FITREP process.
3. Complete FITREPs after the Physical Readiness Test (PRT) and grades are posted.

4. Debrief midshipmen FITREPs once complete.

5. Report into OPMIS the midshipman’s aptitude score.
   
   c. Executive Officer. Validate midshipmen FITREPs prior to submission to Reporting Senior.

   d. Commanding Officer. FITREPs shall be signed by the PNS as the Reporting Senior.

4. Routing. FITREPs will be routed to the Company Advisors via the Company Commanders by the 15th week of the semester. They will be complete after grades have posted.

5. Accountability. All students regardless of program are responsible for supplying the most current and correct information to be listed on their FITREPs.

8-2 Training Jackets

1. Intent. In the fleet one of the primary duties of a Divisional Officer is to counsel individuals in his or her division. The Squad Leader Training Jacket provides a mechanism which allows midshipmen to effectively train for this task. Each Squad Leader is charged with updating and maintaining the Training Jacket of all squad members.

2. Authorized Use. It is the responsibility of the Squad Leader to maintain and pass down to their relief each individual’s Training Jacket. This section delineates the minimum information that must be present in each file. In order to protect Personally Identifiable Information (PII) the Training Jackets should be maintained in the office of the individual’s Company Advisor.

3. Contents

   a. Full name, class, phone number, and address.

   b. A record of verbal counselling conducted by leadership within the company. This record should contain, at a minimum, class, date, nature of the counseling and the name of the person performing the verbal counseling.

   c. A copy of all written counseling chits. Counseling chits should be maintained for the duration of a member’s enrollment in NROTC.

   d. A record of all DRB proceedings concerning the individual. At a minimum, it will contain a copy of the completed and signed Notice of DRB Form for each case.
e. A final copy of all Award Recommendation Forms regarding the individual. This form will be retained regardless of final disposition.

f. A final copy of all Special Request Chits submitted by this member. The request chits shall be retained regardless of final disposition.

g. A complete academic transcript.

8-3 **Company Binders**

1. **Authorized Use.** It is the responsibility of the Company Commander to maintain and pass down to their relief a company binder. This binder contains relevant information impacting the effective operation of a company. This chapter delineates the minimum information that must be present in each company binder. In order to protect Personally Identifiable Information (PII) the company binders should be maintained in the office of the corresponding Company Advisor.

2. **Contents**

a. **Tab 1.** This section will contain a full Recall Bill for each member of the company. This Bill will include, at a minimum: the full name, class, phone number, and address of every member of the company.

b. **Tab 2.** A complete run down on each company member; risks and mitigating actions taken toward each person, as well as weaknesses and strengths and in particular suggested billets.

c. **Tab 3.** This section will contain a record of verbal counselling conducted by leadership within the company. This record should contain, at a minimum, the name, class, date, nature of the counseling and the name of the person performing the verbal counseling.

d. **Tab 4.** This section will contain a copy of all written counseling chits given to members of the company. Counseling chits should be maintained for the duration of a member’s enrollment in NROTC.

e. **Tab 5.** This section will contain a record of all DRB proceedings held for members of the company. At a minimum, it will contain a copy of the completed and signed Notice of DRB Form for each case.

f. **Tab 6.** This section will contain a final copy of all Award Recommendation Forms forwarded to the Battalion Deputy Commander. This form will be retained regardless of final disposition.

g. **Tab 7.** This section should contain a final copy of all Special Request Chits submitted by members of the company. The request
chits shall be retained regardless of final disposition. This tab alone should be purged completely at the end of every semester.

8-4 **Purging.** The records of personnel who are commissioning or otherwise disenrolled should be removed and disposed of by destroying the documents in any method that will prevent them from being obtained by another person. Shredding is the preferred method of record disposal.
CHAPTER 9
AWARDS

9-1 NROTC Ribbons

1. Purpose. To promulgate information concerning requirements to receive different ribbons, and the process for awards boards for NROTC unit Hampton Roads.

2. Discussion. Navy and Marine Option midshipmen have the opportunity to earn several different awards during their time in ROTC. This instruction outlines the specific requirements for each ribbon a midshipman can obtain in accordance with NSTCINST M-1533.2C.

3. Ribbon Regulations. These ribbons should be worn in a manner consistent with each service’s Uniform Regulation.

   a. Service Ribbons. NROTC ribbons may not be worn with service ribbons earned while in an active or reserve status. In the case that a midshipman has been awarded a service ribbon (marksmen, national defense, etc.) the midshipman may wear either the midshipman ribbon(s) they are entitled to or the service ribbon(s) they are entitled to, but never both. Wearing unauthorized awards (either midshipman or service) can be grounds for disciplinary action.

   b. Summer Training. NROTC ribbons are not authorized to be worn during summer training.

   c. Subsequent Awards. Gold stars for second and subsequent awards shall be worn.

      (1) Silver stars shall be worn in lieu of five gold stars.

      (2) Stars shall be centered on the ribbon with two points facing down.

      (3) Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.

   d. Order of Precedence. Table 9-1 shows the order of precedence of each midshipman award authorized for wear at NROTCUHR.

   e. Medals. NROTC standard ribbons have no equivalent medals or mini-medals.

4. Ribbon list and requirements

   a. All Around Performance Ribbon

      (1) Midshipmen shall be in good academic standing.
(2) Midshipmen shall have passed the official PRT/PFT with an overall score of 90/270.

(3) Midshipmen shall have obtained 25 volunteer points.

(4) Midshipmen shall be classified as a senior and demonstrate exemplary military aptitude.

b. Academic Excellence Ribbon can be obtained with a cumulative GPA of 3.5 or above.

c. Academic Achievement Ribbon

(1) Midshipmen shall obtain a semester GPA of 3.0 and above.

(2) If Academic Excellence Ribbon has been obtained, midshipmen are not eligible for this award.

d. Commendation Award Ribbon

(1) Awarded to midshipmen for recognition of meritorious achievements.

(2) Company staff, with the Company Advisor, shall recommend a midshipman.

(3) Two midshipmen from the battalion shall be approved during the award board.

e. Leadership Award Ribbon is awarded to midshipmen who have shown exemplary conduct and leadership while members of the Battalion or Company staff.

f. Community Service Ribbon is awarded to midshipmen who have completed 40 volunteer points.

g. Physical Fitness Ribbon is awarded to those with a score of 90/270 on the official PRT/PFT.

h. Color Guard Ribbon is awarded to midshipmen who participated in any four Color Guard events during the semester.

i. Intramural Ribbon is awarded to those who participated in any one of organized[WMF2] sports for one semester.

j. Sailing Award Ribbon is awarded to midshipmen who qualify as Skipper B.

k. Recruiting Ribbon is awarded to midshipmen who have participated in three recruiting events. These midshipmen shall be instrumental in the enrollment of new NROTC recruits, as verified by the Staff Recruiting Officer.
1. Cruise Award Ribbon is awarded to midshipmen who successfully completed summer cruise.

5. Awards Selection Process

a. Each Deputy Commander shall compile a list of midshipmen eligible for any awards. For any midshipman who they believe merits an award, they will complete the Awards Request Form, included in appendix A, and forward it to their Company Commander.

b. Company Commanders shall meet with the Battalion Deputy Commander the week following the official PRT/PFT. Then they will discuss the list and determine who is worthy of which award. The Battalion Deputy Commander will endorse the Awards Request Form of any midshipman who is deemed worthy and forward it to the Battalion Commander for final review and approval.

<table>
<thead>
<tr>
<th>TABLE 9-1. NROTC Ribbon Order of Precedence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. All Around Performance........</td>
</tr>
<tr>
<td>2. Academic Excellence......................</td>
</tr>
<tr>
<td>3. Academic Achievement.....................</td>
</tr>
<tr>
<td>4. Commendation Award.......................</td>
</tr>
<tr>
<td>5. Leadership Award........................</td>
</tr>
<tr>
<td>6. Community Service.......................</td>
</tr>
<tr>
<td>7. Physical Fitness.........................</td>
</tr>
<tr>
<td>8. Drill Team...............................</td>
</tr>
<tr>
<td>9. Color Guard..............................</td>
</tr>
<tr>
<td>10. Intramural..............................</td>
</tr>
<tr>
<td>11. Rifle / Pistol Team.....................</td>
</tr>
<tr>
<td>12. Sailing Award...........................</td>
</tr>
<tr>
<td>13. Recruiting..............................</td>
</tr>
<tr>
<td>14. Cruise Ribbon...........................</td>
</tr>
</tbody>
</table>

9-3
9-2 **Special Awards.** Each spring a number of special awards, including swords, plaques, medals and ribbons are given at the Special Awards Ceremony/Pass in Review. All ribbons presented at this ceremony are authorized for wear with standard NROTC ribbons, and they will come last in the order of precedence.
CHAPTER 10
MIDSHIPMAN OF THE MONTH/SEMESTER PROGRAM

10-1 General

1. Eligibility. Midshipmen 2/C and below attached to NROTCUHR. Midshipman of the Month awardees are not eligible for more than one board per semester but are automatically eligible for Midshipman of the Semester. Eligible Midshipman of the Semester nominees are current semester Midshipmen of the Month awardees only.

2. Action. Competition for the Midshipman of the Month will occur during each month of the fall and spring semesters. Competition for Midshipman of the Semester will occur between each of the awarded Midshipmen of the Month, at the end of the fall and spring semesters.

   a. Nomination. Company Senior Chiefs will forward a nomination letter, completed IAW appendix A-9, for one individual per month/semester they have identified as deserving of nomination as MOM/MOS. Nominations will be received prior to the board convene time and date, or earlier, as determined by the Battalion Master Chief/Sergeant Major (BMC/BSM)

   b. Selection Board. Each nominee will be evaluated and scored according to GPA, PFA, leadership, community involvement, award history and chain of command input according to the Midshipman of the Month/Semester Grading Sheet in Appendix A.

      (1) Battalion Master Chief/Sergeant Major will:

         (a) Serve as Chairman and non-voting member of all Midshipman of the Month/Semester Boards. In the event of a tie, BMC/SgtMaj will decide the winning nominee.

         (b) Report selection board recommendation to the Battalion Commander within one working day.

      (2) Company Senior Chiefs/First Sergeants will:

         (a) Serve as a Midshipman of the Month Board member.

         (b) Bring printed copies of the respective Company’s nomination package to the Midshipman of the Month Board for distribution to members of the Board.

3. Recognition. The NROTCUHR Midshipman of the Month/Semester will receive the following awards:

   a. Battalion Midshipman of the Month:

      (1) Command challenge coin
(2) Command ball-cap

(3) Name displayed in Battalion Plan of the Week for entirety of the following month.

(4) Picture displayed on all company and Battalion CoC boards

b. In addition to all Midshipman of the Month recognitions, the Battalion Midshipman of the Semester will receive a Commendation Award with star and ceremonial plaque.
CHAPTER 11
COLOR COMPANY

11-1 Procedures

1. General. At the conclusion of every spring semester a Color Company and Most Improved Company will be chosen. This instruction will provide a clear and exact method to conduct selections and recognition in a timely and uniform manner.

2. Selection Process

   a. Squad Leaders will gather the following information for each squad member and enter it into the Color Company Grading Sheet, included in appendix A, then forward it to their Company Commander.

      (1) Academic major tier

      (2) Fall semester GPA and one-year previous Spring semester GPA (because current term Spring semester GPAs will not be available)

      (3) Spring Official PFA Score and Fall Official PFA Score out of 300 points

      (4) Spring Uniform Inspection and Fall Uniform Inspection scores

      (5) Spring drill score and Fall drill score from the Pass-in-Review Ceremony

      (6) Spring Volunteer Points and Fall Volunteer Points

   b. Company Commanders will collect and combine each squad's Color Company Grading Sheet into one spreadsheet and send to the BMC/SgtMaj.

   c. The BMC/SgtMaj will compare each company’s total points and select the company with the highest points for Color Company and the Most Improved company.

      (1) Color Company score is equal to:
      10*(Weighted SGPA + PFA/100 + Inspection/50 + VP/20)

      (2) All categories are evenly weighted for percent improved.

3. Recognition. Both the Color Company and Most Improved Company will be recognized by the outgoing Battalion Commander at the Student Change of Command Ceremony.
CHAPTER 12
SPECIAL REQUEST CHITS

12-1 Procedures

1. Authorized Use. A Special Request Chit should be used when an individual is requesting anything that is not what is expected by the chain of command. In general, the following items, while not all-inclusive, require a Special Request Chit to be submitted to the Individual’s Chain of Command:

   a. Travel (Special Liberty). Traveling outside of 150 miles from the unit.

   b. Stand-On (Other). Substituting a replacement volunteer for a volunteer event.

   c. Academic Days (Special Liberty). An Academic Day constitutes an excused absence from Physical Training or a Naval Lab period. In order to apply for an Academic Day a midshipman, Officer Candidate or Marine must complete a Special Request Chit specifying the justification for the proposed Academic Day and submit it in accordance with this chapter. Each member will be authorized no more than two Academic Days per semester. To be excused from Naval Lab period, the requester must coordinate with their university OIC via their Company CoC beforehand to complete that Lab period at a different time and attach proof of that plan to their Special Request Chit.

   d. Absence (Special Liberty). Missing any Battalion event.

2. Accountability. It is the responsibility of the individual to ensure that the Special Request Chit is completed correctly and submitted with ample time for their Chain of Command to review it and submit it to the proper approval authority.

3. Submission. All Special Request Chits must be submitted in hardcopy and in advance. Your chain of command will promulgate a minimum amount of lead time for the submission of Special Request Chits. Incomplete, inaccurate or improperly completed Chits should not be accepted or submitted up the Chain of Command. Once completed, the Special Request Chit should be submitted to the individual’s immediate superior. Specific instructions to complete a Special Request Chit are included in appendix B.

4. Evaluation. Special Request Chits shall be evaluated on a case-by-case basis and will be returned with final disposition to the originator of the request within three working days in addition to being copied to the member’s Training Jacket in accordance with Chapter 8.
5. Routing

   a. Special Request Chits should be handled as expeditiously as possible. Company leadership should check their boxes in their Wardroom at least once every day. Effective communication throughout the chain of command is necessary to handle requests effectively. If a Request Chit is disapproved, a reason must be given. A chit is not considered approved until it is returned as such to the originator of the request.

   b. Once a Squad Leader receives a Special Request Chit from his or her squad, they will evaluate it for accuracy, and if completed correctly they will make a recommendation as to whether it should be approved. The Chit will continue up the CoC, progressing from SqdLdr to PltCdr, then CDC, [CC[WMF3]], then to the University OIC and through the Unit Staff. SCPOs/1stSgts do not handle Special Request Chits. The University OIC will specify who the final approving authority is for each type of chit to the Company Commander, whether that be the Professor of Naval Science, University OIC, or the Company Commander themselves. Though each person in this progression may recommend ‘no,’ only the final approving authority may reject a Special Request Chit.

6. Medical Chits. All Special Request Chits dealing with injuries or that have an otherwise medical nature will be routed directly to the student’s Company Advisor, skipping the midshipman Chain of Command.
1. **Scholarship midshipman.** I acknowledge and agree that the Navy will provide Scholarship Benefits for the time required to complete my Baccalaureate Degree and Naval Science requirements contained within this plan. This benefit is clearly identified within my program acceptance letter.

2. **Navy option scholarship midshipman.** I acknowledge the requirement to complete 1-yr of calculus by the end of my sophomore year and 1-yr of calculus based physics by the end of my junior year.

3. **Acknowledgment.** I acknowledge that any change to this degree completion must be reviewed with my NROTC advisor and approved by the PNS.

Date: ____________________________ Student Signature: ____________________________

Advisor Name: ____________________________ Advisor Signature: ____________________________

A-1
SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT
THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.
THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1. NAME:  

2. RATE:  

3. SHIP OR STATION:  

4. DATE OF REQUEST: (YYYY/MM/DD)  

5. DEPARTMENT/DIVISION:  

6. DUTY SECTION/GROUP:  

7. NATURE OF REQUEST:  
   - LEAVE  
   - SPECIAL LIBERTY  
   - SPECIAL PAY  
   - COMMUTED RATIONS  
   - OTHER (BELOW)  

8. NO. OF DAYS REQUESTED:  
   FROM (DATE AND TIME):  
   TO (DATE AND TIME):  

9. DISTANCE (MILES):  
   MODE OF TRAVEL:  
   - CAR  
   - AIR  
   - TRAIN  
   - BUS  

10. LEAVE ADDRESS:  

11. TELEPHONE NUMBER:  

12. REASON FOR REQUEST:  

13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)  

14. I am eligible and obligate myself to perform all duties of person making application.  

15. RECOMMENDED APPROVAL  
   - YES  
   - NO  
   

16. RECOMMENDED APPROVAL  
   - YES  
   - NO  

17. RECOMMENDED APPROVAL  
   - YES  
   - NO  

18. RECOMMENDED APPROVAL  
   - YES  
   - NO  

19. RECOMMENDED APPROVAL  
   - YES  
   - NO  

20. RECOMMENDED APPROVAL  
   - YES  
   - NO  

21. SIGNATURE:  
   - APPROVED  
   - DISAPPROVED  

22. REASON FOR DISAPPROVAL:  


A-3
**RECORD OF COUNSELING**

**Privacy Act Statement**
The authority for requesting the following information is contained in 10 USC 8012 and EO 9397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed the form may or may not become a source document to support administrative separation. Data is also releasable to higher headquarters officials when used to support administrative separation or UCMJ actions.

Completion of the form by a counselor is mandatory, however, disclosure of information or facts by the counselee is voluntary. Failure to disclose information or facts may not be in the counselee’s best interest in the event administrative, disciplinary or separation action is subsequently deemed warranted by the counselee’s commander.

<table>
<thead>
<tr>
<th>INDIVIDUAL COUSELLED (Last, First MI)</th>
<th>RANK</th>
<th>COMPANY/PLATOON/SQUAD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COUNSELLOR (Last, First MI)</th>
<th>RANK</th>
<th>BILLET</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REASON FOR COUNSELING**

- [ ] PERFORMANCE
- [ ] PERSONAL BEHAVIOR
- [ ] OJT PROGRESS
- [ ] SUBSTANDARD DRESS/APPEARANCE
- [ ] PRIVATE INDEBTEDNESS
- [ ] SUPPORT OF DEPENDENTS
- [ ] RESPONSIBILITIES
- [ ] OTHER (Specify)

**RESUME OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENTS.** (Give details, facts, specific dates, names, sequence of events, etc.)

**SOLUTION THAT YOU AND THE INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT.** (Outline all solutions and indicate which one(s) individual freely elected)
OTHER AGENCIES INDIVIDUAL WAS REFERRED TO (Personal Affairs, Social Actions, Chaplain, Legal Services; The counselor makes the appointment)

COUNSELEE’S COMMENTS

COUNSELEE’S SIGNATURE

COUNSELOR’S SIGNATURE

REMARKS/FOLLOW-UP ACTION. (Outline all efforts including dates, names, progress, et.)

KEY COUNSELING POINTS

- Counseling is performed to solve a problem or to fulfill a need. Determine interview objectives prior to meeting, review available records and arrange office seating for best results.
- Give the individual the facts, whether they are pleasant or unpleasant.
- Be a good listener—be fair.
- Refer individual to other base agencies for professional help. You don’t have the answers to all of the problems.
- Follow up on referrals to base agencies to make certain that there is a continuity of action and that referrals are completed.
- Keep the individual’s problem confidential.
- Help the person to grow in self-understanding.

DO NOT lose your self-control. The results could be disastrous.
DO NOT make promises you can’t keep.
DO NOT make snap decisions.
DO NOT forget to document the counseling and have the counselee sign the counseling sheet.
MEMORANDUM

From: Battalion Master Chief, NROTCUHR
To: Officer in Charge, (University) NROTC

Subj: DISCIPLINARY REVIEW BOARD SUMMARY OF FINDINGS ICO MIDN (NAME), (UNIVERSITY) NROTC

Ref: (a) Uniform Code of Military Justice
     (b) NROTCUHR M-1533
     (c) NSTC M-1533.2C CH-1

1. A Disciplinary Review Board (DRB) was conducted on (Date) for MIDN (Name), (University) NROTC, to address violations of the following UCMJ articles:
   
   a. Article XX- List Violation
   
   b. Article XY- List Violation

2. Board members in attendance were (Board members’ names) and (MCPO/SgtMaj) as chair. Observing members of the board were (E7 or above name) and (Company SCPO/1stSgt Name). In the opinion of the board, MIDN (Name) violated all articles listed in paragraph 1a-XX. List any positive characteristics or genuine reflection from the accused. His/Her actions are not without consequence and shall be remediated following the recommendations listed in paragraph 3.

3. IAW reference (b), the board recommends:
   
   a. List recommendation(s)

NOTE: The board recognizes Midshipmen are not bound to UCMJ regulations until commissioning or while in summer cruise status but are to obliged to follow NROTC standards documented in references (b)-(c). These standards align closely to the UCMJ and were used to assess MIDN (Name) actions.

(MCPO/SgtMaj signature)

Copy to: Accused
        Company Commander
        Battalion Commanding Officer
        Board Members
        Training Jacket
        Company Binder
**UNIFORM INSPECTION SHEET**

<table>
<thead>
<tr>
<th>COVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ DIRTY (-2 pts)</td>
</tr>
<tr>
<td>____ UNSATISFACTORY EMBLEM CONDITION (-2 pts)</td>
</tr>
<tr>
<td>____ IMPROPER FIT/PRESS (-2 pts)</td>
</tr>
<tr>
<td>____ IRISH PENNANTS (-2 pts per; -4 pts max)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RIBBONS/BREAST INSIGNIAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ IMPROPER PLACEMENT (-4 pts)</td>
</tr>
<tr>
<td>____ DIRTY/UNSERVICEABLE (-2 pts)</td>
</tr>
<tr>
<td>____ IRISH PENNANTS (-2 pts per; -4 pts max)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JACKET/SHIRT</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ ID CARD NOT IN LEFT BREAST POCKET (-2 pts)</td>
</tr>
<tr>
<td>____ DIRTY (-4 pts)</td>
</tr>
<tr>
<td>____ IMPROPER PRESS (-4 pts)</td>
</tr>
<tr>
<td>____ IRISH PENNANTS (-2 pts per; -4 pts max)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BELT/BRASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ IMPROPER LENGTH (-2 pts)</td>
</tr>
<tr>
<td>____ DIRTY (-2 pts)</td>
</tr>
<tr>
<td>____ IMPROPER GIG LINE (-2 pts)</td>
</tr>
<tr>
<td>____ BUCKLE (NOT SHINED, SCRATCHED, ETC.) (-2 pts)</td>
</tr>
<tr>
<td>____ IRISH PENNANTS (-2 pts per; -4 pts max)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TROUSERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ IMPROPER FIT (-4 pts)</td>
</tr>
<tr>
<td>____ DIRTY (-4 pts)</td>
</tr>
<tr>
<td>____ IMPROPER PRESS (-4 pts)</td>
</tr>
<tr>
<td>____ UNBUTTONED POCKETS (-4 pts)</td>
</tr>
<tr>
<td>____ IRISH PENNANTS (-2 pts per; -4 pts max)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SHOES</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ NOT SHINED (DIRTY/SCUFFED) (-4 pts)</td>
</tr>
<tr>
<td>____ UNSERVICEABLE (-2 pts)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HYGIENE</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ IMPROPER HAIRCUT (-4 pts)</td>
</tr>
<tr>
<td>____ IMPROPER SHAVE (-4 pts)</td>
</tr>
<tr>
<td>____ NOSE/EAR HAIR UNKEPT (-2 pts)</td>
</tr>
<tr>
<td>____ FOUL/UNPLEASANT ODOR (BREATH, UNIFORM, ETC.) (-2 pts)</td>
</tr>
<tr>
<td>____ FINGERNAILS (DIRTY, IMPROPER LENGTH/COLOR, ETC.) (-4 pts)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DRILL</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ IMPROPER ABOUT FACE (-2 pts)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ 1st QUESTION WRONG (-5 pts)</td>
</tr>
<tr>
<td>____ 2nd QUESTION WRONG (-5 pts)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>____ TOTAL DISCREPANCIES</th>
</tr>
</thead>
</table>

| ____ SCORE (100 - TOTAL DISCREPANCIES) |

**INSTRUCTIONS TO INSPECTORS:**
- This grading sheet is based off discrepancies, so the only things needed to be written are the amount of points deducted for each article
- If MIDN receives a hit for an article, write down total score deducted on space provided
  - i.e. If MIDN Mangona’s SDB jacket has two IP’s, the inspector shall write down “-4” on space provided
  - No partial points
- Use a ruler for all measurements, do not eyeball
- Knowledge questions are to be strictly from the knowledge packet provided by the OIC/AOIC

**COMMENTS:**

**RANK/NAME:**

**COMPANY:**

**DATE:**

**INSPECTOR:**

**EACH DISCREPANCY IS A (2) POINT DEDUCTION UNLESS NOTED**
- (4 pts) = 1 DISCREPANCY IS A FULL 4 POINT DEDUCTION
- (5 pts) = 1 WRONG ANSWER IS A FULL 5 POINT DEDUCTION
<table>
<thead>
<tr>
<th>Block 33</th>
<th>NSGPA ($)</th>
<th>Block 34</th>
<th>Criteria</th>
<th>Block 35</th>
<th>PRT Score</th>
<th>Block 36</th>
<th>Criteria</th>
<th>Block 37</th>
<th>Criteria</th>
<th>Block 38</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>X&lt;1.50</td>
<td>1</td>
<td>X&lt;10</td>
<td>1**</td>
<td>&lt; NOOTC requirement: Spring PRT</td>
<td>1</td>
<td>1*</td>
<td>Academic LOA</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2*</td>
<td>1.50&lt; X&lt;2.50</td>
<td>2</td>
<td>10&lt; X&lt;20</td>
<td>2*</td>
<td>PRT Probation</td>
<td>2</td>
<td>2*</td>
<td>Academic Warning: Probation</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3*</td>
<td>2.50&lt; X&lt;3.15</td>
<td>3</td>
<td>20&lt; X&lt;30</td>
<td>3**</td>
<td>GOOD</td>
<td>3</td>
<td>3*</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4*</td>
<td>3.15&lt; X&lt;3.75</td>
<td>4</td>
<td>30&lt; X&lt;40</td>
<td>4**</td>
<td>EXCELLENT</td>
<td>4</td>
<td>4*</td>
<td></td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5*</td>
<td>X&gt;=3.75</td>
<td>5</td>
<td>40&lt; X</td>
<td>5*</td>
<td>OUTSTANDING</td>
<td>5</td>
<td>5*</td>
<td></td>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*IAW ROD
Evaluated based on participation at the various recruiting events; any other impact they’ve had on retention/attrition in addition to volunteer points

**IAW ROD
**Metric created by LTs

Evaluated based on their teamwork skills, how they work with other MIDN, and coordination of various student organized events.

*ROD requires 2 or less if failing to meet program academic reqs*
**Evaluated based on combination of GPA, progress towards meeting program reqs, unit participation/ballet performance

Evaluated based on leadership skills and ballet performance.

**NOTE**: Blocks 34, 36, and 38 were also utilized to facilitate ranking various slide-load applicants to make more competitive for the scholarship.
Award Nomination Form
NROTCUHR Battalion

From: Deputy Commander, ________ Company
To: Battalion Commander, NROTCUHR
Via: (a) Company Commander, ________ Company
     (b) Battalion Deputy Commander, NROTCUHR

Subj: RECOMMENDATION FOR AWARD
Ref: (a) NROTCUHR M-1533 CH-9

1. Nominee: ________________________________________

2. Award: __________________________________________

3. Amplifying information: ________________________________
______________________________________________________________________

4. I certify that the Nominee is in all respects qualified for the indicated award IAW reference (a). Furthermore, I feel the individual is deserving of this recognition, and has my personal recommendation.

__________________________________________________________
Company Deputy Commander

------------------------------------------
Company Commander recommendation:

☐ Recommended
☐ Not recommended

__________________________________________________________
Company Commander

------------------------------------------
Battalion Deputy Commander recommendation:

☐ Recommended
☐ Not recommended

__________________________________________________________
Battalion Deputy Commander

------------------------------------------
Final Approval:

☐ Approved
☐ Not approved

__________________________________________________________
Battalion Commander

Copy to: Training Jacket
         Company Binder
MEMORANDUM

From:   (Company SCPO/1stSgt rank and name)
To:     Battalion Master Chief, NROTC UHR

Subj:   MIDSHIPMAN OF THE MONTH/SEMESTER NOMINATION ICO
        (Recommended MIDN rank and name)

Ref:    (a) NROTC UHR M-1533 CH-10

1. Per reference (a), MIDN (nominee) is in all respects eligible and hereby nominated for Midshipman of the Month/Semester for (Month, Year). The following information is provided.

2. Comments on specific attributes as demonstrated during this month and applicable to this nomination are as follows:

   a. GPA:

   b. PRT/PFT Score:

   c. Leadership/Performance:

   d. Volunteerism/Community Involvement

   e. Course Load Credits:

   f. Award History & Achievements:

3. No more than one paragraph of comments on any other information considered pertinent to nomination/or selection.

(SCPO/1stSgt signature)
MIDSHIPMAN OF THE MONTH/SEMESTER BOARD GRADING SHEET

NOMINEE NAME:____________________________ COMPANY:________________

NAME OF GRADER:__________________________ MONTH:_____________

1. **Paper Board.** Points to be awarded based on nomination package.

___ **GPA** (max points 25)
   a. 3.0-3.19 (5 pts)
   b. 3.2-3.39 (10 pts)
   c. 3.4-3.59 (15 pts)
   d. 3.6-3.79 (20 pts)
   e. 3.8-4.0 (25 pts)

___ **PRT/PFT Score** (max points 20)
   a. Good/180-200 (5 pts)*Navy:180; Marine option:200
   b. Excellent/201-234 (10 pts)
   c. Outstanding/235-289 (15 pts)
   d. Max/290 or above (20 pts)

___ **Leadership/Performance** (max points 15)
   a. Position/Title(s)
   b. Number of Midshipmen supervised
   c. Teamwork
   d. Communication
   e. Volunteering/Assuming additional duties
   f. Sustained superior performance

___ **Volunteerism/Community Involvement** (max points 10)
   a. Total volunteer hours
   b. Events volunteered
   c. Leader in civic engagement

___ **Course Load Credits** (max points 5)
   a. 16-18 (2.5 pts)
   b. 19+ (5 pts)

___ **Award History & Achievements** (max points 5)
   a. Previous midshipmen awards
   b. Awards outside of NROTC
   c. Specific Achievements

___ **Write-up Total**
2. **Interview Board.**

   a. Sailor/Rifleman’s Creed  0 1 2 3 4 5
   b. Appearance  0 1 2 3 4 5
   c. Military Bearing  0 1 2 3 4 5
   d. Questions  0 1 2 3 4 5

   ____Board Total (max points 20)

   ____Overall Score (max points 100)
**TURNOVER CHECKLIST**

___ 1. Outgoing update and give turnover binder to incoming.

___ 2. Outgoing go over turnover binder with incoming.

___ 3. Have incoming sit in on a meeting with the staff mentor for the position.

___ 4. Have incoming sit in on a staff meeting.

___ 5. Go over schedule (daily, weekly, monthly, quarterly).

___ 6. Go over how to best utilize those who report to the position.

___ 7. Go over joint tasks with other positions.

___ 8. Establish deadlines for immediate and major projects/tasks.

___ 9. Go over how to brief in staff meetings and what information should be included.

___ 10. If not included in turnover binder, outgoing provide examples to incoming of completed paperwork used throughout the semester.

___ 11. Go over expectations as outlined in the Battalion Guidebook.

___ 12. Pass to incoming all relevant contact information.

___ 13. If not a part of the turnover binder, transfer ownership of relevant Google Drive files to incoming.

___ 14. Transfer administrative log-in privileges for any applicable websites or accounts to incoming.

___ 15. Go over counseling procedures for subordinates.

___ 16. Turn over relevant insignia.

Incoming Officer Signature: __________________________________________

Outgoing Officer Signature: _______________________________________

Staff Mentor Signature: ___________________________________________
APPENDIX B
INSTRUCTIONS FOR SELECTED FORMS

B-1 Special Request Chits

1. Evaluation. Before beginning a Special Request chit, all necessary information should be gathered. This includes any information which the approving authority may want to know about the request. During a school’s summer and winter break it is not mandatory to submit chits for travel.

2. Completing the Chit. All submissions shall be typed, with the exclusion of signature lines, and submitted in hardcopy. Regardless of the nature of request, blocks 1 through 13 will all have text in them before the chit is submitted. NROTCUHR utilizes NAVPERS 1336/6, which is included in appendix A.

   a. Block 1: NAME. Using all capital letters, type the applicant’s full last name, a comma, the applicant’s full first name, and then their middle initial. Follow the formula “LAST, FIRST MI”

   b. Block 2: RATE. Using all capital letters, type the applicant’s organizational rank. Do not use rank associated with any billet and do specify class rank. For example type “MIDN 1/C” or “OC” but not “MIDN CDR” or “ND1”

   c. Block 3: SHIP OR STATION. For all members of the battalion this should be marked “NROTCUHR”

   d. Block 4: DATE OF REQUEST:(YYYYMMDD). Type the date which the applicant will sign the request following the indicated formula, with numbers only.

   e. Block 5: DEPARTMENT/DIVISION. This block will be used to indicate the university which the request originates from. Use all capital letters and type the complete university name. Individuals from Regent University and Tidewater Community College will mark “OLD DOMINION UNIVERSITY”

   f. Block 6: DUTY SECTION/GROUP. This block will be used to indicate the company of origin. Use all capital letters and follow the formula “L COMPANY” where L is the letter which designates the company.

   g. Block 7: NATURE OF REQUEST. For midshipmen, there are two acceptable selections in block 7.

      (1) SPECIAL LIBERTY. Check this box if the request is for absence from a Battalion Event, an academic day or travel outside 150 miles radius “as the crow flies” from the NROTCUHR offices at Old Dominion University. Any time travel outside this radius is requested
the applicant must attach a travel plan to their chit including approximate times and any planned stops. If any classes must be missed they must obtain written permission from the professors in question and attach that to the chit as well.

(2) OTHER(BELLOW). All other requests fall into this category and must be explained in full in block 12.

h. Block 8

(1) NO. OF DAYS REQUESTED. If the applicant is requesting Special Liberty, this block will contain the number of days, rounded up, which the applicant will be absent from school and NROTC. If the applicant is not requesting Special Liberty, mark “N/A”.

(2) FROM(DATE AND TIME). Type the date which the applicant will begin their Special Liberty following the formula “YYYYMMDD AT HHMM” if the applicant is not requesting special liberty, mark “N/A”.

(3) TO(DATE AND TIME). Type the date which the applicant will concluding their Special Liberty following the formula “YYYYMMDD AT HHMM” if the applicant is not requesting special liberty, mark “N/A”.

i. Block 9

(1) DISTANCE(MILES). This is the distance in one direction, not the round trip, rounded to the nearest whole number. If the applicant is not requesting Special Liberty, mark “N/A”.

(2) MODE OF TRAVEL. In the case of Special Liberty, check one box. Otherwise, block 9b will be left blank. If “CAR” is checked, the planned travel route will be attached. If any other box is checked, the travel itinerary will be attached.

j. Block 10: LEAVE ADDRESS. This is the address you will be primarily located at during Special Liberty. If the applicant is not requesting Special Liberty, mark “N/A”.

k. Block 11: TELEPHONE NUMBER. Complete this block using the applicant’s day time telephone number for the period of request using the formula “000-000-0000”. If the applicant’s phone number uses a country code other than “1” that will also be included.

l. Block 12: REASON FOR REQUEST. This block will contain a complete description of the request in mixed case. If a satisfactory description will not fit in this block, the applicant will create an additional description in Navy Standard Memorandum Format and attach it to the special request chit.

m. Block 13: SIGNATURE OF APPLICANT. This Block will be signed by hand or digitally by Common Access Card by the applicant.
n. **Block 14.** If the applicant is seeking to replace themselves with another volunteer for a volunteer event, they should have that individual complete this block. Otherwise, block 14 will be empty upon submission.

(1) **SIGNATURE OF STANDY.** This Block will be signed by hand or digitally by Common Access Card by the standby

(2) **DUTY STATION.** The replacement should be from NROTCUHR, and this block will reflect that with “NROTCUHR”.

---

**SPECIAL REQUEST/AUTHORIZATION**

**PRIVACY ACT STATEMENT**

THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.

THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1. NAME:  
   DOF: JOHN H  
   2. RATE:  
   
   3. SHIP OR STATION:  
   NROTCUHR  
   
   4. DATE OF REQUEST: [YYMMDD]  
   19991201  
   
   5. DEPARTMENT/DIVISION:  
   OLD DOMINION UNIVERSITY  
   
   6. DUTY SECTION/GROUP:  
   A COMPANY  
   
   7. NATURE OF REQUEST:  
   [ ] LEAVE  
   [x] SPECIAL LIBERTY  
   [ ] SPECIAL PAY  
   [ ] COMMUTED RATIONS  
   [ ] OTHER  
   (BELOW)  
   
   8. NO. OF DAYS REQUESTED:  
   1  
   FROM (DATE AND TIME):  
   19991230 AT 0500  
   TO (DATE AND TIME):  
   20000101 AT 0500  
   
   9. DISTANCE (MILES):  
   367  
   MODE OF TRAVEL:  
   [x] CAR  
   [ ] AIR  
   [ ] TRAIN  
   [ ] BUS  
   
   10. LEAVE ADDRESS:  
   1593 Broadway, New York, NY 10019  
   
   11. TELEPHONE NUMBER:  
   555-000-0000  
   
   12. REASON FOR REQUEST:  
   This midshipman respectfully requests permission to attend a family event on 19991231 in New York, NY.  
   
   13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)  
   SIGNATURE OF STANDY:  
   DUTY STATION:  
   
   14. I am eligible and oblige myself to perform all duties of person making application.  
   SIGNATURE:  
   
   15. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   16. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   17. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   18. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   19. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   20. RECOMMENDED APPROVAL:  
   [ ] YES  
   [ ] NO  
   RANK/RATE/TITLE:  
   SIGNATURE:  
   DATE:  
   
   21. [ ] APPROVED  
   [ ] DISAPPROVED  
   SIGNATURE:  
   
   22. REASON FOR DISAPPROVAL:  
   
   FIGURE B-1. A Correctly Completed Special Request Chit
B-2 Fitness Reports (FITREPs)

1. General. These instructions should be used in conjunction with the example fitness report on the last page of this section. That report has information required for each block. Dates shall be in YYMMDD format.

   a. BLOCK 1. LAST, FIRST MI (All caps, no period)
   b. BLOCK 2. This will be used to separate MIDN from OCs:
      (1) MIDN1, MIDN2, MIDN3, or MIDN4 (Seniors are MIDN1, Juniors MIDN2, etc.)
      (2) OC
   c. BLOCK 3. This will include the company and the fiscal year of graduation. Example: ALPHA/FY18 (Alpha company, graduating between Oct 2017 and Sep 2018)
   d. BLOCK 4. The SSN will be all zeroes. 000-00-0000
   e. BLOCK 5. For OCs mark “ACT”, for MIDN mark “INACT”
   f. BLOCK 6. UIC
      (1) Old Dominion University - 3111B
      (2) Norfolk State University - 3109B
      (3) Hampton University - 3126A
      (4) Regent University and Tidewater Community College will use the UIC of their Crosstown University.
   g. BLOCK 7
      (1) ODU - “58-OLD DOMINION”
      (2) NSU - “69-NORFOLK STATE”
      (3) HU - “18-HAMPTON UNIV”
      (4) Regent University and Tidewater Community College will use the University code of their Crosstown University.
   h. BLOCK 8. Mark “Regular”
   i. BLOCK 9. This will designate when the MIDN joined NROTC. Advisors will ensure to verify in OPMIS.
   j. BLOCKS 10-13. Mark “Periodic”
k. Blocks 14-15. This will be from the first day of classes to the last day of classes for the semester.

l. BLOCK 16. Mark this block if the MIDN was not present for the semester. (Personal LOA, Interim LOA, etc.)

m. BLOCKS 17-19. Mark “Regular”

n. BLOCK 20. Enter the code letter for the most recent physical fitness assessment (PFA) result, a one letter code for the PFA. Example: P. Use the PFA score from the most recent official PFA. See chart below for codes. Block 20 will be completed in accordance with table B-2.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Passed both Physical Readiness Test (PRT) and body Composition Assessment (BCA)</td>
</tr>
<tr>
<td>B</td>
<td>Passed the BCA but was authorized non-participation in the PRT</td>
</tr>
<tr>
<td>F</td>
<td>Overall PFA Failure (failed BCA or PRT)</td>
</tr>
<tr>
<td>M</td>
<td>Medically waived from entire PFA (BCA and PRT)</td>
</tr>
<tr>
<td>W</td>
<td>Passed BCA but medically waived from 1 or more PRT events</td>
</tr>
<tr>
<td>N</td>
<td>No PFA conducted during reporting period</td>
</tr>
</tbody>
</table>

o. BLOCK 21. Select “Student”

2. Reporting Senior. For blocks 22-27, the Commanding Officer’s (CO) information will be used. The CO’s information will be put out each semester down the chain of command.

3. Command Achievements and Billets. Review the instructions for blocks 28-31 listed below in conjunction with the example fitness report.

a. BLOCK 28. Enter the following statement for ALL fitness reports.

To develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as Naval and Marine Corps officers.

b. BLOCK 29

(1) Enter one of the abbreviations given by table B-2.
TABLE B-2. FITREP Block 29

<table>
<thead>
<tr>
<th>Title:</th>
<th>Abbreviation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battalion Commander</td>
<td>BC</td>
</tr>
<tr>
<td>Battalion Deputy Commander</td>
<td>BDC</td>
</tr>
<tr>
<td>MCPO/ SgtMaj</td>
<td>MCPO or SGTMAJ</td>
</tr>
<tr>
<td>Company Commander</td>
<td>CC</td>
</tr>
<tr>
<td>Company Deputy Commander</td>
<td>CDC</td>
</tr>
<tr>
<td>Company SCPO</td>
<td>CSCPO</td>
</tr>
<tr>
<td>Guide</td>
<td>GUIDE</td>
</tr>
<tr>
<td>Platoon Commander</td>
<td>PLT CDR</td>
</tr>
<tr>
<td>Platoon CPO</td>
<td>PLT CPO</td>
</tr>
<tr>
<td>Platoon Guide</td>
<td>PLT GUIDE</td>
</tr>
<tr>
<td>Squad Leader</td>
<td>SQD LDR</td>
</tr>
<tr>
<td>Midshipman-in-Ranks</td>
<td>MIR</td>
</tr>
</tbody>
</table>

(2) In the remainder of the block enter the primary duties, collateral duties, and PFA cycle. An example is below:

| MIR | PRI: Midshipman in Ranks | COLL: Delta Co. PTI. PFA: 17-2. |

c. BLOCK 30

(1) Enter the date counseled from the counseling worksheet. Use “YYMMDD” format. This midterm counseling will be performed by the advisor during the 2nd half of the semester.

(2) Counseling Not Performed During Report Period. A mid-term counseling session should be documented only once, on the report for the period in which it occurred. If counseling was not performed because the counseling date did not fall within the report period, enter NOT REQ in block 30. If counseling was not performed for any other reason (scholarship student that joined after mid-term counseling deadline), enter NOT PERF, and provide a brief explanation in block 31.

d. BLOCK 31 and 32. This block is signed on the counseling worksheet only. On the fitness report, type the name of the counselor from the counseling worksheet (WILSON, B L or JOHNSON, M). If the entry in block 30 is NOT PERF, enter a brief explanation in block 31, e.g., TEMADD or ILLNESS. If a longer explanation is needed, enter SEE COMMENT and provide an explanation in the Comments block (41).

4. Ratings. Traits for blocks 33-39 will be marked based on the ranking spreadsheet, included in appendix A. Specifically:

a. BLOCK 33. This trait mark shall reflect the student’s semester grade point average in Naval Science courses (Not to include Drill) as shown in table B-3.
TABLE B-3. FITREP Block 33

<table>
<thead>
<tr>
<th>NS GPA (4.0 scale)</th>
<th>Professional Expertise Trait Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>NS GPA &lt; 1.50</td>
<td>1</td>
</tr>
<tr>
<td>1.50 &lt;= NS GPA &lt; 2.50</td>
<td>2</td>
</tr>
<tr>
<td>2.50 &lt;= NS GPA &lt; 3.15</td>
<td>3</td>
</tr>
<tr>
<td>3.15 &lt;= NS GPA &lt; 3.75</td>
<td>4</td>
</tr>
<tr>
<td>NS GPA =&gt; 3.75</td>
<td>5</td>
</tr>
</tbody>
</table>

b. BLOCK 34. Use the rubric provided on the ranking spreadsheet substituting NROTC Program retention/attrition for Navy Retention/Reenlistment, reproduced in table B-4.

TABLE B-4. FITREP Block 34

<table>
<thead>
<tr>
<th>Volunteer Points</th>
<th>Organizational Climate Trait Mark</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-9</td>
<td>1</td>
</tr>
<tr>
<td>10-19</td>
<td>2</td>
</tr>
<tr>
<td>20-29</td>
<td>3</td>
</tr>
<tr>
<td>30-39</td>
<td>4</td>
</tr>
<tr>
<td>40+</td>
<td>5</td>
</tr>
</tbody>
</table>

c. BLOCK 35. Students on a conduct-based warning, probation, or LOA during the reporting period shall not be rated higher than ‘Progressing’, 2.0, on this trait. Students failing to meet the physical readiness standards during the reporting period shall not be rated higher than ‘Progressing’, 2.0, on this trait. A Navy PFA of Outstanding or a Marine PFT/CFT of 285 is required to receive ‘Greatly Exceeds Standards’, 5.0, on this trait.

d. BLOCK 36. Evaluate based teamwork skills, how you they work with other midshipmen, and coordination of various student organized events.

e. BLOCK 37. This trait will reflect contributions to the Battalion’s mission to include GPA, progress toward meeting program requirements, billet performance and unit participation. Students failing to make satisfactory progress toward degree completion and program academic requirements during the reporting period shall not be marked higher than ‘Progressing’, 2.0, on this trait.

f. BLOCK 38. Evaluate based on leadership skills and billet performance.

g. BLOCK 39. Mark as ‘NOB’.

5. BLOCK 40. Enter two company/battalion billet recommendations, one per block. Each entry can have a maximum of 20 characters and spaces. If necessary, use two lines for the entry. Do not leave blank. If no recommendation is appropriate, enter NA or NONE in the first block. Be realistic. Do not recommend billets for which the member is not or
cannot become qualified. Be specific. State the billet name you believe the member is ready for.

6. **BLOCK 41**

   a. **Typography.** Use only 10 point in Courier New. Use upper-and lower-case. Do not underline, boldface, italicize, center, or otherwise highlight passages.

   b. **Substantiation of 1.0 Grades.** Specifically discuss all 1.0 grades. Identify by block number the performance trait being discussed. You may discuss more than one trait in a single bullet or paragraph. See the example below:

      Block 33: NSGPA: 4.00
      Block 37: Academic Probation

   c. **Write-up.** 1-3 word catch phrase at the beginning of each justification. Justification of catch phrase to include numbers, descriptive details, results of performance. Use past tense, be concise, and precise.

   d. **Required Data.** The following information should be provided below the substantiation of 1.0 grades as follows:

      SGPA: 4.0 (This is the current semester GPA; leave blank if grades are not finalized)

      CGPA: 3.5 (This is the current cumulative GPA; leave blank if grades are not finalized)

      NSGPA: 3.5 (This is the cumulative GPA of all Naval Science courses, not including Drill)

      PRT: Outstanding (Overall PRT grade in the official PRT; for Marines put the exact score)

7. **BLOCK 42.** This will be assigned based on overall trait averages by the Advisors and in accordance with NSTC M-1533.2C.

8. **BLOCK 43.** Rounding up to the next whole person, no more than 20% of a competitive group may be rated as ‘Early Promote’. Similarly, up to 40% of a competitive group may be rated as ‘Must Promote’. Any number of ‘Promotes’ can be used.

   1 Midshipman: 1 “EP”
   2 Midshipmen: 1 “EP” 1 “MP”
   3 Midshipmen: 1 “EP” 1 “MP” 1 “P”
   4 Midshipmen: 1 “EP” 2 “MP” 1 “P”
   5 Midshipmen: 1 “EP” 2 “MP” 2 “P”
9. **BLOCK 44**

COMMANDING OFFICER  
NROTCU HAMPTON ROADS  
5215 HAMPTON BLVD  
NORFOLK, VA 23529
B-3 Handling FITREPS

1. Saving a Database. To ensure that all company databases are saved in the same location, follow the step-by-step instructions illustrated in figure B-2.

   Go to toolbar and click “File,” then highlight “New.”

   Double-click on “My Computer” then double-click on “Local Disk C:/.”

   Select “Folder” and name the folder after your respective company (i.e. ALPHA).

   FIGURE B-2. Saving a Company Database
2. Saving FITREPS. To ensure that all fitness reports are complete and accurate, the following procedures will be used to create, save, and turn in fitness reports:

Open the NAVFIT98A. On toolbar, click "Create Database,". Save the new database in your company’s folder on the C: drive as your company’s name.

After creating the database, click “Create Folder” to add different folders such as ALPHA COMPANY, PLATOON, or SQUAD.

FIGURE B-3. Procedures to Create, Save, and Turn in FITREPS
Type in your company’s name then click “SAVE”.

Click on the squad, platoon, or company folder you’ve created to highlight it, then click on “Create FitRep.”
3. Creating FITREPS. Use the following folders when creating a fitness report for each primary duty:

   a. Company folder for Executive Officer, Senior Chief Petty Officer, and Guide.

   b. Platoon folder for Platoon Sergeant and Platoon Commander.

   c. Squad folder for Squad Leader and Midshipman in Ranks.

4. Fill in all appropriate blocks of the fitness report in accordance with enclosure (1).

5. Repeat step 2 until all fitness reports for the company have been completed and saved.

6. Exporting company fitness reports for Company Advisors or the Battalion Administrative Officer:

   FIGURE B-4. Exporting a Database
C-1 Professor of Naval Science Approved Courses

1. General. Hampton Roads NROTC students must satisfy the following requirements, achieving an academic grade of “C” or better in identified courses:

2. Calculus and Physics. Complete a one-year sequence in Calculus (by the end of 2nd Year in NROTC) and Physics (by the end of 3rd Year in NROTC) (not required for Nurse Option) [Navy Scholarship and STA-21; not required for Nurse Option]:

   a. Old Dominion University:
      MATH 211/212
      PHYS 231N/232N
      *OR*
      PHYS 226N/227N
      *OR*
      PHYS 261N/262N (Required for Physics Majors)

   b. Hampton University:
      MAT 151/152
      PHY 203/204

   c. Norfolk State University
      MAT 184/251
      PHY 160/161

   d. Tidewater Community College
      MTH 263/264
      PHY 241/242

   e. Regent University:
      MATH 211/212
      PHYS 221/222

3. Mathematics. Complete a one-year sequence in mathematics (by the end of Junior Year) [Navy College Program only]:

   a. Old Dominion University:
      Any two:  MATH 102M, 103M, 162, 163, 200, 211, 212

   b. Hampton University:
      Any two:  MATH 109, 110, 117, 118, 151, 152

   c. Norfolk State University:
      Any two:  MATH 131, 132, 151, 153, 184, 251

   d. Tidewater Community College:
Any two: MTH 161, 162, 167, 263, 264, 261

e. Regent University:
   Any two: MATH 102, 201, 211, 212

4. Physical Science. The College Program physical science requirement can be met by completing a one-year sequence, or two courses, in an area of physical science (by the end of Senior Year). Students shall include appropriate laboratory classes in completing the science requirement. Physical science subjects include chemistry, physics, earth science, astronomy, geology, agrophysics, soil science, geomorphology, geophysics, physical geography, seismology, meteorology, and oceanography.

5. National Security Policy/American Military History. Complete at least three semester hours in National Security Policy or American Military History (by the end of Senior Year) [Navy and Marines; not required for Nurse Option]. Marine Corps Naval Science courses may also be taken to fulfill this elective for Navy option students (i.e. NAV 310/410).

   a. Old Dominion University:
      HIST 316 - Cold War in History
      HIST 349 - American Naval History
      HIST 351 - The Civil War and Reconstruction
      HIST 358 - The U.S. in the Second World War
      HIST 359 - American Maritime History
      HIST 360 - American Military History
      HIST 408/508 - War and American Society in the Twentieth Century
      HIST 417 - World War I: The Great World War on All Fronts
      POLS 312 - American Political Thought
      POLS 319 - Lobbies and Interest Groups
      POLS 324 - International Relations Theory
      POLS 325W - World Politics
      POLS 326W - American Foreign Policy
      POLS 327W - Politics of National Security
      POLS 350T - Technology and War
      POLS 421/521 - International Law
      POLS 458T - Weapons of Mass Destruction in Global Security

   b. Hampton University:
      CRJ 411 - Homeland Security
      CRJ 416 - Terrorism and National Security Management
      CRJ 418 - Emergency Preparation and Security Management
      HIS 222 - History of the United States Military
      HIS 410 - American Foreign Policy
      POL 304 - International Politics
      POL 307 - Contemporary Issues in International Politics
      POL 430 - Topics in U.S. Foreign Policy

   c. Norfolk State University:
HIST 325 – Diplomatic History of the U.S.
HIST 333 – The Civil War and Reconstruction
HIST 380 – American Military History
POLS 325 – American Foreign Policy I
POLS 326 – American Foreign Policy II
POLS 360 – International Politics
d. Regent University:
HIST 316 – Civil War America, 1846-1877
HIST 324 – America in Depression, War, and Recovery, 1929-1952
GOVT 304 – International Relations
GOVT 340 – American Foreign Policy

6. Cultural Awareness/Regional Studies. Complete at least three semester hours in Cultural Awareness/Regional Studies, specifically focusing on Middle East, Africa, South Asia, Far East and Pacific, Russia and Associated States, and Western Hemisphere cultures/regions (by the end of Senior Year). The following list includes currently approved courses. Students who wish to take a class which is not on this list, but meets the intent of the instruction, shall submit a request to the PNS via their company advisor. [All Navy Scholarship, College Program, STA-21]:

a. Old Dominion University:
ARAB 111F – Beginning Arabic
CHIN 111F – Beginning Chinese
HEBR 111F – Beginning Hebrew
HIST 101H – Interpreting the Asian Past
HIST 102H – Interpreting the European Past
HIST 103H – Interpreting the Latin America Past
HIST 105H – Interpreting the African Past
JAPN 111F – Beginning Japanese
PHIL 227E/250E – World Religions: Beliefs and Values
POLS 442 – Twentieth Century Dictatorships

b. Hampton University:
ARA 101/102 – Elementary Arabic I/II
ARA 201/202 – Intermediate Arabic I/II
CHI 101/102 – Elementary Chinese I/II
CHI 201/202 – Intermediate Chinese I/II
ENG 315/316 – African Literature I/II
FRE 303/304 – Civilization of France and Francophone Countries (Colonization)
FRE 306 – Afro-French Literature
GEO 201 – World Regional Geography
HEB 101/102 – Elementary Hebrew
HIS 218/220 – Cultural and Political History of Africa I/II
HIS 306 – History of East Asia since 1850
HIS 308 – Historiography of the African Diaspora
HIS 309 – Russian History
HIS 310 – History of Southeast Asia
HIS 361 – Latin America Since Independence
HIS 431/531 - Post Colonial Africa
HIS 507 - The Indian Subcontinent
JAP 101/102 - Elementary Japanese I/II
JAP 201/202 - Intermediate Japanese I/II
MBA 500 - World Business Cultures and Resources
POL 310 - Politics of the Third World
POL 311 - African Political Theory
POL 330 - Government and Politics in Africa
POL 405 - International Law (and Politics)
POL 406 - International Organizations (Emphasis on UN)
REL 203 - Islam
REL 307 - World Religions
RUS 101/102 - Elementary Russian I/II
SWA 101/102 - Elementary Swahili I/II
SWA 201/202 - Intermediate Swahili I/II
c. Norfolk State University:
ARA 111/112 - Elementary/Intermediate Arabic
CHI 111/112 - Elementary Chinese I/II
HIST 100/101 - History of Civilization
HIST 304 - Philosophy and Religion
HIST 348 - Ancient History
HIST 349 - Medieval History
HIST 362/363 - Intro to Modern Near East
HIST 370/371 - African History and Culture
HIST 373/374 - East Asian Civilization
HIST 375 - Economic System of China
HIST 376 - Economic System of Japan
HIST 475/476 - Emergence of Modern China and Japan
HIST 503 - Topics in Non-Western History
JPN 113 - Japanese Culture
KOR 111/112 - Elementary Korean I/II
POL 462 - The Near (Middle) East in International Affairs (SI)
POL 467 - Introduction to Non-Western Politics (SI)
d. Regent University:
HIST 205 - Western Civilization 1
HIST 206 - Western Civilization 2
HIST 376 - History of Modern East Asia
HIST 384 - History of Modern Africa
HIST 389 - History of the Middle East and the Islamic World
e. Tidewater Community College:
CHI 101/102 - Beginning Chinese I/II
CHI 201/202 - Conversational Chinese I/II
RUS 101/102 - Beginning Russian I/II
RUS 201/202 - Intermediate Russian I/II

7. English. Complete at least six semester hours of English courses that concentrate on the areas of grammar and composition and require significant student writings (by the end of Senior Year). [All Navy Scholarship, Navy College Program, STA-21]
a. Old Dominion University:
ENGL 110C - English Composition
ENGL 112L - Introduction to Literature
ENGL 126C - Honors: English Composition
ENGL 127L - Honors: Introduction to Literature
ENGL 211C - English Composition
ENGL 221C - Introduction to Writing in Business, Education and Social Sciences
ENGL 231C - Introduction to Technical Writing

b. Hampton University:
ENGL 100 - Fundamental Writing
ENGL 101/102 - Written Communication I/II
ENGL 201 - Traditional English Grammar
ENGL 203/204 - English Literature I/II
ENGL 210/211 - Introduction to Literature I/II
ENGL 215/216 - World Literature I/II

c. Norfolk State University:
ENG 101 - Communication Skills I
ENG 102 - Communication Skills II
ENG 109 - Analytical Reasoning, Writing, and Comprehension II

d. Regent University:
ENGL 101 - English Composition
ENGL 102 - Research and Academic Writing

e. Tidewater Community College:
ENG 111 - College Composition I
ENG 112 - College Composition II
ENG 115 - Technical Writing
ENG 125 - Introduction to Literature
ENG 131 - Technical Report Writing I
Naval Terminology

**Inspection Questions

**Above: Upward, higher, as to go above; above the flight deck

**Aft: Toward the stern

Athwart ship: At a right angle to the centerline, as a passageway which runs from port to starboard as opposed to fore and aft.

**Below: Downward, beneath, as to lay below; below the flight deck.

**Bow: The forward end of a ship or boat.

**Bridge: Area in the superstructure from which the ship is operated.

**Bulkhead: A vertical partition, never called a wall.

**Chow: Food

Deck: 1. Shipboard floor, horizontal plating which divides a ship into layers.  
   2. Shipboard floors from Main deck and below numbered 1, 2, 3.

Fantail: The after end of the main deck.

Forecastle, Foc'sle: Forward section of the deck on which the anchor handling equipment is located.

Frame: An athwart ship beam which provides structural strength to a ship.

**Galley: Space where food is prepared. Never called a kitchen.

Hatch: A square or rectangular access in a deck.

Island: Superstructure on the starboard side of the flight deck on an aircraft carrier.

**Ladder: A shipboard flight of steps. Never called stairs.

Level: Shipboard floors above the main deck. Numbered 01, 02, 03.

Main Deck: Highest watertight (complete) deck aboard ship. On aircraft carriers, the hangar deck is the main deck.

Mess: 1. Place where meals are eaten, such as Mess Decks, Captain's Mess, etc.
   2. A group who takes meals together, such as officer's mess or chief's mess.

Mid Watch: (The Mid) the watch which begins at 0000 and ends at 0400.

Mid Rats: (Midnight Rations) Meal served around midnight for those crewmembers going on or off watch.

**OOD: Officer of the Deck
**Overhead:** The underside of a deck from the overhead of the compartment next below. Never called a ceiling.

**Passageway:** A corridor used for interior horizontal movement aboard ship.

**Port:** To the left of the centerline when facing forward.

**Scuttle:** Round, watertight opening in a hatch.

**Scuttlebutt:** 1. Drinking fountain. 2. A rumor.

**Second Deck:** First deck below the main deck.

**Sickbay:** Shipboard space used as a hospital or medical center.

**Square away:** To put in proper place, to make things shipshape.

**Starboard:** Right of centerline when facing forward.

**Stateroom:** A living compartment for an officer.

**Stern:** The aftermost part of a vessel.

**Superstructure:** Part of ship’s structure above the main deck.

**Topside:** General term referring to a weather deck.

**Wake:** Trail left by a vessel moving through the water.

**Wardroom:** Officer’s messing compartment.

**Weather Deck:** Any deck exposed to the elements; a deck outside the skin of the ship.

---

**11 Leadership Principles:**

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Seek responsibility and take responsibility for your actions.
4. Set the example.
5. Know your subordinates and look out for their welfare.
6. Keep your subordinates informed.
7. Ensure the task is understood, supervised, and accomplished.
8. Develop a sense of responsibility among your subordinates.
9. Train your subordinates as a team.
10. Make sound and timely decisions.
11. Employ your unit in accordance with its capabilities.
National Chain of Command

President of the United States: The Honorable Donald J. Trump

Vice President of the United States: The Honorable Mike R. Pence

Secretary of State: The Honorable Mike R. Pompeo

**Acting Secretary of Defense:** The Honorable Patrick M. Shanahan

Secretary of the Navy: The Honorable Richard V. Spencer

Chairman of the Joint Chiefs of Staff: General Joseph F. Dunford

Chief of Naval Operations: Admiral John M. Richardson

Master Chief Petty Officer of the Navy: MCPON Russell L. Smith

Commandant of the Marine Corps: General Robert B. Neller

Sergeant Major of the Marine Corps: Sergeant Major Ronald L. Green

Chief of Naval Education and Training: Rear Admiral Kyle Cozad

Chief of Naval Service Training: Rear Admiral Michael Bernacchi

NROTCUHR Chain of Command

Commanding Officer, Hampton Roads NROTC: Captain Reed

Executive Officer, Hampton Roads NROTC: Commander Wolner

Battalion CO: Midshipman Doerner

Battalion XO: Midshipman Carder

Battalion Master Chief: OC Krall
**Navy Core Values**

**Honor** - This encompasses the ideals of honesty, integrity, and responsibility.

**Courage** - This encompasses the ideals of physical and moral courage (particularly in the face of adversity), competence, teamwork, and concern (respect) for people.

**Commitment** - This encompasses the ideals of loyalty, patriotism, and valor.

---

**Sailor’s Creed**

I am a United States Sailor. I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me. I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world. I proudly serve my country's Navy combat team with Honor, Courage and Commitment. I am committed to excellence and the fair treatment of all.

---

**United States National Ensign**

**National Colors**

- Red--blood shed in defense of our nation
- White--purity of our nation
- Blue--pride in our nation

**13 stripes**

- 7 red, 6 white represent the original 13 states

**50 stars**

- 5 rows of 6 stars each, and 4 rows of 5 stars each

---

**14 Leadership Traits**

- Justice
- Decisiveness
- Dependability
- Initiative
- Bearing
- Courage
- Loyalty
- Judgment
- Integrity
- Tact
- Endurance
- Unselfishness
- Knowledge
- Enthusiasm
11 General Orders

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

2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.

3. To report all violations of orders I am instructed to enforce.

4. To repeat all calls from posts more distant from the guardhouse than my own.

5. To quit my post only when properly relieved.

6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.

7. To talk to no one except in the line of duty.

8. To give the alarm in case of fire or disorder.

9. To call the Officer of the Deck in any case not covered by instructions.

10. To salute all officers and colors and standards not cased.

11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post and allow no one to pass without proper authority.
Naval Knowledge

**Inspection Questions**

**Oldest Commissioned Ship in the Navy** - USS Constitution (Old Ironsides) (1798)
**Depth of a fathom** - Six feet
**Birthday of the Navy** - 13 OCT 1775
Navy Colors - Blue and Gold
**Current Navy Seal adopted in** - 1959
**Father of the Navy** - John Paul Jones

Meaning behind the Navy Seal Insignia
1. Eagle - National Defense
2. Anchor - Maritime Tradition
3. Ship at Sea - US Naval Service
4. Ship - USS Constitution (Old Ironsides)

What was the first battle between ironclad warships – Battle of Hampton Roads
What was the greatest Union naval victory of the Civil War (ADM Farragut’s famous quote: “Damn the torpedoes”) – Battle of Mobile Bay
Which president created the “Great White Fleet” in the early 1900s? – President Teddy Roosevelt
When did Japan formally surrender WWII? – September 2, 1945
What are the Navy’s core values? – Honor, Courage, Commitment
Which battle in WWII won the war in the Pacific for the United States? – Battle of Midway
What battle is considered to be the largest naval battle of WWII? – Battle of Leyte Gulf
Who is famous for the quote “Don’t Give Up the Ship”? – CAPT James Lawrence
Who was the first admiral in the Navy? – David Farragut
What is the mantra that outlines the Navy’s core values? – The Sailor’s Creed
Marine Knowledge

**Inspection Questions**

**Birthday of the Marine Corps** - 10 NOV 1775

**Birthplace of the Marine Corps** - Tun Tavern Philadelphia, PA

**First Commandant of the Marine Corps** - Captain Samuel Nicholas

**Grand Old Man of the Marine Corps** - Archibald Henderson

**Meaning of the Blood Stripe** - In memory of those who died at Chapultepec

**Meaning of the Eagle, Globe, and Anchor**
1. Eagle - National Defense
2. Globe - Worldwide Service
3. Anchor - Maritime Tradition

**Mascot of the Marine Corps** - English Bulldog

**Marine Corps Motto** - Semper Fidelis

**Meaning of Semper Fidelis** - "Always Faithful"

**Only two Marines to receive two Medals of Honor** - Dan Daly and Smedley Butler

**Only Marine to receive five Navy Crosses** - Lewis B. "Chesty" Puller

**Origin of the nickname Devil Dog** - Given by Germans in World War I

**Origin of the nickname Leatherneck** - Derived from the fact that Marines used to wear high leather collars to defend against sword slashes

What battle does the Marines’ Hymn refer to? – The Battle of Chapultepec

In which famous WWI battle did Germans nickname the Marine Corps “Devil Dogs”? – Battle of Belleau Wood

First major offensive made by Allied forces against the Empire of Japan during WWII – Battle of Guadalcanal

What battle in WWII was predicted to last only four days, but actually lasted more than two months? – Battle of Peleliu

Who was one of the first African-Americans to join the USMC, serve as a drill instructor, and be promoted to sergeant major? – Sgt Maj Gilbert “Hashmark” Johnson
## Armed Forces Rank Structure and Insignia

### Enlisted

<table>
<thead>
<tr>
<th>Rank</th>
<th>Army</th>
<th>Marines</th>
<th>Air Force</th>
<th>Navy</th>
<th>Coast Guard</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-1</td>
<td>Private (P1)</td>
<td>Private (Pvt)</td>
<td>Airman Basic</td>
<td>Seaman Recruit</td>
<td>Seaman Recruit</td>
</tr>
<tr>
<td>E-2</td>
<td>Private E-1</td>
<td>Private First</td>
<td>Airman (A1)</td>
<td>Seaman Apprentice</td>
<td>Seaman Apprentice</td>
</tr>
<tr>
<td>E-3</td>
<td>Private E-2</td>
<td>Lance Corporal</td>
<td>Airman (A2)</td>
<td>Seaman (SN)</td>
<td>Seaman (SN)</td>
</tr>
<tr>
<td>E-4</td>
<td>Corporal (CPL)</td>
<td>Corporal (Cpl)</td>
<td>Staff Sergeant</td>
<td>Petty Officer Third Class</td>
<td>Petty Officer Third Class</td>
</tr>
<tr>
<td>E-5</td>
<td>Specialist (SP)</td>
<td>Sergeant (Sgt)</td>
<td>Sergeant First Class</td>
<td>Petty Officer Second Class</td>
<td>Petty Officer Second Class</td>
</tr>
<tr>
<td>E-6</td>
<td>Sergeant (SGT)</td>
<td>Sergeant First Class</td>
<td>Staff Sergeant</td>
<td>Petty Officer First Class</td>
<td>Petty Officer First Class</td>
</tr>
<tr>
<td>E-7</td>
<td>Master Sergeant (MSgt)</td>
<td>First Sergeant (1stSgt)</td>
<td>Master Sergeant</td>
<td>Chief Petty Officer (CPO)</td>
<td>Chief Petty Officer (CPO)</td>
</tr>
<tr>
<td>E-8</td>
<td>Sergeant Major (SGM)</td>
<td>Command Sergeant Major (CSM)</td>
<td>Sergeant Major (SgtMa)</td>
<td>Senior Chief Petty Officer (SCP0)</td>
<td>Master Chief Petty Officer of the Coast Guard (MCP0-CG)</td>
</tr>
<tr>
<td>E-9</td>
<td>Sergeant Major of the Army (SMA)</td>
<td>Sergeant Major of the Marine Corps (SgtMajorMC)</td>
<td>Sergeant Major of the Air Force (CSMAF)</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
<td>Sergeant Major of the Coast Guard (MCP0-CG)</td>
</tr>
</tbody>
</table>

*Note: This table provides a visual representation of the rank structure and insignia for each branch of the Armed Forces.*
### OFFICERS

<table>
<thead>
<tr>
<th>0-1</th>
<th>0-2</th>
<th>0-3</th>
<th>0-4</th>
<th>0-5</th>
<th>0-6</th>
<th>0-7</th>
<th>0-8</th>
<th>0-9</th>
<th>0-10</th>
<th>SPECIAL</th>
</tr>
</thead>
</table>

### NAVY - COAST GUARD

<table>
<thead>
<tr>
<th>W-1</th>
<th>W-2</th>
<th>W-3</th>
<th>W-4</th>
<th>W-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensign (ENS)</td>
<td>Lieutenant Junior Grade (LJG)</td>
<td>Lieutenant Commander (LCHR)</td>
<td>Commander (CER)</td>
<td>Captain (CAPT)</td>
</tr>
<tr>
<td>Rear Admiral Lower Half (RADM)(L)</td>
<td>Rear Admiral Upper Half (RADM)(U)</td>
<td>Vice Admiral (VADM)</td>
<td>Admiral (ADM)</td>
<td>Fleet Admiral (FADM)</td>
</tr>
</tbody>
</table>

### ARMY

<table>
<thead>
<tr>
<th>W-1</th>
<th>W-2</th>
<th>W-3</th>
<th>W-4</th>
<th>W-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer (WO1)</td>
<td>Chief Warrant Officer (CW2)</td>
<td>Chief Warrant Officer (CW3)</td>
<td>Chief Warrant Officer (CW4)</td>
<td>Chief Warrant Officer (CW5)</td>
</tr>
</tbody>
</table>

### NAVY - COAST GUARD

<table>
<thead>
<tr>
<th>W-1</th>
<th>W-2</th>
<th>W-3</th>
<th>W-4</th>
<th>W-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer 1 W-1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* The grade of Warrant Officer W-1 is no longer in use.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chief Warrant Officer (CW02)</td>
<td>Chief Warrant Officer (CW03)</td>
<td>Chief Warrant Officer (CW04)</td>
<td>Chief Warrant Officer (CW05)</td>
<td></td>
</tr>
</tbody>
</table>

### MARINES

<table>
<thead>
<tr>
<th>W-1</th>
<th>W-2</th>
<th>W-3</th>
<th>W-4</th>
<th>W-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrant Officer (WO)</td>
<td>Chief Warrant Officer (CW02)</td>
<td>Chief Warrant Officer (CW03)</td>
<td>Chief Warrant Officer (CW04)</td>
<td>Chief Warrant Officer (CW05)</td>
</tr>
</tbody>
</table>

### AIR FORCE

<table>
<thead>
<tr>
<th>W-1</th>
<th>W-2</th>
<th>W-3</th>
<th>W-4</th>
<th>W-5</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Warrant</td>
<td>No Warrant</td>
<td>No Warrant</td>
<td>No Warrant</td>
<td>No Warrant</td>
</tr>
</tbody>
</table>
Midshipmen Rank Structure and Insignia

Class Insig. | Shoulder Marks | Blue Coat Sleeve | Collar Device
---|---|---|---
**MIDN 4/C** | No stripes with fouled anchor | No stripes | NROTC: Three stripes with star
**MIDN 3/C** | One diagonal stripe with fouled anchor | NROTC: One stripe | Right Anchor only
**MIDN 2/C** | Two diagonal stripes with fouled anchor | NROTC: Two stripes | Right and Left Anchors
**MIDN 1/C** | One horizontal stripe with fouled anchor | NROTC: Three stripes | Right and Left Anchor & Eagles
**MIDN ENS** | One horizontal stripe with star | NROTC: One stripe with star | One gold bar (left & right)
**MIDN CAPT** | One horizontal stripe with star | NROTC: Six stripes with star | Six gold bars (left & right)

Rank Insig. | Shoulder Marks | Blue Coat Sleeve | Collar Device
---|---|---|---
**MIDN LTJG** | | NROTC: Two horizontal stripes with star | Two gold bars (left & right)
**MIDN LT** | | NROTC: Three horizontal stripes with star | Three gold bars (left & right)
**MIDN LCDR** | | NROTC: Four horizontal stripes with star | Four gold bars (left & right)
**MIDN CDR** | | NROTC: Five horizontal stripes with star | Five gold bars (left & right)

Copyright © 2004, 2006 Ray Troyanek, Nantucket, Massachusetts. This image may be used and distributed freely as long as this copyright statement remains intact and is included.
General Uniform Standards

No articles, other than earrings for women specified, shall be attached to or through the ear, nose, or any other body part.

Midshipmen will not chew gum, chewing tobacco or snuff while in uniform.

**Rings:** For both males and females, one ring is allowed per hand. The only exception is the wear of an engagement ring with a wedding band on the same finger for females.

**Wristwatches/Bracelets:** When in uniform, only one of each may be worn. Ankle bracelets are not permitted.

**Necklaces:** Only one necklace may be worn in uniform but shall not be visible.

**Earrings:** Earrings may be worn at women’s discretion with all uniforms except in physical training gear and for Marines, utilities. Small, gold, matte balls are authorized for normal wear. Only one earring is to be worn per ear. Males are not authorized to wear earrings.

**Combination Cover:** shall consist of a cap device, chin strap, and retaining buttons.

**Other Articles:** No articles, such as pencils, pens, watch chains, fobs, pins, jewelry, handkerchiefs, combs, cigarettes, or similar small items shall be worn or carried exposed upon the uniform. Necklaces, crosses, pendants, etc. shall not be worn exposed while in uniform. Tie clasps, cuff links, shirt studs, and earrings shall be worn as prescribed. Wearing of wristwatches, identification bracelets, and rings are permitted with all uniforms; however, these items shall be in good taste and appropriate to the occasion, working or social, for which the prescribed uniform is worn. Conservative sunglasses are permitted, except when in military formation.
Male Grooming Standards

Sideburns shall not extend below the earlobes.

When a mustache is worn it shall not:

- Go below a horizontal line extending across the corner of the mouth
- Extend more than 1/4 inch beyond a vertical line drawn upward from the corners of the mouth.
- Protrude below the lip line of the upper lip
- Hairstyle properly groomed shall not be greater than approximately 2 inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than 4 inches in length.
- The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer.
- Earrings are not authorized.
Female Grooming Standards

- You must know grooming standards for your hairstyle: buns, hair down, wig, braids, corn rows, rolls, locks, natural, etc.
- Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids which protrude from the head are not authorized. Multiple braids are authorized.
- No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.
- Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A.
- Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features.
- Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.
- Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set.
- One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 6mm ball (approximately 1/4 inch), plain with brushed matte gold finish, and screw-on or with posts.
6101. OFFICER ACCESSION PROGRAMS

1. GENERAL

   a. This chapter applies to the insignia worn by personnel in officer accession programs.

   b. The Superintendent, U. S. Naval Academy, is authorized to prescribe insignia for the use of midshipmen within the limits of the U.S. Naval Academy, in ceremonies or activities held outside the limits of the Academy, for detachments of midshipmen operating with other naval personnel, or in connection with ceremonies or activities held outside the limits of the Academy in which midshipman detachments participate.

   c. Insignia worn by NROTC midshipmen and other officer candidate program personnel, conform to that prescribed for U.S. Naval Academy Midshipmen. NROTC Marine option midshipmen wear gold, enlisted Marine Corps emblems in place of the anchor insignia.

   d. Upon commissioning, all midshipmen uniforms, regardless of issue source, shall comply with uniform guidelines established for commissioned officers.

2. CAP INSIGNIA

   a. Combination Cap. Insignia on combination caps consist of a cap device, chin strap and retaining buttons.

      (1) Cap Device. The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right.
(2) **Chin Strap.** The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, gilt button.

b. **Garrison Cap**

   (1) Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The unfouled arm of the stock faces front. Pin it to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above bottom edge.

3. **SLEEVE CLASS INSIGNIA (USNA AND NROTC ONLY)**

   a. **USNA.** Consists of stripes worn on the sleeves of blue coats to indicate class.
(1) Midshipmen, First Class. Wear one stripe of yellow braid, 1/8 inch wide, around each sleeve, placing the lower edge of the stripe 2 inches from and parallel to the edge of the cuff.

(2) Midshipmen, Second Class. Wear two stripes of yellow braid, 1/8 inch wide on the left sleeve only. Place the stripes diagonally on the sleeve between the rear and front seams with the lowest stripes 4-1/2 inches above the edge of the cuff at the front seam and 11 inches at the rear seam.

(3) Midshipmen, Third Class. The insignia is same as described for Midshipmen, Second Class, but only the lower stripe is worn.

(4) Midshipmen, Fourth Class. Wear no sleeve stripes.
b. **NROTC.** Consists of horizontal stripes worn on the left sleeve of blue coat to indicate class. Stripes are made of gold nylon braid 1-1/2 inches long and 1/8 inch wide with 1/4 inch spacing between stripes. They are centered midway between shoulder and elbow.

(1) **Seniors.** Wear three stripes.

(2) **Juniors.** Wear two stripes.

(3) **Sophomores.** Wear one stripe.

(4) **Freshmen.** No stripes.

5. **SLEEVE RANK INSIGNIA (NROTC)**

a. **Midshipmen Officers.** Wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. Stripes measure 1-1/2 inches long and 1/8 inch wide, centered on the outer side of the sleeve with lower stripe 2 inches above and parallel to the edge of the cuff, the stripes to be 1/4 inch apart. Center a gold embroidered, symmetrical five pointed star, 1 inch across, above the stripes. One ray of the star points down, and the point is 3/4 inch above the upper stripe.

(1) **Captain.** Six stripes.
(2) **Commander.** Five stripes.

(3) **Lieutenant Commander.** Four stripes.

(4) **Lieutenant.** Three stripes.

(5) **Lieutenant (junior grade).** Two stripes.

(6) **Ensign.** One stripe.
b. Midshipmen Petty Officers. Wear insignia on the blue coat identical to that worn by U.S. Naval Academy Midshipmen Petty Officers, <article 6101.4>, except the highest NROTC Petty Officer rank is Battalion Chief Petty Officer.

8. SHOULDER BOARDS (FOR USNA AND NROTC)

a. General. There are two types of shoulder boards, one indicating class and one indicating rank. Both measure either 5-1/2 inches (men), or 4-1/2 inches (women) long and 1-3/4 inches wide with outer end squared and inner end terminating in a symmetrical peak made of dark blue cloth. They are rigid and attached on the shoulder at the inner end by a 22 1/2-line Navy eagle, gilt button snap fastener. They are worn on the coat of Full Dress White uniforms, the blue overcoat, reefer, Dinner Dress jacket and on the white tropical shirt. NROTC Marine midshipmen replace the anchor insignia on the shoulder boards with the gold, enlisted Marine Corps emblem.

b. Class Shoulder Boards. The insignia for shoulder boards consists of a metal fouled anchor alone or in combination with stripes, indicating the wearer’s class.

(1) Midshipman, First Class. Center a gold metal fouled anchor, 1-1/16 inches in length, with other dimensions proportionate, on the shoulder board with the crown 2 inches from the squared end and the unouled arm of the stock to the front. Place one yellow stripe, 1/8 inch wide, with the outer edge 5/8 inch from and parallel to the squared end of the shoulder board (right and left).

(2) Midshipman, Second Class. Same as prescribed for Midshipman, First Class, except that there are two yellow stripes, 1/8 inch wide, placed diagonally across the shoulder board. The front edge of the bottom stripe is 5/8 inch and the rear edge of the bottom stripe is 1-5/8 inches from the squared end of the board. The stripes are parallel and spaced 1/8 inch apart; lower end to the front (right and left).

(3) Midshipman, Third Class. Same as prescribed for Midshipman, Second Class, but the upper stripe is omitted (right and left).
(4) Midshipman, Fourth Class. Same as prescribed for Midshipman, First Class, but the stripe is omitted (right and left). For women the anchor crown is 1-1/4 inches from the squared end.

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

(1) Captain. Wear six yellow stripes, 1/8 inch wide. Place the lowest stripe 5/8 inch from and parallel to the squared end of the mark. Space other stripes 1/4 inch apart. Center a gold plated metal, five point star, 1/2 inch across on the shoulder board, with one point facing toward and 1/2 inch from the upper stripe.

(2) Commander. Same as prescribed for Captain, except there are five stripes.

(3) Lieutenant Commander. Same as prescribed for Captain, except there are four stripes.

(4) Lieutenant. Same as prescribed for Captain, except there are three stripes.
(5) **Lieutenant (junior grade).** Same as prescribed for Captain, except there are two stripes.

(6) **Ensign.** Same as prescribed for Captain, except that there is one stripe.

10. **COAT COLLAR ANCHOR INSIGNIA AND COAT COLLAR STAR INSIGNIA**

   a. **General.** Coat collar insignia consists of plain gold anchors indicating midshipman status and gold stars indicating Distinguished Midshipman worn on the collars of the blue coats.

   b. **Service Dress Blue Coat**

      (1) **Anchor Insignia.** A plain gold anchor 17/16 inch 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 (females), 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 approximately horizontal.
(2) **Star Insignia.** Same as described above for Service Dress Blue coats and worn on each side of the collar in the same relative position.

11. **SHIRT COLLAR INSIGNIA**

   a. **General.** 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.

   b. **Insignia Indicating Class and Petty Officer Rank (USNA and NROTC)**

      (1) **Anchor Insignia.** A gold metal fouled anchor, 5/8 inch (right and left).

      (2) **Eagle-Anchor Insignia.** Consists of a spread eagle on gold metal fouled anchor. The device is 11/16 inch (right and left).
(3) Manner of Wear. Pin the anchor or 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 below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the unfouled arm of the stock faces front.

(a) Midshipmen, First Class of other than Officer Rank. Wear the eagle-anchor insignia on both collar points.

(b) Midshipmen, Second Class of other than Officer Rank. Wear the anchor insignia on both collar points.
(c) **Midshipmen, Third Class.** Wear the anchor insignia on the right collar point only.

(d) **Midshipmen, Fourth Class.** Wear no insignia on the collar.

c. **Insignia Indicating Class and Petty Officer Rank (Other Officer Candidate Programs).** It is the same as the shirt collar anchor insignia prescribed for U.S. Naval Academy and Naval Reserve Officers Training Corps Midshipmen. This insignia is worn by all officer candidates, on collar points of the khaki and blue shirts in a horizontal position with the crown to the front. The unfouled arm of the stock points up. Officer candidates wear:

- **Fourth Classmen:** No insignia.
- **Third Classmen:** One anchor, right collar.
- **Second Classmen:** One anchor, on each collar.
- **First Classmen:** One eagle-anchor on each collar.

d. **Insignia Indicating Midshipman and Officer Candidate Rank.** Consists of gold metal bars, on the collar tips of blue and khaki shirts to indicate the wearer's rank. On closed collar shirts, 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. The upper edge of bars are parallel to upper edge of collar. On open collar shirts, all midshipmen, except Captains, center insignia one 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. Captains wear insignia one quarter inch from the lower and outside 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.

(1) **Captain.** Wear six parallel bars, each 3/4 inch wide, and spaced 1/8 inch apart, connected by a thin strip of wire or metal.

(2) **Commander.** Wear five parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(3) **Lieutenant Commander.** Wear four parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(4) **Lieutenant.** Wear three parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(5) **Lieutenant (junior grade).** Wear two parallel bars each 3/4 inch wide, and spaced 1/8 inch apart and connected by a thin strip of wire or metal.

(6) **Ensign.** Wear one bar.

12. **BUTTONS.** Wear Navy eagle gilt buttons. They are the same as those described for male and female officers. (Article 5403)