

**NAVAL RESERVE OFFICERS TRAINING CORPS  
UNIVERSITY OF SAN DIEGO/SAN DIEGO STATE UNIVERSITY**



**MECEP  
INFORMATION HANDBOOK  
2019**

Disclaimer: The information contained herein is intended as an overview of operations at NROTC San Diego and is accurate on the date of publication. This information is subject to change and is not legally binding.

## Table of Contents

Welcome Aboard Letter.....	2
Facts about NROTC San Diego.....	4
NROTC Students.....	5
MECEP Requirements.....	7
Monetary Benefits.....	9
NROTC Policies.....	9
Change in Status.....	11
Commissioning.....	12
Unit Activities.....	13
Typical Week.....	17
Logistical Considerations.....	18
Where to Live as a MECEP.....	22
Key Events Spring/Fall.....	23
Glossary of Terms and Abbreviations.....	24
Unit Contact Information.....	26
University Veterans' Affairs Representatives.....	27
Resources.....	28



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS  
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11 Jun 2019

From: Commanding Officer, Naval Reserve Officers Training Corps Unit, San Diego CA  
To: MECEP Students

Subj: WELCOME ABOARD

1. On behalf of the Staff and Battalion, I would like to welcome you aboard the Naval Reserve Officers Training Corps Unit, San Diego Consortium. The mission of the command is to develop future officers mentally, morally, and physically, and to imbue them with the highest ideals of duty and loyalty in order to commission college graduates as Naval officers. My top priorities are the health, safety, and welfare of all members of the battalion. A close second is the professional development of all future officers leading to a commission in the Navy and Marine Corps.

2. As a MECEP student you have an excellent opportunity to use these next few years to develop yourself both personally and professionally. As members of this battalion you will be required to meet certain expectations.

**Fully integrate in the battalion** - As a MECEP student you will integrate in the battalion and work side-by-side with the midshipmen. While you have earned your current rank, your professional future aligns you with the midshipmen as peers. You will rely on these midshipmen as they will serve in adjacent and support roles throughout your career. The close positive relationship between you begins here.

**Your mission is to prepare yourself for a commission** - Getting a degree from this program is just one necessary step in your professional development, not your mission here at NROTC San Diego. While at this unit you should be at your peak fitness, focus on professional reading, and further develop your leadership skills. You will PT with the unit on Tuesdays and if you fail to achieve above a 265 PFT you will also be required to attend remedial PT sessions on Thursday and Friday mornings.

**Provide support to the battalion** - Your experience and leadership will be leveraged to enhance the quality of all officers commissioning from this program. You are expected to assist in training and mentoring the midshipmen of the battalion. As an active duty service member, you will be tasked with additional duties such as special projects, duty driver, supporting battalion training, and various leadership billets within the unit and battalion.

**Understand your chain of command** - You will have two distinct chains of command and you must know how to use both. For all active duty matters (promotion, leave, family emergencies, pay, etc) you will directly communicate with the MOI and AMOI and use the active duty staff chain of command all the way up to me if required. You will use the student chain of command for battalion affairs (missing events due to class, rosters, and drill).

**Manage your time effectively** - Beginning your academic journey will come with some new challenges. You will need to learn new skills in the efficient management of your time. Ensure you are considering the impact your commute will have on study time and your family. It is my recommendation that you seek out housing that will keep your commute times between the unit, your school, and home at a manageable level. If you live in Temecula and attend UC San Marcos you will have a considerable strain on your time and budget as you will still have to commute to the USD campus 2-4 times per week for PT, lab, Naval Science classes, urinalysis, and admin duties. In this case, you will be commuting 12-20 hours per week in transit. I strongly encourage you to live in a location in the vicinity of the USD/SDSU campus.

3. While this duty may provide you with some unique challenges, do not lose sight of the great opportunity you have earned. You will never be afforded another time in the Marine Corps where you will be provided with significant time to focus on your personal and professional development, to include a college degree and a commission in the United States Marine Corps. Spend time with family, volunteer in the community, and enjoy your time in Southern California. The rigors of your service as a Marine officer will come faster than you think.

4. I require your assistance and experience to ensure our unit continues to perform at a high level. Your perspective will be valued in shaping the future of our program. Communicate with the chain of command on the challenges that you face both in the unit and at your university. Your chain of command is here to assist you in any issue, personal or professional that you may have. Keep us informed so we can best assist you and ensure your success. I look forward to supporting you on your path towards a commission in the Marine Corps.



E. D. KAISER

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# Facts about NROTC San Diego

## San Diego NROTC Unit History

The San Diego Naval Reserve Officer Training Corps (NROTC) Unit was established at the University of San Diego (USD) and San Diego State University (SDSU) in 1982. Since then, cross-town enrollment agreements with Point Loma Nazarene University (PLNU), Cal State University San Marcos (CSUSM), and the University of California San Diego (UCSD) were also established. In 34 years, the Battalion has grown from an initial cadre of 28 to its current strength of over 230 midshipmen, active duty Marines, and Navy Officer Candidates.



The mission of NROTC San Diego is to develop Battalion members morally, mentally and physically while imbuing them with the highest ideals of duty, honor, and loyalty. College graduates commission as Ensigns in the Navy or Second Lieutenants in the Marine Corps. They have potential for future development in mind and character to assume the highest responsibilities of command, citizenship, and government.



The NROTC Unit is headquartered at USD, which hosts the monthly drill periods, physical training sessions, and professional seminars. We also have a small office at San Diego State University. Naval Science courses are offered at USD and SDSU. All future Marine Corps Officers must complete Naval Science courses in the Evolution of Warfare, Amphibious Operations, National Strategy, and Naval Leadership and Ethics. Physical fitness programs, warfare clubs, Drill Team, Color Guard, intramural athletics, picnics, and

formal events promote *esprit de corps* and motivation that further broaden the scope of undergraduate life. The NROTC Unit is located in close proximity to a wide variety of Navy and Marine Corps facilities that provide our battalion members with outstanding opportunities for professional and military development, including: ship tours, wet-trainers, bridge simulations and flight simulations.

# NROTC Students

Upon graduation, all students are commissioned as Ensigns in the United States Navy or Second Lieutenants in the United States Marine Corps.

1. **Midshipmen.** Midshipmen consist of Scholarship and College Program students.



- a. **Scholarship Program:** Students are awarded scholarships on the basis of a highly competitive annual selection process. Selectees are appointed Midshipmen in the Naval Reserve and are provided tuition, fees, and textbooks for four years at the government's expense. In addition, they receive a monthly stipend and summer training pay amounting to approximately \$2,400 per year. These students participate in three summer cruise training periods.
- b. **College Program:** These students participate in the NROTC Program without a scholarship. Completion of the program culminates in a commission in the Navy or Marine Corps Reserves. The program is designed primarily for students who desire to obtain a commission but either missed the opportunity to apply or were not selected for a scholarship. The College Program is similar to the Scholarship Program with the exception that students pay for their own tuition, housing, fees, and textbooks. Students in the College Program will receive Naval Science textbooks and uniforms at no cost. College Program students may compete each semester for selection of NROTC controlled scholarships based on their academic and military performance in the NROTC Unit up to their junior year of college. Opportunities for scholarships under this program are contingent upon slots available nationwide. Students interested in the College Program apply directly through the NROTC Unit.

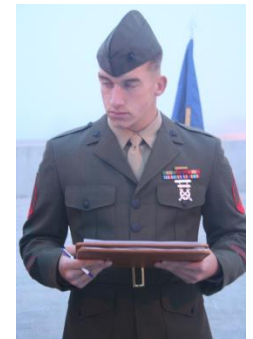
**Advanced Standing:** After their sophomore year of college, College Program students not selected for scholarship are screened for Advanced Standing. If selected to continue in the NROTC Program, students on Advanced Standing will receive a monthly stipend of \$350 during their junior year and \$400 during their senior year. Upon graduation they are commissioned as Ensigns in the Navy or Second Lieutenants in the Marine Corps.

- c. **Marine Option:** A limited number of Scholarship or College Program slots are available for students who wish to enter the NROTC Program as Marine Corps option midshipmen. For others who may decide on a Marine Corps commission after joining NROTC, transferring to the Marine Option will result in a modification of the curriculum and the final summer training period.

2. **Officer Candidates.** Students who are currently enlisted in the United States Navy and were selected to the Seaman to Admiral-21 (STA-21) Program are assigned to NROTC units upon completion of the Naval Science Institute. These students wear a uniform similar to that of a midshipmen and are referred to as “Officer Candidate (OC).” They must complete their degree requirements within three years. OCs receive full Active Duty pay, allowances, and benefits according to their current enlisted pay grade, and \$10,000 per year toward tuition expenses. Since Fall 2009, Officer Candidates are authorized to use the GI Bill to cover additional tuition that exceeds that of the STA-21 stipend of \$10,000.



3. **Marine Enlisted Commissioning Education Program (MECEP).** The Marine equivalent to Officer Candidates, MECEPs are outstanding enlisted Marines selected by the United States Marine Corps for an opportunity to complete a degree, and apply for a commission as a Second Lieutenant. MECEP Marines are fully integrated into the NROTC Unit while they pursue college degrees. These students wear their Marine uniforms and are referred to by their current enlisted rank. Marines receive full Active Duty pay, allowances, and benefits, and are eligible to use their veterans’ education benefits to pay for college.





# MECEP Requirements

MECEP student's requirements fall into three categories: Academic, Physical, and Professional.

## 1. Academic

Students will pursue a Bachelor of Arts or Bachelor of Sciences degree in the least amount of time required, while maintaining a 15-18 semester-unit course load (and a minimum of 6 credits during the summer). MECEPs must attend all classes and if they miss a class they must inform their MOI. The following classes are required for commissioning and must be integrated into the student's degree plan.

1. NAVS 310 Evolution of Warfare – offered during Spring Semester at the USD campus from 0730-0850 on Tuesdays and Thursdays
2. NAVS 412 Fundamentals of Maneuver Warfare – offered during Fall Semester at the USD campus from 0730-0850 on Tuesdays and Thursdays
3. NAVS 402 Naval Leadership and Ethics – must be taken during the student's final semester at the USD campus from 0730-0850 on Tuesdays and Thursdays
4. National Security Policy / American Military History – discuss specifics with the MOI

Students are required to maintain a minimum academic GPA of 2.5 on a 4.0 scale to remain in good standing in MECEP. Failure to maintain a 2.5 GPA will result in the convening of an Academic Review Board with subsequent probation and possible disenrollment from the program.

## 2. Physical Training (PT)



All MECEP students are required to maintain a high level of physical fitness while enrolled in the program. All MECEP students are required to be a part of the Semper Fi Club. The Semper Fi Club meets once a week for PT. PT will be conducted on Tuesdays at 0600 and end by 0700. Keep in mind that traffic conditions vary in the San Diego area and will not be used as an excuse for missed events and classes. In addition to regular PT, the Semper Fi club (Marines and Marine-options) will conduct multiple hikes ranging from 4 to 12 miles throughout each semester. These hikes are typically held on PT days.

As an officer in the United States Marine Corps, one is expected to lead from the front. Minimum PFT standards reflect this tradition. While enrolled as a MECEP or Marine Option Scholarship student, students are required to maintain a score of 265 or higher on the PFT, with a 3 mile run



time of 22 minutes or less. Those who do not meet the prescribed requirements will be placed on FEP and Remedial PT, which will require PT three times a week on Tuesday, Thursday, and Friday mornings. Two PFTs will be administered during each semester; an inventory PFT in the first 2 weeks and a final PFT in the last 2 weeks. The final PFT will be entered into the Marine's official record if it is during the official reporting period. We encourage all new students to start working out regularly prior to arriving at the unit. Similar to the PFT, the CFT is administered twice during the fall semester, with the final score run in the Marine's record.

### **3. Professional**

MECEP students are expected to demonstrate a high level of professionalism while a member of the NROTC unit. Each week there will be a day that each student in the battalion is required to wear the proper uniform of the day. The prescribed uniform will be either the Service C or Service B depending on the season. MECEP students are required to remain in the uniform of the day during normal working hours. This is to remind the student that first and foremost they are still a Marine and must uphold all Marine Corps standards while enrolled in the unit.

As an enlisted Marine within the NROTC battalion, MECEP students are expected to lead by example. Marines are mixed into the San Diego NROTC battalion with Marine Option Midshipmen in order to provide mentorship and leadership to those new to the military. MECEP students will be looked upon as a source of information and guidance by midshipmen, such as in drill and how to handle a formation. While MECEP students maintain their rank while enrolled in NROTC, there will be times when a junior Marine or midshipmen will be issuing orders and instructions to those senior. It is imperative that these orders be followed as these billets are designed to build leadership skills and confidence.

Furthermore, every student within the battalion is required to complete at least 1 community service event each semester. Giving back to the community is an important part of the NROTC command philosophy and this requirement reflects this idea of community involvement. More information may be found on page 14 in the Community Service section of Unit Activities, or from the unit's Community Service Coordinator.

# Monetary Benefits

MECEP students are personally required to pay for their education. However, students are encouraged to use either the GI bill or find scholarships that are available, or apply for student loans if necessary.

## USD

Each year, Officer Candidates and MECEP who attend USD are eligible to apply for a working grant that will cover a portion of their tuition that is not covered by the GI Bill. To obtain this grant, the MECEP student works 8 hours per week over a 30 week period and in return receives \$33,000 to \$41,000 in tuition assistance per year from USD. For more information, contact the MOI/AMOI.

# NROTC Policies

The following policies apply to the students of the NROTC program, as well as to staff interaction with both the NROTC students and parents. Additional policies regarding changes in student status will be discussed in the Change of Status section of this handbook.

## 1. Citizenship:

Students participating in the NROTC program are required to be U.S. Citizens. Those students who enter the program with a dual citizenship must relinquish their non-U.S. citizenship prior to commissioning. Be prepared upon check-in to provide certified copies of documents proving citizenship and/or birth records, both original and English translation if applicable.

## 2. Drug Policy and Urinalysis:

**The Department of the Navy has a zero-tolerance policy with regard to illegal drug use. Thus, the commanding officers of all NROTC units are authorized to conduct occasional urinalysis drug screenings for all students.** Upon enrollment in the NROTC program and randomly thereafter, all students will be tested for use of illegal drugs. **In the event that a student tests positive for illegal drugs, a Performance Review Board (PRB) and Non-Judicial Punishment (NJP) will be immediately convened and the student will be recommended for disenrollment.**

## 3. Interaction with Advisors:

One distinct advantage of the NROTC program is that students have a dedicated active duty commissioned officer – Marine Officer Instructor (MOI) – as their advisor at the NROTC unit. MOIs check degree plans, confirm that program requirements have been or will be completed, verify class schedules, and advise students on academic and other matters as necessary.

The student is required to complete the following:

- A minimum of two meetings with the MOI per semester
- Provide the MOI with an up-to-date class schedule
- Provide the MOI with a degree plan (once a major is declared) that is signed by the student's university academic advisor
- Keep the A/MOI aware of issues, academic or otherwise, that are affecting the student's work, studying, or summer cruise/OCS participation
- Inform the MOI prior to dropping any class

The advisors' doors are always open to students; students may stop by or schedule appointments in person, by phone, or by email.

#### 4. **NROTC Unit USD/SDSU Tattoo Policy**

Upon enrollment in the NROTC Program, all students are required to sign a statement of understanding regarding the current Marine Corps Officer Program Policy concerning tattoos, branding, and ornamentation. In addition, a Tattoo Screening Form is required in order to document the full extent of all current tattoos, brands, or body ornamentation.

**The current Marine Corps policy concerning Tattoos, Branding, and Ornamentation is contained in the Military Personnel Procurement Manual, Officer Procurement (MCO P1100.73\_) and the Marine Corps Uniform Regulations (MCO P1020.34\_).**

#### 5. **Check-In Procedures**

- Upon receipt of orders call the AMOI at 619-260-2287 to verify check-in date
- On check-in date report to 4<sup>th</sup> Tanks Bn, 9955 Pomerado Rd, San Diego, CA 92131
- After 4<sup>th</sup> Tanks report to University of San Diego, Sacred Heart Hall Room 121 to check-in with the AMOI:
  - \*Fill out all Forms for Student Admin File and Student Performance File
  - \*Complete initial counseling with MOI\*\*
  - \*A mentor from the Semper Fi club will be assigned to assist with integration into the unit
- Check-In with Mr. Albano in the admin office, Sacred Heart Hall Room 112

\*\*If MOI is TAD or on leave it is the student's responsibility to schedule an appointment ASAP upon their return.

#### 6. **Leave Procedures**

MECEPs are full time students, as such their appointed place of duty is class. **Only the commanding officer can approve annual leave if it involves missing class.** Emergency

leave and other issues can be discussed with the MOI on a case by case basis. MECEP students should plan their leave during winter intercession or during the summer months when only 6 credits are required.

## **Changes in Status – Academic/Aptitude/Medical**

During the course of a student's college career, unforeseen circumstances may arise that affect his/her status as a MECEP student. The information below summarizes the guidelines that the NROTC staff will use in assessing a student's status. This is not all-inclusive, and disposition of each student's case is determined on an individual basis. All MECEP students begin the program in good standing and will remain as such as long as they meet the program requirements, participate in required activities, and continue on track to graduate and commission within 48 months.

### **1. Academic:**

Refer to MECEP Requirements on page five.

### **2. Aptitude:**

This category applies to physical fitness, military bearing, and general behavior/conduct. Students will receive an evaluation every semester that assesses his/her aptitude in terms of the items listed above. To remain in good standing, MECEP student must satisfy PFT and CFT standards, complete the required qualifications, and demonstrate the character and bearing required of a future Marine Corps Officer. By his/her junior year, the student must exhibit the leadership potential expected of a future officer.

### **3. Medical:**

This category covers illnesses or injuries that potentially affect a MECEP's academics, ability to meet required fitness standards, and/or potential for a commission.

### **4. Warning – Academic/Aptitude:**

Students will be placed in a warning status for an academic or aptitude GPA of less than 2.5. Warning status may require mandatory monitored study periods or workout hours, and a weekly meeting with the A/MOI, and/or additional actions as required.

### **5. Probation – Academic/Aptitude:**

Students will be placed on probation for an academic or aptitude GPA of less than 2.5, low or failing grade for a class, or PFT failure. Students will be notified, in writing, of the terms of their probation and the actions required to be removed from probation. Failure to complete these actions will result in a Performance Review Board and a possible recommendation for Leave of Absence or Disenrollment.

#### **6. Performance Review Board (PRB) – Academic/Aptitude:**

This is a three to five-member administrative board convened by the Commanding Officer (CO) and chaired by the Executive Officer (XO) or the senior member assigned to review the performance of a student. The PRB may recommend a change in student status. A PRB may be convened for repeated poor academic or aptitude performance, multiple or repeated class failures, multiple PFT failures, inability to meet program requirements prior to the prescribed deadlines, a positive drug test, or other reasons as the Commanding Officer dictates. In the case of Non-Judicial Punishment, the PRB is a separate process.

#### **7. Misconduct:**

Misconduct that results in a conviction at NJP or Court Martial may likely result in disenrollment from the program.

#### **8. Battalion Review Board (BRB)**

A BRB may be held for any student by student battalion leadership. This is an administrative board comprised of student leadership and designed to explore the issues (academic or aptitude) surrounding any struggling student. The board will make recommendations and provide a report to the MOI for review. Students may not recommend disenrollment, however they may recommend the permanent officer staff hold a subsequent PRB.

## **Commissioning**

In order to receive a commission, MECEP students must graduate successfully; completing all academic, physical, and professional requirements.

### **Commitment**

Upon commissioning, all MECEP students will incur a minimum of 4 years active service and report to The Basic School.

### **Aviation Contract**

MECEP students wishing to pursue a career as a Pilot or Naval Flight officer should inform their MOI as soon as possible, but not later than 2 years prior to graduation. In addition, the student should begin studying for the Aviation Selection Test Battery (ASTB) to prepare for the test. Additional information should be solicited from the A/MOI.

## Unit Activities

MECEP students in the NROTC program will participate in several different activities throughout their time at the unit. This section will discuss a few of these activities. As active duty military members, MECEP students are expected to drive the duty vans to and from the unit for official command functions.

### Weekly Activities

1. **Naval Science Courses.** Before graduation, MECEP students will be enrolled in three Naval Science Courses at the University of San Diego or San Diego State University. NAVSCI 310 Evolution of Warfare, NAVSCI 410 Amphibious Operations, and NAVSCI 402 Naval Leadership and Ethics (taken the last spring semester prior graduation). MECEP students must also complete a 300/400 level course in American Military History or National Security Policy from their university.
2. **Physical Training.** MECEP students are required to PT twice per week with the Semper Fi club. This is dependent upon their initial PFT score. However, if a student's PFT score is 265 or greater, they will be exempt from Thursday PT. If their PFT score is lower than 250 or their run time is greater than 22:00 minutes for males or 25:00 minutes for females they will be required to attend a mandatory FEP PT on Friday in addition to the regular Tuesday and Thursday PT sessions. Ultimately, each MECEP student is responsible for maintaining standards of physical fitness.
3. **Naval Science Laboratory.** Also known as "Drill," the Naval Science Laboratory is a monthly meeting/muster of the NROTC Battalion. During this time, students meet with their student and staff chains-of-command to discuss current events, career opportunities, and participate in other professional training.

### Student Clubs

Participation in professional clubs is intended to provide direction with regard to future career possibilities upon receipt of a commission. All students are required to participate in at least one NROTC Professional Club and attend a minimum of two events each semester. Clubs meet 1-2 times per month and have 1-2 field trips per semester to local Navy and Marine Corps facilities.

1. **Aviation Club.** This club is designed to mentor future Navy and Marine Corps aviators in preparation for flight training. Each semester, the club hosts several events, including: tours, flight simulators, and question/answer sessions with current aviators. Furthermore, this club helps students prepare for the Aviation Selection Test Battery (ASTB) exam, which is required for acceptance to flight school.





2. **Semper Fidelis Club.** Semper Fi is responsible for the training and education of future Marine Corps Officers; its other goals include promotion of troop welfare and various social activities. These events provide the opportunity for members of the Semper Fidelis Club to get to know each other and the Marine Corps on an informal basis. Professionally, all members participate in a rigorous physical training program, which is conducted once a week and is led by designated Physical Training Instructors to build confidence and knowledge in small unit leadership among members. All Marines and Marine-Option Midshipmen are required to participate in Semper Fi.



3. **Submarine Club.** The Submarine Club is responsible for the indoctrination of all students interested in the Nuclear (Surface & Submarine) Navy. This organization assists the instructors in the screening and preparation of students applying for the Navy Nuclear Program. There are numerous training & orientation opportunities at the surrounding naval bases in San Diego, CA. For example, some club members had the opportunity to tour the HMS Gotland, a Swedish attack submarine temporarily visiting San Diego. Furthermore, individuals routinely participate in damage control and dive trainers at the Point Loma Submarine Base.



4. **Surface Warfare Officer (SWO) Club.** The Surface Warfare Club, also known as the SWO Club, is responsible for the indoctrination of all students interested in pursuing a Navy career as a Surface Warfare Officer (SWO). Throughout the semester, the club organizes numerous training and orientation opportunities, including bridge simulators and ship tours, at the surrounding naval bases in San Diego. These tours are intended to expose midshipmen to the various platforms and job opportunities available in the Surface Navy.



5. **Special Warfare Club.** The Special Warfare club provides students with the opportunity to train for a career in the Sea, Air, Land (SEAL) or Explosive Ordnance Disposal (EOD) communities. The immediate goals of the club are to mentor junior midshipmen, presenting the lifestyle and attitude necessary for selection into these highly competitive communities. The club stresses the importance of attaining leadership positions, maintaining high grade point averages, and preparing for the SEAL Physical Screening Test (PST). Typical club activities include pool meetings, calisthenics, and runs in combat boots and camouflage.

## Student Teams

1. **Color Guard and Drill Team.** The San Diego NROTC Unit hosts a Battalion Color Guard and Drill Team. The Color Guard and Drill Team perform at military and civilian functions throughout the year, including: parades, ceremonies, demonstrations, and local sports events. All fourth class midshipmen with a GPA of 2.5 or higher, excluding Nurse-Option midshipmen, are required to join either Color Guard or Drill Team for one school year. MECEP students are used to train the Color Guard and Drill Team.



## **Social Activities**

The San Diego NROTC Battalion hosts several social functions each semester, including: picnics, formal events, and intramural sports. These activities allow students to interact outside of the Unit and to build lasting ties. Additionally, graduating seniors participate in a “Dining In” ceremony, which is a fun, formal dinner with their classmates and staff.

## **March-on for SDSU Football**

Each fall the Army ROTC, Air Force ROTC and our NROTC battalion are recognized by SDSU athletics. This consists of marching on the field for the national anthem of one of the SDSU home football games.

## **Pass-in-Review and Awards Ceremony**

The Pass-in-Review is conducted at University of San Diego during Spring Semester. The NROTC unit conducts a formal military parade for the Commanding Officer, distinguished military guests, and officials from the various universities. The Spring Awards Ceremony is held in conjunction with the Pass-in-Review; several Midshipmen, MECEP’s, and OC’s receive awards for outstanding performance, academic achievements and community service. Parents are invited to this event.



## **Community Service**

Students are required to perform 1 community service event per semester. More is highly encouraged. There are multiple organized events throughout each semester, or students can volunteer for other outside projects in which they are interested. Projects in the past have included Bone Marrow Donor Registration, blood drives, Junior ROTC events, and the Special Olympics.





# Typical Week for a MECEP Student

- ☐ PT with Semper Fi on Tuesday morning 0545 – 0700 (Remedial and FEP PT are on Thursday and Friday at the same time)
- ☐ Attend classes at USD or SDSU as scheduled (to include Naval Science classes)
- ☐ 1 Saturday Drill Session each month from 0800-1200. (This is during the Fall and Spring Semesters only)

## Periodic Events

- ☐ Community Service: more on pg 14
- ☐ Admiral Stockdale Leadership and Ethics Symposium each Year.
- ☐ Club events: read more on page 11
- ☐ MOS Mixers: periodically during Drill in order to expose students to Officers from several career fields
- ☐ Combat Leadership Panel: held each Spring Semester
- ☐ Navy and Marine Corps Ball held each Fall semester, on or around the service's birthdays. The celebration is put together by students for students in commemoration of the militaries in which they serve.
- ☐ Pass-In-Review parades and awards ceremonies are conducted each Spring semester.
- ☐ Academic Seminars and Symposiums. Numerous Seminars and Symposiums, relevant to battalion members are held periodically throughout the school year. All members are highly encouraged to attend.

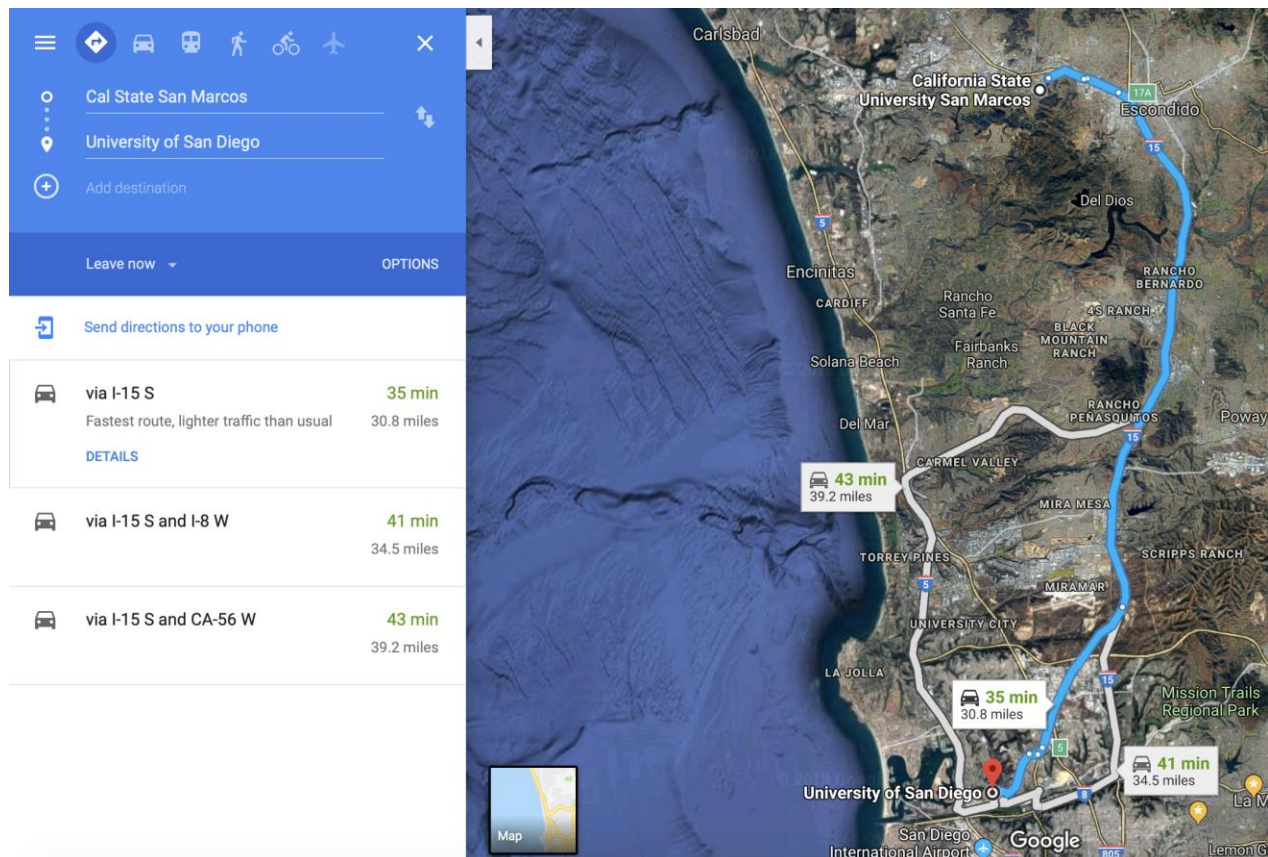


# Logistical Considerations

The majority of unit events take place on or near the USD campus. It is highly recommended that students attend USD, SDSU, or PLNU due to their proximity to the unit. Students that attend CSUSM will have greater commute times when travelling to unit events.

## California State University San Marcos

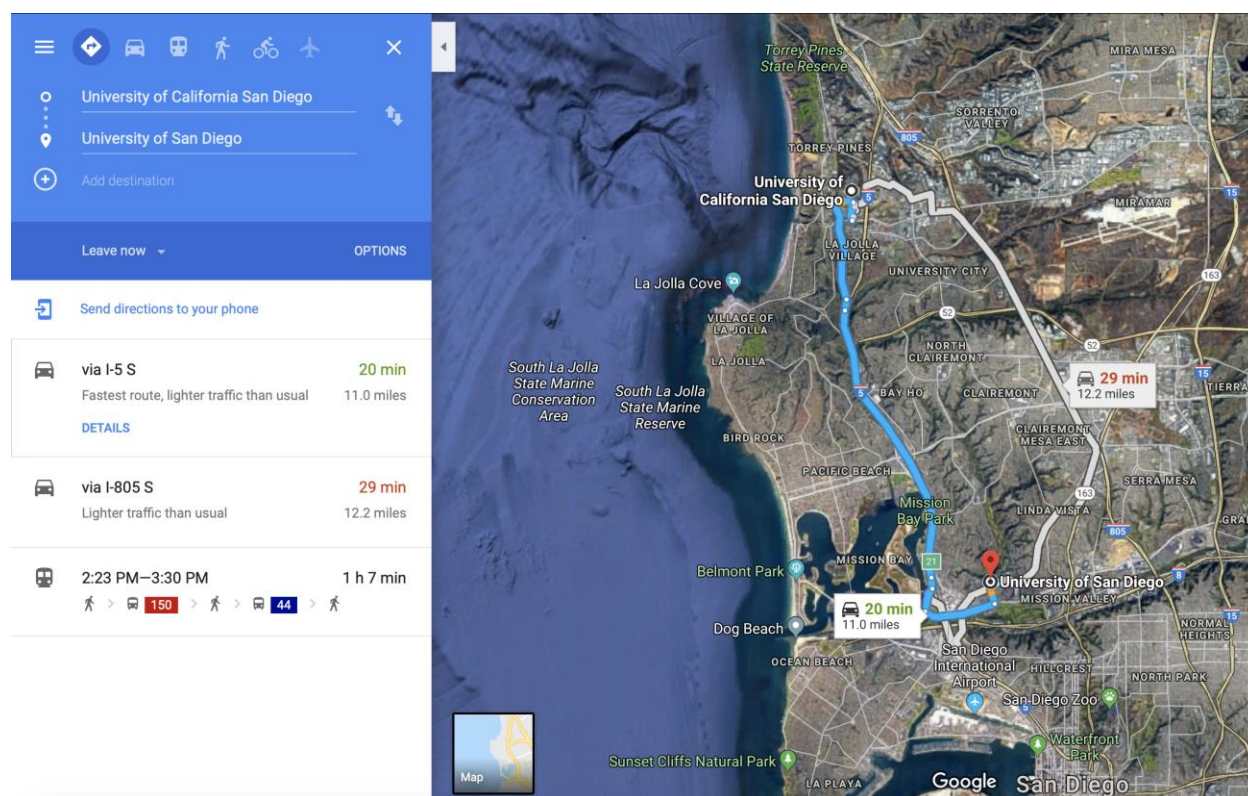
If you intend to go to school at California State University San Marcos (CSUSM), you must be aware of the logistical considerations required. This university is the furthest school in the consortium and is located nearly 31 miles away from the NROTC unit at the closest travel route. However, due to southern California traffic this may not always be the fastest route. Typically traffic on the I-15 freeway is heavy southbound in the morning and northbound in the afternoon, however you should be prepared for the unexpected slowdown on the freeways at all times. When planning to commute from USD to CSUSM and vice versa you should allot a minimum of one hour or more as parking and walking to your destination will add additional time. Also, if a student decides to attend CSUSM, they must use caution when scheduling classes which may interfere with mandatory functions at the NROTC. As a student you are required to take 3 Naval Science classes at USD during your tenure. These classes are in session Tuesday and Thursday 0730-0850. Physical Training is from 0545-0700 every Tuesday throughout the school semester although you may be required to attend on Thursdays and Fridays as well depending on your Physical Fitness Test score and/or other required functions by the NROTC throughout the semester.





## University of California San Diego (UCSD)

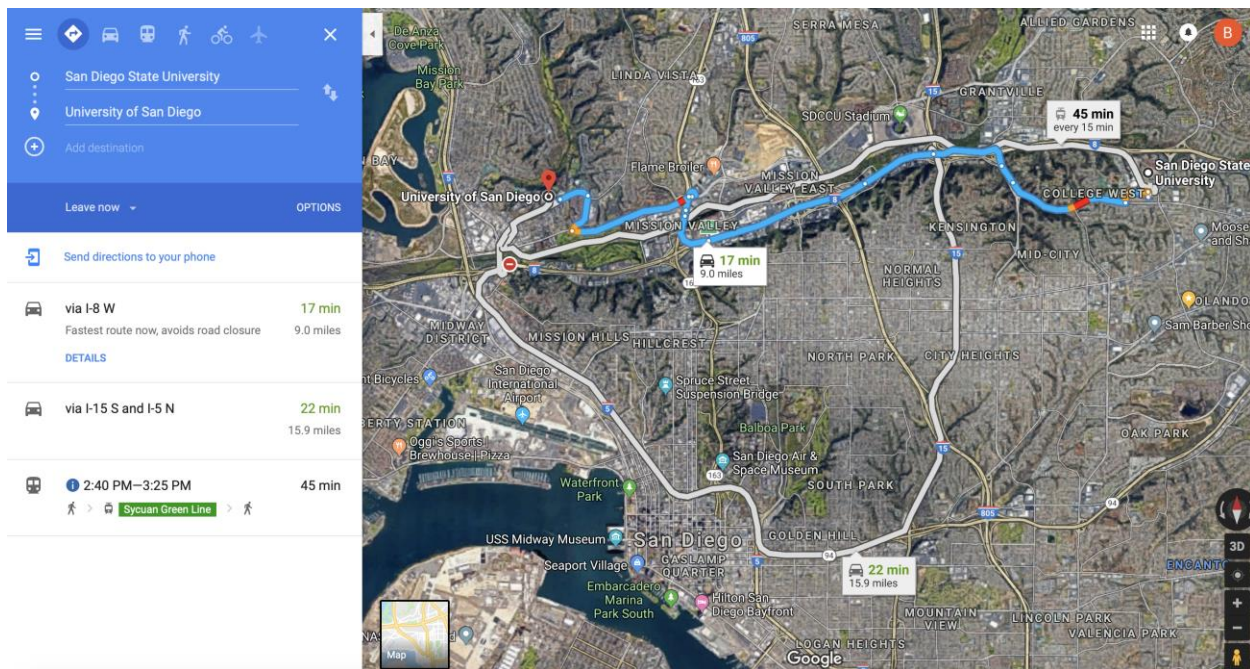
If you intend to go to school at the University of California San Diego (UCSD), you must be aware of the logistical considerations required. This university is located only 11 miles from the NROTC however traffic on the I-5 North/Southbound can take much longer than expected. When planning to commute from USD to UCSD and vice versa you should allot a minimum of 30 minutes or more as parking and walking to your destination will add additional time. Also, if a student decides to attend UCSD, they must use caution when scheduling classes which may interfere with mandatory functions at the NROTC. As a student you are required to take 3 Naval Science classes at USD during your tenure. These classes are in session Tuesday and Thursday 0730-0850. Physical Training is from 0545-0700 every Tuesday throughout the school semester although you may be required to attend on Thursdays and Fridays as well depending on your Physical Fitness Test score and/or other required functions by the NROTC throughout the semester.





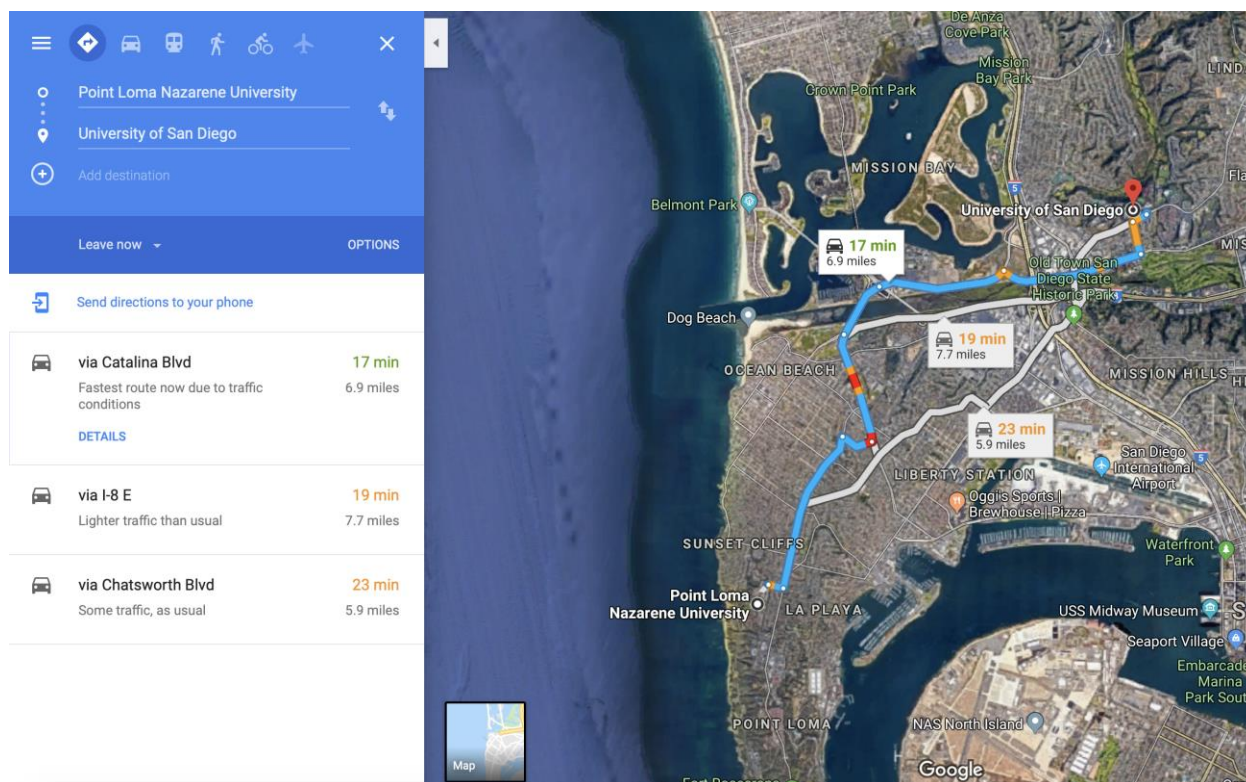
## San Diego State University (SDSU)

If you intend to go to school at San Diego State University (SDSU), you must be aware of the logistical considerations required. This university is located only 9 miles from the NROTC however traffic on the I-8 East/Westbound can take much longer than expected. Traffic typically is heavy going westbound in the morning and heavy going eastbound in the afternoon/evening. When planning to commute from USD to SDSU and vice versa you should allot a minimum of 20-30 minutes or more as parking and walking to your destination will add additional time. Also, if a student decides to attend SDSU, they must use caution when scheduling classes which may interfere with mandatory functions at the NROTC. As a student you are required to take 3 Naval Science classes at USD during your tenure. These classes are in session Tuesday and Thursday 0730-0850. Physical Training is from 0545-0700 every Tuesday throughout the school semester although you may be required to attend on Thursdays and Fridays as well depending on your Physical Fitness Test score and/or other required functions by the NROTC throughout the semester.



## Point Loma Nazarene University (PLNU)

Point Loma Nazarene University (PLNU) is located only 9 miles from the NROTC. The route to get from one school to other typically has minimal traffic more than usual. However, students should plan accordingly for unexpected slowdowns due to construction, accidents, etc. When planning to commute from USD to PLNU and vice versa you should allot a minimum of 20-30 minutes or more as parking and walking to your destination will add additional time. Also, if a student decides to attend PLNU, they must use caution when scheduling classes which may interfere with mandatory functions at the NROTC. As a student you are required to take 3 Naval Science classes at USD during your tenure. These classes are in session Tuesday and Thursday 0730-0850. Physical Training is from 0545-0700 every Tuesday throughout the school semester although you may be required to attend on Thursdays and Fridays as well depending on your Physical Fitness Test score and/or other required functions by the NROTC throughout the semester.



## Where to live as a MECEP

Currently students are free to live wherever they choose while assigned to NROTC San Diego. If you are carrying out a PCS to NROTC San Diego students are advised to live in close proximity to either their parent university or the NROTC unit. If you are carrying out a PCA due to previously being stationed at MCRD San Diego, MCAS Miramar or MCB Camp Pendleton it is strongly suggested that you move somewhere closer to either your parent university or the NROTC unit. You may be required to be present at the University of San Diego up to three days a week during the regular school semester and as early as 0530. If you have an hour commute to the unit, this is no excuse to get out of unit functions or to be late for any reason. Where you choose to live is up to you and should be congruent with your school schedule and the requirements of the NROTC. Furthermore, a typical class schedule will have you out of class right when rush hour traffic either typically begins or is already in full force. The time you choose to sit in traffic during your commute may negatively impact the amount of time you have to spend on schoolwork, sleep, and with your family. It is up to you to decide what is best for you, where you attend school and how long you wish to spend commuting to and from school and/or the NROTC unit every day. However, living close to USD and attending school close to USD will free up considerable time for you. For further information on areas to live contact either the MOI/AMOI.

**\*\*\*NOTE\*\*\*** If you are conducting a PCA from MCB Camp Pendleton, MCAS Miramar, MCRD San Diego or RS San Diego and wish to move from your current residence closer to either the university you will be attending or the NROTC unit you will be issued non-funded PCA orders. **The NROTC unit will support you to get funded orders to move closer to the unit.** To request funded orders, you must contact your admin shop and submit an AA form to HQMC Marine Corps Recruiting Command requesting funded PCA orders for a local move due to the nature of the of the mission while assigned to NROTC San Diego and the distance you will be required to commute daily as a MECEP student. For further guidance contact your OI and the outbound section of your admin shop or IPAC from your previous duty station.

# Key Events:

## **August**

TBD: Freshman Orientation

## **September**

TBD: First Drill Period for Fall Term / CO's Call

TBD: Battalion Check-in / Admin Day

TBD: Inventory PFT / CFT

## **October**

TBD: Joint ROTC March-on

## **November:**

8: Navy and Marine Corps Birthday Ball

TBD: Final CFT

## **December**

TBD: Final PFT

TBD: Fall Commissioning Ceremony

## **January**

TBD: First Drill Period for Spring Term / CO's Call

## **February**

TBD: Inventory PFT

## **March**

TBD: Spring-Break

## **April**

TBD: NROTC Unit Pass in Review, Spring Awards ceremony

TBD: Dinning In (graduating class only)

## **May**

TBD: Spring Commissioning Ceremony

TBD: Final PFT / CFT

## Glossary of Terms and Abbreviations

1. **Advanced Standing** – A College program midshipman in his/her junior or senior year who is receiving a stipend and has agreed to serve on active duty in the Navy or Marine Corps.
2. **AMOI** – Assistant Marine Officer Instructor
3. **College Program** – A midshipman who is voluntarily participating in the NROTC program without scholarship benefits.
4. **CORTRAMID** – Career Orientation and Training for Midshipmen: Summer Training for rising sophomores in San Diego. Three weeks long, this opportunity provides a window into the lifestyle and operations of the Navy and Marine Corps. Midshipmen are afforded a better and more well-rounded idea of the opportunities available as a future Naval or Marine Officer.
5. **LOA** – Leave of Absence.
6. **Midshipman** – A student participating in the NROTC Program.
  - a. **First Class (1/C)** – A fourth year midshipmen (usually a senior).
  - b. **Second Class (2/C)** – A third year midshipman (usually a junior).
  - c. **Third Class (3/C)** – A second year midshipman (usually a sophomore).
  - d. **Fourth Class (4/C)** – A first year midshipmen (usually a freshman).
7. **Marine Option** – A midshipman selected for commissioning as an officer in the Marine Corps following graduation.
8. **Mate A** – A midshipman who is qualified in general sailing and has demonstrated basic on-the-water sailing techniques.
9. **MECEP** – Marine Corps Enlisted Commissioning Education Program. These are active duty enlisted Marine Corps personnel that are provided the opportunity to go to college full time while receiving full pay, allowances and benefits. They must, however, pay for school out of their own budget.
10. **MOI** – Marine Officer Instructor
11. **Navy Option** – A midshipman who will be commissioned as a Naval Officer following graduation.
12. **Nurse Option** – A midshipman who pursues a degree in nursing and who agrees to be commissioned as an officer in the Nurse Corps.

13. **Officer Candidate (OC)** – Active duty enlisted Navy personnel that are provided the opportunity to go to college full time while receiving full pay, allowances and benefits. They are authorized a scholarship which in most cases covers their education expenses.
14. **Pass-in-Review** – Annual formal parade of all ROTC participants for presentation to university officials.
15. **PFA** – Physical Fitness Assessment for Navy Option students.
16. **PFT** – Physical Fitness Test for Marine Option students.
17. **PRB** – Performance Review Board.
18. **PT** – Physical Training.
19. **RT** – Remedial Training. Conducted for students who miss events or fail to meet standards of academics/uniforms/conduct.
20. **Scholarship Student** – A midshipman whose tuition is being paid for by the NROTC program.
21. **Skipper B** – A midshipman who has an advanced knowledge of sailing after completing all Mate A qualifications.
22. **Third Class Swimmer** – Is a person who can stay afloat and survive without the use of a personal Flotation Device (PFD) in open water long enough to be rescued in a man-overboard situation.
23. **U/A** – Any student who is late or misses a battalion event is considered to be in an unauthorized absence status and may be officially counseled and/or assigned to RT.



## **Unit Contact Information**

### **Mailing Address:**

Commanding Officer  
NROTC Unit USD/SDSU  
5998 Alcala Park  
San Diego, CA 92110-2496

### **Phone numbers:**

Administrative Office (619) 260-4811

Fax: (619) 260-6821

Command Duty Officer Cell: (619) 417-3348

### **Unit Roster:**

Commanding Officer: CAPT Edwin Kaiser

Executive Officer: CDR Jason Langham

Senior Enlisted Leader: CMDCS Anthony Bush

Officer Instructors (OI):

Navy

LT Daniele Fritts– USD (Freshman OI)

LT Phillip Lee - USD (Sophomore OI)

LT Matt Delavega - USD (Junior OI)

LT Zachary Arnold - USD (Senior OI)

LT Cassie Arnold – SDSU (OI)

Marine Corps

Capt Kenneth Vingua – USD/SDSU (MOI) office: (619) 260-6834

GySgt Valdo Mota – USD/SDSU (AMOI) office: (619) 260-2287

# University Veterans' Affairs Representatives

Contact the respective university's Veterans' Representative or Coordinator for more information regarding the GI Bill and/or any additional benefits you may be allowed because of veteran status. All universities have a veterans outreach or student veterans organization that can be a great source for answers to questions pertaining to funding, early registration, or anything else specifically dealing with that university and veterans' affairs. They are available to help.

California State University San Marcos

Vicki Hernandez – (760) 750-4808

[vhernand@csusm.edu](mailto:vhernand@csusm.edu) or [veterans@csusm.edu](mailto:veterans@csusm.edu)

Point Loma Nazarene University

Chad Lozier – (619) 849-2707

[chadlozier@pointloma.edu](mailto:chadlozier@pointloma.edu)

San Diego State University

Frank Roberts – (619) 594-0496

[froberts@mail.sdsu.edu](mailto:froberts@mail.sdsu.edu)

University of San Diego

Marvin Veneracion – (619) 260-4600

[marvinv@sandiego.edu](mailto:marvinv@sandiego.edu)

University of California, San Diego

Timothy Borch– (858) 534-5080

[timothyadm@ad.ucsd.edu](mailto:timothyadm@ad.ucsd.edu)

## Resources

Life as a MECEP student will be very different than what you are probably used to. The tempo that the unit operates at varies from mild to very busy depending on mandatory events that take place throughout the school year. There are several programs offered to Active Duty military members and their families to assist with the change in pace from the fleet to student life juggling requirements at the unit, your respective school and your family as well. Below is a list of resources to help you manage a demanding schedule while assigned to NROTC San Diego.

### **Transportation Incentive Program:**

This program pays for the use of public transportation. For further information and to request authorization for this program, visit the website at <https://tips.navy.mil> to sign up. The unit POC for this program is Mr. Oscar Albano, (619) 260-6901.

### **Visiting Nurse Program:**

This program is offered to active duty members who have children under the age of 4. This program will provide a registered nurse to make in-home visits to provide medical assistance for children free of cost. For further information on this program contact (619) 524-5734 for MCRD, (858) 577-1807 for Miramar, or (760) 725-5337 for Camp Pendleton South.

More information can be found at:

[https://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/counseling-advocacy-and-prevention/new\\_parent\\_support.html](https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/counseling-advocacy-and-prevention/new_parent_support.html)

### **Marine and Family Life Counselors:**

The family and life counselors from MCRD San Diego are available to provide classes or individual counseling free of charge to members of NROTC San Diego. Below are some of the areas in which they can provide assistance.

- Marital/Relationship Issues
- Anxiety
- Anger Management
- Parenting
- Stress
- Depression
- Conflict Resolution
- Grief and Loss
- Coping Skills
- Deployment Stress
- Communication Difficulties
- Work Related Issues
- Balancing Work and Home Life
- Problem Solving Skills

- Decision Making Skills
- Adjustment Difficulties
- Child Behavioral Concerns

For further information about this program contact your OI or MFLC office aboard MCRD SD at:

**Community Counseling Program**

Building 5 East  
3602 Hochmuth Avenue  
San Diego, CA 92140

**Office Hours**

Monday – Friday 0730 – 1630  
Located in Bldg 5E

**Appointments & Information**

(619) 725-6377

**Military One Source:**

Military One Source provides a wide variety of services to active duty family members free of charge. For more information contact your OI or visit [MilitaryOneSource.mil](https://militaryonesource.mil)

**D-STRESS Help Line:**

877-476-7734

**Sexual Assault Prevention & Response:**

877-995-5247