NROTCU SAN DIEGO INSTRUCTION 5450.1A

13 Sep 12

Subj: NROTU UNIT SAN DIEGO, STANDARD ORGANIZATION AND REGULATIONS MANUAL (SORM)

Ref: (a) OPNAVINST 3120.32C
(b) NSTCINST 1533.2A
(c) MCO 1560.15L
(d) STA-21 Program Authorization

Encl: (1) Standard Organization and Regulations Manual (SORM)

1. **Purpose.** To promulgate the regulations and directives for management of the San Diego NROTU Battalion.

2. **Cancellation.** NROTU SANDIEGOINST 5450.1

3. **Objectives.**

   a. To adapt references (a) thru (d) to the needs of NROTU Unit San Diego by ensuring compliance with regulations and directives of higher authority.

   b. To provide by means of organizational charts, functional guides, and billet descriptions, a comprehensive clearly defined presentation of the Unit’s organizational structure, the duties, and the primary procedures used in fulfilling the missions assigned by the Commander, Naval Education and Training Command.

   c. To assign responsibilities and prescribe procedures for coordinating and directing assigned personnel in the performance of their duties.

4. **Scope**

   a. This manual is the basic organization and procedures directive for the Unit. The job descriptions included herein constitute the formal delegation of authority by the Professor of Naval Science and Commanding Officer to the assigned personnel.
b. Nothing in this manual shall be construed as superseding U.S. Navy Regulations or other official directives of the Department of Defense or affiliated Universities.

5. **Compliance**

   a. Responsibility. A thorough knowledge by every member of NROTC Unit San Diego, of references (a) and (b) and the Unit addendum hereby promulgated is essential to the proper understanding of responsibilities and proper execution of duties.

   b. Changes. Changes to this manual will be formally approved by the Commanding Officer. An up to date version of this manual will maintained online via USD's Blackboard where all staff and students can read it in its entirety.

6. **Definition of Terms.**

   a. The Commanding Officer, NROTC Unit San Diego, is the Professor of Naval Science at all five sponsoring institutions: the University of San Diego, San Diego State University, California State University San Marcos, Point Loma Nazarene University, and the University of California San Diego. As Professor of Naval Science, he is the University Department Chairman for all five elements of this Unit.

   b. The term "midshipman" when used in this Manual, unless otherwise specified, is intended to apply to all students enrolled in the Department of Naval Science in an officer training status regardless of their status as Scholarship, College Program, Seaman to Admiral-21 (STA-21), Marine Corps Enlisted Commissioning and Education Program (MECEP) or Meritorious Commissioning Program (MCP). Students enrolled in naval science courses that are not in an officer training status are referred to as naval science students.

   

   P. C. RABUN

Distribution:
NROTCU San Diego
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CHAPTER 1
GENERAL INFORMATION

101. HISTORY, MISSION AND GOALS OF THE NROTC PROGRAM

a. History

(1) The Naval Reserve Officers Training Corps was first established in 1925 to offer certain college students the necessary Naval Science courses required to earn commissions in the Naval Reserve. NROTC Units were established in six universities in 1926. The initial program was highly successful, and during the years preceding World War II it was expanded to include additional universities and colleges. During World War II, the Navy became the world’s leading seapower. Manpower requirements increased exponentially, and so it became apparent that a larger regular career officer corps would be needed.

(2) To meet this need, the famous Holloway Plan was instituted in 1946, which today is known as the NROTC Scholarship Program. As a result of this plan, NROTC units are now established at many colleges and universities across the country. NROTC Graduates are expected to be of a caliber comparable to those of the Naval Academy and will be bound together in a common purpose by the ties of comradeship traditional in the Naval Service.

b. Mission. To develop midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty and loyalty, and with the core values of Honor, Courage and Commitment in order to commission graduates as naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

c. Goals. The primary objectives of the NROTC Program are to provide NROTC students with:
(1) An understanding of the fundamental concepts and principles of naval science.

(2) A basic understanding of associated professional knowledge.

(3) An appreciation for national security requirements.

(4) A strong sense of personal integrity, honor, and individual responsibility.

(5) An educational background which will allow the successful undertaking of advanced/continuing education in a field of application and interest to the Naval Service.

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

102. THE CONCEPT OF HONOR AND THE HONOR CODE

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

b. Foundations of Honor. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Midshipmen must have learned this before they are assigned to service in the fleet.

c. The Honor Code. Simply, “A midshipman does not lie, cheat, or steal.”
d. The Concept of Core Values. Throughout its history, the Navy has successfully operated through reliance on certain values held dear by uniformed personnel. Naval leaders have attributed unit and personal success to steadfast adherence to these so-called “Core Values,” all of which fall under the broader headings of Honor, Courage, and Commitment.

(1) Honor. This includes the core values of:

(a) Honesty
(b) Integrity, and
(c) Responsibility

(2) Courage. This includes the core values of:

(a) Competence
(b) Teamwork, and
(c) Concern (respect) for people

(3) Commitment. This includes the core value of:

(a) Loyalty
(b) Patriotism, and
(c) Valor

103. INTENT OF THE NROTC PROGRAM. The intent of NROTC is to act as an officer accession program for the unrestricted line and Nursing Corps, and to provide and maintain naval officer strength by:

a. Qualification of students for appointment as Ensigns in the Navy, or Second Lieutenants in the Marine Corps, thus assisting in meeting the needs for commissioned officers.

b. Increased dissemination of knowledge concerning the Navy and Marine Corps, their purposes, ideals and achievements, thereby gaining and holding increased public interest in the maintenance of adequate naval preparedness.
CHAPTER 2
NROTC PROGRAMS

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201. **DEFINITIONS.** The following are some common terms used throughout these regulations:

a. **Active Enlisted Service Obligation (Advanced Standing).** A contract is signed by scholarship students at the beginning of their sophomore year and by advanced standing students at the beginning of their junior year which requires active duty enlisted service or recoupment of scholarship funds if obligated students do not meet the requirements of the NROTC Program or choose to disenroll from the program. The individual may request the form of recoupment; either active enlisted service or repayment of all scholarship (tuition and fees) benefits received from the program, but the individual does NOT get to choose the form of recoupment. The final determination of recoupment is made by the Secretary of the Navy, acting on the advice of the Commander, Naval Service Training Command (NSTC).

b. **Basic Course (Basic Training).** Naval science subjects and training provided to NROTC students during the first two years of the four year program.

c. **Advanced Course (Advanced Training).** Naval science subjects and training provided to NROTC students during the third and fourth years of a four-year program, or the equivalent subjects and period of training for a two-year program.

d. **College Program.** That part of the NROTC Program in which students receive education and training for Reserve commissions in the Navy or Marine Corps. Students receive a monthly subsistence allowance while enrolled in the advanced course. The Navy does not subsidize their educational expenses. They may be enrolled in two or four-year programs.

e. **College Program Student.** A student enrolled in the College Program.

f. **Designated Applicant.** A college student attending the Naval Science Institute as a prerequisite for enrollment in the NROTC advanced courses.

g. **Seaman to Admiral-21 (STA-21) and Marine Corps Enlisted Commissioning Education Program (MECEP).** The STA-21 and MECEP are undergraduate education programs providing an opportunity for outstanding, career motivated, active duty enlisted personnel in the Navy, Marine Corps, or Naval Reserve, many with previous college credits, to earn a Navy or Marine commission. Selectees are ordered to a NROTC San Diego consortium university
on a permanent change of station (PCS) basis. En route Navy personnel will attend the Naval Science Institute (NSI) for an intensive seven-week academic and physical training program. Marine Corps students will attend OCS (Bulldog) prior to reporting to NROTC Unit San Diego, and will be commissioned upon graduation from their university. Officer Candidates and MECEP students retain their active duty status, are subject to the Uniform Code of Military Justice, receive full pay and allowances for their enlisted pay grades, and are eligible for advancement. All proficiency pay, flight pay, and submarine pay cease upon transfer to NSI or the NROTC Unit. Navy personnel are eligible for $10,000 in Tuition Assistance annually, but otherwise, tuition, fees, books, and other expenses incurred while participating in the STA-21 and MECEP will be paid by the student. Eligible students may use the Veteran's Educational Assistance Program (VEAP) or in-service GI Bill Educational benefits.

h. Foreign Naval Science Special Student. A member of a foreign Navy enrolled in naval science courses while pursuing a degree program at an NROTC host institution.

i. Four-Year Program. That part of the NROTC Program which provides the basic and advanced courses.

j. Lineal Number/Standing. The annual ranking of all newly commissioned officers nationwide is determined by academic and military performance.

k. Midshipman. Only students in the Scholarship Program are appointed as midshipmen; however, the term "midshipman" is used to refer generally to any NROTC student, Scholarship or College Program, male or female.

l. Naval Science. A body of knowledge on professional naval subjects offered as college level courses at civilian institutions of higher education hosting NROTC Units and at maritime academies hosting departments of naval science.

m. Naval Service Training Command (NSTC). Command responsible to the Commander, Naval Service Training Command for the execution of the NROTC program. Supervises and advises the NROTC units at each host institution.

n. Naval Science Institute (NSI). An academic and professional naval science program provided during the summer months to college students to satisfy the NROTC basic course.
o. Naval Science Student. A student enrolled in naval science courses who is not a member of the NROTC Unit.

p. NROTC Program/NROTC. The Senior Naval Reserve Officers Training Corps established at the University of San Diego/San Diego State University (and other civilian institutions of higher education granting baccalaureate degrees) as described in the Reserve Officers Training Corps Vitalization Act of 1964 (Chapter 103, Title 10, United States Code). Naval science instruction, divided into basic and advanced courses, is provided to students enrolled in the Scholarship and College Programs.

q. NROTC Unit. The naval organization established at the University of San Diego/San Diego State University, which has been authorized to participate in the NROTC Program.

r. Officer Program Management Information System (OPMIS). A computerized management information system which supports various NSTC officer accession programs. All student performance data is maintained in this central computer bank. A terminal is on site at each NROTC Unit.

s. Professor of Naval Science (PNS). The senior commissioned officer of the Navy or Marine Corps assigned to an NROTC Unit as head of the naval science department at the institution of higher education hosting the NROTC Unit.

t. Scholarship. An award granted through national competition or by recommendation of the PNS to career motivated individuals possessing abilities and aptitudes desired by the naval service. This award provides for the payment of tuition, fees, books, and laboratory expenses along with a monthly subsistence allowance.

u. Scholarship Program. That part of the NROTC Program in which students receive education and training for a commission in the Navy or Marine Corps. Students enrolled receive a monthly subsistence allowance and have their education expenses (tuition/fees/textbooks) subsidized by the Navy. They may be enrolled in two or four-year programs.

v. Scholarship Program Student. A student enrolled in the Scholarship Program.
w. Three-year Scholarship Nominee. Individual who has received an NSTC letter containing an offer of a Three-Year Scholarship. (Replaces the term "alternate").

x. Two-year Program. That part of the NROTC Program which provides only the advanced course to successful graduates of the Naval Science Institute.

202. TYPES OF NROTC STUDENTS

a. Four-year Scholarship Program. Students are selected from national competition and are appointed midshipmen in the Naval Reserve. They may be granted the compensation and benefits authorized by law during the basic course (not to exceed 20 months) and the advanced course (not to exceed 20 months) for a total period not exceeding 40 months. During this period of college training the Navy pays for tuition, a portion of required fees, and textbooks and provides uniforms and a subsistence allowance as prescribed by law. Upon appointment to commissioned grade, they are obligated to serve on active duty as officers in the U.S. Navy or the U.S. Marine Corps for at least four years. An active enlisted service commitment is incurred at the commencement of the sophomore year. (See Article 303).

b. Four-year College Program. Students are selected from among those applying for enrollment at the NROTC Unit. During the first two years in the program while in the basic course, students have the status of civilians who have entered into a contract with the Secretary of the Navy. During this period, these students may hold concurrent status in the Armed Forces Reserve. These students agree to complete certain naval science courses, and complete one summer training period. They enlist in the Naval Reserve prior to commencement of the advanced course. In return, the Navy provides uniforms, naval science textbooks, and a subsistence allowance for a maximum of 20 months. Upon enrollment in the advanced course, College Program students, if not already members of the Naval or Marine Corps Reserve, enlist in the Naval Reserve under the provisions of Sections 511 and 2104, Title 10, United States Code. Students enrolling in the advanced course incur an active enlisted service commitment. (See Article 303.) The NROTC College Program student, upon graduation and the completion of naval science requirements, is commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps, and they are obligated to serve on active duty for three years.
c. Three and Two-Year Scholarship Programs. Students are selected from within the NROTC San Diego Unit based on individual performance in the areas of academics and aptitude. NSTC-Controlled Scholarships provide the same benefits as the four-year Scholarships and are an excellent method of obtaining a scholarship after starting as a College Program student.

d. Two-year College Program. Students are selected through command wide competition from applicants with advanced college standing having at least 2 years of academic study remaining for a baccalaureate degree. They qualify for enrollment in the advanced course of the NROTC College Program at colleges or universities in which NROTC Units are located by successfully completing summer training as prescribed by NSTC. The summer course of instruction, called the Naval Science Institute (NSI), provides the naval science and drill equivalent of NROTC basic course. Those enrolled in the Two-year College Program will have the same privileges and obligations as those enrolled in the Four-year College Program; and except for those remarks concerning the first two years in the program, all descriptive data given in Article 201.b. apply also to Two-year College Program students.

e. Two-year Scholarship Program. Students are selected through national competition from applicants with advanced college standing having at least two years of academic study remaining for a baccalaureate degree. They are appointed midshipman in the Naval Reserve upon reporting for enrollment in the NROTC advanced course. They qualify for enrollment in the advanced course at colleges and universities in which NROTC Units are located by successfully completing summer training as prescribed by NSTC. The summer course of instruction, called the Naval Science Institute (NSI), provides the naval science and drill equivalent of the NROTC basic course. Those enrolled as Two Year Scholarship Program students have the same privileges and obligations as those enrolled in the Four Year Scholarship Program.

f. Seaman to Admiral-21 (STA-21). Active duty naval enlisted personnel may apply for the STA-21 program. Upon entering the University of San Diego, San Diego State University, California State University San Marcos, Point Loma Nazarene University, or University of California San Diego, STA-21 students have up to 36 months to complete their degree. STA-21 students are designated as Officer Candidates and shall be addressed as such by battalion personnel. Officer Candidates remain on active duty while in the NROTC Program. They receive
up to $10,000 a year in Tuition Assistance, but otherwise must pay their own tuition, books, and fees. These students complete the basic course at the Naval Science Institute and the advanced course at the NROTC Unit.

g. Marine Enlisted Commissioning Education Program (MECEP). The MECEP is a program that allows highly motivated career oriented enlisted Marines the opportunity to pursue a baccalaureate degree and earn a commission as a Second Lieutenant in the Marine Corps. MECEP students are on active duty while in the NROTC Program and pay their own tuition. MECEP students keep their active duty enlisted rank, wearing the appropriate Marine Corps uniform (when required) and they are addressed by their appropriate rank, e.g., Staff Sergeant, Sergeant, or Corporal. MECEP students attend Officer Candidate School (Bulldog) prior to their arrival at NROTC Unit San Diego.

h. Nurse Corps Program. The Nurse Corps option is available to all NROTC sources. Some Nurse Corps option scholarship students win their scholarships through a national competition similar to the Four-Year Scholarship Program, but are designated to receive commissions in the U.S. Navy Nurse Corps. Others receive their scholarships in a similar fashion as the NSTC controlled scholarships. They are fully integrated within the NROTC Unit, participating in all naval science classes (with the exception of Naval Engineering and Navigation) and all drill periods.

i. NROTC Student Classification. NROTC students are classified by their standing in the NROTC Program. The number of college credits completed does not necessarily directly correlate with their NROTC standing. Classification is as follows:

(1) Basic Course

(a) Fourth Class Midshipman (Freshman). First Year NROTC student who is enrolled in or is completing the first year of naval science courses and drill period.

(b) Third Class Midshipman (Sophomore). Second Year NROTC student who is enrolled in or is completing the second year of naval science courses and drill periods. A Scholarship Program student incurs obligated service upon accepting benefits on the first day of the sophomore academic year.
(2) Advanced Course

(a) Second Class Midshipman (Junior). Third Year NROTC student who is enrolled in or is completing the third year of naval science courses and drill periods. A College Program student must have received an offer of Advanced Standing via NSTC and sign an enlistment contract on the first day of the Advanced course, and incurs obligated service at that time. Any College Program student who does not receive an offer of Advanced Standing at the commencement of their Junior year will be disenrolled from the NROTC program.

(b) First Class Midshipman (Senior). Fourth Year NROTC student who is enrolled in or is completing the fourth year of naval science courses and drill periods.

(3) Exceptions and Special Cases

(a) Students who will require more than eight semesters in order to complete either their college degree or the NROTC program will spend the additional time as a First Class Midshipman. (For example, a Midshipman with 10 Semesters of benefits will spend their fourth and fifth years in the NROTC program as a First Class Midshipman).

(b) Students who will require less than eight semesters in order to complete their college degree and NROTC program requirements should advance in order to support spending at least their final two semesters in the program as a First Class Midshipman. Additionally whenever possible, students should spend at least one semester as a Second Class Midshipman prior to advancing to become a First Class Midshipman.

(c) This does not include Midshipmen who take an approved leave of absence (LOA) following their senior year in order to pursue graduate education at their own expense. In that case, students would be considered 1/C Midshipmen during both their senior year, and their graduate education.

(d) If students are unable to schedule a naval science course for an approved reason, (e.g. study abroad, LOA, class conflict), but will complete their graduation requirements at the normally scheduled time by subsequently taking multiple naval science courses in the same semester, that student will progress to the next rank with their peers.
(e) As a general rule, students should be considered 1/C Midshipmen during their final two semesters of scheduled scholarship or advanced standing benefits.

203. NAVAL SCIENCE STUDENTS. With the approval of the Professor of Naval Science, all university students may enroll in naval science courses because of interest in the subject or as a candidate for enrollment in the NROTC College Program. These students are known as Naval Science Students. Such enrollments are permitted provided the acceptance of such students will not adversely affect the instruction given to NROTC students. Since these students are not members of the NROTC Program, they will not be eligible, except as specifically authorized by NSTC, to participate in NROTC training outside of Naval Science classes, to be issued uniforms, to have access to classified information, or to receive any financial benefits. They are not considered midshipmen or officer candidates, and may withdraw, in accordance with other university rules and regulations, at their own request.

204. ELIGIBILITY FOR ENROLLMENT

a. Each candidate for enrollment in either the NROTC Scholarship or College Program must meet the following, as applicable:

(1) Must be a citizen of the United States and present official certified proof of citizenship. Alien students may be enrolled in the NROTC College Program under certain conditions as set forth in Article 1304 of the Midshipman Regulations.

(2) Be morally qualified and possess officer-like qualifications and character as evidenced by appearance, scholarship, extracurricular activities, and record in his or her home community. Candidates convicted of any sort of crime will not normally be accepted into the program.

(3) Meet the following age requirements:

(a) NROTC 2, 3 or 4-year Scholarship Program: At least 17 years of age on or before 1 September of the year of enrollment and be less than 27 years of age on December 31st of the calendar year in which commissioned. A month for month age waiver may occasionally be granted for prior active service.

(b) NROTC College Program. The PNS may waive the minimum age if the student is 16 years of age on or before 30
June of the year in which he is enrolled, and the PNS is personally convinced that the student has sufficient maturity to undertake the naval science courses and drill. All College Program students must be less than 27 years of age on 31 December of the calendar year in which commissioned. Age waivers may also be granted to those with prior active service on the same basis as those in the Scholarship Program.

(4) All Scholarship Program students must be physically qualified in accordance with the physical standards set forth in Chapter 15, Manual of the Medical Department, U.S. Navy. College Program students must meet these standards prior to entering the advanced course in second class year. If any College Program student thinks he/she may have a disqualifying condition (e.g., asthma, color blind, dyslexia, physical disabilities), he/she must advise the PNS about the conditions and a physical evaluation will be arranged.

(5) Meet Department of the Navy requirements concerning prior use of alcohol or narcotics and/or other related drugs.

(6) There are no restrictions as to marital status or sex of the candidate. Dependency restrictions for officer programs as set forth in COMNAVCRUITCOMINST 1131.2 Series are applicable to NROTC candidates. Requests for deviation from the applicable guidelines shall be referred to NSTC.

b. National agency checks for security clearances and access will be required for NROTC students in accordance with current directives.

c. The following oath will be taken by NROTC students who have received any type of NROTC Scholarship and Advanced Standing College Program Students: "I 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; and that I take this obligation freely, without any mental reservation or purpose of evasion." Any student who refuses to execute such oath or affirmation shall be denied enrollment.

d. Scholarship students and advanced standing College Program students must terminate affiliations with drilling reserve units, if applicable. Members of reserve components other than Navy or Marine Corps Reserve must be discharged from their present enlistment contract and enlisted under the provisions of the NROTC Program to facilitate the Scholarship or
College Program (advanced course) enrollment. Members of reserve components may be enrolled as naval science students pending discharge from their reserve component status. NROTC students appointed midshipmen from enlisted status shall be entitled only to NROTC related compensation and emoluments that are normally provided to other NROTC students. The period of time served in the NROTC Scholarship or College Program shall not be counted in computing longevity, retirement eligibility, retired pay, or for any purpose in computing the length of service of any officer of the Armed Forces. NROTC Scholarship or College Program students may not be simultaneously a member of another officer accession program as set forth in Section 600, Title 10, United States Code. (e.g., Marine Corps Platoon Leaders Course (PLC), Merchant Marine Reserve Program, Aviation Reserve Officers Candidate Program, etc.).

205. PHYSICAL EXAMINATIONS. Physical standards for the NROTC Program are contained in NSTCINST 1533.2 Series.

a. Initial Examinations

(1) All NROTC Scholarship students are examined for medical qualification prior to arrival at the NROTC Unit. Only students which have been deemed physically qualified by the Department of Defense Medical Examination Review Board (DoDMERB) or those who have been granted waivers by the Navy Bureau of Medicine (BUMED) shall be appointed as midshipmen. Students with pending waivers or students who have been denied waivers will not receive scholarship benefits, including tuition, stipend, or book monies. If a student in this situation is subsequently deemed medically qualified, they will be back-paid all relevant benefits.

(2) Students who are deemed medically qualified, but suffer a serious injury (e.g. torn ACL, broken arm, etc.) prior to arrival at the NROTC unit will not be placed on scholarship benefits until review of their injury is complete by DoDMERB or BUMED as appropriate.

(3) Each NROTC College Program applicant shall complete a Report of Medical History (DDFORM 2492 - available in the Administration Office), which will be submitted for review by the NROTC Unit. In addition, a report of medical examination is required on all NROTC college program applicants. This examination, normally completed by their family physician, is to ensure all students are physically qualified to participate in all training activities to include the NROTC Physical Readiness
Test. Once a college program student is offered a scholarship or advanced standing, they will complete a DoDMERB physical in order to be deemed medically qualified.

(4) Each Scholarship or College Program student shall bring to the attention of the PNS any physical, mental, or learning disability, which may potentially be considered disqualifying.

(5) Applicants bear any travel expenses for entrance physical examinations.

b. Annual Physical Examinations. NROTC students are not required to complete an annual physical examination. However, the Professor of Naval Science requires each student to complete an Annual Certificate of Physical Condition (NSTC 1533.107 - available in the Administration Office) during each fall term, and again during the spring term immediately prior to graduation. The intent of this certification is to discover any potentially disqualifying physical defects that could hinder a midshipman’s commissioning or gaining the service selection of their choice.

c. Pre-commissioning Medical Examinations. Graduating students must be given their pre-commissioning medical examination at least 12 months, and in no case more than 24 months prior to commissioning. Physical defects found during the pre-commissioning physical examination may prohibit the student from a commission in the unrestricted line. Known physical defects or abnormalities should be brought to the attention of the MOI/OI.

d. Health Records. Health records (both medical and dental) shall be opened for both Scholarship and Advanced Standing students upon enrollment in the program. These records are maintained in the Administrative Office.

e. Vaccinations and Inoculations. Appropriate vaccinations and inoculations shall be given to all students expecting to participate in summer training.

f. Report of Illness or Injury. Each student enrolled in the NROTC Program must report all significant or incapacitating injuries or illnesses to the Professor of Naval Science via their Officer Instructor. Incapacitating injury or illness is normally that which precludes attendance at classes. In case of doubt, a report should be made. Failure of a student to comply
with this subparagraph may result in disciplinary action. Please note that use of certain medications, most notably any medication for asthma, may be permanently disqualifying.

g. **Travel in Connection With Medical Examinations.** Commanding Officers are authorized to transport NROTC Scholarship students and College Program students in the advanced course to and from installations when it is necessary for them to undergo medical (such as flight physicals) or other examinations, or for physical consultations and observation.

h. **Waivers**

(1) All candidates for a NROTC Scholarship must be selected by the Annual National Selection Committee or by NSTC and be found fully qualified physically for the program. Physical qualifications are determined by DoDMERB.

(2) The physical standards for the NROTC Scholarship Program are very stringent and normally will not be waived. An exception is in the area of visual acuity (efficiency). (NROTC applicants who desire to become Marine Corps Option students may also receive waivers for color perception deficiency.)

(3) The term "waiver" indicates that a deviation from the standard is allowable. The word "waiver" by itself does not specify the limits of such deviation or how many applicants may be acceptable under the limits of this waiver. With regard to the NROTC Scholarship and College Program applicants, the degree of defective visual acuity (binocular visual efficiency less than 20/20 unaided) which qualifies for a waiver consideration provided vision is correctable to 20/20 with standard lenses is contained in the Manual of the Medical Department.

i. **Defective Color Vision.** Any NROTC student not qualified for commissioning in the Navy due to defective color vision and who has been selected for the Marine Corps Option must sign a statement of intent. The statement as shown below will be typed on the Scholarship or College Program service agreement and signed prior to appointment or enrollment.

"I certify that I fully understand that I am physically qualified for the NROTC Marine Corps Option only and that I will not be allowed to change from this option. I further assert I will accept a commission in the USMC if offered."
Navy Option students who are found to have defective color vision upon their pre-commissioning physical will be prohibited from an unrestricted line commission but may select a restricted line or staff corps billet depending on the needs of the Navy.

j. Pregnancy. Applicants who are pregnant cannot be accepted for the NROTC Program. Members of the program who become pregnant may be retained provided the required level of performance is maintained. Students who are unable to satisfactorily perform program requirements may request a Leave of Absence, in accordance with the procedures outlined in Article 212. Students who become pregnant and desire to terminate their enrollment in the program may be disenrolled as prescribed in Article 213.

206. TRANSFER BETWEEN NROTC INSTITUTIONS. An NROTC Scholarship or College Program student may request transfer from one NROTC Unit to another unit, or between schools in the San Diego Consortium, if honorably released by the first host institution, accepted by the second host institution, and the transfer is approved by NSTC. Normally, NSTC will not take favorable action upon such a request unless it has been favorably recommended by both Professors of Naval Science, the tuition is the same or less at the gaining institution, and the transfer is in the best interests of the Navy and the student. Students desiring more information should contact their respective Officer Instructor.

207. ENTRY OF NROTC STUDENTS INTO THE U.S. NAVAL ACADEMY. Members of the NROTC may seek appointments to the Naval Academy under any existing procedure on the same basis as if they were not enrolled in the NROTC. Information requests for application to the Naval Academy should be made to the Academy's Admissions Office.

208. ACADEMIC STANDARDS

a. Goal. The NROTC San Diego Unit has the goal of having a unit-wide cumulative grade point average greater than 3.0. It is imperative that each midshipman, officer candidate, and MECEP student also have the individual goal of achieving a cumulative grade point average greater than 3.0.

b. Objectives

(1) The naval profession is rigorous and exacting, and requires that an officer constantly strive to perform to the best of their ability if he/she is to successfully meet the
unremitting demands of naval service. It is thus incumbent upon all Professors of Naval Science to encourage students to develop the characteristic of always working to the limits of their individual potential in whatever endeavors they may undertake, especially academics. With regard to the latter, sound academic foundations are necessary to assure that NROTC graduates can satisfactorily complete Navy follow-on training and be professionally competitive in the various warfare communities. To ensure that NROTC graduates are properly prepared academically, the following standards are established; midshipmen, OC, and MECEP students shall:

(a) Have no failing grade in any subject required for completion of degree or commissioning requirements;

(b) Maintain satisfactory overall progress toward completion of degree requirements;

(c) Maintain satisfactory, timely progress toward completion of the NROTC specified college courses;

(d) All Navy Scholarship Midshipmen shall complete the calculus requirement by the end of the sophomore year and complete the physics requirement by the end of the junior year.

(e) All officer candidate students should create a degree plan (see Appendix A) with their university academic advisor and NROTC officer instructor which ensures completion of required calculus and physics classes at least a semester prior to their graduation. Historically these classes are the most difficult and have the greatest likelihood of requiring the student to retake the class. Taking a required calculus or physics class in the final semester requires the approval of the PNS via student’s officer instructor.

(f) Maintain a satisfactory cumulative grade point average that is $\geq 2.50$.

(g) Maintain a semester (or quarter) grade point average $\geq 2.50$.

(2) Academic Deficiency. Academic deficiency in the NROTC Program is defined as failure to comply with one or more of the standards listed in the paragraph above.
(3) **Actions on Deficiencies.** The following sequence of administrative procedures may be expected in the event a midshipman does not achieve satisfactory academic progress:

(a) **Academic Warning.** Written notification of marginal academic performance. Written record in student performance file required. Weekly counseling with the midshipman's class officer instructor required. Required study hall hours are outlined in Article 1103 of this instruction.

(b) **Probation.** An administrative counseling tool, having no bearing on incurring obligation or receipt of benefits. Midshipmen must be notified of their status in writing and shall have the cause, terms, and period of the probation clearly specified. The additional requirements of paragraph (3)(a) also apply. Refer to Article 211. Students in a probationary status may be disenrolled from the NROTC program if they fail to meet the requirements of their probation in the subsequent term(s). Students will generally not be allowed to remain on probation for greater than one semester.

(c) **Leave of Absence (LOA).** The Professor of Naval Science may deem it necessary to place a student on LOA because of continued unsatisfactory performance and specifically when there is a genuine anticipation that the student may not be capable of completing the program and is about to incur an active duty obligation. In addition, the Professor of Naval Science may place a midshipman on Interim LOA if the midshipman is likely to be recommended for disenrollment by a Performance Review Board (PRB). This may be an initial action by the Professor of Naval Science if the situation is serious enough to warrant such action. Such measures are normally reserved for situations of acute academic deficiency which in the PNS’ judgment, indicate inability to meet the academic challenge the student has undertaken. The additional requirements of paragraph (3)(a) also apply. Refer to Article 212. Students on LOA will not receive scholarship benefits (tuition, stipend, etc) and are not eligible to participate in summer training. STA-21 and MECEP students are rarely placed on LOA, because they do not receive specific scholarships.

(d) **General Guidelines.** General guidelines for academic deficiency can be found in NSTCINST 1553.2 Series Chapters 6 and 7. These guidelines are only general rules; the Professor of Naval Science retains the latitude to take any action he or she deems appropriate.
(e) **Disenrollment.** The Professor of Naval Science shall recommend the disenrollment of any NROTC student whose overall record or specific academic failure(s) make his or her value as an officer suspect. The PNS will, however, exercise careful and prudent judgment in each case including due consideration of mitigating factors that, if overcome, would result in future satisfactory performance. Refer to Article 212.

209. **PERFORMANCE REVIEW BOARDS**

a. The Professor of Naval Science convenes a Performance Review Board (PRB) to investigate and make recommendations on unsatisfactory student performance. Though the PRB is convened for a specific action (e.g., failure of a required course, failure of PRT, or failure in military aptitude), the PRB will investigate the entire record of the midshipman in question (i.e., academic achievement, military aptitude, and physical fitness). All parties concerned will be notified in writing at least five working days prior to the convening of the PRB. When notified, NROTC students shall be advised that they have the right to appear before the board, to submit a written statement to the board, and to present documents or witnesses (witnesses must be reasonably available) on their behalf. They will also be advised of the alternatives that the board may recommend. These students will be counseled by their respective officer instructor and given the opportunity to review their student record prior to convening of the board. All board findings and recommendations will be forwarded to the Professor of Naval Science by the senior member of the board. These findings and recommendations will be included with the correspondence on all cases referred to NSTC.

b. PRBs consist of four members, including the Senior Member (often the Executive Officer), two junior members, and a recorder (usually the student’s respective officer instructor). The Battalion Chain of Command of the student concerned may participate in an advisory capacity only at the request of the student and the approval of the board’s senior member. Students desiring the participation of their battalion chain of command, or the presence of any witness should notify their officer instructor in writing at least 48 hours prior to convening of the board.

c. A PRB need not be convened in any case in which disenrollment is mandatory (see Article 213) and there is no
active enlisted service obligation as a result of the disenrollment.

d. A PRB must be convened to consider any case in which disenrollment is not mandatory but could be recommended.

e. A PRB must be convened in any case where as the result of disenrollment, a student could be ordered to active enlisted service.

(1) College Program students in both basic and advanced standing or Scholarship Program students not yet in an obligated status may waive the right to a Performance Review Board if:

(a) Dropping from the NROTC Program at his/her own request, or

(b) Being academically disenrolled from the unit or by the university solely because of academic deficiencies. Academic problems must be well documented, including any extenuating problems, and may have been previously addressed by Leave(s) of Absence.

(c) The student must, however, submit a statement waiving the PRB.

f. The Professor of Naval Science has great latitude in concurring in the findings and recommendations of any PRB. The PNS may concur in the findings and recommendations, the PNS may non-concur and recommend stronger actions than the board recommended, or the PNS may non-concur and impose less stringent action than the board recommended. In situations where the PRB recommends disenrollment and the PNS concurs in that recommendation, the PNS will endorse the board of review and forward it to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) via Naval Service Training Command. If such action is considered, the midshipman will be given an opportunity to formally respond to and/or rebut the PRB and the PNS's endorsement before the material is forwarded to Naval Service Training Command.

210. ACADEMIC WARNING

a. Students receiving a semester or quarter GPA less than 2.50 will normally be placed on Academic Warning for the first occurrence. This warning is used to notify the student that a particular quarter's grades were below the standards required
for NROTC. This may be ordered without a PRB if it occurs during the student’s first year in the program.

b. NROTC students will be placed on Academic Warning for the semester or quarter immediately following the term for which deficient. Academic Warning has no bearing on receiving benefits or incurring obligations for active enlisted service.

c. NROTC students who are placed on Academic Warning shall be notified of their status in writing. They shall be advised of the cause, duration, and terms of the warning, and that failure to meet the terms specified will result in their being considered for Leave of Absence or disenrollment from the NROTC Program.

211. PROBATION

a. The Professor of Naval Science is authorized to place on probation any NROTC student who has academic, aptitude, or physical conditioning deficiencies. The use of probation is at the discretion of the Professor of Naval Science. The Professor of Naval Science will consider:

(1) that the difficulty is transitory,

(2) that the student has the ability and is sufficiently motivated to overcome the difficulty, and

(3) that the student has valuable potential as an officer in the naval service. Otherwise, the PNS may use Leave of Absence vice probation to determine if the student has the potential and desire to correct the deficiency.

b. NROTC students will be placed on Academic Probation for the term immediately following the term for which deficient. Two additional terms of Probation may be authorized at the discretion of the Professor of Naval Science. In no case will NROTC students remain on Probation more than three consecutive terms for the same deficiency without approval of NSTC.

c. NROTC students who are placed in a probationary status for any reason shall be notified of their status in writing. They shall be advised in the letter of probation of the cause, period of the probation, terms of the probation, and that failure to meet the terms specified will result in their being considered for Leave of Absence or disenrollment from the NROTC Program.
d. As probation is an administrative counseling tool, it has no bearing on incurring obligations for active enlisted service. Reasonable efforts will be made to preclude midshipmen who are not likely to successfully complete NROTC requirements from incurring active enlisted service obligations. To this end, first term scholarship sophomores on probation who choose to sign active service obligation agreements shall acknowledge, in writing, their probationary status, the reason and the implication, that if uncorrected, the deficiencies could result in failure to complete the NROTC Program. This acknowledgment will be retained in the student file (service record) until graduation.

212. LEAVE OF ABSENCE (LOA)

   a. Placement in LOA Status by the Professor of Naval Science. The PNS has the authority to place a midshipman on LOA in the following cases. Any type of negative LOA (loss of scholarship benefits) shall be assigned only after a Performance Review Board (PRB) is held. As STA-21 and MECEP students are active duty members, they will not be placed on LOA except in rare circumstances outlined in NSTCINST 1553.2 Series.

      (1) Academic deficiency. This occurs only in certain circumstances, usually as a last resort, after other administrative actions have been exhausted.

      (2) Inaptitude for service including failure to adhere to Navy/Marine Corps physical readiness/physical fitness standards or weight control standards.

      (3) Physical/Medical, immediately upon notification of an injury, illness, etc. (Benefits suspended during a Physical/Medical LOA may be recouped by the midshipman when determined to again be physically qualified by the Bureau of Medicine.)

      (4) Expiration of benefits. (Students requiring more than the approved number of benefits to complete their first baccalaureate degree.)

      (5) Less than full-time student (less than 12 hours).

      (6) Failure to complete the calculus or physics requirements in the required time.
(7) Failure of calculus or physics.

(8) Failure to pass 3/C swim test prior to sophomore year.

(9) Overseas study without benefits. [If questions arise concerning this situation see NSTCINST 1553.2 Series]

(10) Internship or research project.

(11) Voluntary - Students may fill out a Request for Leave of Absence From NROTC Program (NSTC form 1533/3), available in the Administration Office, in order to:

(a) to resolve personal hardship or other personal situation,

(b) to obtain a graduate degree. (Requests for graduate study LOA shall be made by letter via the PNS to Naval Service Training Command. Marine Option midshipmen are not allowed to request or attend graduate study as part of the NROTC Program. Navy Option midshipman should indicate in his/her letter the reason for and the length of the requested LOA and should enclose proof of acceptance to graduate school and a copy of the latest academic transcript. If the acceptance letter has not been received, the PNS may state that the student will most likely be accepted. The field of study must be a logical progression of the undergraduate study and the field of study must be of interest to the Navy. The graduate study must be accomplished under the direct supervision of a PNS, but not necessarily at a San Diego NROTC school. The course of study may not require more than eighteen months to complete. Students should submit requests for graduate study no later than when service selections inputs are due to NSTC.

b. Interim LOA. To reduce to a minimum the cases in which a midshipman obligates, and/or the Navy pays tuition costs, when it is apparent that the midshipman's performance is below average and the likelihood of improvement is questionable, the PNS may independently assign "Interim LOA" status to a midshipman in advance of an actual board action. The midshipman shall be notified of the Interim LOA and that he/she will be required to pay tuition for the upcoming term. As soon as possible upon return to the unit, a Performance Review Board shall be held. If a LOA is approved by the PRB and the PNS concurs, then the LOA will become permanent for the term. If
LOA is not deemed warranted, the Interim LOA will be removed and all benefits restored and back-paid.

c. Participation in the NROTC Program While in a LOA Status. Midshipmen on LOA may continue to take naval science courses and participate in other NROTC activities. Midshipmen on a negative LOA (academic, aptitude) must participate. During the time a student is in a medical LOA status, to receive retroactive benefits in the program, the student must participate in the NROTC Program with the exception of physical activities.

d. Termination of LOA. The Professor of Naval Science will notify the midshipman by letter when the midshipman is removed from LOA. Note: If midshipmen are on LOA due to academics, aptitude, less than full-time students, non-completion of calculus or physics in appropriate time, they forfeit their benefits. Only in cases of medical LOA are benefits retroactive.

213. DISENROLLMENT

a. General. Disenrollment procedures are required whenever a NROTC student leaves the program for any reason other than commissioning. Disenrollment may be effected at any time during the year.

b. There are eight types of disenrollment from the NROTC Program:

(1) General (dropped by the university [for any reason])

(2) Drop at Own Request (DOR) (student desires to drop for various reasons including entry into the U. S. Naval Academy or to enter another ROTC Program)

(3) Special (hardship, conscientious objector)

(4) Academic

(5) Physical (medical disqualification determined by the Bureau of Medicine)

(6) Disciplinary

(7) Inaptitude or unsuitable
c. General instructions and criteria for determination of the type of disenrollment by which a student will be disenrolled or recommended for disenrollment from the NROTC Program are contained in the Regulation for Officer Development (NSTCINST 1533.2 Series).

d. PRB. A PRB must be convened for all recommended disenrollments and for any mandatory disenrollment, which may result in an active service obligation.

e. Recovery of Government Property (uniforms, books, etc.). Recovery of government property should be effected in a timely manner. The disenrollee is to be held accountable for missing or lost items and will reimburse the government (U.S. Treasury) for any item not returned.

f. Check Out Sheet for Students Disenrolled. (Available in the Administration Office) shall be completed by all students disenrolled from the program.

g. Active Enlisted Service and Recoupment.

(1) A scholarship student who has incurred a service obligation (occurring upon entry into the sophomore year) and is disenrolled for any reason other than physical disqualification is subject to call to active enlisted service or recoupment.

(2) Recoupment shall be recommended under the following circumstances:

(a) Serious breach of discipline (theft, illegal drug usage, other serious crime, or a matter of serious moral turpitude).

(b) Failure to meet standard of conduct (conscientious objectors).

(c) Failure to meet physical fitness standards (Marine Option midshipmen shall be recommended for active enlisted service, however).

(3) Either active enlisted service or recoupment or both may be waived in the following cases:

(a) Disenrollment for criminal or moral offenses.
(b) Disenrollment for academic deficiencies deemed not willful on the part of the individual.

(c) The individual is not reasonably adaptable to active enlisted service.

(4) College Program students in basic standing are not obligated for active enlisted service or recoupment.

(5) Students disenrolled from the NROTC Program who entered from active duty via Fleet-Input will resume their enlisted status as directed by the Secretary of the Navy.

(6) Freshman scholarship students who DOR are not obligated for recoupment. However, upon a midshipman's official notification to the unit that he/she desires to DOR the monthly stipend will cease, and the midshipman may be liable to pay that school term's tuition.

h. Student's Statement

(1) Disciplinary and inaptitude/unsuitability disenrollment, and in any case where students are subject to active enlisted service: students must be offered the opportunity to present a signed statement on their behalf concerning the circumstances which have resulted in the disenrollment recommendation.

(2) Students must state, in writing, that they understand disenrollment for disciplinary or inaptitude/unsuitability reasons will be prejudicial to their interests if they should ever apply for a commission in the armed forces. Should the student refuse to sign and/or submit a statement, then the PNS will so state either in a separate enclosure to the Disenrollment Report or on the Disenrollment Report in the Remarks Section.

(3) Scholarship students in an obligated status who desire disenrollment at own request must include in their request a statement to the effect, "if given a choice I desire to repay tuition costs or serve on active duty." Because of the current policy that College Program students are not called to active enlisted service, College Program (advanced standing) students must be afforded the opportunity to state they do or do not want to serve active enlisted service.
i. Secretarial Action. The Secretary of the Navy may, when in the best interests of the Service, release any person from the program and discharge him from naval service. Also, the Secretary of the Navy may order obligated scholarship students who fail to complete educational requirements to reimburse the government with interest for scholarship costs without serving on active duty.

j. Continuation as Naval Science Students. Students disenrolled for other than disciplinary reasons or inaptitude before the end of an academic term may be authorized by the Professor of Naval Science to complete the current term as naval science students.

k. Active Enlisted Service Obligations. NROTC students who refuse to accept their commissions or are determined to have willfully violated their agreements will normally be placed on active duty in an enlisted status. Students who have breached their contracts will not be ordered to active duty until they would normally complete their undergraduate degree requirements or disenroll from the institution, whichever occurs first. Disenrolled graduate students will not be ordered to active duty until they would normally complete the academic year in which they are enrolled or are disenrolled from the institution, whichever occurs first. Scholarship Program students who default during their sophomore, junior, or senior years and are ordered to active duty enlisted service may be required to serve for two to four years. College Program students in the junior and senior years who default will only be called to active enlisted service for a period of two to four years if they previously received more than one year of scholarship benefits as scholarship students. There are times when an NROTC Scholarship Program student who is being disenrolled and required to serve four years active enlisted service decides that he would rather go to a recruiter and sign up for four or more years in the U.S. Navy in order to obtain a more favorable assignment in the fleet. This is an acceptable alternative as long as the proper procedures are followed. Scholarship students who complete program requirements, but refuse to accept their commissions, will be required to serve for four years. Scholarship students who default during their freshman year will not incur an active duty enlisted commitment.

214. COMMISSIONING PROCEDURE

a. NROTC Scholarship or Advanced Standing students upon successful completion of the prescribed naval science courses,
completion of summer cruise requirements, completion of their relevant baccalaureate degree requirements, and, if in all other respects qualified, will be commissioned as an Ensign or Second Lieutenant in the Navy or Marine Corps, dependent upon the needs of the Service, and subject to a review of the recommendation of the Professor of Naval Science by the Commander, Naval Service Training Command or Commandant of the Marine Corps, as appropriate, and final approval by the Secretary of the Navy. The Professor of Naval Science is responsible for certifying that the student is in all respects qualified for appointment. This certification shall include the student’s academic qualifications, aptitude for commissioned service (officer like qualities), and general ability. Under no circumstances will a student who has not completed all requirements for commissioning be permitted to execute an oral or written acceptance and Oath of Office.

b. Navy Option students, with the exception of Nurse Option students and STA-21 students in a restricted line “target” program, will normally be assigned an unrestricted line designator upon commissioning. Specific goals or ceilings and policy regarding assignment to unrestricted and restricted line/staff corps designators are promulgated annually by the Chief of Naval Operations.

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

215. COMMISSIONED STATUS UPON COMPLETION

a. NROTC students, if in all other respects qualified, are commissioned in the regular component of the Navy or the Marine Corps upon successful completion of the academic and military requirements of their respective program. They will serve as career officers in the Navy or the Marine Corps. Depending upon the needs of the Service, resignations may be accepted after certain minimum periods of active duty (nominally five years) as commissioned officers have been completed. Upon completion of the initial period of active service, up to an additional four year period of service may be required in the reserve component until commissioned service totals a minimum of eight years. The second four-year period of service may be served on active duty, in the drilling reserve, or in the non-drilling inactive reserve.
b. Depending on the needs of the service, midshipmen may be commissioned into the Individual Ready Reserves (IRR) for a period prior to being commissioned into the regular active component. This will most often occur with Marine option midshipmen prior to reporting to The Basic School.

c. In computing the basic pay for a commissioned officer, service as an NROTC midshipman or College Program student is NOT countable.

216. DATES OF RANK AND PRECEDENCE UPON APPOINTMENT

a. The date of rank for NROTC midshipmen and STA-21 students appointed as Ensigns or Second Lieutenants in the Navy or Marine Corps during May or June of any year will be the date of graduation of midshipmen from the Naval Academy in that year. The dates of rank of such officers appointed at any other time, or for MECEP students are the dates upon which they become fully qualified for appointment to commissioned grade/actual date of appointment.

b. Officers with the same dates of rank shall have interim precedence among themselves as determined by NSTC until such time as their demonstrated performance at their educational institutions is computed, after which their precedence will be in accordance with such performance.

217. NON-CREDITABILITY OF RESERVE AFFILIATION WHILE A MEMBER OF THE NROTC PROGRAM. In accordance with the decisions of the Comptroller of the Navy, an officer may not be credited with enlisted service performed for the period during which he was enrolled in and a member of the NROTC Program.
301. GENERAL. The Commander, Naval Service Training Command specifies the professional development program for the Naval Reserve Officers Training Corps (NROTC) within the guidelines of the Minimum Professional Core Competencies (MPCC) for Officer Accession Programs as approved by the Chief of Naval Operations. The professional development program includes the education and training designed to prepare NROTC students for commissioned service in the regular and reserve Navy or Marine Corps.

302. RESPONSIBILITIES OF NROTC STUDENTS

   a. NROTC students are to maintain an academic load, which according to institutional policy classifies them as full-time students (including summer for STA-21 and MECEP). Midshipmen not maintaining such an academic load shall be placed on Leave of Absence for failure to maintain satisfactory progress toward a degree. STA-21 and MECEP students who fail to maintain progress towards their degree will be referred to a PRB, which may recommend disenrollment. Normally, midshipmen and MECEP students are to maintain an academic load, which will result in graduation in four years or less; officer candidates should maintain an academic load, which will result in graduation in three years or less. Students enrolled in programs requiring more than four years and those enrolling in the advanced course should maintain term academic loads which will result in
graduation and commissioning in the minimum possible time consistent with program requirements and individual ability. **Students are expected to obtain a bachelor degree in the most expeditious way possible.** Each student shall submit an updated degree plan at least every term to their respective officer instructor, and may not deviate from their plan without approval.

b. NROTC students shall keep themselves informed about all institutional policies and requirements for the degree plan in which they enroll. Additionally, students shall keep themselves similarly informed about all NROTC Program requirements pertaining to the Unit in which they enroll. Review of these requirements shall occur during periodic counseling with the NROTC class advisor.

c. NROTC students are expected to perform academically to their full potential and achieve creditable performance. The NROTC Unit shall set and maintain an emphasis on academic excellence, and student academic performance goals shall be established for each term, including Leave of Absence periods. Academic performance shall be reviewed with the student during each term. In addition, the battalion organization shall promote academic excellence under the supervision of the battalion training officer who will, among other things, organize tutoring and other academic support for midshipmen.

d. NROTC students shall maintain high standards of behavior, bearing, physical fitness, and weight control as is appropriate for perspective officers. Uniform and grooming standards are as stipulated in Navy Uniform Regulations and these regulations.

e. NROTC students shall, at all times, keep their NROTC class advisors fully informed about all matters which affect performance and degree progress. Written permission from the Professor of Naval Science via the student’s officer instructor must be received for any of the following:

1. Change of major (See Art 301)
2. Add or drop a course (after week 2),
3. Change of graduation date, or
4. Other as appropriate.
f. NROTC students shall promptly comply with all requests and administrative requirements of the NROTC Unit Administrative Office.

g. NROTC students shall develop habits of initiative and achievement motivation in order to enhance officer potential, particularly on cruise and during other training.

h. Those midshipmen interested in aviation for service selection must take and pass the Aviation Selection Test Battery (ASTB). It will generally be administered to all Second Class Midshipmen who will select Aviation (either Pilot or NFO) as one of their top service selection choices. The successful completion of this exam prior to the senior year is required for possible entry into the aviation pipeline, so the key is to complete this test as soon as possible. All tests administered outside the unit must be coordinated/approved by the class advisor.

303. PRIOR COLLEGE CREDIT

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

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

c. Students entering the Two-Year NROTC Scholarship and College Programs are exempted from the NROTC basic course by virtue of successful completion of the Naval Science Institute. These students will complete the NROTC advanced course, including the first class cruise, prior to commissioning.

304. NROTC ACADEMIC AND PROFESSIONAL REQUIREMENTS

a. General. Midshipman, Officer Candidate, and MECEP students are required to complete the NROTC academic program which consists of three parts:

(1) A University of San Diego, San Diego State University, Cal State University San Marcos, Point Loma Nazarene University or University of California San Diego baccalaureate degree program with a selected academic major,
(2) Navy specified courses offered by the institution, and

(3) Naval professional courses (naval science courses).

All Navy specified courses and naval professional courses will be taken for a letter grade and not a pass/fail grading basis.

b. Baccalaureate Degree Programs

(1) Scholarship Program (Navy Option). Students shall be encouraged to pursue majors in engineering and physical sciences to meet the technological requirements of the modern Navy. Scholarship midshipmen must enroll in the academic major they declared for their NROTC scholarship. Failure to do so or changing majors without approval may result in the forfeiture of scholarship benefits.

(2) College Program (Navy Option). Although there are no restrictions on academic majors in the College Program, the Professor of Naval Science shall screen proposed academic majors in order to advise students in regard to NROTC College Program academic requirements. The PNS shall also advise them in their choice of both academic majors and electives. Particularly, it should be pointed out that there is a vital need for engineering, mathematics, and science in the modern Navy. Also, students should be counseled on the advantage of having an engineering or science major when competing for a Professor of Naval Science nomination for a Naval Service Training Command controlled scholarship.

(3) All Navy Option Midshipmen. All midshipmen and Officer Candidates will complete an academic major degree completion plan (DCP) upon enrollment in the NROTC program. The DCP is a binding indication upon college entrance of the student's expected area of concentration. A new DCP is required each time the student’s major is changed, and may only be conducted with the approval of the Professor of Naval Science.

(4) Scholarship and College Programs (Marine Corps Option). There are no restrictions on academic majors for Marine Corps Option students. However, the Professor of Naval Science, with the assistance of the Marine Officer Instructor, shall screen carefully proposed academic majors and guide the students to select their field of study in areas considered
beneficial to the Marine Corps and to the individual concerned for a career as a Marine Corps officer.

(5) All NROTC students. All students will provide a Projected Academic Schedule (Appendix A), including all courses required for graduation and commissioning. New schedules must be completed as required to reflect expected courses and terms required. Students will confirm the projected academic schedule on file each semester to verify that an update is not required.

c. Navy Specified Courses Offered by the Institution. The following courses, taught by civilian faculty, are required for those NROTC students specified and recommended for all other NROTC students:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Year normally completed</th>
<th>Min</th>
<th>Sem</th>
<th>USN Scholarship</th>
<th>USMC Scholarship</th>
<th>USN CP</th>
<th>USMC CP</th>
<th>Nurse</th>
<th>STA-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus</td>
<td>Freshman or Sophomore</td>
<td>6</td>
<td>R</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Physics</td>
<td>Sophomore or Junior</td>
<td>6</td>
<td>R</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>College Algebra or Trig</td>
<td>Freshman through Junior</td>
<td>6</td>
<td>--</td>
<td>--</td>
<td>R*</td>
<td>A</td>
<td>N</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>Freshman through Senior</td>
<td>6</td>
<td>--</td>
<td>--</td>
<td>R*</td>
<td>A</td>
<td>N</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td>American Hist or National Security Policy</td>
<td>Freshman through Senior</td>
<td>3</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>R</td>
<td>N</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>World Cultures and Regional Studies</td>
<td>Freshman through Senior</td>
<td>3</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>P</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>Freshman or Sophomore</td>
<td>6</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>A</td>
<td>R</td>
<td>P</td>
<td></td>
</tr>
</tbody>
</table>

R=Required  
A=Advised in order to allow option change to USN scholarship  
N=Not required by the Navy  
R*=If student elects to take advanced calculus or physics classes as advised, additional math and science classes are not required  
P=As required by specific program authorization.
(1) All Navy Option Scholarship Program and STA-21 students (except Nurse Options) are required to complete course sequences in calculus and physics. The calculus sequence shall cover material through the integration of one variable. The physics sequence shall be calculus based and cover the topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Students must take one of the approved calculus and physics classes listed in Appendix A. Calculus and physics courses completed at other than the student’s designated university must be transferred for credit to their school as one of the approved calculus or physics courses before they are used to satisfy the Navy Program requirement. The requirement for calculus and physics cannot be waived.

(2) Midshipmen shall complete calculus by the end of the second year of naval science (normally the sophomore year) and physics by the end of the third year of naval science (normally the junior year). Students not completing these requirements or failing to schedule these courses to ensure timely completion will be placed on an Academic Leave of Absence pending completion. Students who have taken calculus or calculus based physics in high school and have been allowed to validate these courses by their respective university must complete one additional three semester hour college course in the area validated to satisfy this requirement.

(3) Navy Option College Program students must complete one year of college level study in both mathematics and physical science as a prerequisite for commissioning. Mathematics courses must be at the level of college algebra or higher. One mathematics course may be selected from the fields of computer science or statistics. Students shall complete the mathematics requirement by the end of the junior year and the science requirement by the end of the senior year. Students not completing this requirement on time shall be placed on Academic Leave of Absence pending completion. Students who have completed these courses by validation will be considered to have completed the requirement; however, the validation must appear on the transcript.

(4) The National Security Policy/Military History course required above should be a course that centers on American History or American National Security Policy, approved by the Professor of Naval Science, normally taught by civilian faculty. The list of approved classes to satisfy this requirement appears
in Appendix A. Students desiring to take courses other than those pre-approved shall receive the written permission of their officer instructor in their student record.

(5) The World Cultures and Regional Studies course required above should be a course that has an emphasis on the Third World, Far East, and/or Southwest Asia. This requirement is designed to expand the awareness, knowledge and sensitivity of world cultures and peoples in our future officer corps. These courses will be approved by the Professor of Naval Science and are normally taught by civilian faculty. The list of approved classes to satisfy this requirement appears in Appendix A. Students desiring to take courses other than those pre-approved shall receive the written permission of the Unit Academics Officer in their student record.

(6) The English courses required above must concentrate on the areas of grammar, composition, and require significant student writing.

d. Naval Professional Courses (Naval Science Courses). The Professor of Naval Science is responsible for instruction in the content of the following courses regardless of the amount of degree or course credit provided by the institution. Students must meet the learning objectives specified for each course by the Naval Service Training Command.
### Navy Option Midshipmen

<table>
<thead>
<tr>
<th>Title</th>
<th>Year Normally Taken</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS-101 Intro to Naval Science</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-102 Seapower and Maritime Affairs</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-201 Leadership and Management</td>
<td>Sophomore</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-202 Navigation</td>
<td>Sophomore</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-301 Naval Engineering</td>
<td>Junior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-302 Naval Weapons</td>
<td>Junior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-401 Naval Operations</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-402 Leadership and Ethics</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-100 Naval Laboratory</td>
<td>All</td>
<td>0</td>
</tr>
</tbody>
</table>

### Marine Option Midshipmen

<table>
<thead>
<tr>
<th>Title</th>
<th>Year Normally Taken</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS-101 Intro to Naval Science</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-102 Seapower and Maritime Affairs</td>
<td>Freshman</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-201 Leadership and Management</td>
<td>Sophomore</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-310 Evolution of Warfare</td>
<td>Junior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-410 Amphibious Operations</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-402 Leadership and Ethics</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-100 Naval Laboratory</td>
<td>All</td>
<td>0</td>
</tr>
</tbody>
</table>
### Nurse Option Midshipmen

<table>
<thead>
<tr>
<th>Title</th>
<th>Year Normally Taken</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS-101 Intro to Naval Science</td>
<td>Freshman</td>
<td>2</td>
</tr>
<tr>
<td>NAVS-102 Seapower and Maritime Affairs</td>
<td>Freshman</td>
<td>2</td>
</tr>
<tr>
<td>NAVS-201 Leadership and Management</td>
<td>Sophomore</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-402 Leadership and Ethics</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-100 Naval Laboratory</td>
<td>All</td>
<td>0</td>
</tr>
</tbody>
</table>

### STA-21 Officer Candidates

<table>
<thead>
<tr>
<th>Title</th>
<th>Year Normally Taken</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS-201 Leadership and Management</td>
<td>First Fall</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-402 Leadership and Ethics</td>
<td>Final Spring</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-100 Naval Laboratory</td>
<td>All</td>
<td>0</td>
</tr>
</tbody>
</table>

### MECEP

<table>
<thead>
<tr>
<th>Title</th>
<th>Year Normally Taken</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS-310 Evolution of Warfare</td>
<td>Junior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-410 Amphibious Operations</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-402 Leadership and Ethics</td>
<td>Senior</td>
<td>3</td>
</tr>
<tr>
<td>NAVS-100 Naval Laboratory</td>
<td>All</td>
<td>0</td>
</tr>
</tbody>
</table>

**Courses are listed by their respective course number at the University of San Diego, course numbers at San Diego State**
e. Course Exemptions. Students having satisfactorily completed not less than three years of naval science course work in the Naval Junior Reserve Officers Training Corps (NJROTC) may be exempted by the Professor of Naval Science from Intro to Naval Science. No exemptions are authorized for NJROTC students who completed less than three years of naval science in high school.

f. Naval Professional Training

(1) General. Professional training in the NROTC is conducted on campus in new student orientation programs and the Naval Laboratory (Drill) and in the field by means of cruises and field trips/indoctrination visits.

(2) New Student Orientation Training

(a) The new student orientation program will be used to impart the basics of military life and drill. The program is not the equivalent of boot camp.

(b) The objectives of the orientation include:

1. Issuance of uniforms and the basic indoctrination in Navy uniform regulations and grooming standards.

2. Instruction in the basics of military customs, courtesies, traditions, and organizations including Unit regulations and chain of command.

3. Introduction to basic military drills and ceremonies.

4. Physical fitness training to determine the individual's level of readiness.

5. Introduction to the benefits, privileges, and responsibilities of being a member of the battalion.

(c) Planning. The midshipmen battalion will plan the new student orientation program under the guidance of the staff Orientation Advisor. The daily itineraries for midshipmen should incorporate ample time for meals and rest. Planning for drill
and physical readiness training should reflect a graduated conditioning program of increasing difficulty. Orientation plans should clearly define the duties, responsibilities, and scope of authority of all staff personnel and upper-class students who will supervise and assist with the program. These plans shall go beyond the preparation of a daily itinerary. Curriculum guides should be prepared, reviewed, and approved for each lecture or evolution. Potential training risk should be identified in all stages of planning and orientation staff members should be qualified in CPR.

(3) Naval Laboratory (Drill) (NAVS 100). A weekly laboratory, normally 1.5 hours in length, conducted during each term. Emphasis is placed on professional training which is not of an academic nature. The laboratory is intended for topics such as drill and ceremonies, cruise preparation, and professional development as outlined in the NSTC Naval Science Laboratory instruction. Other topics and special briefings will be conducted as determined by NSTC or the Professor of Naval Science.

(4) Summer Training

(a) A summer training period is held annually to present NROTC students the opportunity to gain experience in the practical application of their studies in naval science. As STA-21 and MECEP students take summer classes, they do not participate in cruises. These training periods normally are four to eight weeks in length. There are three summer training programs:

1. Third Class Summer Training. Conducted between the freshman and sophomore academic years for Scholarship students, it is normally Career Orientation and Training for Midshipman (CORTRAMID), a warfare community indoctrination. NOTE: Second Class Swim Qualification is required to fly in tactical aircraft during aviation week. Nurse Corps Third Class Cruise is an at-sea training with Nurse Option midshipmen assigned to the medical department of a ship.

2. Second Class Summer Training. Conducted between the sophomore and junior academic years for scholarship students, it is normally at sea training.

3. First Class Summer Training. Conducted between the junior and senior academic years for all NROTC students, it is normally at sea training for Navy Option
midshipmen, and completion of the Officer Candidate School at the Marine Corps Development and Education Command, Quantico, Virginia for Marine Option midshipmen. Nursing students will normally be assigned to a naval hospital.

(b) For Scholarship Program students, the requirement for participation in summer training is determined by the timing of the appointment to scholarship status. If appointed to scholarship status prior to the end of freshman academic year, participation in all three summer training periods is normally required. For those achieving scholarship status after the end of the freshman academic year but before the end of sophomore academic year, participation in second class and first class summer training is normally required. Midshipmen appointed to scholarship status after the end of their sophomore academic year are required to participate in the first class summer training only. Waivers of these requirements may be granted by NSTC on a case by case basis. However, completion of a first class cruise is a requirement for commissioning, and **MAY NOT BE WAIVED**.

(c) To promote an exchange of professional, cultural, and social experiences between midshipmen in the U.S. Navy and midshipmen of approximately 25 foreign navies, a Foreign Exchange Midshipmen Training Program normally is operated each summer. A limited number of exemplary career motivated first class midshipmen, who are proficient in the language involved, will be ordered to training in a ship of one of the foreign navies in lieu of the normal first class training period. Similarly, a small number of midshipmen of those navies will undergo at sea training in ships of the U.S. Navy.

(d) Additional periods of training for NROTC students may be authorized by NSTC for practice cruises or other special requirements determined to be essential to the professional development of midshipmen.

(e) NROTC Scholarship and College Program students, while on active duty for training, are subject to all laws and regulations of the U.S. Naval Service including pertinent ship or station orders, special cruise or training regulations, and the Uniform Code of Military Justice.

(f) NROTC students who are members of a varsity or freshmen team competing in annual intercollegiate events may request postponement of scheduled summer training in order to permit participation. Similar postponement may be requested by
athletes who desire to compete in Olympic try outs or who are selected as members of an Olympic team. Such postponed training periods may be scheduled later in the same summer, during a subsequent summer, or, if necessary, during the summer immediately following the completion of all academic and other naval science requirements for a commission.

(5) **Indoctrination Field Trips and Visits**

(a) **General.** The professional development of NROTC students extends beyond the study of naval science on campus and summer training. This important aspect of training takes on a variety of forms as allowed by available opportunities. Visits to Navy and Marine Corps bases, surface ship and nuclear submarine field trips, and aviation indoctrination visits are typical events that contribute to motivating and preparing students for future naval service.

305. **PHYSICAL CONDITIONING AND WEIGHT CONTROL**

a. **General.** Every member of the Battalion shall achieve and maintain standards of physical readiness and participate in a lifestyle that promotes optimal health. By focusing on an individual’s physical training needs, significant improvements beyond minimum standards can be realized in physical conditioning and overall performance. The intent of the program is to promote permanent healthy lifestyle changes for all members. It is the individual’s responsibility to maintain this healthy lifestyle through diet and exercise the entire year.

b. **Requirements of the Command Physical Wellness Program.** The Command Physical Wellness Program will consist of weekly physical training, and regular evaluations of the students’ physical fitness and body composition.

(1) Each student in NROTC is required to participate in two Battalion physical training sessions per week. The Battalion staff is responsible for coordinating all administration and logistics for the physical training sessions, and all physical training sessions will be supervised by a member of the NROTC Unit staff. Navy-option midshipmen who wish to participate with Semper Fi may do so in lieu of Navy physical training only with approval from the Marine Officer Instructor.

(2) The active-duty component of the Unit will fulfill the requirements of OPNAVISNT 6110.1 Series or MCO P6100.12 that pertain to them, and will at a minimum participate in two
physical training sessions per week, and an appropriate physical fitness evaluation per semester.

(3) Students requesting a waiver of participation in weekly NROTC physical training while in external physical conditioning (Varsity or Club athletics) must submit a request via special request chit to the commanding officer via their chain of command.

c. Requirements of the Physical Readiness Test

(1) Each student in the Battalion will be evaluated on their physical fitness twice per semester. STA-21 Officer Candidates and Navy-option midshipmen will be evaluated using the Navy physical fitness assessment per OPNAVINST 6110.1 Series, and Marines and Marine-option midshipmen using the USMC physical fitness test per MCO P6100.12.

(2) Navy Physical Fitness Assessments (PFA) and Marine Physical Fitness Tests (PFT) will be scheduled twice per semester. The Battalion will conduct an inventory PFA/PFT and a final PFA/PFT during the first few and last few weeks respectively of both Fall and Spring semesters. The final PFA/PFT will be the official physical fitness evaluations for reporting in OPMIS, PRIMS and MCTFS, unless a student is unable to take the final PFA/PFT in which case the inventory PFA/PFT score will be substituted. Make-up dates for the PFA/PFT will be scheduled for those students unable to attend the regularly scheduled evaluations; however, a student who takes the final PFA/PFT will not be allowed to retake the PFA/PFT to achieve a higher score.

(3) Navy regulations allow active duty personnel the opportunity to substitute the run portion of the PFA with a swim, treadmill, or elliptical equivalent. Under normal circumstances, the treadmill or elliptical options will not be considered. During their 2/C and 3/C year, Navy option midshipmen will be allowed to swim a final PFA after first demonstrating the ability to pass the run with a score of GOOD or higher on the initial PFA. The swim will not be an option for any initial PFA.

(4) In accordance with CNSTCINST 1533.2 Series, all Navy midshipmen and Officer Candidates must run (not swim) at least one PFA in the GOOD category or higher during the two semesters immediately prior to commissioning. Failure to obtain a GOOD overall score or higher during the final two semesters puts a
commission in jeopardy and may result in disenrollment from the program.

d. Weight Control Requirements. Midshipmen are evaluated by the weight control standards as listed in appropriate orders.

  (1) Official weigh-ins for any PFA must be done within 10 days, but no less than 24 hours, prior to the assessment date. Battalion members who do not meet body fat standards MUST be medically evaluated prior to participation in any PRT or physical conditioning. Members who are overweight and/or out of BCA standards will be referred to the Weight Management program at the Naval Medical Center, San Diego or Body Composition Program (BCP). These programs introduce a variety of methods that the member can use to attain and maintain ideal weight and a life-long pursuit of wellness. Furthermore, Marines and Sailors who exceed the aforementioned height/weight standards and fail to lose the required weight in the prescribed time while enrolled in the Weight Management/Body Composition Programs may be subject to discharge from their respective service.

  (2) Officer Candidates and Navy-option midshipmen who fail to meet minimum PFA or BCP standards may be subject to a performance review board (PRB). Likewise, Marine and Marine-option midshipmen who fail to meet minimum OCS (225 PFT score) or body composition standards may also be subject to a PRB.

e. Fitness Enhancement Program. Active service in the Navy and Marine Corps requires significant physical strength, endurance, and stamina. NROTCU San Diego has set minimum standards for physical fitness. Any student who fails to meet the minimum standards will participate in the Fitness Enhancement Program (FEP).

  (1) STA-21 Officer Candidates and Navy-option midshipmen who fail to attain a GOOD in any category on the PFA or an overall score of 200 or fails to meet minimum body composition standards will participate in FEP.

  (2) Marines or Marine-option midshipmen are required to successfully complete Officer Candidate School (OCS) prior to commissioning and will attend The Basic School (TBS) immediately after commissioning. OCS and TBS have both set their minimum PFT scores at 225; however, statistics show that candidates at OCS who score between 225 and 250 have a high attrition rate. Therefore, Marines and Marine-option midshipmen who fail to
attain at least a 261 overall PFT score will participate with FEP. Special consideration may apply to freshman Marine-option midshipmen who score between 225 and 260 at the discretion of the Marine Officer Instructor.

(3) All Navy and Marine options on FEP shall participate in mandatory PT with the PTI, APTI, CFL, and/or their designated representative. Mandatory PT sessions will consist of Command PT held 0600-0700 Monday/Wednesday and FEP PT held 0600 to 0700 Friday. The PTI and APTIs will muster all hands for each evolution; however, they may conduct separate workout sessions (i.e. separate platoons, Navy and Marine, ability groups), as desired. If separate, the workouts must be such that the command representatives present can properly supervise all groups. The authority to miss any FEP event will only be approved by the CFL via the Battalion’s chit system. Students will remain on FEP for the duration of the semester regardless of their subsequent fitness evaluations. Students who achieve the minimum standards on the final PFA/PFT and satisfy the BCA/BCP standards will then be taken off of FEP beginning the following semester.

(4) Those on FEP will be required to take a practice PFA monthly to measure the improvement of each individual. Typically, the practice PFAs will be held on the last Friday of each month. Students on FEP for body composition will be weighed and, if necessary, measured every other week.

(5) DUINS, stashed officers and TAD personnel who do not meet standards per OPNAVISNT 6110.1 Series/MCO P6100.12, will be placed on FEP and monitored by the Executive Officer.

(6) Information provided in OPNAVISNT 6110.1 Series shall serve as initial guidance for officer candidates assigned to FEP. Modifications can be made on a case-by-case basis with the approval of the Commanding Officer. Criteria for selecting personnel for FEP shall be based on current PFA/PFT standards as outlined in OPNAVISNT 6110.1 Series/MCO P6100.12 and minimum standards established for Battalion members. FEP will be organized and tailored to the individual needs of the Sailors and Marines that are assigned to FEP.

f. Medical Referral and Evaluation

(1) Members shall be referred to medical for evaluation and clearance to participate in PRT and physical conditioning if members:
(a) Do not have required current periodic physical examination.

(b) Do not have a current physical health assessment.

(c) Answer “yes” to any question on the PARFQ (other than use of tobacco products), or the pre-physical activity questions.

(d) Fail to meet BCA standards.

(2) CFL shall provide written referral clearly stating reasons members are referred.

(a) A Licensed Independent Provider or PA shall document in medical record after evaluation any medical condition predisposing members to obesity. Members not found to have a medical condition predisposing them to obesity shall be referred to command for appropriate directing and monitoring of member’s FEP.

(b) Written recommendations shall be provided to member’s command regarding any physical activities in which members should not participate as well as specific activities in which members may safely participate. Members shall be provided with recommended weight loss targets and physical activity recommendations. Members may be referred to local weight control programs, stress management, tobacco use cessation programs, and specialty clinics as deemed appropriate.

(c) Members must still participate in any event(s) not waived by medical. Failure to do so will result in a PFA failure.

g. Swimming. All Navy students must qualify as at least swimmer, third class. Midshipmen must qualify swimmer, third class by the start of the third class year. Failure to qualify as third class swimmer by the start of the third class year will result in LOA and consideration for disenrollment. Students qualifying as a swimmer, second class, are exempt from further testing. Students qualified at lower than swimmer second class shall re-qualify annually. The goal for all students is to qualify as swimmer, second class. Results of swimming tests shall be noted in the NROTC student performance file.
To qualify as a swimmer, third class, a member must enter the water feet first from a minimum height of five feet and remain afloat for five minutes utilizing a prone float. Following this, they must swim 50 yards using any stroke or combination of strokes. Finally, the member must demonstrate the ability to successfully inflate a set of trousers or coveralls in order to remain afloat. Those who are unable to pass the test as described should seek instruction in fundamental swimming skills with a view to achieving a swimmer, third class qualification as soon as practicable.

A prerequisite to qualification as swimmer, second class, is successful completion of test for swimmer, third class. To qualify as a swimmer, second class, a member must enter the water feet first, from a minimum height of 10 feet and remain afloat for 5 minutes. Following this, the member must swim 100 yards demonstrating 25 yards each of crawl stroke, sidestroke, backstroke, and breaststroke.

h. Responsibilities. The CFL and the Battalion PTI shall ensure that the aforementioned wellness program is fully implemented by the Unit Staff, DUINS, TAD personnel and Battalion. The CFL and PTI will be qualified in accordance with OPNAVINST 6110.1 Series. The CFL and PTI will ensure all organized PT events are assessed for risks. All Operational Risk Management assessments will be approved by the Executive Officer. In addition, the CFL will supervise the establishment of an effective Fitness Enhancement Program (FEP) for members failing to meet minimum standards.

306. SAIL TRAINING

a. General. The basis for the NROTC Sail Training Program lies in the benefits to junior officers, of hands-on ship and boat handling; these benefits include an understanding of basic weather and current effects on ships, and an appreciation for the need to emphasize safety in boat handling. The NROTC Sail Training Program will be supervised by an officer instructor, and managed by a midshipman selected by that instructor.

b. Objectives. NROTC sail training will accomplish the following:

(1) Provide hands-on seamanship, boat handling experience and learn the rules of the road in a manner that stresses preparation, forehandness and safety.
(2) Introduce midshipmen to the format and function of the Navy’s Personnel Qualification Standards and Preventative Maintenance Systems through participation at the unit level.

(3) Enhancing unit cohesiveness and morale through competition and interactions leading to NROTC-wide sailing awards in inshore craft.

c. Qualifications Requirements. Qualification requirements for midshipmen are as follows:

(1) Navy Option Midshipmen (Scholarship and College Program): Scholarship Program midshipmen must achieve both Mate “A” and Skipper “B” qualifications prior to the end of their Second Class year.

(2) Officer Candidates are encouraged, but not required, to complete sailing qualifications.

(3) Nurse Option Midshipmen are encouraged, but not required, to complete sailing qualifications.

(4) Marine Option Midshipmen are encouraged, but not required, to complete sailing qualifications.

(5) Officer Instructors. All Officer Instructors will achieve Skipper “B” qualification as early as possible after reporting onboard. Ideally, this should be prior to the academic year, in all cases not later than the end of the first semester.

d. Advanced Qualification. All unit personnel are encouraged to achieve advanced sailing qualifications.

e. Duties and Responsibilities

(1) Unit Sailing Training Officer (STO). Designated by the Professor of Naval Science, the STO will be a unit staff officer responsible for ensuring the safe completion of all required sail training. The STO is responsible for the coordination of all unit sailing activities. The STO will coordinate with the Unit Training Safety Officer for an annual review of procedures and activities. Submit an operation risk management plan prior to all sailing evolutions.

(2) Battalion Sail Training Coordinator (STC). The STO will designate a midshipman or OC to hold this position. The
STC must be at least Skipper “B” qualified. Specific duties of the STC include:

(a) Assist the STO in ensuring that all sailing qualifications are achieved in accordance with the above requirements by:

(1) Tracking qualification status of battalion members.

(2) Ensuring that all Midshipmen participants are at least second class swimmer qualified.

(3) Ensuring that scheduled sail classes are filled, personnel are notified, and no-shows are prevented by utilizing the battalion chain of command.

(b) Coordinate preventive maintenance and the cleaning of MWR Marina’s boats with which NROTC San Diego has a Memorandum of Agreement.

(c) Maintain a Battalion Sail Training Coordinator turnover notebook and maintenance log.

(d) Assist the STO in coordinating and running battalion or inter-unit sailing regattas when scheduled.

307. GENERAL MILITARY TRAINING

a. Background. OPNAVINST 1500.22 governs the administration of GMT for all hands, navy wide. NROTC San Diego personnel will complete all annual GMT requirements during the academic year. The topics of GMT are identified and posted by the Navy via Navy Knowledge Online (NKO) every fiscal year at https://wwa.nko.navy.mil/portal/home. Active Duty Staff and students will be required to complete annual GMT as per the unit training plan.

b. Responsibilities

(1) Executive Officer

(a) Maintain oversight of unit GMT requirements and ensure compliance.
(b) Communicate status of unit training and report completion to Naval Service Training Command - Officer Development Branch 3 (OD3) as required.

(2) Administrative Officer

(a) Forward training requirements to NROTC San Diego Staff, as applicable.

(b) Acquire NKO accounts for all battalion personnel

(3) Marine Officer Instructor

(a) Ensure all required annual GMT topics are covered during NAVLAB in order to ensure all active duty complete annual training requirements.

(4) Duty Under Instruction Status (DUINS) Coordinator

(a) Relay GMT requirement to all DUINS personnel.

(b) Notify XO of individuals that have not completed required training.

(5) Battalion Chain of Command

(a) Relay GMT requirement to BN.

(b) Include GMT requirements in annual BN training plan.

(c) Recommend Remedial Training (RT) for individuals without a valid reason for failure to complete assignments by the prescribed deadline.

(d) Maintain a by name roster for all GMT related training and ensure 100% completion of requirements. A copy of every training session roster will be given to the MOI.

308. EVALUATION
a. General. Evaluation of students and instructors is imperative to the operational effectiveness of any instructional unit. In the NROTC program, both students and instructors are periodically evaluated in the area of academics.

(1) Course/Instructor Critiques. At the end of each term, students will be afforded the opportunity to make remarks concerning the course and the instructor. The instructor will be evaluated in the areas of preparedness, knowledge and general teaching ability. These evaluations are completely anonymous and will in no way be reflected in the instructor’s evaluation of the student.

(2) Performance Evaluations. Midshipmen will be evaluated on attitude, performance of duty, leadership, and appearance, by their chain of command and class advisor. Class advisors will additionally consider academic and physical fitness performance in their evaluations. The evaluation system is also used to help each midshipman learn how to write evaluations. NROTCU SANDIEGOINST 1610.1 Series (Midshipman Aptitude Evaluation/Fitness Report) includes complete information on the midshipman evaluation system.
CHAPTER 4
STUDENT REQUESTS

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401. ACADEMIC MAJOR CHANGE REQUESTS

   a. The modern United States Navy and Marine Corps have a strong need for technically competent officers to man their warfare communities. As such, all students should be encouraged to consider academic majors to further that pursuit. Additionally, significant positive consideration to students pursuing technical majors is given by Naval Service Training Command during events such as Two and Three Year Scholarship boards and Service Selection.

   b. All students entering the NROTC program will provide a Degree Completion Plan at the onset of the program and declare the major they intend to pursue. For Scholarship Midshipmen students this MUST match the intended major the student selected when they applied for the NROTC Scholarship. For STA-21 students, this will also match the degree which the student stated on their STA-21 application.

   c. Students changing majors will not receive any additional benefits in order to complete their course of study. STA-21 and
MECEP students who exceed their allotted time in completing their course of study will be referred to a PRB for disenrollment. Midshipmen who exceed their allotted time completing their degree will be placed on a Leave of Absence in order to complete their degree at their own expense.

d. Students desiring to change their majors should write a change of major request letter in the following manner:

(1) STA-21, MECEP, and College Program Midshipmen students should complete a change of major request letter addressed to the Commanding Officer, San Diego NROTC via their respective Officer Instructor or Marine Officer Instructor. If the Commanding Officer deems that the change is in the best interest of the Navy, he may approve it. A copy of this correspondence shall be maintained in the student record.

(2) Scholarship Midshipmen in a non-technical major switching into a technical major; in a technical major switching into another technical major; or in a non-technical major switching into another non-technical major shall complete the same process as paragraph (1) above.

(3) Scholarship Midshipmen in a technical major desiring to switch into a non-technical major shall complete a change of major request letter addressed to Naval Schools Training Command OD4 via the Commanding Officer, NROTC San Diego. The letter should include the reason for the change, and include current academic transcripts, and existing and proposed degree plans as enclosures. The command endorsement will include comments relating to the reason for the major change and applicant performance to date. This request should be submitted AT LEAST ONE SEMESTER prior to the requested change.

e. Scholarship Midshipmen in their first two years, whose major change requests are denied, may be offered a spot in the College Program.

f. An example of an academic major change request is included in Appendix A.

402. FIFTH-YEAR NROTC PROGRAM BENEFITS. Midshipmen who require additional time to complete their degree may request additional benefits for use during additional terms. Since STA-21 and MECEP students have required timelines to complete their degrees, they may not be approved for any additional benefits. Procedures and guidelines for these additional benefits are as follows:
a. Midshipmen must be enrolled in an academic program where credit hour requirements, including NROTC Program specified courses (naval science, calculus, physics, foreign language, etc.) exceed four years of normal full-load classwork (15-18 hours). Fifth-year benefits may not be used to obtain a dual degree. Consideration will be given to:

(1) Average length of enrollment required by all students to complete a specified program at a specified institution.

(2) Amount of effective credit granted NROTC courses toward degree requirements in a specific program at a specified institution.

(3) Quality of previous academic work.

b. Students may request up to two additional semesters (three additional quarters) by completing a request letter addressed to Naval Service Training Command OD4 via the Commanding Officer, NROTC San Diego.

(1) The student’s letter shall include the reason for request.

(2) The command endorsement should include student’s major, cumulative GPA, average number of credit hours taken per term, credits required for degree, credits required by NROTC, credit(s) granted NROTC-required courses toward degree requirements, number of terms completed with <15 credits, and a statement of why the additional benefits are necessary.

c. Extended benefits will not be granted in cases of academic deficiency, failure to complete an academic requirement, scheduling conflict created by an avoidable student action, or a change of major that creates a need for additional semester(s).

d. Students may not be required to enroll in Naval Science courses but shall participate in other unit activities while receiving extended benefits.

e. If the student's performance declines while being nominated for fifth-year benefits, the PNS will withdraw the nomination.

f. Approval of fifth-year benefits will generally extend the graduation date. As a result, the student must sign an Agreement to Extend Enlistment (NAVPERS 1070/621) to maintain a four-year obligation beyond graduation.
g. Fifth-year benefits create additional service obligation as follows:

1 Semester: 6 month obligation  
1 Quarter: 4 month obligation  
1 Summer Session: 3 month obligation

h. The midshipman must sign and acknowledge the following service agreement:

"I extend my active duty obligation by __________ months for receipt of extended NROTC Scholarship (and/or subsistence) entitlement."

i. Fifth-year benefits may be applied only after the student has used all normal benefits.

j. In the event that a midshipman exhausts all approved benefits, but has not yet completed their degree, they will be placed on a Leave of Absence in order to complete their degree at their own expense. If they are unable to complete their degree, or refuse to continue at their own expense, they will be referred to a PRB for disenrollment.

k. An example of a fifth year benefits request letter can be found in Appendix A.

403. CHANGE OF OPTION.

a. Navy Option MIDN requesting to change to Marine Option MIDN must submit their request to the appropriate MOI with:
   (1) Current Transcript  
   (2) Degree Completion Plan

b. This request must be submitted after completion of one full academic year but no later than the end of the junior year. The MIDN must also agree to complete these Marine Corps specific courses:
   (1) Evolution of Warfare  
   (2) Amphibious Warfare

c. A waiver can be requested from MCRC if the MIDN will not be able to complete these courses prior to commissioning.

d. Marine Option MIDN requesting to change to Navy Option MIDN must submit their request to the appropriate OI with:
   (1) Current Transcript  
   (2) Degree Completion Plan
(3) Statement of the reason for the request, career goals, and qualifications to serve as a Navy Officer.

e. This request must be submitted after completion of one full academic year but no later than the end of the junior year. The MIDN must also agree to complete the following Navy specific courses:

(1) Naval Ships Systems I (Engineering)
(2) Naval Ships Systems II (Weapons)
(3) Navigation
(4) Naval Operations and Seamanship

f. If any of the courses cannot be completed at the unit the MIDN must attend NSI or apply for a waiver.

404. SUMMER SESSION REQUESTS

a. Summer sessions normally are not considered part of the academic year for midshipmen and should be kept free for midshipman summer training, internships, research grants, student travel, etc. Midshipmen are encouraged to maximize summer employment in order to preclude the requirement for employment during the academic year.

b. Summer school does not extend a midshipman’s obligation, nor is a midshipman taking summer classes provided a monthly stipend.

c. Midshipmen who need summer school funded as part of their scholarships may submit a request to the PNS via their officer instructor. One of the following reasons must be met in order to justify funded summer session courses:

(1) Course is an integral part of the major field of study required for the baccalaureate degree, but is not offered during the academic year.

(2) Course will advance the normal commissioning date and will not preclude fulfilling Naval science and cruise requirements.

(3) Course is required to be repeated because of injury or illness which prevented completion of the scheduled course during the academic year, providing such absence was approved by school officials and the OI.

(4) Course is part of an accelerated program which the institution requires during summer sessions. There are certain
curricula that include required summer sessions to complete a normal graduation date.

d. The following actions will usually disqualify battalion members from summer session benefits and may require additional semesters to be funded by personal finances:

   (1) Delay of original graduation date caused by changing majors, dropping or failing a class, or taking classes not required for graduation.

   (2) Registering for fewer than 15 units during any semester.

   (3) Poor academic or military performance.

e. An example of a summer benefits request letter can be found in Appendix A.

405. WINTER INTERSESSION REQUESTS. Midshipmen normally do not attend classes during the intersession, however, they may request for additional benefits in order to attend classes. Requests for intersession courses will be considered on a case-by-case basis, but generally must fall under the same requirements as Summer Classes (contained in article 404). A request for intersession tuition may be submitted via the student’s Officer Instructor for approval by the PNS. The following actions will usually disqualify battalion members from intersession benefits and may require additional semesters to be funded by personal finances:

   a. Delay of original graduation date caused by changing majors, dropping or failing a class, or taking classes not required for graduation.

   b. Registering for fewer than 15 units during any semester.

   c. Poor academic or military performance.

   d. A letter requesting winter benefits should be formatted similarly to the request for summer benefits example letter included in Appendix A.

406. OVERSEAS STUDY REQUESTS. Overseas study is generally an elective option, and not a requirement for graduation. However, students may participate in overseas study under certain circumstances. This may occur either during a leave of absence (without any financial benefits) or with financial benefits. However, under all circumstances, the student is responsible for all travel and lodging costs.
a. The PNS may approve an LOA for midshipmen who wish to study abroad without benefits under the following conditions:

(1) Study is full time, and credits earned meet degree requirements.

(2) Study does not affect timely completion of the NROTC requirements, drill or summer training.

b. The PNS may recommend (and NSTC OD approve) overseas study with benefits under the following conditions:

(1) Study is full time, and credits earned meet degree requirements.

(2) Study does not affect timely completion of the NROTC requirements, drill or summer training.

(3) Graduation and Commissioning are not delayed.

(4) Study is in the best interest of the individual and the Navy.

(5) Financial benefits do not exceed normal tuition costs per term.

c. Active duty students desiring overseas study are considered to fall under paragraph b (with benefits) regardless of tuition payments as they will continue to receive their active duty pay and benefits.

d. Students desiring to request to study abroad should submit a request through their respective OI. An example of a request is included in appendix A. Additionally, the request must include an updated transcript and degree plan.

407. WAIVER REQUESTS. Occasionally, a student will require an additional waiver, such as an age waiver, in order to be considered for commissioning into a specific community. In the event that a student requires a non-medical waiver, they should submit a request as follows.

a. Submit a request letter to the respective cognizant organization requesting the waiver (For age waivers, this is the respective community manager). The letter should include all relevant facts necessary in order to properly adjudicate the request. The request will be via the Commanding Officer, NROTC San Diego and Naval Service Training Command (OD4).
b. Schedule an appointment with their officer instructor in order to discuss the request and necessary facts to be stated in the command’s endorsement. The requesting student and officer instructor will submit a draft endorsement along with the student’s request.

c. Since Service Selection will usually occur up to nine months before commissioning, students should ensure all waiver requests necessary for commissioning are submitted 18 months prior to their scheduled commissioning.

408. STUDENT LEAVE. While students at NROTC San Diego, the primary military obligation of all students is to successfully complete the academic, physical fitness, and leadership training of the NROTC program. Historically, one of the most difficult portions of this program for all students is meeting the rigorous academic transition into a college environment. As such, active duty students should have the same mindset in attending their classes as they would in attending ship or squadron obligations in the fleet. The following guidelines are established for leave:

a. Only active duty students (OC, MECEP, and MCP students) accrue and can use leave while at NROTC San Diego. Midshipmen are in an inactive status, and may neither accrue nor use leave. Midshipmen should refer to Article 409 regarding liberty and special liberty.

b. Situations which qualify as Emergency Leave and Convalescent Leave under MILPERSMAN 1050 Series will be granted whenever the situation warrants at the discretion of the Commanding Officer or Executive Officer.

c. Adoptive Leave and Paternity Leave as defined in OPNAVINST 6000.1 Series should be discussed with a student’s designated Officer Instructor (OI). While the full 21 or 10 days available will generally not be granted during a school term, advanced scheduling and mitigation can be used to maximize the opportunities for active duty students to utilize these leaves.

d. Students are encouraged to take Annual (Ordinary) Leave during periods when school is not in session (Christmas/winter breaks, intercession periods, spring break, etc.) to the maximum extent practical. Additionally, students may elect to tailor their summer schedules to allow periods for leave as long as they meet their academic requirements per this manual.

e. Ordinary Leave will not normally be granted to students during an academic term in which the leave would cause a student
to miss class (both Naval Science and regular academic classes). Individual consideration may be given on a case-by-case basis to students who meet the following stipulations.

(1) Completed two full academic semesters at the San Diego NROTC program.

(2) Have a cumulative GPA at their respective university of 3.2 not including any transfer credits.

(3) Are not on any academic or aptitude warning or probation in the NROTC program.

(4) Submit with their request a mitigation plan for how they will make up the material missed during their absence. This statement should include copies of emails/memos informing their respective professors that they will be missing class; schedule of instructor’s or teaching assistant’s office hours or scheduled private meetings in which the students will go over the material.

f. Whenever feasible, the student should make arrangements to go over the material and turn in any homework prior to taking leave, vice making up the material after departure.

g. During the Fall and Spring semesters, students must submit an NROTC San Diego BN special request chit to the Assistant Marine Officer Instructor (AMOI), via the student Chain of Command prior to submitting a leave request. This request must have the student’s OI approval if any academic class will be missed.

h. During the Summer and Intersession periods, students should submit their special request chits directly to the AMOI via the Battalion OC Rep or MECEP Rep as appropriate.

i. All leave will be submitted through the Navy Standard Integrated Personnel System (NSIPS) or Marine On-Line (MOL) system as appropriate. No paper leave chits will be accepted.

j. MECEP E-6 and above can check in/out using MOL, it is the individual's responsibility to do so. STA-21 members are automatically checked in/out via NSIPS regardless of pay grade. MECEP E-5 and below are required to physically check in/out at the unit when taking leave.

k. If a battalion member encounters the possibility of being tardy on return, that person shall contact the respective Officer Instructor at the NROTC Unit as soon as possible. In the case of leave extension request, only the approving authority, or the
Staff Duty Officer (SDO) in the approving authority’s absence, may approve the extension.

1. Final disapproval authority for leave rests with the Commanding Officer (CO).

409. STUDENT LIBERTY

a. Liberty will normally be granted outside normal working hours. While on liberty, all battalion members must remain within a distance of 300 miles from San Diego NROTC. However, with the Executive Officer’s permission, on a case-by-case basis and unusual circumstances, members may be allowed to exceed this limit.

b. During the semester, all battalion members are required to submit a NROTC San Diego BN SPECIAL REQUEST CHIT to the AMOI via the student Chain of Command in the event any member must travel outside the 300 mile limit or “Out of Bounds.”

c. Special liberty may be granted to active duty members during the winter and summer session periods in accordance with OPNAVINST 6000.1 Series, NAVPERS 15560D (MILPERSMAN) 1050 Series, and COMNAVREGSWINST 1500.1 Series.

d. Special liberty in excess of 24 hours requires Senior MOI approval, in excess of 48 hours requires Executive Officer’s approval, and in excess of 72 hours requires Commanding Officer’s approval.

e. A member granted special liberty must check-in with the OI or SDO upon termination of special liberty.

410. ABSENCE FROM INSTRUCTION. Attendance at naval science classes and drill periods is considered a military duty and responsibility. Class absences may be excused by the class instructor on a case-by-case basis prior to the absence. A Battalion Special Request Form, (Appendix A) will be submitted to request absence from any drill instruction/lab or naval science class. An NROTC student who is absent from any part of the practical or theoretical instruction shall be required to make up the omitted training before being granted credits towards graduation. Excess absence from classes in either naval science or other academic courses will be treated as disciplinary infractions and may lead to disenrollment from the NROTC Program for disciplinary reasons. Full participation in all scheduled naval science training and instruction is required to properly complete the objectives of the NROTC Program.
411. PARTICIPATION IN ATHLETICS. NROTC members may participate in college athletics under the same terms and conditions that govern the participation of other students at the institution concerned. A Battalion Special Request Chit shall be submitted in order to request permission from the Chain of Command. The primary duty of varsity athletes still resides with NROTCU San Diego, as such requests to miss physical training, classes or required unit events must be approved by the Chain of Command via a BN special request chit.
CHAPTER 5
ORGANIZATION OF THE NROTC BATTALION

Article

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501. GENERAL. The NROTC San Diego Battalion is organized into a battalion staff and three letter companies of three to four platoons each. In general, the organization conforms to that prescribed for the rifle elements of a Naval Landing Party Battalion as set forth in the Marine Corps Drill and Ceremony Manual.

502. PURPOSE. The purpose of the NROTC San Diego Battalion is:

a. To provide a military structure in which the students function, thereby gaining practical experience in the operation of a military organization.

b. To expose students to real time leadership situations; to provide a forum for the practical application of leadership skills addressed in the classroom; and to obtain experience in the area of leadership skills.

c. To provide a situation in which the student's leadership potential can be evaluated.

d. To allow the quick and accurate dissemination of information throughout the battalion chain of command.
503. **MISSION.** The mission of the NROTC San Diego Battalion is:

a. To provide experience for students in the development, participation, and execution of various Battalion level exercises, e.g., PRT, parades, ceremonies, etc.

b. To develop a sequence of social activities which enhance the morale of the Battalion as well as expose students to the types of formal social activities that can be expected to be encountered by officers of the Naval Services.

c. To establish and administer such organizations as will enhance the professional development of the students and organizations which recognize academic achievement and service to the Unit.

d. To establish an organization which is capable of coordinating and administering all professional/academic organizations within the Battalion to include budgeting and accounting of funds received by the Battalion.

e. To develop leadership skills and other military skills that are required for successful service as a commissioned officer.

504. **MILITARY OFFICER/BATTALION ADVISOR.** The Marine Officer Instructor, in his capacity as the NROTC San Diego Battalion Advisor, is charged with the responsibility for supervising all Battalion activities, including parades and ceremonies, drills and inspections. He is the next senior officer to the Commanding Officer and Executive Officer within the chain of command for matters involving organization and function of the NROTC San Diego Battalion.

505. **ASSIGNMENT OF BATTALION BILLETS/COLLATERAL DUTIES**

a. Battalion billets are selected from all classes and student types (MIDN/OC/MECEP) within the Battalion. Selections are made to allow students to progress in leadership and staff billets, building on each to progress to a more senior billet. Every opportunity will be made available to allow all students the opportunity for command positions.

b. In general, senior ranking students (MIDN 1/C or OC/MECEP student in their final 2-3 semesters) will hold senior billets. BN senior leadership will be comprised of students in their final year of education. After all seniors have filled
all the primary leadership billets, outstanding students in their junior year will be utilized.

c. BN Collateral Duties (Pass-In-Review, Dining-in, Commissioning, etc...) will be filled by a Second Class (Junior year) student who will be primarily in charge. A Third Class (Sophomore year) student will be the assistant. An M/OI is overall in charge of supervising the planning for these events, however the close interaction with the M/OI will provide a significant leadership/mentorship experience to help set this underclass up for success as they enter higher ranking billets within the BN.

d. No member of the Battalion who is on probation is eligible for assignment as a battalion billet holder.

506. BATTALION ORGANIZATION

a. General. The NROTC San Diego Battalion is organized into three letter companies; Alpha (A), Bravo (B), and Charlie (C).

(1) Letter companies consist of a staff element and usually three platoons each.

(2) The staff element consists of the company Commanding Officer, Executive Officer, First Sergeant, Guide, Platoon Commanders and Platoon Sergeants.

507. DUTIES OF BATTALION OFFICERS. Duties and responsibilities of battalion officers and non-commissioned officers in general parallel those prescribed for commissioned officers and non-commissioned officers as delineated in appropriate sections of Navy Regulations and The Landing Party Manual. Specific adaptations and local deviations will be authorized and published in separate instructions. Battalion officers should bear in mind that a twofold objective is sought in creation of officer and non-commissioned officer billets within the Battalion organization. Primarily the occupation of these positions of responsibility is a valuable method for training future officers of the naval service. Secondly, the appointment of some students as battalion officers serves as a mark of achievement and recognition of leadership ability. All student officers shall maintain an accurate turnover file.

508. DESCRIPTION OF BATTALION BILLETS. The following is a list of specific duties, responsibilities and administrative duties
for battalion billet holders. A description of the rank insignia for battalion officers and battalion billet holders is located in Appendix B.

a. S-0 / Battalion Senior Leadership:

(1) Battalion Commanding Officer (BNCO) (6 stripes/MIDN CAPT)

The Battalion Commanding Officer is responsible for the Battalion’s overall performance, both its successes and failures. He or she is responsible for the smooth function of the battalion throughout the semester.

   (a) The Battalion Commanding Officer is charged with the following duties and responsibilities:

   1. Provide guidance and direction to the Battalion Staff and Company Commanders to ensure proper functioning of the Battalion.

   2. Act as the liaison and coordinator between the Unit Staff and the Battalion Staff.

   3. Develop the Battalion drill/training schedule with the Battalion Senior Leadership and under the guidance of the Unit Staff.

   4. Review and approve all documents pertaining to battalion ceremonies, training operations, and special events.

   5. Ensure all direction of the Unit Staff is accomplished by subordinates in the Battalion.

   6. Monitor and promote the morale and welfare of the Battalion.

   7. Provide MOI with relevant metrics to analyze battalion progress and determine any deficient areas of concern.

(2) Battalion Executive Officer (BNXO) (5 stripes/MIDN CDR)

   (a) The Battalion Executive Officer is the principal assistant to the Battalion Commanding Officer and is charged with the following responsibilities:
1. Lead and supervise the Battalion Staff to ensure the proper function of the Battalion.

2. Act as liaison and coordinator between the Battalion Staff and the Battalion Commander.

3. Review the POW before it is sent out weekly.

4. Review final draft of Battalion Staff weekly slides due to the BNCO the day before the weekly Battalion Staff meetings.

5. Heading of the Steering Committee; this includes coordinating with the steering committee representatives and scheduling meetings.

6. Review all special request chits before sending them up to the appropriate AMOI.

7. Should be prepared to assume the duties of the BNCO if needed.

(3) Battalion Command Master Chief/Sergeant Major (CMC/SgtMaj) (E-9)

(a) The Battalion Sergeant Major is the senior non-commissioned officer in the Battalion. The following personnel report directly to and are held accountable by the CMC/SgtMaj:

1. Company First Sergeants

2. Watchbill Coordinator

3. Battalion Guide

(b) The CMC/SgtMaj is charged with the following responsibilities:

1. Supervise all Battalion formations and receive muster reports.

2. Accurate and timely overall accountability of all Battalion events and functions, primarily Drill, Urinalysis and PT. These musters will be carried out
through the agents listed above responsible for reporting to the CMC/SgtMaj.

3 Submit weekly drill muster reports to AMOI and Admin Office.

4 Submit weekly accountability slides to the BN Guide.

5 Submit the EMI list to the AMOI and carry out EMI.

(4) **Honor Chair** (2 stripes/MIDN LTjg)

(a) The Honor Chair is responsible for the following duties:

1 To serve as member of Battalion Review Board (BRB) as needed (Article 804).

2 To conduct honor violation investigations as directed by Marine Officer Instructor.

3 To facilitate and oversee administration of the Honor Rehabilitation and Remediation Program (Article 806) as necessary.

(5) **Battalion Guide**

(a) The Battalion Guide reports directly to Battalion CMC/SgtMaj and is responsible for compiling weekly slides for staff meetings, ensuring that each section is updated and in the correct format.

(6) **Battalion Armorer**

(a) The Battalion Armorer is responsible for the following duties:

1 To supply all gear to members of Semper Fi, Drill Team, and Colorguard.

2 To supply all necessary gear for all Battalion Events.

3 To ensure the armory is properly organized and stocked.
To maintain accountability of all gear inside the Battalion Armory.

(7) **STA-21 Rep**

(a) Responsible for accountability of STA-21 members during summer months and intersession.

b. **S-1 / Administration Department:**

(1) **Battalion Personnel Officer** (PERSO) (4 stripes/MIDN LCDR)

(a) The Battalion Personnel Officer is responsible for administrative matters within the battalion. The Battalion Personnel Officer is specifically charged with the following duties:

1. Creation of and maintenance of an accurate battalion roster including student status (probation, LOA, etc).

2. Preparing FITREP forms prior to dissemination with the Unit Staff.

3. Dissemination and collection of FITREPs every semester and turning them to the appropriate OI/MOIs.

4. Working with BNXO to organize and plan Battalion Admin Day every Fall semester.

(2) **Assistant Personnel Officer** (2 stripes/MIDN LTjg)

(a) Assists PERSO in all duties and responsibilities.

(3) **Battalion Adjutant** (2 stripes/MIDN LTjg)

(b) The Battalion Adjutant is charged with the following duties:

1. Generate the Battalion’s Plan of the Week and distribute to Battalion and Unit Staff.

2. Take minutes at the weekly staff meeting and distribute to attendees.
3 Take minutes at other meetings as requested.

4 Perform other administrative duties as directed by the Battalion or Unit Staff.

(4) Assistant Adjutant

(a) The Assistant Adjutant is charged with the following duties:

1 To take minutes at weekly meetings when Adjutant is unavailable.

2 To assist the Adjutant in all duties and be prepared to assume the duties if needed.

(5) Battalion Medical Representative (2 stripes/MIDN LTjg)

(a) The Battalion Medical Representative is responsible for the following duties:

1 Compiling Medical Slides for Battalion each week and sending them directly to the BNXO.

2 Advise the Battalion Staff on medical related issues as permissible by relevant privacy laws.

c. S-3 / Operations Department:

(1) Battalion Operations Officer (4 stripes/MIDN LCDR)

(a) The Battalion Operations Officer is charged with the following duties and responsibilities:

1 Formulate plans and policies and coordinates and supervises functions pertaining to the battalion operations.

2 Advise the BNCO and BNXO on matters pertaining to battalion operations.

3 Prepare battalion operations plans.
4 Coordinate battalion operations activities within and with other military and civilian agencies.

5 Report directly to the BNXO for any matter concerning battalion operations.

6 Consistently update battalion drill calendar, WebCT event calendar, battalion weekly slides and POW for any battalion events.

7 Manage battalion operations (Planning).

8 Ensure USD MIDN Colors Coordinator distributes watchbill electronically and that colors is performed properly.

(2) Assistant Operations Officer (Future Operations Officer) (2 stripes/MIDN LTjg)

(a) The Battalion Assistant Operations Officer is charged with the following duties:

1 Responsible for reserving all locations for battalion wide events (i.e. drill).

2 Arrive 30 minutes prior to drill to make sure location is set up and unlocked.

3 Coordinate with points of contact to reserve drill locations and any other locations needed during drill (i.e. classrooms for M/OI breakouts).

4 Consolidate slides collected from club presidents, volunteer coordinator, and intramurals coordinator. Submit to Battalion Operations Officer for the staff meeting.

5 Perform any other tasks as directed by the Battalion Operations Officer.

(3) Watchbill Coordinator

(a) The primary responsibility of the Watchbill Coordinator is to prepare and subsequently submit the watchbill, on a weekly basis, to the battalion and staff in
a timely manner. The Watchbill Coordinator is charged with the following duties:

1. To ensure that all watch standers are qualified to stand their assigned watches (valid driver’s license/valid military ID).

2. To ensure that watch standers are informed of all their duty responsibilities.

3. To ensure that all watch standers are properly trained and that they are aware of their duty responsibilities.

4. To clearly label all duty responsibilities and instructions within the watchbill.

5. Coordinate weekly washing and cleaning of the CO’s sedan and duty vans.

6. To act as the USD Colors Coordinator during break periods in which Midshipmen are exempt from standing colors.

7. Periodically request from battalion members leave request dates, appointments, special liberties, SIQ status and other potentially schedule conflicting circumstances. Remember that it is ultimately the battalion member’s responsibility to notify the watchbill coordinator of such matters.

8. To resolve all conflicts on the watchbill after publication and submit a revised watchbill in a timely manner.

9. To ensure that all watch standers acknowledge their watches prior to the beginning of the week in which their watches are scheduled.

10. To notify and ensure that all watch standers assigned to urinalysis acknowledge their watches for the date that the urinalysis is scheduled.

(4) USD Colors Coordinator

(a) The USD Colors Coordinator is charged specifically with the following duties:
1. Obtain and organize midshipmen schedules at USD.

2. Assign midshipmen fairly and equally each week for color duty.

3. Teach and train midshipmen to do colors based on the drill manual.

4. Ensure that colors is executed correctly and with professionalism.

5. Appropriately report any unauthorized absences from colors.

6. Inform the Battalion Operations Officer of any concerns with colors.

(5) **Joint Services Liaison Officer**

(a) The primary duties of the Joint Services Liaison Officer include, but are not limited to, maintaining an open line of communication between NROTC, AFROTC, and AROTC. He or she is charged with the following duties:

1. Facilitate in the publication of events that are open to all services.

2. Attempt to coordinate with NROTC events that are appropriate for AROTC and AFROTC personnel.

3. Contact NROTC club presidents in order to facilitate with the above event coordination.

(6) **Community Service Volunteer Coordinator**

(a) The Community Service Volunteer Coordinator is charged with the following duties:

1. Continuously inform the battalion of unit volunteer events and solicit volunteers.

2. Track volunteer hours of all battalion members and post an hour tracker on a monthly basis.
3 Fill out and provide the Assistant Operations Officer power point slides with volunteer event information and updates.

4 Inform all battalion members of the requirements for volunteer hours each semester.

5 Provide the MOI with a finalized list of all hours for the battalion at the end of each semester.

(7) **Intramurals Coordinator**

(a) The Intramurals Coordinator is specifically charged with the following duties:

1 Meet with Air Force and Army representatives weekly for game details.

2 Schedule and reserve fields for games.

3 Set up practices for sports.

4 Brief Chain Of Command on intramurals weekly.

5 Update intramurals portion of BN weekly slides.

D.S-4 / Logistics Department:

(1) **Battalion Supply Officer** (3 stripes/MIDN LT)

(a) The Battalion Supply Officer is responsible for the following duties:

1 Oversee battalion funds.

2 Attend all steering committee meetings.

3 Oversee the collection of all battalion dues and deposit of those funds.

4 Write refund checks as directed by the Steering Committee.

5 Submit supply slides to Battalion Guide each week.
6. Attend weekly BN Staff meetings as directed.

7. Attend monthly meeting with MOI to discuss funding issues.

8. Coordinate with the Unit Supply Officer to ensure that all items necessary for the Battalion Midshipman Store are procured.

9. Oversee and maintain the Battalion Midshipman Store and ensure efficient handling of all matters relating to the material requirements of the Battalion.

10. Ensure the Battalion accounts are audited semi-annually and prior to Supply Officer turnover.

(2) **Assistant Supply Officer**

(a) The Assistant Supply Officer will carry out duties and as deemed necessary by the Battalion Supply Officer.

e. **S-5 / Public Affairs Department:**

(1) **Battalion Public Affairs Officer** (1 stripe/MIDN Ensign)

(a) The Battalion Public Affairs Officer reports directly to the BNXO and is charged with the following duties:

1. Publication of the unit newsletter and liaison with the Unit Staff to accomplish this.

2. Perform duties of Battalion photographer.

3. Photograph individual pictures for each member of the battalion for the photo board in the admin office.

4. Photograph the Midshipman of the Month and the Enlisted Commissionee of the Month and post the photos on the plaque in the Unit hallway.
5 Create and disseminate a semesterly Battalion newsletter to include Battalion events, club meetings, noteworthy accomplishments, and pertinent news.

6 Provide inputs to the Unit’s webpage.

(2) Assistant Public Affairs Officer

(a) The Assistant Public Affairs Officer will carry out duties as deemed necessary by the Battalion Public Affairs Officer. He or she reports to both the OPSO and PAO.

f. S-6 / Information Technology Department:

(1) Battalion Information Technology Officer (1 stripe/MIDN Ensign)

(a) The Battalion Information Technology Officer is charged with the following duties:

1 Maintain and update information posted on USD’s NROTC website. Coordinate with the Public Affairs Officer for all content updates. Ensure that the content is displayed as intended and in a pleasing manner.

2 Provide Audio/Visual support for Battalion events. This includes set up for the event and ensuring that the audio/visual aspect of the event is seamless in presentation and execution. This also includes interfacing with hired event staff when they are hired for the venue.

3 Ensure that the videographer is present when required with appropriate equipment.

4 Any other duties as directed by the Unit Staff or Battalion Staff that are technical in nature.

(2) Battalion Videographer

(a) The Battalion Videographer is charged with the following duties:

1 To film all training briefs given at drill.

2 To load video files onto computer in electronic classroom for Charlie 4 drill.
To film battalion events as directed.

g. S-7 / Training Department:

(1) **Battalion Training Officer** (4 stripes/MIDN LCDR)

   (a) The Battalion Training Officer is charged with the following duties:

   1. Manage all Battalion training operations.

   2. Supervise the operation of Battalion Study Hall Program.

   3. Supervise the operation of the Battalion Mentor and Tutor Programs.

   4. Collect all accountability for weekly PT sessions and pass information onto the Battalion CMC/Sgt Maj.

   5. Oversee Color Guard and Drill Team function and operations.

   6. Oversee all PT functions and sailing qualifications.

   7. Track the scores on all training related quizzes and provide a list of all failures to the MOI. Coordinate with their chain of command for assignment to EMI as necessary.

   8. Coordinate with the Operations Officer to ensure training events are planned properly.

(2) **Assistant Training Officer** (1 stripe/MIDN ENS)

   (a) The Assistant Training Officer will carry out duties and as deemed necessary by the Battalion Training Officer.

(3) **Physical Training Instructor**
(a) The Physical Training Instructor is charged with the following duties:

1. To coordinate all of the Navy physical training evolutions.

2. To maintain and track the physical readiness of the command through initial PFA and subsequent remedial physical training assignment.

3. To lead the Fitness Enhancement Training session weekly for those members who fail to meet official standards.

4. To manage assistant PTIs along with a Water Training Staff.

(4) Assistant Physical Training Instructor

(a) The Assistant Physical Training Instructors work with the PTI to lead weekly PT sessions and assist the PTI in the implementation of the initial and final PFAs each semester.

(5) Water Training Instructor

(a) The Water Training Instructor is charged with the following duties:

1. The safe training and qualification of all students as second and third class swimmers.

2. Facilitate third class swim qualification of all freshmen MIDN during freshman orientation.

3. Provide high-level follow-on training and facilitate second-class qualifications to all new MIDN and all students not previously qualified during the school year.

4. Facilitate the Navy swim PFA.

5. Execute all training and qualifications in accordance with all applicable instructions, directives, and safety concerns.
Ensure water training is not conducted unless an M/OI is present.

(6) **Battalion Drillmaster**

(a) The Battalion Drillmaster is charged with the following duties:

1. To ensure that all unit formations are conducted in a professional manner and in accordance with MCO 5060.20 Series.

2. Supervision in the conduct and execution of close order drill.

3. Facilitate in the conduct of all Battalion personnel inspections.

4. To assist in the training and development of the NROTC Color Guard.

5. To assist the AMOI in all ceremonies (Birthday Ball, Pass In Review, etc).

6. To train, grade, and evaluate all unit leaders.

(7) **Assistant Drillmaster**

(a) The Assistant Drillmaster is primarily responsible for assisting the Battalion Drillmaster in their duties and to serve as Drillmaster in the absence of the Battalion Drillmaster.

(8) **Mentor Program Coordinator**

(a) The Mentor Program Coordinator is charged with the following duties:

1. To assign Mentors to freshmen Midshipmen.

2. To monitor and facilitate Mentor/Mentee relationships and progress.

3. To track progress reports from Mentors on Mentees.
(9) **Study Hall Coordinator**

(a) The Study Hall Program Coordinator is charged with the following duties:

1. Coordinate and supervise execution of the Battalion Study Hall program. These tasks include creation and dissemination of the study hall proctor watchbill as well as reservation of spaces at the respective sites.

2. Administratively track the completion of required hours by members of the Battalion. Prepare a weekly report for the Battalion Training Officer of students who failed to meet their required hours.

(10) **Sailing Qualification Coordinator**

(a) The Sailing Qualification Coordinator is charged with the following duties:

1. Maintain and update a roster of navy option midshipmen to gauge complete and incomplete qualifications.

2. Contact the local marinas (Fiddler’s Cove and ASW Base) to set up dates for sailing courses and to enroll students in these courses.

3. Contact midshipmen who have yet to receive their qualifications and work with their schedules to ensure that Mate A qualifications are met by the end of their sophomore year (3/C MIDN) and Skipper B qualifications are met by the end of their junior year (2/C MIDN).

4. Update weekly Battalion Staff slides that contain the dates of upcoming sailing courses and those attending and the included chart that reflects the percentages complete based on Mate A or Skipper B qualification and on midshipmen rank. Update the officer instructor in charge of sailing qualifications of progress made throughout the semester.

5. Work closely with the sail team captain to help coordinate events that include those who express an interest in sailing, those capable of helping run events, and ensuring a replacement officer candidate is advance qualified to replace commissioning sail team captains.
(11) **SPECWAR Club President**

(a) The SPECWAR Club President is responsible for the following duties:

1. To set up meetings with SEAL & EOD members, BUD/S and SQT candidates, or other people who can give beneficial information regarding the SPECWAR and SPECOP communities.

2. To set up and help run volunteering events for various nonprofit organizations supporting both the SPECWAR and SPECOP communities.

3. To set up voluntary workouts for members.

4. Help other members put their service selection packages together.

5. Send the information of upcoming events to the Adjutant to be put in the plan of the week.

6. Update weekly Battalion Staff slides each week with what the club has planned and has completed.

(12) **Submarine Club President**

(a) The Submarine Club President is charged with the following duties:

1. Plan submarine club events through coordination with the Unit Submarine Club Advisor, take attendance at each event and forward a compiled list to the OIs at the end of the semester.

2. Ensure events are informative and preferably fun.

3. Maintain contact with the Naval Submarine League Southwest Chapter.

4. Promote interest in the submarine force.

5. Include SWO Nuke in informative club events as well.
6 Send information on upcoming events to the Adjutant to be included in the plan of the week.

7 Update weekly Battalion Staff slides each week with what the club has planned and completed.

(13) **Aviation Club President**

(a) The Aviation Club President is charged with the following duties:

1 Plan club events through coordination with the Unit Aviation Club Advisor, take attendance at each event and forward a compiled list to the OIs at the end of the semester.

2 Send the information of upcoming events to the Adjutant to be included in the plan of the week.

3 Update weekly Battalion Staff slides each week with what the club has planned and completed.

(14) **Surface Warfare Club President**

(a) The Surface Warfare Club President is charged with the following duties:

1 Plan club events through coordination with the Unit Surface Warfare Club Advisor (to include ship tours), take attendance at each event and forward a compiled list to the OIs at the end of the semester.

2 To inform the Battalion of upcoming ship tours, requesting participants.

3 Must ensure that they have an active duty OC attending to be the duty driver.

4 To inform the attendees of the uniform and timeline of the club event.

5 To ensure accountability before, during, and after the club event.

6 Send a reminder email to the participants the day before the club event.
7 Send the information of upcoming events to the Adjutant to be placed in the plan of the week.

8 Update weekly Battalion Staff slides each week with what the club has planned and completed.

(15) Nurse Club President

(a) The Nurse Club President is charged with the following duties:

1 Plan club events through coordination with the Unit Nurse Club Advisor.

2 Send the information of upcoming events to the Adjutant to be included in the plan of the week.

3 Update weekly Battalion Staff slides each week with what the club has planned and completed.

(16) Semper Fi Club President

(a) The Semper Fi Club President is charged with the following duties:

1 Plan club events through coordination with the MOI.

2 Send the information of upcoming events to the Adjutant to be included in the plan of the week.

3 Update weekly Battalion Staff slides each week with what the club has planned and completed.

h. Company Staff:

(1) Company Commanding Officer (3 stripes/MIDN LT)

(a) The Company Commander is responsible for the smooth and efficient operation of his or her company. In particular, he or she is charged with the following duties and responsibilities:

1 Attend staff meetings and pass all word from the meeting.
2 Report accountability during officer formations at battalion drill periods.

3 Supervise extra military instruction (EMI).

4 Communicate with and assign duties to the Company Executive Officer and Platoon Commanders.

5 Provide guidance to the Platoon Commanders and the Company regarding events, inspections, and general information.

6 Solicit nominations for the Midshipman of the Month and Enlisted Commissioned of the Month from Platoon Commanders.

7 Compose the write-ups for Midshipman of the Month and Enlisted Commissionee of the Month.

8 Review and forward special request chits.

9 Develop disciplinary policy and enforce the set battalion policy.

10 Assign informal/formal counseling as disciplinary action.

11 Review and forward formal counseling chits to member’s OI and the BNXO.

12 Represent Company at Battalion Staff meetings and EMI sessions.

13 Perform any duties as prescribed by the Battalion Commander and Executive Officer.

(2) **Company Executive Officer** (2 stripes/MIDN LTjg)

(a) The Company Executive Officer is charged with the following duties:

1 Assist the Company Commander in the administration of the company.

2 Performance of such tasks as deemed appropriate by the Company Commander.
3 Assign work duties to the company platoons as directed by the Company Commander.

4 Coordinate the administrative operation of the company. Act as liaison for Platoon Commanders and Company CO.

5 Create Company slide for weekly Battalion brief.

6 Assist Platoon Commanders with counseling techniques.

7 Recommend appropriate remediation for infractions to the Company Commander.

8 Accompany Platoon Commanders for counseling on any individual’s third counseling of the semester.

9 Perform counseling on Platoon Commanders.

(3) **Company First Sergeant/Senior Chief (E-8)**

(a) Accountability for the company. This is the primary function of the 1st Sgt/Senior Chief. It covers accountability for everything and anything including muster, GMT completion and PT muster/rosters. Other duties include but are not limited to:

1 Review company accountability slide and forward it to the Battalion CMC/SgtMaj each week.

2 Collect class schedules from the members of the company.

3 Directly task members of the company when required.

4 Complete tasking as directed by the Company Commander.

(4) **Company Medical Representative**

(a) The Company Medical Representative is responsible for tracking the medical status of members of his or her company and updating the Battalion Medical Representative regularly.
(5) **Company Steering Committee Representative**

(a) The Company Steering Committee Representative is responsible for the following:

1. Attend all Steering Committee Meetings.
2. Vote on spending of battalion funds.
3. Bring forth ideas from company members on use of battalion funds.
4. Help to plan and organize battalion events that require funding.

(6) **Platoon Commander** (1 stripe/MIDN Ensign)

(a) The Platoon Commander is responsible for the smooth and efficient operation of his or her platoon. In particular he or she is responsible for:

1. Reviewing chits and routing them up to the Company Commander.
2. Overseeing both the Platoon Sergeant/Leading Petty Officer and Squad Leaders.
3. The direct training of his or her unit to achieve those training objectives established by the Battalion and Company Commander.

(7) **Platoon Sergeant/Leading Petty Officer** (E-6)

(a) The Platoon Sergeant/Leading Petty Officer is responsible for the smooth and efficient operation of his or her platoon. The Platoon Sergeant/Leading Petty Officer is charged with the following duties:

1. Muster and take accountability of the their platoon at every drill period and other battalion events.
2. Report directly to the Platoon Commander.
3. Oversee the overall well being of his or her platoon members.
(8) **Platoon Guide**

(a) The Platoon Guide is charged with the following duties:

1. Assist Platoon Sergeant/Leading Petty Officer in their duties.
2. Act as Platoon Sergeant/Leading Petty Officer in their absence.
4. Report directly to Platoon Sergeant/Leading Petty Officer.

(9) **Squad Leader** (E-5)

(a) The Squad Leader reports directly to the Platoon Sergeant/Leading Petty Officer and is responsible for:

1. Accountability of his/her squad members at each drill.
2. Conducting inspections of squad members before the start of each drill to ensure proper uniform wear.
3. The overall well being of his or her squad.
CHAPTER 6
UNIFORMS AND GROOMING

601. WEARING OF THE UNIFORM - GENERAL

   a. The composition of male and female uniforms can be found on the Navy Personnel Command website (http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/).

   b. Uniforms will be worn for all laboratories, drills, ceremonies, and inspections unless otherwise directed. NROTC students are required by the Commanding Officer, NROTC Unit to wear their uniforms all day on Tuesdays (0600 to 1600), to include Drill and Naval Science Class. All laboratory and drill periods are published at the beginning of each semester, so all midshipmen should be able to prepare prescribed uniforms for wear.

   c. SMARTNESS

       (1) Image. United States Navy and Marine Corps personnel must set and maintain the highest standards of
smartness in uniform appearance. The military image reflected by attention to detail, while wearing your uniform, is a key element in cultivating positive public perception of the Navy and Marine Corps.

(2) Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices and insignia bright and free from tarnish and corrosion.

(3) Articles.

(a) NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including such items as, pencils, pens, watch chains, key chain fobs, pins, jewelry, combs, large wallets, cigars, cigarettes, pipes, or similar items (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed elsewhere in these regulations). Communication devices (e.g. cell phones, blackberries, pagers, etc.) are authorized for use and wear while in uniform (to include walking) in the manner prescribed as follows:

1 Communication devices shall be conservative in color and design and shall not distract from the appearance of the uniform.

2 Only one communication device is authorized for wear and can only be worn on the belt of working and service uniforms aft of the elbow.

3 Wearing of communication devices on service dress uniforms are not authorized.

4 Communication devices will not be visible from the front and worn in such a manner as to impede the normal wear and appearance of the uniform (e.g. sagging, bunching, bulging, protruding etc.).

5 Whenever there is a concern for operational security, the authorized use of communication devices shall be at the commanding officer's discretion.

6 The use of portable communication devices shall not interfere with the rendering of military courtesies and honors nor violate local, state and federal laws.

7 When not being worn on the uniform and in use, communication devices will be placed at the side of the leg.
and in the appropriate hand when rendering salutes, greetings and other military courtesies/honors.

8 The use of an earpiece, Bluetooth technology, headsets or hands-free device while in uniform indoors or outdoors is prohibited unless specifically authorized for the execution of official duties (e.g. NSW, security personnel, detailers, etc.).

9 The use of Bluetooth technology, headsets and other hands-free devices are only allowed in uniform in a vehicle when authorized by local, state and federal law. Regional commanders may further restrict on base use of hands-free devices.

(b) Civilian bags (e.g., computer bags/briefcases, gym bags, garment bags, etc., this does not include women’s handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

1 Backpacks may be worn over either the left shoulder or both shoulders while wearing service working uniforms. Authorized colors of backpacks include black, navy blue, and when available the matching NWU pattern (Blue/Grey/Black). The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached on or to the backpack. Marines are not authorized to wear backpacks over shoulders while in uniform. Marines are only authorized to carry their backpack in their left hand.

2 Computer bag and brief case: may be worn across the left shoulder of service and working uniforms to facilitate saluting. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally).

3 All bags/brief cases worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag/brief case.

4 While in dress uniform, civilian bags will be hand carried only.
(4) Glasses

(a) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are authorized for Foreign Object Damage (FOD) prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(b) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(c) Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc).

(5) Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform.

(6) Military Creases. Military creases on shirts are required.

(7) Tailoring of Uniforms. Uniforms must be tailored to facilitate the appearance and maintenance of professional military bearing. They shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight form fit.

d. Uniforms will be kept scrupulously clean. Devices and insignia will be polished. Covers shall be worn squarely on the head. Shoes will be kept clean, well shined, and in good repair. Incomplete uniforms or mixed civilian/military attire are specifically forbidden as is wearing of the uniform on any occasion not approved by the Commanding Officer. No ornamentation, device or award not authorized in these regulations will be worn as part of the midshipman uniform.

e. Overall appearance in or out of uniform is of the utmost importance. When in uniform a midshipman is expected to provide exemplary appearance for two reasons.

(1) First, he or she will be wearing a uniform which, in itself, is a badge of distinction. That uniform must be neat, clean, well fitted and worn with erect posture and pride.
(2) Second, the young man or woman inside the uniform must be so well groomed that his or her wearing of the uniform appears entirely fitting to an observer. When not in uniform, a midshipman will undoubtedly still "stand out." He or she will be noted because of the same neatness, cleanliness, immaculate grooming, erect posture and aura of pride and confidence that go with wearing the uniform.

f. WEARING UNIFORM ARTICLES WITH CIVILIAN CLOTHES. Personnel may wear the military uniform articles listed below with civilian clothing. Wear of items not listed is strictly prohibited.

All-Weather Coat/Raincoat (without insignia)
Belts with civilian buckles
Cap, Knit Watch
Command/Navy Ball Cap (w/o insignia)
Gloves
Handbag
Jacket, Black Knit (w/o insignia)
Jacket, Blue Windbreaker (w/o insignia)
Jacket, Khaki Windbreaker (w/o insignia)
Necktie, Four-in-Hand
Shoes
Socks/Hosiery
Sweaters Cardigan and Pullover Jersey
Sweater, Black V-Neck Pullover (w/o nametag)
Underwear

g. The cost of cleaning and laundering of midshipman uniforms and clothing during the academic year as well as during summer training periods shall be the responsibility of the midshipman.

h. Every week the Battalion Plan of the Week will inform battalion personnel as to the uniform of the day for drill and any other occasions that week. The most common uniforms on the plan of the week will be Service Khaki, Summer White, Service Dress Blue for Navy personnel, or Service “C” and Service “B” for Marine Corps personnel, and appropriate civilian attire.

i. Navy Seasonal Uniform Periods

(1) Summer White or Service Dress White is normally authorized from the first Monday in April to the first Monday in November.
(2) Service Dress Blue is normally authorized from the first Monday in October to the first Monday in May.

(3) The above described uniforms and dates may vary with the Commanding Officer's discretion. When in doubt, check the Battalion Plan of the Week for the appropriate uniform.

j. CIVILIAN ATTIRE. On certain occasions the PNS will authorize the wearing of appropriate civilian attire. Appropriate civilian attire will be defined as the situation arises, but will generally be of the same cut and quality as the military uniform and shall not discredit the Navy or the Marine Corps. Current styles and fashions which are conservative and in good taste are authorized.

k. DRUG ADVOCATION PROHIBITED. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy or Marine Corps.

602. GROOMING

a. GENERAL. The primary consideration is to have a neatly groomed appearance while wearing naval uniforms. Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive or are they designed to isolate Navy or Marine Corps personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable military image. The difference between men and women's grooming policies recognizes the difference between the sexes: sideburns for men, different hairstyles and cosmetics for women. Establishing identical grooming and personal appearance standards for men and women would not be in the Navy's best interest and is not a factor in the assurance of equal opportunity.

b. PERSONAL APPEARANCE. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle of "conservative" or "eccentric" grooming, the good judgment of leaders at all levels is key to enforcement of Navy grooming policy. Therefore, hair/grooming standards while in uniform shall present a neat, professional appearance.
c. Navy Grooming Standards

(1) Hair

(a) Men. Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. One (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. Figure 6-1 refers. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.
(b) Women. Hairstyles shall not be outrageously multicolored or faddish, to include shaved portions of the scalp (other than the neckline), or have designs cut or braided into the hair. Hair coloring must look natural and complement the individual. 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. Braided hairstyles shall be conservative and conform to the guidelines listed herein. When a hairstyle of multiple braids is worn, braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), and tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Short hair may be braided in symmetrical fore and aft rows (corn rowing) which minimize scalp exposure. Corn row ends shall not protrude from the head, and shall be secured only with inconspicuous rubber bands that match the color of the hair. Appropriateness of a hairstyle shall also be judged by its appearance when headgear is worn. All headgear shall fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hair shall not show from under the front of the brim of the combination hat, garrison, or command ball caps. Hairstyles which do not allow headgear to be worn in this manner, or which interfere with the proper wear of protective masks or equipment are prohibited. When in uniform, the hair may touch, but not fall below a horizontal line level.
with the lower edge of the back of the collar. With jumper uniforms, hair may extend a maximum of 1-1/2 inches below the top of the jumper collar. Long hair, including braids, which fall below the lower edge of the collar shall be neatly and inconspicuously fastened, pinned, or secured to the head. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches. Figure 6-2 refers. A maximum of two small barrettes/combs/clip/s, similar to hair color, may be used in the hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized. Hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Hair nets shall not be worn unless authorized for a specific type of duty.

![Figure 6-2](image)

Navy Grooming Standards for Women

(2) SHAVING AND MUSTACHES (Men). The face shall be clean shaven unless a shaving waiver is authorized by the Commanding Officer. Mustaches are authorized but shall be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. It shall not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended shall not exceed approximately ½ inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. If a shaving waiver is authorized, no facial/neck hair shall be shaved, manicured, styled or outlined nor exceed 1/4 inch in
length. **Supervisors of individuals with shaving waivers shall actively monitor and ensure treatment regimen is followed.**

(3) HAIRPIECES. Wigs or hairpieces shall be of good quality and fit, present a natural appearance and conform to the grooming standards set forth in these regulations. They shall not interfere with the proper performance of duty nor present a safety or FOD (Foreign Object Damage) hazard.

(a) Men. Wigs or hairpieces may be worn by active duty personnel while in uniform or duty status only for cosmetic reasons to cover natural baldness or physical disfigurement. Wigs may be worn by Naval Reserve personnel engaged in inactive duty for training.

(b) Women. Wigs or hairpieces meeting women's grooming standards are authorized for wear by personnel while in uniform or duty status.

(4) COSMETICS (Women). Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are not authorized with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick colors shall be conservative and complement the individual. Long false eyelashes shall not be worn when in uniform.

(5) FINGERNAILS

(a) Men. Fingernails shall not extend past fingertips. They shall be kept clean.

(b) Women. 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.

(6) JEWELRY. Conservative jewelry is authorized for all personnel and shall be in good taste while in uniform. Eccentricities or faddishness are not permitted. Jewelry shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the following guidelines:

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

(b) Earrings
1 Men. Not authorized while in uniform. Additionally, earrings are not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under article 7201.2 of U.S. Navy Regulations, earrings may be prohibited while in foreign countries.

2 Women. 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 finish, screw-on or with posts. Gold for Officers/CPOs, and silver for enlisted personnel. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

(c) Body Piercing. No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part.

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

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

d. Marine Corps Grooming Standards

(1) Hair

(a) Men: Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated **all the way around the head (blended or faded and not edged as an outline)** from zero length at the hairline in the lower portion of the head to the upper portion of the head. Hair will not be over 3 inches in length fully extended (**an extended hair, not the style, determines proper length**) on the upper portion of the head. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp when styled. The back and sides of the head below the hairline may be shaved to remove body hair.
1 Sideburns will not extend below the top of the orifice of the ear, as indicated by the line A-A' in figures 6-3. Sideburns will not be styled to taper, flare or come to a point. The length of an individual hair of the sideburn will not exceed 1/8 inch when fully extended.

2 No male Marine will be required to have his entire hair length clipped to the scalp except while he is undergoing recruit training or when such action is prescribed by a medical officer. This does not prohibit a male Marine from having his hair clipped (or shaved) to the scalp if he so desires.

(b) Hair Style. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. Male hair styles will conform to the natural shape of the head without eccentric directional flow, twists or spiking. One (cut, clipped or shaved) natural, narrow, fore and aft off centered part (placed no further than the outer corner of the eye and will not extend down the back of the head) is authorized. The following hair style types are considered eccentric and are not authorized and are shown in figure 6-4 (this list is not all inclusive):

1 hair styling which include single patches of hair on the top of the head (not consistent with natural hair loss);

2 hair styled to run as a strip down the center of the scalp (i.e. “Mohawk” fashion);

3 hair styled to leave an unusually large open (bald) area on the top of the head (not consistent with natural hair loss); and

4 hair styles which include the etching of letters, signs or figures, not considered natural in appearance. Braiding of the hair is not authorized for male Marines. When used, hair gel/mousse should provide a conservative, natural appearance.

(c) Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.
(d) Facial/Chest Hair

1. The face will be clean-shaven, except that a mustache may be worn. When worn, the mustache will be neatly trimmed and must be contained within the lines of B-B', C-C', D-D' and the margin area of the upper lip, as shown in figures 6-3. The individual length of a mustache hair fully extended must not exceed 1/2 inch.

2. Except for a mustache, eyebrows, and eyelashes, hair may be grown on the face only when a medical officer has determined that shaving is temporarily harmful to the individual's health.

3. No male Marine will be required to have his chest hair clipped. Chest hair should not protrude in an unsightly manner above the collar of the visible undershirt when worn, or long sleeve khaki shirt.

4. Excessive plucking or removal of eyebrows is not authorized, except for medical reasons.
Figure 6-4
Examples of Prohibited Hair Styles for Men

(2) Women: Hair Regulations. The requirement for hair regulations is to maintain uniformity within a military population. Women’s hairstyles require non-eccentric and non-faddish styles, maintaining a conservative, professional appearance. For the purpose of these regulations, women’s hairstyles will be organized into three basic categories; short length, medium length and long hair.

(a) Hair Length

1 Short Hair Length. Short hair is defined as hair length that extends no more than 1 inch from the scalp (excluding bangs). Hair may be no shorter than 1/4 inch from the scalp, but may be evenly graduated to within 2 inches of the hair line. Bangs, if worn, may not fall into the line of sight, may not interfere with the wear of all headgear, and when worn with headgear must lie neatly against the head. The width of the bangs may extend to the hairline at the temple.

2 Medium Hair Length. Medium hair is defined as hair that does not extend beyond the collar’s lower edge (in all uniforms), and extends more than 1 inch from the scalp. Medium hair may fall naturally in uniform and is not required to be
secured. When worn loose, graduated hair styles are acceptable, but the length, from the front to the back, may not exceed one inch difference in length, from the front to the back (see Figure 6-5). The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.

3 Long Hair. Long hair is defined as hair that extends beyond the collar’s lower edge. Long hair will be neatly and inconspicuously fastened or pinned, except that bangs may be worn. The regulations for the wear of bangs detailed above are relevant. No portion of the bulk of the hair, as measured from the scalp, will exceed approximately 2 inches (except a bun, which may extend a maximum of 3 inches from the scalp) and no wider than the width of the head.

(b) Hairstyles. Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline,
designs cut in the hair, unsecured ponytails (except during physical training), and unbalanced or lopsided hairstyles are prohibited. Hair will be styled so as not to interfere with the proper wear of all uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. When headgear is worn, hair should not protrude at distinct angles from under the edges. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited. Examples of hairstyles considered to be faddish or exaggerated and thus not authorized for wear in uniform are (this list is not all-inclusive); locks and twists (not including French rolls/twists), hair sculpting (eccentric directional flow, twists, texture or spiking), buns or braids with loose hair extending at the end, multiple braids that do not start at the top of the head, hair styles with severe angles, and loose unsecured hair (not to include bangs) when medium/long hair is worn up.

1 Braids. Medium and long hair may be braided. Multiple braiding (defined as more than two braids) is authorized. When worn, multiple braids shall be of uniform dimension, small in diameter (approx. 1/4 inch), show no more than 1/8 of an inch of scalp between the braids and must be tightly interwoven to present a neat, professional, well groomed appearance. Foreign material (i.e., beads, decorative items) shall not be braided into the hair. Braids must continue to the end of the hair in one direction, in a straight line, and can be worn loose per medium hair length guidelines or secured to the head in the same manner as described for medium or long length hair styles. Ends shall be secured only with inconspicuous rubber bands. If multiple braids are worn they must encompass the whole head.

2 Hair Extensions. Hair extensions are authorized for medium and long hair only. Extensions must have the same general appearance as the individual's natural hair.

3 Wigs. Wigs, if worn in uniform, must look natural and conform to the above regulations.

4 Physical Training (PT). Medium/short length hair may be worn down for organized PT, except when considered a safety hazard. Long hair must be secured. Pony tails are authorized. When hair-securing devices are worn (i.e. barrettes, small pony tail holders...), they must be consistent with the hair color. Examples of hair accessories not authorized for securing hair for PT are: scrunchies, bows, ribbons, alligator clip.
Boots and Utilities ("boots and utes"). When wearing boots and utes in a PT environment, hair should be secured using the PT guidelines identified above. When boots and utes are worn in a non-PT related environment, hair must be secured per the regulations detailed in the hairstyle regulations.

Hair Accessories. Except in PT situations, inconspicuous hairpins and bobby pins, if required, are authorized. Hairnets will not be worn unless authorized for a specific type of duty. Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair.

Hair Color. If applied, dyes, tints, bleaches and frostings, which result in natural colors, are authorized. The hair color must complement the person's complexion tone. Color changes that detract from a professional image are prohibited.

Body Hair. No female Marine will be required to remove body hair except where leg hair protrudes beyond the appropriate, or causes a visibly uneven texture under said hosiery.

(c) Cosmetics. Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn.

CONDUCT WHILE IN UNIFORM. The uniform should always be worn with pride. It sets apart the wearer as a member of a proud and honorable profession. When in uniform, the wearer must exert every effort to conduct himself or herself in a manner that will never bring discredit on the uniform; any act which degrades the uniform lessens respect for the country it represents.

PROHIBITIONS WHEN IN UNIFORM. These prohibitions apply equally to male and female members.

a. NROTC students in uniform shall avoid any undue public display of affection.

b. NROTC students will not chew gum, chewing tobacco or snuff while in uniform.
c. NROTC students, whether in uniform or not, will observe the highest standard of conduct and sportsmanship at athletic events.

d. NROTC students **shall not** wear the uniform to any political type of gatherings, such as protests, unless specifically approved by the PNS.

e. NROTC students shall not walk while drinking liquids, or eating food while in uniform.

f. NROTC students shall not walk while talking on cell phones while in uniform.

605. CARE OF THE UNIFORM

a. GENERAL. Only proper care and maintenance can attain the longest service of the various uniform articles. This information is presented to help prolong the useful life and distinguished appearance of uniforms and equipment. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

b. CLEANING

(1) Buttons. Buttons may turn green when the pewter plating wears off and the copper base becomes covered with green copper carbonate due to exposure to moist air. You can remove the green coloring by rubbing gently with acetic acid or any substance containing this acid such as vinegar or Worcestershire sauce, followed by thoroughly washing in clean water.

(2) Embroidered Insignia. Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. Do this as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device may not be restorable and will have to be replaced.
(3) Gold Lace. Gold bullion lace will tarnish rapidly and may deteriorate when in contact with or hung near any substance containing sulfur, such as rubber or ordinary manila or wrapping paper. An experienced tailor should clean gold bullion lace, although liquid nontoxic preparations and certain liquid cleaners available commercially may be used if applied according to manufacturer's instruction.

(4) Metal Insignia. Clean the gold filled and sterling silver rhodium finished parts of metal insignia by washing with soap and water. Insignia will not be polished to the degree that the basic details of the standard insignia are defaced, removed, or altered in general appearance.

606. REPLACEMENT. In general, the uniform issue is considered sufficient to last through the NROTC Training Program when it is properly cared for and worn only as directed. Occasionally, provision is made to replace articles of clothing for midshipmen which have become outgrown during the first year, or which are no longer serviceable as long as neglect is not involved. Replacement is made under these conditions through the Unit Supply Officer.

607. ALTERATION AND MARKING

a. Authorized alterations of the uniform are made on initial issue at government expense. The Unit Supply Officer must be consulted prior to any subsequent alterations.

b. Marking or stenciling of the uniform will not be undertaken by midshipmen until directed to do so by separate instruction. All articles must be marked specifically as directed by the instruction.

608. SUMMER TRAINING UNIFORMS. Items of uniform required for summer training are not issued until the spring quarter and then only to those midshipmen required to cruise. Instructions concerning the issuance of training uniforms will be promulgated separately each spring quarter.

609. UNAUTHORIZED WEARING OF THE UNIFORM. The uniform is authorized to be worn primarily when engaged in unit activities and during summer training. It is not to be worn on other occasions without the expressed approval of the appropriate class instructor. Hitchhiking in the uniform is specifically prohibited.
610. MIDSHIPMAN INSIGNIA. Midshipman rank and class insignia will be affixed to the uniform as prescribed in Appendix B to this instruction.

611. MIDSHIPMAN AWARDS. The wearing of midshipman awards is not authorized. Only those ribbons and medals awarded prior to arrival at NROTC San Diego or those authorized by the Commanding Officer may be worn.
CHAPTER 7
CONDUCT AND CUSTOMS

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701. GENERAL

a. Conduct, customs, traditions, and core values are included in all naval science courses and are taught as a specific subdivision of the freshman curriculum. Therefore, the following chapter will not describe all that is desired or required of midshipmen regarding this subject, but will highlight some of the important aspects and will emphasize those topics which are most pertinent to the academic/military environment at NROTC San Diego.

b. Honor, personal integrity, and loyalty to the Naval Service, to its customs and traditions, are fundamental characteristics of a commissioned officer. When the Commanding Officer of the NROTC Unit indicates by his/her recommendation that a midshipman is qualified for commissioning, it is implicit that he or she is also worthy of the special trust and confidence conveyed by the President of the United States in his or her commission. When a midshipman accepts a commission, the midshipman assumes the responsibility for living up to the highest standards in both his and her professional and private
life. The Midshipman Code of Honor best expresses what is expected of a midshipman in a simple, straightforward manner - "A MIDSHIPMAN SHALL NOT LIE, CHEAT OR STEAL."

c. A vital portion of the NROTC Program is devoted to teaching midshipmen to conduct themselves in such a manner as to gain and maintain the respect of both their seniors and those who will serve under them. Consequently, any conduct or behavior not in keeping with the highest standards of personal integrity is cause for disenrollment.

d. Discipline is essential in the military community and acts of misconduct, which might be tolerated elsewhere, are intolerable in the Service.

702. CONDUCT

a. Standards. NROTC students are expected to present a favorable military image and to conduct themselves with the propriety and decorum, which characterize gentlemen and ladies.

703. SALUTING

a. The salute is a long established form of greeting and recognition exchanged between members of the military profession. All midshipmen in uniform are required to render the salute, when appropriate, as prescribed herein. The junior person always initiates the salute.

b. On campus, the salute is to be rendered, when in uniform, to officers of all branches of the Armed Forces, whether or not the officer is in uniform, and to midshipmen officers in uniform who are senior to the person concerned.

c. It is customary to exchange a greeting with the salute, such as "Good morning, sir," or "Good evening, Lieutenant".

d. The salute is rendered at a distance at which recognition is easy, normally within 30 paces. Salute when the person being saluted is about six paces from you or at the nearest point of approach. Hold the salute until the person saluted passes you or returns your salute; then end the salute. When overtaking a senior, pass on the LEFT side. When abreast of the senior, ask “By your leave, sir/ma’am?” The senior will return the salute, answering “Carry on” or “Very well.” Then end the salute.
e. Personnel in ranks do not normally salute; however, the person leading the formation orders the formation to attention and salutes on behalf of the group.

f. Salutes are not normally exchanged when uncovered in the Naval Service, unless embarrassment would result by failure to salute. If a student is in uniform and recognizes an officer not in uniform, they will salute and provide the appropriate greeting.

g. The uniform headdress is never raised as a form of greeting.

h. When in doubt as to whether or not the salute is appropriate, the general rule is: "When in doubt, salute."

704. ADDRESSING OFFICERS

a. Midshipmen will stand at attention when addressing or being addressed by an officer.

b. Officers of all services are addressed in oral and written communications by their military grade.

705. ADDRESSING ENLISTED PERSONNEL. All Navy and Marine Corps enlisted personnel assigned to the Unit will be addressed by their military rank: "Senior Chief Petty Officer", "Chief Petty Officer", "Gunnery Sergeant", etc.

706. ADDRESSING NROTC STUDENTS

a. Naval courtesy requires that junior midshipmen give their seniors the esteem and respect a polite society expects its younger people to give their elders.

b. Midshipmen are to address midshipmen senior to them as "MIDN Last Name," and not by their first name. For those in Midshipman Billets, they are to be addressed as “Sir or Ma’am.”

707. EXECUTING ORDERS. All orders received by midshipmen from unit personnel or midshipmen officers shall be considered official and executed accordingly. Expressed wishes or desires of a senior, by tradition, are an order to a junior.

708. RELATIONS WITH NROTC STAFF MEMBERS
a. Midshipmen are always expected to conduct themselves with dignity and decorum in their dealings with all staff personnel assigned to the Unit. When staff personnel are in charge of a drill or laboratory session, they are executing assignments of the Commanding Officer and their instructions will be carried out. Midshipmen will not reprimand or issue orders to instructors. If they have a complaint at any time against an instructor or civil service personnel, they will make a report to the appropriate officer instructor or the Commanding Officer.

b. Midshipmen are prohibited from having any financial transactions or personal relationships with staff personnel.

709. ENTERING OFFICER'S OFFICES. When a student is ordered to report to an officer's office or desires to communicate with an officer, the following procedure will be adhered to:

a. KNOCK THREE TIMES before you enter. (If the officer is occupied, do not interrupt.)

b. When recognized, enter and sound off, "Midshipman _____ Class (last name), Sir."

c. State your business.

d. Remain at attention unless directed otherwise.

e. Always use "Sir/Ma'am" when speaking with or addressing a commissioned officer.

f. When finished, state, "Is that all, Sir/Ma'am?" When dismissed, about face, and march out.

710. NAVY CORE VALUES. In 1992 the Chief of Naval Operations set forth three core values to build and direct the character development of Naval personnel. These three values are honor, courage, and commitment.

a. Honor. This includes the core values of: Honesty, Integrity, and Responsibility. Naval personnel must conduct themselves with the highest ethical standards in all relationships with seniors, peers, and subordinates. Successful Naval leaders must be able to make honest recommendations and receive recommendations from juniors. Most importantly, Navy and Marine Corps members must live by an uncompromising code of integrity, take responsibility for one's actions, and always
strive to fulfill or exceed our moral and legal obligations to our service and our society.

b. Courage. This includes the core values of: Competence, Teamwork, and Concern (respect) for people. Naval leaders must not be afraid to undertake any mission, no matter how demanding, hazardous, or difficult it may seem. A leader must always make decisions in the best interest of their service and their country, regardless of personal consequences. Naval personnel must always do what is right even in the face of personal or professional adversity.

c. Commitment. This includes the core values of: Loyalty, Patriotism, and Valor. Successful leaders must demand respect up and down the chain of command, and always care for the safety and well-being of their subordinates. Naval personnel must show respect towards all people regardless of race, religion, or gender, and treat every individual with the highest dignity. Leaders must be ever aware and strive for positive change and constant improvement. Navy and Marine Corps personnel must exhibit the highest degree of moral character, and work together as a team to improve the quality of our Service and Nation.
801. GENERAL

    a. The goal of the military discipline system is to enhance combat readiness and combat effectiveness. The goal of the midshipman discipline system is to encourage students to take full responsibility for their individual performance and develop a sense of esprit de corps within the unit.

    b. All persons in the naval service shall display courage, zeal, sobriety, neatness, and attention to duty. They shall aid, to the utmost of their ability and to the extent of their authority, in maintaining good order and discipline. Fundamentally, discipline is self-control.

    c. The discipline system as described herein exists to correct minor problems. Students should understand that the discipline system is designed to be used as a tool and not the mainstay for exercising good leadership. Disciplinary action as it pertains to midshipman actions is an administrative action and does not come within the purview of the Uniform Code of Military Justice except when midshipmen are on active duty for training.

    d. The discipline system is designed to help students learn self control skills and to learn from their mistakes. The effectiveness of any disciplinary action depends heavily on its being appropriate to the infraction, and being administered in a timely manner. As offenses are repeated by an individual, the disciplinary action taken should increase in severity. What is described below is a guide to the different steps in the
disciplinary process. It should be emphasized that any disciplinary action should be applied on a case by case basis and take into account the entire history of the individual, as well as the nature of the offense.

e. Actions taken in accordance with this chapter do not prevent staff members from recommending, or the Commanding Officer from imposing, Non-Judicial Punishment (NJP) for active duty students. NJP will generally be conducted in accordance with a performance review board (PRB).

f. As a general rule, discipline should be handled at the lowest level possible in order to generate the desired change in behavior of the member. However, if repeated infractions occur, or a major offense (defined in article 802) occurs, stronger disciplinary action will be required. Generally, the order of severity of formal disciplinary action is as follows:

(1) Formal Counseling  
(2) Remedial Training (RT)  
(3) Battalion Review Board (BRB)  
(4) Performance Review Board (PRB) – See article 209

802. OFFENSES. Offenses which may result in disciplinary action are as follows:

a. Major offenses. in general, are 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. These offenses will typically result directly in either a BRB or PRB. Some examples are:

(1) Aggravated or repeated unauthorized absence.  
(2) Irresponsibility in contracting debt.  
(3) Drug abuse.  
(4) Falsehood of any nature including fraud, cheating, and plagiarism.  
(5) Assault.  
(6) Hazing.  
(7) Insubordination or flagrant disregard of authority.
(8) Intoxication.

(9) Moral offenses including obscenity.

(10) Destroying or defacing property.

b. **Minor offenses.** are those offenses of a less serious nature which involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature will be treated as a major offense.

803. **ADMINISTRATIVE PROCEDURE**

a. The Marine Officer Instructor is delegated the responsibility for administration of the midshipman disciplinary system. Any individual in the NROTC Battalion witnessing a violation of the articles contained in this section by any student may hold them accountable via a Formal Counseling Form (Appendix A). However, the counseling sheet should not be used as the last resort when other tools of leadership are more appropriate and effective, unless the incident is severe enough to warrant immediate company commander or battalion commander action.

b. **Counseling Sheets.** A NROTC San Diego Formal Counseling Form may be prepared by any student who witnesses an infraction committed by another student. This tool is to be used primarily within the chain-of-command structure, but any senior student should correct any junior student, regardless of the chain-of-command. If the junior is violating one of the standards we require of students, the counselee’s chain-of-command must be informed of the situation. Documented counseling is an important element for evaluating current performance and for correcting poor behavior trends.

(1) The counseling sheet must specifically state what the individual is being counseled for; it will not contain historical information which is not relevant to the incident being addressed.

(2) The counseling sheet will be signed and dated by the counselee and counselor; the counselee’s signature does not indicate agreement with the counseling, merely that they acknowledge the counseling.
(3) The counselee will be permitted to make a written statement on the counseling sheet at the time of counseling.

(4) The completed counseling sheet shall be forwarded via the respective chain of command to the BNCMC who will make a recommendation to the BNCO on the disposition (i.e. no action required, RT, BRB or PRB). The counseling sheet will then be forwarded to the AMOI for distribution and filing in the student’s folder (located with the respective M/OI).

804. BATTALION REVIEW BOARD (BRB) ACTIONS

a. Purpose. To establish guidelines and procedures for conducting BRBs in the Unit.

b. Background. The Battalion Review Board (BRB) is an administrative action that is used by the battalion staff to correct minor behavior or aptitude deficiencies in the battalion, and where appropriate, make recommendations to the unit staff regarding the correction of such deficiencies and the development of individuals. Battalion members will normally be required to stand before a BRB after acquiring three documented minor offenses. Also, it remains the prerogative of the Battalion Commanding Officer (BNCO) to hold a BRB at any time a situation may warrant. Major offenses, as outlined in Section 802 are not disposed of at BRBs and are immediately referred to the Unit Staff for adjudication or Performance Review Board (PRB). Additionally, students who are a senior at their university are no longer eligible for BRB, and will go directly to PRB for any circumstances normally warranting a BRB.

c. Policy. Purpose of a BRB is to: determine and document the facts, find the source of the issue, make an initial assessment of the individual’s potential, and recommend necessary corrective action.

d. Action

(1) Once battalion members have been referred to a BRB, a fact finding investigation will be conducted by the battalion member’s Company Executive Officer. The investigator will submit a BRB charge sheet (Appendix A), which gives specific details of the circumstances and alleged violations of all involved in each of the offenses. This information will be forwarded to the Battalion Executive Officer (BNXO) along with documentation for alleged offense. In addition, a copy will be sent to the Honor Chair for review. The Honor Chair will review the information.
and present an unbiased opinion at the BRB. If, however, it is discovered that further information is required, the Honor Chair will obtain this information through the chain of command. The Honor Chair may also conduct an investigation of the events in question as well.

(2) Administrative Actions by the BNXO:

(a) Ensure the MOI (BN Advisor) is notified in writing NLT 72 hours prior to the BRB of the name of the student to receive the BRB, the specific reason(s) for the BRB and the name of the student’s M/OI. In the event the MOI is on leave the AMOI will be notified.

(b) Ensure the BRB is conducted in a professional manner at all times. In the event a student is uncooperative during a BRB they will be recommended for a PRB.

(c) Counseling Sheets in accordance with reference (b), investigation and other applicable information should be placed into a folder and labeled “BRB – Person’s Name”. Information will be used during the BRB as reference material.

(d) Ensure the BRB sheet which restates the offenses committed by the battalion members will be signed by the battalion member on the day of the BRB in acknowledgement of the reason for the board. All documentation will be in proper naval letter format.

(e) The BNXO will document the findings and recommendations of the board on the BRB sheet. The BNXO will hold the entire package for 72 hours. The battalion member may use this time to submit a written statement in defense or clarification of the findings of the board. Following the 72 hour holding period, the BNXO will forward all materials to the BNCO. The entire package will be forwarded to the Marine Officer Instructor (MOI) for review who will deliver for to the respective student’s M/OI for filing in their student performance record.

(f) Upon completion of MOI review, the BNXO will draft a memorandum containing additional duties, which will be delivered to the individual via the chain of command. The memorandum will include specific dates and times for the execution of additional duties prescribed. The BNXO will have the individual sign the bottom of the memorandum, acknowledging understanding of the duties contained therein.
(3) Administrative Actions by the BNCO:

(a) Review the document upon receipt from the BNXO. Make comments where appropriate and forward to the MOI.

(b) Review the minutes forwarded from the Battalion Personnel Officer (PERSO), and forward it to the MOI.

(4) Administrative Actions by the PERSO:

(a) Review and modify, as appropriate, the minutes of the proceedings as generated by the Battalion Adjutant (BN ADJ). Complete the minutes by adding the information from the final report generated by the BNXO. Ensure details such as the cause and nature of the deficiency, as well as the individual’s responses, are included. Forward the minutes to the BNXO and BNCO for further disposition.

(5) Administrative Actions by the BN ADJ:

(a) Record minutes of the BRB and transcribe it into a memorandum to include all decisions and dialogue of members and accused.

(6) The BRB will include the BNXO as chairperson and the following billets as voting board members: Battalion Operations Officer (OPSO), PERSO, one Marine, and one Officer Candidate. The BN ADJ will be present to record minutes of the BRB. Selected Company and Platoon leadership of the accused will also be present as character witnesses.

(7) Upon completion of the BRB the member will be advised of the Board’s findings and the recommendations that will be made to the chain of command. The member will be informed that these are only recommendations and maybe modified by the MOI if determined to be too slight, excessive, unjust or otherwise inappropriate for the offense. The member will then be advised of the 72 hour holding period, during which a written statement may be submitted to the BNXO for inclusion in the findings and recommendations of the BRB. This written statement is advisable but not mandatory. If chosen to be written, the stamen will be forwarded with all documentation surrounding the BRB to the MOI via the chain of command for additional consideration. At the end of the 72 hour period, if no statement has been received by the BNXO, the results of the BRB will be forwarded to the BNCO.
(8) Further appeals will only be made if the member submits a written statement. If, upon final disposition (i.e. package return from the MOI with a decision), the member still does not agree with the findings or recommendations an appeal may be made in writing to the Unit Commanding Officer within three days of being informed of final recommendations.

(9) All appeals or statements will be made in standard naval letter format and will be addressed to the appropriate individual via the chain of command. The purpose of the letter or appeal is to address the specific aspects of the case and to present the members reasons why it is believed that the findings or recommendations of the BRB are unjust, or due to the factual or procedural errors. The member may also appeal if it is felt that the corrective actions imposed were unjust or disproportionate to the offense. The member will not attempt to slander or discredit staff members on the BRB nor will accusation be made in the letter of appeal.

(10) It is the responsibility of the Student Battalion Sergeant Major/Command Master Chief (BN SGT MAJ/CMC) to brief board members, witnesses and the accused on the following procedures.

(a) The member will wear the prescribed uniform, arrive 15 minutes prior to the scheduled board meeting, and report to the BN SGT MAJ/CMC in the USD wardroom.

(b) Board members will meet 30 minutes prior to convening time dressed in the prescribed uniform.

(c) The Honor Chair will brief the Board members of the case. Board members will review the case and prepare questions to ask the member.

(d) Five minutes prior to the board convening, the BN SGT MAJ/CMC will review board procedures with the member and have the individual sign the BRB sheet, acknowledging the nature of the offense(s).

(e) Prior to arriving at the conference room door, the member will knock three times and wait until told by the BNXO to enter.

(f) After entering the room, the member will report to the BNXO, as ordered.
(g) The BN ADJ will stand and read the documented offenses to the member and the BNXO will ask if the member understands them.

(h) The BNXO will order the member to be seated at attention.

(i) The BNXO will introduce the board members and witnesses.

(j) The member will then be asked to speak about the nature of the deficiency or violation.

(k) The member will answer the board’s prepared questions.

(l) The accused member’s selected Company and Platoon leadership will then be given the opportunity to present information concerning the member.

(m) The member will be given the opportunity to add any further comments prior to the board’s adjournment.

(n) At the end of all dialogue, witnesses will be dismissed. The member will then be called to attention and told to report to the USD wardroom.

(o) The board members will deliberate to determine the following: Factual Findings, guilt, possible referral to PRB, and recommendations for corrections of deficiency.

(p) Upon completion of the deliberation, the member will be directed to report back in to the PRB.

(q) The BNXO will counsel the individual and give the results of the deliberations. The BNXO will inform the member on their right to include a statement and right to further appeal. The BNXO will ensure the member signs a statement acknowledging their understanding of the BRB’s findings, recommendations, and the member’s procedures and time limitations for appeal.

(r) The BNXO will then call the member to attention, then dismiss the member.

805. Remedial Training. RT is instruction in a particular area of military duty in which an individual has exhibited a
deficiency and/or failed to meet required standards. RT is training related and non-punitive in nature, in that the goal is to improve the efficiency of the individual through corrections of specified deficiencies. RT shall be both relevant to the offense and conducted in a positive and constructive manner. The underlying intent is to promote good order and discipline within the unit.

a. Policy. The Commanding Officer is the only individual authorized to assign RT, however, he may delegate this authority to the Executive Officer and/or Battalion Advisor. Any individual who does not possess such authority may only recommend RT to the chain of command.

(1) RT will be conducted on Saturday mornings at NROTC Unit San Diego between the hours of 0700 to 1000. There will be no deviation from this prescribed time, unless approved by the Commanding Officer. RT recommendations shall be submitted to the AMOI no later than 1200 Thursday on the week intended for RT. The RT recommendation will be accompanied by the BN counseling which is signed by the students and states the recommendation for RT. It is imperative that the approved RT list be disseminated as soon as possible to the specified individuals required to attend. Failure to submit a recommendation before the deadline will result in RT being moved to the following week.

(2) The Staff Duty Officer (SDO) shall be present to supervise RT. RT will be administered by a designated member of either the Battalion Staff or Company Staff. In addition, at least one member from the individual’s chain of command will represent them at RT to ensure that the student billet holders are placing a vested interest in correcting the deficiency.

(3) Examples of deficiencies warranting RT include, but are not limited to the following:

(a) Unauthorized Absence (UA) or repeated tardiness of any mandatory NROTC evolutions (i.e. Drill, PT, Naval Science class, community service events)
(b) Failure of personnel (uniform) inspection
(c) General disciplinary or accountability problems
(d) Substandard performance

Note: RT can be a useful tool; however, it does not excuse the chain of command from first making efforts to counsel (informal and formal), mentor, and reevaluate the individual on the
deficiency. It is imperative that billet holders take ownership of the deficiencies that occur within their ranks.

(4) Activities conducted during RT should be focused on correcting the individual’s deficiency (i.e. failure to pass a uniform inspection will result in a detailed re-inspection). It is the responsibility of the student billet holder administering RT to brief the SDO beforehand. This brief shall include a list of those individuals required to attend RT along with the associated deficiency. Also, the brief should highlight the specific training to be conducted for each individual. Only with explicit approval from the Executive Officer or Battalion Advisor, additional RT time may be devoted to cleaning, upkeep, and improvement of the NROTC spaces.

(5) Failure to muster for RT on the required date and time will result in a Battalion Review Board (BRB). Repeat offenses will also warrant a BRB, and potentially, a Performance Review Board (PRB) for Aptitude.

b. Action

(1) RTs will be tracked by Battalion Staff. An RT Assignment Memorandum will be utilized to document each discrepancy and facilitate proper tracking of RTs by Battalion Staff. This form must be signed by the CO, SDO, and BN staff member administering RT in order to verify that the training was conducted. Completed forms will be maintained by the Battalion PERSO with a copy forwarded to the student’s Officer Instructor for inclusion in the Student Performance File.

(2) Any student assigned to RT must be notified in person and counseled (if not previously counseled in writing for their infraction which had them assigned to RT) in writing utilizing a NROTC San Diego Formal Counseling Form.

806. Honor Rehabilitation/Remediation Program

a. Purpose. The purpose of this program is to determine the retention potential of an individual who commits an integrity violation. NROTC staff will utilize the Performance Review Board (PRB) to determine the student’s eligibility for the Honor Rehabilitation and Remediation Program. This program can be utilized to address the following acts: academic dishonesty, making or providing false statements, willfully withholding information from the NROTC command, and any type of larceny or wrongful appropriation.
b. Outline of Honor Rehabilitation and Remediation Program. For PRB recommendations that result in retention, the student will be placed on Honor Remediation and Rehabilitation for a time period ranging from 3 to 12 months. This time period will be recommended by the senior member of the PRB and will be certified by the Commanding Officer of NROTC San Diego. Failure by the probationer to comply with this instruction or complete this program will result in disenrollment.

c. Rehabilitation. The Rehabilitation syllabus will help the probationer understand the consequences for their honor violation. These consequences should not be seen as punishment, but as an opportunity for the probationer to demonstrate that they possess and have the ability to utilize the characteristics required of a future officer.

(1) Rehabilitation Process. Remediation alone will not make the necessary corrections to the character flaw that resulted in the honor violation. For this reason varying degrees of action must be taken.

(a) The first action is assigning the probationer additional wear of the appropriate seasonal uniform to their respective university. This includes all functions on school grounds, meetings with Officer Instructors (OI) and Assistant Marine Officer Instructors (AMOI), and meetings with their mentor. The purpose of this is to remind them who they are, and what their purpose is at this command. The uniform also reminds the probationer that though the immediate goal is to obtain a degree, the end state is to receive a commission in the Navy or Marine Corps.

1 The amount of additional wear is at the discretion of the OI, and the Commanding Officer of NROTC San Diego.

2 The probationer will not be permitted to remove their uniform until 1630. At this time the probationer is authorized to change into appropriate civilian attire for the remainder of the day.

3 Exceptions to this will be screened and approved by the OI prior to deviating from this requirement. Examples of circumstances that would warrant an exception include: physical training, participation in a lab that would make wearing of the probationer’s uniform inappropriate, or a school or command sponsored program that would require the wear of civilian attire.
(b) The second action is to assign the probationer community service. This action is to help the probationer understand the importance of being an honest and upstanding individual in society by giving to those who are less fortunate than themselves.

1 The additional hours of community service can range from 5-20 in addition to the command assigned 10 hours. These hours must be completed prior to the conclusion of the student’s probationary period.

2 These hours must be completed through an approved non-profit organization. A signed letter bearing the organizations letterhead must be provided to the command as proof of completion. The hours can be spread throughout different organizations, but a letter from each organization must be provided to the command. The letter must include the student’s name, date of the service provided, number of hours completed and a point of contact at the organization.

3 These hours may not be completed in conjunction with any other community service hours that have been awarded by a law enforcement or university authority.

d. Remediation The Remediation process allows for the probationer to gain an understanding of their offenses. It also assists the student in refocusing and rebuilding their internal honor by seeking self-improvement.

(1) Monthly Counseling. The OI will counsel the probationer each month. These counseling sessions should be used as an opportunity to evaluate the probationer’s performance in the program. The OI will counsel the student on areas they continue to struggle with. OIs will also use the counseling period to screen the remediation jacket for accuracy and completeness to ensure the probationer is taking their responsibility seriously.

(2) Mentor Assignment. A probationer found guilty of an act that violates integrity will be assigned a Moral Mentor for the duration of their probation status. The probationer will use their mentor as a tool to help them reflect and grow during remediation.

(a) Mentors will be NROTC program students who have demonstrated outstanding character and sound judgment. The probationer may submit three NROTC students they feel will
assist them in achieving their goals through their probationary period.

(b) The three student names will be given to the probationer’s OI for final approval. If these members do not meet the OI’s approval, the NROTC honor chair will be utilized as the probationer’s mentor.

(c) The Mentor program will play a pivotal role in the remediation process. The probationer will meet with their mentor each week to discuss their progress. The mentor and the probationer will utilize this time to discuss improvements as well as shortcomings related to the probationer’s moral decision-making ability.

(3) Remediation Jacket. The remediation jacket will track the probationer’s progress throughout the program. The jacket will consist of a calendar, daily journal, mentor documentation and the final project. This remediation jacket is the responsibility of the probationer and will be updated weekly. The calendar, daily journal, and mentor documentation is included in Appendix A.

(a) Calendar. The calendar will assist the probationer in tracking progress towards program completion. The probationer will use the calendar to annotate short and long-term program goals. The OI and mentor will monitor the probationer’s progress toward those goals.

(b) Journal Entry. The probationer will keep a journal throughout their probationary period. The journal is the probationer’s opportunity to understand and reflect on the incident that put them in this position and what they are doing to ensure the incident is not repeated. Each entry should articulate an honest assessment of their progress towards rehabilitation. Entries should also include planned actions for continued improvement.

1 The student will make a minimum of three entries per week. Each entry should be unique in nature.

2 Journal entries will be at least 250 words, typed single-spaced using size 12 Times New Roman font with 1” margins. The entries will be numbered and dated at the top right of each page. See Appendix A for a template. All journal entries will be filed into the student’s remediation jacket following the final mentor meeting each week.
_3_ Journal entries will be read and discussed during every mentor meeting. The mentor will provide constructive feedback on the probationer’s progress in the remediation program.

(c) Mentor Documentation. The conduct of each meeting is at the discretion of the individual mentor. The meetings will be of serious nature, focusing on the probationer’s current progress in remediation.

1. A log of each meeting will be kept in the remediation jacket. It will outline the progress being made by the probationer, as well as any feedback on the effectiveness of the program on the probationer.

2. The mentor should discuss both short term and long-term goals with the probationer in order to provide guidance for the duration of the probation.

3. Appropriate documentation for each meeting will be kept in the remediation jacket. At the conclusion of each meeting, all documentation will be completed and filed into the remediation jacket. See Appendix A for formatting examples.

(4) Final Project. At the conclusion of the probation period, the probationer is required to give a presentation on the topic of integrity and its importance to their role as a Naval or Marine Corps Officer.

(a) This presentation will be given within 14 days of the end of the probationer’s probationary period. In the event this time line cannot be met, the OI will be responsible for assigning a more appropriate time that shall not exceed 30 working days from the conclusion of the probation.

(b) The presentation will use historical examples of outstanding integrity, as well as examples of poor integrity, and the results of both. All historical references will be sited to insure completeness and accuracy.

(5) Paper Outlining Learning Experience. This paper will allow the probationer to reflect on what they have done and outline what they are doing to move forward.

(a) The paper will be 10-12 pages in length and double-spaced. It will be in Times New Roman, size 12 font with 1” margins. The title page will be consistent with MLA format.
(b) The paper will cover the incident that lead to the probationer’s punishment, community service they have completed, what they have learned from both of these topics, their role and responsibility in the incident, and what they plan to do to overcome this adversity to ensure a similar incident never happens again.

(c) As this paper is an opinion paper, no resources are required. However; if any resources are used, they must be cited properly using MLA format on a reference page, as well as throughout the paper.

6) PRB. At the conclusion of the required probationary period a second PRB will be held IAW required PRB guidelines (see article 209). The purpose of this board is to:

(a) Allow the probationer to explain what they have learned through the process and why they should be retained in the NROTC program.

(b) Determine if all remediation requirements have been achieved by the probationer.

(c) Evaluate the probationer’s success within the program and make a recommendation of retention or disenrollment to the Commanding Officer.

7) Record and counseling retention. After successful completion of the remediation/rehabilitation process, the remediation jacket will be given to the probationer for their personal records. All counseling documentation from the monthly OI meetings will be retained in the student’s performance jacket.
CHAPTER 9
BATTALION OPERATIONS

Article

901. GENERAL. The Midshipmen Battalion is responsible for the efficient running of numerous evolutions throughout the school year. These evolutions are to be planned, organized, and executed under the guidance of the MOI and AMOI. All operations conducted require a detailed operations order specific to the evolution. The battalion operations officer will maintain all operation orders in his/her turnover file.

902. DUTY. The NROTC unit requires certain operations to be performed on a daily or weekly basis in order to maintain the safety, security and cleanliness of the unit.

   a. The responsibilities for duty include but are not limited to:

      (1) flag raising

      (2) cleaning of the Midshipman Wardroom

      (3) monitoring study hall

      (4) duty van driver

   b. Duty assignments will be determined through the coordination between the Watchbill Coordinator, USD Colors
Coordinator and Study Hall Coordinator. The Battalion Watchbill Coordinator will publish the duty roster.

903. SPECIAL REQUEST CHIT. The Battalion Special Request Form (Appendix A) is used for students to obtain permission to be excused from any regularly scheduled battalion activity.

a. The Special Request Chit routing instructions list the order in which the form must be routed to the final decision making authority. Chits and all other forms can be found on WebCT.

b. The Special Request Chit should be filled out as far in advance of the date of conflict as possible but at least 10 days prior to the conflict.

c. For special guidance on chits requesting leave or missing class see NROTCU USD/SDSUINST 1050.1.

904. PASS-IN-REVIEW (PIR). Each year in the Spring Semester the NROTC Unit conducts a formal parade or Pass-In-Review. The Pass-In-Review gives the Battalion an opportunity to display their professionalism, esprit de corps, and pride. A guest of honor is a traditional part of the ceremony. The Pass-In-Review is accompanied by an awards ceremony where awards from national and local organizations are presented. The MOI is responsible, with the assistance of the AMOI, for maintaining a turnover book that details the intricate workings of the ceremony. A student in their junior year shall be assigned the collateral duty as PIR Coordinator and will assist the MOI/AMOI in the planning and execution of the PIR.

905. INTRAMURAL SPORTS. Group sports activities greatly enhance the esprit de corps and morale. Additionally, regular participation in group sporting events will enhance individual physical fitness in support of Physical Readiness requirements.

a. The Intramurals Coordinator will coordinate all intramural sports teams to include scheduling of games with Army/Air Force representatives, arranging practices and selecting a team captain for each intramural team.

906. CLUBS AND ORGANIZATIONS. Battalion clubs and organizations exist to promote professional development, foster camaraderie, and carry on the traditions of the Naval Service and the NROTC unit.

a. Approved NROTC San Diego Unit clubs are:

   (1) Aviation Club: Naval Aviation is renowned for the demands it places upon its flyers. The skills and concentration
required to land a high-performance jet or helicopter on a moving surface vessel are not only linked to a solid academic background and top physical conditioning, but also require a combination of talents and dedication that many people do not possess. Typical events include aircraft simulator tours, and squadron and bigdeck ship visits. Additionally, PC simulator games such as “Dangerous Waters” or “Flight Deck” can be utilized.

(2) SWO Club: Surface Warfare involves the use of the surface fleet’s ships for the missions of the forward naval presence, sea control, and projection of power ashore. Varied leadership opportunities are offered early and often at the Division Officer level. Typical SWO events include use of sub-skills net simulation software, various ship tours, and embarking on surface unit for special events such as San Diego Fleet Week.

(3) Special Warfare Club: The Special Warfare Officer concentrates on the development of skills in the areas of unconventional warfare, counterinsurgency, coastal interdiction, and tactical intelligence collection. The club focuses on readying those interested for Basic Underwater Demolitions (BUD/S). San Diego also affords the opportunity to visit the SEAL Base and observe actual training. Typical events include runs, swim instruction, and training on the obstacle course.

(4) Submarine Club: The Submarine Warfare Officer can look forward to a challenging career as a member of an elite, technically advanced, multi-mission community. Nuclear submarines are a unique asset whose unprecedented contribution to deterrence, conflict prevention and war fighting will continue to be at the very foundation of our nation’s security. Typical events include submarine tours, wet and dive trainers, Junior Officer panels, and simulation games such as “Dangerous Waters.”

(5) Semper Fi: It is Semper Fidelis or “Semper Fi.” Translated from Latin, it means “Always Faithful.” Marines are warriors. Compromised of smart, highly adaptable men and women, the Marine Corps serves as the aggressive tip of the U.S. military spear, and is the only forward-deployed force designed for expeditionary operations by air, land, or sea. It is their small size and expertise that allow them to move faster. Working as a team, Marines learn to adapt and overcome disadvantages. Typical events include physical training, leadership panels, and various community services.

(6) Nurse Club: Nurse Corps Officers have been essential to the well-being of sailors and marines for over 100 years. Nurses often deal with life threatening situations and have to make quick and accurate decisions. This skill set takes years of
training. Unlike the other warfare areas, a nurse’s college curriculum will directly translate into their future assignments. Each nurse club member will be assigned a junior officer mentor at Naval Medical Center San Diego to establish a direct and open communication path into the world of navy nursing. Typical club events include: junior officer panels, ship tours, and medical treatment facility tours. Nurse Club events are strictly for the attendance of Nurse Option Students.

(7) Drill Team: The Drill Team performs and competes in drill competitions throughout the region. It executes precision drill movements both with and without verbal command. This is a competitive team and has at least one practice per week.

(8) Color Guard: The Color Guard maintains and displays the Ensign of the United States, the United States Marine Corps flag, and the United States Navy flag. It competes nationally with other color guards and performs at ceremonies requiring the national ensign.

(9) Sailing Club: Sailing is an excellent tool to allow midshipmen to develop small unit leadership, navigation skills, and the ability to make sound judgment. All Navy option midshipmen are required to obtain their Mate A and Skipper B qualifications prior to the beginning of their senior year. Each semester the sailing team hosts one Battalion Sail Day and two regattas.

b. Responsibilities

(1) Third and Fourth class Midshipmen must participate in events with at least two different clubs each semester.

(2) First/Second class Midshipmen and STA-21 Officer Candidates will select a club and participate in their minimum two events with that club. They may choose a different club each semester and may participate in activities with other clubs during the semester.

(3) Marine option students are required to participate in Semper Fi and are not required to attend any events with other clubs. However, they may attend additional Navy events, as Marine Officers are Naval Officers and should be aware of and appreciate the various Navy Warfare disciplines.

(4) Nurse option students must meet the requirement of participation in two events with the Nurses Club. They may, however, participate in events with any other clubs.

(5) Club Presidents
(a) Will submit for consolidation into the unit calendar a list of club events for the semester not later than the day prior to the second drill period. High risk training events are not permitted, except if authorized in writing by the Commanding Officer.

(b) Will take attendance at their respective events and submit attendance to the Club Advisor. Additionally, a complete attendance roster listing how many times each person attended will be submitted to the Club advisor NLT 2 days after the last semester drill.

(6) Club advisors will maintain copies and provide copies as appropriate to class advisors to verify participation.

(7) Class Advisors will during counseling sessions and for evaluation purposes, review student club participation to ensure minimum standards have been met.

907. COMMUNITY SERVICE. Community service is an integral part of the NROTC battalion. Such service instills an important sense of community, teamwork, and leadership for all participants. Further, community service establishes and maintains a positive reputation among the surrounding community.

a. Each member of the Battalion must volunteer a minimum of 10 hours of community service per semester. A minimum of 5 volunteer hours must be completed by volunteering at a NROTC sponsored function. The remaining 5 hours can be completed outside of NROTC functions with the approval of the individual's Platoon Commander, and at the event and organization of the individual's choosing.

b. Battalion members must gain approval from their Platoon Commander before counting an external event as valid community service. The following automatically qualify as valid community service events: Bone Marrow Donor Registration Drives, Blood Drives, NJROTC Events, and Special Olympics Events; however, battalion members must still indicate their intent to participate in one of these events by utilizing the USD NROTC Battalion Volunteer Event Form. Note that these hours are strictly for community service and at no time will a student receive hours for volunteering for an internal event (PIR, freshman orientation or fundraising events).

c. Members of the battalion shall indicate on the Community Service Approval/Completion Form the type of activity they desire to perform as community service. The Platoon Commander will indicate approval on this form or recommend another activity. Once
an activity is approved, the Community Service Approval/Completion Form will be used to log the date, location and duration of community service performed. Verification of the service performed will be indicated by somebody other than the battalion member (such as an individual in the member's chain of command, the member's mentor, a representative from the organization for whom the service was provided, etc.).

d. The battalion member has one week to submit the Community Service Approval/Completion Form directly to the Battalion Volunteer Coordinator. Ongoing or repeated volunteer activities require a weekly update of the services performed in the preceding week. Under most circumstances it will not be acceptable to submit more than one week's worth of volunteer activities.

NOTE: Volunteer hours submitted without appropriate verification indicated on the Community Service Approval/Completion Form will not count. Also, volunteer hours submitted without the Community Service Approval/Completion Form or submitted later than one week from when the volunteer services were performed usually will not count.

e. Student Evaluations. Student's participation in community service will directly affect the grade for Organizational Support (Block 20) on their evaluation at the end of each semester, specifically:

(1) More than 10 hours of community service or 10 hours plus organizing an event can be used to justify a grade of 4.0 or 5.0.

(2) 10 hours of community service can be used to justify a 3.0 grade.

(3) Less than 10 hours of community service can be used to justify a grade of 2.0.

(4) No community service can be used to justify a grade of 1.0.

908. Fundraising. Students will be required to participate in at least one fund raising event per year. These funds will be used for student activities like the Birthday Ball or BN picnic. As future officers students must realize that often times their subordinates face significant financial challenges, and supporting fundraising events is good for morale and unit cohesion.
CHAPTER 10
ISSUANCE AND RETURN OF BOOKS, EQUIPMENT, AND UNIFORMS

Article

General ................................................................. 1001

Obtaining and Returning Textbooks and Equipment .................... 1002

Mandatory Return of Books and Equipment .............................. 1003

Responsibility for Books and Equipment ................................ 1004

Uniforms ........................................................................ 1005

1001. GENERAL. Each NROTC student is provided midshipman uniforms and naval science textbooks. In addition, scholarship students are issued a stipend for books required for University courses. Procedures for drawing these items and responsibility for accounting for them are explained below.

1002. OBTAINING AND RETURNING TEXTBOOKS AND EQUIPMENT

a. Naval Science Courses. All textbooks and equipment required for Naval Science courses are furnished to students without charge. These items are obtained from the Supply Officer. Students must sign receipts for each item issued.

   (1) Issuing Books. The student will fill out a book issue form with the title, author, and edition number of the text based on their syllabus. The Supply Officer will issue books that are available in the book library. The student will sign the book form, indicating acceptance of custody of issued books.

b. Other University Courses. Scholarship Midshipmen are provided a stipend for required textbooks, printed workbooks and lab kits (if applicable). It is the responsibility of the student to acquire these textbooks from the university’s bookstore or other source.

c. Items Not Authorized at Government Expense. Consumable supplies (e.g. notebooks, pens, pencils, printer paper, calculators, nursing scrubs, and other miscellaneous items) must be obtained at the student’s expense.
1003. MANDATORY RETURN OF BOOKS AND EQUIPMENT. At the end of each semester, ALL ITEMS drawn from the library must be returned by the student to the Supply Officer. Students who require the same text for the next semester may request to keep the book instead of returning it.

1004. RESPONSIBILITY FOR BOOKS AND EQUIPMENT. Textbooks and equipment remain the property of the Navy and are issued to students on a loan basis. All items must be returned or reimbursement made therefore. Items lost, stolen, or damaged, must be replaced at the expense of the student. All students who are disenrolled transferred, or drop on request (DOR) must turn in all items issued prior to release.

1005. UNIFORMS. Uniforms are issued to both scholarship and non-scholarship students. Specific information concerning the wearing of uniforms is located in Chapter 6 and Appendix B.
1101. GENERAL. The academic performance of students in the battalion is of the utmost importance. A high grade point average will open numerous doors throughout a naval career. Grades are a significant portion of the service assignment criteria, and will influence a student's ability to attain a post graduate degree, a requirement of any future naval career. Poor academic performance is most often a student will not receive their desired designator during service assignment can also potentially limit a student’s options (and competitiveness) during the Service Assignment process.

1102. ACADEMIC STANDARDS

   a. The academic standards prescribed for midshipmen are higher than those expected of average college students. However, they are generally no more stringent than the requirements to maintain other scholarships. Outlined below are minimum standards. All midshipmen are encouraged to exceed the standards and excel in their academic endeavors.

   (1) Maintain an overall GPA of 2.50 or better.

   (2) Do not receive a grade of incomplete (“I”) or withdrawal (“W/WU”) without prior approval of your NROTC class advisor.

   (3) Maintain satisfactory progress toward a baccalaureate degree as a full-time student (at least 15 semester credit hours) enrolled under Navy sponsorship, unless specifically waived in writing by the Professor of Naval Science.
(4) Do not fail any required courses

b. The goal of the battalion shall be an overall grade point average of 3.00.

c. Midshipman and Officer Candidates shall maintain a projected class schedule. This schedule will be discussed with the appropriate instructor at the beginning of each semester. Changes to schedules will be discussed with the instructor prior to implementing. The student and the class advisor will work together to ensure that the midshipman is progressing towards his or her degree. Any situation which would result in a withdrawal from Navy-specified courses, withdrawal after the “add-drop date” for the given university or compromise a student’s maintaining “full-time student” status will be referred to the Commanding Officer via the class instructor and Executive Officer for proper resolution.

d. MECEP students will submit a projected academic class schedule for the forthcoming semester to the MOI, who will review it to ensure that each student is enrolled in courses appropriate to his academic background and is maintaining progress toward his degree. Any projected course changes which result in course withdrawals and subsequent reduction of course load will be referred to the Professor of Naval Science via the MOI and the Executive Officer for resolution.

e. Students experiencing academic problems or difficulties should contact their Naval Science instructor at the earliest possible time for counsel and advice. The battalion, through the Academics Officer, has established several programs for students requiring academic assistance. These programs include study hall, a mentor program, and tutoring. Tutoring is available only for certain classes. University assistance and individual help from course professors is also available and should be utilized whenever a student begins to struggle academically.

1103. STUDY HALL

a. The purpose of the NROTC study hall system is to help students improve their study habits, which should result in improved academic performance. The Naval Schools Training Command requires NROTC units to provide a study hall system to assist students improve their academic performance.

b. Class advisors recommend to the XO and CO action required in accordance with NSTC instructions for students whose term GPA is below 2.5 and for students who have failed a required course.
Students who are placed on warning, probation, interim leave of absence, or leave of absence will receive written notification that they will be assigned to study hall. The number of hours which study hall students must fulfill each week will be included in the written notification.

(1) Class Advisors will use the following guidelines for assigning the number of hours to study hall students:

<table>
<thead>
<tr>
<th>Class</th>
<th>Cumulative GPA</th>
<th>Semester GPA</th>
<th>Study Hall Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/C</td>
<td>Any</td>
<td>&lt;2.5</td>
<td>10 hours</td>
</tr>
<tr>
<td>3/C, 2/C, 1/C</td>
<td>&lt;3.0</td>
<td>&lt;2.5</td>
<td>10 hours</td>
</tr>
<tr>
<td>3/C, 2/C, 1/C</td>
<td>&gt;3.0</td>
<td>&lt;2.5</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

(3) Class Advisors may also recommend to the XO removal of a student from study hall if they feel that the student has resolved their academic deficiency. The student will be notified of the removal from study hall in writing.

c. The following procedures will be used to ensure that study hall is run effectively:

(1) Students will use the designated study hall room or the computer room for all hours. If a student wishes to use another university facility they must obtain prior approval.

(2) Students will log themselves in and out under the auspices of the Midshipmen assigned Study Hall Watch. Only 1/C and 2/C Midshipmen and Senior or Junior Officer Candidates and MECEP students will be assigned Study Hall Watch. Since students log in and out on their honor, students that cannot be accounted for, although logged-in, will be considered to be in violation of the midshipman honor code and will be disciplined in accordance with the midshipman discipline system.

(3) Study hall hours will be published at the beginning of each semester.

(4) The Study Hall Watch shall ensure that study hall procedures are followed.
(5) Students who will be unable to fulfill required study hall hours during a week must submit a special request chit to their officer instructor via their Battalion Chain of Command to reduce the number of required hours.

d. The Midshipman Academics Officer will be responsible for tracking the number of study hall hours for each student. This list will be submitted to each Class Advisor and to the Academics Advisor. Class advisors will counsel students who fail to meet the required number of study hall hours or who fail to comply with study hall guidelines. Additionally, the Battalion Academics Officer will notify the Battalion Adjutant of students who have failed to meet the required number of study hall hours. The Battalion Adjutant will enforce the disciplinary process within the battalion for those students who have failed to comply with study hall procedures.

e. Responsibilities

(1) Class Advisor. The Class Advisor is responsible for recommending that students be placed on or taken off of study hall. Additionally, the Class Advisor will counsel students who fail to comply with study hall procedures.

(2) Unit Academics Officer. The Unit Academics Officer is responsible for advising the Battalion Academics Officer in regard to study hall and other academic programs.

(3) Battalion Academics Officer. The Battalion Academics Officer will monitor and track the number of hours for each study hall student, and will report students who have failed to meet study hall requirements to the Battalion Adjutant. Additionally, a report will be made to the Class Advisors containing the number of study hall hours each student has completed during the week.

(4) Battalion Adjutant. The Battalion Adjutant is responsible for ensuring that students who have not complied with study hall procedures are notified of the violation and are dealt with appropriately.

1104. TUTOR PROGRAM

a. The Unit Academics Officer and the Battalion Training Officer shall be responsible to administer the tutoring program.

b. At the beginning of each academic term, the Battalion Training Officer will gather volunteers from within the Battalion for students willing to be tutors for other students in Calculus, Physics, and other subjects which student demand for tutors is
present. They will then promulgate a schedule to those tutors and the battalion for when those services will be available. All attempts should be made to coordinate these hours with regularly scheduled study hall hours. Attempts will be made to assist any student desiring tutoring in these subjects.

c. At the beginning of the academic term, the Unit Academics Officer will contract services of a paid tutor to assist in the tutoring program. These tutors MAY NOT be midshipmen, or any other persons affiliated with the San Diego NROTC program. They will promulgate this schedule to the Battalion via the Battalion Training Officer.

d. The Battalion Training Officer will ensure that all students who require tutoring services are offered opportunities with the paid and volunteer tutors. In the event that this cannot be accomplished, the Battalion Training Officer will inform the Unit Academics Officer of the unmet requirement in order to allow resolution.

1105. MENTOR PROGRAM. NROTC Unit San Diego seeks to create an environment that supports growth and success of new students entering the NROTC program. Mentoring duties will include intrusive leadership, encouragement, academic and physical fitness help, and guidance with the 4-year plan.

a. Each freshman shall be assigned one mentor who will mentor that freshman the entire year.

b. Mentors can be 1/C, 2/C, 3/C Midshipmen; or OC or MECEP students with greater than one year at San Diego NROTC.

c. Each mentor can have only one assigned student.

d. Students are eligible to be mentors if they are deemed as worthy role-models by their previous Officer Instructor.

e. The order of priority for selecting mentors is as follows:

   (1) Same college.

   (2) Same field of study (Engineering, technical, or liberal arts).

   (3) Same major.

   (4) Same gender.
(5) Same option (Navy, Marine, or Nurse) as the assigned student.

   Responsibilities:

    (1) Each mentor will meet with the assigned student once per week.

    (2) Each mentor should attend at least one professional club event with the assigned mentor-mentee.

    (3) The mentor should attend the 4\textsuperscript{th} class mentoring community service project with their assigned student.

    (4) Mentor will attend the same PT sessions as assigned student, if possible.

    (5) If an assigned student receives a C- or below on any exam they must contact their mentor the same day they receive the grade and discuss how to improve their grade.

    (6) Twice per semester mentors must submit a report on their assigned student via e-mail to the appropriate Officer Instructor with a copy to the Mentor Coordinator. This will be done prior to the Officer Instructor counseling. Format of the report is included in Appendix A.

1106. COMPUTER USE. The unit has limited computer resources available for student use. The computers are to be used for official battalion or academic requirements only.

   a. While using the computers do not eat or drink around the machines.

   b. Software configuration will never be changed by students. Configuration change recommendations should be forwarded to the staff ADP officer.
CHAPTER 12
DUTY UNDER INSTRUCTION (DUINS) PERSONNEL
ADMINISTRATION & MANAGEMENT

Article

Student Procedure and Military Standards...............1201
Administrative and Supervisory Procedures...............1202

1201. STUDENT PROCEDURES AND MILITARY STANDARDS. The following student procedures and military standards apply to all DUINS personnel assigned to the NROTC Unit San Diego:

   a. Education Requirement. Officer students are expected to maintain, on a year-round basis, a full course load, as defined by the university/college they are assigned for the prescribed course of study. If required, officer students must comply with all Superintendent (Code 031A) Naval Postgraduate School requirements for submitting educational plans, course listings, grade reports, transcripts, and annual progress letters in accordance with NAVPGSCOLINST 1520.1H.

   b. Off-duty Employment. In accordance with SECNAVINST 5310.16A, Navy health care providers in graduate training programs are prohibited from off-duty employment. Failure to comply will result in administrative/disciplinary action. Other DUINS will comply with DODINST 5500.7.

   c. Civilian Attire. Officer students are authorized to wear appropriate civilian clothing at civilian institutions. Such clothing should be in good taste and will meet the standards expected of officers.

   d. Military Attire. The appropriate uniform shall be worn to General Military Training (GMT), when visiting other military activities on official business, and at such times as may be directed by the Commanding Officer.

   e. Grooming Standards. Appropriate grooming standards shall be maintained at all times in accordance with Navy or Marine Corps regulations.
f. Standards of Conduct. Naval officers enrolled at civilian institutions are representatives of the U.S. Navy or Marine Corps, and they will comply with Navy standards of conduct, military regulations and traditions, and in conformity with the rules and customs of the institution they are attending. This applies equally while on field trips or experience tours. In addition, every possible advantage should be taken to promote knowledge of, interest in, and respect for the Navy or Marine Corps.

g. Physical Readiness. All officer students will maintain required standards of physical readiness as defined in OPNAVINST 6110.1H for Navy personnel and MCO 6100.12 for Marine Corps personnel. As such, DUINS are required to exercise no less than three times per week. The physical readiness test (PRT) and all associated weigh-ins and measurements will be administered by the PRT Coordinator and are required semi-annually of all active duty personnel. Students who fail the PRT will be required to attend mandatory PT with the NROTC Battalion.

h. General Military Training (GMT). All DUINS are required to complete monthly GMT assignments utilizing Navy Knowledge Online (NKO) as prescribed by the Commanding Officer and promulgated by the DUINS Liaison Officer (DLO).

i. DUINS All Hands Call. There will be a monthly All Hands Call for all personnel assigned DUINS. An All-Hands Call will be conducted typically twice each semester for all personnel assigned DUINS. At this meeting, DUINS will submit completion NKO certificates for the prescribed GMT, receive pertinent information, and have the opportunity to take care of administrative requirements. All Hands Call are considered mandatory and only the Commanding Officer or Executive Officer NROTC can authorize an absence. Requests should be forwarded to the Commanding Officer via Executive Officer and DLO.

j. Administration. Should the need for administrative assistance arise, DUINS should contact the Unit Administration Officer and inform the DLO. Officer students should not contact PSD Point Loma without first going through the unit.

k. Call on the Commanding Officer/Executive Officer. Each officer, prior to detachment, will make a courtesy call on the CO/XO.
1. Leave and Liberty. Leave will normally only be granted during academic holidays, weekends, and student vacation periods. In accordance with MILPERSMAN 1050, officer students who plan to be away from the vicinity of their duty station a distance greater than 300 miles are required to take leave. In emergency situation, the Executive Officer or Command Duty Officer may approve leave telephonically and issue leave papers; however, all members are cautioned they must be in the vicinity of their duty station when commencing/terminating leave telephonically.

m. Fitness Report Procedures. A “not observed” report will be submitted for personnel in accordance with BUPERSINST 1610.10C. Officer students are required to submit a fitness report worksheet to the Executive Officer eight weeks prior to the occasion of any fitness report. Information should include pertinent military information (Items 1-13), progress in program of study, awards received, and special achievements. No comments on performance or promotion recommendation will be made.

n. Urinalysis. All officer students will be required to participate in random urinalysis inspections. Personnel will be chosen randomly and will report to Building 11, Room 110, ASW Base San Diego, during the prescribed hours. Failure to show will constitute violation of a lawful order and subject to military discipline.

o. Academic Status. Officer students must inform the DLO of any irregularities or difficulties interfering with satisfactory academic performance, including hospitalization or illness. Students placed on academic probation must notify the DLO immediately.

1202. ADMINISTRATIVE AND SUPERVISORY PROCEDURES

a. Responsibilities of the Commanding Officer:

(1) Provide basic administrative and personnel support, in conjunction with PSD Point Loma, for such areas as service records, pay records, and leave requirements.

(2) As appropriate, the Commanding Officer will report students’ changes in rank/designator, hospitalization/illness
which interferes with primary duty or deployable status, irregularities/special difficulties, probation or other academic/disciplinary action to Naval Postgraduate School Code 031A and NMPC.
CHAPTER 13
UNIT OPERATIONS

NROTC Recruiting.............................................1301
Unit Funds Auditing Procedures...............................1302
Operation and Security of Unit Storeroom and Armory..........1303
Management of Websites.......................................1304
Policy Concerning Unit Vehicles..............................1305
Access and Key Control List..................................1306

1301. NROTC Recruiting. The success of the USD/SDSU NROTC Program is largely dependent upon local efforts to provide program information to counselors and eligible personnel in order to attract quality and diverse students. The media presentations vary depending on the audience (e.g. counselors, students, parents, civic groups, etc.) and must be specially tailored. As a minimum, however, they should contain a brief description of: opportunities available upon commissioning in the Naval Service, scholarship and financial aid availability, and academic requirements.

a. Recruiting Campaign - To be successful, a recruiting campaign must be highly organized, yet flexible. A sincere, enthusiastic and positive attitude is a must during staff contacts with interested prospects. This will greatly enhance recruiting efforts. A strong working relationship shall be maintained with the Officer Recruiting Officer at San Diego NRD, NJROTC Area 11 manager, university admissions offices, university financial aid offices and university career offices. Similarly, the recruiting officer shall work closely with the deans of the engineering schools at all consortium universities to ensure widest dissemination of recruiting information to interested students with technical majors. Likewise, all recruiting efforts shall address the critical need of an ethnically diverse officer corps. As needed, the Professor of Naval Science will review and appraise recruiting and promotional efforts with key personnel. The recruiting campaign can be divided into three areas: On-campus recruiting, off-campus recruiting, and media advertising.

(1) On-Campus: Our recruiting and promotional efforts will target key professional student organizations such as
engineering societies, science clubs, and minority organizations. Opportunities to address these organizations and/or provide field trips to naval facilities should be actively pursued. Counselors and faculty of universities should be briefed regarding the benefits and opportunities offered by the NROTC program. These counselors and faculty members should be knowledgeable enough about NROTC to point interested students in the right direction.

Other on-campus opportunities include:

(a) Engaging routine campus tours as they pass through unit spaces.

(b) Engaging on-campus events such as summer camps, technology fairs, and other similar programs hosted by our consortium universities.

(2) Off-Campus: Recruiting emphasis will be placed on accessing highly qualified students from selected area high schools and providing them information and promotional materials during visits. Participating in local high school career fairs, Service Academy Night, and actively volunteering to present at local high schools will help to establish a wide range of contacts. Other off-campus events include:

(a) Participating in local NJROTC drill meets, inspections, and selection boards. NROTC San Diego shall reach out to the local NJROTC community by all means available.

(b) Attending the meetings of local minority and civic organizations.

(c) Participating in local San Diego events to include Fleet Week and various community service projects.

(3) Media Advertising. Advertising in campus publications and placing posters will be coordinated with NRD San Diego. The target audience of these promotions will be students eligible for the four-year college and two-year college and scholarship programs. Funds for advertising and promotional aids are allocated through NRD San Diego. These funds are administered by the PNS, subject to the concurrence of Commanding Officer, NRD San Diego. In order to justify continued levels of advertising funds, a system of tracking will be developed and initiated by the Recruiting Officer. The results of our tracking will be submitted to NSTC OD at the end of the fiscal year. A copy of the proposed advertisement will be submitted to NRD San Diego with sufficient lead time to ensure authority to advertise is received prior to ad publication.
b. Diversity. In his guidance, the Chief of Naval Operations stated that as the minority population grows in the United States, the Navy must change with it. NROTC is a significant contributor to the diversity of our Navy and Marine Corps team. We must reach out to communities who are not currently seeking us to ensure an officer corps that reflects the diversity of the American people. We need to inform and educate the public to foster interest in our officer accession programs. We need to seek young men and women, specifically racial and ethnic minorities, to join in the development of our future officer corps. Below are some examples of how USD/SDSU NROTC will participate in this crucial effort.

(1) Informing the public.

(a) Websites and media events.

(b) Educator visits.

(c) Letters/emails to family members of prospective midshipman.

(d) Organization of booths and presentations at events.

(e) Being connected and engaged with local organizations and events.

(f) Ensuring campus visits receive a high level of attention.

(2) Informing youth.

(a) Speaking at high school events.

(b) Sponsoring NJROTC and other service JROTC events, including campus visits, drill meets, mentoring programs, etc.

(c) Contacting the NROTC non-selects to ensure that they know about the College Programs.

(d) Including unit materials with university information packages (e.g. admissions materials, financial aid seminars, college fairs).

(e) Advertising NROTC graduate successes.

(3) Staying connected.
(a) Understand the demographics of our consortium universities, local high schools, and NJROTCs.

(b) Coordinating activities with local NRDs and MCRC units.

(c) Partnering with local chapters of organizations like NNOA and ANSO.

(d) Linking with university organizations that support students.

(e) Engaging NROTC alumni groups and campus influencers.

(f) Staying engaged with on-campus diversity efforts.

c. Recruiting Duties of Personnel.

(1) Staff. All active duty members are NROTC recruiters. The collateral duty of Recruiting Officer will be assigned to an officer of the staff. He/she will be responsible for the implementation and coordination of NROTC recruiting efforts of the unit, shall confer frequently with the PNS concerning the recruiting efforts, and will be expected to vigorously seek all opportunities to promote and publicize the NROTC Program. In addition, the Recruiting Officer shall:

(a) Be knowledgeable of all current NROTC eligibility, curriculum, and general program requirements.

(b) Respond to written and personal requests for NROTC program literature.

(c) Ensure that an adequate supply of Recruiting Aids Department (RAD) items and other recruiting materials is maintained.

(d) Maintain a file of faculty/staff contacts on neighboring university campuses to ensure continuity upon relief.

(e) Keep the staff informed of the current recruiting plan and results of all recruiting efforts, including those addressing nuclear program accession goals and progress in recruiting a diverse group of Midshipmen. All staff members will provide information to the Recruiting Officer. The Recruiting Officer will consolidate and brief this information at the weekly staff meeting.
(f) Maintain close personal contact with the Officer Programs Office of NRD San Diego.

(g) Be knowledgeable of the range and requirements of all Officer Programs for referrals to NRD San Diego.

(h) Educate staff members on all officer recruiting programs.

(2) Midshipmen. Each semester a Battalion Midshipmen Recruiting Officer will be appointed. He/she will liaise between the staff Recruiting Officer and the Midshipman Battalion. The Battalion Recruiting Officer will be responsible for the coordination and conduct of midshipman recruiting efforts. In addition he/she will:

(a) Be knowledgeable of all current NROTC eligibility, curriculum, and general program requirements.

(b) Actively seek opportunities to promote and publicize the NROTC Program within campus organizations.

(c) Confer frequently with the Recruiting Officer concerning planned events and recruiting efforts.

(d) Under the guidance of the Recruiting Officer Instructor Advisor will coordinate the efforts of the Battalion Recruiting Team.

1302. Unit Funds Auditing Procedures. The NROTC Unit will establish an audit board for ensuring proper use of unit funds. Funds will be audited in accordance to guidelines set out in BUPERSINST 1710.11C for Recreation funds and MCO P1700.27 Series for Semper Fi funds.

a. Audits.

(1) The Unit Audit Board will meet semi-annually, in July and January, to review/audit the Morale, Welfare and Recreation (MWR) Fund, Battalion Fund, and Semper Fi Fund. In the course of the audit, board members will make recommendations for procedural changes as required. The appointed members of the audit board are listed on the current NROTCU USD/SDSU Notice 1301 - Staff Assignment List.

(2) All funds will be audited at least quarterly and as required by references (a) through (c). Audits will ensure proper accounting of funds held and exchanged, and will check the
legality of the expenditure funds. A report of the audit will be sent to the Commanding Officer, via the Executive Officer, and kept on file for a minimum of five years (unless required to be held longer by other directives).

b. Funds

(1) MWR Fund - The MWR Officer will ensure the quarterly audit is conducted by any member of the audit board except for the Executive Officer or the MWR Officer.

(2) Battalion Fund - The BN Advisor will conduct the quarterly audit.

(3) Semper Fi Fund - The Semper Fi advisor will conduct the quarterly audit.

1303. Operation and Security of Unit Storeroom and Armory. The Unit Storeroom is the repository of a considerable amount of valuable material, including uniforms, textbooks, training aids/equipment, and Unit records. In addition, the Unit Armory houses numerous assets including drill rifles, ceremonial swords, and miscellaneous field gear for Marine option training. It is therefore necessary to ensure that these spaces are properly controlled and managed as outlined in OPNAVINST 5530.14 Series.

a. Procedures

(1) The Unit Storeroom and Armory are considered **LIMITED ACCESS** areas. Only authorized personnel are to enter these spaces unaccompanied. NROTC Memorandums shall be promulgated with rosters of personnel authorized unaccompanied access and will be published and displayed on the doors of both room.

(2) Midshipmen shall be allowed to enter the storeroom to conduct business such as picking up uniform items. They shall depart the storeroom immediately after completion of their business.

(3) Midshipman and Unit staff access to the armory is permitted only in the company as identified on the published access roster posted on the doors of either room or when access is specifically granted by the CO, XO, MOI, or AMOI.

(4) All personnel will adhere to the following when granted access to these facilities:

(a) These spaces will be secured when unattended.
(b) Personnel will not utilize these areas to lounge or socialize.

(c) These spaces will not be used to store functional firearms, live ammunition, flammable or hazardous material.

b. Action

(1) The Unit Logistics Officer is directly responsible for the operation and security of the Unit Storeroom, and the MOI/AMOI are directly responsible for the operation and security of the Armory in accordance with this instruction.

(2) Unit staff members and midshipmen shall abide by the provisions of this instruction when conducting business in or around the Unit Storeroom and Armory.

(4) The Unit Security Officer will monitor adherence to the procedures outlined in this instruction.

1304. Guidance for Management of Websites. NROTC San Diego maintains two primary internet web sites: an external site and an internal site. Each website is to be in compliance with NSTC 5720.1 and SECNAVINST 5720.47B.

a. External site. The external site is on the University of San Diego’s (USD) server (http://www.sandiego.edu/nrotc/). It provides information to the general public about the mission, organization and activities of NROTC San Diego and is intended to encourage interest in NROTC San Diego of prospective students of the battalion. As it is one of NROTC San Diego’s primary recruiting tools, it is imperative that the information contained therein be as accurate and complete as possible, but must not divulge Privacy Act (PA) information.

b. Internal site. The internal site is on the USD Web CT/Blackboard domain (http://pope.sandiego.edu/webct/entryPageIns.dowebcthttp://ole.sandiego.edu). It is password protected and provides a means of private communication between and among student and staff of NROTC San Diego.

c. Responsibilities

(1) Commanding Officer. It is the ultimate responsibility of the Commanding Officer (CO) to ensure that all web sites associated with NROTC Unit USD/SDSU follow the guidelines outlined in NSTC 5720.1 and SECNAVINST 5720.47B.
(2) **Web Advisor.** A designated Officer Instructor (OI) will act as the Web Advisor. The Web Advisor is delegated the authority to ensure compliance with NSTC 5720.1 and SECNAVINST 5720.47B. The Web Advisor will ensure that all information on the external web site is current and appropriate for viewing. The Web Advisor will approve all changes to the external site. The Web Advisor will provide oversight of the Webmaster and relay tasking from the Commanding Officer and/or Executive Officer to the Webmaster. The Web Advisor will relay public affairs material from the Public Affairs Officer (PAO) to the Web Master for posting on the external site. The Web Advisor will also ensure the timely posting of intra-battalion/staff information on the internal site.

(3) **Unit Public Affairs Officer.** The Public Affairs Officer (PAO) will provide to the Web Advisor public affairs material (articles, photos, videos, links, etc.) for posting on the external site.

(4) **Webmaster.** The Webmaster, who works in the Administrative Department, will be the primary point of contact for all NROTC external site activity. The Webmaster is to ensure that their contact information is accurately posted on the external site. The Webmaster will maintain and update the external site, making changes only after receiving approval from the Web Advisor. The Webmaster will also post information on the internal site as requested by the Commanding Officer, Executive Officer, or other staff member. The Webmaster is to report any issues with internal site to the Web Advisor.

(5) **Assistant Webmaster.** The assistant webmaster will be from the student BN and will work with the webmaster to ensure the unit website and WebCT page are updated with information pertinent to the students.

d. Restrictions.

(1) The external site shall not include classified material, “For Official Use Only” information, proprietary information, or information that could enable the recipient to infer this type of information.

(2) The external site shall not identify family members of DON personnel in any way, including in photos or photo captions.
(3) The external site shall not contain any written information or display any logo indicating the Web site is best viewed with any specific Web browser(s).

(4) The external site shall not display personnel lists, "roster boards," organizational charts, or command staff directories which show individuals’ names, individuals’ phone numbers or e-mail addresses which contain the individual’s name.

(5) Information from other military Web sites shall not be duplicated but may be referenced or otherwise linked.

e. Collection of Personal Data.

(1) The external site shall not collect any personal data (name, address, phone number, etc.) about a visitor. Network identification and Internet protocol addresses are not considered personal data.

(2) The use of persistent cookies or any persistent identification element is prohibited on publicly accessible Web sites unless all of the following four conditions are met:

(a) The site provides clear and conspicuous notice of the use of cookies and a description of the safeguards for handling information collected from the cookies;

(b) There is a compelling need to gather the data on the site;

(c) Appropriate and publicly disclosed privacy safeguards exist for handling any information derived from the cookies; and

(d) The Secretary of Defense approves the use of persistent cookies.

1305.Policy Concerning Unit Vehicles. The Transportation Officer will maintain unit vehicles and ensure that the following policies and procedures are followed by all personnel.

a. In accordance with DOD INST 6055.04, OPNAVINST 5100.12H CH-1, and DOD 4500.36R unit vehicles shall be driven by active duty military members only. Midshipmen are not authorized to drive and check out unit vehicles and must have TAD orders (no cost) when traveling as passengers outside of the San Diego Area. All personnel driving unit vehicles must have a valid and current (not expired) driver's license (and those personnel age 25 and under must have attended a minimum of four hours of driver
education and in accordance with OPNAVINST 5100.12H CH-1, possess a AAA Driver Improvement Program (DIP) card (enclosure (1)), signed by a qualified DIP Instructor). Military personnel age 25 and under will receive at least 2 hours of annual refresher traffic safety training each year. Operators will assume full responsibility for the safe operations and security of the vehicles.

b. All personnel driving the vehicles will check out and in with the Transportation Officer. Individuals should notify the Transportation Officer as early as possible of vehicle requirements. A Vehicle Inspection Checklist will be completed prior to operating vehicles (enclosure (2)).

c. In accordance with DOD 4500.36R, PWC SDIEGO INST 1200.3F, and PWC SDIEGO INST 4020.1E, gasoline, oil and non-emergency maintenance service will be obtained from the Public Works Center (PWC) vehicle depots on any military installation.

d. In accordance with DOD 4500.36 Series, when gasoline, oil and maintenance services are unavailable or driving to a PWC depot is impractical, they may be purchased as required with government credit cards. Purchase the lowest cost gasoline per gallon and submit the credit card receipts to the Supply Officer via the Transportation Officer.

e. Government and unit commercial credit cards are to be used only for unit vehicles. Under no circumstances are credit cards to be used for any private vehicles.

f. If a malfunction occurs, it will be recorded on the NROTC Vehicle Inspection Checklist (enclosure (3)) and will be immediately reported to the Transportation Officer.

g. In accordance with DOD 4500.36 Series, in case of an accident, the operator shall notify the proper authorities and record as much information as possible at the scene of the accident using a Motor Vehicle Accident Report (enclosure (4)) and submit it immediately to the Transportation Officer. Accident forms are located under Tab 8 in the vehicle binder.

h. In accordance with PWC SDIEGO INST 1200.3 Series, if the vehicle needs to be towed for repair, government facilities will be used. The operator will contact the Public Works Center, Naval Station, San Diego at (619) 556-7606 and request assistance. For emergency services call Wright Express Customer Service at 1-866-939-4472. The operator shall remain with the vehicle until assistance arrives. If an incident or accident occurs, the driver must first contact the Administrative Officer.
(during working hours) at (619) 417-3348, who will then notify the Executive Officer.

i. In accordance with DOD 4500.36 Series, the use of unit vehicles shall be restricted to official purposes only. When questions arise concerning the official use of a vehicle, they shall be resolved in favor of strict compliance with this instruction. Unit vehicles shall not be used for any personal business or unofficial travel.

j. Scheduled vehicle maintenance is promulgated per enclosure (3), which will be kept in the vehicle binder at all times. All operators will notify the Transportation Officer of any problems noted.

k. Seatbelts shall be worn by the driver and all passengers in official vehicles. It is the responsibility of the senior person in the vehicle to ensure that seatbelts are used. Smoking is not allowed in any government vehicle.

1306. Access and Key Control List. The Unit Security Officer and Supply Officer will maintain and issue keys as required.

a. The following are authorized master keys:

(1) Commanding Officer  
(2) Executive Officer  
(3) Marine Officer Instructors  
(4) Assistant Marine Officer Instructor  
(5) Officer Instructors  
(6) Command Duty Officer Binder

b. The following personnel are authorized keys to the NROTCU Armory:

(1) Commanding Officer  
(2) Executive Officer  
(3) Marine Officer Instructors  
(4) Assistant Marine Officer Instructor  
(5) Physical Security Officer  
(6) Administrative Officer  
(7) Command Duty Officer  
(8) Drill Team Platoon Commander  
(9) Color Guard Commander

Note: A key holder will personally supervise other personnel granted access to the Armory.
c. The following personnel are authorized keys to the electronic classroom:

(1) Commanding Officer
(2) Executive Officer
(3) Supply Officer
(4) Marine Officer Instructors
(5) Officer Instructors

d. The following personnel are authorized keys to the NROTCU Supply Storeroom and Book Store Room:

(1) Commanding Officer
(2) Executive Officer
(3) Supply Officer
(4) Supply Assistant

e. The following personnel are authorized keys to the NROTC San Diego spaces located at San Diego State University:

(1) Commanding Officer
(2) Executive Officer
(3) Marine Officer Instructor - SDSU
(4) Officer Instructor - SDSU
(5) Supply Officer
(6) Administrative Officer
(7) Human Resources Assistants
(8) Command Duty Officer
(9) Stashed O-1 assigned to SDSU

f. The Supply Officer will maintain a lock box for keys to all NROTC spaces. This box will be located in the Administrative Office and inventoried weekly by the Administrative Officer. If any keys are missing, conduct initial investigation into whereabouts. If unable to locate notify XO. The combination to this box will be given to the following personnel:

(1) Commanding Officer
(2) Executive Officer
(3) Marine Officer Instructors
(4) Supply Officer
(5) Administrative Officer
(6) Command Duty Officer (Sealed in an envelope and placed in the Command Duty Officer binder. The seal is to be broken only in the event of an emergency. Combination will be changed if envelope is compromised.)

g. Keys to the remaining spaces are used for privacy, administrative, or personal convenience. Keys to these spaces
will be issued by the Supply Officer or Administrative Officer as required (or in emergency by CDO).

h. Keys to the file cabinets containing personal information, such as student records, will be maintained by the respective officer instructor and by Administrative Department personnel.

i. NROTC San Diego does not store or handle classified material.

Note: Keys are controlled inventory items. The Supply Officer will maintain an inventory for all keys issued to individuals.
CHAPTER 14  
MISCELLANEOUS  

Article  

Travel and Residence Abroad.................................1401  
Post-graduate Study...........................................1402  
Off Duty Employment..........................................1403  

1401. Travel and Residence Abroad. Scholarship students must comply with certain regulations published by the Chief of Naval Personnel if they travel or reside in a foreign country. Any scholarship student anticipating such travel or residence should ascertain the nature of these requirements from the Administrative Office. College program students are not affected by these regulations. **No student will wear his midshipman uniform while visiting a foreign country unless participating in a training activity.**  

1402. POST-GRADUATE STUDY  

a. In this era of increasing technology, the need for continuing study beyond the bachelor level assumes greater importance now than ever before in our history. There are many avenues open to qualified Navy and Marine Corps officers to pursue selected fields of study as active duty commissioned officers. A complete and current listing of postgraduate opportunities is maintained in the Administrative Office. Students are encouraged to acquaint themselves with these programs.  

b. Midshipmen may apply to NETC NSTC for a Leave of Absence (LOA) in order to pursue graduate study in some fields. Students are referred to the Administrative Office for further information.  

1403. OFF DUTY EMPLOYMENT. Service members on active duty are in a 24-hour duty status. Military duties, in this case education, take precedence in the use of their time, talents and attention. Department of the Navy personnel are, as a general rule, permitted to engage in outside employment or other activities. Each such undertaking, however, must be measured against mission requirements and the rules outlined in references DODINST 5500.7 and CNSTCINST 5300.2 to avoid conflicts of interest. The Commanding Officer must assess each outside activity individually
and prohibit/avoid those which may reasonably be expected to create the appearance of impropriety or any conflict of time or condition that interferes with the person being able to perform their military duties. Blanket prohibitions on all outside employment activities are seldom necessary; however, individual proscriptions are occasionally required.

a. **Active Duty Personnel.** All active duty personnel desiring to engage in outside employment must obtain advance written permission. Personnel must submit a special request through the chain of command (CO, XO, OI) identifying the prospective employer, the employment location, working hours and recall telephone information. Before engaging in any outside employment, personnel must have written command permission. Such requests must be renewed on an annual basis or as changes occur. When determining whether to accept or approve outside employment, the following criteria will be considered.

(1) Work must be in accordance with existing statutes and regulations which limit such activities, as outlined in reference (a).

(2) Personnel must maintain a 3.0 or higher semester and cumulative GPA and participate in battalion leadership/support commensurate with progression through program.

b. **Students.** As a general rule, students and personnel in a training status should not engage in off-duty remunerative employment. The Commanding Officer shall grant permission for such activity only in exceptional circumstances.

c. Officer Instructors will ensure students comply with this policy. All approval to engage in off-duty remunerative employment must be renewed on an annual basis or as changes occur and may be withdrawn at any time.

d. This policy is punitive. Conduct violating this policy is punishable under the Uniform Code of Military Justice (UCMJ), Article 92, and may result in disciplinary and/or administrative action.
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<td>NROTC Degree Plan</td>
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<td>Approved Courses</td>
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<td>Overseas Study Request</td>
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<td>Honors Rehabilitation/Remediation Documents</td>
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**AUTHORIZATION AND REQUEST CHIT**

ALL ITEMS IN RED ARE REQUIRED FIELDS

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4. COMPANY 5. PLATOON

| 6. NATURE OF REQUEST Please mark 'X' to all items that apply: |
|-----------------|-----------------|
| Miss Drill | Out of CONUS* |
| Not wear uniform | Other (specify below) |
| Leave Request | Specify: |
| Mexico* | Miss BN event |
| Specifying: | Which BN event? (specify below) |
| Missing Class: (Y/N): |

7. DATES REQUESTED

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<td>Specifying:</td>
<td>Missing Class: (Y/N):</td>
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| 8. MODE OF TRANSPORTATION Please mark 'X' on the items that apply: |
|-----------------|-----------------|
| Out of Bounds | Cleared by OI (Y/N): |
| Distance from SD: | MOI / OI Name: |
| POV | Reason for Request: |
| Air | |
| Train/Rail | |
| Not Applicable | |
| Other (specify below) | |
| Specify: |

9. CONTACT INFORMATION

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10. DETAILS OF TRAVEL / ORM (i.e. attach airline flight itinerary or if driving list how many miles per day):

**CHAIN OF COMMAND USE ONLY**

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**MEXICO AND O/CONUS TRAVEL**

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*NOTE: Mexico and O/CONUS travel must be accompanied by ANTI TERRORISM/FORCE PROTECTION training certificate.
Instructions on how to fill out this chit

1) Self Explanatory
2) ex. SSgt, OC/E-6, Midn 1/C
3) Date you first submitted it to your chain of command
4) Self Explanatory
5) Self Explanatory
6) Check all that apply with an X. Do not submit multiple chits for the same event.
ex. Attending Nuke interview during the semester from Monday to Friday you would check:
   Miss Drill
   Leave Request (if active duty, OOB if Midshipman)
   Missing Class
Remember Midshipman do not request leave, rather you request OOB

The limits for liberty are:
48 hours- 300 miles
72 hours- 450 miles
96 hours- 600 miles
Anything greater than that requires OOB request (Marines, ensure you submit a Special Liberty request on MOL)

If you check the missing class box, refer to NROTC USD/SDSU Instruction 1050.1 Section 3 sub-section e for requirements

Occasions which MUST be cleared by M/OI first include but are not limited to:
Missing Class
Move to Charlie 4
Miss Drill

7) Enter start and end time relative to the request
Important!!
Leave Start times during the week: 1200 the day prior if driving or 1630 the day prior if flying or travel is N/A
Leave End times during the week: 1200 if driving or 0730 if flying or travel is N/A

Leave Start times during the weekend: 0800 or 1200 (either/or, it doesn’t matter if you are driving or flying)
Leave End times during the weekend: 0800 or 1200 (either/or, it doesn’t matter if you are driving or flying)

These are the only start and end times that will be accepted for Leave chits

8) If your chit does not require travel, check Not Applicable

9) If staying in the area, enter your local contact information
If you are leaving the area, enter the contact information of where you will be

10) If you are leaving the area you MUST fill this portion out. If you are flying and have not purchased your tickets, enter the flight itinerary that you think is most likely you will use.
Enter flight itinerary in the following format or route your flight itinerary in a word document with you chit upon submission:
2/1/12 Flt 1234 SAN to MKE depart 0903 arrive 1645
2/5/12 Flt 5678 MKE to SAN depart 1205 arrive 1653
If you flight itinerary changes after you purchase tickets route the new itinerary up the chain of command.

If you are driving, annotate your expected mileage per day, for example:
2/1/12 300 miles from San Diego to Phoenix. 2/2/12 245 miles from Phoenix to Tucson.
2/4/12 245 miles from Tucson to Phoenix. 2/5/12 300 miles from Phoenix to San Diego.

IF OCONUS, THE ANTI TERRORISM CERTIFICATE MUST BE SUBMITTED WITH CHIT
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TOTAL OVERALL UNITS:

**STUDENT SIGNATURE:** ___________________________

**ADVISOR SIGNATURE:** ___________________________

**OI SIGNATURE:** _______________________________
# QUARTER DEGREE PLAN

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**TOTAL OVERALL UNITS:**

**STUDENT SIGNATURE:** ___________________________

**ADVISOR SIGNATURE:** ___________________________

**OI SIGNATURE:** ________________________________
USD, SDSU, UCSD, CSUSM, AND PLNU ACCEPTED COURSES

1. The following courses will satisfy the NROTC requirements at the University of San Diego, San Diego State University, Point Loma Nazarene University, the University of California, San Diego, and California State University, San Marcos.

   a. Navy Scholarship Midshipmen:

      (1) Calculus (2 semesters/3 quarters): Complete by end of sophomore year or 2nd year of Naval Science. Required for Navy Scholarship students and STA-21 candidates (non-nurse). Strongly recommended for Navy College Program and Marine Students. Not required for Nurse Corps candidates. Students must complete the following courses:

      SDSU: Math 121/122 or Math 150/151
      USD: Math 150/151 (previously 50/51)
      UCSD: Math 10A/10B/10C or Math 20A/20B/20C
      PLNU: Math 164/174 (previously 145/153)
      CSUSM: Math 160/162

      Note 1: Calculus and Physics courses completed at other than the host institution must be transferable as equivalent to the above listed courses at the host institution before they can be used to satisfy the Navy Scholarship program requirements. Permission should be obtained from a student’s respective OI prior to registering for a class not at the host institution.

      Note 2: Students who have taken Calculus or Calculus-based-Physics for college credit while in high school, which the college has validated, must complete one additional semester/one quarter in each of those areas, which is validated to satisfy this requirement. Validating Calculus or Physics is discouraged. Students are encouraged to complete the university courses to improve foundations in these subjects.

      Note 3: The requirement to complete Calculus and Physics may not be waived.

      Note 4: At PLNU, the sequence of Math 131 and Math 144 fulfills the Calculus I requirement as a pre-requisite to enroll in Math 174.

      (2) Calculus-based-Physics (2 semesters/3 quarters): Complete by the end of junior year or 3rd year of Naval Science. Required for Navy Scholarship students and STA-21 candidates (non-nurse). Strongly recommended for Navy College Program and Marine Students. Not required for Nurse Corps candidates. Students must complete the following courses:
SDSU:  Physics 195/196
USD:  Physics 136/137 or 270/271
UCSD:  Physics 1A/1B/1C or 2A/2B/2C
PLNU:  Physics 141/142 or 241/242C
CSUSM:  Physics 201/202/203

Note 1: Calculus and Physics courses completed at other than the host institution must be transferable as equivalent to the above listed courses at the host institution before they can be used to satisfy the Navy Scholarship program requirements. Permission should be obtained from a student’s respective OI prior to registering for a class not at the host institution.

Note 2: Students who have taken Calculus or Physics for college credit in high school, which the college has validated, must complete one additional semester/one quarter in each of those areas, which is validated to satisfy this requirement. Validating Calculus or Physics is discouraged. Students are encouraged to complete the university courses to improve foundations in these subjects.

Note 3: The requirement to complete Calculus and Physics may not be waived.

(3) American Military History/National Security Policy (1 semester/1 quarter): Required for all Navy and Marine midshipmen with the exception of nurse option midshipmen. Must be completed prior to graduation. The following is a list of recommended courses. Students may deviate from this list with written permission from the Unit Academics Officer.

SDSU:  History 486 - World War II
History 544B - American Foreign Policy since WWI
History 535 - Age of Roosevelt (Depression, War and Cold War) Intl Security and Conflict
ISCOR 320 - International Security in the Nuclear Age
HIST 574 - Arab-Israeli Relations
Political Science 478 - National Security Policy
Political Science 479 - National Security Policy

USD:  History 345 - Topics in Military History
History 373 - Armed Conflict in American Society
History 375 - Topics in Modern American History
History 377 - U.S. Foreign Relations from 1914
Political Science 329 - Law of the Sea
Political Science 354 - Revolutionary Change
Political Science 371 - American Foreign Policy
Political Science 376 - USA National Security
Political Science 378 - Transnational Crime and Terrorism

UCSD:  History of E. Asia 116 - Japan-U.S. Relations
History of Latin Am 104 - Modern U.S.-Latin Am Relations
History U.S. 116 - War and American Society  
History U.S. 101 - Topics in the American Revolution  
History Topics 133 - War and Society: The Second World War  
Political Science 110J - Power in American Society  
Political Science 140C - International Crisis Diplomacy  
Political Science 142A - U.S. Foreign Policy  
Political Science 142I - National and International Security  
Political Science 142J - National Security Strategy  
Political Science 142L - Insurgency and Terrorism  
Political Science 142M - U.S. Foreign Policy/Regional Security  
Political Science 142N - American Defense Policy  
Political Science 142O - International Terrorism  
Political Science 145C - Intl Relations after the Cold War  
Political Science 146A - U.S.-Latin Am relations: Security Issues

PLNU:  
History 316 - Colonial and Revolutionary America  
Political Science 230 - Intro to Intl Relations  
Political Science 420 - United States Foreign Policy

CSUSM:  
History 336E - Prosperity, Depression and War 1920-1945  
History 336F - America during the Cold War  
Political Science 355 - U.S. Foreign Policy  
Political Science 358 - America in Vietnam  
Political Science 455 - National Security Institutions and Policy

(4) Regional Studies/World Culture (1 semester/1 quarter):  
All Navy midshipmen are required to take a semester course related to regional studies/world cultures/religions (with emphasis being Third World). The course should be taken as meeting established humanities, history or social science requirement already existing as part of the undergraduate course of study. Course must be completed prior to graduation. The following is a list of recommended courses. Students may deviate from this list with written permission from the Unit Academics officer.

SDSU:  
Religious Studies 101 - World Religions  
Religious Studies 328 - Islam  
Religious Studies 310 - The Qur’an  
Religious Studies 338 - Buddhism  
Africana Studies 260  
Asian Studies 101  
Chicana and Chicano Studies 100  
Political Science 361 - Governments and Politics of Developing Areas  
Political Science 363 - Governments and Politics of the Middle East  
International Security and Conflict Resolution 301
USD:
- History 357 - Topics in Russian and East European History
- History 358 - State & Society of Iran
- History 359 - Modern Middle East
- History 361 - Modern Latin America
- History 365 - History of China
- History 369 - Issues in Modern Africa
- History 372 - US-East Asia Relations
- Sociology 351 - China in the 21st Century
- Theology and Religious Studies 312 - The Hindu Tradition
- Theology and Religious Studies 314 - Buddhist Thought and Culture
- Theology and Religious Studies 315 - Islamic Faith and Practice

PLNU:
- History 111 - World Civilizations
- History 355 - Modern Middle East

UCSD:
- Ethnic Studies 1A
- Third World Studies 21, 22, 23, 24, 25 or 26
- Latin American Studies 50
- HINE 114 - History of the Islamic Middle East
- POLI 121 - Government and Politics/Middle East
- POLI 138 D - Special Topic: Arab-Israeli Conflict

CSUSM:
- GEOG 201 - World Regional Geography
- HIST 385 - Middle East, 1700-Present
- PSCI 339 - Middle East Politics

(5) English (2 semesters/2 quarters): Required for all students. Must be completed prior to graduation. The following is a list of recommended courses. Students may deviate from this list with written permission from the Unit Academics officer.

SDSU:
- English 280 - Introduction to Creative Writing
- English 306W - Advanced Composition
- English 581W - The Writing of Fiction
- English 584W - Writing of Informal Essays
- History 400W - The Writing of History
- Chicano and Chicano Studies 111B - Written Communication
- Chicano and Chicano Studies 396W - Chicano Prose/Writing
- Rhetoric and Writing 100/200 - College Composition
- Rhetoric and Writing 500W - Advanced Composition
- Rhetoric and Writing 503W - Technical Writing

USD:
- Any English course 121 or higher
- Any "W" course

UCSD:
- Undergraduate Writing Sequence for College Attended
PLNU:  Writing 110,115 or 120
       Writing 315 or above

CSUSM:  Literacy & Writing Studies 115 - Critical Reading/Writing
        Literacy & Writing Studies 225 - Intro to Creative Writing
        Literacy & Writing Studies 317 - Technical Writing
        Literacy & Writing Studies 475 - Writing Process
        Literacy & Writing Studies 545 - Advanced Creative Writing
        General Education (Writing) 101 - Writing

(6) Foreign Language/Culture: Students are strongly recommended to study a language/culture other than Spanish or French.

b.  Navy College Program Midshipmen:

(1) College Algebra or Higher (2 semesters/3 quarters): Must be completed by the end of junior year. Courses must be at the College Algebra level or higher. The following is a list of recommended courses in addition to the listed calculus courses above. Students may deviate from this list with written permission from the Unit Academics officer.

SDSU:  Math 118 - Topics in Mathematics
        Math 120 - Calculus for Business Analysis
        Math 141 - Pre-Calculus

USD:    Math 115 - College Algebra
        Math 118 - Essentials of Trigonometry
        Math 130 - Survey of Calculus
        Math 120 - Intro to Statistics

UCSD:   Math 3C - Pre-Calculus
        Math 20F - Linear Algebra

PLNU:   Math 113 - Intermediate Algebra
        Math 123 - Elementary Functions
        Math 203 - Introduction to Statistics

CSUSM:  Math 115 - College Algebra
        Math 125 - Pre-Calculus
        Math 132 - Survey of Calculus

(2) Physical Science (2 semesters/2 quarters): The physical science requirement can be met by completing a 1-year sequence in an area of physical science. Students shall include the appropriate laboratory classes in completing the science requirement. The following is a list of recommended courses. Students may deviate from this list with written permission from the Unit Academics officer.

SDSU:  Astronomy 101/109Lab - Principles of Astronomy/Lab
        Biology 100/Lab - General Biology/Lab
Biol 203 – Principles of Cellular Molecular Biology
Chem 100 – Introduction to General Chemistry
Chem 200 – General Chemistry/Lab
Geography 101 – Earth’s Physical Environment
Geography 103 – Weather and Climate
Geological Sciences 100 – Planet Earth
Natural Sciences 100 – Physical Science
Physics 107 – Introduction to Physics with Lab
Physics 180A/B – Fundamentals of Physics

USD:
Biology 101 – Survey of Biology
Biology 102 – Ecology and Environmental Biology
Biology 103 – Plants and Peoples
Biology 104 – Topics in Human Biology
Biology 105 – Physiology of Exercise (Class Only)
Biology 115 – Physiology of Exercise with Lab
Biology 122 – Intro to Anatomy and Physiology I
Biology 123 – Intro to Anatomy and Physiology II
Chem 101 – Chemistry and Society
Chem 111 – Chemistry and Society with Lab
Chem 151/Lab – General Chemistry/Lab
Environ Studies 112 – Ecology and Environmental Biology
Environ Studies 121 – Life in the Ocean
Environ Studies 109 – Physical Geography
Marine Science 101 – Physical Aspects of the Ocean
Marine Science 220 – Intro to Physical Oceanography
Physics 101 – Physics and Society with Lab
Physics 117 – Astronomy with Lab
Physics 136 – General Physics I
Physics 137 – General Physics II

UCSD:
Biology 1 – The Cell
Biology 2 – Multicellular Life
Biology 3 – Organismic and Evolutionary Biology
Biology 7 – The Beginning of Life
Biology 10 – Fundamental Concepts of Modern Biology
Biology 12 – Neurobiology and Behavior
Biology 20 – Human Genetics in Modern Society
Biology 22 – Human Nutrition
Biology 26 – Human Physiology
Biology 36 – AIDS Science and Society
Chem 4 – Basic Chemistry
Chem 6A – General Chemistry
Chem 11 – The Periodic Table
Chem 12 – Molecules and Reactions
Chem 15 – Chemistry of the Universe
Environ Studies 30 – Environmental Issues: Natural Sciences
Physics 1A/Lab – Mechanics
Physics 1B/Lab – Electricity and Magnetism
Physics 5 – The Universe
Physics 7 - Introductory Astronomy  
Physics 8 - Physics of Everyday Life  
Physics 9 - The Solar System  
Physics 10 - Concepts in Physics  
Physics 11 - Survey of Physics  

PLNU:  
Biology 103 - Introduction to Biology  
Biology 210 - Cell Biology and Bio-Chemistry  
Biology 130 - Human Anatomy and Physiology I  
Biology 140 - Human Anatomy and Physiology II  
Chem 103 - Introduction to General, Organic, and Biological Chemistry  
Chem 152 & 153 - General Chemistry  
Physics 141 & 142 - General Physics I & II  

CSUSM:  
Astronomy 101 - Intro to Astronomy  
Astronomy 342 - Elements of Astronomy  
Biology 210 - Intro to Cellular and Molecular Biology  
Biology 211 - Intro to Organismal and Population Biology  
Chemistry 202/202L - Organic Chemistry/Lab  
Physics 201 - Physics of Mechanics and Sound  
Physics 205 - Physics for the Biological Sciences I  

(3) Regional Studies/World Culture (1 semester/1 quarter):  
Same as authorized for scholarship midshipmen.  

(4) English (2 semesters/2 quarters):  Same as authorized for scholarship midshipmen.  

(5) Foreign Language/Culture: Students are strongly recommended to study a language/culture other than Spanish or French.  

c. Marine Option Scholarship and College Program:  

(1) American Military History/National Security Policy (1 semester/1 quarter):  Same as authorized for scholarship midshipmen.  

(2) Foreign Language/Culture: Students are strongly recommended to study a language/culture other than Spanish or French.  

d. Marine Enlisted Commissioning Education Program (MECEP):  

1) American Military History/National Security Policy (1 semester/1 quarter):  Same as authorized for scholarship midshipmen.  

e. Seaman to Admiral (STA-21) (Non-Nurse):  

(1) Calculus (2 semesters/3 quarters):  Same as authorized for scholarship midshipmen.
(2) Calculus-based-Physics (2 semesters/3 quarters): Same as authorized for scholarship midshipmen.

(3) Foreign Language/Culture: Students are strongly recommended to study a language/culture other than Spanish or French.

(4) Regional Studies/World Culture (1 semester/1 quarter): Students are recommended to take a Regional Studies or World Culture course.

f. Scholarship and College Program Nurse Option Midshipmen and STA-21 Nurses:

(1) English (2 semesters/2 quarters): Same as authorized for scholarship midshipmen.

(2) Regional Studies/World Culture (1 semester/1 quarter): Same as authorized for scholarship midshipmen. This is required for midshipmen, but recommended for STA-21 students.

(3) Foreign Language/Culture: Students are strongly recommended to study a language/culture other than Spanish or French.

2. The above listed courses were updated based on the 2012 academic year catalogs from the respective institutions. Battalion members who have completed previously authorized courses that have been discontinued are not required to retake the requirement that it fulfilled as long as the course is completed by the Fall 2012 semester. Course offerings change frequently. With the exception of the Calculus and Physics requirements, students may request that a course not listed above satisfy the respective NROTC course requirement only via a special request chit routed to the Unit Academics Officer. This request should include the applicable course description and other relevant materials for the course.
Name of Assigned Student: MIDN Door, W. T.

Name of Mentor: MIDN Rex, Neptunus

School: USD

Date:

**Background:** (FIRST REPORT ONLY)
MIDN Door is originally from Northern California. He attended John Paul Jones High School where he played varsity football and baseball. MIDN Door has an older sister attending UC Irvine and a younger brother who is still in high school. He is highly interested in becoming an F-18 pilot but doesn’t know much else about the Navy.

**Academics:**
MIDN Door is taking 16 units and his classes are Calculus I, Composition and Literature, Intro to Biology, Intro to Music, Spanish I and Economics. He is worried about Calculus but is planning on seeing the professor during office hours. I also informed MIDN Door about the Math Center on campus and the unit tutor. MIDN Door anticipates getting above a 3.0 this semester.

**Physical Fitness:**
MIDN Door received an Excellent Medium on the initial PFA. He struggled on the run but plans to run the canyon 3 times a week to improve his cardio. In addition, MIDN Door plans to get involved in intramural Football and Baseball. MIDN Door also lifts twice a week at the Jenny Craig Fitness Center on campus.

**Morale:**
MIDN Door is overall in good spirits but he is concerned that he will not perform up to his potential his first semester. MIDN Door has had some run-ins with upper class Midshipmen who have criticized his appearance in uniform and lack of bearing. I have suggested that he purchase Poly-Wool Uniform as soon as he has the money available and have assured him that his bearing will improve with practice and time in the unit.

**Unit Activities/Community Service:**
MIDN Door is a member of the aviation club and the color guard. He attended the beach clean-up at the beginning of the year and is getting involved with his local church’s soup kitchen. MIDN Door is scheduled to attend an aviation simulator later this month and is looking forward to sailing indoctrination.

**Mentor Comments:**
No additional comments.
USD NROTC Battalion Volunteer Event Form

Part A: To Be Completed By Member

Name: ________________________________ Rank: ____________

Company: _______________ Platoon: _________ Semester: _________

Event: ________________________________ # of Hours: _______

Description of Event: ________________________________________________________________

________________________________________________________________________________

Event PoC: ___________________________ PoC Phone #: ____________________

OI Name: ___________________________ Member Signature: __________________________

Part B: To Be Completed By Platoon Commander

Event Approved:  Y___ N___ If no, why? ________________________________

________________________________________________________________________________

Hours Approved:  Y___ N___ If no, # of hours approved? _______________________

________________________________________________________________________________

Part C: To Be Completed By Volunteer Coordinator

Volunteer Hours Recorded In Volunteer Hours Spreadsheet:  Y___ N___

Volunteer Coordinator Printed Name: ________________________________

Signature: __________________________________________

________________________________________________________________________________

*Make 2 copies of this form upon approval or disapproval and return 1 copy to the member and 1 copy to their OI.*

Enclosure (X)
BRB Charge Sheet

From: Rank and Last Name, PLT CMDR
To: Rank and Last Name, BNXO

Subj: RESULTS FROM FACT FINDING INQUIRY ON (FILL IN BLANK)

1. **Purpose**.

2. **Background**.

3. **First Offense**.

4. **Second Offense**.

(PLT CMDR NAME)

Distribution:
NROTC Battalion Staff
NROTC UNIT SAN DIEGO FORMAL COUNSELING FORM

This form will be utilized to document quality force counseling actions not prescribed in other directives, or to comply with formal counseling guidelines. When completed, this form may/may not become a source document to support administrative separation, BRB, or meritorious actions. Data is releasable to higher officials when used to support administrative separations, BRB, UCMJ offenses, or meritorious actions.

Name (Last, First MI) SSN Company-Platoon-Squad Date

REASON FOR COUNSELING:

_____ Personal Behavior/Unprofessional
_____ Military Bearing/Appearance
_____ Performance
_____ School Performance
_____ Responsibilities/Duties
_____ Late/UA
_____ Fail to Obey Order/Policies
_____ Other (Specify)_________

COMMENTS (Disciplinary/Meritorious):

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SOLUTIONS/RECOMMENDATIONS DISCUSSED:

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FOLLOW UP ACTION (If required):

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COUNSELEE’S COMMENTS:

________________________________________________________________________________________
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X
Signature of Individual Counseled Date

X
Signature of Counselor Date

Required Attention of: Officer of Instruction _____ Company Level____
Top Ten Personnel _____ Platoon Level____
NOTE: All bolded items require personal information to be changed and consequently unbolded.

From: Midshipman 2/C John A. Doe, USNR, XXX-XX-****
To: Commander, Naval Service Training Command (OD4)
Via: Commanding Officer, Naval Reserve Officer Training Corps Unit San Diego, CA

Subj: OVERSEAS STUDY REQUEST

Ref: (a) CNSTCINST 1533.2A

1. In accordance with reference (a), I am requesting continuation of benefits while attending the University of Mannheim in Germany during the spring 2011 semester.

2. While overseas, I would be a full time student, and all credits would transfer to San Diego State University and apply to my communications major.

3. The tuition per semester for the University of Mannheim does not exceed the tuition per semester of San Diego State University.

4. Study will be full-time and as a partner school, San Diego State University will accept credits earned.

5. No negative impact for missing drills or delaying my cruise is anticipated. Graduation/Commissioning will not be delayed. I will graduate on time in spring 2012. I will be able to complete a first class cruise during third phase upon my return.

6. The dates of my overseas study will be 1 February 2011 to 31 July 2011.

7. I feel that studying at the University of Mannheim for a semester is in the best interest of myself and the Navy. Studying at the University of Mannheim would provide me with a stronger understanding of German/European affairs, as well as improve my German language ability. This would ultimately give me a broader cultural prospective and skill set which would tremendously benefit me as a Naval Officer.

J. A. Doe
**NOTE: All bolded items require personal information to be changed and consequently unbolded.**

From: Midshipman John Doe, XXX-XX-****
To: Commander, Naval Service Training Command (OD4)
Via: Commanding Officer, Naval Reserve Officer Training Corps
Unit San Diego, CA

Subj: REQUEST FOR ADDITIONAL BENEFITS

Ref: (a) CNSTCINST 1533.2A

Encl: (1) Academic Transcript
      (2) Degree Completion Plan

1. Per reference (a), I respectfully request extension of the NRTOC Program benefits for one additional semester.

2. The requirement for an Mechanical Engineering Bachelor’s Degree at University of San Diego is XXX semester-units of credit, in addition to the 24 credits required in Naval Science by the NROTC program. Since only XXX credits from Naval Science may count towards the XXX, that means a total of XXX credits are required for my degree. To accomplish this, I have taken an average of 18 credits per semester, but will need an additional semester of school in order to complete my degree plan.

School: University of San Diego
Major: Mechanical Engineering
Cumulative GPA: 3.10
Units earned: 54 units
Units in progress: 18 units
Number of units required: 162 units
Total planned units: 162 units

3. I understand that if the above request is approved, I will be required to attend naval science drill during my extended entitlement period. I understand that I will be required to extend my officer active duty obligation by six months upon receipt of the extended entitlements.
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Month (___________________________)

Entry:__________
Journal Entry

Date:__________

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A.11 Enclosure (2)
Mentor Goal Definition

Short Term Goals:

Long Term goals:
## Mentor Documentation

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<tr>
<th>Date</th>
<th>Topics Discussed</th>
<th>Mentor’s Notes</th>
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**NOTE: All bolded items require personal information to be changed and consequently unbolded.**

From: Midshipman John A. Doe, XXX-XX-****
To: Commanding Officer, Naval Reserve Officer Training Corps Unit San Diego, CA
Via: Sophomore Class Officer Instructor, Naval Reserve Officer Training Corps Unit San Diego, CA

Subj: REQUEST TO CHANGE ACADEMIC MAJOR

Ref: (a) NSTCINST 1533.2A
(b) NROTCU SANDIEGOINST 5450.1

Encl: (1) New Academic Degree Plan
      (2) Old Academic Degree Plan

1. Per references (a) and (b), I request to change my major from Engineering Sciences to Electrical Engineering.

2. Describe why new major is in the best interest of the United States Navy and why it is in your best interest.

3. Describe if all of the classes that you have taken so far will transfer, and whether the new major will affect your timeline to graduation.

J. A. Doe
APPENDIX B
UNIFORM GUIDELINES

Article

General ........................................... B.1

Cap Insignia ....................................... B.2
Sleeve Class Rank (Midshipman) ................. B.3
Sleeve Rank Insignia (Officer Candidate) ........ B.4
Shoulder Boards ................................... B.5
Coat Collar Anchor Insignia ....................... B.6
Shirt Collar Insignia ............................. B.7
B.1. GENERAL

a. This chapter applies to the insignia worn by Midshipman and Officer Candidate personnel in an officer accession program. Additional information on uniform regulations can be found on the Navy Personnel Command website (http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/).

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.

B.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.

B.3. SLEEVE CLASS INSIGNIA (MIDSHIPMAN)

a. Horizontal stripes shall be worn on the left sleeve of the service dress 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.
B.4. SLEEVE RANK INSIGNIA (OFFICER CANDIDATES)

a. General. Sleeve insignia consists of a gold star device or appropriate staff corps device indicating officer candidate status and combinations of gold color pin-on bars with star insignia indicating officer candidate status.

b. Star Insignia. Place a gold embroidered, symmetrical five-pointed star 1-1/4 inches across, with one ray pointing down on each sleeve of blue coat centered 3-3/8 inches above the cuff.

B.5. SHOULDER BOARDS (MIDSHIPMAN)

a. General. Shoulder boards indicate class and measure either 5-1/2 inches (male) or 4-1/2 inches (female) 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 (male), Dinner Dress jacket and on the summer white 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 or Eagle-Globe-and-Anchor (EGA) insignia, alone or in combination with stripes, indicating
the wearer's class. For Marine Option Midshipmen, in the following descriptions, the gold metal fouled anchor is replaced with the EGA insignia.

(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 unfouled 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.
B.6. COAT COLLAR ANCHOR INSIGNIA

a. General. Coat collar insignia consists of plain gold anchors indicating midshipman.

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.

B.7. SHIRT COLLAR INSIGNIA

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

b. Insignia Indicating Class (Midshipman)

(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) Eagle-Globe-and-Anchor (EGA) Insignia. Consist of a spread eagle on gold globe, superimposed on a gold anchor. Marine-Option midshipmen wear these insignia in place of the Anchor and Eagle-Anchor Insignia.

(4) Manner of Wear. Pin the anchor, eagle-anchor, or EGA 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. For the EGA the manner of wear is the same as described above, with the exception that the wings of the eagle lie parallel to the upper edge of the collar, and the flukes of the anchor point inboard.
(a) Midshipmen, First Class of other than Officer Rank. Wear the eagle-anchor, or EGA insignia on both collar points.

(b) Midshipmen, Second Class of other than Officer Rank. Wear the anchor insignia on both collar points. Marine option midshipmen wear the EGA on the left collar point, and the anchor insignia on the right collar point.

(1) Second Class Midshipmen holding a petty officer billet. Wear the Eagle-Anchor insignia on the right collar point and the appropriate service option emblem on the left collar point.

(c) Midshipmen, Third Class. Wear the anchor insignia on the right collar point only. Marine-option midshipmen wear the EGA insignia on the right collar point.
(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 is 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.