NAVAL RESERVE OFFICERS TRAINING CORPS UNIT
HAMPTON ROADS

BATTALION GUIDEBOOK
### Table of Issuance and Revisions/Changes

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From: Commanding Officer, Naval Reserve Officers Training Corps Unit Hampton Roads

Subj: BATTALION GUIDEBOOK

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

2. Cancellation. This manual supersedes all previous issuances of the Battalion Guidebook.

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

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

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

6. Records Management. Records created as a result of this manual, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NROTCUHR will review this instruction annually in accordance with the procedures established in Chapter 1, around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or canceled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known, following the guidance in OPNAV Manual 5215.1 of May 2016.

M. C. BRATLEY
Releasability and distribution:
This instruction is cleared for public release and is available electronically via
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CHAPTER 1
INTRODUCTION

1-1 Intent

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

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

3. **Amendment.** As the battalion grows and changes, the needs it places on the guidebook will change also. Battalion Staff and the graduating class of Midshipmen will evaluate this handbook and submit changes to the Professor of Naval Science yearly as directed by the HRNROTC Executive Officer. Outside of the annual review, suggested changes should be forwarded directly to the Battalion Commander, who will forward to the HRNROTC Executive Officer.

FIGURE 1-1. Seal of NROTC Unit Hampton Roads
CHAPTER 2
ORGANIZATION

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

![Figure 2-1. NROTC Unit Hampton Roads Chain of Command](image)

2-2 Students
1. **General.** Hampton Roads NROTC is a consortium made up of three host universities: Old Dominion University (ODU), Norfolk State University (NSU), Hampton University (HU), and two cross-town affiliates: Regent University (RU) and Tidewater Community College (TCC). The Consortium’s Battalion is comprised of several companies. ODU hosts Alpha Company, which consists of students from ODU and TCC. NSU hosts Bravo Company. HU hosts Charlie Company, and RU hosts Delta Company but remains a cross-town affiliate with
ODU. All NROTC Unit Hampton Roads Marine-option Midshipmen are assigned to Mike Company.

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

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

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

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

3. Enlisted Commissioning Programs

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

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

c. Medical Enlisted Commissioning Program. Enlisted personnel enrolled in the Medical Enlisted Commissioning Program (MECP) obtaining a bachelor’s degree in nursing, commission into the Navy Nurse Corps. These personnel report to NROTCUHR but are not a part of the battalion.
4. **Duty Under Instruction Program.** Commissioned Naval officers enrolled in the Duty Under Instruction Program (DUINS) attend fellowship, masters, or doctoral programs within the Hampton Roads area. These officers report to NROTCUHR but are not a part of the battalion.

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**2-3 Battalion Leadership Staff**

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

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**FIGURE 2-2. Example Battalion Student Chain of Command**

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

   a. Develops the battalion in accordance with the mission of NROTCU Hampton Roads, “To develop Midshipmen morally, mentally, and physically, and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as Naval and Marine Corps Officers.”
b. Is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the battalion. Understands the capabilities of the battalion’s personnel and their proper employment.

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

2. **Battalion Executive Officer (BN XO).** Assumes the rank of Midshipman Commander and reports to the Battalion Commander and the NROTCU Hampton Roads Executive Officer. Assumes command of the battalion in the Battalion Commander’s absence. The Battalion Executive Officer is the second highest-ranking Midshipman in the battalion and is a first-class Midshipman. The Battalion Executive Officer:

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

    b. Is responsible for the planning process.

        (1) Accepts inputs from Officer Staff on the upcoming week and creates a battalion plan of the week (POW) in conjunction with the Battalion Operations Officer and HRNROTC OPSO. After approval by the HRNROTC CO and BN CO promulgates the battalion POW to the company staff.

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

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

        (4) Monitors company training, ensuring all mandatory General Military Trainings are completed as well as HRNROTC directed LRTP topics, and all Midshipmen attend 2 hours of Naval Laboratory every week.

    c. Is responsible for the battalion’s administrative duties.

        (1) Coordinates and publishes the Battalion Recall Roster.

        (2) Coordinates the processing of FITREPs.

        (3) Ensures that all mailing lists are accurate.

3. **Battalion Operations Officer (BNOPS).** Assumes the rank of Midshipman Lieutenant and the NROTCU Hampton Roads Operations Officer. Assumes command of the battalion in
the Battalion Commander and Battalion Executive Officer’s absence. The Battalion Operations Officer is the third highest-ranking Midshipman in the battalion. They are responsible for:

a. Promulgation and dissemination of the Plan of the Week (POW) in conjunction with the HRNROTC OPSO, and inputs from the Company Operations Officers, after approval by the HRNROTC CO and BN CO.

b. Oversees volunteer events to ensure all Company Operations Officers are properly disseminating and tracking volunteer opportunities to their companies. Ensures all battalion volunteer opportunities are evenly distributed to the four companies so that fair chances are provided to all.

c. Coordinates and monitors all battalion labs, ensuring all battalion lab timelines are submitted and approved by the HRNROTC Operations Officer in a timely manner, that all guest speakers have a Midshipman to introduce them, and that the classroom designated for the lab is opened and setup 15 minutes prior to the Midshipmen arrival.

4. Battalion Sergeant Major (BN SGT MAJ). Assumes the rank of Midshipman Sergeant Major and the NROTCU Hampton Roads Sergeant Major and reports to the Battalion Commander and Battalion Executive Officer. The first-class Midshipman, officer candidate, or Marine in this billet will serve as the “senior enlisted” in the battalion and is the principal “enlisted” advisor to the Battalion Commander and Battalion Executive Officer, as well as:

a. Supervises, inspects, or observes matters designated by the Battalion Commander to include, but not limited to, Midshipman of the Month and Semester Boards as well as Disciplinary Review Boards. Guides and mentors the Company First Sergeants in the execution of their duties.

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

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

d. Oversees and maintains the Watch Standing Process.

5. Battalion Academics Officer (BN AO). Assumes the rank of Midshipman Lieutenant and the NROTCU Hampton Roads Academic Officer, and reports to the Battalion Executive Officer. Is responsible for:

a. Supervises all Company Academic Officers and serves as a liaison between Company Academic Officers and battalion staff. Maintains a current list of Midshipmen who are
academically proficient and willing to serve as tutors by soliciting volunteers from the battalion.

b. Oversees the “Study Buddy” program in conjunction with the Company Academic Officers. Provides common access resources across the battalion. Finds consistency in academic shortcoming across the battalion, advises Company Academic Officers to correct discrepancies. Serves as a liaison within the battalion using SITREPs and oversees the use of Midshipman tutors in those common areas. Ensures members are receiving additional help as necessary.

c. Oversees study hall locations and hours for each university in conjunction with the Company Academic Officers. Ensures that watch bills are created that consist of Midshipman tutors and study hall monitors.

d. Gives academic briefs as necessary to the battalion and to incoming students. Oversees company academic briefs. Sends academic material to the battalion on a pre-determined basis.

e. Establishes a current list of Midshipmen who are on Academic Leave of Absence, Warning, or Probation. Ensures that Company Academic Officers find Midshipmen who are academically proficient and willing to serve as tutors by soliciting volunteers within their company.

f. Monitors the list of study hall attendance and ensures the required Midshipmen attend. Reports any deficiencies on the weekly situational report.

6. Battalion Physical Training Officer (BN PTO). Assumes the rank of Midshipman Ensign and the NROTCU Hampton Roads Physical Training Officer. They report to the Battalion Commander and Battalion Executive Officer. They are responsible for:

a. Supervises all Company Physical Training Officers, ensuring that plans are created and have a meaningful impact on the physical fitness throughout the company.

b. Coordinates throughout the battalion: Physical Fitness Events, Physical Fitness Training, Swim Qualifications, and any intramural activities.

c. In conjunction with the Command Fitness Leader and Company Physical Training Officers, coordinate Physical Fitness Testing for all students.

d. Oversees a remedial Fitness Enhancement Program for Midshipmen who fail the PRT/PFA.
e. Encourage student holiday physical fitness by sending workout plans to the entire battalion.

6. Battalion Public Affairs Officer (BN PAO). Assumes the rank of Midshipman Ensign and the NROTCU Hampton Roads Public Officers Officer. They report to the Battalion Executive Officer. They are responsible for:
a. Supervises all Company Public Affairs Officers, ensuring events are photographed at the company level.

b. Manages all battalion social media platforms. Posting Midshipmen Spotlights on highlighted Midshipmen in the battalion and battalion wide events. Increasing favorable publicity of Midshipmen unit activities. Works in conjunction with PNS’ public outreach goals.

c. Manages the battalion and company command board at the start of each semester.

d. Maintains an inventory of all unit public affairs equipment in conjunction with the Supply Officer (USN).

2-4 Company Leadership Staff
There are also many billets at the company level. Volunteers for these billets are selected near the end of the semester for the upcoming semester. Billets are changed every semester. An example student company chain of command is illustrated in Figure 2-3. Personnel assigned to company staff will muster and participate in all battalion events and evolutions with the company which they staff, even if it is not their parent company. Because the size of companies varies, some company staff positions may be left unfilled by the Company Commander. At a minimum, all companies will have a Company Commander, Executive Officer, First Sergeant, Operations Officer, Academic Officer, Physical Training Officer, a Guide, and several Midshipmen-in-Ranks.

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

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

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

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

   d. Oversees their Executive Officer in the planning process.

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

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

   g. Receives information from their company staff and reports necessary information including, but not limited to any volunteer events, physical fitness information, and academic information on the weekly situational report. Submits to the battalion staff on a weekly basis.

2. **Company Executive Officer (Co XO).** Assumes the rank of Midshipman Lieutenant Junior-Grade and reports to the Company Commander and Battalion Executive Officer. The Company Executive Officer is ideally a first or second-class Midshipman. The Midshipman in this billet serves as the company’s second in command as well as:

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

   b. Directs the planning process at the company level; receives the upcoming battalion POW from the Battalion Deputy Commander, and after accepting revision from their Company Advisor publishes the finalized company POW to the respective company and the Battalion Staff.
c. Ensures that all Midshipmen receive mandatory General Military Training and a minimum of two hours of Naval Laboratory instruction every week. Works closely with their University OIC and Battalion Executive Officer to this end. This duty may be delegated to a company’s Operations Officer as appropriate if authorized by the Company Commander.

d. Is responsible for the administrative duties of the company to include:

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

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

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

3. Company First Sergeant (Co 1st SGT). Assumes the rank of Midshipman First Sergeant and reports to the Company Commander as well as Battalion Sergeant Major. The Company First Sergeant is ideally at least a second-class Midshipman. This Midshipman serves as the “senior enlisted” in the company and is the principal “enlisted” administrative advisor to the Company Commander as well as:

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

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

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

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

e. Responsible for creating the ACDO/OOD Watch bill.

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

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

c. Coordinates with the staff, Operations Officer, university representatives, and outside institutions to ensure NROTC Hampton Roads is active in its community.

5. **Company Academics Officer (Co AO).** Assumes the rank of Midshipman Ensign and reports to the Battalion Academics Officer and the Company Executive Officer. The Company Academics Officer is ideally a second or first-class Midshipman. Is responsible for:

   a. Receives a current list of Midshipmen who are on Academic Leave of Absence, Warning, or Probation. Finds Midshipmen who are academically proficient and willing to serve as tutors by soliciting volunteers within their company.

   b. Establishes academic tutors and study hall at their host university, as well as the “Study Buddy” program within their company. Provides academic resources to their company and provides additional resources to other Company Academic Officers.

   c. Creates a watch bill that establishes Midshipmen tutors and study hall monitors.

   d. Using study hall monitors, ensure that the required Midshipmen’s attendance is recorded and submitted to the Company Commanding Officer, who should report any deficiencies on the weekly situational report.

6. **Company Physical Training Officer (Co PTO).** Assumes the rank of Midshipman Ensign and reports to the Company Executive Officer. The Company Physical Training Officer is ideally at least a second-class Midshipman. Is responsible for:

   a. Supervising all Company Ability Group Leaders, ensuring that plans are created and have a meaningful impact on the physical fitness throughout the company.

   b. Coordinates Physical Fitness Training, Swim Qualifications, and any intramural activities.

   c. In conjunction with the Command Fitness Leader and Battalion Physical Training Officer, coordinate Physical Fitness Testing for their company.

   d. Establishes a remedial Fitness Enhancement Program for Midshipmen who fail the PRT/PFA for their company.

7. **Platoon Commander (Plt Cdr).** Midshipmen in this billet will ideally be at least a second-class Midshipman. They will distribute information provided by higher authority and supervise
the dissemination of information. Assumes the rank of Midshipman Ensign and reports to the Company Executive Officer. The Platoon Commander will perform the following duties and assume the following responsibilities:

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

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

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

d. Debriefs FITREPs to assigned squad leaders.

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

f. Ensures the platoon’s drill proficiency.

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

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

i. If there is not a Platoon Commander, the Company Executive Officer will take on the duties of a Platoon Commander, directly communicating with and managing the squad leaders.

8. **Squad Leader (SqdLdr)**. Midshipmen in this billet will ideally be at least a third-class Midshipman. Assumes the rank of Midshipman Petty Officer 1st Class and reports to their Platoon Commander. Supervises the control and dissemination of information as well as:

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

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

c. Is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the squad.
d. Knows, understands, and develops situational awareness, ensuring the planning process is distributed.

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

f. Maintain a Squad Leader training jacket on all assigned personnel. Training jackets should be submitted to the university OIC at the conclusion of each semester and given to the new Squad Leaders at the start of each semester. Ensuring at a minimum, the Squad Leader training jackets will include a copy of the following:

   a. Special Request Chits
   b. Memorandum of Findings
   c. Award Nomination Forms
   d. Record of Counseling
   e. Demerits

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

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

9. Fireteam Leader (FTL). Reports to their assigned Squad Leader if applicable to the company size and is not assigned a Midshipman Officer rank. Is responsible for:

   a. Identifying any academic, physical fitness, or personal issues that need to be reported up through the SITREP.
   b. Assist the Squad Leader in accountability or any issues that require any additional help.

10. Midshipman-in-Ranks. All other Midshipmen who are not assigned a billet will hold the rank of Midshipman-in-Ranks. In this billet, their primary duty is to succeed academically and physically, preparing themselves for a life of military tradition.

**2-5 Company Staff Billets**

Each Company Commander will appoint several Midshipmen-in-Ranks (MIRs) to hold staff billets each semester. Each Midshipman who holds a staff billet still reports to their regularly
assigned squad leader for all routine, administrative, and disciplinary actions; while operating in their staff capacity, the flow of information to and from them will not follow the same pattern; this is illustrated in Figure 2-4. During the summer, the new Company Commander will have discretion on how the flow of information is to be conducted, either by using the previous semester’s Squad Leaders temporarily or implemented new ones before the start of the semester. At a minimum, each company will have a public affairs officer, recruiting officer, and a drill master.

![FIGURE 2-4. Flow of Information through Staff Billets](image)

1. **Assistant Physical Training Instructor (APTI).** Operationally this Midshipman reports directly to the Company PTI while in their capacity as APTI and/or ABL. They have the following responsibilities:
   
   a. Aid the PTI in the conduct and recording of the PFA.
   
   b. Assist the PTI in the conduct of company PT.

2. **Ability Group Leader (ABL).** Operationally this Midshipman reports directly to the Company PTI while in their capacity as ABL. They have the following responsibilities:
   
   a. Lead their ability group during physical training sessions, ensuring all members perform all workouts correctly. Motivates their peers to excel in their Physical Training.
   
   b. Assist the PTI in the conduct of company PT.

3. **Company Color Sergeant (Co ClrSgt).** The Midshipman in this billet must be at least a third-class Midshipman and be familiar with the color guard. Operationally this Midshipman reports directly to the Company Operations Officer and the AMOIs while in their capacity as Color Sergeant. The Color Sergeant has the following responsibilities:
a. Responsible for maintaining the ceremonial Color Guard.

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

c. Providing color guards for battalion and volunteering events.

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

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

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

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

   c. Plans, coordinates, and executes recruiting events under the purview of the Company OPSO and direction of the Staff Recruiting Officer.

5. **Company Public Affairs Officer (Co PAO).** The Midshipman in this billet must be at least a third-class Midshipman and must have experience with photography. Operationally this Midshipman reports directly to the Company Executive Officer Commander while in their capacity as PAO. The PAO has the following responsibilities:

   a. Working in conjunction with the Events coordinator in taking pictures for battalion events, activities, and extracurricular events.

   b. Maintain battalion, company, and officer staff photos in their Wardroom, along with maintaining company and battalion Facebook page to ensure it has updated pictures and posts.

   c. Take responsibility for passing on shared flash drive, Google Drive authorizations, and all other technology related permissions and equipment associated with the billet to upcoming PAO for turnover.

6. **Company Supply Officer (SuppO).** The Midshipman in this billet must be at least a third-class Midshipman. Operationally this Midshipman reports directly to the Company Executive Officer while in their capacity as the Supply Officer. The SuppO has the following responsibilities:
a. Working in conjunction with the unit Supply Chief to provide logistical support for all battalion events and ensure that freshmen receive their uniforms before each inspection.

b. Maintain accurate inventory of Wardroom Geedunk Locker.

7. Drill Master (DRILL MSTR). This Midshipman in this billet must hold this position in both the fall and spring semesters. Midshipman first-class who graduate in the fall should not hold this billet. Operationally this Midshipman reports directly to the Co 1st SGT while in their capacity as the Platoon or Company Drill Master. The Drill Master has the following responsibilities:

a. Work in conjunction with AMOIs to learn proficient close order drill in preparation for initial and final drill.

b. Led their platoon or company in close order drill during drill practices, initial, and final drill.

c. Ensure members of their company or platoon are proficient in close order drill.

2-6 Collateral Duties

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

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

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

2. Event Assistant Officer-in-Charge (AOIC). An Event AOIC assists in the planning and execution of a battalion event along with the Event OIC. Ideally, the AOIC is a Midshipman who is classed lower than the OIC, but it does not necessarily have to be the case. The AOIC responsibility includes:

   a. Coordinating additional volunteers as needed and directing additional duties to them.

   b. Assist in planning and execution of the event, as well as the setup and tear down.

2-7 Staff Turnover Process

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

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

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

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

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

a. Specific tasks, duties, and routines

b. A billet description and subordinate billet descriptions

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

d. Turnover checklist

4. Turnover Equipment. The off-going Battalion Commanding Officer is ultimately responsible that the battalion materials and equipment are turned over to the on-coming chain of command; including, but not limited to, cameras, sports equipment, and medical bags.
3-1 General

1. **Honor Code.** A Midshipman, Officer Candidate or Marine shall not lie, cheat, or steal, nor tolerate anyone who does.

   a. *Midshipmen are persons of integrity: They stand for that which is right. They tell the truth and ensure that the full truth is known. They do not lie.*

   b. *They embrace fairness in all actions. They ensure that work submitted as their own is their own and that assistance received from any source is authorized and properly documented. They do not cheat.*

   c. *They respect the property of others and ensure that others are able to benefit from the use of their own property. They do not steal.*

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

3. **Oaths**

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

   b. **College Program Midshipmen.** I (state your name), swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I take this obligation freely, without any mental reservation or purpose of evasion; so help me God.
c. **Enlistment.** I (state your name) do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice; so help me God.

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

### 3-2 Professionalism

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

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

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

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

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

   a. Do not smoke or use tobacco products in uniform while walking.
b. Do not eat or drink in uniform while walking.
c. Do not chew gum while in uniform.

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

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

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

3-3 **Wardroom Policies**

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

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

3. **Wardroom Etiquette**

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

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

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

      (2) It is the responsibility of the escorting member to inform and regulate visitor behavior. Accountability for wardroom violations will be held with the escorting member and OOD or ACDO.

   c. All members of the wardroom will refrain from inappropriate language, including obscenity, hate speech, and anything otherwise not in keeping with the Navy’s core values.
d. All members of the wardroom will refrain from discussing politics, religion, or inappropriate topics.

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

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

g. All member’s haircuts and uniforms will be within standards set by the US Navy (Article 7201 and Article 2201) and Marine Corps (MCO 1020.34H) when in uniform.

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

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

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

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

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

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

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

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

4. **After Hours.** No member of the wardroom is permitted into the wardroom after the OOD or ACDO completes watch unless they are given permission by the Company Commander, Executive Officer, or 1st SGT of the respective wardroom.

**3-4 Policy on Substance Abuse**

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

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

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

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

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

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

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

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

e. Regardless of state laws, NROTC is governed by laws and policies issued by the federal government.

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

3-5 Disciplinary Procedures

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

a. Major offenses. Major offenses are those offenses that violate the NROTC Honor Code or involved moral turpitude, a serious breach of discipline, disregard or contempt for
authority, or actions that bring discredit upon the Naval Service. Major offenses include but are
not limited to the following:

(1) Falsehoods of any nature, including fraud, cheating, plagiarism, and
intentional failure of any NROTC standard;

(2) Theft;

(3) Moral turpitude offenses;

(4) Alcohol/drug abuse;

(5) Insubordination;

(6) Assault;

(7) Hazing;

(8) Destroying or defacing property;

(9) Aggravated or repeated unauthorized absence;

(10) Sexual harassment/assault;

(11) Pattern of conduct unbecoming an officer (conviction not required); and

(12) Repeated infractions of minor offenses.

b. Minor offenses. Minor offenses are offenses of a less serious nature that involve
comparatively minor infractions of instructions, orders, or regulations, such as poor grooming
standards, poor personal appearance, and repeated tardiness or unauthorized absence regarding
prescribed Naval Science classes or activities. All minor offenses are any offenses not deemed
major. Midshipman leadership should seek guidance from University OIC’s to maintain
uniformity regarding discipline across the battalion.

2. Action. The NROTC Battalion shall ensure good order and discipline at all levels of the unit.
Infractions requiring disciplinary action must be considered individually, and those issuing
disciplinary action must consider all factors surrounding the incident. Discipline is not “one size
fits all,” and several approaches should be considered to address infractions to battalion or Navy
policy. This section is designed to provide general guidance for typical disciplinary
circumstances encountered at HRNROTC. The originator of disciplinary action, unit
organization, or circumstance may very well differ from this guide. The section is followed by a
Disciplinary Decisions Table, Table 3-4, to provide further guidance. Possible Corrective
Actions, Table 3-2, and Minor and Major Offense classes, Table 3-3. All offense numbers must
be associated with a demerit, recorded, and logged using a Record of Counseling document that can be found on the unit website and/or Reference A-5. Verbal warnings may be used for minor or borderline offenses. Midshipmen who receive verbal warnings will be given two demerits to prevent continuous verbal warnings without further actions. Repeated verbal counseling should be grounds for additional counseling. However, verbal warnings cannot be given corrective actions.

However, not all offense has to be given a corrective action. The reporting senior responsible for ensuring form accuracy is noted in the Corrective Meeting section of Table 3-4. Each Co 1st SGT is responsible for maintaining all disciplinary documentation, including Record of Counseling’s, copies of presentations, and essays for at least one academic semester. Further, “all punishment must meet the crime.” Note that any offense in violation of NSTC M-1533.2C can warrant an Executive Officer’s Performance Review Board at any time.

Demerits are recorded at the end of the semester using FITREPs and will not carry over after each semester. However, if a Midshipman is sent to a Performance Review Board, all previous FITREPs can be pulled, and the total amount of demerits can be used against the offender. The list below is a list of authorized corrective actions.

- **Extra Watchstanding.** Extra watchstanding should not interfere with the academic or work schedule of the offending Midshipman. Company First Sergeants should not replace watchstanding to accommodate but add as an additional watchstander who will be required to muster when assuming and departing watch. During this time, the additional watchstander is encouraged to complete any academic work.

- **Essays.** Essays may be assigned at the discretion of the respective reporting senior and not to exceed a 300-word essay on a topic consistent with the disciplinary trend. The reporting senior will collect essays on the agreed-upon due date.

- **Company Brief.** Company briefs may be assigned on a topic consistent with the disciplinary trend. The respective reporting senior will determine a reasonable presentation length by slides only, so it does not interfere with the remainder of company labs. Both reporting senior and Company Executive Officer should review the presentation before it is presented to the company.

- **AMOI(s).** A meeting with the AMOIs can only be assigned for repeat offenders and for extenuating circumstances. The respective reporting senior is responsible for setting a date between the AMOI(s) and the offending Midshipman, as well as briefing the AMOI(s) prior to the meeting.

3. **Company Disciplinary Review Board (C-DRB).** In cases where the remediation techniques outlined above fail to produce positive change in a MIDN’s performance trends or a first offense warrants more severe action, PltCdrS may recommend a C-DRB.
(1) The Chain of Command must exercise their own judgment on the seriousness of the offense and the character of the individual when recommending a C-DRB. It is the responsibility of the originating PltCdr to notify and submit appropriate evidence of the offense to the 1st SGT. When the 1st SGT receives notification of a C-DRB, they will schedule it at the earliest available opportunity that will allow for 48 hours’ notice to the accused. The 1st SGT is responsible for assembling the board members. The originating PltCdr will meet with the accused, explain the reason for the C-DRB and obtain the accused’s signature via the record of counseling form found in Appendix A. The originating PltCdr is responsible for gathering all evidence (i.e., disciplinary log, records of counseling, emails, pictures, etc.) for the C-DRB. The counseling chit and all evidence shall then be returned to the 1st SGT, who will disseminate it to all board members in order to prepare for the board.

(2) The board should consist of the accused, a SqdLdr from a different squad, PltCdr, Co CO, and one OC/MECEP. It will be chaired by the OC/MECEP, and the 1st SGT will act as clerk/recorder and provide evidence as requested by board members. The PltCdr will act as subject matter expert in the case and provide character witness or performance statements as required.

(3) The board shall be conducted as prescribed by the board Chairperson, but generally it will be implemented in following manor:

(a) The accused is queued to enter in a military manner and executes the following procedure:

1. Knock three times and enter when recognized by the Chairperson.

2. Execute required facing movements and stand at attention in front of the board.

3. Sound off: “Good morning/afternoon MIDN/Officer Candidate/Rank (Chairperson’s Name), MIDN (Accused’s Name) reporting for Company Disciplinary Review Board as ordered.”

4. Remain at attention.

(b) The Chairperson shall discuss the offenses of the accused and allow time for the accused to read a pre-written statement or orally express their case.

(c) The board will ask questions of the accused to determine underlying circumstances of the offense.

(d) When the board agrees that they have heard enough to decide an outcome, the accused shall be excused by the Chairperson.
1. The accused will sound off: “Aye, MIDN/Office Candidate/Rank (Chairperson’s Name). MIDN (Accused’s Name) dismissed. Good morning/afternoon ladies and gentlemen.”

2. Execute required facing movements and depart. The accused may be asked to remain in the building for a verbal debrief.

   (e) The board will discuss and provide recommendations to the Chairperson, who will ultimately decide the outcome of the C-DRB.

   (f) The Chairperson will make a written notification of the outcome addressed to the accused’s Company Advisor IAW Appendix A-4. This shall be forwarded to the accused no more than one week after the C-DRB convenes.

   (4) A C-DRB may result in any combination of the following:

      (a) No Action

      (b) Extra Watchstanding

      (c) Essays

      (d) Company Brief

      (e) Meet with AMOI(s)

(5) A copy of the written notification from the board shall be retained in the company SCPO’s binder.

4. Battalion Disciplinary Review Board (BN-DRB). In cases where the remediation techniques outlined above fail to produce positive change in a MIDN’s performance trends or a first offense warrants more severe action, Co COs may recommend a BN-DRB.

   (1) The Chain of Command must exercise their own judgment on the seriousness of the offense and the character of the individual when recommending a BN-DRB. It is the responsibility of the originating Company 1st SGT to notify and submit appropriate evidence of the offense to the Battalion SGTMAJ. When the Battalion SGTMAJ receives notification of a BN-DRB, they will schedule it at the earliest available opportunity that will allow for 48 hours’ notice to the accused. The Battalion SGTMAJ is responsible for assembling the board members. The originating Company 1st SGT will meet with the accused, explain the reason for the BN-DRB and obtain the accused’s signature via the record of counseling form found in Appendix A. The originating Company 1st SGT is responsible for gathering all
evidence (i.e., disciplinary log, records of counseling, emails, pictures, etc.) for the BN-DRB. The counseling chit and all evidence shall then be returned to the Battalion SGTMAJ, who will disseminate it to all board members to prepare for the board.

(2) The board will be chaired by a staff member E7 or above and consist of no more than four OCs/MECEPs and the Battalion SGTMAJ. The originating Company 1st SGT will act as clerk/recorder of the board and provide evidence as requested by board members. Additionally, the originating Company 1st SGT will act as subject matter expert in the case and provide character witness or performance statements as required.

(3) The board shall be conducted as prescribed by the Chairperson, but generally be implemented in following manner:

(a) The accused is queued to enter in a military manner and executes the following procedure:

1. Knock three times and enter when recognized by the Chairperson.

2. Execute required facing movements and stand at attention in front of the board.

3. Sound off: “Good morning/afternoon MIDN/Officer Candidate/Rank (Chairperson’s Name). MIDN/Officer Candidate/Rank (Accused’s Name) reporting for Battalion Disciplinary Review Board as ordered.”

4. Remain at attention.

(b) The Chairperson shall discuss the offenses of the accused and allow time for the accused to read a pre-written statement or orally express their case.

(c) The board will ask questions of the accused to determine underlying circumstances of the offense.

(d) When the board agrees that they have heard enough to decide an outcome, the accused shall be excused by the Chairperson.

1. The accused will sound off: “Aye, MIDN/Officer Candidate/Rank (Chairperson’s Name). MIDN/Officer Candidate/Rank (Accused’s Name) dismissed. Good morning/afternoon ladies and gentlemen.”

2. Execute required facing movements and depart. The accused may be asked to remain in the building for a verbal debrief.
(e) The board will discuss and provide recommendations to the Chairperson, who will ultimately decide the outcome of the BN-DRB.

(f) The Chairperson will make a written notification of the outcome addressed to the accused’s Company Advisor IAW Appendix A-4. This shall be forwarded to the accused no more than one week after the BN-DRB convenes.

(4) A BN-DRB may result in any of the following:

(a) No Action

(b) Extra Watchstanding

(c) Essays

(d) Company Brief

(e) Meet with AMOI(s)

5. **Demerit Grading System**. Demerits play a direct role in the MIDN Semester Aptitude grade:

<table>
<thead>
<tr>
<th>Mission Accomplishment Trait Mark</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upperclassmen (1/C &amp; 2/C)</td>
<td>18-26</td>
<td>14-17</td>
<td>10-13</td>
<td>6-9</td>
<td>0-5</td>
</tr>
<tr>
<td>Underclassmen (3/C &amp; 4/C)</td>
<td>22-26</td>
<td>15-21</td>
<td>10-14</td>
<td>8-10</td>
<td>0-7</td>
</tr>
</tbody>
</table>

Table 3-1. Demerit Grading System

If a MIDN receives enough demerits to warrant a 2 on the Mission Accomplishment Trait, the advisor may issue an aptitude warning or probation. If they receive a 1, the MIDN may be sent up for an aptitude PRB where LOA or disenrollment are an option. If a MIDN receives a 2 or 1 trait mark, it must be commented on in block 41.

6. **Possible Corrective Actions**

| “Punishment must fit the crime” – Warnings cannot be assigned corrective action |
|---------------------------------|-----|-----|-----|-----|-----|
| Possible Corrective Actions     | Extra Watch Standing | 200 Word Essay Assignment | Company Brief | 300 Word Essay Assignment | Meet with AMOI(s) |
7. **Minor and Major Offenses**

<table>
<thead>
<tr>
<th>Minor Offense</th>
<th>Major Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform Infraction Unauthorized Absence</td>
<td></td>
</tr>
<tr>
<td>Hygiene Infraction Unprofessional Bearing</td>
<td></td>
</tr>
<tr>
<td>Grooming Infraction Insubordination</td>
<td></td>
</tr>
<tr>
<td>Tardy Conduct Unbecoming</td>
<td></td>
</tr>
<tr>
<td>Failure to render proper customs and courtesies</td>
<td>Tardy or Unauthorized Absence to Watch</td>
</tr>
<tr>
<td>Failure to log study hours/PT hours</td>
<td>General Articles (Officer Discretion)</td>
</tr>
</tbody>
</table>

Table 3-3. Minor and Major Offenses Classifications
### Disciplinary Decisions Table

<table>
<thead>
<tr>
<th>Offense #</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Offense Demerits</td>
<td>+2</td>
<td>+3</td>
<td>+3</td>
<td>+3</td>
<td>+3</td>
<td>+3</td>
<td>+3</td>
</tr>
<tr>
<td>Minor Offense Corrective Actions</td>
<td>Warning – Meet with Squad Leader or reporting senior</td>
<td>Meet with Squad Leader or reporting senior</td>
<td>Meet with Platoon Commander or reporting senior</td>
<td>Meet with Company 1st Sergeant or a reporting senior</td>
<td>Company Discipline Review Board (DRB)</td>
<td>Meet with Battalion Sergeant Major or a reporting senior</td>
<td>Battalion DRB</td>
</tr>
<tr>
<td>Major Offense Corrective Actions</td>
<td>Counseling Chit, meeting with Co. leadership. PRB possible.</td>
<td>Counseling Chit and company DRB. PRB possible.</td>
<td>Counseling chit and BN DRB. PRB possible.</td>
<td>PRB likely</td>
<td>PRB likely</td>
<td>PRB likely</td>
<td>PRB likely</td>
</tr>
<tr>
<td>Major Offense Demerits</td>
<td>+4</td>
<td>+4</td>
<td>+5</td>
<td>+5</td>
<td>+6</td>
<td>+6</td>
<td>+10</td>
</tr>
</tbody>
</table>

**Table 3-4. Disciplinary Decisions Table**

3. **Performance Review Board (PRB).** The Professor of Naval Science may convene a Performance Review Board to investigate and make recommendations on the unsatisfactory performance of students enrolled at NROTC Unit Hampton Roads. Scholarship and advanced Standing NROTC students have the right to appear before the board, submit a written statement, and present any documents or witnesses on their behalf. They will also be advised of the alternatives that the board may recommend. All board findings will be forwarded to the Professor of Naval Science. The board can recommend any of the following actions be taken:
   a. **No action**
   b. **Warning**
   c. **Probation.** NROTC students shall be informed of their probationary status in writing. A copy of this letter may be forwarded to the student’s parents/guardians as directed by the Professor of Naval Science. Battalion members may be placed on probation for an aptitude failure or failure to meet satisfactory academic progress (chapter 4).
d. Leave of Absence (LOA). During the period of assignment to a leave of absence status, a student will not receive financial benefits from the Navy, nor will they be eligible for reimbursement for the period covered by the LOA. LOA may also be imposed to restrict members from participating in an abundance of unit activities to give that student more time to concentrate on academics or other such areas. Upon removal from LOA status, financial benefits will be reinstated effective at the beginning of the following semester. The following are some situations where LOA may be awarded:

(1) **Medical.** Any student who does not meet the medical standards for retention in the program will be placed on LOA immediately.

(2) **Inaptitude.** Students on LOA for inaptitude must continue to take Naval Science courses and participate in other required NROTC activities.

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

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

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

   (a) Attend all Naval Science classes.

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

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

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

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

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

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

4. Disciplinary Log. Company 1st SGTs are responsible for maintaining a disciplinary log for their company to be turned over each semester with entries preserved for at least one semester. The purpose of this log is not to hold infractions over the heads of MIDN but to provide continuity required to identify long-term issues or conduct pattern analysis that could place consideration for commission in doubt. Table 3-5 provides a suggested format and example for the disciplinary log.

<table>
<thead>
<tr>
<th>Name: John Jones</th>
<th>Class: MIDN 1/C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Offense #</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Date of Offense</strong></td>
<td>Late to PT</td>
</tr>
<tr>
<td><strong>Demerits Received</strong></td>
<td>+2 (Warning )</td>
</tr>
<tr>
<td><strong>Corrective Meeting</strong></td>
<td>Warning – Meet with Squad Leader or reporting senior</td>
</tr>
<tr>
<td><strong>Corrective Action</strong></td>
<td>None - Warning</td>
</tr>
</tbody>
</table>

Table 3-5. Example Disciplinary Log
CHAPTER 4

PROFESSIONAL DEVELOPMENT

4-1 Academics

1. **Standards.** Academic success is paramount to commissioning. All members are required to maintain a minimum cumulative GPA of 2.50 in accordance with NSTC M-1533.2D, 3-18. STA-21 Nuke Officer Candidates are required to maintain a minimum cumulative GPA of 3.0 in accordance with NSTC M-1533.2D, Appendix N.

2. **General Academic Course Requirements.** Members on scholarship are required to take two semesters of University Calculus and two semesters of calculus-based University Physics. College Program members are required to complete two semesters of mathematics (College Algebra or higher) and two semesters of physical science. College Program members are not required to take calculus or calculus-based physics. All students are required to take an approved Military History or National Security course, as well as a Regional Studies course and a full year of English. The minimum course load is at least 12 semester hours during the fall and spring semesters in addition to Naval Science course requirements. Professor of Naval Science approved classes to fulfill commissioning requirements can be found on the unit’s website at: https://www.odu.edu/nrotc/resources/forms.

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

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

5. **Tutoring.** Each host university offers on-campus tutoring for Math and Physics, as well as any class Midshipmen, are struggling with. Seeking help early is critical to success. Listed below are the resources for each University. To be eligible, you must have a B or better grade in the subject you wish to tutor.
a. Old Dominion University:

(1) Learning Center: https://www.odu.edu/success/academic/tutoring
(2) ODU Math and Science Resource Center:
   (a) https://www.odu.edu/sci/msrc
   (b) MathandScienceResourceCenter@gmail.com
   (c) Math and Stat Labs
      - https://www.odu.edu/math/lab
   (d) Physics Learning Center
      1. POC: plc@odu.edu
      2. Mon-Fri 0900-1600 With exceptions
      3. MSRC Chemistry Tutoring Center OCNPS 146
   (e) Writing Center
      1. https://www.odu.edu/al/centers/writing-center
      2. writingcenter@odu.edu
   (f) Additional Resources
      1. Tutoring support request form: https://odu.co1.qualtrics.com/jfe/form/SV_1G3kqbU2a4lc8jX
      2. Tutor.com online tutoring via blackboard:
         https://www.odu.edu/success/academic/tutoring/online
      3. Tutor services flyer: https://docs.google.com/presentation/d/1jPWrzC-RgiQ_YGAomeyeb7Nu1J3VStkc3Ni5tzJR7ApA/edit#slide=id.g7556471139_0_0
   (g) Additional Contacts
      1. Student Success Center, studentsuccesscenter@odu.edu, 757-683-3699
      2. Learning Center, learningcenter@odu.edu, 757-683-3121
      3. Advisor Hotline, advisor@odu.edu

b. Hampton University:

(1) Tutor Matching Service (TMS) will help you find, schedule, and book face to face sessions with a tutor for over 60 courses.
(2) Once you have scheduled your tutoring session you will go to the Harvey Library, Electronic Classroom, on the 5th floor to meet your tutor.
(3) Hours of operation for the student success center
   (a) Monday-Thursday 1800-2200
   (b) Saturday 1000-1400
   (c) Sunday 1600-2200
(4) Contact information for the student success center
   (a) 757-727-5913
   (b) studentsuccessctr@hamptonu.edu

http://www.hamptonu.edu/studentservices/assessment/tutorial_services.cfm
c. Norfolk State University:

(1) Learning Assistance Programs (LAP)
(2) Tutoring: ssc@nsu.edu or smarthinking 24x7
(3) https://nsu.mywconline.com/
(4) Writing Lab: writingcenter@nsu.edu or 703.823.2271

d. Regent University

(1) Writing Lab
   1. writing@regent.edu
   2. 757.352.4925
   3. https://www.regent.edu/general/student_events/?view=CSH

(2) Math Lab
   1. mathtutor@regent.edu
   2. 757.352.4641
   3. https://www.regent.edu/resources/center-for-student-happiness/#math-lab/

4-2 Naval Science Lab Grading Criteria

1. General. Naval Science Labs are graded at the end of the semester and are a part of the Midshipman’s semester and cumulative GPA. In the FITREPs, the Lab course is not a part of the scoring because it is not calculated in OPMIS. The grading scale is based on 100 points and of the following criteria:

   a. Attendance and Readiness (Total of 40 Points)
      i. UA (-6 per event)
      ii. Tardy without prior notification or legitimate reason [traffic, vehicle accident, etc.] (-3 per event) [Maximum of 30 minutes early to staff mandated start time. For example, hike begins at 0600. MIDN arrive NET 0530 to conduct accountability, weigh packs, brief route, and report accountability]
      iii. Grooming Standards Violation (-2 per event)
      iv. Out of Uniform (-2 per event)
      v. Not Ready to PT/Hungover (-5 per event)
      vi. Billet holders fail to report accountability to event commencement (-1 per event)
      vii. Insubordination/Disrespect to Student Chain of Command/Senior Billet Holder (-1 per event)

   b. Instruction/Public Speaking/Uniform Inspection/Bn Events/Drill: (30 Total Points)
      i. Volunteers, significantly improves provided PowerPoint, and instructs BN Lab period of instruction (+5)
      ii. Volunteers and instructs BN Lab period of instruction (+3)
iii. Passes Uniform Inspection with zero flaws (+5)
iv. Has 1 to 3 discrepancies on uniform inspection (-2)
v. Has 4 or more discrepancies on uniform inspection (-4)
vi. Volunteers and participates in Bn Special Event Planning (+5)
vii. Member of Company that wins Battalion event (+1)
viii. Drill Master Winner of Battalion Drill Competition (+5)
ix. Drill Master of the first runner-up Company (+2) [If a two-way tie, both Drill Master accrue 2 points. If three-way tie for runner up, zero points awarded]

c. PRT/PFT: (20 Total Points)
i. Navy – Overall Score of “Outstanding Low/Medium/High” – (+7 per event)
ii. Navy – Within “Good Low” to “Excellent High” (+5 per event)
iii. Navy – “Satisfactory” or Below (-5 per event)
iv. Marine – Above 285 (+7 per event)
v. Marine – 235 to 284 (+5 per event)
vi. Marine – 234 or below (-5 per event)
vii. Significant improvement (+15 total points or more) from last semester final PFT/PRT/CFT score at any point in the semester (+5)
viii. Significant decline (-15 total points or more) from last semester final PFT/PRT/CFT score at any point in the semester.
ix. Within height/weight standards (+5)
xi. Outside of height/weight standards (-5)

d. BN Chain of Command Input: (+2, +1, 0, -1, -2)
i. +2 – Always Volunteers, Outstanding Teamwork, Excellent Motivator/Encourager, Inspires others through personal example, Sought out by MIDN from other Companies for advice, Mastery of Bn Guidebook and requirements.
ii. +1 for Lab Events: Best Sqd Ldr in Company, Best 2/C, Best 3/C
iii. 0 – No outstanding/significant contributions to the unit. Does as told.

e. Company Advisor Evaluation: (10 Points Total)
i. Trend of rising progress in physical fitness, leadership, bearing, and professionalism during the semester (+5)
ii. Assignment to Disciplinary Warning/Probation for lab performance or personal conduct during the semester (-5)
iii. Written negative counseling/reprimand issued within the semester (-3)

4-3 Summer Cruises

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

2. **New Student Indoctrination.** New Student Indoctrination (NSI) is a 3-week summer training program for Midshipmen candidates to be engrained in a militarized way of life. During the three weeks, students will be tested physically, mentally, and emotionally to develop the foundation of the Navy’s core values of honor, courage, and commitment. New Student Indoctrination provides basic training in five warfighting competencies - firefighting, damage control, seamanship, watchstanding, and small arms handling and marksmanship - to begin creating basically trained, smartly disciplined, tough, and courageous future Navy and Marine Corps Officers. Throughout the three weeks at RTC, Midshipmen candidates will undergo initial militarization while training in basic firefighting, watch standing, seamanship, navigation, force protection, drill, and swimming, along with physical fitness training and military inspections by the NROTC staff members. They will also receive military education, including customs and courtesies, and military history. NSI culminates in a graduation ceremonial oath and promotion to Midshipman 4/C.

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

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

5. **Second-Class Cruise.** Following sophomore year, both College Program and Scholarship Navy-option Midshipmen are assigned to a surface ship or submarine. While onboard,
Midshipmen experience the life of a junior enlisted (the people they will eventually be leading). Midshipmen are expected to learn as much as they can about the day-to-day life of a sailor.

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

6. **Marine Enlisted Afloat Cruise.** Following sophomore year, Marine-Option Midshipmen will shadow an enlisted Marine within the fleet.

7. **Officer Candidate School (OCS).** Following junior year, Marine Option Midshipmen go to Marine Corps Development and Education Command in Quantico, VA, for six weeks of Officer Candidate School (OCS). OCS is a highly demanding preparation for the Basic School that all prospective Marine Corps officers must pass.
<table>
<thead>
<tr>
<th>Rank</th>
<th>Navy Option</th>
<th>Marine Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/C</td>
<td>Introduction to Naval Science</td>
<td>Introduction to Naval Science</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td>4/C</td>
<td>Naval Sea Power and Maritime Affairs</td>
<td>Naval Sea Power and Maritime Affairs</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory I</td>
<td>Naval Laboratory I</td>
</tr>
<tr>
<td>3/C</td>
<td>Leadership and Management</td>
<td>Leadership and Management</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td>3/C</td>
<td>Navigation and Naval Operations I</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory II</td>
</tr>
<tr>
<td>2/C</td>
<td>Naval Ships Systems I (Engineering)</td>
<td>Evolution of Warfare</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory III</td>
<td>Naval Laboratory III</td>
</tr>
<tr>
<td>2/C</td>
<td>Naval Ships Systems II (Weapons)</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory II</td>
<td>Naval Laboratory III</td>
</tr>
<tr>
<td>1/C</td>
<td>Navigation and Naval Operations II</td>
<td>Fundamentals of Maneuver Warfare</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Naval Laboratory IV</td>
</tr>
<tr>
<td>1/C</td>
<td>Leadership and Ethics</td>
<td>Leadership and Ethics</td>
</tr>
<tr>
<td></td>
<td>Naval Laboratory IV</td>
<td>Naval Laboratory IV</td>
</tr>
</tbody>
</table>

**TABLE 4-1. Example Four Year Naval Science Curriculum**
Table 4-2. Example Four Year Summer Cruise Sequence

<table>
<thead>
<tr>
<th>Rank</th>
<th>Navy Option</th>
<th>Marine Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incoming 4/C</td>
<td>New Student Indoctrination</td>
<td>New Student Indoctrination</td>
</tr>
<tr>
<td>3/C</td>
<td>CORTRAMID</td>
<td>CORTRAMID</td>
</tr>
<tr>
<td>2/C</td>
<td>Sea Trials/First-Class Cruise</td>
<td>Marine Afloat Cruise</td>
</tr>
<tr>
<td>1/C</td>
<td>First-Class Cruise</td>
<td>OCS</td>
</tr>
</tbody>
</table>

### 4-4 Assistant Command Duty Officer (ACDO) Responsibilities

1. **Purpose.** To promulgate information concerning Assistant Command Duty Officer (ACDO) for NROTCU Hampton Roads Midshipmen.

2. **Discussion.** This instruction outlines the specific duties and responsibilities of the NROTC Unit Hampton Roads’ ACDO. Reference (a) outlines specific actions to be taken in the event of destructive weather. The Command Duty Officer (CDO) is the command’s staff representative after normal working hours, weekends, and holidays. Reference (b) outlines the duties and responsibilities of the CDO. The ACDO (student) is responsible for the physical security and condition of the NROTC spaces.

3. **Duties**

   a. CDO shall be notified in the event of:

      (1) Death or serious injury of any unit member.

      (2) Law enforcement involving unit personnel, especially the detainment of any unit member by authorities.

      (3) Any breach of security of spaces.

      (4) Major damage or theft to unit infrastructure or hardware that may affect mission support or scheduled operations (Electrical power, potable water, lighting, telephones, air conditioning, heating, etc.).
(5) Significant events, natural or manufactured (hurricane, fire, tsunami, earthquake, pandemic, nuclear event, etc.), that may require evacuation, suspension of normal duty hours, and/or unit events.

(6) Any incident or mishap that may generate media attention or inquiries from higher headquarters.

(7) Unexpected visits from U.S., University, Government Officials, or Dignitaries.

(8) A suicide attempt, ideation, or self-inflicted bodily harm.

(9) Any incident or indication of Hazing, Sexual Assault or Harassment, and Equal Opportunities violations.

(10) Any specific indications or suspicions of drug use or distributions.

(11) Call or contact from a General or Flag Officer.

(12) Any incidents of misconduct.

(13) Any event that can bring discredit or embarrassment to this command.

(14) Exceptional performance that warrants the Commanding Officer’s attention and recognition.

(15) Any incident that requires command attention occurring outside of normal working hours.

b. ACDO shall:

(1) Be stood up during Fall/Spring semesters. The watch will be stood down for all holidays observed by the university and during the summer semester.

(2) Assume the watch according to the watchbill created by the Co 1st SGT, from 0730 to 0730 the next day, as assigned, in the appropriate uniform. The oncoming ACDO shall not have a 0800 or earlier scheduled class on their duty day to conduct morning colors at 0800.

(3) Following turnover, they will remain in their host unit’s wardroom for the duration of their watch and log when they are securing for any class. The watch shall return in between classes on every workday. The ACDO shall conduct evening colors at 1700. The ACDO shall tour the facility spaces, and then the ACDO shall contact the CDO requesting permission to secure the building for the evening. The ACDO will not secure their host unit building earlier
than 1700. Before securing for the day, the ACDO shall ensure that the wardroom is clean, the refrigerator is closed, and all lights secured. The ACDO shall inform the CDO that they are securing for the night, make a logbook entry, and close out the last logbook page.

(4) Conduct a face-to-face turnover with the on-coming watch at 0730. Both personnel will walk through all areas to ensure a thorough turnover takes place. Friday watchstanders will maintain duty keys over the weekend and pass them to the on-coming watch on the first workday of the following week. Should the on-coming ACDO be late or fail to show, the ACDO will remain on duty and contact the CDO for further instructions.

(5) All logbook entries shall be made per enclosure (1). Place the logbook in the designated location anytime the ACDO is not physically in the building. The ACDO keys shall be maintained by the ACDO, including while the ACDO attends classes.

(6) Ensure host unit spaces are secure or being used appropriately by authorized persons. After normal working hours, the staff offices, supply rooms, unit vehicles, and other attached spaces are to be secured. Under no circumstances may anyone other than staff members occupy the premises after hours and with no watch present.

(7) For emergencies, immediately contact the police and/or fire dispatch for the respective university. Contact the CDO via cell phone as soon as possible.

(8) Contact the CDO to report incidents that are not covered in this instruction.

4. Application. All hands are required to read and understand their respective responsibilities as outlined in this instruction.

5. ACDO Responsibilities and Procedures

a. Alpha Company

(1) Command and Signal. This order is applicable to the members of Alpha and Delta Company and is effective the date signed.

(2) Positions

(a) Assistant Command Duty Officer (ACDO). The duty of the ACDO is to stand watch and ensure all ACDO duties are performed. The ACDO will have in their possession: (1) Unit Key, (1) Logbook, and (1) Copy of NROTCR INST 1601.I.

(3) Procedures
(a) Perform colors at 0800 and 1700 daily

(b) Polish 1 ceremonial bullet a day

(c) Clean and ensure orderliness of all unit building spaces, except offices

(d) Tour of Facility every 30 minutes.

(e) Secure all lights at the end of the day.

(f) Charge the Golf Cart

(g) Ensure Golf Cart Charger is properly stored.

(h) Find their own replacement and inform Watch Bill Coordinator.

(i) If the CO is in the office, greet them one time and give the status of your tour. Otherwise, check in with a staff member.


(4) **Deck Log**

(a) The deck log shall record all information regarding people entering and exiting the office, any incidents that occur, when rounds are conducted, and any other relevant information. When rounds are conducted, the deck log only needs to state whether the wardroom is secured (the door is closed or there are Midshipmen inside of it) or if it is not secured (door open, no Midshipmen inside of it).

(b) If the wardroom is secured and the door is shut, the deck log will reflect that the wardroom is secured.

1. If the wardroom is secured with Midshipmen inside of it, there is no need to list out specifically who. The deck log, however, should reflect that the wardroom is secured with Midshipmen inside of it.

2. If the wardroom is unsecured with Midshipmen inside, the ACDO will log that the wardroom is unsecured and list the Midshipmen that are inside of the wardroom.

3. If the wardroom is unsecured with no Midshipmen inside, the ACDO will log that the wardroom is unsecured with no Midshipmen inside and secure the wardroom immediately. The ACDO will notify this event to the Co 1st SGT.
5. Uniform during watch

(a) ACDO. During watch, the ACDO will be required to wear the Uniform of the Day.

(b) OOD. The OOD will be required to wear the Uniform of the Day while under instruction. If the OOD has not been issued a uniform, the OOD will be required to wear slacks, with a collared shirt tucked in, and a black or brown belt with matching dress shoes.

(c) Midshipmen. Any Midshipmen who ask permission to enter the office during watch are not required to be in uniform. However, they will be required to wear proper civilian clothing.

(d) Civilian. Any civilian who is escorted into the office by other Midshipmen must also abide by the same rules and regulations as a Midshipman.

b. Bravo Company

(1) Command and Signal. This order is applicable to the members of Bravo Company and is effective on the date signed.

(2) Positions

(a) Assistant Command Duty Officer (ACDO). The duty of the ACDO is to oversee all operations and maintain good order and conduct within the office during watch hours. In the absence of an Officer of the Deck, the ACDO will take on the responsibilities listed under the Officer of the Deck Duties. They are to ensure that all guests are properly escorted. The ACDO shall inspect the office periodically and screen individuals before granting permission to enter the office. They will oversee the cleanliness of the office and make sure everything is in order at the end of watch. They are to report to the Co 1st SGT with any complications regarding watch. The ACDO is to go no further than 12 feet from the podium unless the situation warrants it. The ACDO will also answer any questions and address concerns of anyone who enters the office space.

(b) Officer of the Deck (OOD). The OOD shall properly keep an accurate and up-to-date deck log. They will log all personnel who enter or leave the office, as well as observe if the office is secure. Rounds are to be conducted every 30 minutes during watch hours. The OOD is also in charge of maintaining cleanliness in the office. The OOD shall remain at the podium. The OOD may attend an ACDO board to become ACDO qualified after meeting all requirements on the JQR and had stood at least 12 hours of watch.

(3) Procedure
(a) ACDO. When someone comes ashore or aboard, they are to stand at the position of attention with their I.D. in their left hand and ask for permission to go ashore or come aboard, respectively. The OOD will stand at attention facing the individual and state, “Permission granted” or “Permission denied.” Reasons for denial of entry are listed below.

1. Improper civilian attire.
2. The person does not have any form of I.D.
3. Civilian who is not a part of the ROTC unit and is not escorted by a Midshipman.
4. In possession of a hazardous material.
5. Presence of the person may cause a conflict or disagreement.
6. The person poses a risk to those inside of the office.
7. Any other variable that the OOD sees fit to maintain the cleanliness of the office as well as good order and discipline.

(b) At no time is the ACDO allowed to use any form of electronics unless they are utilizing personal technology to do schoolwork. The office will be secured at the conclusion of watch (1800), ensure the office door is locked and that all lights are turned off. The ACDO may not sit at any time during watch.

(c) OOD. The OOD shall not leave their podium unless conducting rounds or making head calls; they stand at the podium and keep a properly updated deck log. When the OOD conducts rounds, they go to the wardroom and log in the deck log whether the wardroom is secured or not secured. Upon making (3) mistakes in the deck log, the OOD must get a new deck log and rewrite the entire log. The OOD will refer to the example deck log located on the podium and follow those parameters. At no time is the OOD allowed to use any form of electronics unless they are utilizing personal technology for schoolwork. The OOD may not sit at any time during watch.

(4) Deck Log

(a) The deck log shall record all information regarding people entering and exiting the office, any incidents that occur, when rounds are conducted, and any other relevant information. When rounds are conducted, the deck log only needs to state whether the wardroom is secured (the door is closed or there are Midshipmen inside of it) or if it is not secured (door open, no Midshipmen inside of it).
If the wardroom is secured and the door is shut, the deck log will reflect that the wardroom is secured.

1. If the wardroom is secured with Midshipmen inside of it, there is no need to list out specifically who. The deck log, however, should reflect that the wardroom is secured with Midshipmen inside of it.

2. If the wardroom is unsecured with Midshipmen inside, the ACDO will log that the wardroom is unsecured and list the Midshipmen that are inside of the wardroom.

3. If the wardroom is unsecured with no Midshipmen inside, the ACDO will log that the wardroom is unsecured with no Midshipmen inside and secure the wardroom immediately. The ACDO will report this event to the Co 1st SGT.

(5) Uniform during watch

(a) ACDO. During watch the ACDO will be required to wear the Uniform of the Day

(b) OOD. The OOD will be required to wear the Uniform of the Day while under instruction. If the OOD has not been issued a uniform, the OOD will be required to wear slacks, with a collared shirt tucked in, and a black or brown belt with matching dress shoes.

(c) Midshipmen. Any Midshipman who ask permission to enter the office during watch is not required to be in uniform. However, they will be required to wear proper civilian clothing.

(d) Civilian. Any civilian who is escorted into the office by other Midshipmen must also abide by the same rules and regulations as a Midshipman.

(6) Special cases

(a) ACDO or OOD changes during watch hours. If the ACO or OOD changes during watch standing hours, the logbook will reflect this with the following: “I, MIDN (Name), HAVE ASSUMED THE WATCH AS (ACDO or OOD).”

c. Charlie Company

(a) Command and Signal. This order is applicable to the members of Charlie Company and is effective the date signed.

(b) Positions
(1) Assistant Command Duty Officer (ACDO). The duty of the ACDO is to stand watch and ensure all ACDO duties are performed. The ACDO will have in their possession: (1) Unit Key and (1) Logbook.

(c) Procedures

(1) Uniform during watch. The uniform will be the Uniform of the Day.

(2) Time. Watch duties ACDO will be from 1600-1900.

(3) Duties. The watch duties of the ACDO include the following:

1. Log activity of the wardroom in the logbook (procedure is posted inside the logbook).

2. Clean appliances.

3. Sweep the floors.

4. Clean the table.

5. Clean the whiteboard.

6. Organize computers/desks.

7. Organize the bookshelf.

8. Lock the wardroom once watch is finished.

9. At 1900, verify that the wardroom is cleaned, all doors are locked, and inform the LT and watchbill coordinator that watch has ended.

(4) Guidance for Conflicts. If a conflict arises three or more days before the start of watch, inform the watchbill coordinator, and they will update the watchbill. If a conflict arises less than two days before the start of watch, it is the Midshipman’s responsibility to find a replacement.

(5) Failure to stand proper watch. Punishment for the first improper watch-standing infraction will be a DRB.

(d) Deck Log
(1) The deck log shall record all information regarding people entering and exiting the office, any incidents that occur, when rounds are conducted, and any other relevant information. When rounds are conducted, the deck log only needs to state whether the wardroom is secured (the door is closed or there are Midshipmen inside of it) or if it is not secured (door open, no Midshipmen inside of it).

(2) If the wardroom is secured and the door is shut, the deck log will reflect that the wardroom is secured.

1. If the wardroom is secured with Midshipmen inside of it, there is no need to list out specifically who. The deck log, however, should reflect that the wardroom is secured with Midshipmen inside of it.

2. If the wardroom is unsecured with Midshipmen inside, the ACDO will log that the wardroom is unsecured and list the Midshipmen that are inside of the wardroom.

3. If the wardroom is unsecured with no Midshipmen inside, the ACDO will log that the wardroom is unsecured with no Midshipmen inside and secure the wardroom immediately. The ACDO will report this event to the Co 1st SGT.

(e) Uniform during watch

(1) ACDO. During watch, the ACDO will be required to wear the Uniform of the Day.

(2) OOD. The OOD will be required to wear their Service Khaki Uniform while under instruction. If the OOD has not been issued a uniform, the OOD will be required to wear slacks, with a collared shirt tucked in, and a black or brown belt with matching dress shoes.

(3) Midshipmen. Any Midshipman who asks permission to enter the office during watch is not required to be in uniform. However, they will be required to wear proper civilian clothing.

(4) Civilian. Any civilian who is escorted into the office by other Midshipmen must also abide by the same rules and regulations as a Midshipman.
SAMPLE LOGBOOK ENTRY.

Logbook. All logbook entries will be made as they occur, not in advance or after the fact. Corrections will be lined out with a single line, initialed, and the correct entry written. Log all official business. When in doubt, log it. Maintain the logbook in block capital letters using black ink and in accordance with the following examples.

0630  TURNOVER WITH ON-COMING ACDO HAS COMMENCED.
0715  TOUR OF FACILITY CONDUCTED. ALL SECURE.
0745  TOUR OF FACILITY CONDUCTED. ALL SECURE.
0800  MORNING COLORS CONDUCTED.
0805  I, MIDN 4/C SMITH, HAVE ASSUMED THE DUTIES OF ACDO FROM MIDN 2/C THOMAS. I HAVE CONDUCTED TURNOVER WITH THE OFF-GOING ACDO. I HAVE READ ALL ORDERS AND INSTRUCTIONS PERTAINING TO THIS POST AS PROVIDED BY THE OFF-GOING ACDO. I HAVE IN MY POSSESSION: (1) UNIT KEY, (1) LOG BOOK, AND (1) COPY OF NROTCINST1601.I.
0806  SECURING FOR ACADEMIC DAY.
1600  RESUMED THE WATCH AS ACDO.
1605  CONDUCTED TOUR OF FACILITY. ALL SECURE.
1635  CONDUCTED TOUR OF FACILITY. ALL SECURE.
1700  EVENING COLORS CONDUCTED.
1705  CONDUCTED TOUR OF FACILITY. ALL SECURE.
1730  1 CIVILIAN TUTOR AND 17 MIDN ARE IN ATTENDANCE FOR MANDATORY STUDY HOURS.
1745  DISCOVERED SMOKE COMING FROM SECOND DECK. EVACUATED THE BUILDING. CONTACTED UNIVERSITY POLICE AT 757-683-4000 (ODU) OR 757-823-9000 (NSU) OR 757-727-5666 (HU). WAITING ARRIVAL OF FIRE DEPARTMENT.
1750  ALL PERSONNEL ACCOUNTED FOR OUTSIDE OF THE BUILDING.
1757 FIRE DEPARTMENT HAS ARRIVED.
1830 (LATE ENTRY: 1820) FIRE DEPARTMENT DECLARED THE BUILDING SAFE AND DEPARTED. THERE IS NO FIRE.
1835 TUTOR AND MIDN RESUME MANDATORY STUDY HOURS.
1930 CONDUCTED TOUR OF BUILDING. ALL SECURE.
1940 ACDO DEPARTING FOR THE EVENING.

(DRAW SINGLE DIAGONAL LINE THROUGH REMAINING PART OF PAGE, ENTER “NFETP” FOR NO FURTHER ENTRIES THIS PAGE, AND SIGN/DATE ALONG LINE.

1. COLORS PROCEDURES
   a. Morning Colors. Morning colors is conducted exactly at 0800. Two Midshipmen are required to conduct colors. The two Midshipmen standing watch will march out to the flagpole outside Crittenton Hall. The first Midshipman will unravel the flag lines while the second Midshipman prepares the flag for hoisting. The first loop should connect to the first clip, which corresponds to the side of the stars on the colors. The second loop should connect to the second clip on the line. The first Midshipman will then raise the colors smartly on the pole, ensuring that the lines are not tangled, and that flag flows freely. During the time of raising, the second Midshipman will salute until the first Midshipman is complete with colors. The first Midshipman will salute and then announce “Order, arms.” The two Midshipmen will then march into Crittenton Hall to resume ACDO duties.

   b. Evening Colors. Evening colors is conducted exactly at 1700. Two Midshipmen are required for evening colors. The two Midshipmen will march out to the sidewalk in front of the flagpole, perform a left face, and then render honors by saluting to the colors. The first Midshipman will command “Order, arms,” and then both will perform evening colors by unraveling the lines at the bottom of the flagpole and slowly lowering the colors. During the time of lowering, the second Midshipman will salute until they can grab the colors. The second Midshipman will collect the colors and will ensure that it does not come in contact with the ground. Both clips should become unclipped, and then the lines should be tied in a figure-eight to ensure they are secure. The two Midshipmen will then fold the colors outside or inside in the case of inclement weather. They will then march into Crittenton Hall to resume ACDO duties.

2. FOLDING THE NATIONAL ENSIGN
a. Begin with one person at either end; hold the flag waist high so that the surface is parallel to the ground.

b. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.

c. Fold the flag again lengthwise, now with the blue field on the outside.

d. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

e. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

f. Continue the triangular folding until the entire length of the flag is folded in this manner.
g. When the flag is completely folded, only a triangular blue field of stars should be visible. If a hem protrudes beyond the blue field, it should be neatly tucked inside the folds of the flag so that it does not show.
CHAPTER 5

PHYSICAL FITNESS

5-1 General

1. Purpose. The nature of Naval Service is such that physical conditioning may be a key factor in saving the ship, a shipmate, or yourself. Standard Navy guidance is to exercise a minimum of 150 minutes per week. In support of this guidance, physical training is encouraged daily at the individual level and practiced in groups at the company level. The goal of company PT is to prepare Midshipmen and Officer Candidates for the Physical Fitness Assessment (PFA) at the end of the semester and to instill the habit of physical conditioning. This is a lifelong habit that will serve to your benefit well after finishing a career in the Navy. In addition to company-level PT, one battalion-level PT session will normally be held each month.

<table>
<thead>
<tr>
<th>Performance</th>
<th>Category</th>
<th>Level</th>
<th>Points</th>
<th>Males: Age 20 - 24 years</th>
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<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td>Push- ups</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outstanding</td>
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<td>100</td>
<td>87</td>
<td>3:20</td>
</tr>
<tr>
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<td>95</td>
<td>86</td>
<td>3:15</td>
</tr>
<tr>
<td>Outstanding</td>
<td>Low</td>
<td>90</td>
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</tr>
<tr>
<td>Excellent</td>
<td>High</td>
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<td>77</td>
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<tr>
<td>Excellent</td>
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<td>High</td>
<td>70</td>
<td>64</td>
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<tr>
<td>Good</td>
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<tr>
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<td>Low</td>
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<td>55</td>
<td>45</td>
<td>1:30</td>
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<tr>
<td>Satisfactory</td>
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<td>50</td>
<td>42</td>
<td>1:20</td>
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<tr>
<td>Probationary</td>
<td></td>
<td>45</td>
<td>37</td>
<td>37</td>
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TABLE 5-1. 20-24 Male PRT Scoring

2. Physical Fitness Assessment. Command-wide PFAs will be conducted at the beginning and end of each semester. The PFA will include a Physical Readiness Test (PRT) or Physical Fitness Test (PFT), Body Composition Assessment (BCA), and medical screening. Proper attire for all BCAs will be an official Navy or Marine Corps PT uniform. An inventory PFA/PFT will be conducted at the beginning of each semester, and an official PFA/PFT will be conducted at the end of each semester. Marine Options will also conduct an inventory Combat Fitness Test (CFT) at the beginning of each semester and an official CFT at the end of each semester.
TABLE 5-1. 20-24 Male PRT Scoring

<table>
<thead>
<tr>
<th>Performance</th>
<th>Category</th>
<th>Level</th>
<th>Points</th>
<th>Push-ups</th>
<th>Forearm Planks</th>
<th>1.5 - mile run</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Outstanding</td>
<td>High</td>
<td>100</td>
<td>48</td>
<td>3:10</td>
<td>9:47</td>
</tr>
<tr>
<td></td>
<td>Outstanding</td>
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<td>95</td>
<td>47</td>
<td>3:05</td>
<td>11:15</td>
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<tr>
<td></td>
<td>Outstanding</td>
<td>Low</td>
<td>90</td>
<td>44</td>
<td>3:00</td>
<td>11:30</td>
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<tr>
<td></td>
<td>Excellent</td>
<td>High</td>
<td>85</td>
<td>43</td>
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</tr>
<tr>
<td></td>
<td>Excellent</td>
<td>Medium</td>
<td>80</td>
<td>40</td>
<td>2:40</td>
<td>12:45</td>
</tr>
<tr>
<td></td>
<td>Excellent</td>
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<td>75</td>
<td>39</td>
<td>2:30</td>
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<td></td>
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<td>2:10</td>
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<tr>
<td></td>
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<td></td>
<td>Satisfactory</td>
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<td>20</td>
<td>1:20</td>
<td>15:00</td>
</tr>
<tr>
<td></td>
<td>Satisfactory</td>
<td>Medium</td>
<td>50</td>
<td>17</td>
<td>1:10</td>
<td>15:15</td>
</tr>
<tr>
<td></td>
<td>Probationary</td>
<td></td>
<td>45</td>
<td>16</td>
<td>1:00</td>
<td>15:30</td>
</tr>
</tbody>
</table>

TABLE 5-2. 20-24 Female PRT Scoring

3. Program Minimums. Failure of three PFAs in two years will result in disenrollment from the NROTC program. Navy Option Midshipmen and STA-21 OCs must obtain a PFA score of “Good Low” (utilizing 20 to 24 year-age group for Midshipmen and appropriate age group for STA-21 OCs as referenced in Table 5-1 and 5-2). A failure of the BCA constitutes a failure of the PFA.

5-2 Physical Training

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

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

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

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

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

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

   a. All Navy and Marine Option Midshipmen must hold a current sport or DoDMERB physical prior to PT participation.

   b. Midshipmen who believe they are unable to participate in PT needs to communicate this to their school OIC and provide proof of medical treatment or diagnoses.

4. **Ability Groups.** Company Physical Training Officers have the discretion of creating ability groups that are divided by run times as close as possible to the minute. Ability Groups are created after the completion of the inventory PRT and are led by Ability Group Leaders. The PTO can move individuals into higher ability groups if they believe they can be challenged more, and members may request to move to higher ability groups as well. The PTO can further split an ability group to account for group size, and the ABL can designate an individual within the group to lead the workout. Table 5-3 provides a suggested breakdown of each ability group. Further, all ability groups must follow the same workout plan assigned by or created by the PTO.

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

5-3 **Fitness Enhancement Program**

1. **Fitness Enhancement Program (FEP) & Physical Fitness Warning (PFW).** FEP and PFW are a means to assist and identify members who have demonstrated difficulty meeting the Navy or Marine Corps physical fitness standards and will be held on Friday. FEP is a remedial physical training program designed to facilitate improvement up to and beyond the minimal levels of acceptance. FEP is not a punishment. Rather, it is a resource for all hands to attain and
maintain the increasingly demanding Navy and Marine Corps physical fitness requirements. Additionally, PFW and FEP will be RECOMMENDED for MIDN who are on the borderline of not meeting requirements (overall score below “Good High”) but is held at the discretion of PNS, OIC, and CFL. In this instance, FEP is highly encouraged yet not required. Since Marine options have mandatory PT every Friday, they will not be assigned to FEP but rather assigned to PFW to identify those individuals who have not met OCS shipping standards. Marine Options who have received multiple PFWs may be assigned to Physical Fitness Probation (PFP) by the PNS. Anyone may participate in FEP activities. You will be placed on FEP if you meet any of the below criteria:

a. Body fat percentage above the maximum IAW OPNAVINST 6110.1 series and NSTC M-1533.2 series.
b. Failure of the PRT, PFT, or CFT is based on the collective score of all three events in the respective test. If the total score is lower than 60 (Good Low), MIDN will be assigned to FEP. Marine options must maintain a first-class PFT and CFT of 235 or higher to not be assigned to physical fitness warning (PFW). FEP and PFW will also be assigned to individuals failing single event scores, as seen below. Policy promulgated in accordance with Table 5-4 and Table 5-5 of this section.

<table>
<thead>
<tr>
<th>NROTCHR (Navy) Male FEP Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plank</td>
</tr>
<tr>
<td>&lt; 1:40</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USMC Male Physical Fitness Warning Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pullups / Pushups</td>
</tr>
<tr>
<td>&lt; 5 / 67</td>
</tr>
</tbody>
</table>

TABLE 5-3. NROTCHR Male FEP Standards

<table>
<thead>
<tr>
<th>NROTCHR (Navy) Female FEP Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plank</td>
</tr>
<tr>
<td>&lt; 1:30</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>USMC Female Physical Fitness Warning Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pullups / pushups</td>
</tr>
<tr>
<td>&lt; 3 / 52</td>
</tr>
</tbody>
</table>

TABLE 5-4. NROTCHR Female FEP Standards
The Battalion and Company Student Chain of Command amplify this instruction and details the specific execution of PT requirements.

2. **Removal from FEP.** Navy Option personnel on FEP must remain on FEP until they pass a PFA monitored by an OIC or CFL in accordance with the Physical Training Policy in accordance with the NROTCUHR FEP standards in all PRT components as outlined in Table 5-3 and Table 5-4. STA-21 candidates must pass a PFA to be removed from FEP. Marine Option MIDN who are assigned to physical fitness warning or probation will remain on FEP until they pass the PFT or CFT monitored by an OIC or CFL in accordance with the Physical Training Policy. Members may be removed from FEP with proper authority from the CFL. If a member is waived from the BCA and/or the same PRT/PFT event for which the member failed, the member will remain on FEP until they are able to successfully pass the failed event in accordance with Table 5-3 and Table 5-4 during an official PRT/PFT.

3. **Freshmen.** All first-year NROTC program students are required to pass the PFA within their first two semesters of joining the program. Failure to achieve this requirement will result in a Disciplinary Review Board (DRB). Marine Option Freshmen must pass the PFA but may be given an acclimation period by the MOI to adjust to the higher PFT standards before being placed on PFW. If a student has an outstanding medical condition that prevents them from participating in the PRT within their first two semesters, their aptitude will be reviewed to determine if they should continue in the NROTC program. Additionally, Midshipmen who are unable to meet the minimum physical fitness standards noted in OPNAVINST 6110.1 series and NSTC M-1533.2 series upon completion of their first year in the NROTC program are disqualified from participating in CORTRAMID.

### 5-4 Swimming Qualification

NROTCUHR requires Midshipmen and Officer Candidates to be Third Class Swimmer qualified by the end of their first year in the program in accordance with NSTC M-1533.2D, 3-20. Due to the number of career paths that require Second Class Swimmer, all students shall test for Second Class Swimmer. Those qualifying Second Class Swimmer are exempt from further swim testing. Midshipmen failing to qualify Second Class Swimmer shall retest annually. Specific information for each portion of the swimming test can be found in NETC P1552/16. The following descriptions outline the Navy requirements for swimmer qualification. Qualifications must be achieved sequentially.

1. **3rd Class Swimmer**
   
   a. Deep water jump from a minimum of 5 feet.
   
   b. 50-yard swim using any stroke.
   
d. Swimmer must appear calm and relaxed.

e. Shirt or Trouser inflation: fill a shirt or a pair of trousers with air to remain afloat.


2. 2nd Class Swimmer

a. Deep water jump from a minimum of 5 feet.

b. Swim 100-yards with at least 25 meters using each of the following strokes: crawl stroke, breaststroke, sidestroke, and elementary backstroke.

c. Immediately after completing the swim, without leaving the water, complete a 5-minute prone float with transition to back float.

d. Periodicity: Annually until Qualified.

5-5 Inclement Weather PT

The weather will always be monitored for safety by a staff member assigned to NROTCUHR. The conduct of the PT event will be determined by the OIC staff member assigned to the PT event the day prior or the morning of utilizing tables and directions listed below. Safety will be the primary driver in deciding a course of action. Table 5-6 and Table 5-7 list actions for Heat Flag and Wind Chill conditions.
1. Heat Flag Conditions

<table>
<thead>
<tr>
<th>HEAT CONDITION</th>
<th>WBGT INDEX</th>
<th>FLAG</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
</table>
| ONE            | 80.0°-84.9° | GREEN| - Protect from sunburn  
- >1 Water Bottle/1-2 Hours  
- Outdoor Drill/PT: 60 min. w/5 min. break |
| TWO            | 85.0°-87.9° | YELLOW| - Protect from sunburn and heat exhaustion  
- >1 Water Bottle/1-2 Hours  
Outdoor Drill/PT: <60 min. w/>10 min. break |
| THREE          | 88.0°-89.9° | RED | - Protect from sunburn and heatstroke  
- PT: Limited  
- >1 Water Bottle/1-2 Hours |
| FOUR           | 90.0° and over | BLACK| - Protect from sunburn  
- Drill/PT: Secured  
- Member of Company Staff must march with the company.  
- >1 Water Bottle/ Hour  
- All Companies “At Ease, MARCH” |

Table 5-6. Heat Flag Conditions

2. Wind Chill Conditions

<table>
<thead>
<tr>
<th>CHILL CONDITION</th>
<th>WIND CHILL</th>
<th>FLAG</th>
<th>ACTIONS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE</td>
<td>32° and above</td>
<td>GREEN</td>
<td>- Use of adequate clothing for cold weather.</td>
</tr>
</tbody>
</table>
| TWO             | 32° TO 20° | YELLOW| - Outdoor Drill/PT: Secured.  
- Indoor physical activities.  
- All outdoor staging/standing less than 10 minutes. |
| THREE           | 19° and below | BLACK| - Outdoor Drill/PT: Secured.  
- Indoor physical activities.  
- All outdoor activities suspended. |

Table 5-7. Wind Chill Conditions

3. Rain and Storm Conditions. PT may be conducted during light rain outdoors if determined by the OIC to be a safe environment for the MIDN. It is encouraged for the Safety Observer to seek an indoor alternative if available.
a. At no time will PT be conducted outdoors if lightning is sighted within a 10-mile radius.
b. All PT events will be canceled once a TCCOR TWO: Destructive winds of 50 knots (58 mph) or greater are anticipated within 24 hours. Has been identified.
6-1 General

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

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

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

<table>
<thead>
<tr>
<th>Class Insig.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN 4/C</td>
<td>No stripes with fouled anchor</td>
<td>No stripe</td>
<td>No collar device</td>
</tr>
<tr>
<td>MIDN 3/C</td>
<td>One diagonal stripe with fouled anchor</td>
<td>NROTC: One stripe</td>
<td>Right Anchor only</td>
</tr>
<tr>
<td>MIDN 2/C</td>
<td>Two diagonal stripes with fouled anchor</td>
<td>NROTC: Two stripes</td>
<td>Right and Left Anchors</td>
</tr>
<tr>
<td>MIDN 1/C</td>
<td>One horizontal stripe with fouled anchor</td>
<td>NROTC: Three stripes</td>
<td>Right and Left Anchor &amp; Eagles</td>
</tr>
<tr>
<td>MIDN ENS</td>
<td>One horizontal stripe with star</td>
<td>NROTC: One stripe with star</td>
<td>One gold bar (left &amp; right)</td>
</tr>
</tbody>
</table>

NOTE: Marine-Option NROTC Midshipmen wear a gold Marine Corps eagle, globe and anchor insignia in place of collar anchors and on shoulder boards in place of the fouled anchor.

<table>
<thead>
<tr>
<th>Rank Insig.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN LTJG</td>
<td>NROTC: Two horizontal stripes with star</td>
<td>Two stripes with star</td>
<td>Two gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN LT</td>
<td>NROTC: Three horizontal stripes with star</td>
<td>Three stripes with star</td>
<td>Three gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN LCDR</td>
<td>NROTC: Four horizontal stripes with star</td>
<td>Four stripes with star</td>
<td>Four gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN CDR</td>
<td>NROTC: Five horizontal stripes with star</td>
<td>Five stripes with star</td>
<td>Five gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN CAPT</td>
<td>NROTC: Six horizontal stripes with star</td>
<td>Six stripes with star</td>
<td>Six gold bars (left &amp; right)</td>
</tr>
</tbody>
</table>

NROTC: Naval Reserve Officers Training Corps
USNA: United States Naval Academy
CHAPTER 7
WEEKLY SITUATIONAL REPORT

7-1 General

1. **Deckplate leadership.** Deckplate leadership is not intended to carry the weight of the unmotivated. It is designed to connect Midshipmen with resources that can meet their needs as quickly as possible at the lowest level from within the battalion first, then within the college and/or university, then outside. The system is designed to help those willing to put in the work to help themselves by facilitating assistance as required.

   a. **Organization.** Companies shall structure their squads, so the lowest level of leadership is responsible for no more than six MIDN; if this requires splitting the squad into fire teams, each with a Fire Team Leader (FTL), then SqdLdrs shall do so. For example, if a squad contains 6 MIR, the lowest official level of leadership is the SqdLdr. If a squad contains 7 MIR, there will be two fire teams, each with an FTL. One fire team will have 2 MIR; one will have 3 MIR. Having Fireteam Leaders does not excuse a Squad Leader from being actively involved in the lives of their Squad Members – i.e., they can’t delegate all responsibility to the Fireteam Leader.

   b. **Responsibility.** Leaders, especially deckplate or small unit leaders, are expected to work up, down, and across the chain of command to enable the success of MIDN in their charge. The idea is early intervention at the lowest level possible.

2. **Situation Report (SITREP).** Company Commanders will submit a Weekly SITREP on the “health” of their company in the areas of academics, conduct/aptitude, and physical fitness. The content of the SITREP will primarily consist of information voluntarily self-reported by MIDN and corrective actions taken if required. The SITREP may also include information such as inventory, mock, and official PFA/PRT/PFT results, counselings, inspection results, etc. This report feeds a more comprehensive battalion Weekly SITREP delivered to the CO by the BCO on Thursdays.

   a. **Routing.** Due to the varying structures between each company, the SITREP will be initiated by the lowest leadership position and routed through the company chain of command, including the Company 1st SGT. Suggested timeline for SITREP routing:

   
   Wednesday
   
   PltCdr to 1st SGT
   
   1st SGT to Co XO COB Thursday
   
   Co XO to Co CO COB Friday
   
   Co CO to Sgt Maj COB Monday
   
   Sgt Maj to BCO COB Tuesday
   
   BCO to CO

   Thursday

   b. **Reporting.** Reporting of issues to be documented on SITREP is voluntary and considered confidential. This information shall not be shared outside the direct chain of command; however, to explore resources for assistance, it may become necessary to share some of what is reported. Deckplate leaders shall work with reporting Midshipmen and share nothing without their knowledge and
consent. In the report, new changes should be marked in a different color. After being reported to the CO, old information that is no longer relevant should be removed after three weeks. Midshipmen may be able to
manage the issues reported, and corrective action may not be required. Examples of issues that may be reported on the SITREP include, but are not limited to the following: failing quizzes leading up to a major exam, pledging a fraternity/sorority, failing pushup portion of latest mock PRT, tardiness to PT/drill/lab, disagreeable end to a relationship, etc.

c. **Discipline.** For the deckplate leadership system to work, student leaders must be trustworthy. Midshipmen found to be sharing information reported to the Chain of Command through the SITREP or otherwise that is not directly related to a corrective action of which the Midshipman in need of assistance is aware will be considered a major violation of trust and will not be tolerated. A disciplinary review board (DRB) will recommend Midshipmen found to be violating the trust of their subordinate Midshipmen for a performance review board (PRB) and removal from the NROTC program.
BC Weekly SITREP (SAMPLE)
27 April – 01 May

Meeting Agenda:
- Graduation/Commissioning
- Training Plans
- Battle Rhythm
- Summer PT
- New Student Orientation

Tasker Status:
- Company Striper Boards

Events/Tasks Executed this Week:
- Battalion Staff turnover
- Inspection/CoC

ACADEMICS:

<table>
<thead>
<tr>
<th>Name, Rank, Company</th>
<th>Status</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, MIDN 3/C, A</td>
<td>Understanding the information better. Still assumes he has a D in (MATH 307). Still no grades posted on BB by professor. Did not do well on 3rd test for Solid Mechanics (ME 220). Has a C- in the class.</td>
<td>Attending tutoring sessions and setting aside more time to study. Networking and studying with students who have passed the course. Working with fellow students for the final.</td>
</tr>
<tr>
<td>Last Name, MIDN 2/C, A</td>
<td>Struggling in Mechanical Engineering Technology (MET 330)</td>
<td>Seeking extra credit opportunities from the professor.</td>
</tr>
</tbody>
</table>

CONDUCT/APTITUDE:

<table>
<thead>
<tr>
<th>Name, Rank, Company</th>
<th>Purpose</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, MIDN 4/C, B</td>
<td>20 min. late to BN Lab on 22APR</td>
<td>Written Counseling – 3 demerits</td>
</tr>
</tbody>
</table>

PHYSICAL FITNESS:

<table>
<thead>
<tr>
<th>Name, Rank, Company</th>
<th>Status</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, MIDN 2/C, A</td>
<td>Passed all PRT events. Did not achieve a “Good High” overall score.</td>
<td>FEP; started running routine outside of PT to decrease run time and started a push up program as well.</td>
</tr>
</tbody>
</table>

7-5
Last Name, MIDN 4/C, A  |  F, Run – 14:30 (fail)  
  Plank – 1:20 (fail)  |  FEP; running 4 days a week and doing 3:00 planks throughout day to build core strength.

**SWIM QUALIFICATIONS:**

<table>
<thead>
<tr>
<th>Name, Rank, Company</th>
<th>Status</th>
<th>Corrective Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name, 3/C, M</td>
<td>3/C swim qual (fail)</td>
<td>Swim Training with PTI (TBD)</td>
</tr>
</tbody>
</table>

**VOLUNTEER EVENTS:**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Event Name</th>
<th># of hour</th>
<th>Total Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Thurs semester</td>
<td>Warehouse cleaning</td>
<td>1</td>
<td>Postponed</td>
</tr>
<tr>
<td>0800 - 1500</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BN Staff Notes:**
1. MIDN who need to complete DODMERB screening process to return to PT due to COVID-19 protocols: MIDN Last Name,
   ● MIDN Last Name has been cleared by BUMED

**A-Co Notes:**
1. MIDN Last Name received an “A” on his Calculus 1 exam.

**B-Co Notes:**
1. MIDN Last Name has done an excellent job this semester as Company Deputy Commander and has put forth his best effort in supporting the mission of the company.

**C-Co Notes**

**D-Co Notes**

**M-Co Notes**
1. MIDN 3/C Last Name has been struggling in Organic chemistry but has been in contact with her professor and going to her office hours for additional support to stay on top of her work. She received a B on her last exam and is showing improvement. MIDN Last Name recently expressed that he is struggling with general chemistry II and plans on trying to get extra credit.
2. Mike Company had every MIDN pass the final PFT except for our one attachment. This was still one of her first PFTs, so she has a lot of time to improve, but she has been working on her pull-up strength.
CHAPTER 8

PERFORMANCE TRACKING

8-1 Performance Evaluation and Counseling Program

1. Purpose

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

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

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

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

   e. To standardize performance evaluation and counseling procedures at NROTCUHR.

2. Discussion. Every semester, the battalion will complete performance evaluation and counseling on all NROTC Midshipmen and Seaman-to-Admiral 21 (STA-21) officer candidates to track the progress of all students. This instruction will provide a clear and exact method to conduct performance evaluations and counseling in a timely and uniform manner. FITREP completion instructions can be found in Appendix B-2.

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

   a. Company Commanders Will:

      (1) Ensure their respective company has established a NAVFIT98A master database. This program can be downloaded from http://www.navyfitrep.com/files/navfit.zip. Instructions on how to properly download the NavFit98A program and how to properly create a master database to save company fitness reports (FITREPs) are listed in Appendix B-3.

      (2) Ensure all company FITREPs are turned into the Company Advisor on time and without error.
b. **Company Advisors Will:**

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

   (2) Provide mentorship to the Midshipmen throughout the FITREP process.

   (3) Complete FITREPs after the Physical Readiness Test (PRT) and grades are posted.

   (4) Debrief Midshipmen FITREPs once complete.

   (5) Report into OPMIS the Midshipman’s aptitude score.

c. **Executive Officer.** Validate Midshipmen FITREPs prior to submission to Reporting Senior.

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

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

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

**8-2 Mentorship Training Program**

1. **Intent.** In the fleet, one of the primary duties of a Divisional Officer is to counsel individuals in his or her division. The mentorship Training Program provides a mechanism that allows Midshipmen to effectively train for this task.

2. **Authorized Use.** It is the responsibility of the Company Executive Officer that each company maintains the following requirements for the Mentorship Training Program. This section delineates the minimum information that must be present in each company.

3. **Requirements.**

   a. Every 1/C, 2/C, and 3/C Midshipman will be a mentor to a Midshipman of lower class.
b. Every Midshipman is responsible for having a mentor of higher ranking and could include an officer, MECEP, or OC.

c. Each Midshipman is responsible for meeting with their mentor/mentee twice a month.

d. Mentor/Mentee relationship should be professional and include but not limited to academic advising, personal help, accountability, and leadership growth.

8-3 Company Binders

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

2. **Contents**

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

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

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

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

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

   f. **Tab 6.** This section will contain a final copy of all Award Recommendation Forms forwarded to the Battalion Executive Officer. This form will be retained regardless of final disposition.
g. **Tab 7.** This section should contain a final copy of all Special Request Chits submitted by members of the company. The request chits shall be retained regardless of final disposition. This tab alone should be purged completely at the end of every semester.

**8-4 Purging**

The records of personnel who have commissioned or otherwise disenrolled should be removed and disposed of by destroying the documents in any method that will prevent them from being obtained by another person. Shredding is the preferred method of record disposal.
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CHAPTER 9

AWARDS

9-1 NROTC Ribbons

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

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

3. Ribbon Regulations. These ribbons should be worn in a manner consistent with each service’s Uniform Regulation.
   a. Service Ribbons. NROTC ribbons may not be worn with service ribbons earned while in an active or reserve status. In the case that a Midshipman has been awarded a service ribbon (marksmen, national defense, etc.), the Midshipman may wear either the Midshipman ribbon(s) they are entitled to or the service ribbon(s) they are entitled to but never both. Wearing unauthorized awards (either Midshipman or service) can be grounds for disciplinary action.
   b. Summer Training. NROTC ribbons are not authorized to be worn during summer training.
   c. Subsequent Awards. Gold stars for second and subsequent awards shall be worn.
      (1) Silver stars shall be worn in lieu of five gold stars.
      (2) Stars shall be centered on the ribbon with two points facing down.
      (3) Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.
   d. Order of Precedence. Table 9-1 shows the order of precedence of each Midshipman award authorized for wear at NROTCUHR.
   e. Medals. NROTC standard ribbons have no equivalent medals or mini medals.

4. Ribbon list and requirements
   a. All-Around Performance Ribbon
(1) 1/C Midshipmen who during their fall semester scored 3.5 CGPA and a 3.5 SGPA of 90/270.

(2) Midshipmen shall have passed the official PRT/PFT with an overall score of 90/270.

(3) Midshipmen shall obtain 50 volunteer hours.

(4) Midshipmen shall have a score of 3.5 aptitude or higher on their FITREP.

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

c. Academic Achievement Ribbon

(1) Midshipmen shall obtain a semester GPA of 3.5 and above.

d. Commendation Award Ribbon

(1) Midshipmen who have held a position at the company level or higher

(2) Midshipmen shall have a score of 4.0 aptitude on their FITREP

(3) Midshipmen shall have a 3.5 SGPA

e. Leadership Award is awarded at PNS discretion.

f. Community Service Ribbon is awarded to Midshipmen who have completed 50 or more volunteer hours throughout the academic year.

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

h. Color Guard Ribbon is awarded to Midshipmen who participated in any five or more color guard events during the semester.

i. Recruiting Ribbon is awarded to Midshipmen who have participated in four or more recruiting events. These Midshipmen shall be instrumental in the enrollment of new NROTC recruits, as verified by the Staff Recruiting Officer.

j. Cruise Award Ribbon is awarded to Midshipmen who successfully completed summer cruise.

5. Awards Selection Process
a. Each Executive Officer shall compile a list of Midshipmen eligible for any awards. For any Midshipman who they believe merits an award, they will complete the Awards Request Form, included in Appendix A, and forward it to their Company Commander.

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

c. TABLE 9-1. NROTC Ribbon Order of Precedence

1. All Around Performance....
2. Academic Excellence.......  
3. Academic Achievement......
4. Commendation Award.......  
5. Leadership Award...........
6. Community Service........
7. Physical Fitness...........
8. Color Guard...............  
12. Recruiting...............  
13. Cruise Ribbon.............
6. **Color Company Award.** The Color Company Award shall be given to the company who scores best overall in drill grade, uniform inspection, PFA/PFT, GPA, and community service.

**9-2 Special Awards**
Each spring, several special awards, including swords, plaques, medals, and ribbons, are given at the Special Awards Ceremony/Pass in Review. All ribbons presented at this ceremony are authorized for wear with standard NROTC ribbons, and they will come last in the order of precedence.
10-1 General

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

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

   a. Nomination. Company First Sergeants will forward a nomination letter, completed IAW Appendix A-9, for one individual per month/semester they have identified as deserving of nomination as MOM/MOS. Nominations will be received prior to the board convene time and date, or earlier, as determined by the Battalion Sergeant Major.

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

      (1) Battalion Sergeant Major will:

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

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

      (2) Company First Sergeants will:

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

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

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

   a. Battalion Midshipman of the Month:
(1) Name displayed in battalion Plan of the Week for the entirety of the following month.

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

(3) A Command Coin

(4) 1 Academic Day off chit.

b. In addition to all Midshipman of the Month recognition, the Battalion Midshipman of the Semester will receive two additional Academic Day off Chits.
CHAPTER 11
COLOR COMPANY

11-1 Procedures

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

2. **Selection Process**

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

      (1) Academic major tier

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

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

      (4) Spring Uniform Inspection and Fall Uniform Inspection scores

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

      (6) Spring Volunteer Hours and Fall Volunteer Hours

   b. Company Commanders will collect and combine each squad’s Color Company Grading Sheet into one spreadsheet and forward it to the BN XO.

   c. The BN XO and BN CO will NOT share the Color Company’s scores and will pass to the MOI for final tabulation.

      (1) Color Company score is equal to:

      10*(Weighted SGPA + PFA/100 + Inspection/50 + VP/20)

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

3. **Recognition.** The Color Company will be recognized by the CO at the Welcome Back Brief.
12-1 Procedures

1. **Authorized Use.** A Special Request Chit should be used when an individual is requesting anything that is not what is expected by the chain of command. In general, the following items, while not all-inclusive, require a Special Request Chit to be submitted to the Individual’s Chain of Command:
   
   a. **Travel (Special Liberty).** Traveling outside of 120 miles, “as the crow flies” from the unit.
   
   b. **Stand-On (Other).** Substituting a replacement volunteer for a volunteer event.
   
   c. **Academic Days (Special Liberty).** An Academic Day constitutes an excused absence from Physical Training or a Naval Lab period. In order to apply for an Academic Day, a Midshipman, Officer Candidate, or Marine must complete a Special Request Chit specifying the justification for the proposed Academic Day and submit it in accordance with this chapter. Each member will be authorized no more than two Academic Days per semester. To be excused from a Naval Lab period, the requester must coordinate with their university OIC via their company CoC beforehand to complete that Lab period at a different time and attach proof of that plan to their Special Request Chit.
   
   d. **Absence (Special Liberty).** Missing any battalion event.
   
   e. **Transportation (duty van and driver requests).**
      
      (1) Companies should submit a single request to the Hampton Roads NROTC Fleet Program Coordinator at the beginning of each semester that includes all planned events for the semester with justification for the request (i.e., not enough POV support within company personnel).
   
      (2) Contingency requests for unplanned events should be submitted to BN Transportation Officer as soon as company personnel become aware of an event with justification for request.
   
      (3) All requests shall include a POC for each date of requested support.
   
      (4) Upon receipt of request, Hampton Roads NROTC Fleet Program Coordinator will evaluate request and, if approved, will assign a duty driver. Duty driver support will be assigned/requested with newly commissioned officers, OC/MECEP, AMOI, and commissioned staff in that order.
2. **Accountability.** It is the responsibility of the individual to ensure that the Special Request Chit is completed correctly and submitted with ample time for their Chain of Command to review it and submit it to the proper approval authority.

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

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

5. **Routing**

   a. Special Request Chits should be handled as expeditiously as possible – 5 business days is the maximum latency before a chit is adjudicated. Company leadership should check their boxes in their Wardroom at least once every day. Effective communication throughout the chain of command is necessary to handle requests effectively. If a Request Chit is disapproved, a reason must be given. A chit is not considered approved until it is returned as such to the originator of the request.

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

6. **Medical Chits.** All Special Request Chits dealing with injuries or that have an otherwise medical nature will be routed directly to the student’s Company Advisor, skipping the Midshipman Chain of Command.
<table>
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<th>APPENDIX A</th>
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# DEGREE COMPLETION PLAN

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**NSTC 1533/117 (06-19)**
1. Scholarship Midshipman. I acknowledge and agree that the Navy will provide Scholarship Benefits for the time required to complete my Baccalaureate Degree and Naval Science requirements contained within this plan. This benefit is clearly identified within my program acceptance letter.

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

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

Date: ____________________________

Student Name: ______________________________________________________________

Student Signature: ____________________________________________________________

Advisor Name: ______________________________________________________________

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

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

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<th>INDIVIDUAL CONSELLED (Last, First MI)</th>
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<td>COUNSELLOR (Last, First MI)</td>
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**REASON FOR COUNSELING**

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

**RESUMÉ OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENTS.** (Give details, facts, specific dates, names, sequence of events, etc.)
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<th>SOLUTION THAT YOU AND THE INDIVIDUAL DEVELOPED AND DISCUSSED TO OVERCOME THE PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT. (Outline all solutions and indicate which one(s) individual freely elected)</th>
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<th>OTHER AGENCIES INDIVIDUAL WAS REFERRED TO (Personal Affairs, Social Actions, Chaplain, Legal Services; The counselor makes the appointment)</th>
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<th>COUNSELEE’S COMMENTS</th>
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<th>COUNSELEE’S SIGNATURE</th>
<th>COUNSELORS’S SIGNATURE</th>
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REMARKS/FOLLOW-UP ACTION. (Outline all efforts including dates, names, progress, et.)

KEY COUNSELING POINTS

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

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

From: Battalion Sergeant Major, NROTCUHR
To: Officer in Charge, (University) NROTC

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

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

1. A Disciplinary Review Board (DRB) was conducted on (Date) for MIDN (Name), (University) NROTC, to address violations of the following UCMJ articles:

   a. Article XX- List Violation

   b. Article XY- List Violation

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

3. IAW reference (b), the board recommends:

   a. List recommendation(s)

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

(Battalion SGTMAJ signature)

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

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<td>IMPROPER FIT/PRESS (-2 pts)</td>
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<td>IMPROPER ABOUT FACE (-2 pts)</td>
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<table>
<thead>
<tr>
<th>KNOWLEDGE</th>
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<tr>
<td>1st QUESTION WRONG (-5 pts)</td>
<td></td>
</tr>
<tr>
<td>2nd QUESTION WRONG (-5 pts)</td>
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</tbody>
</table>

**TOTAL DISCREPANCIES**

**SCORE (100 - TOTAL DISCREPANCIES)**

**EACH DISCREPANCY IS A (2) POINT DEDUCTION UNLESS NOTED**
(4 pts) = 1 DISCREPANCY IS A FULL 4 POINT DEDUCTION
(5 pts) = 1 WRONG ANSWER IS A FULL 5 POINT DEDUCTION
<table>
<thead>
<tr>
<th>Last Name</th>
<th>Program</th>
<th>Status</th>
<th>CGPA</th>
<th>SGPA</th>
<th>NSGPA</th>
<th>PRT</th>
<th>Inspection</th>
<th>33</th>
<th>34</th>
<th>35</th>
<th>36</th>
<th>37</th>
<th>38</th>
<th>Average</th>
<th>MIDN Recommendation</th>
<th>LT Recommendation</th>
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</table>

**MONTHLY/MONTH YEAR GRADS**

<table>
<thead>
<tr>
<th>Block 33</th>
<th>NSGPA 0.0</th>
<th>Block 34</th>
<th>Criteria</th>
<th>Block 35</th>
<th>PRT Score</th>
<th>Block 36</th>
<th>Criteria</th>
<th>Block 37</th>
<th>Criteria</th>
<th>Block 38</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1*</td>
<td>X &lt; 1.50</td>
<td>1</td>
<td>1**</td>
<td>&lt; NROTC req. on Fall PRT</td>
<td>1</td>
<td>1*</td>
<td>X &lt; 1.50</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2*</td>
<td>1.50 &lt;= X &lt; 2.50</td>
<td>2</td>
<td>2**</td>
<td>PRT Probation</td>
<td>2</td>
<td>2*</td>
<td>1.50 &lt;= X &lt; 2.50</td>
<td>2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3*</td>
<td>2.50 &lt;= X &lt; 3.15</td>
<td>3</td>
<td>3**</td>
<td>GOOD</td>
<td>3</td>
<td>3**</td>
<td>2.50 &lt;= X &lt; 3.15</td>
<td>3</td>
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<td></td>
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<tr>
<td>4*</td>
<td>3.15 &lt;= X &lt; 3.75</td>
<td>4</td>
<td>4**</td>
<td>EXCELLENT</td>
<td>4</td>
<td>4**</td>
<td>3.15 &lt;= X &lt; 3.75</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5*</td>
<td>X &gt;= 3.75</td>
<td>5</td>
<td>5**</td>
<td>OUTSTANDING</td>
<td>5</td>
<td>5**</td>
<td>X &gt;= 3.75</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This trait mark shall reflect the student’s semester grade point average in Naval Science courses (Not to include Lab).

This trait is determined by the semester demerits IAW BN GUIDEBOOK.

IAW ROD
**Metric created by LTs
Midshipman Reporting Senior evaluation determined by descriptions provided in these blocks.

This trait mark shall reflect the student’s semester grade point average in all courses.

NROTC Advisor evaluation determined by descriptions provided in these blocks.
**Award Nomination Form**

**NROTCUHR Battalion**

**From:** Executive Officer, _________ Company

**To:** Battalion Commander, NROTCUHR

**Via:** (a) Company Commander, _________ Company  
(b) Battalion Executive Officer, NROTCUHR

**Subj:** RECOMMENDATION FOR AWARD

**Ref:** (a) NROTCUHR M-1533 CH-9

1. **Nominee:** ___________________________

2. **Award:** ___________________________

3. **Amplifying information:**

   _______________________________________

   _______________________________________

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

   ______________________________________

   Company Executive Officer

---

**Company Commander recommendation:**

☐ Recommended

☐ Not recommended

   ______________________________________

   Company Commander

---

**Battalion Deputy Commander recommendation:**

☐ Recommended

☐ Not recommended

   ______________________________________

   Battalion Executive officer

---

**Final Approval:**

☐ Approved

   ______________________________________
MEMORANDUM

From: Company 1st SGT rank and name
To: Battalion Sergeant Major, NROTCUHR

Subj: MIDSHIPMAN OF THE MONTH/SEMESTER NOMINATION ICO MIDN
(RECOMMENDED RANK AND NAME)

Ref: (a) NROTCUHR M-1533 CH-10

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

2. Comments on specific attributes as demonstrated during this month and applicable to this nomination are as follows:
   a. GPA:
   b. PRT/PFT Score:
   c. Leadership/Performance:
   d. Volunteerism/Community Involvement
   e. Course Load Credits:
   f. Award History & Achievements:

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

(Company 1st SGT signature)
MIDSHIPMAN OF THE MONTH/SEMESTER BOARD GRADING SHEET

NOMINEE NAME: ________________________________
COMPANY: ________________________________

NAME OF GRADER: ________________________________
MONTH: ________________________________

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

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

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

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

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

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

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

___ Write-up Total

2. Interview Board.
<table>
<thead>
<tr>
<th></th>
<th>Sailor/Rifleman’s Creed</th>
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<th>1</th>
<th>2</th>
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<tbody>
<tr>
<td>3</td>
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<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appearance</td>
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<td>2</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Military Bearing</td>
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<td>1</td>
<td>2</td>
</tr>
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<td>2</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

_____Board Total (max points 20)

_____Overall Score (max points 100)
TURNOVER CHECKLIST

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

_____ 2. Outgoing go over turnover binder with incoming.

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

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

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

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

_____ 7. Go over joint tasks with other positions.

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

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

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

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

_____ 12. Pass to incoming all relevant contact information.

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

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

_____ 15. Go over counseling procedures for subordinates.

_____ 16. Turn over relevant insignia.

Incoming Officer Signature: 

Outgoing Officer Signature: 

Staff Mentor Signature: 

A-16
APPENDIX B

INSTRUCTIONS FOR SELECTED FORMS

B-1 Special Request Chits

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

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

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

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

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

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

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

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

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

   (1) **SPECIAL LIBERTY.** Check this box if the request is for absence from a battalion event, an academic day, or travel outside 120 miles radius “as the crow flies” from the
NROTCUHR offices at Old Dominion University. Any time travel outside this radius is requested, the applicant must attach a travel plan to their chit, including approximate times and any planned stops. If any classes must be missed, they must obtain written permission from the professors in question and attach that to the chit as well.

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

h. Block 8

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

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

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

i. Block 9

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

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

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

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

l. Block 12: REASON FOR REQUEST. This block will contain a complete description of the request in mixed cases. If a satisfactory description does not fit in this block, the applicant will create an additional description in Navy Standard Memorandum Format and attach it to the special request chit.
m. **Block 13: SIGNATURE OF APPLICANT.** This block will be signed by hand or digitally by Common Access Card by the applicant.

n. **Block 14.** If the applicant is seeking to replace themselves with another volunteer for a volunteer event, they should have that individual complete this block. Otherwise, block 14 will be empty upon submission.

1. **SIGNATURE OF STANDBY.** This block will be signed by hand or digitally by Common Access Card by the standby

2. **DUTY STATION.** The replacement should be from NROTCUHR, and this block will reflect that with “NROTCUHR.”
**FIGURE B-1. A Correctly Completed Special Request Chit**
B-2 Fitness Reports (FITREPS)

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

   a. **BLOCK 1.** LAST, FIRST MI (All caps, no period)

   b. **BLOCK 2.** This will be used to separate MIDN from OCs:

      (1) MIDN1, MIDN2, MIDN3, or MIDN4 (Seniors are MIDN1, Juniors MIDN2, etc.)

      (2) OC

   c. **BLOCK 3.** This will include the company and the fiscal year of graduation. Example: ALPHA/FY18 (Alpha company, graduating between Oct 2017 and Sep 2018)

   d. **BLOCK 4.** The SSN will be all zeroes. 000-00-0000

   e. **BLOCK 5.** For OCs, mark “ACT,” for MIDN, mark “INACT.”

   f. **BLOCK 6.** UIC

      Enter 68699 for all Universities.

   g. **BLOCK 7**

      (1) ODU/TCC – “58-OLD DOMINION”

      (2) NSU – “69-NORFOLK STATE”

      (3) HU – “18-HAMPTON UNIV”

      (4) RU – “58D – REGENT UNIV”

   h. **BLOCK 8.** Mark “Regular”

   i. **BLOCK 9.** This will designate the semester the MIDN started school. Advisors will ensure to verify in OPMIS.

   j. **BLOCKS 10-13.** Mark “Periodic”
k. **Blocks 14-15.** This will be from the first day of classes to the last day of classes for the semester.

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

m. **BLOCKS 17-19.** Mark “Regular”

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

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

**TABLE B-1. FITREP Block 20**

o. **BLOCK 21.** Select “Student”

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

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

a. **BLOCK 28.** Enter the following statement in sentence case directly as written below for ALL fitness reports:

To develop Midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as Naval and Marine Corps officers.
b. BLOCK 29

(1) Enter one of the abbreviations given by Table B-2.

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>ABBREVIATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Battalion Commander</td>
<td>BN CO</td>
</tr>
<tr>
<td>Battalion Executive Officer</td>
<td>BN XO</td>
</tr>
<tr>
<td>Battalion Sergeant Major</td>
<td>BN SGTMAJ</td>
</tr>
<tr>
<td>Battalion Operations Officer</td>
<td>BN OPSO</td>
</tr>
<tr>
<td>Battalion Academics Officer</td>
<td>BN AO</td>
</tr>
<tr>
<td>Battalion Physical Training Officer</td>
<td>BN PTO</td>
</tr>
<tr>
<td>Company Commander</td>
<td>Co CO</td>
</tr>
<tr>
<td>Company Executive Officer</td>
<td>Co XO</td>
</tr>
<tr>
<td>Company First Sergeant</td>
<td>Co 1st SGT</td>
</tr>
<tr>
<td>Company Operations Officer</td>
<td>Co OPSO</td>
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<tr>
<td>Company Academics Officer</td>
<td>Co AO</td>
</tr>
<tr>
<td>Company Physical Training Officer</td>
<td>Co PTO</td>
</tr>
<tr>
<td>Company Supply Officer</td>
<td>Co SUPPO</td>
</tr>
<tr>
<td>Company Public Affairs Officer</td>
<td>Co PAO</td>
</tr>
<tr>
<td>Company Color Sergeant</td>
<td>Co CLRSGT</td>
</tr>
<tr>
<td>Company Recruiting Officer</td>
<td>Co RECRUITO</td>
</tr>
<tr>
<td>Platoon Commander</td>
<td>PLT CDR</td>
</tr>
<tr>
<td>Platoon Sergeant</td>
<td>PLT SGT</td>
</tr>
<tr>
<td>Platoon Drill Master</td>
<td>PLT DRILL MSTR</td>
</tr>
<tr>
<td>Squad Leader</td>
<td>SQD LDR</td>
</tr>
<tr>
<td>Fireteam Leader</td>
<td>FTL</td>
</tr>
<tr>
<td>Ability Group Leader</td>
<td>ABL</td>
</tr>
<tr>
<td>Midshipman-in-Ranks</td>
<td>MIR</td>
</tr>
</tbody>
</table>

TABLE B-2. FITREP Block 29

(2) In the remainder of the block, enter the leadership or staff billets and PFA cycle. Collateral duties will be temporarily assigned billets such as event OICs. For example:

- Co PTI  LDR/STAFF: Company PTO COLL: None. PFA: 17-2.
- MIR LDR/STAFF: Midshipman in Ranks COLL: Spring Ball OIC. PFA: 17-2.
c. **BLOCK 30**

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

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

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

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

a. **BLOCK 33.** This trait mark shall reflect the student’s semester grade point average in Naval Science courses (Not to include Lab).

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

TABLE B-3. FITREP Block 33
b. **BLOCK 34.** This trait is determined by the semester demerits.

<table>
<thead>
<tr>
<th>Mission Accomplishment Trait Mark</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upperclassmen (1/C &amp; 2/C)</td>
<td>18-26</td>
<td>14-17</td>
<td>10-13</td>
<td>6-9</td>
<td>0-5</td>
</tr>
<tr>
<td>Underclassmen (3/C &amp; 4/C)</td>
<td>22-26</td>
<td>15-21</td>
<td>10-14</td>
<td>8-10</td>
<td>0-7</td>
</tr>
</tbody>
</table>

**TABLE B-4. FITREP Block 34**

c. **BLOCK 35.** Official PFA scores will determine this block

<table>
<thead>
<tr>
<th>PFA Score</th>
<th>PFT Score</th>
<th>Military Bearing Trait Mark</th>
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<tbody>
<tr>
<td>&lt; 46</td>
<td>&lt; 200</td>
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</tr>
<tr>
<td>46-59</td>
<td>200-234</td>
<td>2</td>
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<tr>
<td>60-74</td>
<td>235-264</td>
<td>3</td>
</tr>
<tr>
<td>75-89</td>
<td>265-284</td>
<td>4</td>
</tr>
<tr>
<td>90-100</td>
<td>285-300</td>
<td>5</td>
</tr>
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</table>

**TABLE B-5. FITREP Block 35**

d. **BLOCK 36.** Midshipman Reporting Senior evaluation determined by descriptions provided in these blocks.

e. **BLOCK 37.** This trait mark shall reflect the student’s semester grade point average in all courses.

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

**TABLE B-6. FITREP Block 37**

f. **BLOCK 38.** NROTC Advisor evaluation determined by descriptions provided in these blocks.
5. **BLOCK 40.** Enter two company/battalion billet recommendations, one per block. Each entry can have a maximum of 20 characters and spaces. If necessary, use two lines for the entry. Do not leave blank. If no recommendation is appropriate, enter NA or NONE in the first block. Be realistic. Do not recommend billets for which the member is not or cannot become qualified. Be specific. State the billet name you believe the member is ready for.

6. **BLOCK 41.** Will include all the information listed below. Do not bold or underline anything in block 41.

**Billet Performance Summary (Leadership and Staff Billets only, 1-2 sentences). Example:**
Perform exceptionally well as a leader this semester. Worked hard to accumulate over 30 volunteer hours while leading over 40 Midshipmen as Company Executive Officer in mandatory lab trainings.

*All 1.0 marks and 2.0 marks in any category must be specifically substantiated.*

**Example:** 1.0 in Block 35 due to MIDN Smith failing the PFA.

**SGPA:** #.##
**CGPA:** #.##
**NSGPA:** #.##
**PRT:** “CATEGORY LEVEL” & AVG SCORE (i.e. “EXCELLENT LOW” 75)
**SEMESTER-DEMERITS TOTAL:** #

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

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

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

COMMANDING OFFICER
NROTCU HAMPTON ROADS
5215 HAMPTON BLVD
NORFOLK, VA 23529
APPENDIX C

KNOWLEDGE PACKET
Midshipman Handbook
Naval Terminology

**Inspection Questions**

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

**Aft:** Toward the stern

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

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

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

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

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

**Chow:** Food

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

**Fantail:** The after end of the main deck.

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

**Frame:** An athwartship beam that provides structural strength to a ship.

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

**Hatch:** A square or rectangular access in a deck.

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

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

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

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

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

**Mid Watch:** (The Mid) the watch which begins at 0000 and ends at 0400.
**Mid Rats:** (Midnight Rations) Meal served around midnight for those crewmembers going on or off watch.

**OOD:** Officer of the Deck

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

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

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

Scuttle: Round, watertight opening in a hatch.

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

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

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

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

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

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

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

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

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

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

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

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

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

National Chain of Command

President of the United States: _____________________________
Vice President of the United States: _____________________________
Secretary of State: _____________________________
Secretary of Defense: _____________________________
Secretary of the Navy: _____________________________
Chairman of the Joint Chiefs of Staff: _____________________________
Chief of Naval Operations: _____________________________
Master Chief Petty Officer of the Navy: _____________________________
Commandant of the Marine Corps: _____________________________
Sergeant Major of the Marine Corps: _____________________________
Chief of Naval Education and Training: _____________________________
Chief of Naval Service Training: _____________________________
NROTCUHR Chain of Command

Commanding Officer, Hampton Roads NROTC: ____________________________

Executive Officer, Hampton Roads NROTC: ____________________________

Battalion CO: ____________________________

Battalion XO: ____________________________

Battalion Sergeant Major: ____________________________
Navy Core Values

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

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

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

Sailor’s Creed

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

United States National Ensign

National Colors
Red—blood, shed in defense of our nation
White—purity of our nation
Blue—pride in our nation

13 stripes
7 red, 6 white represent the original 13 states

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

14 Leadership Traits

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

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

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

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

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

5. To quit my post only when properly relieved.

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

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

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

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

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

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

**Inspection Questions**

**Oldest Commissioned Ship in the Navy**- USS Constitution (Old Ironsides) (1798)

**Depth of a fathom**- Six feet

**Birthday of the Navy**- 13 OCT 1775

**Navy Colors**- Blue and Gold

**Current Navy Seal adopted in**- 1959

**Father of the Navy**- John Paul Jones

**Meaning behind the Navy Seal Insignia**

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

What was the first battle between ironclad warships – Battle of Hampton Roads

What was the greatest Union naval victory of the Civil War (ADM Farragut’s famous quote: “Damn the torpedoes”) – Battle of Mobile Bay

Which president created the “Great White Fleet” in the early 1900s? – President Theodore Roosevelt

When did Japan formally surrender WWII? – September 2, 1945

What are the Navy’s core values? – Honor, Courage, Commitment

Which battle in WWII won the war in the Pacific for the United States? – Battle of Midway

What battle is considered to be the largest naval battle of WWII? – Battle of Leyte Gulf

Who is famous for the quote “Don’t Give Up the Ship?” – CAPT James Lawrence

Who was the first admiral in the Navy? – David Farragut

What is the mantra that outlines the Navy’s core values? – The Sailor’s Creed
Marine Corps Knowledge

**Inspection Questions**

**Birthday of the Marine Corps** - 10 NOV 1775
**Birthplace of the Marine Corps** - Tun Tavern Philadelphia, PA
**First Commandant of the Marine Corps** - Captain Samuel Nicholas
**Grand Old Man of the Marine Corps** - Archibald Henderson

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

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

**Mascot of the Marine Corps** - English Bulldog
**Marine Corps Motto** - Semper Fidelis

**Meaning of Semper Fidelis** - “Always Faithful.”

Only two Marines to receive two Medals of Honor - Dan Daly and Smedley Butler
Only Marine to receive five Navy Crosses - Lewis B. “Chesty” Puller

Origin of the nickname Devil Dog - Given by Germans in World War I
Origin of the nickname Leatherneck - Derived from the fact that Marines used to wear high leather collars to defend against sword slashes

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

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

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

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

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

### Army

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insignia</th>
</tr>
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<tbody>
<tr>
<td>E-1</td>
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</tr>
<tr>
<td>E-2</td>
<td>Private E-1 (PVT)</td>
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<td>E-3</td>
<td>Private E-2 (PFC)</td>
</tr>
<tr>
<td>E-4</td>
<td>Private First Class (PFC)</td>
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<tr>
<td>E-5</td>
<td>Specialist (SPC)</td>
</tr>
<tr>
<td>E-6</td>
<td>Corporal (CPL)</td>
</tr>
<tr>
<td>E-7</td>
<td>Sergeant (SGT)</td>
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<tr>
<td>E-8</td>
<td>Sergeant First Class (SFC)</td>
</tr>
<tr>
<td>E-9</td>
<td>Staff Sergeant (SSG)</td>
</tr>
<tr>
<td>E-10</td>
<td>Sergeant Major (SPM)</td>
</tr>
<tr>
<td>E-11</td>
<td>Command Sergeant Major (SCM)</td>
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<tr>
<td>E-12</td>
<td>Sergeant Major of the Army (SMA)</td>
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### Marines

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<td>Sergeant Major of the Marine Corps (SgtMas)</td>
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<td>E-3</td>
<td>Airman (Ams)</td>
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<td>E-12</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
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### Navy

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<td>Seaman Apprentice (SA)</td>
</tr>
<tr>
<td>E-4</td>
<td>Seaman (SN)</td>
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<tr>
<td>E-5</td>
<td>Petty Officer Third Class (PO3)</td>
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<tr>
<td>E-6</td>
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<td>E-7</td>
<td>Petty Officer First Class (PO1)</td>
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<td>E-8</td>
<td>Chief Petty Officer (CPO)</td>
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<tr>
<td>E-9</td>
<td>Senior Chief Petty Officer (SCPO)</td>
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<tr>
<td>E-10</td>
<td>Master Chief Petty Officer (MCPON)</td>
</tr>
<tr>
<td>E-11</td>
<td>Force or Fleet Command Master Chief Petty Officer (FRCMCHGC) (FLCMC)</td>
</tr>
<tr>
<td>E-12</td>
<td>Master Chief Petty Officer of the Navy (MCMPN)</td>
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### Coast Guard

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<tr>
<td>E-2</td>
<td>Seaman Recruit (SR)</td>
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<tr>
<td>E-3</td>
<td>Seaman Apprentice (SA)</td>
</tr>
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<td>E-4</td>
<td>Seaman (SN)</td>
</tr>
<tr>
<td>E-5</td>
<td>Petty Officer Third Class (PO3)</td>
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<td>E-6</td>
<td>Petty Officer Second Class (PO2)</td>
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<td>E-7</td>
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<td>E-8</td>
<td>Chief Petty Officer (CPO)</td>
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<td>Master Chief Petty Officer (MCPON)</td>
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<td>E-11</td>
<td>Command Master Chief (CMC)</td>
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<tr>
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<td>Master Chief Petty Officer of the Coast Guard (MCPON)</td>
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# Midshipmen Rank Structure and Insignia

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<th>Class</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
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</thead>
<tbody>
<tr>
<td>MIDN 4/C</td>
<td>No stripes with fouled anchor</td>
<td>No stripes</td>
<td>No collar device</td>
</tr>
<tr>
<td>MIDN 3/C</td>
<td>One diagonal stripe with fouled anchor</td>
<td>NROTC: One stripe</td>
<td>Right Anchor only</td>
</tr>
<tr>
<td>MIDN 2/C</td>
<td>Two diagonal stripes with fouled anchor</td>
<td>NROTC: Two stripes</td>
<td>Right and Left Anchors</td>
</tr>
<tr>
<td>MIDN 1/C</td>
<td>One horizontal stripe with fouled anchor</td>
<td>NROTC: Three stripes</td>
<td>Right and Left Anchor &amp; Eagles</td>
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</table>

<table>
<thead>
<tr>
<th>Rank</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
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</thead>
<tbody>
<tr>
<td>MIDN ENS</td>
<td>One horizontal stripe with star</td>
<td>NROTC: One stripe with star</td>
<td>One gold bar (left &amp; right)</td>
</tr>
<tr>
<td>MIDN CAPT</td>
<td>Six horizontal stripes with star</td>
<td>NROTC: Six stripes with star</td>
<td>Six gold bars (left &amp; right)</td>
</tr>
</tbody>
</table>
General Uniform Standards

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

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

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

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

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

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

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

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

Sideburns shall not extend below the earlobes.

When a mustache is worn, it shall not:

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

- You must know grooming standards for your hairstyle: buns, hair down, wig, braids, cornrows, rolls, locks, natural, etc.
- Haircuts and styles shall present a balanced appearance. Lopsided and extremely asymmetrical styles are not authorized. Ponytails, pigtails, widely spaced individual hanging locks, and braids that protrude from the head are not authorized. Multiple braids are authorized.
- No portion of the bulk of the hair as measured from the scalp will exceed approximately 2 inches.
- Hair shall not fall below a horizontal line level with the lower edge of the back of the collar as indicated by line A.
- Cosmetics may be applied in good taste so that colors blend with natural skin tone and enhance natural features.
- Fingernails shall not exceed 1/4 inch measured from the fingertip. They shall be kept clean. Nail polish may be worn, but colors shall be conservative and complement the skin tone.
- Rings. While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set.
- One earring per ear (centered on earlobe) may be worn while in uniform. Earrings shall be 6mm ball (approximately 1/4 inch), plain with brushed matte gold finish, and screw-on or with posts.
<table>
<thead>
<tr>
<th>Freshman</th>
<th></th>
<th></th>
<th>Sophomore</th>
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<tr>
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<td>Fall</td>
<td>Spring</td>
<td>Summer Before</td>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td>NSO</td>
<td>Get CAC</td>
<td>3rd Class Swim Qual</td>
<td>CORTRAMID</td>
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<tr>
<td>NSI</td>
<td>Security Clearance</td>
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<table>
<thead>
<tr>
<th>Squad/Platoon Billet</th>
<th>Company Billet</th>
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</table>

<table>
<thead>
<tr>
<th>Freshman</th>
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<th></th>
<th>Sophomore</th>
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<th></th>
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<td>Fall</td>
<td>Spring</td>
<td>Summer Before</td>
<td>Fall</td>
<td>Spring</td>
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<tr>
<td>NSO</td>
<td>Get CAC</td>
<td>3rd Class Swim Qual</td>
<td>CORTRAMID</td>
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<tr>
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FINAL QUALIFICATION

ASSISTANT COMMAND DUTY OFFICER

NAME____________________________________COMPANY_____________________

Ref: (a)OPNAVINST 3120.32 Series (SORN)

This JQR establishes the minimum standard requirements to perform the duties as OFFICER OF THE DECK. Only specified supervisors may signify the completion as applicable sections either by written or oral examination, or by observance of performance. The examination or checkout need not cover every item, however, a sufficient number should be covered to demonstrate the examinee’s knowledge. Should supervisors “give away” their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

The trainee has completed all JQR requirements for this watchstation. Recommend designation as a qualified ASSISTANT COMMAND DUTY OFFICER

RECOMMENDED________________________________DATE__________
   Squad Leader

RECOMMENDED________________________________DATE__________
   Platoon Commander (As applicable)

RECOMMENDED________________________________DATE__________
   Company Senior Chief Petty Officer

RECOMMENDED________________________________DATE__________
   Deputy Company Commander

RECOMMENDED________________________________DATE__________
   Company Commander
NSUROTC OFFICER OF THE DECK
JOB QUALIFICATION REQUIREMENT (JQR)

101 DUTIES AND RESPONSIBILITIES

101.1 Discuss the authority and responsibilities of the CDO and ACDO.

   a. Knowledge of responsibilities of the CDO.

      Signature: ___________________________    Date: ________________

   b. Knowledge of responsibilities of the ACDO.

      Signature: ___________________________    Date: ________________

101.2 Discuss the knowledge of applicable building/Wardroom regulations and applicable cleaning procedures.

   a. Building/Wardroom Regulations

      Signature: ___________________________    Date: ________________

   b. Cleaning Procedures

      Signature: ___________________________    Date: ________________

101.3 Have the contact information for campus safety personnel, always.

   a. Campus Police

      Signature: ___________________________    Date: ________________

101.4 Have the contact information of applicable Chain of Command.

      Signature: ___________________________    Date: ________________

201 KNOWLEDGE

201.1 Discuss knowledge of Midshipman rank structure and chain of command.

   a. Rank Structure

      Signature: ___________________________    Date: ________________
b. National Chain of Command

Signature: ___________________________    Date: ________________

c. ROTC Chain of Command

Signature: ___________________________    Date: ________________

201.2 Discuss knowledge of General Orders.


    Signature: ___________________________    Date: ________________

201.3 Discuss knowledge of any applicable written standing orders.

    a. Knowledge of standing orders.

    Signature: ___________________________    Date: ________________

301 SAFETY PROCEDURE

301.1 Demonstrate knowledge of the locations of the following equipment.

    a. Fire Extinguisher

    Signature: ___________________________    Date: ________________

    b. First Aid Kit (FAK)

    Signature: ___________________________    Date: ________________

    c. Cleaning Supplies

    Signature: ___________________________    Date: ________________

301.2 Demonstrate knowledge of proper procedures in following casualties.

    a. Fire

    Signature: ___________________________    Date: ________________
b. First Aid

Signature: ___________________________    Date: ________________

c. Intruder/Active Shooter

Signature: ___________________________    Date: ________________

d. Bomb Threat

Signature: ___________________________    Date: ________________

401 WATCH STANDING

401.1 Perspective ACDO will stand at least 2 watch standings as an ACDO U/I

Signature: ___________________________    Date: ________________

   (ACDO)

Signature: ___________________________    Date: ________________

   (ACDO)

401.2 Perspective ACDO has completed three successful log entries.

Signature: ___________________________    Date: ________________

Signature: ___________________________    Date: ________________

Signature: ___________________________    Date: ________________

401.3 Perspective ACDO has read the relevant watch standing instruction for their company, in full.

Signature: ___________________________    Date: ________________

   (Applicant)

401.4 Perspective ACDO has given a proper “8 O’clock Report”
NROTCUHR M-1533.1D
07 APRIL 2022

401.5 Perspective ACDO understands how to properly challenge unauthorized personnel/check for appropriate ID.

501 ACDO BOARD

501.1 Attend a board with the top three of the company to qualify as ACDO.