

NROTCUHR M-1533.1E  
30 July 2023

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**NAVAL RESERVE OFFICERS TRAINING CORPS UNIT**

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**HAMPTON ROADS**

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**BATTALION GUIDEBOOK**



NROTCUHR M-1533.1C

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.



B. C. BECKER

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Releasability and distribution:

This instruction is cleared for public release and is available electronically via  
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REFERENCES

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- (a) NSTCINST M-1533.2D
- (b) NAVPERS 15665I
- (c) MCO 1020.34H
- (d) OPNAVINST 6110.1J
- (e) MCO 6100.13
- (f) BUPERSINST 1610.10E CH-1

**TITLE**

- Regulations for Officer Development Programs
- United States Navy Uniform Regulations
- Marine Corps Uniform Regulations
- Physical Readiness Program
- Marine Corps Physical Fitness Program
- Navy Performance Evaluation System

## CHAPTER 1

### INTRODUCTION

#### 1-1 Intent

1. Mission. The mission of NROTC Unit Hampton Roads is to develop leaders, men and women who are mentally, morally, and physically ready to serve with honor, courage, and commitment as commissioned officers in the United States Navy and United States Marine Corps.
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 HRNROTC. 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 HRNROTC. 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 Hampton Roads NROTC

## CHAPTER 2

### ORGANIZATION

#### **2-1 Unit Staff**

The HRNROTC Unit Staff consists of active-duty Navy and Marine Corps members, General Service Federal Employees, and departmental university employees. The Unit Staff is responsible for the general administration of all assigned personnel as well as the training and officer development of any member designated a “student” in the program.

#### **2-2 Duty Under Instruction (DUIN)**

#### **2-3 Medical Enlisted Commissioning Program (MEC-P)**

Enlisted personnel enrolled in the USN Medical Enlisted Commissioning Program (MEC-P) who are obtaining a bachelor’s degree in nursing and commission into the Navy Nurse Corps. These personnel administratively report to HRNROTC but are not considered a student in the NROTC program.

#### **2-4 Student**

1. Any Midshipmen (MIDN), Officer Candidate (OC), or Marine Enlisted Commissioning and Education Program (MECEP) assigned to HRNROTC Consortium.
2. Midshipmen (MIDN). Any National NROTC Scholarship or accepted College Program student assigned to HRNROTC Consortium. They will be addressed as “Midshipmen X/C” (Freshmen – 4/C, Sophomore 3/C, Junior 2/C, Senior 1/C)
3. Officer Candidates (OC). Officer Candidates are active-duty enlisted members selected to participate in the Seaman to Admiral-21 program as members of the HRNROTC Consortium. They will be addressed as “Officer Candidate” or “OC” and will wear the appropriate midshipman rank based on collegiate year (3/C = Sophomore, 2/C = Junior, 1/C = Senior). . Enlisted rank may be worn when conducting official Navy business outside of the HR NROTC Consortium.
4. Marine Enlisted Commissioning and Education Program (MECEP). Active-duty enlisted Marines selected to participate in the MECEP are members of the NROTC unit. They will wear and shall be addressed as their enlisted rank, even when assuming Battalion or Company billet responsibilities.

#### **2-5 Battalion Staff**



Students will be assigned various billets and leadership positions throughout their time in the HRNROTC Consortium. Battalion (BN) billets will change every semester. The following sections will describe the roles and responsibilities of each billet at the BN level. The BN student chain of command is shown in Figure 2-1. All BN staff will maintain a turnover binder to ensure smooth transitions between semesters.

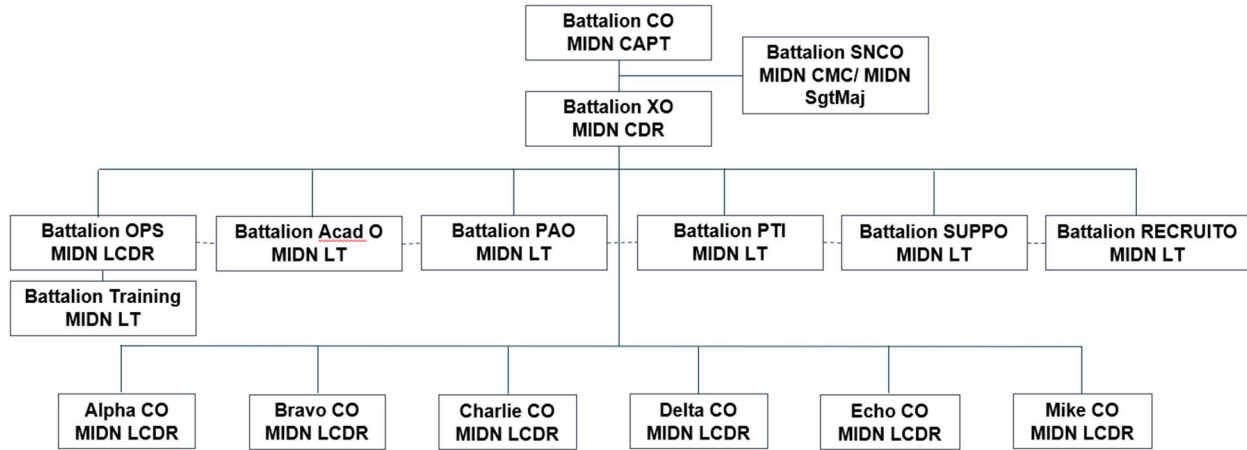


FIGURE 2-1. Example Battalion Student Chain of Command

1. Battalion Commander (BN CO). The Battalion Commander is the highest ranking student in the battalion and will be a first-class Midshipman or an OC or MECEP in their final academic year. The BCO is responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the battalion and reports directly to the HRNROTC Consortium Commanding Officer.
  - a. Serves as the link between the Battalion Commander and the companies, passing down battalion directives and facilitating meetings with company leadership.
  - b. Coordinates with BN and Company staffs to ensure completion of the POW.
  - c. Is responsible for the battalion’s administrative duties.
2. Battalion Executive Officer (BN XO). The Battalion Executive Officer is the second highest ranking student in the battalion and will be a first-class Midshipman or an OC or MECEP in their final academic year. The BN XO will support the BN CO in the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the battalion and will assume BN CO responsibilities in the BN CO’s absence.
  - a. Serves as the link between the Battalion Commander and the companies, passing down battalion directives and facilitating meetings with company leadership.
  - b. Coordinates with BN and Company staffs to ensure completion of the POW.
  - 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 Command Senior Non-Commissioned Officer (BN SNCO). BN SNCO will be a MIDN 1/C or an OC or MECEP in their final academic year and serve as the “senior enlisted” in the battalion and the principal “enlisted” advisor, reporting directly to the BN CO and BN XO.

a. Supervises, inspects, or observes matters designated by the Battalion Commander to include, but not limited to, Midshipman of the Month and Semester Boards. Guides and mentors the Company Senior Chiefs in the execution of their duties.

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

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

d. Oversees and maintains the ACDO Watch Standing Process.

e. Develops the weekly SITREP.

f. Manage and provide updates to the Demerit Tracking Google Sheet and provide updates to the weekly SITREP with any student who has greater than 4 demerit points.

4. Battalion Operations Officer (BNOPS). The Battalion Operations Officer is the third highest-ranking Midshipman in the battalion and assumes the rank of a Midshipmen Lieutenant Commander. The BNOPS should be a 1/C MIDN (2/C is authorized) or an OC or MECEP in their final two academic years. The BNOPS assumes command of the battalion in the Battalion Commander and Battalion Executive Officer’s absence. They are responsible for:

a. Promulgation and dissemination of the Plan of the Week (POW) in conjunction with the HRNROTC OPSO. Weekly OPSO meetings with all Company Operation Officers is highly recommended.

b. Overseeing 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 with Company OPSO's, BN TRAINO, and Company TRAINOS to ensure Company operations are running smoothly and in accordance with BN CO intent. .

5. Battalion Academics Officer (BN ACO). Assumes the rank of Midshipman Lieutenant and reports to the BN XO. The BN ACO is responsible for

- a. leading the study hall program throughout the BN through coordination with Company Academic Officers. It is recommended to meet weekly to collaborate and disseminate best practices.
- b. providing academic updates to staff advisors and in the weekly SITREP and ensure students who are struggling academically are identified, supported and mentored throughout the semester.
- c. Coordinating tutors and ad hoc study sessions when applicable.
- d. Maintaining the Test and Exam Google Form, ensuring all 4/C MIDN, students taking Calculus or Physics, and students on Academic Warning, Probation, or LOA complete the form as required.

5. Battalion Supply Officer (BN SUPPO). The BN Supply Officer will assume the rank of Midshipman Lieutenant and should be a 1/C MIDN (2/C is acceptable) or an OC/MECEP with 2 academic years remaining. They are responsible for the following:

- a. Coordinating with the BN SUPPO and the HRNROTIC STAFF LSC to coordinate and inventory all MIDN uniforms, including ribbons.
- b. Develop and execute a Battalion budget, managing funds across each Company.
- c. Manages all Battalion fundraising activities within the Company IRT with BN directives

6. Battalion Training Officer (BN TRAINO). The BN Training Officer will assume the rank of Midshipman Lieutenant Junior Grade and should be a minimum of a 2/C MIDN or an OC or MECEP with 2 academic years remaining. The BN TRAINO will work directly for the BNOPS and is responsible for the development, implementation and execution of the semester training plan. Additionally, the BN TRAINO will coordinate with Company Training Officers and provide lessons learned at the end of the semester.

7. Battalion Physical Training Officer (BN PTO). Assumes the rank of Midshipman Lieutenant and reports directly to the BN XO. BN PTO will :

- a. provide PT updates in the weekly SITREP and ensure students who are struggling to pass the PRT are identified, supported and mentored throughout the semester.
- b. develop the individual PT program, ensuring Company PTO's understand the goals, tracking, and implementation.

- c. Coordination and oversight of all CO PT, BN PT events, fitness trackers, BN PFA's and PFT's. It is recommended to have weekly meetings with all CO PTO's to collaborate and share best practices.

8. Battalion Recruiting Officer (BN RECRUITO). Assumes the rank of Midshipman Lieutenant. The BN Recruiting Officer is responsible to the HRNROTC STAFF Recruiting Officer and BN XO for all recruiting events throughout the Consortium. The BN RECRUITO will coordinate with the BN OPS, Company OPS, and Company Recruiting Officers to successfully complete recruiting events throughout the battalion.

9. Battalion Public Affairs Officer (BN PAO). The BN PAO assumes the rank of Midshipman Lieutenant and reports to the Battalion Executive Officer and Staff Operations Officer. They will coordinate and collaborate with CO PAO's and shall ensure that major events are captured via photo or video and will submit social media posts the HRNROTC STAFF PAO for review.

**2-6 Company Leadership Staff**

There are also many billets at the company level. Billets are changed every semester. An example student company chain of command is illustrated in Figure 2-2. 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, Operation Officer, Academic Officer, Physical Training Officer, a Guide, and several Midshipmen-in-Ranks. Company leadership shall meet with their Company HRNROTC Staff Officer weekly throughout the semester.

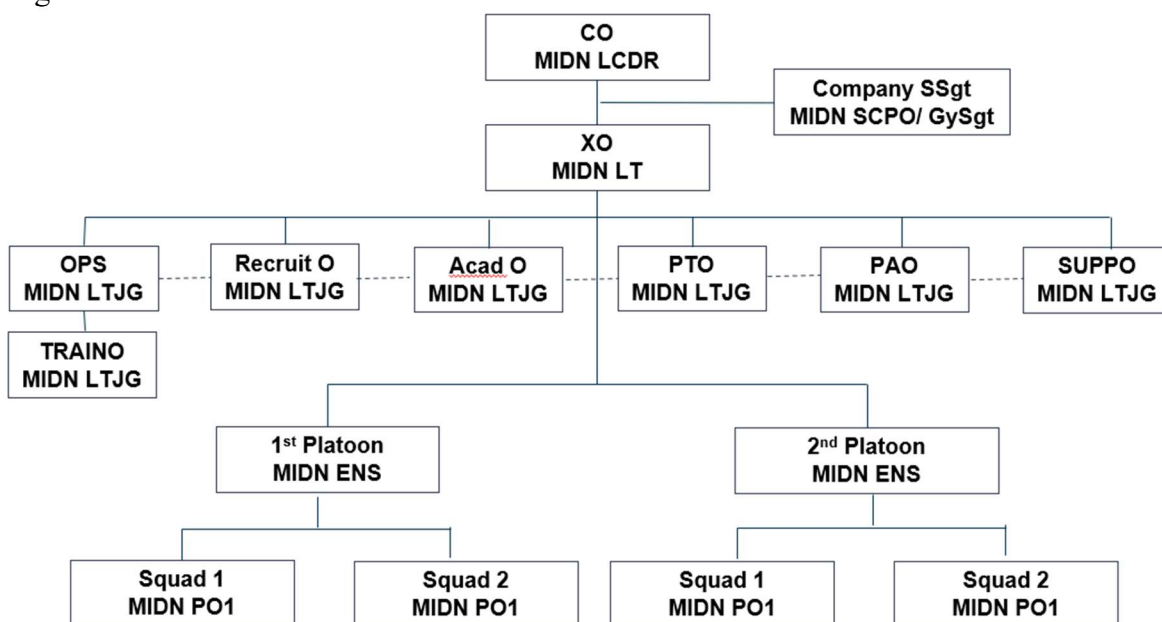


FIGURE 2-2. Example Company Student Chain of Command

1. Company Commander (Co CO). Assumes the rank of Midshipman Lieutenant Commander 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 should be a 1/C MIDN or an OC or MECEP with one academic year remaining. They are responsible for the employment, training, efficiency, discipline, morale, administration, welfare, maintenance, and sustainment of the company. Responsible to delegating and overseeing all company staff responsibilities.
  
2. Company Executive Officer (Co XO). Assumes the rank of Midshipman Lieutenant and reports to the Company Commander and Battalion Executive Officer. The Company Executive Officer should be a 2/C MIDN or higher, or an OC or MECEP with two academic years remaining. The Midshipman in this billet serves as the company's second in command. The Co XO 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. They are also responsible for the administrative duties of the company.
  
3. Command Senior Non-Commissioned Officer (Co SNCO). Assumes the rank of Midshipman Senior Chief or enlisted MECEP rank and reports to the Company Commander and coordinates with the Battalion SNCO. The Co SNCO ideally should be a 2/C MIDN or higher, or an OC or MECEP. 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.
  - c. Executes and supervises routine operations to include maintaining accountability of all personnel. Reports weekly demerit totals for the weekly SITREP.
  - d. Responsible for creating the ACDO Watch bill for their Company.
  
4. Company Operations Officer (Co OPSO). The Midshipman in the billet must be at least a second-class Midshipman or an OC or MECEP with two academic years remaining. Operationally this Midshipman reports to the Company Commander, Company XO, and BN OPSO while in their capacity as OPSO. They are responsible for the management and administration of volunteer events, the supervision of the recruiting officer, and coordination

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

5. Company Staff. Staff positions will refer to the BN level positions in this instruction and will fulfill those duties at the company level. Company staff should coordinate closely with BN staff and expect regular meeting for coordination and collaboration. The Academic Officer, Supply Officer, and Training Officer shall be stand-alone billets, not collateral duties for squad members.

6. Platoon Commander (Co PC). The Midshipmen in this billet should be a 2/C MIDN or higher, or an OC or MECEP. They are responsible for leading the training and operations of the Squads in their company. They will assume the rank of Midshipman Ensign and report 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 level FITREP, awards, and billet ranking boards.

d. Briefs Company Commander on platoon members' performance as requested.

e. Ensures the platoon's drill proficiency.

f. Leads the platoon in platoon level labs and exercises.

g. Mentors the Squad Leaders in their Platoon

7. Squad Leader (SqdLdr). Midshipmen in this billet should be a 3/C MIDN or an OC or MECEP. They will assume the rank of Midshipman Petty Officer 1<sup>st</sup> Class and report to their Platoon Commander.

a. Executes and supervises Company directed squad level operations and objectives to include maintaining accountability of personnel as well as the health and welfare of Midshipmen within their squad.

b. Squad Leaders will set the foremost example of what is expected in Hampton Roads Naval ROTC Consortium. They will know their people and be the first and strongest advocate.

c. Maintains a record of the following:

1. Special Request Chits
2. Award Nomination Forms
3. Record of Counseling
4. Demerit Points

g. Identify Midshipmen in their squad who are deficient in academic, aptitude or physical readiness and pass the information to the appropriate POC. Additionally, they will support the recovery plan as directed.

h. Monitor and track the individual PT for members of their squad.

13. Midshipman-in-Ranks. All 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, maintain superior physical readiness, preparing themselves for a life of military tradition.

## **2-7 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. The OIC will directly plan and execute all aspects of the event to include the after action report.

2. Battalion Honor Council. The Battalion Honor Council is a highly trusted, highly confidential position within the Battalion whose primary role is to investigate student patterns of minor conduct infractions and make recommendations to HRNROTC Commanding Officer via a Disciplinary Review Board (DRB). The Battalion Honor Counsel will be selected by the HRNROTC Commanding Officer via recommendations from the Battalion CO and HRNROTC staff. The Battalion Honor Council will be headed by the BCO and will consist of voting members (OC, MECEP, 1/C MIDN, 2/C MIDN, 3/C MIDN), non-voting members (4/C MIDN). Honor Council members, other than the BCO, will serve the entire academic year.

**2-8 Student Career Progression**

1. All students are expected to hold leadership positions while in the NROTC program. The table below is a notional timeline that all MIDN, OCs and MECEPs should strive for. Table 1-1 demonstrates a student on a 4-year track and is subject to change per the needs of the Battalion.

Year	Fall Semester	Spring Semester
4/C	MIDN in Ranks (MIR)	MIR and/or OIC
3/C or OC/MECEP w/ 3 academic years remaining	MIR/ OIC/ Squad Leader	Squad Leader
2/C or OC/MECEP with 2 academic years remaining	Platoon Commander/ Company Staff	Platoon Commander/ Company Staff
1/C or OC/MECEP with 1 academic year remaining	Company Staff/ Company Leadership/ BN Staff	Company Leadership/ BN Leadership

Table 2-1  
Notional Student Career Progression



## CHAPTER 3

### GOOD ORDER AND DISCIPLINE

#### 3-1 General

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

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

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

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

2. Standards of Personal Behavior. Good conduct, high morale, smart appearance, and academic success are the fruits of self-discipline. A high state of self-discipline is the cornerstone of naval leadership and may be achieved with the right attitude. Every battalion member's goal is to earn a commission as a Naval or Marine Corps officer. As such, you must 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. Fraternalization 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. All active duty members assigned to HR NROTC Consortium, to include Staff, Officer Candidates, MECEPs, or DUINs are prohibited from any unduly familiar relationship with any scholarship or college program Midshipmen. Additionally, active-duty members are prohibited from driving in a personal vehicle with a Midshipmen student. Driving in a Government Vehicle is authorized.

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 when participating in official HR NROTC events. Midshipmen, OCs, and MECEPs are responsible to have all uniforms pressed and ready. Officer Candidates will wear appropriate Midshipmen insignia to all HR NROTC Consortium events. Enlisted rank may be worn when conducting official Navy business outside of the HR NROTC Consortium. Appropriate civilian business casual attire with a clean-shaven appearance will be worn to any official HR NROTC class or event if uniforms are not required. The following guidelines will be observed when in uniform:

a. Do not smoke, use tobacco products, eat, drink or use a cell phone while walking.

- b. Do not display affection in public while in uniform.
- c. Do not walk on the grass or cut corners while in uniform.

### **3-3 Policy on Substance Abuse**

1. Alcohol Use. The responsible use of alcohol is authorized for any member of the HR NROTC Consortium who is over the age of 21. Members under the age of 21 who possess or drink alcohol, as well as any member of the HR NROTC Consortium who provides an underage Midshipmen with alcohol, will be subject to administrative and disciplinary action.

a. DO NOT DRINK TO EXCESS. Always maintain a professional demeanor. Alcohol consumption is not an excuse for inappropriate behavior.

b. DO NOT DRINK AND DRIVE. Additionally, do not get into a vehicle with someone who has been drinking.

c. HRNROTC Consortium members involved in any alcohol-related incident will report to the command Drug and Alcohol Prevention Advisor for further evaluation and will face administrative and/or disciplinary actions.

2. Drug Use. Regardless of state or local laws, the use of any illegal physiologically altering substance or use of any prescription drug not in accordance with an active prescription is prohibited. The Navy has a **zero-tolerance** policy in regard to drug use. All HRNROTC Consortium personnel is 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 student 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, OC or MECEP or members convicted of a civilian drug abuse offense or involved with the illegal sale of drugs shall result in disenrollment or captain's mast, respectively.

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).

### **3-4 Aptitude Violation Procedures**

1. General. Only the Commanding Officer of HR NROTC Consortium can take official action to discipline a Midshipmen or active-duty member. Violation of established USN regulations and guidelines within this instruction will be documented by the appropriate chain of command with recommendations for action being reported up to the Commanding Officer. Demerit Points, verbal or written counseling, or lawful direct orders for execution of mission objectives are not considered discipline. Rather, they are the real time attempt to fix deficiencies at the lower level prior to administrative or punitive actions being taken. Extra Military Instruction (EMI) is additional training individualized for the specific purpose of fixing a deficiency. Midshipmen, Officer Candidates and MECEPS must get written authorization from their appropriate Company HRNROTC STAFF Officer in Charge to issue EMI to any student in the HRNROTC Consortium. Generally, violations fall into two classes: Major and Minor Offenses.

a. Major offenses. Major offenses are those offenses that violate the NROTC Honor Code, UCMJ, or NSTCINST M-1533.2D Regulations for Officer Development programs. If a student is accused of a major offense, the HRNROTC STAFF will convene a Performance Review Board (PRB) and make recommendations to the Commanding Officer of the HRNROTC Consortium via HRNROTC STAFF Executive Officer. Major offenses include but are not limited to:

- (1) Falsehoods of any nature, including fraud, cheating, plagiarism, the unauthorized use of Artificial Intelligence, 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.

- c. Minor offenses. Minor offenses are offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, or regulations and will be tracked via the HRNROTC Demerit Program. Multiple minor offenses can result in major offense consequences. Minor offenses include, but is not limited to uniform infractions, poor grooming or hygiene standards, poor personal appearance, tardiness to official HRNROTC events, failure to render proper customs and courtesies, disrespectful to other Midshipmen, Officer Candidates or MECEPs, or failure to log study hours, PT hours, or account for specific requirements in a warning or probation decision.

2. HRNROTC Consortium Demerit Program. Demerit Points shall be used to document minor infractions for official HRNROTC events such as Lab, Drill, PT and any HRNROTC club, volunteer, or fundraising event where a Midshipmen, OC, or MECEP is expected to be present. Infractions requiring aptitude deficiency documentation must be considered individually, using points to annotate the severity of the minor offense. For example, if a student is late to an official HRNROTC event but was involved in a car accident of no fault of their own, they may be awarded 0 points. On the other hand, a student who overslept and was late to PT may get a demerit with 1 or 2 points. Demerits with 0 points are considered verbal warnings but shall be documented.

BN SNCO shall manage and provide updates to the Demerit Tracking Google Sheet and the weekly SITREP with any student who has greater than 4 demerit points. Each Company SNCO shall have access to the Demerit Tracking Google Sheet and take action according to the following table:

Points	4	6	11	16+
<b>Corrective Actions</b>	Squad or platoon level counseling	Company level counseling, aptitude warning	Battalion level counseling, aptitude probation	Honor Council level counseling, Honor Council DRB and recommendation for PRB if applicable

Table 3-1: Corrective Action Table

Demerit Points are recorded at the end of the semester using Student FITREPs. Although they will not carry over after each semester, if a Midshipman is sent to a Performance Review Board, all previous FITREPs can be pulled, and the total amount of demerit points can be used to show a pattern of below average performance.

3. Demerit Grading System. Demerit points play a direct role in the MIDN/OC/MECEP Semester Aptitude grade to be recorded on the student FITREP:

<b>Mission Accomplishment Trait Mark</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>MIDN / OC/MECEP</b>	16+	11-16	6-10	1-5	0

Table 3-2. Demerit Points Grading System

If a MIDN receives enough demerit points to warrant a 2.0 on the Mission Accomplishment Trait, the advisor shall issue an aptitude warning or probation. If they receive a 1.0, the MIDN shall be sent up for an aptitude PRB where LOA or disenrollment are potential consequences. If a MIDN receives a 2.0 or 1.0 trait mark, it must be commented on in block 41.

4. Demerit Tracking Google Sheet. Company SNCOs shall ensure the DTGS is accurate and the demerit program is being executed similarly throughout the Company. The BN SNCO shall manage and update the DTGS and ensure the demerit program is being executed similarly throughout the Battalion. Additionally, the BN SNCO will ensure counseling is being conducted according to Table 3-1. Every minor infraction shall be documented, with point being used for severity. Zero points will be used for valid or pre-arranged absences or tardiness. A new DTGS will be created each semester with previous sheets being kept on file by the HRNROTC STAFF OPSO.

## CHAPTER 4

### PROFESSIONAL DEVELOPMENT

#### 4-1 Academics

1. Standards. In accordance with NSTC M-1533.2D, Appendix N, all HRNROTC students are required to maintain a minimum cumulative GPA of 2.50 and a GPA of 3.0 for STA-21 Nuke Officer Candidates. Failure to meet the minimums each semester, as well as cumulative GPA will result in Academic Warning, Probation, Scholarship Leave of Absence, or disenrollment from the program.
2. Academic Course Requirements. Navy option students on the National NROTC scholarship or Officer Candidates are required to earn a “C” or better in Calculus 1, Calculus 2, Calculus based Physics 1 and Calculus based Physics 2. Navy Option College Program members who intend to apply for a National Scholarship Sideload should also meet National Scholarship requirements for Calculus and Physics. College Program Advanced Standing students and USMC option students are required to complete two semesters of College Algebra or high mathematic classes. and two semesters of a physical science. 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. All HRNROTC Consortium students must earn a “C” or better in all required Naval Science Courses seen in Table 4-1. Additionally, all students must earn a “C” the Naval Science Lab each semester.
4. Academic Advisors. Every student in the HRNROTC Consortium will be assigned HRNROTC STAFF Officer as an academic advisor. The Academic Advisor, in coordination with BN ACOs and Co ACOs, should be the primary point of contact for all academic issues. HRNROTC Students are required to meet with their advisor a minimum of twice a semester to evaluate Degree Plans, course registration, and academic performance. Any student struggling academically is expected to consult with their Academic Advisor as soon as possible.
5. Tutoring. Each host university offers on-campus tutoring for Math and Physics. Students taking Calculus and Physics are REQUIRED to see a tutor once per week until the first exam occurs and will continue to see a tutor once per week if not achieving a grade of “B” or better.
6. Academic Test/Exam Google Form. All 4/C MIDN, OCs and MECEPs in their first academic year, students taking Calculus or Physics, and any student on academic warning, probation, or LOA shall submit all exam, test, and assignments worth more than 15% of their grade into the Academic Test/Exam Google Form.

Class		Students
Introduction to Naval Science	Naval Laboratory I	Navy and USMC option 4/C MIDN
Naval Sea Power and Maritime Affairs	Naval Laboratory I	Navy and USMC option 4/C MIDN
Leadership and Management	Naval Laboratory II	All 3/C MIDN, OC, and MECEP students
Navigation and Naval Ops I	Naval Laboratory II	Navy option 3/C MIDN
Naval Ships Systems I (Engineering)	Naval Laboratory III	Navy option 2/C MIDN USMC 2/C MIDN: Evolution of Warfare
Naval Ships Systems II (Weapons)	Naval Laboratory III	Navy option 2/C MIDN
Navigation and Naval Ops II	Naval Laboratory IV	Navy option 1/C MIDN USMC 1/C MIDN: Fundamentals of Maneuver Warfare
Leadership and Ethics	Naval Laboratory IV	All 1/C MIDN, OC, and MECEP students

**4-2 Naval Science Lab Grading Criteria**

Naval Science Labs are graded at the end of the semester and are a part of the Midshipman’s semester and cumulative GPA. HNROTC STAFF Company Officers will determine the grade. Under no circumstances will a student earn an “A” if they have six or more demerit points.



### **4-3 Summer Cruises**

1. **General.** Midshipmen summer cruises offer the opportunity to see different aspects of the Navy and Marine Corp to help determine service selection and gain experience working with Sailors and Marines across the fleet. Table 4-2 lists the planned summer cruise schedule. Midshipmen are expected to conduct themselves in the most professional manner, while asking questions as possible and participating in as many different evolutions as possible.

1. **New Student Indoctrination.** New Student Indoctrination (NSI) is a 3-week summer training program for National Scholarship and College Program Midshipmen candidates at RTC Great Lakes, IL. 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.

2. **CORTRAMID.** All Midshipmen on a three or four-year scholarship are eligible to go to Career Orientation and Training for Midshipmen (CORTRAMID). CORTRAMID exposes Midshipmen to surface, submarine, aviation, and the Marine Corps culture. 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. **Second-Class Cruise.** Following sophomore year, Navy Option Scholarship Midshipmen will be assigned a surface ship or submarine for 2/C Cruise. Midshipmen will experience Navy culture from an enlisted point of view, learning about day-to-day life as an enlisted sailor.

5. **First-Class Cruise.** Advance Standing College Program and Scholarship Navy Option Midshipmen are required to do a 1/C Cruise prior to commissioning, normally the summer following their junior year. They will be assigned to a surface ship, submarine, or aviation squadron or attend Seal Officer Assessment and Selection (SOAS) and see Navy culture from the point of view of an Officer to help finalize their inputs for service selection.

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.

Rank	Navy Option	Marine Option
Incoming 4/C	New Student Indoctrination	New Student Indoctrination
3/C	CORTRAMID	CORTRAMID
2/C	Second-Class Cruise	Marine Afloat Cruise
1/C	First-Class Cruise	OCS

TABLE 4-2. Example Four Year Summer Cruise Sequence

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

1. Purpose. To promulgate information concerning Assistant Command Duty Officer (ACDO) for HRNROTC students. Midshipmen, Officer Candidates, and MECEPS may be assigned ACDO throughout the semester. To develop commutation skills necessary of a successful Naval Officer.
  
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 HRNROTC 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 during fall and spring semester when class is in session.
  
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 Company Watchbill Coordinator, from 0730 to 0730 the next day, as assigned, in the uniform of the day.
- (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 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 Co SNCO 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.

(9) Seek guidance from Company Commanders in school specific ACDO responsibilities

(10) Use company Chain of Command to pass information.

4. Application. All hands are required to read and understand their respective responsibilities as outlined in this instruction. Note: individual schools may have differing requirements based on OIC direction.

5. 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.

(3) 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.

(4) 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.

(5) 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 XO.

(6) When the ACDO leaves and returns for their allowed breaks/breakfast/lunch.

(7) When the ACDO leaves and returns for classes.

6. Uniform during watch

(1) ACDO will wear the Uniform of the Day.

7. Who stands the watch

(1) All 4/C MIDN will stand their initial watches accompanied by a 3/C MIDN or more senior rank until qualified to stand the watch. The qualification process shall be promulgated by the company CO and the watchbill coordinator.

(2) All MIDN are required to stand a minimum of one watch per month or full watchbill cycle.

(3) Anyone with a MIDN rank of LCDR or higher shall be exempt from watch.

**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. All logbook entries shall be in past tense.

0630 TURNOVER WITH ON-COMING ACDO 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 SECURED 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.  
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.** Being physically fit is a necessity for mental and physical strength. Navy guidance recommends a **minimum** of 150 minutes of exercise per week. This can take the form of anaerobic (weight training) or aerobic (cardiovascular) fitness. HRNROTC students must learn and develop individual exercise habits outside of Battalion PT. HRNROTC students will use the Battalion Individual PT Tracker to document all PT outside of mandatory HRNROTC PT to be used for squad/platoon/company level competitions.

2. **Physical Fitness Assessment.** An inventory PFA, which includes a Physical Readiness Test (PRT) or Physical Fitness Test (PFT), Body Composition Assessment (BCA), and medical screening, will occur within the first two weeks of each semester. Any student who does not pass the inventory PFA will be required to attend official HRNROTC PT sessions on Monday and Friday mornings, in addition to Company PT and individual PT requirements each week. No sooner than 30 days after the inventory PFA, all students will conduct an official PFA. Marine Option and MECEP students will also conduct a Combat Fitness test. 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.

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). A failure of the BCA constitutes a failure of the PFA. If a Navy student is recommended for disenrollment for failure to meet PFA run standards following a PRB, they may take an alternate cardio method and submit the results to NSTC for disenrollment determination.

**5-2 Physical Training.** Official HRNROTC PT is considered a high-risk evolution and shall be executed in accordance with NSTCINST 1500.13D. Prior to conducting any official HRNROTC PT session, the following questions must be asked, with answers determining if PT may be performed:

a. Do you have a current PHA (Active Duty) or DODMERB (Midshipmen) approved sports physical on file? If no, you are prohibited from participation today.

b. Do you have chest pain (with or without exertion), bone or joint pain, high blood pressure or high cholesterol? If yes, have you been cleared by your medical provider to participate in PT?

c. Do you have Sickle Cell Trait (SCT)? If yes, have you been cleared by your medical provider to participate in PT? If not, you are prohibited from participation today.

d. Have you had a change in your medical status since the last time you were asked these questions? If yes, have you been cleared by your medical provider to participate in PT? If not, you are prohibited from participation today.

e. Are you ill today or know of any medical condition that may prevent you from participating in physical activity today? If yes, have you been cleared by your medical provider to participate in PT? If not, you are prohibited from participation today.

f. (For Active Duty PRT Only): Did you complete the PARFQ (NAVPERS 6110/3)? If yes, have you been medically cleared to participate in the PRT today? If not, you are prohibited from participation in the PRT.

1. 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.

2. Company PT. Company PT will be held in accordance with the POW. The intent of Company PT is to enhance aerobic and anaerobic standards while building camaraderie within the company. Company Commanders, in coordination with Co PTI's and approval of the HRNROTC STAFF CFL, will develop their PT plan for each semester. 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.

c. Proper attire for all organized PT sessions is the official Navy/Marine Corps PT uniform or official Company t-shirts if applicable. PT uniforms should be suitable for weather conditions and for the specific workout. All members shall be in proper athletic footwear.

3. Individual PT. HRNROTC students are expected to build individual PT habits and annotate them on the Battalion Individual PT tracker. Squad Leaders, Platoon Commanders, Company Commanders and the Battalion Commander may develop competitions to encourage individual PT. Students are welcome and encouraged to work with free university sponsored programs to help enhance physical health and incorporate them in their individual PT plan. HRNROTC Students shall still use the six questions above to determine whether they should PT that day.

4. Fitness Enhancement Program (FEP). FEP is available for any HRNROTC student in the spring and fall semesters. However, any HRNROTC student who fails the inventory PFA will be placed on FEP and shall attend Command Sponsored PT on Monday and Friday mornings. At any time prior to the official PFA, students may retake the test and if they pass, will be removed from FEP.

### **5-3 Swimming Qualification**

In accordance with NSTC M-1533.2D, 3-20, all HRNROTC students shall be Third Class Swimmer qualified by the end of their 4/C year. Additionally, all HRNROTC Students will take the Second-Class Swimmer test. Once qualified, no further tests are required. Any student who struggles with swimming should coordinate with their university for additional swimming training offered to students. HRNROTC will strive to hold swim tests once per semester but shall provide the test a minimum once per year. 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.
- c. Survival float. Prone OR Back Float.
- 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.
- f. Periodicity: Until qualified.

#### **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.
- b. Immediately after completing the swim, without leaving the water, complete a 5-minute prone float with transition to back float.
- c. Periodicity: Annually until Qualified.

**5-4 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

HEAT STRESS FLAG SYSTEM			
HEAT CONDITION	WBGT INDEX	FLAG	ACTIONS REQUIRED
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

WIND CHILL CONDITION FLAGS			
Chill Condition	WIND CHILL	FLAG	ACTIONS REQUIRED
ONE	32° and above	GREEN	- Use of adequate clothing for cold weather.
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.

## CHAPTER 6

### UNIFORMS

#### 6-1 General

1. Uniform Guidance. Navy Option Midshipmen should follow the guidance provided in the Navy Uniform Regulations (NAVPERS 15665 series) at all times in order to maintain a sharp and uniform appearance. Chapter 6, section 1 of this instruction specifies regulations for Officer Accession Programs and is included in Appendix E of this Guidebook. The complete instruction can be found online at the Navy Personnel Command website at [www.npc.navy.mil](http://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](http://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. Officer Candidates will wear their enlisted rank when conducting official, non-NROTC Navy business.

Class	Shoulder Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN 4/C		No stripes with fouled anchor	No stripes Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device NROTC: Naval Reserve Officers Training Corps USNA: United States Naval Academy
MIDN 3/C		One diagonal stripe with fouled anchor	NROTC: One stripe USNA: One diagonal stripe, left sleeve only	Right Anchor only
MIDN 2/C		Two diagonal stripes with fouled anchor	NROTC: Two stripes USNA: Two diagonal stripes, left sleeve only	Right and Left Anchors
MIDN 1/C		One horizontal stripe with fouled anchor	NROTC: Three stripes USNA: One stripe on both sleeves	Right and Left Anchor & Eagles
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.				
Rank	Shoulder Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
MIDN LTJG		Two horizontal stripes with star	NROTC: Two stripes with star USNA: Two stripes with star	Two gold bars (left & right)
MIDN LT		Three horizontal stripes with star	NROTC: Three stripes with star USNA: Three stripes with star	Three gold bars (left & right)
MIDN LCDR		Four horizontal stripes with star	NROTC: Four stripes with star USNA: Four stripes with star	Four gold bars (left & right)
MIDN CDR		Five horizontal stripes with star	NROTC: Five stripes with star USNA: Five stripes with star	Five gold bars (left & right)
MIDN CAPT		Six horizontal stripes with star	NROTC: Six stripes with star USNA: Six stripes with star	Six gold bars (left & right)
MIDN ENS		One horizontal stripe with star	NROTC: One stripe with star USNA: One stripe with star	One gold bar (left & right)

FIGURE 6-1. Midshipmen Class and Rank Insignia

**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. 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, counseling, inspection results, etc. This report feeds a more comprehensive battalion Weekly SITREP delivered to the CO by the BCO on the day of the BN Staff meeting.

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. Below is an example of a typical SITREP routing timeline. This timeline should change depending on the day of the BN Staff meeting:

PltCdr to Co SNCO	COB Wednesday
Co SNCO to Co XO	COB Thursday
Co XO to Co CO and Co OIC	COB Friday
Co CO to BN SNCO	COB Monday
BN SNCO to BCO	COB Tuesday
BCO to Staff OPSO	Wednesday
Briefed at Staff Meeting	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.

**BN 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

**Potential Events**

- Include new opportunities to request approval here.

**Events/Tasks Executed this Week:**

- Battalion Staff turnover
- Inspection/CoC

**ACADEMICS:**

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

**CONDUCT/APTITUDE:**

**Alpha**

**Bravo**

**Delta**

**Echo**

**Mike**

**BN Cumulative Demerit Tracker (5+)**

Name	Rank	Company	Total Demerit Points

**PHYSICAL FITNESS:**

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

**BN Staff Notes:**

- 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:**

- MIDN Last Name received an “A” on his Calculus 1 exam.

**B-Co Notes:**

- 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**

- Nothing to Report.

**D-Co Notes**

**M-Co Notes**

- 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.
- 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, Seaman-to-Admiral 21 (STA-21) officer candidates, and MECEPS 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 all members of their company utilizes a fillable FITREP PDF.

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

b. HRNROTC STAFF Company Officers shall:

(1) Monitor all Naval Science Labs for their company, watch and mentor the students under their charge, and validate Company Commander rankings. Additionally, the Company HRNROTC STAFF Officer shall determine the Naval Science Lab grade for each student in their Company.

(2) Be prepared to participate in Unit (ODU/Regent/TCC, HU, NSU) HRNROTC STAFF Ranking board, chaired by the HRNROTC XO, with the other HRNROTC STAFF Class Advisors to rank the students by class (1/C or OC/MECEP with one academic year left, 2/C or OC/MECEP with two academic years left, etc.)

(3) Debrief Midshipmen FITREPS once complete.

c. HRNROTC Staff Class Advisors shall

(1) Meet with each of their students twice per semester to evaluate previous semester grades, make academic/aptitude/PT disciplinary action decision, confirm degree competition plan, assess student stress levels and assess performance throughout the semester.

(2) Complete FITREPs after the Physical Readiness Test (PRT), HRNROTC STAFF Company Evaluation Boards, and grades are posted.

(3) Report into OPMIS the Midshipman's aptitude score, grades, and any other requirements set forth in the ROD..

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. FITREP inputs will be routed to the HRNROTC STAFF Class Advisors via the HR NROTC STAFF Company Officers by the 15<sup>th</sup> 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.

## 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

- SGPA  
90/270.
- (1) 1/C Midshipmen who during their fall semester scored 3.5 CGPA and a 3.5
  - (2) Midshipmen shall have passed the official PRT/PFT with an overall score of
  - (3) 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 can be obtained with a semester GPA of 3.5 and above.
  - d. Commendation Award Ribbon
    - (1) Midshipmen who have held a position at the company staff 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 20 or more volunteer hours throughout the semester.
  - 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.

6. 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.....	

**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.



**CHAPTER 10**

**MIDSHIPMAN OF THE MONTH/SEMESTER PROGRAM**

**10-1 General**

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

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

a. Nomination. Company 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 SNCO 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 SNCO will decide the winning nominee.

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

(2) Company Senior Chiefs 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) 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 spring 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. Color Company will be selected based on an average of the following criteria:
    - (1) Final Drill Competition score.
    - (2) Average company PRT or average company (PFT/3) score.
    - (3) Average company GPA X 25.
3. Recognition. Color Company will be recognized at the Welcome Back brief at the beginning of the next semester.

**CHAPTER 12**

**SPECIAL REQUEST CHITS**

**12-1 Procedures**

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

a. Travel (Special Liberty). Traveling outside of 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.

**APPENDIX A**

**FORMS**

NROTCUHR M-1533.1E  
30 July 2023

<b>DEGREE COMPLETION PLAN</b> Major: _____	Estimated Completion Date: _____
--	----------------------------------

MIDN( \_\_\_ /C) \_\_\_\_\_ YG: \_\_\_\_\_ Date: \_\_\_\_\_

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

Term _____	Year _____	
Course No.	Short Title	Credit Hrs
Total Hours:		
Mbr: _____		DCP Validated Date: _____
Adv: _____		

- 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: \_\_\_\_\_



RECORD OF COUNSELING		DATE
<p><b>Privacy Act Statement</b>  <i>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.</i></p> <p><i>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.</i></p>		
INDIVIDUAL COUSELLED (Last, First MI)	RANK	COMPANY/PLATOON/SQUAD
COUNSELLOR (Last, First MI)	RANK	BILLET
<p style="text-align: center;"><b>REASON FOR COUNSELING</b></p> <p> <input type="checkbox"/> PERFORMANCE      <input type="checkbox"/> PRIVATE INDEBTEDNESS  <input type="checkbox"/> PERSONAL BEHAVIOR      <input type="checkbox"/> SUPPORT OF DEPENDENTS  <input type="checkbox"/> OJT PROGRESS      <input type="checkbox"/> RESPONSIBILITIES  <input type="checkbox"/> SUBSTANDARD DRESS/APPEARANCE      <input type="checkbox"/> OTHER (Specify) </p>		
<p><b>RESUMÉ OF REASONS WHICH CAUSED THE COUNSELING REQUIREMENTS. (Give details, facts, specific dates, names, sequence of events, etc.)</b></p>		

<b>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)</b>	
<b>OTHER AGENCIES INDIVIDUAL WAS REFERRED TO (Personal Affairs, Social Actions, Chaplain, Legal Services; The counselor makes the appointment)</b>	
<b>COUNSELEE'S COMMENTS</b>	
<b>COUNSELEE'S SIGNATURE</b>	<b>COUNSELORS'S SIGNATURE</b>

**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.*

A-9

*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.*

Company Binder

UNIFORM INSPECTION SHEET

COVER

- DIRTY (-2 pts)
- UNSATISFACTORY EMBLEM CONDITION (-2 pts)
- IMPROPER FIT/PRESS (-2 pts)
- IRISH PENNANTS (-2 pts per; -4 pts max)

RIBBONS/BREAST INSIGNIAS

- IMPROPER PLACEMENT (-4 pts)
- DIRTY/UNSERVICEABLE (-2 pts)
- IRISH PENNANTS (-2 pts per; -4 pts max)

JACKET/SHIRT

- ID CARD NOT IN LEFT BREAST POCKET (-2 pts)
- DIRTY (-4 pts)
- IMPROPER PRESS (-4 pts)
- IRISH PENNANTS (-2 pts per; -4 pts max)

BELT/BRASS

- IMPROPER LENGTH (-2 pts)
- DIRTY (-2 pts)
- IMPROPER GIG LINE (-2 pts)
- BUCKLE (NOT SHINED, SCRATCHED, ETC.) (-2 pts)
- IRISH PENNANTS (-2 pts per; -4 pts max)

TROUSERS

- IMPROPER FIT (-4 pts)
- DIRTY (-4 pts)
- IMPROPER PRESS (-4 pts)
- UNBUTTONED POCKETS (-4 pts)
- IRISH PENNANTS (-2 pts per; -4 pts max)

SHOES

- NOT SHINED (DIRTY/SCUFFED) (-4 pts)
- UNSERVICEABLE (-2 pts)

HYGIENE

- IMPROPER HAIRCUT (-4 pts)
- IMPROPER SHAVE (-4 pts)
- NOSE/EAR HAIR UNKEPT (-2 pts)
- FOUL/UNPLEASANT ODOR (BREATH, UNIFORM, ETC.) (-2 pts)
- FINGERNAILS (DIRTY, IMPROPER LENGTH/COLOR, ETC.) (-4 pts)

DRILL

- IMPROPER ABOUT FACE (-2 pts)

KNOWLEDGE

- 1<sup>st</sup> QUESTION WRONG (-5 pts)
- 2<sup>nd</sup> QUESTION WRONG (-5 pts)

\_\_\_\_\_ **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

RANK/NAME:

\_\_\_\_\_

COMPANY:

\_\_\_\_\_

DATE:

\_\_\_\_\_

INSPECTOR:

\_\_\_\_\_

**INSTRUCTIONS TO INSPECTORS:**

This grading sheet is based on discrepancies, so the only things needed to be written are the number of points deducted for each article

If MIDN receives a hit for an article, write down the total score deducted on space provided i.e., If MIDN Mangona's SDB jacket has two IP's, the inspector shall write down "-4" on the space provided

No partial points

Use a ruler for all measurements, do not eyeball

Knowledge questions are to be strictly from the knowledge packet provided by the OIC/AOIC

COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**Award Nomination Form      Date:**  
**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  
Commander

\_\_\_\_\_  
Company

-----  
Battalion Deputy Commander recommendation:

Recommended

Not recommended  
officer

\_\_\_\_\_  
Battalion Executive

-----  
Final Approval:

Approved

Not approved  
Battalion Commander

Copy to: Training Jacket  
Company Binder

MEMORANDUM

DD Mon YY

From: Company 1st SGT rank and name  
To: Battalion SNCO, 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.

a.	Sailor/Rifleman's Creed		0	1	2
3	4	5			
b.	Appearance		0	1	2
3	4	5			

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c.	Military Bearing		0	1	2
3	4	5			
d.	Questions		0	1	2
3	4	5			

\_\_\_\_\_ Board Total (max points 20)

\_\_\_\_\_ **Overall Score (max points 100)**



**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. Use the form below to fill out Special Request Chits

SPECIAL REQUEST/AUTHORIZATION		SUPPORTING DIRECTIVE MILPERSMAN ARTICLES 1810-010 AND 1810-040	
<small>PRIVACY ACT STATEMENT THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301. THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.</small>			
1. NAME: DOF. JOHN H		2. RATE: MIDN 1/C	
3. SHIP OR STATION: NROTCUHR		4. DATE OF REQUEST: (YYYYMMDD) 19991201	
5. DEPARTMENT/DIVISION: OLD DOMINION UNIVERSITY		6. DUTY SECTION/GROUP: A COMPANY	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input checked="" type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED: 3		FROM (DATE AND TIME): 19991230 AT 0500	TO (DATE AND TIME): 20000102 AT 0500
9. DISTANCE (MILES): 367		MODE OF TRAVEL: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS	
10. LEAVE ADDRESS: 1593 Broadway, New York, NY 10019			11. TELEPHONE NUMBER: 555-000-0000
12. REASON FOR REQUEST: This midshipman respectfully requests permission to attend a family event on 19991231 in New York, NY.			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:	DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

FIGURE B-1. A Correctly Completed Special Request Chit

**B-2 Fitness Reports (FITREPS)**

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

1. 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.

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

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.

<b><u>TITLE:</u></b>	<b><u>ABBREVIATION:</u></b>
Battalion Commander	BN CO
Battalion Executive Officer	BN XO
Battalion SNCO	BN SNCOJ
Battalion Operations Officer	BN OPSO
Battalion Academics Officer	BN AO
Battalion Physical Training Officer	BN PTO
Company Commander	Co CO
Company Executive Officer	Co XO
Company SNCO	Co SNCO
Company Operations Officer	Co OPSO
Company Academics Officer	Co AO
Company Physical Training Officer	Co PTO
Company Supply Officer	Co SUPPO
Company Public Affairs Officer	Co PAO
Company Color Sergeant	Co CLRSGT
Company Recruiting Officer	Co RECRUITO
Platoon Commander	PLT CDR
Platoon Sergeant	PLT SGT
Platoon Drill Master	PLT DRILL MSTR
Squad Leader	SQD LDR
Ability Group Leader	ABL
Midshipman-in-Ranks	MIR

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.  
or  
 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 “YYMMDD” format. This midterm counseling will be performed by the advisor during the 2<sup>nd</sup> 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).

NS GPA (4.0 scale)	Professional Expertise Trait Mark
NS GPA <1.50	1
1.50 <= NS GPA < 2.50	2
2.50 <= NS GPA < 3.15	3
3.15 <= NS GPA < 3.75	4
NS GPA => 3.75	5

TABLE B-3. FITREP Block 33

b. BLOCK 34. This trait is determined by the semester demerit points.

Mission Accomplishment Trait Mark	1	2	3	4	5
MIDN / OC/MECEP	16+	11-16	6-10	0-5	0

TABLE B-4. FITREP Block 34

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

PFA Score	PFT Score	Military Bearing Trait Mark
< 46	< 200	1
46-59*	200-234*	2
60-74	235-264	3
75-89	265-284	4
90-100	285-300	5

\* MIDN who fail to achieve the physical readiness standards in any event will receive no higher than a 2.0. MIDN placed on conduct warning, probation, or LOA will receive no higher than a 2.0.

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.

GPA (4.0 scale)	Teamwork Trait Mark
GPA <1.50	1
1.50 <= GPA < 2.50	2
2.50 <= GPA < 3.15	3
3.15 <= GPA < 3.75	4
GPA => 3.75	5

TABLE B-6. FITREP Block 37

f. BLOCK 38. NROTC Advisor evaluation determined by descriptions provided in these blocks.

g. BLOCK 39. Mark as 'NOB.'

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

6. BLOCK 41. 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:**  
Performed 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-DEMERIT POINTS 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"



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9. BLOCK 44

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

**APPENDIX C**

**KNOWLEDGE PACKET**

# NAVAL RESERVES OFFICER TRAINING CORPS

HAMPTON ROADS

## Midshipman Handbook



LAST REVISED: 30 March 2022

# 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.

a. 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"

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

501 ACDO BOARD

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(CSCPO)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(DCC)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(CC)