NROTC UNIT OREGON STATE UNIVERSITY INSTRUCTION 1533.6R

Subj: BATTALION REGULATIONS

Ref: (a) CNSTCINST 1533.2 (Series) (Regulations for Officer Development)
    (b) MCO P5060.20 W CH 1_4 (Marine Corps Drill and Ceremony Manual)
    (c) CNET P1550/13 (Naval Science Lab)
    (d) NAVPERS 15665 (Navy Uniform Regulations)
    (e) MCO 10120 (Marine Corps Uniform Regulations)
    (f) OPNAVINST 6110.1 (Series) (Navy Physical Readiness Standards)
    (g) MCO 6100.13 (Series) (Marine Corps Physical Standards)
    (h) SECNAVINST 1650.1 (Series) (Awards Manual)
    (i) BUPERSINST 1610.10 (Series) (Navy Performance Evaluations and Counseling System)
    (j) CNET P1552/16
    (k) DFAS Pay/Personnel Procedures Manual
    (l) MILPERSMAN 1050

1. Purpose. To promulgate Battalion Regulations for NROTCU Oregon State University.

2. Cancellation. NROTCOSUINST 1533.6Q

3. Objective. Midshipmen Battalion Regulations are written to govern the operations and activities of the Midshipmen Battalion and to provide individual midshipmen with instructions and information for the performance of their duties. Midshipmen Battalion Regulations contained herein supplement the references (a) through (l) as they pertain to students participating in the NROTC program.

4. Applicability. These regulations apply to all students participating in the NROTC program. Where the term 'midshipmen' appears in the regulations, it shall be interpreted to include scholarship, college program, and active Navy and Marine Corp students unless otherwise indicated. All titles will be assumed to be battalion level, unless prefaced with "unit" (e.g. unit Executive Officer in which case the reference is to an active duty NROTC Unit staff officer or the NROTC Unit Commanding Officer.

5. Action. Midshipmen are directed to be thoroughly familiar with the enclosed regulations. They should also become familiar with references (a) and (b), which can be found online.

Distribution:
Each Unit Staff Member (1)
Student Wardroom (1)
Battalion Duty Officer's Desk (1)
# BATTALION REGULATIONS

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CHAPTER 1

NROTC HISTORY, PROGRAM, UNIT ORGANIZATION

101. History of the NROTC Program

a. The Naval Reserve Officers Training Corps was first established in 1926 to offer certain college students the necessary Naval Science courses required to qualify them for a commission in the Naval Reserve. NROTC Units were initially established at six universities: The University of California, Georgia Institute of Technology, Harvard University, Northwestern University, University of Washington, and Yale University. The program was highly successful, and was expanded during the years preceding World War II to include additional universities and colleges. During World War II the U.S. Navy expanded from a manpower force of 100,000 officers and enlisted personnel in 1938 to over three and one-half million in 1945. The Navy became the world's leading sea power, and the requirement for a larger regular career officer corps became apparent.

b. As a result of thorough study by distinguished naval officers, civilian educators, and members of Congress, the "Holloway Plan" was passed by the legislature in 1946. This act greatly increased the mission of the NROTC to encompass a new program, the Regular NROTC, established to produce well-trained and educated junior officers in the Regular Navy to supplement the output of Regular officers from the U.S. Naval Academy. The NROTC program today includes both Scholarship (Regular) and College Program midshipmen. It is expected that the graduates of the more than 60 universities and colleges currently participating in the NROTC program will be bound together by their common training and purpose as officers in the United States Navy and Marine Corps.

102. History of NROTC Oregon State University

a. With the expansion of naval manpower during World War II, 25 more NROTC units were established to meet the demand for officers. The NROTC Unit at Oregon State College was one of the last units established to satisfy wartime personnel requirements. On 31 March 1945, OSC President A.L. Strand wrote a letter to the Chief of Naval Personnel requesting that an NROTC unit be established at Oregon State College. The OSU Department of Naval Science was commissioned on 17 September 1945.

b. The Unit at Oregon State College operated on a wartime basis through the academic year 1945-46 with a total of 190 students. The Unit was originally located at the first Snell Hall, which is currently called Ballard Extension Hall. The cadets, as they were called at the time, lived and ate in "U.S.S. Snell Hall".

c. The first Naval Armory was initially housed in Quonset huts next to the Forestry building. On 15 June 1946, the Unit reverted to a peacetime status and the Naval Science students no longer were provided with housing and meals at Navy expense. The Unit has continued to the present on this basis with the students enrolled as Midshipmen, U.S. Naval Reserve. In 1952, the Department of Naval Science was moved to a larger set of Quonset huts in the field now occupied by West Hall. In 1959, the Naval Armory buildings were moved to their present location on Washington Way. NROTC OSU hosted the first foreign-exchange students and five Midshipmen from the Imperial Iranian Navy in 1969.
103. **Mission of the NROTC Program.** The mission of the NROTC program is to develop midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty and with the core values of honor, courage, and commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

104. **Goals of the NROTC Program.** Provide all NROTC students with:

   a. An understanding of the concepts of naval science.

   b. A foundation of professional knowledge in naval science.

   c. An appreciation of the requirements for national security.

   d. A strong sense of personal integrity, honor, and individual responsibility.

   e. An educational background that will enable continued professional education in the naval service.

   f. A lifestyle that engages in routine physical fitness for the purposes of health and performance.

105. **NROTC Program Terminology.** Detailed explanations for terms used frequently in the NROTC program are provided in reference (a). The following terms are the most common at Oregon State University.

   a. **Advanced Courses.** These courses cover Naval Science subjects and training that are provided to NROTC students during the junior and senior years of a four-year program.

   b. **Basic Courses.** These courses cover Naval Science subjects and training that are provided to NROTC students during the freshman and sophomore years of the four-year program.

   c. **Scholarship Program Student.** These students are enrolled in the NROTC scholarship program and receive full tuition, fees, textbooks, uniforms and a tax-free monthly subsistence during the academic year. These students come from direct accession (high-school applicants).

   d. **College Program Student.** These students are enrolled in the NROTC Program, but are NOT on scholarship. To enter the advanced program, college program students must attain advanced standing between their sophomore and junior year.

   e. **College Program (Advanced Standing).** The College Program (Advanced Standing) student is a junior or senior approved by NSTC at the end of the student’s sophomore year to continue in the NROTC program. Students receive a monthly stipend and are commissioned as an Ensign or 2nd Lieutenant upon graduation.
f. **NROTC student.** Only students in the NROTC Scholarship program are appointed as "midshipman"; however, the term "midshipman" is used to refer generically to any NROTC student.

  g. **Naval Science.** Naval Science is a body of knowledge on professional subjects offered as college-level courses at civilian institutions of higher education having NROTC units and at maritime academies having departments of naval science.

  h. **Naval Science Institute (NSI).** This program is an academic and professional naval science program provided during the summer months to college students to satisfy the NROTC basic course. Seaman to Admiral 21 (STA-21) candidates attend NSI before starting their NROTC training, and as a result, have fewer required NROTC courses to complete.

  i. **Seaman to Admiral 21 and Marine Enlisted Commissioning and Education Program (MECEP).** These active duty programs allow enlisted Navy and Marine Corps personnel to pursue a Baccalaureate Degree and receive a commission as an Ensign or Second Lieutenant upon graduation. The status of these students in the NROTC battalion is the same as that of a Midshipman, but their title is "Officer Candidate" for the Navy students and appropriate Marine Corps rank for the Marine students. They are fully integrated into the NROTC battalion and participate in all battalion activities and events.

106. **Four-Year Scholarship Program.** Four-year scholarship program students are selected annually through national competition, normally during an applicant’s senior year in high school. They are enrolled at the beginning of the freshman academic year at Oregon State University and appointed as a Midshipman, U.S. Naval Reserve, on inactive duty except during periods of summer training ("cruises"). During cruises midshipmen are on active duty status. Scholarship students receive benefits and compensation from the Navy as authorized by law. Included in scholarship benefits are: tuition, fees, all textbooks, uniforms, and a tax-free monthly stipend during the academic year only. They participate in summer cruises, as prescribed by their career goals of surface, aviation, submarine, or Marine Corps. Once commissioned as Ensigns (Navy) or Second Lieutenants (Marine Corps), they serve with a basic active duty obligation of four years or more, depending on their warfare specialty.

107. **NSTC Controlled Scholarship Program.** Freshman and sophomore college program students recommended by the Professor of Naval Science are selected through NROTC program-wide competition. If selected, recipients receive all the benefits accorded four-year scholarship students. Nominations are usually made once during the winter and once during the summer.

108. **College Program**

  a. **Selection.** College program midshipmen are selected by the Commanding Officer, Oregon State University NROTC Unit, from among those students enrolled at OSU who apply for the program. College program midshipmen in their first two years of the program have the status of civilians who have entered into a contract with the Secretary of the Navy.

  b. **Eligibility.** Prior to being eligible for advanced standing, during the junior and senior year, they are enlisted in the U.S. Naval Reserve, but are not required or obligated to attend enlisted boot camp. Instead, they must agree to attend boot camp in the event that they do not complete their contracted requirements of the NROTC Program.
(1) College program students take the same naval science courses, wear the same uniforms, and participate in all unit activities in the same manner as the scholarship program students.

(2) These students receive the benefits prescribed by law, which consist of uniforms, naval science textbooks, and monthly subsistence allowance during their junior and senior years.

(3) College program students participate in one summer training period, as outlined later in this chapter, and upon graduation are commissioned into the Navy or Marine Corps. They are obligated to serve a minimum of three (Navy) or three and a half (USMC) years on active duty upon commissioning. College program students are eligible for NSTC Scholarships if they meet the prerequisites set forth in reference (a).

(4) College program students are ineligible to compete with high school seniors in the annual national competition for the Four-year NROTC Scholarship.

109. Seaman to Admiral Program (STA-21). These officer candidates are active duty students under orders to attend Oregon State University. They have attended Naval Science Institute (NSI) training prior to their first term of classes at OSU and take naval science courses (200 and 400 level) while completing a Bachelor’s degree in the field of their choosing. These students receive their commission upon graduation.

   a. Active duty students have 30 months to complete non-technical degrees and 36 months to complete technical degrees.

   b. Active duty students are eligible for advancement within their enlisted rank while completing their degree requirements.

110. Marine Corps Option. During the four-year scholarship application process, some applicants may select the option of becoming an officer in the United States Marine Corps.

   a. Changing from Navy to Marine Corps Option requires an application to Marine Corps Recruiting Command which will include a photograph, physical fitness score, endorsement by the Marine Officer Instructor and a current cumulative GPA.

   b. Both scholarship and college program students may be Marine Corps Option. Freshmen college program students may elect to enroll as a Marine Option or change to Marine Corps Option after completing one quarter of the NROTC program. An example of a change of option package is included in reference (a).

   c. Those midshipmen selected as Marine Corps Option enroll in Marine Corps oriented Naval Science courses during their junior and senior years.

   d. All Marine Corps option students will complete first class summer training at Officer Candidates School prior to being commissioned. This requirement cannot be waived.
111. **Transfer Between NROTC Institutions**

   a. NROTC Scholarship students may request transfer from the NROTC Unit at one institution to the NROTC Unit at another under the condition that they are honorably released by the first institution, accepted by the second institution, and the transfer is approved by the Naval Service Training Command.

   b. The Naval Service Training Command will not approve a request unless it has been favorably approved by both Professors of Naval Science and is in the best interest of the student and the Department of the Navy.

112. **Career Guidance**

   a. Navy midshipmen are assigned to one of a number of professional career options upon commissioning, with almost all students serving in the Unrestricted Line (URL) Community (surface warfare, aviation or submarine). The assignments are made based on performance in all areas (aptitude, physical fitness and academics), needs of the Navy, and personal preference. An extensive counseling program is conducted to familiarize students with possible assignments and to give them sufficient information upon which to base a decision. Further information is contained in the Unrestricted Line Officer's Career Planning Guide, which is available through academic advisors.

   b. The Naval Science advisors represent the various communities of the naval service and can provide information about their specific community. Additionally, summer cruises and field trips offer opportunities to observe the various warfare/career fields available.

   c. Marine midshipmen receive guidance and submit their Military Occupation Specialty (MOS) choices while attending The Basic School (TBS) after commissioning.

113. **Delays, Extensions and Leaves of Absence**

   a. Illness, complex academic schedules, extensive degree requirements, and other circumstances may cause a midshipman to need or desire more than four years to complete work towards a degree. Except as noted below, a Leave of Absence (LOA) may be granted for a maximum of two terms (current plus an additional term). Midshipmen are not eligible for Navy or Marine Scholarship financial assistance during periods of LOA.

   b. Midshipmen who anticipate a requirement for additional time to complete degree requirements should discuss their situation with their academic advisor at the earliest possible time. Additional terms of financial assistance might be available to selected students.

   c. Extensions for degree completion or summer tuition needs shall be requested in writing to the Commanding Officer via the academic advisor at the earliest possible time. Requests for LOA or a financial extension are forwarded to NSTC. Such requests are usually initiated no later than the beginning of the student’s junior year. Information on financial benefits and subsistence payments for fifth year students is provided in reference (a).
d. Midshipmen who fail to maintain normal academic progress or who are found to be physically unqualified may be placed in a LOA status pending correction of their particular deficiency or may be separated from the NROTC program.

114. Commissioning Procedures

a. Midshipmen will receive a commission as Ensigns in the U.S. Navy or Second Lieutenants in the U.S. Marine Corps upon successful completion of the prescribed Naval Science courses, summer cruise requirements, and relevant degree requirements.

b. The Professor of Naval Science is responsible for certifying that the midshipman is in all respects qualified for appointment.

c. This certification will include the student’s academic qualification, physical fitness qualification, aptitude for commissioned service, and general ability.

d. Under no circumstances will a student who has not completed all requirements for commissioning, be permitted to execute an oral or written acceptance and oath of office.

115. Commissioned Status

a. NROTC Scholarship Students. Upon successful completion of the academic and military requirements of the NROTC scholarship program, NROTC scholarship students, if in all other respects qualified, will receive a commission as Ensigns in the U.S. Navy (or Navy Reserve) or Second Lieutenants in the Marine Corps Reserve. The minimum active service obligation for scholarship students is four or five years, but may be more, depending on career path and warfare specialty.

b. NROTC College Program Students. These students, if in all respects qualified in advanced standing by their junior year, are commissioned as officers in the Navy or the Marine Corps upon successful completion of the academic and military requirements of the College Program. They are required to serve on active duty for a period as specified by the Secretary of the Navy (currently three years, depending on their warfare specialty), and to retain their commissions for a total period of eight years.

c. Individual Ready Reserve (IRR). In order to regulate the flow of newly commissioned officers to follow-on training, some NROTC graduates may be commissioned to the IRR, subject to recall to active duty. They will be recalled within one year to commence active duty and training. Minimum active service obligations will be based on active duty date, not graduation date. While on IRR you will be entitled to medical benefits and will be expected to remain physically fit, abide by the UCMJ and follow basic accountability instructions.

d. Computing Basic Pay. Service as an NROTC midshipman does not count in computing the basic pay for a commissioned officer, except for students who participate in the NROTC program in an active duty status (MECEP, STA-21).
116. **NROTC OSU Organization**

   a. The NROTC Unit is an academic department of Oregon State University and is bound by the same university policies that guide and govern all academic departments on campus. The NROTC Department must ensure student privacy, rights, and due process entitled to all students enrolled at Oregon State University. All NROTC students are entitled to the same rights as regular students, with the added benefit of having a Naval Science advisor and professional mentor, in addition to a college and/or major department advisor. Accordingly, all university rules and regulations apply to NROTC members.

   b. The Commanding Officer of the NROTC Unit is the Department Head for the Department of Naval Science [designated as the Professor of Naval Science (PNS)].

   c. Figure 1-1 (page 1-8) illustrates the relationship between the permanently assigned staff members of NROTC OSU and their respective students.

117. **NROTC OSU Administration**

   a. Detailed academic and aptitude records are maintained on each NROTC student at Oregon State University NROTC by the student’s Academic Advisor. These records are filed in the unit office and with the student’s academic advisor and are available to the student upon request. All NROTC students should review their records once per academic quarter to ensure their academic advisor has all pertinent information pertaining to their degree progress, professional development, and personal situations.

   b. At a minimum, all NROTC students will meet with their academic advisor on TWO SEPARATE OCCASIONS during the academic term, normally at the beginning and towards the end in order to review academic performance and achievements.

   c. Other than matters of a very personal nature and/or situations involving allegations of serious misconduct, ALL ADMINISTRATIVE MATTERS SHOULD BE BROUGHT TO THE ATTENTION OF THE MIDSHIPMAN BATTALION CHAIN OF COMMAND.
NROTC UNIT ADMINISTRATIVE CHAIN OF COMMAND
(Figure 1-1)

Commanding Officer (CO)

Executive Officer (XO)
Senior Class Advisor

Supply Officer
Office Manager
Human Resources Assistant & Administrative Officer
Marine Officer Instructor (MOI)

Assistant Marine Officer Instructor (AMOI)

Freshman Class Advisor

Sophomore Class Advisor

Junior Class Advisor

Senior Students

Freshman Students

Sophomore Students

Junior Students
CHAPTER 2

NAVAL SCIENCE LABORATORY (MILITARY DRILL)

201. General. All NROTC students are required to participate in the weekly Naval Science Laboratory and Professional Development (Lab). To minimize class conflicts, lab will normally be held on Thursday mornings from 0600 until 0730. Battalion PT is normally conducted on Mondays and Fridays from 0600-0730. Friday sessions may vary depending on the fitness program of the current Physical Training Officer (PTO). Those personnel required to participate in the “Fitness Enhancement Program” will also be required to participate on Wednesdays from 0600-0730. Freshmen Drill is normally scheduled on Tuesdays, 0600-0730.

202. Recurring Events Calendar and Term Training Plan. The recurring events calendar, when coupled with the more specific term training plans, provides the foundation, framework, and standardization for the professional development of all NROTC students. The annual training plan for the upcoming academic year is published before the fall term begins and an outline created by senior active duty members of the battalion during the summer terms. The term training plan will be completed by the BnCO no later than dead week of the previous term. All battalion staff officers, company commanders, and NROTC Unit Staff officers will have a copy of the current term training plan and professional development training topics list.

203. Military Lab Objectives. The Naval Science Laboratory provides the environment and opportunity for midshipmen to exercise, practice, and develop command presence and leadership skills. It is also the primary means through which the professional core competency (PCC) requirements are met as directed by reference (c). NROTC students will be exposed to close order drill, physical training, general military training, professional education, and Naval Science presentations. Military Drill contributes to the overall NROTC mission by developing a high degree of esprit de corps and battalion unity.

204. Plan of the Week

a. The Plan of the Week (POW) is the primary reference source for all battalion activities during the academic week to include the upcoming weekly training schedule and long range planner. It will be distributed to all students via the battalion chain of command, in addition to being posted on the quarterdeck.

b. Input to the Plan of the Week (POW) is the responsibility of the Battalion Admin Officer (N-1) and will be delivered to the Unit XO via the BnXO and the MOI, and will be sent out through the state secretary. All battalion members are responsible for complying with the information and instructions issued in the POW.

c. POW announcements should be forwarded via the battalion chain of command to the N-1.

d. The POW normally contains a condensed extract of events listed in the training schedule such as the timeline for military drill, tutor hours, and special club meetings.

205. Absence from Lab. Absence from Naval Science Laboratory must be approved in advance via a special request chit (Appendix A, Form 1).
Deadlines for special request chits are at least one week in advance for routine requests, 48 hours for unforeseen time conflicts, and 24 hours for emergencies. By standard practice, a telephone call will not suffice for requesting absence from lab. See Appendix B for specific information on mustering for labs.

206. Battalion Functions and Events

a. The Battalion participates in fundraisers to raise money for the Battalion Fund (TAFFRAIL account). Funds from this account are used to cover expenses associated with battalion social and recreational events, as well as operating costs for the student computer lab. All midshipmen are REQUIRED to participate in battalion fundraisers.

b. The battalion staff and company commanders are responsible for battalion functions and events, with the NROTC unit staff assisting and advising. This reinforces the command philosophy that the students coordinate, organize and execute battalion events and activities. Battalion functions and events include, but are not limited to: Battalion fundraisers, New Student Orientation (NSO), Navy and Marine Corps Cake Cutting Ceremonies, NROTC Fall Ball, Veteran’s Day Parade, POW/MIA Vigil, NROTC Thanksgiving Potluck, Northwest Navy Competition, Senior Mess Night, Joint Service Review (JSR), Spring Ball, Battalion athletic competitions and events, and NROTC Alumni events.
CHAPTER 3

BATTALION ORGANIZATION

301. Battalion Organization Purpose

a. Reference (a) refers, NROTC students will be organized into a military unit using the billets and command structure of a Marine infantry battalion. The purposes of this organization are:

(1) To develop qualities of leadership and a sense of responsibility through practical experience.

(2) To indoctrinate and train NROTC students in the operations and functions of a typical military organization.

(3) To facilitate administration, command, and management of midshipmen during the academic year.

b. The military organization of the Oregon State University NROTC Unit will be a Midshipman Battalion consisting of two or three companies (Alpha, Bravo, and Charlie if needed) and a Battalion Staff, with both primary staff officers and special staff officers. Each company will consist of two or three platoons and each platoon will consist of two or three squads.

c. The Midshipman Battalion will operate and function, insofar as practical, as a regular military organization. Military procedures, bearing, appearance, and courtesy, as well as the precise execution of orders and the performance of assigned duties in accordance with traditional military precepts and standards will be observed. The military chain of command will be followed on all matters concerning the Battalion.

302. Battalion Organization

a. One measure of the value of the battalion organization is how well the individual midshipman learns and practices the notion that the strength of a unit lies in the willingness and ability of each individual to do their part. If this is done, it will become readily apparent to even the casual observer that the strength of the whole is far greater than the sum of the individual parts. Consequently, each NROTC student is strongly encouraged to participate in battalion activities and help develop esprit de corps.

b. Leadership is a vital factor in any organization. A good battalion is normally a product of the esprit de corps and teamwork mentioned above, combined with a capable Battalion Commander and staff. The spark of enthusiasm and degree of professional dedication that is normally presented by the Battalion Commander must be carried to the last member in the battalion by junior leaders who know their responsibilities and are willing to carry them out. In this way, the Midshipman Battalion, which is in essence a training vehicle for leadership, can provide its members with both the desire and the means to become capable leaders. All NROTC students, active duty and midshipmen, must embrace the Midshipman Battalion and take pride in the efficiency and effectiveness it bears in accomplishing the NROTC mission.

303. Midshipmen Billet Assignments. The Battalion Advisor (MOI) reviews billet recommendations from the NROTC academic advisors, Battalion Commander,
and AMOI, prepares a tentative staff roster based upon these inputs, and forwards the roster to the NROTC Commanding Officer for final approval. Billets are categorized into progressively increasing levels of responsibility:

a. Level I - Battalion Squad Member. Freshmen will enter the battalion as squad members. Squad members are primarily responsible for their own conduct, vice being in a leadership position. Becoming a good leader starts first with being a good follower. This arrangement provides each new battalion member a period of indoctrination to become familiar with battalion structure and procedures, while focusing on good followership qualities.

b. Level II - Squad Leader. Level II billets ensure a smooth transition and time for sophomores and juniors to become further oriented into the military. Training in Level II billets should focus on accountability, leadership development in the area of tasking and supervising subordinates, and supporting senior leadership in accomplishing missions and tasks. Learning counseling techniques and written evaluations are an integral part of Level II billets.

c. Level III - Platoon Commander/Platoon SGT, Company 1st SGT/SCPO and Battalion Support Staff. Level II billet experience is a desirable prerequisite for Level III billets. Level III billets are designed to develop confidence in front of a group, while allowing the member to grow as a leader.

d. Level IV - Battalion Commander, Battalion Executive Officer, Principal Battalion Staff and Company Commanders. Level IV billets consist of the BnCO, BnXO, Battalion Adjutant, Operations Officer and Company Commanders, and specified billets within the primary Battalion Staff divisions. Level II or Level III billet experience is a desirable prerequisite for Level IV billets. The Unit Staff select midshipmen for these billets based on an individual's performance and need for leadership growth as well as the needs of the battalion. By the close of their junior year, all NROTC students should have completed at least one Level II or III billet, and should be ready to assume Level IV billet responsibilities. These billets are designed to develop management and leadership skills associated with more senior command and staff positions.

(1) In order to develop and improve leadership skills, all students should normally hold a Level III billet before being commissioned.

(2) The senior year should focus on the use of leadership and management skills that have been taught in the Naval Science courses, and acquired through the hands-on experience gained from previous billet assignments.

e. Non-traditional status

(1) 5th year students. 5th year students will participate in all lab periods per reference (a). Because of their previous leadership experiences, 5th year students are strongly encouraged to provide mentoring assistance to members of the battalion.

(2) Post BnCO and BnXO. Students who have completed tours as Battalion Commander and Battalion Executive Officer, but still have one or two terms remaining until graduation, or entry into 5th year status, will
muster with the battalion staff and participate in every lab session. Because of their previous leadership and administrative experience, these individuals are strongly encouraged to provide mentoring and administrative assistance to members of the battalion.

304. **Billet Selection Board.** Billet selection will occur semi-annually during January (winter term) and May (spring term). The winter term billet slate is published early February and reflects the new billet holders that will assume their duties week five of winter term. The spring billet board is published in mid-May and reflects the new billet holders for the change of command that takes place during week ten of spring term. For continuity purposes, the MOI is responsible for maintaining a record of billet assignments for all NROTC students.

305. **General Duties of ALL Billet Holders**

a. As a billet holder in this battalion you are charged with supporting and promoting the Commanding Officer’s vision for the NROTC unit: “To establish the Naval ROTC unit as a BEACON on this university campus where the strength of commitment shared by all Midshipmen, Officer Candidates and Marines will foster an environment of mutual support and dedication that will rival the strongest fraternal organizations on this campus and provide the finest junior officers to the fleet”. As a billet holder YOU are now responsible for building this level of mutual support and a “one team, one fight” environment. YOU are charged with building bridges within the battalion and breaking down barriers which detract from the Commander’s vision. In short, you are expected to LEAD in your new position.

b. Know the leadership traits and principles as described in the Midshipmen Guide.

c. Maintain a Leaders’ Notebook and Battalion Staff Turnover Folder. Ensure that the contents are routinely updated and current during changeover.

d. Counsel and offer advice to subordinates, offer constructive criticism, complete performance evaluations as required, and refer subordinates for disciplinary action when appropriate.

e. Set a good example by:

   (1) Observing military regulations.

   (2) Observing customs and courtesy.

   (3) Maintaining an outstanding personal appearance.

   (4) Ensuring that subordinate NROTC students do the same.

f. Encourage the submission of ideas and constructive criticism through the chain of command or via the Battalion Suggestion Box.

306. **Midshipmen Battalion Chain of Command and Academic Advisors**

a. The goal of both the Naval Science academic advisors and the Midshipmen Battalion chain of command is the prompt support and assistance for all NROTC students. By design, the student chain of command and academic
advisors work on two separate, but complimentary levels to assist all
students with meeting the NROTC program and university requirements.
Therefore, all NROTC students should feel and exercise an obligatory step in
notifying BOTH their student chain of command within the Midshipmen Battalion
AND their academic advisors whenever a special circumstance presents itself.

b. All NROTC students will contact their immediate superior in the
Midshipmen Battalion chain of command for all matters relating to:

(1) Drill
(2) Physical Readiness
(3) Uniform Problems
(4) NROTC Extracurricular participation
(5) Academics (tutor support)

c. All NROTC students will contact their academic advisors for all
matters relating to:

(1) Class attendance, especially Naval Science classes
(2) Academics (advice on academic difficulties, change in major,
etc.) and degree plan scheduling
(3) Personal Problems/Counseling Needs
(4) Information concerning the Navy/Marine Corps
(5) Physical/Medical/Dental Examinations
(6) Anything that will affect performance

d. As a team, both the student chain of command and NROTC advisors can
assist all NROTC students in making the right decisions and in getting the
mission accomplished.

(1) Muster sheets, special request chits, counseling sheets, and
other administrative tools that track or support student performance are
viewed by both the advisors and the chain of command.

(2) NROTC students that attempt to use their academic advisors for
lab attendance absences or their student chain of command for serious
personal problems are considered to be "playing two ends against the middle"
and will most likely find themselves under serious scrutiny for mischief
reasons.

(3) Do the right thing and keep your student chain of command
informed on ALL MATTERS pertaining to your performance and ability to
perform, while keeping your Naval Science advisors informed on all personal
matters that will potentially affect your continuation in the NROTC program.
307. **Battalion Commander and Battalion Staff**
308. **Company Commander and Company Staff**

- **Company Commander**
  - **Company 1stSgt/SCPO**
  - **Assistant Physical Training Officer**
  - **Company Guide**
  - **1st Platoon Commander**
    - **Platoon Sgt/CPO**
      - **1st Squad Leader**
        - **Squad Members**
      - **2nd Squad Leader**
        - **Squad Members**
  - **2nd Platoon Commander**
    - **Platoon Sgt/CPO**
      - **1st Squad Leader**
        - **Squad Members**
      - **2nd Squad Leader**
        - **Squad Members**
CHAPTER 4

MILITARY COURTESIES, CONDUCT, AND DISCIPLINE

401. General. Honor, personal integrity and loyalty to the naval service are fundamental characteristics of a naval officer. Some specific areas that are most pertinent to the academic and military environment at this command are outlined below.

402. The Salute

a. All military personnel in uniform and covered must salute all commissioned officers and warrant officers of the Army, Navy, Air Force, Marine Corps and Coast Guard, their reserve components and the National Guard. The salute is also rendered to senior officers of friendly foreign powers and to any high-ranking civilian who rate honors according to Naval Regulations.

(1) Enlisted personnel salute each other only in formation when rendering and receiving reports.

(2) Officers salute any officer of a more senior rank.

(3) All NROTC students are expected to salute all commissioned officers, senior Midshipmen, NROTC Battalion officers and Cadet ROTC Officers. Midshipman shall familiarize themselves with the rank structure and insignia for not only the Navy ROTC, but of the Air Force and Army ROTCs as well.

b. Salutes are generally rendered between six and 30 paces giving time for the senior to return the salute. Salutes are accompanied by a verbal greeting "Good Morning, Sir/Ma’am", or similar greeting depending on time of day.

(1) Saluting Indoors. Salutes are not rendered indoors unless in an area designated to wear a cover. If under arms, one salutes upon reporting and upon dismissal.

(3) In a Group. All officers in a group return a salute, or if junior, render a salute. (Ex. If you are walking with a senior officer and his junior approaches, you will salute at the same time as the senior officer; this is done to ensure the senior officer is rendered proper honors.)

(4) Personnel in Formation. The officer or non-commissioned officer-in-charge calls the unit to attention and renders the proper salute and greeting for the unit.

(5) Enlisted Personnel Not in Formation. The first person to recognize an officer calls the group to attention and then all hands salute while the senior group member renders the proper greeting of the day.

(6) Procedure on Overtaking a Senior Officer. In this situation, the junior approaches the senior officer and passes to the right hand side of the senior, renders the salute when within about three paces, and says, "Good morning Sir/Ma’am, by your leave Sir/Ma’am", while continuing. The senior
officer will acknowledge by returning the salute and saying permission granted, carry on, or some similar verbal expression to that extent.

(7) **Vehicles.** Salutes are rendered to officers in vehicles and are returned by those officers (if in uniform) under the same stipulations as those applying to saluting afoot. If on base and a vehicle driver observes the National Ensign being raised or lowered, the driver stops the vehicle, secure any music, and sit at the position of attention to honor the National Ensign. After carry-on is sounded the vehicle may proceed.

(8) **On a Ship.** The officer of the deck and the national ensign are saluted when boarding or departing ship.

(9) **National Anthem.** Upon hearing the national anthem, and if not in formation, come to attention and face the colors (if visible) or the direction of the music and render the proper salute. The salute will be held until the last note is sounded. On the final note, execute order arms and remain at attention until carry-on is sounded. If in uniform and uncovered, i.e., indoors, remain at the position of attention until the last note is sounded. If in civilian clothes, come to the position of attention then cover your heart with your right hand.

(10) **Uncased Colors.** If you are approaching the colors being paraded or the colors are approaching you, render the proper salute at six paces. When passing the colors posted in front of the Naval Armory it is appropriate to salute during execution of colors (raising or lowering of National Ensign). The colors posted outside McAlexander Fieldhouse are part of a 9/11 Memorial and will be saluted, otherwise, do not salute colors that are raised on a flag pole/mast except when boarding a naval vessel.

**403. Addressing Military Personnel**

a. **Officers.** Midshipmen will stand at attention in an erect and alert fashion when addressing or being addressed by an officer.

b. **Enlisted Personnel.** Enlisted personnel are addressed by their rate or rank and last name except for Navy petty officers below the rate of chief petty officer. Navy petty officers (E-4 through E-6) are addressed as "Petty Officer Doe," or according to their rate and rank, such as "MM2 Doe" for a machinist mate second-class petty officer.

c. **NROTC Students.** All NROTC students will address NROTC students senior to them by:

   (1) Midshipmen as "Midshipman Doe" or Mr./Ms. Doe.

   (2) Officer Candidates as "Officer Candidate Doe" or Mr./Ms. Doe.

   (3) Active Duty Marines by their rank (Ex: "Staff Sergeant Doe").

**404. Courtesy to Seniors**

a. **General.** In the naval service courtesy and deference to seniors is strictly observed. Specifically, juniors give way to seniors, juniors walk to the left of seniors when in company, and juniors do not interrupt seniors. All orders received by midshipmen from unit personnel, midshipmen officers or
senior midshipmen will be considered official and will be executed accordingly.

b. **Classroom.** When the instructor or the Commanding Officer enters the classroom, the section leader or first to see the instructor will call the class to attention. Midshipmen will remain standing until the instructor or CO gives the order to be seated. Midshipmen who are late to class will request permission to enter before walking into the classroom.

c. **Casual Conversation.** When conversing with officers, "Sir/Ma'am" will be used as appropriate in conjunction with all responses. By no means does casual conversation set aside the need for rendering proper respects.

d. **Office of a Senior.** When entering the office of a superior, request permission in the following manner. Stand at attention and smartly knock three times at the door, and state the following information: "Sir/Ma'am, Midshipman 1/C John Doe requests permission to enter."

e. **Electronic Correspondence.** When electronic correspondence is received from a senior (especially NROTC Staff to students), a prompt response is mandatory. Acknowledgement of receipt of an e-mail is required in all cases, even if the e-mail is informative in nature. Responses are always required to ensure the e-mail sender understands that the message was received and understood. Proper etiquette shall be observed when utilizing electronic correspondence. Juniors shall terminate e-mails to seniors with the closing “Very respectfully” while seniors shall utilize the closing “Respectfully” when corresponding with juniors.

405. **Academic Honesty**

a. Of all the traits that Naval and Marine Corps Officers stand for, INTEGRITY is the most important. Personal honor is a cardinal feature of a Navy or Marine Corps Officer's character. Academic fraud, deceit, dishonesty, or collusion will not be tolerated.

b. Breaches of integrity in the area of academics include, but are not limited to, such activity as cheating on tests, having someone else do a paper for you or plagiarizing a paper.

(1) Any single occurrence of such activity is a cause for a PRB which could result in dismissal from the NROTC program.

(2) Suspected violations of academic honesty will be thoroughly investigated by the PNS, whose findings will be communicated to the Naval Service Training Command with a recommendation for disenrollment, if in the PNS' judgment the evidence so warrants.

406. **Disciplinary Measures**

a. Midshipmen do not fall under the jurisdiction of the Uniform Code of Military Justice (UCMJ) except during periods of active duty, such as summer training; however, the Commanding Officer has the authority to dismiss midshipmen from the NROTC Program for serious violations of honor, misconduct, and repeated academic failure.

b. Although NROTC midshipmen are not formally bound by the procedures of the UCMJ, comparable procedures and reviews will be followed in preferring
charges, conducting hearings, and reviewing cases. NROTC proceedings/reviews are not a judicial proceeding, but rather an informal administrative hearing. NROTC midshipmen do not have the same rights as a respondent has in an administrative discharge board hearing (UCMJ). The only rights guaranteed are the fundamental rights of administrative due process: the right to notice and be heard. Since the proceedings/reviews are an informal administrative proceeding, midshipmen are not eligible for representation by an attorney at hearings.

407. **Conduct**

a. **General.** NROTC students shall present a favorable military image and conduct themselves in a proper manner.

   b. **Offenses.** The following list of offenses is not all encompassing. Any conduct deemed inappropriate for a given situation constitutes a punishable offense and shall be dealt with as deemed appropriate by the Commanding Officer. As future Navy and Marine Corps officers you are responsible for your actions and expected to exercise good judgment and sound reason in all instances.

   (1) **Minor Offenses.** Level I offenses (minor offenses) are those of a less serious nature and characterized as comparatively minor infractions of instructions, orders, regulations, grooming standards, conduct or improper performance of duty. Counseling is the normal corrective actions taken for minor offenses. When a trend of minor offenses occurs within one term, the Company Commander will hold Company Commander’s Inquiry. Minor offenses include, but are not limited to the following:

   (a) Unauthorized absences (including tardiness)

   (b) Failure to wear the prescribed uniform

   (c) Failure to render proper military courtesies

   (d) Failure to follow a lawful order

   (e) Disrespect to a superior battalion officer

   (2) **Major Offenses.** Level II offenses are those offenses which fall between minor and extreme offenses. Corrective actions for major offenses are Battalion Executive Officer’s Inquiry (BnXOI) and may lead to either Battalion Commander’s Mast (BnCO’s Mast) or a Performance Review Board (PRB). Major offenses include, but are not limited to the following:

   (a) Minor offense after Company Commander’s Inquiry

   (b) Falsifying logs (clean-up, study, BDO, PT, etc.)

   (c) Failure to pay debts (tuition, Ship’s Store debt, etc.)

   (d) Repeated failure to meet battalion obligations (ie study hours)

   (e) Gross insubordination or disrespect

   (f) Repeated minor offenses
(g) Verbal assault

(h) Honor Code violation(s)

(3) Extreme Offenses. Level III offenses include offenses characterized as, or by: physical assault, moral corruption, a serious breach of discipline, a hardened disregard or contempt for authority, incorrigible lack of energy and purpose, a culpable lack of sense of responsibility, or any actions which bring discredit upon the naval service. Extreme offenses are handled as directed by the Commanding Officer.

(a) Use of a Controlled Substance. U.S. Navy and Marine Corps policy towards the use of controlled substances is zero tolerance; illegal use of a controlled substance is cause for dismissal from the program.

(b) DUI, DWI, MIP. NROTC students arrested and convicted of DUI, DWI, or MIP (Minor in Possession) will be subject to punishment by the UCMJ (if active duty) and may be assigned LOA or dismissed from the NROTC program.

408. Battalion Disciplinary Measures. Disciplinary measures are intended to seek all facts regarding the offense and present corrective actions in order to prevent future offenses. These measures are a tool intended for educating and improving behavior in addition to providing punishment. Company Commanders will normally determine/recommend the appropriate level of disciplinary action based upon the recommendation of the immediate supervisor of the student who committed the offense, and upon the facts presented from a preliminary investigation.

a. Informal Counseling. Informal counseling is a tool that can be used to correct deficiencies or to recognize outstanding performance. The immediate supervisor in the chain of command normally conducts informal counseling. This level of discipline is performed when signs of a possible disciplinary problem arise or after a midshipman commits a Level I offense.

b. Formal Counseling. Formal counseling will be conducted and documented by the first officer in the student’s chain of command.

   (1) The counseling officer offers advice and assistance to the offender that will enable the offender to correct the deficiency.

   (2) The counseling session will be documented using the Record of Counseling form (Appendix A, Form 2) and will be routed through the chain of command to the student’s academic advisor.

   (3) Before the form leaves the battalion chain of command, the BnXO will ensure that a copy of the Record of Counseling is entered into the BnXO counseling binder.

   (4) The original Record of Counseling will be permanently filed in the academic advisor’s student file.

   (5) As a general rule, the following topics will be addressed during the counseling session:

      (a) The offending student’s rights.
(b) Description of the offense.
(c) Advice offered, including any corrective actions.
(d) Signature of both the offender and the counseling officer.
(e) Counselor’s recommendation for increased disciplinary action if appropriate.

c. Report and Disposition of Offenses. When formal counseling does not provide the proper motivation for those individuals who frequently fail to meet performance or conduct standards, a series of inquiries may be used to gradually escalate the level of visibility of the individual’s poor performance or attitude.

(1) A standard form, Report and Disposition of Offenses (see Appendix A, Form 3) may be submitted by any billet holder in the chain of command in order to report a violation or infraction.

(2) The form provides a standard format to list the larger details of the offense, consolidates the multiple layers of review and inquiries by the ascending command level billets, and if so desired, can serve as a record to substantiate referrals of subsequent infractions to a review by the NROTC Staff or Commanding Officer.

(3) The form must be completed properly and all inquiries must be performed in a timely manner, in relation to previous inquiries and with regards to the academic calendar.

(4) The company commander is the only billet holder at the company level who may assign Extra Military Instruction (EMI) and may do so only after performing a Company Commander’s Inquiry. If the company commander determines that the nature of offense is severe enough for review by the Battalion Executive Officer (BnXO), the Company Commander may choose to procedurally skip the formality of a hearing at the company level to expedite the process.

(5) The Battalion Executive Officer’s Inquiry (BnXOI) is the second level of review. As such, the BnXO can also assign EMI (at a more severe level) to the accused if evidence exists that an offense is substantiated. The BnXO may elect to refer the disposition of offense to the Battalion Commander for Battalion Commander’s Mast (BnCO Mast).

(6) The Battalion Commander (BnCO) can assign the highest level of EMI or may refer the disposition to a (PRB), which consists of a review of the offense(s) by three officers from the NROTC staff.

(7) Through this efficient, escalating review process for disposition of offenses, members of the battalion can receive due process at all levels, yet face increasingly more severe punishment for offenses.

d. Procedures for Inquiries and BnCO Mast. In order to standardize the review process, proceedings for all three of the battalion inquiries/mast will be identical.
(1) The proceedings are formal in that all students present are in the uniform of the day, except the accused, who will be in Navy Service Dress Blues or Marine Service "C".

(2) The offense(s) will be documented using the Report and Disposition of Offenses.

(3) The accused will report to the Company Commander and will remain at the position of attention throughout the proceedings at all three levels (unless the officer presiding over the proceedings elects to place the individual at parade rest).

(4) The procedural steps are as follows:

(a) For Company Commander Inquiry, the Company Commander will be seated on one side of a table, the accused will report to the Company Commander on the opposite side of the table, and the Company 1stSgt/SCPO and Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. The inquiry will follow a prescribed script (see paragraph 408.6) and will conclude with the accused signing the Report and Disposition of Offenses form.

(b) For BnXO I, the BnXO will be seated on one side of a table, the accused will report to the BnXO on the opposite side of the table, and the Company Commander, Company 1stSgt/SCPO and Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. See alternative placements in the diagram above. The inquiry will follow the same script as the previous inquiry and will also conclude with the accused signing the Report and Disposition of Offenses form.

(5) For BnCO MAST, the BnCO will be seated on one side of a table, the BnXO will be seated to the left of the BnCO, and the Bn Adjutant will be
seated to the right of the BnCO. The accused will report to the BnXO on the opposite side of the table, and the Company Commander, Company 1stSgt/SCPO and Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. The Battalion Advisor (MOI) or academic advisor (or both if the situation warrants) will be seated behind the BnCO to observe the proceedings. The inquiry will follow the same script as the previous inquiry and will also conclude with the accused signing the Report and Disposition of Offenses form.

Bn Advisor

Bn Adjudant BnCO BnXO
X X X

X

Accused

X Co Commander
X Co 1stSgt/SCPO
X Plt Commander

(6) Script. During all three proceedings, the presiding officer will address the following items in the order listed:

(a) Legitimacy and purpose of the proceedings.

(b) Possible outcome of the proceedings.

(c) Charges against the individual.

(d) Compare the offenses against the individual’s desire to continue in the program and discuss the implications of such performance towards potential for commissioned service.

(e) Mitigating or extenuating circumstances.

(f) Findings and awarded punishment.

e. Extra Military Instruction (EMI). As a general rule, the Battalion Executive Officer will review misconduct charges and assign EMI for first offense cases involving the Battalion Staff (since they are typically upperclassmen) and Company Commanders will review misconduct charges and assign EMI for cases involving company personnel, unless they are upperclassmen, then the Company Commander has the option to refer the inquiry to BnXO. EMI is not meant as a punishment, but as a learning tool to help an individual.

(1) When EMI is deemed appropriate, it must be instructional in nature and be directly applicable to the offense.

(2) The assigning officer will discuss appropriate types of EMI with the Battalion Advisor BEFORE inquiry or mast proceedings begin.

(3) It is the duty of the assigning officer to ensure the EMI is completed properly under the supervision of the midshipman's superior, usually his/her immediate supervisor.
(4) Guidelines for assigning EMI:

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<thead>
<tr>
<th></th>
<th>Prescribed Corrective Action</th>
<th>Maximum Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co Cmdr Inquiry</td>
<td>Instructional Duty</td>
<td>2 hours</td>
</tr>
<tr>
<td>Minor offense</td>
<td>Essay</td>
<td>500 words</td>
</tr>
<tr>
<td>Major offense</td>
<td>Instructional Duty</td>
<td>4 hours</td>
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<td>BnXOI</td>
<td>Prescribed Corrective Action</td>
<td>6 hours (or)</td>
</tr>
<tr>
<td>Major offense</td>
<td>Instructional Duty</td>
<td>1 watch</td>
</tr>
<tr>
<td></td>
<td>Essay</td>
<td>1000 words</td>
</tr>
<tr>
<td>BnCO Mast</td>
<td>Prescribed Corrective Action</td>
<td>10 hours (or)</td>
</tr>
<tr>
<td>Major offense</td>
<td>Instructional Duty</td>
<td>3 watches/week</td>
</tr>
<tr>
<td></td>
<td>Essay</td>
<td>1500 words</td>
</tr>
</tbody>
</table>

409. Midshipmen Honor Code

a. A midshipman does not "Lie, Cheat or Steal, nor tolerate those who do."

b. Honor Code Violation. When an Honor Code violation has occurred it will be reported and handled as a major offense infraction as outlined in paragraph 408.4 above, requiring, at a minimum, a BnXO Inquiry and BnCO Mast. The BnCO will forward the recommended disciplinary action(s) to the PNS. Honor Code violations, due to their sensitive nature, will automatically be reviewed by a PRB.
CHAPTER 5
NROTC STUDENT ADMINISTRATION

501. Aptitude Assessment/ Performance Evaluation

a. Aptitude assessments, as determined from professional performance reports, are used to describe a NROTC student's officer-like qualities, potential as an officer, and current performance in relation to their peers.

b. The main objectives of the aptitude system are:

(1) To determine in what degree and in what relative order NROTC students possess officer-like qualifications for positions of authority and responsibility.

(2) To identify weaknesses and to provide counseling and guidance to improve the officer-like qualities of NROTC students.

(3) To give each NROTC student experience in observing individual behavior and evaluating it in terms of military activities, including leadership.

c. General:

(1) Biannual Evaluations: Midshipman evaluations are performed two times during the academic year: February and June. When all performance data on NROTC students has been obtained, the class instructor will prepare a final performance evaluation. Each evaluation will contain a numerical mark, verbal comment(s), and the relative standing of the student with respect to others in their class as outlined in reference (a). Class rankings will be determined by the Battalion staff during a ranking board and a follow on Unit staff ranking board. (Note: USMC lineal standings are NOT influenced by NROTC evaluations and standings.) In cases of marginal performance, the PNS will also personally counsel the student.

(2) Unsatisfactory Aptitude/Performance: An NROTC student displaying a serious lack of those qualities or performance desired in a future Naval Officer, either due to lack of effort or for other reasons, shall appear before a Performance Review Board. The PRB is a formal counseling tool that can recommend anything from no action to disenrollment from the program.

(3) Computation of Performance Grades:

(a) Performance evaluations are submitted twice during the academic year. Battalion/Unit evaluators assign grades for each of the following categories:

Professional Expertise
Equal Opportunity
Military Bearing/Character
Teamwork
Mission Accomplishment and Initiative
Leadership

(b) Evaluations are conducted using the Fitness Report and Counseling Record worksheets (NAVPERS 1610/2). Performance report work
sheets are distributed to the immediate superior of each NROTC student in the Battalion. Midshipmen in leadership positions will have frequently observed the military aptitude of their subordinates during each evaluation period. These observations will be used to help in the evaluation of each midshipman. The Midshipmen Evaluation Guidelines are also to be used in completing evaluations (Section 503). The Battalion Commander will forward complete evaluation forms to the Battalion Advisor for comment prior to being forwarded to the academic advisors. The Battalion Advisor will write the evaluations on the Battalion Commander. In addition, the Battalion Advisor may make comments on any of the evaluations based on personal observations of midshipmen in battalion matters. The evaluation forms will then be forwarded to the appropriate NROTC academic advisor. Each academic advisor will then perform their own evaluation on each of their students based upon the work sheet, academic performance, and participation in battalion/university activities, physical fitness, motivation and peer eval, if one is done.

(4) Assignment of Performance Marks: The academic advisor will enter an evaluation mark for each midshipman in the spaces provided on the evaluation form and average the marks, after getting input from the Battalion Staff for ranking information. This average is the term evaluation overall aptitude mark.

502. Midshipman Evaluation Guidelines

   a. All spaces on the evaluation form will normally be completed. If the evaluator has no basis for assigning a grade, then an "NOB" (not observed) or "NA" (not applicable) shall be placed in the box. A mark of "NOB" is warranted only in the event that there has truly been no reasonable opportunity to observe the midshipman, as in the case of a midshipman with a class conflict or is not applicable to that midshipman being evaluated.

   b. Reporting midshipmen officers will normally confer with their counterparts in the preparation of the reports. For example, other platoon commanders may assist a platoon commander in the evaluation of platoon staff. This helps to provide equilibrium in the overall evaluation process; however, the reporting midshipman officer will sign and assume responsibility for the reports.

   c. In completing fitness reports, the "halo effect" must be carefully avoided. The "halo effect" occurs when your opinion of one trait affects your opinion of other traits. For example, a high mark in military behavior does not necessarily mean a high mark should also be given for military appearance. Conversely, a low mark assigned for one trait does not necessarily mean low marks should be given for other traits.

   d. Reporting senior Battalion officers are expected to carefully consider the objectivity and comprehensiveness of performance evaluation reports submitted by junior midshipman officers in preparing the fitness reports of their juniors.

   e. The evaluation process is viable only if counseling is provided to those being evaluated. All personnel in the evaluation chain will ensure that proper and professional counseling is provided on a timely and continuous basis. Counseling should be held as soon as possible when required and not postponed. Midshipmen evaluators will provide timely input on marginal and unsatisfactory performers, as warranted, via the chain of
command. Evaluation marks WILL NOT come as a surprise if the evaluator has done a credible job of counseling and documenting such counseling.

f. In order to achieve the best evaluation for each midshipman, the evaluator should utilize all knowledge and tools that are available. Several tools are available to assist the evaluator. Personal recollections are the quickest and easiest to use, however, they are also the most unreliable. The Midshipman Officer's Notebook provides the evaluator with a quick synopsis of the individual's activities and the senior's own continuing comments on the individual's performance. The notebook can also identify trends of performance over time showing individual development and potential. The Fitness Report and Counseling Record will be used by each evaluator in the assessment of each midshipman.

503. Evaluation Writing Instructions. The written evaluations are completed using NAVPERS 1610/2 found in Appendix A.

a. The primary evaluator will fill in blocks 1 through 29 and 41 based upon observations made throughout the evaluation period.

b. The reviewer (secondary) evaluator will fill in block 41 based upon observations made throughout the evaluation period.

c. The primary and the reviewer (secondary) evaluator will then assign a numeric grade to each of the categories listed in blocks 33 through 40. The evaluators shall assign a grade from Not Observed (NOB) 1.0, 2.0, 3.0, 4.0, to 5.0. Each of the categories lists performance traits that correspond to a numeric value. For further guidance, see reference (i).

d. The academic advisor will fill in blocks 41 through 45 and block 30 based on their records.

e. Standard naval letter format will be used when a midshipman requests to put a statement into the record.

504. Probation, Leave Of Absence And Disenrollment

a. The naval profession is rigorous and exacting, requiring officers to consistently strive to perform to the best of their ability in order to successfully meet the demands of naval service. Midshipmen are encouraged to develop this characteristic working to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to ensure that NROTC graduates can satisfactorily complete follow-on training and be professionally competitive in the various warfare communities.

b. NROTC students are expected to maintain high standards academically, physically, and militarily. Failure to perform satisfactorily in any of these categories will result in counseling with a letter of caution/warning, probation, leave of absence (LOA), or disenrollment. Students who fail to take appropriate corrective action will usually be called to appear before a Performance Review Board (PRB).

505. Performance Review Boards (Academic and Aptitude)

a. The PNS will convene a Performance Review Board (PRB) to investigate and make recommendations on the unsatisfactory performance of NROTC students.
Students will be provided with written notification seven days prior to their PRB. Students will also be counseled by their academic advisor and informed of their rights before the review board meets. All findings and recommendations of the PRB shall be forwarded by the senior member to the PNS.

b. PRBs will normally be composed of three officers (typically the NROTC Executive Officer as the board chair and two staff officers). The student's academic advisor will normally serve as the recorder.

506. Actions on Deficiencies. The following are recommendations available to the board in cases where a midshipman is determined to be insufficient in his or her actions or progress. They are recommended by the board to the PNS on a case by case basis and do not have to follow a set order or incremental approach.

a. Letter of Caution/Warning. This cautionary letter is given for a relatively minor deficiency in conduct or academics. It is official notification that further action will be taken if improvement does not occur.

b. Letter of Probation. This is an administrative counseling tool having no bearing on incurring obligation or receipt of benefits. Midshipmen must be notified of their status in writing and shall have the cause, terms, and period of probation clearly specified. Failure to correct the circumstances of probation could result in LOA or disenrollment.

c. Leave of Absence (LOA). The PRB may recommend a student be placed on LOA due to continued unsatisfactory performance. LOA is specifically recommended when there is genuine anticipation that the student may not be capable of completing the program and/or is about to incur an active duty obligation. Such measures are reserved for situations of acute deficiency that, in the board and the PNS's judgment, indicate inability to meet the challenges the student has undertaken. LOA will result in cessation of all scholarship benefits including the monthly subsistence allowance.

d. Disenrollment. The PRB will recommend disenrollment of any NROTC student if the overall record or specific failure(s) make suspect his/her potential to be an officer. The PNS exercises careful and prudent judgment in each case, to include giving due consideration of mitigating factors which, if overcome, could result in future satisfactory performance.

507. Academic Deficiency

a. Midshipmen who are academically deficient will have their record reviewed and may be directed to appear before a Performance Review Board.

(1) Definition of Academic Deficiency

(a) Receipt of a letter grade of an "F" or Unsatisfactory (U) in one or more subjects.

(b) Failure of STA21-N students to maintain a 3.00 GPA and a 2.50 GPA for all other students. It should be noted that these are the minimum standards for term GPA. Moreover, each student is encouraged to strive for the best possible GPA they are capable of achieving.
(c) Failure to remove an incomplete ("I") in accordance with university guidelines.

(d) Failure to make satisfactory progress toward completion of degree requirements.

(e) For Navy option scholarship students, failure to complete calculus requirements by the end of the sophomore year or physics requirements by the end of the junior year.

(f) Failure to complete sufficient credits for any term (12 credits not counting NS classes, 15 credits for STA-21) for the fall, winter and spring terms, 12 credits for active duty students in the summer term.

b. Continued Deficiency. If the student continues in the academic deficiency and/or fails to meet the terms set forth by the PRB, the student will again appear before a PRB and may be recommended for Leave of Absence or disenrollment from the NROTC program. However, the probation/LOA may be continued if the student is making satisfactory progress toward rectifying the deficiencies.

c. Notification. Midshipmen placed on or removed from academic warning, probation or LOA will be informed in writing of such action and any terms applicable.

d. Mandatory Study Hall Program. Midshipmen who receive a term GPA of less than 2.50 or receive an "F" or "U" in a required class may also be placed in a mandatory study hall program overseen by the Battalion Academic Improvement Officer. The number of hours assigned to mandatory study hall will be specified in a letter from the Commanding Officer to the individual midshipman. At the end of the term, if a student desires to be removed from mandatory Study Hall, a request shall be sent through the battalion chain of command to his/her class advisor.

508. Probation. The PNS is authorized to place any student on probation who is considered deficient academically, physically, or in aptitude, provided that the PNS believes the student has the ability and motivation to overcome these deficiencies and that the student has potential as a future Navy/Marine Corps officer. Students placed in a probationary status will be advised in writing, via a letter from the Commanding Officer, of the cause, period, and terms of the probation, and that failure to meet the specified terms could result in consideration for LOA or disenrollment.

509. Leave of Absence (LOA)

a. Personal Request. NROTC students are expected to complete their degrees in a timely manner and graduate with their classes. From time to time students may have need to leave school for a finite period of time (e.g. religious mission, study abroad), or require an additional semester(s) to graduate due to special circumstances or to complete certain graduate/5-year programs. These students may request LOA. Specific details concerning personal leaves of absence are available from a student’s advisor.

b. Academic Leave of Absence. NROTC students may be placed on LOA to allow the student time to "recover" academically. Although each case will be reviewed individually, repeated failure to maintain minimum academic performance standards may result on an Academic LOA.
c. Aptitude Leave of Absence. NROTC students demonstrating inaptitude for commissioned service may be placed on LOA by the PNS if the student voluntarily agrees to maintain full participation in NROTC activities and with the understanding that such participation will be at the student's own expense. If at the end of one term of aptitude LOA the student is still deficient, the PNS will recommend either to Naval Service Training Command an extension of the LOA or academic disenrollment.

d. Physical. Students who, because of accident, illness, or as indicated by the results of a physical examination apparently do not meet the required physical standards for NROTC, will be placed on medical LOA. Students failing to meet the physical fitness standards, or swimming requirements, will also be placed on aptitude probation or aptitude LOA.

510. Disenrollment

a. Mandatory Disenrollment. The categories listed below are considered mandatory reasons for disenrollment. Disenrollment in these cases does not constitute separation from the naval service until a formal termination of appointment is received. A Performance Review Board must be convened for all recommended disenrollment and for any mandatory disenrollment involving an active duty service obligation.

(1) Voluntary or involuntary disenrollment of student by university.
(2) Appointment to a service academy.
(3) Physical disqualification.
(4) Own request (not applicable for students in advanced training).
(5) Failure to enroll in Naval Science courses.
(6) Conviction of a serious crime or any felony.
(7) Illegal use of a controlled substance.

b. Disenrollment Recommended by PNS.

(1) Academic deficiency.
(2) Breach of discipline.
(3) Inaptitude for commissioned service.
(4) Special reasons other than appointment to service academies or failure to enroll in Naval Science course.
(5) Own request (student in advanced training).
(6) DUI/DWI conviction.

c. Active Service Obligations. NROTC students (scholarship or college program) who refuse to accept their commissions or are determined to have violated their agreements willfully may be placed on active duty in an enlisted status. Scholarship students who are disenrolled during their
sophomore, junior or senior years and College Program students who are
disenrolled from NROTC during their junior or senior years will normally be
required to reimburse the government for the benefits received, either
through active enlisted service or recoupment. Scholarship students who
default during their freshman year will normally not incur an active duty
enlisted commitment unless they were active duty enlisted personnel when
selected for an NROTC scholarship. Additionally, failure to report for and
complete any active enlisted service may result in a less than honorable
discharge being issued to the midshipman.

511. General Benefits

a. Per reference (a), financial benefits and subsistence payments for
scholarship program students are authorized for the length of the scholarship
award; however, these entitlements cannot exceed 40 months during the
combined basic and advanced courses. Midshipmen must be enrolled as full-
time students in order to be eligible for these benefits.

b. NROTC financial benefits and subsistence payments are not authorized
for students on Leave of Absence (LOA) or for those pursuing graduate study
after receipt of a Baccalaureate Degree.

c. Financial benefits and subsistence payments for fifth year NROTC
students may be ascertained by consulting reference (a) and the class
instructor.

512. Educational Expenses

a. Scholarship students will be furnished financial assistance for
educational expenses toward a baccalaureate degree subject to the limitations
addressed in the following paragraphs:

(1) Tuition fees (in state or out of state), facilities fees, and
laboratory fees, as applicable, will be paid on a term basis for the duration
of the scholarship award. Payment will be made for university determined
excess credit hours only if the course(s) is required for one's major field
of study or an NROTC required course. Payments are not authorized for
"special interest" electives or courses requiring additional fees (e.g.
athletic fees for skiing, horseback riding, etc.)

(2) Tutoring for fulfillment of the required math courses and for the
required physics courses will be provided at no cost.

(3) Payment for textbooks that are required for completion of courses
will be provided (See Appendix H).

(4) Summer sessions are not normally considered part of the academic
year for Midshipmen. Benefits may only be paid for courses that:

   (a) Are an integral part of the major field of study required for
the Baccalaureate Degree, but are not offered during the academic year.

   (b) Will advance the normal commissioning date and will not
preclude meeting Naval Science and cruise requirements.

   (c) Are required to be repeated because of injury or illness
which prevented completion of the scheduled courses during the academic year,
providing such absence was approved by the school officials and the Professor of Naval Science.

(5) The NROTC scholarship will not cover the student's room and board fees.

513. **Subsistence Allowance**

   a. **Scholarship Program Students.** All Scholarship Program students must be "in good standing" for 45 days from the beginning of the Fall Term prior to payment of subsistence allowance. In no case can the entitlement exceed 20 months for the basic course and 20 months for the advanced course. Students are not eligible for this entitlement during vacation after the freshman and sophomore academic years.

   b. **College Program Students.** College Program students enrolled in the last two years (advanced course) of a four-year program are entitled to receive a subsistence allowance beginning on the day advanced training commences (providing they have been physically qualified by DODMERB).

   c. **Direct Deposit.** All subsistence payments will be disbursed via electronic banking. This will require all midshipmen to have direct deposit set up for their bank accounts.

514. **Taxes and Deductions.** Basic pay, but not allowances, while on active duty for training is subject to Federal Insurance Contributions Act (FICA) taxes and to Federal Income Tax. Amounts paid by the Department of the Navy for medical care, tuition, fees, books, laboratory expenses, and uniforms are excluded from the student's gross income. Subsistence is not taxable.

515. **Space Available and Reduced Fare Travel**

   a. **Space Available Travel.** All NROTC Scholarship students, because of their status as midshipmen, Naval Reserve, and those College Program students who are members of the Naval and Marine Corps Reserve are eligible to travel on government aircraft within the continental United States on a "space available" basis upon presentation of a valid Armed Forces Identification Card and an executed official absence authorization (NROTC). NAVPERS form 1533/6 authorizes absence from the unit. Travel performed in government aircraft is not reimbursable.

   b. **Reduced Fare Travel.** Under certain conditions, defined by individual airlines, NROTC students may be eligible for reduced fares offered by some commercial carriers. However, reserve personnel traveling to or from active duty for training are not authorized to travel at military discount fares.

516. **Midshipmen Uniforms.** A description of uniform benefits while in the NROTC program is included in Chapter 8. Uniforms will be issued in an incremental manner as students' progress in their respective programs.

517. **Expenses Paid by the Individual Student.** The following list describes some of the basic payments not covered by a NROTC scholarship.

   a. Expendable supplies such as pencils, pens, and paper and other non-textbook supplies.

   b. Refundable fees such as breakage or required deposits for use of
apparatus and breakage charge incurred.

c. Delinquent fees assessed by the institution for failure to comply with institutional requirements.

d. Tuition charges and fees for summer work undertaken as a result of past academic deficiencies and failures.

e. Board, lodging, and other living expenses, including travel not under orders.

f. Workbooks, photocopied materials, study guides and computer disks.

g. The purchase of equipment with a long life cycle which would be of lasting benefit to the individual; such as, computers, typewriters, instruments, cameras, calculators, etc.

h. Battalion fees/dues, such as Taffrail, club fees, etc.

518. **Summer Training.** For specific information regarding summer training, refer to the following:

- Midshipman Summer Training Manual
- Midshipman Summer Training Handbook
- USMC OCS Manual
- OPNAVNOTE 1530
- NSTCNOTE 1530

a. **Concept of Training.** Summer training periods are held annually to furnish NROTC students with the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods are normally four to eight weeks in duration. The objectives of summer training are primarily to further the professional development of midshipmen, reinforce their identification with the Navy and Marine Corps, and motivate them toward a career in the naval service.

b. **Third Class Summer Training.** This training is designated "Career Orientation and Training for Midshipmen" (CORTRAMID), and is scheduled between the freshman and sophomore years at shore training sites on the East and West coasts of the U.S. OSU students will normally attend training in San Diego. All scholarship midshipmen are required to go on third class cruise. Waivers may be granted only in extreme cases.

(1) **Goals of Training**

   (a) To familiarize midshipmen with the missions, tasks, and equipment of the various warfare areas; specifically, Surface, Submarine, Aviation and Marine Corps.

   (b) To introduce midshipmen to the career development ladder within each warfare area.

   (c) To emphasize the importance of military courtesy, smartness, and discipline.

c. **Second Class Summer Training.** Second Class Summer Training is scheduled between the sophomore and junior years aboard a submarine or
surface ship in any one of a number of geographical locations. Midshipmen are fully integrated into the shipboard organization and are assigned the duties of enlisted personnel regularly assigned to the ships. All scholarship midshipmen are required to go on second class cruise.

1. Goals of Training

   a. To familiarize midshipmen with life at sea.

   b. To familiarize midshipmen with shipboard organization, ship systems, evolutions, and safety requirements at sea and in port.

   c. To develop an appreciation for tasks, responsibilities, and living and working conditions of enlisted personnel on board ship by assignment to enlisted duties as appropriate.

   d. To provide hands-on training in seagoing skills through the medium of Personnel Qualification Standards (PQS).

   e. To demonstrate the importance of military courtesies, maintaining smartness, and discipline.

d. First Class Summer Training (Navy). First Class Summer Training is scheduled between the junior and senior years aboard a submarine or a surface ship in any one of a number of geographical locations. Midshipmen are fully integrated into the shipboard organization and assigned the duties of junior officers. All scholarship and college program midshipmen are required to go on first class cruise. A limited number of aviation cruises and foreign exchange cruises are available. See special summer training programs and the cruise coordinator for more details.

1. Goals of Training

   a. To prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer at sea.

   b. To further the development of officer-like qualities and leadership skills.

   c. To familiarize midshipmen with warfare systems.

   d. To emphasize the importance of military courtesies, maintaining smartness, and discipline.

e. Marine Corps NROTC Training. Scholarship and college program students in advanced standing who are candidates for Marine Corps commissions will complete their first class summer training at the Marine Corps Officer Candidates School, Quantico, Virginia in the summer between the junior and senior years. The six-week commissioning course, referred to as "Bulldog" must be completed prior to commissioning.

f. Mountain Warfare Training. Marine option midshipmen will normally attend Mountain Warfare Training (MWT) in Bridgeport, CA. However, if their PFT score is below 225 and they do not receive PNS approval for MWT, they will participate in an amphibious surface cruise.
g. Academic Year Cruises. Although limited in the number of students able to attend and the time available at individual universities, under some circumstances students may be ordered to their first class cruise during the Christmas break. These cruises are generally shorter in length and are available on a volunteer basis to midshipmen experiencing difficulty in completing their first class cruise during the summer between their junior and senior years. This is highly unusual and strongly discouraged. It is best to keep to the normal cycle to receive the best training opportunity.

h. Special Summer Training Programs

(1) Nuclear Power Training. Those midshipmen who are potential candidates for the Nuclear Propulsion Program are encouraged to apply for summer training in nuclear submarines or surface ships. Selected midshipmen will be assigned to nuclear powered attack submarines, fleet ballistic missile submarines, and nuclear powered aircraft carriers.

(2) Special Operations/Special Warfare Cruise. This training program is offered to a small number of highly qualified midshipmen screened by the PNS and able to successfully pass a physical performance test. This program is offered in place of first class cruise.

(3) Foreign Exchange Cruise (FOREXTRAMID). This training program affords students the opportunity to conduct shipboard cruises (4-6 weeks) with foreign navies. This is a highly competitive program requiring PNS recommendation to participate. Foreign language skills are helpful but not required. You must have completed a second class cruise to be eligible.

(4) Aviation Cruise. Aviation cruises are few in number. They are designed to introduce and orient midshipmen who have a strong desire to be naval aviators to aviation squadron life and routine, as well as operational flying experiences. This is also a highly competitive program requiring PNS recommendation to participate.

i. Postponement of Training. If the Chief of Naval Operations and Training authorizes a student to postpone a first class training period, it will be completed prior to commissioning. All other cruises are either completed or waived.

j. Military Status While On Summer Training. While participating in summer training, midshipmen are "on active duty for training." As such they are subject to all laws and regulations of the U. S. Naval Service including pertinent ship or station orders, special cruise or training regulations, and the Uniform Code of Military Justice.

k. Military Pay and Benefits While On Summer Training. A member (Scholarship and College Program students) or an applicant (NSI attendees) for membership in the NROTC is entitled to pay at the rate established for USNA Midshipmen while attending summer or at-sea training. Pay status begins on the day of arrival at the training site or on the effective date of orders, whichever is later, and ends on the day the member or applicant is relieved from such training. There is no entitlement to basic pay while performing authorized travel to or from the training site. A member or an applicant for membership is not entitled to longevity increases.

(1) Pay. Midshipmen are paid while on cruise. They should, however, bring sufficient cash along to pay for incidental expenses (e.g., cabs,
meals, etc.). Pay will be directly deposited into the student's account, generally prior to cruise.

(2) Travel. Travel to and from summer training is provided by the government. Travel by private vehicle is not authorized.

(3) Messing and Berthing. Food and lodging are provided by the government during periods of training.

(4) Medical Treatment. Midshipmen are entitled to necessary medical and surgical care, including hospitalization, for any injury suffered while performing summer training or while traveling to or from summer training. Midshipmen must notify military medical facilities or a unit representative prior to treatment by civilian medical services, unless it is an emergency.

(5) Life Insurance. Midshipmen are insured up to the maximum SGLI limit (currently $400,000) during periods of active duty for training unless the student elects a lesser amount or no coverage.

1. Procedures for Assignment to Summer Training. The Unit receives quotas during the Winter and Spring terms, for each summer training program. These quotas are then promulgated by the Class Instructor, with each midshipman is given an opportunity to indicate a preference for geographic location and the time period of training. The staff officer designated as Summer Cruise Coordinator, with the assistance of the respective academics, will fill training quotas, taking into consideration individual preferences and standing within the NROTC class. These assignments will be reviewed by the Executive Officer before being finalized. A similar procedure is followed for assignment to specific ships if that information is made available prior to the commencement of summer training. Last minute changes are common, so keep in touch with the NROTC throughout the summer prior to leaving on cruise.

519. Orientation Field Trips. Orientation field trips may be scheduled to various Navy or Marine Corps installations during the academic year. Field trips are voluntary and will be announced when scheduled. Orientation trips are conducted at the midshipman's personal expense (e.g., lodging, meals, incidentals, etc.) The Unit will provide transportation. Midshipmen in academic difficulty will normally not participate in these events.

520. Liberty and Leave

a. Liberty limits. The limit for liberty for all staff and students is 250 miles. This allows personnel to be recalled in a timely manner in case of emergency or random urinalysis.

b. Leave for Active Duty personnel. Active duty personnel will request leave through the chain of command and then via NSIPS (per reference (l)) or Marine On-Line.
CHAPTER 6

NAVAL SCIENCE CURRICULUM AND ACADEMICS

601. General. The naval profession requires officers to constantly strive to perform to the best of their ability if they are to successfully meet the rigorous and exacting demands of the naval service. All Professors of Naval Science will encourage their midshipmen to develop the characteristic of always working to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to ensure that NROTC graduates can satisfactorily complete Navy follow-on training and be professionally competitive in the various warfare communities.

602. Degree Progress

a. Progress toward an academic degree is measured against an Individual Degree Completion Plan, which will be developed during the first advisor interview after a student selects a major. This plan will be updated/revised as deemed necessary by the student and their academic advisor.

b. The academic schedule will be reviewed with the appropriate academic advisor each term to record changes and ensure satisfactory progress toward graduation.

c. Students who enroll in the NROTC program after their first term will complete the academic planning form and review it with their academic advisor.

603. Naval Science and Academic Requirements. The Naval Service Training Command sets the Naval Science curriculum. All Naval Science specified courses and naval professional academic courses (Calculus, Physics, etc.) will be taken for a letter grade and not a pass/fail grade.

604. Naval Science Curriculum

a. Freshmen.
   
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<tr>
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<tr>
<td>NS 112</td>
<td>U.S. Naval History I</td>
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<td>NS 113</td>
<td>U.S. Naval History II</td>
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b. Sophomore.

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<td>NS 311</td>
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   c. Junior Navy Option.

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<tr>
<td>NS 313</td>
<td>Shipboard Operations</td>
</tr>
</tbody>
</table>

   d. Junior Marine Option.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NS 321</td>
<td>Evolution of Warfare I</td>
</tr>
<tr>
<td>NS 322</td>
<td>Evolution of Warfare II</td>
</tr>
<tr>
<td>NS 323</td>
<td>Officer Candidates School Prep</td>
</tr>
</tbody>
</table>

   (may take EOW as a Sophomore)

   e. Senior Navy Option.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NS 411</td>
<td>Naval Weapon Systems</td>
</tr>
<tr>
<td>NS 413</td>
<td>Leadership &amp; Ethics</td>
</tr>
</tbody>
</table>

   f. Senior Marine Option.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NS 421</td>
<td>Amphibious Warfare I</td>
</tr>
<tr>
<td>NS 422</td>
<td>Amphibious Warfare II</td>
</tr>
<tr>
<td>NS 413</td>
<td>Leadership &amp; Ethics</td>
</tr>
</tbody>
</table>

   (may take AW as a Junior)

   g. Fifth Year Students.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>NS 405</td>
<td>Reading and Conference</td>
</tr>
</tbody>
</table>

6-1
605. **Academic Excellence**

a. All hands will constantly strive to establish a learning environment conducive to achieving academic excellence. Use of university and NROTC learning assistance facilities will be maximized, such as the NROTC tutoring program and the B.E.S.T. (Building Effective Study Techniques) class offered at the unit. Midshipmen should put forth their best efforts to maintain their academic performance at a level significantly higher than the university average.

b. Midshipmen are expected to maintain a satisfactory GPA while attending college. For Navy personnel, your GPA will help to determine your warfare specialty upon commissioning. To be competitive with other midshipmen, you should strive for a 3.0 or better GPA. You should be satisfied with nothing less than your academic best.

c. As a midshipman, you have many more requirements placed on your time than does the average student. Close planning and scheduling is the key to getting all of your work done as well as having a social and campus life. This is also a key skill and discipline to learn today to make you a successful naval officer in the future.

d. Do not arrive late for class. Tardiness is rude and unacceptable for future officers in the naval service.

e. **Guidelines for Academic Success**

   (1) Make out a daily time management schedule to effectively manage studying, NROTC activities, and classes. Use a daily planner (calendar) to keep track of obligations.

   (2) Do not hesitate to ask for help. All successful students seek extra help continually.

   (3) Do not get discouraged about poor performance as long as you can honestly say that you put forth your best effort and have learned from your mistakes.

   (4) There are many organizations on campus to assist you with academic problems. Additionally, the unit offers counseling and tutorial assistance. If you are having trouble and do not seek out the many resources mentioned above to help you, then you have no one but yourself to blame for poor academic performance.

   (5) The unit is here to help you maximize your academic potential. We have access to many resources to assist you in this endeavor. Every opportunity to help you succeed will be provided, but you must have the dedication, energy and commitment.

606. **Selection of Academic Major**

a. Scholarship Program (Navy Option). Students' academic major is tied to a tier when they are approved for a scholarship. Tier 1 and Tier 2 majors include the technical and semi technical degree fields, whereas Tier 3 majors are the non technical degrees. Students can request a change in major, but may only change from Tier 1 to Tier 2 with Commanding Officer approval. In order to change from a Tier 1 or Tier 2 to Tier 3, a request will have to be made to higher authority.
b. College Program (Navy Option). Although there are no restrictions on academic majors in the college program, there is a vital need for engineering, mathematics, and science in the modern Navy. Those students competing for NSTC 2 or 3 year scholarships have a competitive edge if they have a technical major.

c. Scholarship and College Program (Marine Option). There are no restrictions on academic majors for Marine option students. However, the Professor of Naval Science, with the assistance of the Marine Officer Instructor, will carefully screen proposed academic majors selected by Marine option students and guide them to select the field of study most beneficial to the student and the Marine Corps.

607. Changing Majors. Prior to any change in major, the student shall submit a written request via the chain of command for unit CO's approval. Students are reminded that changes from a technical major to a non-technical major may result in loss of scholarship.

608. Naval Science Grading System. Naval Science grades are reported on a 4.0 scale using the A, B, C grading system outlined in Sections 17 and 19 of the OSU Academic Regulations. Extra credit may be available depending upon the policy set by the respective academic advisor or instructor.

609. Class Attendance. University regulations direct that students are expected to attend every class for which they are enrolled. Unexcused absences from Naval Science classes are not permitted. The instructor must approve permission for an absence from a Naval Science class in advance. Unexcused absences from class may result in disciplinary action and have adverse effects on the student’s course grade.

610. Student Interviews with the Academic Advisor

a. During the first week of each term, students will submit a copy of their academic schedules along with requested personal data on forms provided by their academic advisor.

b. Academic advisors are required to meet with each student twice each term in a formal counseling session to review academic performance, aptitude marks, activities, and general welfare of the student. The advisor will also review degree completion plans and any factors that could affect the student's performance. Beginning of term counseling will be completed during week 2 and 3 of the term, and end of term counseling should be completed during the last two weeks the term. In addition, all Marine Option Midshipmen and MECEP/MCP Marines are required to formally meet with the Marine Officer Instructor each term in order to discuss their progress towards their pursuit of becoming a Marine Officer.

c. Students are required to have additional meetings with their advisors, if any graded event falls below a C.

611. Academic Load Requirements

a. In order to remain on Navy subsistence, all NROTC students are required to maintain at least the minimum full-time student load. Currently, 12 credit hour university requirement plus a Naval Science class for a minimum of 15 credit hours per term. Midshipmen will complete a degree program in four years unless the combination of degree requirements and naval science classes results in a high number of credit hours each term. Typically, only engineering majors are approved for a 5-year degree plan.
Officer Candidates are required to carry 15 credit hours per term, and 12 during the summer.

b. Scholarship benefits will not be paid for a period exceeding four years (40 months). NROTC students enrolled in a curriculum requiring more than four years to complete may opt to either apply for "fifth year benefits" (if eligible) or be placed on LOA for all or part of one academic year while completing their degree.

612. **Midshipman Tutorial Program.** The midshipman tutorial program provides students academic assistance in areas in which they are having difficulties. Tutoring through the unit is typically offered for Calculus and Physics. Tutoring for other subjects such as Chemistry, and other technically demanding courses can be arranged. Academic advisors will place students with marginal or unsatisfactory academic performance on a mandatory-tutoring program, and will sign in and out with the BDO on duty while utilizing the tutor. Tutoring in courses not covered by unit tutors can be arranged through public and private sources at OSU at the students own expense. Your academic advisor and platoon tutor can answer specific questions you may have regarding getting academic help.

613. **Midshipman Study Hall.** Those midshipmen who receive a term GPA below a 2.50 or receive a grade of “D” or “F” in any Naval Science or university course will be considered for a mandatory study hall program under the supervision of the Battalion Academic Improvement Officer (N-2).

a. Individuals placed on mandatory study hall are required to attend supervised study during each week of the term as assigned by letter from the Commanding Officer. The study hall runs from 1600-2100 Sunday through Thursday and 1600-1730 Friday located at the NROTC unit.

b. The Battalion N-2 will be available to students experiencing difficulty in any class. The N-2 will make every effort to “partner” the struggling student with a student who has demonstrated strength in that subject in order to provide assistance. Additionally, the wardroom function on the NROTC website provides a forum where students ask questions to other students or find those who may provide assistance

614. **Criteria of the Performance/Academic Review**

a. Class instructors will conduct a review of each student's academic progress and will upon receipt of grades from the Registrar, formulate a Term Grade Letter to be submitted to the Professor of Naval Science. The academic advisor separates individuals into the following categories:

(1) Those making satisfactory progress.

(2) Those eligible to be removed from warning, probation or LOA due to improved grades, behavior or performance. To be removed from any type of warning, probation, or LOA, academic or otherwise, the student must submit a request for removal.

(3) Those who should be placed on academic warning, probation or LOA due to unsatisfactory marks.

(4) Those who, through extreme dedication and hard work, have made the academic Honor Roll.

b. **Marginal Students.** The Professor of Naval Science will review each
marginal student's performance via a Performance Review Board and will decide the appropriate action to be taken (disenroll, place on LOA, probation, or assign to remedial programs) to assist the student in correcting deficiencies.

615. **Performance Review Boards (Academic and Aptitude).** NROTC students whose grades indicate an academic deficiency will normally have their case considered by a Performance Review Board (PRB). The board typically consists of the Executive Officer as the board chair and two staff officers. The student's academic advisor will normally serve as the recorder. The student is allowed to have character references appear before the board and to provide any other relevant testimony or materials on his or her behalf. After the board has discussed the facts with the student in question, it will make a recommendation to the Professor of Naval Science regarding further action. The Professor of Naval Science will make a final decision as to which course of action to pursue. His or her decision may include: a warning, probation, LOA, disenrollment, and/or special counseling and assistance. Procedures and guidance from reference (a) will be followed when conducting a PRB.
CHAPTER 7
PHYSICAL READINESS

701. General

a. The Navy and Marine Corps emphasize the necessity for maintaining a high state of physical readiness for purposes of health and performance. An essential part of preparing midshipmen for commissioning and subsequent duty is to ensure that they meet a satisfactory level of physical readiness and learn the benefits of continuing personal fitness programs.

b. The Chief of Naval Operations and the Commandant of the Marine Corps have ordered all commands to ensure that all personnel conduct physical training at least three times each week.

c. All midshipmen will take the Physical Readiness Test (PRT) or Physical Fitness Test (PFT) scheduled semi-annually during the fall and spring terms. The results of each test will be noted in the individual’s NROTC Student Performance Record.

d. Midshipmen with a valid reason for not taking the PRT or PFT at the scheduled time will request permission to be excused. Request chits (Appendix A, Form 1) must be accompanied by a legitimate doctor’s note explaining the disposition and must be submitted to the chain of command. Excused midshipmen will take the make-up PRT or PFT when scheduled.

e. The Battalion Physical Readiness and remedial programs will be under the overall direction of the Command Fitness Leader. The Battalion Physical Training Officer (PTO) shall conduct the PRT and its related programs as directed. The Marine Officer Instructor (MOI) or Assistant Marine Officer Instructor (AMOI) will conduct the PFT and its related programs. Class advisors are responsible for monitoring the progress of their students and counseling when appropriate.

702. Physical Readiness Performance Standards

a. General. As a measure of individual physical readiness, midshipmen shall be required to pass semi-annual tests consisting of performance and compilation of points in the events outlined below. To pass the PRT or PFT, midshipmen must achieve the satisfactory requirement listed for each event, and earn the required points. Failure to meet satisfactory requirements in any event constitutes failure of the entire test regardless of the total number of points earned.

b. Physical Readiness Test (PRT) Events. Navy Option Midshipmen and Officer Candidates must complete the sit-ups, push-ups, and 1.5 mile run and obtain an overall score of Good.

c. Physical Fitness Test (PFT) Events. During the first half of the calendar year, Marine Option Midshipmen and MECEP students must complete sit-ups, pull-ups, and 3 mile run per reference (g). Due to the rigorous physical standards of Officer Candidates School, Marine options and MECEPs are expected to score 250 or better on the PFT and a 275 or better during their senior year.
d. **Combat Fitness Test.** During the second half of the calendar year, Marine Option Midshipman and MECEP students must complete the combat fitness test which includes an 800 meter run, a 30 lb ammo can lift, and a movement under fire course.

e. **Physical Training.** Unit Physical Training (PT) is done Monday and Friday mornings and led by the PTO with guidance from the CFL.

(1) Anyone not meeting minimum commissioning standards on the PRT (Good in each category) or PFT (overall score of 225) will be required to attend Fitness Enhancement Program (FEP) PT as conducted by the PTO and the Command Fitness Leader (CFL). In addition, Marine Option Midshipmen and MECEP students who fail to complete the obstacle course in its entirety will be required to attend FEP until they are able to do so.

(2) The PTO (or designated midshipman) will conduct inventory PRTs monthly. Anyone may take these PRTs as a gauge to improvement. Midshipmen who score good or better in each category two inventory PRTs in a row may be removed from FEP.

703. **Physical Readiness Test Awards.** Midshipmen who score Outstanding or better on the PRT or a 285 or better on the PFT are eligible for a Physical Readiness Test ribbon. Additional information is contained in Chapter 9.

704. **Swimming Performance Standards**

a. Swimming tests shall be given to students entering the NROTC program. Students who fail to qualify as a third class swimmer shall be required to participate in an approved course of instruction (swim class). The student shall remain enrolled until qualified as a third class swimmer.

b. Midshipmen are required to be qualified as a third class swimmer by the end of their freshman year. Midshipmen who fail to meet this requirement will be placed on LOA until they have successfully qualified third class swimmer.

c. Midshipmen qualified as Third Class Swimmers must re-qualify annually. If a Midshipmen qualifies as a Second Class Swimmer, annual re-certification is no longer required.

d. All midshipmen should be qualified as a Second Class Swimmer prior to graduation. Midshipmen who have not qualified as a Second Class Swimmer are directed to take PAC swimming classes until qualified. Midshipmen not qualified as a Second Class Swimmer must have staff advisor permission to take other PAC classes until qualified.

705. **Body Fat Composition**

a. Any NROTC student who exceeds height and weight standards will be measured for body fat percentage. If the body fat percentage exceeds the established standards contained in reference (f), the midshipman will be assigned to FEP and shall be encouraged to get professional dietary assistance to attain an acceptable body fat percentage.

b. Students will not be permitted to enter the advanced course or be commissioned if the physical standards have not been met.
c. NROTC students who fail to meet the established height/weight/body fat percentage standards by the beginning of their Sophomore year will be disenrolled from the program. This cannot be waived, per reference (a).
CHAPTER 8
GROOMING, UNIFORMS AND INSIGNIA

801. General. The purpose of this chapter is to ensure midshipmen know the proper manner for wearing uniforms while a part of the battalion. Specific regulations governing the proper uniforms for Navy personnel, reference (d), are available online. The provisions of this chapter do not apply to MECEP students. MECEP students will comply with reference (e).

802. Uniform Issue. The Unit Supply Officer will provide all uniform items to each midshipman. The Unit Supply Officer will only issue uniform insignia to OCs as required. Midshipmen have one month from date of issue to return uniforms for replacement. After that time, the midshipman is responsible for the replacement of any uniform part that becomes unserviceable. Optional articles of regulation clothing may be purchased from Naval Uniform Shops. Midshipmen must ensure that uniform articles fit properly and conform to prescribed standards. Uniforms are issued during New Student Orientation (NSO) or as indicated below:

a. 4/C Issue
   (1) NSO. Summer khaki
   (2) Fall Term. Service Dress Blues (SDB)
   (3) Winter Term. Summer whites
   (4) Spring Term. Third class cruise uniforms

b. 3/C Issue. Spring Term. Second class cruise uniforms

c. 2/C Issue. Winter Term. Service Dress Whites

803. Midshipmen Uniform Return

a. Midshipmen who disenroll from the NROTC program prior to commissioning are required to return all issued uniform items to the Unit Supply Officer. Midshipmen who complete the NROTC program and are commissioned are permitted to retain all uniform items except:

   (1) Midshipmen insignia
   (2) Blue reefer
   (3) Relaxed jacket
   (4) Utilities
   (5) Raincoat

804. Caring for the Midshipmen Uniform

a. The NROTC program pays for the cost of alterations completed within a specified time period immediately following the initial issue of uniforms. All subsequent alteration costs will be the responsibility of the midshipman.
b. The cost of cleaning/laundering and alterations/repair, after initial issue, will be the responsibility of the midshipman. All uniforms issued are the property of the Navy and should be cared for as such. They should be clean and neatly pressed at all times.

c. No uniform parts or accessories are to be worn with civilian clothes at any time, with the following exceptions:

   (1) Black gloves.
   (2) Footwear.
   (3) All weather coat, raincoat, reefer, windbreaker, and sweaters without insignia.
   (4) Tie clasp.
   (5) Watch Cap.
   (6) Purse.

805. Wearing of the Midshipmen Uniform (Men)

a. Tailoring. The uniform must be properly tailored, cleaned and pressed, free from lint and loose threads.

b. Length of Trousers. Trousers will cover the top of the shoe by at least one inch at the heel (Navy). The bottom edge of the trouser will be 1/4 inch above or below the welt of the shoe (Marine Corps).

c. Shoes. All parts of the shoes will be shined to a high gloss and the edges of the soles will be cleaned and dressed.

d. Ties. Navy option ties will be tied with a double Windsor knot to present a crisp appearance. The tie clasp is worn between the second and third buttons down from the collar. The end of the tie will be infinitely close to but not touching the belt buckle. Marine options may wear a half or double Windsor knot, the clasp will be placed between the third and fourth button, and the end of the tie will fall between the top and the bottom of the belt buckle.

e. Insignia. Insignia will be neatly sewn in place, in a manner that does not gather the material or correctly pinned on the uniform in the same manner.

f. Covers. Military covers will fit properly and present a taut, crisp appearance. In no case will the bulk or length of the hair interfere with the proper fit of the cover. The cover will rest squarely on the head with the base of the brim being 1" from the bridge of the nose.

g. Gloves. Black gloves may be worn with the raincoat, reefer or black windbreaker. White gloves will be worn only when prescribed.

h. Belts. The belt will be black, white, or khaki as appropriate, with an undecorated regulation brass buckle for Navy options and a web belt buckle for Marine Options. Navy options may wear a ship or unit buckle during all periods with the exception of inspections. The length of the Navy options’
b. Belt. The belt will be so the brass of the belt tip touches the buckle. The length of the Marine options’ belt will be 2”-4” past the end of the buckle.

1. Name Tags. When wearing nametags they will be worn centered above the right pocket, 1/4” for Navy options and 1/8” for Marine options. On uniform without a pocket, they will be worn in an equivalent position on the right breast.

j. Ribbons. Ribbons will be worn in order of precedence from the wearer’s right to left and top to bottom. Ribbon bars are worn in rows of three. The bottom row must be centered over the left breast pocket, 1/4” for Navy Options and 1/8” for Marine Options. Students may wear active duty ribbons, medals, specialty pins, badges, and other insignia that they qualify to wear when in uniform. National and Unit/NROTC ribbons will not be worn together. If 1/3 or more of the ribbon is covered by the lapel, the ribbon may be moved up to the next row or justified left.

k. Windbreakers. When wearing windbreakers they will be zipped up at least 3/4 of the way at all times for Navy options and the zipper will be zipped to align with the highest point of the pockets or higher for the Marine options.

l. All Weather Coats. Raincoats may be worn with any uniform unless reefer's are prescribed.

806. Wearing the Uniform (Women)

a. General. Women will follow the same procedures when wearing their uniform unless the difference is noted.

b. Hosiery. Hosiery will be made of nylon material, individual’s flesh tone color, undecorated and seamless. White or unnaturally dark hose will not be worn. For formal occasions (e.g., Birthday Ball) Marine options may wear smoke or grey colored hose.

c. Gloves. Black gloves may be worn instead of white with Service Dress Blues, except on formal occasions.

d. Necktab. The black necktab will be worn such that an equal amount shows on each side.

e. Belt. Navy option women will wear their belt from left to right.

807. Ribbons. This section provides information on the various NROTC awards and ribbons awarded to midshipmen in recognition of outstanding ability, meritorious achievement or active participation in Unit activities. NROTC awards/ribbons should be worn only in the vicinity of this campus or when authorized for specific trips away from campus. NROTC ribbons are not worn when participating in summer cruise.

   a. Manner of Wearing Ribbons

     (1) General. One, two, or three ribbons shall be worn as described herein. When more than three ribbons are authorized, they shall be worn in horizontal rows of three, with the uppermost row containing the lesser number. The upper row will be centered above the row beneath it. The senior most ribbon will be worn above and inboard all other ribbons in the same row.
(2) **Consecutive Award.** Gold stars, of a size to be inscribed in a 3/16 inch circle, shall be worn in lieu of second and subsequent awards.

(3) **Fifth Award.** Silver stars, of a size to be inscribed in a 3/16 inch circle, shall be worn in lieu of five gold stars.

b. **Precedence of Ribbons**

(1) **Active Duty Personnel.** National (active duty) ribbons shall be worn in the manner prescribed in the uniform regulations for active duty personnel. Under no circumstances should National and Unit ribbons be worn together. Prior service midshipman may elect to wear their National ribbons and awards or the NROTC awards/ribbons, but not both. NROTC ribbons are not authorized for active duty personnel.

(2) **Midshipmen.** Unit ribbons will be worn in the order of precedence shown on the standard NROTC Decoration Ribbon chart published by NSTC. Personal awards will precede unit awards and will be worn in the order received (the most recent award received is senior). Unit ribbons are not to be worn during active duty periods (e.g., summer cruises).

**808. Service Dress Blue Coat Insignia.** Coat collar insignia will consist of plain gold anchors 1 and 7/16 inches long, the stock to be 3/4 inch wide, and to be 1 and 1/16 inches wide at the flukes, stock to be inclined at an angle of 8 degrees from the horizontal. It will be pinned on each collar tip of the coat so that the crown of the anchor is 1/2 inch above the notch of the lapel and the center line of the shank is parallel to and approximately 3/4 inch from the outer edge of the collar (males), or 1 inch from the bottom and midway between the two sides (females).

![Left Anchor](image1)

![Right Anchor](image2)

**809. Shirt Collar Insignia**

a. **General.** Shirt collar insignia is to be worn on the collar tips of khaki shirts to indicate wearer's class and/or rank.

(1) **Class Insignia--Navy Option.** First Class Midshipman insignia will consist of gold fouled anchors, surmounted by spread eagles. Second and Third Class Midshipmen insignia will be a gold fouled anchor. Fourth Class Midshipmen will wear no insignia on their collar points. Officer Candidates wear class insignia depending on their estimated graduation date.

(a) First Class Midshipman insignia is worn on both collar points, eagle heads pointing in-board.

![Left Eagle](image3)

![Right Eagle](image4)
(b) Second Class Midshipman insignia is worn on both collar points, bitter ends pointing out-board.

Right 🐬 Left 🐬

(c) Third Class Midshipman insignia is worn on the right collar point.

Right 🐬

(2) Class Insignia—Marine Option: First, Second, and Third Class Marine Midshipman insignia shall consist of a gold metal pin-on Eagle-Globe-Anchor device (EGA) in right and left hand versions.

(a) First Class Marine Option insignia is worn on both collar points.

Right 🐬 Left 🐬

(b) Second Class Marine Option insignia is worn on the left collar point.

Left 🐬

(c) Third Class Marine Option insignia is worn on the right collar point.

Right 🐬

(3) Midshipman Officer Rank Insignia. Will consist of gold color metal bars. Each bar is 3/4 inch long and 3/16 inch wide spaced 1/8 inch apart. This insignia will be worn on both collar points.

b. Manner of Wearing Shirt Collar Insignia

1"
(1) **Khaki Uniform.** For Navy options, the insignia will be worn centered 1 inch from the front and lower edges of the collar and positioned with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

(3) **Marine Options.** For Marine options with all uniforms requiring collar devices, the insignia will be worn centered between the top and bottom edge of the collar, with the outer edge of the insignia 1" from the front of the collar. The vertical line of the device will be parallel to the leading edge of the collar. When EGA devices are worn, the line made by the lower of the eagle's wings parallel with the deck.

**810. Cover Insignia**

a. **General.** Navy option midshipmen will wear a gold fouled anchor cap device. Marine option midshipmen will wear an eagle, globe, and anchor cap device.

(1) **Combination Cover.** On the combination cover, insignia will be placed on the black band and centered on the bridge of the nose.

(2) **Garrison Cover.** On the garrison cover, insignia will be placed on the left side of the cap, in an upright position and centered at 2 inches from the front edge of the cap and 1 1/2 inches above the bottom.

**811. Jacket Insignia**

a. **Midshipmen Battalion Officers.** Battalion officers will wear a set of collar devices to indicate their rank on the shoulder strap of the raincoat and windbreakers. The edge of each device will be placed 3/4 inch from the squared end of the shoulder strap with the bars running fore and aft.

**812. Shoulder Boards**

a. **General.** Shoulder boards will consist of two types: class shoulder boards and rank shoulder boards. Rank shoulder boards will be worn by Midshipmen Officers. Class shoulder boards will be worn by all other midshipmen. Hard shoulder boards are worn with summer whites and on the reefer. Soft shoulder boards are worn on the service dress blue shirt.

(1) **Class Shoulder Boards.** Class shoulder boards will consist of a metal fouled anchor alone or in combination with stripes, to indicate the wearer's class. The anchor insignia on the shoulder boards will be replaced by the gold EGA for Marine option midshipmen. Officer candidates will wear a similar shoulder board, but with a gold star vice an anchor centered on the shoulder boards.
(2) Rank Shoulder Boards. Rank shoulder boards will consist of a star in combination with stripe(s) to indicate the wearer's rank.

813. Grooming Standards

a. Active Duty Personnel. Active duty personnel will comply with Navy and Marine Corps grooming standards at all times.

b. General Standards for all Midshipmen

(1) Midshipmen will present a clean and neat appearance. Midshipmen will always maintain high standards of hygiene and cleanliness.

(2) Wigs or hairpieces may be worn, provided that they are of good quality and fit, that they present a natural appearance, and that they do not interfere with properly performing one's duties.

(3) One ring per hand is authorized excluding wedding/engagement rings. One necklace can be worn but cannot be visible. One wristwatch and one identification bracelet may be worn. Ankle bracelets are prohibited.

(4) Sunglasses may not be worn in formation unless they are prescribed by a medical physician.

c. Male Specific Standards

(1) Hair will be neat, clean, trimmed and present a groomed appearance. Hair on the back of the neck will not touch the collar and will be tapered. Hair will not touch the ears and will not fall below the eyebrows when uncovered. Hair will not bush excessively below the band of properly worn covers, and in no case will the hair interfere with the proper fit of the cover. Hair will not exceed four inches in length. Afro, natural, or ethnic hairstyles are permitted so far as they do not exceed the parameters delineated above. Plaited or braided hair may not be worn in
uniform or during active duty. No hair may fall below the front band of the cover.

(2) Sideburns are permitted. They will be neatly trimmed, even width (not flared), and will not extend below a horizontal line tangent to the middle of the ear. The bottom edge will form a clean shave, horizontal line. Mutton chop, ship's captain, or similar styles are considered elongated sideburns and are prohibited.

(3) Mustaches are authorized. When worn they will be neatly trimmed, and will not extend below the lip line of the upper lip. It will also not extend past the horizontal line formed by the corners of the mouth. The length of the hair will not exceed 1/2 inch. Beards are not permitted.

(4) Earrings or body piercings of any type are not authorized.

d. Standards for Females

(1) Hair will be clean and neatly arranged. In uniform, the hair may not fall below the lower edge of the collar, and no hair may be visible under the front brim of the combination cover or garrison cap. Afro, natural, bouffant, and ethnic hairstyles are permitted within these guidelines, but in no case may the length or bulk of the hair interfere with the proper fit of the cover. Ponytails and pigtails are not permitted. French-style braids are permitted, however, provided that the end of the braid is neatly tucked under and out of sight.

(2) Hair Ornaments (such as ribbons) will not be worn with the uniform. Pins, combs and barrettes may be worn, but must be similarly colored to the individual's hair. Hair coloring and tinting is authorized, but must present a natural appearance and be in good taste. Hair nets may be worn only for specific duties as authorized by the Commanding Officer.

(3) Cosmetics will be conservatively colored and worn in good taste. Nail polish will be a soft shade complimentary to skin tone.

(4) For Navy options, one earring per ear may be worn. Earrings will be 6 mm plain gold ball with brushed matte finish. Small single pearl earrings are authorized for wear only with Dinner and Formal Dress uniforms. For Marine options, earrings will not exceed 6 mm in diameter and will be polished gold or gold tone.

e. Tattoos/Body Art/Brands/Mutilation/Dental Ornamentation

(1) Four Criteria will be used to determine whether tattoos/body art/brands are permitted for Navy and Marine Corps personnel: content, location, size and cosmetic. MECEP and Marine Option MIDN shall confer with the MOI prior to getting a tattoo in order to review current USMC officer tattoo regulations.

(a) Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.
(b) Location. No tattoos/body art/brands on the head, face, neck, or scalp. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.

(c) Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer’s hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waiverable provided they do not violate the content and/or location criteria.

(d) Cosmetic. This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.

(2) Mutilation. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but are not limited to:

(a) A split or forked tongue;
(b) Foreign objects inserted under the skin to create a design or pattern;
(c) Enlarged or stretched out holes in ears (other than a normal piercing);
(d) Intentional scarring on neck, face, or scalp; or
(e) Intentional burns creating a design or pattern.

(3) Dental Ornamentation. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.

(4) Navy/Marine Corps personnel with waiverable pre-existing conditions. Tattoos/body art/brands/mutilation/dental ornamentation may be waived if they existed prior to 24 January 2003 and are not prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service.

(5) Navy/Marine Corps personnel with non-waiverable pre-existing conditions. If removal or alteration of tattoos/body art/brands/mutilation/dental ornamentation is determined by a military medical healthcare provider not to be feasible, the member may be processed for involuntary separation, if deemed appropriate by the commanding officer.

(6) Screening. All personnel will be given Appendix A-6 to fill out. If they answer "yes" to any questions on the form, digital photographs of each body marking will be taken and will accompany the form when forwarded for review. All personnel will be screened while wearing physical fitness attire.
(a) STA-21 personnel will be screened by the Human Resources Assistant as part of their check-in. All waiver requests will be sent to Commander, Naval Service Training Command.

(b) Navy option midshipmen will be screened by the Human Resources Assistant no later than six months prior to commissioning. All waiver requests will be sent to Commander, Naval Service Training Command.

(c) MECEP personnel will be screened by the Assistant Marine Officer Instructor as part of their check-in. All waiver requests will be sent to the Commanding General, Marine Corps Recruiting Command.

(d) Marine option midshipmen will be screened by the Assistant Marine Officer Instructor during their freshman year and again prior to attending OCS. All waiver requests will be sent to the Commanding General, Marine Corps Recruiting Command.

(7) Any personnel on a waiver shall be required to get command permission prior to getting any additional tattoos/body art/brands.

(8) These standards reflect military standards. Violations of these standards may prevent commissioning or may result in processing out of the respective service.

814. Miscellaneous Standards While in Uniform

a. Use of Bicycles. Riding bicycles while in uniform is not encouraged; however, midshipmen in uniform who experience difficulties in meeting class schedules may ride bicycles. The wearing of protective headgear while riding a bicycle in uniform is required.

b. Use of Umbrellas. Umbrellas are permitted while in uniform (Navy and women Marines only). However, the umbrella shall be plain, solid black, and collapsible (in length).

c. Use of Backpacks. NAVADMIN 118/10 updated U.S. Navy Uniform Regulations, allowing backpacks to be worn over either the left shoulder or both shoulders while wearing service and working uniforms. Marines and Marine Option MIDN shall wear backpacks over both shoulders. Authorized colors of backpacks include black, navy blue, and when available the matching NWU/MARPAT pattern (only authorized when wearing the NWU). No personal ornamentation shall be attached on or to the backpack.

815. NROTC OSU Polo Shirt

b. General Standards for all Personnel

(1) The purpose of this instruction is to define the NROTCU OSU policy on the wear of the unit polo shirt.

(2) Unit polo shirt should be clean and presentable and in the same general fit and style of the khaki or service C uniforms.

c. Unit Polo standards

(1) Shirt will be worn tucked in and ironed. An undershirt is not required, but if an undershirt is worn it will be white, black, or navy blue.
(2) **Trousers**

(a) Trousers should be khaki or light brown; black is not authorized.

(b) Khaki trousers will be ironed and will fit properly around the waist and present a conservative appearance.

(c) Cargo pants and carpenter pants are not authorized.

(3) **Shoes**

(a) Shoes should be brown or black leather, dress or casual style.

(b) Shoes must be a closed toe style.

(c) Athletic shoes and shower shoes are not authorized.

(4) **Belt.** A leather belt that matches the color of the shoes is required.

(5) **Socks.** Brown or black dress socks matching the shoe color are required. White socks will not be worn.

(6) **Jackets**

(a) In inclement weather, jackets are authorized for the mufti uniform.

(b) Jackets should present a conservative appearance in keeping with the style of the khaki and service C uniforms.

(c) Hooded sweatshirts should not be worn except with prior authorization for NROTCU OSU sponsored events.

(7) **Conservative hats/caps** may be worn while outside in inclement weather, and will be taken off upon going indoors.

d. **Grooming Standards**

(1) Grooming standards will follow all standards described in U.S. Navy and Marine Corps uniform regulations, except those specified below.

(2) **Females:**

(a) Hair. May be worn up or down.

(b) **Earrings.** Shall be conservative as not to distract from the mufti uniform.

**816. Civilian Clothing.**

a. **Casual Civilian Attire**

(1) Civilian clothing that may be worn to non-mandatory unit events which do not require the wearing of a uniform (official or Mufti).
(2) Clothing will be appropriate for the occasion and not discredit the Navy or Marine Corps.

(3) Clothing will be in accordance with any Commanding Officer Policy. Clothing advertising/displaying alcohol, tobacco, drugs, pornography, or offensive language will not be worn at anytime (while on liberty or on duty).

(4) When a shirt with tails (rounded across the bottom) is worn, it will be tucked in. Only square cut shirts (flat across the bottom) may be worn un-tucked.

(5) If your shorts or trousers have belt loops, a belt will be worn.

(6) An example would be an appropriate t-shirt and shorts for a unit picnic.

b. Business Casual Attire

(1) Civilian clothing that may be worn to mandatory unit events which do not require the wearing of a uniform (official or Mufti).

(2) Clothing will consist of a collared shirt (long sleeve or polo), non-denim pants, non-athletic leather shoes and a dress belt.
CHAPTER 9

AWARDS

901. Unit Awards

a. General Regulations. All NROTC Unit Awards are awarded annually. They are presented at the Spring Awards Ceremony and may be worn with other Unit ribbons. Awards that have an accompanying ribbon are indicated as such. The following awards are listed in order of precedence. The awards rank less than the Leadership Award (paragraph 902.e) and higher than the Community Service Award (see paragraph 902.f).

b. General Awards

(1) The Top Gun Award. Awarded to the Pistol Team member who competed in at least 75% of all scheduled events and who has demonstrated the highest overall performance.

(2) The Dick Lyndon Trophy. Awarded to the Rifle Team member who competed in at least 75% of all scheduled events and who has demonstrated the highest overall performance.

(3) The Alumni Association Scholarship. Awarded to those midshipmen who display the determination and tenacity to achieve their goals.

(4) The Captain Harry M. Dyck Award. Awarded to the NROTC student who displays all of the characteristics of "the officer I would most like to have beside me in a time of war."

(5) The Military Order of the Purple Heart Leadership Award. Awarded to the NROTC student who symbolizes the reason why the United States has always been so successful on the battlefield, "the leadership of its people."

(6) The United Service Automobile Association Spirit Award. Awarded to the NROTC student who best embodies the concept of service to the local community, the NROTC battalion, and the United States Naval Service.

(7) The National Defense Industrial Association Award. Awarded to the NROTC student that participates in school athletics, has a high GPA, and demonstrates outstanding leadership qualities.

(8) The American Legion Scholarship Award. Awarded to the NROTC student who demonstrates scholastic excellence.

(9) The Anton J. Elmlinger Memorial Scholarship Award. Presented to the NROTC student who possesses the qualities of loyalty, integrity, and character as exemplified by Anton J. Elmlinger.

(10) The Colonel A.E. Bench Leadership Award. Presented to the Marine Option NROTC student who best epitomizes dedication, professionalism, selflessness, and esprit de corps.

(11) The Robert Boardman (USMC) Leadership Award. Presented to the NROTC student who displays the characteristics that exemplify Sgt. Boardman’s life: honor, courage, commitment, and forgiveness.
The United States Naval Institute Award. Presented to the NROTC student who displays academic excellence in the field of Naval Science.

The Captain David R. Saveker Award. Presented to the outstanding student majoring in an engineering field.

The Nation Sojourners Award For Americanism. Presented to the outstanding NROTC student who has demonstrated high ideals of Americanism within the unit and the community.

The Military Science Endowment Fund Award. Presented to the NROTC scholarship student who excels in academics and leadership.

c. Freshman Awards

The Reserve Officers Association of Oregon Award. Awarded to the Navy and Marine Option Freshmen who have demonstrated outstanding academic and aptitude achievement. Ribbon included.

The Bowler Award. Awarded to the 4/C midshipman who has the highest cumulative GPA and aptitude, equally weighted.

The MGySgt Parsons Excellence In Drill Award. Awarded to a freshman member of the drill team who demonstrates a thorough understanding of drill, dedication to teamwork, and helping others.

The American Legion Military Excellence Award. Awarded to the NROTC student who best exemplifies the highest standards of excellence in military bearing and aptitude.

The American Legion Academic Excellence Award. Awarded to the NROTC student who best demonstrates outstanding performance in academics.

The Richard Saveker Award. Presented to the most deserving freshman attending New Student Orientation (NSO).

d. Sophomore Awards

The Reserve Officers Association of Oregon Award. Awarded to the Navy and Marine Corps Option Sophomores who have demonstrated outstanding academic and aptitude achievement. Ribbon included.

The National Sojourners Award. Awarded to an outstanding 3/C midshipman based on participation in campus, unit and community activities. Ribbon included.

The Bowler Award. Awarded to the 3/C midshipman who has the highest cumulative GPA and aptitude, equally weighted.

The American Legion Military Excellence Award. Awarded to the NROTC student who best exemplifies the highest standards of excellence in military bearing and aptitude.

The American Legion Academic Excellence Award. Awarded to the NROTC student who best demonstrates outstanding performance in academics.
e. Junior Awards

(1) The Reserve Officers Association of Oregon Award. Awarded to the Navy and Marine Corps Option Juniors who have demonstrated outstanding academic and aptitude achievement. Ribbon included.


(3) The Veteran's of Foreign Wars Award. Awarded to a 2/C midshipman who has shown outstanding participation in campus, unit, and community activities. Ribbon included.

(4) The American Legion Academic Excellence Award. Awarded to the NROTC student who best demonstrates outstanding performance in academics.

(5) The Bowler Award. Awarded to the 2/C midshipman who has the highest cumulative GPA and aptitude, equally weighted.

(6) The American Legion Military Excellence Award. Awarded to the NROTC student who best exemplifies the highest standards of excellence in military bearing and aptitude.

(7) The Lieutenant General Robert O. Bare (USMC) Memorial Scholarship. Presented to the 2/c Marine option NROTC student or active duty marine who demonstrates overall performance and aptitude.

(8) The Captain Darrell S. Tipples, USMC, Memorial Scholarship. Awarded to the 2/c or 1/c marine NROTC student who demonstrates the determination and desire to serve his or her country as a marine officer.

f. Senior Awards

(1) Reserve Officer's Association of Oregon Award. Awarded to Navy and Marine Corps Option Seniors who have finished in the top 10% of their class and have demonstrated excellence in academics, leadership and aptitude. Ribbon included.

(2) Daughters of the American Revolution Award. Awarded to Navy and Marine Corps Option Seniors who have achieved overall excellence in academics and consistently contributed to the Midshipman Battalion. Ribbon included.

(3) The Marine Corps Association Award. Awarded to the Marine Option Senior who has achieved the highest cumulative aptitude for service in the U.S. Marine Corps.

(4) The Captain Richard Poppe Award. Awarded to the Marine Option Senior who most epitomizes the qualities of enthusiastic participation in unit activities and success through personal determination, dedication and application. This award is presented in memory of Capt Richard Poppe, USMC, who lost his life to a drunk driver in 1983.

(5) The Sons of the American Revolution Award. Awarded to the 1/C midshipman who has demonstrated overall excellence in academic achievement, aptitude for naval service and representation of the NROTC battalion in community and service activities. Ribbon included.
(6) The Naval Submarine League Award. Awarded to the outstanding NROTC Senior who is a Nuclear Power selectee and has a strong desire for submarine duty.

(7) The Captain R. A. Dale Award. Awarded to a Marine Option Senior that is recognized and admired by subordinates, peers and superiors alike as demonstrating superior leadership, integrity, humility and dedication. This award is presented in memory of Captain R.A. Dale, USMC.

(8) CNO Distinguished Midshipman Award. Awarded to the outstanding graduating midshipman based on the highest standards of leadership, academic and military performance.

(9) The Navy League Award. Awarded to the outstanding Senior Navy Option with the highest cumulative GPA and military aptitude.

(10) The American Legion Military Excellence Award. Awarded to the NROTC student who best exemplifies the highest standards of excellence in military bearing and aptitude.

(11) The American Legion Academic Excellence Award. Awarded to the NROTC student who best demonstrates outstanding performance in academics.

(12) The Marine Corps Coordinating Council Award. Awarded to the marine or marine option NROTC student who demonstrates outstanding leadership.

(13) The National Defense Transportation Award. Presented to the graduating senior in business administration who excels in academics as well as aptitude.

(14) The Captain Dale S. Tipples, USMC, Memorial Award. Presented to the 1/c marine NROTC student who best exemplifies the qualities of determination, motivation, unquestionable integrity, and dependability.

902. Unit Ribbons

a. All Around Performance. Awarded to the midshipman in each class for the most outstanding performance in the field of academics, physical fitness training, community service, and military bearing. This award will be based on the highest aptitude for the preceding evaluation period.

b. Academic Excellence. Awarded to those midshipmen who achieve a GPA of 3.75 to 4.00 and no grades of "N", "U" or "F" for the preceding term. Stars will be worn in lieu of additional awards. Midshipmen who receive the Academic Excellence award for the preceding term are also authorized to wear an academic star 1/4 inch above the ribbons and centered. This star may be worn only as long as a GPA of 3.75 or greater is maintained for the preceding term.

c. Academic Achievement. Awarded to those midshipmen who achieve a GPA of 3.50 to 3.75 and no grades of "N", "U" or "F" for the preceding term.

d. Commendation Award. Awarded to midshipmen for recognition of meritorious achievements.
e. Leadership Award. Awarded to midshipmen who have shown exemplary conduct and leadership.

f. Community Service. Awarded to those midshipmen recognized for meritorious service in the community.

g. Physical Fitness (Outstanding). Awarded to those midshipmen who achieve a PRT score of an Outstanding or better or a PFT score of 285 or better.

h. Drill Team. Awarded to all midshipman participating in drill team.

i. Honor Guard. Awarded to midshipmen participating in the Color Guard or Drum and Bugle Corps (awarded on an annual basis).

j. Intramural. Awarded to those who have participated in any form of organized sports.

k. Rifle/Pistol. Awarded to any member of the NROTC rifle/pistol team for one academic term participation.

l. Sailing Award. Awarded to midshipmen who complete Skipper B sail qualifications.

m. Recruiting. Awarded to midshipmen instrumental in the enrollment of new NROTC recruits.

n. Cruise Ribbon. Awarded to midshipmen for completion of a tour at sea.

903. Ribbon Devices


(1) Example. - 2nd award - 1 gold star
              - 3rd award - 2 gold stars
              - 4th award - 3 gold stars
              - 5th award - 4 gold stars

b. Silver Star. Awarded in lieu of five gold stars.

(1) Example. - 6th award - 1 silver star
              - 7th award - 1 silver / 1 gold
              - 8th award - 1 silver / 2 gold
              - 9th award - 1 silver / 3 gold
              - 10th award - 1 silver / 4 gold
              - 11th award - 2 silver stars
              - 12th award - 2 silver / 1 gold

904. Awarding, Control, and Issuance of Awards

a. The PNS has ultimate responsibility for the awarding, control, and issuance of NROTC awards.

b. All awards are contingent upon the midshipman’s status of "good standing" with the NROTC program. The midshipman may not have been subject
to a disciplinary PRB, mandatory study hall, mandatory PT, or received deficient grades during the time stipulated in the award.

c. The Platoon Commander/Team Captain of the midshipman who has completed the requirements for an award will submit a "Roster" via the chain of command to the Battalion Administrative Officer. The N-1 will compile the names and submit to the Unit Staff, via the BnCO, who will enter the data in the midshipman’s Student Performance Record. They will then authorize Supply Officer to issue the ribbons via the chain of command. The issuance may take place during battalion lab.

d. Midshipmen will be responsible for ensuring they have received and are wearing the properly prescribed ribbons.

e. Each winter term a midshipman awards officer will billeted to coordinate all general and class awards listed in 901. B thru F except for those awards monetary in nature or if a gift is received with the award. The midshipman awards officer will work closely with the staff awards officer to coordinate all awards for the spring awards ceremony.

905. Midshipman of the Quarter(MOQ)/Midshipman of the Year(MOY)

a. The Battalion Staff shall select a freshman, sophomore, and junior midshipman of the quarter. This shall be completed following every quarter except the summer quarter. The MOQ nominee shall be submitted for Unit Staff review and CO approval within the first 2 weeks of the following term.

b. The Battalion Staff shall select a midshipman of the year following the spring quarter. This midshipman shall have been a MOQ (fall, winter, or spring) during the academic year. The academic year is defined as the fall quarter through spring quarter. The MOY nominee shall be submitted for Unit Staff review and CO approval by 15 September of each year, with the intent of presenting the award to the MOY at the first lab of the academic year.

c. The Battalion Staff should take into account all aspects of a midshipman’s performance within the battalion when nominating the MOQ and MOY.

d. The Battalion Staff shall be responsible for generating a certificate for the MOQ and MOY once approved by the CO.
CHAPTER 10

ACTIVITIES AND FACILITIES

1001. Campus Activities. NROTC midshipmen are strongly encouraged to participate in meaningful and worthwhile campus activities. Students should ensure that academic endeavors take precedence over non-academic activities. Midshipmen are encouraged to participate in all NROTC unit activities. Members on academic probation or warning may be excluded from NROTC team participation at the discretion of their advisor and the PNS.

1002. Unit Teams

a. Honor Guard. The NROTC Honor Guard is organized to provide the student with a means of learning discipline, teamwork, and self-esteem while representing this unit, the United States Navy, the United States Marine Corps, and the nation by carrying the National Colors in parades, exhibitions and celebrations. Participation requires a spirit of cooperation and a willingness to strive for a goal. No height requirement exists, and the team will accept any student that shows the proper spirit and desire.

b. Drill Team. The NROTC Drill Team is organized to provide advanced training, discipline, and instruction in precision drill to help teach teamwork and leadership skills. Participation in Drill Team requires maximum cooperation and willingness to work on the part of each member. The team stresses development of each member's self-confidence, leadership skills, and ability to function as a cohesive unit. The Drill Team represents the NROTC unit at many competitions, including Northwest Navy, Veteran's Day, etc. The Assistant Marine Officer Instructor (AMOI) advises the Drill Team.

c. Drum & Bugle Corps. The NROTC Drum and Bugle Corps is organized to provide participation in demonstrations, exhibitions, competition and musical accompaniment of parades. Participation in the Drum and Bugle Corps requires desire, a spirit of cooperation, and a willingness to practice. No previous musical experience is required to join. The team may perform at Northwest Navy, Veteran's Day and many other parades and competitions. The Assistant Marine Officer Instructor advises the Drum and Bugle Corps.

d. Weapons Teams. Any midshipman may try out for the NROTC Rifle and Pistol Teams.

(1) The Rifle Team competes with .22 caliber rifles on indoor ranges. During the winter months the team competes at Northwest Navy (Powell Trophy). Other competitions are scheduled, as they become available.

(2) The Pistol Team competes with .22 caliber pistols on indoor ranges. The team can compete in National Rifle Association sanctioned tournaments, as well as the Northwest Navy match against other West Coast NROTC units.

(3) The NROTC unit furnishes weapons, ammunition and equipment. The AMOI is the staff adviser for the weapons teams.

e. Northwest Navy (NWN) Special Teams. Each year, a competition is held at one of the four of the Northwest units: OSU, University of Idaho, University of Utah, and University of Washington. The Basketball Team, Physical Readiness Team, Combat Fitness Team, Swim Team, Soccer Team,
Volleyball Team, Academics Team and Drill Team are teams that compete at NWN. The weekend-long event ends with a banquet/awards ceremony.

1003. **Military Clubs**

a. **Surface Club.** Surface Club consists of Navy option midshipmen and officer candidates within the unit. The club provides information on the various warfare communities: Surface, Submarine, and Aviation and sponsors a program of presentations on professional topics of interest. Field trips specific to the warfare communities are planned and preparation sessions for various requisite exams such as the AQT/FAR are provided to those interested. Mare Nostrum offers a great opportunity for continuing professional development and for fellow midshipmen to get to know each other better.

b. **Semper Fidelis.** The Semper Fidelis Society is open to all students with an interest in the United States Marine Corps. The objectives of the Semper Fidelis Society are to receive and disseminate policies, doctrines, and vital information pertinent to the better understanding of the many future responsibilities of officers of the United States Marine Corps, to stimulate and protect the high traditions and ideals of the United States Marine Corps, and to enhance the promotion of good fellowship and cultivation of social virtues among its members.

c. **Aviation Club.** The Aviation Club is for all Midshipmen and Officer Candidates interested in Naval Aviation and is structured around preparing for flight training after Commissioning and building camaraderie between Battalion members while part of the NROTC program.

d. **Submarine Club.** The Submarine Club welcomes all members of the battalion, but is primary focused on those Navy option midshipmen and officer candidates interested in pursuing a career in submarines and nuclear propulsion. The purpose of the Submarine Club is to provide information about submarines, disseminate current community developments and policies, foster an atmosphere of teamwork and camaraderie, and prepare our future leaders with the most current and relevant information concerning the U.S. Navy submarine force. When the schedule and budget allow, an annual trip to the Commissioned Officer’s Submarine Ball is typically arranged where students can meet and converse with active submariners in a social setting. Additionally, this trip usually includes a tour of a submarine where students can see firsthand the living and working environment they can expect to be in after commissioning.

e. **SPECWAR Club.** The SPECWAR Club is optional for all members of the battalion with an interest in Special Warfare options.

f. There are many other non-military professional societies on campus. Students are encouraged to participate in these as well the NROTC clubs.

1004. **Social Activities**

a. **NROTC Fall Ball.** The NROTC Fall Ball, held annually, provides for a formal social gathering of staff, students and guests to honor the founding of the Navy and Marine Corps.

b. **Spring Ball.** The primary purpose of the Spring Ball is to honor the graduating senior midshipmen. All unit midshipmen and officer candidates are required to attend.
1005. **Lounge and Library.** The lounge on the second deck above the NROTC Executive Offices is equipped with sofas, chairs, a pocket billiard table, a TV set and video gaming system. All midshipmen are encouraged to utilize the lounge and library. Those using the lounge are charged with the responsibility of keeping it clean and neat and turning lights off when the lounge is not in use.

1006. **After Hours Use of Naval Armory.** Many battalion activities require after working hours use of the Naval Armory. The Armory provides a good atmosphere for study and is normally open from 1600 to 2100 on Sunday through Thursday and 1600 to 1730 Friday.

   a. A Battalion Duty Officer (BDO) is responsible for the proper control and security of the building.

   b. To keep the building open past 2100, the senior most BDO qualified individual will assume the duties and responsibilities of the BDO. Non-unit members cannot remain in the unit after 2100.

   c. Office equipment in the NROTC Executive Office area is not to be used during or after working hours without prior approval of the Staff Duty Officer (SDO).

1007. **Alcohol Regulations at Unit Sponsored Social Activities**

   a. As future commissioned officers, you must be aware of your responsibilities in cases where alcoholic beverages are involved. Unit sponsored social activities will be organized such that these activities comply with the law and its regulations and protects the students and the unit from possible legal consequences. Midshipmen and officer candidates represent the NROTC Unit and the naval service and should conduct themselves in accordance with the standards set by the naval service and comply with local law.

   b. Alcohol Policies

      (1) No midshipman, active duty member, or guest of the battalion under 21 years of age will consume alcoholic beverages.

      (2) Taffrail funds will not be used to purchase alcoholic beverages.

      (3) No alcohol will be permitted on the NROTC premises without the specific approval of the Commanding Officer.

      (4) Should a midshipman be convicted by a civilian court for an alcohol related incident or be determined to have illegally consumed alcohol at a unit function, he/she will be subject to a Performance Review Board (PRB) to determine further suitability/aptitude for naval service.

      (5) Every midshipman is responsible for knowing the penalties for underage drinking and in particular, driving under the influence of intoxicants (DUII). DUII offenses will be processed by civil court often with severe penalties and may additionally involve charges against the UCMJ for active duty members and other disciplinary proceedings for MIDN. Similarly, underage drinking will incur significant penalty within this unit. All cases of underage drinking (or any other alcohol related incident) will
be referred to a PRB. Potential results of the PRB include dismissal from the program with a requirement to repay all benefits or serve in the enlisted ranks, Aptitude LOA which will result in the loss of stipends and may result in the loss of scholarship tuition and fee benefits, or Aptitude Probation and character remediation.
For College Program students, any offense will result in a PRB and may result in a reduction to the bottom of the class ranking and lack of a recommendation from the PNS which dramatically affects scholarship and Advanced Standing opportunities. Further offenses will result in an additional PRB and may result in disenrollment.

1008. Use of Government Vehicles. The unit vans are used to transport unit teams to competitions and exhibitions, for field trips, and for a wide variety of other authorized official uses. Safe and efficient use of the vehicles should be the first priority every time that they are used.

a. Government vehicles will only be driven by authorized active duty or civilian employees. All active duty personnel are authorized to drive a general purpose vehicle under 10,000 pounds, gross vehicle weight, provided they possess a valid state operator's license for the type of vehicle to be operated. Active Duty Personnel under 26 years of age must also complete the required driver safety course.

b. The Assistant Marine Officer Instructor (AMOI) is responsible for ensuring all active duty students are properly trained to operate the NROTC government vehicles.

c. Official use will include only the transport of personnel and equipment to and from authorized NROTC unit activities. This does not include travel to and from home, travel to and from locations for the purpose of conducting personal business, or engaging in other activities of a personal nature.

d. Seat belts will always be used when the vans are in motion and smoking in the vans is prohibited.

1009. Battalion Computer Lab. The Battalion Computer Lab is located in the back of the Junior Classroom. The Battalion N-4 is responsible for the overall maintenance and upkeep of the lab. Its use is limited to unit personnel who have paid their Taffrail dues.
## APPENDIX A

### SPECIAL REQUEST AUTHORIZATION

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</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTANCE (miles)</th>
<th>MODE OF TRAVEL</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>LIBERTY ADDRESS (Street, P.O. Box, or Rt. number, City, State, Zip)</th>
<th></th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>REASON FOR REQUEST</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

---

**SIGNATURE OF APPLICANT**

I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES IF THE PERSON MAKING THIS APPLICATION

**SIGNATURE OF STANDBY**

---

**RECOMMENDED APPROVAL**

<table>
<thead>
<tr>
<th></th>
<th>SIGNATURE AND RANK / TITLE / DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td></td>
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<tr>
<td>NO</td>
<td></td>
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<tr>
<td>NO</td>
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<td>NO</td>
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<tr>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**BATTALION ADVISOR INITIALS**

<table>
<thead>
<tr>
<th>COMPANY ADVISOR INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

**COMMENTS / REASON(S) FOR DISAPPROVAL**

---

NROTCUOSU Form 1
### RECORD OF COUNSELING

**Privacy Act Statement**
The data in this form will be used to document individual performance resulting in counseling actions not prescribed in other directives.

Completion of the form by a counselor is mandatory. Disclosure of information by the counselee is voluntary. However, failure to disclose information may not be in the counselee's best interest in the event administrative, disciplinary, or separation actions are being considered by the chain of command.

<table>
<thead>
<tr>
<th>NAME OF COUNSELOR (Last, First, MI)</th>
<th>Company and Platoon/Billet</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME OF COUNSELEE (Last, First, MI)</td>
<td>Company and Platoon/Billet</td>
</tr>
</tbody>
</table>

**REASON FOR COUNSELING**

- [ ] Performance
- [ ] Personal Behavior
- [ ] Academic Progress
- [ ] Appearance
- [ ] Private Indebtedness
- [ ] Support of Dependents
- [ ] Responsibilities
- [ ] Other (specify)

**PERFORMANCE DEFICIENCIES AND/OR OFFENSES (Give details, facts, specific dates, sequence of events, etc.):**

**CORRECTIVE MEASURES TO PREVENT PERFORMANCE DEFICIENCIES AND/OR OFFENSE FROM OCCURRING AGAIN:**

**ASSISTANCE IS AVAILABLE:**

**DATE COMPLETED**

**FAILURE TO TAKE CORRECTIVE MEASURES TO PREVENT FUTURE OCCURRENCES WILL LEAD TO:**

**COUNSELEE HAS FIVE WORKING DAYS TO SUBMIT A WRITTEN REBUTTAL TO THIS COUNSELING. SUCH REBUTTAL WILL BE PROVIDED TO THE COUNSELEE'S SECONDARY FOR CONSIDERATION.**

**COUNSELOR'S SIGNATURE**

**COUNSELEE'S SIGNATURE**

**I CHOOSE TO/ NOT TO, MAKE A STATEMENT**

**SECONDARY'S INITIALS**

**BATTALION ADVISOR INITIALS**

**COMPANY ADVISOR INITIALS**

NROTCUOSU Form 2
REPORT AND DISPOSITION OF OFFENSE(S)

(Revised for use by the NROTC Unit, Oregon State University)

From:          Date of Report: 

To:  Company Commander / Battalion Commander

1. I hereby report the following named individual for the offense(s) noted:

<table>
<thead>
<tr>
<th>NAME OF ACCUSED</th>
<th>SSN:</th>
<th>RANK:</th>
<th>COMPANY/PLATOON/SQUAD</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PLACE OF OFFENSE(S):</th>
<th>DATE OF OFFENSE(S)</th>
</tr>
</thead>
</table>

DETAILS OF THE OFFENSE(S) (Give details, facts, specific dates, times, sequence of events, etc.)

<table>
<thead>
<tr>
<th>NAME OF WITNESS(S)</th>
<th>RANK</th>
<th>COMPANY/PLATOON/SQUAD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Rank/Title of person submitting report  Signature of person submitting report

I have been informed of the nature of the accusation(s) against me. I understand I do not have to answer any questions or make any statements regarding the offense(s) of which I am accused or suspected. However, I do understand any statement made or questions answered by me may be used as evidence against me in the event of a Company Commander's Inquiry.

Signature of Witness  Signature of Accused

NROTCUOSU Form 3 (pg 1 of 2)
**REPORT AND DISPOSITION OF OFFENSE(S)**

(Revised for use by the NROTC Unit, Oregon State University)

<table>
<thead>
<tr>
<th>COMPANY COMMANDER INQUIRY REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: Company ___ Commander</td>
</tr>
<tr>
<td>To: Commanding Officer, NROTCU Oregon State University</td>
</tr>
</tbody>
</table>

In the interest of justice and discipline, an inquiry was conducted on _________ to investigate the charges herein. The accused admitted to/denied the charges and did/did not present additional evidence as to the circumstances behind the charges. The inquiry has revealed sufficient/insufficient evidence to support the charges. Action taken is indicated below.

**Remarks of Company Commander (pertinent details supporting the findings of the inquiry):**

<table>
<thead>
<tr>
<th>NAME OF WITNESS(S)</th>
<th>RANK</th>
<th>COMPANY/PLATOON/SQUAD</th>
</tr>
</thead>
<tbody>
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</table>

**ACTION TAKEN:**

<table>
<thead>
<tr>
<th>Dismissed</th>
<th>Formal Counseling</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to BnXOI</td>
<td>Extra Military Instruction: _____ hrs Instructional duty</td>
<td>Essay topic: _____ word essay</td>
</tr>
</tbody>
</table>

**Signature of Company Commander:**

**Signature of Accused:**

**BATTALION EXECUTIVE OFFICER INQUIRY REPORT**

**Remarks of Battalion XO (pertinent details supporting the findings of the inquiry):**

<table>
<thead>
<tr>
<th>ACTION TAKEN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dismissed</td>
</tr>
<tr>
<td>Formal Counseling</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Refer to BnXOI</td>
</tr>
<tr>
<td>Extra Military Instruction: _____ hrs Instructional duty</td>
</tr>
<tr>
<td>Essay topic: _____ word essay</td>
</tr>
</tbody>
</table>

**Signature of Battalion Executive Officer:**

**Signature of Accused:**

**BATTALION COMMANDER MAST REPORT**

**Remarks of Battalion Commander (pertinent details supporting the findings of the inquiry):**

<table>
<thead>
<tr>
<th>ACTION TAKEN:</th>
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</thead>
<tbody>
<tr>
<td>Dismissed</td>
</tr>
<tr>
<td>Formal Counseling</td>
</tr>
<tr>
<td>Other:</td>
</tr>
<tr>
<td>Refer to BnXOI</td>
</tr>
<tr>
<td>Extra Military Instruction: _____ hrs Instructional duty</td>
</tr>
<tr>
<td>Essay topic: _____ word essay</td>
</tr>
</tbody>
</table>

**Signature of Battalion Commanding Officer:**

**Signature of Accused:**

**Forwarded for Commanding Officer Review on:**

Appropriate entries have been made in the Student's Training Record.

**Battalion Advisor Signature:**

**Company Advisor Signature:**

**Executive Officer Review:**

**Commanding Officer Review:**

NROTCUOSU Form 3 (pg 2 of 2)
NAVAL RESERVE OFFICER TRAINING CORPS UNIT
OREGON STATE UNIVERSITY

Letter of Commendation

THE BATTALION COMMANDING OFFICER
TAKES GREAT PLEASURE IN COMMENDING

______________________________________________
(TITLE AND NAME)

FOR SERVICES AS SET FORTH HEREIN

"For superior dedication and initiative while serving as the
_____________________, at Naval Reserve Officer Training Corps
(Billet/Duty)
Unit, Oregon State University from __________ to __________.
(Date) (Date)
(Fill in the following lines with the specifics of the citation and words of
praise.)

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

After completion of this form, give to the company guide for printing on bonded paper
with battalion watermark, then route to the BNCO for signature.

NROTCUOSU Form 4
Personnel Comment Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Comments</th>
<th>Signature</th>
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<tbody>
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</tbody>
</table>

Page No. ___ of ___

NROTCUOSU Form 5
## Fitness Report & Counseling Record (E7 - O6)

### Performance Traits

#### 1.0* Below Standard
- Lacks basic professional knowledge to perform effectively.
- Cannot apply basic skills.
- Fails to develop professionally or achieve timely qualifications.

#### 2.0* Preliminary
- Has thorough professional knowledge.
- Competently performs both routine and new tasks.
- Steadily improves skills, achieves timely qualifications.

#### 3.0* Meets Standard
- Always treats others with fairness and respect.
- Does not condone bias or harassment in or outside of workplace.
- Supports Navy EO objectives.
- Contributes to unit cohesiveness and morale.

#### 4.0* Above Standard
- Recognized expert, sought after to solve difficult problems.
- Exceptionally skilled, develops and executes innovative ideas.
- Achieves early/highly advanced qualifications.

#### 5.0* Greatly Exceeds Standard
- Admired for fairness and human respect.
- Ensures a climate of fairness and respect for human worth.
- Pro-activist EO leader, achieves concrete EO objectives.
- Leader and model contributor to unit cohesiveness and morale.

### Qualifications

- **33. Professional Expertise:**
  - **Professioal Knowledge:**
    - Displays personal bias or engages in harassment.
    - Tolerates bias, unfairness or harassment in subordinates.
    - Lacks respect for EO objectives.
    - Interferes with order and discipline by disregarding rights of others.
  - **Professionally:**
    - Consistently wears uniform.
    - Unpleasant demeanor/conduct.
    - Fails to live up to Navy Core Values: HONOR, COURAGE, COMMITMENT.

- **34. Equal Opportunity:**
  - Fairness, respect for human worth.
  - **Beginning:**
    - Creates conflict, unwilling to work with others, puts self above team.
    - Does not understand team goals or teamwork techniques.
    - Does not take direction well.
  - **End:**
    - Relieves others' efforts, meets personal commitments to team.
    - Understands team goals, employs good teamwork techniques.
    - Accepts and offers team direction.

- **35. Military Bearing Character:**
  - Appearance, conduct, physical fitness, adherence to Navy Core Values.
  - **Beginning:**
    - Takes initiative.
    - Able to plan or prioritize.
    - Does not maintain readiness.
    - Fails to get the job done.
  - **End:**
    - Takes initiative to meet goals.
    - Plans/prioritizes effectively.
    - Maintains high state of readiness.
    - Always gets the job done.

- **36. Teamwork:**
  - Contributions to team building and team results.
  - **Beginning:**
    - Takes initiative.
    - Able to plan or prioritize.
    - Does not maintain readiness.
    - Fails to get the job done.
  - **End:**
    - Takes initiative to meet goals.
    - Plans/prioritizes effectively.
    - Maintains high state of readiness.
    - Always gets the job done.
**FIDNT REPORT & COUNSELING RECORD (E7 - O6) (cont'd)**

<table>
<thead>
<tr>
<th>4.0 Above Standards</th>
<th>3.0 Meets Standards</th>
<th>2.0 Progressing</th>
<th>1.0 Below Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspiring motivator and trainer, consistently builds winners.</td>
<td>Effectively motivates, trains and develops subordinates.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Superb organizer, great foresight, gets ahead of problems.</td>
<td>Organizes successfully, solves problems as they occur.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Leadership achievements dramatically further command mission.</td>
<td>Seeks realistic goals which support command mission.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Perseveres through the toughest challenges and inspires others.</td>
<td>Performs well in stressful situations.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Exceptional communicator.</td>
<td>Clear, timely communicator.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Maintains subordinate's safety-conscious, maintains top safety record.</td>
<td>Ensures safety of personnel and equipment.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Constantly improves the personal and professional lives of others.</td>
<td>Routinely considers subordinates' personal and professional welfare.</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>39. TACTICAL PERFORMANCE: (Warfare qualified officers only)</th>
<th>38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.</th>
<th>40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has difficulty attaining qualifications expected for rank or experience.</td>
<td>Fails to motivate, train or develop subordinates.</td>
<td>SEA, CMC, CWO, LDO, DEP Head, XO, OIC, CO, Major Command, War College, PG School.</td>
</tr>
<tr>
<td>Has difficulty in ship's aircraft or weapons systems employment. Below others in knowledge and employment.</td>
<td>Fails to organize, creates problems for subordinates.</td>
<td></td>
</tr>
<tr>
<td>Warfare skills in specialty are below standards compared to others of same rank and experience.</td>
<td>Does not set or achieve goals relevant to command mission.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Lacks ability to cope with or tolerate stress.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>An adequate communicator.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Tolerates hazards or unsafe practices.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Does not attend to welfare of subordinates.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Has difficulty attaining qualifications expected for rank or experience.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Has difficulty in ship's aircraft or weapons systems employment. Below others in knowledge and employment.</td>
<td></td>
</tr>
<tr>
<td>NCB</td>
<td>Warfare skills in specialty are below standards compared to others of same rank and experience.</td>
<td></td>
</tr>
</tbody>
</table>

**Promotion Recommendation**

<table>
<thead>
<tr>
<th>42. INDIVIDUAL</th>
<th>43. SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOB</td>
<td>NOB</td>
</tr>
</tbody>
</table>

**Significant Problems**

<table>
<thead>
<tr>
<th>45. Signature of Reporting Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCB</td>
</tr>
</tbody>
</table>

**Must Promote**

| 46. Signature of individual evaluated: "I have seen this report, been apprised of my performance, and understand my right to make a statement."

I agree to submit a statement | I do not intend to submit a statement |

**Date**

<table>
<thead>
<tr>
<th>47. Typed name, grade, command, UIC, and signature of Regular Reporting Officer on Concurrent Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPERS 1619? (795)</td>
</tr>
</tbody>
</table>
TATTOO SCREENING FORM

NAME_________________________________ SSN________________ DATE____________

1. Does the applicant have any tattoos, brands, or body ornamentation? 
   Y  N

2. Does the applicant have more than 4 body markings? 
   Y  N

3. Where are the applicant's tattoos, brands, or body ornamentation?
_____________________________________________________________________________
_____________________________________________________________________________

4. How many of the tattoos, brands, or body ornamentation can be seen when wearing the standard physical training uniform?
_____________________________________________________________________________
_____________________________________________________________________________

5. Does the tattoo, brand, or body ornamentation exceed one-quarter of the respective body parts surface when wearing the standard physical training uniform? 
   Y  N

6. Does the tattoo, brand, or body ornamentation exceed the area of the wearer's hand, with fingers extended and joined with the thumb touching the base of the index finger? 
   Y  N

7. Are any of the tattoos, brands, or body ornamentation on the neck or head? (Above the collarbone in front, first cervical vertebrae in back or exposed by an open short sleeved khaki shirt.) 
   Y  N

8. Are any of the tattoos, brands, or body ornamentation representative of gang membership, advocate racial, ethnic, or religious discrimination, sexist (express nudity), drug related, obscene, or are prejudicial to good order, discipline and morale or are of a nature to bring discredit to the Navy or Marine Corps? 
   Y  N

   Explain:_____________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________ 

9. Are any of the tattoos a result of a specific activity (i.e. specifically an activity, or as a result of any violation of law(s))? 
   Y  N

10. Has the applicant ever had a tattoo, brand, or body ornamentation removed? 
    Y  N

   Explain:_____________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________ 

NOTE: If the applicant has responded "Yes" to any of the above questions, they must be interviewed by a Commissioned Officer to determine if the applicant is eligible for commissioning. Digital photographs of each body marking will accompany this form when forwarded for review.

NROTCUOSU Form 6 (Page 1 of 2)
TATTOO SCREENING FORM

Commissioned Officers Reviewing Comments:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

NAME/SIGNATURE

RANK

POSITION

NOTE: All questionable body markings on content, size, number, or location will be forwarded to the appropriate decision authority for approval/review.

NROTCUOSU Form 6 (Page 2 of 2)
Appendix B

Naval Science Laboratory Standard Operating Procedure

1. "Quarters" (Muster) will normally take place during the designated lab period to facilitate muster sheet completion and accountability. Lab will begin promptly with the Battalion Sergeant Major/Master Chief giving the command to fall in. Following a standard personnel report, the posting of the National Ensign, playing of the National Anthem, and contingent upon the Battalion Sergeant Major/Master Chief's order, the Company First Sergeants/Senior Chiefs will continue "quarters" by passing pertinent information to the NROTC students in their respective companies.

a. Squad leader action. Not later than 0555, squad leaders will know the names of all students not present for lab and will report absences to the Platoon Sergeant/Platoon Chief.

b. Platoon Sergeant/Chief Petty Officer. Not later than 0600, all absent NROTC students will be reported to the Company First Sergeant/Senior Chief. ALL STUDENTS who failed to contact their squad leader OR platoon sergeant PRIOR to muster are UA (Unauthorized Absence) from lab.

c. Company First Sergeant/Senior Chief Petty Officer. When instructed to "Report" by the Battalion Sergeant Major/Master Chief, the Company 1stSgt/SCPO will report the company's strength. The only acceptable reports are as follows:

   (1) "All Present" - this means every member of the company is in fact standing in the formation at that moment.

   (2) "All Present or Accounted For" - this means some of the members of the company are not in the formation, but the appropriate member in their chain of command has knowledge of their absence in advance. Students on watch should be mustered as accounted for.

   (3) "____ Students UA" - this means everyone in the company is accounted for in person or through previous notification, but a specific number of students' whereabouts are unknown. In this case, the Company 1stSgt/SCPO will separately report on the company muster sheet those students that failed to notify the chain of command prior to quarters or incorrectly, i.e. any student who did not contact his or her squad leader or platoon sergeant, but rather contacted the Battalion Duty Officer (BDO) or told a shipmate to tell his or her squad leader.

d. Accountability for personnel and property is a serious matter and should never be taken lightly. The NROTC students will gain a better appreciation for duty, responsibility, and personal leadership if they are required to maintain strict accountability for themselves and other NROTC students placed under their charge.

e. Company Commanders will initiate appropriate corrective action for single instances of UA and are required to take more severe action for repeated instances or offenses, see Chapter 4, paragraph 407.

2. PROCEDURE FOR ABSENCE FROM UNIT ACTIVITY
a. **Before Activity:**

   (1) Fill out special request form properly with a complete description of the reason for missing the activity in the Nature of Request block. The description must include the date, time and location of appointment (if missing for appointment), date and time expected to return to normal operations, and plan to makeup for absence.

   (2) Place in Squad Leader’s mailbox in the student lounge and inform the Squad Leader of submission.

   (3) Special Request chit is routed from Squad Leader to BnXO in the order described:

       (a) Squad Leader

       (b) Platoon Commander

       (c) Company Commander

       (d) BnXO

   (4) BnXO will approve or disapprove Special Request Form and return to member through chain of command.

   (5) Please allow one week for process.

b. **Day of Activity:**

   (1) If something unexpected arises and the member must miss a unit activity on short or no notice, the member must call his/her supervisor (Squad Leader, Event Coordinator) and inform supervisor of absence and reason for absence.

   (2) At earliest opportunity, the member must fill out a Special Request Form to as described above and submit to supervisor. The Special Request Form is routed to BnXO in similar fashion as described above.

c. **After Activity:**

   (1) If member misses activity completely, member must contact supervisor as soon as possible.

   (2) At earliest opportunity, the member must meet with supervisor and give a detailed explanation of the course of events that led to the absence. Supervisor will fill out either a Formal or Informal Counseling Form depending on the details of the situation. If the absence is due to a series of events that is due to a lack of good order and discipline, the member is formally counseled.

   (3) The member then fills out a Special Request Form describing the course of events that led to the absence and submits to the supervisor as described above.
Billet Responsibilities

1. Battalion Commander - BnCO (LtCol/CDR). The Battalion Commander (BnCO) is responsible for the overall efficiency and functioning of the midshipman battalion under the supervisory authority of the NROTC staff. The Battalion Advisor is the liaison between the staff and the midshipman chain of command. The BnCO, through the battalion staff, shall organize and supervise the military training and extracurricular activities of the battalion. The BnCO is the senior battalion representative on campus. Specific responsibilities include, but are not limited to:

   a. Ensuring the Taffrail Fund is meeting the needs of the battalion. At the end of the term the BnCO will provide a situation report for his/her relief that outlines the condition of the Taffrail Fund. Details for this are outlined in the Taffrail SOP.

   b. Meeting with the Battalion Executive Officer (BnXO), Battalion Operations Officer (N-3), Battalion Adjutant (BnAdj), and the Battalion Advisor (MOI) weekly to disseminate information from the unit staff to the battalion staff and the company commanders.

   c. Reviewing the Weekly Academics Report provided by the Battalion Academics Improvement Officer (N-2). Ensure that any necessary action is being taken. This report goes to the unit Commanding Officer (CO) via the chain of command.

   d. Overseeing the Fitness Report (FITREP) process initiated and managed by the Battalion Administrative Officer (N-1). FITREP’s are processed at the end of each battalion staff cycle, it is the BnCO’s responsibility that these are completed accurately and submitted to the unit staff to be approved by the Commanding Officer (CO).

   e. Reviewing the Monthly Taffrail Report provided to by the Battalion Fiscal Affairs Officer (FAO) via the Battalion Executive Officer (BnXO) and the Battalion Logistics Officer (N-4). Ensure that any necessary action is being taken. This report eventually goes to the unit Commanding Officer (CO).

   f. Reviewing all reports provided from the battalion staff for necessary action prior to submitting to the unit staff and the Commanding Officer (CO) via the chain of command.

   g. Attending the CO’s staff meeting as a representative of the battalion. Information vital to the battalion’s mission is passed during this meeting and it is an opportunity to inform the CO and unit staff of the progress of the battalion.

   h. Overseeing the battalion staff meeting. The BnCO is in charge of the meeting; however, the BnXO will run the meeting. The BnCO should have the battalion’s mission in mind and see to it that his staff executes accordingly.
i. Ensuring that the Plan of the Week (POW) and the Training Schedule contain all the needed, accurate information. The BnCO is ultimately responsible for all information put out by the battalion.

j. Ensure the next term schedule is completed by the week prior to dead week. This is to be submitted to the BnCO by the Operations Officer (N-3) and will ultimately be approved by the Commanding Officer.

k. Overseeing the battalion staff duties are accomplished and promoting CO’s vision to the battalion.

2. **Battalion Executive Officer - BnXO (Maj/LCDR).** The Battalion Executive Officer (BnXO) is second in command and functions as the chief staff officer and executive to the BnCO. The BnXO is specifically charged with supervising and coordinating the performance of the battalion staff. Additionally, the BnXO assists the Company Commanders with maintaining discipline in the battalion, and is the principle adviser to the BnCO in situations involving infractions (however serious) of this regulation. The BnXO will act as the BnCO in the latter’s absence. Specific Responsibilities include, but are not limited to:

   a. Plan and direct the weekly battalion staff meeting.

   b. Coordinate the construction of the Plan Of the Week (POW) through the Battalion Admin Officer (N-1).

   c. Oversee the use of the Battalion Read Board, or "Hot-Scoop" Board. Ensure that all information posted on the board is appropriate and pertinent to the battalion.

   d. Review and forward the Weekly Academic Report to the Commanding Officer via the chain of command. Ensure that reports are professional, accurate, and timely. Coordinate with Company Commanders to ensure that all necessary disciplinary measures are taken with respect to battalion members.

   e. Review and ensure written disciplinary counseling is performed in an accurate and professional manner, and maintains the binder with a copy of all the counseling sheets.

   f. Coordinate with the Battalion Administrative Officer (N-1) and Company Commanders to ensure that the battalion watchbill is correct and planned far enough in advance to avoid scheduling conflicts with battalion members.

   g. Maintain the Qualified Watchstander Binder. Ensure all current members are qualified or that they are scheduled to be qualified on the duty roster.

   h. Review financial reports from the Battalion Logistics Officer (N-4) to stay on top of the battalion’s financial situation.

   j. Coordinate with the N-4 and Fiscal Affairs Officer (FAO) a quarterly Taffrail budget review to ensure the battalion’s needs are budgeted effectively.
k. Coordinate with Company Commanders and the N-4 to ensure that the proper amount of personnel and money is assigned for each unit event (e.g. Birthday Ball, Spring Dance, Veterans Day Parade).

3. **Battalion Adjutant (CAPT/LT).** The Battalion Adjutant will assist the BnCO in forming, mustering, and supervising all drill and ceremonial functions of the battalion. The Battalion Adjutant will also facilitate the BnCO’s initiatives by passing word through the enlisted chain and by providing input on such issues that may affect the morale of the battalion as a whole. Specific responsibilities include, but are not limited to:

   a. Maintain the Battalion Suggestion Box and ensure all suggestions and concerns from the battalion are addressed at battalion staff meetings.

   b. Coordinate with the Battalion Operations Officer (N-3) and the Battalion Logistics Officer (N-4) to organize and execute all battalion formations and ceremonies. This includes awards formations, sword arches for various events, etc.

   c. Report directly to the BnCO for any special tasks.

   d. Compile and forward muster reports to the BnXO, BnCO, Battalion Advisor, AMOI, and academic advisors.

   e. Maintain the Light Duty Binder

   f. Creating, maintaining, and providing the company specific muster sheets. Muster sheets will be organized by the company chain of command.

4. **Battalion Administration Officer – N-1 (CAPT/LT).** The Battalion Administration Officer (N-1) is responsible to the BnCO, through the BnXO, for personnel records and the dissemination of orders and information in the administration of the battalion. Duties include preparation of muster reports and distribution of correspondence of interest to other staff members. The N-1 is also responsible for the creation and submission of the Plan of the Week (POW), coordinating award formations, and other administrative functions. Specific responsibilities include, but are not limited to:

   a. Updating the Commissioning Log with names and first duty stations of to be commissioned officers no later than two weeks before the commissioning ceremony.

   b. Submitting the battalion portion of the POW with the correct student watch bill and weekly events to the MOI by the designated time. Upon review, the MOI will forward such to the State Secretary via the unit Executive Officer.

   c. Ensuring the quarterdeck picture boards are updated and reflect the proper chain of command. All members of the battalion should have a picture posted.

   d. Maintaining the flow of information between the unit staff and the battalion staff. Personnel updates and changes to battalion demographics should be announced at battalion staff meetings.

   e. Maintain the NKO certificate binder for completed training.
f. Ensuring awards, disciplinary action, and other relevant personnel information is updated in the student permanent training records.

g. Write the battalion staff meeting minutes and distribute to the members in attendance in a timely manner

h. Coordinating with the Battalion Adjutant for awards formations.

i. Publications related to major battalion events. These may include dance programs, dance place cards, news release for JSR, and other items to be designated.

j. Administration Stand-Down. This is a battalion lab period devoted to updating and filling out relevant paperwork. This paperwork may include biography sheets, directory sheets, peer evaluations, and other items to be designated.

k. Fitness evaluations are to be conducted once each cycle. It is extremely important that they are filled out accurately and strictly to format. Evaluations will be turned in at least two weeks prior to turnover to allow time for corrections.

l. The Commander’s Cup Competition to include ensuring all relevant activities are carried out. The N-1 also compiles all reports for Commanders' Cup when directed by the N-3. The final score of the Commander’s Cup should be completed at least two lab periods prior to turnover to ensure enough time to have the trophy engraved.

m. Supervise the annual update of all student biographies.

n. Compile list of award submissions from company commanders each term and send up to the Unit Staff via the BnCO.

o. Subordinates of the N-1 are:

(1) **Public Affairs Officer - PAO (1stLT/LTJG).** The Public Affairs Officer (PAO) is responsible to the BnCO, through the N-1, for public affairs activities to include hometown news releases, submissions of articles to the news media, battalion input to the University yearbook, etc. Specific responsibilities include, but are not limited to:

   (a) Updating and maintaining the photo boards, which include the battalion chain of command picture board, Color Sergeant photo, active duty and midshipman of the quarter photos, the NROTC Unit Staff chain of command picture board, and the Department of Defense chain of command pictures.

   (b) Act as Alumni liaison officer in assisting the state secretary with publishing the Alumni Newsletter and any emails to be sent to alumni.

   (c) Maintaining the NROTC website and updating the NROTC website with recent pictures. All material posted on the unit website must be approved by the unit staff Public Affairs Officer.
(d) Producing nametags for the photo boards and battalion members.

(e) Taking pictures for all unit activities (inspections, Commander’s Cup competitions, JSR, etc.) and publishing them in all available media.

(f) Coordinating with the professional photographer for battalion formal dances.

(g) Supervising the Assistant Public Affairs Officer (APAO) when the APAO exists (dependent on billet cycle). The APAO (2ndLT/ENS) assists the PAO.

5. Battalion Academics Improvement Officer – N-2 (CAPT/LT). The Academics Improvement Officer (N-2) is responsible to the BnCO, through the BnXO, for the administration and coordination of battalion study hall, tutoring programs, and other measures to enhance the NROTC Unit’s (individual and group) academic performance. Specific responsibilities include, but are not limited to:

   a. Keeping the BnCO informed of the overall academic status of the battalion.

   b. Advising the BnCO on academic issues that would influence the training schedule and operation tempo of the battalion.

   c. Creating and distributing the Weekly Academic Report. The Weekly Academic Report will include the following sections: Mandatory Tutoring Program, Voluntary Tutoring Program, Paid Tutors Log, Mandatory Study Hall, Voluntary Study Hall, Grade Reports, and Wardroom Chat Activity.

   d. Formally Counsel members of the battalion that fail to meet their required study hours.

   d. Maintaining a paid tutoring program in accordance with the Commanding Officer’s policy. This includes ensuring the paid tutor hours are scheduled such that all students are able to meet requirements for paid tutor hours without serious difficulties.

   e. Keeping track of those students required to attend paid tutor hours.

   f. Monitor the volume of activity on NROTC Wardroom Chat.

   g. Maintaining contact with staff advisors as to the status of students tutoring requirements.

   h. Provide to Midshipmen who are struggling academically, the name of a Midshipman who has shown strength in that area of study and can provide assistance. This “bridge building” is intended to instill a sense of camaraderie and unit cohesion.

6. Battalion Operations Officer – N-3 (CAPT/LT). The Operations Officer (N-3) is responsible to the BnCO, through the BnXO, for the planning, preparation, and publishing of the training schedule, special events Letters of Instruction, and all activities that impact the daily and/or weekly
operation and training of the battalion. The N-3 is responsible for planning and coordinating all battalion activities and maintaining records about these activities. The N-3 is also responsible for the development, promulgation, and general oversight of the annual training plan and weekly training schedules. Specific responsibilities include, but are not limited to:

a. Oversee the execution of the training schedule and make sure it is of a professional nature.

b. Meet weekly with the BnCO, BnXO, and the MOI as required/directed. Brief them on new developments in the operations of the battalion.

c. Coordinate with the N-1 to ensure that the training schedule is integrated into the Plan of the Week (POW).

d. Review and supervise the update of all Letters Of Instruction (LOI) for every special event that takes place with the exception of Naval Science Laboratory periods (Military Drill) and ceremonies.

e. Supervise the completion of all after action reports following for each event that is of major significance to the battalion.

f. Planning and execute all battalion labs. Coordinate with any battalion staff, unit staff, and unit advisor in order to execute the annual training plan.

h. Coordinating with the company commanders to ensure that all battalion members up to date on all qualifications for battalion watch details as prescribed in the Battalion Duty Officer Regulations.

j. Subordinates to the N-3 are:

(1) Drum and Bugle Corps (D&B) Commander (1stLT/LTJG). The D&B Commander is responsible to the BnCO, through the N-3, for the personnel and equipment of the Drum and Bugle Corps. Specific responsibilities include, but are not limited to:

(a) Providing the National Anthem during Battalion lab.

(b) Scheduling and conducting rehearsals for the Drum and Bugle Corps.

(c) Recruiting personnel for the Drum and Bugle Corps.

(d) Providing designated music for the Joint Service Review.

(e) Submitting recommendations for the D&B/Color Guard ribbon.

(f) Conduct direct liaison and coordination with Army/Air Force ROTC as directed, for ceremonial events.

(2) Drill Team Commander (1stLT/LTJG). The Drill Team Commander is responsible for training of the NROTC drill team and exhibition drill team for competitions, such as NWN, and will help in the judging of JROTC competitions when needed.
(3) **Color Sergeant.** The Color Sergeant is responsible for ensuring the Color Guard is present for battalion musters and other activities where requested, such as formal battalion events, community military ceremonies, and university sporting events.

7. **Battalion Logistics Officer - N-4 (CAPT/LT).** The Logistics Officer (N-4) is responsible to the BnCO, through the BnXO, working with staff logistics officer to: for the accountability and requisition of supplies, services, vehicles, and all other logistical support needed to accomplish the activities of the battalion. These duties include ordering, storing, and supervising the issue of ribbons, tie clasps, rating badges, rank insignia, and other necessary items required by the midshipmen of the battalion, and for ensuring that cleaning supplies are stored and dispensed properly. Specific responsibilities include, but are not limited to:

   a. Establishing an annual budget committee each spring. The budget committee will form the new school year budget, and send it to the Commanding Officer for review. The budget committee will consist of the BnCO, N-4, Financial Account Officer (FAO), and the Taffrail advisor. The budget goes into effect after review and must be amended during the school year to enact changes. The N-4, with the Taffrail advisor’s and BnCO’s review, will make amendments to the budget.

   b. Reviewing the monthly Taffrail Report before submitting to the BnCO and the Taffrail advisor.

   c. Maintaining the Taffrail account, including the writing and endorsing of checks.

   d. The N-4, as directed by the drill LOI, provide logistical support and setup for drill each week as needed. This may mean accomplishing any specific tasks set forth by the N-3.

   e. Coordinate with the Information Systems Management Officer (ISMO) to set up any visual or audio media as required by the battalion and unit staff. Coordinate with the Duty Company to transport any necessary equipment to and from the unit.

   f. Coordinating with the N-3 and the university to secure use of any classrooms or buildings for battalion use.

   h. Coordinating and securing battalion fundraising events (i.e. OSU football game concessions and merchandise sales).

   g. Completing the non-profit tax documents annually

   i. Subordinates of the N-4 are:

      (1) **Information and Systems Management Officer - ISMO (1stLT/LTJG).**
      The Information Systems Management Officer (ISMO) is responsible to the BnCO, through the N-4, for all matters concerning the administration of battalion computers. Due to the amount of time required of the ISMO, an Assistant ISMO (rank of 2ndLT/ENS) is authorized and will be identified during the billet cycle. Specific responsibilities include, but are not limited to:
(a) Ensuring the upkeep and maintenance of battalion office and student lab computers and printer.

2. **Fiscal Account Officer – FAO (1stLT/LTJG).** The Fiscal Account Officer (FAO) is responsible to the BnCO, through the N-4, for the maintenance of the Taffrail Fund and for checking and banking needs of the battalion. The FAO is the primary collecting agent for battalion funds, concessions, and sales. The FAO is also the responsible officer for the NROTC Ship Store. Specific responsibilities include, but are not limited to:

   (a) Maintaining physical security of the Ship’s Store. The Ship’s Store will be maintained fully stocked and NROTC gear will be purchased using money from the Taffrail fund, which is attained from the N-4. Since the Taffrail fund is a non-profit fund, prices of NROTC gear will match the purchase prices.

   (b) Sitting on Taffrail Annual Budget Committee in accordance with NROTCOSUINST 7010.C. The budget committee submits recommendations to the Battalion and Unit Staff (XO) on how Taffrail funds are spent.

   (c) Opening the Ship’s Store for selling NROTC gear as directed by the N-4.

   (d) Depositing money into the Taffrail fund. Document each source of revenue in a deposit summary, in accordance with NROTCOSUINST 7010.1C.

   (e) Submitting monthly Taffrail reports to the Staff Taffrail Advisor via the N-4 and BnCO. Included in the Taffrail report are receipts for special events (i.e. Fall Ball, Northwest Navy, Senior Mess Night, and Spring Ball), an updated budget summary, and a summary of what is coming up for the current year.

   (f) Verifying that the Taffrail fund has been audited within the past year, in accordance with NROTCOSUINST 7010.1C.

3. **Battalion Armorer (Sgt/CPO).** The Battalion Armorer is responsible to the BnCO, through the N-4, for the issuance and maintenance of all rifles and swords used by the Drill Team and Color Guard. The Battalion Armorer will work closely with the Assistant Marine Officer Instructor (AMOI) to account for all inventories.

8. **Battalion Active Duty Liaison – N-5 (CAPT/LT).** The Active Duty Liaison (N-5) is the point of contact between the battalion active duty students (Navy Officer Candidates and Marine MECEP’s) and the NROTC unit staff. The N-5 is also responsible for the coordination, training, and welfare of the active duty students during break periods. Specific responsibilities include, but are not limited to:

   a. Coordinating with the Staff Funeral Details Officer to insure all military funeral honors are performed when requested. To this end, the N-5 shall inform the Staff Funeral Details Officer of funeral detail assignments by placing the date, location, primary and secondary personnel assigned on a Funeral Honors Calendar which the N-5 will post outside the Staff Funeral Details Officer’s office. This calendar will be updated promptly and continuously as funeral honors are assigned/changed. Missed funeral honors
are unacceptable and do a disservice to our military veterans and their families.

b. Ensuring the POW/MIA or Fallen Comrade table is properly set in accordance with instruction during specific battalion functions.

c. Coordinating with the Battalion Staff and supervising the Commissioning Ceremony reception conducted at the end of each term.

d. Coordinating with the NROTC unit staff to ensure advancement requirements, periodic evaluations, correspondence courses, and leadership courses are completed to enable active duty students to participate in advancement cycles.

e. Reviewing and forwarding up the chain of command all active duty leave chits.

f. Coordinating with the MWR Officer to assist with maintaining the security and accountability of MWR equipment.

g. Conduct annual MWR meeting do determine the use of the MWR funds for the current year.

h. Conducting the quarterly and annual verification of MWR equipment in accordance with the MWR instruction (NROTCUOSUINST 1710.1B).

i. Coordinating with the building manager on the maintenance of the Naval Armory (field days, painting, special projects, etc.) at the unit during academic breaks.

j. Coordinating and supervising the active duty working parties assisting with New Student Orientation (NSO) as required by the AMOI.

k. Coordinating with the Office Manager to serve as Alumni Liaison Officer responsible for providing signed invitations to alumni for the Fall Ball and other events as directed by the unit commanding officer.

9. **Physical Training Officer (CAPT/LT).** The Physical Training Officer (PTO) will ensure that all NROTC students meet current U.S. Navy/Marine Corps physical fitness and swimming requirements. Specific responsibilities include, but are not limited to:

a. Administering the Physical Readiness Test (PRT), Physical Fitness Test (PFT), and Body Composition Assessment (BCA) in the fall and spring terms. The PRT, PFT and the BCA should be executed per reference (a).

b. Administering the Swim Qualification as directed by unit staff per reference (a).

c. Administering the remedial training program for those who fail the PRT. Remedial physical training should be per reference (f).

d. Coordinating with the BnCO to plan and conduct any battalion field meets or other physical competition.

e. Submitting a monthly report reflecting the progress of all personnel assigned to the FEP program.
f. Providing a comprehensive physical readiness report at the end of each school term reflecting the PT score, height, and weight for all NROTC students.

g. Subordinates of the PTO are: Assistant Physical Training Officers (APTO) are there to assist the PTO in all duties required during battalion PT and FEP sessions. There will be one APTO from each company

10. **Company Commander (CAPT/LT).** The Company Commander is responsible for the performance of the company and the development of the platoon commanders and 1stSgt/SCPO. The Company Commander will carry out all duties, as assigned by the BnCO, through the company chain of command. Specific responsibilities include, but are not limited to:

   a. Ensuring company muster reports are turned in and accurate.

   b. Ensuring information is passed in a timely and accurate manner.

   c. Providing a student watch bill for the academic term that does not conflict with student academic schedules.

   d. Providing recommendations and write-ups for the student of the quarter/year.

   e. Complete the Letter Of Instruction (LOI) for every special event that takes place with the exception of Naval Science Laboratory periods and ceremonies.

   f. Complete the appropriate after action report following the execution of all events assigned.

   g. Coordinate with the battalion staff all General Military Training (GMT) to be given at the company level during Naval Science Laboratory periods.

   h. Ensuring awards/ribbons are issued as appropriate at the end of every billet cycle.

   i. Providing counseling and mentoring to members of the company. This can entail identifying shortfalls in individuals before they become problems, providing a link between different members, and ensuring each member of their company has a mentor they can go to for help.

   j. As required by an individual's performance, convene a Commanders Inquiry to be executed according to section 408.d (4)(a).

   k. Company Commander will accompany all of their subordinates to PRB when convened.

10. **Company Senior Chief Petty Officer (1stSgt/SCPO).** The Company Senior Chief is responsible for working closely with the Company Commander, and the Platoon Chiefs, and the development of the Platoon Chiefs. The Company Senior Chief will carry out all duties, as assigned by the Company Commander, through the chain of command. Specific responsibilities include, but are not limited to:
a. Ensuring the company is mustered on time in the right location and in the appropriate uniform and an accurate report is made indicating such.

b. Ensuring information is passed in a timely and accurate manner.

c. Collecting submission of student schedules onto wardroom website.

d. Generating a company level watchbill for BDO/ABDO/Duty Driver to be submitted to the N-1 via their company commander.

e. Maintaining awareness of each individual in the company to provide assistance with academics, physical fitness, and aptitude including the status of injuries.

11. **Platoon Commander (2nd LT/ENS)**. The Platoon Commander is responsible for the performance of the platoon and the development of the Platoon Chief. The Platoon Commander will carry out all duties, as assigned by the Company Commander, through the company chain of command. Specific responsibilities include, but are not limited to:

   a. Ensuring platoon muster reports are turned in and accurate.

   b. Ensuring information is passed in a timely and accurate manner.

   d. Providing counseling and mentoring to members of the platoon.

   e. Provide input to the company commander for the awards/ribbons to be issued to the platoon members.

12. **Platoon Chief (GySgt/CPO)**. The Platoon Chief is responsible for working closely with the Platoon Commander and the development of the squad leaders. The Platoon Chief will carry out all duties, as assigned by the Platoon Commander, through the chain of command. Specific responsibilities include, but are not limited to:

   a. Ensuring the platoon is mustered on time and in the appropriate uniform and an accurate report is made indicating such.

   b. Ensuring information is passed in a timely and accurate manner.

   c. Ensuring timely submission of student schedules via wardroom

   d. Maintaining awareness of issues of concern within the platoon to provide assistance with academics, physical fitness, and aptitude including the status of injuries. This can include helping to mentor members of the platoon or helping find someone who can.

13. **Squad Leader**. The squad leader is responsible for working closely with the Platoon Chief and the progress of each squad member. The Squad Leader will carry out all duties, as assigned by the Platoon Chief, through the chain of command. Specific responsibilities include, but are not limited to:

   a. Conducting the squad muster on time and in the appropriate uniform and providing an accurate muster report.

   b. Ensuring information is passed in a timely and accurate manner.
c. Ensuring student schedules get updated on wardroom.

d. Maintaining awareness of each individual in the squad to provide assistance with academics, physical fitness, and aptitude including the status of injuries. This can include helping to mentor members of the platoon or helping find someone who can.
## MIDSHIPMEN EVALUATION RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Billet</th>
<th>Primary Evaluator</th>
<th>Secondary Evaluator</th>
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<tbody>
<tr>
<td>Bn Co</td>
<td>MOI</td>
<td>CO, NROTC OSU</td>
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<tr>
<td>Bn Xo</td>
<td>Bn CO</td>
<td>MOI</td>
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<td>N-1 PAO</td>
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<td>N-2 Bn XO</td>
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<tr>
<td>N-3 Drill Team Commander</td>
<td>N-3 Bn XO</td>
<td>Bn CO</td>
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<tr>
<td>D+B Commander</td>
<td>N-3 Bn CO</td>
<td>Bn CO</td>
</tr>
<tr>
<td>Color Sergeant</td>
<td>N-3 Bn CO</td>
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<td>Honor Guard Members</td>
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<td>N-4 Fiscal Officer</td>
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<tr>
<td>Squad Member</td>
<td>Squad Leader</td>
<td>Platoon Commander</td>
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</table>
Appendix D

Counseling Guidelines

- Counseling is performed to solve a problem or to fulfill a need.
- Determine interview objective 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 people for professional help. You don’t have all the answers.
- Follow-up referrals to those agencies to make certain that there is a continuity of action.
- Keep the individual’s problem confidential.
- Help the person to grow in self-understanding.

   DO NOT lose your self control. The results could be disastrous.
   DO NOT make promises you can’t keep.
   DO NOT make snap decisions. Take time to think things through.
   DO NOT forget to document the counseling and have the counselee sign the counseling sheet.
   DO NOT assume their problem(s), they are responsible for problem resolution.

Personnel Record Form
- A new record will be filled out each school year.
- Some items should be filled out in pencil because they change frequently. These include: GPA, Battalion Billet and PRT Score.
- The Military Service section is only for those on active duty or with prior service and should be left blank otherwise.

Personnel Comment Record
- Entries shall be made at least weekly annotating drill attendance and performance.
- Entries should be made regarding events including but not limited to: volunteer work (ROTC and community), awards received, and disciplinary action taken.
- Comments should be logged chronologically in the following format:

<table>
<thead>
<tr>
<th>Date</th>
<th>Comment</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 OCT 12</td>
<td>Drill - Present; Uniform sloppy.</td>
<td></td>
</tr>
<tr>
<td>3 OCT 12</td>
<td>Volunteered for high school tutoring (2 hrs/ wk).</td>
<td></td>
</tr>
<tr>
<td>8 OCT 12</td>
<td>Drill - Present; Good drilling performance.</td>
<td></td>
</tr>
<tr>
<td>15 OCT 12</td>
<td>Drill - UA; disciplinary report chit filed 16 OCT 12.</td>
<td></td>
</tr>
<tr>
<td>22 OCT 12</td>
<td>Drill - Present; Good haircut.</td>
<td></td>
</tr>
<tr>
<td>24 OCT 12</td>
<td>Volunteered for Birthday Ball Committee (8 hrs).</td>
<td></td>
</tr>
<tr>
<td>26 OCT 12</td>
<td>Awarded CO’s letter of commendation.</td>
<td></td>
</tr>
</tbody>
</table>

Personnel Counseling Form
- It shall be used for all Level I offenses as described in NROTCUOSUINST 1533.6 chapter 4.
- Log the offense as an entry in the individual’s personnel comment record.

Report and Disposition of Offenses
- It shall be used for all Level II offenses as described in NROTCOSUINST 1533.6 chapter 4.
- Observe the time requirements for each step of these proceedings as described in chapter 4.
- Log all actions as the proceedings progress in the individual’s personnel comment record.