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NROTCUOSUINST 1533.6S  
21 Sep 2016

## NROTC UNIT OREGON STATE UNIVERSITY INSTRUCTION 1533.6S

Subj: BATTALION REGULATIONS

Ref: (a) NSTC M-1533.2A  
(b) MCO P5060.20 W CH 1\_4  
(c) CNET P1550/13  
(d) NAVPERS 15665I  
(e) MCO 10120  
(f) OPNAVINST 6110.1J  
(g) MCO 6100.13  
(h) SECNAVINST 1650.1H  
(i) BUPERSINST 1610.10D  
(j) CNET P1552/16  
(k) DFAS Pay/Personnel Procedures Manual  
(l) MILPERSMAN 1050  
(m) NAVADMIN 082/16  
(n) MCBUL 1020

1. Purpose. To promulgate Battalion Regulations for NROTCU Oregon State University.
2. Cancellation. NROTCUOSUINST 1533.6R
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.

D. A. NISBETT, JR.

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 fundamental concepts and principles 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 which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the Naval Science.

f. A high state of physical readiness.

**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.

**106. 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. 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. Figure 1-1 (page 1-6) illustrates the relationship between the permanently assigned staff members of NROTC OSU and their respective students.

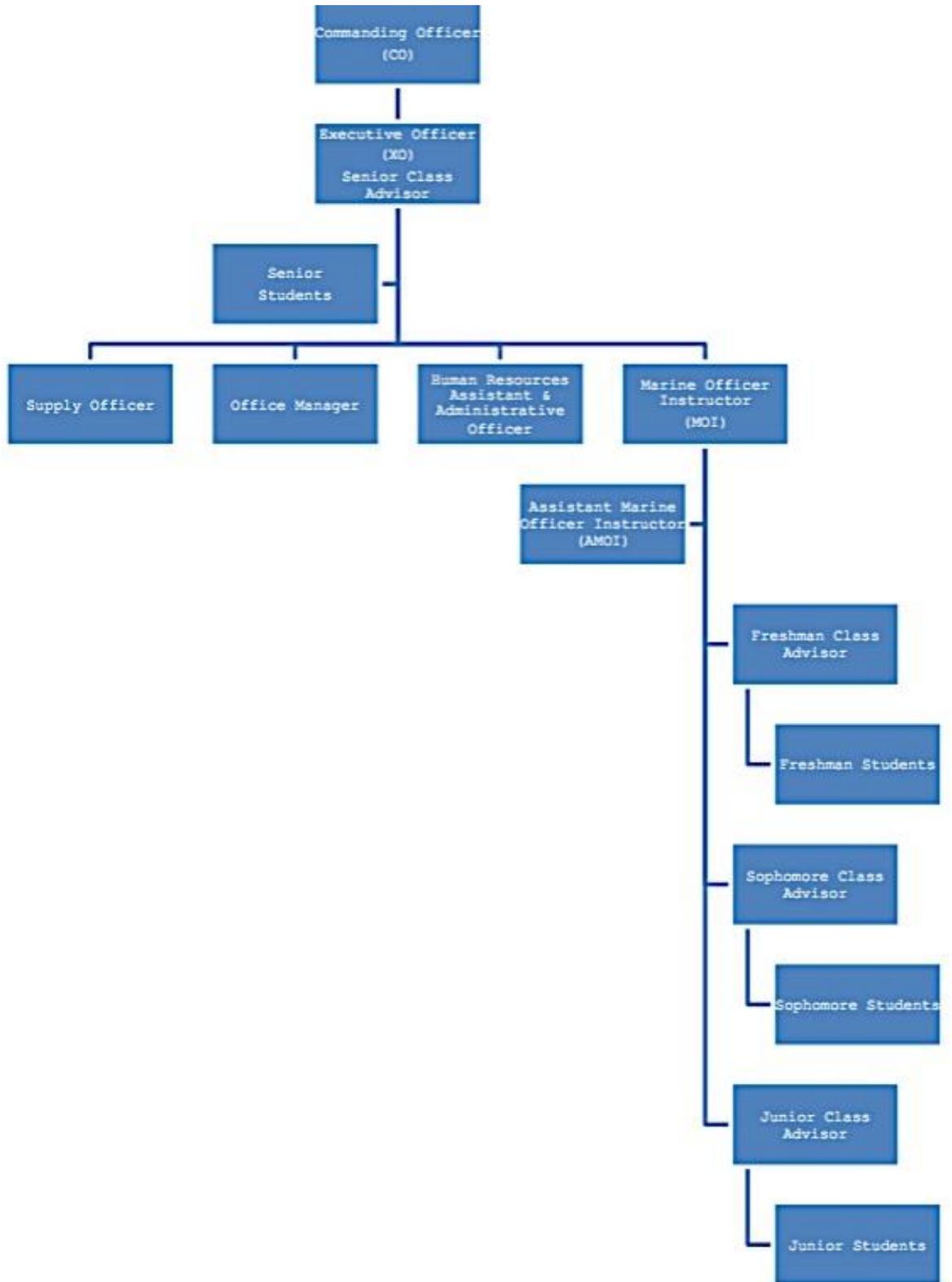
**107. NROTC OSU Administration**

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 OCCASSIONS 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)**



**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 conducted on Mondays, Wednesdays, and Fridays from 0600-0700. Those personnel not meeting PRT standards will be required to participate in the "Fitness Enhancement Program", which entails attending all three PT sessions in the week. Those meeting standards will attend Monday and Wednesday. Those exceeding standards will attend Wednesday. This means Wednesday PT is an all-hands event. Freshmen Drill is normally scheduled Tuesdays, 0600-0700.

**202. Plan of the Week**

a. The Plan of the Week (POW) is the primary reference source for all battalion activities during the 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 Unit Staff. 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, uniform of the day, tutor hours, and special club meetings.

**203. 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 alone will not suffice for requesting absence from lab. **See Appendix B for specific information on mustering for labs.**

**204. 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, Company Commanders, and Officers-in-Charge (OIC) 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

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fundraisers, New Student Orientation (NSO), Navy and Marine Corps Cake Cutting Ceremonies, NROTC Fall Ball, Veteran's Day Parade, POW/MIA Vigil, 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.** 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.

**302. Midshipmen Billet Assignments.** The Operations Officer (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, as outlined below. It is required to hold at least one position of responsibility before you graduate, however most students graduate after holding a position in more than one level.

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 with 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 areas of tasking and supervising subordinates, and supporting senior leadership in accomplishing missions and tasks.

c. Level III - Platoon Commander/Platoon SGT, Company XO, 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, Fiscal Affairs Officer, Administration Officer, Bull Senior 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. These billets are designed to develop management and leadership skills associated with more senior command and staff positions. 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.

**303. 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 10 of spring term. For continuity purposes, the MOI is responsible for maintaining a record of billet assignments for all NROTC students.

**304. 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.

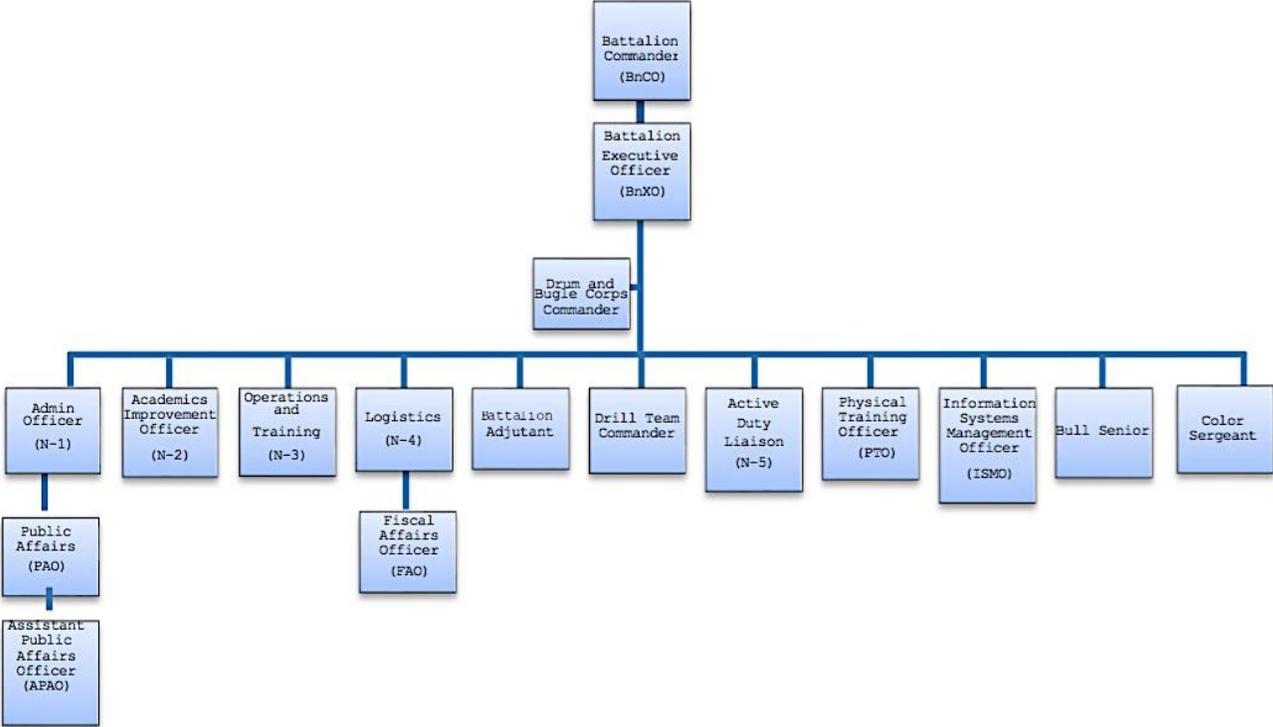
e. Set a good example by:

- (1) Observing military regulations.
- (2) Observing customs and courtesies.
- (3) Maintaining an outstanding personal appearance.
- (4) Ensuring that subordinate NROTC students do the same.

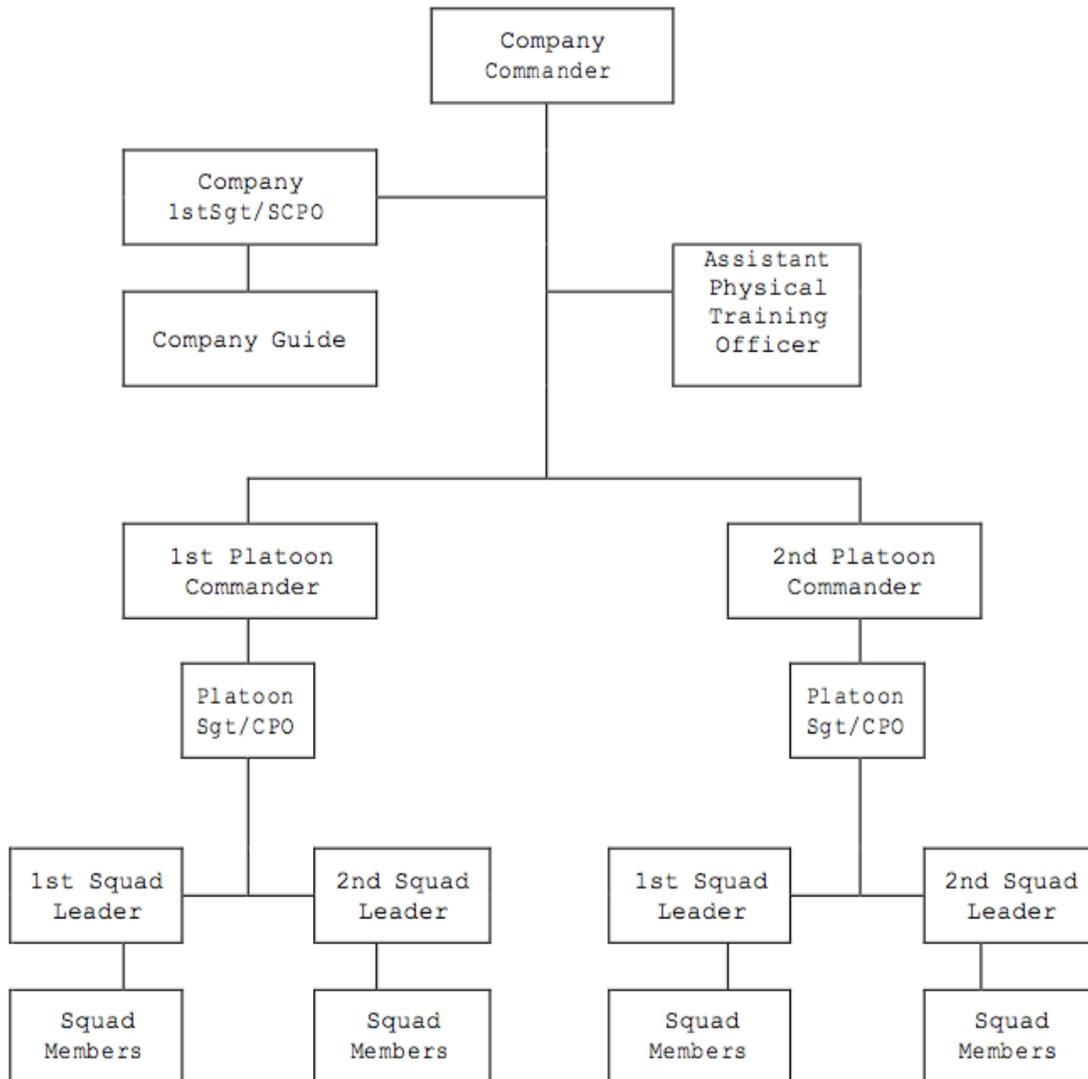
f. Encourage the submission of ideas and constructive criticism through the chain of command or via the Battalion Suggestion Box.

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

306. Battalion Commander and Battalion Staff



307. Company Commander and Company Staff



**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. Salutes are generally rendered between 6 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.

b. 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. Academic Honesty**

a. Of all the traits that Navy 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.

**404. Dating within the NROTC Unit**

a. Unit staff members shall not date any Midshipman, MECEP, or Officer Candidate under any circumstance. It is clearly fraternization and a violation of the Uniformed Code of Military Justice.

b. It is strongly recommended that unit members do not date one another. Most relationships end and it can be very uncomfortable to have to work with someone with whom you were previously in a relationship. Additionally, due to the nature of this training environment, freshmen are restricted to only having personal dating relationships with other freshmen. Any freshman-upperclassman (3/c-1/c) dating relationship is forbidden.

c. The Navy and Marine Corps take pride in taking care of each other like family. No other organization in the world takes as much concern in your success and personal well-being. As future officers you need to treat each other like brothers and sisters and you don't date your brother or sister. There are thousands of other available single men and women here at OSU - date them.

**405. Disciplinary Measures.** 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 (e.g., PRB).

**406. 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 action 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 (i.e. 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.

**407. 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 correctional 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.

b. Formal Counseling. Formal counseling will be conducted and documented by the first officer in the student's chain of command. Active Duty personnel will be counseled by the N-5.

(1) 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.

(2) 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.

(3) The original *Record of Counseling* will be permanently filed in the academic advisor's student file.

b. 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 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.

(4) 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).

(5) 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.

(6) At any point during the escalating review process, the Unit Staff may elect to conduct corrective measures on their own.

c. Procedures for Inquiries and BnCO Mast. In order to standardize the review process, proceedings for all three of the battalion inquires/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".

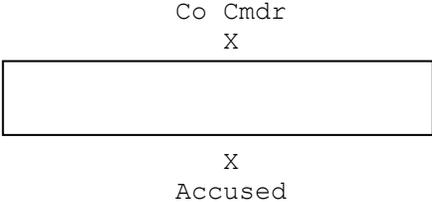
(2) The offense(s) will be documented using the *Report and Disposition of Offenses*.

(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:

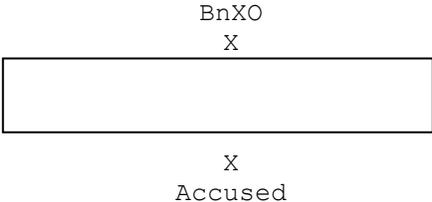
(a) For Company Commander Inquiry, the Company Commander will be seated on one side of a table, the accused will report to the Company

Commander on the opposite side of the table, and the Company Executive Officer (Co XO) 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.



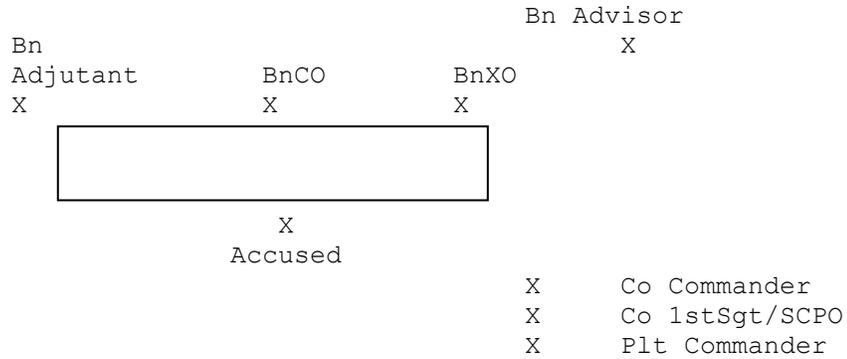
- X Co 1stSgt/SCPO
- X Plt Commander

(b) For BnXOI, the Battalion Executive Officer (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 XO 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.



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

(c) 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 XO and Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. The Operations Officer (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.



(5) 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.

c. 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 BnXOI. 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 Staff 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:

<u>Co Cmdr Inquiry</u>	<u>Prescribed Corrective Action</u>	<u>Maximum Limit</u>
Minor offense	Instructional Duty	2 hours
	Essay	500 words
Major offense	Instructional Duty	4 hours
	Essay	500 words

<u>BnXOI</u> Major offense	<u>Prescribed Corrective Action</u> Instructional Duty  Essay	<u>Maximum Limit</u> 6 hours (or) 1 watch 1000 words
<u>BnCO Mast</u> Major offense	<u>Prescribed Corrective Action</u> Instructional Duty  Essay	<u>Maximum Limit</u> 10 hours (or) 3 watches/week 1500 words

**408. Midshipman 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 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 an 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.

b. General:

(1) Biannual Evaluations: Midshipman evaluations are performed two times during the academic year. The first will be due by 31JAN and the second by 31JUL. 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). The Battalion staff will determine class rankings 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 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 (Block 33)

- Determined by GPA

Equal Opportunity (Block 34)

Military Bearing/Character (Block 35)

- This is a max of 2.0 if on warning, probation, or conduct LOA, or not meeting PT standards. 285/Outstanding required for 5.0

Teamwork (Block 36)

Mission Accomplishment and Initiative (Block 37)

- Failure to progress towards degree results in 2.0

Leadership (Block 38)

(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 Operations Officer for comment prior to being forwarded to the academic advisors. The Operations Officer will write the evaluations on the Battalion Commander. In addition, the Operations Officer 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 evaluation, 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. 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. A PRB is an administrative hearing, not a judicial proceeding.

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.

**503. 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. Some of these can be enforced without a PRB taking place.

a. Letter of Caution/Warning. This cautionary letter is given for a relatively minor deficiency in academics, aptitude, or physical readiness. 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.

#### **504. 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 or 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, to include a grade of C-, in certain degree programs, or below.

(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.

(g) For any further inquiries regarding academic PRB, refer to Appendix B in reference (a).

b. Continued Deficiency. If the student continues to be academically deficient 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 a non-passing grade in a required class may also be placed in a mandatory study hall program overseen by the Battalion Academic Improvement Officer (N-2). The number of hours assigned to mandatory study hall will be specified in a letter from the Commanding Officer (PNS) to the individual midshipman. At the end of the term, if a student desires to be removed from mandatory Study Hall, a request chit shall be sent through the battalion chain of command to his/her class advisor.

#### **505. 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 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. Additionally, failure to report for and complete any active enlisted service may result in a less than honorable discharge being issued to the midshipman.

**506. Summer Training**

a. 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.

(5) 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.

b. 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.

c. 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.

d. 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.

**507. 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. Academically deficient midshipmen will normally not participate in these events.

**508. 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 via NSIPS (per reference (1)) or Marine On-Line.

c. Electronic Chit Process. The OSU NROTC Battalion utilizes an electronic chit process for clear and simple chit routing within the battalion. Instructions and examples for the electronic chit process can be found on the Student Share Drive.

**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. The Professor 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. <u>Freshmen.</u>	NS	111	Introduction to Naval Science
	NS	112	U.S. Naval History I
	NS	113	U.S. Naval History II
b. <u>Sophomore.</u>	NS	211	Leadership & Management
	NS	311	Navigation (Navy option only)
c. <u>Junior Navy Option.</u>	NS	212	Naval Engineering
	NS	313	Naval Operations and Seamanship
d. <u>Junior Marine Option.</u> (may take EOW as a Sophomore)	NS	321	Evolution of Warfare I
	NS	322	Evolution of Warfare II
	NS	323	Officer Candidates School Prep
e. <u>Senior Navy Option.</u>	NS	411	Naval Weapon Systems
	NS	413	Leadership & Ethics
f. <u>Senior Marine Option.</u> (may take AW as a Junior)	NS	421	Amphibious Warfare I
	NS	422	Amphibious Warfare II
	NS	413	Leadership & Ethics
g. <u>Fifth Year Students.</u>	NS	405	Reading and Conference

**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. 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.

b. 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.

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

d. 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. 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. 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.

**607. 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.

**608. 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.

**609. 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.

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

**610. 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. It is required to take 12 university credit hours each term, not including the Naval Science course. 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.

**611. 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.

**612. 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). All incoming freshman will have five mandatory study hours to begin their first term, and may be removed from that upon completion of their first term with a sufficient GPA.

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.

**613. 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.

**614. 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). 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. 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.

c. 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. Physical Training Schedule. Monday: Good and below. Wednesday: all-hands PT. Friday-FEP.

(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. Many of these will be conducted at FEP-only PT sessions. Some will be conducted at all-hands PT sessions. 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. Failing to meet commissioning standards on an inventory PRT results in placement on FEP.

(3) Additional information regarding specific physical fitness standards for both the Navy and Marine Corps can be found in references (f) and (g) respectively.

**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.



**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 Office. Midshipmen who complete the NROTC program and are commissioned are permitted to retain all uniform items except:

- (1) Midshipmen insignia & ribbons
- (2) Peacoat
- (3) Relaxed jacket
- (4) Utilities (Marine-option)
- (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/laundrying 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, peacoat, windbreaker, and sweaters without insignia.
- (4) Tie clasp.
- (5) Watch Cap.
- (6) Purse.

d. 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.** The following four criteria pertain to **Navy option only.** All battalion members will adhere to current Navy and Marine Corps policy regarding tattoos, found in references (m) and (n) respectively.

(a) Location. One tattoo is authorized on the neck and shall not exceed one inch in measurement in any dimension (height/width). Tattoos meeting these requirements are acceptable behind the ear. Permissible tattoos on the torso area of the body shall not be visible through white uniform clothing. No tattoos are permitted on the head, face (to include ear) and scalp.

(b) Size. The size restriction for visible tattoos is limited to the area of the neck and behind the ear only. As a result of this change, leg and arm tattoos can be of any size. Tattoo on the neck or behind the ear will not exceed one inch in measurement in any dimension (height/width).

(c) Content. Tattoos 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 that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnicity, or national origin are prohibited. In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited. Waivers will not be given for tattoos with prohibited content.

(d) Cosmetic Tattoos. Cosmetic tattoos are authorized 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 piercing);
- (c) Enlarged or stretched out holes in ears (other than a normal pattern);
- (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 screened as appropriate. All personnel will be screened while wearing physical fitness attire.

(a) STA-21 personnel will be screened as part of the STA-21 application process.

(b) Navy option midshipmen will be screened by the Human Resources Assistant during NSO and again 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 NSO 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.

**805. Miscellaneous Standards While in Uniform.** 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 is always required, whether in uniform or not.

**806. NROTC OSU Polo Shirt**

a. 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.

b. 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) Shorts

(a) These regulations only apply when authorized by the Commanding Officer.

(b) Shorts will be khaki or light brown in color and will sit within 1 inch (above or below) of the center of the kneecap. Cargo shorts are not authorized.

(c) Sock color will match undershirt color and not exceed past the ankle in length.

(d) Conservative closed toed shoes will be worn. Conservative athletic shoes are authorized. Neon colors (pink, green, yellow, etc.) are not authorized.

(e) A leather belt either black or brown in color is required. If wearing leather shoes, belt must match shoe color.

(f) OSU Polo Shirt shall be tucked in.

(4) Shoes

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

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

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

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

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

c. 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 presenting a professional appearance.

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



**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.

(12) The United States Naval Institute Award. Presented to the NROTC student who displays academic excellence in the field of Naval Science.

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

(14) 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.

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

c. Freshman Awards

(1) 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.

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

(3) 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.

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

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

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

d. Sophomore Awards

(1) 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.

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

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

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

(5) 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.

(2) The Retired Officers Club of Corvallis Medal. Awarded to a Navy and Marine Corps Option Juniors in recognition of superior performance and enthusiasm for the Naval Science curriculum.

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

**903. 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. MOQ can, but does not have to be, an improving individual. 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. This individual cannot be an "improving individual", but rather someone who consistently performs at a high level. 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 comprised of freshman members of the battalion 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. 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.

d. 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 have competed at NWN in the past. The final list of events is subject to the host-university's discretion. 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 surface warfare community. Field trips specific to the warfare community are planned. The club offers a great opportunity for continuing professional development and for fellow midshipmen to get to know each other better as well as learn more about the various surface ships.

b. Semper Fidelis. The Semper Fi Club is open to all students with an interest in the United States Marine Corps. The objectives of the Semper Fi Club 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. Additionally, the Semper Fi Club aims to instill 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. Marine-option students are required to participate.

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. Aviation Club also focuses on preparation for the ASTB exam.

d. Nuclear Power Club. The Nuclear Power Club is for all those Navy option midshipmen and Officer Candidates interested in pursuing a career in submarines and nuclear propulsion. The purpose of the Nuclear Power Club is to provide information about submarines, the nuclear power training pipeline, and career paths of submariners and nuclear qualified surface warfare officers respectively. 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. 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. All unit midshipmen and officer candidates are required to attend.

b. Spring Ball. The primary purpose of the Spring Ball is to honor the graduating senior midshipmen and officer candidates. All unit midshipmen and officer candidates are required to attend.

**1005. Midshipman Lounge and Library**. The lounge on the second deck above the NROTC Executive Offices is equipped with sofas, chairs, a pocket billiard table, a foosball table, a TV set, and video gaming system. All midshipmen are encouraged to utilize the lounge and library. The library includes various textbooks and reading material relevant to university courses and the CNO's reading list respectively. 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. Further information regarding the duties of the BDO can be found in the BDO binder.

b. To keep the building open past 2100, the senior most BDO qualified individual will assume the duties and responsibilities of the BDO, and log such turnover in the BDO Logbook. A minimum of two unit members must be in the building past 2100 for the building to remain open for use. No battalion members shall stay in the building past 2200. 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 protects the students and the unit from possible legal consequences. Midshipmen and Officer Candidates represent the NROTC Unit and the Navy and should conduct themselves in accordance with the standards set by the Navy 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. Smoking in the vans is prohibited.

**1009. Battalion Computer Lab.** The Battalion Computer Lab is located in the back of the Junior Classroom. The ISMO, overseen by 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.





REPORT AND DISPOSITION OF OFFENSE(S)			
<b>(Revised for use by the NROTC Unit, Oregon State University)</b>			
From:		Date of Report:	
To:           Company           Commander / Battalion Commander			
1. I hereby report the following named individual for the offense(s) noted:			
NAME OF ACCUSED:	SSN:	RANK:	COMPANY/PLATOON/SQUAD
PLACE OF OFFENSE(S):		DATE OF OFFENSE(S)	
DETAILS OF THE OFFENSES(S) <i>(Give details, facts, specific dates, times, sequence of events, etc.)</i>			
NAME OF WITNESS(S)		RANK	COMPANY/PLATOON/SQUAD
<i>Rank/Title of person submitting report</i>		<i>Signature of person submitting report</i>	
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.			
<i>Signature of Witness</i>		<i>Signature of Accused</i>	

<b>REPORT AND DISPOSITION OF OFFENSE(S)</b>	
<i>(Revised for use by the NROTC Unit, Oregon State University)</i>	
<b>COMPANY COMMANDER INQUIRY REPORT</b>	
From: Company _____ Commander	Date: _____
To: Commanding Officer, NROTCU Oregon State University	
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):

NAME OF WITNESS(S)	RANK	COMPANY/PLATOON/SQUAD
<b>ACTION TAKEN:</b>		
<input type="checkbox"/> Dismissed	<input type="checkbox"/> Formal Counseling	<input type="checkbox"/> Other:
<input type="checkbox"/> Refer to BnXOI	Extra Military Instruction: _____ hrs Instructional duty	_____ word essay
Essay topic: _____		
Signature of Company Commander: _____		Signature of Accused: _____

<b>BATTALION EXECUTIVE OFFICER INQUIRY REPORT</b>		
Remarks of Battalion XO (pertinent details supporting the findings of the inquiry):		
<b>ACTION TAKEN:</b>		
<input type="checkbox"/> Dismissed	<input type="checkbox"/> Formal Counseling	<input type="checkbox"/> Other:
<input type="checkbox"/> Refer to BnXOI	Extra Military Instruction: _____ hrs Instructional duty	_____ word essay
Essay topic: _____		
Signature of Battalton Executive Officer: _____		Signature of Accused: _____

<b>BATTALION COMMANDER MAST REPORT</b>		
Remarks of Battalion Commander (pertinent details supporting the findings of the inquiry):		
<b>ACTION TAKEN:</b>		
<input type="checkbox"/> Dismissed	<input type="checkbox"/> Formal Counseling	<input type="checkbox"/> Other:
<input type="checkbox"/> Refer to BnXOI	Extra Military Instruction: _____ hrs Instructional duty	_____ word essay
Essay topic: _____		
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:	Date:
Company Advisor Signature:	Date:
Executive Officer Review:	Date:
Commanding Officer Review:	Date:

NROTCUOSU Form 3 (pg 3 of 3)

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.)

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

\_\_\_\_\_ unwavering  
dedication, professionalism and devotion to (Title and Name) duty  
reflect great credit upon him / her and were in keeping with the  
highest traditions of the United States Naval Service."

**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.**





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.

**APPENDIX C**

**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). FITREPs 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.

i. Coordinate with the N-4 and Fiscal Affairs Officer (FAO) a quarterly Taffrail budget review to ensure the battalion's needs are budgeted effectively.

j. 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. Maintaining 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 turn over 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.

e. Maintaining a paid tutoring program per 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.

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

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

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

i. 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.

g. 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.

h. 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. Scheduling and conducting rehearsals for the Drum and Bugle Corps.

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

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

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

(e) 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.

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

h. 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 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 NROTCUOSUINST 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, per NROTCUOSUINST 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, per NROTCUOSUINST 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 per 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.

l. Conduct formal counselings for Active Duty student personnel.

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). APTOs 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. Completing the Letter Of Instruction (LOI) for every special event that takes place with the exception of Naval Science Laboratory periods and ceremonies.
- f. Completing the appropriate after action report following the execution of all events assigned.
- g. Coordinating 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 Commander's Inquiry to be executed according to section 408.d (4) (a).
- k. Company Commander will accompany all of their subordinates to PRB when convened.

11. **Bull Senior (CAPT/LT)**. The bull senior is responsible for scheduling and organizing senior class functions and training events such as senior seminars. Specific responsibilities include, but are not limited to:

- a. Scheduling with the senior class to find available senior seminar dates.
- b. Passing information to the senior class from the staff.
- c. Maintaining accountability with the seniors at certain unit events.

12. **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.

13. **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.
- c. Providing counseling and mentoring to members of the platoon.
- d. Provide input to the company commander for the awards/ribbons to be issued to the platoon members.

14. **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.

15. **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

Billet	Primary Evaluator	Secondary Evaluator
Bn Co	MOI	CO, NROTC OSU
Bn Xo	Bn CO	MOI
Bn Adjutant	Bn XO	Bn CO
N-1	Bn XO	Bn CO
Public Affairs Officer	N-1	Bn XO
Asst. PAO	PAO	N-1
N-2	Bn XO	Bn CO
N-3	Bn XO	Bn CO
Drill Team Commander	N-3	Bn CO
D+B Commander	N-3	Bn CO
Color Sergeant	N-3	Bn CO
Honor Guard Members	Color Sergeant	Platoon Commander
N-4	Bn XO	Bn CO
Fiscal Officer	N-4	Bn XO
ISMO	N-4	Bn XO
Asst. ISMO	ISMO	N-4
Bn Armorer	N-4	AMOI
N-5	Bn XO	Bn CO
PTO	Bn XO	Bn CO
Company Commander	Bn XO	Bn CO
Company SCPO	Company Commander	Bn XO
Platoon Commander	Company Commander	Bn XO
Platoon CPO	Platoon Commander	Company Commander
Squad Leader	Platoon Commander	Company Commander
Squad Member	Squad Leader	Platoon Commander



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.
- 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:

Date	Comment	Signature
1 OC T 12	Drill - Present; Uniform sloppy.	
3 OC T 12	Volunteered for high school tutoring (2 hrs/ wk).	
8 OCT 12	Drill - Present; Good drilling performance.	
15 OCT 12	Drill - UA; disciplinary report chit filed 16 OCT 12.	
22 OCT 12	Drill - Present; Good haircut.	
24 OCT 12	Volunteered for Birthday Ball Committee (8 hrs).	
26 OCT 12	Awarded CO's letter of commendation.	

**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 NROTCUOSUINST 1533.6 chapter 4.
- Observe the time requirements for each step of these proceedings

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as described in chapter 4.

- Log all actions as the proceedings progress in the individual's personnel comment record.