



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS TRAINING CORPS
OREGON STATE UNIVERSITY, NAVAL ARMORY
160 CASCADE HALL
CORVALLIS OREGON 97331-5401

NROTCUOSUINST 1533.6X
CO
20 Oct 2025

NROTC UNIT OREGON STATE UNIVERSITY INSTRUCTION 1533.6X

Subj: BATTALION REGULATIONS

Ref: (a) NSTC M-1533.2E
(b) NSTC 1533/115 Academic Term Counseling Record
(c) OPNAVINST 6110.1K
(d) MCO 6100.13A
(e) NETC P1552/16
(f) NROTCUOSUINST 1533.1B
(g) NSTCINST 1533.12A
(h) BUPERSINST 1610.10F
(i) MILPERSMAN 1050-230
(j) Navy Uniform Regulations
(k) MCO 1020.34H
(l) NAVADMIN 082/16
(m) NAVPERS 15665J
(n) MILPERSMAN 1050-290
(o) SECNAVINST 5211.5F
(p) SECNAVINST 5720.42G
(q) NSTCINST 5211.1B
(r) COMNAVRESFORCOMINST 5100.12B
(s) OPNAVINST 5530.13C
(t) NSTC M-1533.2D

Encl: (1) OPNAV 5211/12, Privacy Act Statement
(2) OPNAV 5211/9, Record of Disclosure

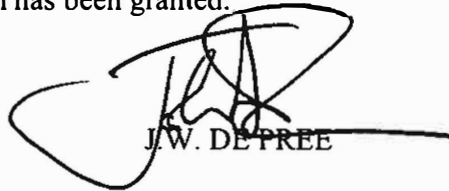
1. Purpose. To promulgate Battalion Regulations for Naval Reserve Officer Training Corps (NROTC) Unit Oregon State University (OSU).
2. Cancellation. NROTCUOSUINST 1533.6W, NROTCUOSUINST 5100.1, NROTCUOSUINST 5720.1, NROTCUOSUINST 8370.1G
3. Objective. Midshipmen Battalion Regulations are written to govern the operations and activities of the Midshipmen Battalion and to provide individual midshipmen with instructions and information for the performance of their duties.
4. Applicability. These regulations apply to all students participating in the NROTC program. Where the term 'student' appears in the regulations, it shall be interpreted to include scholarship,

college program, and active-duty Navy and Marine Corps 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. Where this instruction conflicts with reference (a), follow the guidance in reference (a).

5. Action. Students are directed to be thoroughly familiar with the enclosed regulations.

6. Records Management. Records created by this instruction, regardless of media, will be managed in accordance with SECNAV Manual 5210.1.

7. Review and Effective Date. Per OPNAVINST 5215.17A, NROTCU Oregon State University will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoW, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



J.W. DEFREE

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SUMMARY OF CHANGES

CH2 Update to guidance for the OC's pursuing Naval Science Minor

CH3 Update to Physical Readiness Program to include inclement weather plan and updated fitness standards

CH5 Update to active-duty integration into BN Regs, no longer MECEP and OC specific squads

CH5 Update to student billets to reflect new BN chain of command

CH5 Update to BN chain of command structure, company chain of command removed

CH5 Update to Leave and Liberty Policy updated to provide guidance and include active duty

CH5 Commanders Cup guidance removed

CH5 PII section added

CH5 Mentorship Program: added program guidance

CH5 Sponsor Program: added program guidance

CH9 Removal of Spring Ball and Bull Senior, requirements moved to MWR/OIC responsibilities

CH9 Removal of BN computer lab information

Appendix A general update to billet descriptions and evaluators, Removal of N-2 and addition of MWR, Tax information added for Logistics officer

Appendix B general update to corrective measures to reflect new command structure

Appendix C general update to special requests and measures to reflect new command structure

Appendix D update to MIDN collar devices to reflect new command structure

Appendix E added mentorship form

Appendix F added sponsorship and check-in form

BATTALION REGULATIONS

CHAPTER 1: NROTC PROGRAM

1-1. Program Mission, Goals, Honor Code

1. **Mission.** To develop young men and women morally, mentally, and physically, and to instill in them the highest ideals of honor, courage, and commitment. The program educates and trains young men and women for leadership positions in an increasingly technical Navy and Marine Corps.
2. **Goals.** The primary objectives are to imbue in students a strong moral compass, self-discipline, and a passion to serve that includes:
 - a. An understanding of the fundamental concepts and principles of naval science;
 - b. A basic understanding of associated professional knowledge;
 - c. An appreciation of the requirements for national security;
 - d. 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 Service; and
 - e. A high state of physical readiness.
3. **Honor Code.** Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. NROTC must instill honor upon future officers during accession training and ensure that honor is carried into fleet service. **A future officer does not lie, cheat, or steal.**

1-2. NROTC OSU Responsibility

The Department of Naval Science. The NROTC Unit falls under the Department of Naval Science and is an academic department of Oregon State University, headed by the Commanding Officer/Professor of Naval Science (PNS). It is bound by the same university policies that guide and govern all academic departments on campus. All NROTC students are entitled to the same rights as regular students. In addition to a college and/or major department advisor, NROTC students receive the added benefit of having a class advisor and professional mentor.

1-3. Amendments

Amendments may be made to this document from time to time when deemed pertinent to the mission of the NROTC unit. Amendments must be submitted to the CO through the Operations Officer using proper naval letter formatting. If approved by the CO, the request will be filed, and changes will be made to the Battalion Regulations.

CHAPTER 2: NAVAL SCIENCE CURRICULUM AND ACADEMICS

2-1. General Academic Requirements

1. General. The NROTC Program is academic in nature. As a first priority, midshipmen shall focus on receiving the best education possible and maintain good standing in the unit. The academic requirement consists of three parts:

a. The institution's baccalaureate degree program with a selected academic major;

b. Program Specified Courses. These are required courses offered by Oregon State and required by the unit (e.g., Physics, American History, etc.). For a complete list, refer to the program requirements on the degree completion plan. Program specified courses must receive a letter grade.

c. Naval Science Courses. Naval Science courses must receive a letter grade.

2. Major Requirement. Navy option midshipmen are encouraged to pursue degrees in the Tier 1 or Tier 2 category (e.g., engineering, math, or science), as well as language skills to meet the requirements of a modern Navy.

a. Navy Midshipman or Officer Candidates may not change their major without an approved special request chit approved by either the NROTC Advisor for College Program students or the PNS in all other cases. In some cases, approval authority lies beyond NROTCU Oregon State University. Advisors will forward a copy of the approved chit to the staff HRA, file a copy in the student performance file, and return the chit to the requestor. In the following cases, students should ensure they submit requests far enough in advance of a term to receive approval from outside entities.

(1) Transfer from Tier 1 or 2 to Tier 3 majors. Tier Change Panels are traditionally convened by NSTC in June, December, and January.

(2) STA-21.

b. Students on scholarship should be aware that requests for extended entitlements to fund Summer terms or terms in excess of four academic years are commonly disapproved when additional credit and time requirements are due to changes in major.

c. Engineering majors at Oregon State University do not normally declare a major until their Sophomore year; however, they do pursue courses within a focus and declare that focus to NROTC. Altering this designation (i.e., mechanical engineering to electrical and computer engineering) counts as a change of major within NROTCU Oregon State University and is subject to the above requirements.

3. Naval Science Minor Requirement

a. Midshipmen. Midshipmen will work towards a Naval Science Minor alongside their degree.

b. STA-21. On arrival at Oregon State University, OCs shall deliver official Joint Service Transcript and Naval Science Institute (NSI) transcript to the Registrar's office. OSU will award up to 45 Upper and Lower Division Military Credits. OCs are required to take NS 211 Leadership and Management and NS 413 Leadership and Ethics to complete their commissioning requirements. OCs will work with the Administrative Programs Assistant (APA) to determine if you have enough Upper Division Military Credits from your JST to fulfill the remaining class requirements (NS 313 and NS 411).

c. MECEP. MECEP students do not complete NSI prior to arrival and must coordinate with the Assistant Marine Officer Instructor (AMOI) and Marine Officer Instructor (MOI) to request approval from the CO for waiving Naval Science courses as applicable based on previous education and experience.

4. Credit Requirement. All midshipmen are required to maintain full time student status (minimum 12 credits) in addition to Naval Science classes. All active-duty students are required to maintain full time student status year-round. A waiver signed by the PNS is required if unable to meet the term credit requirement. Multiple terms below the requirement will not be looked upon favorably; instead, students will be expected to modify their schedules to graduate early. Students anticipating course loads greater than 19 credits per term must inform their class advisor.

5. Class Attendance. Students are expected to attend every class for which they are enrolled. Unexcused absences from any academic classes are not permitted without prior approval from the NROTC class advisor. Unexcused absences from class may result in disciplinary action and have adverse effects on the student's standing in the NROTC program.

6. Dropping or Withdrawing from Classes. Prior to dropping or withdrawing from a class, students shall submit a written request via the chain of command for PNS approval.

2-2. Naval Science Lab

1. Naval Science Lab. Naval Science Lab is a training requirement and participation is mandatory for all students, including active duty. Attendance will be recorded and maintained by the Platoon Commanders and Battalion Executive Officer. Naval Science Labs are typically held on Tuesday mornings. Curriculum and meeting times will be determined by the BnCO.

2. Trident and Semper Fi Clubs. Trident and Semper Fi clubs are Navy and Marine student-led clubs designed to prepare students to commission. They are part of the Naval Science Lab requirement. Therefore, participation is mandatory. The curriculum and meeting times for these clubs will be determined by the platoon commanders. Other program offered clubs are encouraged, but not mandatory.
3. Drill. Drill team participation is required for all fourth class midshipmen and Marine option sophomores and juniors may also be required to participate. Refer to chapter 9 for more details.

2-3. Class Advisor Counseling

1. Term Counseling. Class advisors are required to meet with each student a minimum of two times per term to review academic progress, current and upcoming term schedule, and any other issues that may impact performance or graduation. The required meetings are:

- a. Beginning of Term Counseling (BOTC). BOTCs will happen within two weeks of the start of the term. The BOTC is designed to discuss the upcoming schedule, academic progress, and term goals. Students will schedule a time to meet with their advisor and will come prepared with:

- b. An updated Degree Completion Plan (DCP) prepared by the student and signed by your university advisor. Current versions of the Degree Completion Plan are available on the NROTC OSU Website: <https://nrotc.oregonstate.edu/academics-0>.

- c. A filled version of reference (b) is available at https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/ROD_and_Appendices/

2. Midterm Counseling. Midterm counseling sessions will occur in the week 4-6 window of the term. The midterm counseling session is designed to forecast end of term performance and provide class advisors with an opportunity to intercede if necessary. Midterm counseling may be conducted in a formal meeting or through remote correspondence such as email at the advisor's discretion. Prior to midterm counseling in the week 4-6 window, all students will fill out the Midterm Grade Report sent and reviewed by the Battalion Academics Officer and the Unit Academics Officer prior to counseling.

3. End of Term Counseling (EOTC). EOTCs will be scheduled once grades are posted. EOTCs are designed to discuss the previous term's academic outcome as well as goal achievement. EOTCs and BOTCs may be scheduled simultaneously in adjacent terms at the advisor's discretion.

2-4. Academic Deficiency

1. General. Midshipmen who are academically deficient may be subject to administrative action consisting of academic warning, academic probation, Leave of Absence (LOA), or disenrollment from the NROTC program, as described in section 4-6. Academic deficiency is defined as:
 - a. Failed, unsatisfactory, or incomplete course.
 - b. Failure to maintain a 2.50 term and cumulative GPA (3.00 for STA-21 Nuclear).
 - c. Failure to make satisfactory progress toward completion of degree requirements, to include a grade of C- in certain degree programs, or failure to maintain good academic standing with the university.
 - d. 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 without a time-of-completion waiver.
 - e. Term credit less than 12 credits (excluding Naval Science credits) without PNS approval for midshipmen or less than term credit equal to full time student for active-duty students.
2. Continued Deficiency. If a midshipman continues to be academically deficient and/or fails to meet the terms set forth by their academic warning, academic probation, or Leave of Absence, the midshipman will appear before a PRB and may be subject to additional administrative action to include disenrollment.

2-5. Academic Excellence

1. Midshipman Tutor Program. The unit provides access to calculus and physics tutors during study hall hours in the unit. Peer tutors may be provided for any subject upon request to the academics officer.
 - a. Required Tutor Hours. Scholarship midshipmen enrolled in calculus and physics are required to have two hours of tutoring per week in these courses. A waiver may be submitted to be removed from mandatory study hours once competency is demonstrated. Midshipmen will report tutoring hours via a Microsoft webform promulgated bi-annually by the academics officer.
 - b. Peer Tutors. High performing midshipmen (upper-class midshipmen, OCs, and MECEPs who earned a “B” or higher) may volunteer to provide peer tutoring in certain courses. Midshipmen struggling in any class may request a midshipman tutor from the academics officer. Every effort will be made to accommodate these requests.
 - c. University Resources. Students are highly encouraged to take advantage of tutors provided by university departments (e.g., the Mathematics and Statistics Learning Center, the Mole Hole for chemistry, and the Worm Hole for physics).

2. Midshipman Study Hall. Midshipmen assigned study hours will be required to attend mandatory study hall under the supervision of the battalion academics officer. The study hall runs from 1600-2100 Sunday through Thursday and 1600-1730 Friday located at the NROTC unit. Documented hours in university study hall environments, such as the Worm Hole, the Mole Hole, or the Math and Science Learning Center can also meet these requirements.

a. All freshmen are required to complete five general study hours per week, regardless of major. Mandatory calculus or physics hours may count toward this requirement. The general study hours requirement can be waived after completing one term with a GPA of 3.0 or higher.

b. Midshipmen placed on academic warning or probation are required to attend supervised study each week of the term, as assigned by the PNS (required hours may vary).

c. The study hall is available for any student, regardless of academic standing.

CHAPTER 3: PHYSICAL READINESS

3-1. General

1. The Navy and Marine Corps require a high state of physical readiness for resiliency and mission accomplishment. An essential part of the NROTC mission is to help midshipmen develop physically. Midshipmen should strive to improve their physical fitness each term with the goal of earning Outstanding Navy Physical Readiness Test (PRT) or 1st Class Marine Physical Fitness Test (PFT)/Combat Fitness Test (CFT) scores. Midshipmen must never be satisfied with just meeting the minimums.
2. The Battalion Physical Readiness and remedial programs will be under the overall direction of the unit Command Fitness Leader (CFL), appointed by the unit Commanding Officer. The Battalion and Company Physical Training Officers (PTO) shall conduct the PRT and its related programs as directed. The MOI or AMOI will conduct the PFT, CFT, and related programs. Class advisors are responsible for monitoring the progress of their students and counseling when appropriate.

3-2. Physical Readiness Training Schedule

1. All Hands Physical Training (PT). All hands physical training will occur Wednesday mornings, typically 0600-0700. Attendance is mandatory for all students unless on watch, leave, or on an approved absence. Muster will be located at NROTCU Oregon State Cascade Hall, IM Field, Whyte Track, or a designated area directed by staff. PT Muster will be moved to an indoor location under the circumstances when outside air temperature is under 50°F and raining or under 32°F.
2. Fitness Enhancement Program (FEP). Students participating in the FEP program will have two additional PT sessions, typically Monday and Friday.

3-3. Physical Readiness Testing

1. Physical Fitness Assessment/Physical Fitness Test/Combat Fitness Test (PFA/PFT/CFT).

Students shall take a minimum of two physical fitness tests per academic year. Navy midshipmen and OCs will take the PFA. Marine midshipmen and MECEPs will take the PFT/CFT. All three fitness tests consist of a Body Composition Assessment (BCA) and Physical Readiness test.

a. Specific physical fitness standards for the Navy and Marine Corps can be found in references (c) and (d), respectively. Minimum standards for NROTC are “Good Low” and “Excellent” for Navy and Marine options respectively.

b. Oregon State NROTC standards for 1/C and 2/C Marine option midshipmen and MECEPs within 1 year of graduation will be considered a score of 265 or above. Failure to meet this standard will result in assignment to the Fitness Enhancement Program FEP. Scores between 265 and 235 will not result in administrative action. This higher score is designed to ensure student ability to achieve the minimum 265 fitness score required for Officer Candidate School (OCS) and the minimum fitness score of 235 required for TBS.

c. Body composition (height and weight) standards for the Navy and Marine Corps can be found in references (c) and (d), respectively.

d. Failure to meet fitness or BCA standards will result in assignment to the FEP and may result in administrative action.

2. Inventory Fitness Tests. The unit will conduct at least one unofficial PFA/PFT one to three months prior to each official PFA/PFT. The inventory PFA/PFT provides students the opportunity to gauge their level of conditioning and physical readiness prior to an official PFA/PFT. Inventory fitness tests will not result in administrative action but may result in assignment to FEP or good and below PT. Dates for the official PFA will be announced via welcome letters/packages, email distribution, and/or physical posters, no later than 10 weeks prior to the official PFA. Personnel must take the PFA even if they did not receive a PFA notification (as long as they are medically cleared).

3. Awards Program. Any member who scores a grade of “Outstanding” or 285 and higher on his/her official PFA or PFT/CFT will receive unit recognition for their dedication to the physical mission of NROTC.

3-4. Swim Qualifications

All midshipmen will qualify as a 3rd class swimmer by the end of their first year and will qualify as a 2nd class swimmer by the end of their second year. Navy swim qualification instructions can

be found in reference (e). Midshipmen who fail to qualify will be scheduled for remedial swim training. College program midshipmen shall not be admitted to advanced standing until the swim standards have been met. Students unable to meet swim standards will be subject to administrative action.

3-5. Failure to Meet Standards

1. “Bad Day”. In accordance with reference (c), NROTCU OSU will exercise a liberal Bad Day makeup PRT policy for members showing signs of distress. Health and safety will be prioritized over obtaining a score.
2. “Good and Below”. Navy Option midshipmen and STA-21 OCs who receive less than an “Excellent Low” in any category of the PRT in accordance with reference (c) shall be placed on “Good and Below” PT and must attend “Good and Below” PT every Monday at 0600.
3. “The Fitness Enhancement Program (FEP)”. Navy Option midshipmen and STA-21 OCs who receive less than “Good Low” in any category of the PRT in accordance with reference (c) shall be enrolled in FEP. Marine Option midshipman and MECEPs who receive less than a 265 on either the PFT or CFT shall be enrolled in FEP. FEP is designed to increase and maintain cardiorespiratory fitness, muscular strength, endurance, flexibility, reduce excess body fat, promote year-round fitness and health, and provide nutritional guidance. FEP is open to all students desiring to enhance their physical fitness. Members placed on FEP must attend “Good and Below” PT every Monday and “FEP” PT every Friday at 0600.
4. Participation in “Good and Below” and FEP PT is required when a student does not meet the required physical standard and shall not be released from required participation until they meet the physical fitness and body composition standards on one consecutive physical fitness test. These tests may be official or unofficial.
5. Nutrition and Weight Control. Members may be referred by the Commanding Officer to the Command Fitness Leader (CFL) for a body composition analysis if suspected of exceeding the Navy’s/Marine Corps’ height, weight, and/or body fat standards. Members who do not meet body composition standards will be referred to a dietician. Members may satisfy the requirements set forth in reference (c) by seeking assistance from Oregon State Dieticians located in Dixon Recreation Center. Appointments may be scheduled by calling 541-737-9355 and are free of charge for any current student.
6. Administrative Action. Individuals who consistently fail to make progress, as measured by official PFA failures, could be subject to disenrollment via the PRB or Administrative Board process.

3-6. Safety

1. All Midshipmen will complete a yearly Physical Activity Risk Factor Questionnaire (PARFQ) NSTC 1533/138 prior to starting unit-directed PT. Any affirmative responses require evaluation by a licensed physician, nurse practitioner, or Navy Independent Duty Corpsman prior to initiating PT, and the CO's signature. Each midshipman shall also complete an Annual Certificate of Physical Condition, NSTC 1533/107.
2. The CFL will ensure completion of a DoDMERB physical indicating the status of physically "qualified (Q)" or "waived (W)" for each midshipman participating in PT. If a midshipman does not have a DoDMERB status of waived or qualified, a sports physical must be completed no earlier than 90 days prior to the first unit PT session. Under no circumstances shall midshipmen participate in unit PT without proper documentation of medical clearance.
3. Risk Management (RM) will be conducted prior to every PT session. Risk factors to be assessed and mitigated shall include the terrain and environment, weather, emergency provisions, and emergency action plans with contact phone numbers. Care should be taken when running or training in wet or slippery conditions. Use heat and wind chill index charts (such as that found on the National Oceanic and Atmospheric Administration (NOAA) website at www.nws.noaa.gov/om/windchill/index.shtml).
4. During any NROTC event, a training timeout (TTO) should be called by any battalion member if a potentially hazardous situation is observed.
5. Report injuries or illnesses that limit participation in physical conditioning or individual physical activities at the first available opportunity to the CFL or unit staff. Unit staff will report all injuries requiring medical intervention (beyond immediate first aid) per reference (a).
 - a. Midshipmen shall not attend any battalion event if they suspect they are ill. In the event a midshipman becomes ill, they shall contact their chain of command immediately. Participating in battalion events while ill creates a health risk for all.
 - b. Midshipmen shall report any accident that requires medical attention, even if received during the summer.
6. All PT events will have a dedicated safety observer(s) who is CPR and AED trained, qualified to administer emergency oxygen (O2), and has in possession a cell phone or radio, an AED, and emergency O2.
7. Per NROTC Universal Training Precautions (UTP) and Emergency Action Plan for Sick Cell Trait Positive (SCTP), midshipmen without a test demonstrating they are not Sick Cell Trait Positive (SCTP) shall not participate in command-sponsored PT. Testing for incoming scholarship freshmen will be conducted at NSTC expense; testing for college program members will be at the individual's expense.

8. Refer to Command Policies, the Commanding Officer's Safety policy for further information.

CHAPTER 4: STANDARDS OF CONDUCT AND DISCIPLINE

4-1. Academic Integrity

1. Students are expected to comply with all university regulations pertaining to academic honesty. For further information, visit Student Conduct and Community Standards (SCCS), or contact the office of Student Conduct and Mediation at: 541-737-3656.
2. Academic Dishonesty cases are handled initially by the academic units, following the process outlined in the University's Academic Dishonesty Report Form, and will also be referred to SCCS for action under these rules.
3. Students enrolled in the NROTC program and alleged to have committed an act of academic dishonesty may be referred to a Performance Review Board (PRB) for aptitude deficiency.

4-2. Conduct

1. General. NROTC students shall present a favorable military image and always conduct themselves appropriately. Reference (f) is the Commanding Officer's Policies on online conduct, fraternization, suicide prevention, safety, hazing, sexual misconduct, equal opportunity, alcohol and drugs, mission and vision.
2. 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.
 - a. Minor Offenses. Minor Offenses are characterized as comparatively minor infractions of instructions, orders, or regulations. Minor offenses include, but are not limited to the following:
 - (1) Unauthorized absences (including tardiness)
 - (2) Failure to wear the prescribed uniform
 - (3) Failure to render proper military courtesies
 - (4) Failure to follow a lawful order
 - (5) Disrespect to a superior battalion officer
 - (6) Failure to complete required study hours
 - (7) Failure to complete required tutor hours

b. Major Offenses. Major offenses are those offenses which violate the NROTC Honor Code or involve moral turpitude, a serious breach of discipline, disregard or contempt for authority, or actions which bring discredit upon the Naval service. Major offenses will be handled at the discretion of the Commanding Officer. Major offenses include but are not limited to the following:

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

(2) Theft

(3) Moral turpitude offenses

(4) Alcohol/drug abuse

(5) Insubordination

(6) Assault

(7) Hazing

(8) Destroying or defacing property

(9) Aggravated or repeated unauthorized absence

(10) Sexual harassment/assault

(11) Discrimination

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

(12) Repeated infractions of minor offenses

3. Prohibited Conduct and Actions. All staff and students will be treated with the common human dignity and respect that they deserve. All members within the command will be addressed respectfully and the use of vulgar, obscene, profane, sexually explicit, racially/ethnically-slanted, or otherwise offensive/disrespectful language, either directly or indirectly, is prohibited.

4. 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. This includes use of marijuana and Psilocybin. Although recreational use of marijuana is legal in the state of Oregon, its use by U.S. military members remains prohibited. Students and staff will receive regular drug tests.

5. Driving Under the Influence of Intoxicants (DUII), Driving While Impaired (DWI), or Minor in Possession (MIP). NROTC students cited or arrested for DUII, DWI, or MIP will be subject to disciplinary review and may be dismissed from the NROTC program.

6. Reporting Amnesty. Oregon State University encourages all community members to report behavior associated with sexual harassment and sexual assault. To support such reporting, the university will not pursue student conduct proceedings against a reporting student, a complainant, a respondent or witness for personal use of alcohol, marijuana or other drugs at or near the time of the incident provided their use did not place the health or safety of any other person at risk.

4-3. Alcohol Regulations

1. Midshipmen, Officer Candidates, and MECEPs represent the NROTC Unit and the Navy and should conduct themselves in accordance with the standards set by the military and comply with local law.

2. Battalion Alcohol Policies

a. The use, possession, or procurement of alcohol by, or for, anyone under the age of 21 is prohibited. No midshipman, active duty member, or guest of the battalion under 21 years of age will consume alcoholic beverages. Cases of underage drinking (or any other alcohol related incident) may be referred to a Performance Review Board (PRB).

b. Taffrail funds will not be used to purchase alcoholic beverages.

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

d. 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.

3. Oregon State University Alcohol Policies prohibit alcoholic beverages on campus except for pre-approved events and within designated parking areas during Oregon State University varsity football games. The full OSU policy on alcoholic beverages can be found under University Standard: 576-060.

4. Medical Amnesty. Oregon's Medical Amnesty law protects those under 21 from getting a minor and possession (MIP) when calling 911 for someone they think has alcohol poisoning. The person making the call and the person in need of medical attention are both protected under this law. If you see someone who needs medical attention, call 911. After you call, stay with the person until help arrives.

4-4. Student Disciplinary Measures

Student billet holders are granted authority to correct minor offenses at their level. Refer to appendix B for detailed instructions.

4-5. Performance Review Boards

1. The Performance Review Board (PRB) is an administrative tool available to the PNS to investigate, review, and document recommendations regarding the best course of action to be taken to ensure successful fulfillment of program requirements by students enrolled in any NSTC officer development program. Ideally, the unit will identify potential problems that may lead to a PRB and solve most problems through counseling or extra instruction, as appropriate. Conduct of the PRB is outlined in reference (a).

2. The PRB is not a judicial proceeding but rather an informal administrative hearing most similar to a college or university academic review board. As such, the student is not entitled to be represented by an attorney at the hearing. The PRB will be conducted with formality and decorum, although testimony under oath is not necessary, it is permissible. The student has the right to appear before the board, to submit a written statement, and to present documents or witnesses on the student's behalf. The student will be counseled by the class advisor and shall be given the opportunity to review all evidence to be presented to the board prior to convening.

4-6. Warning, Probation, and Leave of Absence

When counseling fails to correct substandard performance, the actions below should be considered. Appendix B to reference (a) provides guidelines for performance deficiencies.

1. **Warning**. Warning is the first level of disciplinary action for students who have failed to achieve or maintain program standards. Warning may require remedial actions which will be outlined in the warning letter. Failure to correct the deficiencies or identification of further deficiencies may result in probation, LOA, or disenrollment. The decision to place a student on warning is at PNS discretion and does not require a PRB.

2. **Probation**. Probation is an administrative tool. It shall have no effect on the student incurring a service obligation or the student's receipt of NROTC benefits. Probation will require remedial actions which will be outlined in the probation letter. Failure to correct the deficiencies or identification of further deficiencies may result in LOA, or disenrollment. The decision to place a student on probation is at PNS discretion and only requires a PRB if the student requests one or if the student fails to satisfy the conditions of an ongoing probation.

3. **Leave of Absence (LOA)**. LOA is an administrative tool which suspends NROTC benefits. LOA requires a PRB. Failure to correct the deficiencies or identification of further deficiencies may result in disenrollment.

4-7. Disenrollment

Students are subject to disenrollment when the PNS has found any reasonable deficiencies in Academics, Aptitude, Disciplinary, Physical Readiness, or any of the other possible discrepancies discussed in Appendix B of reference (a). Review this appendix for further guidance on the deficiencies that can lead to disenrollment.

4-8. Recoupment/Active Enlisted Service (AES)

1. NROTC students who have a military obligation per their service agreement, but who attrite from the program before commissioning, are subject to recoupment (monetary payment) and/or AES (payback commitment in the form of enlisted service) per the terms of their service agreement.
2. All obligated students being processed for disenrollment shall be afforded the option to request recoupment or AES using the Disenrollment Acknowledgement Form NSTC 1533/120. The NSTC 1533/120 is required for all scholarship midshipmen being disenrolled, regardless of obligation status.
3. Per reference (g), Assistant Secretary of the Navy (ASN) Directed AES must be considered for midshipmen who drop-on request within 12 months of expected graduation date.
4. In exceptional cases, the student may request a waiver of all obligations for medical or other extraordinary circumstances. Students shall provide a written statement regarding their request for obligation waiver.

4-9. Absence from Mandatory Event

With the exception of emergency situations, an absence from any mandatory unit event must be approved in advance via a special request chit. Deadlines for special request chits are at least one week in advance for routine requests, 48 hours for unforeseen time conflicts, and as soon as reasonably possible for emergencies.

CHAPTER 5: NROTC STUDENT ADMINISTRATION

5-1. General

Students are classified in the NROTC Program by their class which is a representation of their standing at OSU (e.g., 4/C is Freshman standing while 1/C is Senior standing). Students are expected to possess officer-like qualities for positions of authority and responsibility, identify and improve on weaknesses, and seek out opportunities to better themselves. During your time as a midshipman, you will be given tasks, responsibilities, and billets to aid you in becoming a Navy or Marine Corps Officer.

5-2. Performance Evaluation/Aptitude

1. Per reference (a), the midshipmen performance evaluation system provides a formal process for reviewing a student's developmental progress and measuring their aptitude for service as a naval officer. This evaluation occurs twice annually and is aligned with the battalion change of command. Physical fitness, Naval Science GPA, and leadership qualities make up the student's aptitude score.

2. The intent of the midshipmen fitness report process is to provide an objective measure of the inherently difficult to define qualities expected in a future naval officer. Reference (h) provides guidance on preparing Navy evaluations and fitness reports. The goals of midshipman Fitness Reports are to:

- a. Contribute to national ranking for service selection, ship selection and aviation order of merit;
- b. Help identify areas for improvement and personal growth in order to improve the qualities expected in a future naval officer;
- c. Give students experience performing professional observation and evaluation;
- d. Rank students for future billet selection within the battalion.

5-3. Battalion Organization

1. Student Organization. The military organization of the Oregon State University NROTC Unit will be a Midshipman Battalion consisting of three platoons (Trident, Semper Fi, and HQ). All administrative matters will be handled by the battalion chain of command.

2. Active Duty Students. Enlisted Navy and Marine Corps students attending OSU as Officer Candidates (OC) and MECEPs are fully integrated into the NROTC.

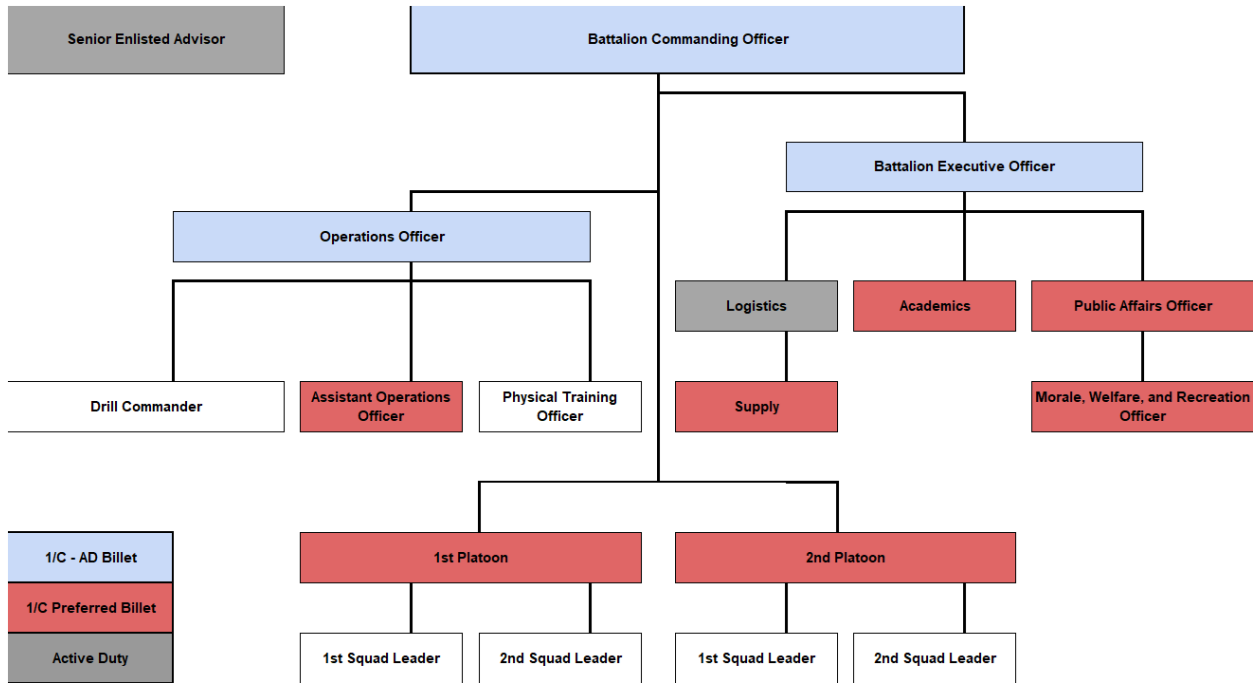
3. Student Chain of Command and Class Advisors. The goal of both the Naval Science class advisors and the student chain of command is prompt support and assistance for all NROTC students. By design, the midshipman chain of command and class advisors work on two separate, but complimentary, levels to assist all students with meeting the NROTC program and university requirements. 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 student battalion chain of command.

5-4. Student Billets

1. Midshipmen Billet Assignments. Billets will be assigned to 1/C and 2/C midshipmen as noted in Appendix A. In the event the unit does not have enough of a particular class, those billets will be filled, in order of priority for those that can benefit from the billet the most. Midshipmen must meet the Command and Leadership Training (CALT) requirements in their final two years for a minimum of 20 leadership hours annually. This requirement will typically be met through the assignment of billets.

2. Billet Selection. Billet selection will occur semi-annually during January (winter term) and May (spring term). This process will be concurrent with the student Fitness Report (FitRep) cycle. The winter term billet slate is published early February and reflects the new billet holders that will assume their duties during week five of winter term. The spring billet slate 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. Billet assignments for the next term will be recommended by current student chain of command and will be approved by the unit Commanding Officer (CO) after review by advisors. Billets will be offered equitably and will take student preference into account.

5-5. Student Battalion Chain of Command



5-6. Battalion Duty Officer

1. Battalion Duty Officer (BDO). The BDO is responsible for the proper control and security of the building. The BDO will be assigned by the squad leader of the respective week's duty squad. Further information regarding the duties and responsibilities of the BDO can be found in the BDO binder.

2. Duty Squad. The maintenance and state of police of the unit will be assigned by squad on a weekly rolling basis. The squad assigned for that week will be responsible for weekly facilities field day and other tasks that may arise. Refer to the BDO binder for a list of weekly tasks.

5-7. Weekly Battle Rhythm

The Plan of the Week (POW) is the primary information source for all battalion activities during the week, to include the upcoming weekly training schedule, special events, and the uniform of the day. It will be generated by the BnXO and distributed to all students via the battalion chain of command. All battalion members are responsible for complying with the information and instructions issued in the POW. An example of a typical weekly battle rhythm is as follows:

- Monday: 0600-0700 Fitness Enhancement Program PT, 1800-1900 Trident Club
- Tuesday: 0600-0700 Leadership Lab

Wednesday: 0600-0700 All Hands PT, 1800-1900 Semper Fi Club
Thursday: 0600-0700 Drill (Specific Personnel Only)
Friday: 0600-0700 Fitness Enhancement Program/Drill

5-8. Liberty, Leave, and Unit Travel

1. Midshipmen Leave. Per reference (i), reserve midshipmen are on inactive duty and neither earn nor use leave in a military sense. Midshipmen are not held to a special geographical limit for leave and liberty. They are required to be at all mandatory events and report for all random urinalysis tests unless a special request chit has been submitted. Midshipmen will let their class advisors know if they are planning to travel out of state or outside the U.S.
2. Active Duty Leave. Departure of the local area (350 mile radius) requires leave. Personnel who are unable to return to NROTCU Oregon State by 1100, Monday to Friday (on non-holidays), shall normally be in a leave status. Active duty personnel will request leave, at least three days prior to departure, via NSIPS; approved by the XO or Marine Online; approved by the MOI. Unearned leave will be approved by the XO on a case-by-case basis. All exceptions to policy will be approved by the CO.
3. Liberty and Special Liberty. Per the irregularity of the operation of an academic institution, regular liberty shall be assumed to be hours outside regular class, study time, and NROTC participation. Regular Liberty shall not exceed 72 hours and may be approved by the XO per reference (n). All personnel shall remain inside the local area while on liberty or special liberty unless exception is granted by the XO. Special liberty shall not exceed 96 hours and may only be approved by the CO per reference (n).
4. OCONUS Leave Procedure. Requests for OCONUS leave must be submitted between 60 to 90 days prior to the execution date – this is to ensure enough time to properly process such requests. The following information is required: A detailed copy of the travel itinerary, a list of specific places to be visited, a local point of contact or contact instructions for the duration of your travel, your Passport/Visa information, Anti-Terrorism/Force Protection (ATFP Level 1) training certificates, documentation of counseling on completion of foreign clearance guide and state.gov warning requirements for countries and locations on itinerary, as well as travel responsibilities of military personnel in foreign countries.
5. OSU Funded Travel. For any travel funded by Oregon State University (e.g., Leadership weekends, SEAL weekends, etc.) see the Administrative Program Assistant before making travel arrangements. Otherwise, expect that reimbursements will not happen until after the event. Receipts for travel expenses are required for reimbursement.

5-9. Unit Awards

1. Spring Award Ceremony. The PNS will present the majority of NROTC awards at an annual formal ceremony to which parents and relatives of midshipmen and OCs, distinguished members of the local university, civilian, and military communities, and representatives of presenting organizations are invited to attend. Representatives of presenting organizations shall be invited to attend and participate in the ceremonies.
2. Unit Awards. Unit awards shall be given to deserving midshipmen in recognition for superior performance. The Battalion and Company Chain of Commands may use either informal or formal counseling to recognize high performing individuals. These counseling's should be used as supporting documentation when recommending a midshipman for a unit award. Standard unit awards will include those listed in Table 18 of Appendix I to reference (a).
3. Annual Awards. A list of annual awards for which students may be nominated is contained in Appendix E to reference (a).

5-10. Motorcycle Mentorship Program. Per reference (r), the Motorcycle Mentorship Program is established. All meetings, operations and member conduct shall comply with the requirements of this instruction, U.S. Navy and Marine Corps regulations and guidance, state and federal laws, and applicable Department of War directives and policies. Each motorcycle rider is encouraged to actively participate and support the objectives by setting a positive example and promoting the safety and welfare of all members.

5-11. Unit Weapons Security, Armory, and Small Arms Training Operating Procedures

1. Definitions

a. Weapons. Weapons are defined as the MK10 Mod 0 drill rifles (M-16), M-16 Rubber rifles, swords, and any other weapons (whether fire able or not) that may be issued for training. NROTCU OSU does not own any non-demilitarized items.

b. Unit Armory. The unit armory, for secure stowage of weapons, is located in the Naval Armory in Cascade Hall, Room 169. The Unit Armory is only authorized to store demilitarized items such as dummy rifles. Per reference (r), these items do not require the same level of security as non-demilitarized items.

2. Responsibilities

a. Commanding Officer (CO). The CO is ultimately responsible for ensuring adequate security and accountability of all weapons assigned to this command.

b. Marine Officer Instructor (MOI). The MOI is assigned in writing by the CO as the Accountable Officer. He is responsible to the CO for accountability and security of the unit's weapons. Per reference (r), he will ensure that:

(1) A physical count of all arms is conducted monthly and that quarterly serialized inventory and the annual inventories are properly conducted.

(2) The annual serialized inventory will be sent to Commander, Naval Surface Warfare Center, (Code 2043), Bldg 2524, 300 Highway 361, Crane, IN 47527-5001.

(3) The MOI is also responsible for the planning and implementation of any small arms training required to meet NROTC training requirements per reference (s). This training is detailed in paragraph 6.

c. Assistant Marine Officer Instructor (AMOI). The AMOI is assigned in writing by the Commanding Officer as the Physical Security Officer. He is responsible to the Accountable Officer and the Command Security Manager for weapons physical security and stowage.

(1) The AMOI will also ensure that all inventories are accomplished and signed by the Accountable Officer and the results reported to the appropriate authority.

(2) The AMOI will ensure that weapons removed from the unit armory for any purpose other than scheduled drill, will have a serialized inventory prior to their release. He/she will ensure no weapons are allowed outside of the armory without a staff member physically present.

(3) The AMOI will be the sole holder of the armory keys. In the event the AMOI is unavailable for an extended period, the unit armory keys will be turned over to the MOI.

(4) The AMOI will assist the MOI in conducting any small arms live fire training.

d. Drill Team Commander. The Drill Team Commander will ensure proper accountability and issuing of all weapons for scheduled drill periods. They will supervise the issue and turn-in of the drill platoon's weapons and will account for and maintain all drill weapons. The Drill Team Commander will, in advance, make all necessary arrangements with the AMOI for the movement and stowage of weapons for scheduled events.

5. Security. It is the policy of this command that all weapons and armory gear be considered "sensitive material." As such, this sensitive material will be given the security provided to any military weapons.

a. Use. For all uses of weapons or armory gear other than assigned battalion drill periods, the unit leader will contact the AMOI for authorization prior to the intended use. Once approved, the AMOI will arrange access to the appropriate armory. A sight count (non-serialized inventory) will be conducted each time a weapon is returned to the armory.

b. Transportation of weapons to off-campus locations. The AMOI will issue weapons to the unit leader accompanied by a serialized inventory. The weapons will be transported in a government vehicle, unless otherwise specifically approved by the CO for the transportation in a private vehicle of an active-duty staff member.

c. Security during transportation and overnight stays. Every attempt will be made to secure the weapons in an authorized armory. Security arrangements must be reviewed prior to actual movement and accompany the request for approval by the Commanding Officer. If an armory is unavailable at the destination, the following steps will be taken:

(1) Move all weapons to unit billeting;

(2) Establish a weapons security roster and post a two to four hour rotating watch;

(3) Contact the Staff Duty Officer (SDO) prior to 2200 each night at 541-905-4212 and report a weapons count.

d. Security during drills. When a weapon is drawn from the armory, it becomes the responsibility of the individual. Prior to transporting a weapon on campus, Public Security will be contacted and informed of the location, nature, and duration of training. The Public Safety office can be reached at 541-737-3010. The unit will form up and march directly to and from the location of the drill. Use of privately owned vehicles is not authorized to transport weapons to and from drill. Each weapon will always remain within arm's reach.

6. Live Fire Training. Per reference (s), midshipmen and officer candidates are required to demonstrate proper handling and firing of small arms. CORTRAMID and Sea Trials will serve as the primary sources for midshipmen to obtain to the required small arms training and qualification. Those midshipmen and officer candidates who did not receive small arms training as part of summer or enlisted training will require a familiarization course of fire or PNS waiver. In order to conduct a course of fire, the MOI, or other designated staff members, must:

a. Coordinate with the Supply Technician to contract a Navy or National Rifle Association certified range facility capable of supplying all required services such as:

(1) Ammunition;

(2) Certified Range Safety Officer;

(3) Targetry;

(4) Personal Protective Equipment (PPE)

b. Arrange for the loan and appropriate transport of weapons of any caliber, although 9mm pistols are preferred, from a military facility such as the Corvallis Armory or Springfield I&I.

c. Ensure all personnel involved in firing are knowledgeable of range safety procedures and requirements and the safe handling of weapons before allowing them to take part in live fire training.

d. Because it is not practical to satisfy the semi-annual requalification requirement, the MOI/AMOI will not serve as Range Safety Officer (RSO).

5-12. Personal Privacy and Rights of Individuals

1. Personal Identifiable Information.

a. Responsibilities. The Commanding Officer is Responsible for administering and supervising the execution of references (o) through (q). The Executive Officer is the designated Privacy Act and Freedom of Information (FOIA) Act Coordinator and serves as the principal point of contact on all Privacy Act and FOIA matters according to references (o) through (q). The Human Resources Assistant is designated as the Privacy Act and FOIA Assistant Coordinator and is responsible for safeguarding personal information according to references (o) through (q). Staff members will safeguard the privacy of individuals and their personal information. They shall not maintain unpublished official files nor disclose information except as authorized.

b. Notices. Individuals from whom personal information is requested must be advised of the authorization, purpose, user, and possible consequences for failing to respond. Enclosure (1) satisfies the above purpose and shall be presented to every member of the unit upon entry into naval service. Copies of enclosure (1) shall be retained in the student record.

c. Disclosures and Accounting. Reference (o) prohibits the disclosure of any information, except pursuant to the written request of the individual to whom the record pertains, unless the disclosure is an authorized exception as listed. Record of Disclosure, enclosure (2), shall be maintained on every student and staff member as a part of their records. Accurate accounting must be maintained of each access with the following exceptions: Disclosure to personnel of the Departments of the Navy or War with a need to know, Freedom of Information Act disclosure pursuant to references (o) through (q), and Disclosures as provided by reference (p), availability to the public of Department of Navy records. Agencies, or individuals other than those authorized, requesting disclosures shall be directed to submit a written request with the following information: Full name, Company/Organization, Address, Home Phone, Work Phone, Description of records sought.

d. Safeguarding. Appropriate safeguards to ensure the security and confidentiality of personal records are required. Personal information must be afforded at least the protection required for information designated as "For Official Use Only." The guideline is to provide reasonable safeguards to prevent inadvertent unauthorized disclosures of record content. Persons requesting disclosure must be properly identified. Proper disposal of records to ensure inadvertent disclosure is required.

e. Training. All staff personnel shall be familiar with the provisions of references (o) through (q). All unit staff (military, civilians, and contractors) must complete Information Assurance (IA) Awareness Training annually. The DOD Information Assurance Awareness Course is located on Navy e-Learning (NeL). Civilian staff who do not have access to NeL will be provided training by other means.

f. Reports The Privacy Act Coordinator shall compile annually and submit reports to the Commander, Naval Service Training Command only when an FOIA or PA request is received.

g. Penalties. Per reference (o), the Privacy Act of 1974 (as amended), 5 U.S.C., 522A, information about an individual shall not be disclosed to any unauthorized person or agency. Anyone making an unauthorized disclosure willfully may be fined up to \$5,000.00.

2. Family Educational Rights and Privacy Act of 1974 (Public Law 93-380) (FERPA). FERPA protects the privacy of all education records, in any medium, maintained by Oregon State University. All student education records, including records about students contained in computer databases, are protected. Access to these records may only be obtained upon completion of and adherence to the “NON-OSU Employee” FERPA training for students and “OSU Employee” FERPA training for Staff.

5-13. Mentorship Program

1. Purpose. The purpose of the mentorship program is to establish and implement policy, guidance, and assign responsibilities for the Oregon State University Naval Reserves Officer Training Corps Mentorship Program (OSU NROTC). Mentoring, like coaching, is a helping activity which enables individuals to achieve their full potential. Mentoring is a guidance relationship between two people, where a trusted person (Mentor) helps another person (Mentee) learn something that the Mentee would otherwise have learned less efficiently or not at all. The Mentorship Program is designed to help those who desire mentoring and those who want to mentor establish mentoring relationships, both formal and informal. The mentoring relationship is a reciprocal, learning relationship between individuals who work collaboratively towards a mutually defined goal of developing the mentee’s skills, abilities, knowledge, and thinking to help attain established professional or personal goals.

2. Execution. During the start of the academic school year, the BnXO will announce the Mentorship Program to the incoming MIDN. A mentorship interest poll will be sent out during week two of the term and pairing will occur during week three. Mentors and Mentees will meet throughout the term based on their availability.

3. Mentor Requirements. Mentors must be of good academic (minimum cumulative GPA of 2.5) and physical (minimum “Good-Low” PRT / 235 PFT) standing. Additionally, mentors must be at least one grade above their mentee(s).

4. Responsibilities

a. BnXO. Provide oversight of the Mentorship Program and send out a Mentor Interest Form during week two of fall term. Mentors and Mentees will be paired by the end of week three of fall term.

(1) Provide oversight of the Mentorship Program.

(2) Send out a Mentor Interest Form during week two of the first academic term. Mentors and Mentees will be paired by the end of week three of the term.

(3) Report the status of the Mentorship Program and any pertinent updates to the XO at least once per term.

b. Mentor.

(1) Will meet with Mentee(s) at least once in person within one week of being assigned to the mentee(s).

(2) Will connect with Mentee(s) by phone or through electronic means at least once per week in the first month of the mentoring relationship.

(3) While there is no requirement for a formal, signed mentorship agreement, both Mentors and Mentees should discuss their expectations for the mentoring arrangement early in the relationship. The Mentor-Mentee form may be used to enhance the mentorship experience.

(4) Shall have no more than two (2) Mentees without the approval of the BnXO.

(5) Mentors may include OC's and MECEPs, but they are generally reserved for other OC's and MECEPs. They will not be a MIDN's primary mentor.

(6) MyNavyHR provides training, handbooks, and best practices for mentors at <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Culture-of-Excellence/>.

c. Mentee

(1) Midshipmen/OC's/MECEPs will fill out the Mentor Interest Form sent by the BnXO and will be selected as Mentees.

(2) Upon pairing with a Mentor, Mentee(s) will coordinate with the Mentor to conduct an initial meeting where expectations, goals, and general topics will be discussed.

(3) Reach out to your Mentor to foster the relationship you desire and take away knowledge from their experiences.

5. Timeline

- a. Week 2: Mentor Interest Form is sent out to the Battalion
- b. Week 3: Mentor and Mentees are paired and BnXO ensures that all MIDN/OCs/MECEPs are assigned a mentor.

5-14. Sponsorship Program

1. Purpose. New students and active duty (OCs/MECEPs) join the battalion throughout the entire year. Having a program to enable these new members to become more familiar with the functions and personnel within the unit would be beneficial for these new people and current members of the battalion.
2. Execution. The objective of the Sponsorship Program is to ensure all new members of the battalion are able to gain access to all the necessary battalion information and to allow them to become more familiar with battalion functions.
3. Tasks. Midshipmen/OCs/MECEPs. Under the supervision of their squad leader, the new member will complete the Sponsorship Program Checklist in Appendix E. This will ensure that they will have access to all relevant battalion information and are included in battalion functions.

CHAPTER 6: APPEARANCE AND UNIFORMS

6-1. Grooming Standards

To always present the best possible image, midshipmen will follow the grooming standards put forth by both the U.S. Navy and Marine Corps. For guidance on grooming, read reference (j) and reference (k).

6-2. Tattoos/Body Art/Brands/Mutilation/Dental Ornamentation

1. All battalion members will adhere to current Navy and Marine Corps policy regarding tattoos, found in reference (l) and reference (k) respectively.
2. All students must submit a chit to disclose planned tattoo appointments to the AMOI. This allows for the opportunity for counseling prior to obtaining a tattoo. Documentation must be submitted to the Human Resource Assistant (HRA) after completion of tattoo or body art.
3. STA-21 and MECEP students must speak to their advisors before getting a new tattoo. Proper documentation must be submitted to the HRA after completion of tattoo or body art.

6-3. Uniform Issue

The unit Supply Technician will provide all uniform items to midshipman. The Supply Technician will only issue uniform insignia to Officer Candidates 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 unserviceable uniform or uniform component. 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 Indoctrination (NSI), New Student Orientation (NSO), or as indicated below:

1. 4/C Issue.
 - a. Service Khaki at NSO.
 - b. Service Dress Blue (SDB) during Fall Term.
 - c. Summer White during Spring Term.
2. 3/C Issue. Second class cruise uniforms during Spring Term.
3. 2/C Issue. First class cruise uniforms during Spring Term.

4. 1/C Issue. Service Dress White during Spring Term.

6-4. Midshipmen Uniform Return

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. Relaxed jacket
3. Utilities (Marine-option)
4. Raincoat

6-5. Caring for the Midshipmen Uniform

1. 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.
2. The cost of cleaning/laundry 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.
3. No uniform parts or accessories are to be worn with civilian clothes at any time, with the following exceptions:
 - a. Black gloves
 - b. Footwear
 - c. All weather coat, raincoat, fleece liner, windbreaker, and sweaters without insignia
 - d. Tie clasp
 - e. Watch Cap
 - f. Purse

6-6. NROTC OSU Polo Attire

The purpose of this section is to define the NROTCU OSU policy on the wear of the unit polo shirt. The unit polo shirt should be clean and presentable and in the same general fit and style of the khaki or service “C” uniforms. Regulations that apply to conduct while wearing Khakis also apply to OSU Polo attire (“Muftis”), e.g., no headphones, chewing gum etc.

1. Unit Polo. The unit polo will be worn tucked in and wrinkle-free. An undershirt is not required, but if an undershirt is worn it will be white, black, or navy blue.
2. Trousers. Trousers should be khaki or light brown; black is not authorized. Khaki trousers will be ironed and will fit properly around the waist and present a conservative appearance. Cargo pants and carpenter pants are not authorized.
3. Shorts. These regulations only apply between Spring and Fall Daylight Saving Time. Shorts will be khaki or light brown in color and will sit within 2 inches above or 1 inch below of the center of the kneecap for males. For females, shorts will sit within 1 inch above or below the fingertips when arms are extended down along the legs. Cargo shorts are not authorized.
4. Shoes. Conservative closed toed dress or casual shoes will be worn (neon athletic shoe colors are not authorized). Neither shower shoes nor sandals are authorized.
5. Belt. A leather belt, either black or brown in color, is required. If wearing leather shoes, the belt must match shoe color.
6. Socks. Appropriate, conservative, solid-colored socks are required.
7. Outerwear (jackets, sweatshirts, sweaters, hats, earrings). Outerwear is authorized for the polo attire. Outerwear should present a conservative appearance in keeping with the style of the khaki and service C uniforms. All outerwear should be clean, unwrinkled, and in good condition. Conservative hats/caps may be worn while outside in inclement weather and will be taken off upon going indoors. Earrings shall be conservative as not to distract from the polo attire.

6-7. Civilian Attire

1. All personnel shall abide by the civilian attire regulations set by their respective service, reference (m) for Navy and reference (k) for USMC.
2. The wearing of civilian attire, like the service uniform, implies a dedication to professionalism. Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the naval services.

CHAPTER 7: SUMMER TRAINING

7-1. General

Summer training provides valuable exposure to warfare communities and the military lifestyle. As such all scholarship and all 1/C midshipmen are expected to participate in summer training periods. Any waivers to not attend summer training must be submitted to the class advisors no later than the start of spring term. 1/C cruise is a commissioning requirement and will not be waived.

7-2. Eligibility for Summer Training

To be eligible for Third, Second, and First Class Summer Training, midshipmen must be on scholarship or Advanced Standing, meet the physical fitness and body composition standards outlined in chapter 3, and cannot be on LOA. Due to the physically demanding nature, OCS carries a minimum PFT score recommendation of 265. Physical fitness standard may not be waived for midshipmen attending OCS. Individuals attending Officer Candidate School the following summer must conduct a PFT 45 days prior to departure.

7-3. Military Pay and Benefits While on Summer Training

A member (Scholarship and College Program students) or an applicant for membership (NSI attendees) 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.

1. Pay. Midshipmen are paid while on cruise. They should, however, bring sufficient cash to pay for incidental expenses (e.g., cabs, meals, etc.). Approximately 80 percent of pay entitlements will be directly deposited into the student's account prior to cruise. The Defense Finance and Accounting Service (DFAS) website provides information on pay and allowances.
2. Travel. Travel to and from summer training is provided by the government and may only be arranged from either the home of record, the unit, or the summer cruise location. Travel is not authorized to or from other destinations.
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.

7-4. Procedures for Assignment to Summer Training

The staff officer designated as Summer Cruise Coordinator receives quotas during the winter and spring terms for summer training programs. These quotas are promulgated by the Summer Cruise Coordinator and each midshipman is given an opportunity to indicate a preference for geographic location and the time period of training. The Summer Cruise Coordinator, with the assistance of the respective class advisors, will fill the training quotas, taking into consideration individual preferences and relative standing within the NROTC class. 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 NROTCU throughout the summer prior to leaving on cruise. Changes may include the date of cruise commencement. Therefore, midshipmen shall be available to be contacted by the Summer Cruise Coordinator up to the commencement of cruise.

CHAPTER 8: MEDICAL

8-1. General

All medical records, updates, chits, and information while participating as an OSU NROTC student must be submitted to the unit HRA. The information found within this section will be a condensed version of all pertinent medical information for NROTC students. If further clarification is required, read though the medical section of the reference (a).

8-2. Medical Examinations

The DoDMERB accession physical is valid for two years. Additionally, it may be used for commissioning purposes for up to five years (does not apply to some specialized programs). Report of Medical Examination DD Form 2808 documents physical examination results for civilian applicants.

1. Annual Certificate of Physical Condition. Midshipman must complete an annual certificate of physical condition. This form must be submitted to the unit HRA at the beginning of each fall term. The form is available here: NSTC 1533-107.
2. STA-21 and MECEP. Prior to commissioning, all STA-21 OCs and MECEP Marines must meet medical standards for pre-commissioning into their respective designators. Annual PHA's must be completed and submitted to the unit HRA. Reference (a) for information on how to complete this process.
3. Flight Physical. The flight physical must be conducted within two years of commissioning. Students interested in pursuing an aviation contract must inform their advisors for the unit HRA to schedule the exam.

8-3. Immunizations

Immunization recommendations and requirements are contained in reference (a). Midshipmen shall provide documented proof of immunization or serological testing. Proof of these immunizations must be submitted to the unit HRA. Prior to commissioning, the midshipmen or OCs must have been immunized or received the following inoculations:

1. Hepatitis A vaccine (two doses);
2. Hepatitis B vaccine (three doses);
3. Influenza vaccine (one dose annually);
4. Measles/Mumps/Rubella vaccine (two doses);

5. Inactive poliovirus vaccine (IPV) (one dose);
6. Tetanus-diphtheria toxoid (one dose);
7. Varicella vaccine (two doses); and
8. Meningococcal (one or two doses depending on vaccine).

8-4. Elective Surgery

All students planning to have elective surgery must first speak to their class advisors and the unit HRA. Once the respective NROTC staff has been made aware, the student must fill out a request chit and submit it to their class advisor. The student must start this process well in advance of required summer training or commissioning as it must be approved, completed, healed, and cleared through BUMED before these events take place.

8-5. Medical Leave and Absence

MLOA may be initiated by the student or the NROTC unit. If initiated by the NROTC unit, the NROTC unit will provide the student written notice of initiation of the MLOA process requiring the student to submit written medical information within 30 days of receipt that either supports or contests granting a MLOA.

8-6. Travel for Program Required Medical Examination

The NROTC unit is authorized to transport students to required medical examinations and physical consultations. The NROTC unit may utilize unit funds to authorize travel and per diem in accordance with the Joint Travel Regulations, Chapter 7.

8-7. Medical and Dental Care

1. STA-21 and MECEP students are covered by TRICARE. Midshipmen should remain under a private insurance plan or participate in the university's health care plan. NROTC Scholarship and College Program Advanced Standing midshipmen are eligible to receive care at military treatment facilities under the following circumstances:

- a. Required medical examinations and immunizations.
- b. While on summer training, routine medical and dental care or examinations on a space available basis; or

c. Emergency treatment or medical care for injuries incurred during field training or summer cruise.

8-8. Medical Claims and Compensation

All medical related claims and compensation must be routed through the unit HRA. Respective advisors should be made aware of any injuries that adversely affect student duties.

8-9. Pre-commissioning Physicals

A pre-commissioning, specialty designator physical should be scheduled no earlier than 24 months prior to the NROTC, STA-21, or MECEP student's estimated commissioning date. Special Ops – SEAL/EOD and submarine duty physicals should be done no earlier than ONE year prior to commissioning. If conducted during summer cruise, orders should be endorsed to reflect the type of exam (i.e., SPECOPS/SPECWAR, nuclear, aviation, and Surface Operational Duty Screening). Pre-commissioning physical qualification determination for Marine Option midshipmen should be accomplished before they begin OCS. The extent of the pre-commissioning physical is determined by the community. Prior to conduct of a flight physical the individual must be found anthropometrically qualified. Individuals may not be commissioned without a completed and approved physical for their assigned community. The first step in the pre-commissioning physical qualification process for non-aviation midshipmen is submission of the package to BUMED.

8-10. Health and Dental Records

Scholarship and College Program Advanced Standing midshipmen will have Health and Dental Records opened and maintained with the unit HRA. Although not required, a Health and/or Dental Record may be established for College Program Basic Standing students if sufficient documents exist. STA-21 OCs and MECEP Marines will continue to use their previously established Health and Dental Records; however, these files shall also be maintained by the unit HRA. Health and Dental records contain information that falls under the Privacy Act and HIPAA laws and shall be secured accordingly.

CHAPTER 9: ACTIVITIES AND FACILITIES

9-1. General

NROTC students are strongly encouraged to participate in campus activities. However, NROTC students should ensure that academic endeavors take precedence over non-academic activities. NROTC students 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 class advisor and the PNS.

9-2. Unit Teams

1. Color Guard. The NROTC Color 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. No height requirement exists, and the team will accept any student that shows the proper spirit and desire. The Color Guard is authorized to support all official Oregon State University events. Requests for the Color Guard to support non-university events must be approved by the Commanding Officer after coordination with the NSTC PAO.

2. Drill Team. The NROTC Drill Team is required for freshmen midshipmen and is supplemented with Sophomore and Junior Marine option midshipmen starting in Winter term to help them prepare for OCS as needed. The purpose of the NROTC Drill Team is to provide advanced training, discipline, and instruction in precision drill to help teach teamwork and leadership skills. The team stresses development of each member's self-confidence, leadership skills, and ability to function as a cohesive unit. The AMOI advises the Drill Team.

3. Northwest Navy (NWN) Special Teams. Each year, a competition is held at one of the four Northwest units: Oregon State University, University of Idaho, Washington State University, University of Utah, and University of Washington. For military-related events, the highest performers in each event will be selected to participate. Participants for team sport events will be selected through “try outs.” The final list of events is subject to the host university’s discretion. This weekend-long event ends with a banquet/awards ceremony. OSU NROTC’s unparalleled record of success at this competition over the years has earned the Beaver Battalion the title, “The Best in the West...and the Rest!”

9-3. Military Clubs

All military clubs are required to conduct a minimum of one meeting per month. Clubs are advised by their respective Warfare Officer. Each club must appoint, with assent of the club advisor, a President at the beginning of the Academic Year. The current active clubs in addition to Trident and Semper Fi companies are as follows:

1. Surface Warfare Club. Surface Warfare Club consists of Navy Option midshipmen or OCs 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.
2. Aviation Club. The purpose of the Aviation Club is to educate NROTC students interested in becoming pilots or naval flight officers in the Navy or Marine Corps. The club will provide info on the naval aviation training pipeline, exposure to different fleet aircraft, and basic info on general aviation knowledge. Additionally, the club helps with preparation for the Aviation Selection Test Battery (ASTB), which all potential aviators need to take to be eligible for selection.
3. Submarine Club. The Submarine Club is for all those Navy option midshipmen interested in pursuing a career in submarines and nuclear propulsion. The purpose of the Submarine 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.
4. Special Operations/Warfare Club. The Special Warfare Club is open to all NROTC students and focuses on preparing NROTC students interested in SEAL/EOD/Raider service selection. The club is centered around physical training and knowledge that would be beneficial while on Special Operations/Special Warfare cruises.

9-4. Orientation Field Trips

1. 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 may be conducted at the NROTC student's personal expense (e.g., lodging, meals, incidentals, etc.), depending on available funds. The Unit will normally provide transportation. Academically deficient students will not normally participate in these events.

9-5. Battalion Functions and Events

1. The Battalion participates in fundraisers to raise money for the Battalion Fund (Student Taffrail account). Funds from this account are used to cover expenses associated with battalion social and recreational events. All NROTC students are required to participate in battalion fundraisers.

2. The Battalion Staff, Platoon 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. Platoon Commanders and OIC's are responsible for coordinating which students are assigned to each event and to notify each student at least 10 days prior to the event.

9-6. Social Activities

1. 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, officer candidates, and MECEPs are required to attend.

2. Beaver Battalion Alumni Tailgater. This alumni tailgater is held every fall during the OSU Homecoming football game. This event is an opportunity to connect students and staff with alumni of the NROTC battalion.

3. Senior Mess Night. The purpose of Senior Mess Night is to provide experience to senior midshipmen, officer candidates, and MECEPs in the etiquette and workings of a "Dining In" event. This is also a time to celebrate the accomplishments of the seniors prior to commissioning.

9-7. Midshipman Lounge and Library

1. The lounge is equipped with sofas, chairs, a TV set, and video gaming system. All NROTC students are encouraged to utilize the lounge and library. The library includes various textbooks and reading material relevant to university courses, plus the Chief of Naval Operations and Marine Corps Commandant's Professional Reading Lists. Those using the lounge are charged with keeping it clean and neat and turning lights off when the lounge is not in use.

9-8. Use of Government Vehicles

1. Government vehicles will only be driven by authorized active duty or government 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 and specialized locally generated training for oversized vehicles, if driving the 15-passenger van.

2. The AMOI is responsible for ensuring all active duty students are properly trained to operate the NROTC government vehicles.

3. 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.
4. Seat belts will always be used when the vehicle is in motion. Smoking in the vans is prohibited.

9-9. Battalion Gym

1. Use of the Battalion Gym is a privilege, not a right, which may be revoked from all students. All gym users must first complete a liability waiver prior to use of the unit gym. It is the responsibility of each individual to sign in and out of the Battalion Gym logbook.
2. Ensure that the gym is cleaned and organized after each use.
3. Under no circumstances should equipment be removed from the premises without direct approval by the MOI or AMOI. If the unit gym is found to be disorderly after a student has used the facility, then gym privileges may be revoked for the battalion, and the last student to sign in may be subject to disciplinary action.

9-10. Facility Cleaning Parties

1. Facility Cleaning Parties may be conducted directly after Semper Fi and Trident Club meetings. The squad leader for the respective week's duty squad will assign individuals to the cleaning party for the week. The cleaning party will ensure that the quarterdeck, classrooms, student lounge, and gym are clean and organized throughout the week. Refer to the checklist located in the BDO binder.

APPENDIX A Billet Descriptions

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 unit staff. The battalion commander 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. The BnCO shall:

a. Conduct weekly command and staff meetings with the Headquarter staff (HQ) and the battalion staff advisor (MOI). This meeting serves as the primary method to disseminate information up and down the chain of command and will serve as the primary link between the unit staff and the battalion staff.

b. Attend 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.

c. Oversee the billet recommendation process, to include boards or interviews as necessary.

d. Oversee the Fitness Report (FITREP) process initiated and managed by the battalion Senior Enlisted Advisor. FITREPs are processed at the end of each battalion staff cycle.

e. Oversee the battalion staff duties.

f. Disseminate guidance and tasking from the unit staff in order to accomplish the CO's intent for the battalion.

g. Complete FERPA Training within the first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training.

h. Ensures that the battalion complies with the Electronic Chit Guidance on the OSU NROTC Box.

i. Maintain battalion suggestion box.

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 Senior Enlisted Advisor with maintaining discipline in the battalion. The BnXO will act as the BnCO in the latter's absence. The BnXO shall:

a. Plan and direct weekly command and staff meetings.

b. Manage Headquarters (HQ) Platoon administrative requirements. HQ Platoon includes all battalion staff who do not fall in either Semper Fi or Trident Platoons (first block in the flowchart).

c. Review information flowing up the chain of command.

d. Ensure all billet holders are fulfilling their duties as outlined within this instruction.

e. Complete FERPA Training within the first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training.

f. Maintain a qualified watch stander binder.

3. Senior Enlisted Advisor (STA-21/MECEP). The Senior Enlisted Advisor (SEA) is responsible to the BnCO and BnXO as an advisor with fleet experience. The SEA is responsible for integrating the active-duty students with the midshipmen to enhance the learning opportunities for all students within the unit. The SEA is also the point of contact between the unit staff and the active-duty students. The SEA shall:

a. Attend the weekly command and staff meetings.

b. Report accountability of all active-duty students to the AMOI or Staff Duty Officer (SDO) in the former's absence. Accountability will be taken, at a minimum, on Mondays and Thursdays. The frequency may be modified as needed by the AMOI.

c. Coordinate with unit staff to ensure advancement requirements, periodic evaluations, and professional military education are completed to enable active-duty students to participate in advancement cycles.

d. Conduct formal counseling for active-duty personnel.

e. Communicate with Army and Airforce ROTC personnel to plan and manage interservice events as necessary.

f. Manage the recall roster, NROTC mailing lists, and passwords for the mailing lists as necessary.

g. Take accountability of battalion training events and Naval Science Labs. Maintain a record of these accountability logs and disseminate them to the operations officer and AMOI.

h. Coordinate fitness reports and billet recommendation process. These processes occur once per billet cycle.

- i. Promulgate updated orders and regulations throughout the battalion.
 - j. Organize and maintain the student NROTC box. Located at <https://oregonstate.app.box.com/folder/125644053028?s=m5gv0q5edfkrk379hl9ow840p2x4xg>
5. Battalion Academics Officer. The Academics Officer is responsible to the BnCO, through the BnXO, for the administration and coordination of measures to enhance the NROTC Unit's (individual and group) academic performance. The Academics Officer shall:
- a. Complete FERPA Training within the first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training.
 - b. Supervise the overall conduct of the battalion study hall and tutoring program.
 - c. Complete weekly academic report and notify advisors and immediate student supervisors of any deficiencies.
 - d. Meet weekly with the unit Academics Officer (SWO) to discuss the overall academic status of the unit.
 - e. Manage the midshipmen awards process.
 - f. Record and manage the current list of mentors/protégés. List should be accessible to class advisors, and battalion and platoon leaders.
 - g. Provide assistance for platoon leaders in matching 4/C and 3/C midshipmen with mentors prior to the end of the first academic term.
 - h. Review the Midterm Grade Reports between weeks 4-6 and coordinate corrective actions for deficient grades.
6. Battalion Operations Officer. The Operations Officer (OPS) is responsible to the BnCO for the planning, preparation, and supervision of all activities that impact the daily and/or weekly operation and training of the battalion. The OPS shall:
- a. In cooperation with the unit Operations Officer, prepare and maintain the Training Exercise Employment Plan (TEEP) for the academic year. The TEEP should be updated weekly and includes:
 - (1) Long range training plan, a master schedule of events for the battalion.
 - (2) A major events schedule.

(3) Naval Science (NS) lab schedule. NS lab occurs weekly on Tuesday mornings.

b. Plan, coordinate, and supervise the execution of special events.

(1) Task, with approval from the BnCO, individuals to serve as officers in charge (OICs) of special events. These individuals should be drawn from the squad leaders or platoon commanders whenever possible. This information should be included in the TEEP.

(2) Supervise OICs and coordinate with the unit operations officer for initial planning guidance (IPG), in progress reports (IPR), confirmation briefs, and after-action reports (AARs) for all special events. The dates for these briefs will be included in the TEEP.

(3) Supervise and aid OICs in the development of letters of instruction (LOIs), after action reports (AARs), and products for all briefs.

c. Task, with BnCO approval, individuals to lead the scheduled instruction for NS lab.

d. Supervise the drill commander and the physical training officer.

e. Supervise the Assistant Operations Officer.

7. Assistant Operations Officer. The battalion assistant operations officer reports to the battalion operations officer and is responsible for assisting the operations officer with their duties as necessary. The assistant operations officer shall:

a. Assist the OPS with preparing and maintaining the Training Exercise Employment Plan (TEEP) for the academic year.

b. Assist the OPS with the planning, coordination, and supervision of special events.

c. Assist the OPS with tasking individuals to lead the scheduled instruction for NS lab.

8. Drill Commander. The drill commander is responsible for training of the NROTC drill team and exhibition drill team for competitions and will help in the judging of JROTC competitions when needed. The drill commander may assign a color sergeant from within the drill team to supervise and train the color guard as needed.

9. Physical Training Officer. The Physical Training Officer (PTO) will ensure that all NROTC students meet current U.S. Navy/Marine Corps physical fitness and swimming requirements. The Battalion PTO is responsible for the overall physical training of the Battalion. The Assistant Physical Training Officers (APTOs) are responsible for the physical training of their respective platoons and serve as assistants to the battalion PTO. The PTO(s) shall:

- a. Administer physical fitness assessments such as the PFT, CFT, PFA, swim test, and body composition assessments.
- b. Assist the Command Fitness Leader (CFL) with the development of a year-round physical conditioning program including the operational risk management forms (ORMs).
- c. Attend and supervise the physical conditioning program and remedial training programs including “Good and Below” and FEP PT. Work with Dixon Recreational Center to schedule work out sessions in the gym.
- d. Participate in planning for any physical competitions such as the Joint Service Olympics.
- e. Provide the CFL with a comprehensive physical readiness report during each school term reflecting the PT score, height, and weight for all NROTC students.

10. Morale, Welfare, and Recruiting (MWR). The MWR is a formal NROTC reflection of a semi-formal position in both the Navy and the Marine Corps, typically held by a senior lieutenant. The MWR’s job is to promote morale and camaraderie within the unit by designing and implementing fun events. The MWR may utilize unit resources for these activities with approval from the BnCO.

11. Battalion Logistics Officer. The logistics officer is responsible to the BnCO, through the BnXO, for the accountability and requisition of supplies, services, vehicles, and all other logistical and financial support needed to accomplish the activities of the battalion. The logistics officer shall:

- a. Establish 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, BnXO, OPS, logistics officer, and supply officer. The committee will be under the taffrail advisor’s supervision. The budget goes into effect after review and must be amended during the school year to enact changes. The logistics officer, with the BnCO’s review, will make amendments to the budget.

- b. Maintain the student taffrail fund in coordination with the unit taffrail advisor. This includes:

- (1) Maintaining the taffrail fund’s non-profit status.

- (2) Submitting quarterly taffrail reports to the taffrail advisor via BnCO. Included in the taffrail report are receipts for special events, an updated budget summary, and a summary of anticipated costs for the remainder of the year.

(3) Any banking requirements such as deposits from the Ship's Store or withdrawals for purchases.

(4) Completing taffrail fund audit at turnover.

c. Conduct all duties pertaining to taxes for the NROTC including:

(1) Ensuring battalion banking account is completed in a Non-profit filing status.

(2) Complete all required paperwork including profit and loss balance sheet, compensations received, volunteer hours, recent tax returns, CT-12 for the state of Oregon, IRS letters granting non-profit status, form 990-N, and all recipients and receipt logbook.

(3) Ensure timelines and tax regulations are met including required paperwork gathered for filing eight weeks prior to due date, appointment with tax accountant scheduled at least six prior to due date, and taxes are filed at least two weeks prior to due date

d. In coordination with the state secretary, secure any resources needed for the execution of events that are not solely owned by the unit such as, classrooms, AV equipment, or the purchase of materials.

e. Coordinate with the AMOI for use of vehicles.

f. Plan and implement, via the OPS, battalion fundraising events such as football game concessions and merchandise sales.

g. Supervise the battalion supply officer.

h. Maintain accountability for the operation and maintenance of the equipment

12. Battalion Supply Officer. The battalion supply officer is responsible for the maintenance, accountability, and organization of supplies and materials owned by the unit. The battalion supply officer is also responsible for the operation of the ship's store. The supply officer shall:

a. Conduct a joint inventory of the boat shed, unit gym, and ship's store with the incoming supply officer at the beginning of each billet cycle. Route inventory reports to the taffrail advisor and MOI.

b. Maintain and operate the ship's store. The supply officer is not required to man the store during all hours it is open; however, the supply officer is responsible for the training and instruction of all those who may make sales or collect funds for the store.

c. Conduct periodic inspections of the unit gym for serviceability and cleanliness. Coordinate with the battalion duty officer (BDO) for working parties, as needed, to maintain the unit gym.

d. Organize and maintain the boat shed. Annotate any unserviceable equipment during the joint inventory and coordinate with the AMOI and unit supply technician for replacements as needed.

e. Maintain inventory and sign-out logs for the boat shed.

13. Public Affairs Officer. The Public Affairs Officer (PAO) is responsible to the BnCO, through the BnXO, for the documentation of special events and all external communications from the battalion. The PAO shall

a. Coordinate with the APA for all media releases to include the battalion's Facebook and Instagram pages to ensure the battalion follows all DoW and university guidelines.

b. Record unit events and activities using a camera, video recording, or other means.

c. Act as alumni liaison officer and assist APA with publishing the alumni newsletter.

d. Write feature stories and supply them to the APA for posting on the website.

e. Update and maintain photo boards which include battalion, unit, and DoW chains of command.

f. Supervise MWR.

14. Platoon Commander. The platoon commander is responsible for the performance of the platoon and the development of the squad leaders. The platoon commander will carry out all duties, as assigned by the BnCO. 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 BnCO for the awards/ribbons to be issued to the platoon members.

f. Ensure that the BDO watch is being properly performed by periodically observing watch stander conduct.

g. Manage and disseminate the weekly DNS report to include pertinent global and local news, a list of upcoming events, and word from the PNS.

h. Platoon commanders are responsible for developing and implementing the curriculum for the Trident and Semper Fi clubs. These clubs are required to meet at least one hour per week in addition to a Naval Science Lab. These clubs fulfill half of the Naval Science Lab requirements and attendance is mandatory for all students, including active duty.

15. Squad Leader. The squad leader is responsible for the progress of each squad member. The squad leader will carry out all duties as assigned by the platoon commander. In the event that there are no MIDN 2/C or 1/C without billets, this position will be filled by a MIDN 3/C. Specific responsibilities include, but are not limited to:

- a. Ensuring squad muster reports are on time and accurate.
- b. Ensuring information is passed in a timely and accurate manner.
- c. Providing counseling and mentoring to members of the squad.
- d. Maintaining awareness of each individual's status in the squad to include academic standing, physical fitness or injuries, and aptitude.
- e. Squad leaders will be the primary recipients of OIC duties. This will allow squad leaders to source requisite manpower for special events internal to their own squad.
- f. Serve as duty squad leader when assigned. This responsibility includes creating BDO watch bill and ensuring all duty squad tasks are completed.

16. Squad Member. Progresses towards commissioning requirements while supporting unit events and platoon functions under direction of a squad leader.

MIDSHIPMEN EVALUATION RESPONSIBILITIES

Billet	Primary Evaluator	Secondary Evaluator
BnCO	CO	
BnXO	BnCO	MOI
Operations Officer	BnCO	MOI
Senior Enlisted Advisor	BnCO	MOI
Logistics Officer	BnXO	BnCO
Academics Officer	BnXO	BnCO
PAO	BnXO	BnCO
Assistant Operations Officer	Operations Officer	BnCO
Platoon Commanders	BnCO	?
Supply	Logistics Officer	BnXO
MWR	PAO	BnXO
Drill Commander	Operations Officer	AMOI?
Physical Training Officer	Operations Officer	CFL?
Squad Leaders	Platoon Commanders	BnCO
Squad Members	Squad Leaders	Platoon Commanders

APPENDIX B Student Corrective Measures

1. Purpose. Disciplinary measures are intended to seek all facts regarding the offense and present corrective actions to prevent future offenses. These measures are a tool intended for educating and improving behavior in addition to providing punishment. Platoon 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. Inquiries are not only a disciplinary tool, but can also be used to investigate and identify areas where a student may need additional assistance or access to resources to complete their commissioning requirements.

a. Formal Counseling. Formal counseling will be conducted and documented by the student's immediate supervisor. A formal counseling will be performed upon identification of any major offenses or a repeated minor infraction of the same type.

(1) The counseling session will be documented using the Record of Counseling form and will be routed through the chain of command to the student's class advisor. It will also be logged by the counselor in the digital counseling tracker controlled by the SEA.

(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 class advisor's student file.

2. Procedures for BnCO's Inquiry. In order to standardize the review process, the procedure for a BnCO's Inquiry will closely align with the proceedings for a PRB.

a. Inquiries will be conducted in accordance with the Inquiry Process Guide located on the OSU NROTC Box.

b. 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."

c. The offense(s) will be documented using the Record of Counseling.

d. The accused will report to the presiding officer and will remain at the position of attention throughout the proceedings at both levels (unless the officer presiding over the proceedings elects to place the individual at parade rest).

e. Board Members

(1) For an inquiry involving platoon personnel, the voting members will include the BnXO as the Senior Board Member and should include the offender's Platoon Commander and opposite Platoon Commander when possible. In the case of a conflict, the SEA and OPS can also be utilized as board members. The Class Advisor shall be invited, and the squad leader may be invited if desired.

(2) For an inquiry involving Battalion Staff the voting members will include the BnXO as the Senior Board Member, the Senior Enlisted Advisor, and either the OPS or a Platoon Commander. The class advisor will be invited. The recommendation from the board will be given to the BnCO for deliberation and the class advisor will be notified.

f. Script. During the inquiry, the presiding officer will address the following items in the order listed:

(1) Legitimacy and purpose of the proceedings.

(2) Possible outcome of the proceedings.

(3) Charges against the individual.

(4) 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.

(5) Mitigating or extenuating circumstances.

(6) Findings and awarded punishment.

3. Extra Military Instruction (EMI). The Battalion Executive Officer will review misconduct charges and assign EMI for first offense cases involving the Battalion Staff, and Platoon Commanders will review misconduct charges and assign EMI for cases involving platoon personnel. EMI is not meant as a punishment, but as a learning tool to help an individual correct a specific deficiency.

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

b. 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.

c. Guidelines for assigning EMI:

(1) Assigned EMI shall not exceed 2 hours per day.

(2) EMI shall be assigned during normal working hours.

(3) EMI assigned shall be directly related to solving the deficiency which the EMI is intended to correct.

(4) The quantity of EMI assigned should be proportional to the deficiency it is intended to correct may not exceed the limits set forth in the table below:

Assigner	Essay Limit	Time Limit	Watch Limit
Squad Leader	500 words	2 hours	May not assign
Platoon Commander	1000 words	4 hours	May not assign
SEA / BnXO	1500 words	6 hours	1 watch
BnCO	2000 words	10 hours	2 watches

4. Findings. In addition to assigning EMI, the results from an inquiry shall also include a recommendation from the board on future steps required to resolve the issue. The findings shall be passed up the chain of command to the BnCO and Class Advisor. These recommendations shall include:

- a. No Action
- b. Warning
- c. Performance Review Board

APPENDIX C Special Request Chits

1. **Definition.** Special request chits are formal methods for executing and documenting deviations from standard operations. They typically include temporary absences from assigned duty (i.e., special liberty), requests for additional training or schools, or waivers from requirements. Special request chits are internal documents, and carry no weight beyond the assigned command, other than to formally document review processes and approved waivers.
2. **Forms.** An informal guide to filling special request chits and the updated chit itself can be found in the NROTCU OSU Box, located here:
<https://oregonstate.box.com/s/wuhru1rkg1o92xsr1vii9m22d6mg9ie3>.
3. **Routing.** The special request chit is generally routed through the chain of command up to the approving authority. If other individuals merit buy-in on the decision-making process or need to know on the nature of the request, they will be included in the routing chain as well.
 - a. Due to student privacy issues, some chits will be routed through only the midshipman's academic Chain of Command (CoC). This CoC goes Academic Advisor to Executive Officer to Professor of Naval Science but terminating at the appropriate approval authority.
4. **Reviewing.** Approval and denial authority lie with the appropriate approval authority. Special request chits may be returned to their originator or the previous router for administrative correction but should be promptly returned and routed. A special request chit should move within six hours.
5. **Responsibilities.**
 - a. **Commanding Officer.** Hold overall responsibility for the electronic chit routing process. In the Absence of the CO, the XO shall assume responsibility.
 - b. **Battalion Commanding Officer.** Hold responsibility for the Battalion's compliance with the electronic chit instructions.
 - c. **Student Chain of Command.** The NROTC student chain of command is responsible for the compliance and execution of the following electronic chit instructions:
 - (1) Ensure that the member submitting the request has received notification of the final decision within 48 hours of originating the request.
 - (2) Ensure the electronic request is not kept with any member of the chain of command for more than six hours.

(3) Notify the next required person in the chain of command of the request. Notifying the originator of a decision is the responsibility of the final member of the chain of command.

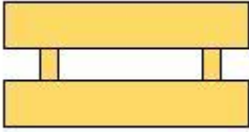
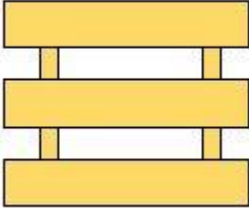
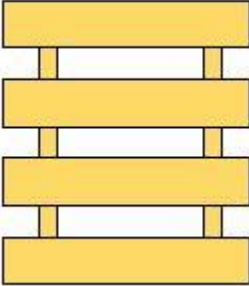
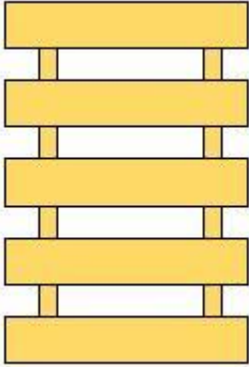
6. Examples. Some examples of special request routing chains are listed in the table on the following page.

COMMON SPECIAL REQUEST CHIT ROUTING CHAINS

Situation	Routing Chain	Approval Authority
Anticipated unavailability for random urinalysis or tasking (e.g., travel).	Squad leader, Platoon Commander	Platoon Commander
Waiver of term credit load requirements (e.g., dropping below 12 credits, not including naval science minor or exceeding 18 credits)	Student Academics Officer, Staff Academics Officer	PNS
Extended entitlements request (requires additional paperwork, managed by Academic Advisor)	Student Academics Officer, Staff Academics Officer	PNS
Change of major request (Scholarship, Navy option students) <ul style="list-style-type: none"> • Tier change requests that transfer between tiers may require approval of a Tier Change Panel and routing of additional paperwork to NSTC for scheduled Panels. See <u>chapter 2, section 2-1, paragraph 2</u> for more information. • STA-21 students require outside approval and additional paperwork. 	Student Academics Officer, Staff Academics Officer	PNS
Change of major request (College program Navy options and Marine options)	Student Academics Officer, Staff Academics Officer	Staff CoC
Absence from command physical training	Squad leader	Squad leader
Absence from other mandatory command events	Squad leader (Platoon commander if greater than two absences)	Squad leader or Platoon commander
Waiver of DGR or study hours requirements for students that meet waiver prerequisites.	Student Academics Officer, Staff Academics Officer	Staff CoC
Tattoo request <i>*if approved, forward a copy of the approved chit to the HRA.</i>	AMOI, Staff CoC	Staff CoC

1. Storage. All special request chits will be sent to the SEA for administrative storage after signing.

APPENDIX D Guidance for Members Wearing Midshipmen Rank

<i>Bar Guidance</i>	
	Supply
	MWR
	Drill Commander
	PTO
	Logistics
	Academics
	PAO
	Assistant Operations Officer
	Platoon Commander
	Battalion Executive Officer
	Operations Officer
	Senior Enlisted Advisor
	Battalion Commanding Officer

APPENDIX E Mentorship Form

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OREGON STATE NROTC MENTORSHIP PROGRAM
MENTOR / MENTEE AGREEMENT

This MENTOR-MENTEE AGREEMENT is voluntarily entered on this day, _____
by and between the individuals named below.

1. Purpose. The purpose of this Mentor-Mentee relationship is to assist the Mentee with personal and professional development in order to succeed at Oregon State University, Naval ROTC, and in life.

2. The Parties to this agreement are:

The Mentor: _____
(Rank and Full Name)

The Mentee: _____
(Rank and Full Name)

3. The Mentee's goals are primarily: Mental Moral Physical Financial

Specifically, the Mentee hopes to achieve the following:

4. In enabling the Mentee to achieve the goal(s) enumerated above, the Mentor will do the following:

4. Mentor Responsibilities. The Mentor shall be a mature role model and will share advice, experience, guidance, and encouragement consistent with Navy and Marine Corps values. The Mentor will probe into their Mentee’s strengths and weaknesses and challenge them to be a more complete person. The Mentor will commit themselves to their Mentee’s growth and success.

5. Mentee Responsibilities. The Mentee agrees to take all guidance provided by the Mentor in a constructive manner and to be forthright in all communications. To this end, there is no such thing as a “stupid question.” The Mentee will be proactive in their own personal growth and develop the skills that will allow them to serve as a Mentor and role model for others.

IN WITNESS WHEREOF, the parties have executed this Agreement:

(Mentor’s Signature)

(Date)

(Mentee’s Signature)

(Date)

Witnessed by: _____

APPENDIX F Sponsorship Check-In Form

Name: _____ Date Reported: _____

Squad Sponsor	<u>Initial</u>	Senior Enlisted Advisor	<u>Initial</u>
Sponsor Name: _____	_____	Meet with SEA	_____
Uniforms	_____	Squad Leader	<u>Initial</u>
Unit Events	_____	Arrival Interview	_____
Academics Officer	<u>Initial</u>	Platoon Leader	<u>Initial</u>
Study Hours Advising	_____	Arrival Interview	_____
Academic Resources	_____	BnXO	<u>Initial</u>
Logistics Officer	<u>Initial</u>	Arrival Interview	_____
Ballcap, Patch, Polo	_____	BnCO	<u>Initial</u>
Geedunk	_____	Arrival Interview	_____

By signing below, you are verifying that all the checklist items above have been completed.

Student Signature: _____ Date: _____

Sponsor Signature: _____ Date: _____

Squad Leader Signature: _____ Date: _____