



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

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8 February 2021

NROTC UNIT OREGON STATE UNIVERSITY INSTRUCTION 1533.6U

Subj: BATTALION REGULATIONS

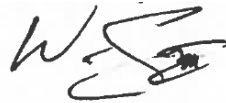
Ref: (a) NSTC M-1533.2D  
(b) OPNAVINST 6110.1J  
(c) MCO 6100.13A  
(d) NETC P1552/16  
(e) MCO 5060.20  
(f) MILPERSMAN 1050  
(g) BUPERSINST 1610.10E  
(h) NAVPERS 15665I  
(i) MCO 1020.34H  
(j) NAVADMIN 082/16  
(k) DFAS Pay/Personnel Procedures Manual  
(l) SECNAVINST 1650.1J  
(m) NSTC 1533/115 Academic term Counseling Record  
(n) NROTCUOSUINST 1533.1A  
(o) NROTCUOSUINST 1050.1B  
(p) NSTC M-1533.2D, Appendix T

1. Purpose. To promulgate Battalion Regulations for Naval Reserve Officer Training Corps (NROTC) Unit Oregon State University (OSU).
2. Cancellation. NROTCUOSUINST 1533.6T
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

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Officer) in which case the reference is to an active duty NROTC Unit staff officer or the NROTC Unit Commanding Officer.

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, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



W. E. SISSON

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**RECORD OF CHANGES**

CHANGE NO.	DATE OF CHANGE	DATE ENTERED	BY WHOM
Initial	February 2021	February 2021	T Hagey
Initial publication.			
1	April 2021	April 2021	T Hagey
Updated major change information to include waiver requirements for college program and scholarship Navy option midshipmen (Section 2-1, para 2). Added Appendix C to describe the Special Request Chit process. Changed approval authority for absence from required events to the BnCO (Section 4-9).			

## **BATTALION REGULATIONS**

### **CHAPTER 1: NROTC PROGRAM**

#### **1-1. Program Mission, Goals, Honor Code**

1. Mission. To develop future officers mentally, morally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

2. Goals. The primary objectives are to imbue in students a strong moral compass, self-discipline, and a passion to serve and to provide students with:

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. 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. If unable to meet the term credit requirement a waiver signed by the PNS is required. 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.

4. 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.

5. 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 N-1. Naval Science Labs are typically held on Tuesday mornings. Curriculum and meeting times will be determined by the N-3, BnCO, and unit Operations Officer.

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 company 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. Refer to chapter 9 for more details.

**2-3. Class Advisor Counseling. 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:

1. 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:

a. 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>.

b. A filled version of NSTC 1533/115 Academic Term Performance and Counseling Record available at [https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/ROD\\_and\\_Appendices/](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.

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. Deficient Grade Reports (DGRs). DGRs are forms for students who receive lower than a B (80%) on any graded assignment. The DGR should be generated by the student via web form (link available on NROTC OSU Website). The DGRs will be consolidated by the N-2 and passed to the class advisors in the weekly academic report. DGRs are intended to allow the class advisor

to assess student performance prior to official grades being reported. Students who demonstrate competency with consecutive term GPAs above a 3.0 (or 3.5 for STA-21 nuclear option) may submit a special request chit to be removed from the DGR requirement.

3. 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 N-2.

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 webform promulgated annually by N-2 and available on the website.

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 N-2. 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 who are academically deficient will be considered for mandatory study hall under the supervision of the Battalion Academics Officer (N-2). Additionally, all incoming freshman will have 5 mandatory in-unit study hours to begin their first term. This requirement may be removed upon completion of their first term with a 3.0 GPA or above.

a. Midshipmen placed on mandatory study hall are required to attend supervised study each week of the term, as assigned by the PNS (required hours may vary). 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, or the Math and Science Learning Center will also meet these requirements. Study hall hours are reported via webform promulgated each year by N-2.

b. 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 Marine Officer Instructor (MOI) or Assistant Marine Officer Instructor (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.
2. Semper Fi Company. Semper Fi Company adds additional physical training requirements. Attendance is mandatory for all members of Semper Fi Company and optional for any Trident Company members.
  - a. Fall Term: No additional requirements.
  - b. Winter Term: One additional PT session, typically Friday mornings. The first Friday of the month will typically be a hike.
  - c. Spring Term: Two additional PT sessions, typically Monday and Friday mornings.
3. 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 OPNAVINST 6110.1J and MCO 6100.13A, 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 250 or above. Failure to meet this standard will result in assignment to the Fitness Enhancement Program FEP. Scores between a 250 and 235 will not result in administrative action. This higher score is designed to ensure student ability to achieve the minimum 235 fitness score (required for OCS and TBS) in typical summer conditions in Quantico, VA.

c. Body composition (height and weight) standards for the Navy and Marine Corps can be found in OPNAVINST 6110.1J and MCO 6110.3A, 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.

**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 NETC P1552/16. 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. Fitness Enhancement Program (FEP).**

1. The 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.

2. Participation in FEP is required when a student does not meet the required physical standard. Students shall not be released from required participation in the FEP until they meet the physical fitness and body composition standards on two consecutive physical fitness tests. These tests may be official or unofficial.

**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](http://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 NSTC M-1533.2D.
  - 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 UTP and 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, 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.
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) 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. 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 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 an 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 NSTC M-1533.2D.
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. NSTC M-1533.2D, Appendix B 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 NSTC M-1533.2D. 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 NSTCINST 1533.12, 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. Special request chits will be routed up the battalion chain of command until they are approved by the Battalion XO. After approval or denial, a copy of these chits will be forwarded to the student's unit advisor.

## 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 midshipmen, you will be given tasks, responsibilities, and billets to aide you in becoming a Navy or Marine Corps Officer.

### **5-2. Performance Evaluation/Aptitude.**

1. Per NSTC M-1533.2D, 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. 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 two companies (Trident and Semper Fi) and a Battalion Staff (Headquarters). All Battalion Staff, except for the Battalion Commanding Officer and Battalion Executive Officer, will be placed into a respective company for operational events like physical training. All administrative matters will be handled by the battalion or company chain of command. Each company will consist of two or three platoons and each platoon will consist of two or three squads.

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

MECEP specific squads and participate in all battalion activities and events unless otherwise noted.

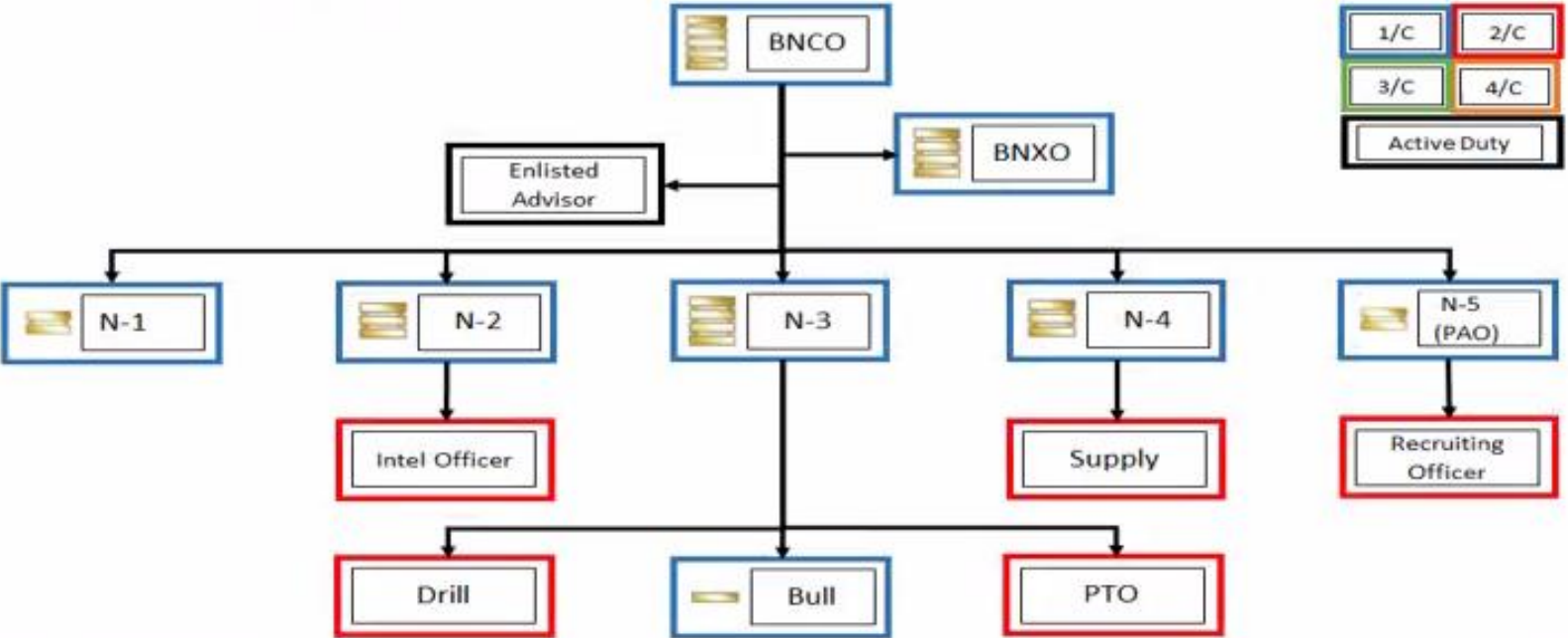
3. Student Chain of Command and Class Advisors. The goal of both the Naval Science class advisors and the student chain of command is prompt support and assistance for all NROTC students. By design, the midshipman chain of command and class advisors work on two separate, but complimentary, levels to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

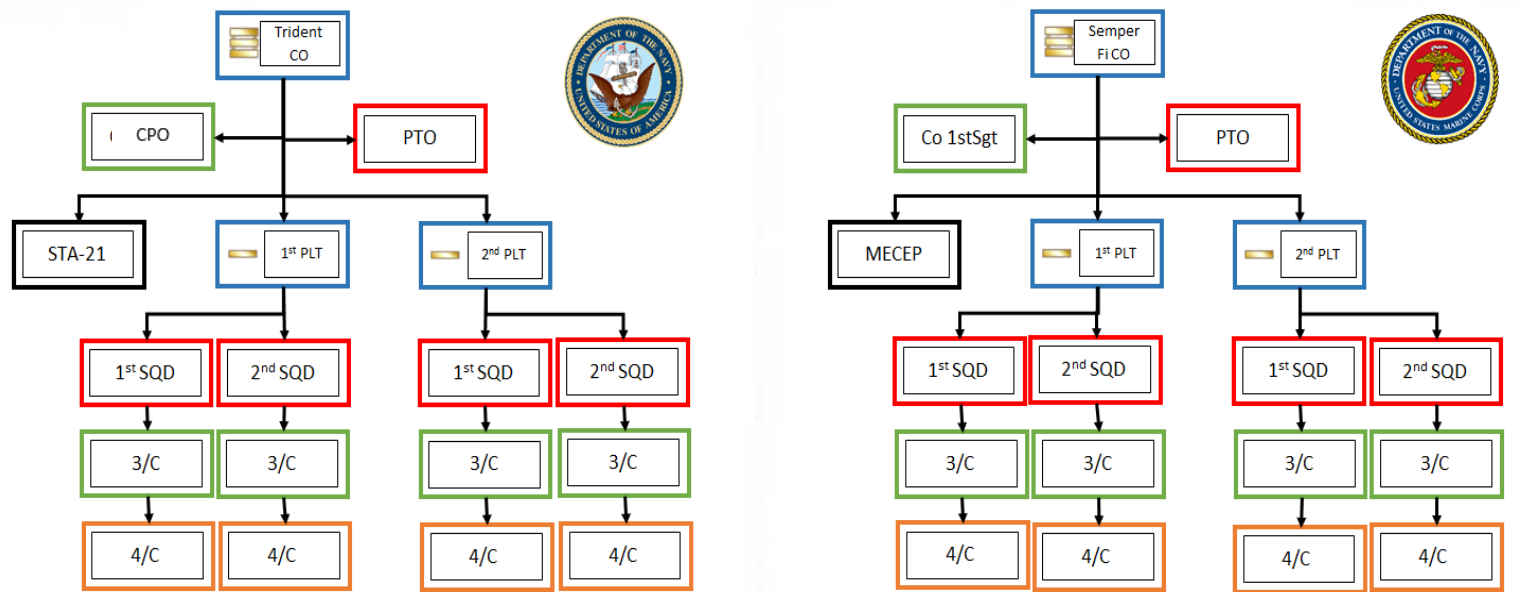
1. Midshipmen Billet Assignments. Billets will be assigned to 1/C and 2/C midshipmen as noted in Appendix A. In the event the unit does not have enough of a particular class, those billets will be filled, in order of priority, by OCs, MECEPs, or 3/C midshipmen. The only regularly assigned billets to be held by a 3/C midshipman are Company First Sergeants. Midshipmen are required to hold at least one position of responsibility before graduation. Additionally, 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. Company Chain of Command.**





**5-7. 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 Platoon Commander of the respective week's duty platoon. Further information regarding the duties and responsibilities of the BDO can be found in the BDO binder.
2. Duty Platoon. The maintenance and state of police of the unit will be assigned by platoon on a weekly rolling basis. The platoon assigned for that week will be responsible for BDO, weekly facilities field day, and other tasks that may arise. Refer to the BDO binder for a list of weekly tasks.
3. Duty Platoon Changeover will occur on Fridays. The oncoming/offgoing duty platoon commanders, BN XO, and SDO are required to be at these meetings to pass word and update instructions for the upcoming week.

**5-8. 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 N-3 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
Tuesday:	0600-0700 Leadership Lab 1800-1900 Company Club Meetings
Wednesday:	0600-0700 All Hands PT
Thursday:	0600-0700 Drill (Specific Personnel Only)
Friday:	0600-0700 Fitness Enhancement Program/Drill

**5-9. Liberty, Leave, and Unit Travel.**

1. 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. Leave for active duty personnel. Active duty personnel will request leave via NSIPS or Marine Online and follow the guidance and procedures outlined in NROTCUOSUINST 1050.2A.
3. 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.

**5-10. 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 as a way to recognize high performing individuals. These counselings 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 NSTC M-1533.2D, Appendix I.
3. Annual Awards. A list of annual awards for which students may be nominated is contained in NSTC M-1533.2D, Appendix E.

**5-11. Midshipman of the Quarter (MOQ)/Midshipman of the Year (MOY).**

1. The Battalion Staff shall recommend a freshman, sophomore, and junior MOQ. MOQ can, but are not required to be, an “improving individual.” Selection shall be completed following every quarter except the summer quarter. The MOQ nominee shall be submitted for Unit Staff review and CO approval within the first two weeks of the following term.
2. The Battalion Staff shall recommend a MOY following the spring quarter. This midshipman shall have been a MOQ (fall, winter, or spring) during the academic year. This individual cannot be an “improving individual,” but rather someone who consistently performs at a high level. The MOY nominee shall be submitted for Unit Staff review and CO approval by 15 September of each year, with the intent of presenting the award to the MOY at the first lab of the academic year.

## CHAPTER 6: APPEARANCE AND UNIFORMS

**6-1. Grooming Standards.** In order 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 the Navy Uniform Regulations Chapter 2 and MCO 1020.34H.

### **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 NAVADMIN 082/16 and MCO 1020.34H respectively.
2. All students must submit a chit to disclose planned tattoo appointments to their class advisor. This allows for the opportunity for counseling prior to obtaining a tattoo. All students must then inform their class advisors when tattoo appointments are made. Proper 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 Winter Term.
  - d. Spring Term. Third class cruise uniforms during Spring term.
2. 3/C Issue. Second class cruise uniforms during Spring Term.
3. 2/C Issue. Service Dress White during Winter 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:

- a. Midshipmen insignia & ribbons
- b. Relaxed jacket
- c. Utilities (Marine-option)
- d. 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 Savings times. 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. Conservative athletic shoes are authorized only with shorts (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. Hooded sweatshirts should not be worn except with prior authorization for NROTC OSU sponsored events. Conservative hats/caps may be worn while outside in inclement weather and will be taken off upon going indoors. Earrings shall be conservative as not to distract from the polo attire.

**6-7. Civilian Attire.** All personnel shall abide by the civilian attire regulations set by their respective service, reference NAVPERS 15665I for Navy and reference MCO 1020.34H for USMC.

1. 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. The following restrictions always apply:
  - a. Wearing or displaying clothing, jewelry, tattoos, etc. depicting any controlled substance or advocating drug abuse is prohibited.
  - b. Wearing of any attire displaying profane, offensive, or subversive material, or messages that imply affiliation with gang or subversive groups is prohibited.

2. When in Cascade Hall, civilian attire will be clean and free of holes, rips, or stains. Trousers and shorts will be free of holes, with no fraying at the seams. Shirts will be in good taste, and belts will be worn on all trousers or shorts with belt loops. Footwear will be in good taste and appropriate for the occasion. Footwear intended for showering will not be worn unless medically prescribed. Clothing appropriate for physical training will be worn in that setting only. Personnel may wear physical training attire either during the activity or in transit to or from that activity.

## 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.

**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 through the medical section of the NSTC M-1533.2D.

**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 NSTC M-1533.2D 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 in order for the unit HRA to schedule the exam.

**8-3. Immunizations.** Immunization recommendations and requirements are contained in BUMEDINST 6230.15 (series). 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:

- a. Hepatitis A vaccine (two doses);
- b. Hepatitis B vaccine (three doses);
- c. Influenza vaccine (one dose annually);
- a. Measles/Mumps/Rubella vaccine (two doses);
- b. Inactive poliovirus vaccine (IPV) (one dose);
- c. Tetanus-diphtheria toxoid (one dose);
- d. Varicella vaccine (two doses); and

- e. 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.** 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. 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 Assistant Marine Officer Instructor (AMOI) advises the Drill Team.

3. Northwest Navy (NWN) Special Teams. Each year, a competition is held at one of the four Northwest units: OSU, University of Idaho/Washington State, 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 elect a President, Vice President, and Treasurer 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 in order 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**. 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, as well as operating costs for the student computer lab. All NROTC students are required to participate in battalion fundraisers.

2. The Battalion Staff, Company Commanders, and Officers-in-Charge (OIC) are responsible for battalion functions and events, with the NROTC unit staff assisting and advising. This reinforces the command philosophy that the students coordinate, organize and execute battalion events and activities.

**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. Spring Ball. The primary purpose of the Spring Ball is to honor the graduating senior midshipmen, officer candidates, and MECEPs. All battalion members are required to attend.
3. Beaver Battalion Foxhole and Fantail Alumni Muster. 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.
4. 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.
5. Bull Senior. The Bull senior will coordinate, schedule, and plan other social activities for the unit throughout the year. These events may receive funding from the unit and should be an activity that many midshipmen will want to attend.

**9-7. Midshipman Lounge and Library.** The lounge is equipped with sofas, chairs, a foosball table, 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 Assistant Marine Officer Instructor (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 Computer Lab.** The Battalion Computer Lab is located in the northwest corner of Cascade Hall. The Supply Officer, overseen by the Battalion N-4, is responsible for the overall maintenance and upkeep of the lab. Its use is limited to unit personnel who have paid their Taffrail dues.

**9-10. 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 and acquire keys from the BDO prior to use. The student will return keys and sign out with BDO after use. Ensure that the gym is cleaned and organized after each use.

2. Under no circumstances should equipment be removed from the premises. 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.

**9-11. Facility Cleaning Parties.** Facility Cleaning Parties will be conducted directly after PT on Wednesdays. The platoon commander for the respective week's duty platoon 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. 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 N- level staff and above, company commanders, and battalion staff advisor (MOI). This meeting will serve 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 administrative officer (N-1). 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 first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training.

2. **Battalion Executive Officer – BnXO (Maj/LCDR)**. The battalion executive officer (BnXO) is second-in-command and functions as the chief staff officer and executive to the BnCO. The BnXO is specifically charged with supervising and coordinating the performance of the battalion staff. Additionally, the BnXO assists the company commanders with maintaining discipline in the battalion. The BnXO will act as the BnCO in the latter's absence. The BnXO shall:

a. Plan and direct weekly command and staff meeting.

b. Manage Headquarters and Services (H&S) Company administrative requirements. H&S Company includes all BN staff who do not fall in either Semper Fi or Trident Company (first block in the flowchart).



c. Conduct weekly duty platoon change-over with the oncoming and off-going duty platoon commanders and the oncoming Staff Duty Officer (SDO). Oversee Battalion Duty Officer (BDO) watch schedule.

d. Review information flowing up the chain of command.

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

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

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 in order 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 is completed to enable active duty students to participate in advancement cycles.

d. Conduct formal counseling for active duty personnel.

4. Battalion Administrative Officer – N-1 (1stLt/LTJG). The battalion administrative officer (N-1) is responsible to the BnCO, through the BnXO, for administrative functions of the battalion and the dissemination of orders and information to the battalion. The battalion administration officer shall:

a. Prepare weekly duty platoon schedule.

b. Maintain qualified watchstander binder and ensure everyone scheduled for BDO is qualified to stand watch.

c. 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.

- d. Coordinate fitness reports and billet recommendation process. These processes occur once per billet cycle.
- e. Maintain battalion suggestion box.
- f. Promulgate updated orders and regulations throughout the battalion.
- g. Record minutes for the weekly command and staff meetings.
- h. Organize and maintain the student NROTC box. Located at <https://oregonstate.app.box.com/folder/125644053028?s=m5gv0q5edfkrk379hl9ow840p2x4xg>
- i. Manage the midshipmen awards process.
- j. Complete FERPA Training within first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training

5. Battalion Academics Officer – N-2 (Capt/LT). The academics officer (N-2) 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 N-2 shall:

- a. Complete FERPA Training within first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training.
- b. Supervise the overall conduct of 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. Supervise the battalion intelligence officer.

6. Battalion Intelligence Officer (MIDN 2/C). The battalion intelligence officer reports to the battalion academics officer and is responsible for improving the NROTC Unit's overall awareness of current events and professional knowledge. The intelligence officer shall:

- a. Publish a weekly Operational Intelligence Report. The Ops Intel brief should:
  - (1) Include current events topics pulled from reputable, military affiliated, sources such as the Naval Institute or Marine Corps Association publications;

(2) Include a weekly professional knowledge question pulled from the unit's Professional Knowledge Guide;

(3) Be published physically in high traffic areas of the unit such as the head, gym, and midshipmen spaces;

(4) Be routed to the PAO for publishing on the unit's social media.

b. Update, as needed, the unit's Professional Knowledge Guide.

c. Be prepared to present a short intelligence briefing on the contents of the Ops Intel brief during NS lab upon request.

7. Battalion Operations Officer – N-3 (Maj/LCDR). The Operations Officer (N-3) is responsible to the BnCO, through the BnXO, for the planning, preparation, and supervision of all activities that impact the daily and/or weekly operation and training of the battalion. The N-3 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. Publish a three week training plan for the battalion by close of business each Thursday. This training plan should include major events in the upcoming three weeks week to include a detailed schedule of events such as NS lab, PT, Trident and Semper Fi meetings, and any special events.

c. 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.

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

e. Supervise the drill team commander, physical training officer, and bull senior.

8. Drill team commander (MIDN 2/C). The drill team 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 team commander may assign a color sergeant from within the drill team to supervise and train the color guard as needed.

9. Physical Training Officer (MIDN 2/C). 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 Company PTOs are responsible for the physical training of their respective company 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. Implement the physical conditioning program and remedial training program.

d. Participate in planning for any physical competitions such as the Joint Service Olympics.

e. Provide the CFL with a comprehensive physical readiness report at the end of each school term reflecting the PT score, height, and weight for all NROTC students.

10. Bull Senior (2ndLt/ENS). The “Bull” 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 Bull’s job is to promote morale and camaraderie within the unit by designing and implementing fun events. The Bull may utilize unit resources for these activities with approval from the N-4 and BnCO.

11. Battalion Logistics Officer N-4 (Capt/LT). The logistics officer (N-4) is responsible to the BnCO 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 N-4 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, N-4, 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 N-4, 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) The filing of taxes and 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. 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.

d. Coordinate with the AMOI for use of vehicles.

e. Plan and implement, via the N-3, battalion fundraising events such as football game concessions and merchandise sales.

f. Supervise the battalion supply officer.

12. Battalion Supply Officer (MIDN 2/C). The battalion supply officer is responsible to the BnCO through the N-4 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 PAO/N-5 (1stLt/LTJG). 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 is in compliance with all DoD and university guidelines.

b. Record unit events and activities through the use of camera, video recording, or other means.

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

d. Maintain the NROTC website and update the website with recent pictures and media. Media releases need to be approved by the APA.

e. Update and maintain photo boards which include battalion, unit, and DoD chains of command and midshipman of the quarter photos.

f. Supervise the battalion recruiting officer.

14. Battalion Recruiting Officer (MIDN 2/C). The battalion recruiting officer is responsible to the BnCO through the PAO for any external recruiting efforts for the NROTC program. The battalion recruiting officer shall:

a. Create an annual recruiting video.

b. Work with the unit recruiting and new student orientation officers to help the recruiting process and welcoming new students into the program.

- c. Design and implement recruiting efforts on campus.
- d. Serve as assistant PAO.

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

- a. Ensuring company muster reports are turned in and accurate.
- b. Ensuring information is passed in a timely and accurate manner.
- c. Providing recommendations and write-ups for the student of the quarter/year.
- d. Providing counseling and mentoring to members of the company.
- e. Convening a Commander's Inquiry as required by student performance.
- f. Company 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 fulfil half of the Naval Science Lab requirements and attendance is mandatory for all students, including active duty.
- g. Complete FERPA Training within first week of appointment. Coordinate with the Administrative Program Assistant (APA) to accomplish this training

16. Platoon Commander (2ndLt/ENS). 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 company commander. Specific responsibilities include, but are not limited to:

- a. Ensuring platoon muster reports are turned in and accurate.
- b. Ensuring information is passed in a timely and accurate manner.
- c. Providing counseling and mentoring to members of the platoon.
- d. Provide input to the company commander for the awards/ribbons to be issued to the platoon members.
- e. Serve as duty platoon commander when assigned. This responsibility includes creating BDO watch bill and ensuring all duty platoon tasks are completed.

17. Squad Leader (MIDN 2/C). 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 an active duty student. 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. 1/C midshipmen without billets will be counseled by the platoon commander to avoid conflicts in rank.
- 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.

18. Company First Sergeant/ Chief Petty Officer (MIDN 3/C). The company first sergeant is an administrative assistant to the company commander. They are to assist the company commander in taking accountability and processing paperwork and chits. They do not have tasking authority over, or counseling requirements for, members of the company.

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



**MIDSHIPMEN EVALUATION RESPONSIBILITIES**

<b>Billet</b>	<b>Primary Evaluator</b>	<b>Secondary Evaluator</b>
BnCO	MOI	CO
BnXO	BnCO	MOI
Senior Enlisted Advisor	MOI	CO
N-1	BnXO	BnCO
N2	BnXO	BnCO
N-3	BNXO	BnCO
Bull Senior	N-3	BnXO
Drill Commander	N-3	BnXO
BN PTO	N-3	BnXO
N-4	BnXO	BnCO
Supply	N-4	BnXO
N-5 (PAO)	BnXO	BnCO
Recruiting Officer	N-5	BnXO
Company Commander	BnCO	MOI
1stSgt/CPO	Company Commander	N-1
Platoon Commander	Company Commander	BnCO
Squad Leader	Platoon Commander	Company Commander
Squad Member	Squad Leader	Platoon Commander

## **APPENDIX B Student Corrective Measures**

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

a. **Informal Counseling.** Informal counseling is a correctional tool that can be used to correct deficiencies or to recognize outstanding performance. The immediate supervisor in the chain of command normally conducts informal counseling. Informal counseling should be logged via webform available on NROTC Website.

b. **Formal Counseling.** Formal counseling will be conducted and documented by the student's immediate supervisor. A formal counseling following two informal counseling, or a repeated 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 N-1.

(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 Inquiries and BnCO Mast.** In order to standardize the review process, proceedings for all three of the battalion inquires/mast will be identical.

a. The proceedings are formal in that all students present are in the uniform of the day, except the accused, who will be in Navy Service Dress Blues or Marine Service "C."

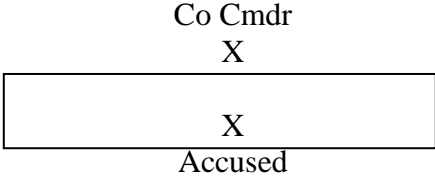
b. The offense(s) will be documented using the Record of counseling.

c. The accused will report to the Company Commander 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).

d. The procedural steps are as follows:

(1) For Company Commander Inquiry, the Company Commander will be seated on one side of a table, the accused will report to the Company Commander on the opposite side of the table and the Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. The inquiry will follow a prescribed script (see section e) and

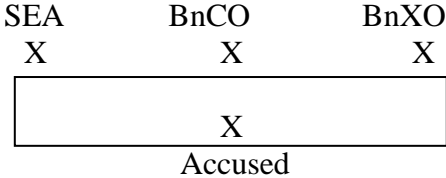
will conclude with the accused signing the *Record of counseling* form.



X      Plt Commander

(2) For BnCO Mast, the BnCO will be seated on one side of a table, the BnXO will be seated to the left of the BnCO, and the Senior Enlisted Advisor (SEA) will be seated to the right of the BnCO. The accused will report to the BnXO on the opposite side of the table, and the Company Commander and Platoon Commander will be standing in such a manner to face the flank of the accused when he or she reports. The class advisor will be invited, and if present will be seated behind the BnCO to observe the proceedings. The inquiry will follow the same script as the previous inquiry and will also conclude with the accused signing the Record of counseling form.

Class Advisor  
 X



X      Co Commander  
 X      Plt Commander

a. Script. During all three proceedings, 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 Commanding Officer will review misconduct charges and assign EMI for first offense cases involving the Battalion Staff and Company Commanders will review misconduct charges and assign EMI for cases involving company 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. The assigning officer will discuss appropriate types of EMI with the Staff Advisor BEFORE inquiry, mast proceedings begin and prior to assignment.

c. 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.

d. Guidelines for assigning EMI:

<u>Co Cmdr</u>	<u>Prescribed Corrective</u> Instructional Duty Essay	<u>Action Maximum Limit</u> 6 hours (or) 1 watch 1000 words
<u>BnCO Mast</u> watches	<u>Prescribed Corrective</u> Instructional Duty  Essay	<u>Action Maximum Limit</u> 10 hours (or) 2  1500 words

### **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 a Sailor's 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.
  - b. Other chits may go through the midshipman's battalion COC (Bn CoC). This starts at the midshipman's reporting senior (e.g., a squad leader for a squad member or a company senior chief for a platoon commander) and continues like so: Squad Leader to Platoon Commander to Company Senior Chief/1<sup>st</sup> Sergeant to Company Commander to Battalion Executive Officer to Battalion Commanding Officer.
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 one working day and shall be routed to the next level within two working days.
5. **Examples.** Some examples of special request routing chains are listed in the table on the following page.

COMMON SPECIAL REQUEST CHIT ROUTING CHAINS

<b>Situation</b>	<b>Routing Chain</b>	<b>Approval Authority</b>
Anticipated unavailability for random urinalysis or tasking (e.g., travel).	Bn CoC	BnCO
Waiver of term credit load requirements (e.g., dropping below 12 credits, not including naval science minor or exceeding 18 credits)	Academic CoC	PNS
Extended entitlements request (requires additional paperwork, managed by Academic Advisor)	Academic CoC	PNS
Change of major request (Scholarship, Navy option students) <ul style="list-style-type: none"> <li>- 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.</li> <li>- STA-21 students require outside approval and additional paperwork.</li> </ul>	Academic CoC	PNS
Change of major request (College program Navy options and Marine options)	Academic CoC	Academic Advisor
Absence from command physical training	Bn CoC, add PTO	BnXO
Absence from other mandatory command events	Bn CoC	BnXO
Waiver of DGR or study hours requirements for students that meet waiver prerequisites.	Bn N2 then Academic CoC	Academic Advisor