

NAVAL RESERVE OFFICER'S TRAINING CORPS

VANDERBILT UNIVERSITY

MIDSHIPMAN HANDBOOK



WELCOME TO VANDERBILT UNIVERSITY NROTC

Welcome aboard, and congratulations on joining the Vanderbilt University NROTC (VUNROTC) program, one of the finest and most prestigious Naval ROTC programs in the country! As a midshipman at Vanderbilt, Belmont, or Tennessee State, you are beginning a challenging and exciting phase of your life, and we are proud and excited to have you joining our team.

The mission of VUNROTC is to develop midshipmen mentally, morally and physically and imbue them with the highest ideals of duty, loyalty, and the core values of honor, courage and commitment in order to commission 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. The following guiding principles will be critical to accomplishing our mission:

PRIDE

Take pride in being part of the VUNROTC program. Work daily to instill and reinforce the attributes and legacy of those that came before us, as well as the core values and qualities our country demands of today's naval officers and future naval leaders.

PROFESSIONALISM

The Navy core values of Honor, Courage, and Commitment are the fabric of our team. We are the men and women of the United States Navy and Marine Corps, and we measure ourselves against the highest standards of duty, integrity, and accountability.

PURPOSE

Everything we do must support our primary mission. If we are spending our precious resources of people, time, or money on tasking that does not support our mission; I expect you to question that tasking, and together we will validate, transform, or eliminate it.

EFFECTIVE COMMUNICATION

Clear and concise communication minimizes misunderstanding, and is fundamental to achieving our desired effects.

ENGAGED LEADERSHIP

As members of an elite organization, we work with an expectation of success. Leaders must understand what that means and be engaged in meeting or exceeding that expectation.

EXCEPTIONAL TEAMWORK

People like to be part of a winning team and are willing to work harder and smarter to be on a winning team. We must continually strive to be the best in everything we do, and accelerate toward excellence in every endeavor.

As a new college student, establishing priorities can be challenging, and your success in the VUNROTC program will be rooted in your academic achievement. Your grade point average (GPA) will be a prime measure of your success and is critical to determining your initial warfare specialty assignment as a commissioned officer. Also, your GPA is a reflection of your work ethic and learning experience during your college career and beyond, so I challenge you to be the best student that you can be!

I encourage you to be an active and engaged member of the VUNROTC program. Unit activities and experiences are designed to enhance leadership skills, provide social opportunities with other students, and offer physical challenges to maintain a healthy lifestyle. Participation in these activities promotes outstanding unit camaraderie, enhances your military training and affords you an opportunity to refine team-building skills.

The VUNROTC staff and I want your entire college experience to be a challenging and rewarding one that you will look back upon proudly. We encourage you to pursue interests and activities that will round out your college experience, and to interact with and learn from those who hold views that are different from your own. Balancing your life as both a student and midshipman, achieving academic success, and becoming an engaged member of the community will help build the foundation for your success as a member of the world's greatest fighting force: the Navy/Marine Corps team!

My job, and the job of the entire VUNROTC staff, is to help you be successful in this program, and each of us will give you our time, energy and experience to make your college experience rewarding and enjoyable. We are here for you and always available if you need assistance or advice. **Good luck - we look forward to your commissioning and to you joining the Fleet!**

Sincerely,

Edward L. Heflin
Captain, U.S. Navy

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CHAPTER I: INTRODUCTION

1.1 Purpose of the Midshipman Handbook

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1.1 Purpose of the MIDN Handbook

The NROTC Vanderbilt University MIDN regulations are a compilation of various sources including Commander, Naval Service Training Command (NSTC) instructions, Unit instructions, and Battalion notices. As such, they dictate the responsibilities and standards for an NROTC MIDN and the proper functioning of the MIDN Battalion. In addition, the regulations function as an ordered reference for battalion affairs. It is the personal obligation of each MIDN to read, understand, and comply with these regulations. Unit Staff and MIDN must also recognize that the overriding authority in all matters is the Regulations for Officer Development (ROD). This handbook is merely an informal guideline for basic midshipman-specific issues. All issues will be resolved within parameters of the ROD and NSTC guidance.

1.2 History of the NROTC

In 1926, the Naval Reserve Officers' Training Corps was commissioned with the intention of supplying qualified officers in the event of an unforeseen national emergency. Original units were established at the University of California, Northwestern University, the University of Washington, Harvard University, Yale University, and the Georgia Institute of Technology. With the advent of World War II, the need for a larger, regular career officer corps became apparent. This need prompted the Holloway Plan (1946) which provided for an annual nationwide scholarship competition and allowed for the expansion of the program to other institutions. The expanded NROTC program was designed to produce well-trained and well-educated junior officers of comparable caliber to those graduating from the Naval Academy. Together, these two programs supply the vast majority of the commissioned officers in the U.S. Navy.

1.3 Organization of the NROTC program

The NROTC is composed of naval units established at civilian institutions of higher education within the United States. These units are officially designated as "NROTC Unit, (name of institution)," or in the case of consortia, by a term descriptive of the associated institutions.

1.4 Mission

The NROTC Program was established to develop midshipmen mentally, morally, and physically, to imbue them with the highest ideals of duty and loyalty, and to instill the core values of honor, courage, and commitment. The ultimate goal of NROTC is to commission college graduates as naval or marine officers who possess a basic professional background, are motivated toward careers in 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.

1.5 History of NROTC Vanderbilt

The NROTC Unit, Vanderbilt University was founded 17 March 1945 with an application for acceptance into the program sent by University President Oliver C. Carmichael. Graduates began to be commissioned with the 1947 graduating class. Since that time, over 2,200 men and women have completed the NROTC program at Vanderbilt and have gone on to serve their country as officers in the United States Navy and Marine Corps. The NROTC Vanderbilt Unit has established itself as a top ranked Unit throughout the NROTC Program with excellent acceptance rates for the career choices of graduating MIDN.

1.6 Goals of NROTC Vanderbilt

The objectives of the NROTC program are to provide students with an understanding of the fundamental concepts and principles of naval science, an appreciation of the requirements for national security, and a strong sense of personal integrity, honor, and individual responsibility. The Commanding Officer (Professor of Naval Science/Director of Naval Officer Education) has outlined certain goals to which every MIDN will aspire. These are outlined in paragraph 1.7.

CHAPTER II: THE NROTC PROGRAM

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- 2.2 Four-Year Scholarship Program
- 2.3 The College Program
- 2.4 Naval Service Training Command (NSTC) Controlled Scholarship
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2.1 General

1. The Naval Reserve Officers Training Corps (NROTC) Program offers young men and women an opportunity to qualify for commissions in the Navy and Marine Corps while attending college. As the largest single source of Navy and Marine Corps officers, the NROTC Scholarship Program fulfills a vital role in providing mature young men and women for leadership and management positions in an increasingly technical Navy.

2. The NROTC Scholarship Program was established to educate and train qualified young men and women for service in the unrestricted line corps of the Navy and Marine Corps. Selected students are awarded scholarships through a highly competitive national selection process and receive tuition and other financial benefits at one of more than 60 of the country's leading colleges and universities.

2.2 Four-Year Scholarship Program

1. Four year scholarship students are selected annually through nationwide competition. They are appointed as MIDN in the United States Naval Reserve or United States Marine Corps Reserve and are placed on active duty only for summer training periods. Scholarship students receive benefits, which include:

a. Tuition

b. Required fees

c. Uniforms

d. \$375.00 per semester for text books.

e. Monthly stipend of \$250.00 (x10 months), increasing \$50.00 per month per academic year

f. Room and Board Assistance of up to \$6000 per year (Vanderbilt University students only)

2. Beginning with the first day of classes of their sophomore year, MIDN on scholarship are placed in an obligated status. These students participate in three summer training periods and are commissioned as officers in the Navy or Marine Corps upon graduation. They must serve a minimum of five years active duty (four for Marines and Nurse-option MIDN) and three years inactive reserve duty after commissioning with longer obligations being required for different programs like aviation. MIDN on scholarship who, after the first day of classes of their sophomore year (immediately after accepting the scholarship for students who obtain a scholarship while in college), are disenrolled

or choose to drop from the program in most cases are subject to a payback of scholarship or active duty enlisted service obligation.

2.3 The College Program

1. College Program students take the same naval science courses, wear the same uniforms, and participate in all Unit activities in the same manner as scholarship students. College Program MIDN are entitled to receive:

a. Uniforms

b. Naval science textbooks

c. Monthly stipend of \$350.00 (x10 months) during junior year and \$400.00 (x10 months) during senior year (if selected for Advanced Standing).

2. During their first two years in the program, College Program MIDN are in a non-obligated status. They are also eligible to receive scholarships as delineated in paragraph 2.4. If not selected for a scholarship by the end of their sophomore year, they must be selected to enter advanced standing status by NSTC. They are referred to as MIDN, although they do not actually hold such appointments. As College Program MIDN, they participate in summer training between their junior and senior years and are commissioned in the Navy and Marine Corps upon graduation. They are obligated to serve a minimum of three years (USN) or three and one half years (USMC) active duty after commissioning. TSU marine students are eligible for the Frederick C. Branch Scholarship.

3. Those desiring to attain a Marine Corps commission can submit an application to the Commandant of the Marine Corps. Applicants must meet Marine Corps physical standards and have participated successfully in Semper Fi or Bulldog training.

2.4 NSTC Controlled Scholarships

1. The PNS is authorized to nominate College Program students for NROTC Scholarships each year. NSTC conducts the final selection. These scholarships provide the same benefits as the four-year and two-year scholarships. They differ only in the length of time during which benefits are received. The criteria for recommendation are as follows:

a. Nominee must be an NROTC College Program student who has received academic and aptitude marks for a period of at least one academic term prior to appointment and commencement of scholarship.

b. Nominee must be physically qualified for retention in the NROTC program.

c. Nominee must be making satisfactory progress academically (usually this implies having a cumulative grade point average of at least 2.5 on a 4.0 scale).

d. Nominee must meet all of the other prerequisites of scholarship status and be recommended by the Professor of Naval Science.

2.5 Marine Corps Option Scholarships

Navy Option MIDN may apply at any time up to nine months prior to commissioning, but those who definitely plan to enter this program are urged to submit their request early as the total nationwide NROTC quota is limited. Marine Corps Option MIDN take specialized Marine Corps Naval Science courses during their junior and senior years and attend Officer Candidates School at the Marine Corps Combat Development Command, Quantico, Virginia, between their junior and senior years.

2.6 Two-Year NROTC Scholarship Program

Two-year NROTC scholarship program students are selected annually through nationwide competition. They must be college students with two years remaining for their undergraduate degree. They attend seven weeks of training at the Naval Science Institute (NSI) in Newport, Rhode Island during the summer prior to their junior year. Recipients receive the same benefits as their counterparts in the four-year scholarship program. Application deadline is 15 March of the sophomore year.

2.7 Two-Year College Program

All interested college students who have two years remaining to complete their undergraduate degree are eligible to participate in the seven week training program conducted annually at NSI. The top 20 percent of the graduates at NSI may be awarded scholarships. The scholarships are for two years and recipients receive the same benefits as their counterparts in other scholarship programs. Those who do not receive scholarships through NSI are eligible to continue in the NROTC College Program with the same benefits as their counterparts in the four-year College Program. Application deadline is 15 March of the sophomore year.

2.8 Maintaining a Scholarship

NROTC Scholarship MIDN are expected to uphold Unit standards of academic, physical, and professional excellence. The strength of the battalion depends on the dedication of its individual MIDN.

2.9 Drop on Request Procedures

1. Any MIDN desiring to disenroll from the NROTC program is required to initiate the process by contacting his or her Class Advisor.
2. Several administrative items must be completed prior to being officially disenrolled from the NROTC Program. In the case of disenrollment from Naval Science classes, the University procedure for dropping classes must be followed. Before the class advisor is permitted to sign the student's withdrawal slip, he or she must ensure the student has returned all issued items, such as books/laptop computers, uniforms, and money owed to the U.S. Government or MIDN Activities Fund.

2.10 Leaves of Absence

1. Some MIDN may require more than four school years to complete their degree because of past academic failures or deficiencies, illness, personal issues, pregnancy, or other reasons. If any of these situations arise, a leave of absence (LOA) may be granted. **No pay or benefits will be provided during the leave of absence.** Under certain academic circumstances, students may apply to receive fifth-year scholarship benefits (see paragraph 2.11).
2. In general, five-year students should be placed on LOA during their third or fourth year in the program and schedule the fourth year of naval science courses during the last year prior to commissioning.
3. Highly motivated students with exceptional academic and professional performance may request to apply for a place in the Navy's highly selective program offering graduate education opportunities to junior officers prior to their initial sea tour.
 - a. The applicant must pursue a Master's degree in a field that will enhance their naval professional career in a discipline of study included within the Navy subspecialty system. Such graduate study should be a logical progression of undergraduate study.
 - b. The applicant must perform graduate study under the direct supervision of a PNS at a university that hosts an NROTC Unit.
 - c. The applicant must have displayed significant academic expertise and motivation for a naval career.

d. Scholarship students must be under 25 years of age on 30 June of the year scheduled for commissioning.

e. Applicant's current aptitude mark and cumulative grade point average must be within the top 25 percent of their NROTC class.

2.11 Fifth Year and Summer Benefits

1. The Fifth-Year Benefit Program is a financial entitlement for a midshipman enrolled in an academic program that requires more than four academic years to earn a baccalaureate degree. Since fifth year benefits carry an additional obligated service requirement, the choice between LOA and fifth year benefits should be carefully weighed.

2. Any questions concerning fifth year benefits, leaves of absence, or other time extensions should be referred to the appropriate class advisor.

3. NROTC students enrolled in a curriculum normally requiring five years for completion can either request fifth year benefits from NSTC or LOA status for one year. Midshipmen denied fifth-year benefits should be placed on LOA as soon as practicable after benefits are denied. It is important they receive senior-year Naval Science instruction just prior to commissioning. During the intervening year, the student is not required to take Naval Science classes, but should participate in other NROTC activities.

4. MIDN choosing to request fifth year benefits must submit a request for approval for benefits to OD4 via the CO, NROTC Unit Vanderbilt. The request should be submitted before the end of the MIDN's sophomore year. Active duty obligation is incurred commensurate with the benefits received as follows:

<u>TUITION/FEES</u>	<u>OBLIGATION INCURRED</u>
1 Semester	6 months
1 Quarter	4 months
1 Summer Session	3 months
1 Month	1.2 months

5. Fifth year benefits are normally only approved when the student has diligently carried a full course load (18 credits including Naval Science) and cannot finish in four years due to school requirements. Fifth-year benefits are not authorized for dual-degree programs. To determine if you would be eligible for fifth year benefits use the following formula:

credits necessary for the academic major
+ mandatory NROTC credits
- overlapping requirements (i.e. math/physics)

= TOTAL CREDITS REQUIRED TO COMPLETE NROTC PROGRAM
÷ (8 semesters or 12 quarters as appropriate).

18 credit hours per semester, extended entitlements
are appropriate.

NOTE: Summer Benefits. If a MIDN needs only one or two classes and the reason they need the classes fits one of the four reasons listed below, the CO may authorize the payment of tuition and fees only.

6. Summer sessions normally are not considered part of the academic year. Benefits may be paid within authorized benefit entitlement for courses that:

a. Are an integral part of the major field of study required for the baccalaureate degree, but are not offered during the academic year.

b. Will advance the normal commissioning date and will not preclude meeting naval science and cruise requirements.

c. Are required to be repeated because of injury or illness, which prevented completion of the scheduled courses during the academic year, provided such absence was approved by school officials and the PNS.

d. Are parts of an accelerated program if the institution requires attendance at one or more summer sessions.

NOTE: Summer school is not authorized for a MIDN who needs to make up credits to graduate on schedule because he/she dropped or failed courses, lost credit due to change of major, did not carry a large enough class load, or has a substandard GPA.

2.12 MIDN Special Requests

1. Any requests that require action by the CO or higher authority MUST be forwarded via the appropriate class advisor. Special requests include such items as:

- a. Request for leave of absence
- b. Permission not to take required courses
- c. Withdrawal from academic courses
- d. Changing majors
- e. Changing summer cruise assignments

- f. Special summer training
- g. Request to study abroad (foreign university)
- h. Taking more than the maximum number of hours (18 credit hours)
- i. All foreign travel
- j. Elective surgeries (LASIK, PRK, etc.)

2.13 Transfers

1. Any NROTC Scholarship/College Program student may request to transfer from an NROTC Unit at one institution to an NROTC Unit at another. MIDN must be honorably released by the first institution, accepted by the second institution, and have the transfer approved by NSTC. Normally, NSTC will not take favorable action upon such a request unless it has been endorsed by both Professors of Naval Science.

2. Requests for transfer are not automatically granted. NSTC will consider the reason for the request, past performance, and financial implications in rendering a decision. Requests should be submitted at least three months in advance of the date classes for the next academic term begin.

2.14 Cross Town Enrollment Programs

NROTC Cross Town Enrollment Programs have been established for students attending classes at area colleges and universities that do not have an on-campus NROTC Unit. Currently, NROTC Vanderbilt has cross-town agreements with Belmont University (Nursing only) and Tennessee State University.

2.15 Commissioning

1. A MIDN is eligible for commissioning upon successful completion of the prescribed Naval Science courses, completion of summer cruise requirements, completion of degree requirements, meeting of physical readiness standards, meeting of medical standards, and qualification in all other respects. Scholarship or College Program NROTC students will be commissioned as Ensigns or Second Lieutenants in the Navy or Marine Corps, respectively. All new officers will receive Regular commissions.

2. As early as 16 months prior to their scheduled commissioning date, each Navy Option MIDN completes a Duty Preference Form, on which is listed their desired duty preferences. All Marine Corps Option MIDN are ordered to The Basic School at Quantico, Virginia.

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CHAPTER III: NAVAL PROFESSIONAL AND GENERAL ACADEMIC REQUIREMENTS

3.1 General

3.2 Academic Majors

3.3 Navy Specified College Courses

3.4 Naval Professional Academic Courses (Naval Science Courses)

3.5 Naval Professional Training

3.6 Battalion Academic Standards

3.7 Mid-term Deficiencies

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3.1 General

1. NROTC Vanderbilt expects the highest standards of academic and professional excellence from its students. In pursuit of a commission as a Naval or Marine Corp officer, MIDN must satisfactorily complete NROTC-specified college courses in addition to Naval Science classes. Those MIDN who fail to comply with these guidelines will jeopardize their scholarship status. A complete listing of the courses fulfilling NROTC requirements, as well as a description of the Naval Science courses, is included on the following pages and in Appendix 3.

2. Scholarship and College Program NROTC students are required to complete the NROTC academic and professional program, which consists of:

- a. Academic Majors
- b. Navy Specified Academic Courses
- c. Navy Professional Academic courses (Naval Science Courses)
- d. Naval Professional Training
- e. Summer cruises

3. All NROTC specified and professional academic courses will be taken for a letter grade and not on a pass/fail basis.

3.2 Academic Majors

1. Students entering the NROTC program have a free choice of academic majors. Changes of major after college entrance require specific approval by the PNS and/or NSTC. MIDN are required to satisfactorily complete the curriculum for their chosen major.

a. Scholarship and College Program (Navy Option). The PNS's shall encourage students to pursue majors in a tier 1 or tier 2 category, as well as language skills to meet the requirements of the modern Navy per NSTCINST 1533.3 (Series): Academic Major Selection Policy for Naval Reserve Officers Training Corps (NROTC) Navy Option Scholarship Midshipmen; and NSTCINST 1550.1 (Series): Language Skills, Regional Expertise and Cultural Awareness Academic Major Policy for Naval Reserve Officers Training Corps Midshipmen. Navy Option four-year scholarship midshipmen shall conform to the academic policy set forth in NSTCINST 1533.3 (Series). Navy Option scholarship and College Program midshipmen must also complete the required Naval Science courses and the NROTC-specified college courses delineated later in this chapter. Navy Option College Program students are not required to enroll in a tier 1 or tier 2 category major, however, the PNS shall encourage midshipmen to pursue these majors and counsel them

on the advantage of these majors when competing for an NSTC-controlled scholarship.

b. Scholarship and College Program (Marine Option). Although no restrictions exist on academic majors for Marine Corps Option students, the PNS, with the assistance of the Marine Officer Instructor (MOI), shall review proposed academic majors and guide students to select their field of study in areas considered beneficial to the individual concerned in a career as a Marine Corps officer. In addition, the PNS and MOI shall assist students in selecting foreign language skills courses per NSTCINST 1550.1 (Series). When feasible, Marine Option students should consider completing the NROTC-specified courses (see Table 4-1), so that a change to Navy Option is not precluded by an academic burden.

c. Nurse Option Program. Nurse Option scholarship recipients must matriculate at an NROTC-affiliated school and complete an NSTC-approved baccalaureate degree program in Nursing (BSN).

d. Marine Enlisted Commissioning Education Program

(1) University Requirements. USMC requires Marine Enlisted Commissioning Education Program (MECEP) students to complete specified university requirements for the approved major, plus specified professional development training as determined by the PNS to meet the pre-commissioning training objectives established by the Commandant of the Marine Corps.

(2) Required Naval Science Courses. MECEP students are required to complete the following Naval Science courses: Evolution of Warfare, Amphibious Warfare, and Leadership & Ethics. The PNS may grant waivers for Evolution of Warfare and Amphibious Warfare only if these courses will cause an academic overload and result in a graduation delay.

(3) Drill/Laboratory. MECEP students shall participate in NROTC drill/laboratory in the same manner as Midshipmen. When MECEP students are excused by the PNS from drill or "all-hands" laboratory periods, the MOI shall provide alternate training or activities.

e. Seaman to Admiral-21. The annually-issued Seaman to Admiral-21 (STA-21) Program authorizations detail the specified academic requirements for STA-21 students. Each unit shall keep a copy of the program authorization for every STA-21 student's admittance. Program requirements occasionally change from year to year; therefore, each student is bound by the specific authorization for his/her admittance. The STA-21 Program requires a baccalaureate degree and

NROTC-specified courses (including calculus and physics). STA-21 students complete Naval Science courses at the Naval Science Institute prior to reporting to a specific NROTC unit with the exception of the Leadership & Management and the Leadership & Ethics courses. Generalized requirements include:

(1) Academic Requirements. STA-21 officer candidates are expected to:

(a) Complete 15-18 hours per semester or quarter equivalent, attend summer school vice summer training, and graduate at the earliest possible date within 36 months. The PNS/OIC may authorize a reduced academic load due to academic rigor or university-directed academic probation. If the reduced course load results in an extended graduation date, the PNS shall obtain authorization from NSTC OD4 and OPNAV N131 (NSTC OD1 and OPNAV N133 for nuclear option STA-21). Extensions are not normally authorized.

(b) Complete one year of calculus and calculus-based physics, except Nurse Corps option.

(c) Complete Naval Science Institute (NSI) prior to matriculation at the university. They also shall complete the Leadership and Management and Leadership and Ethics courses at the university.

(d) Remain enrolled as full-time students during the regular summer session.

(e) If deviations from the approved academic plan become necessary, the PNS shall base additional or substitute courses on furthering the STA-21 officer candidate's potential as a future Naval Officer. The PNS will give first priority to the sciences, mathematics, or engineering, second to courses in personnel management and behavioral science, and third to political science and history.

(2) Academic Standards. STA-21 officer candidates shall maintain high levels of academic performance as students. At a minimum, they shall maintain a cumulative academic grade point average of 2.5 on a 4.0 scale (3.0 on a 4.0 scale for STA-21 Nuclear and CEC Officer Candidates). Additionally, STA21(N) officer candidates must earn a grade of "C" or better in all technical/math/science courses.

(3) Physical Fitness Standards. STA-21 officer candidates must meet Navy standards for physical fitness and shall participate in testing with midshipmen.

(4) Performance Evaluation. The PNS shall assign a class

officer to advise the STA-21 officer candidate during his/her academic year. In some cases, the PNS may assign one academic advisor to the STA-21 officer candidate throughout their time in the program. The unit's designated Nuclear Power Officer (NPO) shall advise all STA-21(N) officer candidates.

3.3 Navy Specified College Courses

1. The following courses, taught by University faculty are required for NROTC students:

TABLE 3.2: NROTC-SPECIFIED COURSES

Courses	Completed by end of year:	Minimum Semester Hours	USN Scholarship	USMC Scholarship	USN College Program	USMC College Program	Nurse	STA-21
Calculus	Sophomore	6	R	A	A	A	N	P
Physics	Junior	6	R	A	A	A	N	P
College Algebra or Advanced Trigonometry	Junior	6	N	N	R	A	N	P
Physical Science	Senior	6	N	N	R	A	N	P
American History or National Security Policy	Senior	3	R	R	R	R	N	P
World Culture and Regional Studies	Senior	3	R	A	R	A	R	P
English	Sophomore	6	R	R	R	R	R	R

R= Required

A= Advised to ease change to USN scholarship status

N= Not required by Navy

P= Per program authorizations

* Students who have taken calculus or calculus-based physics in high school and have been allowed to validate these courses by Vanderbilt's Advanced Placement Program must complete an additional 3 semester hour (or equivalent) college advanced course in the area validated to satisfy this requirement.

2. Students and advisors shall review Appendix 3 to determine which courses at Vanderbilt University and the cross-enrollment schools fulfill each of the various requirements. NROTC Class Advisors will carefully monitor the MIDN's class schedules to ensure commissioning requirements are being met, that appropriate waivers are requested and documented, and that schedules maximize credit for NROTC required courses to minimize overloading. While graduation requirements are ultimately the responsibility of the student under the guidance of their faculty advisor, the Navy has an obvious interest in MIDN completing degree requirements on schedule. Pages III-13 and III-14 provide example formats of the type used to ensure all academic requirements are met. Use of the specific school catalogs to determine course and area requirements, especially in engineering, is a must. Sheets tailored to each area of concentration and provided by the respective departments are preferred when checking for graduation pre-requisites. Documentation of a four-year plan to attain graduation and commissioning status shall be filed in the student's record, reviewed and updated prior to each registration or pre-registration period and after completion of each semester. (See Page III-15)

3. All Navy Option Scholarship Program students are required to complete one academic year each of calculus and calculus-based physics. The requirement for calculus and physics courses cannot be waived.

a. Students should complete calculus by the end of the second year of Naval Science (normally the sophomore year) and physics by the end of the third year of Naval Science (normally the junior year). Students not completing this requirement or failing to schedule these courses to ensure timely completion will normally be placed on an academic Leave of Absence pending completion, or in certain instances determined on a case-by-case basis, OD3 may grant a time-to-complete waiver.

b. Students who have taken calculus or calculus-based physics in high school and have been allowed to validate these courses by the college/university must complete one additional three-semester hour (or equivalent) advanced college course in the area.

4. Navy Option College Program students must complete one year of college-level study in both mathematics and physical science as prerequisite for commissioning. Mathematics courses must be at the level of college algebra or higher. The physical science requirement can be met by completing a one-year sequence, or two courses, in an area of physical science.

5. Students shall attend appropriate laboratory classes in completing the science requirement. Students will complete the mathematics requirement by the end of the junior year. Students not completing

this requirement on time shall be placed on academic Leave of Absence pending completion. Students who have completed these courses by validation will be considered to have completed the requirement; however, the validation must appear on the transcript.

6. Students who receive AP credit for Navy-specified college courses must provide grade reports to their advisor if the AP exam grade is not reflected on the college transcript.

7. Navy-specified college courses may not be taken on a pass/fail basis.

3.4 Naval Professional Academic Courses (Naval Science Courses)

1. Required Courses

Course Number	Title	Year Taken	Required	Hours
NS 1100 (VU) NSVU 1000 (TSU)	Intro to Naval Science	Freshman/fall	All	3
HIST 1690 (VU) NSVU 1690 (TSU)	Seapower in History	Freshman/spring	All	3/C
NS-PC 2410 (VU) NSVU 2410 (TSU)	Organization & Management	Sophomore/fall	All	3/C
ES 3231 (VU) NSVU 2310 (TSU)	Navigation	Sophomore/spring	Navy option*	3/C
HIST 1691 (VU) NSVU 2311 (TSU)	Evolution of Warfare	Junior or senior/fall	Marine option	3
HIST 1692 (VU) NSVU 2411 (TSU)	Amphibious Warfare	Junior or senior/fall	Marine option	3
ES 3230 (VU) NSVU 1210 (TSU)	Ships Engineering Systems	Junior/fall	Navy option*	3/C
ES 3232 (VU) NSVU 2320 (TSU)	Ships Weapons Systems	Junior/spring	Navy option*	3/C
ES 3233 (VU) NSVU 1300	Naval Operations	Senior/fall	Navy option*	3/C
NS-PC 4242 (VU) NSVU 2420 (TSU)	Leadership & Ethics	Senior/spring	All	3/C
NS 1100 (VU) NSVU 1000 (TSU)	Naval Science Lab	All	All	0

/C denotes classes that can be taken for University credit. However, ES 3230 only counts as credit for students of the School of Engineering.

* Not required for nurse options.

2. Course Descriptions

a. **Introduction to Naval Science.** A general introduction to the naval profession and to concepts of sea power. Instruction emphasizes the mission, organization, and warfare components of the Navy and Marine Corps. Included is an overview of officer and enlisted ranks and rates, training and education, and career patterns. The course also covers naval customs and courtesies, military justice, leadership, and nomenclature.

b. **Sea Power in History.** A survey of naval history from the Revolutionary War to the present with emphasis on major developments in technology, leadership, strategy, and tactics. The course also treats present day concerns in sea power and maritime affairs including economic and political issues as they relate to development of future naval missions. The course is taught jointly by a civilian faculty member and NROTC Instructor.

c. **Organization and Management.** A comprehensive, advanced-level study of organizational behavior and management. Topics include a survey of the management functions of planning, organizing, and controlling organizations, an introduction to individual and group behavior in organizations, and extensive study of motivation and leadership. Major behavioral theories are explored in detail. Practical applications are explored by the use of experimental exercises, case studies, and laboratory discussion. Other topics include decision-making, communication, responsibility, authority, and accountability.

d. **Navigation.** An in-depth study of piloting, electronic and celestial navigation, including theory, principles, and procedures. Students learn aspects of piloting including the use of charts, visual and electronic aids, and theory and operation of magnetic and gyrocompasses. Coverage of celestial navigation includes the celestial coordinate system, an introduction to spherical trigonometry, and the theory and operation of the sextant. Other topics discussed include tides, currents, effects of wind and weather, plotting, use of navigation instruments, types and characteristics of electronic navigation systems, and the day's work in navigation.

e. **Ships' Engineering Systems.** A detailed study of ship characteristics and types including ship design, hydrodynamic forces, stability, compartmentation, propulsion, electrical and auxiliary systems, interior communications, ship control, and damage control. Included are basic concepts of the theory and design of steam, gas turbine, and nuclear propulsion.

f. **Ships' Weapons Systems.** This course outlines the theory and employment of weapons systems. The student explores the processes of detection, evaluation, threat analysis, weapon selection, delivery,

guidance, and explosives. Fire control systems and major weapons types are discussed, including capabilities and limitations. The physical aspects of radar and underwater sound are described in detail. The facets of command, control, and communications are explored as a means of weapons system integration.

g. **Naval Operations.** This course is a study of the relative-motion vector analysis theory, relative motion problems, formation tactics, and shipboard operations. Also included are introductions to Naval Communications, ship behavior, characteristics maneuvering, and applied aspects of ship handling.

h. **Leadership and Ethics.** Leadership and Ethics is the capstone course in your naval education at Vanderbilt. The goal is to better prepare you to execute your moral responsibilities as a Navy/Marine Corps Officer and as a warrior, and provide conceptual tools that may play a central role in your professional lives; acquaint you with a wide-range of contemporary moral dilemmas; develop an increased capacity for independent, critical, reflective thought; and encourage you to explore and be critical of your own established beliefs and ideas. We will examine fundamental concepts of western moral traditions and ethical theory, and explore a variety of topics that include military leadership, core values, moral reasoning, professional ethics, the theory and conduct of war, among others. Additionally, this course reviews naval junior officer responsibilities and naval administration. The course exposes the student to a study of counseling methods, military justice administration, human resources management, directives and correspondence, naval personnel administration, material management and maintenance, and supply systems.

i. **Evolution of Warfare.** The historical development of warfare is traced from the dawn of recorded history to the present, focusing on the changes in tactics, weapons, general-ship, logistics, and technological developments. The student acquires a basic sense of strategy, develops an understanding of military alternatives, and understands the impact of historical precedent on military thought and actions.

j. **Amphibious Warfare.** A historical survey of the development of amphibious doctrine and the conduct of amphibious operations. Emphasis is placed on the evolution of amphibious warfare in the twentieth century, especially during World War II. Present and future capabilities and limitations of amphibious operations are explored.

k. **Naval Science Institute.** An intensive seven-week professional, academic and training program conducted each summer by NSTC for students entering two-year NROTC programs. Academic work includes Introduction to Naval Science, Naval Ships Engineering Systems, Naval Ships Weapons Systems, and Sea Power and Maritime

Affairs. The academic portion of NSI is the equivalent of 14 semester hours of professional naval science courses. The NSI is the equivalent of the first two years of NROTC courses.

3.5 Naval Professional Training

Naval professional training of NROTC students is conducted through laboratories and military drill periods. All NROTC MIDN are required to participate in this training. Exceptions to this are only approved by the CO/PNS.

3.6 Battalion Academic Standards

1. It is a primary objective of this Command that all MIDN be afforded the opportunity to perform to their maximum potential. College Program MIDN desiring a scholarship, admission to advance standing, and commissioning must have a high GPA. MIDN earning less than 2.5 may receive assignment to study hours and will be processed for academic probation, a leave of absence, and/or disenrollment from the program (see Chapter IV).

2. Academics are a top priority at NROTC Vanderbilt. Accordingly, academic excellence stands as the primary goal of each MIDN. The battalion prides itself on superior academic achievement. Each MIDN should always strive to obtain the highest grade point average possible. Competition for service selection is extremely challenging and GPA is of utmost importance.

3. Academics in college can be strenuous. A common fault, especially with freshmen, is not seeking assistance *before* finding oneself in serious academic trouble. MIDN with academic difficulties should notify the Battalion Academics Officer and their Class Advisor to request assistance or to inform class advisor and Academics Officer of the steps being taken individually to seek assistance. There are several means to improve study habits and comprehension:

a. **Library Hours:** Dormitory life is not conducive to studying. Study hours at the NROTC Unit shall be prescribed as follows:

- (a) All first semester freshmen.
- (b) All MIDN with a term or cumulative GPA of below a 2.5.
- (c) All others as the Class Advisor or Executive Officer may direct.

b. **Tutoring:** Occasionally, students may require additional assistance in academic achievement. With this in mind, a tutorial system is established as follows:

(1) Battalion tutoring: MIDN volunteers provide cost-free assistance.

(2) University tutoring: MIDN are encouraged to obtain tutoring through their parent and/or Vanderbilt University. Some of the University-sponsored tutoring options available are listed below.

- (a) VU A&S Individual Tutoring:
<http://as.vanderbilt.edu/supportservices/tutoring/individual.php>
- (b) Departmental Help Desks
- (c) Belmont Writing Center:
<http://www.belmont.edu/learning-centers/writing/>
- (d) VU Writing Center; <http://www.vanderbilt.edu/writing/>
- (e) TSU: <http://www.tnstate.edu/aeao/>
- (f) VU Engineering:
<http://engineering.vanderbilt.edu/academic-services/AcademicAdvising/Tutoring.php>

(3) Help Sessions: Some professors may provide additional assistance through a "help session." MIDN are highly encouraged to attend these sessions to clarify material that may otherwise have been confusing.

(4) Study Skills: MIDN are highly encouraged to read and follow the study program outlined during freshman indoctrination. Various learning/studying workshops are also available through the Learning Center and Student Counseling Center.

(5) Meeting with the Professor: Proactive students find that meeting with the Professor or a designated Teaching Assistant (TA) pays BIG dividends. Generally speaking, help or time extensions are given freely.

(6) Calculus and Physics tutoring: Tutors will be provided by the Navy for two hours each week in the NROTC Unit spaces to help ensure scholarship students complete calculus and physics requirements successfully and on time.

4. The battalion academic assistance program exists for the benefit of the MIDN. However, it is the responsibility of the individual to seek the appropriate help. A common fault of students is seeking assistance too late.

5. The following Unit staff and battalion assignments exist to monitor MIDN academics and improve classroom performance.

a. The Battalion Adjutant shall:

- (1) Directly supervise the Unit Academics Officer.
- (2) Monitor the mandatory study program via the MIDN battalion

chain of command.

(3) Ensure Academics Officer reports on individual students' compliance with mandatory study program requirements to Class Advisors.

(4) Ensure coordination with university officials on the availability of tutors.

b. The Staff Academics Officer shall:

(1) Provide tutoring services as applicable or necessary. Coordinate with the Battalion Academics Officer to assign meeting times and organize study groups. Study groups are at all times subject to University and NROTC Honor Codes and regulations.

(2) Coordinate annual revisions of the Midshipmen Handbook.

(3) Coordinate annual revisions of Tier majors and LREC majors.

c. Class Advisors shall:

(1) Monitor the academic performance of individual MIDN, ensuring MIDN with academic shortcomings are notified in writing of corrective requirements.

d. The Battalion Academics Officer (ACAD) shall:

(1) Coordinate with the Staff Academics Officer for the availability of tutoring services.

(2) Ensure the battalion is aware of the availability of tutors for Vanderbilt courses in the College of Arts and Science through the Learning Center, (X3-6829) 1014 Lupton House, and for Engineering School courses through the Dean of Engineering Office (X2-2724).

(3) Coordinate students by subjects to assist group study and provide tutoring services as applicable or necessary. Assign meeting times and organize study groups. Study groups are at all times subject to University and NROTC Honor Codes and regulations.

(4) Manage the mandatory study program by maintaining mandatory study records and ensuring compliance by all MIDN assigned study hours.

(5) Inform the Battalion Adjutant of any pending issues.

(6) Coordinate academic mentoring for upcoming semester course selection.

(7) Maintain Battalion test bank.

e. Those MIDN who are placed on mandatory study hours shall:

(1) Report to an on-campus university library for the required number of hours per week.

(2) Log their study times as directed by the Battalion Academics Officer.

(3) Coordinate with the Battalion Academics Officer to secure the services of appropriate tutor(s), and keep their class advisor informed of help requested and obtained.

(4) Participate in study group meetings, if assigned.

(5) Comply with study instructions from the Battalion Academics Officer.

(6) Limit their participation in NROTC activities as directed by their Class Advisor.

(7) Those MIDN who fail to comply with these guidelines will be subject to battalion disciplinary action. Continued noncompliance may result in a formal Performance Review Board and possible disenrollment from the NROTC Program.

3.7 Midterm Deficiencies

Any MIDN who receives a mid-term deficiency from the University shall be assigned mandatory study hours. If a MIDN believes he or she has received a mid-term deficiency in error, a signed note from the professor is required to verify the mistake.

All students will notify their advisors of their mid-term grades NLT 1 business day after receiving their grades. Grades recorded as 'incomplete' or withdrawn count as 'receiving a grade' and must be reported to the midshipman's applicable staff advisor.

**** EXAMPLE ONLY ****

Academic Planning Schedule Four Year Plan Vanderbilt University NROTC Unit

Name: _____ Date: _____ School: _____ Major: _____

Year: 2013 Term: Fall

Course	Cr Hrs
NS-1100 Intro to Naval Science	3
Total	

Year: 2014 Term: Spring

Course	Cr Hrs
HIST-1690 Sea Power in History	3
Total	

Year: 2014 Term: Fall

Course	Cr Hrs
NS-2410 Org & Management	3
Total	

Year: 2015 Term: Spring

Course	Cr Hrs
ES-3231 Navigation	3
Total	

Year: 2015 Term: Fall

Course	Cr Hrs
ES-3230 Engineering Systems	3
Total	

Year: 2016 Term: Spring

Course	Cr Hrs
ES-3232 Naval Weapons Systems	3
Total	

Year: 2016 Term: Fall

Course	Cr Hrs
NS-1300 Naval Operations	3
ENVE 7533 – Nuclear Process Safety	3
Total	

Year: 2017 Term: Spring

Course	Cr Hrs
NS-2420 Leadership & Ethics	3
ENVE 6800 Nuclear Fac. Life Cycle Eng	3
Total	

Sample Academic Planning Schedule
NROTC Vanderbilt University

Name: VANDERBILT EXAMPLE Date: 8 JAN 2014

School: Vanderbilt University Major: Eng. Science

Year: 2013 Term: Fall

Course	Cr Hrs
NS-100 Intro to Naval Science	3
ES 140 Intro to Engineering	3
CHEM 102A General Chemistry	3
CHEM 104A General Chemistry Lab	1
MATH 155A Accelerated SV Calculus 1	4
JS 115F First Year Writing Seminar	3

Total 17

Year: 2014 Term: Spring

Course	Cr Hrs
HIST-169 Sea Power in History	3
MSE 150 – Materials Science I	3
MSE 150L – Materials Science Lab	1
PHYS 116A General Physics I	3
PHYS 118A General Physics Lab I	1
CS 103 Programming and Problem Solving	3

Total 14

Year: 2014 Term: Fall

Course	Cr Hrs
NS-241 Org & Management	3
ES 210W Technical Communications	3
ME 160 Intro to Mech E Design	3
MATH 155B Accelerated SV Calculus II	4
PHYS 116B General Physics II	3
PHYS 118B General Physics Lab II	1

Total 17

Year: 2015 Term: Spring

Course	Cr Hrs
NS-231 Navigation	3
ENGM 221 Technology Strategy	3
MATH 175 Multivariable Calculus	3
ENGM 216 Engineering Economy	3
MUSL 148 Survey of Jazz	3

Total 15

Year: 2015 Term: Fall

Course	Cr Hrs
NS-121 Engineering Systems (ES 230)	3
HIST 2720 World War II	3
CE 3601 Transportation Systems Eng.	3
ENGM 2440 Applied Behavioral Science	3
PSY 1200 General Psychology	3

Total 15

Year: 2016 Term: Spring

Course	Cr Hrs
NS-232 Naval Weapons Systems (ES 232)	3
HIST 3000W – History Workshop	3
ENGM 3700 Project & Project Management	3
HIST 2137 - Mandelas	3
Music and the Fall of Segregation	3

Total 15

For Sample Use Only

Sample Academic Planning Schedule
NROTC Vanderbilt University

Year: 2016 Term: Fall

Course	Cr Hrs
NS-130 Naval Operations	3
MATH 3010 Intensive Problem Solving	3
HIST 1190 – A History of Islam	3
HIST 1200 – The Arab Spring HIST 2170 – Islam and the Crusades	3
Total	12

Year: 2017 Term: Spring

Course	Cr Hrs
NS-242 Leadership & Ethics	3
HIST 4960 – Majors Seminar	3
HIST 2180 – Islamic Narratives	3
ENGM 3010 – Systems Engineering	3
Total	12

EXAMPLE

For Sample Use Only

Sample Academic Planning Schedule

NROTC Vanderbilt University

Name: BELMONT EXAMPLE Date: 11/2/2014
Year: 2014 Term: Fall

School: Belmont Univ. Major: Nursing
Year: 2015 Term: Spring

Course	Cr Hrs
NS-100 Intro to Naval Science	3
ENG-1010 First-Year Writing	3
GND-1015 First-Year Seminar	3
BIO-1010 Biological Science	4
PSY-1100 General Psychology	3

Course	Cr Hrs
HIST-169 Sea Power in History	3
BIO-2230 Human Anatomy & Physiology	4
SOC-1010 Introduction to Sociology	3
SWK-2250 Human Behav & Social Envi	3
REL-1010 Understanding the Bible	3
GND-Computer Proficiency	0

Total 16

Year: 2015 Term: Fall

Course	Cr Hrs
NS-241 Leadership & Management	3
BIO-2240 Human Anatomy & Physiology II	4
COM-1100 Fundamentals of Speech Communication	3
NUR-2040 Health Assessment	3
NUR-2100 Nutrition for Healthcare	3

Total 16

Year: 2016 Term: Fall

Course	Cr Hrs
NUR-3140 Pharmacology	3
NUR-3210 Adult Health Nursing I	5
REL-3015 Religion	3
HUM-3015 Junior Cornerstone Seminar	0
MTH-1020/1080 Basic Concepts in Mathematics	3

Total 14

Total 16

Year: 2016 Term: Spring

Course	Cr Hrs
MUH-1200 Introduction to Music	3
NUR-2410 Introduction to Nursing	5
NUR-2240 Pathophysiology	3
PSY-3210 Anormal Psychology	3
ENG-3010 Third Year Writing	3

Total 17

Year: 2017 Term: Spring

Course	Cr Hrs
NUR-3000 Professional Nursing	2
NUR-3410 Mental Health Nursing Concepts	5
NUR-3850 Evidence-Based Practice in Nursing	3
NUR-4210 Family Nursing: Child-bearing	5

Total 15

EXAMPLE

For Sample Use Only

Sample Academic Planning Schedule

NROTC Vanderbilt University

Year: 2017 Term: FALL

Year: 2018 Term: Spring

Course	Cr Hrs		Cr Hrs		
NUR-4310 Family Nursing: Infant to Adolescents	5		NS-XXXX Leadership and Ethics	3	
NUR-4500 Family Nursing: The Aging Adult	2		NUR-4410 Adult Health Nursing II	5	
NUR-4510 Community Health Nursing	5		NUR-4610 Leadership & Management	5	
HIS-4820 History of Modern Japan	3		NUR-4710 Senior Practicum	2	
			NUR-4015 Nursing Senior Capstone (NROTC replaceable)	3	
	Total	15		Total	18

EXAMPLE

For Sample Use Only

Sample Academic Planning Schedule
NROTC Vanderbilt University

Name: TSU EXAMPLE Date: 15 MAR 2016

School: Tennessee State University Major: Chemistry

Year: 2015 Term: Fall

Course	Cr Hrs
NS-1100 Intro to Naval Science	3
Biol-1110 General Biology	4
Chem-1110	3
Chem-1111 General Chem Lab	1
Math-1720 Pre Calc II	3
Biol-1111 General Biol Lab	0
UNIV-1000 Service to Leadership	1
Total	15

Year: 2016 Term: Spring

Course	Cr Hrs
ES-3233 Naval Operations	3
Poli-2010 American Gov.	3
Chem-1120 Gen. Chem II+lab	4
Engl-1010- Freshman English	3
Comm-2200- Public Speaking	3
Total	16

EXAMPLE

Year: 2016 Term: Fall

Course	Cr Hrs
NS-PC 2410 Org & Management	3
Chem-2100 Organic Chemistry+Lab	4
Engl-2010 Intro to Literature Fiction	3
Math-1830-Basic Calculus	3
Chem-2010+lab	4
Total	17

Year: 2017 Term: Spring

Course	Cr Hrs
HIST-1690 Sea Power in History	3
Chem-2020 Organic Chem II	4
Hist-2020 American History II	3
Phys-2120 General Physics II	4
Calc II- Calculus II	4
Total	18

Year: 2017 Term: Fall

Course	Cr Hrs
ES-3230 Ships Engineering Systems	3
Chem-3210 Physical Chemistry	4
Phys-2110 General Physics	4
Electives	5
Total	16

Year: 2018 Term: Spring

Course	Cr Hrs
ES-3231 Navigation	3
Chem-3220 Fund. Organ Chem	4
Chem-4100 Inorganic Chem	2
Physics-2020+lab	4
Math-3210 Intro to # Theory	3
Total	16

For Sample Use Only

Sample Academic Planning Schedule
NROTC Vanderbilt University

Year: 2018 Term: Fall

Course	Cr Hrs
ES-3232 Naval Weapons Systems	3
Chem-3000 General Biochemistry	3
Elective	4
Chem4910 Senior Seminar	1
Biology 1120+lab	4
Total	15

Year: 2019 Term: Spring

Course	Cr Hrs
NS-PC 4242 Leadership & Ethics	3
Electives	11
Chem-4920 Senior Seminar	1
Total	15

EXAMPLE

For Sample Use Only

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CHAPTER IV: ACADEMIC DEFICIENCY

4.1 General

4.2 Counseling

4.3 Performance Review Boards

4.4 Formal Academic Discipline

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4.1 General

1. Formal academic deficiency in the NROTC Program is defined as one of the following:

a. Failed or incomplete courses required for completion of degree or commissioning requirements.

b. Failure to maintain:

1) A cumulative grade point average of 2.5 for midshipmen, 2.5 for MECEP and STA-21, or 3.0 for STA-21 Nuclear and CEC Options.

2) A term grade point average of 2.5 or higher for midshipmen, MECEP, and STA-21, or 3.0 or higher for STA-21 Nuclear and CEC Options.

3) For Nurse Options, a GPA consistent with the university's School of Nursing admission standards, but not less than a 2.5.

4) Term credit of at least 12 credits (excluding Naval Science credits) without PNS approval for midshipmen and term credit of 15 credits for STA-21 OCs and MECEPS.

c. Failure to make satisfactory progress toward completion of degree requirements.

d. Failure to enroll in calculus courses to ensure completion of the calculus requirement by the end of the sophomore year, or failure to enroll in physics courses to ensure completion of the physics requirement by the end of the junior year. This is applicable only to Navy Option students in the Scholarship Program.

2. The Professor of Naval Science may deem it necessary to place an NROTC student on **Leave of Absence (LOA)** at any time due to a particularly poor academic performance and the genuine anticipation that the student may not finish the program. Otherwise students will be placed on Unit **Probation/Warning** for the semester immediately following the term for which academically deficient. In no case will the student remain on Unit probation more than two consecutive semesters or three quarters without the approval of NSTC. Requests to NSTC for continuation on Unit probation are limited to individuals who have made satisfactory progress toward overcoming shortfalls.

3. If the academic deficiency still exists at the end of the Unit probation, the Professor of Naval Science will either place the student on academic LOA for one term or recommend disenrollment, if considered appropriate. This academic LOA may be granted by the Professor of Naval Science without prior approval of NSTC.

4. If at the end of one term of academic LOA, the student is still academically deficient, the Professor of Naval Science will either request an extension of the LOA from NSTC or recommend academic disenrollment.

5. The Professor of Naval Science will forward a recommendation concerning academic disenrollment for any student who has been on academic LOA for two consecutive semesters.

4.2 Counseling

1. MIDN are urged to inform their Class Advisors of academic progress through periodic meetings. Communication can serve to avoid potential problems that may arise. MIDN will personally notify their Class Advisor if they are expecting a mid-term deficiency or any grade less than a 2.5 (C+ and below).

4.3 Performance Review Board

1. The Professor of Naval Science may convene a Performance Review Board (PRB) to investigate and make recommendations on the unsatisfactory performance of students enrolled in the NROTC. All parties concerned will be notified in writing at least seven days prior to the convening of the PRB. When notified, NROTC students shall be advised that they have the right to appear before the board, have the right to submit a written statement to the board, and that they may present documents or witnesses on their behalf. They will also be advised of the recommendations the board may make. These students will be counseled by their NROTC Class Advisor and given the opportunity to review their record prior to convening of the board. All board findings and recommendations will be forwarded by the senior member of the board to the Professor of Naval Science. These findings and recommendations will be included with the correspondence on all cases referred to NSTC.

2. Performance Review Boards normally consist of the NROTC Unit Executive Officer, the NROTC Class Advisor of the student concerned, other Unit officers, and in some cases, a university official.

3. A review board must be convened to consider any case in which disenrollment is not mandatory but could be recommended. A review board must be convened in any case where as the result of disenrollment, a student could be ordered to active enlisted service or recoupment of scholarship. Review boards are not required when College Program MIDN in Advanced Standing drop from the NROTC program at their own request. Recall to active enlisted service is not contemplated in these situations as a matter of policy. College Program MIDN requesting disenrollment will be required to sign a statement waiving the right to a review board. This provision does not apply to College Program MIDN in advanced standing who previously

received more than one year of NROTC scholarship benefits prior to transferring to the NROTC College Program. Disenrollment packages must still be forwarded to the Secretary of the Navy for final separation action.

4. A review board must be convened in any case where, as a result of disenrollment, the student will be subject to recoupment of tuition.

4.4 Formal Academic Discipline and GPA Enhancement

Note: Students on scholarship prior to the 2016-2017 Academic will remain under the old 2.0 cumulative GPA necessary to commission.

1. The following system has been developed to help alleviate academic deficiencies.

a. **Academic Warning:** A letter of academic warning is issued to those MIDN receiving a semester or cumulative GPA below 2.5. The MIDN will participate in mandatory library study hours and weekly counseling with their advisor as specified in the letter.

b. **Academic Probation:** MIDN receiving a semester or cumulative GPA below 2.5 will automatically be placed on probation and possibly be ordered before a PRB. Academic probation is required for students who fail required university or Naval Science courses. A student who fails to make the standards addressed in section 4.1 will be subject to probation. If the cumulative GPA is below 2.5, or if the MIDN has previously received a semester GPA below 2.5, a PRB will be convened. Conditions of probation will be specified and include library hours and closer scrutiny by the Class Advisor.

c. **Interim LOA:** A MIDN can be placed on interim LOA at any time when it is apparent that LOA status may be imminent. Typically, the interim status applies to those MIDN facing a PRB upon return from a semester break. Final determination of the MIDN's status will be made by the PRB. **Assignment to interim LOA should alert the MIDN (and their parents or guardian) that there is a distinct possibility scholarship benefits may be in jeopardy for the upcoming semester. Advance financial arrangements should be made in case a LOA is recommended by the board and approved by the Commanding Officer.**

d. **Leave of Absence (LOA):** A midshipman may be placed on LOA due to unsatisfactory performance or when it is anticipated that the midshipman may not complete the program. **Scholarship benefits are suspended throughout assignment to LOA. Academic LOAs shall be assigned in the following instances:**

1) **When a midshipman fails to maintain full-time student status without PNS approval, per university regulations.**

2) **When a midshipman fails or withdraws from an NROTC specific or university required course without PNS approval.**

e. **Disenrollment:** Based upon the report of a PRB, the Commanding Officer may deem it necessary to recommend the disenrollment of any MIDN who has repeatedly received deficient grades. For scholarship students who have entered their sophomore year, this means that active enlisted service or recoupment of tuition costs may be mandated.

CHAPTER V: ORGANIZATION OF NROTC VANDERBILT

5.1 General

5.2 Chain of Command

5.3 Description of Staff Billets

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5.1 General

NROTC Vanderbilt is comprised of active duty officers from both the US Navy and US Marine Corps and one US Marine Corps Staff Non-commissioned Officer (SNCO.) The Unit also employs civilian personnel to perform certain administrative functions.

5.2 Chain of Command

The Chain of Command is a vital component in the organization of military forces. By providing a clear progression of each member's immediate superior, the Chain of Command shows the progression of responsibility from the Squad Leader up to the President of the United States. The Chain of Command for NROTC Vanderbilt is as follows:

- Commander-in-Chief (President)
- Secretary of Defense (SECDEF)
- Secretary of the Navy (SECNAV)
- Chief of Naval Operations (CNO)
- Commander, Naval Education and Training Command (NETC)
- Commander, Naval Service Training Command (NSTC)
- Professor of Naval Science (PNS/Commanding Officer)
- Executive Officer (XO)
- Marine Officer Instructor (Battalion Advisor)/ Class Advisor (CA)
- Assistant Marine Officer Instructor (AMOI)
- Battalion Commander (MIDN)
- Battalion Executive Officer (MIDN)
- Company Commander (MIDN)
- Platoon Commander (MIDN)
- Squad Leader (MIDN)

5.3 Description of Staff Billets

1. Each member of the Unit staff has specific duties and responsibilities in the daily operation of NROTC Vanderbilt.

a. Commanding Officer (CO) - The CO is the senior officer in the unit. The CO is ultimately responsible for the training and education of all MIDN. In addition, the CO is responsible to Vanderbilt University for academic and institutional governance for matters relating to the instruction of Naval Science on campus.

b. Executive Officer (XO) - The Executive Officer is responsible to the CO for the overall administration of the Unit and acts as CO in the CO's absence. In addition, the XO serves as an advisor to all Navy-Option 1/C MIDN and Naval Science Instructors (Class Advisers.)

c. Marine Officer Instructor (MOI) - The MOI serves as the principal Battalion Advisor. The MOI also supervises MIDN in areas such as leadership, drill, appearance, physical fitness and discipline. His duties include acting as Naval Science Instructor and the academic advisor for all Marine Option MIDN. The MOI is also responsible for promoting Marine oriented activities in the Unit.

d. Naval Science Instructors - Class Advisors provide academic counseling and instruct the MIDN in areas of Naval Orientation,

Navigation, Naval Operations, Ships Weapons Systems, and Ships Engineering Systems. By drawing on their own experiences from the fleet, the Naval Science Instructors also provide MIDN with information about the different warfare communities of the Navy, including surface warfare, aviation, and nuclear power.

e. Assistant MOI (AMOI) - The AMOI is a SNCO who works under the direction of the MOI and instructs the battalion in areas of drill, ceremonies, leadership, physical fitness and officer-enlisted relationships.

f. Human Resource Assistant (HRA) - The HRA is a Government Service employee who serves as the Unit's Administrative Officer. They are responsible for MIDN records and other personnel actions. The HRA also assists the staff in preparing summer training orders.

g. Supply Technician - The Supply Officer is a Government Service employee who serves as the Unit's Supply Officer. The Supply Officer is responsible for tuition, fees, uniforms, naval science book requirements and all fiscal, or financial transactions.

h. Administrative Assistant (AA) - The Administrative Assistant is a Vanderbilt University employee. The AA prepares correspondence, forms, processes incoming and outgoing mail, and documents required for commissioning.

CHAPTER VI: THE MIDSHIPMAN BATTALION

6.1 General

6.2 Organization

6.3 Description of Midshipman Billets

6.4 Company Duties

6.5 Student Activities Fund

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6.1 General

1. NROTC students will be organized into a military unit to accomplish the following objectives:

a. To develop qualities of leadership and a sense of responsibility through practical, hands-on experience.

b. To indoctrinate and train MIDN in the operations and functions of a typical military organization.

c. To facilitate administration, command, control and training of MIDN during the academic year.

6.2 Organization

1. The NROTC unit is organized into a **MIDN Battalion** consisting of Alpha and Bravo Companies. A First or second Class MIDN commands each company. **Alpha** and **Bravo** are line companies, which support battalion activities and functions as directed by the Battalion Commanding Officer.

2. The functioning and operation of the battalion is supervised by the MOI. The MOI is the advisory link between the Battalion Commander and the Unit CO on all matters concerning the battalion and MIDN activities. As such, the Battalion Commander normally reports to the MOI on battalion matters, while the CO promulgates all directives and information to the Battalion Commander via the MOI.

3. MIDN are chosen for billets based on their class year, previous billets, past performance, motivation, and academic performance throughout their tenure at Vanderbilt/Belmont/TSU. As 1/C, most MIDN will get the opportunity to serve in both a leadership and staff position. Leadership billets are Battalion, Company and Platoon Commanders. Staff billets are members of the Battalion Staff. The Battalion Executive Officer is considered both a leadership and staff billet.

4. The MIDN rank structure is as follows:

Battalion Commander.....	MIDN	CDR/LtCol
Battalion Executive Officer.....	MIDN	LCDR/Maj
Battalion Operations Officer.....	MIDN	LT/Capt
Battalion Public Affairs Officer.....	MIDN	LT/Capt
Battalion Adjutant.....	MIDN	LTJG/1Lt
Company Commander.....	MIDN	LT/Capt
Battalion Assistant Ops Officer.....	MIDN	Ens/2Lt
Battalion Special Projects Officer....	MIDN	LTJG/1Lt
Battalion Community Service Officer ..	MIDN	ENS/2Lt
Battalion MWR Officer.....	NO RANK	
Physical Training Instructor (PTI)....	MIDN	ENS/2Lt
Drill Team OIC.....	NO RANK	
Battalion Master Chief Petty Officer...	MIDN	MCPO/SgtMaj
Battalion Guide.....	MIDN	CPO/GySgt
Platoon Commander.....	NO RANK	
Squad Leader.....	NO RANK	
Color Guard OIC.....	NO RANK	

6.3 Description of MIDN Billets

1. Billet holders are recommended for their position by the MOI and approved by the Unit CO. Billets are normally one semester in duration, except for Financial Officer (FO) which will serve two. Specific duties and responsibilities are contained in the **Battalion Standard Operating Procedures (SOP)** for each billet. The SOP will be kept by the Battalion CO and updated throughout the semester by respective billet holders with periodic changes and lessons learned.

a. Battalion Commander (BNCO). The BNCO is the senior MIDN in the battalion. The BNCO's responsibility is to lead the BN by being the primary decision maker for the battalion with inputs from commanders and staff. He or she is held responsible for everything the battalion does or fails to do. The battalion CO accounts for the performance of the battalion directly to the MOI.

b. Battalion Executive Officer (BNXO). The BNXO is the principal assistant to the BNCO and has the primary responsibilities battalion administration and staff supervision. The BNXO reports directly to the BNCO.

c. Battalion Operations Officer (BNOPS). BNOPS is charged with planning and scheduling all battalion professional, training, and athletic activities. He or she is responsible for any logistical support for each week's drill period or other battalion function. This includes any outside support required for training. **BNOPS reports directly to the BNXO.**

d. Company Commander (ACO or BCO). The Company Commanders are the senior MIDN in their respective companies. They are responsible for the success or failure of the missions their company is assigned as well as the conduct and performance of all MIDN within their respective companies. **Alpha and Bravo COs report directly to the BNXO.**

e. Battalion Master Chief Petty Officer (BNMCPO or BNSGTMAJ). The BNMCPO is the primary advisor to the BNCO on all MIDN matters regarding discipline, morale, welfare and esprit de corps. He or she is also responsible for obtaining and submitting (via the BNCO) all battalion muster reports to the MOI. **BNMCPO reports directly to the BNXO.**

f. Battalion Adjutant (BNADJ). The BNADJ is a department head whose department consists of the ACAD, PAO and FO. Therefore, the ADJ is responsible for maintaining administrative control of the BN. **BNADJ reports directly to the BNXO.**

g. Battalion Public Affairs (BNPAO/IT). The BNPAO is responsible for appropriate media coverage of battalion events or noteworthy individual accomplishments. The BNPAO must arrange for photography at every battalion event. He or she is further tasked with planning, creating, editing, and publishing a battalion yearbook and newsletter, and documenting BN activities throughout the year. The BNPAO is also responsible for maintaining the Gangway computers and other related duties based the BN's needs. **BNPAO reports directly to the BNADJ.**

h. Battalion Special Projects Officer (BNSPO). The BNSPO is in charge of the planning and scheduling of any event outside the scope of battalion training operations. **He or she reports directly to BNOPS.**

i. Battalion Guide (BNGUIDE). The Guide is responsible for leading formation and is the official Battalion guideon carrier. He or she oversees the events where MIDN represent the Battalion such as color guards, drill team competitions and anchor details. **The BNGUIDE reports directly to the BNMCPD or BNSGTMAJ.**

j. Battalion Academics Officer (BNACAD). The BNACAD is responsible for keeping the Unit Academics Officer and Class Advisors informed as to the academic status of all members of the battalion. He or she also arranges tutoring as required and is in charge of student academic mentoring and library hours. **He or she reports directly to the BNADJ.**

k. Battalion Financial Officer (BNFO). The BNFO is in charge of preparing the battalion budget and overseeing the midshipmen bank account with the assistance of the Battalion Deputy Adjutant. The financial officer has signature authority on payments from midshipmen account and is responsible for approving all expenditures. The BNFO will present a budget to the BNKO at the beginning of each semester. Semester audits will be performed by the BNFO and **reported via the BNADJ to the BNKO.**

l. Drill Team OIC (DI). The Drill Team OIC is responsible for the training of the drill team platoon for public performance, competitions, and battalion activities. They assist the AMOI in all Drill matters. **Drill Team OIC reports directly to the BNGUIDE.**

m. Battalion Assistant Operations Officer (BNAOPS). The BNAOPS assists the BNOPS with battalion professional, training, and athletic activities. **AOPS reports directly to BNOPS.**

n. Battalion Community Service Officer (COMMSERV). The Community Service Officer is responsible for organizing community service events for the battalion. COMMSERV also plans and executes community service labs in coordination with the BNOPS. **He or she reports directly to BNOPS.**

o. Battalion Morale, Welfare and Recreation Officer (MWR). The MWR plans, coordinates, and executes special events during each semester. **MWR reports directly to BNOPS.**

p. Battalion Physical Training Instructor (PTI). PTI is responsible for planning, coordinating and leading all Battalion PT events. PTI shall have one Assistant PTI (APTI). PTI is responsible for scheduling FEP, running PFA's and collecting fitness test scores. **He or she reports directly to BNOPS.**

q. Color Guard Officer-in-Charge. The CGOIC is responsible for the training of midshipmen for participation in color guard details for public performance, competitions, and battalion activities. CGOIC

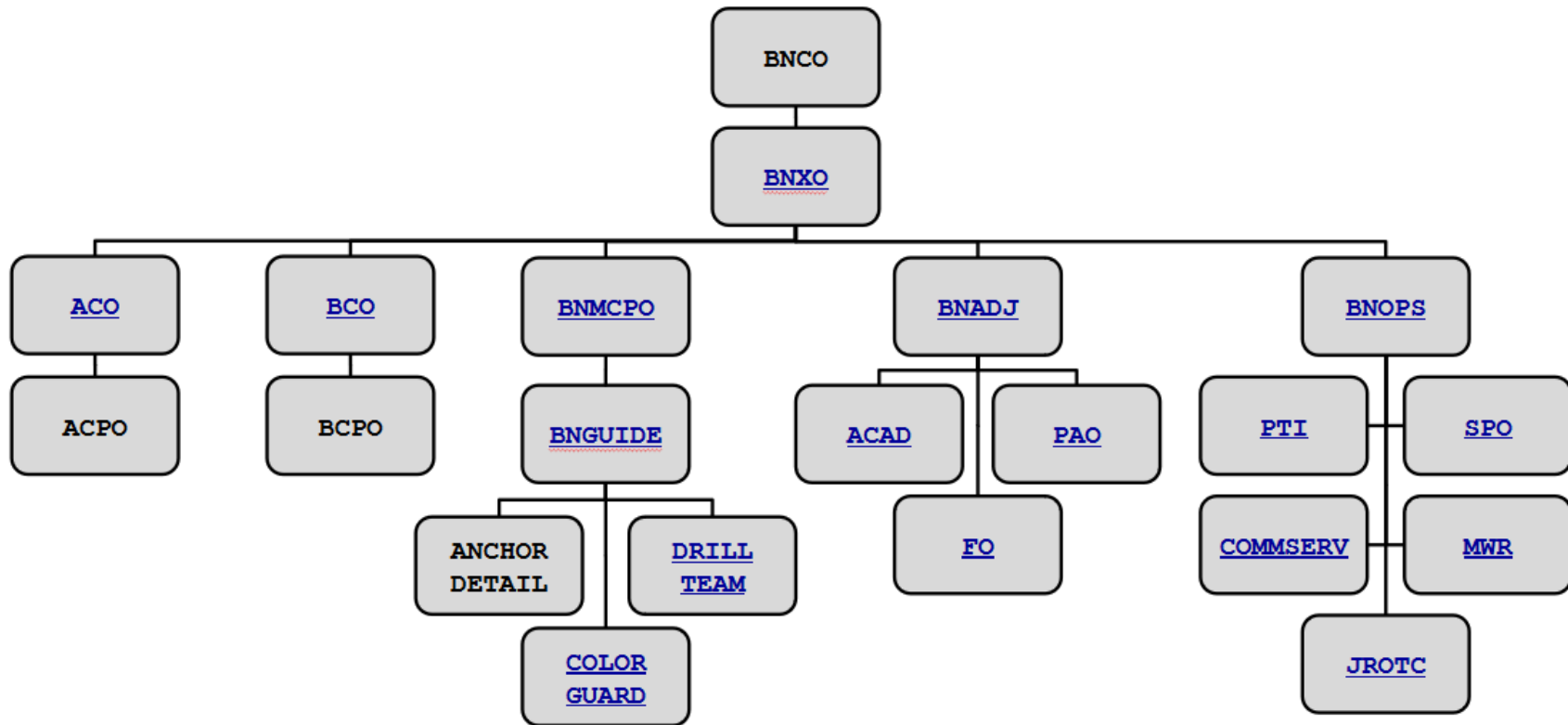
assist the AMOI in all Color Guard matters and **reports directly to BNGUIDE.**

r. Company Chiefs (CPO's or GYSGT's). The Company Chiefs are the enlisted counterparts of the Company Commanders and are responsible for maintaining order and discipline within the Companies. **They report directly to their Company Commanders but also receive orders from the BNMCP0/BNSGTMAJ** especially during formation and mustering.

s. Platoon Commanders. Each Platoon Commander is responsible for the accountability, training, conduct and performance of their platoon. **Each reports directly to their respective Company Commander.**

t. Squad Leaders. The squad leader is responsible the squad's accountability and morale. They report directly to their respective Platoon Commanders on all matters concerning the welfare, morale, discipline, and esprit de corps within their squads. **Each squad leader is accountable to their platoon commanders.**

Battalion Chain-of-Command Chart (MIDN with collateral duties may be assigned to a platoon/squad)



6.4 Company Duties

1. Alpha and Bravo Companies are responsible for certain duties throughout the semester on a rotating basis. These include but are not limited to: flag detail and field day. Duty is assigned to a different company every week. The Duty Company will provide working parties, as required, to BNOPS or BNMCPD to support battalion activities.

2. Flag Detail. MIDN are responsible for ensuring the Unit Flags are raised and retired during the school year. The detail will be conducted in the uniform of the day (appropriate civilian attire normally, except for Thursdays).

a. Specific responsibilities of the flag detail are posted in the wardroom.

b. The BNMCPD/BNSGTMAJ will publish and sign the flag detail bill by direction of the BNCO.

c. The BNMCPD/BNSGTMAJ will ensure the colors are raised by 0800 and retired at 1600 every working day. The time for the retirement of colors may adjust due to lab conflicts but must never occur after sunset. The **National Ensign** (U.S. Flag or jabs) always goes up first and comes down last.

6.5 Student Activities Fund

The purpose of the Student Activities Fund is to support NROTC sponsored activities. A semester budget is submitted by the Battalion Financial Officer via the Battalion CO to the MOI. Funds will be distributed in accordance with the approved budget. All activities fund expenditures must be supported by a receipt from the individual MIDN requesting the funds.

CHAPTER VII: PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

7.1 General

7.2 Activity Approval

7.3 Extracurricular Activities

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7.1 General

1. Participation in the MIDN battalion may include extracurricular activities. Generally, MIDN are encouraged to participate in a professionally oriented activity (Drill Team, Color Guards, etc.) and an athletic activity (Semper Fi/Bulldog, Intramural sports, etc.).

7.2 Activity Approval

MIDN desiring approval for the formation of a new NROTC extracurricular activity shall submit a statement of purpose and justifying comments to the Battalion Advisor (MOI).

7.3 Extracurricular Activities

1. Athletics

a. NROTC Flag Football/Soccer Teams - Attend practices and games as scheduled. The teams represent the NROTC Unit at the annual Army/Navy football/soccer games.

b. Semper Fidelis Society - Mandatory membership for Marine Option MIDN. During the fall and spring semesters, members participate in Bulldog (OCS prep classes, functional fitness in boots and utilities, 1 Field Exercise each semester) and attend social/professional gatherings as slated. The premier event of Semper Fi is the time-honored tradition of the Marine Corps Mess Night.

c. Intramural Athletic Teams - Active participation on either a NROTC or other campus team (e.g., flag football, soccer, etc.) is encouraged.

d. Intercollegiate Athletics - Active participation in Vanderbilt's Varsity sports is allowed and shall be coordinated with the Midshipman's class Advisor.

2. Professional Activities

a. Drill Team - All MIDN are encouraged to participate in the Drill Team. Freshmen and sophomores must participate in Drill Team. The Drill Team will be focused on participation in an intercollegiate drill meet each spring.

b. Color Guard - Opportunities for Color Guard events happen nearly every week and offer a great way to increase unit visibility on campus and around the community. All MIDN are encouraged to participate in the Color Guard and may do so on a volunteer basis.

c. Society of American Military Engineers (SAME) - Participation involves active membership in the Vanderbilt University Chapter. Applications can be obtained from the Unit SAME representative.

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CHAPTER VIII: NAVAL PROFESSIONAL TRAINING

8.1 General

8.2 Naval Science Laboratory

8.3 Summer Training

8.4 Indoctrination Field Trips and Visits

8.5 NROTC Student Orders

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8.1 General

Professional training is conducted through the Freshman Orientation Program, Naval Laboratory Periods, Naval Science Classes, summer cruises and field trips/indoctrination visits.

8.2 Naval Science Laboratory

1. A weekly laboratory, normally two and one-half hours in length, is conducted throughout each academic term. Emphasis is placed on professional training. The laboratory is intended for topics such as Command and Leadership Training (CALT), drill and ceremonies, physical fitness, cruise preparation, safety awareness, preparation for commissioning, personal finances and insurance, naval operations, naval administration, general military training (GMT) and military justice. Other topics and special briefings will be conducted as determined by NSTC or the PNS.

2. Attendance at Lab is **mandatory** for all MIDN, unless excused due to course scheduling conflicts, varsity athletics, or other approved activities. Course scheduling conflicts will be addressed through Class Advisors and consolidated with the MOI. Personnel who are excused from Lab are still required to undergo uniform inspections and physical fitness testing and participate in any drill or parade rehearsals conducted at times other than Thursday afternoon lab periods. The Annual Spring Pass in Review and Change of Command is mandatory for all students. **Students who are excused from Spring lab must inform their professors in January that this lab period is required for NROTC.**

8.3 Summer Training

Note: No cruise should be considered 'optional'. All midshipmen will conduct summer training each summer unless meeting a waivable condition and receiving a waiver from the PNS.

1. Summer Training provides NROTC MIDN with a valuable opportunity to apply the practical knowledge of their Naval Science studies during hands-on training and to gain exposure to active duty operations. **MIDN must ensure that they have an up-to-date passport due to the unusual timing and dynamic nature of cruise planning.** These training periods normally are three to five weeks in length and are specific to the MIDN's class year. The three summer training programs include:

a. CORTRAMID (Career Orientation and Training for MIDN) is conducted between the fourth and third class years for four-year scholarship students only. Students unable to attend following their fourth class year will attend following their third class year. The program involves four consecutive but separate weeks of warfare community indoctrination. The communities highlighted include surface, submarine, aviation, and the Marine Corps. Training is conducted in Norfolk, VA and San Diego, CA. MIDN will generally be

assigned to the training site geographically closest to their home of record.

b. Second Class Cruise is conducted between the third and second-class years for scholarship students only. It involves at-sea training onboard a U.S. Navy ship or submarine. Second class MIDN are assigned an enlisted running mate in order to gain insight into day-to-day life of enlisted personnel. Marine Option MIDN will attend Mountain Warfare School for their second class cruise.

NOTE: Prior service MIDN may request a waiver from this cruise if their service experience duplicates the training they will receive.

c. First Class Cruise is conducted between the second and first class years for all NROTC students and **is a requirement for commissioning**. It involves First Class Cruise (at-sea training assigned to an officer) for Navy Option MIDN or Officer Candidate School at Quantico, VA for Marine Option MIDN. Aviation, SPECWAR, SPECOPS, and Foreign Exchange cruises are available to motivated Navy Option MIDN. MIDN interested in special cruises should meet early with their class advisor to discuss cruise options.

d. Nurse Option Summer Training:

(1) Nurse Corps Option midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is at-sea training with the midshipman assigned to the Medical Department of a ship. If the Nurse Corps Option midshipman did not attend third class cruise, then he/she will participate in second class at-sea training.

(2) Nurse Corps Option midshipman first class cruise is at a naval hospital, with the primary training objective of learning the organization, structure, and the functions of a naval hospital and to gain appreciation for the Naval Medical Community.

2. For third and second class College Program students, the requirement for participation in summer training is determined by the timing of the appointment to scholarship status. MIDN who are selected by the spring scholarship board have, on occasion, been given the option of participating in summer training. Most recently, however, these students have not been eligible for summer training until the summer after they have been on scholarship status.

3. If, for any reason, NSTC authorizes a student to postpone a training period, all three training periods should still be taken in the normal sequence: Third Class, Second Class, and First Class. Departure from the sequence to allow a student to take the same training period as their classmates, rather than one which was previously postponed, is not authorized. **Typically, however, NSTC will waive the summer training period rather than postpone it.** The

exceptions are First Class Cruise or Marine OCS, which are requirements for commissioning.

4. Additional periods of training for NROTC students may be authorized by NSTC for practice cruises or other special requirements determined to be essential to the professional development of MIDN.

5. NROTC scholarship and College Program students, while on active duty for training, are subject to all laws and regulations of the U.S. Naval Service including pertinent ship or station orders, special cruise or training regulations, and the Uniform Code of Military Justice.

6. NROTC students who are members of a varsity or freshmen team competing in annual intercollegiate events may request postponement of scheduled summer training in order to permit participation. Such postponed training periods may be scheduled later in the same summer, during a subsequent summer, or, if necessary, during the summer immediately following the completion of all academic and other Naval Science requirements for a commission.

8.4 Indoctrination Field Trips and Visits

1. The professional development of NROTC students extends beyond the study of naval science on campus and summer training. Visits to Navy and Marine Corps bases, surface ships, nuclear submarines, field tactical exercises and aviation indoctrination visits are typical events that contribute to motivation and preparing students for future naval service.

8.5 NROTC Student Orders

1. To provide an official status, NROTC students participating in field trips, visits, orientation programs, and unit sponsored events, including sail training, will be issued appropriate orders for each period of participation as follows:

a. For NROTC scholarship students, and NROTC College Program students in the advanced course, no cost orders are issued.

b. For NROTC College Program students in the basic course and for other civilians, no cost invitational orders are issued.

c. Standard order formats will be used in cases where pay/per diem are authorized.

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CHAPTER IX: MIDSHIPMAN PAY, BENEFITS, AND ALLOWANCES

- 9.1 Midshipman Pay
- 9.2 Summer Training Periods
- 9.3 Taxes
- 9.4 Travel and Transportation Allowances
- 9.5 Space Available and Reduced Fare Travel
- 9.6 Tuition, Fees, and Expenses
- 9.7 Textbooks and Equipment
- 9.8 Midshipman I.D. Cards
- 9.9 NROTC Supplemental Scholarship
- 9.10 Expenses Paid by the Individual Student
- 9.11 Financial Support Opportunities
- 9.12 Financial Aid Office

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9.1 MIDN Pay

1. NROTC Scholarship Students. Scholarship students are entitled to a stipend of \$250.00 per month, for ten months, increasing \$50.00 each academic year. MIDN do not receive the stipend during summer months. MIDN are paid as described in paragraph 9.2 (Summer Training Periods) during summer cruise.

2. NROTC College Program Students. College program students are not eligible for subsistence until they are selected for advanced standing (considered during or after 3/C year). If selected for advanced standing, upon starting classes the fall of their 2/C (junior) year, they begin to receive the monthly stipend. In no event does entitlement exceed 20 months.

3. Requirements. Students must participate in regularly scheduled activities (drills, laboratory periods, courses, etc.) to receive benefits.

4. Payday. MIDN pay is handled by the Direct Deposit System with the monthly stipend made available on the first and fifteenth day of the month.

5. Direct Deposit System (DDS). DDS electronically transfers entitled pay from the Navy Finance Center to the designated MIDN's savings or checking account. This eliminates the need for checks and makes pay available on payday from the payee's bank.

a. Beginning DDS. The MIDN must have a checking or savings account and complete and forward Standard Form 1199A, Direct Deposit Sign-Up Form (available from the Unit's administrative office).

(1) Block C - Claim or payroll ID number is student's social security number.

(2) Block F - Type of payment for MIDN is OTHER and is specified as NROTC.

(3) SECTION 2 - Government agency name: U.S. NAVY.
Government agency address: DEFENSE FINANCE AND ACCOUNTING SERVICE
CLEVELAND, 1240 EAST 9TH STREET, CLEVELAND, OH, 44199.

b. Change of Bank: The MIDN's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that they wish to change the financial institution receiving Direct Deposit. To effect this change, the payee will complete a new SF 1199A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial institutions until the transition is complete, i.e. after the new financial institution receives the payee's Direct Deposit payment.

c. Cancellation: Upon graduation/commissioning the MIDN's Direct Deposit is no longer valid.

d. Leave and Earning Statement: Each month MIDN receiving pay by Direct Deposit receive and shall maintain their own personnel file of these financial records from the MyPay Government service.

9.2 Summer Training Periods

1. Members of the NROTC program are entitled to pay at the rate of 50 percent of the basic pay prescribed for a commissioned officer in pay grade O-1 with less than two years service. Pay status begins the day of arrival at the training site or on the effective date of the orders (whichever is later) and ends the day the member is detached from training. MIDN are ineligible for special or incentive pay.

9.3 Taxes

1. The basic pay of a member of the NROTC program is subject to withholding of Federal Income Tax and Federal Insurance Contributions Act (FICA) taxes. Subsistence allowances, books, fees, and tuition are not counted as gross income.

9.4 Travel and Transportation Allowances

1. A member in the NROTC program will be furnished travel and transportation pay/allowances as prescribed in Joint Federal Travel Regulations (JFTR).

9.5 Space Available and Reduced Fare Travel

1. NROTC students may be eligible for reduced fares offered by some commercial carriers.

2. All NROTC scholarship students and those college program students who are members of the Naval or Marine Corps Reserve are eligible to travel on government aircraft within the United States on a space available basis upon presentation of a valid Armed Forces Identification Card. Students who are not members of the Naval or Marine Corps Reserve are not eligible to travel on a space available basis.

3. Travel in government aircraft, ship or vehicle is not reimbursable.

9.6 Tuition, Fees, and Expenses

1. Tuition and lab fees are paid to the university by the Navy. Additionally, scholarship and advanced college program MIDN are entitled to a subsistence allowance as outlined above.

2. Students who receive an NROTC scholarship are also eligible for scholarships from other sources. However, these other scholarships must not contain stipulations for future employment.

3. MIDN who are eligible for veteran's benefits may receive these benefits in addition to their NROTC scholarship benefits.

9.7 Textbooks and Equipment

1. Naval Science class texts are provided to each student at no cost. However, they must be returned at the end of each semester.

2. Scholarship MIDN are provided a \$375.00 stipend for non-naval science textbooks each semester. At the conclusion of the semester, MIDN may either keep the non-naval science textbooks or sell them for cash.

NOTE: MIDN are not guaranteed resale value on any textbook.

3. Essential uniform items are issued to each scholarship and college program student at no expense to the student. MIDN who elect to disenroll are required to return all government property issued to them, including books, uniforms, laptop computers and other property checked out.

4. All articles of Government Issue that are subject to return must be either turned in or paid for.

9.8 Midshipman I.D. Cards

1. All students in the NROTC scholarship program and the college program advanced course are issued the Armed Forces Identification Card, DD Form 2N (Reserve).

2. College Program students in the basic course who are not members of a reserve component are issued the US Government Identification Card, Optional Form 55.

3. MIDN who are disenrolled shall return the US Government Identification Card to the unit staff when returning all other government property.

9.9 NROTC Supplemental Scholarship

Vanderbilt University will provide up to an additional \$6,000.00 per school year to all Vanderbilt students in the NROTC scholarship program to be applied to the cost of room and board. Note: Applicable to Vanderbilt students only. Supplemental funds are not provided by Belmont or Tennessee State University.

9.10 Expenses Paid by the Individual Student

1. Expendable supplies such as pencils, pens and paper.

2. Refundable fees such as breakage or required deposits for use of apparatus; breakage charges incurred.

3. Delinquent fees assessed by the University for failure to comply with university requirements (including parking tickets).

4. Tuition charges and fees for enrollment in summer school programs or repeat classes taken as a result of past academic deficiencies or failures.

5. Any board, lodging and other living expenses, including no cost travel orders, above the allowance provided by Vanderbilt University.

9.11 Financial Support Opportunities

1. The cost of attending college can be overwhelming, even to a scholarship MIDN. Some students find it necessary to seek employment to help supplement the benefits of a NROTC scholarship. The following is a list of some of the on-campus employment opportunities used by past MIDN:

- a. Campus Bookstore
- b. Campus Security
- c. Campus Libraries
- d. Student Recreation Center
- e. Dormitory Residential Advisor Positions
- f. Work-study Programs
- g. Campus Dining

2. Some MIDN have also worked in off-campus jobs, however off-campus employers do not always offer the same flexibility of a job with an on-campus employer. Any MIDN holding a job is still required to participate in unit activities.

9.12 Financial Aid Office

1. For additional assistance, some MIDN may qualify for monetary aid from the Financial Aid Office, located in the Undergraduate Admissions and Financial Aid Building. All MIDN are encouraged to fill out financial forms and keep them current.

CHAPTER X: CONDUCT AND DISCIPLINE

10.1 General Standards of Conduct

10.2 Military Discipline and Courtesy

10.3 MIDN Battalion Disciplinary System

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10.1 General Standards of Conduct

1. Conduct as well as customs and traditions are included in all naval science courses and each are taught as a specific subdivision of the freshman curriculum. It is not the intent of this chapter to set forth all that is desired or required of MIDN in this area but to highlight some of the more important aspects and to single out those areas which are most pertinent to the academic/military environment at this unit.

2. HONOR, COURAGE, and COMMITMENT to country and the naval service, its customs and its traditions are fundamental characteristics of a naval officer. When the CO indicates by his recommendation that MIDN are qualified for commissioning, it is implicit that they are also worthy of the special trust and confidence conveyed by the President of the United States in their commission. By accepting a commission, the officer assumes the responsibility for living up to the highest standards in both professional and private life.

3. A vital portion of the NROTC program is devoted to teaching MIDN to conduct themselves in such a manner that they gain and maintain the respect of both their seniors and those who will serve under them. Impeccable conduct and high standards of discipline are essential in the military community, and acts of misconduct or discourtesy, which might be condoned elsewhere, are intolerable in the United States Navy.

10.2 Military Discipline and Courtesy

1. Some specific areas of military discipline and courtesy are as follows:

a. Saluting. The most important of all military courtesies is the salute. This is an honored tradition of the military profession throughout the world. It is believed to have originated in the days when all men bore arms. In those days, warriors raised their weapons in such a manner as to show friendly intentions. They sometimes would shift their helmet to reveal their faces and show that they did not mean to attack.

b. Just as you would demonstrate respect to your seniors in civilian life, military courtesy demands that you show respect to your seniors in the military profession. Your military seniors are commissioned officers of all services, battalion officers and first class MIDN. Regulations require that junior ranks salute all officers and that they return such salutes.

c. Today the salute has several forms. The hand salute is the most common. When a hand salute is executed, the right hand is raised smartly until the tip of the forefinger touches the lower part of the

headgear. Thumb and fingers are extended and joined. The palm is turned slightly inward until the person saluting can just see its surface from the corner of the right eye. The upper arm is parallel to the deck with the elbow slightly in front of the body. The forearm is inclined at a 45-degree angle, hand and wrist in a straight line. Completion of the salute is executed by dropping the arm to its normal position in one sharp, clean motion.

2. General rules regarding saluting:

a. When recognizing a senior officer who is either riding in a car or walking, salute them between six and thirty paces away in order to give time to return the salute before you are abreast. If you are in uniform and the officer is in civilian attire, a salute is still required.

b. Hold the salute until it is returned, unless the officer is unable to return the salute.

c. Accompany the salute with the appropriate greeting of the day- "Good morning/afternoon/evening, sir/ma'am".

d. Render the salute but once if the senior is in the immediate vicinity. If conversation takes place, however, salute again when the senior leaves or when you depart.

e. When passing an officer who is going in the same direction as you are, come abreast of them on their left side, salute, and say "By your leave, sir/ma'am". The officer will return the salute and say, "Carry on" or "Granted". You then complete your salute and pass.

f. The first person to see the Unit CO or XO enter the room should command "Attention on deck", and everyone should come to the position of attention.

g. Never salute when not covered (with military cover).

3. Addressing Officers. MIDN will stand smartly when addressing or being addressed by an officer. In both oral and written communications with officers of the United States Armed Forces the officer's rank will be used, followed by their name. Ranks such as lieutenant colonel may be shortened by deleting lieutenant.

4. Courtesy and Deference to Military Seniors. In the naval establishment, courtesy and deference to military seniors is strictly observed under all circumstances. For example, juniors give way to seniors; juniors walk to the left and abreast of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by MIDN from unit personnel or MIDN officers will be considered official and will be executed accordingly. Expressed

wishes or desires of a military senior, by tradition, are equal to an order to a junior.

5. Conversing with officers. The words "Sir" and "Ma'am" are military expressions, which will always be used in connection with "yes" and "no" and in all conversations with officers. When replying to an officer in acknowledging an order, the term "Aye, Aye, Sir/Ma'am" is used. This signifies that the order is understood and will be obeyed. "Yeah, Yep, Nope, and OK" are never used in conversations with seniors.

6. Standards of Etiquette. While etiquette is not a matter of Navy regulations, it is expected that any person wearing the uniform of a commissioned officer in the naval service will possess social poise and exercise the manner of a lady or gentleman. MIDN will avail themselves of every opportunity to learn, through reading and observing others, those aspects of proper conduct that may be expected of them as officers. These include procedures at social gatherings, official functions, and time-honored customs pertaining to etiquette. In all phases of social contact with others, MIDN will conduct themselves in exemplary fashion in keeping with good judgment and common sense.

7. Standards of Dress. MIDN will maintain the highest standards of personal appearance in uniform and civilian attire. MIDN, whether in uniform or not, are representing the United States Navy and should act accordingly.

8. Conduct in an Officer's Office. MIDN will knock on the officer's door three times and request permission to enter. After permission has been granted, walk in smartly, centering yourself one pace in front of the senior's desk and state your business. MIDN will remain at attention until directed to stand at ease or to be seated. The Navy and Marine Corps do not salute inside unless covered (with hat) and when armed.

9. Conduct at Social Functions or when not in Uniform. Rank and grade do not vary with situations, environment, or occasion. Proper conduct will be maintained between MIDN and Unit staff at all times.

10. Conduct in the Wardroom. The Wardroom at the Unit is a place for informal conversation and business of the Battalion and the Unit as a whole. Keep in mind that the wardroom is a common area used by all the MIDN. As such, please take the utmost care in its upkeep, and be on your best behavior. As on ships, covers are never worn in the wardroom nor placed on the wardroom table.

11. Honor Concept. Members of NROTC Vanderbilt will abide by the Vanderbilt Honor Code. The integrity of a Naval Officer is paramount in all cases. When an officer has lost integrity, that officer has no

self-respect and will certainly lose the respect of subordinates and superiors. The following is an excerpt from the Vanderbilt Honor Code:

"The Honor Council will take cognizance of the giving or receiving of aid by any student without the knowledge or consent of the instructor concerned. This applies to all tests, themes, term papers, and examinations, and to any work unless specified by an instructor."

12. The honor concept is intended to be an integral part of the professionalism expected of all members of the Naval Service. The key to professionalism is self-discipline and total commitment to high standards of honor, duty, and responsibility. The concept that a MIDN will not lie, cheat, or steal is part of an individual's professional development. Any MIDN found guilty of an honor violation may be disenrolled and assessed any penalties implied with disenrollment.

13. Indebtedness. MIDN will not, without specific approval from the CO or XO of the NROTC Unit, obligate any organization or group within the Unit or enter into any financial transactions, which could possibly result in indebtedness on the part of the Unit, or any NROTC sponsored activity. MIDN will conduct their private financial transactions in such a manner that discredit is not reflected on them or the Navy.

10.3 MIDN Battalion Disciplinary System

1. Authority. The Professor of Naval Science (PNS) exercises jurisdiction over conduct of offenses within the NROTC Unit under the provisions of Article 406 of NSTCINST 1533.2 (Series) and the regulations of Vanderbilt University.

2. Purpose. Per Article 406a.(3)(a) of NSTCINST 1533.2 (Series), "NROTC students do not fall within the purview of the Uniform Code of Military Justice (UCMJ) except when they are ordered to active duty for training." The battalion disciplinary system exists to provide the Battalion a vehicle to address lapses in discipline, as well as to provide a formal means to reinforce the high standards of conduct expected of midshipmen.

3. The MIDN Battalion Commander through his MIDN Staff is responsible for implementing the battalion disciplinary under the guidance of the Battalion Advisor.

4. Types of Offenses

a. Major Offenses

(1) NSTCINST 1533.2 (Series) defines major offenses as "those offenses which violate the NROTC honor code or indicate moral

turpitude, a serious breach of discipline, disregard or contempt for authority, lack of energy and purpose, lack of a sense of responsibility, or actions which bring discredit upon the naval service." The following are major offenses:

(a) Falsehoods of any nature, including fraud, cheating, and plagiarism.

(b) Theft.

(c) Moral offenses.

(d) Alcohol/drug abuse.

(e) Insubordination.

(f) Assault.

(g) Hazing.

(h) Destroying or defacing property.

(i) Irresponsibility in contracting debt.

(j) Aggravated or repeated unauthorized absence.

(k) Sexual harassment/assault.

(l) Pattern of conduct unbecoming an officer.

(m) Section 715 of the ROD stipulates that the PNS may recommend disenrollment from the NROTC program for a major offense.

b. Minor Offenses

(1) Article 406a.(2)(b) of NSTCINST 1533.2 (Series) defines minor offenses as "those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense."

(2) Section 715 of the ROD stipulates that the PNS may recommend disenrollment for repeated minor infractions.

5. Procedures

a. Major Offenses. Major offenses committed by a member of the MIDN battalion will be reported immediately to the Class Advisor. Adjudication of major offenses will be conducted by the PNS, Vanderbilt University Naval ROTC Unit.

b. Minor Offense. Minor offenses committed by a member of the MIDN battalion will initially be handled of under the provisions of the MIDN battalion disciplinary system.

6. Disciplinary System (Minor Offenses)

a. The disciplinary system involves the direct action of the midshipmen staff to correct delinquent midshipmen through the following options. These corrective measures are listed in increasing order of severity. Implementation of any corrective actions shall include a form of verbal counseling (formal or informal) to ensure that the infraction is well understood by the offending midshipman.

(1) Disciplinary Counseling. Counseling is the foundation of any corrective measure for breaches of conduct and is the **precursor** for all other forms of correction. Initial counseling will be informal followed by formal counseling when required. Formal counseling always requires documentation. The product of either informal or formal counseling may be but is not limited to: further training in area of delinquency, supplemental duty assignment (SD), assignment of extra military instruction essays (EMI), remedial inspections, etc. All corrective actions outside of informal counseling will be documented in the Battalion Disciplinary Log maintained by the BNMCP. Under no condition is physical training or any form of hazing allowed.

(2) Non-Punitive Letter of Caution. This is a letter produced by the platoon commander and may accompany an informal or formal counseling session to notify the individual of a shortcoming. It is an effective tool to convey the gravity of a counseling session. A non-punitive letter of caution is kept at the company level and is an unofficial warning and does not have to be mentioned in the individual's evaluations. An example is shown on page X-7.

(3) Official Letter of Admonition. This is a letter produced by the company commander and may accompany a formal counseling session. This is a severe letter that not only identifies a shortcoming in the individual, but formally admonishes the midshipman for a breach in discipline. An Official Letter of Admonition is maintained in the individual's performance file with the class advisor and Battalion Disciplinary Log and should be referenced when writing semester performance evaluations. An example is shown on page X-8.

(4) Company Review Board (CRB). This is a board conducted by the company commander when all other disciplinary proceedings have already taken place. The board will review the performance of the individual and the company commander will make an appropriate recommendation. The proceedings of the CRB are up to the company commander, but must ensure that the individual is aware of their

delinquency, the individual's entire chain of command is present, and that all evidence presented and statements made are recorded. The individual will be allowed to speak on their own behalf if desired. The board's proceedings will be recorded in the Battalion Disciplinary Log. Corrective actions issued by the battalion commander will be presented to the battalion commander prior to implementation.

(5) Discipline Assessment Board (DAB). This is a board conducted by the battalion commander when all other disciplinary proceedings have already taken place. The board will review the performance of the individual and the battalion commander will make an appropriate recommendation. The proceedings of the DAB are up to the battalion commander, but must ensure that the individual is aware of their delinquency, the individual's entire chain of command is present, and that all evidence presented and statements made are recorded. The individual will be allowed to speak on their own behalf if desired. The board's proceedings will be recorded in the Battalion Disciplinary Log. Corrective actions issued by the battalion commander will be presented to the PNS prior to implementation.

b. Reporting Infractions. All members of the battalion are responsible for reporting observed infractions. Correcting infractions is the responsibility of unit leaders at the lowest level possible.

c. Battalion Disciplinary Log. The Battalion Disciplinary Log is an official record of disciplinary infractions in the battalion, as well as corrective measures taken. The log serves as a reference for tracking trends in battalion-wide disciplinary issues as well as the progression of an individual midshipman's disciplinary history should there be sustained disciplinary problems for the individual. The BNMCPD is ultimately responsible for the maintenance of the Battalion Disciplinary Log, executed with the assistance of any and all parties involved in implementation of the corrective measures for a given infraction. The log shall include at a minimum the following information for a given infraction:

1. Offending individual's name.
2. Occasion of the offense, including the date.
3. Nature of the offense.
4. Corrective action(s) taken.

c. Escalation of Disciplinary Action. If initial corrections for disciplinary issues are ineffective and repeat infractions of an offense should occur, or a midshipman has frequent deficiency in discipline in a variety of areas, the corrective measures shall

involve progressively higher levels of the offending midshipman's chain of command.

d. Conditions for Escalation of Disciplinary Action. Corrective measures for disciplinary issues shall be considered "repeat" and subject to escalation if:

1. a midshipman has multiple infractions of any kind within a two week period.

2. a midshipman has multiple infractions of the same offense at any point in the semester.

e. Procedure for Midshipmen in Ranks. The scheme for correction of disciplinary deficiency for a MIDN shall be as follows:

1st Infraction: SQD LDR, up to and including FORMAL COUNSELING WITH SD AND EMI

2nd Infraction: PLT CDR, up to and including LETTER OF CAUTION

3rd Infraction: CO CDR, up to and including CRB

4th Infraction: BNCO, up to and including DAB

5th Infraction: Referral to Class Advisor for Major Offense

f. Procedure for Billeted MIDN, 1/C MIDN. The expectation that leaders will set the example for their subordinates extends to personal discipline. As such, their corrective measures shall start at a level appropriate to their status in the battalion.

1. Billeted MIDN. A MIDN in a billet within the battalion's chain of command (SQD LDR, PLT CDR, CO CPO/GySgt, etc) shall start disciplinary measures with the level of their immediate superior. For example, if a CO GySgt commits a minor offense, their corrections shall begin with the equivalent of a "3rd Infraction" for a MIDN in Ranks, administered by the CO CDR. As such, their escalation procedure would be:

1st Offense: CO CDR, up to and including CRB

2nd Offense: BNCO, up to and including DAB

3rd Offense: Referral to Class Advisor for Major Offense

2. 1/C MIDN. A 1/C Midshipman shall begin corrective measures at the CO CDR level, equivalent to a "3rd Infraction" for a MIDN in Ranks. Their escalation procedure would be:

1st Offense: CO CDR, up to and including CRB

2nd Offense: BNCO, up to and including DAB

3rd Offense: Referral to Class Advisor for Major Offense

g. Responsibility. The battalion commander is ultimately responsible for the conduct of the battalion, executed through the

BNMCPO. BNMCP0 is responsible for advising the battalion commander on the conduct and discipline of the battalion, as well as the maintenance of the Battalion Disciplinary Log. BNMCP0 additionally advises the company CPOs on the maintenance of good order and discipline in their companies and assures that corrective measures are properly implemented.

h. Authority. The authority to award corrective measures at the company level **and below** ultimately rests with the company commander, traditionally executed through the company CPO. The authority to award corrective measures at the battalion level ultimately rests with the battalion commander, traditionally executed through the BNMCP0.

INCIDENT REPORT

NAME: _____

DATE: _____

DESCRIPTION OF OFFENSE:

OTHER (OPTIONAL):

REPORT SUBMITTED BY: RECORD OF COUNSELING

DATE: _____

COUNSELED MIDN: _____

COUNSELING STAFF MEMBER: _____

DESCRIPTION OF OFFENSE:

ACTIONS TAKEN:

REMARKS (OPTIONAL):

DISCIPLINARY ACTION RECORD

DATE: _____

COUNSELED MIDSHIPMAN: Midshipman _____

MEMBERS OF THE BOARD:

MEMBER SIGNATURE AND
BILLET

DATE

MEMBER SIGNATURE AND
BILLET

DATE

MEMBER SIGNATURE AND
BILLET

DATE

COMMENTS OF PRESIDING OFFICER:

CORRECTIVE ACTIONS ASSIGNED:

PRESIDING OFFICER
SIGNATURE

DATE

COUNSELED MIDSHIPMAN
SIGNATURE

DATE

NON-PUNITIVE LETTER OF CAUTION

From: Platoon Commander, 1st Platoon, Company "A"

To: MIDN 2/C John G. Smith, USNR

Subj: NON-PUNITIVE LETTER OF CAUTION

Ref: (a) MIDN Handbook, Chapter 10

1. Your performance of duty is not what is expected of a MIDN of NROTC Vanderbilt University. As an upperclassman, I expect you to be setting the standards for the underclassmen, not being admonished for failing to meet them. Despite repeated counseling by your Platoon Commander you have failed to take steps to improve your personal appearance. I am disappointed in the fact that it took a non-punitive letter of caution for you to recognize your shortcomings.

2. To ensure you adhere to the standards of this company and the NROTC, you will:

a. Report to your Platoon Commander on a weekly basis for a personal inspection.

b. Show a marked improvement in your appearance.

3. Failing to improve such shortcomings will result in your referral to a mast proceeding or to the Professor of Naval Science.

I. M. FAIR

LETTER OF ADMONITION

From: Company, "A/B" Commander
To: MIDN 2/C John G. Smith, USNR

Subj: LETTER OF ADMONITION

Ref: (a) MIDN Handbook, Chapter 10

1. On 1 October 20XX, you were found guilty at BNCO Mast for failing to adhere to MIDN Regulations. Specifically, you needed a haircut, were wearing a soiled and dirty uniform, and displayed a poor attitude during a remedial Platoon Commander inspection. As an upperclassman, I expect you not only to meet unit standards, but also to lead by example. Your failure of the Platoon Commander's remedial inspection did not accomplish this. Despite repeated counseling by your platoon staff, you have failed to take steps to improve yourself. I am disappointed in the fact that you did not heed the Platoon Commander's advice, and that it took Mast Proceedings for you to recognize your shortcomings.

2. Continued substandard personal appearance will result in your referral to the Professor of Naval Science. You stand admonished for your shortcomings.

M. FAIR

CHAPTER XI: UNIFORMS AND APPEARANCE

- 11.1 General
- 11.2 MARPAT Uniform (USMC)
- 11.3 Uniform Fit for SDB, Summer Whites, and Khaki - MALES
- 11.4 Uniform Fit for SDB, Summer Whites, and Khaki - FEMALES
- 11.5 All Weather Coat
- 11.6 Black Jacket Windbreaker
- 11.7 General Rules for Midshipmen uniforms
- 11.8 Appropriate Civilian Attire regulations
- 11.9 Cap Insignia
- 11.10 Sleeve Class Insignia
- 11.11 Sleeve Rank Insignia
- 11.12 Shoulder Boards
- 11.13 Coat Collar Anchor Insignia
- 11.14 Shirt Collar Insignia
- 11.15 Buttons
- 11.16 Grooming Standards
- 11.17 Personal Appearance (Men)
- 11.18 Personal Appearance (Women)

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11.1 General

1. The provisions of this chapter shall apply to the uniforms worn by NROTC Vanderbilt MIDN. The information contained in this chapter is not all inclusive; further guidance may be located in the Marine Corps Uniform Regulations (MCO P1020.34F) for Marine Option MIDN and/or the Navy Uniform Regulations (NAVPERS 15665I) for all Navy Option MIDN.
2. Insignia worn by NROTC MIDN conform to that prescribed for U.S. Naval Academy MIDN. NROTC Marine-option MIDN will wear gold, enlisted Marine Corps emblem in place of the anchor insignia.
3. Prescribed MIDN uniforms will be worn for official ceremonial events such as the Navy/Marine Corps Birthday Celebration, Marine Corps Mess Night, Senior Mess Night and others.
4. Upon commissioning, all uniforms, regardless of source of issue, shall conform to uniform specifications as set forth in the Marine Corps Uniform Regulations (MCO P1020.34F) or the Navy Uniform Regulations (NAVPERS 15665I).

11.2 MARPAT Uniform (USMC)

1. This Camouflage Utility Uniform should be loose fitting and comfortable. Items should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable.
2. The Camouflage Utility Coat will be worn outside the trousers. Sleeves shall not be rolled. When combat boots are worn, the trousers will be bloused in a neat military manner.
3. The Utility Cap will be machine or hand laundered in warm water. It may be starched or sized but may not be bleached. Appropriate matching 8 point cover shall be worn with the Camouflage Utility Uniform.
4. The Utility Trousers and Coat will be clean and relatively free of wrinkles. The Camouflage Utility Uniform will not be ironed.
5. Woodland camouflage shall be worn by all Marine Option Midshipmen until graduation of OCS. Then graduates may wear Desert camouflage during appropriate seasons.
5. An olive green T-shirt will be worn underneath the camouflage blouse. Black or green boot socks are to be worn with the appropriate military issue boots.

11.3 Uniform Fit for SDB, Summer Whites, and Khaki - MALES

1. The SDB Coat should have 2-3 inches of freedom in the chest. The length of the coat should be no more than 1-2 inches below the crotch. The cuff of the sleeve should be 1-2 inches above the second joint of the thumb.

2. The trousers should have creases in each leg starting 2 inches below the crotch. The length of the trousers should fall at the juncture of the welt of the shoe with a tolerance of $\frac{1}{4}$ inch above or below. The hem of the trousers should be 2-3 wide.

11.4 Uniform Fit for SDB, Summer Whites, and Khaki - FEMALES

1. The SDB coat is a semi-form fitting garment, and will be fitted and altered accordingly. The coat should fit smoothly but not tightly across the bust and shoulders with sufficient looseness to permit both arms to move freely. Coat sleeves/lapels will be roll pressed. The cuff of the sleeve should be $\frac{1}{2}$ inch above the second joint of the thumb.

2. The trousers should have creases in each leg starting 2 inches below the crotch. The length of the trousers should fall at the juncture of the welt of the shoe with a tolerance of $\frac{1}{2}$ inch above or below. The hem of the trousers should be 2-3 inches wide.

11.5 All Weather Coat

a. A black, single-breasted, beltless, water repellent coat with epaulets, tabs on cuffs, and a zip-out lining. Women's coats button to the left and men's coats button to the right.

b. Button all buttons except the collar button. Collar button may be buttoned in inclement weather. When wearing the all-weather coat, the clear plastic combination cap raincover may be worn.

11.6 Black Jacket Windbreaker

a. A black jacket, 55/45% poly/wool with a stand-up knit collar and knit cuffs and bottom. Jacket is single-breasted with a zipper front closer, two inverted slant pockets, and shoulder epaulets.

b. Close zipper at least $\frac{3}{4}$ of the way. Button collar and back when not in use. May be worn with liner. Patches and name tags are not authorized for wear on jackets.

c. This item will be worn with the appropriate MIDN Officer rank devices on the epaulets of the garment (Class devices are not authorized).

11.7 General Rules for Midshipmen uniforms

1. Shirt Stays shall be worn with the Khaki and Summer White Uniforms.
2. ALL uniforms will be cleaned and neatly pressed at all times.
3. Uniform items that become unserviceable due to size, wear, or poor fit will be taken to the Supply Officer for immediate exchange.
4. Uniform shoes will have a high gloss shine and remain clean at all times.

11.8 Appropriate Civilian Attire regulations

Appropriate civilian attire will be worn at all times while on board any Military Installation, Command, or attending any military event (**NROTC Unit Vanderbilt University IS a U.S. Naval Command**).

1. Civilian clothes will reflect in style and quality the Khaki Uniform.

a. Non-inclusive examples of appropriate civilian attire:

(1) An appropriate shirt with or without a collar or a blouse, trousers/slacks/jeans, socks and shoes/sneakers. Women may wear conservative sleeveless shirts.

(2) Shirts with tails must be tucked in. The shirt can be worn outside of trousers only if tapered all the way around.

(3) If belt loops exist on the trousers, a belt must be worn.

(4) Jeans are appropriate if they are absent of holes, stains, frayed edges, etc.

(5) Flip-flops are appropriate in the MIDN Gangway only, but are NOT acceptable for a meeting with any of the staff. This includes meetings with all civilian staff. Conservative or dress sandals with heel strap are appropriate.

(6) Appropriate T-shirts are authorized. T-Shirts must NOT have designs that are sexist, racist, political, contains drug or alcohol references, or contains foul language.

b. Examples of *inappropriate* civilian attire:

(1) Beach or swim wear,

- (2) PT Gear, except when actively engaged in PT at the command,
- (3) Tank tops,
- (4) Short shorts, mini-shorts, miniskirts,
- (5) Ripped or torn clothing,
- (6) Garments designed as underwear, (e.g. plain white T-Shirts).
- (7) Clothing with designs of an obscene or suggestive nature,

11.9 Cap Insignia

1. Combination Cap and Device.

a. Combination Cap. Insignia on the combination cap shall consist of a cap device, chin strap and retaining buttons.



b. Cap Device. The insignia shall be a gold, pin-on, fouled anchor. The device shall be attached to the mount of the cap band; the un-fouled arm of the stock shall be to the wearer's right.

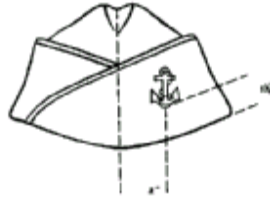


c. Chin Strap. The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, gilt button.



2. Garrison Cap.

Insignia shall be a gold metal fouled anchor. The un-fouled arm of the stock shall be to the front. It shall be pinned to the left side of the cap in an upright position with the center 2 inches from the front seam and 1½ inches above the bottom edge.



3. Marine Option Cover Devices.

Marine Option midshipmen will wear the Eagle, Globe and Anchor with all above covers. The Anchor will face toward the right as worn. If wearing the Garrison Cap the Anchor will be facing towards the front of the cover.

11.10 Sleeve Class Insignia

1. Sleeve class insignia shall consist of horizontal gold striping worn on the left sleeve of blue coat to indicate class. They shall be centered midway between shoulder and elbow. Sleeve Class Insignia is not worn with Midshipmen Officer sleeve rank insignia.

- a. Seniors. Shall wear three stripes.



- b. Juniors. Shall wear two stripes.



- c. Sophomores. Shall wear one stripe.



- d. Freshmen. No stripes.

11.11 Sleeve Rank Insignia

1. MIDN Officers. Shall wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. The stripes shall be centered on the outer side of the sleeve with lower stripe 2 inches above and parallel to the edge of the cuff. A gold embroidered five-pointed star, of a size to be inscribed in a circle 1 inch in diameter, shall be centered above point to be 3/4 inch above the upper stripe. When assigned as a Midn Officer, sleeve class insignia is not worn.

a. Captain/Colonel. Worn only when specially authorized by NROTC regulations. Six stripes.



b. Commander/Lieutenant Colonel. Five stripes.



c. Lieutenant Commander/Major. Four stripes.

d. Lieutenant/Captain. Three stripes.



e. Lieutenant (junior grade)/First Lieutenant. Two stripes.



f. Ensign/Second Lieutenant. One stripe.



2. MIDN Petty Officers/NCO's. Shall wear a badge consisting of an eagle and anchor, in combination with stars and chevrons, to be worn midway between shoulder and elbow on the right sleeve of blue coat.

a. Battalion Master Chief Petty Officer or Sergeant Major. The badge shall consist of an eagle perched, with wings expanded, on the stock of a fouled anchor head of eagle and unfouled arm of stock of the anchor shall face to the front. Below the anchor shall be three chevrons, apex down. An arch formed by two arcs shall connect each end of the upper chevron with each arm of the stock of the anchor. Above the eagle shall be two stars arranged horizontally. The eagle, anchor, and stars shall be embroidered, the chevrons of gold lace. One point of each star shall point down.



b. Company Senior (Battalion Guide) Senior Chief Petty Officer or 1ST Sergeant. Shall be the same as prescribed for Battalion Chief Petty Officer, except that there shall be one star, the center of which shall be 7/8 inch above the eagle's head.



c. Company Guide (Chief Petty Officer) or Gunnery Sergeant.
Shall be the same as prescribed for the Battalion Master Chief Petty Officer, except that there shall be no stars.



d. Platoon Guide (Petty Officer, First Class) or Staff Sergeant.
Shall be the same as prescribed for the Battalion Master Chief Petty Officer, except that there shall be no stars, and the arch above the chevrons shall be omitted.



e. Squad Leader (Petty Officer, Second Class) or Sergeant.
Shall be the same as prescribed for Battalion Chief Petty Officer, except that there shall be no star above the eagle, the arch above the chevrons shall be omitted, and the lower chevron shall be omitted.



11.12 Shoulder Boards

1. Shall consist of two types of shoulder boards: one which indicates class and one which indicates rank. Both shall be 5-1/2 inches (men) and 4-1/2 inches (women) long with dark blue cloth. They shall be of stiff backing and shall be secured on the shoulder at the inner end by a Navy eagle, gilt button snap fastener. They shall be worn on the reefer jacket and on the white tropical shirt. The epaulets on the women's overcoat shall be used as the shoulder boards on this garment. The anchor insignia on the shoulder boards will be replaced by the gold enlisted Marine Corps emblem for Marine option MIDN.

2. Class Shoulder Boards. The insignia to be worn on shoulder boards shall consist of a metal fouled anchor alone or in combination with stripes to indicate the wearer's class.

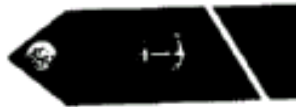
a. MIDN, First Class. A gold metal fouled anchor shall be centered on the mark with the crown 2 inches from the squared end and the unfouled arm of the stock to the front. In addition, one stripe of yellow yarn shall be placed with the outer edge 5/8 inch from and parallel to the squared end of the mark (right and left).



b. MIDN, Second Class. Same as prescribed for MIDN, First Class, except that there shall be two stripes of yellow yarn, placed diagonally across the mark.



c. MIDN, Third Class. Same as prescribed for MIDN, Second Class, except that the upper stripe shall be omitted (right and left).



d. MIDN, Fourth Class. Same as prescribed for MIDN, First Class, except that the stripe shall be omitted (right and left). In



addition, for women the anchor crown will be 1-1/4 inches from the squared end.

3. Rank Shoulder Marks. The insignia to be worn on shoulder marks shall consist of a star, in combination with stripe(s), to indicate the wearer's rank.

a. Captain/COL. Shall wear six stripes of yellow yarn, 1/8 inch wide. The lowest stripe shall be placed 5/8 inch from and parallel to the squared end of the mark. Other stripes shall be spaced 1/4 inch apart. A gold-plated metal, five-point star, of a size to be inscribed in a circle 1/2 inch in diameter shall be centered on the mark with one point toward and 1/2 inch from the upper



stripe.

b. Commander/LCOL. Same as prescribed for Captain, except that there shall be five stripes.



c. Lieutenant Commander/MAJ. Same as prescribed for Captain, except there shall be four stripes.



d. Lieutenant/CAPT. Same as prescribed for Captain, except there shall be three stripes.



e. Lieutenant (junior grade)/1st LT. Same as prescribed for Captain, except there shall be two stripes.



f. Ensign/2nd LT. Same as prescribed for Captain, except that there shall be one stripe.

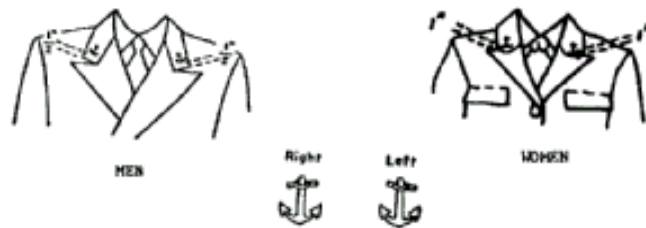


11.13 Coat Collar Anchor Insignia

1. General. Coat collar insignia shall consist of plain gold anchors indicating MIDN status and gold stars indicating Distinguished MIDN to be worn on the collars of the blue coats.

a. Service Dress Blue Coat

(1) Anchor Insignia. A plain gold anchor 1-7/16 inches long, stock to be inclined at an angle of 8 degrees from the horizontal (right and left). It shall be pinned on each collar tip of the coat so that the crown of the anchor is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the outer edge of the collar. The lower end of the stock shall be outboard and the stock shall be approximately horizontal. Marine Option Midshipmen will substitute the Eagle, Globe, and Anchor insignia.



11.14 Shirt Collar Insignia

1. General. Shirt collar insignia shall consist of gold fouled anchor, eagle and bar insignia, to be worn on the collar tips of blue and khaki shirts, to indicate the wearer's class and/or rank.

2. Insignia Indicating Class and Petty Officer Rank

a. Anchor Insignia. Shall be gold metal pin-on fouled anchor, of a size to be inscribed in a circle 5/8 inch in diameter (right and left).

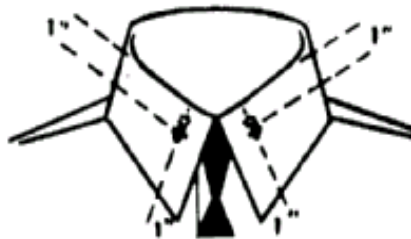


3. Manner of Wear. The anchor and eagle-anchor insignia shall be pinned to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The stock of the anchor shall be parallel to the upper edge of the collar and the **unfouled arm of the stock shall be to the front.**

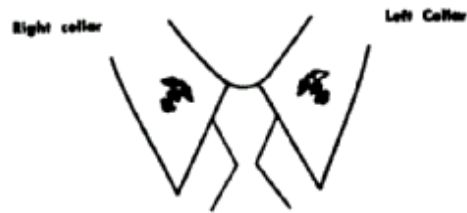
SHORT SLEEVE SHIRTS



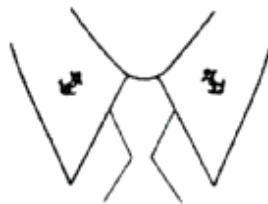
LONG SLEEVE SHIRTS



a. MIDN, First Class of other than Officer Rank. Shall wear the eagle-anchor insignia on both collar points.



b. MIDN, Second Class of other than Officer Rank. Shall wear the anchor insignia on both collar points.



c. MIDN, Third Class. Shall wear the anchor insignia on the right collar point only.

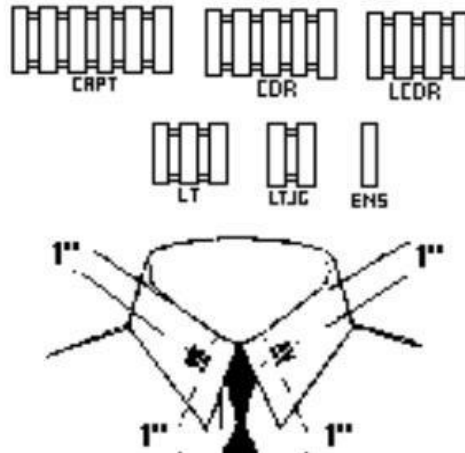


d. MIDN, Fourth Class. Shall wear no insignia on the collar.



** NOTE: Marine Options will wear their Eagle, Globe and Anchor collar device. The appropriate wear of the device is with the anchor facing inboard towards the center of the blouse. The placement of the Eagle, Globe and Anchor collar devices is identical to that of the fouled anchor collar devices worn by Navy Options. Senior Marine Options will continue to wear Eagle, Globe and Anchor devices unless they are a midshipman officer.

4. Insignia Indicating MIDN Rank. Shall consist of gold metal bars, to be worn on the collar tips of khaki shirts to indicate the wearer's rank. This insignia shall be pinned on the collar so that the center of the first bar is approximately 1 inch from the front edge and 1 inch below the upper edge of the collar; upper edge of bars to be parallel to upper edge of collar.



a. Captain/Colonel. Shall wear six parallel bars, each 3/4-inch wide, and spaced 1/8 inch apart. To be connected by a thin strip of wire or metal.

b. Commander/Lieutenant Colonel. Shall wear five parallel bars each 3/4-inch wide, and spaced 1/8-inch apart and connected by a thin strip of wire or metal.

c. Lieutenant Commander/Major. Shall wear four parallel bars each 3/4-inch wide, and spaced 1/8-inch apart and connected by a thin strip of wire or metal.

d. Lieutenant/Captain. Shall wear three parallel bars each 3/4-inch wide, and spaced 1/8-inch apart and connected by a thin strip of wire or metal.

e. Lieutenant (junior grade)/First Lieutenant. Shall wear two parallel bars.

f. Ensign/Second Lieutenant. Shall wear one bar.

11.15 Buttons

Navy eagle gilt buttons are worn. They shall be the same as those described for male and female officers.

11.16 Grooming Standards

1. Grooming standards are based on several elements including neatness, cleanliness, safety, military image, and appearance. The standards established herein are not intended to be overly restrictive nor designed to isolate Navy men and women from society. The limits set forth are reasonable, enforceable, and ensure that personal appearance contributes to a favorable military image. The seeming dichotomy between the policy on grooming for male and female members is simply a recognition there is a difference between the sexes - sideburns for men, different hair styles and cosmetics for women. The establishment of identical grooming and personal appearance standards for men and women would not be in the best interest of the Navy and is not a factor in the assurance of equal opportunity. The primary consideration must be to have a neatly groomed appearance while wearing the naval uniform. Senior personnel and personnel assigned in high visibility positions of leadership are examples.

2. Navy personnel assigned to Marine Corps units, when wearing Marine Corps uniforms, shall abide by grooming standards established for Marines. Otherwise, when wearing Navy uniforms (including fatigues), Navy regulations apply.

11.17 Personal Appearance (Men)

Men shall be well groomed at all times and shall meet the following minimum standards:

1. Hair. Will be neat, clean and present a groomed appearance. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair on the back of the neck will not touch the collar. Hair shall be no longer than four inches. When groomed it may not touch the ears, collar, extend below eyebrows when headgear is removed nor interfere with the proper wearing of military headgear. Bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and outrageous multicolor hair is not authorized.

NOTE: The unique quality and texture of curled, kinked, waved, and straight hair is recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those special cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. Varying hairstyles, including Afro, are permitted provided these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.

b. Sideburns. Sideburns if worn shall be neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not

extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean- horizontal line. Figure 11-1 refers. "Muttonchops", "ship's captain", or similar grooming modes are considered to be merely elongated sideburns and as such are not authorized.

c. Facial Hair. Facial hair is not authorized with the exception of proper mustaches. When a mustache is worn, no portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth.

d. Fingernails. Fingernails shall be kept clean and trimmed so as not to extend past fingertips.

e. Jewelry. The wearing of jewelry is authorized for all male personnel. Jewelry, when worn, shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the guidelines set herein:

(1) Rings. Only one ring per hand is authorized excluding the wedding ring.

(2) Earrings. Not authorized. Additionally, no article shall be attached to or through the ear or nose.

(3) Necklaces/Choker. While in uniform only one necklace may be worn and it shall not be visible.

(4) Wristwatch/Bracelets. Only one of each is authorized to be worn. Ankle bracelets are not authorized.

f. Body Piercing/Mutilation. Earrings, eyebrow rings, nipple rings, navel rings, and other body piercing are **not authorized**. Branding or intentional scarring is not authorized and require a waiver if existing prior to entering service.

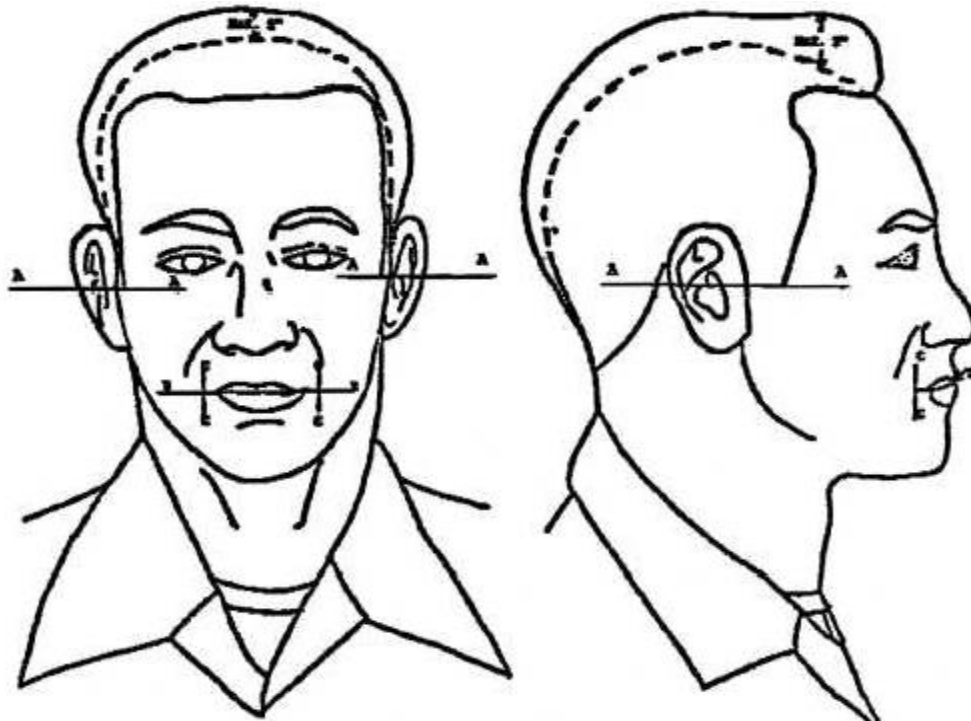
g. Tattoos. All tattoo designs must be screened prior to and after completion of the NROTC program by a commissioned officer for appropriateness and keeping within regulations. In general, tattoos must not be visible while in standard PT Uniform, and must not be prejudicial to good order and discipline. Example: Tattoos that are excessive, obscene, sexually explicit, or advocate or symbolize sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited. No midshipmen shall get a new tattoo without proper counseling from their class advisor.

h. Dental Ornamentation. The use of gold, platinum or other veneers or caps for purposes of ornamentation are prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc. Waivers must be requested for existing dental ornamentation.

i. Marine Option Standards. Marine Option MIDN will conform to Marine Corps grooming standards.

GROOMING STANDARDS FOR MEN

Figure 11-1



(----- Indicates Scalp Line)

Sideburns shall not extend below the middle of the ear as indicated by line "A". When a mustache is authorized:

* It will not go below a horizontal line extending across the corner of the mouth as indicated by line "B".

* It shall not extend more than one quarter inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C". Nor shall it protrude below the lip line of the upper lip as indicated by line "D".

* The length of individual facial hair shall not exceed three quarters of an inch.

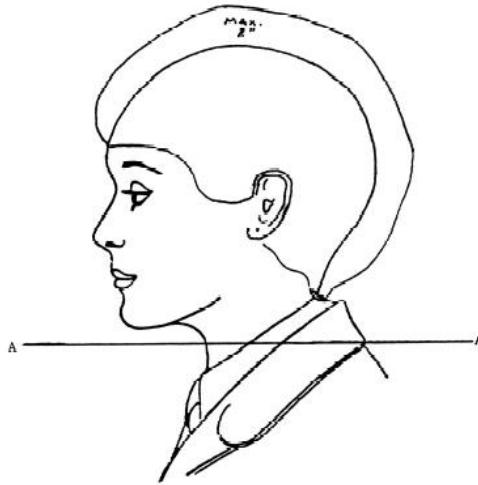
* Hairstyle properly groomed shall not be greater than two inches in bulk. Bulk is the distance that the mass of hair protrudes from the scalp. No individual hair will measure more than four inches in length.

11.18 Personal Appearance (Women)

Women shall be well groomed at all times and shall meet the following minimum standards:

a. Hair. Hair shall be clean and neatly shaped, and arranged in a professional style. When in uniform, hair may touch, but not fall below, the lower edge of the back of the collar. It must be neatly fastened, pinned, or secured to the back of the head with *inconspicuous* pins, presenting a professional hair style (See Figure 11-2). Any pins used must be of the same color as the individual's hair. No hair shall show under the front of the brim of the combination hat or garrison cap. Afro, natural, bouffant, and other similar hair styles are permitted, but faddish and exaggerated styles, which do not allow headgear to be worn in the prescribed manner are considered elaborate and are prohibited. In no case shall the bulk of the hair exceed 2 inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Ends of hair that are pinned up shall not be permitted to dangle free. Hair coloring must look natural and complement the individual's skin tone. Faddish and outrageous multi-color hair is not authorized. Visible hairnets may be worn only if authorized for specific duty.

GROOMING STANDARDS FOR WOMEN Figure 11-2



b. Hair ornaments. Conspicuous rubber bands, headbands, combs and pins are not authorized. When worn, hair ornaments shall not present a safety or FOD (Foreign Object Damage) hazard. Barrettes are authorized to be used to pin hair up. A maximum of two barrettes, similar in color of the hair may be worn. Any bands, pins, or barrettes used must be of similar color to the individual's hair.

c. Hair pieces. Hair pieces or wigs, if worn while in uniform or duty status, shall be of good quality and fit, present a natural appearance, not interfere with the proper performance of duty, not present a safety or FOD (Foreign Object Damage) hazard and conform to the grooming standards set forth in these regulations.

d. Cosmetics. Cosmetics shall be applied in good taste so that colors blend with natural skin tone and enhance natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick and eye shadows shall be conservative in color and compliment the Navy uniform. Long false eyelashes shall not be worn when in uniform.

e. Fingernails. Fingernails shall not exceed 1/4 inch measured from the fingertip. Nail polish shall be a soft shade, complementary to the skin tone.

f. Jewelry. The wearing of jewelry is authorized but shall not present a safety or FOD (Foreign Object Damage) hazard. Jewelry shall be worn within the guidelines set herein.

(1) Rings. Only one ring per hand is authorized excluding the wedding ring/engagement ring.

(2) Earrings. One earring per ear may be worn at women's discretion with any uniform. Nose rings are not authorized. Earrings shall be 6mm ball (approximately 1/4 inch), plain gold with brushed matte finish, screw-on or post type.

(3) Necklaces/Chokers. While in uniform, only one necklace may be worn and it shall not be visible.

(4) Wristwatch/Bracelet. Only one of each is authorized to be worn. Ankle bracelets are not authorized.

g. Body Piercing/Mutilation. Ear rings (except a single piercing of each ear lobe), eyebrow rings, nipple rings, navel rings, and other body piercing are **not authorized**. If such piercings exist prior to service, rings are not authorized for wear once enrolled. Branding or intentional scarring is not authorized and require a waiver if existing prior to entering service.

h. Tattoos. All tattoo designs must be screened prior to and after completion of the NROTC program by a commissioned officer, for appropriateness and keeping within regulations. In general, tattoos must not be visible while in standard PT Uniform, and must not be prejudicial to good order and discipline. Example: Tattoos that are excessive, obscene, sexually explicit, or advocate or symbolize sex, gender, racial, religious, ethnic or national origin discrimination are prohibited. In addition, tattoos that advocate or symbolize gang affiliation, supremacist or extremist groups, or drug use are prohibited. No midshipmen shall get a new tattoo without proper counseling from their class advisor.

i. Dental Ornamentation. The use of gold, platinum or other veneers or caps for purposes of ornamentation are prohibited. Teeth, whether natural, capped or veneer, will not be ornamented with designs, jewels, initials, etc. Waivers must be requested for existing dental ornamentation.

j. Marine Option Standards. Marine Option MIDN will conform to Marine Corps grooming standards.

11.19 Civilian Bags and Optional Accessories

1. General

2. Backpacks and Briefcases. Civilian bags (e.g., computer bags/briefcases, gym bags, garment bags, etc., this does not include women's handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

a. Backpacks may be worn over either the left shoulder or both shoulders while wearing service and working uniforms. Solid black is

the only authorized color of backpack to wear with the khaki, SDB, and summer white's uniform. The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached on or to the backpack.

b. Computer bag and brief case: may be worn across the left shoulder of service and working uniforms to facilitate saluting. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally).

c. All bags/brief cases worn with the uniform must conceal its contents and be either **solid black or navy blue in color**. There shall be no personal or decorative ornamentation attached to or printed on the exterior of the bag/brief case.

d. While in dress uniform, civilian bags will be hand carried only.

3. Handbags (Women). Women may wear civilian handbags while in uniform in the manner prescribed in the Navy Uniform Regulations. The handbag must be of plain black, brown, white grain leather or synthetic leather, rectangular in shape and designed with a flap (magnetic or zipper). The color of the handbag will match the color of the shoes worn (black, brown, or white). Dimensions must be between 7 1/2 to 14 inches in width, 5 1/2 to 11 inches in height, and 2 to 4 inches deep. Exotic materials such as eel, alligator, or ostrich skin are not authorized. The handbag may not have any visible ornamentation, decorative stitching, embossed design, or manufacturer's logo. The closure hardware will be brass-plated, silver or gold-colored (no over-sized buckles or string ties are allowed). The strap (single or double) will be of the same material as the purse and may have a gold-colored or black-colored buckle. Handbags may be procured from commercial sources, provided the above criteria is followed.

4. Optional Accessories

a. Umbrella. A plain, solid black, collapsible (in length) umbrella may be carried when weather conditions warrant, provided safety regulations or practices are not violated (for example, FOD hazard). The umbrella should be carried in the left hand to permit saluting. The umbrella shall not be carried during military formations. Male Marine options will not carry umbrellas.

b. Sunglasses. The wearing of sunglasses is permitted in uniform, but they must be professional with black or metallic rims and have black, gray, or brown lenses.

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CHAPTER XII: PHYSICAL FITNESS

- 12.1 General
- 12.2 Physical Fitness/Physical Excellence Requirements
- 12.3 Testing
- 12.4 Weight Control
- 12.5 Change of Option (Navy to Marine)
- 12.6 Remedial Conditioning Program
- 12.7 Physical Fitness Deficiencies
- 12.8 VUNROTC Fleet Enhancement Program
- 12.9 Disciplinary Actions Regarding Physical Fitness Deficiencies
- 12.10 Height/Weight Table
- 12.11 Physical Readiness Test Scoring (PRT)
- 12.12 PRT Overall Scores and Scoring Example
- 12.13 Physical Fitness Test Scoring

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12.1 General

Physical fitness is a crucial element of mission performance and must be part of every midshipman's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual. Therefore, all NROTC students and military personnel shall maintain personal fitness by regular exercise and proper nutrition.

12.2 Physical Fitness/Physical Excellence Requirements

1. In an effort to promote standards of excellence among members of the MIDN Battalion, NSTC has established physical readiness goals. Every member shall participate in a regular, well-rounded physical fitness program and two semi-annual Physical Fitness Assessments (PFA) for Navy Options and Physical Fitness Test (PFT) for Marine Options. A PFA consists of body composition assessment (BCA) and Physical Readiness Test (PRT). The method of scoring the PRT is based on a goal-oriented system, in accordance with OPNAVINST 6100.1 (Navy option) or MCO P6100.3 (Marine option) respectively. Goal-oriented scoring is a program of multi-tiered fitness categories and levels that allow the individual MIDN to assess physical readiness strengths and weaknesses. Anyone not meeting the standards for overall performance, or failing to meet standards in a single event which jeopardizes overall score, will be placed on remedial training and risk suspension of scholarship benefits, or disenrollment if minimum standards are not achieved.

2. Minimum Standards.

a. Navy Option:

To commission, Navy Option midshipmen and STA-21 OCs must attain minimum performance level in a "Good" category in all events on a single Navy Physical Fitness Assessment in accordance with OPNAVINST 6110.1 series during First Class year. Failure to do so shall result in failure to commission.

1. The swim and elliptical cardio options of the PRT are **not offered** for VUNROTC midshipmen. A run in the "Good" category shall be completed during the First Class year. If a run is not satisfactorily completed in the First Class year, approval to commission is required from NSTC OD4.

2. **All students are expected to improve their level of physical readiness achievement as they progress through the program.** The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer.

b. Marine Option:

Marine Option students shall qualify to equivalent standards as outlined in the MCO P6100.13. Although not required, it is recommended that Marine Option students maintain a PFT score of 275 or higher to successfully complete the 6-week OCS course. All Marine Option/MECEP students must score a First Class PFT (225 or better) at the start of their senior year to be commissioned.

3. Weight Control Standards

NROTC students whose height/weight and/or body fat percentage exceed established standards contained in OPNAVINST 6110.1 series or MCO P6100.13 series shall participate in Fleet Enhancement Program (FEP) physical conditioning and are encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. If out of standards, Midshipmen, STA-21 OCs, and MECEPs shall not be commissioned.

a. IAW OPNAVINST 6110.1 series, Navy midshipmen are not allowed to have body fat percentages in excess of 22% for males and 33% for females. No waiver is allowed.

b. IAW MCO P6100.13, Marine Option students are **not** allowed to have body fat percentages greater than 18% for males and 26% for females. No waiver is allowed.

4. Scoring

The scoring categories for each exercise component are set forth on pages XII-7 through XII-9 for Navy option MIDN, and pages XII-10 and XII-11 for Marine option MIDN.

12.3 Testing

1. An official PFA/PRT or PFT will be conducted and must be passed to acceptable standards on a semi-annual basis for all MIDN. Failure to pass this semi-annual PFA/PRT or PFT will result in administrative action. An Inventory PRT/PFT will be administered at the beginning of each semester to identify those MIDN requiring remedial physical fitness training in advance of the official test. The Navy Option PRT sequence of events will consist of a warm-up, push-ups, curl-ups, 1.5 mile run/walk, and a cool down period. The Marine Option PFT sequence of events will consist of a warm-up, pull-ups/flexed-arm hang, curl-ups, and a 3-mile run.

2. The Command Fitness Leader (CFL) is a member of the active duty staff, and the Unit's resource for fitness information. They are responsible for scheduling and conducting Physical Fitness Assessments (PFAs), obtaining physical readiness resources for use by Unit personnel, and providing assistance to members in all fitness-related

areas including weight management, follow-up programs and Unit fitness activities.

3. All MIDN shall have completed a "Physical Activity Risk Factor Questionnaire" (PARFQ) prior to the PFA/PRT or PFT. The Battalion Physical Training Instructor (PTI) will ensure the forms are completed a minimum of 48 hours prior to the PFA/PRT or PFT and results compiled afterwards on a spreadsheet. The CFL will maintain custody of the screening forms and results between each semester's PFA/PRT or PFT.

4. The Battalion Operations Officer is responsible to the MOI for organizing and coordinating the semi-annual Battalion PFA/PRT and PFT to include ensuring the presence of at least 1 CPR-certified, non-participant per every 25 personnel participating in the test. IF possible, they will ensure a Navy Hospital Corpsman or medical representative is present at the test site and Vanderbilt medical facilities are alerted prior to the test and ready in case of an emergency. A completed Operational Risk Assessment form will be on hand the day of testing.

5. An annual Swim Test will be conducted for MIDN who have not qualified as 2nd Class Swimmers. Individuals will meet the requirements set forth in current directives. It is the personal responsibility of those failing the 3rd Class test to seek individual remedial training, primarily through university programs. MIDN shall qualify as Swimmer, 3rd Class by the end of the Fourth Class year. Midshipmen qualifying as Swimmer, 2nd Class are exempt from further testing. Students qualified at lower than Swimmer, 2nd Class, shall re-qualify annually. Failure to meet this requirement can result in a leave of absence or disenrollment.

12.4 Weight Control

All MIDN will maintain weight within the limits as prescribed in OPNAVINST 6110.1 (Series) and MCO 6100.13. MIDN exceeding the height/weight standards will be measured for body fat. Those MIDN exceeding both height/weight and body fat standards at the time of a Battalion PFA shall fail the assessment, and will be placed on an exercise and dietary program in addition to FEP. Failure to reach established standards will result in a Leave of Absence, or disenrollment. Dietary assistance is available as part of Student Health Services.

12.5 Change of Option (Navy to Marine)

Marine Corps physical fitness requirements shall be used to evaluate Navy Option MIDN who wish to change to Marine Option.

12.6 Remedial Conditioning Program

All students are encouraged to participate in the Fitness Enhancement Program (FEP) to improve their physical conditioning and maintain

established standards. If needed, and approved by the CFL, an individualized training plan may include more than three unit-directed PT sessions.

(a) Participation in FEP is required when a student is outside of height/weight/BCA standards or scores below the "Good Medium" standard (as defined in Figure 12-1) on any individual exercise during an Inventory PFA or the Marine standard of 270 on the PFT.

(b) Students shall not be released from required participation in FEP until they meet both the required height/weight or BCA and the NROTC standard of "Good High" (average of 70 points IAW Figure 12-1) (USN) or 260 (USMC) for one monthly mock PRT/PFT and pass each subsequent mock or semi-annual PRT/PFT, meeting the intent of OPNAVINST 6110.1 series.

The CFL and the PTI are responsible for scheduling and monitoring the remedial program. No one in an obese condition shall participate in the remedial program without specific written authorization by a physician and only to the extent specifically authorized. The goal of FEP shall be continuous incremental improvement in physical condition instilling a regiment suited to maintain a high level of physical readiness if continued. If there is any doubt that a person should participate on a given day, advice of medical authority shall be sought. A Unit Staff member shall be present at all FEP workouts.

12.7 Physical Fitness Deficiencies

All students must strive for their highest levels of excellence in physical fitness and swimming skills. The amount of personal effort and improvement shall be used to determine aptitude for the service. The standards regarding physical fitness and weight control are addressed in applicable Navy and Marine Corps directives OPNAVINST 6110.1 series or MCO P6100.13.

1. A physical fitness/aptitude deficiency exists when any of the following apply:

a. Failure to achieve minimum performance levels and/or height/weight standards on any official Navy BCA/PFA or Marine PFT (225 and pass each individual event) during the freshman through junior years.

b. Failure to achieve a minimum of "Good" in each event and/or height/weight standards during senior year and/or immediately prior to commissioning (Navy Option). If not achieved, a PRB is required and the student shall be placed on LOA.

c. Failure to achieve a "First Class" score of 225 immediately prior to OCS (Marine Option). A score of 275 is highly recommended in order to pass OCS.

d. Failure to achieve a "First Class" score of 225 and/or height/weight standards during senior year and/or immediately prior to commissioning (Marine Option).

2. College Program midshipmen shall not be admitted to Advanced Standing unless these standards are met.

3. Students who do not meet the "Good" category but do meet a "Satisfactory" category may remain in the program, but the PNS must place the student in a remedial FEP program to improve his/her performance. In the event students do not achieve scores in the "Good" category on an official PFA/PFT, the PNS shall provide an aptitude warning for the first occurrence and place the student on probation for any second occurrence.

4. In the event students score lower than the "Satisfactory" category, the unit will consider them Physical Fitness Assessment (PFA) failures that warrant a remedial FEP program (tailored to their individual needs). PNSs shall place students on probation. In the event of a second failure, students shall be placed on LOA, unless the PNS grants a second term of probation due to sufficiently demonstrated improvement by the student.

12.8 VUNROTC Fitness Enhancement Program

1. Any member failing to attain levels of physical fitness specified in paragraph 12.6 will be placed in and participate in FEP. Figure 12-1 refers.

**VUNROTC FEP Standards
Figure 12-1**

VUNROTC PT STANDARDS									
Male Navy Option					Female Navy Option				
Performance Level	Points	Curl-Ups	Push-ups	1.5 mi Run	Performance Level	Points	Curl-Ups	Push-ups	1.5 mi Run
Age 17-19					Age 17-19				
Maximum	100	109	92	8:15	Maximum	100	109	51	9:29
Outstanding	90	102	86	9:00	Outstanding	90	102	47	11:30
Excellent	75	90	76	9:45	Excellent	75	90	42	12:30
Good High	70	81	68	10:00	Good High	70	81	36	12:45
Good Medium	65	71	60	10:30	Good Medium	65	71	30	13:00
Good Low	60	62	51	11:00	Good Low	60	62	24	13:30
Satisfactory	45	50	42	12:30	Satisfactory	45	50	19	15:00
Probationary	40	< 50	< 42	> 12:30	Probationary	40	< 50	< 19	> 15:00
Age 20-24					Age 20-24				
Maximum	100	105	87	8:30	Maximum	100	105	48	9:47
Outstanding	90	98	81	9:15	Outstanding	90	98	44	11:30
Excellent	75	87	71	10:30	Excellent	75	87	39	13:15
Good High	70	78	64	10:45	Good High	70	78	33	13:30
Good Medium	65	66	55	11:30	Good Medium	65	66	28	13:45
Good Low	60	58	47	12:00	Good Low	60	58	21	14:15
Satisfactory	45	46	37	13:30	Satisfactory	45	46	16	15:30
Probationary	40	< 46	< 37	> 13:30	Probationary	40	< 46	< 16	> 15:30

Navy Scoring Key	
Max	100
Outstanding	90
Excellent	75
Good	60
Satisfactory	45
Probationary	40

*An **average score** less than 65 will merit placement on FEP (avg. scores between 64 and 65 will not be rounded up)

*Any MIDN Scoring **below Good Low** in one or more categories will FAIL the PRT and be placed on FEP

2. The VUNROTC FEP will consist of two weekly workouts of approximately one-hour duration. Each workout will include a warm-up period, cardio respiratory exercise or musculoskeletal exercise, and a cool down time.

3. A Physical Readiness Test will be administered at least once every month. Performance and progress will be documented by recording all FEP PRT and PFT scores.

4. Note that in meeting physical fitness standards, the effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer. Those MIDN assigned to a remedial program are encouraged to exercise on their own in addition to the supervised program.

12.9 Disciplinary Actions Regarding Physical Fitness Deficiencies

1. Aptitude Probation

Any student who fails a regularly scheduled physical fitness assessment/test and/or fails to meet required height/weight standards shall be placed on aptitude probation and assigned to a fitness enhancement program. The terms of probation should state that any repeat failure could result in PRB, LOA or disenrollment. A second term of aptitude probation is not prohibited but should only be

considered when reasonable certainty exists that the student will overcome their difficulties.

2. Physical Fitness / Readiness LOA

a. MIDN on probation for physical fitness failures that do not meet standards at the end of their probationary period may be granted a second term of probation if they demonstrate sufficient improvement in the reasonable opinion of their class advisor. Any subsequent failure to meet standards shall result in a PRB and LOA or disenrollment. Those who fail to meet the terms of their LOA shall be recommended for disenrollment.

b. Two PFA or PFT failures while in a probationary status will require a PRB. Normally, a third failure would result in a recommendation for disenrollment from the program. Waivers to this policy based on extraordinary circumstances must be approved by NSTC OD. Failures do not have to be consecutive, and they may be any combination of body fat or physical fitness test standards. Navy Option midshipmen must complete a 1.5-mile PRT run in the 'Good' category during their First Class year. Marine Option MIDN must obtain a 225 PFT prior to commissioning.

12.10 Height-Weight Table

Source: OPNAVINST 6110.1 (Series)

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Men Maximum Weight (pounds)	Member's Height (inches) (fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227
246	81	233
251	82	239
256	83	245
261	84	251
266	85	257
271	86	263

12.11 Physical Readiness Test Scoring

Source: OPNAVINST 6110.1 (Series)

**PRT STANDARDS FOR
MALES**

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Males: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	92	8:15	6:30	6:20
Outstanding	90	102	86	9:00	7:15	7:05
Excellent	75	90	76	9:45	8:30	8:20
Good	60	62	51	11:00	11:15	11:05
Satisfactory	45	50	42	12:30	12:45	12:35
Failure	<45	<50	<42	>12:30	>12:45	>12:35
		Males: Age 20-24 years				
"Maximum"	100	105	87	8:30	6:30	6:20
Outstanding	90	98	81	9:15	7:30	7:20
Excellent	75	87	71	10:30	8:45	8:35
Good	60	58	47	12:00	11:30	11:20
Satisfactory	45	46	37	13:30	13:00	12:50
Failure	<45	<46	<37	>13:30	>13:00	>12:50
		Males: Age 25-29 years				
"Maximum"	100	101	84	8:55	6:38	6:28
Outstanding	90	95	77	9:38	7:38	7:28
Excellent	75	84	67	10:52	8:53	8:43
Good	60	54	44	12:53	11:38	11:28
Satisfactory	45	43	34	14:00	13:08	12:58
Failure	<45	<43	<34	>14:00	>13:08	>12:58
		Males: Age 30-34 years				
"Maximum"	100	98	80	9:20	6:45	6:35
Outstanding	90	92	74	10:00	7:45	7:35
Excellent	75	81	64	11:15	9:00	8:50
Good	60	51	41	13:45	11:45	11:35
Satisfactory	45	40	31	14:30	13:15	13:05
Failure	<45	<40	<31	>14:30	>13:15	>13:05
		Males: Age 35-39 years				
"Maximum"	100	95	76	9:25	6:53	6:43
Outstanding	90	88	70	10:08	7:53	7:43
Excellent	75	78	60	11:23	9:08	8:58
Good	60	47	37	14:08	11:53	11:43
Satisfactory	45	37	27	15:00	13:23	13:13
Failure	<45	<37	<27	>15:00	>13:23	>13:13
		Males: Age 40-44 years				
"Maximum"	100	92	72	9:30	7:00	6:50
Outstanding	90	85	67	10:15	8:00	7:50
Excellent	75	76	56	11:45	9:15	9:05
Good	60	44	34	14:30	12:00	11:50
Satisfactory	45	35	24	15:30	13:30	13:20
Failure	<45	<35	<24	>15:30	>13:30	>13:20

**PRT STANDARDS FOR
FEMALES**

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Females: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	51	9:29	6:45	6:35
Outstanding	90	102	47	11:30	8:30	8:20
Excellent	75	90	42	12:30	9:45	9:35
Good	60	62	24	13:30	13:00	12:50
Satisfactory	45	50	19	15:00	14:15	14:05
Failure	<45	<50	<19	>15:00	>14:15	>14:05
		Females: Age 20-24 years				
"Maximum"	100	105	48	9:47	7:15	7:05
Outstanding	90	98	44	11:30	8:45	8:35
Excellent	75	87	39	13:15	10:00	9:50
Good	60	58	21	14:15	13:15	13:05
Satisfactory	45	46	16	15:30	14:30	14:20
Failure	<45	<46	<16	>15:30	>14:30	>14:20
		Females: Age 25-29 years				
"Maximum"	100	101	46	10:17	7:23	7:13
Outstanding	90	95	43	11:45	9:00	8:50
Excellent	75	84	37	13:23	10:15	10:05
Good	60	54	19	14:53	13:30	13:20
Satisfactory	45	43	13	16:08	14:45	14:35
Failure	<45	<43	<13	>16:08	>14:45	>14:35
		Females: Age 30-34 years				
"Maximum"	100	98	44	10:46	7:30	7:20
Outstanding	90	92	41	12:00	9:15	9:05
Excellent	75	81	35	13:30	10:30	10:20
Good	60	51	17	15:30	13:45	13:35
Satisfactory	45	40	11	16:45	15:00	14:50
Failure	<45	<40	<11	>16:45	>15:00	>14:50
		Females: Age 35-39 years				
"Maximum"	100	95	43	10:51	7:45	7:35
Outstanding	90	88	39	12:08	9:30	9:20
Excellent	75	78	34	13:45	10:45	10:35
Good	60	47	14	15:53	14:00	13:50
Satisfactory	45	37	9	17:00	15:15	15:05
Failure	<45	<37	<9	>17:00	>15:15	>15:05
		Females: Age 40-44 years				
"Maximum"	100	92	41	10:56	8:00	7:50
Outstanding	90	85	37	12:15	9:45	9:35
Excellent	75	76	32	14:00	11:00	10:50
Good	60	44	12	16:15	14:15	14:05
Satisfactory	45	35	7	17:15	15:30	15:20
Failure	<45	<35	<7	>17:15	>15:30	>15:20

12.12 PRT Overall Scoring and Scoring Example

Source: OPNAVINST 6110.1 (Series)

Each PRT event is scored for five levels of performance and assigned points based on performance (enclosure (3)) (points from each event are added together and divided by three to determine the overall score):

- (1) Outstanding: 90 to 100 points;
- (2) Excellent: 75 to 89 points;
- (3) Good: 60 to 74 points;
- (4) Satisfactory: 45 to 59 points; and
- (5) Failure: 44 points or below.

12.13 Physical Fitness Test Scoring

Source: MCO P6100.13

PHYSICAL FITNESS TEST SCORING TABLE

Sec I: FEMALES

<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>
100	70 sec	100	21:00
99		99	21:10
98	69 sec	98	21:20
97		97	21:30
96	68 sec	96	21:40
95		95	21:50
94	67 sec	94	22:00
93		93	22:10
92	66 sec	92	22:20
91		91	22:30
90	65 sec	90	22:40
89		89	22:50
88	64 sec	88	23:00
87		87	23:10
86	63 sec	86	23:20
85		85	23:30
84	62 sec	84	23:40
83		83	23:50
82	61 sec	82	24:00
81		81	24:10
80	60 sec	80	24:20
79		79	24:30
78	59 sec	78	24:40
77		77	24:50
76	58 sec	76	25:00
75		75	25:10
74	57 sec	74	25:20
73		73	25:30
72	56 sec	72	25:40
71		71	25:50
70	55 sec	70	26:00
69		69	26:10
68	54 sec	68	26:20
67		67	26:30
66	53 sec	66	26:40
65		65	26:50
64	52 sec	64	27:00
63		63	27:10
62	51 sec	62	27:20
61		61	27:30
60	50 sec	60	27:40
59		59	27:50
58	49 sec	58	28:00
57		57	28:10
56	48 sec	56	28:20
55		55	28:30
54	47 sec	54	28:40
53		53	28:50
52	46 sec	52	29:00
51		51	29:10

<u>Points</u>	<u>Flexed-Arm Hang</u>	<u>Crunches</u>	<u>3-Mile Run</u>
50	45 sec	50	29:20
49		49	29:30
48	44 sec	48	29:40
47		47	29:50
46	43 sec	46	30:00
45		45	30:10
44	42 sec	44	30:20
43		43	30:30
42	41 sec	42	30:40
41		41	30:50
40	40 sec	40	31:00
39	39 sec	x	31:10
38	38 sec	x	31:20
37	37 sec	x	31:30
36	36 sec	x	31:40
35	35 sec	x	31:50
34	34 sec	x	32:00
33	33 sec	x	32:10
32	32 sec	x	32:20
31	31 sec	x	32:30
30	30 sec	x	32:40
29	29 sec	x	32:50
28	28 sec	x	33:00
27	27 sec	x	33:10
26	26 sec	x	33:20
25	25 sec	x	33:30
24	24 sec	x	33:40
23	23 sec	x	33:50
22	22 sec	x	34:00
21	21 sec	x	34:10
20	20 sec	x	34:20
19	19 sec	x	34:30
18	18 sec	x	34:40
17	17 sec	x	34:50
16	16 sec	x	35:00
15	15 sec	x	35:10
14	x	x	35:20
13	x	x	35:30
12	x	x	35:40
11	x	x	35:50
10	x	x	36:00
9	x	x	x
8	x	x	x
7	x	x	x
6	x	x	x
5	x	x	x
4	x	x	x
3	x	x	x
2	x	x	x
1	x	x	x

*Round up all values (e.g., 21:01 to 21:09 equals 99 points)

PHYSICAL FITNESS TEST SCORING TABLE

Sec II: MALES			
Points	Pull-ups	Crunches	3-Mile Run
100	20	100	18:00
99		99	18:10
98		98	18:20
97		97	18:30
96		96	18:40
95	19	95	18:50
94		94	19:00
93		93	19:10
92		92	19:20
91		91	19:30
90	18	90	19:40
89		89	19:50
88		88	20:00
87		87	20:10
86		86	20:20
85	17	85	20:30
84		84	20:40
83		83	20:50
82		82	21:00
81		81	21:10
80	16	80	21:20
79		79	21:30
78		78	21:40
77		77	21:50
76		76	22:00
75	15	75	22:10
74		74	22:20
73		73	22:30
72		72	22:40
71		71	22:50
70	14	70	23:00
69		69	23:10
68		68	23:20
67		67	23:30
66		66	23:40
65	13	65	23:50
64		64	24:00
63		63	24:10
62		62	24:20
61		61	24:30
60	12	60	24:40
59		59	24:50
58		58	25:00
57		57	25:10
56		56	25:20
55	11	55	25:30
54		54	25:40
53		53	25:50
52		52	26:00
51		51	26:10

Points	Pull-ups	Crunches	3-Mile Run
50	10	50	26:20
49		49	26:30
48		48	26:40
47		47	26:50
46		46	27:00
45	9	45	27:10
44		44	27:20
43		43	27:30
42		42	27:40
41		41	27:50
40	8	40	28:00
39		x	28:10
38		x	28:20
37		x	28:30
36		x	28:40
35	7	x	28:50
34		x	29:00
33		x	29:10
32		x	29:20
31		x	29:30
30	6	x	29:40
29		x	29:50
28		x	30:00
27		x	30:10
26		x	30:20
25	5	x	30:30
24		x	30:40
23		x	30:50
22		x	31:00
21		x	31:10
20	4	x	31:20
19		x	31:30
18		x	31:40
17		x	31:50
16		x	32:00
15	3	x	32:10
14	x	x	32:20
13	x	x	32:30
12	x	x	32:40
11	x	x	32:50
10	x	x	33:00
9	x	x	x
8	x	x	x
7	x	x	x
6	x	x	x
5	x	x	x
4	x	x	x
3	x	x	x
2	x	X	x
1	x	x	x

* Round up all values (e.g., 18:01 to 18:09 equals 99 points)

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CHAPTER XIII: EVALUATIONS

13.1 General

13.2 Evaluation Responsibilities

13.3 Evaluation Procedures

13.4 Final Aptitude Mark/Grade and Class Rank

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13.1 General

1. The NROTC MIDN evaluation and aptitude determination is a standardized approach for evaluating officer aptitude of NROTC scholarship and College Program students during all phases of their officer candidate education. All MIDN will be evaluated each semester. Evaluation reports are the basis for instructor counseling and aptitude grades. These grades provide class rankings and become part of a MIDN's record. They are used for billet assignments, summer training assignments, and determining an officer's service assignment in the Navy.

2. While disenrollment for inaptitude may be necessary in some cases, the correction of deficiencies and improvement in the performance of MIDN who are low in aptitude is considered to be of far greater importance. Frank and informal discussion with members of the staff will many times improve a MIDN's aptitude. All MIDN should be aware of their aptitude marks and are encouraged to discuss any problems or questions with their Class Advisor.

13.2 Evaluation Responsibilities

1. MIDN billet holders have direct responsibility for evaluating subordinates. They must closely observe the performance of these individuals. All MIDN who write evaluations should keep a notebook in which they record the semester performance of their subordinates. The notebook should be on-hand at all lab periods and inspections.

2. Each MIDN will first complete a Self-Evaluation, outlining their personal aptitude evaluation within their billet. Along with this Self Evaluation, each MIDN will complete a "Brag Sheet," detailing their personal involvement, achievement, and accomplishments outside of their billet.

3. Following completion, both the Self Evaluation and Brag Sheet will be submitted for Primary Evaluation. All Primary Evaluations will be conducted by the immediate superior of the individual being evaluated. This evaluation process will follow the flow detailed below.

Self-Evaluation	Primary Evaluation
OPS	BNCO
BNXO	BNCO
ADJ	BNCO
BNSgtMaj	BNCO
Squad Member	Squad Leader
Squad Leader	Platoon Commander
Platoon Commander	Company Commander
Company CPO	Company Commander
Company Commander	BNXO
AOPS	OPS

Self-Evaluation	Primary Evaluation
COMSERV	OPS
PTI	OPS
MWR	OPS
SPO	OPS
ASPO	SPO
PAO	ADJ
APAO	PAO
ACAD	ADJ
FO	ADJ
BNGUIDE	BNSgtMaj
Drill Team OIC	BNGuide
Color Guard OIC	BNGuide

4. Following the completion of primary evaluations, all evaluations will be submitted to the advisor of the individual being evaluated for final evaluation.

13.3 Evaluation Procedures

1. Each MIDN will be observed closely by their Class Advisor and by their MIDN seniors. Students will be evaluated particularly from the standpoints of aptitude, performance of duty, leadership, bearing, and appearance.

2. Aptitude evaluations for each semester in which the student is actively involved in the NROTC program involves the following categories:

- a. Equal Opportunity: Fairness, respect for human worth.
- b. Organizational support: Contributes towards team building and team results. Communication skills.
- c. Military bearing/appearance, physical fitness.
- d. Character, conduct: Adherence to Navy Core Values: Honor, Courage, Commitment.
- e. Mission accomplishment, academic effort, initiative, planning, prioritizing, and achieving goals.
- f. Professional Expertise: Professional knowledge, proficiency, qualifications.

3. Evaluations are done using the NAVPERS 1610D Form. The Battalion XO shall maintain the latest version of the form. The forms will be completed on the computerized form, typed. No spelling, grammar or punctuation errors are acceptable.

3. MIDN officers are to carefully screen all evaluation forms forwarded up the chain of command for compliance with this instruction. Evaluation forms failing to meet these standards are to be returned to the evaluator for correction. They are not to be forwarded until all corrections are complete.

4. MIDN should be periodically counseled by their midshipman superiors during the semester to identify noted deficiencies and give subordinates the opportunity to improve before final evaluations are completed at the end of the semester. Class advisors will, at a minimum, conduct an initial, mid-term, and final semester counseling for each midshipman that they are responsible for advising. Initial counseling for the current semester and final counseling for the previous semester may be combined.

13.4 Final Aptitude Mark/Grade and Class Rank

1. Final Military Aptitude. A MIDN's final semester aptitude mark is calculated using the midshipman's GPA and Class Advisor evaluation score in the equation below. While the final mark equals the instructor rating, this mark should take into consideration peer ratings, which informs the Adviser of his/her ability to be a team player.

2. Class Rank. Once the military aptitude grade is determined, it and the GPA are used to compute the final class ranking. The GPA is weighted at 65 percent and military aptitude is weighed at 35 percent to determine the final ranking on a 5.0 scale. Thus,

GPA ÷ .8 = GPA on a 5.0 scale

GPA (.65) x Class Advisor Aptitude Score (.35) = Overall Aptitude grade (determines class rank)

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CHAPTER XIV: MIDSHIPMAN AWARDS

14.1 General

14.2 External Awards

14.3 NROTC Ribbons Precedence

14.4 Other Awards and Recognition

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14.1 General

Various local and national organizations sponsor NROTC awards as well as NSTC. Those awards in the form of ribbons are authorized for wear only on MIDN uniforms.

14.2 External Awards

Near the end of the Spring Semester, various individuals and organizations present annual awards to members of the battalion to recognize academic achievement, leadership and military aptitude. These awards may be in the form of scholarships, medals/ribbons, plaques, certificates, swords, professional magazine subscriptions, engraved items such as trays or uniform jewelry boxes and other items. Although the titles and criteria of the awards may vary from year to year, listed below are some of the standard awards presented:

- James G. Stahlman Award
- David K. Matthes/Navy League Award(Sword)
- Edward P. Davis Memorial Prize
- Sydney M. Banks Memorial Award
- Joe L. Roby Esprit de Corps Award
- American Legion Military Leadership Award
- Marine Corps League Leadership Award(Sword)
- Vanderbilt NROTC Alumni Association Award
- Junior Line Officer Advanced Educational Program
- Society of American Military Engineers Award
- Daedalian Foundation NROTC Scholarship
- Legion of Valor Award Nomination
- Marine Corps Reserve Association Award
- Chief of Naval Operations Distinguished Graduate Award
- American Legion Academic Award
- American Legion Aptitude Award
- Naval Submarine League Award
- Daughters of the American Revolution Award
- Reserve Officer Association Award
- Society of the War of 1812 Award
- National Sojourner's Award
- Reserve Officers Association Medals
- Sons of the American Revolution
- Armed Forces Communications and Electronics Association
- USAA Scholarship Award
- USAA Spirit Award
- American Society of Naval Engineers (ASNE)
- American Veterans Association Award
- Military Order of the World Wars Award of Merit
- National Defense Industrial Association Award

14.3 NROTC Ribbons and Precedence

1. The following NROTC ribbons have been approved for wear by NSTC and the CO.

a. **All Around Performance**. Awarded by the CO at the beginning of each academic year to **MIDN who excel in academics, military aptitude, and physical fitness**. Advisors will screen MIDN under their cognizance using the criteria listed below and make recommendations to the CO via the Executive Officer. This ribbon will be worn throughout the academic year following its presentation. In order to qualify for this award a MIDN must:

(1) Have an **overall GPA of 3.3** or above.

(2) Maintain an overall **Naval Science average of 3.3** or above.

(3) Have achieved an **Outstanding** (Navy) or **285** (Marine) on both semesters' **PRT/PFT** administered during the previous academic year.

(4) Rank in the **top 10 percent** of the class in **Military Aptitude** based on the previous academic year's fall, spring, or overall rankings.

(5) Been **involved in** a minimum of **two unit activities** for both semesters of the previous academic year (billets are counted as activities).

b. **Academic Excellence Ribbon**. This award recognizes the categories of academic excellence as noted below:

(1) A MIDN maintaining a **cumulative GPA of 3.75 to 4.00** will wear the **Academic Excellence Ribbon with the Gold Star** device throughout the next semester.

(2) A MIDN maintaining a **cumulative GPA of 3.50 to 3.74** will wear the **Academic Excellence Ribbon with the Silver Star** device throughout the next semester.

(3) A MIDN maintaining a **cumulative GPA of 3.00 to 3.49** will wear the **Academic Excellence Ribbon** without device throughout the next semester.

c. **Academic Achievement Ribbon**. This award recognizes MIDN for achieving a semester GPA of 3.0 or above (cumulative below 3.0).

d. **Commendation Ribbon**. This award **represents superior achievement** by a MIDN. It will be worn by MIDN who rank in the top 10 percent of their class in either of the following categories: Overall

Semester Ranking or Semester Military Aptitude. Additionally, Staff Advisors or Company Commanders may nominate MIDN for **other noteworthy performances** to the CO, via the MOI, at any time during a semester. Written justification will accompany the submittal. The ribbon will be worn until graduation, with Gold Star device denoting subsequent awards.

e. Leadership Ribbon. This award represents **exemplary performance by a billet holder**. The Battalion Commander may nominate no more than seven members of their staff (including Company Commanders). Company Commanders may nominate no more than four billet holders in their company. Submittals, with written justification, will be forwarded to the Commanding Office, via the MOI. The ribbon will be worn until graduation, with Gold Star device denoting subsequent awards.

f. Community Service Ribbon. This award recognizes **laudable work in the community** by a MIDN. At the end of each semester Commanding Officers may nominate to the MOI MIDN within their command to receive the ribbon for noteworthy volunteer efforts. The ribbon will be worn until graduation, with Gold Star device denoting subsequent awards.

g. Physical Fitness Ribbon. This award recognizes **superior physical fitness**. It is worn by all Navy Option MIDN earning a score of "Outstanding" or higher, on the PRT; and all Marine Option MIDN earning a PFT score of 285 or above. Any MIDN earning a maximum score on the PRT or a perfect score of 300 on the PFT will wear the physical fitness ribbon with "torch device". The award will be worn immediately after the PRT/PFT until the next regularly scheduled event.

h. Drill Team Ribbon and Color Guard Ribbon. This award recognizes the demanding extracurricular requirements of **participation in the drill team and color guard**. This ribbon will be authorized for wear after completion of the first semester of involvement and will be worn until graduation. The Drill Team Ribbon is worn with a "Drill Team" device on it.

i. Intramurals. This award recognizes participation in any form of organized sports for one academic semester.

j. Rifle/Pistol Team. This award recognizes participation on the rifle/pistol team for one academic semester.

k. Sailing Ribbon. This award recognizes the nautical skill of **qualifying as "Skipper B."** This ribbon will be authorized for wear upon certification until graduation.

l. Recruiting Ribbon. This award recognizes the dedication and loyalty of **MIDN** who are **actively involved in the recruitment of new NROTC students**. Nominations for this award will be submitted by the

active duty Staff Recruiting Officer to the CO, via the MOI. After presentation, the ribbon will be worn until graduation. The Gold Star device denotes subsequent awards.

m. Cruise Ribbon. This award recognizes midshipmen for exemplary performance while assigned to summer cruise.

2. Ribbons will be worn in the precedence listed above. Ribbons are worn (mounted) with the senior ribbons closest to the heart. There will be no more than three ribbons per row, senior ribbons on the top row. Partial rows will be centered above the row below. Any National, Corporate, or Veterans ribbons presented are considered senior to the standard NROTC ribbons. MIDN are responsible for obtaining, mounting, wearing and maintaining the ribbons they rate.

14.4 Other Awards and Recognition

In addition to ribbons, specific achievement may be recognized through the presentation of certificates, letters of appreciation or other means. Noteworthy academic, aptitude, physical fitness or other performance will be recognized through presentations at battalion formations and labs.

NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) DECORATION RIBBONS



CHAPTER XV: SERVICE SELECTION

15.1 Commissioning

15.2 Commissioned Service Duty Preference

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15.1 Commissioning

1. Upon successful completion of the prescribed Naval Science courses, completion of summer cruise requirements, completion of degree requirements, meeting physical readiness requirements, meeting medical standards, and if qualified in all other respects, Scholarship or College Program NROTC students will be commissioned as Ensigns or Second Lieutenants in the Navy or Marine Corps.

2. Approximately nine months prior to their scheduled commissioning date, each MIDN completes a commissioning application, including a Duty Preference/Recommendation form, on which is listed his or her desired duty preferences. Approximately three to four months later, the individual will be assigned a particular duty and notified of such. Duty assigned is determined not only by these desires, but also by the NROTC Command recommendation and the needs of the service. Upon receipt of a commission, individuals are ordered to active duty as directed by the Commander, Naval Military Personnel Command, or the Commandant of the Marine Corps.

15.2 Commissioned Service Duty Preference

1. Each student may indicate which branch of the naval service he or she prefers. Insofar as possible, preferences are honored--subject of course, to physical and professional requirements for the particular branch and the needs of the Navy and Marine Corps. **MIDN should recognize that the primary purpose of the NROTC program Navy-option is to produce officers to serve in the primary warfare communities of surface, submarine, aviation and nursing.** Other branches may, or may not be open to NROTC graduates. Some of the options are listed below:

a. Navy

(1) Surface Warfare. Unrestricted line (URL) officers are eligible for command at sea. Initial assignments normally are sea tours. Ship type, billet desired, and homeport preference are included on the duty preference card and are considered in the detailer's initial duty assignment. Upon selection individuals will proceed for assignment to a U.S. Navy ship. After approximately eighteen to twenty-four months, the officer becomes eligible for designation as a Surface Warfare Officer and will be awarded the Surface Warfare Officer insignia after displaying comprehensive knowledge to the current command.

(2) Aviation. Individuals who pass the Aviation Selected Testing Battery (ASTB) and are physically qualified may apply for pilot or naval flight officer training. The ASTB shall have been completed at least once before the end of junior year so that it may be submitted for service assignment. MIDN may have up to three chances to take test. The first attempt should be completed before the end of the first semester of junior year to allow time to improve if necessary. The second attempt must be no earlier than 31 days from the first attempt, and the third attempt must be no earlier than 91 days from the second attempt. Upon selection, individuals are ordered directly to the Naval Air Training Command, Pensacola, Florida, for pilot or naval flight officer training. Successful completion of this

course leads to designation as a Naval Aviator or Naval Flight Officer and the wearing of the "Wings of Gold". Upon completion of flight training, officers will report to their first operational squadron, for approximately three years of duty involving flying.

(3) Nuclear Propulsion Training (Submarine Warfare/SWO NUC). Students who demonstrate proficiency in calculus and physics may be eligible to apply for Nuclear Propulsion training. Applications are screened and the Director of Naval Reactors in Washington, D.C. conducts personal interviews. Students selected may choose either Submarine Warfare or Surface Warfare (Nuclear Option). Those physically qualified for submarine duty are ordered directly to Nuclear Power School in Charleston, South Carolina. Those students who request Surface Warfare (Nuclear Option) will complete an initial two-year sea tour to qualify SWO, before attending Nuclear Power School. After completion of Nuclear Power Training, the officer will be assigned to a two-year sea-tour aboard a nuclear powered aircraft carrier. Essential selection criteria include academic performance, with greater emphasis placed on scientific and engineering backgrounds. All students who complete one year of calculus-based physics and calculus (differential and integral) are eligible to apply.

(4) Special Operations/Special Warfare. Students may volunteer for Sea-Air-Land (SEAL) or Explosive Ordnance Disposal (EOD) training if they successfully complete the practical screening events and meet the physical standards for diving duty. Upon acceptance, selectees are ordered to Basic Underway Demolition/SEAL Training (BUDS) or EOD School and subsequently dive school. Upon successful completion of training, assignment is made to a SEAL or EOD team.

(5) Medical/Dental Corps. During their 2/C year, students interested in joining the Medical/Dental Corps must apply for the **Navy Health Professions Scholarship Program (HPSP)**. Highly competitive Medical College Admission Test (MCAT) scores and cumulative Grade Point Averages (GPA) are necessary in order to compete for one of these extremely limited scholarships, and students must be prepared for assignment in one of the other major warfare communities if not selected. The scholarship offers financial incentives such as 100% tuition coverage, a substantial monthly living stipend and a sign-on bonus. As a military doctor or dentist, you will provide high-quality medical/dental care for Sailors, Marines, service-members, their families and, when called upon, humanity at large. Follow-on opportunities to further professional expertise exist among 30 medical specialty and subspecialty areas and 13 dental specialty areas.

b. Marine Corps

(1) Upon graduation and commissioning, all Marine option MIDN are ordered to The Basic School (TBS) at Quantico, Virginia. The next six months are spent studying and practicing the skills and knowledge required of a Marine Corps officer. Military Occupational Specialties (MOS), except in special cases (i.e. law, aviation guarantees), are based almost solely on performance while at TBS.

(2) Aviation training for Marine Corps officers begins after completion of TBS and is conducted by the Naval Air Training Command in classes with Naval officers. Upon completion, designation as a Naval Aviator or Naval Flight Officer is made. Marine Option scholarship students may apply for an aviation guarantee beginning in their sophomore year of college and will be required to take the Aviation Selection Test Battery (ASTB).

(3) Those that do not choose Marine aviation have a number of options available to them. The largest number of newly-commissioned officers elect Combat Arms Occupational Specialties.

(4) Upon graduation, about 1/3 of the Second Lieutenants will become Platoon Commanders. The remainder specializes in a number of other fields, but infantry tactical skills are the common denominator of all Marine Corps Officers and are the area of primary emphasis at The Basic School. Other Marine Corps Officer specialties include combat engineering, field artillery, tanks, communications, supply, logistics, administration, motor transportation, air control, intelligence, data processing, electronics and avionics.

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CHAPTER XVI: GENERAL MIDSHIPMAN INFORMATION

16.1 General

16.2 Google Drive

16.3 VUNROTC Building Information and Rules

16.4 Lab Information

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16.1 General

This section provides general guidelines and information for what a Midshipman can expect in a week participating in VUNROTC. It also provides guidelines for how to communicate and disperse information.

16.2 Google Drive

1. The Google Drive is specifically for VUNROTC Midshipmen. Access to the Google Drive will be given within the first week of reporting. The Google Drive's structure is as follows:

- (1) BN XO
- (2) BN MCPO/ BN SgtMaj
- (3) Alpha Company
- (4) Bravo Company
- (5) ADJ Department
- (6) OPS Department
- (7) Misc

2. Only add documents or make changes to the Google Drive when authorized or conducting official business. It is important to remember that edits to the Google Drive are public and traceable. Do not alter another Midshipman's document in any way.

3. The Google Drive houses all relevant information and documents for the BN, including: Weekly POW, BN Roster, Billet holder list, and records of discipline. It is the Midshipman's responsibility to know where these documents are located within the Drive and use them when applicable or necessary.

- a. It is the Midshipman's individual responsibility to read and understand the POW every Sunday night which can be found in the ADJ folder (5) on the Google Drive.

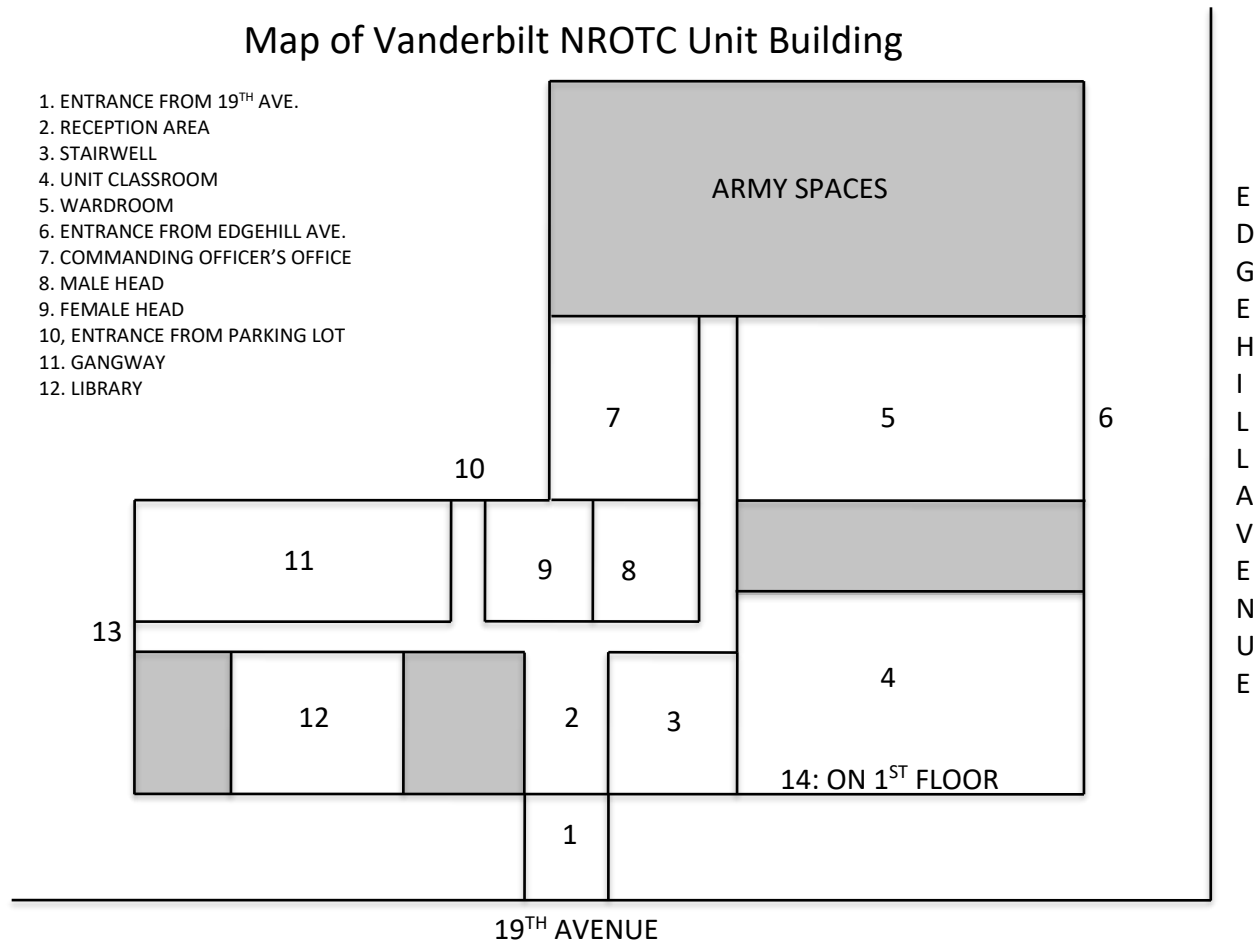
4. All billet holders will have a specific section within their department to put their documents on the Google Drive. Midshipmen have the responsibility of maintaining the organization of the Google Drive and not adding anything that is not within their designated section.

16.3 VUNROTC Building Information and Rules

1. The address of the VUNROTC Unit Building is: 1114 19th Ave South, Nashville TN, 37212.

2. The CDO's (command duty officer) phone number can be found on the POW as well as which officer it is assigned to. The phone number is: (615)945-6561. The VUNROTC Office number is (615)322-2671.

3. The following picture depicts various, frequently used spaces within the unit building.



4. Open door policy

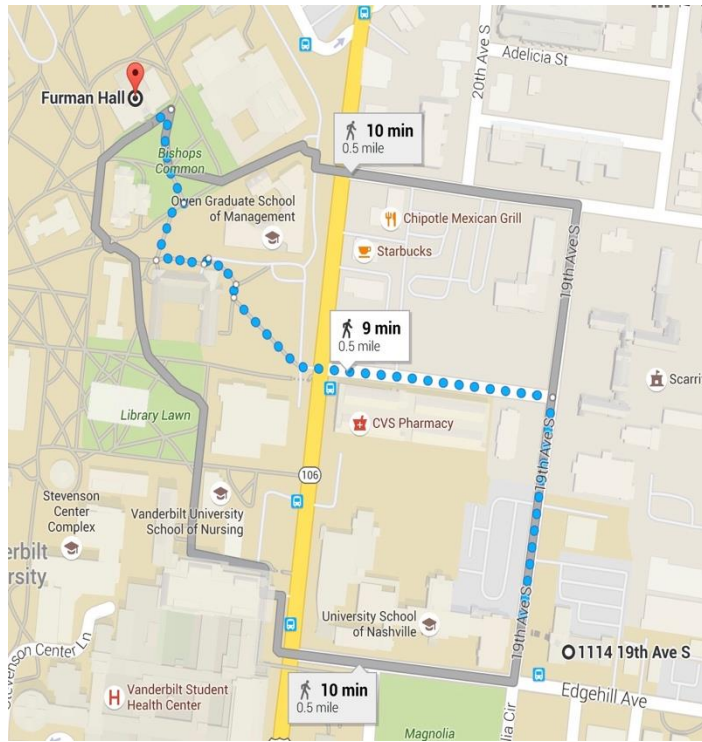
a. The Gangway and Library doors are to be kept OPEN at ALL TIMES. The following exceptions apply.

- (1) Doors may be shut when conducting billet-specific meetings
- (2) Door to the library ONLY may be shut during silent study times

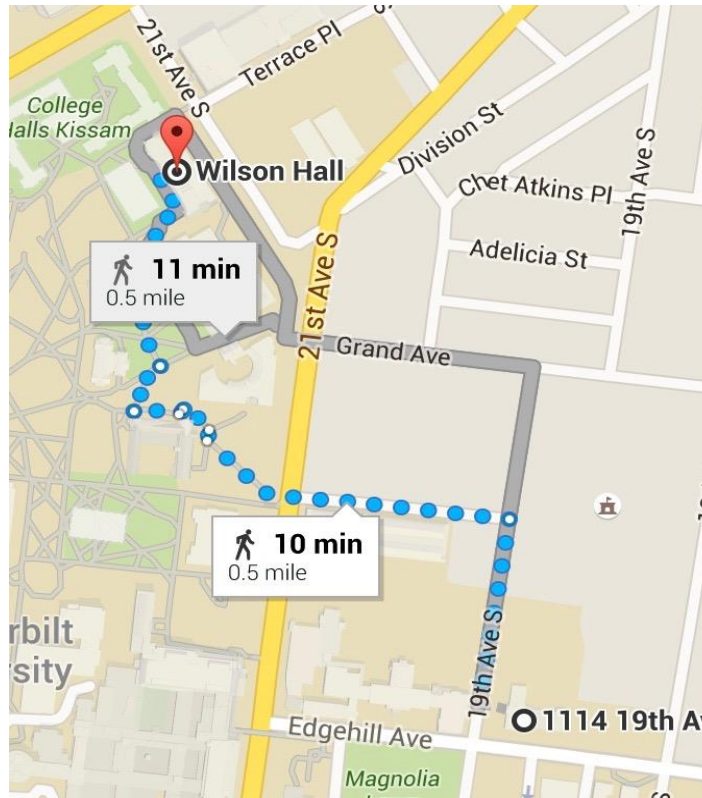
16.4 Lab and PT Information

1. Weekly Naval Science Lab will begin with a Midshipmen formation on Wilson Lawn (unless otherwise noted). Midshipmen then transition into Furman Hall to conduct the remainder of lab. The following pictures show how to get to Wilson Lawn and Furman Hall on Vanderbilt University's campus.

a. Unit building to Furman Hall



b. Unit building to Wilson Lawn



2. Weekly PT will be led by PTI. The workout will be sent out by Thursday at 2000 to give all relevant information including location of PT and uniform. PT is held at the Vanderbilt University Recreation Center (unless otherwise noted). Address: 2700 Children's Way, Nashville, TN 37212.