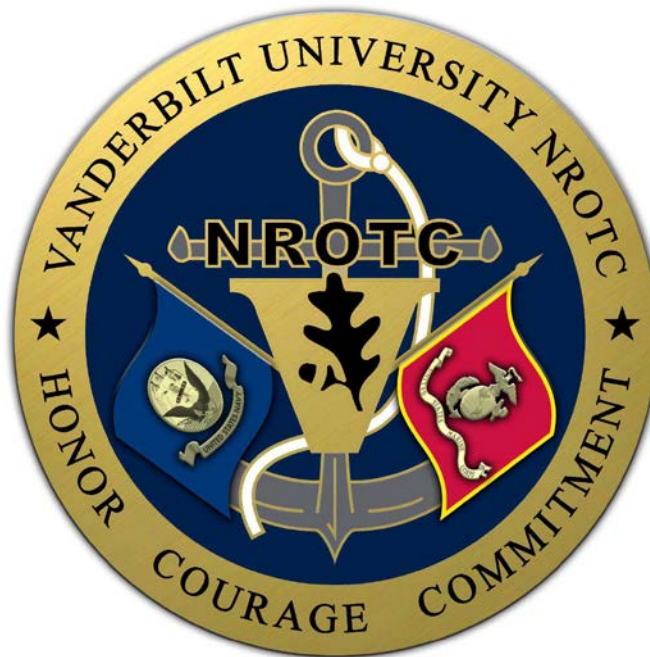


# VANDERBILT UNIVERSITY NROTC

## MIDSHIPMEN REGULATIONS





DEPARTMENT OF THE NAVY  
VANDERBILT UNIVERSITY NROTC  
1114 19<sup>TH</sup> AVENUE SOUTH, SUITE 200  
NASHVILLE, TN 37212-2110


VUNROTCINST 5400A  
22 Jul 19

VANDERBILT UNIVERSITY NROTC INSTRUCTION 5400A

Subj: MIDSHIPMEN REGULATIONS

Ref: (a) NSTC M-1533.2C, REGULATIONS FOR OFFICER DEVELOPMENT (ROD)  
(b) NAVPERS 15665I, UNITED STATES NAVY UNIFORM REGULATIONS  
(c) MCO P1020.34H, MARINE CORPS UNIFORM REGULATIONS  
(d) OPNAVINST 6110.1J, PHYSICAL READINESS PROGRAM  
(e) MCO 6100.13A, MARINE CORPS PHYSICAL FITNESS AND COMBAT FITNESS TESTS

1. Purpose. To establish policy and regulations for students assigned to Vanderbilt University Naval Reserve Officers Training Corps (VUNROTC).
2. Cancellation. VUNROTCINST 5400 dated 26 Jul 18.
3. References. All documents referenced can be found on the VUNROTC website – <https://www.vanderbilt.edu/nrotc/>.
4. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.
5. Review and Effective Date. Per OPNAVINST 5215.17A, VUNROTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

  
D. G. MAY CAPT USN

Releasability and distribution:

This instruction is cleared for public release and is available at VUNROTC.

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## **CHAPTER I: Purpose & Mission**

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

1.2 Mission. The NROTC Program was established to develop MIDN 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 Navy or Marine Corps 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.

1.3 Applicability. The requirements in this document are applicable to all students assigned to VUNROTC. In some instances, requirements are different for Seaman to Admiral-21 (STA-21) or Marine Enlisted Commissioning Education Program (MECEP) students.

## **CHAPTER II: THE NROTC PROGRAM**

### **2.1 General**

1. The NROTC Scholarship Program was established to educate and train qualified young men and women for service in the unrestricted line of the Navy and Marine Corps via scholarships to our country's colleges and universities. Various scholarships for this program are described below.

### **2.2 National NROTC Scholarship Program**

1. National NROTC scholarship students 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 textbooks
- e. Monthly stipend of \$250.00 (x10 months), increasing \$50.00 a month per academic year
- f. Room and Board Assistance of up to \$6000 per year (Vanderbilt University students only)

### **2.3 The College Program**

1. For a comprehensive explanation of the NROTC college program and the obligations of participating MIDN, refer to ref (a), chapter 2-2.

2. College program MIDN are not on an NROTC scholarship, but are entitled to receive:

- a. Uniforms
- b. Textbooks for required naval science courses
- c. A monthly stipend while on advanced standing, IAW 2.2.e.

### **2.4 One, Two, and Three-Year Scholarships**

1. For guidance on one, two, and three year scholarships, refer to ref (a) Chapter 2-14.

### **2.5 Drop on Request Procedures**

1. Any MIDN desiring to disenroll from the NROTC program is required to initiate the process by contacting the appropriate Class Advisor. In the case of disenrollment from Naval Science classes, the university procedure must be followed.

2. For further information, see ref (a) Chapter 6-17.1.b (4).

## 2.6 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.

2. For further information, refer to ref (a) Chapter 4-28.

## 2.7 Extended Benefits

1. Academic programs which require more than 40 months for completion of baccalaureate degree requirements, including elective requirements of the Senior ROTC course, may be approved. Any questions concerning extended benefits should be referred to the appropriate Class Advisor.

## 2.8 MIDN Special Requests

1. Any requests that require action by the Commanding Officer (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.)

## 2.9 Transfers

1. For information on transferring scholarships between schools, see ref (a) Chapter 4-30.

## **CHAPTER III: NAVAL PROFESSIONAL AND GENERAL ACADEMIC REQUIREMENTS**

### **3.1 General**

1. In pursuit of a commission as a Navy or Marine Corps 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 is included on the following pages and in appendix II and III.

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. The NROTC program specifies that a midshipman may major in any field of study leading to a bachelor's degree provided the requirements outlined below are satisfied.

a. Navy Scholarship program. Midshipmen are to pursue majors within the tier level which they were assigned a scholarship. If a midshipman desires to switch from between Tier 1 and Tier 2, or from Tier 3 to Tier 1 or 2, approval must go through the PNS. If a midshipman wishes to switch to Tier 3 from either Tier 1 or 2, then approval must come from NSTC.

b. Navy College program. Although there are no restrictions on academic majors in the college program, there is a vital need for engineering, mathematics, and science expertise in the modern Navy and students should keep in mind that scholarships are given to midshipmen in numbers reflecting these needs.

c. Marine Corps Scholarship and College program. There are no restrictions on academic majors for Marine Option students.

### **3.3 Navy Specified College Courses**

1. A number of courses, taught by University faculty are required for NROTC students. For a complete chart of these courses see appendix II.

2. Students and advisors shall review appendix II and III to determine which courses at Belmont, Tennessee State, or Vanderbilt University fulfill each of the various requirements.

VUNROTCNOTE 1533.1 provides a list of approved courses at each university. 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. 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.

3. All Navy Option Scholarship (except Nurse Option) 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.

b. For information regarding Advanced Placement (AP) or College Level Examination Program (CLEP) credit towards NROTC calculus and physics requirements, see ref (a) Chapter 3-5.2.

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. For more information see ref (a) Chapter 3-6.2.

5. All NROTC-specified courses and Naval Science courses must be offered as a letter grade and not on a pass/fail grading basis, unless precluded by specific university policy.

### 3.4 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.



## CHAPTER IV: ACADEMIC STANDARDS

### 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 or higher.

(2) A term grade point average of 2.5 or higher.

(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.

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.

e. Any deficiency reported to a student from their university instructor, mid-term or otherwise. Students shall report any such deficiency to their respective advisor.

### 4.2 Tutoring

1. Students may require additional assistance in academic achievement. With this in mind, a tutorial system is established as follows:

a. Battalion tutoring: MIDN volunteers provide cost-free assistance.

b. University tutoring: MIDN are encouraged to obtain tutoring through their parent and/or Vanderbilt University.

b. **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.

### 4.3 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 shall

personally and immediately notify their Class Advisor if they are expecting a mid-term deficiency or any grade less than a 2.5 (C+ and below).

2. All MIDN will immediately report to their Unit Class Advisor any grade of a C (80%) or below on any assignment.
3. Any midshipman with a semester grade point average that falls below a 3.0 will report all test scores to their Class Advisor the following semester.
4. Any Midshipman who achieves a final grade of C or below in a class will write an after action report the following term. This report will assess the shortcomings and detail lessons learned for future MIDN. The intent will be for other MIDN to ensure we do not repeat the same mistakes. After action reports will be available to all MIDN via the Adjutant Department.
5. The Battalion Academics Officer (ACAD) will retain an academic proficiency list that includes courses that upper-class MIDN feel comfortable providing assistance/tutoring for. MIDN can use this resource to attain assistance from within the Battalion.

#### 4.4 Performance Review Boards

1. MIDN exhibiting one or more of the academic deficiencies in section 4.1 may be called to a Performance Review Board (PRB). For further information on PRBs, see Chapter IX (Conduct & Discipline).

#### 4.5 Formal Academic Discipline and GPA Enhancement

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:** 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.

f. **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 VANDERBILT NROTC**

### **5.1 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 / Class Advisor  
Assistant Marine Officer Instructor (AMOI)  
Battalion Commander  
Battalion Executive Officer  
Company Commander  
Platoon Commander  
Squad Leader (if applicable)

### **5.2 Description of Active Duty 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 and the Professor of Naval Science (PNS). The CO is ultimately responsible for the training and education of all MIDN. The CO is responsible to Vanderbilt University for academic and institutional governance for matters relating to the instruction of Naval Science on campus. In addition, the CO instructs all MIDN on Leadership and Ethics.

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. The XO serves as an advisor to all Navy Option 1/C MIDN and Naval Science Instructors (Class Advisors). In addition, the XO instructs all MIDN in Leadership and Management.

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, and instructing all Marine Option MIDN in Marine-focused warfare classes. In addition, the MOI is the Unit Operations Officer and the Chief Financial Officer.

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 submarine warfare.

e. Assistant MOI (AMOI) - The AMOI is a staff non-commissioned officer (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 medical programs officer and assists in administrative duties of the Unit. The HRA is responsible for MIDN records and other personnel actions. The HRA also assists the staff in preparing summer training orders.

g. Supply Technician - The Supply Technician is a Government Service employee who serves as the Unit's Supply Officer. The Supply Technician is responsible for tuition, fees, uniforms, naval science books, and all Navy budgeting and spending requirements.

h. Administrative Assistant (AA) - The Administrative Assistant is a Vanderbilt University employee. The AA prepares correspondence, forms, processes incoming and outgoing mail, and acts as the liaison between Vanderbilt University and the Unit.

### 5.3 Reporting Requirements

1. Class Advisors. Class Advisors are the primary conduit between a midshipman and "big Navy". They are responsible for much of a MIDN's professional development, including summer training and ensuring degree requirements are being met. As such, Class Advisors have a vested interest in events that may impair the training and mission of NROTC.

2. Class Advisor Reporting Conditions. Class Advisors shall be notified of any of the following events within one working day by the MIDN involved:

a. Any medical condition that will preclude the midshipman from attending classes, participating in mandatory Company activities, or may prevent commissioning or the ability to participate in PT.

- b. Prior to dropping or withdrawing from any scheduled class.
- c. Any personal issue affecting health, performance, or emotional well-being (i.e. death or illness of a family member).
- d. Financial problems resulting in the defaulting of a loan, inability to make a scheduled payment, or involvement of a collection agency or property repossession firm.
- e. Any academic issues that may result in a term GPA below a 2.50.
- f. Any academic issues which may lead to a grade of C or lower in any class.
- g. Failure of any examination or graded project including any quiz missed for absence or homework not turned in.
- h. Any arrest for alcohol-related offense by civil authority (i.e. driving while intoxicated, public intoxication, disorderly conduct).

3. Reporting Requirements within the Battalion. The following situations must be passed through the MIDN Chain of Command (CoC).

- a. Chits
- b. Uniform problems
- c. General medical issues
- d. Any situation causing a midshipman to miss a Battalion event
- e. Disciplinary problems with subordinates

## CHAPTER VI: THE BATTALION

### 6.1 General

1. NROTC students will be organized into a military unit of Battalion structure 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 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.

2. MIDN are chosen from the Battalion to serve at the Battalion staff level as necessary. These billets include but are not limited to the ones described below in section 6.3.

3. The MIDN rank structure is as follows:

Battalion Commander.....MIDN CDR/LtCol

Battalion Executive Officer.....MIDN LCDR/Maj

Battalion Master Chief Petty Officer.....MIDN MCPO/SgtMaj

Battalion Operations Officer.....MIDN LT/Capt

Battalion Adjutant.....MIDN LT/Capt

Battalion Supply Officer.....MIDN LT/Capt

Company Commanders.....MIDN LT/Capt

Company Chiefs.....MIDN CPO/GySgt

Other collateral billets or responsibilities exist within each department.

4. For a flow chart indicating the full Battalion chain of command, see appendix IV.

### 6.3 Description of MIDN Billets

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

a. Battalion Commander (BNCDR). The BNCDR is the senior MIDN in the Battalion. The BNCDR'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 CDR accounts for the performance of the Battalion directly to the MOI. The BNCDR will schedule a weekly meeting with the Unit CO.

b. Battalion Executive Officer (BNXO). The BNXO is the principal assistant to the BNCDR and has the primary responsibilities Battalion administration and staff supervision. The Battalion XO will schedule a weekly meeting with the Unit XO. **The BNXO reports directly to the BNCDR.**

c. Battalion Master Chief Petty Officer (BNMCPO or BNSGTMAJ). The BNMCPO/BNSGTMAJ is the primary advisor to the BNCDR on all MIDN matters regarding discipline, morale, welfare and esprit de corps. He or she is also responsible for obtaining and submitting (via the BNCDR) all Battalion muster reports to the MOI. The BNMCPO/BNSGTMAJ will schedule a weekly meeting with the AMOI. **BNMCPO/BNSGTMAJ reports directly to the BNCDR.**

d. 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. The BNOPS will schedule a weekly meeting with the MOI. **BNOPS reports directly to the BNXO.**

e. Battalion Adjutant (BNADJ). The BNADJ is a department head whose department consists of the academics, public affairs, and general human resources for the Battalion. Therefore, the ADJ is responsible for maintaining administrative control of the Battalion. The BNADJ will schedule a weekly meeting with both the HRA and AA. **BNADJ reports directly to the BNXO.**

f. Battalion Supply Officer (SUPPO). The SUPPO is a department head whose department is responsible for logistics, supplies, and finances. The SUPPO will schedule a weekly meeting with the Supply Technician. **SUPPO reports directly to the BNXO.**

g. 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 Company Commanders report directly to the BNCDR.**



h. 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 BNMCPD/BNSGTMAJ**, especially during formation and mustering.

i. Platoon Commanders. They are responsible for carrying out the mission of their respective Company Commanders as well as the conduct and performance of all MIDN within their respective platoons. **Platoon Commanders report directly to their Company Commander.**

#### 6.4 Duties

1. The Battalion is responsible for various duties pertaining to the maintenance and readiness of the NROTC unit and its spaces. These may be delegated to a duty section or company. These responsibilities are determined and assigned by the BNCDR in conjunction with the MOI.

#### 6.5 Plan of the Week

1. The Plan of the Week (POW) is a formal order that is signed by the BNCDR and distributed to the Battalion every week during the academic term. The POW outlines the required events for the week and the associated uniforms and details. The BNCDR will work closely with the MOI to develop the POW. The POW is a lawful and binding order that all students (MIDN, STA-21, MECEP) assigned to VUNROTC will follow.

#### 6.6 Midshipmen Counseling

1. MIDN with billets shall have formal meetins with their direct superior at least three times a semester: pre-semester, mid-semester, and end-of-semester. Informal meetings should happen more frequently, at the discretion of the superior.

2. Pre-semester counseling will set the expectations of the billet and discuss goals for personal growth. Mid-semester counseling shall serve as a time to evaluate the MIDN's current performance and improve any areas of concern within the billet. End-of-semester counseling will allow the superior to provide feedback on how the MIDN performed and offer advice for future development. All counselings should be documented and utilized in the MIDN's FITREP whenever possible.

## CHAPTER VII: NAVAL PROFESSIONAL TRAINING

### 7.1 General

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

### 7.2 Naval Science Laboratory

1. A weekly Leadership Laboratory (lab) is conducted throughout each academic term. Emphasis is placed on professional training. Lab is intended for topics such as command and leadership training, 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, consolidated with the MOI, and approved by the PNS. 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.

### 7.3 Summer Training

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 six weeks in length and are specific to the MIDN's class year.

2. For an in-depth explanation of the cruises MIDN participate in each summer, including nursing cruises, marine Option training, and information for college program MIDN, see ref (a) Chapter 3-14. **No cruise should be considered 'optional'. All MIDN will conduct summer training each summer unless meeting a waivable condition and receiving a waiver from the PNS.**

3. Project Global Officer (Project GO) is a DoD funded initiative to provide officer candidates from all ROTC programs with immersive language training opportunities at universities abroad and in CONUS. This training is optional, and scheduled around or in conjunction with summer training cruises. MIDN interested in Project GO should discuss it with their Class Advisor as early as possible. More information can be found at [www.rotcprojectgo.org](http://www.rotcprojectgo.org).

### 7.4 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, aviation indoctrination visits, leadership conferences, and drill meets are typical events that contribute to motivation and preparing students for future naval service.

#### 7.5 NROTC Student Orders

1. To provide an official status, NROTC students participating in field trips, visits, orientation programs, and unit sponsored events 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.

## **CHAPTER VIII: MIDSHIPMAN PAY, BENEFITS, AND ALLOWANCES**

### **8.1 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 8.2 (Summer Training Periods) during summer cruise. Stipends are paid biweekly.
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. Direct Deposit System (DDS). DDS electronically transfers entitled pay from the Navy Finance Center (DFAS Cleveland) 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. For guidance in setting up DDS or modifying DDS information contact the Unit Human Resources Assistant.

### **8.2 Summer Training Periods**

1. Members of the NROTC program are entitled active duty pay while participating in summer cruise. Midshipmen are authorized 80% advance pay for summer training.

### **8.3 Taxes**

1. Pay while on summer training and Room and Board assistance for Vanderbilt students are counted as gross income and are subject to withholding of Federal Income Tax and Federal Insurance Contributions Act (FICA) taxes. Subsistence allowances, book stipend, fees, and tuition are not counted as gross income.

### **8.4 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).

### **8.5 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.

#### 8.6 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.

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.

#### 8.7 Midshipman Common Access Cards

1. All students in the NROTC scholarship program are issued a Common Access Card (CAC). This is the standard military identification used across the Department of Defense. MIDN should have this on their person at all times, including when not in uniform, as they would a driver's license or credit card.

2. MIDN who are disenrolled shall return the CAC to their Class Advisor when returning all other government property.

#### 8.8 NROTC Supplemental Scholarship

1. 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.

#### 8.9 Expenses Paid by the Individual Student

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

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

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

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

#### 8.10 Financial Support Opportunities

1. The cost of attending college can be overwhelming, even to a scholarship MIDN. Students are authorized to seek additional employment to help supplement the benefits of a NROTC

scholarship. However, the student must speak to their Class Advisor first for employment during the school year.

2. Any MIDN holding a job is still required to participate in unit activities.

#### 8.11 Financial Aid Office

1. For additional assistance, some MIDN may qualify for monetary aid from their respective Financial Aid Office. All MIDN are encouraged to fill out financial forms and keep them current.

## **CHAPTER IX: CONDUCT AND DISCIPLINE**

### **9.1 General.**

1. Pursuant to the mission statement of VUNROTC, instilling the principles of good order and discipline in all members of the Battalion is of paramount importance. Failure to adhere to the standards of conduct of VUNROTC may result in disciplinary action, and ultimately, disenrollment.

### **9.2 Battalion Disciplinary System**

1. Authority. The PNS exercises jurisdiction over conduct of offenses within the NROTC Unit under the provisions of ref (a) Chapter 3-19.

2. Purpose. 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 MIDN.

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

4. Types of Offenses. Ref (a) describes major and minor offenses. Major offenses are "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." Minor offenses are "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." The PNS may recommend disenrollment for major offenses or repeat minor offenses.

### **9.3 Corrective and Administrative Measures**

1. General. The purpose of this disciplinary system is not to weed out MIDN, but to develop them as leaders. As such, various corrective and administrative measures will be used as teaching tools in the event of disciplinary infractions. These measures will be used in an escalating manner of severity and employed according to the nature of the infraction.

2. Counseling. Counseling is a one on one discussion between a MIDN and his/her superior regarding the offense in question. Additional action may be required alongside, such as supplemental duty or Extra Military Instruction (EMI) to correct the deficiency. Counseling may be conducted at the MIDN or Unit staff level as necessary.

3. MIDN Review Boards (MRB). An MRB may be convened at the company or Battalion level for MIDN who have committed egregious or repeated offenses. These boards will be conducted at the discretion of the convening MIDN (typically the company or Battalion Commander) and will include a comprehensive review of performance, infractions, and corrective measures leading up to the board in order to determine and recommend a more effective course of action for improving the MIDN's performance. MRB recommendations must be approved by the MOI.

4. Performance Review Boards (PRB). The Unit staff may convene a PRB for continued failure to meet NROTC developmental standards or particularly severe infractions. PRBs are convened at the discretion of the Professor of Naval Science. Results of the PRB can include, but are not limited to, warning, probation, leave of absence, and disenrollment. For general guidelines and outcomes for performance deficiencies, see appendix V. For more information on PRB procedures, see ref (a).

5. Warning, Probation, and Leave of Absence. For a description of warning, probation, and leave of absence, see ref (a), Chapter 6-7.



## **CHAPTER X: UNIFORMS AND APPEARANCE**

### **10.1 General**

1. This chapter clarifies Navy and Marine Corps regulations on proper uniform wear for MIDN. It represents a consolidation of several directives, rather than a departure from Navy and Marine Corps regulations articulated elsewhere (refs (b) and (c) govern Navy and Marine Corps uniform wear). It also details specific additional requirements for personnel assigned to this command. This instruction outlines differences in requirements for Navy and Marine Option MIDN. The intent is to expose students to the rules of the service in which they will serve upon commissioning and to highlight the standards to which they will be held while in the Vanderbilt University NROTC Unit.

### **10.2 Policy**

1. All uniforms issued to MIDN, both scholarship and college program, remain the property of the U.S. Government until the MIDN graduate, at which time the uniforms become their personal property. Organizational clothing remains the property of the U.S. Government and must be returned prior to graduation. If the midshipman is disenrolled from the program for any reason, all uniforms must be returned to the Supply Technician. Prompt restitution must be made by the midshipman for any article of clothing not returned.

### **10.3 Wear**

1. Uniforms will be worn in accordance with the Plan of the Week (POW) and/or on occasions as prescribed by the PNS. Normally, this will be on lab days, at ceremonies, and during periods of summer training. However, the uniform may also be worn at other times such as church services, formal occasions, or special events as deemed appropriate by the PNS. Uniforms will not be worn when not prescribed (i.e. to Greek life formals and other formal events) without permission from the PNS. For information on whether or not the wearing of the uniform is appropriate for a special occasion, Class Advisors should be consulted.

### **10.4 General Guidance**

1. Care. Uniforms should be clean and neatly pressed at all times. The cost of cleaning and laundering is the responsibility of the midshipman.
2. Patches. Sewing and application of proper patches and insignia are also the responsibility of the midshipman and may require alteration service.
3. Buttons. All buttons shall be fastened on all uniforms.

## 10.5 Service Dress Blue (SDB) Uniform



### 1. SDB Coat.

- a. Males wear a double-breasted coat made of authorized navy blue fabric with three outside pockets, one on each hip and one on the left breast, and three 35-line Navy eagle gilt buttons down each forefront.
- b. Females wear a single-breasted coat made of authorized navy blue fabric with four 35-line Navy eagle gilt buttons down the center.
- c. Coat will be worn with all buttons buttoned and may be removed in immediate office space or when prescribed, such as when the CO either removes his/her jacket or leaves the present ceremony.

### 2. SDB Trousers.

- a. Male trousers are made of plain, authorized navy-blue fabric with fore and aft creases in the center of the legs, belt loops, zippered fly front closure, and two side and back pockets.
- b. Female trousers are made of the same plain authorized blue fabric with fore and aft creases and a zippered fly side closure; trousers do not have belt loops or pockets.
- c. Trousers may either be straight legged or slightly flared. The fabric of trousers must match that of the uniform coat. Trousers hem shall meet the top of the rubber outsole on the leather oxfords while standing at the position of attention.

d. Females may wear a skirt in lieu of trousers when prescribed. The skirt will be of the same fabric as the SDB trousers and will be zippered on the left side. Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Black leather pumps and neutral-colored pantyhose must be worn with skirts.

3. White Dress Shirt. The shirt is made of plain white authorized fabric with long sleeves, plain buttons, convertible or French cuffs, epaulets, and with a single left breast pocket without pocket flap. Female shirts have no pockets. Collar points measure no more than 3-1/4 inches with a medium spread. Appropriate soft shoulder boards will be worn on epaulets.

4. White Combination Cap. The cap has a black visor, rigid standing front, flaring circular rim and black cap band worn with detachable white cap cover. Fabric match of cap cover and uniform is not required. Wear squarely on the head, with bottom edge parallel to and approximately 1-1/2 inches above the eyebrows.

5. Black Necktie.

a. Males wear a black necktie made of authorized fabric measuring no more than 3-1/4 inches wide. The knot is hand tied with either a four-in-hand, half Windsor or Windsor knot. Tie is worn so that the top of the knot is parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within 1 inch of the top of the belt buckle. The tie does not cover the belt buckle.

b. Females wear a neck tab made of authorized fabric which features a tab-style front and Velcro closure in back. The neck tab's outer edges should be parallel to the outer edges of the collar. An equal amount of neck tab should be visible on each side.

6. Tie Clasp. Males will wear a gold tie clasp with no decorations or insignia. Tie clasp shall be not more than 5/16 inch wide and the tie tack shall be no more than 5/8 inch in diameter. Tie clasp will be worn 1 inch below the center of the tie in a horizontal position. The uniform coat should cover it.

7. Black Belt/Buckle. Males will wear a 1-1/4-inch-wide plain cloth or webbing belt, the same color as the uniform material, and fitted with a gold tip, which is worn to the left of the buckle and aligned to the left edge of the belt buckle. The belt tip will be worn to show as much brass as possible without exposing belt material outside the buckle. Females do not wear a belt with the SDB uniform. A plain gold anodized Navy belt buckle is authorized for wear. Marine Option MIDN will wear a black belt with open face buckle. Belt tip will be 2-4 inches past the buckle.

8. Footwear.

a. Shoes. Black, polished leather oxfords will be worn with the SDB uniform. Females will wear black, polished leather pumps when wearing a skirt with the uniform. Regulations on pump heel size and style can be found in section 3501.52 of ref (b).

b. Socks. Black dress socks will be worn with trousers. Neutral, skin tone pantyhose will be worn with skirts.

9. Optional Items.

a. Reefer/Overcoat, Blue. The reefer (pea coat) and overcoat shall be worn with 40-line Navy eagle gold buttons and the appropriate hard shoulder boards.

b. Scarf. A plain white scarf made of knitted or woven silk or synthetic fabric may be worn under the reefer, all-weather coat, overcoat or black jacket.

c. Black/White Gloves. Black gloves may be worn with an outer garment; white gloves may be worn with dress uniforms, or as prescribed for special situations.

d. V-Neck Sweater. An all-black, V-neck style wool sweater is worn, when prescribed, in working spaces only, with the appropriate nametag and soft shoulder boards.

10.6 Dinner Dress Blue Uniform



1. SDB Coat. Worn in the same manner as the SDB uniform.

2. Dress Blue Trousers.

a. Worn in the same manner as the SDB uniform.

b. Females may wear a skirt in lieu of trousers when prescribed. Worn in the same manner as the SDB skirt.

3. White Dress Shirt. Worn in the same manner as the SDB uniform.

4. White Combination Cap. The combination cap is worn with the Dinner Dress Blue uniform in the same manner as the SDB uniform, unless otherwise prescribed.

5. Black Bowtie/ Neck tab.

a. Males wear a black bowtie made of authorized fabric. The tie will present a neat and conservative appearance, whether pre-tied or hand-tied. Bowtie is worn so that the center of the knot is parallel to and slightly above the top of the shirt collar closure, hiding the shirt button. Shall be plain style with square ends between 2 inches and 2-3/4 inches in vertical width. May be clip-on or hand tied.

b. Females wear the same neck tab as in the SDB uniform.

6. Black Belt/Buckle. Males will wear a belt in the same manner as with the SDB uniform.

7. Footwear.

a. Shoes. Males wear black leather oxfords in the same manner as with the SDB uniform. Females wear black leather oxfords in the same manner as with the SDB uniform; however, if the skirt is worn then black leather pumps will be worn instead of oxfords, worn in the same manner as the SDB pumps.

b. Socks. Male and female socks will be worn in the same manner as with the SDB uniform.

8. Optional Items

a. All-Weather Coat, Blue.

b. Reefer/Overcoat, Blue. The reefer (pea coat) and overcoat shall be worn with gold buttons and the appropriate hard shoulder boards.

c. Gold Cuff Links.

d. Scarf. A plain white scarf made of knitted or woven silk or synthetic fabric may be worn under the reefer, all-weather coat or overcoat.

e. Black/White Gloves. Black gloves may be worn with an outer garment; white gloves may be worn with dress uniforms, or as prescribed for special situations.

## 10.7 Service Khaki Uniform



1. **Khaki Shirt.** This shirt is made of authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck. Male shirts button on the right and female shirts on the left. Military creases will be worn and will conform to standards detailed later in this instruction.

### 2. Khaki Overblouse

a. The overblouse is authorized for females. The overblouse has no breast pockets and does not tuck into the khaki trousers. It shall be worn outside the slacks or skirt and shall hang comfortably over the hips and chest. The length shall be long enough to fall approximately one inch above the bottom of the side pocket opening.

b. Undershirts, collar insignia, warfare insignia, identification badges, name tags, and ribbons on the overblouse shall be worn as follows: the bottom edge of the ribbons shall be 6-1/4 inches below the point where the shoulder seam and front seam intersect on the left side of the overblouse. Nametags shall be placed in the same manner on the right side of the overblouse.

c. When worn with the black relax fit (with stand-up knit collar) jacket or V-neck sweater, gently roll/tuck/fold the overblouse up and into the jacket or sweater. The overblouse should not extend below the bottom of the jacket or sweater.

3. **Khaki Trousers.** The trousers are made of authorized fabric with fore and aft creases, belt loops, zippered fly front closure, and two side and back pockets. They may be straight legged or

slightly flared. Trouser hem shall meet the top of the rubber outsole on the leather oxfords while standing at the position of attention.

4. Khaki Belt/Buckle. A plain cloth or webbing 1-1/4 inch belt, the same color as the uniform material and fitted with a gold tip, worn with the tip to the left of the buckle and aligned to the left edge of the belt buckle. Female belt tips are worn to the right and aligned to the right of the trouser seam and will be 1 inch thick. A plain gold anodized Navy belt buckle is authorized for wear. The belt tip will be worn to show as much brass as possible without exposing belt material outside the buckle. Marine Option MIDN shall wear a tan web or nylon belt with open face buckle. Belt tip will be 2-4 inches past the buckle.

5. Khaki Garrison Cap. This cap is a fore and aft cap made of the same fabric and color as the uniform with which worn. This cap is worn squarely on the head, with fore and aft creases centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows.

6. Footwear. Black leather oxfords will be worn with the Service Khaki uniform. A description of regulations for the oxford shoes can be found in section 1610. Socks shall be black.

#### 7. Optional Items

- a. All-Weather Coat, Blue
- b. Black Jacket
- c. Reefer/Overcoat, Blue. These coats are worn in the same manner as with the SDB uniform.
- d. V-Neck Sweater
- e. Gloves, Black Leather. May only be worn while wearing an outer garment.
- f. Combination Cover, Khaki. When prescribed.

## 10.8 Summer White Service Uniform



1. **White Shirt.** The shirt is made of plain white authorized fabric, with short sleeves, two breast pockets with button flaps, and an open collar forming a V-neck. Collar points measure no longer than 3-1/4 inch with a medium spread. Straps are located along the shoulder to receive hard shoulder boards, which will be worn at all times. Females have epaulets in place of straps, which require specific female hard shoulder boards. Military creases will be ironed into the shirt and conform to standards detailed later in the instruction.

### 2. White Trousers

a. Trousers are made of authorized white fabric and of the same design, creases, and manner worn as Service Khaki trousers. The trousers and shirt fabric must match.

b. Females may wear a belted skirt in lieu of trousers when prescribed. The skirt will be of the same fabric as the Summer White trousers and will be zippered on the left side. Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee.

3. **White Combination Cap.** The combination cap is worn with the Summer White Service uniform in the same manner as the SDB uniform.

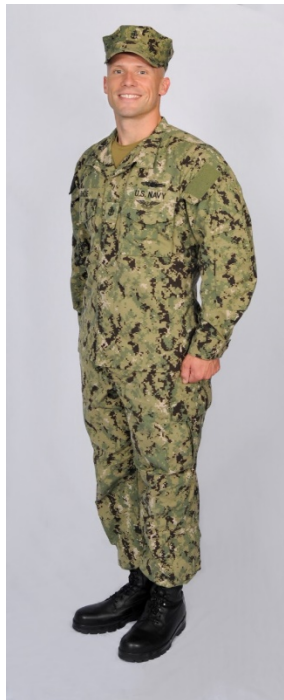
4. **White Belt/Buckle.** A plain cloth or webbing belt 1-1/4-inch belt, the same color as the uniform material and fitted with a gold tip, worn with the tip to the left of the buckle and aligned to the left edge of the buckle. Female belt tips are worn to the right and aligned to the right of the trouser seam and will be 1 inch thick. A plain gold anodized Navy belt buckle is authorized for wear. The belt tip will be worn to show as much brass as possible without exposing belt material outside the buckle. Marine Option MIDN shall wear a white belt with open face buckle. Belt tip will be 2-4 inches past the buckle.

### 5. Footwear



- a. Shoes. Males wear white leather oxfords with the Summer White Service uniform. Females wear white leather oxfords; however, if the skirt is worn, then white leather pumps will be worn instead of oxfords.
  - b. Socks. White dress socks will be worn with trousers. Neutral, matching skin tone, colored pantyhose will be worn with skirts.
6. Optional Items. These coats are worn in the same manner as with the SDB Uniform.
- a. All-Weather Coat, Blue
  - b. Reefer/Overcoat, Blue
  - c. Black Jacket

#### 10.9 Navy Working Uniform (NWU) Type III



1. General. The NWU is intended for year-round wear and shall be the standard working uniform ashore. The NWU shall be clean and pressed to present a neat appearance. Although the use of starch is authorized as an individual option, it may adversely affect the comfort and durability of the uniform.
2. Blouse. The NWU blouse is to be worn outside the waistband of the utility trousers. Sleeves may be worn rolled up as directed by the Battalion Advisor. When authorized, NWU sleeves will be rolled (cuff right-side out) forming a 3-inch-wide band covered by the cuff of the shirt (the outside digital camouflage pattern of the NWU will show), terminating at a point

approximately 2 inches above the elbow. This manner of sleeve roll facilitates expeditious unrolling and fastening during emergent situations.

3. Trousers. The NWU trousers shall be of the same material and digital print as the utility blouse. The trouser leg will be bloused so that the blouse covers the top row of hooks or eyelets on the boots.

4. Cover. The NWU cover will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. Cover will be flat across the top. Cardboard inserts and starched ironing is recommended to retain a flat, neat appearance of the cover.

5. Belt/Buckle. The khaki web belt will be worn with the brass/nickel belt buckle in the same manner as it is worn with the Service Khaki uniform.

6. Undershirts. Undershirts shall be standard issue brown, quarter-length sleeve, with an elliptical (crew-neck) collar.

7. Footwear.

a. Shoes. Plain black, 9-inch, steel toe, smooth, all leather high top safety boots with black laces will be worn with the NWU and will be blackened and buffed. Bootlaces will be tucked in a manner to present a well-kept appearance.

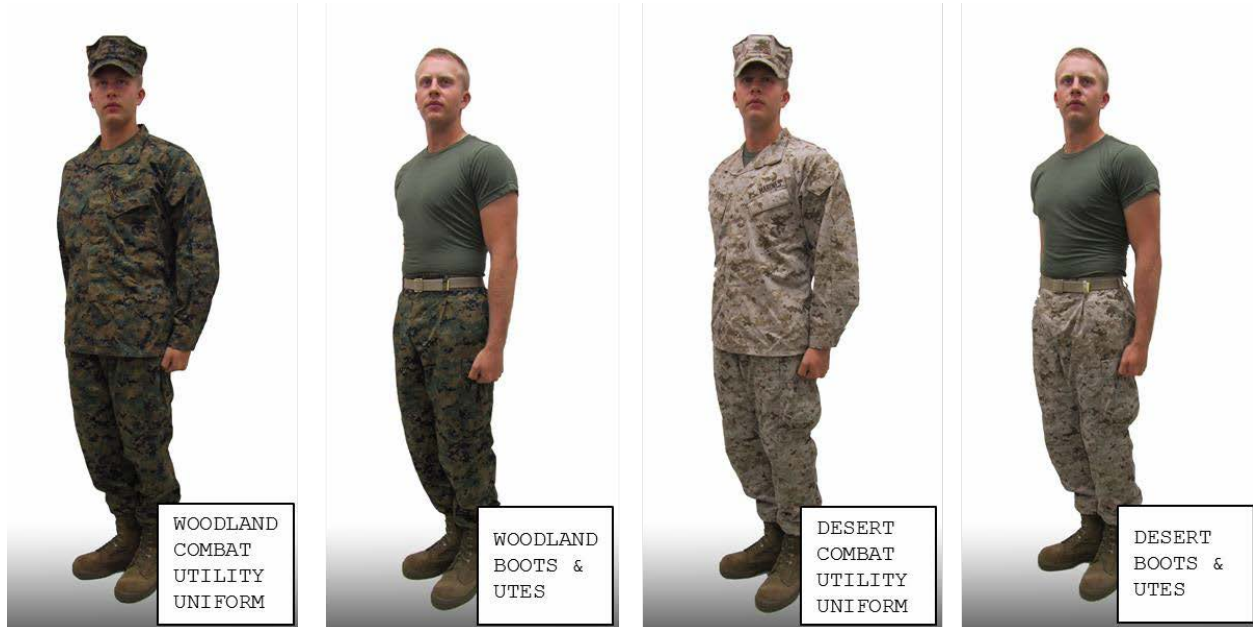
b. Socks. Socks shall be black.

8. Parka. The NWU Parka is authorized outer wear worn with the NWU. It was designed to be worn with or without the detachable black fleece liner. Puncturing, pinning, or sewing items to the parka is not authorized. Zipper will be closed at least 3/4 of the way up the parka.

9. Black Fleece Liner. The accompanied fleece liner is the only liner authorized to be worn with the NWU. The Black Fleece Liner is authorized to be worn as a standalone outer garment in NWUs. When wearing as an optional outer garment, the fleece will be worn over the NWU shirt/blouse, zippered at least 3/4 of the way.

10. Gloves. Black gloves are authorized for wear.

## 10.10 Marine Corps Combat Utility Uniform



1. General. The Combat Utility uniform should be loose fitting and comfortable. Items should be fitted loosely enough to allow for some shrinkage without rendering the garment unusable. No items of desert and woodland camouflage patterns will be mixed.
2. Combat Utility Coat. The Combat Utility coat will be worn outside the trousers. When authorized by the commander, sleeves will be rolled with the inside out, forming a roll about 3 inches wide, and terminating at a point about 2 inches above the elbow. Name tapes will be worn over the right breast pocket of the coat. Upon graduation of OCS, service tapes will be worn over the left pocket of the coat. Coat may be removed for physical training when prescribed. The crew-neck sweatshirt may be worn under the Combat Utility coat.
3. Trousers. Combat Utility trouser legs will be bloused in a neat uniform manner.
4. Cover. The Combat Utility cover will be worn squarely on the head so that the visor is on a line and just above the level of the eyes. Cover will be ironed such that the top face lies flat when worn. Cardboard inserts are recommended to keep the cover's flat shape.
5. Belt/Buckle. Marine Option MIDN shall wear a tan web or nylon belt with open face buckle. Belt tip will be 2-4 inches past the buckle.
6. Undershirts. The issued Combat Utility uniform undershirt is a plain cotton olive green, short-sleeve, crew-neck shirt. Long sleeve undershirts are permitted at the member's expense. Marines may wear optional olive-green shirts with unit logos as long as the graphics are not visible when the utility coat is worn. These shirts may not be worn when the blouse is removed.
7. Footwear.

a. Boots. Marine Corps Combat boots will be worn with the Combat Utility uniform. A Marine Corps emblem heat embossed on the outer ankle identifies boots that are authorized for wear. Bootlaces will be tucked in a manner to present a well-kept appearance.

b. Socks. Socks shall be green, brown, or black.

8. Gortex. The Gortex jacket is authorized outerwear worn with the Combat Utility uniform. Zipper will be closed at least 3/4 of the way when worn, and the fleece liner is permissible to wear only while lining the Gortex jacket.

9. Gloves. Marine Options may wear black gloves with the Combat Utility uniform made of leather, cloth (females only), or vinyl.

10. Transition. The transition to summer season uniforms (Deserts) will occur the day following the change to daylight savings time. The transition to winter uniforms (Woodlands) will occur on the day following the change from daylight savings time.

#### 10.11 Physical Training (PT) Uniform



1. General. The PT uniform is to be worn for all prescribed PT events and may be worn for personal exercise as well. It is not appropriate for wear in an academic or office setting. The PT uniform is authorized for travel to and from company activities. No extra accoutrements are authorized (sweatbands, etc.) excepting hairbands, and any additional undergarments worn must not be visible. Additional outer garments may be worn when travelling to and from PT during

cold weather but will be taken off when the PT event commences.

2. Shirt. The PT uniform shirt for Navy Options shall be gold with silver reflective lettering. It shall read "NAVY" across the back and on the left breast. The PT uniform shirt for Marine Options shall be olive drab green and feature no lettering. When directed, the standard issue Vanderbilt NROTC PT shirt will be worn.

3. Shorts. The PT uniform shorts for Navy Options is the standard issue blue PT short with "Navy" in reflective letters on the right leg. The PT uniform short for Marine Options is the standard issue olive drab green short with no lettering. No undergarment shall be visible when wearing the PT shorts.

4. Warmup Gear. The only warmup gear authorized for wear by Navy Option MIDN during Company PT is the official blue Navy fitness suit with associated pants. Marine Option MIDN shall wear the official green Marine Corps sweat suit. Warmup gear must be worn when prescribed for inclement weather.

5. Footwear

a. Shoes. Appropriate running shoes will be worn with laces properly secured at all times.

b. Socks. Socks shall be white, conservative in length (mid- ankle), and athletic in nature.

6. Gloves. Black gloves are authorized for wear when prescribed.

7. Cover. The black knit watch cap is authorized for wear when prescribed. The watch cap will be solid black, have 1-2 rolls taken from the bottom, and be worn in a smart and military manner. Marine Option MIDN may also wear the coyote brown watch cap in the same manner.

## 10.12 Working Coveralls



1. General. Worn when other uniforms would be unsafe or become unduly soiled. The Coverall uniform is designed to be the principal underway uniform of the day. When worn in port, it is subject to the following restrictions:

a. When worn aboard ship, coveralls may be worn on the pier in the immediate vicinity of the ship.

b. Ashore (i.e. simulators, squadrons, and industrial working environments) coveralls may be worn in the immediate workspaces only. Commands may additionally authorize wear of the coverall uniform while transiting to and from and using base galleys or any other eating facility within the fence line of the installation and at personnel support detachments while in a duty status.

c. The navy blue Coverall uniform is not authorized for wear other than detailed in this paragraph, and under no circumstances may it be worn in either an official or unofficial capacity outside the confines of a military installation. Coveralls are not typically prescribed for wear outside of the summer cruise period.

2. Coveralls. All pockets will be closed and the zipper will be worn fully zipped at all times. When authorized, sleeves will be rolled with the inside out, forming a roll approximately 3 inches wide, and terminating at a point approximately 2 inches above the elbow. Blue undershirt will be clean and neatly pressed.

3. Belt/Buckle. A plain webbing khaki belt will be worn at all times and be threaded through all

belt loops. The belt will be fitted with a gold tip which is worn to the left of the buckle and aligned to the left edge of the buckle. A plain gold anodized Navy belt buckle is authorized for wear. The belt tip will be worn to show as much brass as possible without exposing belt material outside the buckle.

4. Khaki Garrison Cap. Worn in the same manner as with the Service Khaki uniform.

5. Footwear

a. Boots. Black leather safety boots/shoes are worn with coveralls. The pant legs of the coveralls will not be bloused into the boots and the bottoms will hang 2 inches from the ground, measured from the heel of the boots.

b. Black boot socks will be worn in the same manner as the NWU socks.

6. Optional Items

a. All-Weather Coat, Blue. (when prescribed)

b. Ball Cap. Plain black ball cap with gold "NAVY" or command- issued ball cap.

c. Watch Cap. The watch cap will be solid black, will have 1-2 rolls taken from the bottom, and will be worn in a smart and military manner. The watch cap is authorized for wear when prescribed.

d. V-Neck Sweater. The sweater is worn, when prescribed, in working spaces only, with the appropriate nametag and soft shoulder boards.

10.13 Rank Insignia

1. Commissioning. Upon commissioning, all MIDN uniforms, regardless of issue source, shall comply with uniform guidelines established for commissioned officers.

2. Marine Option Insignia. Marine Option MIDN wear gold Marine Corps Eagle, Globe, and Anchor (EGA) insignia in place of the anchor insignia and eagle-anchor insignia.

3. Headwear

a. Combination Cap. Components of combination caps consist of a cap device, chin strap, black elastic mounting strap, and retaining buttons.



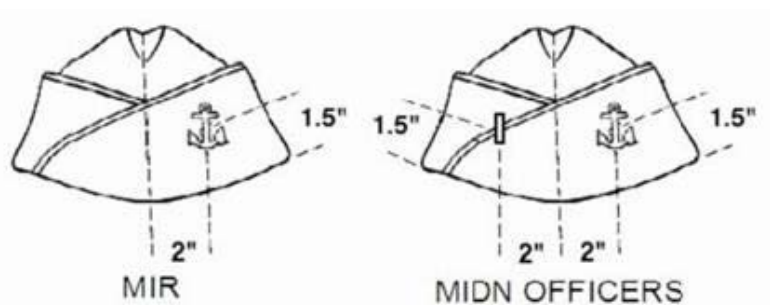
(1) Cap Device. Insignia is a gold fouled anchor, 1-7/8 inches long (fouled line included), with stock 1-1/16 inches wide, and the flukes 1- 1/4 inches wide. The device will be attached to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right. Marine Option combination covers display an EGA in lieu of the fouled anchor.



(2) 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.

(3) Retaining Buttons. The retaining buttons will be Navy eagle gilt buttons, with the top of the eagle pointing directly up.

b. Garrison Cap. Worn squarely on the head with fore and aft creases centered vertically between the eyebrows and the lowest point approximately 1 inch above the eyebrows. (MIR – MIDN in Ranks).



(1) Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The unfouled arm of the stock faces front. The insignia shall be pinned to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above the bottom edge. Marine EGAs are positioned in the same fashion as the anchor.

(2) MIDN officers shall wear the appropriate rank device on the right side of the cap in an



upright position with the center 2 inches from the front seam and 1-1/2 inches above the bottom edge. The gold bars shall be pointing vertically. When participating in off-campus events sponsored by military commands, when aboard a military installation, or when on summer cruise, no insignia will be worn on the right side of the cap.

#### 4. Class Insignia (Sleeve)

a. General. Class insignia consists of horizontal stripes worn on the left sleeve of the SDB coat only to indicate class. Stripes are made of gold nylon braid 1-1/2 inches long and 1/8 inch wide with 1/4 inch spacing between stripes. They are centered midway between shoulder and elbow. Insignia will be neatly sewn in place, in a manner that does not gather the material or leave gaps between the sleeve fabric and the insignia patch.

b. Midshipman, First Class. Wear three stripes.



c. Midshipman, Second Class. Wear two stripes.



d. Midshipman, Third Class. Wear one stripe.



e. Midshipman, Fourth Class. Wear no stripes.

#### 5. Rank Insignia (Sleeve).

a. General. Various billets exist in the Battalion with their corresponding insignia equivalent:

b. MIDN Officers. Wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. Stripes measure 1-1/2 inches long and 1/8 inch wide, centered on the outer side of the sleeve with lower stripe 2 inches above and parallel to the edge of the cuff, with stripes 1/4 inch apart. Center a gold embroidered, symmetrical five pointed star, 1 inch in diameter, above the stripes. One ray of the star points down and the point is 3/4 inch above the upper stripe. Insignia will be neatly sewn in place, in a manner that does not gather the material.

(1) MIDN CDR/LtCol. Wear five stripes.



(2) MIDN LCDR/Maj. Wear four stripes.



(3) MIDN LT/Capt. Wear three stripes.



c. MIDN Petty Officers. MIDN holding enlisted billets shall wear a badge similar to Navy enlisted insignia. This insignia shall consist of an eagle and anchor, in combination with stars and chevrons, midway between shoulder and elbow on the right sleeve of the SDB coat. Insignia will be neatly sewn in place, in a manner that does not gather the material.

(1) MIDN MCPO/SgtMaj.



(2) MIDN CPO/GySgt.



## 6. Shoulder Boards

a. General. There are two types of shoulder boards, one indicating class and one indicating Company rank. Both measure 5-1/2 inches (4-1/2 inches for females) long and 1-3/4 inches wide with outer end squared and inner end terminating in a symmetrical peak made of dark blue cloth. They are rigid and attached on the shoulder at the inner end by a 22-1/2 line Navy eagle gilt button snap fastener. They are worn on the blue overcoat, reefer, and on the Summer White shirt.

b. Class Shoulder Boards. MIR not holding officer billets will wear shoulder boards corresponding to their class in the Unit. The insignia for shoulder boards consists of a metal fouled anchor alone or in combination with stripes, indicating the wearer's class. Marine Option MIDN wear the gold enlisted Marine Corps EGA in place of the anchor insignia.

(1) Midshipman First Class. Wears a gold metal fouled anchor or EGA. One yellow stripe, 1/8 inch wide, will be placed across the board with the outer edge 5/8 inch from to the squared end of the shoulder board, and parallel to the same end.



(2) Midshipman Second Class. Wears a gold metal fouled anchor or EGA. Two yellow stripes, 1/8 inch wide, will be placed diagonally across the shoulder board. The front edge of the bottom stripe is 5/8 inch from the squared end of the board.



(3) Midshipman Third Class. Same as prescribed for Midshipman Second Class, but the upper stripe is omitted.



(4) Midshipman Fourth Class. Wears a gold metal fouled anchor or EGA. No stripes will be worn on the boards.



c. Rank Shoulder Boards. MIDN with Company staff billets will wear shoulder boards reflecting the Company rank of their billets. The insignia worn on shoulder boards consists of a star with one to five stripes to designate the wearer's rank.

(1) MIDN CDR/LtCol. Wear five yellow stripes, 1/8 inch wide. Place the lowest stripe 5/8 inch from and parallel to the squared end of the board. Space other stripes 1/4 inch apart. A gold metal five point star, 1/2 inch in diameter, is centered on the shoulder board with one point facing toward, and spaced 1/2 inch from, the upper stripe.



(2) MIDN LCDR/Maj. Same as prescribed for Commander, but with four stripes.



(3) MIDN LT/Capt. Same as prescribed for Commander, but with three stripes.

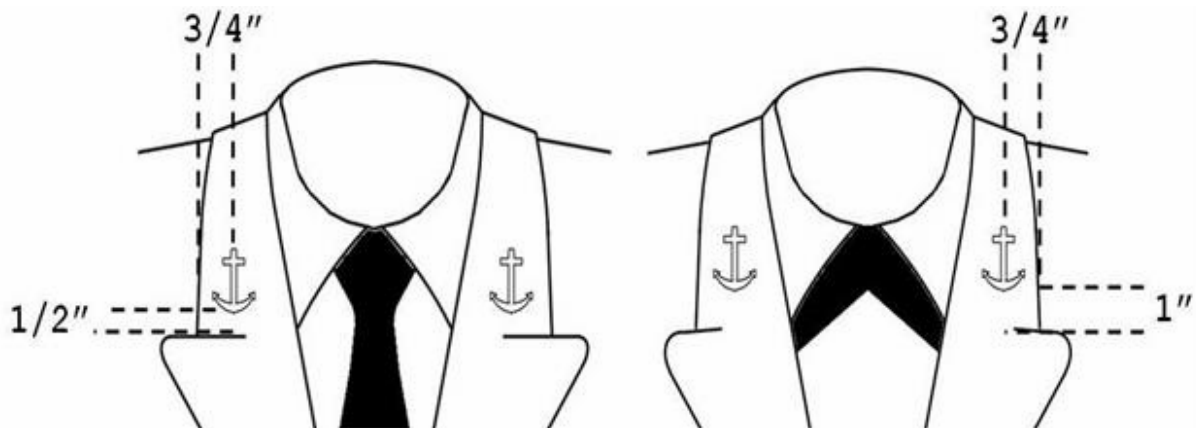


## 7. Coat Collar Insignia

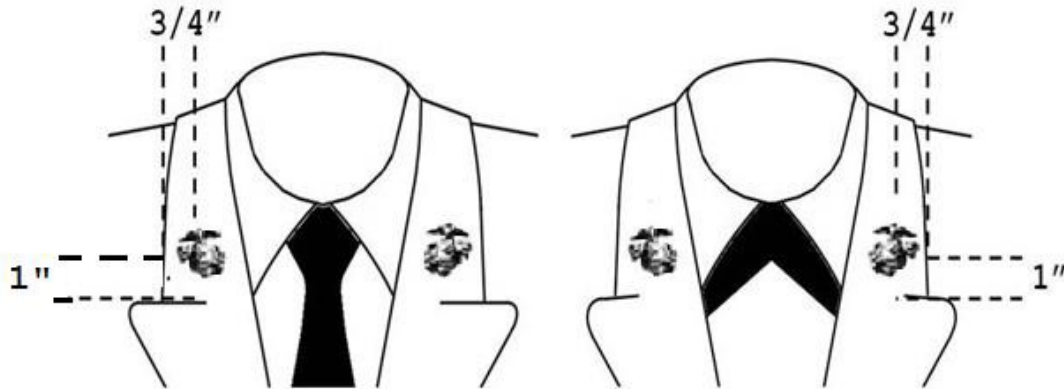
a. General. Consists of plain gold anchors (indicating midshipman status) worn on the collars of the Service Dress Blue coat. Marine Option MIDN wear the EGA insignia according to the same measurements.

### b. SDB Coat

(1) Navy Option. Insignia is a plain gold anchor 1-1/2 inches long, with stock 3/4 inch wide, and the flukes 1-1/16 inches wide. The stock inclines at an angle of 8 degrees from the horizontal. Insignia will be pinned on each collar tip of the coat such that the anchor's bottom is 1/2 inch above the notch of the lapel (1 inch from the bottom and centered horizontally for females) with the center line of the shank parallel to and approximately 3/4 inch from the collar's outer edge. The stock of the anchor will slant towards the deck on the outboard edge of each lapel.



(2) Marine Option. Insignia is an EGA, 1 inch long, with wings extending 7/8 inch. Insignia will be pinned on each collar tip of the coat such that the center of the globe is 1 inch above the notch of the lapel and 3/4 inch from the outboard edge of the lapel. Male and female Marine Option MIDN wear the EGA with the same placement. The wings of the eagle will be worn parallel to the notch of the lapel with the eagle's head pointing inboard.

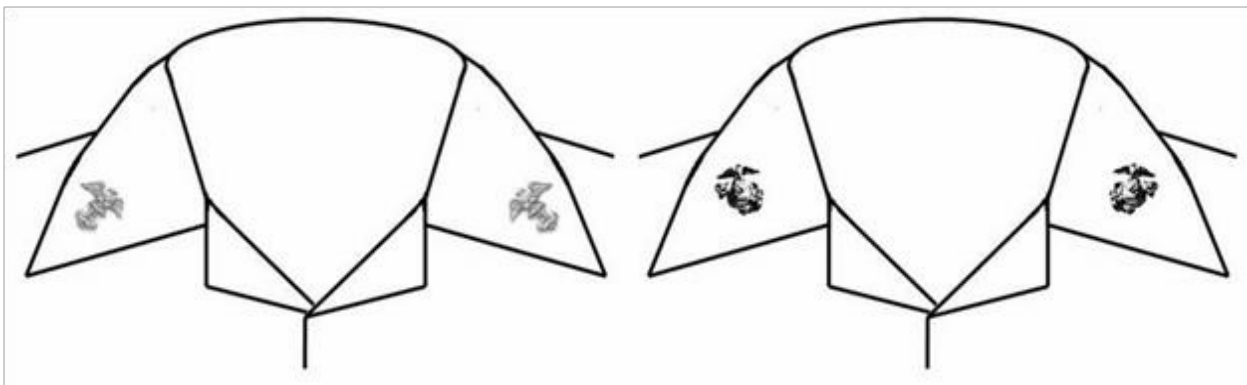


## 8. Shirt Collar Insignia

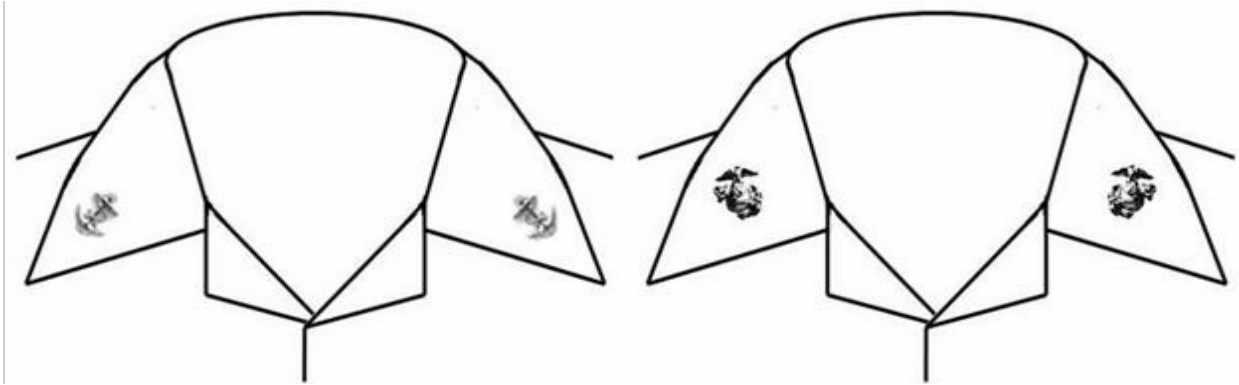
a. General. Shirt collar insignia consists of gold fouled anchor, eagle-anchor, EGA, or midshipman officer bar(s) worn on the collar tips of Service Khaki and Combat Utility blouses, to indicate the wearer's class and/or rank. For Navy Option MIDN, the unfouled arm of the stock points outboard and upwards. For Marine Option MIDN, the eagle wings are parallel to the front edge of the collar.

### b. Class Insignia

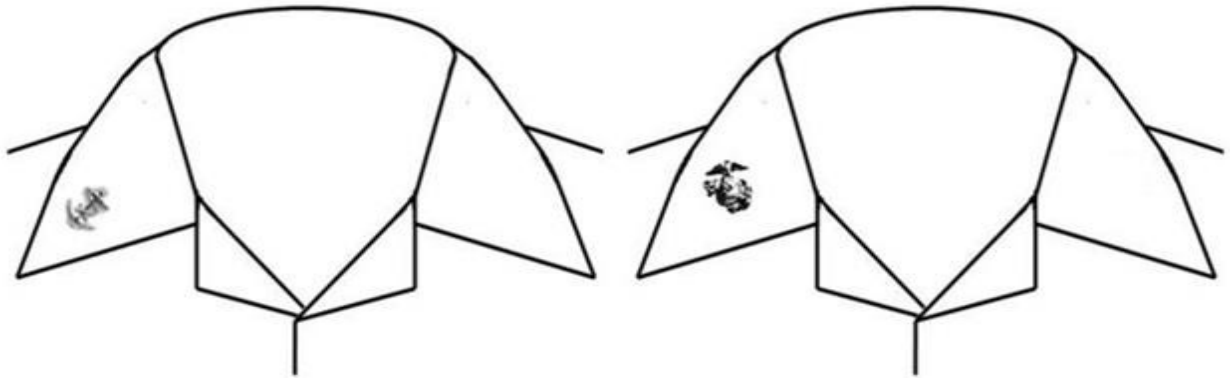
(1) Midshipman First Class. Wear the eagle-anchor insignia on both collar points such that the eagles face inboard. Eagle-anchor insignia consists of a spread eagle on gold metal fouled anchor, 11/16 inch tall. Marine Option MIDN wear the EGA insignia on both collar points.



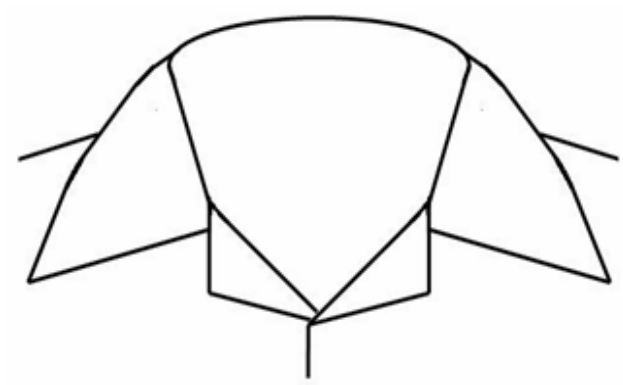
(2) Midshipman Second Class. Wear the fouled anchor insignia on both collar points. Anchor insignia consists of a gold metal fouled anchor, 5/8 inch tall. Marine Option MIDN wear the EGA insignia on both collar points. Second class Marine Option MIDN wear the same insignia as first class Marine Option MIDN.



(3) Midshipman Third Class. Wear the anchor insignia on the right collar point only. Marine Option students wear the EGA insignia on the right collar point only.



(4) Midshipman Fourth Class. Wear no insignia on the collar.



c. MIDN Officer Insignia. Insignia consists of gold metal bars worn on the collar tips of khaki and camouflage utility blouses to indicate the wearer's rank. When participating in off-campus events sponsored by active duty commands, when aboard a military installation, or when

on summer cruise, class insignia will be worn in lieu of midshipman officer bars. Navy Option MIDN will wear bars along a bisecting line to the point of the collar, while Marine Option MIDN will wear the bottom horizontal edge of the bars parallel to the bottom edge of the collar.

(1) MIDN CDR/LtCol. Wear five gold bars.



(2) MIDN LCDR/Maj. Wear four gold bars.

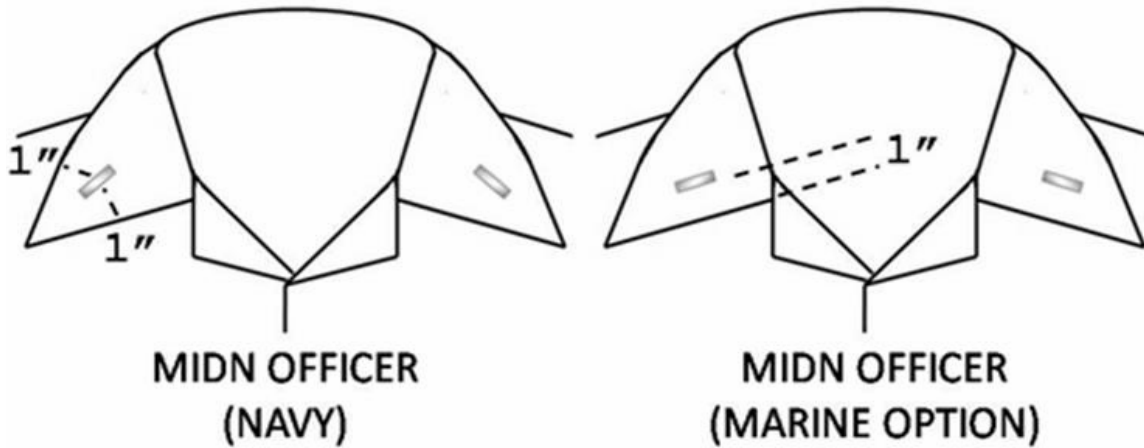


(3) MIDN LT/Capt. Wear three gold bars.

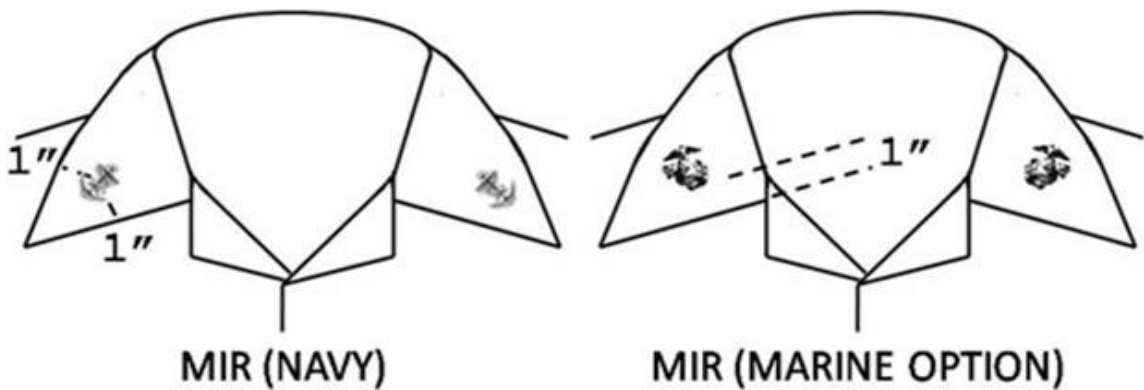


d. Manner of Wear. Service Khaki Shirt. Navy Option MIDN will center the insignia 1 inch from each edge of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Marine Option insignia will be placed at the approximate center of the collar 1 inch from the front edge. If officer rank is worn, the bottom edge shall be parallel to the front edge of the collar. Similarly, if an EGA is worn, the eagle's wings shall be parallel to the front edge of the collar.

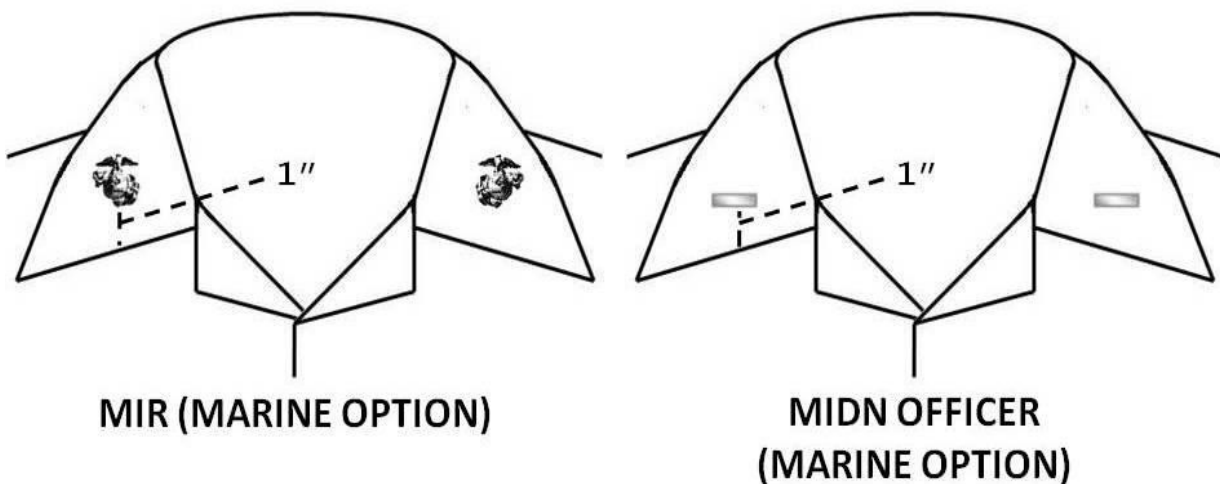




### **MIDSHIPMEN IN RANKS (MIR)**



e. Utilities and Coveralls. Navy insignia is worn in the same manner as with the Service Khaki shirt. Marine Option insignia will be worn 1 inch above the front edge of the collar, centered and parallel to the deck as shown.



f. NWU Insignia. Insignia for NWU Type III shall be worn as shown below for the various classes:

(1) MIDN First Class:



(2) MIDN Second Class:



(3) MIDN Third Class:



(4) MIDN Fourth Class. Will wear no insignia.

(5) General. MIDN Officer Rank Insignia will only be worn on the NWU Type III blouse during the school year while at the NROTC Unit. An NROTC MIDN will either wear the NROTC MIDN Class Rank Insignia or BRANCH OF SERVICE insignia during the school year, not both. MIDN Officer Rank Insignia shall be worn with the golden bars pointed vertically, as shown below.



g. Coat Shoulder Insignia. The insignia for the all-weather coat and the black jacket shall consist of the same insignia worn on the collar of the Service Khaki shirt. Insignia should be centered on the epaulet 1 inch from the outboard shoulder seam. When participating in off-campus events sponsored by military commands, when aboard a military installation, or when on summer cruise, no insignia will be worn on the all-weather coat or black jacket.

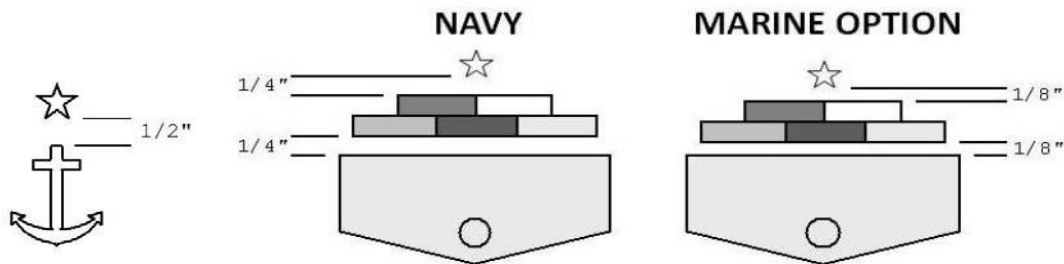
#### 10.14 Uniform Accessories

1. Buttons. MIDN shall wear Navy eagle gilt buttons. They are the same as those prescribed for male and female officers. The Navy button design consists of an eagle rising with its wings down. The left foot is on the shank and the right foot on the stock of a plain anchor, laid horizontally, and the eagle's head faces its right. The button edge is surrounded by 13 five-pointed stars and a rope. MIDN wear highly polished gold buttons on service dress coats, dinner dress (mess) jackets, overcoats, reefers, waistcoats, combination caps, and hard shoulder boards. All buttons on a uniform component must have the same finish (excluding hard shoulder boards and combination covers).

#### 2. NROTC Awards

a. Ribbons. Ribbons shall be worn in the order of descending precedence, from inboard to outboard, top to bottom. Ribbon bars are worn in rows of three. The bottom bar will be worn centered, 1/4 inch (1/8 inch).

(1) Marine Option. Above the left breast pocket, parallel to the deck. All rows shall have the same number of ribbons except for the top row, which will be centered on the other rows as necessary.



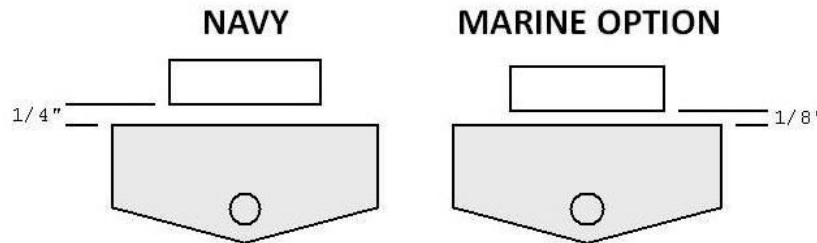
b. Distinguished Midshipman Star Insignia. When worn on the SDB coat, the star is worn 1/2 inch above each anchor insignia, centered on the stock of the anchor. When worn on the Service Khaki or Summer White uniforms, the star is worn centered 1/4 inch (1/8 inch for Marine Option MIDN) above the top row of ribbons or the upper seam of the pocket flap if no ribbons are worn.

c. Manner of Wear. MIDN awards are only authorized for wear on the Belmont, Tennessee State, and Vanderbilt University campuses, and immediate travel in between. Awards will be removed before entering an official military base or on summer training. If active duty awards or devices are worn, no midshipman ribbons will be worn, and vice-versa.

### 3. Name Tags

a. Description. Name tags shall be of non-lustrous white material approximately 3/4 inch by 3 inches with the student's last name engraved in 1/4 inch high red capital letters.

b. Placement. Name tags shall be worn with the SDB, Service Khaki, and Summer White uniforms. They will be worn centered and 1/4 inch above the right shirt pocket (1/8 inch for Marine Option MIDN). When worn on the SDB coat they will be placed on the right breast in a position corresponding to that specified for the working uniforms and parallel to the deck. Name tags will not be worn on the Dinner Dress Blue uniform.



### 4. Footwear

a. Black Oxfords. Black leather oxford shoes will be worn with SDB and Khaki uniforms. All parts of the shoe will be well shined and the edges of the soles shall be cleaned and dressed. The laces should be laced from the inside out with the left lace over the right on each crossing, using all eyelets. The shoes will be plain toed, oxford style, black smooth or synthetic leather uppers with an outside heel 3/4 inch to 7/8 inch high and a flat sole.

b. Corframs. Corfram oxford shoes, made of synthetic material, may be worn if purchased at the midshipman's expense. These shoes will not be issued and shall be of the same style as the black leather shoes.

c. White Oxfords. White leather oxford shoes will be worn with the Summer White uniform. All parts of the shoe will be well shined and the edges of the soles shall be cleaned and dressed. The laces shall be laced in the same manner as the black oxfords. The shoes are of the same style as the black leathers, made with white smooth or synthetic leather.

d. Dress pumps. Females will wear plain black or white dress pumps with appropriate uniforms as previously described. They will be made of smooth or synthetic leather, with closed heels and toes. Wedge heels are not authorized. Pumps will be shined in the same manner as the oxford shoes.

(1) Navy Option. Heels shall be no higher than approximately 2- 5/8 inches nor less than approximately 5/8 inch measured from the forward edge, and no wider than approximately 1-3/4 inches at the base. Sole shall be no thicker than approximately 1/4 inch.

(2) Marine Option. Heels will measure from 1-1/2 inches to 3 inches in height. The base

of the heel will measure from 3/8 by 3/8 inch to 1-1/4 by 1-1/2 inches.

## 5. Articles

a. General. No articles shall protrude from or be visible on the uniform, including items such as pencils, key chain fobs, large wallets, similar items. Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed in reference (a) for Navy MIDN and Officer Candidates and reference (b) for Marine Option MIDN and MECEPs.

## 6. Civilian bags

a. Navy Option. Computer bags/briefcases, gym bags, garment bags, etc., not including women's handbags/purses may be worn with the working and service uniforms but must conceal their contents and be either solid black or navy blue. There shall be no personal ornamentation attached to the bag. Bags may be worn across the left shoulder 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 worn diagonally across the body. When carrying multiple bags, an appropriate verbal greeting is acceptable in lieu of a salute. Backpacks will be worn on both shoulders when wearing NWUs or Khakis. Authorized colors of backpacks include black, navy blue, and the matching NWU pattern. The NWU pattern backpack is only authorized for wear with the NWU.

b. Marine Option. Black, olive drab, brown, tan, or a combination there of, or Marine digital print commercial or organizational backpacks of a conservative nature with minimal logo representation (manufacturer tags and logos in subdued colors no larger than 5 inches long by 2 inches wide) are authorized for wear over both shoulders with the Marine Corps Combat Utility uniforms. Gym, duffel, and computer bags must be hand carried. Purses and handbags will not be carried in the utility uniform.

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

7. Umbrellas. An umbrella may be carried with service and dress uniforms when weather conditions warrant, provided safety regulations or practices are not violated. The umbrella should be carried in the left hand to permit saluting and will not be carried in formations. The umbrella will be plain, solid black, and collapsible. In accordance with reference (c), male Marine Option MIDN and male MECEPs will not carry an umbrella while in uniform.

## 8. Glasses

(a) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are authorized for physical training and safety only. If retainer straps are required, they shall be plain, black and worn snugly against the back of the head.

(b) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are authorized for foreign object debris (FOD) prevention and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.

(c) Contact Lenses. Tinted contact lenses must be a natural color (blue, green, brown, etc.).

9. Undergarments. Appropriate undergarments shall be worn to preserve the dignity and appearance of the uniform.

(a) Socks. Socks shall be made of undecorated, plain, or ribbed knitted material. Knee length or mid-calf socks are authorized and will be worn right side out. Black socks are worn with Service Dress Blue and Service Khaki uniforms and white socks are worn with Summer White uniform.

(b) Hosiery. Hosiery will be worn with uniform skirts. They will be made of nylon, match the wearer's skin tone, and be undecorated and seamless.

(c) Undershorts (Male). White boxer shorts or white knitted brief style are worn with white uniforms. Fit and color is optional with other uniforms.

(d) Underwear (Female). White or wearer's skin tone will be worn with white uniforms. Fit and color is optional with other uniforms.

(e) White Undershirt. Shirt is made of white cotton or poly/cotton and will have a crewneck. Wear right side out, front of shirt to front of body. Shirt shall not be stained or discolored.

#### 10.15 Uniform Standards

1. General. Standards are based on several elements including neatness, cleanliness, safety, and military image. The limits set forth in this instruction are to be enforced via graded inspections and corrections from the CoC, ensuring that personal appearance contributes to a favorable military image.

2. Image. MIDN will maintain the highest standards of appearance and conduct while in uniform. Attention to detail and general smartness reflects the professionalism of the naval service and is a key element to the public's perception of the Navy and Marine Corps.

3. Cleanliness. Uniforms shall be kept scrupulously clean, with lace, devices, and insignia bright and free from tarnish, stain, and corrosion.

4. Military Creases. Military creases will be worn on Service Khaki and Summer White shirts. Military creases are formed by pressing two vertical creases in the front of the shirt, from the shoulder seam through the center of each pocket to the bottom of the shirt, and three evenly spaced vertical creases in the back of the shirt, from the yoke seam to the bottom of the shirt. For shirts which do not have a yoke seam across the back of the shirt as a reference point, start the outboard creases at the shoulder seam and the center crease at the seam where the collar is attached to the shirt, ending all at the bottom of the shirt.

5. Tailoring of Uniforms. Uniforms shall be tailored to provide a well-fitting, professional military appearance. They shall not be altered to the extent of detracting from a military appearance, nor shall they be tailored to the point of presenting a tight or loose form fit.

6. Care of Uniforms. Long term service of the various uniform articles can be attained only by proper care and maintenance. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless cared for properly. Carrying large or heavy objects in pockets will quickly destroy the shape of the uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant for maximum preservation.

7. Embroidered Insignia. Embroidered insignia may be kept bright by occasional scrubbing with a nail brush and a diluted ammonia solution. Do this as soon as there are signs of tarnish or corrosion. If corrosion has been allowed to continue after it has gained a foothold, the device or insignia may not be restorable.

8. Metal Insignia. Clean the gold and silver finished parts of metal insignia by washing with soap and water. Insignia will not be polished to the degree that the basic details of the standard insignia are defaced, removed, or altered in general appearance.

#### 10.16 Unit Polos

1. General. When unit polos are the prescribed uniform of the day, the following standards shall be met:

a. Footwear. Shoes will be worn fully laced and sandals must have a heel and rear ankle strap. Working footwear will not be torn or stained in any way. Flip-flops and slippers are not authorized.

b. Shirts. An approved Vanderbilt NROTC polo shirt will be worn tucked into the trousers.

c. Trousers/shorts/skirts. Trousers, shorts, and skirts are authorized for wear in the Unit Polos uniform. Legwear will conform to the regulations described in the Proper Civilian Attire section.

d. Jacket. An appropriate jacket is authorized.

e. Hat. In the event of cold weather, the black watch cap may be worn.

#### 10.17 Civilian PT Gear

1. General. When civilian PT is the prescribed uniform of the day in and around the Unit spaces and at Unit events, the following guidelines shall be followed. In general, clothing with crude or vulgar slogans or caricatures, and excessively wrinkled or soiled are not considered appropriate.

a. T-shirts. Crew or V-neck t-shirts are authorized. Color and style are unspecified, though shirts designed for wear as undergarments are prohibited.

b. Legwear. Shorts shall be of conservative length and appropriate to the exercises to be conducted so as not to impede training. Color and style are unspecified. Athletic leggings are authorized for wear so as to not impede training. Spandex shorts are not authorized for wear by themselves.



c. Cold Weather Gear. When necessary due to temperatures, sweat shirts, sweat pants, hats and gloves may be worn for personal comfort.

d. Socks. Socks shall be conservative in length and athletic in nature.

e. Footwear. Appropriate running shoes will be worn with laces properly secured at all times.

2. Swim PT Gear. Males will wear swimsuits and females will wear one-piece swimsuits. Swimsuits will be a solid, dark color and athletic in nature. Swim shirts, caps, and goggles are authorized for use except when in an official swim test environment.

#### 10.18 Appropriate Civilian Attire Regulations

1. General. Appropriate civilian attire will be worn at all times when not in uniform while on board any Military Installation, Command, or while attending any military event (NROTC Unit Vanderbilt University is a U.S. Naval Command). Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy or Marine Corps. Current styles and fashions which are conservative and in good taste are authorized. 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
- (8) Wearing trousers that have belt loops without a belt
- (9) Shower shoe style flip flops

#### 10.19 Grooming Standards

1. MIDN shall adhere to the basic grooming standards set forth by the Navy and Marine Corps. Navy Options should refer to chapter 2 of ref (b). Marine Options should refer to ref (c).

## **CHAPTER XI: PHYSICAL FITNESS**

### **11.1 General**

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

### **11.2 Physical Fitness Testing**

1. Each semester, all Unit members must pass physical fitness and body composition standards. All MIDN will attain increasing levels of physical fitness as they progress through the program. Both Navy and Marine Option MIDN must meet height and weight requirements.

2. A Physical Fitness Assessment/Test (PFA/PFT) will be administered at the beginning of each semester and at the end of each semester to assess progress. MIDN also take a mid-term PFA/PFT to monitor their progress during the semester.

### **11.3 Fitness Enhancement Program (FEP)**

1. MIDN who fail to meet Battalion standards (Section 11.5) for either height and weight requirements or PRT/PFT performance will be placed on FEP.

2. MIDN on FEP will periodically be given the opportunity to reassess their physical abilities via FEP-specific PRTs/PFTs. If a MIDN meets the standards on this assessment, they can be removed from FEP.

### **11.4 Sustained Poor Performance**

1. Sustained poor physical performance may lead to a PRB for the MIDN in question, and possibly probation, LOA, or disenrollment from the program.

### **11.5 Physical Fitness Standards**

#### **1. Navy and Marine Corps Standards.**

a. Navy Option. A PRT score of greater than or equal to Good Low, for the 20-24 age group, is required to commission.

b. Marine Option. A PFT score of greater than or equal to 235 is required to attend OCS and commission.

#### **2. Battalion Standards.**

a. Navy Option. A PRT score of greater than or equal to Excellent Low on all events, for your requisite age group, is required to not be on FEP.

b. Marine Option. A PFT score of greater than or equal to 270 is required to not be on FEP.

3. Reference to Standards

- a. Navy. Navy Options see ref (d).
- b. Marine Options. Marine Options see ref (e).

11.6 Swim Requirements

- 1. Navy and Marine Option MIDN must pass the third class swim test to commission. For details regarding the requirements of different levels of swim qualification, as well as remedial swim training requirements, see ref (a) Chapter 3-20.

## CHAPTER XII: EVALUATIONS

### 12.1 General

1. MIDN will be evaluated by the PNS, with input from their MIDN superiors and Class Advisors, each semester. This evaluation will be recorded in a Fitness Report (FITREP). FITREP procedures are described in BUPERSINST 1610.10D. Additionally, helpful advice on writing a FITREP can be found at [www.navyfitrep.com](http://www.navyfitrep.com).

### 12.2 MIDN Reporting Procedures

1. Reporting Period. The beginning and end dates of the reporting period for a given FITREP will be the first day of class and the final day of class for that term.
2. Reporting Senior. The PNS is the reporting senior on all FITREPs. FITREP inputs will be submitted via the MIDN's chain of command. A FITREP package will generally consist at a minimum of a self-evaluation written by the MIDN on their own behalf, a MIDN evaluation written by their immediate senior within their MIDN chain of command, and an advisor evaluation. A FITREP may also contain a 'brag sheet' written by the MIDN, consisting of additional bullets or information the MIDN feels relevant to their evaluation.
3. Midterm Counseling. At the halfway point of each semester, MIDN will meet with their Class Advisor to review their progress and address any academic or physical shortcomings well before the next FITREP is submitted.
4. Debrief. FITREPs will be reviewed during the initial counseling session with the MIDN's Class Advisor in the term following submission. For example, a fall semester FITREP would be reviewed at the beginning of the spring semester.

## CHAPTER XIII: MIDSHIPMAN AWARDS

### 13.1 General

1. NSTC has approved various ribbons for wear by MIDN on campus in MIDN uniform. In addition, 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.

### 13.2 Ribbons

1. General. MIDN ribbons will be awarded during the Awards Ceremony at the start of each semester. External ribbons may be awarded at the Change of Command Ceremony. If a MIDN or MECEP has Navy/Marine Corps ribbons, he/she may wear those in lieu of MIDN ribbons. If a ribbon is deemed too damaged for wear during an inspection, the MIDN must replace the ribbon.

2. Semester-long Ribbons. The ribbons listed below shall be awarded to all MIDN who meet the standards for that ribbon during the Awards Ceremony. Ribbons shall only be worn for one semester, unless awarded again the following semester.

a. All-Around Performance: Given by Active Duty Staff. MIDN must have a semester GPA of 3.3 or higher, Outstanding PFA score, and Naval Science score of greater than 3.3.

b. Academic Excellence: At least a 3.3 GPA from previous semester and good academic standing with the battalion.

c. Academic Achievement: At least a 3.0 GPA from previous semester and good academic standing with the battalion.

d. Physical Fitness: Based on scores from previous semester FINAL PFA. Navy Options: Outstanding overall score on PRT (90+ avg). Marine Options: 285+ on PFT.

e. Drill Team: Midshipman who travel to a drill meet (if applicable) to participate on VUNROTC's Drill Team will be given this ribbon at the start of the following semester.

f. Color Guard: Midshipman who join their company's color guard team (if applicable) will be given the color guard ribbon at the start of the following semester.

3. Continuous Wear Ribbons. All external ribbons awarded at the Change of Command Ceremony and the Commendation, Leadership, Community Service, and Recruiting MIDN ribbons should be worn each semester upon receiving the award.

4. Order of Wear. The order of wear for ribbons is shown below. External ribbons are worn above all MIDN ribbons and in ascending order of receipt.

5. The Battalion Adjutant oversees the ribbon issuing process and ensures all MIDN are issued the correct ribbons.

### 13.3 Distinguished Midshipman Star

1. Midshipmen who achieve a semester GPA of 4.0 will be authorized to wear the gold star on their SDB, service khaki, or summer white uniform in recognition of their achievement. This award will be worn during the semester following their achievement and will require continued academic success to warrant the wearing of this gold star. See section 10.14.2.b for guidance on wear of star.

## NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC) DECORATION RIBBONS



## APPENDIX I: Standards of Conduct

### 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 appendix 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. MIDN will adhere to the NROTC Concept of Honor (NSTC Form 1533/121) at all times. STA-21 and MECEP students will adhere to service regulations regarding conduct at all times.

3. 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.

4. 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 and Marine Corps.

### 2. Military Discipline and Courtesy

1. 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.

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 military seniors and that they return such salutes.

a. Salute Form. 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.

b. Saluting Rules.

(1) 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.

(2) Hold the salute until it is returned, unless the officer is unable to return the salute.

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

(4) 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.

(5) 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.

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

(7) 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 or Marine Corps 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 (Lounge). 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 of consent of the instructor concerned. This applies to all tests, themes, term papers, and examinations, and to any work unless specified by an instructor."*

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 dis-enrolled and assessed any penalties implied with disenrollment.

12. 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 and Marine Corps.

Appendix II: NROTC Specified Required Courses

Complete By End of		Sem Hrs	Scholarship		College Program Advanced Standing		Nurse	STA-21 <sup>2</sup>	SSMP
			Navy	USMC	Navy	USMC			
3/C	Calculus	6	•	+	+	+		•	
	English	6	•	•	•	•	•	•	•
2/C	Physics (calculus based)	6	•	+	+	+		•	
	College Algebra or higher	6			•				•
1/C	American History or National Security Policy	3	•	•	•	•		2	
	World Culture and Regional Studies	3	•	+	•	+	•	2	
	Physical Science	6			•				

•: Required

+: Advised to make student competitive for USN scholarship

<sup>2</sup> [STA-21 Program Authorizations](#) take precedence over these requirements

For additional detail regarding qualification as NROTC specified courses, see ref (a), Chapter 3-6.3.

Appendix III: Required Naval Science Courses

Typical Timing		Scholarship or Advanced Standing					
		Navy	USMC	Nurse	MECEP	STA- 21	SSMP
4/C	Introduction to Naval Science	•	•	•		NSI	•
	Sea Power and Maritime Affairs	•	•	•		NSI	
3/C	Leadership and Management	•	•	•		•	
	Navigation	•				NSI	
2/C	Strategic Sealift Officer Course						•
	Naval Ship Systems I (Engineering)	•				NSI	
	Naval Ship Systems II (Weapons)	•				NSI	
	Evolution of Warfare		•		• <sup>1</sup>		
1/C	Naval Operations and Seamanship	•				NSI	
	Fundamentals of Maneuver Warfare		•		• <sup>1</sup>		
	Leadership and Ethics	•	•	•	•	•	•
All terms	Naval Science Laboratory	•	•	•	•	•	•

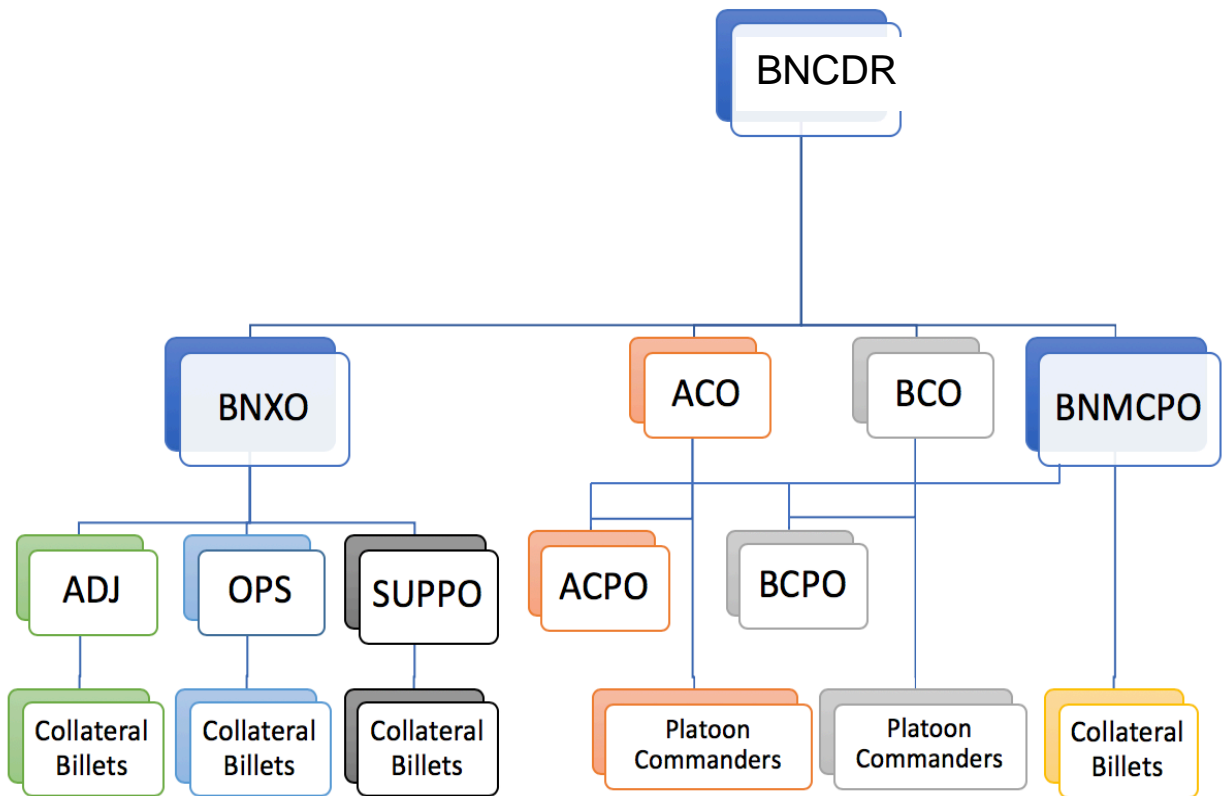
•: Required

NSI: Course requirement met by completion of NSI

<sup>1</sup> PNS may waive course under conditions in 3-5 4.d. (2)

For additional detail regarding required Naval Science courses, see ref (a), Chapter 3-7.

APPENDIX IV: Battalion Chain of Command



## APPENDIX V: General Guidelines for Performance Deficiencies

GENERAL GUIDELINES FOR PERFORMANCE DEFICIENCIES					
	Warning	Probation PRB on reqst	LOA PRB Req'd	Discour I PRB Req'd	Comments*
<b>Academics</b>					
1	1st Term < Standards, but within .25				Standards: STA21 Nuc and CBC - Term/Chm 3.00 on 4.0 scale STA21 Other - Term/Chm 2.50 on 4.0 scale Midshipman/Officer - Term/Chm 2.50 on 4.0 scale Nurse - LAW School of Nursing admission, NLT Term/Chm 2.50 STA21 Nuc - PRB in required fnc. Any Term < 2.75, Consecutive Terms for Chm < 3.00, Any failure
2	2nd Term < Standards, or a Term more than .25 < Standards				
3	3rd Term < Standards				
4	Consecutive Terms more than .25 < Standards				
5	Chm < Standards w < 3 sems (4 qtrs) repeated				
6	Chm < Standards w > 3 sems (4 qtrs) repeated				
7	C- or below in any tech course: STA-2 (N)				
8	Prd/nc complete any course				
9	Prd/nc complete program required course				
10	Placed on academic probation by academic institution				
11	Pld Calc/Phys				
12	Pld Calc/Phys (repeat)				
13	Not completing Calc/Phys within time requirements				
14	Not completing Math/Science within time requirements				
15	Repeating in < 12 semester credits				
16	Withdrawal from NROTC program or otherwise required course				
17	Fail to correct probation stipulations				
18	Failure to correct LOA stipulations				
19	Minor offense				
20	1st Term with 2.0 < Aptitude Grade < 2.5				
21	2nd Term with 2.0 < Aptitude Grade < 2.5				
22	Year Aptitude Grade Average < 2.0				
23	Failure to correct LOA stipulations				
24	Disciplinary				
25	Willful failure of academic conduct, of physical readiness				
26	Major offense or pattern of minor offenses				
27	Wrongful drug use				
28	Physical Readiness				
29	Marksmanship PFA < Standards				
30	1st Official < Standards				
31	2nd Official < Standards				
32	3rd Official < Standards				
33	Other				
34	Dropped from OCS (not involved back)				
35	Failure to select 2 years before retirement (terminating date)				
36	Course completion after the				
37	Dropped by academic institution				
38	Failure to enroll in school or in Naval Science courses				
39	MCCMC directed demeritment				
40	REVIEW				

Action and appropriate  
Least likely to be appropriate  
Most likely to be appropriate