



# **NROTC Houston Consortium**

## **Midshipmen Guidebook**



**DEPARTMENT OF THE NAVY**  
NAVAL RESERVE OFFICERS TRAINING CORPS  
HOUSTON CONSORTIUM  
HOUSTON, TEXAS 77005-1827

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Encl: (1) Midshipmen Guidebook

1. Purpose. This instruction provides regulations for administration of the Naval Reserve Officers Training Corps (NROTC) program at the Houston Consortium. It provides general information and guidance to individual midshipmen and also directs midshipmen to instructions produced at the Houston Consortium and higher headquarters as required.

2. Cancellation. NROTCHOUCONINST 1533.1B

3. Action. All midshipmen shall become thoroughly familiar with the regulations and guidance contained herein and in the references. The Consortium Executive Officer shall ensure currency of this instruction through timely reviews in accordance with reference (d).

J. M. BOWMAN

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## **CHAPTER 1: CONSORTIUM HISTORY AND ORGANIZATION**

### **101. History of the Program**

The Naval Reserve Officers Training Corps (NROTC) was established by an act of Congress in 1925 to offer interested college students the necessary Naval Science courses required to qualify them for commissions in the Naval Reserve. NROTC units were established in 1926 at six universities. The Marine Corps joined the program in 1932 offering qualified midshipmen reserve commissions in the United States Marine Corps. The initial program was highly successful and instrumental in the Navy's expansion from a manpower force of 100,000 in 1933 to over three and one-half million in 1945. As the United States became the world's leading power, the requirement for a larger regular career officer corps for the Navy became evident. The Holloway Plan, passed in 1946, established the NROTC Regular Program, supplementing the output of the U. S. Naval Academy. In 1972, the Secretary of the Navy authorized 16 women to enroll in the program and in 1992 the first 120 Nurse Corps commissions were authorized. NROTC now consists of the NROTC Scholarship Program and the NROTC College Program, both of which afford graduating midshipmen active-duty commissions in the Navy and Marine Corps.

The Rice University Unit was created in September 1941 and was the second NROTC unit established in Texas. By September 1942, the unit consisted of 198 students. In March 1943, Rice University was selected to participate in the V-12 Commissioning Program for World War II with an initial input of 530 students. In February 1944, the unit commissioned its first class of graduates; in all, 80 men were commissioned as officers in the U.S. Navy or Marine Corps. By July 1946, the V-12 Program had ended and the unit shrunk to 32 students. Today, the unit consists of cross-town affiliates at Texas Southern University, the University of Houston, and Houston Christian University. It has commissioned over 900 officers into the Navy and Marine Corps since the end of World War II.

The Prairie View A&M University Unit was established in March 1968 and was the first NROTC unit established at a Historically Black College or University. In May 1970, the first class of 13 midshipmen were commissioned into the Navy and Marine Corps. By 1979, the unit had commissioned over 100 officers into the naval service. In August 1992, the Prairie View A&M University Unit joined with the Rice University Unit to form the NROTC Houston Consortium. To date, the unit has commissioned over 500 officers into the Navy and Marine Corps.

### **102. Mission and Goals**

a. **Mission.** The mission of the NROTC program is to develop midshipmen morally, mentally, and physically and imbue them with the highest ideals of duty and loyalty while instilling the core values of honor, courage, and commitment. The program aims to commission college graduates as naval officers who possess a professional background, are motivated towards careers in the naval service, and have the potential for future development in mind and character to assume the highest responsibilities of command, citizenship, and government.

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b. Goals. The primary goals of the NROTC Program are to provide NROTC students with:

- (1) An understanding of the fundamental concepts and principles of naval science.
- (2) An appreciation for the requirements for national security.
- (3) A basic understanding of associated professional knowledge.
- (4) A strong sense of personal integrity, honor, and individual responsibility.
- (5) An educational background which will allow them to successfully undertake, in later periods of their careers, advanced/continuing education in fields of application and interest to the naval service.
- (6) A high state of physical fitness for the purposes of health and performance.

### **103. Unit Organization**

a. Military Organization. The Commander of Naval Service Training Command (NSTC), headquartered in Great Lakes, Illinois, oversees the administration of the NROTC program and holds military command over all NROTC units and consortiums through its NROTC Operations (N9) directorate. The Commanding Officer of the NROTC Houston Consortium is the senior commissioned officer appointed by the Department of the Navy.

b. University Organization. The Rice University and Prairie View A&M University units constitute the Department of Naval Science under the control of the provost and the dean of the Brailsford College of Arts and Sciences, respectively. The Commanding Officer of the consortium is appointed by each university to serve as professor of naval science and department chair. The executive officer is appointed associate professor, and other Navy and Marine Corps officers assigned as instructors receive university appointments as assistant professors. Marine Corps staff non-commissioned officers and government civil servants serve in key advisory and administrative staff billets.

c. Marine Officer Instructor (MOI). The MOI serves as the consortium operations officer and the primary advisor to the midshipman company staff. The MOI is responsible to the Consortium CO for the conduct of the Naval Science lab. The MOI is responsible for instructing Fundamentals of Maneuver Warfare and Evolution of Warfare and advises Marine Option midshipmen and Marine Enlisted Commissioning Education Program (MECEP) marines regarding academic and professional matters.

d. Class Advisors. Class advisors are members of unit staff assigned to year groups to act as primary advisors on academic and military matters. Under the Consortium, class advisors are responsible for the conduct of assigned Naval Science courses. Class advisors must be thoroughly familiar with student academic requirements, understanding the importance of academic success. To solve midshipman academic problems, class advisors interact with other university departments by advising midshipmen and closely monitoring their progress. Class

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advisors act as professional, academic, and personal counselors, and midshipmen should use them as a resource for their personal or professional problems.

e. Assistant Marine Officer Instructor (AMOI). The AMOI is responsible to the Commanding Officer for the general military discipline and physical fitness of the Consortium. The AMOI serves as the staff advisor for drill, color guard, physical fitness, and assists the MOI on all Marine Option midshipmen/MECEP matters.

f. Administration. Student administration is handled by the Human Resources Assistant (HRA) at each unit.

g. Midshipmen Records. Academic and aptitude records are maintained for each midshipman within the Consortium by their class advisor or the MOI. Administrative and health records are filed in the administrative office with the HRA. The NROTC uses a database called Officer Programs Management Information System (OPMIS) that tracks each midshipman's performance. Midshipmen review these records with their class advisor at the beginning of each semester.

h. Supply. Fiscal and supply matters are the responsibility of the Supply Technician at each unit.

#### **104. Definition of Programs**

a. National Scholarship Program. Navy and Marine Scholarship NROTC students are selected annually by a national selection board. They are appointed midshipmen at the completion of New Student Indoctrination (NSI) in the U. S. Navy or Marine Corps Reserve and are on active duty only while on summer training. Scholarship students receive the benefits provided by law, which include full tuition, uniforms, a book stipend, and a monthly subsistence allowance. Currently, the book stipend is \$750 per year and the monthly allowance is as follows: 1<sup>st</sup> year/\$250, 2<sup>nd</sup> year/\$300, 3<sup>rd</sup> year/\$350 and 4<sup>th</sup> year/\$400. Midshipmen on scholarship will generally complete three summer training sessions. Upon graduation, they will be commissioned as active duty officers in the Navy or Marine Corps to serve at the pleasure of the President of the United States. Navy Option midshipmen are obligated to serve a minimum of five years active duty after commissioning, while Marine Options must serve a minimum of four years active duty. Additional commitments vary depending on service assignment.

b. One, Two, or Three Year Scholarship Program (Navy/Nurse Option). The NROTC One, Two, or Three-Year Scholarship Program is open to any college student (College Program midshipmen or non-affiliated student) with at least 30 college semester hours (45 quarter hours), but no more than 120 college semester hours (180 quarter hours) of credits counting toward their degree. These students are eligible to compete for Scholarship or Advanced Standing. Only those nominees that are one or two years prior to graduation will be considered for Advanced Standing. Any 1- or 2-Year scholarship nominee who does not get selected for a scholarship will automatically be considered for Advanced Standing. Upon acceptance of appointment, selectees must agree, in writing, to complete all program requirements stipulated in reference (a) for scholarship or Advanced Standing students as appropriate.

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c. Two or Three Year Scholarship Program (Marine Option). Marine Corps Recruiting Command (MCRC) will convene two selection boards a year (spring and fall) to consider those midshipmen who wish to compete for a Marine Option NROTC Scholarship or Advanced Standing. College Program midshipmen can be considered for scholarship or Advanced Standing after one semester (or equivalent) of observation.

d. NROTC College Program Advanced Course. Students are considered to be in Advanced Standing if they are selected by NSTC N92 or MCRC for Advanced Standing, accepted into the Advanced Course by the PNS, found physically qualified by the Department of Defense Medical Review Board and attend the third year of Naval Science courses. NROTC Advanced Standing includes the third and fourth year of Naval Science courses and 1/C Summer Training. Every student selected for Advanced Standing must enlist in the Navy or Marine Corps Reserve prior to commencing the Advanced Course. The Navy will provide accepted students with uniforms, Naval Science textbooks, and a subsistence allowance for a maximum of 20 months. Upon completion of Naval Science coursework and graduation, Advanced Standing college program students will be commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps.

e. NROTC College Program Basic Course. This program is offered to college students who wish to serve their country as commissioned officers, but who have not been awarded any form of NROTC Scholarship. College Program Basic students are selected from those who have applied for enrollment at the NROTC unit and sign a contract in which they agree to complete certain Naval Science courses and one summer training period (if selected for Advanced Standing). The Basic Course of the College Program is designed for those students with more than two years of college coursework remaining.

f. Nurse Corps Program. The Navy Nurse Corps program is available to students interested in pursuing a Bachelor of Science degree in Nursing (BSN). Upon graduation, Navy Nurse Program midshipmen are commissioned as regular officers in the Navy Nurse Corps. Nurse NROTC eligibility is the same as the National Scholarship Program requirements. Navy Nurse Corps NROTC scholarship recipients are selected during either the National Scholarship CNSB or during the National 2- or 3-year Scholarship Board. Those interested in a four-year program apply through the National Scholarship Program. Those interested in a 2- or 3-year scholarship in the Navy Nurse Corps Program require a nomination from the local PNS. In the nomination package, the PNS must address the nominee's nursing school admission status. The Navy Nurse NROTC Program is not for those pursuing any other medical program. Currently, this program is only offered at Houston Christian University within the Houston Consortium at the discretion of NSTC N9.

g. Extended Entitlements (EE). Academic programs requiring more than four academic years for completion of baccalaureate degree requirements are eligible for EE. EE may provide financial assistance (tuition/stipend) during a fifth academic year for qualified majors. This assistance may include regular semesters/quarters or summer sessions beyond Naval Science year four. EE may be applied only after the student has used all normal entitlements. Students may not be required to enroll in Naval Science courses but shall participate in all other unit activities while receiving EE.

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h. Seaman to Admiral 21 (STA-21). STA-21 is a commissioning program that provides an opportunity for highly motivated enlisted Sailors to earn a commission. STA-21 officer candidates apply for and are accepted by a selection board for placement in specific program options (e.g., Nuclear, Civil Engineer Corps, Special Warfare, etc.). STA-21 officer candidates are assigned to specified NROTC colleges and universities and are required to graduate within 36 months. STA-21 participants retain their enlisted salary and benefits while attending school full time. STA-21 students are designated as Officer Candidates and participate in all unit activities while completing their academic program. STA-21 students retain their enlisted status for pay and advancement purposes, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ). They wear the Navy uniform with Officer Candidate insignia while a member of the NROTC unit and are addressed as “Officer Candidate.”

i. Marine Enlisted Commissioning Education Program (MECEP). MECEP is a commissioning program for specifically selected enlisted Marine Corps personnel leading to baccalaureate degree and a commission in the Marine Corps. Candidates are selected by an annual board series at MCRC. MECEP students are active duty enlisted Marines who, during their tour of duty under instruction, retain their active duty status. As such, they receive full pay and allowances, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ). MECEP students wear their Marine enlisted uniform and are referred to by their enlisted rank.

## **105. Commissioning and Types of Active Duty**

a. Service Requirement. Because of lengths of training, midshipmen opting for service in aviation, special warfare, submarine warfare, or nuclear surface warfare specialties will have longer tours of active duty. See the class advisors for specifics.

b. Navy. Newly commissioned Ensigns will be assigned in one of the following areas:

(1) Surface Warfare. Midshipmen choosing this option will attend 2 months of Basic Division Officers Course (BDOC) in San Diego, CA or Norfolk, VA learning the basics of serving as a Division Officer aboard fleet ships and typically report to their ships within a few months of commissioning.

(2) Submarines or Surface Warfare (Nuclear). A midshipman may apply for the nuclear power program after completion of all calculus and physics requirements and within two years of graduation. To increase eligibility, students are encouraged to pursue majors in the Tier 1 and Tier 2 categories, though not required. If accepted, each student will be eligible for the Nuclear Accession Bonus. Upon receiving their commission, applicants for the submarine community will attend Nuclear Power School (NPS) in Charleston, SC followed by Nuclear Power Training Unit (NPTU) in Ballston Spa, NY or Charleston, SC where they will receive hands-on training in an operational nuclear power plant. Prior to checking in to their first submarine, officers will also attend the eight-week Submarine Officers Basic Course in Groton, CT. Surface Warfare (N) applicants will attend two months of Basic Division Officers Course (BDOC) in San Diego, CA or Norfolk, VA. Following their first division officer tour they will attend NPS and NPTU in



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preparation for a tour as a division officer in the engineering department of an aircraft carrier. For further information contact the Nuclear Programs Officer.

(3) Aviation. If academically and physically qualified, midshipmen may request pilot or naval flight officer training. Initial training begins at Pensacola, Florida. Students must take the Aviation Selection Test Battery (ASTB) before the start of their fourth year and meet the minimum requirements for pilot or naval flight officer. Midshipmen selected as Student Naval Aviators will serve a minimum of eight years following completion of flight school while those selected as Student Naval Flight Officers will serve a minimum of six years following completion of flight school.

(4) Special Warfare. Academically and physically qualified midshipmen may apply for selection in the Sea, Air, and Land (SEAL) or Explosive Ordnance Disposal (EOD) warfare areas. Initial training begins at Coronado, California for SEAL and Panama City, Florida for EOD. SEAL and EOD officers will serve a minimum of five years active duty.

(5) Restricted Line/Staff Corps. Normally, first class midshipmen may apply for a Navy Commission in a Restricted Line or Staff Corps community only if not physically qualified for the Unrestricted Line. For those qualified for Unrestricted Line duty, it is still possible to apply for a Restricted Line or Staff Corps position. However, these positions are highly competitive, and selection is rare. For further information contact class advisors.

c. Marine Corps. Upon graduation, newly commissioned Second Lieutenants will attend The Basic School (TBS) in Quantico, VA for 23 weeks before assignment to a military occupational specialty school or naval aviation flight training. Marine Options may secure an aviation or cyber contract while in the NROTC program by meeting specific minimum requirements. For further information on aviation contracts see the MOI.

## CHAPTER 2: PROFESSIONAL DEVELOPMENT

### 201. Professional Conduct and Aptitude

a. The Concept of Honor. Our nation's naval service, made up of the Navy and Marine Corps, has successfully met every challenge throughout its 240-plus years of existence. Between 13 October and 10 November 1775, the Continental Congress authorized a few small warships and two battalions of Marines. Shortly after New Year's Day in 1776, five companies of Marines embarked aboard these new warships of the Continental Navy in Philadelphia and set sail. Eight weeks later and only 5 months after authorization by the Congress, 230 Marines & 50 Sailors assaulted across the beach in the Bahamas to capture gunpowder and weapons from a British fort. U.S. Sailors & Marines had landed for the first time in history. From those early days of naval expeditionary service, our bedrock principles have remained constant. Our core values of honor, courage, and commitment remain the distinguishing characteristics of the Naval Service.

(1) Honor: "*I will bear true faith and allegiance ...*" I will conduct myself in the highest ethical manner in all that I do. I will abide by an uncompromising code of integrity, taking full responsibility for my actions and my word. I am accountable for my behavior, both professional and personal, and remain ever mindful of the privilege I have to serve my fellow Americans.

(2) Courage: "*I will support and defend ...*" I will demonstrate the courage to meet the demands of naval service; to do what is right at all times, especially in the face of temptation or adversity. I will make decisions in the best interest of the nation without regard for personal consequence. I will adhere to the highest standard of personal conduct and decency. My moral courage will give me the strength to always do what is right.

(3) Commitment: "*I will well and faithfully discharge ...*" I will demonstrate respect up and down the chain of command while caring for the professional and personal well-being of each of our people. I will treat everyone with human dignity and respect. I will work as part of the Navy-Marine Corps team to accomplish each mission assigned and to insure the future of our nation.

b. The Honor Code. A midshipman is a person of integrity and stands for that which is right. I tell the truth and ensure that the full truth is known, I do not lie. I embrace fairness in all actions. I ensure that work submitted as my own is my own, and that assistance received from any source is authorized and properly documented. I do not cheat. I respect the property of others and ensure that others are able to benefit from the use of their own property. I do not steal. For the Naval Reserve Officers Training Corps midshipman, these obligations are succinctly stated in the following honor code: A midshipman does not lie, cheat, or steal.

#### c. The Sailor's Creed.

I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

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I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment. I am committed to excellence and the fair treatment of all.

## **202. Summer Training**

a. Training periods with operating forces of the U. S. Navy and Marine Corps give NROTC students the opportunity to gain experience through the practical application of naval science. Training sessions are normally four to eight weeks in length.

(1) Fourth Class Summer Training. New Student Indoctrination (NSI) at Naval Station Great Lakes is a key component in the training cycle of a Midshipman and is a program requirement for participation in the NROTC program. The training event is normally conducted the summer prior to a midshipman candidate reporting to their respective NROTC unit. Midshipman candidates who were unable to participate the summer leading up to their fourth class year will be required to complete NSI the following year or be disenrolled from the NROTC program at that time.

(2) Third Class Summer Training. Normally conducted between the freshman and sophomore academic years for all scholarship students who have completed NSI, Career Orientation and Training for Midshipmen (CORTRAMID) is warfare community indoctrination. Nurse Corps Option midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is at-sea training with the midshipmen assigned to the medical department of the ship.

(3) Second Class Summer Training. Second Class Summer Training is conducted between the sophomore and junior academic years for all scholarship students who have completed NSI. This at-sea training on surface ships and submarines furnishes midshipmen with basic shipboard orientation, an introduction to senior enlisted life, the Chief and division officer relationship, and the roles of the work center supervisor. Second class midshipmen who completed NSI but did not participate in CORTRAMID as third class midshipmen may do so in lieu of second class cruise if billets are available. Second Class Midshipmen who did not complete NSI shall participate in NSI and CORTRAMID if billets are available. Nurse Corps Option midshipmen who did not attend third class cruise shall participate in the second class at-sea training. Marine Option midshipmen attend Fleet Marine Force which prepares 2/C Marine Options for OCS as well as provides a window into the fleet and its training.

(4) First Class Summer Training. First Class Summer Training is conducted between the junior and senior academic years for all first class NROTC midshipmen. First class cruise provides exposure to the officer and wardroom environment and is executed in an at-sea training environment aboard a ship. First class Navy Option midshipmen may also opt for aviation, submarine, special warfare, or Foreign Exchange Training for Midshipmen (FOREXTRAMID). When practicable, the type of cruise should be aligned with the anticipated designator. Additionally, first class Navy Option midshipmen have the opportunity to become MIs (Midshipmen Instructors) at NSI (New Student Indoctrination). This position provides

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instructors the chance to lead and become an example for the incoming 4/C midshipmen. Furthermore, these instructors play an active role in shaping these impressionable young people into midshipmen eager to learn and grow at their respective units. Marine Option first class midshipmen attend OCS in Quantico, VA. The Nurse Corps Option first class cruise is at a naval hospital, with the primary training objective to learn the organizational structure and functions of a naval hospital and to gain appreciation for the concept of Navy healthcare. Midshipmen unable to complete their first class cruise during the summer training period will require postponement and cannot commission until the cruise is accomplished.

b. Eligibility for Summer Training. To be eligible for Third, Second, and First Class Summer Training, midshipmen must be on scholarship or Advanced Standing, meet the physical fitness and body composition standards of section 205, and cannot be on Leave of Absence. Due to the physically demanding nature, OCS recommends a minimum PFT score of 265, but within 45 days of shipping to OCS, midshipmen must meet minimum by-event standards as outlined in MARADMIN 630/19 in order to attend OCS. Every year, Consortium staff and midshipmen who have completed various cruises provide detailed briefings to better explain the opportunities and requirements.

(1) Security Clearance. Midshipmen are required to have secret or interim secret security clearances prior to departing the unit for summer cruise.

(2) Immunizations. Appropriate inoculations for summer cruise will be required prior to departure from the unit.

(3) Forms for Summer Training. Students will be provided with the following items prior to departure from the unit (these forms must be carried during summer training). Orders, travel claim forms, and electronic tickets will be securely transmitted prior to cruise.

(a) Common Access Card (CAC)

(b) International Certificates of Vaccination (PHS-731)

(c) Midshipmen Health Records (medical and dental)

(4) Cruise Information. Class advisors and the summer cruise coordinator at each unit will have specific cruise information.

c. Waivers and Postponements of Summer Training. Summer training is required of all NROTC Scholarship midshipmen during each summer between the freshman and senior years. NSTC N04 may waive Third and Second Class cruises for eligible midshipmen in special cases. Waivers are not appropriate for midshipmen found to be ineligible. Where CORTRAMID or Nurse afloat cruises are waived following the freshman year, they can be completed, as space permits, following the sophomore year. Since the First Class cruise satisfies the USC 10 (Title 10) commissioning requirement for all NROTC midshipmen, it can be postponed but not waived. Midshipmen postponing their First Class cruise may be required to complete their First Class cruise AFTER graduation but PRIOR to commissioning. Requests for waivers and/or

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postponements shall be requested through your class advisor in accordance with reference (a).

d. Active Duty Status while on Summer Training. During summer training, NROTC midshipmen are on active duty and are therefore subject to the UCMJ. Commanding Officers of training units may assign disciplinary measures appropriate to the offense and, for serious offenses, may award punishment under the UCMJ. These Commanding Officers will report such offenses to the Professor of Naval Science for review and appropriate action.

### **203. Benefits while on Active Duty for Training**

a. Basic Pay. Scholarship and Advanced Standing College Program students and applicants for membership in the NROTC (NSI attendees) are entitled to basic active duty pay at the rate established for USNA midshipmen while attending summer or at-sea training. Pay status begins on the day of arrival at the training site or on the effective date of orders, whichever is later, and ends on the day the member or applicant is relieved from such training. Pay amounts will differ due to differing amounts withheld for social security (FICA), applicable Serviceman's Group Life Insurance, federal and state income tax, etc. Midshipmen are authorized to receive 80% of their estimated basic pay prior to summer training. The remainder will be paid upon their return and completion of a travel claim with actual dates of summer training. Midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay.

b. Travel Allowances. A plane ticket is provided from Houston or home of record to the cruise reporting station and from the cruise detachment station to Houston or home of record. While driving to/from the summer cruise reporting station may be authorized by the Consortium staff, this authorization will usually not be granted due to the lack of parking at most naval bases. In lieu of a plane ticket, the midshipman is authorized travel in accordance with the travel regulations.

c. Insurance. Government health and life insurance cover NROTC midshipmen only while on active duty for training (e.g. summer cruises). They are insured for up to \$500,000 term life insurance unless they elect no coverage. A nominal life insurance premium will be deducted from their active duty pay. While attending the university, midshipmen are covered for a medical condition incurred in the line of duty while at or traveling to or from military installations, for the purpose of undergoing medical or other examinations, or for purposes of making visits of observation, including participation in service sponsored sports, recreational, and training activities. Midshipmen are also covered for qualifying medical examinations and required immunizations. Midshipmen must ensure they maintain adequate health insurance coverage for those times when they are not in a line of duty status. Specific information is available from the HRA.

d. Other Active Duty Privileges. With the CAC, midshipmen may use commissaries, exchanges, and other recreation facilities open to active duty commissioned officers.

**204. Field Exercises**

a. Field exercises may be conducted to promote officer development and motivation for future careers in the Navy and Marine Corps. Marine Option field exercises are normally conducted in the fall and spring semesters to give each Marine Option midshipman a hands-on field training experience. These exercises must be planned with the assistance of the MOI and AMOI and must have the approval of the Consortium Commanding Officer.

**205. Physical Fitness**

a. General. The Navy and Marine Corps emphasize physical fitness as a requirement for effective naval officers. As future leaders, midshipmen are expected to strive to exceed the Navy or Marine Corps minimum fitness standards. Competing in intramural and club sport leagues at respective universities is encouraged on a not-to-interfere basis with academics and NROTC responsibilities.

b. Physical Conditioning. Every midshipman is required to pass the Navy Physical Readiness Test (PRT) or Marine Corps Physical Fitness Test (PFT)/Combat Fitness Test (CFT) each semester. Navy Option midshipmen who do not meet the “Good-Low” category for the 20-24 year age group in each section of the PRT, or Marine Options who do not score a 235 or above on the PFT/CFT will be assigned to the Fitness Enhancement Program (FEP) in accordance with reference (h). Students who fail to meet body composition standards or achieve the 20-24 year age group “Good-Low” standards in each category of the PRT or 235 PFT/CFT will face consequences such as PRB or disenrollment. These consequences are determined at the discretion of the PNS.

(1) Standards and Scoring. Standards and scoring for the Navy PRT and Marine PFT/CFT are in accordance with reference (a) and (h).

c. Weight Standards. Members who exceed the height/weight standards published will be measured for body fat. Percent body fat should be measured on the same day that height/weight is measured. The upper allowable Navy limit for body fat is 23 percent for men and 34 percent for women. The upper allowable Marine Corps limit for body fat is 18 percent for men and 26 percent for women.

d. Weight Control. Midshipmen whose body fat is above the established standards for the Body Composition Assessment (BCA) portion of the Official PFA automatically fail the PFA and will be assigned to FEP. Students who fail to meet established BCA standards twice within three years will be disenrolled from the program barring any extenuating circumstances. First class midshipmen who fail to meet established BCA standards by the time of commissioning will be placed on a leave of absence status or recommended for disenrollment as determined by the Consortium Commanding Officer.

e. Swimming. The Navy Third Class and Second Class swimming tests are given to NROTC midshipmen during the first semester of enrollment. Students failing to qualify as Navy Third Class swimmers by the end of their first semester in NROTC are required to participate in

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university-sponsored or private instruction. Students failing to qualify as Third Class swimmers by the end of their first year will be subject to a Performance Review Board (PRB) and may be placed on Leave of Absence and ultimately disenrolled from the program barring any extenuating circumstances. Students without a current swim qualification are not eligible for summer training. Students qualifying as Second Class swimmers are not required to test annually.

(1) Swimmer, Third Class. Consists of the following maneuvers:

(a) Deep Water Jump (Minimum height of 5 feet.)

(b) 5 minute survival float

(c) 50 yard swim using any basic survival stroke.

(d) Shirt and Trouser or Coverall Inflation

(2) Swimmer, Second Class. Consists of the following maneuvers:

(a) All Third Class Qualifications

(b) 5-minute prone float transitioning to back float

(c) 100 yard swim using the following four basic survival strokes in order: Crawl, Breast, Side, and Elementary Backstroke.

## **CHAPTER 3: ACADEMIC REQUIREMENTS AND PROCEDURES**

### **301. General**

Navy College Program and Scholarship students are encouraged to pursue majors in engineering and the physical sciences. Declared majors are classified into Academic Tiers 1, 2, and 3. Changing majors requires consultation with the class advisor and approval from NSTC N9 for Tier 1/2 changes to Tier 3 as specified in paragraph 304. Language Skills, Regional Expertise and Cultural Awareness (LREC) approved academic majors are also subject to specific guidelines. The class advisors are available to guide midshipmen in selecting both academic majors and electives. While a background in science and mathematics is important for a Naval Officer, the officer must also be proficient in written and oral skills.

Responsibility for selecting and applying for a major rest with the midshipman. Since the choice of major, as well as a change in major, may affect a midshipman's graduation date and status in the program, midshipmen deciding on a major or contemplating a change in major must consult with their class advisor. While all students consult with a university advisor for help in determining a major program, midshipmen are encouraged to seek additional assistance from members of the Consortium Staff.

### **302. Naval Science and Midshipmen Advancement Requirements.**

a. Naval Science Overview. Midshipmen are required to take the Naval Science courses appropriate for their year group.

b. Leadership Laboratory. Midshipmen must take the Naval Science Leadership Laboratory during each semester they are enrolled in the program. Eight semesters of Leadership Laboratory are required to successfully complete the Four Year NROTC Program. Leadership Laboratory is typically conducted outside of the normal class day to deconflict with other academic obligations.

c. Four Year Program. Midshipmen in a four-year academic program normally advance as outlined below. Exceptions to this plan must be approved by the Commanding Officer.

d. Two Year and Three Year Program. Two and three year academic program students are required to complete all Naval Science and additional required courses as directed by reference (a).

e. Advancement from Fourth Class to Third Class

(1) Satisfactory grades in NROTC courses: Introduction to Naval Science and Sea Power and Maritime Affairs.

(2) Completion of two semesters of Leadership Lab.

(3) Completion of appropriate academic courses toward a degree.



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(4) Enrollment in Leadership and Management I.

(5) Completion of CORTRAMID (scholarship).

(6) Midshipmen with less than a 2.5 semester or cumulative GPA will be subject to disciplinary action in accordance with reference (a).

f. Advancement from Third Class to Second Class

(1) Satisfactory grades in NROTC courses Leadership and Management I and Navigation.

(2) Completion of four semesters of Leadership Lab.

(3) Completion of appropriate academic courses toward a major.

(4) Completion of CORTRAMID (3-year scholarship) or equivalent alternative.

(5) Navy Option: enroll in Naval Operations and Seamanship.

(6) Marine Option: enroll in Evolution of Warfare.

(7) College Program Students (basic program) with less than a 2.5 semester or cumulative GPA will not be recommended for advanced standing. Midshipmen with less than a 2.5 semester or cumulative GPA will be subject to disciplinary action in accordance with reference (a).

g. Advancement from Second Class to First Class

(1) Satisfactory grades in Naval Operations and Seamanship and Naval Ship Systems I (Engineering) for Navy Options. Marine Options must satisfactorily complete Evolution of Warfare and Fundamentals of Maneuver Warfare.

(2) Completion of six semesters of Leadership Lab.

(3) Completion of appropriate academic courses toward a major.

(4) Successful completion of First Class Summer Training or Officer Candidate School for Marine Option midshipmen.

h. Advancement from First Class to Commissioning Candidacy

(1) Satisfactory grades in NROTC courses Naval Ship Systems II (Weapons) and Leadership and Ethics.

(2) Completion of eight semesters of Leadership Lab.

(3) Completion of First Class Summer Training (if previously postponed).

(4) Satisfaction of university degree requirements.

(5) Pass PRT (“Good-Low” or higher in all categories) or First Class PFT for Marine Options and be within weight standards.

(6) Medically qualified for assigned designator by BUMED/NAMI.

### **303. Additional Required Courses**

a. All midshipman must also complete the additional courses listed below by the appropriate time to progress in the unit. Approved courses that fulfill these requirements at each Consortium university are listed in reference (i).

#### **b. Navy Option Specified Courses**

(1) Scholarship Students: Calculus I and II, these courses will be completed by end of 2nd year.

(2) Advanced Standing Students: College Algebra or Advanced Trigonometry (2 semesters), will be completed by end of 3rd year.

(3) Scholarship Students: Physics (Calculus based) I and II, and corresponding laboratory classes completed by end of 3rd year.

(4) Advanced Standing Students: Physical Sciences (2 semesters) - Appropriate laboratory classes must be completed by the end of 4th year.

(5) English (2 semesters)

(6) World Culture/Regional Studies (1 semester)

(7) National Security Policy/American Military History (1 semester)

#### **c. Marine Option Specified Courses.**

(1) English (2 semesters)

(2) National Security Policy/American Military History (1 semester)

d. College Program Students seeking Scholarships. Navy College Program students should complete scholarship calculus and physics requirements cited above early in their academic programs if they wish to be competitive for NROTC Two & Three Year Scholarships.

e. Advanced/Transfer Credit. Calculus and physics course grades taken outside of your

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university must be first accepted by the university to satisfy the Navy Scholarship program course requirements. Midshipman failing to complete the Calculus requirement by the end of their Second year and the Physics requirement by the end of their Third year shall be placed on academic Leave of Absence by the PNS.

f. Those who have taken a calculus or calculus-based physics course for college credit in high school, which the university has validated, shall complete at least one semester of calculus and one semester of calculus-based physics for a letter grade within their university. Furthermore, higher level math, such as CALC III, Differential Equations, or Dynamics, taken at the university count toward the calculus requirement.

g. Credit Management. It is the student's responsibility to take appropriate and sufficient courses each semester to make satisfactory progress toward graduation. Students will normally be expected to enroll in at least 15 to 18 credit hours per semester toward degree coursework. These credit totals include Naval Science courses. Midshipmen must inform their class advisor if they intend to drop any courses during the semester. **Final authority to drop below 15 credit hours (including Naval Science) requires approval of the Commanding Officer.** Additionally, midshipmen must consult with their class advisor before withdrawing (dropping a course after the add/drop date) from a course. These stipulations are not meant to prevent students from dropping or withdrawing from courses for which they are academically unsuited; rather it is intended to ensure the student informs, and consults with, his/her NROTC instructor before dropping a course. **Students who drop below 12 credit hours will be placed on Leave of Absence barring extenuating circumstances and approval by the Commanding Officer.**

h. All Naval Science and NROTC-specified courses shall be taken for a letter grade (e.g. not pass/fail) except in limited circumstances when a letter grade is not required per reference (a) 3-5.2.a. Approval from the PNS must be granted in writing when a NROTC-specified course (e.g. Naval Science, calculus, physics) will not be taken for a letter grade.

### 304. Academic Major Tiers

Navy Option Midshipmen on scholarship will select their majors prior to matriculation as part of the NROTC Scholarship selection process. Declared majors are classified into Academic Tiers 1, 2, and 3. See chart below.

a. All midshipmen contemplating a change in major must consult with their respective class advisor before taking any action.

b. A change between a Tier 1 and Tier 2 major, or vice versa, requires PNS approval.

c. A change between Tier 1 or 2 and a Tier 3 major requires NSTC N9 approval.

d. All midshipmen contemplating a change in major shall consult with their respective class advisor before taking any action. Major changes not approved by the PNS or NSTC N9 (if required) can result in the loss of scholarship benefits.

e. Tier 1 Academic Majors

Aerospace Engineering	Electrical Engineering	Nuclear Engineering
Aeronautical Engineering	Mechanical Engineering	Ocean Engineering
Astronautical Engineering	Naval Architecture	Systems Engineering
Chemical Engineering	Marine/Naval Engineering	

f. Tier 2 Academic Majors

Agricultural/Biological Engineering	Bioengineering	Architectural Engineering
Architectural Engineering Technologies	Astrophysics	Biochemistry, Biophysics & Molecular Biology
Biomathematics & Bioinformatics	Biomedical/Medical Engineering	Biotechnology
Cell/Cellular Biology & Anatomical Sciences	Ceramic Sciences & Engineering	Chemistry
Civil Engineering/Civil Engineering Technologies	Computer Engineering	Computer Programming
Computer Science/Information Technology	Construction Engineering	Electronics & Communications Engineering
Engineering Mechanics	Engineering Physics	Engineering Science
General Engineering	General Science	Industrial Engineering
Manufacturing Engineering	Materials Engineering	Mathematics
Metallurgical Engineering	Microbiological Sciences and Immunology	Mining and Mineral Engineering
Nuclear & Industrial Radiologic Technology	Oceanography	Petroleum Engineering
Pharmacology & Toxicology	Physics	Physiology, Pathology, & Related Sciences
Polymer/Plastics Engineering	Quantitative Economics	Statistics
Textile Sciences & Engineering		

g. Tier 3 Academic Majors. Students interested in pursuing Tier 3 academic majors (all other majors not listed as Tier 1 or Tier 2) should examine the opportunities afforded in the Navy’s LREC Program. Annually, the Navy will offer this program to 20 – 30 students. Attainment of a specific level of language proficiency is not required by the LREC program. LREC program applicants will major in Navy-approved regions, cultures and/or languages as outlined in NSTCINST 1550.1E. Midshipmen who major in a region/culture will pass a minimum of four academic courses equaling a minimum of twelve credit hours in a single specific foreign language associated with the selected region/culture. Similarly, midshipmen who major in a foreign language will pass a minimum of four academic courses equaling a minimum

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of twelve credit hours in a region/culture associated with the selected language. Midshipmen will enroll in progressively more difficult courses until they meet the requirement. Consult your class advisor for additional information regarding the LREC program.

### **305. Grades**

a. Good Academic Performance is Mandatory. Midshipmen are required to have no failing grade in any subject required for degree completion or commissioning, and to achieve a minimum semester GPA of 2.5 and an overall cumulative GPA of 2.5. Midshipmen are expected to work to their full academic potential and strive to exceed the minimum GPA standards. Academic excellence is important for several reasons:

(1) The engineering and weapons systems on current and future ships and aircraft are complex and will require the best educated and trained officers to employ them.

(2) Grades are the major determining factor for the first duty assignment for newly commissioned Naval Officers. An outstanding academic record will enable an officer to qualify for the best and most challenging assignments. This includes not only warfare assignments but postgraduate education and service college assignments as well.

b. Grading System. At this time, all universities within the Houston Consortium grade on a 4.0 scale. This same scale is used for Naval Science courses. At the first class meeting, each instructor will announce his/her grading methodology such as number of examinations and relative weight of various work assignments.

### **306. Academic Disciplinary Action**

a. Failure to meet the academic requirements outlined in reference (a) can result in assignment to study hall in accordance with references (e) and (f) and will result in disciplinary action.

b. Leave of Absence. Scholarship midshipmen placed on Leave of Absence lose scholarship benefits for one semester with the possibility of disenrollment from the NROTC program if academic performance does not improve after one semester. The following will warrant a PRB and can result in a midshipman being placed in LOA status or disenrolled: (1) A third offense of a semester GPA of less than 2.5 or a cumulative GPA of less than 2.5, (2) a repeat failure of calculus or physics, (3) a failure to correct probation stipulations, (4) enrolling in less than 12 credit hours (excluding Naval Science credit hours) without PNS approval, or (5) not satisfying calculus or physics requirements within the specified time period.

### **307. Study Hall Program**

a. NROTC spaces may be used for personal study. Additionally, midshipmen are encouraged to use the unit computers for coursework. Study hall will be established each semester in accordance with reference (e). Midshipmen Duty Officers will oversee study hall in accordance with reference (f).

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- b. Midshipmen will be assigned to study hall in accordance with reference (e).
- c. Midshipmen are encouraged to utilize the tutoring services provided by university academic departments when enrolled in the first semester of calculus and physics. Resources available at all consortium universities are included in reference (e).

### **308. Graduate Study Program**

Various programs are offered to both the Scholarship and College Program Navy Option midshipmen for advanced education after graduation. Availability of these programs is dictated by needs of the Navy and budgetary constraints. Several such opportunities open to the superior student at the time of graduation are listed below. Reference (a) and the class advisors can provide additional information.

a. Massachusetts Institute of Technology (MIT)/Woods Hole Oceanographic Institution (WHOI) Joint Master Program. NROTC may nominate one midshipman for participation in the MIT/WHOI Oceanography Program. The program begins in June, typically requires 24-27 months to complete, and leads to a 6402P (Operational Oceanography) subspecialty code.

b. Junior Line Officer Advanced Educational Program (Burke Program). The Burke Program provides an opportunity for URL officers in scientific and engineering disciplines for assignment to subspecialty billets. This program includes aviation, subsurface, and surface midshipmen and STA-21 OCs. Curricula shall be consistent with the individual's designator and the needs of the Navy. Upon commissioning, the selected recipient will attend post-accession training before their initial 30-36 month operational tour. After completion of their initial tour, Burke Program students may be assigned duty under instruction at civilian schools or attend the Naval Post- Graduate School (NPS). Annually, NSTC selects a total of 15 NROTC midshipmen/OCs from across the country.

c. Officer Scholarship Program. The Officer Scholarship Program is directed toward fulfilling Navy needs in operational, technical, and managerial areas in concert with the officer subspecialty system. Upon commissioning, selectees attend graduate school full-time and receive full pay and allowances. Applicants must complete their degree in 24 months or less. Personnel may not attend law or medical school under this program. Participation in the program will be at an institution within the United States that is accredited by a regional accrediting association recognized by the Department of Education. Typically, the applicant must apply and receive a scholarship that is equal to or greater than 50 percent of the tuition costs. Approximately three to eleven NROTC midshipmen are selected annually for this program.

d. Anna Sobel Levy Foundation Scholarship. The purpose of this fellowship scholarship is to provide future officers an opportunity to learn first-hand about the unique relationship between the U.S. and Israel, to master regional politics, culture, and security affairs, and to study foreign languages at Hebrew University in Jerusalem. This program may not be available every year.

e. Graduate Education Leave of Absence. A total of 40 Midshipmen nationwide may take a

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LOA for up to 24 months to pursue a graduate degree. Midshipmen shall submit a letter request to NSTC with a recommendation by the PNS. Although selectees still compete for service assignment and are assigned a designator during their senior year, they are not commissioned until they finish their graduate degree requirements. A five-year obligation must be maintained beyond graduation, the student must sign an Agreement to Extend Enlistment NAVPERS 1070/621 to maintain a five-year obligation beyond graduation.

f. NROTC Graduate Attendance at Medical or Dental School. NROTC midshipmen may apply for an Armed Forces Health Professions Scholarship (AFHPS) to attend an accredited medical or dental school or the Uniformed Services University of the Health Sciences (USUHS). Unlike other graduate degree programs, these programs pertain to service assignment and result in a primary designator. These opportunities are extremely competitive.

g. Other Graduate Opportunities through the Navy. There are many other opportunities for graduate study throughout one's career in the Navy. Most of these programs are available to Navy officers following their first successful fleet tour. The Junior/Senior class advisor can provide further information regarding these programs.

### **309. Summer School Funding**

a. Summer school sessions normally are not considered part of the academic year and do not fall under NROTC scholarship benefits. Funding for tuition and fees for summer sessions courses may be paid within authorized benefit entitlement for courses that:

(1) Are an integral part of the major field of study required for the baccalaureate degree, but are not offered during the academic year. In this situation, the course must be required, not an elective, and only offered during the summer.

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

(3) Are required to be repeated because of injury or illness, which prevented completion of the scheduled course during the academic year, providing such absence was approved by the school officials and the PNS. Retaking a course due to academic failure does not qualify.

(4) Are part of an accelerated program if the institution requires attendance at one or more summer sessions.

b. If summer session courses fall within these guidelines, midshipmen must submit a special request chit with supporting documentation to the Commanding Officer, via their class advisor and the Executive Officer, for funding.

**CHAPTER 4: COMPANY STRUCTURE AND BILLETS****401. Concept**

a. Midshipman Company. The units within the Houston Consortium are organized into companies. Each company has two or more platoons with one or more squads. The number of midshipmen in each platoon and squad varies with the size of the company. The company organization template is illustrated in section 402 and will be adjusted based on the size and needs of the individual unit.

b. Mission. The full mission and goals of the NROTC Houston Consortium can be found in Section 102: Mission and Goals. The mission of the midshipman company is to provide a practical framework within which the following objectives of the NROTC Program can be realized:

(1) Preparation of midshipmen with the requisite sense of honor, courage, and commitment for commissioning in the naval service.

(2) Cultivation of the elements of military leadership.

(3) Infusion of a strong sense of loyalty and dedication to the naval service and the nation.

c. Leadership Laboratory. The midshipmen company conducts leadership-oriented training activities to provide an opportunity for the development of leadership qualities, self-confidence, command experience in decision-making, and military bearing.

d. Navy STA-21 and MECEP Participation. STA-21 and MECEP personnel are expected to participate in all company activities similar to midshipmen. They shall be eligible for company assignments commensurate with MIDN who will graduate in the same year group. STA-21 and MECEP personnel shall enroll in the Leadership Laboratory every semester in the program.

e. Billet Appointments.

(1) Midshipmen billet appointments are an integral part of NROTC training. Appointments to company billets are changed each semester to provide the maximum opportunity for midshipmen to gain leadership experience through service in command and staff billets. Additional selection criteria include the following:

(a) Demonstrated Leadership Ability/Past Billets Held

(b) Naval Science Aptitude/GPA

(c) Physical Readiness Score

(d) Midshipman Company Need



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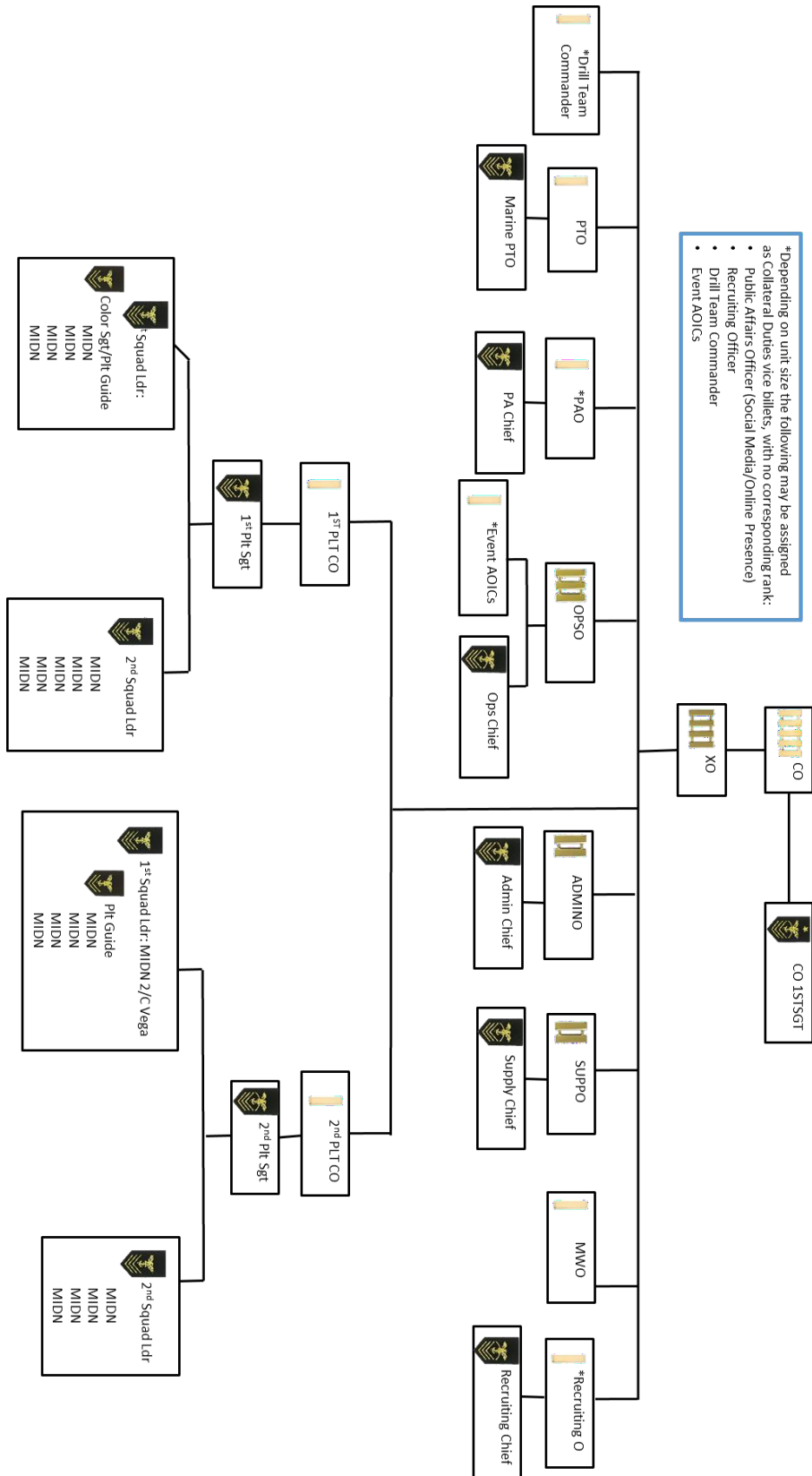
(2) Selection Process. The outgoing midshipmen staff will recommend a slate the semester prior. A board consisting of Consortium staff officers and midshipmen staff officers will nominate for PNS approval, the Commanding Officer, Executive Officer, and Operations Officer. The remainder of the billets will be selected by the Consortium staff with input from the outgoing midshipmen staff.

(3) General Responsibilities. Performance of assigned duties significantly impact subordinate midshipmen. Billeted midshipmen shall:

- (a) Know their assignments and responsibilities;
- (b) Know the midshipmen for whom they are responsible, do the utmost to promote subordinate military and academic welfare through counseling and personal involvement;
- (c) Carry out the proper orders of midshipmen senior to them with precision and dispatch;
- (d) Issue appropriate and timely orders to those midshipmen junior to them;
- (e) Maintain proper discipline during Leadership Lab periods and other company events;
- (f) Set the example at all times and places.

(4) Specific Responsibilities. Specific billet responsibilities are outlined in reference (g).

402. Organizational Chart Template



\*Depending on unit size the following may be assigned as Collateral Duties vice billets, with no corresponding rank:

- Public Affairs Officer (Social Media/Online Presence)
- Recruiting Officer
- Drill Team Commander
- Event AOICs

## **CHAPTER 5: PERFORMANCE EXPECTATIONS, EVALUATION, AND COUNSELING**

### **501. Standards of Conduct**

a. Purpose. Naval Officers are given special trust and confidence from the President of the United States and therefore are held to the highest standards of conduct. These standards are derived from both custom and legislation. They are necessary to promote harmony and good order during peacetime and to ensure victory in war. Adherence to naval customs involves development of the virtues of honor, courage, and commitment. Development of these virtues is a lifetime process, and midshipmen at this NROTC Consortium will be expected to adhere to them.

b. Some of the customs of the Naval Service that promote professionalism are as follows:

(1) Standards of Etiquette. While etiquette is not a matter of navy regulations, officers are judged not only by their professional abilities, but also by their manners in social and official life. An officer is expected to exercise tact and to possess social poise. Midshipmen should avail themselves of every opportunity to learn, through reading and observation, those aspects of gentlemanly or ladylike conduct that will be expected of them as officers. These include procedures at social gatherings and official functions. Accordingly, certain social events are conducted during the year that should be considered mandatory. In all social contact, midshipmen shall conduct themselves in keeping with good judgment and common sense.

(2) Saluting. The salute is a long-established form of greeting and recognition exchanged between members of the military profession. Midshipmen in uniform shall salute officers of all branches of the Armed Forces, and midshipmen officers, whether or not the senior is in uniform. Salute only when covered. This does not mean that courtesy stops when uncovered. A greeting of the day is always in order regardless of cover. It is customary to exchange a greeting with the salute such as "Good morning, Sir/Ma'am." If two or more officers in a group are met, make your greeting to the senior officer. If there are two or more officers of the senior rank and of the same sex, address them as "gentlemen" or "ladies."

(3) Conversing with Officers. The words "Sir" and "Ma'am" are military expressions that shall always be used in connection with "Yes" and "No" and in all conversations with active duty and midshipmen officers of senior rank. When replying to an officer in acknowledging an order, the term "Aye, Aye, Ma'am/Sir" is used. This signifies that the order is understood and will be obeyed. "Yeah," "Yep," "Nope," "Hey," and "OK" are not used. The most important characteristic to develop is complete honesty. Evasive answers or half-truths cannot be tolerated in the naval profession. "This midshipman does not know but will endeavor to find out" is an appropriate response when you do not know the answer to a question asked of you. This will remain the case as a junior officer following commissioning.

(4) Addressing Officers. Officers of all military services, and midshipmen officers, are addressed by their rank with the following exceptions. Officers of the Medical and Dental Corps may be addressed as "Doctor." Officers of the Chaplain Corps may be addressed as "Chaplain."

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When addressing an officer whose rank includes a modifier, the modifier may be dropped, e.g., Lieutenants (junior grade) may be addressed as "Lieutenant". The use of "Mister" to address an officer is only used to address junior Navy officers, Lieutenant Commander and below.

(5) Courtesy and Deference to Military Seniors. In the Naval establishment, courtesy and deference to military seniors are strictly observed in all circumstances. For example, juniors give way to seniors; juniors walk to the left and slightly to the rear of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by midshipmen from Consortium Staff or midshipman officers shall be considered official and executed accordingly. Expressed wishes or desires of a military senior, by tradition, are tantamount to an order to a junior.

(6) Entering a Consortium Staff Member's Office. When a midshipman wishes to enter a staff member's office, the following procedure will be observed:

(a) Knock before you enter. If the staff member is occupied, do not interrupt.

(b) When recognized, enter and state, "(Good morning) sir/ma'am/GySgt, Midshipman \_\_\_\_\_ Class \_\_\_\_\_ (last name)."

(c) Enter their office, stand at attention (until otherwise ordered), and state your business.

(d) When dismissed, give the proper greeting of the day, and walk out.

(7) Classroom Procedure. Military courtesy extends to the Naval Science classroom. Midshipmen who are late for class will quietly take the nearest vacant seat and will explain their tardiness to the instructor immediately after class.

(8) Cell Phones. Midshipmen are not authorized to walk and utilize a cell phone (talk, text, online content, etc.) while in uniform.

(9) Use of Tobacco. Midshipmen will comply with local laws and military directives governing the use of tobacco. The legal age to use tobacco in Texas is 21 and underage use of tobacco is strictly prohibited. Personnel may not smoke or consume tobacco products within NROTC spaces and a 25-foot radius around exits. The term "tobacco products" includes the use of smoking (e.g., cigarettes, cigars, pipes, electronic cigarettes or similar device) and smokeless tobacco (e.g., spit, plug, leaf, snuff, dip, chew). Midshipmen will not use tobacco products and walk while in uniform, or under any circumstance prohibited by the State of Texas or their university. All users of tobacco products are encouraged to seek out cessation resources such as those available at student health services.

(10) Use of Alcohol. Midshipmen will comply with local laws and military directives governing the consumption of alcohol. The legal drinking age in Texas is 21 and underage drinking is strictly prohibited. Illegal or irresponsible use of alcohol will result in disciplinary action.

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(11) Use of Drugs. Knowingly using illegal drugs is strictly forbidden and will result in disenrollment from the NROTC program. Moreover, midshipmen are prohibited from knowingly using products made from or derived from hemp including cannabidiol (CBD) and Delta-8 tetrahydrocannabinol (Delta-8 THC) regardless of whether such product may lawfully be bought, sold, and used under the law applicable to civilians. Use means to inject, ingest, inhale, or otherwise introduce into the human body. Use includes the knowing use of hemp products designed to penetrate through the skin layer, including but not limited to transdermal patches.

## **502. Attendance Policy**

a. University Class Absences. All NROTC students are expected to attend all classes. Class attendance is of paramount importance to a student's academic welfare, since major determinants of the final grade for many university courses are attendance and participation. Class attendance is also a measure of aptitude for commissioned service: by faithfully executing one's obligations as a student, one demonstrates such aptitude through self-discipline. A midshipman who receives poor grades because of unauthorized absences in his/her university classes is not fulfilling his/her obligations to the naval service or to the university. Midshipmen shall notify their Class Advisors for any class absences.

(1) Midshipmen shall notify professors in advance if they will be missing class for NROTC requirements.

(2) Midshipmen shall consult with their class advisor if a university professor requests formal notification from the Naval Science Department for absences in these circumstances.

b. Naval Science Course Absences. Midshipmen absent from Naval Science courses without authorization by the course instructor in any semester will be formally counseled by the course instructor and may be referred to disciplinary action in accordance with reference (a).

c. Naval Science Leadership Laboratory Absences

(1) Absence from any Naval Science Leadership Laboratory session or company training event without prior authorization is a disciplinary offense.

(2) Authorization for absence must be obtained in advance from the class advisor via the midshipman's chain of command.

(3) Excusable absences include:

(a) Illness of the midshipman;

(b) Death in the family;

(c) Critical illness in the family when the family requests the midshipman's presence;

(d) Mandatory participation in a university-sponsored activity.

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(4) If a conflict between a particular semester's Leadership Lab and a mandatory course required for graduation occurs, it shall be the responsibility of the midshipman to:

(a) Anticipate the conflict as far in advance as possible in accordance with his/her degree plan;

(b) Seek a resolution with the professor and/or department to work around the conflict. Attempt to find another class that will fulfill the requirement;

(c) Notify his/her class advisor of the conflict in writing if a resolution cannot be found. This notification shall be completed as early as feasible.

### **503. Special Request/Authorization Chit**

a. Purpose. Special Request/Authorization Chits are used to request absence from a company event. These forms, included as Appendix A, are sent up through the chain of command. Chit requests must be submitted up the chain of command at least two weeks prior to the requested dates. Despite submission, these are requests that can be denied. For emergencies, midshipmen should call their immediate supervisor in the midshipmen chain of command and their class advisor. After making that call, they should also create and route up a Special Request/Authorization chit to maintain a paper trail.

### **504. Fitness Reports and Counseling**

a. Fitness Reports. The NROTC military performance evaluation system is designed to assess a midshipman's suitability for commissioned Naval Service. Scholarship and College Program students are evaluated throughout their education. Fitness Reports (FITREPS) are used on a program-wide basis, and performance marks are based upon evaluation by the Consortium Staff. Fitness Reports are completed on each midshipman by the class advisors at the end of each semester. Aptitude evaluations are used for the following:

(1) To provide assessment of individual aptitude of NROTC students with respect to Naval Officer standards;

(2) To identify NROTC students who possess exceptional qualities and potential;

(3) To identify NROTC students who have demonstrated weaknesses in officer-like qualities and potential, thus providing a sound basis for counseling and remedial efforts;

(4) To provide data that will be used to assist in the computation of lineal standing of NROTC graduates and for service assignment.

b. Counseling.

(1) All midshipmen will be counseled by their midshipmen chain of command throughout the semester in accordance with reference (g) using the form included as Appendix B.

(a) Occasions for counseling:

1 Initial: Introductory standards explained, billet and overall expectations (academics, physical fitness, etc.) of the midshipmen will be discussed. Goals will be set in each of these areas. The individual counseled should complete the necessary sections before meeting with their evaluator.

2 Final: Final evaluation signed by the midshipman being evaluated and by the counselor.

(2) Midshipmen will also be counseled a minimum of two times per semester by their class advisor.

### **505. Superior Performance**

a. Introduction. Midshipmen who exhibit superior performance in academics, fitness and military aptitude will be recognized at the beginning of each semester or during the annual Consortium awards ceremony.

b. Scholarships. Through university endowments, NROTC Houston Consortium is able to present various scholarships throughout the year. These scholarships are given to deserving midshipmen/MECEP/OC who exemplify Navy and Marine Corps values and have performed in a superior manner academically, physically, or through volunteerism.

### **506. Major and Minor Disciplinary Infractions**

a. Major Offenses. Major offenses are those that involve moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of responsibility, or bring discredit upon the naval service. Offenses of moral turpitude include, but are not limited to, fraud, theft, assault, cheating, plagiarism, willful disobedience of a lawful order, drug and alcohol abuse, and conduct unbecoming of an officer. Midshipmen whose misconduct falls in one of these areas will be subject to disciplinary action in accordance with reference (a) and will be disenrolled from the NROTC program, barring extenuating circumstances.

b. Minor Offenses. Minor offenses are offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, or regulations such as poor grooming standards, poor personal appearance, and tardiness or unauthorized absence from prescribed NROTC activities. Minor Offenses are normally remediated as described in paragraph 507.

### **507. Performance Remediation**

a. If a midshipman shows significant or routine deficiencies in one or more aptitude areas, they will be subject to disciplinary action in accordance with reference (a).

b. Minor offenses are normally remediated within the midshipmen chain of command using

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midshipmen counseling procedures and the Conduct Offense Report included as Appendix C. Class Advisors will approve or adjust the recommended corrective actions on the Conduct Offense Report. Class advisors may remediate minor offenses in ways that seek to correct discrepant behavior and instill discipline and adherence to naval regulations in midshipmen. Acceptable remediation includes:

- (1) Additional duties consistent with correcting the deficiency.
- (2) Written assignments consistent with correcting the deficiency.
- (3) Reinforcement Incentive Training (RIT)

(a) RIT is a remediation tool to correct minor offenses and encourage motivation, esprit de corps, and discipline. RIT reinforces standards of conduct through basic exercises in order to ensure that discipline, attention to detail, and intensity are hallmarks of a midshipmen's conduct.

(b) RIT may be deemed appropriate by a Consortium staff member whenever a minor offense occurs and it will only be administered by the AMOI. MIDN are not authorized to perform RIT on each other.

(c) The only authorized uniforms for conducting RIT are the PT uniform, Navy Working Uniform, or Marine Corps Combat Utility Uniform. At no time will RIT be administered in service or dress uniforms.

(d) RIT shall only be administered on soft footed areas (grass field, sand pit, etc) and shall not exceed ten minutes in duration.

(e) The following exercises are approved for RIT and will be conducted in a military 4 count manner:

1 Push-ups

2 Crunches

3 Jumping Jacks

4 Squats

5 Mountain Climbers

6 Steam Engines (Knees to Elbows)

7 Burpees (6 count)



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c. Midshipman Review Board (MRB)

(1) The purpose of the MRB is to ascertain underlying causes of repeated deficiencies and provide a vehicle to correct those deficiencies. The MRB will convene as necessary to consider deficiencies that should be handled at the midshipmen company level. Membership of this board includes, but is not limited to, the midshipman Company Commander, Executive Officer, and the deficient midshipman's platoon commander or platoon sergeant. The members of the MRB shall review the midshipman's counseling and performance record, as maintained by the midshipmen staff, prior to the board.

(2) The MRB will forward its recommendation to the Class Advisor using Appendix E. Possible outcomes are:

- (a) No action
- (b) Written counseling by the Midshipman Company Commander.
- (c) Written counseling by the Class Advisor.
- (d) Remediation as outlined in paragraph 506.
- (e) PRB

d. Repeated minor offenses will result in a midshipman's appearance before a PRB.

**508. Disenrollment from the Program**

a. Voluntary. A Four-Year Scholarship student may voluntarily Drop on Request (DOR) from the NROTC Program without obligation at any time prior to the first of September of the second year of NROTC Scholarship aid. All others may be obligated to financial or enlisted service recoupment.

b. Physical Readiness. Midshipmen who do not meet the physical standards required for commissioning are processed for disenrollment. Two failures to meet the PFA/PFT/CFT standards in a three-year period, or pass the third class swim require processing for disenrollment.

c. Physical/Medical Qualification. The Chief, Bureau of Medicine and Surgery (BUMED) recommends decisions as to physical qualifications to the Commander, NSTC, who ultimately makes the determination.

d. Academic. Unsatisfactory progress toward degree completion or GPA below 2.5 may result in disenrollment. A midshipman who is suspended from the university for academic reasons is automatically disenrolled from the NROTC Program.

e. Inaptitude. Midshipmen demonstrating unsatisfactory aptitude for naval service may be

processed for disenrollment.

f. Disciplinary. A major breach of discipline or commission of a serious criminal or moral offense may result in disciplinary disenrollment.

g. Active Enlisted Service (AES)/Recoupment. A scholarship program student who has incurred a service obligation and is disenrolled during the second or third years for any reason other than physical disqualification may be subject of all tuition money paid or given the option for active enlisted service based on the needs of the Navy or Marine Corps. First Class Navy Option midshipmen may further be directed to active enlisted service in lieu of recoupment if they Drop on Request during their senior year.

h. MECEP and STA-21 students. MECEP and STA-21 students disenrolled from the NROTC program, either voluntarily or as a result of disciplinary procedures, will be re-assigned to the operating forces to complete obligations under their contract.

**CHAPTER 6: UNIFORM REGULATIONS****601. General Information**

a. Image. NROTC midshipmen must set and maintain high standards of smartness in uniform appearance. The military image reflected by attention to detail, while wearing uniforms, is a key element in the public image of the Navy and Marine Corps. The unit supply technician is responsible for the issuance of all uniforms to NROTC students. Additional uniform information can be found in references (b) and (c). The uniform inspection guide included as Appendix D shall be used for uniform inspections.

b. Cleanliness. Uniforms shall be kept scrupulously clean with devices and insignia bright and free from tarnish and corrosion.

c. Tailoring. Uniforms shall be tailored to provide a well-fitting, professional military bearing. They shall not be tailored to the extent of detracting from military appearance, nor shall they be tailored to the point of presenting a tight form fit. See the unit Supply Technician for initial uniform tailoring. Subsequent uniform tailoring and sewing of rank/class year insignia are the responsibility of the individual midshipman.

d. Articles. No articles shall protrude from or be visible on the uniform, including such items as pencils, pens, watch chains, key chain fobs, lanyards, pins, jewelry, combs, wallets, or communication devices.

**(1) Backpacks/Briefcases**

(a) Navy Option. Backpacks may be worn over either the left shoulder or both shoulders while wearing service and working uniforms. Authorized colors of backpacks when wearing service uniforms include black or navy blue. While wearing the NWU Type III, backpacks may be black or matching NWU Type III pattern only. No decorations shall be attached to or hung on the backpack. Computer bag and briefcase: may be worn across the left shoulder of service and working uniforms to facilitate saluting. When wearing a bag, the strap must be worn across the Left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally). All bags/brief cases worn with the Uniform must conceal its contents and be either solid black or navy blue in color. No decorations shall be attached on or hung on the bag/briefcase. While in dress uniform, civilian bags will be hand carried only. A full seabag may be carried/worn on the shoulders.

(b) Marine Option. Backpacks may only be worn in the Marine Corps Combat Utility Uniform (MCCUU). Authorized colors of backpacks are black, olive drab, brown, tan or a combination thereof, or Marine Pattern (MARPAT) commercial or organizational backpacks. Backpacks shall be worn over both shoulders and no personal ornamentation shall be attached on or to the backpack. Computer bags or briefcases are not authorized to be worn. All civilian bags must be hand carried while wearing the Dinner Dress Blue, Service Dress Blue, Summer White, and Service Khaki uniforms.

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e. Glasses.

(1) Prescription Glasses. When in uniform, prescription glasses will be conservative and not present a uniform distraction. Authorized frame colors include silver/grey, black, navy blue, brown, gold, clear or translucent. Frame colors may also consist of a combination of two authorized colors to include framing that holds the lens in place. Lenses will be clear. Prescription glasses with transitional lenses, except in military formations, are authorized. The lenses must be black, brown, dark green or dark grey when transitioned. When medically prescribed by appropriate military physicians, other tints are authorized per written medical documentation and prescription. Retainer straps are authorized for FOD prevention and safety and will be black in color. If retainer straps are required, they will be worn snugly against the back of the head. When not in use, eyeglasses will not be worn on top of the head or hanging around or off the neck.

(2) Sunglasses. When in uniform and outdoors, conservative sunglasses are permitted, except in military formations. Authorized sunglasses will have solid frames that may be silver/gray, black, brown, navy blue, tan, gold, dark green or dark grey in color. Small logos on frames or lenses are authorized. Sunglasses worn in uniform will not present a uniform distraction. Lens will be non-mirrored black, brown, dark green or dark grey. Retainer straps are authorized for FOD prevention and safety, will be black in color and worn snugly against the head. When not in use sunglasses will not be worn on top of the head or hanging around or off the neck.

(3) Contact Lenses. Tinted contact lenses must be a natural color.

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

g. Military Creases. Military creases shall be worn on shirts and trousers. 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.

h. Care. The longest 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 they are properly cared for. Carrying large or heavy objects in pockets will quickly destroy the shape of the best uniform. Uniforms should be stored on hangers.

## **602. Personal Appearance/Grooming Standards**

a. Because it is impossible to provide examples of every appropriate or unacceptable hairstyle or of “conservative” or “eccentric” grooming and personal appearance, the good judgement of leaders at all levels is key to enforcement of Navy and Marine Corps grooming policies. Therefore, hair/grooming/personal appearance while in uniform shall present a neat, professional appearance.

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b. Standards of Civilian Dress. Midshipmen shall maintain high standards of personal appearance in civilian attire. Midshipmen must remember that they are representing the Navy and Marine Corps, in uniform and out, when dealing with professors and administrators, civilian classmates, and members of the Consortium. Appropriate civilian attire is mandatory in NROTC spaces from Monday through Friday between 0800 and 1600, during Naval Science classes, and/or as prescribed for NROTC events. The following direction is provided:

(1) Civilian attire that is torn or ragged in appearance will not be worn. Flip-flops that are designed for regular use may be worn. Shower shoes will not be worn as civilian attire at any time. Midshipmen must exercise good judgment regarding attire when reporting to Consortium Staff in civilian attire.

(2) Blue, green, coyote brown, or white uniform undershirts are not authorized to be worn as outer garments.

(3) Tank tops and cut off shorts are not authorized. Midshipmen shall not sag their pants or shorts. Shorts must be no shorter than mid-thigh when standing. Jeans or pants with holes where skin is visible are not permitted.

(4) Wearing or displaying clothing, jewelry, tattoos, etc. depicting illegal drug use, inappropriate language, nudity, offensive material, or advocating drug/alcohol use is prohibited at all times on any military installation, on campus, or under any circumstance that is likely to discredit the Navy or Marine Corps.

(5) Clothing that is overly revealing such as see-through shirts, halter-tops, crop tops, excessively tight clothing, etc. are not authorized.

(6) Head coverings of any kind are not authorized while indoors unless as authorized by a religious accommodation approved by the Commanding Officer as outlined in BUPERSINST 1730.11.

(7) The following uniform items may be worn with civilian clothing: Cold Weather Parka (w/o insignia), belts with civilian buckles, black fleece liner (w/o insignia), knit watch cap, command/Navy ball cap (w/o insignia), gloves, handbag, black "Eisenhower" jacket (w/o insignia), necktie, athletic and dress shoes, socks/hosiery, underwear.

c. Tattoos. Tattoos should not be visible while in military uniform; however, if visible, they must not convey any racial epithets, gang symbols, drug preferences, political statements, or other statements contrary to good order and discipline. Tattoos will not be positioned on the body as to detract from military appearance, (e.g., on the face, ears, or head). The number and size of tattoos shall conform to appropriate Navy and Marine Corps regulations. NSTC N9 has the authority under the above cited guidance to waive certain tattoos for Navy students. Marine Option and MECEP tattoo waivers shall be forwarded to MCRC (ON/E). Midshipmen shall route a request chit to their advisor and obtain approval prior to getting a new tattoo.

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d. Grooming Standards. Grooming standards and personal appearance regulations cover all aspects of appearance, including, but not limited to, wristwatches, hair, facial hair, fingernails, jewelry, cosmetics, and body piercings. Students are expected to familiarize themselves with their respective grooming standards.















(1) Navy Option Students. Navy Option students shall refer to chapter two of reference (b) for current guidance. Reference (b) has a quick-reference guide available online at <https://www.mynavyhr.navy.mil/References/US-Navy-Uniforms/Uniform-Regulations/>. Except when wearing the Physical Training Uniform, Navy Option students whose hair is able to be put in a bun are not authorized to wear the ponytail hairstyle, due to the limited number of days that students wear uniforms and the need to practice a professional, in-regulations bun.

(2) Marine Option Students. Marine Option students shall refer to chapter one of reference (c) for current guidance.

**603. Uniform Components & Insignia**

a. U.S. Navy and Marine Corps uniform regulations can be found in their entirety in references (b) and (c) respectively. NROTC program uniform regulations are outlined in Chapter 6 of reference (b). The uniform of the day will be prescribed on the plan of the week that is promulgated by Consortium Operations Officer. The regulations below are key focus areas for uniform regulations while a member of the NROTC Houston Consortium. Utilize the aforementioned references, your class advisor, or the Assistant Marine Officer Instructor for more specific guidance.

b. Midshipmen Class Year Insignia. Class Year Insignia is worn by midshipmen who do not hold a billet. Moreover, Class Year Insignia is the only insignia worn on the uniform during summer cruise. Regarding the wear of collar devices, left/right are with respect to the wearer’s left and right.











CLASS	COLLAR DEVICES		SHOULDER BOARDS
	Navy Options	Marine Options	
MIDN 4/C	No Collar Devices Worn		
MIDN 3/C	Worn on the RIGHT Collar Point Only.  		
MIDN 2/C	Left  Right 	Left  Right 	
MIDN 1/C	Left  Right 	Left  Right 	

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c. Midshipmen Rank Insignia. Midshipmen holding the billet of Commanding Officer and Executive Officer will retain their rank insignia in subsequent semesters unless they are subject to disciplinary action or assigned to a billet of higher rank. Rank insignia is not authorized for wear while on summer cruise. Rank insignia will correspond to billets as assigned each semester on each unit’s organizational chart as outlined below. Underclass midshipmen assigned collateral duties, vice billets, will not wear the corresponding billet rank insignia:

MIDN BILLET	MIDN RANK
MIDN Commanding Officer	MIDN Commander
MIDN Executive Officer	MIDN Lieutenant Commander
MIDN Operations Officer	MIDN Lieutenant
MIDN Administrative Officer	MIDN Lieutenant Junior Grade
MIDN Supply Officer	MIDN Lieutenant Junior Grade
MIDN Watch Officer	MIDN Ensign
MIDN Recruiting Officer	MIDN Ensign
MIDN Public Affairs Officer	MIDN Ensign
MIDN Physical Training Officer	MIDN Ensign
MIDN Assistant OIC for Event	MIDN Ensign
MIDN Assistant NPO	MIDN Ensign
MIDN Platoon Commander	MIDN Ensign
MIDN First Sergeant	MIDN Senior Chief Petty Officer / MIDN First Sergeant
MIDN Department Chief/Marine PTO	MIDN Chief Petty Officer / MIDN Gunnery Sergeant
MIDN Platoon Sergeant	MIDN Chief Petty Officer / MIDN Gunnery Sergeant
MIDN Squad Leader	MIDN Petty Officer First Class / MIDN Staff Sergeant
MIDN Color Sergeant/Platoon Guide	MIDN Petty Officer Second Class / MIDN Sergeant

(1) Midshipmen Officer Rank Insignia

MIDN OFFICER RANKS	COLLAR DEVICES (Worn on both collar points)	SHOULDER BOARDS
MIDN ENS		
MIDN LTJG		
MIDN LT		
MIDN LCDR		
MIDN CDR		

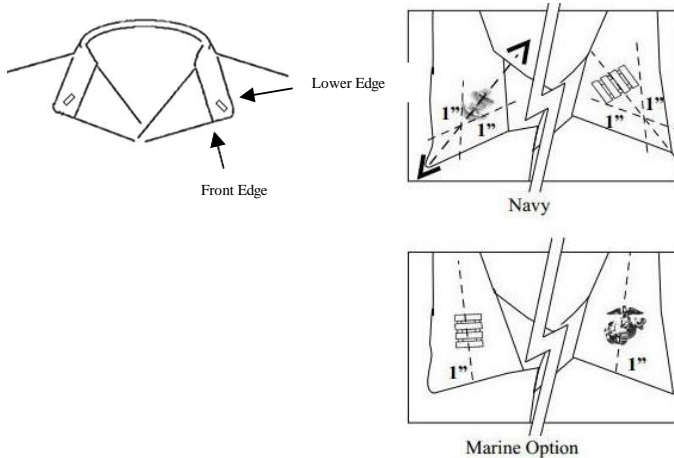
(2) Midshipmen Enlisted Rank Insignia

ENLISTED MIDN RANKS	COLLAR DEVICES				SHOULDER BOARDS
	NAVY OPTION		MARINE OPTION		
	LEFT	RIGHT	LEFT	RIGHT	
Petty Officer 2nd Class or Sgt	2/C 1/C 				Wear Respective Class and Branch Shoulder Boards.
Petty Officer 1st Class or SSgt	2/C 1/C 				Wear Respective Class and Branch Shoulder Boards.
Chief Petty Officer or GySgt	2/C 1/C 				Wear Respective Class and Branch Shoulder Boards.
Senior Chief Petty Officer or 1stSgt	2/C 1/C 				Wear Respective Class and Branch Shoulder Boards.

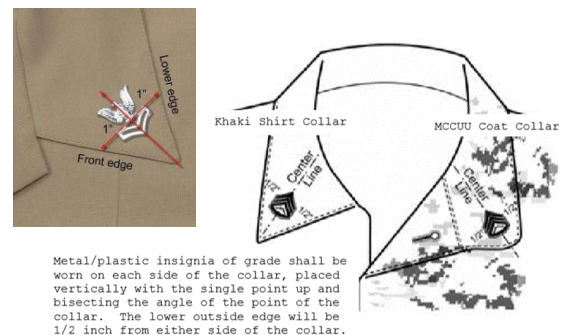
d. Insignia Placement

(1) Collar Devices. Collar devices are worn on the Service Khaki and MCCUU. Center insignia 1" from the front and lower edges of the collar. Navy Options and those Marine Options with enlisted midshipmen ranks position the vertical axis of the device along an imaginary line bisecting the angle of the collar point. Marine Option class year and officer billet insignia are positioned with the device parallel to the front edge of the collar as depicted.

Class Year and MIDN Officer Billet Insignia Placement



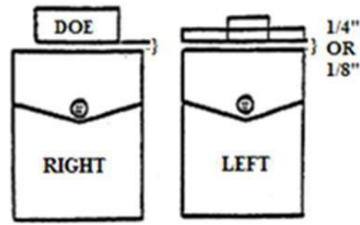
MIDN Enlisted Billet Insignia Placement



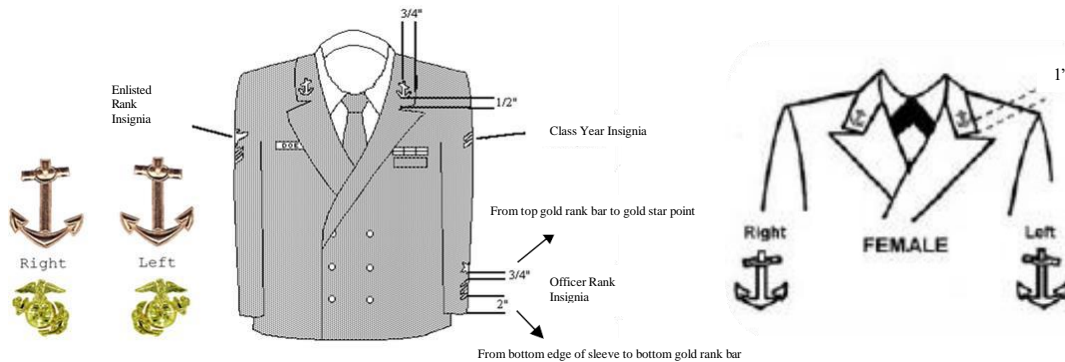
Metal/plastic insignia of grade shall be worn on each side of the collar, placed vertically with the single point up and bisecting the angle of the point of the collar. The lower outside edge will be 1/2 inch from either side of the collar.



(2) Ribbons and Nametags. Ribbons and nametags are worn on the Service Dress Blue, Summer White, and Service Khaki uniforms. The nametag and ribbons are placed 1/4" (Navy) or 1/8" (Marine) above and centered on pocket as depicted regardless of crease position.



(3) Service Dress Blue Insignia. A plain gold anchor 1-7/16 inch long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal. All other insignia placement is the same for the female and male jacket. Marine Option midshipmen will wear EGA collar devices in a similar manner. No patches will be worn on the Service Dress Blue jacket sleeves.



(4) Garrison Cap Devices. The garrison cap is worn with the Service Khaki uniform. Insignia for Navy Options is a gold metal fouled anchor 1-1/16" in length with other dimensions proportionate. Insignia for Marine Options is a gold Eagle, Globe, and Anchor 1-1/16" in length with other dimensions proportionate. The un-fouled arm of the stock for Navy Options and anchor for Marine Options faces the front. Pin the anchor or EGA to the left side of the cap in an upright position with the center 2" from the front seam and 1-1/2" above the bottom edge. Midshipmen officer insignia shall be placed on the right side of the garrison cap in an upright position with the center 2" from the front seam and 1-1/2" above the bottom edge (opposite to the branch of service insignia).



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e. Uniforms. All uniforms shown below are authorized for wear by midshipmen/OC and will be issued by the unit Supply Technician.

(1) Service Dress Blue. This uniform may be prescribed for wear year-round to all official functions when civilian equivalent dress is coat and tie. This uniform is authorized for leave and liberty and is typically prescribed as the uniform of the day during winter months. It consists of:

Male	Female
Service Dress Blue Coat	Service Dress Blue Coat
White Dress Shirt (Soft Shoulder Boards)	White Dress Shirt (Soft Shoulder Boards)
Dress Blue Trousers	Dress Blue Trousers
Combination Cap	Combination Cap
Black Dress Shoes	Black Dress Shoes/Flats
Black Socks	Black Socks
Black Belt with Gold Belt Buckle	Black Neck tab
Black Necktie	Ribbons and Nametag
Ribbons and Nametag	Class Year and Rank Insignia
Class Year and Rank Insignia	



(2) Summer White. This uniform is worn in summer for office work, watch standing, or business ashore when prescribed as the uniform of the day and is authorized for leave and liberty. This uniform is typically worn as the uniform of the day in the spring and to the annual Consortium Awards Ceremony. It consists of:

Male	Female
Summer White Shirt (Hard Shoulder Boards)	Summer White Shirt (Hard Shoulder Boards)
White Trousers	White Trousers
White Dress Shoes	White Dress Shoes/Flats
White Socks	White Socks
White Undershirt/Underpants	White Undershirt/Underpants
White Belt with Gold Belt Buckle	White Belt with Gold Belt Buckle
Combination Cap	Combination Cap
Ribbons and Nametag	Ribbons and Nametag
Shirt stays	Shirt stays
Class Year or Rank Insignia	Class Year or Rank Insignia



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(3) Service Khaki. This uniform is worn in summer/winter for office work, watch standing, or business ashore when prescribed as the uniform of the day and is authorized for leave and liberty. This uniform will typically be worn as the uniform of the day in the fall.

Male	Female
Khaki Shirt	Khaki Shirt
Khaki Trousers	Khaki Trousers
Black Dress Shoes	Black Dress Shoes/Flats
Black Socks	Black Socks
White Undershirt/Underpants	White Undershirt/Underpants
Khaki Belt with Gold Belt Buckle	Khaki Belt with Gold Belt Buckle
Garrison Cap	Garrison Cap
Shirt stays	Shirt stays
Ribbons and Nametag	Ribbons and Nametag
Class Year and/or Rank Insignia	Class Year and/or Rank Insignia



(a) Male. The male belt tip faces towards the ribbon side of the body. The end of the belt will align with the uniform shirt seam and trouser seam to form a properly aligned gig line

(b) Female. The female belt buckle tip will face toward the nametag. The end of the belt will align with the uniform shirt seam and trouser seam to form a properly aligned gig line.

(4) Navy Working Uniform (NWU) Type III. NWU wear is authorized for commuting and all normal task and associated stops (e.g. gas stations, off base shopping, banking, DMV and dining) before, during, and after the workday. NWUs are not a liberty uniform. After normal working hours, NWU wear is not permitted while conducting official business, when business attire is appropriate and participating in social events. The NWU is not authorized for leave or liberty. Nametapes shall be affixed over the right breast pocket and right rear trouser pocket. The Don't Tread on Me and Reverse U.S. Flag shoulder patches are worn on the left and right shoulders respectively. NWU is typically prescribed as the uniform of the day for Navy Option midshipmen when planned activities preclude the wear of service uniforms. It consists of:

Male	Female
NWU III Blouse	NWU III Blouse
NWU III Trousers	NWU III Trousers
Eight Point Cap	Eight Point Cap
Black Boot Socks	Black Boot Socks
Black/Coyote Brown Rough-Side-Out Leather Boots	Black/Coyote Brown Rough-Side-Out Leather Boots
Coyote Brown Undershirt	Coyote Brown Undershirt
Khaki Belt with Gold Belt Buckle	Khaki Belt with Gold Belt Buckle
Name/US Navy Nametapes	Name/US Navy Nametapes
Class Year or Rank Insignia	Class Year or Rank Insignia

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Right Shoulder



Left Shoulder

(a) NWU Class Year Insignia. Class year insignia shall be worn as depicted below on the NWU, NWU parka, and Cold Weather Parka. Midshipmen with billets will wear their rank insignia in lieu of class year insignia. Marine Option midshipmen wearing the MCCUU shall wear collar devices as described in paragraph 603.d.1.



3/C



2/C



1/C

(5) Marine Corps Combat Utility Uniform (MCCUU). The MCCUU is a working uniform that comes in Woodland Marine Pattern (MARPAT) and Desert MARPAT. Desert MARPAT is only authorized for wear in desert environments when prescribed by the local commander. The MCCUU is authorized for wear on military establishments and while on the campuses of Rice University, University of Houston, Texas Southern University, and Prairie View A&M University when prescribed as the uniform of the day. Wear of the MCCUU is authorized while commuting to and from the unit via privately owned vehicles. However, en route stops are not authorized except for bona-fide emergencies, such as medical emergencies, vehicle breakdown, or vehicle accidents. MECEPs and Marine Option midshipmen may only wear the MCCUU at off base establishments when using drive-thru services such as ATMs, fast food restaurants, or dry cleaners when they do not exit the vehicle. The MCCUU is not authorized for leave or liberty. This uniform is typically prescribed as the uniform of the day for Marine Option midshipmen when planned activities preclude the wear of service uniforms. Sleeves are rolled in the summer season (start of Daylight Saving Time) and down in the winter season (next duty day after end of Daylight Saving Time). Nametapes shall be affixed over the right breast pocket and right rear trouser pocket. It consists of:



Male	Female
MARPAT Blouse	MARPAT Blouse
MARPAT Trousers	MARPAT Trousers
Eight Point Cover	Eight Point Cover
Black/Green/Coyote Boot Socks	Black/Green/Coyote Boot Socks
Marine Corps Combat Boots and Boot Blousing Straps	Marine Corps Combat Boots and Boot Blousing Straps
Green Undershirt	Green Undershirt
Khaki Belt with Gold Belt Buckle	Khaki Belt with Gold Belt Buckle
Nametapes (US Marines only authorized for OCS graduates)	Nametapes (US Marines only authorized for OCS graduates)
Class Year and/or Rank Insignia	Class Year and/or Rank Insignia



(6) Physical Training Uniform (PTU)

(a) Navy Option. This uniform is worn when performing command directed physical training activities, semi- annual PFA (to include Body Composition Assessment (BCA) and Physical Readiness Test (PRT), the PTU shirt will be tucked into the shorts. Shorts will be worn fully on the waist. The length of the shorts will not extend below the top of the knee. Running shoes will be comfortable and support the planned exercise. Athletic socks must be worn and shall not extend above mid-calf. Low cut socks are permitted. Female midshipmen will wear a sport or dress brassiere when wearing the PTU. Additional undergarments are authorized for all hands. Long sleeved PTU shirts and/or navy knit watch caps are authorized when weather conditions warrant. Compression shorts/modesty liners are authorized but must not be visible while standing and will be either black or navy blue in color. The fitness suit may be prescribed during cold weather. The jacket will be zipped  $\frac{3}{4}$  of the way up. The sweatshirt and sweatpants can be issued by NROTC supply but can also be purchased by midshipmen. The sweatshirt and sweatpants may be authorized during command physical training events. Reflective belts are required during physical training occurring during periods of darkness. The physical training uniform is authorized for leave and liberty. In all cases, the PT uniform will be worn in such a manner to reflect credit upon the Navy and the individual wearing the uniform.



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(b) Marine Option. This uniform is worn during command directed physical training events. The standard issue general purpose trunks are fabricated from a polyester twill fabric, are olive green in color, are of thigh length, have an elastic waist with a draw cord, and have a bound V notch at the outer leg seams. When worn with the standard green undershirt, the general-purpose trunks comprise the standard Marine Corps-wide physical training (PT) uniform. The shirt shall be tucked into the shorts. Running shoes will be comfortable and support the planned exercise. Athletic socks must be worn and shall not extend above mid-calf. Low cut socks are permitted. Female midshipmen will wear a sport or dress brassiere when wearing the PTU. Additional undergarments are authorized for all hands. Compression shorts/modesty liners are authorized but must not be visible while standing and will be the same color as the general purpose trunks. The cold weather PT uniform is of olive green knit fabric and consists of a pull-over crew-neck sweatshirt and elastic waist sweatpants. The shirt and pants will have "USMC" in 3 inch block lettering and the Marine Corps emblem imprinted on the left breast of the shirt and upper left leg. The crew-neck sweatshirt may be worn under the MCCUU coat when sleeves are not rolled and with the MCCUU trousers when wearing "boots and utes." The Marine Corps Running Suit may be prescribed during cold weather. The jacket will be zipped 3/4 of the way up. Reflective belts are required during physical training occurring during periods of darkness. In all cases the PT uniform will be worn in such a manner so as to reflect credit upon the Marine Corps and the individual wearing the uniform. PT gear is not authorized for wear during leave and liberty (to include green undershirt and shorts), with the following two exceptions.

1 The sweatshirt may be worn during leave and liberty as an outer garment or as a layering garment (e.g. under a jacket).

2 The running suit jacket may be worn during leave and liberty as an outer garment. When worn on leave and liberty, the jacket must be zipped at least  $\frac{3}{4}$  of the way to the top of the zipper.



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(c) Swimwear

1 One-piece swimwear:

a. Males. Physical training uniform (PTU) shorts, square trunks, board shorts or full body swimsuits.

b. Females. Swimsuit covering the full torso less arms, swimsuit covering full torso and arms or full-body swimsuit covering torso, legs and arms. One-piece swimwear back openings will not extend below the middle of the back.

2 Two-piece swimwear:

a. Males. PTU shorts, square trunks or board shorts with PTU shirt or rash guard top (short or long sleeve).

b. Females. PTU shorts, square trunks or board shorts with PTU shirt or rash guard top (short or long sleeve), and two-piece burqinis/burkinis.

(d) OCS PT Shirts. Midshipmen and MECEPs who are graduates of OCS may purchase the OCS green PT t-shirt and/or sweatshirt while at OCS and wear it as part of the Marine Option PT gear instead of the standard issue green undershirt.

(e) Unit PT Shirts. Unit PT shirts may be designed and approved by the Commanding Officer for wear by unit staff and midshipmen/MECEP/OC in lieu of the aforementioned PT shirts. Recommendations and designs should be routed through the midshipmen and then Consortium chain of command.

(7) Unit Polo Uniform. When the plan of the week prescribes the unit polo as the uniform of the day it shall be worn as follows:

(a) Unit Polo Shirt. The unit polo shirt shall be the top garment worn and tucked into the bottom garment. Any past versions of the Unit Polo are acceptable for wear. Proposed new unit polo shirt designs shall be routed through the midshipmen chain of command and active-duty chain of command for approval by the Consortium CO.

(b) Bottom Garment

1 Males. You may wear khaki shorts or pants or dress pants in any tasteful color, provided they are paired with a belt. Jeans are not authorized.

2 Females. Appropriate attire for bottoms includes skirts, dress pants that are tasteful in color, or khaki material shorts or pants. Skirts and shorts should be of a length that extends at least to the fingertips when arms are resting at the sides. Dress pants that do not necessitate a belt are permissible, while pants with belt loops must be worn with a suitable belt. Jeans are not permitted.

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(c) Footwear. Acceptable forms of footwear include all tasteful and good-quality footwear. This includes leather or clean canvas dress sneakers, loafers, top-siders, boots, and dress shoes. Open-toed shoes, such as shower shoes or flip flops, are not authorized. Examples of acceptable footwear are shown below.



(d) Seasonal Modifications. In times of cold/inclement weather non-eccentric civilian jackets may be worn over the unit polo.

(8) Outerwear.

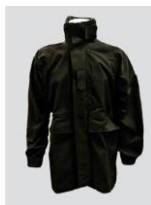
(a) Civilian jackets are not authorized for wear in uniform except in unit polo.

(b) The black jacket (Eisenhower Jacket) is authorized for wear in the Service Khaki and Summer White uniforms as desired for inclement/cold weather. Close zipper at least 3/4 of the way. Button the collar and back when not in use. The black jacket may be worn with an inner liner. Midshipmen officers shall wear rank insignia centered and 3/4" from the armhole seam of the left and right epaulet. No other insignia will be worn on black jackets.

(c) The cold weather parka is authorized for wear with the Service Dress Blue, Service Khaki, and Summer Whites uniform for inclement/cold weather. Rank insignia is to be worn on center chest rank tab. Close zipper all the way to the top of the jacket.

(d) The NWU/MCCUU parka is authorized for wear in the NWU or MCCUU respectively and can be worn with or without the detachable fleece liner. Close zipper at least 3/4 of the way. Class/rank insignia shall be worn on the center chest tab of the NWU or MCCUU parka in the same manner as on the NWU. The NWU black fleece liner is authorized to be worn as an optional standalone outer garment with the NWU Type III. When wearing as an outer garment, the fleece will be worn over the NWU blouse, zippered at least 3/4 of the way and will include a sewn-on rank tab. The fleece liner is not authorized for standalone wear with MCCUU.

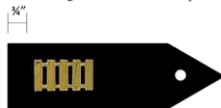
Cold Weather Parka



Black "Eisenhower" Jacket



Rank Insignia on Black Jacket Epaulet



NWU/MCCUU Parka












(9) Umbrellas






(a) Navy Option. All midshipmen may carry a plain, solid black, collapsible umbrella when weather conditions warrant in all uniforms. The umbrella shall be carried in the left hand to permit saluting. The umbrella shall not be carried during military formations.

(b) Marine Option. All midshipmen may carry an all-black, plain standard or collapsible umbrella at their option during inclement weather in Service Dress Blue, Summer White, and Service Khaki uniforms only. It will be carried in the left hand to permit saluting. Umbrellas may not be used/carried in formation nor will they be carried with the MCCUU.



**604. Awards**

a. NROTC awards are outlined in reference (a) and described below. They are awarded at the beginning of each semester for superior performance during the previous semester. NROTC awards from external agencies are awarded during the annual Consortium awards ceremony in the spring and are subordinate in precedence to the awards listed below. Department of the Navy (DON) awards are outlined in SECNAVINST 1650.1H. Midshipmen must choose to wear either NROTC or DON awards as applicable. NROTC and DON awards may not be worn simultaneously. Ribbons denoting specific awards shall be worn on the Service Khaki, Summer White, and Service Dress Blue uniforms. NROTC awards with corresponding medals shall be worn on the Dinner Dress Blue uniform, in lieu of ribbons and nametag, ¼” above the left breast pocket in the same position as ribbons. DON miniature medals, if awarded shall be worn in the same fashion. NROTC ribbons and medals are not authorized for wear while on summer cruise. The NROTC awards order of precedence is:

All Around Performance Ribbon	Awarded to midshipmen with the most outstanding performance in the field of academics, physical fitness training, community service, and military aptitude.	
Academic Excellence Ribbon	Awarded to midshipmen with a GPA of 3.75 - 4.00.	
Academic Achievement Ribbon	Awarded to midshipmen with a GPA of 3.50 - 3.74.	
Commendation Award Ribbon	Awarded to midshipmen for recognition of meritorious achievements.	
Leadership Award Ribbon	Awarded to midshipmen who have shown exemplary conduct and leadership while members of the staff.	
Community Service Ribbon	Awarded to midshipmen for meritorious service to the community.	
Physical Fitness Ribbon	Awarded to those with an Outstanding Medium PRT or 285 PFT/CFT or higher.	

Drill Team Ribbon	Awarded to midshipmen participating on the drill team for one academic semester.	
Color Guard Ribbon	Awarded to midshipmen participating on the color guard for one academic semester.	
Personnel Qualification Standards (PQS) Ribbon	Awarded to midshipmen who successfully complete PQS.	
Recruiting Ribbon	Awarded to midshipmen who were instrumental in the enrollment of new NROTC students.	
Cruise Award Ribbon	Awarded to midshipmen who demonstrated outstanding performance during summer cruise.	
NROTC Awards from External Agencies	Awarded during the annual Consortium Awards Ceremony	Varies

b. Stars may be worn on NROTC ribbons for subsequent awards. Single stars shall be centered on the ribbon with two rays pointing down. Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.

Gold Star	Wear gold stars for second and subsequent awards.	
Silver Star	Wear silver stars in lieu of five gold stars.	

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Appendix A

SPECIAL REQUEST/AUTHORIZATION FORM																														
NAME (Last, First, MI)	RANK	Date of Request																												
FROM (Date & Time)		TO (Date & Time)																												
<b>NATURE OF REQUEST</b> <input type="checkbox"/> Lab Absence <input type="checkbox"/> PT Absence <input type="checkbox"/> Company Event Absence <input type="checkbox"/> Other																														
<b>REASON &amp; EXPLANATION</b>																														
SIGNATURE OF REQUESTOR																														
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left; border-bottom: 1px solid black;">APPROVAL RECOMMENDATION (As Req)</th> <th style="width: 25%; text-align: center; border-bottom: 1px solid black;">Signature</th> <th style="width: 25%; text-align: center; border-bottom: 1px solid black;">Date</th> </tr> </thead> <tbody> <tr> <td>Sqd Ldr      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Plt Sgt      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Plt Cdr      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>MIDN CO      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td colspan="3" style="padding: 5px;"><b>APPROVAL DECISION/RECOMMENDATION</b></td> </tr> <tr> <td>Class Adv      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>XO      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>CO      <input type="checkbox"/> Yes      <input type="checkbox"/> No</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table>				APPROVAL RECOMMENDATION (As Req)	Signature	Date	Sqd Ldr <input type="checkbox"/> Yes <input type="checkbox"/> No			Plt Sgt <input type="checkbox"/> Yes <input type="checkbox"/> No			Plt Cdr <input type="checkbox"/> Yes <input type="checkbox"/> No			MIDN CO <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>APPROVAL DECISION/RECOMMENDATION</b>			Class Adv <input type="checkbox"/> Yes <input type="checkbox"/> No			XO <input type="checkbox"/> Yes <input type="checkbox"/> No			CO <input type="checkbox"/> Yes <input type="checkbox"/> No		
APPROVAL RECOMMENDATION (As Req)	Signature	Date																												
Sqd Ldr <input type="checkbox"/> Yes <input type="checkbox"/> No																														
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XO <input type="checkbox"/> Yes <input type="checkbox"/> No																														
CO <input type="checkbox"/> Yes <input type="checkbox"/> No																														
<b>CHAIN OF COMMAND COMMENTS:</b>																														
<b>NOTES:</b> A. All requests must be initiated at least two weeks prior to the time in question. B. Midshipmen will notify their advisor upon submission of chit and walk the request through the MIDN chain of command themselves. C. Chits are approved by the Class Advisor. Any recommendation to deny the request must be routed to the Consortium CO for final decision.																														

Appendix B

**MIDSHIPMAN COUNSELING FORM**

**MIDN/MECEP:**

Last	First	Rank	Service
------	-------	------	---------

**OCCASION FOR COUNSELING:**

- |  |  |
|--|--|
| <input type="checkbox"/> Initial/Midterm Semester Counseling | <input type="checkbox"/> Physical Readiness Deficiencies |
| <input type="checkbox"/> Billet/Aptitude Deficiencies        | <input type="checkbox"/> Academic Deficiencies           |
| <input type="checkbox"/> Disciplinary Deficiencies           | <input type="checkbox"/> Other                           |
| <input type="checkbox"/> Positive Counseling                 |  |

**DETAILS/IMPROVEMENT STRATEGY:**

**COUNSELOR:**

_____	_____
Printed Name / Billet	Signature and Date

**MIDN/MECEP:**

I have been briefed on these areas for improvement and/or positive areas to maintain. I also understand that failure to correct deficiencies could result in formal action in accordance with NSTC M-1533.2D.

_____	_____
Signature	Date

**ADVISOR:**

_____	_____
Printed Name	Signature and Date

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Appendix C

CONDUCT OFFENSE REPORT	
NAME:	RANK:
PLATOON:	SQUAD:
INVESTIGATION	
DATE & TIME OF OFFENSE:	MIDSHIPMAN'S NUMBER OF OFFENSE(S):
SIGNATURE OF OFFENDER:	DATE:
RECOMMENDED ACTION	
PLT SGT/CO'S STATEMENT:	
RECOMMENDED CORRECTIVE ACTION:	
SIGNATURE OF PLT SGT/CO:	DATE:
REVIEW	
<input type="checkbox"/> Recommend Approval of Recommended Corrective Action <input type="checkbox"/> Do Not Recommend Approval of Recommended Corrective Action - New recommendation:	
SIGNATURE OF MIDN CO:	DATE:
APPROVAL	
<input type="checkbox"/> Corrective Action Approved Corrective Action Not <input type="checkbox"/> Approved - Approved Corrective Action:	
SIGNATURE OF CLASS ADVISOR:	DATE:
ACKNOWLEDGMENT	
SIGNATURE OF OFFENDER:	DATE:
SIGNATURE OF MIDN ADMINO:	DATE:
FILE ORIGINAL WITH MIDN ADMIN. COPY TO OFFENDER, PLT SGT/CO, & ADVISOR.	

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Appendix D

Inspector's Rank/Name/Billet: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Rank/Name/Platoon/Squad: \_\_\_\_\_

**Cover:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Fit
- \_\_\_\_\_ Not Marked
- \_\_\_\_\_ Loose Threads
- \_\_\_\_\_ Insignia Improperly Worn
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Hygiene:**

- \_\_\_\_\_ Improper Shave
- \_\_\_\_\_ Fingernails Dirty/Long
- \_\_\_\_\_ Improper Haircut
- \_\_\_\_\_ Improper Mustache
- \_\_\_\_\_ Improper Makeup
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Blouse/Shirt:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Fit (Shirtstays)
- \_\_\_\_\_ Improper Tie/Necktab
- \_\_\_\_\_ Loose Threads
- \_\_\_\_\_ Insignia Improperly Worn
- \_\_\_\_\_ Improper Creases
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Ribbons/Nametag/ID Card:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Spacing
- \_\_\_\_\_ Improper Sequence
- \_\_\_\_\_ Not Centered on Pocket
- \_\_\_\_\_ ID Card Missing
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Undershirt:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Fit
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Trousers:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Fit
- \_\_\_\_\_ Loose Threads
- \_\_\_\_\_ Improper Creases
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Belt:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Improper Length
- \_\_\_\_\_ Buckle Scratched
- \_\_\_\_\_ Improper Alignment
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Shoes:**

- \_\_\_\_\_ Unserviceable/Dirty
- \_\_\_\_\_ Not laced properly
- \_\_\_\_\_ Improper Shine
- \_\_\_\_\_ Other (Specify)

\_\_\_\_\_

**Knowledge:**

- |                        |                       |                                  |
|------------------------|-----------------------|----------------------------------|
| _____ Chain of Command | _____ NROTC Mission   | _____ Standards and Policies     |
| _____ General Orders   | _____ Navy/MC History | _____ General Military Knowledge |

**Grade:**

- |                                    |                           |
|------------------------------------|---------------------------|
| _____ Outstanding (No Discrepancy) | _____ Above Average (1)   |
| _____ Average (2)                  | _____ Below Average (3)   |
|                                    | _____ Unsatisfactory (4)* |

\*Grades of unsatisfactory shall be re-inspected. Grades of below average may be re-inspected at the discretion of the MIDN Commanding Officer. Inspection sheets shall be routed through the MIDN CoC and delivered to the student's class advisor within 2 working days.

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Appendix E

MIDSHIPMAN REVIEW BOARD REPORT	
NAME:	RANK:
PLATOON:	SQUAD:
OFFENSE:	
DATE AND TIME OF MRB:	
BOARD FINDINGS:	
MIDSHIPMAN STATEMENT:	
BOARD RECOMMENDATION:	
<input type="checkbox"/> NO ACTION <input type="checkbox"/> MIDN CO COUNSELING <input type="checkbox"/> CLASS ADVISOR COUNSELING <input type="checkbox"/> EXTRA DUTY / WRITTEN ASSIGNMENT / RIT (Circle One) <input type="checkbox"/> PRB	
MIDSHIPMAN UNDER REVIEW ACKNOWLEDGEMENT:	
SIGNATURE OF MIDN: _____	
DATE: _____	
REVIEW BOARD ACKNOWLEDGEMENT:	
MIDN PLT SGT/CO: _____	DATE: _____
MIDN XO: _____	DATE: _____
MIDN CO: _____	DATE: _____
CLASS ADVISOR DECISION:	
DECISION: _____  CLASS ADVISOR RANK/NAME: _____  SIGNATURE: _____ DATE: _____	