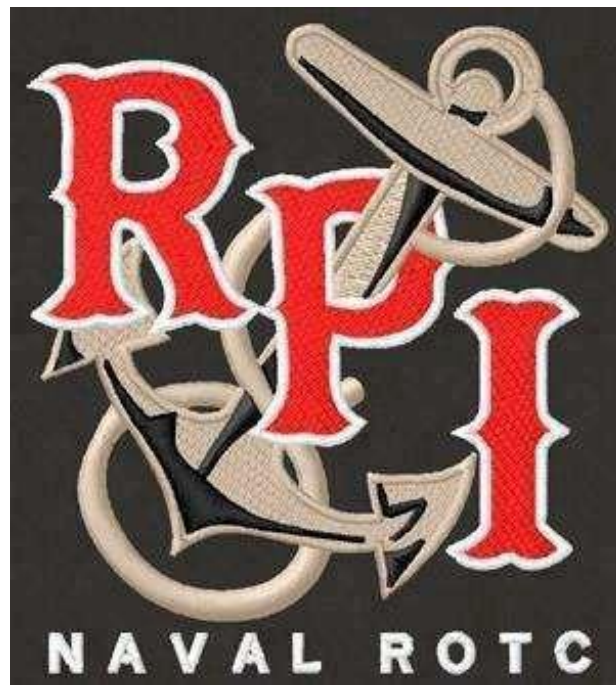


# **NAVAL RESERVE OFFICERS TRAINING CORPS**

## **MIDSHIPMEN REGULATIONS**



**RENSSELAER POLYTECHNIC INSTITUTE**

24 JAN 19

MEMORANDUM

From: MIDN Conor Hanlon  
To: Ship's Company

Subj: NROTCURPI SHIPSCOMPINST 1533.2B MIDSHIPMEN REGULATIONS

1. Purpose: To revise, formalize, and promulgate the Midshipmen Regulations (MIDREGS) for the organization and operation of midshipmen assigned to Naval Reserve Officers Training Corps Unit Rensselaer Polytechnic Institute (NROTCURPI).

2. Discussion:

a. NROTCURPI is dedicated to instilling its midshipmen with the qualities and skills necessary to succeed as naval officers. During their future careers in the Navy and Marine Corps, adherence to regulations is a skill that will ensure that actions are carried out in the required manner. The MIDREGS introduce midshipmen to the practice of following such regulations.

b. The MIDREGS govern much of what is done in this unit and represent the basic guidelines for its midshipmen. It is imperative that every midshipman not only be familiar with the MIDREGS but also have a thorough and complete understanding of all regulations.

3. Action:

a. The Midshipman Command Master Chief shall distribute this instruction via email and ensure all midshipmen have read it completely by 12 FEB 19.

b. This document shall take effect on 12 FEB 19.

C. J. HANLON  
Midshipman Commanding Officer

J. A. JOSEPH  
Commanding Officer

**NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
RENSSELAER POLYTECHNIC INSTITUTE  
MIDSHIPMEN REGULATIONS**

**TABLE OF CONTENTS**

<b>CHAPTER 1 - HISTORY, MISSION, AND HONOR CODE.....</b>	<b>6</b>
101. HISTORY OF NAVAL ROTC UNIT RENSSELAER POLYTECHNIC INSTITUTE.....	6
102. MISSIONS AND GOALS.....	7
103. THE CONCEPT OF HONOR.....	7
104. CORE VALUES.....	8
<b>CHAPTER 2 - MIDSHIPMAN SHIP'S COMPANY.....</b>	<b>9</b>
201. ORGANIZATION.....	9
202. SHIP'S COMPANY DUTIES AND RESPONSIBILITIES.....	9
203. EXAMPLE SHIP'S COMPANY STRUCTURE.....	13
204. CHAIN OF COMMAND.....	13
205. MIDSHIPMEN RANKS.....	14
<b>CHAPTER 3 - MIDSHIPMAN EVALUATIONS AND APTITUDE DETERMINATION.....</b>	<b>15</b>
301. GENERAL.....	15
302. EVALUATION RESPONSIBILITIES.....	15
<b>CHAPTER 4 - CONDUCT AND APTITUDE.....</b>	<b>17</b>
401. RESPONSIBILITIES OF NROTC STUDENTS.....	17
402. SALUTING.....	18
403. COURTESY TO COMMISSIONED OFFICERS.....	18
404. COURTESY TO FELLOW MIDSHIPMEN.....	19
405. USING THE MIDSHIPMAN CHAIN OF COMMAND.....	19
406. THE WARDROOM.....	20
407. WARDROOM DUTY OFFICER (WDO).....	21
408. MIDSHIPMAN SELF EXPRESSION.....	22
409. MISCELLANEOUS.....	22
<b>CHAPTER 5 - DISCIPLINARY SYSTEM.....</b>	<b>24</b>
501. GENERAL.....	24
502. DISCIPLINE INFRACTIONS.....	24
503. CORRECTIVE COUNSELING.....	26
504. CONVENING A MIDSHIPMAN REVIEW BOARD (MRB).....	27
504-1. THE RESPONDENT'S RIGHTS BEFORE THE MRB.....	28
504-2. MRB PROCEDURES.....	29
504-3. THE MRB REPORT.....	30

<b>CHAPTER 6 - ACTIVITIES AND EVENTS.....</b>	<b>32</b>
601. GENERAL .....	32
602. REQUIRED EVENTS .....	32
603. ATTENDANCE POLICY AND CHITS .....	33
604. ENCOURAGED EVENTS .....	34
605. RPI AND OFF-CAMPUS ACTIVITIES .....	35
606. COMMUNITY SERVICE .....	35
<b>CHAPTER 7 - UNIFORMS AND APPEARANCES.....</b>	<b>36</b>
701. CIVILIAN ATTIRE .....	36
702. UNIFORM WEAR .....	39
703. CREASES AND MILITARY TUCK .....	39
704. RIBBONS AND NAME TAGS .....	40
705. HARD AND SOFT SHOULDER BOARDS .....	41
706. NECKTIES .....	42
707. COLLAR DEVICES .....	42
708. SDB COAT COLLAR ANCHOR INSIGNIA .....	43
709. SLEEVE INSIGNIA .....	44
710. COVERS .....	44
711. GARRISON COVER INSIGNIA .....	44
712. NWU TYPE 3 PATCHES AND INSIGNIA.....	46
713. SHOES .....	47
714. FEMALE - SPECIFIC REGULATIONS .....	47
715. UNIFORM ETIQUETTE .....	47
716. OUTER GARMENTS .....	48
717. GROOMING .....	48
718. PT UNIFORM .....	51
<b>CHAPTER 8 - UNIT AND INDIVIDUAL AWARDS.....</b>	<b>52</b>
801. BACKGROUND .....	52
802. UNIT RIBBON AWARDS .....	52
803. JOINT SERVICE INDIVIDUAL AWARDS .....	53
804. JOINT SERVICE TAYLOR TROPHY .....	54
805. AWARD PRECEDENCE .....	55
806. WEARING OF AWARDS .....	55
<b>CHAPTER 9 - PROGRAM REQUIREMENTS.....</b>	<b>56</b>
901. REGULATIONS FOR OFFICER DEVELOPMENT (ROD).....	56
902. PHYSICAL STANDARDS.....	56
903. PRT SCORES.....	58

904. PFT SCORES.....	59
905. HEIGHT/WEIGHT.....	65
906. SWIMMING QUALIFICATION.....	66
907. ACADEMIC STANDARDS.....	66
908. ELECTIVE SURGERIES.....	68
<b>CHAPTER 10 - FREQUENTLY ASKED QUESTIONS.....</b>	<b>69</b>
1001 Q: What do I do if I want to make a complaint or suggestion?.....	69
1002 Q: Who is issued ID cards, what are they?.....	69
1003 Q: What electronic equipment are midshipmen authorized to use?....	70
1004 Q: What do I do with issued supplies and equipment?.....	70
1005 Q: What if the school sends me a bill?.....	70
1006 Q: What do I do if I do not receive my stipend or book allowance..	70
1007 Q: When does service assignment begin?.....	70
1008 Q: What is service assignment?.....	71
1009 Q: How do the needs of the Navy affect service assignment?.....	71
1010 Q: What is CORTRAMID?.....	72
1011 Q: What other summer training are available to me?.....	72
1012 Q: What is the Mentoring Program?.....	73
<b>Appendices.....</b>	<b>75</b>
APPENDIX A - SPECIAL REQUEST CHIT.....	75
APPENDIX B - VERBAL COUNSELING REPORT FORM.....	76
APPENDIX C - PUNITIVE LETTER OF REPRIMAND (CLASS A/B).....	77
Appendix D - NOTIFICATION OF MRB.....	78
Appendix E - MRB MINUTES.....	80
Appendix F - STANDARD EMAIL.....	82
Appendix G - STANDARD LETTER.....	83
Appendix H - STANDARD LETTER OF INSTRUCTION.....	85
Appendix I - UNIFORM PICTURES AND CRIB SHEETS.....	89

## **CHAPTER 1 - HISTORY, MISSION, AND HONOR CODE**

### **101. HISTORY OF NAVAL ROTC UNIT RENSSELAER POLYTECHNIC INSTITUTE**

- a. In September 1941, approximately three months prior to the bombing of Pearl Harbor, the RPI NROTC Unit was chartered under the leadership of veteran CAPT Clifford G. Richardson, USN. This was by no means the beginning of a new relationship; rather, it was an evolution in a partnership born in the previous century between Rensselaer and the Naval Service.
- b. The technological demands of a Navy entering the Age of Steam made RPI graduates valuable commodities in the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. It was in 1941, with war spreading worldwide, that the entire first floor of the Greene Building became home to the Naval ROTC Unit. It was complete with offices, a classroom, exhibits, gear storage, a library, and an ordnance maintenance facility. To top it all off, a 4-inch naval gun was placed outside for training. In the mire of World War II, RPI virtually became a fully-fledged Naval training command, dedicated to the instruction of both officer candidates and enlisted personnel through its Navy Flight Preparatory School. By 1945, nearly 70 percent of RPI's 932 undergraduate students were prospective naval service members.
- c. With the post war realization that a significant and well-trained officer pool was a peacetime necessity, not a wartime expedient, the Naval ROTC program would continue to prosper, yielding several distinguished graduates. Among these are:

RADM Lewis Barton Combs, USN (Ret.) '50  
VADM Crawford Easterling, USN (Ret.) '51  
RADM James Storms, USN (Ret.) '54  
BGEN Richard Gustafson, USMC (Ret.) '57  
ADM Ronald Zlatoper, USN (Ret.) '63  
LT Miroslav Zilberman, USN '03

These and many other RPI Naval ROTC graduates would serve in the Korean, Vietnam, Persian Gulf, and Global War on Terrorism conflicts.

- d. Today's NROTC unit at RPI has condensed to a close-knit group of approximately 80 midshipmen and has made its home in the Alumni Sports and Recreation Center (Armory) where it continues to train high quality Naval and Marine Corps Officers in facilities tailored to the Navy's learning objectives for the unit. NROTCURPI's legacy began with those graduates who harnessed the power of steam at the beginning of the century. It was expanded by those who helped propel the Navy and Marine Corps team through their noted contributions to the nuclear propulsion program and development of current weapons systems. NROTCURPI graduates continue to provide technical prowess and bold leadership to sailors and marines on a daily basis.

## 102. MISSIONS AND GOALS

- a. Mission. The NROTC Unit at RPI will execute a progressive and comprehensive training program aimed at educating, motivating, and screening individuals in order to deliver the most qualified individuals for commissioned service in the fleet.
- b. Unit Vision. To establish the Naval ROTC unit as a beacon at Rensselaer Polytechnic Institute where the strength of commitment shared by all midshipmen will foster an environment of duty and loyalty, thus exemplifying the Navy's core values of honor, courage, and commitment.
- c. Unit Motto. **It's Our Legacy... Define It, Shape It, Make It Happen!**
- d. Goals. The primary objectives of the NROTC Program are to provide the U.S. Navy and Marine Corps with commissioned officers through an officer ascension program and to provide adequate naval preparedness to these officers by instilling in midshipmen the purposes, ideals, and achievements of both the Navy and Marine Corps. These objectives are approached by imbuing NROTC students with:
  - (1) A strong sense of personal integrity, honor, and individual responsibility.
  - (2) An understanding of the fundamental concepts and principles of Naval Science.
  - (3) A basic understanding of associated professional knowledge.
  - (4) An appreciation for the requirements of national security.
  - (5) An educational background which will allow the midshipmen to undertake successfully in later periods of their careers advanced or continuing education in a field of application of interest to the naval service.

## 103. THE CONCEPT OF HONOR

- a. The Concept of Honor. Never before has the individual character of the American Sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of our technology, experience demonstrates that its successful employment in battle continues to depend upon the **integrity, courage, commitment, and professional excellence** of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence. Unlike previous conflicts in history, technology no longer permits us the luxury of awaiting the first battle to determine whether our forces are ready. The pace of conflict will afford us little, if any, chance to profit from our mistakes. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Midshipmen do not learn this when they report to

the fleet; they take it to the fleet with them.

- b. The Honor Code. The obligations of the midshipmen are succinctly stated in the following honor code: **A midshipman does not lie, cheat or steal.** The foundation of the honor code should help midshipmen make the difficult decisions they will face on a daily basis. The code provides guidance to midshipmen on how to live by and maintain the highest ethical standards. Violations of the Honor Code will be dealt with within the Chain of Command and may lead to a command Performance Review Board (PRB), and separation from the program.

- c. MIDN Honor Code.

I am a midshipman in the NROTC program and I am a person of integrity. I take the initiative, I take pride in everything I do, and I put the well-being of my shipmates before myself.

I do not take the easy way out, nor do I require praise for my actions. I understand that the trust and confidence invested in me by the Navy and Marine Corps is a privilege not a right and that I must always work to maintain this privilege.

## 104. CORE VALUES

Primary Core Values which every midshipman and Naval Officer should possess include:

- a. Honor. This encompasses the ideals of
  - (1) Honesty
  - (2) Integrity
  - (3) Responsibility
- b. Courage. This encompasses the ideals of
  - (1) Competence
  - (2) Teamwork
  - (3) Concern or respect for people
- c. Commitment. This encompasses the ideals of
  - (1) Loyalty
  - (2) Patriotism
  - (3) Valor



## **CHAPTER 2 - MIDSHIPMAN SHIP'S COMPANY**

### **201. ORGANIZATION**

The overall organization of Midshipmen shall be called a Ship's Company. The Ship's Company shall be led by the Midshipman Staff consisting of the Midshipman Commanding Officer (MCO) who shall be a Midshipman O-6, Midshipman Executive Officer (MXO) who shall be a Midshipman O-5, and Command Master Chief (CMC) who shall be a Midshipman Master Chief Petty Officer. The MCO shall report to the Unit Commanding Officer, and is responsible for the overall conduct and performance of the Ship's Company. The MXO and CMC shall report to the MCO. The remainder of the Ship's Company shall be divided into five Departments: Public Relations, Professional Development, Morale, Supply, and Operations. Each Department shall be led by a Department Head (DH) who shall report to the MCO and be assisted by a Midshipman Senior Chief Petty Officer (SCPO). The remainder of each Department shall be further subdivided into various Divisions, each led by a Division Officer (DIVO) who shall report to the applicable DH and be assisted by a Midshipman Chief Petty Officer (CPO). The structure shall be adhered to in a military manner, with emphasis on proper utilization of the Chain of Command.

### **202. SHIP'S COMPANY DUTIES AND RESPONSIBILITIES**

Each department is tasked with various duties which are intended to support and enhance the ability and capabilities of the Ship's Company. The various duties of each Department are enumerated below. It should be noted that these descriptions are neither comprehensive nor all-inclusive, and the MCO may supplement, further clarify, or specify these duties either verbally or in writing.

Every department shall be provided a Midshipman SCPO to assist the DH and enforce orders of the Midshipman CMC. All divisions shall be provided a Midshipman CPO to assist the DIVO and enforce the orders of the SCPO.

- a. The Public Relations Department shall be led by a Midshipman O-3 DH, and is to be responsible for organizing and executing events supporting unit relations with the surrounding communities. It shall be subdivided into COM SERVE Division, and PAO Division. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.

- (1) COM SERVE - The Community Service Division shall be led by a Midshipman O-1 DIVO, and shall be responsible for organizing and executing unit community service events. The DIVO will be in charge of a division consisting of 4-7 midshipman, with the goal of them being able to organize and execute their own community service events.

(2) PAO - The Public Affairs Division shall be led by a Midshipman O-2 DIVO, and shall be responsible for the public relations of the Unit. The PAO will be in charge of a division consisting of 4-7 midshipmen and is responsible for maintaining the All Hands boards outside AR209, publishing all articles on unit activities, and maintaining the unit website. Additionally, the PAO is directly in charge of unit photography and thus responsible for maintaining the Facebook, Instagram, and Twitter accounts, the photos on the Ship's Company drive, and the digital picture frame.

b. The Professional Development Department shall be led by a Midshipman O-3 DH, and shall be responsible for all midshipman academic support programs (e.g. tutors, study hours, test bank, etc.), and providing classroom instruction on military duties, standards, customs and courtesies. It shall be subdivided into Underclassmen Professional Development Division and Academics Division. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.

(1) UPD - The Underclassmen Professional Development Division shall be led by a Midshipman O-1 DIVO, and shall be responsible for providing underclassmen with classroom instruction on military professionalism, proper uniform wear, customs and courtesies, and summer cruise preparation. The DIVO will be in charge of a division consisting of 4-7 midshipmen who will aid in this instruction.

(2) ACADEMICS - The Academics Division shall be led by a Midshipman O-2 DIVO, and shall be responsible for all midshipman academic support systems. This includes maintaining the unit library, approved courses list, and back work drive, as well as compiling midshipman study hours and sending this information to the Unit Staff in a timely manner. Additionally, the Academics Division will work directly with any unit tutors, whether hired or midshipmen, to provide the best academic support possible through events such as test reviews, weekly tutoring sessions, or any other preferred method. The DIVO will be in charge of a division consisting of 4-7 midshipmen who will aid in the completion of these tasks.

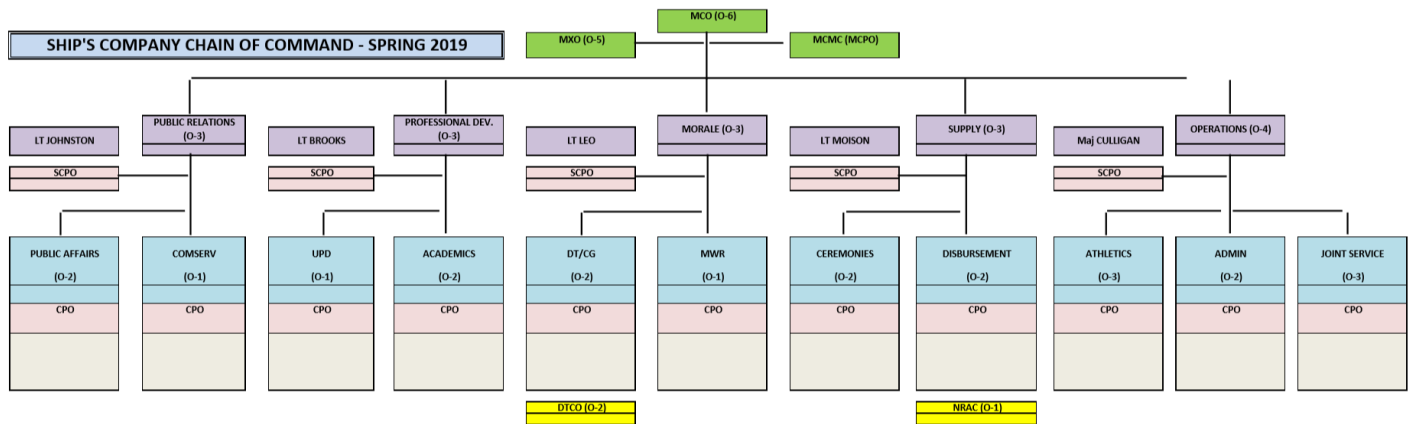
c. The Morale Department shall be led by a Midshipman O-3 DH, and shall be responsible for organizing and preparing for Military Excellence Competitions (MECs), training of the Drill Team and Color Guard, organizing events supporting Unit morale, welfare, and recreation, as well as planning and executing the Navy and Marine Corps Birthday Ball and Dining In. Additionally, the DH shall oversee any interdepartmental competition that they and the MCO deem appropriate and beneficial. It shall be subdivided into DT/CG Division, and MWR Division. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.

- (1) DT/CG - The Drill Team/Color Guard Division shall be led by the Midshipman Drill Team Commanding Officer (DTCO) in the fall and the Midshipman Color Guard Commanding Officer (CGCO) in the spring; both are Midshipman O-2, and both are yearlong billets which change with the calendar year. The DIVO will be in charge of a division of 4-7 midshipmen that shall include the CGCO or DTCO, whichever is not currently the DIVO. The DTCO/CGCO is responsible for overseeing the training of the Drill Team, Drill Commanders, and the Color Guard. Additionally, a midshipman from the division will act as coordinator and point of contact for the unit when the unit attends a MEC.
  - (2) MWR - The Morale, Welfare, and Recreation Division shall be led by a Midshipman O-1 DIVO, and shall be responsible for organizing and executing a minimum of two unit events per month, including Family Weekend. Such events require planning, risk management, and enthusiasm, and have the overarching goal of improving unit morale and cohesion. The MWR Officer will be in charge of a division consisting of 4-7 midshipmen who will aid him or her in the planning and execution of such events.
- d. Supply Department shall be led by a Midshipman O-3 DH, and shall be responsible for ensuring the Ship's Company is properly outfitted with required uniforms and accessories, coordinating all Unit fundraising activities, maintenance of the unit snack room, planning and execution of formal events, and management and distribution of the all NROTC funds. It shall be subdivided into a Ceremonies and Disbursement Division. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.
- (1) CEREMONIES - Ceremonies Division shall be led by a Midshipman O-2 DIVO, and shall be responsible for organizing and executing traditional unit ceremonies and all commissioning events.
  - (2) DISBURSEMENT - The Disbursement Division shall be led by a Midshipman O-2 DIVO, and shall directly assist the Supply Department DH. The DISBO shall be responsible for processing all unit store orders, maintaining detailed spending histories of the unit's SEFCU and FTR accounts, and the distribution of funds through the utilization of the request for funds procedure, as well as any other official unit monetary transactions. They will ensure the proper stocking of the unit snack room and janitorial supplies. This is a yearlong billet, and changes with the calendar year. Disbursement will include an NRAC Officer (O-1), that will be in charge of organizing NRAC games.
- e. Operations Department shall be led by a Midshipman O-4 DH, and shall be responsible for coordinating all Ship's Company Events, organizing and executing Drill Laboratory and Physical Training sessions, representing Naval ROTC on the RPI Joint Service Committee (JSC), publishing pertinent information in a Plan of the Week, and assisting with other unit-wide administrative tasks. It shall be subdivided

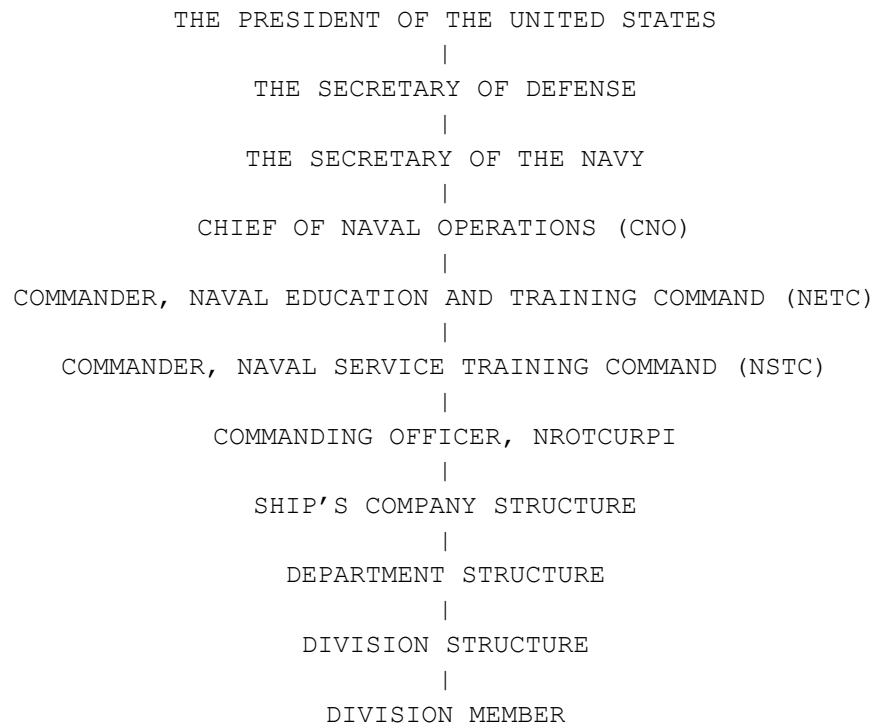
into Athletics Division, Administration Division, and Joint Service Division led by the Joint Service Representative (JSR).

- (1) ATHLETICS - The Athletics Division shall be led by a Midshipman O-3 DIVO, and shall be responsible for coordinating all of the unit's physical training activities, as well as the administration of the Physical Readiness Test (PRT). The Athletics Division ensures that all PT plans are developed in the best interests of the Ship's Company's overall physical development. The DIVO will work with the AMOI to develop such PT plans. The DIVO will be in charge of a division of 4-7 midshipmen who will help in the planning and execution of PT.
- (2) ADMIN - The Administration Division shall be led by a Midshipman O-2 DIVO, and shall be responsible for fitness reports, midshipmen regulations, unit directory, unit ribbon awards, and the maintenance of the unit Google Drive. The fitness reports are to be completed at the end of each semester. The unit directory should be updated at the beginning of the semester to ensure the most up-to-date information. Lastly, the Admin Officer is a direct representative to the NROTCURPI administration staff, and therefore should check regularly with the Admin office. The DIVO will be in charge of a division of 4-7 midshipmen who will aid in division tasks.
- (3) JS - The Joint Service Division shall be led by the JSR, normally a Midshipman O-3 DIVO. On years when Navy ROTC leads joint service (3-year rotation), the JSR shall be a Midshipman O-4, and will instead be the Joint Service Chairman (JSC). JS shall be responsible for the coordination and planning of the 9-11 Memorial ceremony, Taylor Trophy events, Veterans Days, Joint Service Military Ball, Opposing Force evolutions in conjunction with the AROTC unit, and the end of the year Joint Service Awards Ceremony. The DIVO will also be responsible for communicating any of the Navy's needs for either gym space or drill space with the Army and Air Force. This is a yearlong billet, and changes with the school year. The DIVO will be in charge of a division of 4-7 midshipmen who will aid in joint service coordination.

## 203. EXAMPLE SHIP'S COMPANY STRUCTURE



## 204. CHAIN OF COMMAND

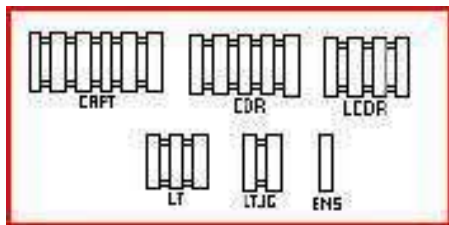


For details on the Ship's Company Structure, refer to the example Ship's Company Structure (203)

## 205. MIDSHIPMEN RANKS

RANK	SHORT	INSIGNIA
Midshipman Captain	MIDN CAPT	6 Bars
Midshipman Commander	MIDN CDR	5 Bars
Midshipman Lieutenant Commander	MIDN LCDR	4 Bars
Midshipman Lieutenant	MIDN LT	3 Bars
Midshipman Lieutenant Junior Grade	MIDN LTJG	2 Bars
Midshipman Ensign	MIDN ENS	1 Bar
Midshipman Master Chief Petty Officer	MIDN MCPO	3 Stripes, 1 rocker, 2 stars
Midshipman Senior Chief Petty Officer	MIDN SCPO	3 Stripes, 1 rocker, 1 star
Midshipman Chief Petty Officer	MIDN CPO	3 Stripes, 1 rocker

### Midshipman Officer Insignia



Midshipman officers shall wear the metal bars on their khaki and NWU uniforms, the hard shoulder boards on Summer Whites, and the patches and soft shoulder boards on their SDBs. The shoulder boards have the same number of bars and a gold star with one point pointing at the bars.

### Midshipman Chief Petty Officer Insignia:



Midshipman Master Chief Petty Officer Insignia (CMC Insignia) has 3 Chevrons and 1 rocker all in gold with a crow, much like the Enlisted E-9 insignia, and 2 stars above the eagle. Midshipman Senior Chief Petty Officer Insignia (SCPO insignia) has one star above the crow on their insignia and Midshipman Chief Petty Officer insignia (CPO insignia) has no stars above the crow.

## **CHAPTER 3 – MIDSHIPMAN EVALUATIONS AND APTITUDE DETERMINATION**

### **301. GENERAL**

- a. The Fitness Report (FITREP) is a standardized method for evaluating officer and senior enlisted aptitude in the fleet. The contents of an individual's FITREP carry extreme significance for that individual's career, whether they continue to serve in the Navy or Marine Corps, or separate after a single term. Additionally, FITREPs are used to evaluate the performance of midshipmen. Your midshipman FITREPs are not retained after commissioning, but remain in your record until then. FITREPs are an integral part of the training process for identifying and correcting deficient performance, determining class ranking, and national ranking for service assignment. Finally, the process of generating, reviewing, and approving the FITREPs of your subordinates is a duty you will have to perform regularly as an officer in the fleet, and this process is therefore incorporated into the duties and responsibilities of all Midshipmen Officers and Chiefs.
- b. Two specific areas of performance are evaluated:
  - (1) Academic performance as measured against the individual's college requirements and standards, NROTC Unit, RPI program requirements, and individual potential. Due to academic privacy concerns, this area shall be evaluated only by your class advisor and the Unit Staff.
  - (2) Aptitude for service as a naval officer is reflected in performance during Ship's Company activities. This area shall be evaluated by both your advisor and your Midshipman Chain of Command.
- c. The importance of generating a detailed, concise, professional, unbiased, and, above all, honest evaluation of your subordinates cannot be understated. Therefore, it is expected that all midshipmen holding positions of leadership closely monitor the performance of their subordinates throughout the semester.

### **302. EVALUATION RESPONSIBILITIES**

- a. Each midshipman shall be evaluated every semester. These evaluations shall be generated for all midshipmen by their immediate supervisors. Midshipman Officers shall informally counsel their immediate subordinates on the contents of their FITREPs, and then route their FITREPs up the Midshipman Chain of Command. The MXO shall approve FITREPs for all midshipmen, and the MCO shall approve FITREPs for all Midshipman Chiefs and Officers. Deadlines for each step of this

process shall be established by the MCO.

- b. Once approved by the Midshipman Chain of Command, all final FITREPs shall be passed to the Unit Staff. After the semester is over and your grades are available, your class advisor will modify your FITREP by incorporating performance data to which other midshipmen are not privy, primarily your academics. Generally, these modifications are minor, and almost never affect the verbal comments of your Midshipman Chain of Command. Your advisor will then add two or three more lines of commentary, and calculate your class rank.
- c. Your advisor ranks you against your classmates based on the numerical average of your final FITREP scores. Once complete, all of the FITREPs in your class are reviewed by the Unit Executive Officer and then submitted to the Unit Commanding Officer for final approval and signature. You will be counseled by your class advisor regarding your final FITREP and class rank at the beginning of the following semester.
- d. All midshipmen may submit a written rebuttal statement regarding their FITREP, which shall be affixed to the FITREP and distributed to the Unit CO, XO, your class advisor, and applicable members of the Midshipman Chain of Command.
- e. A final FITREP score of 2.0 or lower is considered unsatisfactory by program standards and shall result in the convening of a Performance Review Board for military aptitude.



## **CHAPTER 4 - CONDUCT AND APTITUDE**

### **401. RESPONSIBILITIES OF NROTC STUDENTS**

As midshipmen, we are held to a high standard. A midshipman who continually fails to meet standards is likely to be disenrolled from the program. These standards are enumerated in detail in Chapter 9, but the following is a brief list in order of **precedence**; the most important duties and responsibilities are listed first.

- a. Be enrolled as a full time student with minimum of 12 total credits per semester, and graduate with a bachelor's degree within four years (eight semesters). (Note: You are expected to know and meet the requirements for your academic major.)
- b. Complete all NROTC Program required courses. (Note: You are expected to know what these are; your class advisor can assist you in finding out.)
- c. Maintain a minimum Semester Grade Point Average of 2.5, and a minimum Cumulative Grade Point Average of 2.5.
- d. Maintain a state of Physical Fitness/Readiness as required by your program, gender, and age group, with a minimum score of "Good Low" in all categories.
- e. Attend and participate in all mandatory unit events, unless you have a Special Request Chit sent up **5 business days** in advance and approved by your Chain of Command to miss a particular event. See Appendix A for Example Chit.
- f. Complete a minimum of 5 community service hours per semester.
- g. Execute, to the best of your ability, all additional duties and responsibilities assigned to you.

Participation in a varsity sport is authorized, provided that you are able to meet the obligations listed above. Some leniency is granted to varsity athletes in the granting of Special Request Chits; however, an approved Chit is still required to miss any mandatory unit event. All varsity athletes may be excused from one PT per week with approval from their class advisor.

Participation in extra-curricular activities in general is highly encouraged, provided you are meeting program standards.

## 402. SALUTING

- a. All midshipmen in uniform are required to salute when appropriate. The junior person always initiates the salute.
- b. While on campus, a salute shall be rendered when in uniform to commissioned officers of all branches of the Armed Forces and to midshipmen officers who are senior to the person concerned. **A salute is rendered to all commissioned (not cadet or midshipman) officers regardless of whether the officer is in uniform or not!**
- c. The "greeting of the day" shall be offered with the salute, spoken as "Good morning/afternoon/evening, sir/ma'am."
- d. Six paces is the normal distance for initiating the salute.
- e. Personnel acting as part of a formation do not normally salute; the person in charge of the formation salutes on behalf of the group.
- f. When walking as an informal group, the rank of the senior member present applies to all in the group. All members of the group salute when the senior member salutes.
- g. Commissioned officers riding in privately owned vehicles will be rendered a salute as if they were walking.
- h. Salutes are not exchanged when uncovered in the Naval Service, unless failure to return a salute might cause embarrassment to a member of another service which abides by different custom.
- i. If unsure as to whether or not a salute is appropriate, the general rule is: "When in doubt, salute."

## 403. COURTESY TO COMMISSIONED OFFICERS

- a. All commissioned officers of all services are addressed by their rank and last name or by the term "sir" or "ma'am" as appropriate. Also, the word "sir" or "ma'am" should be added to answers to questions or directives from superiors, such as "yes sir" or "no ma'am". "Aye aye, sir" is the affirmative response to an order, meaning "I understand and I will obey."
- b. When an officer ranking O-5 or above enters or leaves a room (other than the wardroom), "Attention on Deck!" shall be called by the first person to see that officer, and everyone in the room shall come to attention.
- c. The following procedure shall be used by all midshipmen to enter the office of any commissioned officer:

- (1) Upon arrival at the office, knock loudly on the door or door frame.
  - (2) When directed, and only when directed, state your name and business in a military manner. For example: "Midshipman Smith reporting as ordered, Sir" or "Ma'am, I request to see you concerning drill."
  - (3) After stating your name and business, the officer will recognize you and direct you to come in, sit down, etc. If the officer does not tell you to sit or stand at ease, remain at attention in front of his or her desk.
  - (4) When you have finished your business, come to attention in front of the officer's desk. The officer will then dismiss you, at which point you will execute the appropriate facing movement and leave the office.
- d. The following procedures shall be adhered to in the classroom for all Naval Science courses, **unless the officer instructor indicates otherwise:**
- (1) When the officer instructor enters the classroom, the class shall cease all conversation and give the instructor an appropriate greeting.
  - (2) No beverages, or snacks are permitted in the classroom without prior approval of the instructor.
  - (3) The class will end only when the instructor dismisses it.

#### **404. COURTESY TO FELLOW MIDSHIPMEN**

In general, the procedures for saluting and addressing commissioned officers shall apply to midshipmen. Midshipman of a lower rank shall be addressed by the term "Mister/Miss" or "Midshipman" and their last name.

#### **405. USING THE MIDSHIPMAN CHAIN OF COMMAND**

- a. The Chain of Command is a tool used throughout the military to facilitate efficient communication and mission accomplishment with a high level of redundancy, to ensure that the loss of a single individual does not result in mission failure. Being able to function within a formal command structure of this nature does not come easily, and you will need to apply a high level of thought and consideration to each and every decision you make and every answer you give to ensure you are doing so properly.
- b. Orders are passed down the Chain, while requests and reports are passed up the Chain. At no point in either process should any link in the Chain be bypassed. In other words, a DIVO should not make a report directly to the MCO, and a DH should not issue an order to an

individual division member. However, the DH may issue an order to his or her entire Department.

- c. Midshipmen at the same level in the Chain may pass requests and reports laterally between themselves, but may not give one another orders. If a member of one Division requires the support of another Division or Department to accomplish a task, the Division member should make the request to his or her DIVO, who shall decide whether or not the request is worthy. If so, the DIVO may speak directly to another DIVO within the same Department, or pass the request up to the DH if it involves another Department.
- d. Chiefs and Senior Chiefs are NOT a direct link in the Chain of Command. They support their DIVOs and DHs, and may be granted authority to issue orders to their Division or Department on behalf of the DIVO or DH. A DIVO or DH may also specify that a particular report be made directly to the Chief or Senior Chief. A common example of this is mustering the Ship's Company and reporting accountability.
- e. As a general rule, all issues and disputes should be resolved at the lowest possible level in the Chain of Command.
- f. If you feel unable to carry out an order issued by your superior, or if you have a legitimate complaint regarding preferential treatment or another form of misconduct by your superior, you should attempt to resolve your concern with your superior first. If that fails, then consult the midshipman or commissioned officer immediately above your superior in the Chain, and inform your superior of your intent to do so. All such conversations should take place in private; the utmost discretion should be used when making complaints.

#### **406. THE WARDROOM**

- a. The following are general guidelines for conduct in a wardroom:
  - (1) Avoid conversation about controversial topics, such as religion, politics, and members of the opposite sex.
  - (2) Be polite when guests are present. Attempt to make guests feel as welcome as possible.
  - (3) Always remove your cover upon entering the wardroom.
  - (4) The proper attire for being in the wardroom is the uniform of the day or Casual Civilian Attire discussed in section 701. PT gear should not be worn for extended periods of time in the wardroom.
  - (5) During working hours, the volume on the television, as well as the volume of those present, should be kept low enough as not to disturb the staff.

- (6) Obscenity, vulgarity, and off-color tales do not belong in an officer's conversation at any time.
- (7) Unkind and unfavorable comments about other officers and opinions about superiors are not appropriate.
- (8) Do not rest your feet on the wardroom furniture.
- (9) Never draw a sword in the wardroom.
- (10) Do not lounge in the wardroom during working hours.

b. What the Wardroom has to offer:

- (1) Study room and computer room (If a password for the computer network is needed, contact the PAO)
- (2) Library with textbooks and recreational books
- (3) Snack room for drinks and snacks
- (4) Pool table and television
- (5) Unit regalia and trophy cabinet for additional inspiration and motivation

#### **407. WARDROOM DUTY OFFICER (WDO)**

The WDO is the Midshipman Commanding Officer's direct representative after normal working hours. In the Commanding Officer's absence, the WDO carries all of their authority. The WDO is intended to enhance the security and state of NROTCURPI after hours, to provide midshipmen a chance to train in watch standing procedures, and to maximize the use of the student's time. The WDO must contact the MCMC prior to 1600 on the day they are standing duty in order to receive any special instructions or orders for the evening's watch.

For Force Protection considerations and to assist in their duties, the WDO will be accompanied by an Assistant Wardroom Duty Officer (AWDO). The uniform for both the WDO and AWDO is Casual Civilian Attire, unless otherwise instructed by the Unit Staff XO. WDO watch standers are to arrive no later than 1745. WDO is to be stood Monday through Thursday, and Sunday. Weekday watches are conducted from 1800 to 2200. Sunday WDO watches are from 1800 to 2000.

#### **408. MIDSHIPMAN SELF EXPRESSION**

- a. Midshipman participation in protests and demonstrations is not prohibited, provided the midshipman portrays no public association between the United States Government or the Navy/Marine Corps and the subject of the protest or demonstration (for or against). The midshipman shall not be in uniform nor make it known that he or she

is a member of the armed forces.

- b. A midshipman must consult with his or her class advisor before writing any articles for public dissemination which identify the midshipman as a member of the NROTC, or that publicly represent the NROTC Unit or its activities in any way.

#### **409. MISCELLANEOUS**

- a. Smoking is forbidden by RPI regulations.
- b. Midshipmen shall not chew gum at any time while in uniform.
- c. Midshipmen in uniform shall avoid public displays of affection.
- d. Midshipmen shall not place hands in pockets when in uniform.
- e. Midshipmen in uniform shall assume appropriate posture and military bearing by standing erect, with square shoulders, chest out, and stomach in.
- f. Midshipmen shall rise and stand at attention whenever addressed or approached by a superior.
- g. Midshipmen shall appear neat, clean, and appropriately attired in both military and civilian dress.
- h. Midshipmen shall render honors to colors when the flag is being raised or lowered by standing at attention, and if in uniform, salute.
- i. Midshipmen shall maintain proper grooming standards even when school is not in session and while off campus.
- j. When in uniform, all cell phone usage (calling, texting, etc.) is **only** permitted while stationary. Should an incident arise that requires cell phone usage while walking, midshipmen shall move to the side of the walkway and remain stationary until the issue is handled. Cell phone usage shall be conducted using the left hand only, so the right hand is available to render a proper salute.
- k. Midshipmen represent the unit and the Navy/Marine Corps at all times. Their actions and choice of dress shall reflect this even while not in uniform. Any conduct deemed unbecoming of an officer is subject to discipline per the MIDREGS.
- l. Shoes must always be worn on campus.
- m. Midshipmen shall not use headphones while walking in uniform, but use of headphones while studying in unit spaces, the Student Union, Library, etc. is permitted.

- n. No Midshipman should communicate on social media or elsewhere in a way that may negatively impact herself or himself or the Navy. It is often hard to distinguish between the personal and the professional on the internet, so Midshipmen should assume that any content they post may impact their personal careers and the reputation of the Navy more broadly. Midshipmen should not engage in any conversations or activities that may threaten the Navy's core values or operational readiness. Content that is defamatory, threatening, harassing, or discriminating on the basis of race, color, sex, gender, age, religion, national origin, sexual orientation or any other protected criteria is punishable and should be avoided. The internet doesn't forget; online habits leave digital footprints. Take caution when posting content, even if you think you are doing so in a private and closed community.
- o. Midshipmen represent the unit and the Navy/Marine Corps at all times. Their actions and choice of dress shall reflect this even while not in uniform.

## **CHAPTER 5 - DISCIPLINARY SYSTEM**

### **501. GENERAL**

- a. Naval discipline is designed to be neither burdensome nor constraining. It is composed of a set of rules for proper conduct to provide for the orderly administration of naval personnel. Self-discipline is the best discipline when it results in an attitude, on the part of the midshipman, to carry out lawful orders with determination, to behave in a military manner, and to take pride in the Naval Service and in the Navy ROTC Unit.
- b. Discipline is a two-edged sword. It provides for the recognition of an individual's excellent performance and for correction of performance that fails to meet the established standards. Punishment occurs not as a part of discipline, but rather as a result of a lack of discipline.

### **502. DISCIPLINE INFRACTIONS**

#### **a. Class "B" Offenses**

- (1) Class "B" offenses involve minor infractions of rules and regulations. However, a second offense of this nature will force the chain of command to consider moving to a Class "A" offense.
- (2) The following are examples of Class "B" offenses:
  - Unauthorized Absence(UA) or tardiness
  - Uniform discrepancies (improper, unclean, untidy or unserviceable, unauthorized alteration, exchange, sale, or wear unbecoming a midshipman)
  - Improper attire or personal untidiness
  - Neglecting military or civilian property
  - Being derelict in performance of duties
  - Disrespect to recognized authorities within the military

#### **b. Class "A" Offenses**

- (1) Class "A" offenses are those which indicate a severe breach of discipline and/or moral standards, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of sense of responsibility, or actions which bring discredit upon the Naval Service.
- (2) Class "A" offenses, by their nature, and without regard to other circumstances, subject the offender to possible immediate disenrollment from the NROTC program. A class "A" offense shall



immediately result in recommendation for a Midshipman Review Board (MRB). The Midshipman Staff will decide whether an MRB is necessary or not.

- (3) The following are examples of Class "A" offenses:
- Unauthorized Absence (aggravated or repeated)
  - Assault (includes personal combat)
  - Failure to register for courses
  - Theft or Fraud
  - Hazing
  - Insubordination (Disobeying orders)
  - Public intoxication
  - Underage drinking
  - Moral offenses (sexual harassment, indecent exposure, etc.)
  - Obscenity (aggravated or repeated)
  - Defacing or destroying property
  - Security violation
  - Failure to complete a watch (sleeping, leaving early)
  - Any other major offense
  - Repeated class "B" offenses

c. Midshipman Review Board

- (1) Midshipman Review Boards are convened as a means to determine the cause of performance related issues regarding midshipmen. It has a formal setting where senior midshipmen can consider the circumstances of the midshipman and the midshipman's Chain of Command and gain a complete understanding of the causes of the midshipman's problems.
- (2) The MRB should foster a setting of open communication where issues can be addressed and the board can determine a solid recommendation that will enable the midshipman to perform at the desired level. It is also a path to allow the Midshipmen staff to send Midshipmen to PRB who they feel lack the skills to become a Naval or Marine Corps officers.
- (3) Possible outcomes of a Midshipman Review Board are as follows:
- i. No action
  - ii. Extra Military Instruction
  - iii. Punitive Letter of Reprimand
  - iv. Recommendation for referral to a Performance Review Board
- (4) Full MRB procedures can be found in Section 504.

d. Performance Review Board

- (1) A Performance Review Board (PRB) is the most serious disciplinary action that can be invoked. The convening of a PRB indicates serious doubts of a midshipman's actions and performance.
- (2) The PRB will be staffed by the Unit XO and two LT advisors. The PRB should foster a setting of open communication where issues surrounding a midshipman's performance can be discussed and fixed so that said midshipman can perform at a desired level.
- (3) Possible outcomes of a Performance Review Board are as follows:
  - i. No action
  - ii. Warning
  - iii. Probation
  - iv. Leave of Absence
  - v. Interim leave of absence pending disenrollment by the Assistant Secretary of the Navy (ASN)
- (4) Full PRB procedures and details can be found in Regulations for Officer Development (ROD), NSTC M-1533.2B  
[http://www.netc.navy.mil/nstc/NSTC\\_Directives/NSTC\\_Manuals/NSTC%20M-1533.2B%20-%20ROD%20\(Aug%2017%20-%20Final\).pdf](http://www.netc.navy.mil/nstc/NSTC_Directives/NSTC_Manuals/NSTC%20M-1533.2B%20-%20ROD%20(Aug%2017%20-%20Final).pdf)

### 503. CORRECTIVE COUNSELING

1. If a midshipman is lacking in motivation, neatness of appearance, or shows a general lack of military knowledge or courtesy, he/she should be counseled prior to taking a more formal corrective measure such as a Class B, Class A, or MRB. The midshipman will be counseled in accordance with the chart below. A verbal counseling report (Appendix B) will be used, filled out by both midshipmen, and passed up the chain of command to the CMC. This first verbal counseling is non-punitive; it does not end with a Class B or Class A. 2/C Midshipmen and above should be familiar with the unit regulation, and therefore may receive punitive action without formal verbal counseling.

	VC	Class B	Class A
DM	CPO	CPO & DIVO	SCPO & DIVO
CPO	SCPO	SCPO & DIVO	SCPO & DIVO
SCPO	N/A	CMC	CMC
DIVO	SCPO	SCPO & DH	CMC & DH
DH	N/A	CMC & MXO	CMC & MXO

o

2. If a midshipman continues to make mistakes after their verbal counseling outlined in Part A above, the Midshipman will be counseled again based on the chart above. This is more formal than verbal

counseling. The outcome of this second counseling is a Class B or Class A. The verbal counseling report form (Appendix B) shall be used, as well as the Punitive Letter of Reprimand form (Appendix C). Both forms should be passed up the chain of command to the CMC.

3. CMC is required to keep all verbal counseling and letter of reprimand forms on file. Upon commissioning these records are expunged.
4. If a midshipman continues to make mistakes after a Class A is issued, a Midshipman Review Board will be convened if it is deemed necessary. The MCO can convene a Midshipman Review Board in any case where he or she deems it necessary.

#### **504. CONVENING A MIDSHIPMAN REVIEW BOARD (MRB)**

- a. Purpose: The Midshipman Review Board (MRB) functions as a means to determine the cause of performance related issues regarding midshipmen. It has a formal setting where senior midshipmen can consider the circumstances of the midshipman and the midshipman's Chain of Command and gain a complete understanding of the causes of the midshipman's problems. The MRB should foster a setting of open communication where issues can be addressed and the board can determine a solid recommendation that will enable the midshipman to perform at the desired level. It is also a path to allow the Midshipmen Staff to send the midshipman to a PRB who they feel lack the skills to become a Naval or Marine Corps officers. If at any point during the MRB process the midshipman facing the board or the midshipman's Chain of Command feel that the MRB process has become contrary to good order and discipline, the process shall be stopped and the issues raised to the midshipmen's class advisor and the unit XO.
- b. The MCO will be the appointing authority for the MRB, unless otherwise directed by higher authority. The MRB shall consist of at least three voting members (an uneven number composed of at least two midshipmen LT and above or midshipmen who have previously held these positions) and one senior member (usually MXO but may be MCO). The board will also consist of one non-voting member who will act as the recorder for the board. The recorder will be in the midshipman's Chain of Command (department head or division officer). The student and the members of the MRB shall be notified of their appointment in writing using the MRB Notification (See Appendix D).
- c. To avoid conflicts of interest, only persons who have no involvement with the matters before the board may be appointed as voting members. If the MXO or any other voting board member has a conflict of interest, as determined by the MCO, the MCO must appoint a new voting board member. Members of the midshipman's department should not be appointed as voting members.
- d. The MRB outcome is determined by majority vote. The senior board member's vote carries the same weight as other voting members

- e. The recorder, a non-voting member, normally the student's division officer and who is normally most familiar with the midshipmen's performance and conduct, is the person who prepares and presents the case on behalf of the midshipmen chain of command.
- f. The recorder is for assembling pertinent directives, interviewing prospective witnesses, gathering all available evidence, and conducting a preliminary inquiry in cases involving disciplinary matters.
  - (1) No later than two full business days before the MRB is scheduled to convene, the recorder shall:
    - (i) Provide the student with MRB Notification including the date the MRB will convene and general reasons for the MRB;
    - (ii) Provide the student with any and all documents that may be presented in the case against the student, including but not limited to the counseling sheets, witness statements, and a complete copy of the preliminary inquiry (if any);
    - (iii) Provide the student with a list of all witnesses expected to be called in the Recorder's case;
    - (iv) Have the student sign and date the notification letter and acknowledge receipt of all material provide;
  - (2) Keep an accurate record of the proceedings and prepare the record for the senior board member's review and signature of all board members. This summary shall include the testimony of the student, all board members, and any witnesses. A recorded or verbatim transcript is not required. The recorder should take sufficient notes in order to prepare such summaries.
  - (3) Ensure that a copy of the record of proceedings is delivered to the student no later than five business days after the MRB (See Appendix E).

#### **504-1 The Respondent's Rights before the MRB**

- a. Students shall be advised of their rights:
  - (1) To appear before the board. The unit XO should be informed immediately if the midshipman does not intend to appear at the MRB.
  - (2) To submit a written statement to the board.
  - (3) To present documents or witnesses in their behalf.
  - (4) To review their record and all documents submitted for board

consideration prior to the convening of the board.

b. The student shall be advised of the possible outcomes of the board which include:

(1) No action

(2) Extra Military Instruction (EMI), which will be decided on during the MRB. **EMI is not a punishment** and will not be used in a punitive capacity. The purpose of EMI is to provide a learning experience *directly relating* to the offense addressed by the counseling. EMI sessions will not be intimidating, degrading or unduly arduous. All EMI will be approved by the Unit XO.

(3) Punitive Letter of Reprimand. The MRB may issue a punitive letter of reprimand that will remain in the accused's file while at NROTCURPI.

(4) Recommendation for referral to a Performance Review Board (PRB). The board may make a recommendation to the Professor of Naval Science to convene a PRB.

c. The student shall be notified, in writing, at least two full business days prior to the convening of a MRB.

d. The student may waive the two business day notification period or the timeline may be shortened when prescribed by the unit XO. If requested by the student, a reasonable delay in convening the proceedings may be granted and should be documented in the MRB proceedings.

e. Other persons outside of the Midshipman's chain of command may attend the proceedings as observers if requested by the student in writing to and approved by the Professor of Naval Science no later than 48 hours before the start of the board.

## **504-2 MRB Procedures**

a. The senior member will call the board to order and explain the basis for holding the board (e.g., aptitude, lateness etc.), presenting only the facts before the board. The student will be advised of the possible outcomes of the board from section 8-10.2.

b. The recorder will present the facts, to include any witness testimony or documentary evidence, which documents the student's deficiencies.

c. The midshipman will be afforded the opportunity to make a statement on the midshipman's behalf. At the senior member's discretion, any board member may ask the midshipmen to clarify any testimony or statements brought before the board.

d. The student may object to specific board actions or proceedings, providing a statement as to why he or she finds it objectionable. Any

objections will be considered and ruled on by the senior member and provided to the unit XO. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the board will be adjourned until order is restored. The rulings of the board are final with respect to the proceedings. The Midshipman Commanding Officer will endorse the report with a final recommendation and forward the midshipman's class advisor and the unit XO.

- e. The board shall not be limited to only considering those performance shortcomings listed as reasons for the MRB specified in the student notification letter. Rather, the board will be allowed to consider and make its findings and recommendations on any additional grounds that are discovered during the proceedings. However, the student shall be afforded the right, if he or she so requests, to an adjournment for a reasonable period to prepare a response to any additional grounds not previously addressed.
- f. After all evidence has been presented and all statements have been submitted, all persons, except the voting board members, will leave the boardroom. Only the voting board members may deliberate and, to prevent the appearance of undue command influence, **vote shall be by secret ballot**. A simple majority will determine the outcome. Upon reaching a decision, the senior member will reconvene the board (to include the student and any witnesses he/she desires) and announce the board's findings and recommendations.

### 504-3 The MRB Report

- a. The report consisting of a verbal counseling report, written counseling report, and Letter of Reprimand for MRB Proceedings (Appendix E) will be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members, addressed to the unit XO, and copied to the midshipmen, the midshipmen's class advisor, and the midshipmen's student file. At a minimum, the Report of MRB Proceedings shall include the appointing memorandum, the MRB notification letter and the preliminary investigation (if applicable), all documents considered by the board, and a summarized testimony of each witness, and the results of any board vote (to include the number of dissenting votes).
- b. The unit XO will receive the MRB Proceedings within two business days of the board and will consider the package in its entirety and endorse the board report, either concurring or non-concurring, with the findings and recommendations of the board.
- c. A copy of the Report of MRB Proceedings will be given to the student. The student shall acknowledge receipt of the MRB report and be afforded two business days to provide a written response to the MCO and unit XO. Copies including receipts will be presented to the midshipman's class advisor and maintained in the midshipman's Student File.

## CHAPTER 6 – ACTIVITIES AND EVENTS

### 601. GENERAL

Participation in all aspects of NROTC activities is essential for the personal and professional development of Midshipmen to become commissioned officers in the Navy and Marine Corps. Through this participation, a Midshipman is able to develop as a leader while gaining invaluable insight into the culture, traditions, and policies of the Naval Service. Additionally, participation allows the NROTC unit to gain and maintain a visible presence on the RPI campus enabling us to be ambassadors for the Navy and Marine Corps to the civilian community we serve. Through participation in all NROTC directed and as many recommended events as possible, Midshipmen enhance the reputation of the NROTC unit, and more importantly build esprit de corps amongst our members.

### 602. REQUIRED EVENTS

In addition to mandatory Naval Science classes, physical fitness training, and Naval Science Laboratory (aka "Drill"), the following events are mandatory for ship's company personnel. As with any event, Midshipmen are allowed to submit chits to request an authorized absence from the event. However, these requests should be limited to emergencies (e.g. death in the family), unforeseen/unplanned issues (e.g. illness), or matters of important family issues (e.g. wedding of brother/sister). Each chit will be considered on a case by case basis. As a rule of thumb, chits requesting an absence to attend a fraternity/sorority or other social function will **not** be approved. If a Midshipman is unwilling or unable to purchase tickets (e.g. Birthday Ball), they are still required to participate, unless otherwise excused, at the direction of the Assistant Marine Officer Instructor (AMOI).

a. Each year during the fall semester, the MIDN Ship's Company conducts a combined **Navy & Marine Corps Birthday Ball**. This celebration is a tradition in the fleet, and is continued proudly at RPI. The uniform of the event is dinner dress blues. The event is similar to the Military Ball described below, with a ceremony added to cut the cake and hear the birthday messages from both the CNO and Commandant. The event is usually held midway between the service birthdays.

b. Each year during the spring semester, the military science departments (Army, Marine Corps, Navy, and Air Force) hold a **Joint Service Military Ball**. The uniform of the event is dinner dress blues. Beginning with cocktail hour, and followed by dinner and dancing, the evening is a good opportunity to socialize and have fun with fellow midshipmen, cadets, and the unit staff.

c. **Dining-In:** During the spring semester, the NROTC Unit conducts Dining In (mess night) for all members of the Midshipman Ship's Company. This is a formal dinner with a festive atmosphere, and traditional and non-alcoholic grog for refreshment. Punishments can be given for various things. The uniform for the event is dinner dress blues.

d. **Other events as directed by the Professor of Naval Science:** From time to time throughout each semester, the Ship's Company may be required to participate in events that are considered mandatory at the discretion of the PNS (e.g. RPI military appreciation football/hockey game). A decision on whether or not these events are mandatory will be made as early as possible, on a case-by-case basis.

### **603. ATTENDANCE POLICY AND CHITS**

Midshipmen must attend all scheduled Naval Science classes, drill periods, physical training evolutions, formations, and special events unless excused by proper authority as specified below.

a. **Anticipated Absence:** For an anticipated absence from any required event or activity a special request chit shall be submitted to the Midshipman's Chain of Command no later than **five business days** prior to the anticipated absence. Once approved/disapproved by the Midshipmen chain of command, the chit will be sent to the AMOI to be considered by the unit staff for final approval/disapproval. Notification of approval/disapproval will be given to the individual no later than four business days after the chit was submitted. In emergency cases, a verbal request may be made up the appropriate Chain of Command.

b. **Illness, Injury & Unanticipated Absence:** In the event of illness or injury seek immediate assistance from the RPI health center or emergency medical services as may be required. If a Midshipman obtains an excusal note from the RPI health center or other competent medical authority the day prior to an event, or encompassing the dates of the event/activity (e.g. sprained ankle, no PT for two weeks), the Midshipman shall inform their chain of command as quickly as possible.

If an illness or injury occurs the morning of the event or on very short notice, the Midshipman will inform his/her chain of command as quickly as possible about the issue, and will be allowed to be absent from the event without a chit. Once the student health center is open for business, the Midshipman will be seen by health professionals, and provide an excusal note retroactively. If any further instances of unplanned illness/injury occur the morning of an event throughout the remainder of the semester, the Midshipman will be required to muster for the event, and excused by unit staff from participation as necessary, otherwise be considered as an Unauthorized Absence. This policy does not apply to bona fide medical emergencies. In all instances common sense and good judgment will dictate.

c. **Unexcused Absence:** In the event of an unexcused absence, contact your Chain of Command immediately. Fully missing any required function without one of the above excuses will automatically result in a "Class A" offense.

d. **Friday Physical Training Sessions:** Midshipman who score either excellent low in all three categories or outstanding low overall with no



failures at the are eligible to skip regular Friday PTs (not weigh-ins or the PRT). During the fall semester, midshipmen must meet these requirements at the mid semester PRT to skip regular Friday PTs. During the spring semester, midshipmen must meet these requirements at the inventory PRT to skip regular Friday PTs.

#### **604. ENCOURAGED EVENTS**

The below listed events and activities are strongly encouraged for Midshipmen to participate in. Maximum participation in these events enhances camaraderie, esprit de corps, personal and professional development, and the individual's experience both within NROTC and RPI. This is not an exhaustive list, and individuals are highly encouraged to seek out as many extracurricular activities that will help them develop both as a future Naval Officer, and as a well-rounded citizen.

a. **RPI Intramural Athletics** offers over 15 intramural sports of varying skill and abilities. The NROTC Unit has teams in many of these intramural sports including ice hockey, soccer, and basketball.

b. **Taylor Trophy Sports** are held every year between the three ROTC units at RPI. In the past these competitions have included basketball, football, Frisbee, and soccer. However, competitions are subject to change each year. At the end of the year, the Taylor Trophy is presented to the unit with the best overall record in Tri-Service sports. This trophy is held for the following year by the winning unit. The Navy should win every year.

c. The **NROTC Drill Team and Color Guard** are a group of midshipmen possessing the desire to excel in drill and to participate in drill competitions, and are coached by the DTCO and CGCO. Practice usually takes place two or three times a week. Competitions occur throughout the school year in the form of Military Excellence Competitions (MECs) and include places such as Cornell, Holy Cross, and Villanova.

d. The **Semper Fidelis Society** is the Marine Corps honorary society. While participation is mandatory for Marine Option Midshipmen, and Navy Option Midshipmen seeking a service assignment in Naval Special Warfare communities (SEAL, EOD), others are encouraged to participate if they are eligible for membership. Eligible members include any RPI, Union, or PLC students enrolled in a program leading to a commission as an officer in the United States Marine Corps or the United States Navy. The objective of this society is to prepare its members for their responsibilities as officers in the United States Marine Corps. This is accomplished through the dissemination of information pertinent to a better understanding of an officer's duties, by the stimulation and protection of the high tradition and ideals of the United States Marine Corps, and by the cultivation of social virtues among its members. Semper Fidelis Society is conducted through both a PT session focused on Marine Corps training (i.e. running in utilities, humps, and ropes) and also classroom learning about Marine Corps methods such as land navigation and combat tactics.

## **605. RPI AND OFF-CAMPUS ACTIVITIES**

While Ship's Company activities are an integral part of the Unit's development, students continuously look to these areas to provide social fulfillment outside of academics and Ship's Company activities. They enhance the life of students and are just as important as academics. Midshipmen shall not participate in Greek life their first semester of freshman year.

## **606. COMMUNITY SERVICE**

Community Service is required by all midshipmen. A minimum of 5 community service hours is required each semester. Despite it being a requirement, community service can also be a social venue. There are several community service opportunities on campus and around Troy.

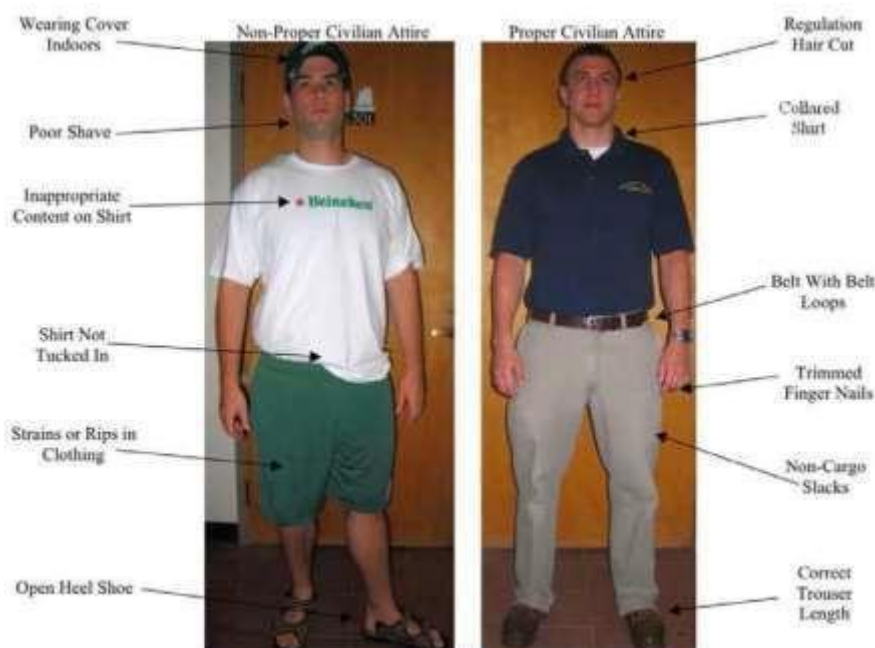
## **CHAPTER 7 - UNIFORMS AND APPEARANCES**

Below is an abridged version of Navy Uniform Regulations for use as a quick reference. The full version can be found by visiting the Navy's Uniform website at:

<http://www.public.navy.mil/bupersnpc/support/uniforms/uniformregulations/Pages/default.aspx>.

### **701. CIVILIAN ATTIRE**

- a. PROPER CIVILIAN ATTIRE (PCA). PCA will be worn for any official unit business when it is not appropriate to wear the uniform of the day or when it is deemed appropriate to present a more professional appearance than Casual Civilian Attire (CCA). Examples include scheduled meetings with the CO or XO, and all Wardroom events. PCA shall be clean, neat, and in good repair, and present a good image of the individual wearing it. PCA is conservative pants or shorts, a belt if the pants have belt loops, closed toed shoes, and a collared shirt, which is tucked in. Skirts shall be no shorter than 4 inches above the knees, heels shall be no higher than 2 inches, and non-religious head devices such as ball caps will not be worn inside buildings. Unacceptable examples of PCA are white under shirts as outer garments, flip flop sandals, tank tops, midriff bearing outfits, baggy and/or revealing clothing, clothing with holes, sweat pants, pajamas, scrubs, and any other items prohibited under casual civilian attire under (see 701.b). The grandmother rule is a good rule of thumb. If you would not wear it out in public with your grandmother, it is likely not PCA.



- b. CASUAL CIVILIAN ATTIRE (CCA). Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and

will not discredit the Navy. CCA shall be worn by midshipmen at all times while on RPI property unless they are wearing the uniform of the day, PCA, or transiting directly to and from the gym. Examples include classes on campus, trips to the grocery store, NROTC classes, meeting with advisors, and unit events outside of the Wardroom. The following does not fall under appropriate CCA: wearing pajamas, sweatpants, pieces from a uniform that are distinctly Navy (see 714 b.), and clothing containing inappropriate graphics. Undershirts also may not be worn as outer garments in CCA. Exercise or gym clothes may only be worn while exercising or transiting to or from the gym. Exercise clothing shall not be worn to class if exercising before or after class. The grandmother rule also applies to CCA. Undergarments shall not be worn as outer garments nor may they be worn on top of outer garments.

- c. DRUG ADVOCACY PROHIBITED. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance which is likely to discredit the Navy or Marine Corps.
- d. EARRINGS. Earrings are prohibited for male personnel in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority (see 717.f), earrings may be prohibited while in foreign countries.
- e. BODY PIERCING. Body piercings are not authorized while in uniform. No articles, other than earrings (one earring per earlobe) for women, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority, body piercing may be prohibited while in foreign countries.
- f. TATTOOS/BODY ART/BRANDS. Four criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic. Midshipmen must inform the Unit Staff prior to getting a tattoo to ensure that it does not conflict with any of these four criteria.
  - (1) Content: Tattoos located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnicity, or national origin are prohibited. In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist

groups, or advocate illegal drug use are prohibited. Waivers will not be given for tattoos with prohibited content.

- (2) Location: One tattoo is authorized on the neck and shall not exceed one inch in measurement in any dimension (height/width). Tattoos meeting these requirements are acceptable behind the ear. Permissible tattoos on the torso area of the body shall not be visible through white uniform clothing. No tattoos are permitted on the head, face (to include ear) and scalp.
  - (3) Size: The size restriction for visible tattoos is limited to the area of the neck and behind the ear only. As a result of this change, leg and arm tattoos can be of any size. Tattoo on the neck or behind the ear will not exceed one inch in measurement in any dimension (height/width).
  - (4) Cosmetic: Cosmetic tattoos are authorized to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel.
- g. **MUTILATION.** Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance. Examples of mutilation include, but not limited to:
- (1) A split or forked tongue
  - (2) Foreign objects inserted under the skin to create a design or pattern.
  - (3) Enlarged, gauged, or stretched out holes in ears (other than a normal piercing).
  - (4) Intentional scarring on neck, face, or scalp.
  - (5) Intentional burns creating a design or pattern.
- h. **DENTAL ORNAMENTATION.** The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.
- i. Jewelry and earrings are authorized for females while in PCA but only one earring per lobe in each ear. Body piercing is authorized while in PCA but not while in uniform or during Navy functions.

## 702. UNIFORM WEAR

"Have an exalted pride in the uniform you wear and all that it represents. Wear it correctly; wear it proudly. Salute it with respect when you meet it; behave in it in a seemly manner, protect it when it is offended or in danger. It represents the fleet, The Nation, your home and your family. It is a symbol of all that is dear to you and of all that men are willing to die for."

Uniform	Creases Required	Location of class and rank insignia	Ribbons
Khakis	Yes	Collar	Yes
NWU	No	Chest	No
SDB	No	Soft shoulder boards and on sleeve of jacket	Yes
Dinner Dress Blues	No	Soft shoulder boards and on sleeve of jacket	Yes
Summer Whites	Yes	Hard shoulder boards	Yes
Coveralls	No	Collar	No

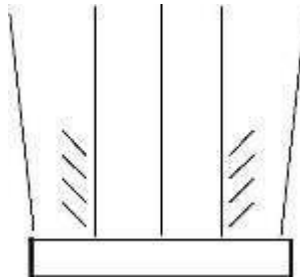
Correct wear of uniforms can be seen on the official Navy website at <http://www.public.navy.mil/bupers-npc/support/uniforms/uniformregulations/Pages/TOC.aspx>

Note that these are for fleet enlisted and commissioned personnel, and that small differences exist between their and our uniforms.

Pictures of proper uniform wear can be seen in Appendix I.

## 703. CREASES AND MILITARY TUCK

- a. Creases for males and females include 3 creases down the back of the shirt and one along the top of each sleeve. The center crease shall be down the exact middle and perpendicular to the deck. The side creases shall be equidistant from the center crease and perpendicular to the deck. The creases on the sleeves shall run along the top of the sleeve and be perpendicular to the hem. For males, there are two additional creases in the front. Each shall be perpendicular to the deck and intersect the button of the front pocket. When ironing creases, be sure to use plenty of steam and water.
- b. A military tuck shall be maintained at all times. Military tuck is defined as pulling the front of the shirt tight around the sides and tucking the excess behind the outer creases in the back.



#### 704. RIBBONS AND NAME TAGS

Ribbons are to be located centered and 1/4 inch above the left breast pocket (1/8 inch for Marine Options) and parallel to the top of the pocket. For the SDB jacket, ribbons are parallel to the top of the pocket. Name tags are to be located centered and 1/4 inch above the right breast pocket (1/8 inch for Marine Options), or where the pocket would be on the SDB jacket, and parallel to the top of the pocket. Any and all ribbons that a midshipman has earned should be worn when in an appropriate uniform, and worn in the correct order of precedence (see Chapter 8).



Name tag placement on Summer White and Khaki uniform



Ribbon placement on Summer white and Khaki uniform

#### **705. HARD AND SOFT SHOULDER BOARDS**

Hard and soft shoulder boards are to be placed so that the tail bitter end, or free end, of the rope on the anchor insignia is pointing over the shoulder to the rear. For Marine Option midshipmen, the Eagles of the Eagle, Globe, and Anchor should face forward or inward, whichever is applicable.



Soft shoulder board on SDB, the free end of the rope goes over the shoulder





Hard shoulder board on Summer White uniform, free end of rope goes over the shoulder

#### **706. NECKTIES**

Males are required to wear neckties with their SDBs. Full Windsor knots are required and the tip should be no more than 1 inch from the top of the belt buckle. The clip should be halfway between the 3rd and 4th buttons and parallel to the deck. Females will wear neck tabs instead.

#### **707. COLLAR DEVICES**

- a. Collar devices for the khakis and coveralls are to be located 1 inch up from the bottom edge and 1 inch in from the outside edge. A good measure is to place a quarter in the corner of the lapel such that it is not off the edge of the collar and then place the insignia at the end of the quarter; DO NOT rely solely upon this trick, as it will not work for most officer insignia.
- b. For the 3rd and 2nd class insignia the left and right anchors are mirrored. Make sure when putting them on that the bitter end of the rope is pointing up and outwards over the shoulder.
- c. For the 1st Class and the Marine Option insignia the left and right are also mirrored. Make sure that the eagles are both facing inwards



Collar device placement on Khaki uniform, loose end of rope goes over the shoulder.

#### **708. SDB COAT COLLAR ANCHOR INSIGNIA**

Midshipman collar insignia shall consist of plain gold anchors indicating midshipman status and gold academic achievement stars to be worn on the collars of dress blue coats. Anchor Insignia shall be pinned on each collar tip of the coat so that the crown of the anchor is  $\frac{1}{2}$  inch above the notch of the lapel (males), and 1 inch from the bottom and centered (female). The centerline of the shank is to be parallel to and  $\frac{3}{4}$  inch from the outer edge of the collar. The lower end of the stock shall be outboard, and the stock shall be approximately horizontal. Marine Option Midshipmen shall wear the gold enlisted Marine Corps left and right collar emblems in lieu of the anchor insignia.



SDB Anchor Insignia Placement, lower end of stock is outboard

#### **709. SLEEVE INSIGNIA**

Class insignia on the left sleeve of the SDB jacket is to be located halfway between the elbow and shoulder centered on the front side halfway between the front and back creases, ensuring the bars are parallel to the deck when the sleeve is relaxed. The rank insignia on the sleeve is to be located 2 inches from the bottom of the sleeve halfway between the front and back creases on the outer half. The bars shall also be parallel to the end of the sleeve. The star above the rank insignia shall be centered 1/4 inch above the last strip with one point facing down. The petty officer insignia shall be centered halfway between the elbow and shoulder on the right sleeve facing outwards halfway between the front and rear crease.

#### **710. COVERS**

Covers are to be centered and 2 fingers above the bridge of the nose. Combination covers should be clean, insignia should be centered and eagles pointed upwards or 'flying', chinstrap should be tight, and the visor should be polished.

#### **711. GARRISON COVER INSIGNIA**

The insignia on the garrison cover for the khakis is to be located 2 inches from the front of the cover to the shaft of the anchor (center of the globe for Marine Options) and the bottom of the shaft (center of the globe)

for the Marine Options) is to be located 1½ inches from the bottom of the cover.



Navy insignia placement on garrison cover

## 712. NWU TYPE III - CLASS INSIGNIA AND PATCH PLACEMENT

NROTC MIDN 3/C Metal Rank Insignia (NWU TYPE III)



NROTC MIDN 2/C Metal Rank Insignia (NWU TYPE III)



NROTC MIDN 1/C Metal Rank Insignia (NWU TYPE III)



The American Flag patch is to be worn on the MIDN's right shoulder, while the Naval Jack is to be worn on the MIDN's left shoulder. Patches are to be kept free of Irish pennants and not bowed in the middle. Insignia are to be kept clean, and free of scratches.

### 713. SHOES

Black dress shoes are required for SDBs and Khakis, and shall be kept polished at all times. Make sure to strip new shoes and keep them well shined. Shining shoes takes much time and many coats. At first they will not be shiny, but over time they will develop a luster. It is not recommended that a quick shine be used, as over time it will dull the shoes. White shoes are required for Summer Whites and shall be kept white at all times, with the edges clean and dressed. The laces for all dress shoes will be tucked in when worn.

### 714. FEMALE - SPECIFIC UNIFORM REGULATIONS

Skirts shall fall no more than 1 ½ inches above or below from the back of the knee. Hosiery should be flesh-toned nylon, undecorated, and seamless. Shoe heels should be no more than 2 5/8 inches, nor less than 5/8 inches in length measuring from the front edge. Handbags must be black and when worn with a strap they should be carried over the left shoulder.

### 715. UNIFORM ETIQUETTE

- a. While wearing the uniform, midshipmen are required to act professionally and not in a manner that discredits the Naval Services. This means walking in a military manner, and not running or walking with your head down. All buttons shall be buttoned, pockets should be kept free of bulky items, and the gig line should be maintained: males aligned with the right edge of the belt buckle and females the left edge. Any items you do carry are to be placed in the left hand unless too large to carry in one hand. Backpacks may be worn over either the left shoulder or both shoulders while wearing NWU Type III. Authorized colors of backpacks include black, navy blue and matching NWU Type III pattern in accordance with Navy Uniform Regulation 2101.3c(2)(a). No personal ornamentation is authorized attached to or on backpacks. **Note that these bags are allowed to be worn on the shoulders when in service working uniforms ONLY. When in dress uniform (SDB, Whites, and Dress Whites) any civilian bags must be hand-carried.**
- b. No part of any uniform or equivalent shall be worn at the same time that civilian clothes are worn, except for articles which present NO distinct naval appearance such as shoes, socks, undershirts, or raincoats. Incomplete uniforms will not be worn. Uniforms shall be kept clean, in proper repair, and sharply pressed at all times. All hanging threads (Irish Pennants or IPs) will be removed from the outside of the uniform.
- c. When in uniform, all cell phone usage (calling, texting, etc.) is **only** permitted while stationary. Should an incident arise that requires cell phone usage while walking, move to the side of the walkway and remain stationary until the issue is handled. Cell phone usage will be conducted using the left hand only, so the right hand is available to render a proper salute.

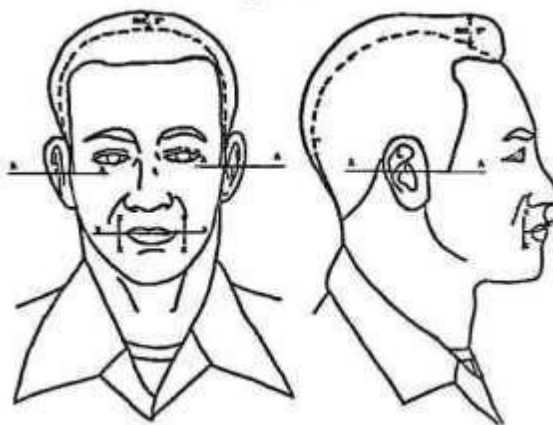
- d. A plain, solid black, collapsible (in length) umbrella may be carried when weather conditions warrant.
- e. Black knit watch caps may be worn only at the discretion of the unit CO.

## **716. OUTER GARMENTS**

The black, relaxed fit Eisenhower jacket is authorized for wear with the Summer Whites and Khaki uniforms. There is no class insignia on the Eisenhower jacket. The outer edge of the officer rank insignia is to be placed 3/4 inch from the outer edge of the flap which is located on the top of the shoulder. All weather coats are authorized for wear with any uniform and the same rules for insignia apply to it as they do to the Eisenhower jacket. Jackets must be zipped or buttoned at least 3/4 of the way. For reefer jackets, hard shoulder boards will be worn.

## **717. GROOMING**

- a. Midshipmen shall remain clean and presentable at all times. Hairstyles for males are to be neutral and fall within the following regulations. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hair-style. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows when headgear is removed, show under front edge of headgear, or interfere with properly wearing military headgear. The bulk of the hair shall not exceed approximately two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, waved, and straight hair are recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper with a line at the back of the neck. **One** (cut, clipped or shaved) natural, narrow, fore and aft part is authorized. Varying hairstyles, including afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with properly wearing military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status. Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below a point level with the middle of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line.



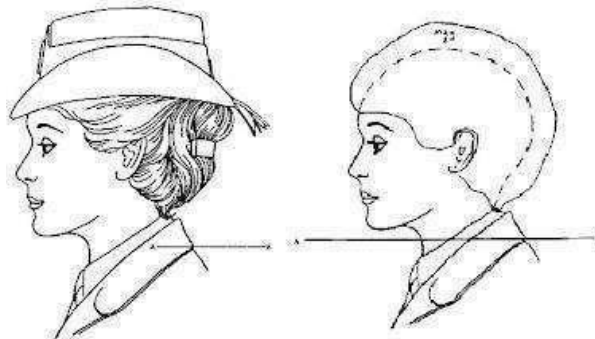
b. Female hair and cosmetic regulations are as follows. Hair must be neat and clean at all times. Hair cannot extend below the lower lip of the collar, unless in a single braid, French braid, or ponytail and not be visible in front of any cover worn. No hair ornaments are authorized, and bobby pins, combs, etc. must be covered by hair and be the same color as the individual's hair. Extensions are authorized but must have the same appearance as the natural hair. No faddish or exaggerated hair styles will be permitted. Braided hairstyles are authorized, but must be conservative and adhere to all other regulations. Any number of braids is permitted. Hair dying is authorized, but must look natural and complement the natural hair color. Hair nets are not authorized.

- (1) Single Braid, French Braid, or Ponytails - Wear of a single braid, French braid or single ponytail is authorized in Service, Working, and PT uniforms. The end of the braid or ponytail may extend up to three inches below the lower edge of the collar. The initial accessory (i.e. hair tie) for the ponytail shall not be visible from the front and shall be the same color as the hair.
- (2) Hair Buns - The width or diameter of the hair bun will not exceed or extend beyond the width of the back of the head.
- (3) Lock Hairstyle - For the purpose of Navy regulations a lock hairstyle consists of one section of hair that twists from or near the root to the end of the hair and creates a uniform ringlet or cord-like appearance. Locks may be worn in short, medium, and long hair lengths. Locks must continue from the root to the end of the hair in one direction and should encompass the whole head. Partings must be square or rectangular. When worn, loose locks will be spaced no more than  $\frac{3}{8}$  inch apart, the width will not exceed  $\frac{3}{8}$  inch, and locks will be tightly interlaced to present a neat and professional military appearance. Locks may be worn in a bun provided all hair grooming requirements are met. Locks may not be worn in combination with other hairstyles. New growth, defined as hair



growing naturally from the scalp that has not yet been locked, will not exceed 1/2 inch at any time.

- c. Cosmetics should be in good taste and used conservatively.
- d. Fingernails for women shall not exceed 1/4 inch measured from the fingertip and shall be kept clean. The tips of the nails may be round, almond/oval or square in shape. Nail polish may be worn, but colors shall be conservative and inconspicuous. White, black, red, yellow, orange, green, purple, grey, glitter, striped or any sort of pattern/decorative nail polish is not authorized. French and American manicures (white and off- white tips with neutral base color only) are authorized.
- e. Fingernails for men shall not extend past fingertips and shall be kept clean. The tips of the nails may be round to align with the contour of the fingertip. Buffed nails or clear coat nail polish is authorized. Colored nail polish is not authorized for men.



- f. Jewelry regulations are the same for males and females and are as follows. Rings are authorized for one ring per hand excluding the wedding ring. One necklace may be worn but cannot be visible. One watch and one bracelet are authorized. Males may not wear any type of earrings or piercing, while females cannot have more than one piercing per ear (centered on the earlobe). Earrings shall be 4mm-6mm gold balls (approximately 1/8 - 1/4 inch), plain with shiny or brushed matte finish.
- g. There are several places to get your hair cut. One is Campus Unisex in the basement of the RPI Student Union. They have walk-in hours on Monday and Friday. Additionally, your shipmates may be willing to accommodate you, but be aware that this may not always be the best option.

## **718. PT UNIFORM**

- a. There are two main uniforms that will be worn for Unit PT: Unit PT Gear and Official Navy PT Gear. Unit PT gear consists of a Unit provided red PT shirt and black athletic shorts. Other black athletic shorts may be worn, so long as they are similar in length and fit to those provided, and have minimal designs. Official Navy PT gear consists of the official Navy yellow PT shirt and blue PT shorts. Some specific PTs may instead call for NWU/MARPATs to be worn.
- b. All midshipmen shall wear running shoes and white, grey, or black socks as part of the PT uniform. Colored, or otherwise patterned (e.g. argyle socks) are not permitted.

## **CHAPTER 8 – UNIT AND INDIVIDUAL AWARDS**

### **801. BACKGROUND**

- a. Each semester awards are presented for academic, athletic, military, and community service excellence.
- b. Each year certain organizations present awards to midshipmen and cadets in recognition of special achievements. These awards are presented at the Joint Service Presidential Awards Ceremony.

### **802. UNIT RIBBON AWARDS**

- a. All-Around Performance Ribbon. Awarded to midshipmen for achieving both a 3.75 and above GPA, 95 PRT, and also having completed over 10 community service hours. Midshipmen wear this ribbon for the following semester.
- b. Academic Performance/Excellence Ribbon. Awarded to midshipmen who maintain a cumulative GPA of at least 3.5/3.75/4.0 or higher. Midshipmen wear this award for the following semester. Silver stars are awarded each semester to midshipmen who have achieved a 4.0 GPA the previous semester.
- c. Unit Commendation Award. Awarded to midshipmen for earning midshipman of the month as recommended by the MCO, MXO and CMC.
- d. Leadership Award. Awarded to a midshipman who has shown exemplary conduct and leadership, as recommended by the MCO, MXO, and CMC.
- e. Community Service Award. Awarded to midshipmen who have completed at least 50 hours of community service. A silver star is authorized after completing 150 hours.
- f. Physical Fitness Ribbon. Awarded to those midshipmen who achieve a score of 95 or above on the end of semester PRT or 285 on the PFT. Ribbon is worn for the following semester. A silver star is awarded for a perfect score.
- g. Drill Team Ribbon. Awarded to midshipmen who have competed in at least two MECs on the drill team. A gold star is authorized after competing in five MECs, and winning at least one trophy.
- h. Color Guard Ribbon. Awarded to midshipmen who have competed in at least two MECs on the color guard team. A gold star is authorized after competing in five MECs, and winning at least one trophy.
- i. Intramural Sports Ribbon. Awarded after a midshipman has competed on

Skeleton Kru intramural sports teams for six seasons. Note: Multiple seasons can be completed in one semester if competing on multiple teams. A gold star is authorized after competing for eight seasons, and winning at least one championship.

- j. Joint Service Vocalists Ribbon. Awarded to midshipmen who have performed as part of the Joint Service Vocalists for at least two semesters.
- k. Marine Corps Association Award. Awarded to the graduating Marine option Midshipman who has excelled in terms of academics, military aptitude and leadership ability.
- l. Darlene Branik Memorial Award for Physical Fitness Achievement. Awarded to the outstanding midshipman in the NROTC Unit as reflected in his or her physical fitness achievements during the academic year.
- m. Naval Science Award. Awarded to the two second class midshipmen with the highest cumulative GPA in Naval Science courses.
- n. Schenectady Council of the Navy League Award. Awarded to the most outstanding Navy option midshipman in each class.
- o. Naval Submarine League Award. Awarded to the graduating midshipman who has demonstrated superior academic and military aptitude for entry into the submarine warfare community.
- p. Distinguished Graduate Award. This award honors the graduating midshipman who demonstrates the highest standards of leadership and academic and military performance.

### **803. JOINT SERVICE INDIVIDUAL AWARDS**

- a. Rensselaer Polytechnic Institute Board of Trustees Award. Awarded to the graduating midshipman who has demonstrated superior performance both academically and militarily. The award consists of a sword.
- b. American Legion General Military Excellence Awards. Awarded to midshipmen who have demonstrated outstanding qualities of military leadership, discipline, character, and citizenship and stand in the upper 25% of their class.
- c. American Legion Scholastic Excellence Awards. Awarded to Midshipmen who stand in the upper 10% of their graduating class and upper 25% of their ROTC class academically, have demonstrated high qualities in military leadership, and are active participants in constructing student activities.
- d. Daughters of the American Revolution Award. Awarded to the midshipman who is in the upper 25% of his/her class both in NROTC and scholastically and has demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability,

and an understanding of the importance of NROTC training.

- e. Daughters of Founders and Patriots of America Award. Awarded to a fourth class midshipman who is in the top 25% of his/her NROTC class, has accomplished a high degree of excellence in Military Aptitude or American History, and has demonstrated a potential for leadership.
- f. The Military Order of the World Wars Award. Awarded to midshipmen who show improvement in both military and academic performance.
- g. National Sojourners Award. Awarded to a third class midshipman who is in the top 25% of his/her academic class, has encouraged and demonstrated the ideals of Americanism by deed and/or conduct, and has demonstrated a potential for outstanding leadership.
- h. Reserve Officer Association Award. Awarded to midshipmen who have demonstrated the most improvement in leadership.
- i. Society of the War of 1812 Award. Awarded to the third class midshipman who is in the top 20% of his or her class academically, and in the top 10% of his or her class in Naval Science and in military aptitude.
- j. Veterans of Foreign Wars Award. Awarded to a second class midshipman who is in good academic standing, a strong achiever, and who has demonstrated a strong effort militarily and academically.
- k. Armed Forces Communication and Electronics Association Award. Awarded to the second class midshipman who possesses a strong moral character and has the highest GPA in one of the following academic majors: Communications Engineering, Electronics, Electrical Engineering, Math, Computer Technology, or Intelligence Systems.
- l. American Veterans (AMVETS) Award. Awarded to a second class midshipman who demonstrates outstanding attributes of leadership, dependability, initiative, and officer potential, and achieved an A in Naval Science the previous semester.

#### **804. JOINT SERVICE TAYLOR TROPHY**

The Robert E. Taylor Memorial Award is presented annually to the RPI ROTC Unit that has demonstrated overall excellence in the Joint Service sports competition. The award consists of a trophy engraved with the winning unit's name, to be displayed in the respective service's spaces. The specific events are subject to modification each year and can be changed with inter-service agreement.

#### **805. AWARD PRECEDENCE**

Midshipmen are expected to wear the awards that they have been authorized to wear. Ribbons will be worn with the senior awards on top and inboard in the order set forth below:

#### AWARDS (Most to Least Senior)

Captain's Individual Excellence Ribbon  
Armed Forces Communications and Electronics Assoc.  
Award Society of American Engineers Award  
American Legion Scholastic Excellence Award  
American Legion Military Excellence Award  
Reserve Officers Association Award  
Society of the War of 1812 Award  
National Sojourners Award  
The Military Order of the World Wars Award  
Daughters of the American Revolution Award Sons  
of the American Revolution Award  
Daughters of Founders and Patriots of America Award  
AMVETS Award  
Veterans of Foreign Wars Award Unit  
Academic Ribbon (3.75) Unit  
Academic Ribbon (3.5) Unit  
Commendation Award  
Unit Leadership Award  
Community Service Ribbon  
Physical Fitness Ribbon Drill  
Team Ribbon  
Color Guard Ribbon  
Intramural Sport Ribbon  
Joint Service Vocalists Ribbon

#### **806. WEARING OF AWARDS**

The NROTC ribbons listed above will be worn only during activities on campus and unless otherwise stated. During periods of active duty (summer training), official travel outside of campus, and in CAC photos, NROTC awards and Midshipman officer/chief insignia are not authorized to be worn.

## **CHAPTER 9 – PROGRAM REQUIREMENTS**

### **901. REGULATIONS FOR OFFICER DEVELOPMENT (ROD)**

The source documentation for all NROTC regulations and requirements is NSTC MANUAL 1533 Series, REGULATIONS FOR OFFICER DEVELOPMENT. The ROD is an excellent resource for midshipmen to learn more about program requirements, general guidelines for performance deficiencies, student operations, unit administration and more. The ROD can be found at:

[http://www.netc.navy.mil/nstc/NSTC Directives/NSTC Manuals/NSTC%20M-1533.2B%20-%20ROD%20\(Aug%2017%20-%20Final\).pdf](http://www.netc.navy.mil/nstc/NSTC%20Directives/NSTC%20Manuals/NSTC%20M-1533.2B%20-%20ROD%20(Aug%2017%20-%20Final).pdf)

### **902. PHYSICAL STANDARDS**

Each semester all midshipmen are required to complete a physical fitness examination. For Navy Option Midshipmen this means the Physical Readiness Test (PRT). For Marine Option Midshipmen this means the Physical Fitness Test (PFT) and/or Combat Fitness Test (CFT). The PRT consists of; push-ups, sit-ups, and a 1.5 mile run. The three scores for each category are averaged to give the midshipman's overall PRT score. The PFT is conducted in a similar manner. The test consists of pull-ups (or optional push-ups for females), sit-ups, and a 3 mile run. The CFT consists of an 880 yard sprint, ammo can shoulder presses, and a maneuver under fire course.

**Navy option midshipmen are required to score "Good Low" or higher in all categories in the 20-24 age bracket standard of the PRT from the day they check into the unit until the day they commission.** Marine Option Midshipmen are required to score "Second Class" or higher for their current age group on the PFT and CFT in their first year within the program (scholarship or college program). However, in the second or subsequent year in the program, Marine Option Midshipmen are required to score "First Class" on the PFT and CFT.

If Midshipmen find themselves below these standards, they should seek additional help through the Athletics Division, the AMOI, and their class advisor, as well as consult the ROD for general guidelines for performance deficiencies in regard to physical readiness. The following tables are the scores for the PRT and PFT by age group, respectively.

#### Physical Fitness Failures and Consequences:

- a. **Scholarship Activation:** At the discretion of the Professor of Naval Science, first-year Midshipmen failing to meet the above specified standards will not have their scholarship activated. If a failure occurs on the initial PRT (e.g. Midshipman scores below Good Low in any category for the 20-24 age group during the New Student Orientation PRT), the individual's scholarship will not be activated until he/she can demonstrate they can meet standards by passing a subsequent PRT. Scholarships not activated within 45 days of the start of the semester will **not** result in tuition payments for that semester.
- b. **Subsequent Failure:** Per the Regulation for Officer Development, Midshipmen who fail the physical fitness standards outlined in these

regulations **twice in a period of three years**, shall be automatically processed for disenrollment. While the Professor of Naval Science (PNS) may recommend as part of that disenrollment package that the Midshipman be retained, the final decision belongs to Commander, Naval Service Training Command (CNSTC).

- c. MIDN 1/C Failures: 1/C Midshipmen who fail to meet physical fitness standards during the academic year in which they will commission, regardless of previous history of PRT performance, shall be placed on Leave of Absence from the unit, and will not commission until they are able to meet physical standards.
- d. Performance Review Board: Any instance of substandard performance on the PRT, PFT, CFT, may likely result in the Midshipmen being referred to a Performance Review Board.

Bad Day: A CO may authorize one retest to pass the PRT portion of the current PFA cycle.

- a. An individual must request a "Bad Day" within 24 hours of completing the PRT. If approved, the retest must be administered within 7 days of the initial PRT failure and within the same PFA cycle for which the "Bad Day" was requested.
- b. The member must retake all components of the PRT. The "Bad Day" option does not apply to BCA determinations.
- c. If the individual is approved for a "Bad Day" but does not participate in the retest, becomes "medically waived" before the retest, or transfers to another assignment before the retest, the initial test score is to be entered into PRIMIS as the official PFA.



### 903. PRT SCORES

#### MALES 17 TO 19 YEARS

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5 MILE RUN
Outstanding High	100	109	92	8:15
Outstanding Medium	95	107	91	8:45
Outstanding Low	90	102	86	9:00
Excellent High	85	98	82	9:15
Excellent Medium	80	93	79	9:30
Excellent Low	75	90	76	9:45
Good High	70	81	68	10:00
Good Medium	65	71	60	10:30
Good Low	60	62	51	11:00
Satisfactory High	55	59	49	12:00
Satisfactory Medium	50	54	46	12:15
Probationary	45	50	42	12:45

#### MALES 20 TO 24 YEARS

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5 MILE RUN
Outstanding High	100	105	87	8:30
Outstanding Medium	95	103	86	9:00
Outstanding Low	90	98	81	9:15
Excellent High	85	94	77	9:45
Excellent Medium	80	90	74	10:00
Excellent Low	75	87	71	10:30
Good High	70	78	64	10:45
Good Medium	65	66	55	11:30
Good Low	60	58	47	12:00
Satisfactory High	55	54	45	12:45
Satisfactory Medium	50	50	42	13:15
Probationary	45	46	37	13:30

#### FEMALES 17 TO 19 YEARS

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5 MILE RUN
Outstanding High	100	109	51	9:29
Outstanding Medium	95	107	50	11:15
Outstanding Low	90	102	47	11:30
Excellent High	85	98	45	11:45
Excellent Medium	80	93	43	12:00
Excellent Low	75	90	42	12:30
Good High	70	81	36	12:45
Good Medium	65	71	30	13:00
Good Low	60	62	24	13:30
Satisfactory High	55	59	22	14:15
Satisfactory Medium	50	54	20	14:45
Probationary	45	50	19	15:00

#### FEMALES 20 TO 24 YEARS

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5 MILE RUN
Outstanding High	100	105	48	9:47
Outstanding Medium	95	103	47	11:15
Outstanding Low	90	98	44	11:30
Excellent High	85	94	43	12:15
Excellent Medium	80	90	40	12:45
Excellent Low	75	87	39	13:15
Good High	70	78	33	13:30
Good Medium	65	66	28	13:45
Good Low	60	58	21	14:15
Satisfactory High	55	54	20	15:00
Satisfactory Medium	50	50	17	15:15
Probationary	45	46	16	15:30

#### 904. PFT SCORES

Listed below are the charts for the PFT. Alternatively, you can visit <http://beforeparrisland.com/pft/calculator.html> to calculate your score.

Crunches					
Males			Females		
Reps	17-20	21-25	Reps	17-20	21-25
110		100	105		100
109		99	104		99
108		97	103		98
107		96	102		96
106		94	101		95
105	100	93	100	100	94
104	98	91	99	99	93
103	97	90	98	98	92
102	95	88	97	96	90
101	93	87	96	95	89
100	91	85	95	94	88
99	90	84	94	93	87
98	88	82	93	92	86
97	86	81	92	90	84
96	85	79	91	89	83
95	83	78	90	88	82
94	81	76	89	87	81
93	79	75	88	86	80
92	78	73	87	84	78
91	76	72	86	83	77
90	74	70	85	82	76
89	73	69	84	81	75
88	71	67	83	80	74
87	69	66	82	78	72

86	67	64	81	77	71
85	66	63	80	76	70
84	64	61	79	75	69
83	62	60	78	74	68
82	61	58	77	72	66
81	59	57	76	71	65
80	57	55	75	70	64

79	55	54	74	69	63
78	54	52	73	68	62
77	52	51	72	66	60
76	50	49	71	65	59
75	49	48	70	64	58
74	47	46	69	63	57
73	45	45	68	62	56
72	43	43	67	60	54
71	42	42	66	59	53
70	40	40	65	58	52
			64	57	51
			63	56	50
			62	54	48
			61	53	47
			60	52	46
			59	51	45
			58	50	44
			57	48	42
			56	47	41
			55	46	40
			54	45	
			53	44	
			52	42	
			51	41	
			50	40	

Pull-ups					
Males			Females		
Reps	17-20	21-25	Reps	17-20	21-25
23		100	10		
22		97	9		100
21		93	8		95
20	100	90	7	100	90
19	96	87	6	93	85

18	93	83	5	87	80
17	89	80	4	80	75
16	85	77	3	73	70

15	81	73	2	67	65
14	78	70	1	60	60
13	74	67			
12	70	63			
11	66	60			
10	63	57			
9	59	53			
8	55	50			
7	51	47			
6	48	43			
5	44	40			
4	40				

Push-ups (optional)					
Males			Females		
Reps	17-20	21-25	Reps	17-20	21-25
87		70	48		70
86		69	47		69
85		69	46		68
84		68	45		67
83		67	44		66
82	70	67	43		65
81	69	66	42	70	64
80	69	66	41	69	63
79	68	65	40	67	62
78	67	64	39	66	61
77	66	64	38	65	60
76	66	63	37	63	59
75	65	62	36	62	58
74	64	62	35	61	57
73	63	61	34	60	56
72	63	60	33	58	55
71	62	60	32	57	54
70	61	59	31	56	53
69	60	59	30	54	52
68	60	58	29	53	51
67	59	57	28	52	50
66	58	57	27	50	49

65	57	56	26	49	48
64	57	55	25	48	47
63	56	55	24	47	46
62	55	54	23	45	45
61	54	53	22	44	44
60	54	53	21	43	43
59	53	52	20	41	42
58	52	51	19	40	41
57	51	51	18		40
56	51	50			
55	50	50			
54	49	49			
53	48	48			
52	48	48			
51	47	47			
50	46	46			
49	45	46			
48	45	45			
47	44	44			
46	43	44			
45	42	43			
44	42	43			
43	41	42			
42	40	41			
41		41			
40		40			

3 Mile Run					
Males			Females		
Time	17-20	21-25	Time	17-20	21-25
18:00	100	100	21:00	100	100
18:10	99	99	21:10	99	99
18:20	98	98	21:20	98	98
18:30	97	97	21:30	97	97
18:40	96	96	21:40	96	96
18:50	95	95	21:50	95	95
19:00	94	94	22:00	94	94
19:10	93	93	22:10	93	93

19:20	92	92	22:20	92	92
19:30	91	91	22:30	91	91
19:40	90	90	22:40	90	90
19:50	89	89	22:50	89	89
20:00	88	88	23:00	88	88
20:10	87	87	23:10	87	87
20:20	86	86	23:20	86	86
20:30	84	84	23:30	85	85
20:40	83	83	23:40	84	84
20:50	82	82	23:50	83	83
21:00	81	81	24:00:00	82	82
21:10	80	80	24:10:00	81	81
21:20	79	79	24:20:00	80	80
21:30	78	78	24:30:00	79	79
21:40	77	77	24:40:00	78	78
21:50	76	76	24:50:00	77	77
22:00	75	75	25:00:00	76	76
22:10	74	74	25:10:00	75	75
22:20	73	73	25:20:00	74	74
22:30	72	72	25:30:00	73	73
22:40	71	71	25:40:00	72	72
22:50	70	70	25:50:00	71	71
23:00	69	69	26:00:00	69	69
23:10	68	68	26:10:00	68	68
23:20	67	67	26:20:00	67	67
23:30	66	66	26:30:00	66	66
23:40	65	65	26:40:00	65	65
23:50	64	64	26:50:00	64	64
24:00:00	63	63	27:00:00	63	63
24:10:00	62	62	27:10:00	62	62
24:20:00	61	61	27:20:00	61	61
24:30:00	60	60	27:30:00	60	60
24:40:00	59	59	27:40:00	59	59
24:50:00	58	58	27:50:00	58	58
25:00:00	57	57	28:00:00	57	57
25:10:00	56	56	28:10:00	56	56
25:20:00	54	54	28:20:00	55	55

25:30:00 53	53	28:30:00 54	54
25:40:00 52	52	28:40:00 53	53
25:50:00 51	51	28:50:00 52	52
26:00:00 50	50	29:00:00 51	51
26:10:00 49	49	29:10:00 50	50
26:20:00 48	48	29:20:00 49	49
26:30:00 47	47	29:30:00 48	48
26:40:00 46	46	29:40:00 47	47
26:50:00 45	45	29:50:00 46	46
27:00:00 44	44	30:00:00 45	45
27:10:00 43	43	30:10:00 44	44
27:20:00 42	42	30:20:00 43	43
27:30:00 41	41	30:30:00 42	42
27:40:00 40	40	30:40:00 41	41
		30:50:00 40	40

## 905. HEIGHT/WEIGHT

- a. Midshipmen are required to meet height/weight standards. The Unit conducts height/weights checks every semester along with the PRT/PFT. The height/weight standards are as follows:

Navy				Marines					
Males		Females		Males			Females		
Height	Max Weight	Height	Max Weight	Height	Max Wt	Min Wt	Height	Max Wt	Min Wt
57	127	57	127	58	132	91	58	120	91
58	131	58	131	59	136	94	59	124	94
59	136	59	136	60	141	97	60	128	97
60	141	60	141	61	146	100	61	132	100
61	145	61	145	62	150	104	62	137	104
62	150	62	149	63	155	107	63	141	107
63	155	63	152	64	160	110	64	146	110
64	160	64	156	65	165	114	65	150	114
65	165	65	160	66	170	117	66	155	117
66	170	66	163	67	176	121	67	160	121
67	175	67	167	68	181	125	68	164	125
68	181	68	170	69	186	128	69	169	128
69	186	69	174	70	192	132	70	174	132
70	191	70	177	71	197	136	71	179	136
71	196	71	181	72	203	140	72	184	140
72	201	72	185	73	208	144	73	189	144
73	206	73	189	74	214	148	74	195	148
74	211	74	194	75	220	152	75	200	152
75	216	75	200	76	226	156	76	205	156
76	221	76	205	77	232	160	77	211	160
77	226	77	211	78	238	164	78	216	164
78	231	78	216	79	244	168	79	222	168
79	236	79	222	80	250	173	80	228	173
80	241	80	227						

- b. If you are overweight, you will have your body fat calculated. The maximum body fat percentages can be found in the Regulations for Office Development (see section 907). The Body Mass Index (BMI) tables are too long to list here but if you wish to check yourself, you can use the following website:

- (1) <https://www.navycs.com/charts/bodyfatmale.html>
- (2) <https://www.navycs.com/charts/bodyfatfemale.html>

- c. If a midshipman is having trouble meeting any of these physical standards, he or she should seek additional help through the Athletics Division, the AMOI, and their class advisor.



## **906. SWIMMING QUALIFICATION**

Midshipman must pass a 3rd Class Swim Qualification annually if they have not passed the 2nd Class Swim Qualification. The 3rd Class Qualification consists of three parts: a deep water entry, a 50 yard swim using any stroke, and a 5-minute prone float. The 2nd Class Qualification consists of a deep water entry, a 100 yard swim (25 yards each of front crawl, breaststroke, side stroke, and elementary backstroke), and a 5-minute face-down prone float with a transition to a back float at the end. Each midshipman will be tested during their Orientation Week. Swim qualifications may be conducted throughout the year to qualify midshipmen.

## **907. ACADEMIC STANDARDS**

- a. Academically there are multiple standards that a midshipman must meet. First, all midshipmen are expected to maintain a Semester Grade Point Average (SGPA) above 2.5, a Cumulative Grade Point Average (CGPA) above 2.5, and pass every course. Should any midshipman fail to meet these standards, they will be placed on Academic Probation for the immediate following semester. In order to be removed from Academic Probation, a midshipman must:
  - (1) Achieve a minimum 2.5 SGPA and 2.5 CGPA.
  - (2) Pass all courses and maintain satisfactory progress toward a degree within established program time limits.
  - (3) Complete a minimum number of hours of Monitored Academic Study (MAS), per week. The number is at the discretion of the Commanding Officer.
  - (4) Complete a minimum number of hours of Self-Monitored Academic Study, per week. The number is at the discretion of the Commanding Officer.
  - (5) Maintain a study hour log and submit it to the NROTC Midshipman Academics Officer on a weekly basis.
  - (6) Develop a time management plan in consultation with the RPI Advising and Learning Assistance Center and/or your Class Advisor.
  - (7) Develop a plan for completing follow-on courses for those classes which you received a "C" or less, in consultation with your Class Advisor.
  - (8) Meet on a regular basis with your Class Advisor to review your progress, including a review of your study hour log and time

management plan. The rate at which you meet with your Class Advisor is at the Class Advisor's discretion.

Depending on the circumstances of the Academic Probation, a PRB may be convened. Failure to be removed from Academic Probation will surely result in a PRB.

- b. If any midshipmen are having difficulty in any of their classes, they are encouraged to seek assistance. The Unit provides tutors for midshipmen use in multiple subjects. In addition to Unit Tutors, midshipmen may seek extra help by contacting their Academic Advisor, Class Dean, or Advising and Learning Assistance Center (ALAC) located at 2106 Russell Sage Lab, x6269. A full list of ALAC's available tutoring sessions with times may be found at <https://info.rpi.edu/advising-learning-assistance/>
- c. Midshipmen are required to complete all courses required for their Academic Major and must earn a degree in four years.
- d. In addition, midshipmen must complete a series of courses specifically required by NROTC:

Table 3-1: Specified Courses

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

•: Required

+: Advised to make student competitive for USN scholarship

<sup>2</sup> STA-21 Program Authorizations take precedence over these requirements

- (1) For an up-to-date list of courses approved to satisfy these requirements, contact your class advisor or visit <https://www.rpi.edu/dept/naval/www/approvedcourses.html>
- (2) Some courses may be taken at an outside college or university. Those earned credits must be transferred to RPI. If you plan on doing so, you MUST FIRST discuss this with your Class Advisor and Office of the Registrar to ensure the requirements are met.
- (3) A midshipman must complete at least two semester each of calculus and calculus-based physics. Advanced Placement credit is acceptable, but at least one semester of each subject shall

be taken in a classroom environment.

- (4) If a midshipman has completed enough AP credit to bypass the approved courses for calculus and physics, they must take at least one suitable advanced calculus based mathematics and/or physics course.

e. Finally, a series of Naval Science Courses are required to be completed:

- (1) USNA-1010 Introduction to Naval Science - taken Freshman Year, Fall Semester.
- (2) USNA-2020 Sea Power and Maritime Affairs - taken Freshman Year, Spring Semester.
- (3) USNA-2030 Naval Leadership and Management
- (4) USNA-2040 Naval Ship Systems I (Navy options only)
- (5) USNA-2050 Navigation (Navy options only)
- (6) USNA-2060 Naval Operations (Navy options only)
- (7) USNA-2070 Naval Ship Systems II (Navy options only)
- (8) USNA-2150 Evolution of Warfare (Marine options only)
- (9) USNA-2170 Amphibious Warfare (Marine options only)
- (10) USNA-4190 Naval Leadership and Ethics - taken Senior Year, Spring Semester.

## **908. ELECTIVE SURGERIES**

All midshipman interested in obtaining elective surgery of any kind which includes, but is not limited to Corneal Refractive Surgery (CRS) or other cosmetic surgeries, must first contact their class advisor for guidance.

Elective surgeries resulting in medical disqualification will result in disenrollment from the NROTC program. The midshipman will be responsible for the repayment of all scholarships benefits to the Navy.

## **CHAPTER 10 - FREQUENTLY ASKED QUESTIONS**

### **1001 Q: What do I do if I want to make a complaint or suggestion?**

A: For any midshipman wishing to file a complaint, make a suggestion, or schedule a meeting, it is important that they follow their appropriate Chain of Command.

Any midshipman desiring to submit a complaint or suggestion to any superior midshipman officer or Unit Staff officer on matters affecting the functioning of the Ship's Company shall submit such complaint or suggestion in standard letter format addressed to the appropriate officer. This memorandum shall be given to the individual's Division CPO who will then forward it through the Chain of Command.

Alternatively, any midshipman may anonymously provide a suggestion or complaint via the suggestion box located in the Admin Room. The suggestion box is checked regularly by the unit staff.

When a complaint or suggestion is received by an officer of the Ship's Company, that officer shall provide to the individual making the complaint or suggestion a reply outlining the action taken and the reason for taking such action. This reply will be provided at the earliest possible time and may be provided verbally or in writing through the Chain of Command.

Finally, an online suggestion form is available to MIDN. It is linked on the POW every week.

### **1002 Q: Who is issued ID cards, what are they?**

A: All Scholarship midshipmen are issued an Armed Forces Identification Card (DD Form 2N) (Reserve) and all College Program Midshipmen are issued a Uniformed Services Identification and Privilege Card (DD Form 1173). These cards are official federal documents which must be safeguarded to prevent their loss or use by unauthorized persons.

Each midshipman shall carry his or her Military Identification Card on his or her person at all times.

Each midshipman shall properly safeguard his or her Military Identification Card to prevent its loss, theft, or mutilation. Immediately report the loss, theft, or mutilation of a Military Identification Card to the NROTC Unit Administrative Office via the appropriate class advisor.

**1003 Q: What electronic equipment are midshipmen authorized to use?**

A: Computers and Xerox equipment are available for midshipmen to use in the computer room located in the rear of the Administration Office. Usernames and passwords will be provided. Computer and Xerox equipment use is only for official business or for academic purposes. Also available for limited use are the electronic classroom computers located in the room attached to the rear of the Wardroom, once permission has been granted by the Unit Commanding Officer.

**1004 Q: What do I do with issued supplies and equipment?**

A: Midshipmen who are issued government property shall properly safeguard and maintain all such items. Midshipmen shall report immediately to the issuing NROTC Unit Administration Office the loss of or damage to any government property for which they are responsible. The replacement of items lost or damaged through negligence will normally be at the holder's expense.

**1005 Q: What if the school sends me a bill?**

A: If the school sends you a bill for tuition, do not despair. The balance will generally speaking be covered if you are under scholarship. It may take some time to post into your account but it will show up. Your room and board scholarship is for the average room and board. Your housing may be more or less than given and you must participate in a meal plan in order to receive it if you are living on campus. If your housing and meal plan cost less than the average, the remaining balance may be attributed to your account. Additional fees such as purchasing a laptop through the computing center or parking fees will not be covered. If you have more questions contact Admin.

**1006 Q: What do I do if I do not receive my stipend or book allowance?**

A: Midshipmen on scholarship will receive monthly stipend and book allowance during the academic year. If you are not receiving payments via direct deposit or getting the incorrect amount, contact the Admin Office for assistance.

**1007 Q: When does service assignment begin?**

A: Service assignment begins during your junior year. Midshipmen will usually declare their intended community the second semester. It is imperative to do well in academics, PT, and aptitude as this all goes into service assignment. The most common communities are Surface Warfare (SWO), Nuclear (Submarines, SWO Nuclear, and Naval Reactors), and Aviation (Pilot or NFO). Other communities include Special Warfare (SEALs) and Explosive Ordnance Disposal (EOD). Contact your advisor for more information concerning service assignment. Marine

Option midshipmen do not participate in service assignment while in the NROTC program; Marine Option midshipmen may contact the MOI or AMOI for more information

**1008 Q: What is service assignment?**

A: The Navy determines service assignment through the following formula. A midshipman's GPA, military aptitude (including PRT performance), major, and Professor of Naval Science (PNS) points are all taken and factored into the formula. The PRT score is taken from the midshipman's Spring PRT during his or her 2nd Class year. The Pilot/NFO selection also includes points from the Aviation Selection Test Battery (ASTB). The formulas are as follows:

Surface Order of Merit (OOM)		
Criteria	Points Available	Computation
CUM GPA(4.0 Scale)	40	$(\text{GPA} * 25) * 0.40$
APTITUDE	30	$(\text{Semester} * 20) * 0.30$
MAJOR	10	$(\text{Tier} * 0.10)$ Tier 1=100; Tier 2=80; Tier 3=75
PNS Points	20	$(\text{Points} * 0.20)$ Max Points =100

Pilot/NFO Order of Merit (OOM)		
Criteria	Points Available	Computation
Surface OOM (SOOM)	60	$(\text{SOOM} * 0.6)$
AQR	15	$(\text{AQR} * 11) * 0.15$
FAR	25	$(\text{PFAR or FOFAR} * 11) * 0.25$

**1009 Q: How do the needs of the Navy affect service assignment?**

A: Service assignment is conducted by NSTC OD based on Navy needs and input provided by the student and the unit. Based on the specific needs of the Navy at a given time, there may be more of a need of commissioned Ensigns to be trained in one community over another. We are here to serve and the Navy may place you in a community based on its needs.

**1010 Q: What is CORTRAMID?**

A: CORTRAMID, or Career Orientation and Training for Midshipmen, is the

first naval training for midshipmen. It is an excellent opportunity for midshipmen to be introduced to the naval services. One week is spent with each of the lines of the naval service, surface, subsurface, aviation, and the Marines. On CORTRAMID there are various items that are a good idea to bring, which are not present on the CORTRAMID checklist. Discuss these with upperclassmen and mentors who have already attended CORTRAMID. Midshipmen should make the most of the experience by learning a lot, and having fun. However, do not make poor choices as it is common for midshipmen to lose their scholarship over CORTRAMID.

**1011 Q: What other summer training are available to me?**

A: There are a variety of 1/C and 2/C cruises that are available to midshipmen. Midshipmen may inquire about the various summer training opportunities with their mentor or class advisor. Some examples of 1/C and 2/C cruise are listed below.

1. Sea Trials/Battle Stations is the 2/C Navy MIDN summer program. For 10 days, midshipmen will be trained in firefighting, damage control, watchstanding, seamanship, navigation, force protection, and swimming along with physical fitness and military inspection by NROTC staff. At the culmination of Sea Trials, midshipmen must pass a final exam to demonstrate their proficiency to advance in training and readiness to serve in the Fleet. 2/C Nuke cruises may be available for those interested in the nuclear pipeline.
2. 2/C "Nuke" cruise [N] The standard 2/C cruise will see you aboard a submarine usually for about 2 weeks total underway. During this time, you will be given an enlisted sailor as a "running mate" to shadow and learn from. The primary intent of this cruise is to learn about shipboard life from the enlisted point of view. You may also be given a qualification card to maximize the value of your time aboard.
3. 1/C "Officer" Cruise [N] The standard 1/C cruise is generally similar to its 2/C counterpart. However, 1/C cruises have the option of being with an aviation unit specifically, instead of just a surface ship or submarine. Also, your running mate will be a junior officer instead of enlisted. Since the object of this cruise is to learn the role that you yourself will eventually fill, it is advised that you closely follow your running mate (including watch standing and drills) and learn as much as possible.
4. Officer Candidate School (OCS) [MC] Officer Candidate School is the pinnacle of NROTC for Marine options. It is where Marine options earn the title United States Marine. The mission of Officer Candidates School (OCS) is to educate and train officer candidates in Marine Corps knowledge and skills within a controlled and challenging environment in order to evaluate and screen individuals for the leadership, moral, mental, and physical qualities required for commissioning as a Marine Corps officer.

5. Foreign Exchange Cruises (FOREX) are highly competitive programs. 30-50 midshipmen are selected nationwide to take their 1st class summer cruise as an exchange student with an allied navy. Lasting six to eight weeks, cruises with the navies of Japan, Germany, South Korea, Great Britain, Denmark or Australia are likely. It is preferable that a midshipman know the language of the navy they will be training with.
6. Project Global Officer (Project GO) A Department of Defense initiative aimed at improving the language skills, regional expertise, and intercultural communication skills of future military officers. The programs funded by project go include both domestic and foreign study abroad of the critical languages on the navy (i.e. Arabic, Chinese, Russian, **\*subject to change\***). Programs can range from 4 to 11 weeks of intensive language and culture studying. This program is exclusively for ROTC students. Other similar programs exist including CLS scholarships. To learn about other options talk to your advisor. Applications need to be submitted usually before the end of the fall semester before you want to travel.
7. Basic Underwater Demolition/SEAL Selection Program is the precursor to the well-known Navy SEAL BUD/S. This is a mini version of the intense training that you could expect if you wish to become a SEAL. Access to this program is extremely competitive, as is the training itself, so anyone looking to acquire this as their 1/C summer training should be outstanding in everything.

## **1012 Q: What is the Mentoring Program?**

- A: It is a semi-formal relationship between under and upperclassmen, aimed at improving personal and professional development. At the beginning of each academic year the CMC and Admin will assign 2/C to 4/C as mentors. Mentors will remain assigned to their protégés through their senior years.

The program's intent is two-fold. First, it is designed to provide underclass midshipmen with an experienced "big brother" or "big sister" to help guide them through the pitfalls of life as a midshipman. In this respect, it parallels the program used in the fleet in which young sailors are assigned "sea-dads" to help them adapt to shipboard life.

Second, mentors are held somewhat accountable for their protégés, and are expected to know about any issues they are facing. In this second respect, the program is a form of leadership training for upper-class midshipmen. Most importantly, it should be absolutely clear that there is no chain of command linking a mentor with a protégé. While the relationship is assigned to exist, mentors have no positional authority over their protégée, and protégés are not required to follow the advice of their mentors. Nevertheless, open and honest communication is strongly encouraged, in the hopes of ensuring success.



## Appendices

The following are forms and references.

### APPENDIX A - SPECIAL REQUEST CHIT

#### PRIVACY ACT STATEMENT

The authority to request this information is contained in 5 USC 301, and from E.O. 9397 Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and employees of the Department of the Navy in determining your eligibility for and approving or disapproving the special consideration or authorization being requested. Completion of the form is mandatory; failure to provide required information may result in delay in response to or disapproval of your request.

NAME <b>VANDELAY, ART G</b>		RATE <b>2/C MIDN</b>	SSN <b>XXXX</b>
SHIP OR STATION <b>NROTCU RPI</b>		DATE OF REQUEST <b>20FEB18</b>	
DEPARTMENT/DIVISION <b>MORALE/MWR</b>		DUTY SECTION/GROUP <b>N/A</b>	
NATURE OF REQUEST <input type="checkbox"/> LEAVE <input checked="" type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER Below			
NO. OF DAYS REQUESTED <b>2</b>	FROM (Date & Time) <b>0900 03MAR18</b>	TO (Date & Time) <b>2000 05MAR18</b>	
DISTANCE - (Miles) <b>500</b>	MODE OF TRAVEL <input checked="" type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input type="checkbox"/> CAR		
LEAVE ADDRESS (Street, box or route no., City, State, Zip Code) <b>2347 17<sup>TH</sup> ST SARATOGA, CA 95070</b>		Telephone number <b>757-708-5765</b>	
REASON FOR REQUEST  <b>I, ART VANDELAY, RESPECTFULLY REQUEST TO CHIT OUT OF THE JOINT SERVICE MILITARY BALL ON 03MAR18 TO ATTEND MY GRANDFATHER'S FUNERAL. I WILL BE DEPARTING BY AIR FROM ALBANY INTERNATIONAL AIRPORT ON 03MAR18 AT 0900 AND ARRIVING BACK TO RPI AT 2000 ON 05MAR18.</b>			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION			
SIGNATURE OF STANDBY <b>HALLY FEED</b>		DUTY STATION <b>NROTCU RPI</b>	
RECOMMEND APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK/RATE/TITLE/DATE <b>MIDN 2/C ALMOND, DIVO, DDMMYY</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK/RATE/TITLE/DATE <b>MIDN 1/C GRUTTADAURIA, DH, DDMMYY</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK/RATE/TITLE/DATE <b>MIDN 1/C HOLLAND, MXO, DDMMYY</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK/RATE/TITLE/DATE <b>LT BUECHNER, 2/C ADVISOR, DDMMYY</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO		SIGNATURE AND RANK/RATE/TITLE/DATE <b>Maj CULLIGAN, XO, DDMMYY</b>	
REASON FOR DISAPPROVAL			

**APPENDIX B - VERBAL COUNSELING REPORT FORM**

NAME OF COUNSELED:	CLASS:	BILLET:	DATE:
DESCRIPTION OF OFFENSE:			
COUNSELING CHECKLIST: <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Explain details of offense</b> "You did not do this task by this deadline."</li><li><input type="checkbox"/> <b>Explain why it is important not to commit said offense.</b> "Deadlines must be met because..."</li><li><input type="checkbox"/> <b>Ask if the accused has an explanation for his/her offense.</b> "I did not manage my time properly."</li><li><input type="checkbox"/> <b>Give recommendations for the midshipman to help him/her not commit the offense again.</b> "Buy a planner and start using it. I want to see it filled out with your class homework due dates, test dates, and any dates for NROTC activities by next week."</li><li><input type="checkbox"/> <b>Explain what will happen if midshipman commits the offense, or a similar class offense again.</b> "If you miss another deadline or get another class B offense, I will give you written counseling and it could possibly go to MRB,"</li><li><input type="checkbox"/> <b>Ask if the midshipman has any questions.</b></li></ul>			
I have verbally counseled the midshipman on his/her offense and did the best in my power to help him/her learn how not to commit the offense again. I also explained what will happen if another offense is committed.			
SIGNATURE OF COUNSELING OFFICER:		DATE:	
I have been counseled by my superior on the offense, I understand what I need to do to correct the situation, and I understand what the consequences of my actions are if I commit another offense.			
SIGNATURE OF COUNSELED:		DATE:	

**APPENDIX C - PUNITIVE LETTER OF REPRIMAND (CLASS A/B)**

NAME OF COUNSELED:	CLASS:	BILLET:	DATE:
--------------------	--------	---------	-------

DESCRIPTION OF OFFENSE:
-------------------------

SEVERITY OF OFFENSE <input type="checkbox"/> CLASS A <input type="checkbox"/> CLASS B
---

<p>This form represents that the midshipman listed above was derelict in his or her duties as a midshipman. He or she failed to fulfill all that was asked of them, disobeyed an order, or violated the regulations set forth in SHIPCOMPINST 1533.2B (Midshipmen Regulations).</p> <p>Said midshipman is hereby reprimanded for their negligence in the performance of their duties.</p>
---

I have verbally counseled the midshipman on his/her offense. He or she understands the severity of this reprimand.
--

SIGNATURE OF COUNSELING OFFICER	DATE:
---------------------------------	-------

I have been counseled by my superior regarding the offense and I understand the severity of this reprimand.
---

Signature of Counseled:	Date
-------------------------	------

**Appendix D - NOTIFICATION OF MRB**

DD MM YY

From: Midshipman Commanding Officer, NROTC Unit Rensselaer Polytechnic Institute  
To: MIDN X/C John A. Doe, USNR or USMCR  
Subj: NOTIFICATION OF MIDSHIPMEN REVIEW BOARD ICO MIDN X/C JOHN A. DOE,  
USNR or USMCR

Ref:

- (a) SHIPCOMPINST 1533.2B Midshipman Regulations
- (b) NSTC M-1533.2B Regulations for Officer Development

1. Pursuant to reference (a), a Midshipman Review Board (MRB) will be convened at 1000 on 23 Dec 2013, in the Department of Naval Science Conference Room. The Board will examine all aspects of your performance as a midshipman, specifically state the reason for the MRB, and be specific.

2. Pursuant to reference (a) the members of the board will be:

MIDN Blank, USNR	Senior Member (voting)
MIDN Blank, USNR	Voting Member
MIDN Blank, USNR	Voting Member
MIDN Blank, USNR	Advisor (non-voting, recorder)

3. You have the following rights with regard to these proceedings:

- a. The right to appear before the board. The Unit XO will be informed immediately if the midshipman does not intend to appear before the MRB.
- b. You may challenge a member of this panel for cause. The Senior Member of the board will make the final determination of a member's suitability to serve on this board. If you wish to challenge for cause the Senior Member of the board, I will determine the suitability.
- c. The right to submit a statement on your behalf.
- d. The right to present documents or witnesses on your behalf.
- e. The right to review all documents submitted for personnel record

4. The MRB may recommend that any of the following actions be taken. Ramifications of these actions are described in reference (a).
  - a. No action.
  - b. Recommendation for Extra Military Instruction (EMI) to the Unit XO. EMI is *not a punishment* and will not be used in a punitive capacity. The purpose of EMI is to provide a learning experience *directly relating* to the offense addressed by the counseling. EMI sessions will not be intimidating, degrading or unduly arduous. All EMI will be submitted to and approved by the Unit XO.
  - c. Punitive Letter of Reprimand. The MRB may issue a punitive letter of reprimand that will remain in the accused's file while at NROTCU RPI.
  - d. Recommendation for referral to a Performance Review Board (PRB). The board may make a recommendation to the Professor of Naval Science to convene a PRB.
5. Contact your Division Officer for a required counseling session prior to the board.
6. Your attendance at the MRB is required. If scheduling conflicts exist you must notify your Chain of Command in writing immediately.
7. You will be provided with a copy of the MRB Report of Proceedings with an endorsement. If you choose to dispute or respond to the findings of the PRB, you must do so within five business days of receipt of the Report of Proceedings

**Midshipman Commanding Officer**  
M. C. Officer

Copy to:  
Unit XO  
Midshipman's Class Advisor  
Members of the Board  
Student File

**Appendix E - MRB MINUTES**

DD MMM YY

MEMORANDUM

From: Senior member, Midshipman Review Board  
To: Executive officer, NROTC Unit Rensselaer Polytechnic  
Institute  
Via: Midshipman's Class Advisor  
Midshipman Commanding officer  
Subj: MIDSHPMAN REVIEW BOARD ICO MIDN X/C JOHN A. DOE USNR/USMCR,  
XXX-XX-1234

Ref:

- a) SHIPCOMP INST 1533.2B Midshipman Regulations
- b) NSTC M-1533.2B Regulations for Officer Development

Encl:

- 1) Memorandum, Appointment of Midshipman Review Board ICO MIDN  
X/C John A. Doe, dtd DD Mmm 2013
- 2) Documents presented to board members
- 3) Documents presented by MIDN Doe

1. Per reference (a) the Midshipman Review Board (MRB) directed by  
enclosure (1) convened on 12 Dec 2012.

2. Board member present were:

MIDN Name, USNR	Senior Member (voting)
MIDN Name, USNR	Voting Member
MIDN Name, USNR	Voting Member
MIDN Name, USNR	Voting Member

3. Student Data:

Department:	Department
Division:	Division
Billet:	Billet

4. Previous Midshipman Review Boards or counseling records:  
-None

5. Board findings:

The Senior Board Member was satisfied that MIDN Doe understood his/her rights. The Senior Board Member introduced the board members and asked the recorder to summarize the reason for the MRB.

The recorder presented the documents of Enclosure (2), which he/ she had presented and reviewed with MIDN Doe on DD Mmm 2013. MIDN Doe was brought to the PRB for XXX. MRB summary to include pertinent information. Should not be a verbatim report of all dialog, but should be thorough.

The Senior Board Member dismissed MIDN Doe and the non-voting member while the board deliberated.

6. Following deliberation, the board reconvened and the senior board member informed MIDN Doe that the board voted unanimously for Extra Military Instruction to include (be specific). The Senior Board Member reminded the midshipman that this board only makes a recommendation and that the final determination is made by the Unit XO. The Senior Board Member adjourned the board.

The Senior Board Member asked MIDN Doe if he/she had any concerns regarding his/her personal welfare. He/she stated that he/she was fine. LtCol Richards reminded MIDN Doe that the Midshipman Staff's purpose was to help him/her to grow and succeed. The Senior Board Member adjourned the board.

The general opinion of the board is that MIDN Doe (be specific)

F. M. NAME  
MIDN USNR  
(Senior Board Member)

F. M. NAME  
MIDN USNR  
(voting member)

F. M. NAME  
MIDN USNR  
(Voting Member)

F. M. NAME  
MIDN USNR  
(recorder/non-voting)

## **Appendix F - STANDARD EMAIL**

Write to whom the email is going, followed by a comma.

%  
%

1. Write the body of your message here

%

2. Separate paragraphs by an empty line

%

3. For more than one paragraph, use numbers

%

4. The "%" denotes an empty line, and the "\*" denotes a space.

%

%

%

V/r, or R/ (or Very respectfully or Respectfully)

Rank and Name

Sender's billet

### **EXAMPLE**

Ship's Company,

1. This Tuesday, PT will take place at Harkness Field.

2. Enjoy your weekend.

Very respectfully,

MIDN 4/C John Jay

ATHLETICS DIVO



**Appendix G - STANDARD LETTER**

DD MM YY

¶

MEMORANDUM

¶

From: MIDN Name

To: Commanding Officer

Via: Their billet (this is who the memo will pass through on its way to the final recipient)

(1)•First/Second/Third/Fourth Class Advisor

(2)•Executive Officer

¶

Subj:••MEMORANDUM FORMAT

¶

Ref:•••(a) SECNAVINST 5216.5D

¶

Encl:••(1)\*Documents you have attached

¶

1.••This is the format used to send documents throughout the Ship's Company, especially when communicating with officers.

¶

2.••This format can be found in the Navy Correspondence Manual as illustrated by reference (a).

¶

••••a.••Use Courier New 10 or 12 point font. Use 1 inch page margins for the top, left, right, and bottom margins.

¶

••••••••(1)•In the text, use two spaces after a period or colon and one space after a semicolon.

¶

••••••••(2)•Skip three spaces at the end of the text. Use all capital letters for your typed signature block.

¶

••••b.••If you use a subparagraph, you must have at least two.

¶

¶

¶

J. P. JONES

EXAMPLE

25 Oct 17

MEMORANDUM

From: MIDN John Jones  
To: Commanding Officer  
Via: (1) First Class Advisor  
(2) Executive Officer

Subj: STUDY HOURS

Encl: (1) Study Hour Summary

1. Attached is the summary of the study hours completed by the 4/C this semester, as requested.
2. This format can be found in the Navy Correspondence Manual, which is the reference for the proper format of all Navy correspondence.

J. P. JONES

**Appendix H - STANDARD LETTER OF INSTRUCTION**

MEMORANDUM

03 OCT 2017

From: Midshipman 3/C Stennis, Drill Team and Color  
Guard CPO

To: Cornell Military Excellence Competition  
Participants

Subj: 2017 CORNELL MILITARY EXCELLENCE COMPETITION

REF: (a) Unit RPI Instruction 5530.3, Standard  
Operating Procedures for Transport and  
Weapons Handling

ENCL: (1) MEC Team Roster  
(2) MIDN Emergency Contact Information  
(3) Operational Risk Management  
(4) Required Gear List  
(5) Maps and Driving Instructions  
(6) Ride Roster  
(7) Firewatch  
(8) Midshipmen Helpers

1. Situation: 14 Midshipmen will be travelling to Cornell University on Friday 27 OCT 17, to compete in the Cornell University Military Excellence Competition (MEC).
2. Mission: To participate in the Cornell MEC while simultaneously representing NROTCU RPI.
3. Execution:
  - a. Commanders Intent: To safely transport all midshipmen to and from Cornell University, and to compete in the Cornell University MEC.
  - b. Concept of Operations: The event is designed to encourage competition and test military oriented skill.

(1) Phase 1, Departure

- (a) Preparation: Midshipmen will arrive in the Armory at 1545 on Friday, 27 OCT 17, to begin packing the gear necessary for participation in the MEC. A list of the midshipmen selected to help in this effort can be found in Enclosure (8). All midshipmen will arrive at the Armory by 1600 to pack the unit vans and POV with gear. Consult enclosure (4) for the complete packing list.

- (b) Travel: All midshipmen will travel to Cornell University on 27 OCT 17 with a combination of unit vans and a POV. The unit vans and POV will leave RPI by 1700 for the 3-hour drive to Ithaca, New York. The POV will follow the unit vans. Every vehicle will have an assigned driver and assistant driver. Consult enclosure (6) for the roster of drivers, A-drivers, and passengers assigned to each vehicle.
- (c) Arrival: The midshipmen will arrive at Cornell University and set up lodging in a designated location. There will be a firewatch established at the start of the night on 27 OCT 17 and will be continued without interruption throughout the night until reveille on 28 OCT 17. Consult enclosure (7) for the firewatch assignments.

(2) Phase 2, Execution

- (a) Participation: All midshipmen will participate in a variety of events to include squad drill, color guard, 2 swim events, and 4x400 meter run. A full schedule of events will be made available to us later, from Cornell.

(3) Phase 3, Retrograde

- (a) Preparation: Midshipmen will pack all equipment and gear into the unit vans and POV. All gear must be accounted for before any vehicles/MIDN depart Cornell University.
- (b) Return: Midshipmen will depart Cornell University in the same vehicles that they travelled in. Exceptions may be made if first cleared by the OIC as well as Unit Staff present. Midshipmen will arrive back to RPI NLT TIME on 28 OCT 17.

C. Transportation:

- (1) Midshipmen will be assigned to either a unit van or POV for travel to and from Cornell University. Consult enclosure (6) for the vehicles and the personnel assigned to each one.
- (2) Each unit van and POV will be equipped with a map and directions to and from Cornell University.
- (3) MIDN 3/C Stennis will be in Unit Van 1 and can be contacted in case of emergency or need for further instruction at (518) 321-2597.

d. Equipment:

- (1) Midshipmen participating in athletic events will wear appropriate athletic attire.
- (2) Drill and color guard members will need SDBs and are encouraged to bring shoe-polishing equipment.
- (3) The equipment will be moved in accordance to reference (1).
- (4) All unit gear per enclosure (4) will be transported to and from Cornell University via the unit vans and POV.

4. Administration and Logistics:

a. Administration:

- (1) All MIDN will be lodged in Cornell University "Barton Hall" (gym).

b. Logistics:

- (2) All the unit vans and POV will be fueled and operational.
- (3) Chow will be provided by Cornell University for lunch to all MIDN participating at the MEC, on 28 OCT 17. All other meals are at the midshipmen's own expense. Midshipmen are advised to bring \$30.
- (4) The Cornell University Barton Hall will be open to midshipmen for lodging. Unit sleeping bags are available.

1. Command and Signal:

a. Command:

- (1) MIDN 3/C Catalano is the OIC of logistics for the Cornell MEC. He can be reached at (518) 321-2597, or stennj1@rpi.edu
- (2) Cornell NROTC unit phone is (800) 123-4567.
- (3) Cornell Public Safety can be reached at (123) 456-7890

b. Signal:

- (1) Cell phones will be used to maintain communication.
- (2) A complete list of contact information for all midshipmen can be found in enclosure (2).

Very Respectfully,

SIGNATURE GOES HERE

John C.  
Stennis Drill Team/Color Guard  
Chief Petty Officer  
By Direction

NOTE: The subject of the LOI shall be placed in the header of each page except the first.

## Appendix I - UNIFORM PICTURES

### Service Dress Blues

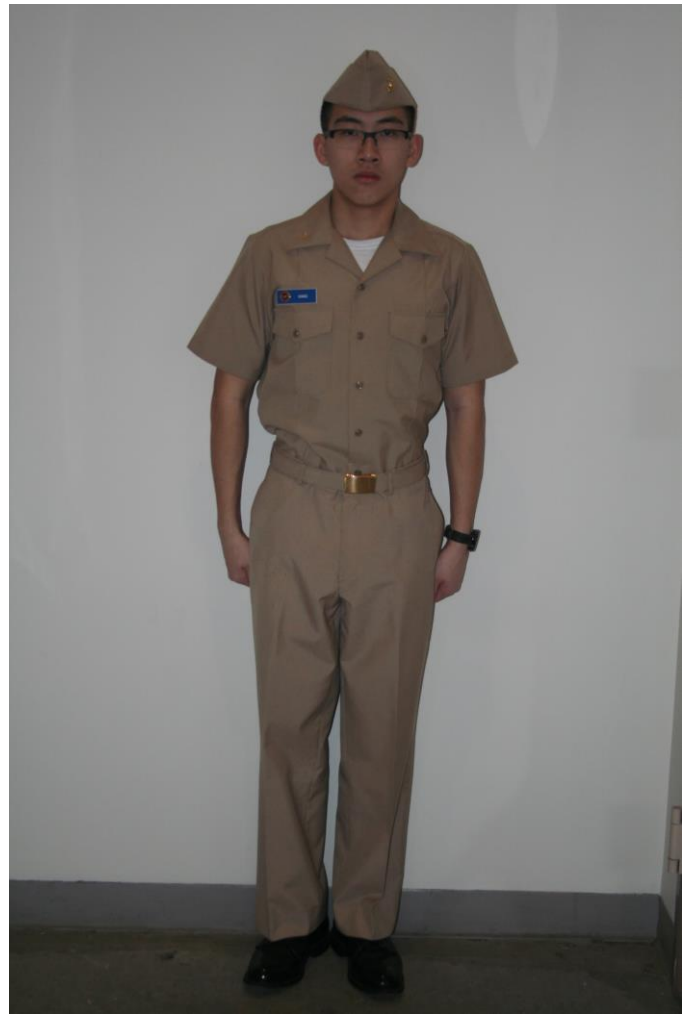


Summer Whites





Khaki



NWU Type III



MARPAT\*

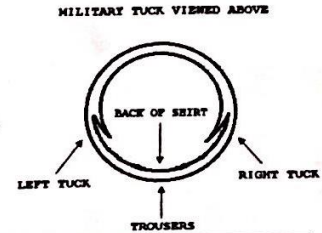


\*NOTE: NROTC Marine Options only wear woodland MARPAT

## SUMMER WHITES CRIB SHEET

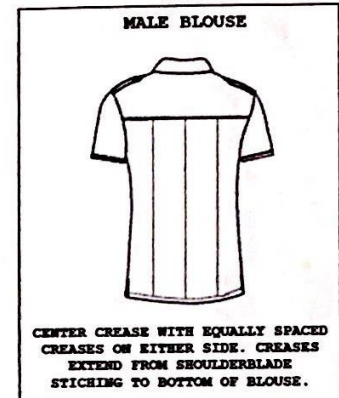
### WHITE COMBINATION COVER

- ☐ Clean, IP and sweat stain free
- ☐ Name inside cover
- ☐ Worn such that it is centered and 2" above the top of the
  - o "Two Finger Trick"
- ☐ Assembled correctly with hat band and chin strap
- ☐ Cloth cap is tight and wrinkle free
- ☐ Eagles are flying



### BLOUSE

- ☐ Correct creases without RR tracks
- ☐ Wearing shirt stays w/ correct military tuck
- ☐ Clean with no IPs, stains, lint, etc.
- ☐ Ribbons placed ¼" above left breast pocket (1/8" for MO)
- ☐ Ribbons in correct order of precedence; most senior award top & inboard
- ☐ Name tag ¼" above right breast pocket (1/8" for MO)
- ☐ Collar ironed flat
- ☐ Correct hard shoulder boards placed on shirt
  - o Tail end of rope on anchor points towards the rear
- ☐ Military ID or other identification in left breast pocket but not visible through blouse
- ☐ Undershirt lies flat - no bacon collar



### TROUSERS

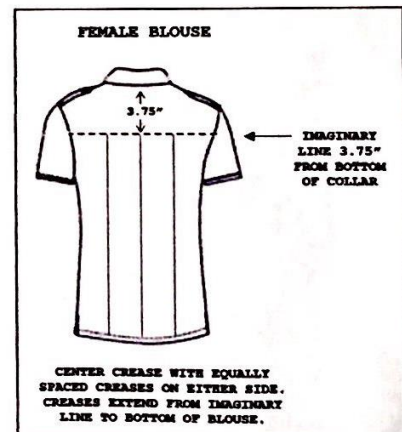
- ☐ Sharp creases without RR tracks
- ☐ Shined belt buckle
- ☐ Proper gig line - aligned to right edge of buckle for males, left edge for females
- ☐ No IPs, lint, stains, etc.
- ☐ All pockets empty

### OTHER

- ☐ Entirety of shoes polished to a luster
- ☐ Eisenhower jacket clean & free of lint
- ☐ Officer insignia placed ¾" in from outer edge of Eisenhower shoulder flaps
- ☐ Eisenhower properly zipped - ¾ zip for males, full zip for females

### BACKPACKS

- ☐ NO BACKPACKS MAY BE WORN ON SHOULDERS. ALL BAGS MUST BE HAND CARRIED.
- ☐ Authorized colors: Black, Navy Blue
- ☐ No personal ornamentation on back pack, all dangling straps properly secured





## KHAKI CRIB SHEET

### GARRISON COVER

- Clean, IP and sweat stain free
- Name inside cover
- Worn such that it is centered and 2" above the top of the nose.
  - Use the "Two Finger Trick"
- Anchor insignia in correct location on left side of cover
  - 2" from edge of cover to center of anchor shaft (center of globe for MOS)

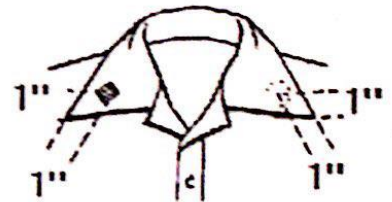
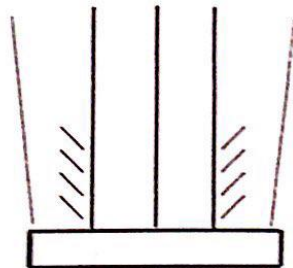


- Military ID or other identification card in left breast pocket
- Undershirt lies flat - no bacon collar
- Wearing lapel insignia correctly
  - Center of insignia 1" inboard from collar edge, 1" above bottom edge of collar
  - "Quarter Trick" - place quarter in corner of lapel so its edges are not off collar and place insignia at edge of quarter



### BLOUSE

- Correct creases without railroad tracks
- Wearing shirt stays with correct military tuck
- Clean with no IPs, stains, lint, etc.
- Ribbons places  $\frac{1}{4}$ " above left breast pocket for Navy and  $\frac{1}{8}$ " for MOS
- Ribbons in correct order of precedence; most senior award top and inward
- Collar ironed flat
- Name tag  $\frac{1}{4}$ " above right breast pocket and  $\frac{1}{8}$ " for MOS



### TROUSERS

- Sharp creases without railroad tracks
- Polished belt buckle
- Proper gig line - aligned to right edge of buckle for males and left for females
- No IPs, lint, stains, etc.
- All pockets empty

### OTHER

- Entirety of oxfords polished to a luster
- Eisenhower jacket clean & free of lint
- Officer insignia places  $\frac{3}{4}$ " in from outer edge of Eisenhower shoulder flaps
- Eisenhower properly zipped - at least  $\frac{3}{4}$  the way zipped

## SERVICE DRESS BLUE CRIB SHEET

### WHITE COMBINATION COVER

- ☐ Clean, IP and sweat stain free
- ☐ Name inside cover
- ☐ Worn such that it is centered and 2" above the top of the nose
  - o "Two Finger Trick"
- ☐ Assembled correctly with hat band and chin strap
- ☐ Cloth cap is tight and wrinkle free
- ☐ Eagles are flying

### WHITE DRESS SHIRT

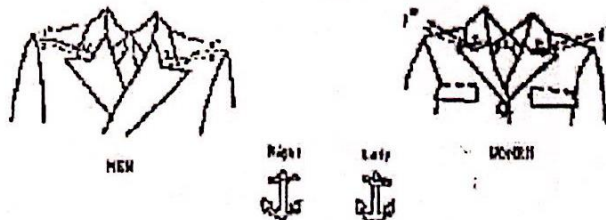
- ☐ No creases, entire shirt ironed flat, wrinkle free
- ☐ Clean with no IPs, stains, lint, etc.
- ☐ Correct class soft shoulder boards placed on shirt
  - o Tail end of rope on anchor points towards the rear

### SDB TROUSERS

- ☐ Sharp creases without RR tracks
- ☐ Shined gold belt buckle
- ☐ Proper gig line - aligned to right edge of buckle for males, left edge for females
- ☐ No IPs, lint, stains, etc.
- ☐ All pockets empty

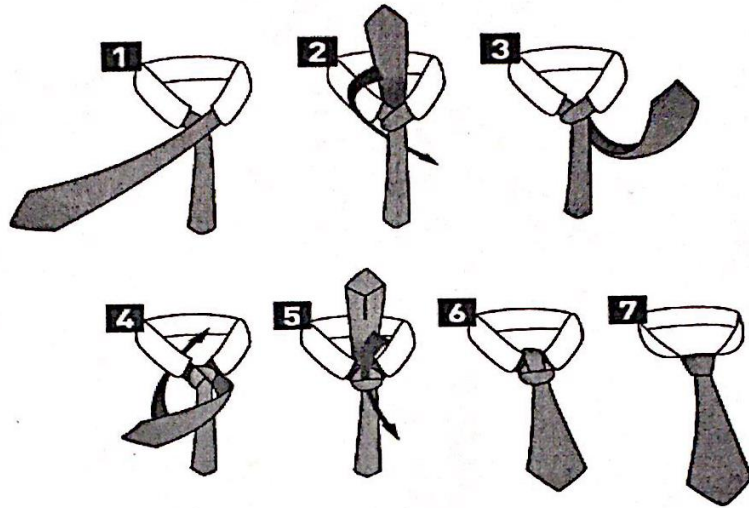
### SDB COAT

- ☐ Ribbons placed 1/4" above left breast pocket (1/8" for MO)
- ☐ Ribbons in correct order of precedence; most senior award top & inboard
- ☐ Name tag 1/4" above where right breast pocket would be (1/8" for MO) if name tags are designated to be worn
- ☐ All buttons buttoned
- ☐ Clean with no IPs, stains, lint, etc.
- ☐ Males: anchor placed 1/2 inch above lapel notch, 3/4 inch from outer edge and parallel.
- ☐ Females: anchor placed 1 inch from bottom, 3/4 inch from outer edge and parallel.
- ☐ Class insignia placed on left sleeve halfway between elbow and shoulder, centered on outboard side halfway between jacket sleeve creases. Bars are parallel to the deck.
- ☐ Rank insignia placed 2 inches from bottom of both sleeves, bars parallel to deck, centered. Star placed 1/4 inch above rank insignia stripes with one point facing down.
- ☐ Petty Officer insignia placed on right sleeve, centered, halfway between shoulder and elbow.
- ☐ No bags may be worn on the shoulders while jacket is worn



### BLACK TIE

- ☐ Full Windsor Knot
- ☐ Tip of tie is no more than 1 inch from top of belt buckle
- ☐ Tie clip is worn halfway between 3<sup>rd</sup> and 4<sup>th</sup> button and parallel to deck



### DINNER DRESS BLUES

For certain events such as Birthday Ball Dinner Dress Blues may be worn. Differences between this uniform and SDB's are as follows:

- o No cover is worn
- o Black bowties are worn in place of neckties. They should be tight and parallel with the deck.
- o Wearing of nametags is at CO's discretion, but are typically not worn.

### SHOES

- ☐ Oxfords should be polished to a luster.

### GROOMING & PERSONAL APPEARANCE

- ☐ Consult MIDREGS, Foundations, or previously provided Uniform Crib Sheets

### BACKPACKS

- ☐ NO BACKPACKS MAY BE WORN ON SHOULDERS WITH SDB JACKET. ALL BAGS MUST BE HAND CARRIED.
- ☐ Authorized colors: Black, Navy Blue
- ☐ No personal ornamentation on back pack, all dangling straps properly secured