

**University of Texas**

**Naval ROTC**



**Midshipmen Regulations**

**2009-2010**

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## **CHAPTER I**

### **HISTORY, MISSION, AND ORGANIZATION**

101. **NROTC HISTORY**

The Naval Reserve Officers' Training Corps was first established in 1926 to offer certain college students the necessary Naval Science courses required to qualify them for commission in the Naval Reserve. NROTC Units were initially established at six universities. This program was highly successful, and during the years preceding World War II, it was expanded to include additional universities and colleges. During World War II, the U.S. Navy expanded from a manpower force of 100,000 officers and enlisted in 1938 to over three and one-half million in 1945. The Navy became the world's leading sea power, and the requirement for a larger regular career officer corps became apparent. The NROTC Unit at the University of Texas was established in 1940.

As a result of thorough study by distinguished Naval Officers, civilian educators and members of Congress, the mission of the NROTC was greatly increased in 1946 to encompass a new program, the Regular NROTC. This program was established to produce well-trained and educated officers to augment accessions from the U.S. Naval Academy. The original NROTC concept of 1926 continues as a Reserve Officer procurement program and is referred to as the NROTC College Program. The latest legislation relating to the NROTC is "The Reserve Officers' Training Corps Vitalization Act of 1964" (Public Law 88-647, 13 October 1964, as amended by the act of 28 June 1965, Public Law 92-171 and subsequent amendments). The NROTC is the largest source of reserve officers commissioned annually.

102. **NROTC MISSION.** The mission of the Naval Reserve Officer's Training Corps is to develop Midshipmen morally, mentally and physically, and to imbue them with the core values of honor, courage, and commitment in order to commission college graduates as Naval officers who possess a basic professional background, are motivated toward careers in the Naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.

103. **UNIT ORGANIZATION.** The head of the Department of Naval Science is designated as Commanding Officer of the NROTC Unit and Professor of Naval Science. This is normally the senior commissioned line officer of the Navy or Marine Corps ordered to duty with this unit. Depending on the needs of the naval service and personnel requirements of the unit, several officer and enlisted personnel will be assigned duty to assist the Commanding Officer in carrying out the mission of the unit. They shall perform such duties as may be assigned them by the Commanding Officer. Normally, the billet arrangements (see figure 1) shall pertain to the organization of this unit.

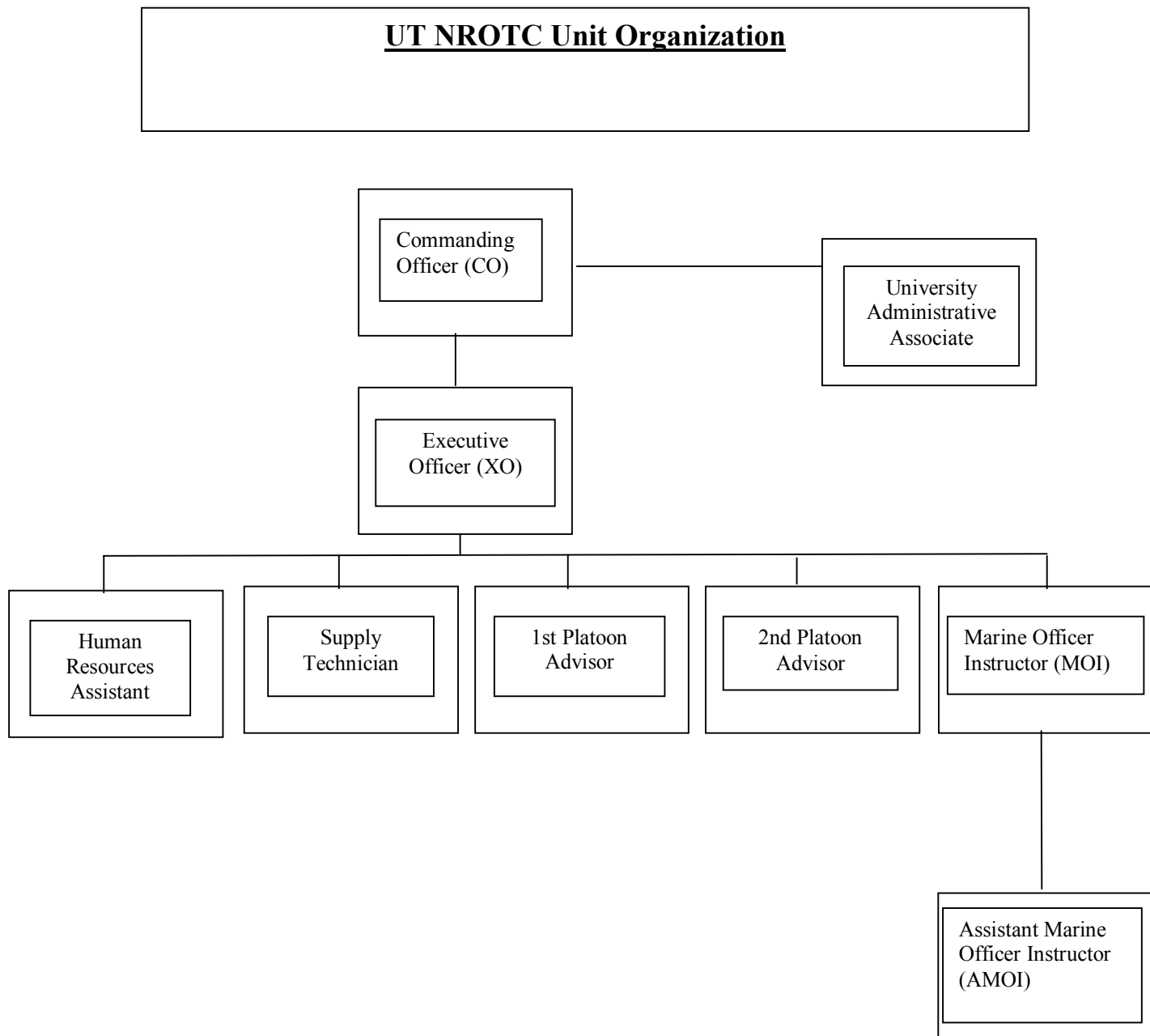


Figure 1

104. UNIT ADMINISTRATION

1. Detailed academic and aptitude records are maintained on each Midshipman at this unit. These records are filed in the Administrative Office and are available to Midshipmen, for proper reasons, upon request. Midshipmen who desire to review their records, or a portion thereof, should make an appointment with their Advisor who will assist them in interpreting the information. Personal records will not be removed from the Administrative Office.
2. Situations may arise where Midshipmen will desire to submit requests for special consideration, leave of absence, duty, and other requests. All such requests should be forwarded via the appropriate chain of command using special request forms that are located in the Battalion Office.

105. CHAIN OF COMMAND. The Unit and Battalion are organized by means of a chain of command. The chain of command illustrates the levels of authority and responsibility. The figure below illustrates the Battalion chain of command.

**Battalion Chain of Command**

**Direct Chain of Command**

**Additional Billets**

Battalion Commander(BN CO)

Battalion Executive Officer (BN XO)-----Operations Officer (OPS)

Adjutant

Supply Officer (SUPPO)

Future Operations (N5)

Medical Officer (MEDO)

Public Affairs Officer (PAO)

Battalion Chief Petty Officer (BN CPO)

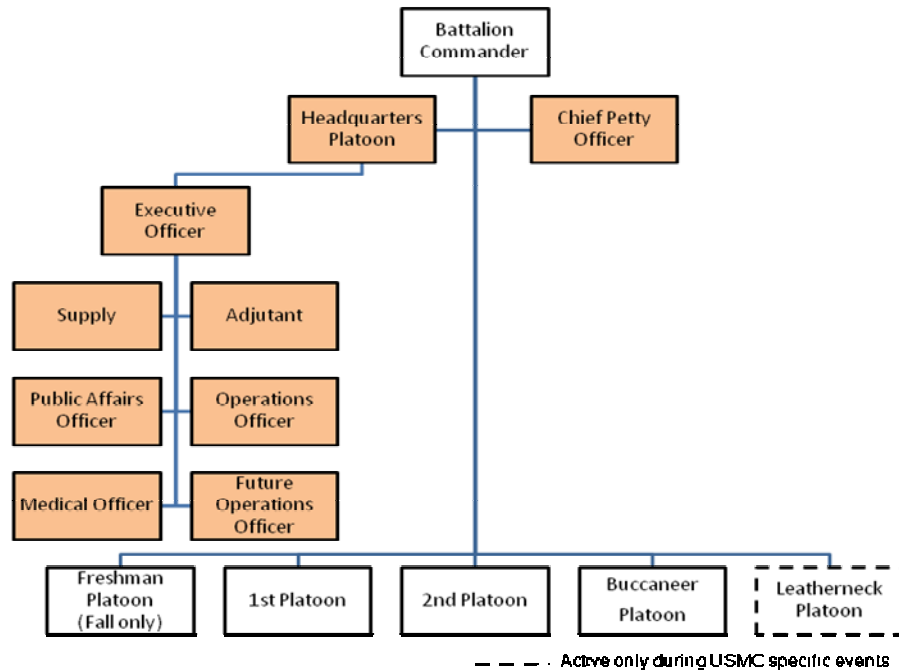
Platoon Commanders-----Platoon Guide

Platoon Sergeant

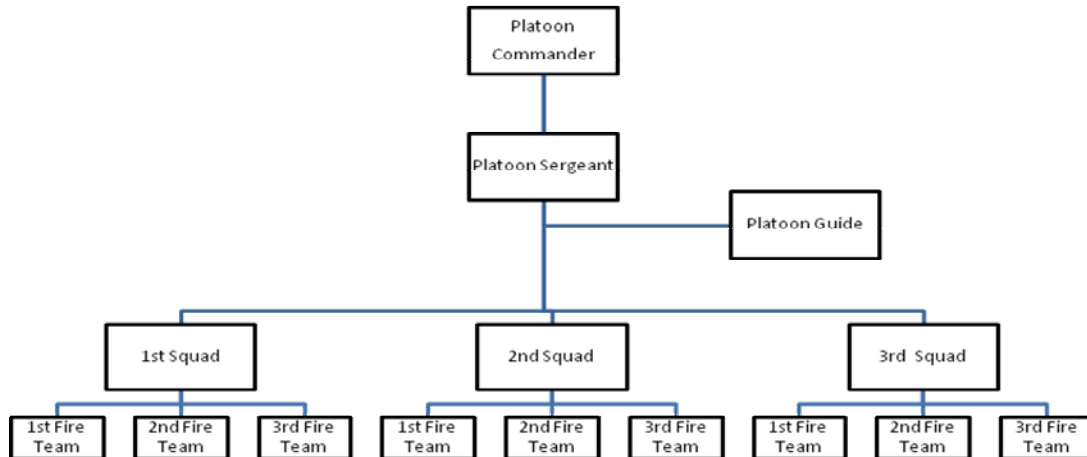
Squad Leaders

Fire Team Leaders

## Battalion Organization



# Platoon Organization



NOTE: A unit may only have two squads or two fire teams, depending on the size.

## CHAPTER II

### CURRICULUM

201. NAVAL SCIENCE COURSES. The Chief of Naval Education and Training prescribes the Naval Science Curriculum. One Naval Science course will normally be taken each semester in the sequence indicated below, although the Professor of Naval Science in individual cases may specifically approve exceptions or changes. Course descriptions and administrative details are published each semester in the University of Texas “Course Schedule” and “General Information Catalog”.

#### NAVAL SCIENCE CURRICULUM

Freshman:	NS 302 (Intro to Naval Science)
	NS 312 (Sea Power & Maritime Affairs)
Sophomore:	NS 335 (Leadership and Management)
	NS 603B (Naval Ships Systems II, Combat Systems)
Junior:	NS 329 (Navigation and Naval Operations I)
	NS 369 (Navigation and Naval Operations II)
Senior:	NS 603A (Naval Ships Systems I, Engineering)
	NS 330 (Leadership & Ethics)

202. MARINE CORPS OPTION STUDENTS. All scholarship and College Program Marine Options will take the below courses in order to commission in the Marine Corps. *MECEP students are only required to take NS326, NS362, and NS330. MECEPs will begin their NS courses in their first year and will take NS330 the spring before they commission.*

Freshman:	NS 302 (Intro to Naval Science)
	NS 312 (Sea Power & Maritime Affairs)
Sophomore/ Junior:	NS 362 (Amphibious Warfare)
	NS 326 (Evolution of Warfare)
Junior:	NS 335 (Leadership and Management)
Senior:	NS 330 (Leadership & Ethics)

203. DRILL. In addition to the above Naval Science courses, NROTC students are required to attend the military lab period, NS 000, also known as “Drill.” All Battalion members are required to attend drill as part of their curriculum each year. Drill is held on Tuesdays

and Thursdays from 1400-1530. Any student with a conflicting class must either change the course or section, or obtain the approval of the Professor of Naval Science to miss drill via special request chit stating class conflict.

Nurse Option Students. Nurse option students should complete NS 335 and NS 330 during their sophomore year to avoid class conflicts with nursing courses in their senior year.

204. ADDITIONAL NAVY REQUIREMENTS

1. The following courses are required for Navy Midshipmen except as modified by the accompanying notes. These courses may be in addition to requirements prescribed by the college for various academic majors. The schedule and credit minimums should be adhered to as closely as possible with the realization that some colleges may require any NROTC student to take more than the CNET mandated minimum. *Note: This does not apply for Marine Options or MECEPs unless you desire a commission in the U.S. Navy.*

TITLE	ACADEMIC YEAR NORMALLY TAKEN	MIN SEMESTER HRS REQUIRED
Calculus (Differential& Integral) (S)	Freshman/Sophomore	6
Physics (Calculus based) (S)	Sophomore/Junior	6
College Algebra or higher level mathematics (CP)	Freshman/Junior	6
Physical Science (CP)	Freshman/Senior	6
Cultural Class (S,CP)	Freshman-Senior	3
English (S,CP,N)	Freshman-Senior	6
American Military History/ National Security Policy (S)	Freshman-Senior	6

(S) - Navy Option Scholarship

(CP)- Navy College Program

(N) - Nurse Option

- a. All Navy Option Scholarship Program students are required to complete one year each of college level calculus and physics. This requirement cannot be waived. Students failing to complete the calculus requirement by the end of the sophomore year (second year of Naval Science) will normally be placed on an academic leave of absence (LOA) pending completion of this requirement. Students failing

to complete the physics requirement by the end of the junior year (third year of Naval Science) will normally be placed on academic LOA pending completion.

- b. The University's Legislative requirement has been reviewed by the PNS and it fulfills the CNET American Military Affairs and National Security Policy requirements of references (a) and (b).
- c. The platoon advisor with the approval of the Professor of Naval Science may make two (2) validation of, or substitution for, the above courses.

#### 205. SELECTION OF MAJOR

- 1. Navy Midshipmen must complete the degree in the field of study as stipulated in their initial entry contract. If a change of major is desired a request must be run through the advisor concerned and depending on the type of major being shifted to, approval from Naval Service Training Command, Officer Development may be required. Eligibility for continued scholarship status may be in question due to the desired new major.
- 2. ALL MIDSHIPMAN / OCs / MECEPs MUST ROUTE A CHANGE OF MAJOR REQUEST THROUGH THEIR ADVISOR.
- 3. Due to the technological requirements of the modern Navy, all entering scholarship Navy Option Midshipmen are encouraged to pursue majors in engineering, mathematics, or the physical sciences.
- 4. Marine Option Midshipmen and MECEPs will select an academic major that adds value to their role as a Marine Corps Officer and does not necessarily have to be a technical major. See the Marine Officer Instructor for further details.
- 5. Opportunity for post-graduate education is normally available after an initial tour of active duty and is an important part of an officer's career. Students must fully understand that request for delay of active duty to continue education beyond the baccalaureate level will normally not be granted.

#### 206. REGISTRATION AND COURSE LOAD

- 1. Midshipmen are encouraged to register for courses during normal registration rather than late registration. All students must report to their NROTC Advisor for approval of courses after they have obtained approval of the appropriate University Faculty Advisor.
- 2. Fees for scholarship Midshipmen are paid directly to the University by the Department of the Navy via electronic means. The Navy does not pay for parking, property damage, activities, intercollegiate athletics, Daily Texan or Cactus Publication, hospital and Texas Union fees are not paid by the Navy. Non-scholarship students pay their own tuition and

fees.

3. The NROTC Advisor must be notified of each Midshipman's class schedule as soon as it is definitely established. Each Midshipman will also provide a degree plan to the Class Advisor and update the plan when changes occur.
4. All students are expected to take a minimum of 15 credit hours of course work each semester. Students in a four and one-half or five year curriculum are expected to maintain progress toward a degree that will ensure completion of degree requirements by the end of the 9<sup>th</sup> or 10th semester. Failure to make sufficient progress toward a degree may result in the student appearing before an Academic Performance Review Board. Any change to a proposed graduation date must be approved by the Professor of Naval Science.
5. Not all of the Naval Science course hours count toward a degree. The number of hours allowed varies with each college. When submitting degree plans students should discuss this subject with both their Advisor and their UT faculty advisor.
6. Students who need to drop a course or change their graduation date must first obtain the approval of the Professor of Naval Science, via special request chit submitted through their Advisor.
7. The Navy will pay for a course only one time. Any course which is dropped, failed, or required to be retaken will be paid for by the student.

207. GRADING SYSTEM

1. Each Naval Science Instructor will provide to the class via Blackboard or a written handout on the first day of class, which specifies the methods that will be used to determine student's grades. This handout will indicate the approximate number of examinations, probable weight to be accorded various phases of work and a general outline of the system employed.
2. The same marking system used by all other academic departments will be followed in reporting Naval Science grades to the University.
3. Any student who achieves a grade of D or lower in a Naval Science course will be scheduled for a Performance Review Board (PRB) and the Commanding Officer will determine if the student is fit for duty as a commissioned officer.

208. LIST OF COURSES WHICH SATISFY NAVY REQUIREMENTS

1. AMERICAN MILITARY AFFAIRS/NATIONAL SECURITY POLICY

HIS 315K	The United States 1492-1865
HIS 315L	The United States since 1865
GOV 310L	American Government
GOV 312L	Issues and Policies in American Government

2. PHYSICS

PHY 303K and PHY 303L	Engineering Physics I & II
PHY 301	Mechanics
PHY 316	Electricity & Magnetism
PHY 317	K/L

3. CALCULUS

M 403K and M 403L	Calculus for Business & Economics I & II
M 408C and M 408D	Engineering Calculus I & II
M 308J, M 308K, and M 308L	Engineering Calculus I, II, and III

209. STUDY HOURS REQUIREMENT

1. Purpose. The purpose of the NROTC study hall system is to help students improve their study habits, which should result in improved academic performance. The Chief of Naval Education and Training requires NROTC units to provide a study hall system to assist students improve their academic performance.
2. Requirement. All freshmen Midshipmen will attend ten (10) hours of study hall per week; this requirement will at no point be reduced during the initial semester.
3. Location. Study hours will be conducted in RAS, Sunday through Friday. A log will be maintained by the Battalion Adjutant.

210. DELAYS, EXTENSION AND LEAVE OF ABSENCE (LOA)

1. Due to illness, academic schedules, degree requirements or other reasons, a Midshipman may require more than four school years to obtain a degree. If this situation arises, a leave of absence (LOA) may be granted. In such instances no pay or benefits will be provided during the LOA period, nor will the scholarship period be extended.
5. Midshipmen in degree plans normally requiring more than four years to complete (i.e. Engineering) may apply for a fifth year of benefits. Application must be made at the beginning of the third year of Naval Science (junior year). Students selected will be

notified prior to the end of that academic year. Participation in all Naval Science drill, labs and other events during the period of extended benefits is required. Students must extend their active duty obligation as follows:

<u>Tuition/Fees</u>	<u>Obligation Incurred</u>
1 semester	6 months
1 summer session	3 months
1 month stipend	1.2 months

If a student does not desire to extend active duty obligations, a LOA must be used.

3. Some Midshipmen in degree plans normally requiring four years to complete will not graduate at the end of eight semesters because of hours that are not credited toward a degree. Hours not credited toward a degree may result from change of major, Navy required courses, etc.. These Midshipmen will be placed on LOA until degree requirements are satisfied.
4. Individuals who fail to maintain normal progress in the program (such as academic, physical, or military aptitude performance) or who are found to be unqualified for the program by a physical examination, may be placed either in a LOA status pending correction of the deficiencies or separated from NROTC.
5. During LOA, students will fully participate in Naval Science classes, military lab periods ("Drill"), and all Battalion functions. If not designated as Second Class Swimmer, students will participate in swimming tests. The Marine Officer Instructor will require Marine Option Midshipmen on LOA to participate in physical training and pre-OCS instructional programs. All LOA students, regardless of the type of LOA, will fully participate in all unit activities unless excused.
6. Any questions concerning leave of absence should be referred to the appropriate advisor.

## CHAPTER III

### BATTALION ORGANIZATION AND REGULATIONS

#### 300. ACTIVE DUTY PERSONNEL

1. All active duty staff will be governed by existing service regulations, instructions, directives and the Uniform Code of Military Justice (UCMJ) in the conduct and performance of their duties.
2. OCs/MECEPs are governed by the UCMJ, existing service regulations, instructions and directives; CNETINST 1533.12, CNET P1533/3, CNETINST 1533.15 and these Regulations.

301. MIDSHIPMEN. Midshipmen of the unit will be governed by CNSTCINST 1533.2(series). During ACDUTRA periods, NROTC Midshipmen are governed by appropriate Navy regulations, instructions, and directives, in addition to the aforementioned instruction.

302. ORGANIZATION. The Unit Commanding Officer will appoint battalion positions each long semester. Battalion members on probation or leave of absence will not normally be allowed to hold an office.

#### 303. BATTALION COMMANDER.

##### Mission Statement:

The Battalion Commander is responsible to the Unit chain of command for the professional development and military performance of the University of Texas NROTC Battalion. This responsibility cannot be delegated to his staff or subordinate commanders. He/She is accountable for everything the Battalion accomplishes or fails to accomplish.

##### Specific Responsibilities:

1. Enforces the regulations and policies of the Unit and Commanding Officer.
2. Meets on a monthly basis with the Unit Commanding Officer to brief him on Battalion Events and activities.
3. Maintains constant communication with the MOI to inform on Battalion activities and ensure compliance with all Unit Policies.
4. Reports all class conflicts to the MOI two (2) weeks prior to the semester's start.
5. Conducts monthly counseling of all subordinate officers under his command and generates Mid-term and End of Semester evaluation reports for these members.
6. Represents the Battalion at all official events.
7. Performs any such other duties as directed from the Unit staff and Commanding Officer.
8. Maintains accountability for the Battalion and ensures that corrective disciplinary action is

- taken to keep good order and discipline within the unit.
9. Ensures that Peer Evaluations are done at the end of each semester.

### 304. BATTALION EXECUTIVE OFFICER

#### Mission Statement:

The BN XO is responsible for the internal functioning of the battalion and is responsible for those appointed under him/her to include the Battalion Staff and the entire NROTC Battalion. The BN XO maintains accountability and discipline throughout the Battalion.

#### Specific Responsibilities:

1. Ensure all information is disseminated on a weekly basis to:
  - Unit Executive Officer (XO)
  - Marine Officer Instructor (MOI)
  - Battalion Commanding Officer (BNCO)
  - Battalion Operations Officer (OPS-O)
  - Battalion Adjutant (ADJ)
  - Battalion Supply Officer (SUPP-O)
  - Battalion Future Operations Officer (N5)
  - Platoon Commanders (PLT CMDRs)
  - Battalion Chief Petty Officer (CPO)
2. Supervise the conduct of all battalion formations.
3. Conduct Battalion Staff meetings weekly.
4. Conduct primary mid-term and end-of-semester evaluations of the following personnel:
  - OPS-O
  - ADJ
  - SUPP-O
  - N5
  - PLT CMDRs
  - SGT MAJ/CPO
5. Receive all muster reports from the ADJ to include the names of any personnel not present and the appropriate reasons, excuses, and locations thereof.
6. Maintain a performance log regarding the proficiency and conduct of all BN Staff.
7. Supervise and ensure completion and progress of all battalion special events (e.g. formals, Run To Dallas, etc.)
8. Carry out tasks as delegated by the BNCO.
9. Be familiar with the duties of ALL subordinate billet holders, and, while utilizing the chain of command, properly supervise them in the execution of their duties.
10. Attend weekly Unit Staff Meetings.
11. At a minimum, meets on a monthly basis with the Unit Executive officer to brief him on Battalion Events and activities.

### 305. BATTALION ADJUTANT

#### Mission Statement:

Execute and diligently supervise the essential administrative, ceremonial, and watch-standing missions of the battalion as well as other assigned tasks that may be assigned by the battalion commander.

#### Specific Responsibilities:

1. Officer of the Day(OOD):
  - Ensure individuals who stand watch are qualified and execute their watch properly.
  - Counsel OODs for negligence in watch standing and to assign EMI if necessary.
  - Formulate a Watch Bill for OOD and ensure that all watches are filled.
  - Revoke an OOD's qualification to stand OOD if necessary.
2. Battalion Member of the Month(BATMOM):
  - Collect nomination forms from the Platoon Commanders and ensure that the members of the Battalion Selection Board have copies prior to the board convening.
  - Participate as necessary on the Battalion Selection Board to select the BATMOM.
3. Awards:
  - Prepare the script to be used for the Semester awards ceremony and to meet with the proper members of the Unit Staff (MOI and other officers as necessary) to seek final script approval.
  - Acquire and organize all decorations, swords, and trophies to be awarded prior to the awards ceremony.
  - Ensure that materials needed for the awards ceremony, such as podiums, sound equipment, and any other necessary equipment are ready and setup prior to the start of the awards ceremony.
4. Ceremonies:
  - Prepare and finalize the script used in the Change of Command ceremony and to obtain final approval from the MOI. Perform the duties of Battalion Adjutant at Change of Command ceremonies, Battalion Formals, and the Semester Awards Ceremony.
5. Administrative:
  - Develop duty bills for the OODs, Colors Duty Squads, and Cleaning Duty Squads.
  - Ensure that aforementioned bills are executed in an efficient and effective manner by the concerned personnel.
  - Have overall charge of the spaces in the battalion through OOD and to set guidelines for how they are to perform their duties in relation to these responsibilities.
  - Ensure that the BN Computer Officer executes his assigned duties and that BN computer resources are properly maintained.
  - Ensure that the Chain of Command, Ensign Bar, and 3<sup>rd</sup> deck bulletin boards are properly updated each semester.

- Maintain an accurate battalion recall list.
- Take overall muster for the battalion at PT and Drill and to report to the BNCO or BN XO the status of the battalion.
- Ensure that members of the battalion assigned study hours are completing them according to the desires of the battalion staff.
- Maintain an accurate Battalion Recall List.

### 306. OPERATIONS OFFICER

#### Mission Statement:

The Operations Officer is responsible to the BNCO and BN XO for the planning, coordination, and execution of all Battalion activities. All education and training activities will be planned by the Operations Officer.

#### Specific Responsibilities:

1. Create an initial OPS plan and have it approved by the BN XO, BNCO, and MOI no later than two weeks prior to the beginning of the semester. The initial OPS plan should include the following:
  - All activities during drill
  - PT sessions
  - Leatherneck Operations
  - Fundraising Activities
  - Major events for the semester as described below.
2. Oversee the following events during the fall semester:
  - Freshman Orientation
  - Run To Dallas
  - Navy-Marine Corps Birthday Ball
  - Alumni Weekend
  - Commissioning
3. Supervise the following events during the spring semester:
  - Tulane Drill Competition
  - NJROTC Roundup Marksmanship Competition
  - Senior Mess Night
  - Commissioning
4. The MOI and the Unit CO shall be briefed on the upcoming month's OPS plan a least one week before the end of the month.
5. Produce of the Plan of the Week (POW)
  - Include the Battalion OPS plan for the week and consult with the OPS-O.
  - Include the Leatherneck Ops Calendar for the week and consult with the Leatherneck Platoon Commander.
  - Include all PT Plans for the week and consult with the CPO.
  - Include the Officer of the Day (OOD) watchbill, the duty squad schedule, and the

colors schedule for the week and consult with the ADJ.

- Discuss the Final Copy POW with the MOI for approval.
  - Discuss with the Unit XO on the final copy of the POW and solicit his/her signature requesting his/her official approval.
  - A copy of the POW will be posted on the required reading board on the third deck of the RAS building no later than Close of Business on Friday each week.
  - Copies of the POW will be distributed to the following personnel:
    1. (2) The University Admin Associate with any event requiring the CO's presence highlighted.
    2. (1) The XO
    3. (1) The MOI
    4. (1) The SUB Officer
    5. (1) The AIR Officer
    6. (1) The AMOI
    7. (1) The Supply Technician
    8. (1) The Human Resources Assistant
    9. (1) Any other unit staff not listed above.
6. Coordinate between BN XO, event personnel and the Leatherneck platoon commander
  7. Locate and schedule guest speakers to address the battalion.
  8. Coordinate with the Unit staff for the travel and lodging need for guest speakers to the battalion.
  9. Keep a record of all contact information for guest speakers.
  10. Deconflict PT schedules between the Naval, Army and Air Force ROTC units as necessary.
  11. Direct the Color Guard Commander, as required, to perform their duties at the prescribed time and place
    - Work with the Color Guard Commander, and, if necessary, the AMOI, in order to ensure successful execution of color guard events.
    - Ensure that the AMOI, BN XO, and BN CO are briefed on all color guard evolutions.
    - Ensure that the Color Guard Commander has the resources necessary to complete his duties.
  12. Conduct evaluation of Future Planning Officer.

### 307. FUTURE OPERATIONS OFFICER (N5)

#### Mission Statement:

The Future Operations Officer is responsible to the BN Ops Officer for all forward planning for the next academic semester. He/She is responsible for scheduling all education and training events for the next academic semester.

#### Specific Responsibilities:

1. Create an initial OPS plan and have it approved by the BN XO, BN CO, and MOI no later

than two weeks prior to the beginning of the semester. The initial OPS plan should include the following:

- All activities during drill
  - PT sessions
  - Leatherneck Operations
  - Fundraising Activities
  - Major Events for the future semester (included in the Operations Officer description).
2. Locate and schedule guest speakers to address the Battalion.
  3. Assist the Operations Officer with on-going preparations for the current semester activities.
  4. Serve as the Battalion's single point of contact for the ROTC Language and Culture Project.

### 308. BATTALION SUPPLY OFFICER

#### Mission Statement:

The supply officer is the principal manager of battalion money and is authorized to make and receive payments. In addition, he or she will be required to make a budget, collect dues, organize fundraisers, and oversee any other miscellaneous duty involving battalion finances. The SUPPO will report directly to the BNCO on all financial transactions.

#### Specific Responsibilities:

1. Update the MOI on the financial status of the Battalion on a monthly basis.
2. Maintain a balanced budget.
  - Know the balance at all times.
  - Keep accurate records of all transactions.
  - Forecast the spending estimate for the current semester.
3. Organize and supervise fundraisers.
  - Organize and supervise football stadium cleanups.
  - Organize and supervise soccer/softball cleanups.
4. Process fund requests in a timely manner.
5. Analyze budget and submit a value for semester dues.
6. Maintain a constant supply of PT shirts to sell to battalion.
7. Collect Battalion Dues.

### 309. BATTALION CHIEF PETTY OFFICER (BN CPO)

#### Mission Statement:

The BN CPO is the senior enlisted billet holder in the Battalion. He/She is the principal advisor to the commander on the state of morale, discipline, and training of Midshipmen within the Battalion. The BN CPO is responsible for the evaluation and physical training

of the battalion. He is also responsible for ensuring all Navy safety standards are met prior to, during, and after completion of all physical training events.

Specific Responsibilities:

1. Disseminates essential Battalion information on a weekly basis to the:
  - Unit Executive Officer (XO)
  - Battalion Operations Officer (OpsO)
  - Battalion Adjutant (ADJ)
  - Platoon Sergeants (Plt Sgts)
2. Coordinates the Intramural Sports activities for the Battalion with the University.
3. Provide all muster reports to the ADJ to include the names of any personnel not present and the appropriate reasons, excuses, and locations thereof for PT.
4. Carry out tasks as delegated by the BNCO.
5. Be familiar with the duties of all subordinate billet holders, and, while utilizing the chain of command, properly supervise them in the execution of their duties.
6. Carry out other such written or verbal orders that may from time to time be given by members of the battalion staff.
7. Conduct Friday Remedial PT sessions.
8. Ensure that the Battalion is properly prepared for PRT/PFT and all physical training events.
9. Submits a Physical Training plan to the Command Fitness Leader no later than two (2) weeks prior to each academic semester's start.

310. MEDICAL OFFICER

Mission Statement:

The Medical Officer is responsible to the BN XO and OpsO for all medical readiness of each Battalion activity. He/She is also responsible for the accountability of all Nurse Option Midshipmen.

Specific Responsibilities

1. Maintain accountability of all Nurse Option Midshipmen for Drill and PT.
2. Report all class conflict Nurse Options to BN ADJ no later than two weeks prior to the beginning of the semester.
3. Conduct alternate Drill session for Nurse Options who cannot attend Drill. See the MOI for further details.
4. Ensure all first aid equipment is at all required BN functions.
5. Schedule corpsmen for major Battalion evolutions (i.e. Run to Dallas).
6. Conduct medical classes as required. Specifically, each member in the battalion should understand how to use the AED.

311. PUBLIC AFFAIRS OFFICER (PAO)

Mission Statement:

The PAO is responsible to the BN XO and BN CO for matters concerning record of all battalion events and publication of such events.

Specific Responsibilities:

1. Act as chief editor of articles submitted by Platoon PAO's
2. Ensure pictures are taken and articles written about the major battalion events. Submit final versions to the unit XO.
3. Maintain up to date publication boards in all battalion spaces (i.e. BATMOM board)

312. PLATOON COMMANDER

Mission Statement:

The Platoon Commander is responsible to the BN XO and OpsO for the professional training and development of the platoon. He is also responsible for everything the platoon accomplishes or fails to accomplish.

Specific Responsibilities:

1. Ensure that the platoon functions smoothly and effectively.
2. Properly plan, execute, and create lessons learned for all assigned events.
3. Notify the Battalion Executive Officer of all issues concerning platoon members which could impact their performance within the battalion.
4. Know and understand the duties of all subordinate billet holders and, while utilizing the chain of command, properly supervise them in the execution of their duties.
5. Guarantee the readiness of the Platoon Sergeant to assume the billet of Platoon Commander in his/her absence.
6. Maintain accountability of all members of the platoon and take corrective action if necessary to prevent further infractions upon rules and regulations. Report any discrepancies with accountability up the chain of command immediately.
7. Notify the Chain of Command when a platoon member is placed on light duty. Ensure that a proper documentation is submitted to their Advisor, Chief, and maintain a record of these medical documents.
8. Ensure that all chits submitted are on time and in the correct format, to include chits for PT, Drill, Special Authorization Chits, etc. For chits that are submitted outside the battalion chain of command, a routing sheet and folder must be included.
9. The Platoon Commander will be aware of all those individuals in his/her platoon who struggle with physical training. The Platoon Commander will maintain a constant awareness of these individuals' progress towards successful completion of the any PRT/PFT.
10. The Platoon Commander will be aware of all those individuals in his/her platoon who have academic problems and shall assist them in whatever way possible to alleviate the cause of the academic issue.
11. Counsel the Platoon Sergeant, Platoon Guide, Squad Leaders, on a monthly basis, and fill out evaluation reports at the end of each term for these members.

12. Counsel all members of the platoon and fill out Mid-term and End of Semester evaluations for these members.
13. Guarantee the superior performance of the platoon during Close Order Drill.

### 313. PLATOON SERGEANT

#### Mission Statement:

The Platoon Sergeants are responsible to the Platoon Commander for the internal operations of the platoon, including the general conduct and appearance of the platoon.

#### Specific Responsibilities:

1. Instruct and supervise the Platoon Guide and Platoon Squad Leaders in their duties. Designate replacements whenever any of the assigned billet holders are temporarily absent.
2. Be familiar with the duties of all subordinate billet holders and, while utilizing the chain of command, properly supervise them in the execution of their duties.
3. Assist the Platoon Commander in the performance of his/her duties and be prepared to assume those duties in his/her absence.
4. Guarantee the readiness of the Platoon Guide to assume the billet of Platoon Sergeant in his/her absence.
5. Submit accurate muster reports to the ADJ or Platoon Commander when required.
6. Prior to the start of a training evolution, maintain accountability of all members of the platoon and take corrective action if necessary to prevent further infractions upon rules and regulations. Report any discrepancies with accountability up the chain of command immediately.
7. The Platoon Sergeant will remain aware of the status of all individuals on light/no duty; and will follow up with those individuals weekly to monitor their progress.
8. The Platoon Sergeant will be aware of all those individuals in his/her platoon who struggle with physical training and will take an active role in their supplemental training.
9. Guarantees the promptness of the platoon at all company and battalion formations, as well as scheduled platoon level instruction.
10. Ensures that their platoon is properly prepared for all training events.
11. Counsel the Platoon Guide, Squad Leaders, and each platoon member once a month; and fill out Mid-term and End of Semester evaluation reports for these members.

### 314. SQUAD LEADER

#### Mission Statement:

The Squad Leader is responsible to the Platoon Commander and the Platoon Sergeant for the internal operation, appearance, and conduct of their squad.

#### Specific Responsibilities:

1. Have personal knowledge of each member in his/her squad.
2. Inform the Platoon Sergeant of changes in personnel status as they occur.

3. Maintain the accountability of all squad members and report any changes up the chain of command.
4. Counsel and guide members of the squad who struggle with physical training evolutions.
5. Carry out such orders as may be given from time to time by members of the platoon staff and senior billet holders.
6. Ensures that the squad is properly prepared for all training evolutions

### 315. FIRE TEAM LEADER

#### Mission Statement:

The Fire Team Leader is responsible to the Squad Leader for the accountability, appearance, and conduct of each member of their fire team.

#### Specific Responsibilities:

1. Have personal knowledge of each member in his/her squad.
2. Inform the Squad Leader of changes in personnel status as they occur.
3. Maintain the accountability of all fire team members and report any changes up the chain of command.
4. Counsel and guide members of the fire team who struggle with physical training evolutions.
5. Carry out such orders as may be given from time to time by members of the platoon staff and senior billet holders.

## CHAPTER IV

### Conduct, Performance Review and Discipline

#### 401. STANDARDS OF CONDUCT

1. Conduct, customs, and traditions are included in all Naval Science Courses and taught in the Freshman curriculum. It is not, therefore, the intent of this chapter to set forth all that is desired or required of Midshipmen in this area, but to highlight some of the more important aspects and to single out those areas which are most pertinent to the academic/military environment at the University of Texas NROTC Unit.
2. Honor, personal integrity, and loyalty to the Service, and adherence to its customs and traditions are fundamental to the character of a Naval Officer. When the Commanding Officer indicates by signing a recommendation that a Midshipman is qualified for commissioning, it is implicit that the Midshipman is worthy of the special trust and confidence conveyed by the President of the United States in the commission. When the commission is accepted, the individual assumes the responsibility for living up to the highest standards in both professional and private life.
3. A vital portion of the NROTC program is devoted to teaching individuals to conduct themselves in such a manner that they gain and maintain the respect of both their seniors and those who will serve under them. Impeccable conduct and high standards of discipline are essential in the military community. Acts or actions of misconduct or discourtesy, which might be condoned elsewhere, are intolerable in the United States Navy and the United States Marine Corps.
4. Some specific areas of military discipline and courtesy are as follows (Note: The term Midshipmen includes all active duty Battalion personnel.):
  - a. Saluting. The salute is a long established form of greeting and recognition exchanged between members of the military profession. All Midshipmen in uniform shall render the salute to officers of all branches of the Armed Forces and to Midshipmen and cadet officers of all the various ROTC branches who are senior to the person concerned. It is customary to exchange a greeting with the salute, such as "Good morning, sir/ma'am".
  - b. Addressing Officers. Midshipmen will stand at attention when addressing or being addressed by an officer. All Navy/Marine Corps Officers are addressed by "Sir or Ma'am" in oral communications. Similarly, in oral or written communications with Army or Air Force Officers, "Sir or Ma'am" is used.
  - c. Entering Officer's Office. When a Midshipman wishes to enter an officer's

office, the following procedure will be used:

- (1) Knock three times and sound off, "Midshipman (Class/Last Name) request permission to speak with (Rank/Last Name)" before entering. If the officer is occupied, do not interrupt.
  - (2) When recognized, enter the office in a military manner and assume the position of attention twelve inches in front of the desk and sound off, "Midshipman (Class/Last Name), reporting as ordered."
  - (3) State your business.
  - (4) Remain at attention until directed otherwise.
  - (5) When dismissed, say "Aye-Aye, sir", step back, and exit the room smartly.
- d. Classroom Procedures. Military courtesy extends to the classrooms. When the instructor enters the classroom, the senior person will call the class to attention. Midshipmen will remain standing until the instructor gives the order to be seated. Midshipmen who are late for class will ask for permission to join the class. When acknowledged, they will take the nearest vacant seat and explain their tardiness to the instructor immediately after class.
- e. Conversing with Officers. The words "Sir and Ma'am" are military expressions, which shall always be used in connection with "Yes" and "No" in all conversations with officers. When replying to an officer in acknowledging an order, the term "Aye, Aye, Sir/Ma'am" is used. This signifies that the order is understood and will be obeyed. "Yea, Yep, Nope and OK" are never used in conversations with superiors.
- f. Standards of Etiquette. It is expected that any person wearing the uniform of a commissioned officer in the Naval service will possess social poise and exercise the manners of a gentleman or a lady. Midshipmen will avail themselves of every opportunity to learn, through reading and observation of those traits in others, those aspects of conduct, which may be expected of them as officers. These include procedures at social gatherings, official functions, and time honored customs pertaining to etiquette. In all phases of social contact with others, Midshipmen shall conduct themselves in an exemplary fashion in keeping with good judgment and common sense. Midshipmen in uniform do not hold hands or link arms with others in public; any ostentatious show of affection indicates a lack of tact and training.
- g. Standards of Dress. Midshipmen/officer candidates maintain the highest standards of personal appearance, both while in uniform and in civilian attire. The uniform will be worn in accordance with U.S. Navy Uniform Regulations and this instruction. While in civilian attire, the Midshipman is expected to present the same neat, well-groomed appearance as in uniform. Always remember you are representing the United States Naval Service, in uniform and out, in your

dealings with professors and administrators, with local merchants and townspeople, with civilian classmates, as well as with the staff and other members of the Battalion. Act and dress accordingly.

h. Grooming Standards

- (1) Males. Hair will be neat, clean, trimmed, and present a well-groomed appearance. Hair in the back will not touch the collar and will present a tapered appearance. Hair will be off the ears. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case shall the bulk or length of hair interfere with the proper wearing of any military headgear. Afro, natural, or similar ethnic hairstyles are permitted provided they are groomed to fit within the above parameters. Plaited or braided hair may not be worn while in uniform or in a duty status.
- (2) If an individual chooses to wear sideburns, they will be neatly trimmed. Sideburns will not extend below the midpoint of a line extending from the top of the ear to the bottom of the earlobe. They will be of even width (not flared) and will end with a clean-shaven horizontal line. "Muttonchops", "ship's captain" or similar grooming modes are considered to be merely elongated sideburns and thus are not authorized.
- (3) If a moustache is worn, it shall be well groomed and neatly trimmed in order not to contribute to a ragged appearance. It must be fully grown hair, not sparse or otherwise non-distinct. No portion of the moustache will extend  $\frac{1}{4}$ " beyond a vertical line extending across the corners of the mouth, nor extend down past the upper lip line.
- (4) Beards are not permitted.
- (5) Midshipmen will have a clean shaven face at all times.
- (6) Body piercings are strictly prohibited. No earrings or piercing ornaments on any part of the body will be displayed on or off duty.
- (7) Females. Hair will be clean and neatly arranged. When in uniform, hair may touch but not fall below the lower edge of the collar in the back, and no hair shall show under the front brim of the cover. Afro, natural, bouffant and other similar hairstyles are permitted within the above guidelines, but in no case shall the bulk or length of hair interfere with the proper wearing of any military headgear. Longer hair should be neatly arranged in a bun, with no strands of loose hair showing.
- (8) No ribbons or ornaments shall be worn in the hair except for bobby pins, neatly

and inconspicuously arranged and plain barrettes. Barrettes shall be conservative in shape, unadorned and made of brown tone plastic, tortoise shell or plain gold metal only.

(9) Cosmetics, including nail polish, shall be of conservative color and worn in good taste.

(10) Wigs or other hairpieces will not be accepted as substitutes for these grooming standards.

(11) Earrings

(a) Women may wear one earring per ear (centered on the earlobe) while in uniform. Earrings shall be 6mm ball (approximately ¼ inch), plain gold with brushed matte finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.

(11) No articles, other than earrings for women specified above, shall be attached to or through the ear, nose, or any other body part.

(12) For more in detail information consult the US Navy Uniform Regulations or the Marine Corps Uniform Regulations at:

USN: [http://buperscd.technology.navy.mil/bup\\_updt/508/unireg/uregMenu.html](http://buperscd.technology.navy.mil/bup_updt/508/unireg/uregMenu.html)

USMC: <http://www.marines.mil/news/publications/Pages/MCO%20P1020.34G%20W%20CH%201-4.aspx>

i. Class Attendance. No unauthorized absences are permitted in Naval Science courses. A student who has a valid reason for absence, such as illness, conflict with a University directed activity, or other cause, will notify the Naval Science Instructor prior to class. Arrangements shall be made for completion of any work to be missed by virtue of the absence. Repeated unexcused absences will be cause for an offense report and may lead to consideration for disenrollment.

(1) The first unexcused absence will be disciplined through counseling of the Unit Executive Officer.

(2) Upon the second unexcused absence a student will be subject to an automatic Aptitude Performance Review Board.

j. Indebtedness. Midshipmen shall not, without specific approval from the Commanding Officer or Executive Officer of the NROTC Unit, obligate any

organization or group with the unit, or enter into any financial transactions, which could possibly result in indebtedness on the part of the unit or any Navy sponsored activity. Individual Midshipmen shall conduct their private financial transactions in such a manner that discredit is not reflected on them, the unit, or the Naval Service.

- k. Obscenities. Rude or offensive language, profanity, or obscene acts toward any individual or group of individuals is prohibited. Such acts also undermine the integrity of the command, debilitate morale, and interfere with work productivity. The individual who is offended by such language or act should make immediate confrontation of the perpetrator. Should the offensive actions persist, it should be reported via the chain of command or to an appropriate unit officer.
- l. Posters/Graffiti. The open display of nude or semi-nude posters, pictures, calendars, etc., or the writing of graffiti of any nature is prohibited in the Battalion spaces.
- m. Sexual Harassment. Sexual harassment is defined as action that involves unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature under the following circumstances.
  - (1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.
  - (2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting this person
  - (3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is unacceptable conduct; it undermines the integrity of the command, debilitates morale, and interferes with the work productivity of an organization. Specific acts of such misconduct will be the subject of disciplinary action. All incidents of sexual harassment are to be reported either via the chain of command, directly to a unit officer, or directly to the unit Commanding Officer or unit Executive Officer.
- n. Hazing. The practice or acceptance of hazing at the University of Texas NROTC Unit is **not** tolerated. Professionalism and military courtesy will be used at all times. If a midshipman feels that they have been hazed they are to report the incident to their advisor immediately.
- o. Alcohol Consumption
  - (1) State law prohibits consumption of alcoholic beverages by anyone under 21 years of age. All members of the NROTC Unit are required to abide by

the state law at all times.

- (2) Since there are members of the unit who are over 21 years of age, alcoholic beverages may be served at unit functions. Those personnel drinking are expected to drink responsibly and to conduct themselves as officers in the Naval Service at all times.
- (3) Battalion personnel throughout the chain of command shall:
  - (a) Ensure that all members of the command are aware of the policy.
  - (b) Eliminate improper conduct by taking appropriate action, to include counseling and, if necessary, appropriate disciplinary action.

- p. Equal Opportunity. Simply put, all members of this battalion are judged by their performance and not by the color of their skin, ethnic background, or race. At no time will any sexist or racist remarks be tolerated and is considered to run counter to the good order and discipline of the Naval service and this unit.

402. PARTICIPATION IN CAMPUS ACTIVITIES. Midshipmen are allowed to participate in campus activities and organizations. There are no restrictions placed on such participation except when in direct conflict with an official NROTC function, the NROTC function shall take precedence. All students are urged to be selective in extracurricular activities—do not permit them to take so much time that they become a burden rather than a source of enjoyment. Because Midshipmen, MECEP and STA-21 students are in training to become officers in the Naval Service, their attention, support, and efforts should be focused primarily upon NROTC activities.

403. COUNSELING. The primary counselor and advisor to each Midshipman shall be the Platoon Advisor. The Platoon Advisor is concerned with each individual's academic, military, and, extracurricular performance. All Midshipmen have problems at one time or another, which require assistance in order to reach acceptable solutions. The Platoon Advisor can give valuable guidance and advice, and if necessary, direct the Midshipmen to the agency or person who is best able to help. All students will meet with their Platoon Advisor for counseling at least twice a semester. However, a student may meet with their advisor at any time they feel it is necessary.

404. APTITUDE EVALUATION SYSTEM

1. The Unit has adopted the use of the standard Navy Officer Fitness Report and Counseling Record (RCS BUPERS 1610-1) to determine the military aptitude or potential of each Midshipman. Each Midshipman's performance will be evaluated during the following events; naval science classes, laboratory (drill) sessions, physical training sessions, and unit/platoon events. The major objectives of this system are:
  - a. To evaluate the individual's aptitude for a commission.
  - b. To discover any weaknesses in officer like qualities and to provide counsel and

- guidance to correct these weaknesses.
  - c. To determine those Midshipmen who are best qualified to occupy positions of authority and responsibility in the NROTC Battalion.
  - d. To determine the relative standing in aptitude of Midshipmen in each class.
2. Evaluations shall be completed and submitted to the appropriate platoon advisor prior to the end of each semester. The following chart shows the evaluation responsibility for each member of the battalion.

<b>Person Evaluated</b>	<b>Primary</b>	<b>Secondary</b>
Squad Member	Fire Team Leader	Squad Leader
Fire Team Leader	Squad Leader	Platoon Sergeant
Squad Leader/Guide	Platoon Sergeant	Platoon Commander
Platoon Sergeant	Platoon Commander	Battalion XO
Platoon Commander	Battalion XO	Battalion CO
Battalion Staff	Battalion XO	Battalion CO
Battalion CO/XO	MOI	N/A

3. A Midshipman whose record indicates a weakness in aptitude for service will be ordered to appear before a Performance Review Board to assess retention or possible disenrollment.

#### 405. RECOGNITION OF VOLUNTARY ACTIVITIES

1. Extra effort devoted to NROTC activities and participation in certain University organizations merit special recognition. Voluntary endeavors of this nature give evidence of initiative, cooperation, and adaptability. They reflect unusual ability, talent, or leadership qualities.
2. Recognition is of secondary importance in this matter. Satisfaction of accomplishment, fellowship, the pleasure of participation, and other values that accrue to the individual are ample compensation. Furthermore, personnel should avoid participation in extracurricular activities at the expense of academic achievement. Participation is of doubtful value if the individual is merely being a “joiner”. Nevertheless, a system of recognizing significant voluntary accomplishments may be of some assistance in aptitude evaluation procedures.
3. Extra participation deemed worthy of recognition includes, but is not limited to, the following activities:

- a. Activities in connection with NROTC functions, such as Navy sponsored social events, NROTC displays, or exhibits, recruiting trips, unit publications, the battalion counseling program, and similar projects.
    - b. Membership on drill teams, pistol teams, or ceremonial units.
    - c. Member of university varsity or club athletic teams.
    - d. Member of the Longhorn Band.
    - e. Participation on NROTC intramural athletic teams.
    - f. Participation on university publications.
    - g. Participation in community activities, civil, and service organizations.
    - h. Membership in all-university societies, honorary organizations, or professional activities.
  4. No exact weight or order of precedence of the activities is established or desirable. In general, however, the above activities are listed in descending order in accordance with their value to Naval training or their reflection of desired aptitude characteristics. The time devoted to the activity, and the degree of participation or achievement, would also have a bearing on evaluation of the participation.
  5. Staff Officers record any participation that comes to their attention. Officers who are assigned responsibility of particular functions will ensure that Midshipmen participation is recorded. Platoon advisors will obtain and have recorded information concerning University activities in which their students participate.
  6. Normally, participation will be recognized by making it a matter of record in the individual's file. In exceptionally noteworthy cases, a letter of commendation from the Commanding Officer may also recognize the participation. Letters will originate with the Staff Officer concerned and will be forwarded via the Executive Officer. Participation in these activities may be a factor in determining the Honor Platoon each semester. A point system will be developed to ensure uniformity of credit given.
  7. Staff Officers will review individual files prior to completion of Aptitude Evaluation reports. While specific numerical values are not prescribed, appropriate consideration of special performances and activity participation will be reflected in aptitude markings. Any officer or board concerned with Midshipman aptitude recommendations will also consider individual performance records.
  8. It is emphasized that the participation described above is concerned with activities that relate in a significant way to officer-like qualities. It should also be remembered that performance in routine NROTC activities is of primary importance in aptitude evaluation.
406. AWARDS. Individual awards are presented to outstanding Midshipmen of the Unit. All Midshipmen are encouraged to compete for awards. Selection criteria are determined by the Professor of Naval Science and reflect the desires of organizations sponsoring the awards. Selections of individual recipients are made by staff members and approved by

the Professor of Naval Science. Some require nomination locally for selection at the national level.

407. SOCIAL NETWORKING SITES POLICY

Midshipmen need to understand that with the ability to use social networking sites comes responsibility. This policy is one of common sense. Midshipmen should be mindful of any information, pictures, or video they post in the public domain. Midshipmen will not post any material that could potentially reflect poorly on the Navy, UTNROTC or the University.

408. SERIOUS ILLNESS, HOSPITALIZATION OR CONFINEMENT. All Midshipmen will inform this command by telephone, telegram or other expeditious means in case of serious illness, hospitalization, and confinement by civil authorities or similar circumstances. This is the personal responsibility of the individual Midshipman.

409. DISCIPLINARY SYSTEM

1. The end product of the NROTC program is a mentally, physically, and morally well developed officer for the Naval Service. The conduct standards are, in general, those standards by which the Midshipmen will be judged when entering into active duty in the Naval Service, i.e., the qualities of morality, honor, and devotion to service, common to ladies and gentlemen. Midshipmen are expected to conduct themselves at all times with decorum and propriety. Any misbehavior, disorder, or negligence, not herein expressly mentioned, will be considered and treated as the circumstances may warrant.
2. To ensure each individual is properly prepared to assume the responsibilities of a commissioned officer, it is necessary to take official cognizance and corrective action for all breaches of regulations, customs, and standards of conduct.
3. Midshipmen who have committed a serious infraction or those who repeatedly conduct themselves in an unacceptable manner will be referred to a Performance Review Board for evaluation and appropriate recommendations.
4. Articles of disciplinary infractions can be found in the UCMJ.
5. In the case of OC's and MECEPs, violation of the UCMJ could result in Captain's Mast/Office Hours.

410. PERFORMANCE REVIEW BOARD. A Performance Review Board will be convened to address serious academic and aptitude deficiencies. The board will consist of the Unit Executive Officer as Senior Member and all NROTC Instructors as members. A member of the student's chain of command will also be present.

1. Academic. The following will automatically result in a PRB:

- a. Made one or more “F’s” the previous semester.
  - b. Made two or more “D’s” the previous semester.
  - c. A semester GPA less than 2.0 (2.5 for STA-21):
  - e. Failed to meet the requirements of any previous probation or leave of absence.
  - f. Disenrollment from the university.
2. Aptitude. The term aptitude means the suitability and potential of an NROTC Midshipman or Officer Candidate to become an effective, competent officer in the Navy or Marine Corps. A Performance Review Board will be convened for persons found to be deficient in aptitude. Examples include integrity violations, lack of leadership ability, lack of motivation, etc.
  3. Actions. For each individual called before the Review Board one of the following recommendations will be made to the Commanding Officer:
    - a. No further action.
    - b. Academic Warning.
    - c. Probation.
    - d. Leave of absence.
    - e. Disenrollment.
  5. If the individual feels that the board’s recommendation is unjust, they may present additional information to the Commanding Officer.
  6. If the individual is recommended for disenrollment, the student may appeal the recommendation, in writing within seven working days.

#### 411. PROBATION

1. Probation may be directed for Midshipmen who demonstrate substandard academic, physical fitness, aptitude performance, involvement in disciplinary difficulties, or whose performance raises a question concerning personal qualifications or suitability for continuation in the NROTC program.
2. Personnel placed on Probation will be notified in writing by the Commanding Officer. The notification will state the cause, period, and terms of the probation.
3. Failure to meet the terms of Probation may lead to placement on Leave of Absence (LOA) or a recommendation for disenrollment.

#### 412. LEAVE OF ABSENCE (FINANCIAL BENEFITS SUSPENSION)

1. When a decision concerning retention must be evaluated, or terms of Probation have not been met, a Leave of Absence may be directed.

2. Personnel placed on Leave of Absence are on their last step before disenrollment. The NROTC scholarship will be suspended, but the student will still attend all NROTC training, Naval Science Classes, Physical Fitness Training, and Drill as directed by the Commanding Officer.

413. DISENROLLMENT

1. Midshipmen may be recommended for disenrollment for the following reasons:
  - a. Receipt of a final mark of "F" in a Naval Science course, or any considerable deficiency in the quality of work in Naval Science.
  - b. Receipt of two "F's" in other courses in one semester.
  - c. Failure to meet the terms of an LOA.
  - d. Inaptitude for a commission in the Naval Service.
  - e. Disenrollment from the University for any reason.
  - f. Physical disqualification.
  - g. Disciplinary reasons or breach of contract.
  - h. Integrity violations
  - i. Hazing
  - j. Any form of racism or sexism
2. In general terms, disenrollment may be recommended in any case where there is doubt concerning the value of the individual to the Naval Service.
3. Disenrollment at the individual's own request may be affected without penalty under the following conditions:
  - a. Scholarship Program Students. At any time prior to the beginning of the advanced portion of the program (i.e. before Sophomore year).
  - b. College Program Students. At any time prior to beginning the advanced portion of the program (last two years).
4. Midshipmen being recommended for disenrollment by reason of discipline or inaptitude will be requested to submit a statement in writing concerning the circumstances that resulted in the disenrollment recommendation.
5. Students disenrolled for other than disciplinary reasons or inaptitude may be permitted by the Commanding Officer to complete the current term as Naval Science students.
6. A disciplinary disenrollment will make it highly improbable that the individual can ever receive a commission in the Naval Service. Any disenrollment becomes a matter of official record, and it may be prejudicial to future consideration for commission in any service or have a detrimental effect on an individual's career opportunities.

7. Disenrollments are reported to university authorities. Disciplinary disenrollment may result in action by the university. Such action may impose serious penalties beyond the loss of NROTC status, and they could result in forfeiture of credits, withholding of a degree, or expulsion from the university.
6. NROTC students who are disenrolled subsequent to the permissive periods listed in paragraph 3 above will be required to repay the U.S. Government all scholarship money received.

414. GENERAL ACADEMIC GUIDELINES

- 2.5 and above: in good standing.
- 2.3 – 2.49: Academic Warning, Advisor Counseling, and tutor/study hours as directed by advisor.
- 2.0– 2.3: Academic Probation, XO Counseling, and mandatory 10 hours of study hall.
- 1.9 and below: PRB.

415. ACADEMIC REVIEW. University of Texas Regulations requires that work offered to meet the requirements for a baccalaureate degree may not average lower than “C” (2.0). However, the Chief of Naval Education and Training (CNET) sets standards for which, if you fall below the minimum requirements, you are subject to a Performance Review Board. Midshipmen who are in, or on the verge of, academic difficulty, or who are about to fall below the CNET mandated 2.5 GPA average must be impressed with the seriousness of their position and advised to the course of action they must take if they are to continue in the NROTC Program. The University of Texas General Information Catalog contains required standards for continuance in the University. CNSTC Instruction 1533.2 (Regulations for Officer Development) contains policies regarding actions that can be taken against a Midshipman that is found deficient academically.

## CHAPTER V

### PAY, FACILITIES, AND EQUIPMENT

#### 501. PAY OF MIDSHIPMEN

1. Scholarship Students. Scholarship NROTC students military pay records are maintained by the U.S. Defense Finance and Accounting Service (DFAS), Cleveland, Ohio. During the regular school year, subsistence allowance and book allowance payments for scholarship students are paid via direct deposit. All personnel are responsible for initiating and maintaining a savings or checking account into which payments can be deposited. Scholarship students are paid at the pro-rated subsistence allowance for each month students attend school. Students between their Junior and Senior year are paid subsistence for the period during the summer when they are not undergoing summer training. The maximum amount of this subsistence pay a Midshipman may receive is twenty months for the first two years and twenty months for the second two years. This maximum will not normally be reached since the academic year is approximately nine months. Two-year scholarship students will receive a maximum of twenty months of subsistence allowance.
2. College Program Students. College Program students receive a pro-rated subsistence allowance for each month the student actually attends school during the last two years in the program. Students between their Junior and Senior years will be paid subsistence for the period during the summer when they are not undergoing summer training. The maximum amount of subsistence paid is twenty months. Payments are made via direct deposit in the same manner as those of the Scholarship students.
3. Summer Training Period. All Midshipmen ordered to summer training programs will draw pay according to DODFMR, Volume 7A. This pay will commence when the Midshipmen reports to the designated place of training, or, if reporting to a ship or station outside CONUS, upon arrival at the port of embarkation. Pay will be terminated upon detachment from the training site. If training outside CONUS, pay will be terminated upon reporting to the port of debarkation. Subsistence in kind is provided without charge during summer training.

#### 502. RUSSELL A. STEINDAM HALL

1. Russell A. Steindam Hall. Russell A. Steindam Hall is used by the Army, Naval and Air Force ROTC Units. All Naval Science courses are normally taught in Naval Science classrooms on the third deck. The university also schedules other courses in these classrooms. The library on the main floor is also for general use for study between classes. Midshipmen are encouraged to use the library and are required to do their part in keeping the library neat and orderly. Appropriate military behavior should be observed at all times in the building whether in uniform or civilian clothes. Classrooms can be made

available through the Unit Academics Officer for after-hours use for study or organized activities.

2. Midshipman Battalion Office. The Midshipman Battalion Office is located on the third deck. The Battalion Adjutant is responsible for this space and will prescribe appropriate regulations for its use.
  3. The Fantail. A lounge area for Midshipman/Officer Candidates is provided on the third deck. This area serves as a lounge for all personnel.
  4. The Wardroom. The Wardroom is located on the third deck, and serves as a lounge for NROTC seniors and Unit Staff.
  5. The Goat Locker. The Goat Locker is located on the first deck. This area serves as a lounge for NROTC juniors, seniors and active duty.
503. TUITION AND FEES. All tuition and fees (except parking, property damage, activities, student government, Daily Texan, and Cactus fees) are paid by the Navy for scholarship Midshipmen for up to a maximum of eight semesters for four-year scholarship students, and four semesters for two-year scholarship students (except as modified in Chapter 2). Summer school tuition and fees are authorized only under certain circumstances. For more information contact your Unit Advisor. The NROTC Unit maintains current listings of scholarship eligible Midshipmen with the BURSAR. Fee bills are automatically adjusted to reflect the amount paid by the NROTC and each student is charged for only those items not covered. Any questions on fee bills should be directed toward the unit Military Personnel Clerk. All students are responsible to ensure they are receiving benefits for the appropriate semester(s) through the Military Personnel Clerk.
1. Summer School. There are four instances in which summer school may be allowed:
    - a. The specific courses are an integral part of the major field of study required for the baccalaureate degree but are not offered during the academic year.
    - b. Attendance at summer school will advance the normal commissioning date and will not preclude meeting Naval Science and cruise requirements.
    - c. Courses are required to be repeated because of injury or illness which prevented completion of the scheduled courses during the academic year.
    - d. Courses are part of a program in which the institution required attendance at one or more summer sessions.
504. MEDICAL FACILITIES
1. Medical Care. All Midshipmen are eligible for medical care as provided to all university students at the Student Health Center. In addition, Midshipmen are given pre-commissioning physical examinations. Those applying for flight training must pass a Navy flight physical prior to application for such training. All students are encouraged to

obtain medical insurance through the Student Health Center or remain on their parents medical insurance policy.

2. Medical and Dental Care for Midshipmen at Navy Medical Department Facilities. Members of the NROTC Scholarship Program or the 2-year Advanced Standing NROTC Program are eligible for care at Naval Medical Department facilities under certain conditions. These conditions are:
  - a. While attending or en route to or from active duty for training. Care is also given once reported back to the University if injury occurred while on active duty.
  - b. While attending a civilian education institution in the following cases:
    - (1) While under “implied orders” to or from school during authorized holidays, to undergo a NROTC required physical, to attend a NROTC sponsored (sanctioned) drill meet, participating in Orientation, or running the PFT/PRT.
    - (2) While participating in a NROTC sponsored sports event, i.e., when Midshipmen are on one team and they are playing another team, where a group of Midshipmen are running in a sanctioned race with the approval of the PNS.

#### 505. UNIT LIBRARY

1. Hours of Operation. The Unit Library is open from 0730-2100, Monday through Thursday, and 0730-1600, Friday.
2. Conduct in the Unit Library. All personnel will refrain from making noises and otherwise disrupting the study environment. Students disturbing others while in the Unit Library will be required to leave.
3. Library Logbook. All books and equipment issued or procured will be logged-in on an NROTC Library Logbook. The student must initial for each book issued.
4. Textbooks and Equipment
  - a. Issue Procedures
    - (1) Naval Science Courses. Textbooks for Naval Science courses are provided to all NROTC student participants, free of charge. NROTC textbooks will not be issued to civilian naval science students. Procurement, custody, and issue of these texts are under the direction of the Assistant Marine Officer Instructor. All such texts and equipment are the property of the U.S. Government and must be returned upon completion or dropping of a course.
    - (2) For other University Courses. Scholarship Midshipmen will receive an additional stipend at the beginning of every spring and fall semester that may or may not cover the purchase of the necessary textbooks for all courses other than Naval Science. These books may be sold or retained by the individual, as desired at the

end of the semester.

- b. Return Procedures. All Naval Science textbooks, non-consumable supplies, and items of equipment issued to NROTC students shall be collected no later than the last examination day for each semester or summer session, or at the end of the course for which a particular item is used. In the event the equipment is not returned, or is so mutilated through misuse that reissue is not feasible, students shall replace it in kind or make cash restitution in the form of a money order made payable to the Treasurer of the United States. When students fail to resolve the situation in either case an encumbrance of official university records and the filing of an official report with the Federal Bureau of Investigation (FBI) and the Department of the Navy will result. The Unit Librarian will assess each student for the amount owed.

## **CHAPTER VI**

### **UNIFORMS**

601. U.S. NAVY UNIFORM POLICY. The United States Navy and Marine Corps are uniformed military services. The Navy and Marine Corps's uniforms and indications of rank and specialty displayed thereon are outward symbols of the United States Naval Organization. Uniforms are an important element in the morale, pride, discipline, and effectiveness of our organization.
602. MIDSHIPMAN UNIFORM ISSUE AND PERSONAL PROCUREMENT. Upon entering the NROTC Program, all Midshipmen are issued the items of clothing listed in CNETINST 1020.4 (series). These items remain the property of the U.S. Government until commissioning, whereupon they become the property of the individual concerned, except for Midshipman insignia and organizational clothing that must be returned. Upon disenrollment from the program, all uniform items must be turned in to the Supply Storeroom. Uniform items must be clean. Missing items or items damaged as a result of misuse will be replaced in kind. At the discretion of the Professor of Naval Science, cash restitution for damage or loss may be made in the form of a money order payable to the Treasurer of the United States. In addition to those items issued by the Navy, each Midshipman is required to provide additional uniform items (such as socks, underwear, athletic clothing, shoe polish, etc). MECEP's will wear uniforms prescribed in MCO P1020.28 (series).
603. ALTERATIONS, CARE, AND REPLACEMENT OF MIDSHIPMAN UNIFORMS
1. Major alterations to NROTC uniforms are not authorized. In the fitting of uniforms for NROTC students, certain minor alterations such as adjustments in the sleeve length, trouser length, or waist size, may be necessary. During initial issue to Midshipmen, an alteration chit will be issued for proper alterations to be accomplished by a local tailor under Navy contract. Needed alterations due to gaining weight or losing weight or for any other acceptable reason will also be accomplished at Navy expense. Ill-fitting clothing should be taken to the Unit Storekeeper who in turn will issue a replacement uniform or an alteration chit. All hands are cautioned about having their uniforms altered on their own initiative. First, they cannot be reimbursed for the cost involved, and more importantly, improper alterations may be made which will render the uniform useless. In such cases, replacement items must be purchased by the individual concerned.
  2. NROTC Midshipmen are required to maintain certain uniforms that may be prescribed by the Commanding Officer for various occasions. The minimum requirements are:
    - a. Summer Khaki (Poly/Cotton)
    - b. Summer White (CNT)

- c. Summer Khaki (Poly/Wool) (issued to 1/C Midshipmen)
  - d. Service Dress Blue
  - f. Black Windbreaker
  - g. Service Dress White; Full Dress White (CNT)
3. The cost of cleaning and laundering of Midshipmen uniforms and clothing during the academic year and summer training periods is the responsibility of the Midshipman.
  4. Each student is expected to replace, at personal expense, Navy-issued uniform clothing items that are lost, mutilated, or destroyed through negligence or carelessness. If replacement/restitution is not made, the student's official university records will be barred and an official report filed with the Naval Criminal Investigation Service (NCIS).
  5. NROTC Midshipmen are subject to periodic uniform inspections. These inspections may be given with or without prior notice at the discretion of the Unit Commanding Officer, the Platoon Advisors, or the Battalion Commander.

#### 604. STA-21 UNIFORM PROCUREMENT

1. Officer Candidates participating in the STA-21 Program attend the Naval Science Institute (NSI) prior to reporting to the NROTC Unit. While attached to NSI, Officer Candidates are issued the supplementary uniform allowance and required to buy certain officer uniforms. This minimum requirement, while adequate for NSI, does not meet the minimum uniform requirement for the NROTC Unit. Since the uniform allowance far exceeds the cost of the NSI minimum requirement, it is highly encouraged that Officer Candidates take advantage of the uniform and tailoring services available at NSI and procure the minimum uniforms required by the NROTC Unit.
2. Officer Candidates are required to maintain certain uniforms that may be prescribed by the Commanding Officer for various occasions. The minimum requirements are:
  - a. Summer Khaki (Poly/Wool)
  - b. Summer Khaki (Poly/Cotton)
  - c. Summer White (CNT)
  - d. Service Dress White; Full Dress White (CNT)
  - f. Service Dress Blue
  - g. All Weather Coat
  - h. Black Windbreaker
3. There are certain occasions where enlisted uniforms may still be required (i.e., advancement exams, etc). Officer Candidates must maintain appropriate enlisted uniforms (Service Dress Blue, Service Dress White) in the event that these uniforms may be prescribed.

4. Officer Candidates are subject to periodic uniform inspections. These inspections may be given with or without prior notice at the discretion of the Unit Commanding Officer, Platoon Advisors, or Battalion Commander.

605. MECEP UNIFORM PROCUREMENT

1. Marines participating in the Marine Enlisted Commissioning Educational Program continue to wear the appropriate enlisted uniforms.
2. MECEP students are subject to periodic uniform inspections.

606. OCCASION FOR WEAR

1. All personnel will wear the uniform prescribed by the Commanding Officer for all official functions. Normally this includes drill and other routine functions. All personnel will be in the prescribed uniform of the day during normal hours (0730-1700) onboard the University of Texas and Huston Tillotson University. Class Conflict personnel are expected to conform to this regulation, unless the conduct of the class in question would unduly soil the uniform.
2. When civilian attire is worn in lieu of the uniform, "appropriate" attire is required. Navy issued uniform items are considered inappropriate civilian attire. They are official Navy uniform.
3. No part of the prescribed uniform or equipment shall be worn at the same time civilian clothing is worn, except articles, which do not present a distinctive Naval appearance.

607. INSIGNIA

1. General. The Unit Storekeeper will issue insignia. All insignia remains the property of the U.S. Government and must be returned upon promotion, commissioning, or disenrollment. Insignia may be sewn on at Navy expense by obtaining an approved tailoring chit from the Storekeeper.
2. Cover Insignia
  - a. Combination Cover. Insignia on the combination cover shall consist of a cap device, chin strap, and retaining buttons.
    - (1) Cap Device. The insignia shall be a gold fouled anchor. The length of the anchor including the fouling shall be 1 13/16"; 1 1/8" wide at the flukes; 1 1/8" wide at the stock with other dimensions proportionate. The device shall be attached to the mount of the cap band; un-fouled arm of the stock shall be on wearer's right.

- (2) Chin Strap. The chinstrap shall be 3/8" wide, faced with gold lace and shall be secured at each end by a 22 1/2" line, Navy eagle, gilt button.
- b. Garrison Cap. This insignia shall be gold metal fouled anchor 1 1/16" in length with other dimensions proportionate. The un-fouled arm of the stock shall be to the front. It shall be pinned to the left side of the cap in an upright position with the center 2" from the front seam of the cap and 1 1/2" above the bottom edge.
3. Sleeve Class Insignia (NROTC). Consists of horizontal stripes worn on the left sleeve of blue coats to indicate class. Stripes shall be of gold nylon braid 1 1/2" long and 1/8" wide with 1/4" spacing between stripes. They should be centered midway between shoulder and elbow.
- a. Seniors. Wear three stripes.  
b. Juniors. Wear two stripes.  
c. Sophomores. Wear one stripe.  
d. Freshman. No stripes.
4. Sleeve Rank Insignia (NROTC).
- a. Midshipmen Officer. Shall wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. The stripes shall be 1 1/2" long and 1/8" wide; to be centered on the outer side of the sleeve with the lower stripe 2" above and parallel to the edge of the cuff, the stripes to be 1/4" apart. A gold embroidered five-pointed star, 1" across, shall be centered above the stripes with one ray pointing down, the point to be 3/4" above the upper stripe.
- (1) Captain. Six stripes.  
(2) Commander. Five stripes.  
(3) Lieutenant Commander. Four stripes.  
(4) Lieutenant. Three stripes.  
(5) Lieutenant, junior grade. Two stripes.  
(6) Ensign. One stripe.
5. Sleeve Rank Insignia (Officer Candidate Program)
- a. Sleeve Insignia. Shall consist of a gold star device or appropriate staff corps device indicating officer candidate status and combinations of gold color pin-on bars with this star indicating candidate officer status.
- b. Star Insignia. A gold embroidered five-pointed star 1 1/4" across worn with one ray pointing down on each sleeve of blue coats centered 3 3/8" above the cuff.
- c. Rank Insignia. Officer Candidates shall wear gold color metal pin-on bars identical to the shirt collar rank insignia prescribed for NROTC Midshipmen on each sleeve of blue coats, to indicate rank. These metal pin-on bars shall be

centered below the gold star insignia with the upper bar  $\frac{3}{4}$ " below the point of the star, above the edge of the cuff and parallel to the cuff.

- (1) Captain. Shall wear six bars.
- (2) Commander. Shall wear five bars.
- (3) Lieutenant Commander. Shall wear four bars.
- (4) Lieutenant. Shall wear three bars.
- (5) Lieutenant, junior grade. Shall wear two bars.
- (6) Ensign. Shall wear one bar.
- (7) All other officer candidates shall wear a plain gold star on the sleeve of blue coats.

6. Shoulder Boards (NROTC).

- a. General. Shall consist of two types of shoulder boards; one which indicates class and one which indicates rank. Both shall be 5  $\frac{1}{2}$ " (men), 4  $\frac{1}{2}$ " (women), long and 1  $\frac{3}{4}$ " wide with outer end squared and inner end terminating in a symmetrical peak extending 1  $\frac{1}{8}$ " beyond the parallel sides, the whole covered with dark blue cloth. They shall be made stiff and shall be secured on the shoulder at the inner end by a 22  $\frac{1}{2}$ -line Navy eagle, gilt button snap fastener. They shall be worn on the Dress White and Summer White uniforms, the blue overcoat, and reefer. For Marine-option Midshipmen, the anchor insignia on the shoulder boards will be replaced by the gold enlisted Marine Corps emblem.
- b. Class Shoulder Boards. The insignia to be worn on shoulder boards shall consist of a metal fouled anchor, alone or in combination with stripes, to indicate the wearer's class.
  - (1) Midshipman, First Class. A gold metal fouled anchor, 1  $\frac{1}{16}$ " in length, with other dimensions proportionate, shall be centered on the mark with the crown 2" (1  $\frac{1}{4}$ " for women) from the squared end and the un-fouled arm of the stock to the front. In addition, one stripe of yellow silk or suitable alternate fiber braid, 1/8" wide, shall be placed with the outer edge 5/8" from and parallel to the squared end of the mark (right and left).
  - (2) Midshipman, Second Class. Same as prescribed for Midshipman, First Class, except that there shall be two stripes of yellow silk or suitable alternate fiber braid, 1/8" wide, placed diagonally across the mark. The front edge of the bottom stripe shall be 5/8", and the rear edge of the bottom stripe shall be 1  $\frac{5}{8}$ " from the squared end of the mark. The stripes shall be parallel and spaced 1/8" apart; lower end to the front (right and left).
  - (3) Midshipman, Third Class. Same as prescribed for Midshipman, Second Class, except that the upper stripe shall be omitted (right and left).

- (4) Midshipman, Fourth Class. Same as prescribed for Midshipman, Third Class, except that the stripe shall be omitted (right and left).
  - c. Rank Shoulder Marks. The insignia to be worn on shoulder marks shall consist of a star, in combination with stripe(s), to indicate the wearer's rank.
    - (1) Captain. Shall wear six stripes of yellow silk or suitable alternate fiber braid, 1/8" wide. The lowest stripe shall be placed 5/8" from and parallel to the squared end of the mark. Other stripes shall be spaced 1/4" apart. A gold-plated metal, five-pointed star, 1/2" across, shall be centered on the mark with one point toward and 1/2" from the upper stripe.
    - (2) Commander. Same as prescribed for Captain, except that there shall be five stripes.
    - (3) Lieutenant Commander. Same as prescribed for Captain, except that there shall be four stripes.
    - (4) Lieutenant. Same as prescribed for Captain, except that there shall be three stripes.
    - (5) Lieutenant, junior grade. Same as prescribed for Captain, except that there shall be two stripes.
    - (6) Ensign. Same as prescribed for Captain, except that there shall be one stripe.
7. Shoulder Boards (Officer Candidate Programs).
- a. Men. Consists of shoulder boards indicating officer candidate status, to be worn on the shoulders of the Summer White shirt, the Dress White coat, and the overcoat. The shoulder board shall be of the same design and dimensions as is prescribed for male officers. One simulated gold embroidered, five pointed star, 1 1/4" across, is positioned on shoulder board with its center 2" from and with one ray pointing toward the squared end of the board.
  - b. Women. Consists of shoulder boards indicating officer candidate status, to be worn on the shoulders of the Summer White shirt and the overcoat. The shoulder board shall be of the same design and dimensions as is prescribed for female officers.
8. Coat Collar Anchor Insignia and Star Insignia.
- a. Coat Collar Insignia. Coat collar insignia shall consist of plain gold anchors indicating Midshipman status and gold stars indicating Distinguished Midshipman to be worn on the collars of blue coats.
  - b. Service Dress Blue Coat.
    - (1) Anchor Insignia. A plain gold anchor 1 7/16" long, the stock to be 3/4" wide, and to be 1 1/16" wide at the flukes, stock to be inclined at an angle of 8 degrees from

the horizontal (right and left). It shall be pinned on each collar tip of the coat so that the crown of the anchor is  $\frac{1}{2}$ " above the notch of the lapel (males), 1" from the bottom and midway between the two sides (female), and the centerline of the shank is parallel to and approximately  $\frac{3}{4}$ " from the outer edge of the collar. The lower end of the stock shall be outboard and the stock shall be approximately horizontal.

9. Shirt Collar Insignia.

- a. Shirt collar insignia shall consist of gold fouled anchor, eagle, and bar insignia, to be worn on the collar tips of khaki shirts, to indicate the wearer's class and/or rank.
- b. Insignia Indicating Class and Petty Officer Rank (NROTC)
  - (1) Anchor Insignia. Shall be a gold metal pin on fouled anchor, of a size to be inscribed in a circle  $\frac{5}{8}$ " in diameter (right and left).
  - (2) Eagle-Anchor Insignia. Shall consist of a gold metal pin-on fouled anchor, surmounted by a spread eagle; the device to be of a size to be inscribed in a circle  $\frac{11}{16}$ " in diameter (right and left).
  - (3) How Worn. For the Khaki open collar shirt, the center of the insignia is 1" from the front lower edges of the collar and bisects the imaginary vertical axis of the collar point.
    - (a) Midshipmen, First Class of other than Officer Rank. Shall wear the eagle-anchor insignia on both collar points.
    - (b) Midshipmen, Second Class. Shall wear the anchor insignia on both collar points.
    - (c) Midshipmen, Third Class. Shall wear the anchor insignia on the right collar point only.
    - (d) Midshipmen, Fourth Class. Shall wear no insignia on the collar.
- c. Insignia Indicating Class and Petty Officer Rank (Officer Candidate Programs). Shall be the same as the shirt collar anchor insignia prescribed for Naval Reserve Officers Training Corps Midshipmen. Officer Candidates will wear insignia corresponding to their particular class assignment.
- d. Insignia indicating Midshipman and Officer Candidate Rank. Shall consist of gold color metal bars, to be worn on the collar tips of khaki shirts to indicate the wearer's rank.
  - (1) Khaki Open Collar Shirt. Center the insignia 1" from the front and lower edges of the collar and position the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

- (a) Captain. Wear six bars, each  $\frac{3}{4}$ " wide, and spaced  $\frac{1}{8}$ " apart, connected by a thin strip of wire or metal.
- (b) Commander. Wear five bars, each  $\frac{3}{4}$ " wide, and spaced  $\frac{1}{8}$ " apart, connected by a thin strip of wire or metal.
- (c) Lieutenant Commander. Wear four bars, each  $\frac{3}{4}$ " wide, and spaced  $\frac{1}{8}$ " apart, connected by a thin strip of wire or metal.
- (d) Lieutenant (junior grade). Wear two bars, each  $\frac{3}{4}$ " wide, and spaced  $\frac{1}{8}$ " apart, connected by a thin strip of wire or metal.

## 608. CORRECT WEAR OF THE UNIFORM

### 1. Clothing Articles

- a. Caps. The combination cap, command ball cap, and knit watch caps are worn squarely on the head, the bottom edge parallel to and approximately  $1\frac{1}{2}$ " above the eyebrows.
- b. Garrison Cap. Worn squarely on the head, with the fore and aft crease centered vertically between the eyebrows and the lowest point approximately one inch above the eyebrows.
- c. Undershirts. Only crew neck undershirts are authorized.
- d. Shirts. Button all buttons.
- e. Name Tag. The nametag will be worn  $\frac{1}{4}$ " for Navy students, and  $\frac{1}{8}$ " for Marine Option students, and centered above the right breast pocket.
- f. Ribbons. Ribbons will be worn  $\frac{1}{4}$ " for Navy students, and  $\frac{1}{8}$ " for Marine Option students, and centered above the left breast pocket.
- g. Trousers (men). Close all fasteners and wear a belt through all loops. Trousers should cover the top part of the shoe by approximately one inch at the heel.
- h. Slacks (women). Close all fasteners and wear a belt through all loops. Slacks should cover the top part of the shoe by approximately one inch at the heel.
- i. Skirt, belted. Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper centered in the back and a belt through all loops.
- j. Skirt, unbelted. Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee. Wear the zipper on the side.
- k. Belts. The belt is worn with the belt clip touching the buckle. The open side of the buckle will be aligned with the open edge of the shirt, forming a straight line. The clip will be to the left for men and to the right for women.
- l. Neckties
  - (1) Men. Four-in-hand neckties are worn knotted with either a four-in-hand, half Windsor, or Windsor knot. The top of the knot is always worn parallel with and slightly above the top of the shirt collar closure, hiding the shirt button. The bottom hangs within one inch of the top of the belt buckle. The tie does not cover the buckle.

- (2) Women. The neck tab's outer edges should be parallel with the outer edges of the collar. An equal amount of neck tab should show on each side. Wear parallel to and slightly above the top of the shirt collar closure. Let the ends of the neck tab hang free.
- m. Tie Clasps/Tacks. Worn on the four-in-hand tie, one inch below the center of the tie in the horizontal position. Any uniform coat worn should cover it.
- n. Coat, Blue Service Dress. Button all buttons. Coat may be removed in immediate office space only.
- o. Coat, White Service Dress  
(1) Men. Button all buttons and fasten collar.  
(2) Women. Button all buttons. Coat may be removed in immediate office space only.
- p. Shoes. Lace from the inside out through the eyelets and tie. Keep well shined and in good repair.
- q. Handbags. Carry over the left shoulder or forearm, placing the top of the handbag at waist level.
- r. Jackets. Close the zipper at least three-quarters of the way. Wear the collar tab buttoned back when not in use. May be worn with a liner.

## 2. Wearing of Headgear

- a. The cover is considered an integral part of the uniform. However, uniform headgear will not be required to be worn when ships are at sea outside harbor limits, except on specific watches specified by the Commanding Officer, and on special ceremonial occasions specified by the Commanding Officer or higher authority. Uniform headgear shall be worn in port, with suitable relaxations for appropriate work.
- b. When outside, personnel shall remain covered at all times except when ordered to uncover, or during religious services not associated with a military ceremony; thus, unless ordered to uncover, personnel shall remain covered during the invocation or other religious portions of ceremonies which are military in nature, such as change of command, ship commissionings and launchings, military burials, etc. The chaplain conducting the religious portion of the ceremony will be guided by the customs of his church with respect to the wearing of the head covering.
- c. The cover is normally removed inside. Officers or enlisted in a duty status and wearing side arms or a pistol belt shall not remove headgear inside except when entering a space when a meal is being served or divine services are being conducted.
- d. Personnel are permitted to remove their cover when traveling inside a private automobile off base. A cover shall be mandatory when entering or within a

military reservation, except where the wearing of the cover is impractical or hazardous, the good judgment of the individuals concerned may require the cover to be removed.

- e. With the exception of military mess halls, women may wear the cover inside in accordance with civilian social customs.

## 609. CATEGORIZATION OF UNIFORMS

1. Classes of Uniforms. Individual uniform needs exist for ceremonial dress, for wear to correspond to a business suit environment, for work, and finally for social functions. These uniforms are categorized and defined as follows:
  - a. Ceremonial. Full dress uniforms are prescribed for official formal occasions, which include honors aboard ships and stations, such as changes of command, inspections, and similar ceremonies.
  - b. Protocol (Social). Dress uniforms, formal and dinner dress, are prescribed for formal evening functions or state occasions at which civilians normally wear evening dress (white tie) or dinner dress (black tie). At the University of Texas NROTC, such occasions may include formals, weddings, banquets, etc. When such uniforms are required, they will be worn in accordance with USN and USMC Uniform Regulations.
  - c. Uniform of the Day. The uniform of the day is prescribed by the senior Naval Officer present. In general, this uniform is used to portray the requisite professionalism within the public eye. The uniform of the day is worn by most personnel at shore establishments and by specific watch stations aboard ship. For the purpose of the NROTC at Texas, the uniform of the day is the only authorized uniform for routine Unit functions.
  - d. Working Uniform. Work uniforms are normally prescribed for working situations, which would unduly soil dress uniforms, or where dress uniforms would be inconvenient or unsafe. Working uniforms are prescribed as the uniform of the day aboard ship when at sea and are usually permitted for shipboard personnel in port during normal working hours. They may also be worn at shore stations during normal working hours, in industrial areas, and when otherwise deemed appropriate by the Senior Officer present. Work uniforms normally are not authorized for wear off naval establishments.
1. Types of Uniforms. Uniforms must reflect the climate in which they are to be used. Extremes of climate and environment, such as polar wear, or flight equipment are considered to be outside of the prescribed U.S. Naval Uniform Regulations and are governed by technical requirements as operational attire. In conformance with civilian

convention, there are three seasonal types:

- a. Winter. Medium weight garments designed to be worn during winter months of temperate zones (vice arctic wear).
- b. Summer. Lightweight garments designed to be worn during summer months of temperate zones (vice tropical).
- c. Tropical. Lightweight garments designed to be worn during tropical conditions.

#### 610. UNIFORM COMPOSITION

##### 1. Authorized Modifications

###### a. Anklelets (Women)

- (1) Blue. May be substituted for hosiery when blue uniform slacks and black service shoes are worn.
- (2) White. May be substituted for hosiery when white uniform slacks and white service shoes are worn.

- b. Earrings. May be worn at women's discretion with all uniforms. Only one earring is to be worn per ear.
- c. Umbrellas. Solid black without ornamentation. May be carried when conditions warrant.
- d. Civilian bag. Computer bags/briefcases, gym bags, backpacks, garment bags, etc, (this does not include women's handbags/purses) may be worn with the working and service uniforms as prescribed in the manner below:

1. Computer bag/brief case and backpacks: may be worn across the left shoulder of service and working uniforms to facilitate saluting. When wearing a bag, the strap must be worn across the left shoulder (fore and aft) with the bag hanging on the same side of the body. The case or bag will not be worn with the strap and bag on the opposite sides of the body (diagonally). Backpacks may also be worn over both shoulders when wearing the working uniform (e.g., coveralls, utilities, and camouflage).
2. All bags worn with the uniform must conceal its contents and be either solid black or navy blue in color. There shall be no personal ornamentation attached on or to the bag.
3. While in dress uniform, civilian bags will be hand carried only

#### 611. SUMMER TRAINING PERIOD UNIFORMS

1. Additional Clothing. In addition to basic uniform clothing mentioned in paragraph 802, certain summer training period clothing items are also provided by the Navy. Certain items will be organizational, i.e. property of the Navy, while others become individual

property upon commissioning.

2. Training Period Clothing Requirements. Each year the Chief of Naval Education and Training establishes clothing requirements for each of the various summer training programs. Clothing for these training periods is normally issued in March, April, and May. The Navy accomplishes alterations; laundry and dry cleaning costs must be borne by the individual. Marine Option students will draw additional clothing for summer training after reporting to Marine Corps Schools. Midshipmen must wear the uniform insignia appropriate to the Training Program to which ordered. Battalion rank insignia and battalion ribbons are not authorized for wear during summer training periods.
3. Return of Organizational Clothing. All organizational clothing issued for summer training must be returned to the Storeroom when directed. Normally this will be immediately after the fall semester begins, but in some cases certain items issued for one summer training period will be retained for use during a subsequent training period. In case of disenrollment, all organizational clothing as well as the clothing mentioned in paragraph 801 shall be returned. All returned clothing must be clean. Lost or damaged clothing will be replaced in kind or cash restitution will be made. Graduating seniors will return all organizational clothing before receiving commissions.

#### 612. RIBBONS, MEDALS, AND DEVICES

1. Midshipman Ribbons. All Midshipmen will wear midshipman ribbons with prescribed uniforms. Active duty devices (jump wings, shooting badges, etc.) may be worn with Midshipman ribbons. Active duty ribbons may not be worn with Midshipmen ribbons. Therefore, Midshipmen who rate both must wear their Midshipman ribbons. Ribbons or medals received by Midshipmen when on active duty training will not be worn when not on active duty. Active duty awards and ribbons other than qualification badges may only be worn during active duty training (cruise, field trips, etc.). At no time will active duty and Midshipman ribbons be mixed. A guide of ribbons and medals is mounted in the NROTC corridor on the third deck.
2. Active Duty Ribbons. Only active duty ribbons will be worn with Officer Candidate/MECEP.

## CHAPTER VII

### PHYSICAL FITNESS AND SWIMMING

#### 701. PHYSICAL CONDITIONING AND WEIGHT CONTROL

1. General. The Navy and Marine Corps emphasize the necessity for maintaining a high state of physical fitness for purposes of health and performance. An essential part of the mission of the NROTC program in preparing individuals for commissioning and subsequent duty is to ensure that they meet a satisfactory level of physical conditioning and are educated with regard to the need and benefits of continuing personal programs. Accordingly, Midshipmen are required to establish individual programs aimed at achieving increasing levels of endurance and general physical fitness.
2. Performance Standards. As a measure of physical fitness, individuals shall be required to pass semi-annual Physical Fitness Assessment (PFA) which includes a Physical Fitness Test (PFT) attaining at least a score of “good”. Scoring a minimum of “excellent” should be a goal of each individual. Increasing levels of achievement should be realized as individual’s progress through the program.
  - a. Marine Options and MECEPs require a 270 PFT score before the Marine Officer Instructor will endorse his/her orders to the Officer Candidate School or The Basic School.
  - b. Marine Options require a minimum score of 245 before attending the Mountain Warfare Training Center in Bridgeport, CA after their sophomore year.
3. Fitness Enhancement Program(FEP). This program shall be conducted under the direction of the Command Fitness Leader. Persons assigned to the FEP must attend remedial PT sessions as directed. A PRT will be given at the discretion of the Remedial Training Officer. Individuals will be removed from the FEP at the discretion of the Command Fitness Leader.
4. Failure of the PRT/PFT. Members of this unit who fail a regularly scheduled Physical Readiness Test shall be assigned to the FEP. Unauthorized absence from a regularly scheduled PRT will be considered a failure. Authorized absentees from a regularly scheduled PRT will take a make-up PRT. Those who fail the make-up PRT shall be assigned to the FEP. In addition, those persons who fail to meet established weight or personal appearance standards may be assigned to the FEP.
5. Weight Control. In addition to being physically fit, it is necessary for each individual in the Naval Service to present a sharp personal appearance. Those individuals with possible weight control problems can be referred to their respective Class Advisor by any member of the Battalion Staff. The Class Advisor will assist in establishing mutually

agreed upon reachable weight reduction goals and will monitor progress. Pride in personal appearance is a must. Marine Options and MECEPs will not be commissioned unless they meet the USMC height/weight standards.

702. SWIMMING QUALIFICATION. Midshipmen must qualify as swimmer, third class, by conclusion of freshmen orientation. Students qualifying as a swimmer, second class, are exempt from further testing. Students qualified at lower than swimmer, second class, shall requalify annually. The goal for all students is to qualify as swimmer, second class at a minimum. MECEPs and recently-commissioned 2ndLts will work to obtain a CSW-1 prior to reporting to The Basic School.

## **CHAPTER VIII**

### **SELF HELP AND ADJUSTMENT TO UNIVERSITY LIFE**

#### **801. GENERAL**

1. The university experience is a critical and important period of life. These college years will determine to a considerable extent the kind of life a student will lead in the future, and the sort of person they will become. In this connection, it is essential that each individual realize that they are now facing adult situations and problems; these must be met and solved as an adult, with adult reasoning and capacities.
2. Students are enrolled in the University of Texas and the NROTC program for two specific goals, which must be kept in mind:
  - a. To achieve, as a result of study and participation in the intellectual and social life of the university, an educated appreciation of life together with specific understanding and skills in an area of human knowledge.
  - b. To become qualified to hold a commission in the United States Naval Service.
3. The University and NROTC stand ready to assist as necessary but such assistance has little real or lasting value unless each individual endeavors to help his or her self.

#### **802. MIDSHIPMEN PROBLEMS**

1. All individuals have problems of varying types and degrees. Midshipmen struggling with problems are not necessarily "problem Midshipmen". The following are some of the more common problems confronting Midshipmen. These problems were identified in a study involving over 2700 students on 32 campuses. The items are listed in order of the importance of the problem to the individual as reported in the study:
  - a. Getting started in schoolwork promptly.
  - b. Budgeting time for academic work.
  - c. Concentrating when studying.
  - d. Thinking through problems.
  - e. Becoming adjusted to the heavier class load compared to that in high school.
  - f. Keeping up with the extra outside reading.
  - g. Difficulty in doing lessons because of inadequate explanation of assignments.
  - h. Picking out the important facts in study material.
  - i. Difficulty in studying for examinations.
  - j. Keeping up with the academic pace.
  - k. Dissatisfaction with courses.
  - l. Coping with academic demands because the class requirements are not equally distributed throughout the course.

- m. Taking good lecture and reading notes.
  - n. Finding enough time for social activities.
  - o. Properly budgeting money.
  - p. Unsatisfactory study conditions.
  - q. Inadequate high school preparation.
  - r. Getting adequate attention to individual needs and capacities.
  - s. Finding out what the standards are in various classes.
  - t. Resolving personal problems and conflicts.
2. This list is not exhaustive, nor does it give an indication of the seriousness of the problem in terms of academic survival of the individual. Some sixty problems were found in this study and these were classified according to their nature as academic, social, financial and personal. Note the preponderance of academic problems.
  3. Individuals should go through the above list, underline those which are applicable and think through a plan of attack to keep on top of each situation.

### 803. ACADEMIC PROBLEMS

1. Past experience has shown that each semester a large number of Midshipmen and Officer Candidates, particularly freshmen and transfer students, encounter academic difficulty at the University. This is due in great part to poor time management techniques, failure to get help early in the term and lack of motivation to become a Naval Officer. Unsatisfactory or mediocre performance is not only frustrating for the Midshipman, it is a waste of an investment being made by the student, the parents, and the Naval Service. In response to this problem, an academic performance program has been established. Through the use of a variety of techniques and incentives, Midshipmen will become more aware of the importance of both planning and motivation in the pursuit of a college degree and a commission in the Naval Service.
2. Midshipmen and Officer Candidates will be scheduled for the following when appropriate:
  - a. Learning Skills Center (LSC). The University sponsored LSC provides a series of learning assistance courses which are designed to help students improve skills in reading, writing, mathematics, and various aspects of studying (i.e., Note-taking in Technical Courses). Tutoring is available through the LSC and the College of Engineering (for Engineering students). This is particularly valuable for the many Midshipmen who have trouble with calculus and physics requirements each semester. Basic LSC briefings will be incorporated into freshmen orientation.
  - b. Mandatory Tutoring. Tutoring is available for students who are enrolled in M 408, M 403, PHY 303, PHY 316, PHY 301, CH 301, and CH 302. This tutoring is a free service (provided through the NROTC Unit) and is scheduled in the

evenings Monday through Thursday. Students receiving a grade of “B” in the first course of a series may request to be exempted from tutoring while enrolled in the second course of the series. Absence from individual tutoring sessions must be requested via Battalion request chit and will be reviewed on a case-by-case basis.

- c. Mandatory Study. To provide an environment that promotes good study habits, mandatory study sessions have been established. Students may be assigned to mandatory study by the Unit Commanding Officer if found academically deficient in accordance with CNSTCINST 1533.2. The number of hours assigned will vary on a case-by-case basis, but in no case will exceed 15 hours per week.

**(1) All freshman students are assigned 10 hours of mandatory study per week. Any freshman student who achieves a first semester GPA of 3.00 or higher will be placed on voluntary study hours for their second semester.**

**(2) All sophomores, juniors, and seniors with a semester GPA of 2.50 or lower will be assigned mandatory study as directed in paragraph 411.**

- 3. Importance of Academics. From the beginning of a freshman/transfer student’s first semester in the battalion, the importance of academics is stressed by the Unit Commanding Officer, Platoon Advisors, and the Battalion Staff. Throughout a series of lectures and presentations made in classes, lab, drills and at Academic Review Boards, individuals are reminded that pursuing an undergraduate degree at UT is a full-time job requiring consistent, thorough study and the maturity to seek help when difficulties are encountered. Ultimately, the success of the academic performance program is dependent upon the Midshipman. Each student must communicate with the advisor on a regular basis, not waiting until disaster looms one week before finals. Information and assistance are readily available through the channels outlined above.

#### 804. FINANCIAL AND SOCIAL PROBLEMS

- 1. Individuals experiencing financial difficulties should contact their Platoon Advisor in order to obtain permission for outside work if academic grades permit and a real financial need exists. Extensive work commitments (over 20 hours per week) should not be attempted. Above all, individuals must ensure that outside work is not interfering with academic performance.
- 2. A simple periodic budget review to ensure adherence is essential. The main objective in this is to develop self-sufficiency. Individuals must stay away from social engagements which are beyond economic means.
- 3. Many Midshipmen lack poise and self-assurance in handling basic social relationships with upper class and faculty members. This is a very important matter and may be

discussed with other Midshipmen. Taking advantage of social opportunities offered by the NROTC Unit help develop poise and self-assurance. A Midshipman by definition is “an officer in a qualified sense”. A review of Naval Customs and Etiquette will alleviate many concerns in this area.

805. NROTC ISSUES

1. Midshipmen must learn how to wear and maintain the uniform. From the beginning, individuals must work to develop a pride in personal appearance both in and out of uniform.
2. Performance on the drill field should improve each week. Platoon Commanders and Squad Leaders will monitor each individual’s progress and keep them advised.
3. An officer in the Naval service leads an active and physically demanding life. To this end individuals should be physically fit and establish regular training habits.
4. Each individual should participate actively in the NROTC Unit’s extracurricular activities. Those activities provide a break from school routine, a sense of belonging and camaraderie with those whose goals and current experiences are similar.
5. If conflicts arise with work, extra-curricular activities or school, grades are first in importance.
6. Individuals should keep track of their aptitude performance. Those experiencing difficulties should consult with both Platoon Advisors and Midshipmen superiors for constructive criticism, then work to show concrete evidence of improvement.
7. Proper aptitude progress prescribes necessary improvement in three general areas, which are broken down into ten more specific areas as follows:
  - a. Military characteristics:
    - (1) Appearance and Bearing
    - (2) Attitude
    - (3) Courtesy
  - b. Personal performance characteristics:
    - (1) Intelligence
    - (2) Dependability
    - (3) Initiative
  - c. Group adaptability characteristics:
    - (1) Cooperation
    - (2) Judgment
    - (3) Leadership
    - (4) Moral courage

These characteristics are established in the Standard NROTC Aptitude Evaluation System and are used at this Unit to determine an individual's aptitude mark for each semester. Upon completion of a Midshipman's college work and commissioning, these marks along with academic marks are used to determine final standing in the class on a nationwide basis. This standing will affect the officer's lineal position throughout a Naval Career.

8. Generally speaking, a Midshipman's aptitude mark for any given semester is established by observing the aforementioned characteristics during classroom and laboratory periods, at military drill sessions, and in counseling periods with the Platoon Advisor. The meritorious actions mentioned above include any positive participation in campus and NROTC activities and any outstanding performance of duty. Negative actions include unauthorized absence from class or laboratory periods, dereliction of duty, and other breaches of military discipline under the cognizance of the NROTC. In addition, breaches of discipline under the cognizance of the University, such as plagiarism or other infraction of the rules set forth in the General Information Catalog, Main University, constitute conduct unbecoming an officer.
9. It is the duty and necessity of each individual to know and understand their own relative aptitude standing in order that positive steps to make the proper aptitude progress are taken. Midshipmen who fall below the aptitude progress considered proper or whom fall into the category mentioned in the last sentence of the above paragraph will be brought before an aptitude board and considered for disenrollment or probation.
10. Midshipman Regulations should be discussed with Midshipmen officers. A familiarity with these regulations will be of benefit to each individual in the battalion.

#### 806. PERSONAL PROBLEMS AND CONFLICTS

1. These may vary from situations in which one individual may have trouble in getting along with another individual, or individuals, to deep-seated personality disturbances, which require professional attention.
2. No matter what the difficulty, one course of action is to:
  - a. State the essential facts of the problem as objectively as possible.
  - b. State various courses of action for each individual involved.
  - c. State what course of action is feasible and practical.
3. After accomplishing paragraph 2 above, discuss the matter with the Platoon Advisor.  
ALL SUCH DISCUSSIONS WILL BE TREATED AS CONFIDENTIAL.

#### 807. PLANNING A DAILY ROUTINE. It is important to develop and use a definite plan for allocation of time. Once this is accomplished the successful solution of most academic problems is in hand.

808. PLANNING A PROGRAM FOR COMPLETION OF STUDIES LEADING TO A BACCALAUREATE DEGREE

1. In the past, certain Midshipmen First and Second Class have discovered that they would be unable to graduate with their classmates because of faulty planning of their academic program earlier in their college career. In some instances, too light an academic load had been carried in certain semesters. In others, courses were chosen which later proved to be unacceptable for the major field of study and, for some, no provision was made to retake courses which had been failed or for which the grades were below the acceptable standards.
2. Generally, two sets of requirements must be satisfied. First, the University's requirements established for the degree and the major field of study. Civilian faculty advisors' approval and recommendations are important in this requirement. Secondly, the Navy's requirements in certain subject fields, completion of summer training, and other Navy requirements. The Platoon Advisor's input is essential in determining these requirements.
3. Each Midshipman is directed to complete a NROTC degree plan. Check this completed plan with the Dean's office of the appropriate college to ensure that successful completion of the courses outlined are sufficient to qualify for the degree for which registered, at the graduation date indicated. Finally, submit the plan to the NROTC Advisor. To be "progressing toward a degree," a NROTC student must:
  - a. Have no failing grade in any subject required for completion of degree or commissioning requirements.
  - b. Maintain at least a 2.5 semester grade point average and a 2.5 cumulative grade point average.
  - c. Make sure progress each semester is sufficient that graduation and commissioning will take place in four years (five years in the case of some engineers and architects). Written permission will be obtained from the PNS before carrying less than 12 hours, or more than 18 hours.
3. Entering Midshipmen will take the required swimming test at the period scheduled during orientation. If a Midshipman fails to pass the test at this time they will be required to register for a Swimming Class the following semester until able to pass the test.
4. Midshipmen should be prepared to justify requested changes in their NROTC degree plan with written statements by the Dean of the College in which registered or the Dean of the College to which transfer is intended.
5. Each individual retains the responsibility for meeting over-all graduation requirements in time to graduate on schedule. Failure to meet these requirements will subject the

individual to appear before the NROTC Performance Review Board for whatever action the Board deems appropriate.

6. NROTC scholarship benefits will only cover the cost for each course only one time. If a course is dropped, failed, or otherwise required to be taken again, the student will pay for that course.

## CHAPTER IX

### NROTC PROGRAMS

#### 901. FOUR YEAR PROGRAMS

1. SCHOLARSHIP. Scholarship NROTC students are appointed Midshipmen, U.S. Naval Reserve, and are on inactive duty except during summer training. Scholarship students receive the benefits provided by law, which at the present time include tuition, regular fees, uniforms, book allowance, and a monthly subsistence allowance. These students participate in three-summer training periods, and upon graduation are commissioned as officers in the Naval Service. They are obligated to serve a minimum of four years active duty after commissioning
2. COLLEGE PROGRAM. College Program Midshipmen, during their first two years in the program, have the status of civilians who have entered into a contract with the Secretary of the Navy. Prior to being eligible for advanced status (third and fourth years of the program), they are enlisted in the U.S. Naval Reserves. They are selected by the Commanding Officer, University of Texas NROTC Unit, from among those students enrolling in the University who apply for the program. College Program students are referred to as Midshipmen although they do not actually hold such appointments. They take the same Naval Science courses, wear the same uniforms and participate in all Unit activities in the same manner as scholarship students. College Program students receive the benefits prescribed by law, which at the present time consists of uniforms, Naval Science textbooks, and during their third and fourth years, a monthly subsistence allowance. They participate in one summer training period and upon graduation are commissioned in the Reserves of the Naval Service. They are obligated to serve a minimum of three years (4 years for Marine Corps) on active duty after commissioning.

#### 902. TWO YEAR PROGRAMS. All students who enter any of the two-year programs must submit their applications by the second semester of their sophomore year or, if in a five-year curriculum, during the spring of their junior year. Successful applicants will attend Naval Science Institute (NSI) during the summer preceding their last two years of school. At the Institute they receive portions of the NROTC curriculum normally offered in the first two years of the four-year program. Upon successful completion of NSI the two-year student is enrolled in the advanced portion of the four-year program. *Note: This program does not apply to Marine Option College Programmers. The Marine Officer Instructor has the authority to observe a College Program student for a 6-month period. After that 6-month period, the MOI may submit to the Marine Corps a request for scholarship.*

1. Scholarship. There are two types of two-year scholarships awarded. The benefits and

commission are the same as received by the four-year scholarship during their final two years.

- a. Two-Year Scholarship Program. Students are selected through national competition from applicants with advanced college standing. They are appointed Midshipman, Naval Reserve upon reporting for enrollment in the NROTC advanced course. They qualify for enrollment in the advanced course at colleges and universities in which NROTC units are located by successfully completing summer training as prescribed by the Chief of Naval Education and Training. The summer course of instruction, called the Naval Science Institute (NSI), provides the naval science and drill equivalent of the NROTC basic course.
  - b. NSI Distinguished Graduate Scholarship. A limited number of two-year scholarships are awarded to two-year college program applicants who distinguish themselves in the areas of academic performance and aptitude for the naval service while at NSI. Those selected must complete one year of calculus by the end of their junior year, and two semesters of calculus based physics prior to graduation (Navy Option only).
2. College Program. The two-year College Program Midshipman receives upon enrollment in the advanced program, a monthly subsistence allowance equal to that received by the scholarship students. Graduates will be commissioned in the Navy or Marine Corps Reserve with an obligation to serve a minimum of three years (4 years for Marine Corps) on active duty.
903. NAVAL SCIENCE STUDENTS. Naval Science students are University students who have enrolled in a Naval Science course with the approval of the Professor of Naval Science. They have no official connection with the Naval Service and receive no financial benefits from the Naval Service.
904. OPTIONS AND SPECIAL PROGRAMS
1. Marine Corps Option. Scholarship Midshipmen may apply for designation as a Marine Option at any time but no later than twelve months prior to estimated commissioning date. This designation will lead to a commission in the Marine Corps. The applicant must pass USMC Officer Candidate School before he/she can obtain a commission in the Marine Corps. Application for or questions concerning Marine Option status should be directed to the Marine Officer Instructor.
  2. Special Programs. There are a number of special programs available to Midshipmen after graduation and commissioning. These include graduate study programs and Nuclear Propulsion Training. Additional information on these programs and others can be obtained from an advisor. It must be noted, however, that all physically qualified

Midshipmen will be commissioned as unrestricted line officers.

905. ACTIVE DUTY STUDENTS

1. Officers. There are normally several Naval Officers attending the University Graduate Schools. They will not normally participate in battalion activities. They are, however, considered to be part of the unit staff and are invited to participate in staff activities.
2. Enlisted. A number of enlisted Navy and Marine Corps personnel are assigned as students at the University in the Marine Enlisted Commissioning Education Program (MECEP) and the Seaman to Admiral (STA-21). MECEP and STA-21 students are fully integrated into the battalion activities.
3. Officer Candidate Class Assignments. All Navy active duty enlisted personnel in a commissioning program (STA-21) will be assigned to Midshipman classes by tour lengths in accordance with the table below. This determines the appropriate collar devices to be worn. This also determines Naval Science lab attendance and class for aptitude rankings.

Tour Length (years)	2	Year 1	Year 2	Year 3	Year 4
	3	2/C	1/C		
	4	3/C	2/C	1/C	
		4/C	3/C	2/C	1/C

4. Muster Policy During Academic Recesses. All active duty enlisted personnel in a commissioning program (MECEP and STA-21) are required to muster, as directed, with the NROTC AMOI during all recesses in the University academic schedule. During the muster, the AMOI will inform the students of any additional responsibilities, such as meetings with other staff members, completing administrative paperwork, or other items that may be required.
906. TRANSFERS. Under certain conditions a Midshipman may transfer from the University of Texas to other schools where NROTC Units are located. All requests for transfer must be approved by the Professor of Naval Science of the Universities involved and by the Chief of Naval Education and Training in the case of Scholarship NROTC students. Scholarship students will normally not be permitted to transfer to a school that was placed higher than Texas on their original list of choices.

907. APPOINTMENTS TO NAVAL ACADEMY OR SCHOLARSHIP NROTC PROGRAM

1. Members of the NROTC may seek appointment to the Service Academies or Maritime Academies. Interested individuals should so inform their advisor.
2. The Professor of Naval Science is authorized to nominate College Program Midshipmen for scholarships each year. These awards are based on aptitude, performance, motivation, academic achievement, and completion of the calculus and physics requirements prescribed by the Chief of Naval Education and Training. Interested individuals should inform their advisor.

## **CHAPTER X**

### **University of Texas Naval Reserve Officer Training Corps**

#### **“Reef Points”**

##### **UTNROTC Mission Statement:**

To develop midshipmen mentally, morally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as naval officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

##### **Midshipman Honor Code:**

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 your 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.

Military systems, which often operate under extreme duress, are built upon a foundation of absolute trust and fidelity. You don't learn that when you get to the fleet; you take it to the fleet. This may seem to be a harsh standard, but it's not that difficult to understand what your obligations are.

#### **A MIDSHPMAN DOES NOT LIE, CHEAT, OR STEAL.**

##### **Responsibilities of the Professional Midshipman:**

1. Set the example and know your job.
2. Carry out assignments to the utmost of your ability.
3. Be resourceful and take the initiative.
4. Keep your seniors, peers, and subordinates informed.
5. Know midshipmen regulations and see that you and others follow them.
6. Take pride in your appearance, both in and out of uniform, both in and out of ranks.
7. Understand the reasons for drill and ceremonies.
8. Be a good follower and, when given command, be a good leader.
9. Deal fairly and impartially with others.

10. Be unselfish in all you do by putting your own welfare last.

## **14 Leadership Traits**

The 14 leadership traits are qualities of thought and action which, if demonstrated in daily activities, help Marines earn the respect, confidence, and loyal cooperation of other Marines and Sailors alike. It is extremely important that you understand the meaning of each leadership trait and how to develop it, so you know what goals to set as you work to become a good leader and a good follower.

### **JUSTICE**

Definition: Justice is defined as the practice of being fair and consistent. A just person gives consideration to each side of a situation and bases rewards or punishments on merit.

Suggestions for Improvement: Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

### **JUDGMENT**

Definition: Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions.

Suggestions for Improvement: You can improve your judgment if you avoid making rash decisions. Approach problems with a common sense attitude.

### **DEPENDABILITY**

Definition: Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance.

Suggestions for Improvement: You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

### **INITIATIVE**

Definition: Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material or methods being available to you.

Suggestions for Improvement: To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

### DECISIVENESS

Definition: Decisiveness means that you are able to make good decisions without delay. Get all the facts and weight them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in a clear, firm, professional manner.

Suggestions for Improvement: Practice being positive in your actions instead of acting halfheartedly or changing your mind on an issue.

### TACT

Definition: Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm.

Suggestions for Improvement: Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.

### INTEGRITY

Definition: Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else.

Suggestions for Improvement: Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

### ENTHUSIASM

Definition: Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. If you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges.

Suggestions for Improvement: Understanding and belief in your mission will add to your enthusiasm for your job. Try to understand why even uninteresting jobs must be done.

### BEARING

Definition: Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control.

Suggestions for Improvement: To develop bearing, you should hold yourself to the highest standards of personal conduct. Never be content with meeting only the minimum requirements.

### UNSELFISHNESS

Definition: Unselfishness means that you avoid making yourself comfortable at the expense of others. Be considerate of others. Give credit to those who deserve it.

Suggestions for Improvement: Avoid using your position or rank for personal gain, safety, or pleasure at the expense of others. Be considerate of others.

### COURAGE

Definition: Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present.

Suggestions for Improvement: You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in your daily life, force yourself to do them until you can control your reaction.

### KNOWLEDGE

Definition: Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know your unit's policies and keep up with current events.

Suggestions for Improvement: Suggestions for Improvement: Increase your knowledge by remaining alert. Listen, observe, and find out about things you don't understand. Study field manuals and other military literature.

### LOYALTY

Definition: Loyalty means that you are devoted to your country, the Corps, and to your seniors, peers, and subordinates. The motto of our Corps is Semper Fidelis!, (Always Faithful). You owe unwavering loyalty up and down the chain of command, to seniors, subordinates, and peers.

Suggestions for Improvement: To improve your loyalty you should show your loyalty by never discussing the problems of the Marine Corps or your unit with outsiders. Never talk about seniors unfavorably in front of your subordinates. Once a decision is made and the order is given to execute it, carry out that order willingly as if it were your own.

## ENDURANCE

Definition: Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. For example, enduring pain during a conditioning march in order to improve stamina is crucial in the development of leadership.

Suggestions for Improvement: Develop your endurance by engaging in physical training that will strengthen your body. Finish every task to the best of your ability by forcing yourself to continue when you are physically tired and your mind is sluggish.

## **Sailor's Creed**

I am a United States Sailor.

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

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

I proudly serve my country's Navy combat team with Honor, Courage, and Commitment.

I am committed to excellence and the fair treatment of all.

## **Eleven General Orders**

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert, and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me, all orders from the commanding officer, officer of the day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the petty officer of the watch/corporal of the guard in any case not covered by instructions.
10. To salute all officers and all colors and all standards not cased.
11. To be especially watchful at night, and during the time for challenging, to challenge all persons on or near my post and to allow no one to pass without proper authority.

## **Code of Conduct**

### **Article I**

I am an American, fighting in the forces which guard my country and our way of life. I am prepared to give my life in their defense.

### **Article II**

I will never surrender of my own free will. If in command I will never surrender the members of my command while they still have the means to resist.

### **Article III**

If I am captured I will continue to resist by all means available. I will make every effort to escape and aid others to escape. I will accept neither parole nor special favors from the enemy.

### **Article IV**

If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information or take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

### **Article V**

When questioned, should I become a prisoner of war, I am required to give name, rank, service number, and date of birth. I will evade answering further questions to the utmost of my ability. I will make no oral or written statements disloyal to my country and its allies or harmful to their cause.

### **Article VI**

I will never forget that I am an American, fighting for freedom, responsible for my actions, and dedicated to the principles which made my country free. I will trust in my God and in the United States of America.

## **Force Organization**

Fleets:

- 2nd – Atlantic
- 3rd – Pacific
- 5th – Persian Gulf & Arabian Sea
- 6th – Mediterranean
- 7th – Japan

I Marine Expeditionary Force: Camp Pendleton, CA

- 11<sup>th</sup>, 13<sup>th</sup>, and 15<sup>th</sup> Marine Expeditionary Units deploy from I MEF

II Marine Expeditionary Force: Camp Lejeune, NC

- 22<sup>nd</sup>, 24<sup>th</sup>, and 26<sup>th</sup> Marine Expeditionary Units deploy from II MEF

III Marine Expeditionary Force: Okinawa, Japan

- 31st Marine Expeditionary Units deploy from III MEF

### **General US/Navy/Marine Corps Knowledge**

#### *United States National Ensign*

Colors	Red--blood shed in defense of our nation White--purity of our nation Blue--pride in our nation
Stripes	7 red, 6 white represent the original 13 states
Stars	5 rows of 6 stars each, 4 rows of 5 stars each

#### *USN Knowledge*

Meaning of the Navy Colors

1. Eagle- National Defense
2. Anchor- Maritime Tradition
3. Ship at Sea- US Naval Service
4. Ship- USS Constitution

#### *Terms:*

Adrift	Out of place, lost, or loose from moorings
Aye-aye	I understand and will comply
Bulkheads	Walls
Carry On	Resume work or duties
Colors	National flag; ceremony of raising flag at 0800 and lowering flag at sunset
Deck	Ground of a ship
Field Day	Day or time set aside for cleaning
Head	Bathroom
Liberty	Permission given to be absent from station
Mess	Group of people who regularly eat together; meal
Port	Left
Scuttlebutt	Drinking fountain; rumor
Secure	Make fast or safe; order given on completion of task meaning to withdraw from station or duties
Square Away	Put in proper place; finish; make shipshape
Starboard	Right
Watch	Period of time on duty

## **Principles of Naval Leadership**

1. Know yourself and seek self-improvement.
2. Be technically and tactically proficient.
3. Know your subordinates and look out for their welfare.
4. Keep your subordinates informed.
5. Set the example.
6. Insure the task is understood, supervised, and accomplished.
7. Train your unit as a team.
8. Make sound and timely decisions.
9. Develop a sense of responsibility among your subordinates.
10. Employ your command in accordance with its capabilities.
11. Seek responsibility and take responsibility for your actions.

<b>Oldest Commissioned Ship in the Navy</b>	USS Constitution (1798)
<b>Nickname of USS Constitution</b>	Old Ironsides
<b>Depth of a fathom</b>	Six feet
<b>Who names ships?</b>	The Secretary of the Navy
<b>Birthday of the Navy</b>	13 OCT 1775
<b>Founding of the Dept of the Navy (DON)</b>	1798
<b>Navy Colors</b>	Blue and Gold
<b>Current Navy Seal adopted</b>	1959
<b>Father of the Navy</b>	John Paul Jones
<b>Father of the Nuclear Navy</b>	Admiral Hyman G. Rickover
<b>First Nuclear Submarine</b>	USS Nautilus
<b>Oldest Nuclear Carrier</b>	USS Enterprise

### *Anchor's Aweigh*

Anchors Aweigh, my boys, Anchors Aweigh.  
Farewell to foreign shores, we sail at break of day.  
Through our last night on shore, drink to the foam,  
Until we meet once more, here's wishing you a happy voyage home.

## *USMC Knowledge*

Meaning of the Marine Colors

1. Eagle- National Defense
2. Globe- Worldwide Service
3. Anchor- Maritime Tradition

**Meaning of the Blood Stripe**

**Birthday of the Marine Corps**

**Birthplace of the Marine Corps**

**First Commandant of the Marine Corps**

**Grand Old Man of the Marine Corps**

**Mascot of the Marine Corps**

**Marine Corps Motto**

**Only Marines to receive TWO Medals of Honor**

**Only Marine to receive FIVE Navy Crosses**

**Origin of the nickname "Leatherneck"**

In Memory of those who died at  
Chapultepec  
10 NOV 1775

Tun Tavern, Philadelphia, PA

Captain Samuel Nichols

Archibald Henderson

English Bulldog

Semper Fidelis "Always Faithful"

Dan Daly  
Smedley Butler

Lewis B. "Chesty" Puller

Derived from the fact that Marines used  
to wear high leather collars to defend  
against sword slashes

## *Marine Hymn*

From the Halls of Montezuma  
To the shores of Tripoli;  
We fight our country's battles  
In the air, on land, and sea;  
First to fight for right and freedom  
And to keep our honor clean;  
We are proud to claim the title  
Of United States Marine.

Our flag's unfurled to every breeze

From dawn to setting sun;  
We have fought in every clime and place  
Where we could take a gun;  
In the snow of far-off Northern lands  
And in sunny tropic scenes;  
You will find us always on the job --  
The United States Marines.

Here's health to you and to our Corps  
Which we are proud to serve;  
In many a strife we've fought for life  
And never lost our nerve;  
If the Army and the Navy  
Ever look on Heaven's scenes;  
They will find the streets are guarded  
By United States Marines.

### **Chains of Command**

#### **NATIONAL:**

President	The Honorable Mr. Obama
Vice President	The Honorable Mr. Biden
Secretary of Defense	The Honorable Mr. Gates
Secretary of the Navy	The Honorable Mr. Mabus
Chief of Naval Operations (CNO)	Admiral Roughead
Master Chief Petty Officer of the Navy (MCPON)	Master Chief West
Commandant of the Marine Corps	General Conway
Sergeant Major of the Marine Corps	Sergeant Major Kent

#### **UTNROTC:**

Unit Commanding Officer (CO)	_____
Unit Executive Officer (XO)	_____

Staff Instructor	_____
Battalion Commander	_____
Platoon Commander	_____
Platoon Sergeant	_____
Squad Leader	_____
Fire Team Leader	_____

#### UT NROTC Staff:

Commanding Officer (CO)	CAPT Mike Spence
Executive Officer (XO) / Surface Warfare Officer	CDR David R. Hogsten
Marine Officer Instructor (MOI)/OPS Officer	Maj Ron Lobato
1st Platoon Advisor/ Submarine Warfare Officer	LT Eric Rasmussen
2nd Platoon Advisor/ Air Warfare Officer	LT Walter Sack
Assistant MOI (AMOI)	GySgt Michael Kiernan
Supply Officer	Mr. Bernard Busano
Administrative Associate	Ms. Elaine Vianello

### Navy Core Values

#### *Honor*

**Honor:** “I will bear true faith and allegiance...” Accordingly, we will: Conduct ourselves in the highest ethical manner in all relationships with peers, superiors and subordinates; Be honest and truthful in our dealings with each other, and with those outside the Navy; Be willing to make honest recommendations and accept those of junior personnel; Abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; Fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day.

#### *Courage*

**Courage:** “I will support and defend...” Accordingly, we will: Have the courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise

#### *Commitment*

difficult; Make decisions in the best interest of the Navy and the nation, without regard to personal consequences; Meet these challenges while adhering to a higher standard of personal conduct and decency. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

**Commitment:** “I will obey the orders...” Accordingly, we will: Demand respect up and down the chain of command; Care for the safety, professional, personal, and spiritual well-being of our people; Show respect toward all people without regard to race, religion, or gender; Treat each individual with human dignity; Exhibit the highest degree of moral character, technical excellence, quality and competence in what we have been trained to do. The day-to-day duty of every Navy man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.

## **Traditions and Customs**

### **The Rank of Midshipman**

The rank of Midshipman has its traditional roots in the British Royal Navy, where boys in their early teens, known as “Midshipmen,” were apprenticed on board sailing vessels to learn their trade as members of the Royal Navy. The youngest known Midshipman was only two years old! Prior to the founding of the Naval Academy, Midshipmen lived on board ships; an incident aboard the USS SOMERS, however, that resulted in hanging a Midshipman ignited the drive for a shore-based naval school. In 1845, Midshipmen were granted the rank of Naval Cadets. Upon graduation, Naval Cadets received Midshipmen warrants, which they possessed for roughly two years. After completion of these duties, they were commissioned as officers in the Navy. During the 1870s, Naval Cadets who were members of the engineering program were referred to as Cadet-Engineers; this title existed until 1899. On 1 July 1902, Congress reestablished the rank and title of Midshipman to Naval Academy students. Beginning in 1912, Midshipmen were considered commissioned officers when they received their diplomas at graduation.

### **Saluting**

#### **Proper Distance**

- a) Execute salute at a distance of 6 paces when passing an oncoming officer. Do not render a salute if over 30 paces from a stationary officer.

#### **Appropriate Times to Salute:**

- a) Only salute while in uniform.
- b) Whenever covered indoors or out (one is covered indoors when under arms or carrying colors).
- c) Salute all officers superior to yourself whether **they** are in uniform or not, in the Navy or

another U.S. service, including all superior officers of foreign nations.

- d) Salute the automobiles of officers (identified by a blue Department of Defense sticker).
- e) Salute in the direction of the ensign during morning and evening colors. If in a car during colors, stop the car and sit at attention until carry-on is sounded.
- f) Only salute when not burdened with a physical load which requires both hands to control or lift.

### **Proper Greetings**

Greetings should be in a forceful and confident manner. The specifics of the greetings should include a salute (if appropriate) accompanied by the appropriate greeting (Good Morning/ Afternoon/ Evening), and correct rank. If reporting to a superior at their request, state "reporting as ordered" as well. If you require to speak to a superior, ask "request to speak to the (appropriate rank)."

### **Classroom Etiquette**

When in any class discussion of lecture given by any officer, proper etiquette consists of identifying yourself when you speak. Moreover, when at lectures in an auditorium, one is required to stand when speaking or being spoken to.

### **Reporting to a Senior**

- 1) Stand at the side of the door.
- 2) Knock firmly three times on the door.
- 3) "Sir, (your rank and name) request permission to speak to (officer's rank and name)."
- 4) When ordered to enter, march in, center on desk 12 inches from desk, at attention.
- 5) "Sir, (your rank and name) reporting as ordered," or state your business.
- 6) When conversation is finished or you are dismissed, come to attention, say "Aye-aye, Sir," step back, offer greeting of the day, about face, march out.

### **Response to Superiors**

- 1) "Yes, Sir," "No, Sir," and "Aye-aye, Sir" are proper responses. "Yeah," "yep," and "uh-huh" are not.
- 2) The phrase "Sir, yes Sir" will not be used.
- 3) When you have received an order, understand its meaning and plan to obey it, say "Aye-aye Sir/Ma'am."
- 4) Demonstrate inflection/ demeanor of military responses: motivated, distinct, good volume.
- 5) Proper decorum will be used with all upper class midshipmen and officers.

### **Formal Introductions**

When introducing your date or friend or any other person to a superior officer, first say the officer's name and then the other person's name. (i.e. "Captain Salazar, this is my date, Jennifer." NOT "Jennifer, this is Captain Salazar.")















## ***For your inspiration:***















### **Man in the Arena**















It is not the critic who counts, not the man who points out how the strong man stumbled, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly; who errs, who comes short again and again, because there is no effort without error and shortcoming; but who does actually strive to do the deeds; who knows great enthusiasms, the great devotions; who spends himself in a worthy cause; who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while daring greatly, *so that his place shall never be with those cold and timid souls who neither know victory nor defeat.*






-Theodore Roosevelt

### MILITARY RANK STRUCTURE: ENLISTED RANKS

































ENLISTED GRADE	Army	Navy/Coast Guard	Marine Corps	Air Force
E-1	Private (PV1)	 Seaman Recruit (SR)	Private (Pvt)	Airman Basic (AB)
E-2	 Private (PV2)	 Seaman Apprentice (SA)	 Private First Class (PFC)	 Airman (Amn)
E-3	 Private First Class (PFC)	 Seaman (SN)	 Lance Corporal (LCpl)	 Airman First Class (A1C)
E-4	 Corporal (CPL) 	 Petty Officer Third Class (PO3)	 Corporal (Cpl)	 Senior Airman (SrA)












	Specialist (SPC)			
E-5	 <p>Sergeant (SGT)</p>	 <p>Petty Officer Second Class (PO2)</p>	 <p>Sergeant (Sgt)</p>	 <p>Staff Sergeant (SSgt)</p>
E-6	 <p>Staff Sergeant (SSG)</p>	 <p>Petty Officer First Class (PO1)</p>	 <p>Staff Sergeant (SSgt)</p>	 <p>Technical Sergeant (TSgt)</p>
E-7	 <p>Sergeant First Class (SFC)</p>	 <p>Chief Petty Officer (CPO)</p>  <p>(Collar &amp; Cap)</p>	 <p>Gunnery Sergeant (GySgt)</p>	 <p>Master Sergeant (MSgt)</p>  <p>First Segeant (MSgt)</p>

E-8	 <p>Master Sergeant (MSG)</p>  <p>First Sergeant (1SG)</p>	 <p>Senior Chief Petty Officer (SCPO)</p>  <p>(Collar &amp; Cap)</p>	 <p>Master Sergeant (MSgt)</p>  <p>First Sergeant (1stSgt)</p>	 <p>Senior Master Sergeant (SMSgt)</p>  <p>First Sergeant (SMSgt)</p>
E-9	 <p>Sergeant Major (SGM)</p>	 <p>Master Chief Petty Officer (MCPO)</p>  <p>(Collar &amp; Cap)</p>	 <p>Master Gunnery Sergeant (MGySgt)</p>  <p>Sergeant Major (SgtMaj)</p>	 <p>Chief Master Sergeant (CMSgt)</p>

E-10	 <p><u>Sergeant Major of the Army (SMA)</u></p>	 <p><u>Master Chief Petty Officer of the Navy (MCPON)</u></p>  <p>(Collar &amp; Cap)</p>	 <p><u>Sergeant Major of the Marine Corps</u></p>	 <p><u>Chief Master Sergeant of the Air Force (CMSAF)</u></p>
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### MILITARY RANK STRUCTURE: OFFICER RANKS

OFFICER GRADE	Army	Navy/Coast Guard	Marine Corps	Air Force
O-1	 Second Lieutenant (2LT)	 Ensign (ENS)	 Second Lieutenant (2ndLt)	 Second Lieutenant (2Lt)
O-2	 First Lieutenant (1LT)	 Lieutenant Junior Grade (LTJG)	 First Lieutenant (1stLt)	 First Lieutenant (1Lt)
O-3	 Captain (CPT)	 Lieutenant (LT)	 Captain (Capt)	 Captain (Capt)
O-4	 Major (MAJ)	 Lieutenant Commander (LCDR)	 Major (Maj)	 Major (Maj)
O-5	 Lieutenant Colonel (LTC)	 Commander (CDR)	 Lieutenant Colonel (LtCol)	 Lieutenant Colonel (Lt Col)
O-6	 Colonel (COL)	 Captain (CAPT)	 Colonel (Col)	 Colonel (Col)
O-7	 Brigadier General (BG)	 Rear Admiral Lower Half (RDML)	 Brigadier General (BGen)	 Brigadier General (Brig Gen)
O-8	 Major General (MG)	 Rear Admiral Upper Half (RADM)	 Major General (MGen)	 Major General (Maj Gen)

O-9	 Lieutenant General (LTG)	 Vice Admiral (VADM)	 Lieutenant General (LtGen)	 Lieutenant General (Lt Gen)
O-10	 General (GEN)	 Admiral (ADM)	 General (Gen)	 General (Gen)
O-11	 General of the Army	 Fleet Admiral		 General of the Air Force