

Nstcmanual15

**NAVAL RESERVE OFFICERS  
TRAINING CORPS**

**MIDSHIPMEN**

**REGULATIONS**



**RENSSELAER POLYTECHNIC INSTITUTE**

From: Midshipman Commanding Officer  
To: Ship's Company

Subj: NROTCU RPI SHIPSCOMPINST 1533.1 MIDSHIPMEN REGULATIONS

1. Purpose: To revise, formalize, and promulgate the Midshipmen Regulations (MIDREGS) for the organization and operation of midshipmen assigned to Naval Reserve Officers Training Corps Unit Rensselaer Polytechnic Institute (NROTCU RPI).
2. Discussion:
  - a. NROTCU RPI is dedicated to imbuing its midshipmen with the qualities and skills necessary to succeed as Naval Officers. During their future careers in the Navy and Marine Corps, adherence to regulations is a skill that will ensure that actions are carried out in the required manner. The MIDREGS introduces midshipmen to the practice of following such regulations.
  - b. The MIDREGS govern much of what is done in this unit and represent the basic guidelines for its midshipmen; it is imperative that every midshipman not only be familiar with the MIDREGS but also have a thorough and complete understanding of all knowing contained herein.
3. Action:
  - a. The Midshipmen CMC shall distribute this instruction via email and ensure all midshipmen have read it completely immediately upon its approval by Captain Daniel D. Arensmeyer, Commanding Officer NROTCU RPI.
  - b. Immediately upon being published and distributed to the Ship's Company, this document shall take effect.

APPROVED:



B. B. Montgomery  
Midshipman Commanding Officer



D. D. Arensmeyer  
Commanding Officer

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

**MIDSHIPMEN REGULATIONS**

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

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

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

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

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

- d. Today's NROTC unit at RPI has condensed to a close-knit group of approximately 100 midshipmen and has made its home in the Alumni Sports and Recreation Center (Armory) where it continues to train high quality Naval and Marine Corps Officers in facilities tailored to the Navy's learning objectives for the unit. NROTCU RPI's legacy began with those graduates who harnessed the power of steam at the beginning of the century. It was expanded by those who helped propel the Navy and Marine Corps team through their noted contributions to the nuclear propulsion program and development of current weapons systems. NROTCU RPI graduates continue to provide technical prowess and bold leadership to Sailors and Marines on a daily basis.

## 102. MISSION AND GOALS

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

## 103. THE CONCEPT OF HONOR

- a. The Concept of Honor. Never before has the individual character of the American Sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of our technology, experience demonstrates that its successful employment in battle continues to depend upon the **integrity, courage, commitment, and professional excellence** of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence. Unlike previous conflicts in history, technology no longer permits us the luxury of awaiting the first battle to determine whether our forces are ready.



The pace of conflict will afford us little, if any, chance to profit from our mistakes. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Midshipmen do not learn this when they report to the fleet; they take it to the fleet with them.

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

- c. MIDN Honor Code

I am a Midshipman in the NROTC program and I am a person of integrity.

I take the initiative, I take pride in everything I do, and I put the well-being of my shipmates before myself.

I do not take the easy way out, nor do I require praise for my actions.

I understand that the trust and confidence invested in me by the Navy and Marine Corps is a privilege not a right and that I must always work to maintain this privilege.

## 104. CORE VALUES

- a. The Concept of Core Values. Throughout its history, the naval service has successfully met all of its challenges. From the early days of naval service with its founding in 1775, certain core values have persisted through the years. These bedrock principles are "honor, courage, and commitment."
- b. Core Values. Primary Core Values which every Midshipman and Naval Officer should possess include:
  - (1) Honor. This encompasses the ideals of
    - (a) Honesty
    - (b) Integrity
    - (c) Responsibility
  - (2) Courage. This encompasses the ideals of
    - (a) Competence
    - (b) Teamwork
    - (c) Concern or respect for people
  - (3) Commitment. This encompasses the ideals of
    - (a) Loyalty
    - (b) Patriotism
    - (c) Valor

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

### **201. ORGANIZATION**

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

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

The primary duty of every midshipman is to meet the NROTC program standards, most notably (but not limited to) academic and physical fitness standards. Execution of this duty shall be monitored by the Unit Staff on an individual basis, and is largely unrelated to the Ship's Company Structure. However, each Department is tasked with various secondary duties that are intended to support and enhance the ability of each midshipman to meet these standards. The various duties of each Department are enumerated below. It should be noted that these descriptions are neither comprehensive nor all-inclusive, and the MCO may supplement, further clarify, or specify these duties either verbally or in writing.

- a. Morale Department shall be led by a Midshipman O-3 DH, and shall be responsible for organizing and executing events supporting Unit Morale, Welfare, and Recreation (MWR), community service events, and managing all Unit public affairs. It shall be subdivided into MWR Division, led by a Midshipman O-1 DO, Community Service Division, led by a Midshipman O-1 DO, and Public Affairs Division, led by a Midshipman O-2 DO. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.

- (1) COMMSERV - The Community Service Division shall be led by a Midshipman O-1 DO, and shall be responsible for organizing and executing unit community service events. The DO will be in charge of a division consisting of 4-7 midshipman and is responsible for their success and growth as leaders, with the goal of them being able to

organize and execute their own community service events. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Morale Department SCPO.

- (2) PAO - The Public Affairs Division shall be led by a Midshipman O-2 DO, and shall be responsible for the public relations of the Unit. The PAO will be in charge of a division consisting of 4-7 midshipmen and is responsible for maintaining the All Hands boards outside AR209, publishing all articles on unit activities, and maintaining the unit blog. Additionally, the PAO is directly in charge of unit photography and thus responsible for maintaining the Flickr account, the photos on the Battalion drive and the digital picture frame. They must also meet with the XO and CO every week along with the MCO, MXO, and OPS to give reports on the projects they are working on. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Morale Department SCPO.
- (3) MWR - The Morale, Welfare, and Recreation Division shall be led by a Midshipman O-1 DO, and shall be responsible for organizing and executing a minimum of one unit event per month, including Family Weekend. Such events require planning, risk management, and enthusiasm and have the overarching goal of improving unit morale and cohesion. The MWR Officer will be in charge of a division consisting of 4-7 midshipmen who will aid him or her in the planning and execution of such events. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Morale Department SCPO.
- b. Professional Development Department shall be led by a Midshipman O-3 DH, and shall be responsible for all midshipman academic support programs (e.g. tutors, study hours, test bank), providing classroom instruction on military duties, customs and courtesies, and support for the commissioning of graduating seniors. It shall be subdivided into Commissioning Preparation Division, led by a Midshipman O-1 DO, Underclassmen Professional Development Division, led by a Midshipman O-1 DO, and Academics Division, led by a Midshipman O-2 DO. A Midshipman SCPO shall be provided to assist the DH and enforce the orders of the Midshipman CMC.
- (1) COMMPREP - The Commissioning Preparation Division shall be led by a Midshipman O-1 DO, and shall be responsible for organizing and executing the MIDN 1/C Commissioning Ceremony and guaranteeing that all MIDN 2/C are on track to achieve graduation and service selection requirements. The DO will be in charge of a division consisting of 4-7 midshipmen who must work together with the Commissioning OIC in order to complete tasks that work towards the successful execution of the event. These tasks include, but are not limited to, booking the event location, organizing catering, and distributing senior articles. All preparations for the Commissioning Ceremony are done after consulting with and gaining assistance from Ms. Washock in the Administration Office. In order to ensure that the MIDN 2/C are completing all requirements that affect their eligibility for 1/C cruise and commissioning the DO will work with the 2/C Adviser to organize physicals, interviews, and the completion of application

packages. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Professional Development SCPO.

- (2) UPD - The Underclassmen Professional Development Division shall be led by a Midshipman O-1 DO, and shall be responsible for providing underclassmen with classroom instruction on military professionalism, proper uniform wear, customs and courtesies, and summer cruise preparation. The DO will be in charge of a division consisting of 4-7 midshipmen who will aid in this instruction. The DO must hold the division members to the highest of standards in order to set the best example for underclassmen. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Professional Development SCPO.
- (3) ACADEMICS - The Academics Division shall be led by a Midshipman O-2 DO, and shall be responsible for all midshipman academic support systems. This includes compiling midshipman study hours and sending this information up to the Unit Staff in a timely manner. Finally, the Academics Division will work directly with any unit tutors, whether hired or midshipmen, to provide the best academic support possible through events such as test reviews, weekly tutoring sessions, or any other preferred method. The DO will be in charge of a division consisting of 4-7 midshipmen who will aid in the completion of these tasks. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Professional Development SCPO.
- c. Competition Department shall be led by a Midshipman O-3 DH, and shall be responsible for organizing and preparing for military excellence competitions, training of the Drill Team and Color Guard, and organizing opportunities for midshipmen to participate in intramural sports competitions. It shall be subdivided into DT/CG Division, led by a Midshipman O-2 DO, and Intramural Sports Division, led by a Midshipman O-1 DO.
  - (1) DT/CG - The DT/CG Division shall be led by the Midshipman DTCO in the spring and the CGCO in the fall, both are an O-2 DO. The DO will be in charge of a division of 4-7 midshipmen that shall include the Midshipman Color Guard Commander (CGCO) or Midshipman Drill Team Commander, a Midshipman O-2. The DTCO/CGCO is responsible for overseeing the training of the Drill Team, Drill Commanders, and the Color Guard. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Competition SCPO.
  - (2) IM SPORTS - The Intramural Sports Division shall be led by a Midshipman O-1 DO, and shall be responsible for providing, and advertising opportunities to midshipmen for intramural sports and joint service competition participation. An Intramural Newsletter shall be sent out at the discretion of the DO, updating the Ship's Company on the achievements and successes of the intramural teams. The DO will be in charge of a division of 4-7 midshipmen who will aid in division tasks. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Competition SCPO.

- d. Supply Department shall be led by a Midshipman O-3 DH, and shall be responsible for ensuring the Ship's Company is properly outfitted with required uniforms and accessories, coordinating all Unit fundraising activities, and management and distribution of the NROTC MIDN fund. Additionally, the Supply DH is responsible for the planning of the Navy/Marine Corps Birthday Ball during the Fall semester. It shall be subdivided into NRAC Division, led by a Midshipman O-1 DO, and Disbursement Division, led by a Midshipman O-2 DO.

(1) NRAC - The NROTC RPI Athletics Coordinator Division shall be led by a Midshipman O- 1 DO, and shall be responsible for fundraising to provide a means for paying for unit MWR activities, military balls, and other unit events. These fundraising activities include events such Dine to Donate and working RPI Athletics events. They will also be the direct liaison between the RPI Athletics Department and NROTC in order to maintain the use of NROTC MIDN at athletics events to raise money for the unit. Additionally they will also be responsible for the coordination of workers at these events. Finally, they will aid in the planning for the ROTC and Military appreciation games at RPI. The DO will be in charge of a division of 4 - 7 midshipmen who will aid in division tasks. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Supply SCPO.

(2) DISBO - The Disbursement Division shall be led by a Midshipman O-2, and shall be responsible for ensuring that the snack room is filled with food for midshipmen and staff members to purchase and enjoy, processing all unit store orders, maintaining detailed spending histories of the unit's SEFCU and FTR accounts, ensuring the supplies in the unit's Wardroom cleaning supply closet are stocked at all times, the distribution of funds through the utilization of the request for funds procedure, collection of all donations, control of a cashbox used to store money from various collections throughout the semester, and control of the cashbox in the snack room. The DO will be in charge of a division of 4-7 midshipmen who will help in the management of these tasks. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Supply SCPO.

- e. Operations Department shall be led by a Midshipman O-4 DH, and shall be responsible for coordinating all Ship's Company Events, organizing and executing Drill Laboratory and Physical Training sessions, representing Naval ROTC on the RPI Joint Service Committee (JSC), publishing pertinent information in a Plan of the Week, and assisting with other Unit-wide administrative tasks. It shall be subdivided into Athletics Division, led by a Midshipman O-3 DO, Administration Division, led by a Midshipman O-3 DO, and Joint Service Division led by the Joint Service Representative (JSR), a Midshipman O-3 DO. In years when Naval ROTC leads the JSC the Joint Service DO shall be a Midshipman O-4.

(1) ATHLETICS - The Athletics Division shall be led by a Midshipman O-3 DO, and shall be responsible for coordinating all of the unit's physical training activities. The Athletics Division makes sure that all PT plans are developed in the best interests of the Ship's

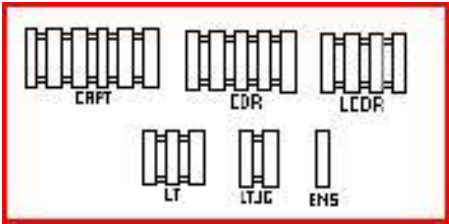
Company's overall physical development. The DO will work with the AMOI to develop such PT plans. The DO will be in charge of a division of 4-7 midshipmen who will help in the planning and execution of PT. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Operations SCPO.

- (2) ADMIN - The Administration Division shall be led by a Midshipman O-3 DO, and shall be responsible for fitness reports, midshipmen regulations, unit directory, and unit ribbon awards. The fitness reports are to be completed twice, in the middle and end of each semester. The unit directory should be updated at the beginning of the semester to ensure the most up-to-date information. Lastly, the Admin Officer is a direct representative to the NROTCU RPI administration staff, and therefore should check regularly with the Admin office. The DO will be in charge of a division of 4-7 midshipmen who will aid in division tasks. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Operations SCPO.
- (3) JS - The Joint Service Division shall be led by the JSR, a Midshipman O-3 DO, and every three years the JSC, a Midshipman O-4 DO, and shall be responsible for the coordination and planning of the 9-11 Memorial ceremony, Taylor Trophy events, Veterans Day, Fall & Spring Military Appreciation games, Military Ball, Opposing Force evolutions in conjunction with the AROTC unit, and the end of the year Award Ceremony. In addition, the DO will be responsible for communicating any of the Navy's needs for either gym space or drill space with the Army and Air Force; this is a yearlong billet. The DO will be in charge of a division of 4-7 midshipmen who will aid in joint service coordination. A Midshipman CPO shall be provided to assist the DO and enforce the orders of the Operations SCPO.

## 203. MIDSHIPMEN RANKS

Rank	Short	Insignia
Midshipman Captain	MIDN CAPT	6 Bars
Midshipman Commander	MIDN CDR	5 Bars
Midshipman Lieutenant Commander	MIDN LCDR	4 Bars
Midshipman Lieutenant	MIDN LT	3 Bars
Midshipman Lieutenant Junior Grade	MIDN LTJG	2 Bars
Midshipman Ensign	MIDN ENS	1 Bar
Midshipman Master Chief Petty Officer	MIDN MCPO	3 Stripes, 1 Rocker, 2 Stars
Midshipman Senior Chief Petty Officer	MIDN SCPO	3 Stripes, 1 Rocker, 1 Star
Midshipman Chief Petty Officer	MIDN CPO	3 Stripes, 1 Rocker

Midshipman Officer Insignia



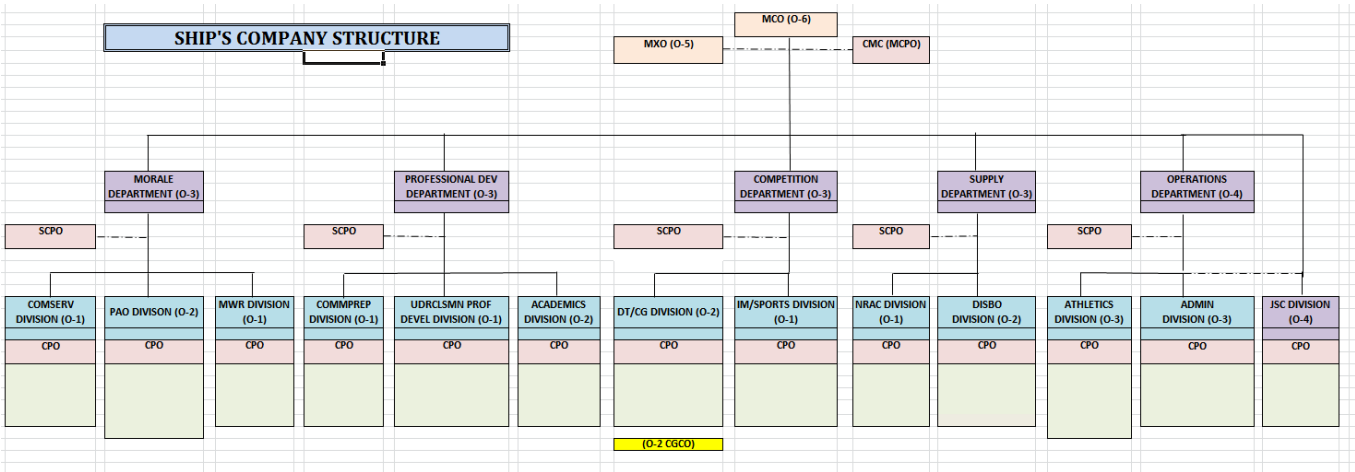
Midshipman officers shall wear the metal bars on their khaki and NWU uniforms and the patches on their SDBs. The shoulder boards have the same number of bars and a gold star with one point pointing at the bars.

Midshipman Chief Petty Officer Insignia:

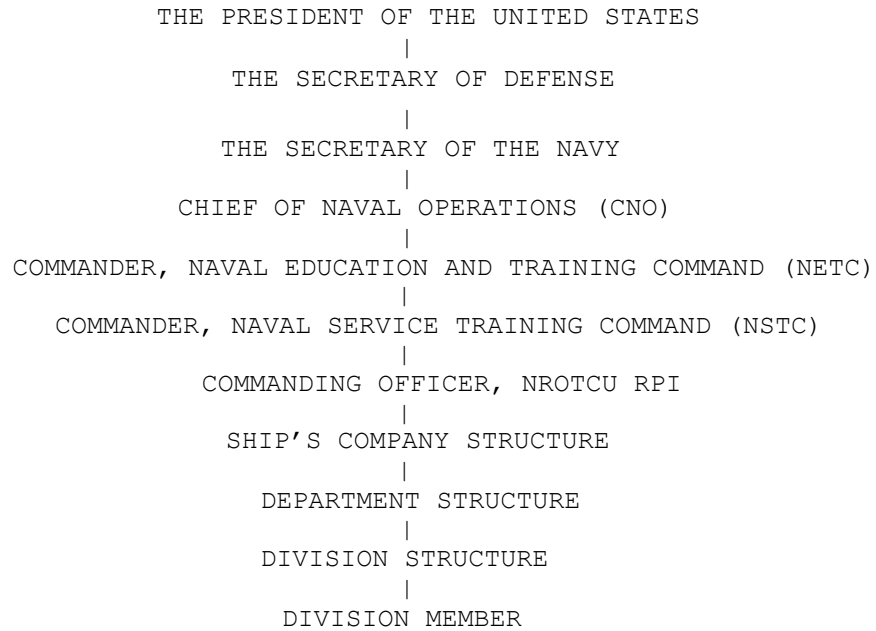


Midshipman Master Chief Petty Officer Insignia (CMC Insignia) has 3 Chevrons and 1 rocker all in gold with a crow, much like the Enlisted E-9 insignia, and 2 stars above the eagle. Midshipman Senior Chief Petty Officer insignia (SCPO insignia) has one star above the crow on their insignia and Midshipman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

204. EXAMPLE SHIP'S COMPANY STRUCTURE



## 205. CHAIN OF COMMAND



For details on the Ship's Company structure, refer to the example Ship's Company Structure (204).



## **CHAPTER3- MIDSHIPMAN EVALUATIONS AND** **APTITUDE DETERMINATION**

### **301. GENERAL**

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

### **302. EVALUATION RESPONSIBILITIES**

- a. Each midshipman shall be evaluated twice per semester.
  - (1) All Midshipman Officers shall generate mid-semester evaluations for their immediate subordinates using the FITREP format, and counsel their subordinates regarding these evaluations. Mid - semester evaluations shall be completed by the date appointed by the MCO. They shall not be routed through the Chain of Command, but shall remain between the Officer and the subordinate. However, it is entirely appropriate and expected for Midshipmen Officers to consult their Chiefs for input when generating these evaluations. Midshipmen will

- sign for completion of mid-semester counseling in the mid-term counseling block on their FITREP upon completion of the semester.
- (2) Final evaluations shall be generated for all midshipmen by their immediate supervisors. Midshipman Officers shall informally counsel their immediate subordinates on the contents of their FITREPs, and then route their FITREPs up the Midshipman Chain of Command. The MXO shall approve FITREPs for all midshipmen, and the MCO shall approve FITREPs for all Midshipman Chiefs and Officers. Deadlines for each step of this process shall be established by the MCO.
- b. Once approved by the Midshipman Chain of Command, all final FITREPs shall be passed to the Unit Staff. After the semester is over and your grades are available, your class advisor will modify your FITREP by incorporating performance data to which other midshipmen are not privy, primarily your academics. Generally, these modifications are minor, and almost never affect the verbal comments of your Midshipman Chain of Command. Your advisor will then add two or three more lines of commentary, and calculate your class rank.
- c. Your advisor ranks you against your classmates based on the numerical average of your final FITREP scores. Once complete, all of the FITREPs in your class are reviewed by the Unit Executive Officer and then submitted to the Unit Commanding Officer for final approval and signature. You will be counseled by your class advisor regarding your final FITREP and class rank and the beginning of the following semester.
- d. All midshipmen may submit a written rebuttal statement regarding their FITREP, which shall be affixed to the FITREP and distributed to the Unit CO, XO, your class advisor, and applicable members of the Midshipman Chain of Command.
- e. A final FITREP score of 2.0 or lower is considered unsatisfactory by program standards and shall result in the convening of a Performance Review Board for military aptitude.

### **303. EVALUATION FORM EXPLAINED**

Evaluations are conducted using the NROTC Evaluation & Counseling Record shown in Appendix 3-1. Evaluations will be prepared using NAVFIT98A software, available at <http://www.bupers.navy.mil>. No spelling, grammatical or punctuation errors will be tolerated. Instructions for completing the blocks the evaluator is responsible for is as follows:

**Block 1- Name**

Enter the midshipmen's name that you are evaluating here in the format:  
<last name>, <first name> <middle initial>

Capitalize all letters. If the midshipman does not have a middle name, enter NMN

e.g. SMITH, JOHN NMN

Block 2- Grade/Rate  
MIDN or OC as appropriate

Block 4- SSN  
Enter the midshipmen's social security number here. The dashes will be entered automatically. **Enter the last four digits only**, the other spaces are to be occupied by zeroes.

Block 9- Date Reported  
Enter the date that the midshipman reported to the unit. Use 25 August of the year in which they reported if the exact date is not known. If they were a college programmer, be as accurate as possible with this date.

e.g. 16AUG12 (YYMMDD)

Block 20- Physical Readiness Most midshipmen are P. The letter indicates whether the midshipman passed the PRT. P is for "Passed", F is for "Failed".

Block 29-Primary/Collateral/Watch Standing duties.  
Enter the midshipman's billet if in the box. Outside the box, enter their collateral duties, and watch standing duties. Outside the box, follow each duty with the number of months they have performed it.

e.g. 

Athletics PRI:
Division
Member

 ATHLETICS DM; COLL: WDO-3; PFA: 13-1

Block 30- Date Counseled  
Enter the date you actually reviewed the counseling report with the midshipman in YYMMDD format.

Block 31- Counselor  
Enter your name here.  
e.g. DOE, J M

Block 32- Signature of Individual counseled  
If the report is printed, have the midshipmen sign here to confirm that they were counseled.

Blocks 33-39, Check the block in each category that best describes the performance of the midshipman being evaluated in specific areas.

Guidelines are as follows:

- 1.0 - Below standards/not progressing or UNSAT in any one standard
- 2.0 - Does not meet all 3.0 standards
- 3.0 - Meets all 3.0 standards
- 4.0 - Exceeds most 3.0 standards
- 5.1 - Meets overall criteria and specific standards for 5.0.  
Standards are not all inclusive.

Block 40- Recommendations

Enter in two billets this midshipman should be considered for next semester. Put one on the left of the vertical line with the other on the right of it. For graduating seniors, leave blank.

Block 41- Comments.

Prepare the remarks carefully. Refer to the person as "MIDN Smith", for example, not "John". State and support with examples, observations on appearance, promptness, motivation, attitude, and performance. Mention special citations and awards. Where applicable, comment on leadership and managerial ability. Do not exaggerate or use excessive flowery descriptions or superlatives. Make no statements such as "MIDN Smith is destined for a brilliant Naval career" or "MIDN Smith is an outstanding Midshipman" without demonstrating these claims to be fact in the evaluation. Instead, point out specific strengths and weaknesses. Note development or decline in any areas over the semester. The remarks in this section should be clear, concise, and accurate. The truly outstanding midshipman should be called just that.

Midshipman Officers are to carefully screen all evaluation forms sent up the Chain of Command for compliance with this instruction. Evaluation forms failing to meet standards are to be returned to the writer for correction, THEY ARE NOT TO BE FORWARDED.

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

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

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

- a. Be enrolled as a full time student (minimum of 12 credits per semester,) and graduate with a bachelor's degree within four years (eight semesters). (Note: You are expected to know and meet the requirements for your academic major.)
- b. Complete all NROTC Program required courses. (Note: You are expected to know what these are; your class advisor can assist you in finding out.)
- c. Maintain a minimum Semester Grade Point Average of 2.5, and a minimum Cumulative Grade Point Average of 2.0.
- d. Maintain a state of Physical Fitness/Readiness as required by your program, gender, and age group.
- e. Attend and Participate in all mandatory Unit Events, unless you have a Special Request Chit approved by your Chain of Command to miss a particular event. See Appendix A for Example Chit.
- f. Complete a minimum of 5 community service hours.
- g. Execute, to the best of your ability, all additional duties in addition, responsibilities assigned to you.

Participation in a Varsity Sport is authorized, provided that you are able to meet the obligations listed above. Some leniency is granted to Varsity athletes in the granting of Special Request Chits; however, an approved Chit is still required to miss any mandatory Unit Event. Participation in extra-curricular activities in general is highly encouraged, again, provided you are meeting program standards.

### **402. SALUTING**

- a. All midshipmen in uniform are required to salute when appropriate. The junior person always initiates the salute.
- b. While on campus, a salute shall be rendered when in uniform to commissioned officers of all branches of the Armed Forces and to midshipmen officers who are senior to the person concerned. **A salute is rendered to all commissioned (not cadet or midshipman) officers regardless of whether the officer is in uniform or not!**
- c. A greeting shall be offered with the salute, such as "Good morning, sir".

- d. Six paces is the normal distance for initiating the salute.
- e. Personnel acting as part of a formation do not normally salute; the person in charge of the formation salutes on behalf of the group.
- f. Commissioned officers riding in privately owned vehicles will be rendered a salute as if they were walking.
- g. Salutes are not exchanged when uncovered in the Naval Service, unless failure to return a salute might cause embarrassment to a member of another service that abides by different custom.
- h. If unsure as to whether or not a salute is appropriate, the general rule is: "When in doubt, salute."

#### **403. COURTESY TO COMMISSIONED OFFICERS.**

- a. All commissioned officers of all services are addressed by their rank and last name or by the term "sir" or "ma'am" as appropriate. In addition, the word "sir" or "ma'am" should be added to answers to questions or directives from superiors, such as "yes sir" or "no ma'am". "Aye aye, sir" is the affirmative response to an order, meaning "I understand and I will obey."
- b. When an officer ranking O-5 or above enters or leaves a room (other than the wardroom), "Attention on Deck!" shall be called by the first person to see that officer, and everyone in the room shall come to attention.
- c. The following procedure shall be used by all midshipmen to enter the office of any commissioned officer:
  - (1) Upon arrival at the office, knock loudly on the door or doorframe.
  - (2) When directed, and only when directed, state your name and business in a military manner. For example: "Midshipman Smith reporting as ordered, Sir" or "Ma'am, I request to see you concerning drill."
  - (3) After stating your name and business, the officer will recognize you and direct you to come in, sit down, etc. If the officer does not tell you to sit or stand at ease, remain at attention in front of his or her desk.
  - (4) When you have finished your business, come to attention in front of the officer's desk. The officer will then dismiss you, at which point you will execute the appropriate facing movement and leave the office.
- d. The following procedures shall be adhered to in the classroom for all Naval Science courses, **unless the officer instructor indicates otherwise:**

- (1) When the officer instructor enters the classroom, the class shall cease all conversation and give the instructor an appropriate greeting.
- (2) No smoking, beverages, or snacks are permitted in the classroom.
- (3) The class will end only when the instructor dismisses it.

#### **404. COURTESY TO ENLISTED PERSONNEL**

Navy, Marine, Army, and Air Force enlisted personnel are addressed by their rank and last name.

#### **405. COURTESY TO FELLOW MIDSHIPMEN AND CADETS**

In general, the procedures for saluting and addressing commissioned officers shall apply to midshipmen and cadet officers of all ROTC units. Midshipman of a lower rank shall be addressed by the term "Mister/Miss" or "Midshipman" and their last name. Cadets of the Army and Air Force will be addressed as "Cadet" and their last name.

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

- a. The Chain of Command is a tool used throughout the military to facilitate efficient communication and mission accomplishment with a high level of redundancy, to ensure that the loss of a single individual does not result in mission failure. Being able to function within a formal command structure of this nature does not come easily, and you will need to apply a high level of thought and consideration to each decision you make and every answer you give to ensure you are doing so properly.
- b. Orders are passed down the Chain, while requests and reports are passed up the Chain. At no point in either process should any link in the Chain be bypassed. In other words, a DO should not make a report directly to the MCO, and a DH should not issue an order to an individual Division member. However, the DH may issue an order to his or her entire Department.
- c. Midshipmen at the same level in the Chain may pass requests and reports laterally between themselves, but may not give one another orders. If a member of one Division requires the support of another Division or Department to accomplish a task, the Division member should make the request to his or her DO, who shall decide whether or not the request is worthy. If so, the DO may speak directly to another DO within the same Department, or pass the request up to the DH if it involves another Department.
- d. Chiefs and Senior Chiefs are NOT a direct link in the Chain of Command. They support their DO's and DH's, and may be granted authority to issue orders to their Division or Department on behalf of the DO or DH. A DO or DH may also specify that a

particular report be made directly to the Chief or Senior Chief. A common example of this is mustering the Ship's Company and reporting accountability.

- e. As a general rule, all issues and disputes should be resolved at the lowest possible level in the Chain of Command.
- f. If you feel unable to carry out an order issued by your superior, or if you have a legitimate complaint regarding preferential treatment or other form of misconduct by your superior, you should attempt to resolve your concern with your superior first. If that fails, then consult the midshipman or commissioned officer immediately above your superior in the Chain, and inform your superior of your intent to do so. All such conversations should take place in private; the utmost discretion should be used when making complaints.

#### **407. THE WARDROOM**

- a. The following are general guidelines for conduct in a wardroom:
  - 1. Avoid conversation about controversial topics, such as religion, politics, and members of the opposite sex.
  - 2. Avoid "shop talk" when possible.
  - 3. Be polite when guests are present. Attempt to make guests feel as welcome as possible.
  - 4. Always remove your cover upon entering the wardroom.
  - 5. The proper attire for being in the wardroom is the uniform of the day or Casual Civilian Attire discussed in article 701. PT gear should not be worn for extended periods of time in the wardroom.
  - 6. During working hours, the volume on the television should be kept low enough as not to disturb the staff.
- b. Magazines and papers should not be removed from the wardroom.
- c. Obscenity, vulgarity, and off-color tales do not belong in an officer's conversation at any time.
- d. Unkind and unfavorable comments about other officers and opinions about superiors are not appropriate.
- e. Do not rest your feet on the wardroom furniture.
- f. Never draw a sword in the wardroom.
- g. Do not lounge in the wardroom during working hours. What the Wardroom has to offer:



- (1) Study Room and computer room (If a password for the computer network is needed, contact the webmaster)
- (2) Library with textbooks and recreational books
- (3) MWR Fridge for drinks and snacks
- (4) Pool table, dart board, and television

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

The WDO is the MIDN Commanding Officer's direct representative after normal working hours. In the Commanding Officer's absence, the WDO carries all of his authority. The WDO is intended to enhance the security and state of NROTCU RPI after hours, to provide MIDN a chance to train in watch standing procedures, and to maximize the use of the student's time. See Appendix B for the SOP of the WDO.

#### **409. MIDSHIPMAN SELF EXPRESSION**

- a. Midshipman participation in protests and demonstrations is not prohibited, provided the Midshipman portrays no public association between the United States Government or the Navy/Marines and the subject of the protest or demonstration. The Midshipman shall not be in uniform nor make it known that he or she is a member of the armed forces.
- b. A Midshipman must consult with his or her Class Advisor before writing any articles for public dissemination which identify the Midshipman as a member of the NROTC, or that publicly represent the NROTC Unit or its activities in any way.

#### **410. MISCELLANEOUS**

- a. Smoking on campus is not permitted.
- b. Midshipmen shall not chew gum at any time while in uniform.
- c. Midshipmen in uniform shall avoid public displays of affection.
- d. Do not place hands in pockets when in uniform.
- e. Assume appropriate posture and military bearing by standing erect, with square shoulders, chest out, and stomach in.
- f. Rise and stand at attention whenever addressed or approached by a superior.
- g. Appear neat, clean, and appropriately attired in both military and civilian dress.
- h. Render honors to colors when the flag is being raised or lowered by standing at attention, and if in uniform, salute.
- i. Maintain proper grooming standards even when school is not in session.

## **CHAPTER 5 - DISCIPLINARY SYSTEM**

### **501. GENERAL**

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

### **502. DISCIPLINE IN FRACTIONS**

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

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

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

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

- i. Unauthorized Absence (aggravated or repeated)
- ii. Assault (includes personal combat)
- iii. Failure to register for courses
- iv. Theft or Fraud
- v. Hazing
- vi. Insubordination (Disobeying orders)
- vii. Public intoxication
- viii. Underage drinking
- ix. Moral offenses (sexual harassment, indecent exposure, etc.)
- x. Obscenity (aggravated or repeated)
- xi. Defacing or destroying property
- xii. Security violation
- xiii. Failure to complete a watch (sleeping, leaving early)
- xiv. Other major offenses
- xv. Repeated class "B" Offenses

### **503. CORRECTIVE COUNSELING**

- a. If a Midshipman is lacking in motivation, neatness of appearance, or shows a general lack of military knowledge or courtesy, he/she should be counseled prior to taking a more formal corrective measure.
- b. Counseling will be conducted by one of the Midshipman's chain of command. For minor first offenses, verbal counseling shall be conducted by the Midshipman's immediate superior (Appendix C.1). This shall consist of a one-on-one session characterized by active participation on both sides to encourage feedback and establish the problem more clearly. This active feedback is essential to ensure the noticed offenses are cleared up and that the counseled Midshipman learns from his/her mistakes.
- c. For a second class "B" offense, the Midshipman will be counseled by his or her SCPO (or Department Head if in an officer billet). This is more formal than verbal counseling; it is still non-punitive and discussion-oriented. The NROTCU RPI written counseling report is available from the CMC (Appendix C.2). This should be copied with one copy kept on file in the MCO/MXO's office, one copied to the Midshipman's advisor, and the other given to the Midshipman for his or her records. All counseling reports shall be kept on file for the duration of the Midshipman's affiliation at NROTCU RPI. All counseling sessions need to be documented in case the actions show a pattern that requires further action and the case shall be referred to a Midshipman Review Board (MRB).
- d. For a third class "B" offense or one class "A" offense, over an academic semester, a Midshipman Review Board will be convened if it is deemed necessary. The MCO can also convene a Midshipman Review Board in an instance where he or she deems necessary.
- e. All class "B" or Class "A" offenses that deem a written counseling shall be accompanied by the written counseling form.

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

- a. Purpose: The Midshipman Review Board (MRB) functions as a means to determine the cause of performance related issues regarding midshipmen. It has a formal setting where senior midshipmen can consider the circumstances of the midshipman and the midshipman's Chain of Command and gain a complete understanding of the causes of the midshipman's problems. The MRB should foster a setting of open communication where issues can be addressed and the board can determine a solid recommendation that will enable the midshipman to perform at the desired level. It is also a path to allow the Midshipmen staff to send Midshipmen to PRB who they feel lack the skills to become a Naval or Marine Corps officers.

If at any point during the MRB process the midshipman facing the board or the midshipman's Chain of Command feel that the MRB process has become contrary to good order and discipline the process shall be stopped and the issues raised to the midshipmen's class advisor and the unit XO.

- b. The MCO will be the appointing authority for the MRB, unless otherwise directed by higher authority. The MRB shall consist of at least three voting members (an uneven number composed of at least two midshipmen (midshipmen LT and above or midshipmen who have previously held these positions) and one senior member (usually MXO but may be MCO). The board will also consist of one non-voting member who will act as the recorder for the board. The recorder will be in the midshipman's Chain of Command (department head or division officer). The student and the members of the MRB shall be notified of their appointment in writing using the MRB Notification (See Appendix C.3).
- c. To avoid conflicts of interest, only persons who have no involvement with the matters before the board may be appointed as voting members. If the MXO or any other voting board member has a conflict of interest, as determined by the MCO, the MCO must appoint a new voting board member. Members of the midshipman's department should not be appointed as voting members.
- d. The MRB outcome is determined by majority vote. The senior board member's vote carries the same weight as other voting members.
- e. The recorder, a non-voting member, normally the student's division officer and who is normally most familiar with the midshipmen's performance and conduct, is the person who prepares and presents the case on behalf of the midshipmen chain of command.
- f. The recorder is responsible for assembling pertinent directives, interviewing prospective witnesses, gathering all available evidence, and conducting a preliminary inquiry in cases involving disciplinary matters.

- (1) No later than two full business days before the MRB is scheduled to convene, the recorder shall:
  - (i) Provide the student with MRB Notification including the date the MRB will convene and general reasons for the MRB;
  - (ii) Provide the student with any and all documents that may be presented in the case against the student, including but not limited to the counseling sheets, witness statements, and a complete copy of the preliminary inquiry (if any);
  - (iii) Provide the student with a list of all witnesses expected to be called in the Recorder's case;
  - (iv) Have the student sign AND DATE the notification letter and acknowledge receipt of all material provide; and
- (2) Keep an accurate record of the proceedings and prepare the record for the senior board member's review and signature of all board members. This summary shall include the testimony of the student, all board members, and any witnesses. A recorded or verbatim transcript is not required. The recorder should take sufficient notes in order to prepare such summaries.
- (3) Ensure that a copy of the record of proceedings is delivered to the student no later than five business days after the MRB (See Appendix C.4).

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

a. Students shall be advised of their rights:

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

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

- (1) No action

- (2) Extra Military Instruction (EMI), which will be decided on during the MRB. **EMI is not a punishment** and will not be used in a punitive capacity. The purpose of EMI is to provide a learning experience *directly relating* to the offense addressed by the counseling. EMI sessions will not be intimidating, degrading, or unduly arduous.  
All EMI will be approved by the Unit XO.
- (3) Punitive Letter of Reprimand. The MRB may issue a punitive letter of reprimand that will remain in the accused's file while at NROTCU RPI.
- (4) Recommendation for referral to a Performance Review Board (PRB). The board may make a recommendation to the Professor of Naval Science to convene a PRB.
- c. The student shall be notified, in writing, at least two full business days prior to the convening of a MRB.
- d. The student may waive the two business day notification period or the timeline may be shortened when prescribed by the unit XO. If requested by the student, a reasonable delay in convening the proceedings may be granted and should be documented in the MRB proceedings.
- e. Other persons outside of the Midshipman's chain of command may attend the proceedings as observers if requested by the student in writing to and approved by the Professor of Naval Science no later than 48 hours before the start of the board.

## 504-2 MRB Procedures

- a. The senior member will call the board to order and explain the basis for holding the board (e.g., aptitude, lateness etc.), presenting only the facts before the board. The student will be advised of the possible outcomes of the board from section 8-10.2.
- b. The recorder will present the facts, to include any witness testimony or documentary evidence, which documents the student's deficiencies.
- c. The midshipman will be afforded the opportunity to make a statement on the midshipman's behalf. At the senior member's discretion, any board member may ask the midshipmen to clarify any testimony or statements brought before the board.
- d. The student may object to specific board actions or proceedings, providing a statement as to why he or she finds it objectionable. Any objections will be considered and ruled on by the senior member and provided to the unit XO. If, in the senior member's judgment, the conduct of any person interferes with the orderly conduct of the board, the board will be adjourned until order is restored. The rulings of the board are final with respect to the proceedings. The Midshipman Commanding Officer will endorse the report with a final recommendation and forward the Midshipman's class advisor and the unit XO.

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

### 504-3 The MRB Report

- a. The Report consisting of a verbal counseling report, written counseling report, and Letter of Reprimand for MRB Proceedings (Appendix C) will be prepared by the recorder, reviewed by the Senior Member of the board, signed by all voting board members, addressed to the unit XO, and copied to the midshipmen, the midshipmen's class advisor, and the midshipmen's student file.

At a minimum, the Report of MRB Proceedings shall include the appointing memorandum, the MRB notification letter and the preliminary investigation (if applicable), all documents considered by the board, and a summarized testimony of each witness, and the results of any board vote (to include the number of dissenting votes).

- b. The unit XO will receive the MRB Proceedings within two business days of the board and will consider the package in its entirety and endorse the board report, either concurring or non-concurring, with the findings and recommendations of the board.
- c. A copy of the Report of PRB Proceedings will be given to the student. The student shall acknowledge receipt of the PRB report and be afforded two business days to provide a written response to the MCO and unit XO. Copies including receipts will be presented to the midshipman's class advisor and maintained in the midshipman's Student File.

## **CHAPTER 6 - ACTIVITIES AND EVENTS**

### **601. GENERAL**

Participation in all phases of NROTC extra-curricular activities is considered to be one of the most productive areas for development of leadership. Through extra-curricular activities, the Unit achieves status on campus and NROTC becomes a valuable and treasured association for every midshipman. It not only enhances NROTC's reputation but also provides a sense of camaraderie among midshipmen. It can provide midshipmen a little something to do when RPI academics seem to be too burdensome to handle. Everyone needs a break from hard work at academics and this section will give you some insight on what to do and where to go.

### **602. SHIP'S COMPANY ACTIVITIES**

Certain activities are required for all of the midshipmen. These activities are designed to prepare the midshipman militarily and professionally to become officers in the Navy and Marine Corps. They include Drill, PRT, swim test, sail training, and others the CO may designate. This section however, is focused on the other aspects that can instill pride in oneself and the NROTC unit here at RPI.

- a. **RPI Athletics** offers over 15 intramural sports of varying skill and abilities. The NROTC Unit has teams in many of these intramural sports including ice hockey, soccer, and walleyball.
- b. **Taylor Trophy Sports** are held every year between the three ROTC units at RPI. In the past these competitions have included basketball, football, Frisbee, and soccer. However competitions are subject to change each year. At the end of the year, the Taylor Trophy is presented to the unit with the best overall record in Tri-Service sports. This trophy is held for the following year by the winning unit.  
**The Navy should win this every year.**
- c. The **NROTC Drill Team and Color Guard** are a group of midshipmen possessing the desire to excel in drill and to participate in drill competitions. The teams are coached by the AMOI and practice usually takes place two or three times a week. Competitions occur throughout the school year in the form of MEC or Military Excellence Competitions and include places such as Cornell, Holy Cross, Villanova, and possibly even Tulane University.
- d. Each year during the fall semester, the MIDN Ship's Company conducts a combined **Navy and Marine Corps Birthday Ball**. This celebration is a tradition in the fleet, and is continued proudly at RPI. The uniform of the event is dinner dress blues. The event is similar to the Military Ball described below, with a ceremony added to cut the cake and hear the birthday messages from both the CNO and Commandant. The event is usually held midway between the birthdays (13 OCT and 10 NOV).



- e. Each year during the spring semester, the military science departments (Army, Marine Corps, Navy, and Air Force) hold a **Joint Service Military Ball**. The uniform of the event is dinner dress blues. Beginning with cocktail hour, followed by dinner and dancing, the evening is a good opportunity to socialize and have fun with fellow midshipmen, cadets, and the unit staff.
- f. During the spring semester, the NROTC Unit conducts **Dining-In** (mess night) for all members of the MIDN Ship's Company. A formal dinner with a distinguished guest speaker, a festive atmosphere, and traditional and non-alcoholic grog for refreshment is some of the evening highlights. Punishments can be used for things such as altering your uniform; the uniform for the event is dinner dress blues, but many individuals choose to violate the uniform regulations for this one night only.
- g. The **Semper Fidelis Society** is the Marine Corps honorary society. Those eligible for membership include any RPI, Union, or PLC student enrolled in a program leading to a commission as an officer in the United States Marine Corps or the United States Navy. The objective of this society is to prepare its members for their responsibilities as officers in the United States Marine Corps. This is accomplished through the dissemination of information pertinent to a better understanding of an officer's duties, by the stimulation and protection of the high tradition and ideals of the United States Marine Corps, and by the cultivation of social virtues among its members. Semper Fi Society is conducted through both a PT session focused on Marine Corps training (i.e. running in utilities, humps, and ropes) and also classroom learning about Marine Corps methods such as land navigation and combat tactics.

### 603. RPI AND OFF-CAMPUS ACTIVITIES

While MIDN Ship's Company activities are an integral part of the Unit's development, students continuously look to these areas to provide social fulfillment outside of academics and MIDN Ship's Company activities. They enhance the life of students and are just as important as academics.

- a. **Community Service** is required by all midshipmen. The number of hours to be performed each semester is established by the MCO. Despite its being a requirement, community service can also be a social venue. There are several community service opportunities on campus and around Troy. For more information on Troy organizations seeking volunteers visit [doso.rpi.edu/update.do](http://doso.rpi.edu/update.do)
  - (1) Circle K - An RPI Union funded club whose main purpose is to provide community service to the surrounding area whether it be through Habitat for Humanity, food drives, etc.
  - (2) Ark Community Charter School - Located on River Street in Troy, accepts volunteers to help encourage young students to get excited about learning.
  - (3) The Sunnyside Center - located on 9<sup>th</sup> Street in Downtown Troy, the Sunnyside Center has helped children since 1925 under the tutelage of the Catholic Sisters of Charity. Our NROTC unit regularly goes down there to provide services and help out with the children.

- (4) Salvation Army Soup Kitchen - located on River Street in Downtown Troy, you can volunteer to serve the homeless food on Mondays and Fridays from 1630 to 1730.
- (5) Troy Boys and Girls Club - located on 7th Avenue in Troy. The Boys and Girls club gives students the opportunity to spend time with and mentor the children of the Troy community.
- (6) USS SLATER - a decommissioned destroyer escort turned museum that lies at the port of Albany. Throughout the school year midshipmen take weekend trips to the ship to help the crew with the restoration process.
- b. **Union Programs and Activities Committee (UPAC)** - An RPI Union-sponsored organization that is in charge of performances, movie showings, and comedy. Through the Student Union or RPI Playhouse the UPAC Comedy puts on performances that are worth seeing. In addition, they hold small concert venues and every Friday and Saturday night they show pre-released movies in DCC 308 at 1900, 2130, and 0000. Information for showings and performances can be seen on the Union website at [www.union.rpi.edu](http://www.union.rpi.edu).
- c. **Crossgates Mall** is the largest mall in the capital region with a multitude of stores and restaurants as well as an 18 theatre Regal movie cinema. Buses can be taken via the CDTA Route 90 from the bus stop next to the Houston Field House any day of the week. For more info on bus schedules go to [www.cdt.org](http://www.cdt.org) and click on maps and schedules for the Troy area.
- d. There are many **Restaurants** in the area. Moe's and Big Apple Pizza are directly off campus and accept RPI RAD and Flex dollars. Along 15<sup>th</sup> Street are Red and Blue Asian Cuisine, Ali Baba Mediterranean style food, Muza Polish cuisine, Notty Pine Tavern, McDonalds, as well as multiple pizza places. At Crossgates mall and among Wolf Road in Albany one can find a wide variety of food to choose from, Wolf Road has many restaurants for any mood. Located off of I-87, it includes chain restaurants from Olive Garden and Macaroni Grill to the Cheesecake Factory and Outback Steakhouse.
- e. **Downtown Troy** is filled with lots of local shops, restaurants, and entertainment. Every weekend is the Troy Farmer's Market and every month Troy hosts "Troy Night Out" that highlights local businesses. Midshipmen can either take the East Shuttle to Blitman Commons or walk the approach. For more information on events in downtown Troy visit [downtowntroy.org](http://downtowntroy.org).
- f. The **Times Union Center** hosts many concerts featuring well-known bands and artists, as well as many sporting events. These include Sienna University Basketball, several Division I ECAC Hockey events, and the Albany Firebirds Arena Football team. For information about schedule and tour dates, go to the Times Union Center website at <http://timesunioncenter-albany.com/>.

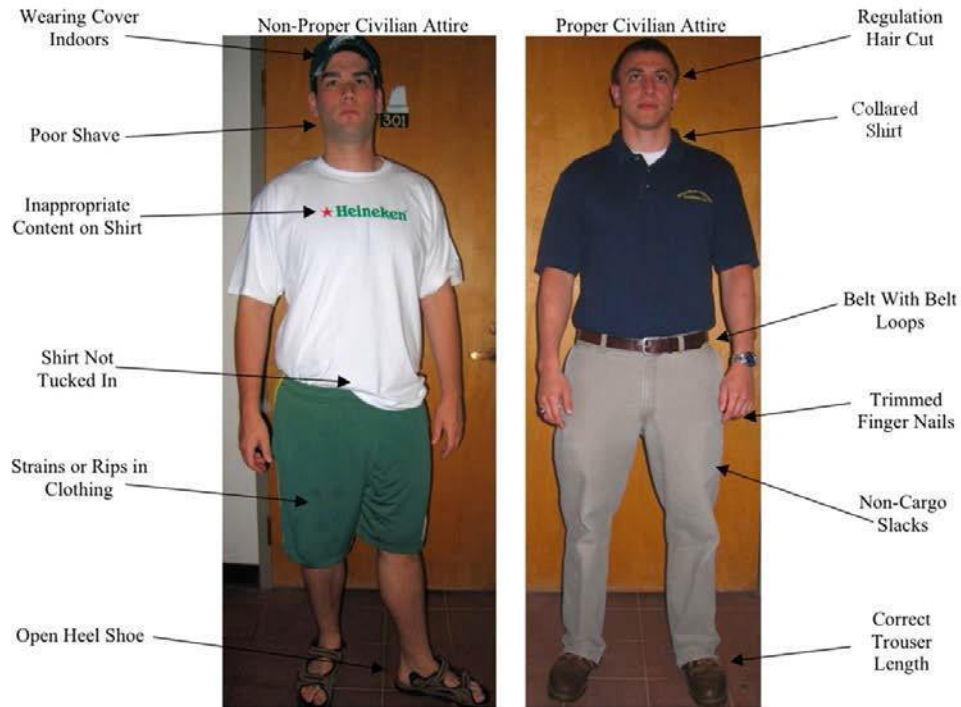
## **CHAPTER 7 - UNIFORMS AND APPEARANCES**

Below is an abridged version of Navy Uniform Regulations for use as a quick reference. The full version can be found by visiting the [Navy's Uniform website](#).

### **701. CIVILIAN ATTIRE**

- a. Proper civilian attire (PCA) will be worn for any official unit business when it is not appropriate to wear the uniform of the day or when it is deemed appropriate to present a more professional appearance than Casual Civilian Attire (CCA) . Examples include scheduled meetings with the CO or XO and all Wardroom events. PCA shall be clean, neat and in good repair and present a good image of the individual wearing it. PCA is conservative pants or shorts, a belt if the pants have belt loops, closed toe shoes, and a collared shirt, which is tucked in. Skirts shall be no shorter than 4 inches above the knees, heels shall be no higher than 2 inches, and non-religious head devices such as ball caps will not be worn inside buildings. Unacceptable examples of PCA are under shirts as outer garments, flip flop sandals, tank tops, midriff bearing outfits, baggy and/or revealing clothing, clothing with holes, sweat pants, pajamas, scrubs, and any other items prohibited under casual civilian attire under <Article 701.b>. The grandmother rule is a good rule of thumb. If you would not wear it out in public with your grandmother, it is likely not PCA.
- b. CASUAL CIVILIAN ATTIRE (CCA). Naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will not discredit the Navy. CCA shall be worn by Midshipmen any time they are not wearing the uniform of the day or PCA. Examples include classes on campus, trips to the grocery store, NROTC classes, meeting with advisors, and unit events outside of the Wardroom. The grandmother rule also applies to CCA.

Current styles and fashions that are conservative and in good taste are authorized. Tank-top shirts, white undershirts worn as outer garments, cut-off shorts and non-shower sandals are appropriate civilian attire for occasions such as picnics, athletic events, and other casual daytime activities, otherwise the above items are not acceptable within the confines of NROTC functions or military installations.



1. DRUG ADVOCATING PROHIBITED. Wearing or displaying clothing, jewelry, tattoos, etc., depicting marijuana or any other controlled substance or advocating drug abuse is prohibited at all times on any military installation or under any circumstance, which is likely to discredit the Navy or Marine Corps.
2. EARRINGS. Earrings are prohibited for male personnel in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle, or within any base or other place under military jurisdiction or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority under <Article 717.c>. Earrings may be prohibited while in foreign countries.

3. BODY PIERCING. Not authorized while in uniform. No articles, other than earrings (one earring per earlobe) for women, shall be attached to or through the ear, nose, or any other body part. Additionally, body piercing is not authorized in civilian attire when in a duty status or while in/aboard any ship, craft, aircraft, or in any military vehicle or within any base or other place under military jurisdiction, or while participating in any organized military recreational activities. When considered appropriate by the prescribing authority body piercing may be prohibited while in foreign countries.
4. TATTOOS/BODY ART/BRANDS. Four Criteria will be used to determine whether tattoos/body art/brands are permitted for Navy personnel: content, location, size and cosmetic.
  - a. Content. Tattoos/body art/brands located anywhere on the body that are prejudicial to good order, discipline, and morale or are of a nature to bring discredit upon the naval service are prohibited. For example, tattoos/body art/brands that are obscene, sexually explicit, and or advocate discrimination based on sex, race, religion, ethnic, or national origin are prohibited. In addition, tattoos/body art/brands that symbolize affiliation with gangs, supremacist or extremist groups, or advocate illegal drug use are prohibited.
  - b. Location. No tattoos/body art/brands on the head, face, neck, or scalp are authorized. The neck area for purposes of this regulation is any portion visible when wearing a crew neck T-shirt or open collar uniform shirt. In addition, otherwise permissible tattoos/body art/brands on the torso area of the body shall not be visible through white uniform clothing.
  - c. Size. Individual tattoos/body art/brands exposed by wearing a short sleeve uniform shirt shall be no larger in size than the wearer's hand with fingers extended and joined with the thumb touching the base of the index finger. Tattoos/body art/brands that exceed size criteria are waivable provided they do not violate the content and/or location criteria.
  - d. Cosmetic. This regulation does not prohibit cosmetic tattooing to correct medical conditions requiring such treatment. For the purpose of this regulation, cosmetic tattooing refers to medical or surgical procedures conducted by licensed, qualified medical personnel. Refer to Chapter 2, section 2, article 2201.4.d.
5. MUTILATION. Intentional mutilation of any part of the body is prohibited. Mutilation is defined as the intentional radical alteration of the body, head, face, or skin for the purpose of and or resulting in an abnormal appearance.
  - a. Examples of mutilation include, but not limited to:
    - (1) A split or forked tongue.

- (2) Foreign objects inserted under the skin to create a design or pattern.
  - (3) Enlarged, gauged, or stretched out holes in ears (other than a normal piercing).
  - (4) Intentional scarring on neck, face, or scalp.
  - (5) Intentional burns creating a design or pattern.
6. DENTAL ORNAMENTATION. The use of gold, platinum, or other veneers or caps for purposes of dental ornamentation is prohibited. For purposes of this regulation, ornamentation is defined as decorative veneers or caps. Teeth, whether natural, capped, or veneered, will not be ornamented with designs, jewels, initials, etc.
- a. Jewelry and earrings are authorized for females while in PCA but only one earring per lobe in each ear. Body piercing is authorized while in PCA but not while in uniform or during Navy functions. Tattoos/body art/brands are judged by three categories: content, location, and cosmetic. The content is limited to anything that does not discredit the Naval services. Tattoos/body art/brands are not authorized on the head, neck, face, or scalp. In addition they must not be visible while wearing uniform or through white uniform clothing. Tattoos/body art/brands are also not authorized if they are cosmetic tattooing to correct medical conditions. If you do plan to get a tattoo, talk to your class advisor beforehand, even if it is not visible in normal clothing. In addition, mutilation and dental ornamentation are prohibited in civilian attire and in uniform.

## 702. UNIFORM WEAR

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

Correct wear of listed uniforms can be seen below.



## Polywool Khakis



## NWUs

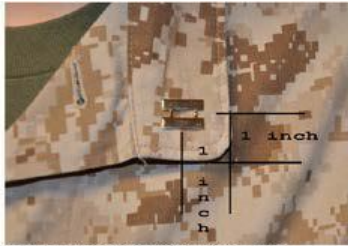




## MARPATs



Cover worn with the bottom edge parallel to the deck, visor with a downward slant and modestly curved.



Collar device worn one inch above the bottom edge of lapel from center of the insignia, inboard one inch from the center of insignia. Bars/EGA are parallel to the deck.



Nametapes centered above right breast pocket, edges in line with seams. Collar devices are parallel to the deck and one inch above and inboard. Marine Corps service tapes worn only after the completion of OCS.



Inner edge of belt tip in line with first belt loop, worn to the left side. Right edge of buckle in line with fly.



Rear nametape sewn flush with right trouser pocket, edges in line with the flap of the pocket.

## Service Dress Blues



Female Combination Cover



3/C Soft Shoulderboard—Tail end of the rope in the anchor insignia is pointing to the rear



Anchor Placement. Male:  $\frac{1}{2}$ " above notch,  $\frac{1}{4}$ " from and parallel to the outer edge. Female: 1" from bottom and  $\frac{1}{4}$ " and parallel to outer edge.



Nametag—Located  $\frac{1}{4}$ " above where the right breast pocket would be



Tie clip—Between 3<sup>rd</sup> and 4<sup>th</sup> buttons. Tip of tie no more than 1" from top of buckle.

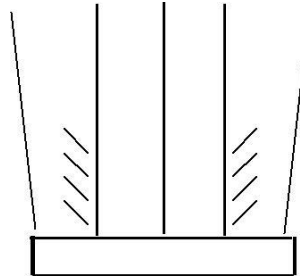


## Summer Whites



### 703. CREASES AND MILITARY TUCK

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



### 704. RIBBONS AND NAMETAGS

Ribbons are to be located centered and 1/4 inch above the left breast pocket (1/8 inch for Marine Options) and parallel to the deck. For the SDB jacket, ribbons are parallel to the deck, not to the top of the pocket. Nametags are to be located centered and 1/4 inch above the right breast pocket (1/8 inch for Marine Options) or where it would be on the SDB jacket, and parallel to the deck.

### 705. HARD AND SOFT SHOULDER BOARDS

Hard and soft shoulder boards are to be placed so that the tail bitter end, or free end, of the rope on the anchor insignia is pointing over the shoulder to the rear.

### 706. NECKTIES

Males are required to wear neckties with their SDBs. Full Windsor knots are required and the tip should be no more than 1 inch from the top of the belt buckle. The clip should be half way between the 3<sup>rd</sup> and 4<sup>th</sup> buttons and parallel to the deck.

## 707. COLLAR DEVICES

- a. Collar devices for the Khakis and coveralls are to be located 1 inch up from the bottom edge and 1 inch in from the outside edge. A good measure is to place a quarter in the corner of the lapel such that it is not off the edge of the collar and then place the insignia at the end of the quarter; DO NOT rely solely upon this trick, as it will not work for most officer insignia.
- b. For the 3<sup>rd</sup> and 2<sup>nd</sup> class insignia the left and right anchors are mirrored.



3/C Insignia



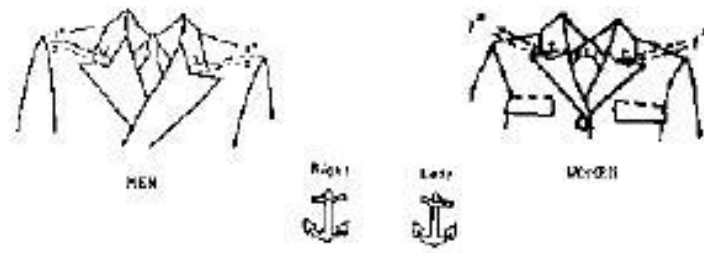
2/C Insignia

- c. For the 1<sup>st</sup> Class and the Marine Option insignia the left and right are also mirrored. Make sure that the eagles are both facing inwards.



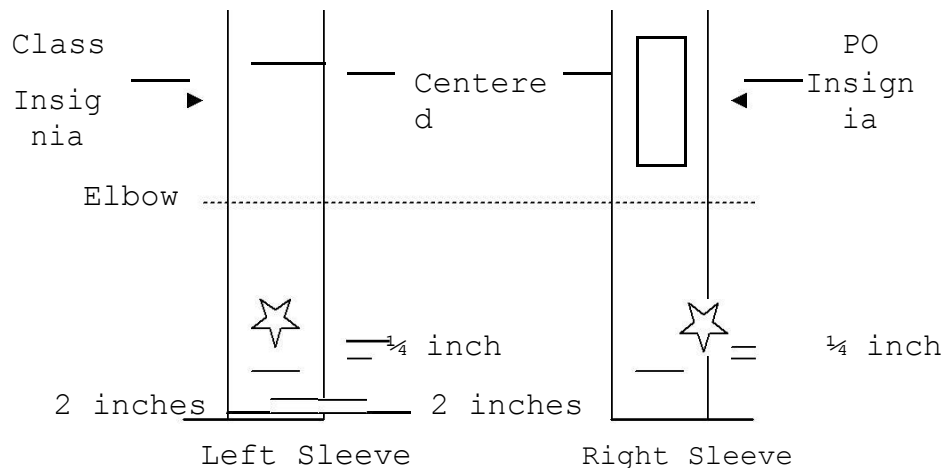
## 708. SDB COAT COLLAR ANCHOR INSIGNIA

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



## 709. SLEEVE INSIGNIA

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

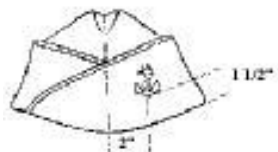


## 710. COVERS

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

## 711. GARRISON COVER INSIGNIA

The insignia on the garrison cover for the Khakis is to be located 2 inches from the front of the cover to the shaft of the anchor (center of the globe for Marine Options) and the bottom of the shaft (center of the globe for the Marine Options) is to be located 1 1/2 inches from the bottom of the cover.



## 712. SHOES

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

## 713. FEMALE - SPECIFIC REGULATIONS

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

## 714. UNIFORM ETIQUETTE

- a. While wearing the uniform, midshipmen are required to act professionally and not in a manner that discredits the Naval Services. This means to walk in a military manner and not running or walking with your head down. All buttons shall be buttoned, pockets should be kept free of bulky items, and the gig line should be maintained, males aligned with the right edge of the belt buckle and females the left edge. Any items you do carry are to be placed in the left hand unless too large to carry in one hand. Naval regulations state that a solid black or navy blue bag can be carried as follows:

"Backpacks may be worn over either the left shoulder or both shoulders while wearing **service working uniforms**. Authorized colors include black, navy blue, and when available the matching NWU pattern (Blue/Grey/Black). The matching NWU pattern backpack is only authorized for wear with the NWU. No personal ornamentation shall be attached to or on the backpack." -US Navy Uniform Regulations, Article 2101.1

**Note that these bags are allowed to be worn on the shoulders when in service working uniforms ONLY. When in dress uniform (SDB, Whites, and Dress Whites) any civilian bags must be hand-carried.**

- b. No part of the prescribed uniform or equivalent shall be worn at the same time that civilian clothes are worn, except for articles that present NO distinct naval appearance such as shoes, sock, or raincoats. Incomplete uniforms will not be worn. Uniforms shall be kept clean, in proper repair and sharply pressed at all times. All hanging threads (Irish Pennants or IPs) will be removed from the outside of the uniform. "Have an exalted pride in the uniform you wear and all that it represents. Wear it correctly; wear it proudly.

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

## **715. MAINTENANCE, DRY-CLEANING, AND ALTERATIONS**

Initial uniforms will be issued and alterations will be performed at the Navy's expense. Any subsequent alterations or replacement of uniform parts will be at the expense of the Midshipman as it is their responsibility to maintain the uniforms that they were issued. All uniforms should be professionally tailored, clean, and fit properly at all times. Uniforms should be dry cleaned in order to prevent shrinking. Patches should be also sewn on by a professional. Suggested locations to get alterations, dry cleaning, and patches sewn on can be reached below:

Rainbow Cleaners  
(518)274-0981  
10 Ford Avenue Troy, NY

Roxy Cleaners,  
Inc. (518)274-0400  
585 Hoosick St, Troy, NY

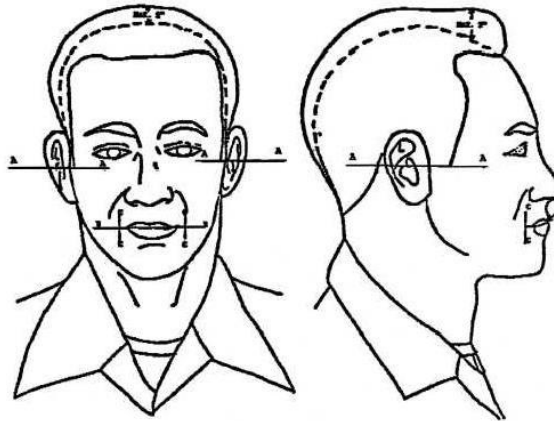
## **716. OUTER GARMENTS**

The black, relaxed fit Eisenhower jacket is authorized for wear with the Summer Whites and Khaki uniforms. There is no class insignia on the Eisenhower jacket. The outer edge of the officer rank insignia is to be placed 3/4 inch from the outer edge of the flap that is located on the top of the shoulder. All weather coats are authorized for wear with any uniform and the same rules for insignia apply to it as they do to the Eisenhower jacket. Jackets must be zipped or buttoned at least 3/4 of the way for males and all the way up for females with the top portion of the collar showing.

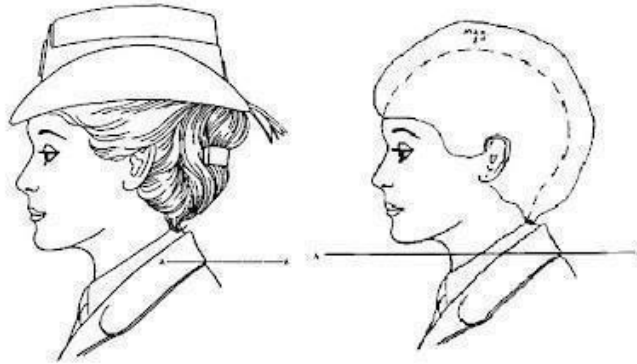


## 717. GROOMING

- a. Midshipmen shall remain clean and presentable at all times. Hairstyles for males are to be natural and fall within the following regulations. Hair shall remain off the ears and back of the collar. The hair around the ears and neck can be tapered but no greater than 1 inch outwards or downwards. Hair should not impede headgear and when headgear is removed hair should not extend below the eyebrows. No strand can be longer than 4 inches and the volume on top cannot exceed 2 inches in height. Hair dying is prohibited and must remain the natural color. Sideburns are authorized but must be neatly trimmed, extend no further than the middle ear, and be even not flared. Beards are not authorized of any kind but mustaches are. They cannot extend below the corners of the mouths or further than  $\frac{1}{4}$  inch from the side of the corner of the mouth; mustaches must be neatly groomed at all times. Fingernails must be neatly trimmed and cannot extend beyond the edge of the fingers.



- b. Female hair and cosmetic regulations are as follows. Hair must be neat and cleaned at all times. Hair cannot extend below the lower lip of the collar and not be visible in front of any cover worn. No hair ornaments are authorized and pins, combs, etc., must be covered by hair and be the same color as the individual's hair. No faddish or exaggerated hair styles will be permitted this is including but not limited to shaved portions of the hair, unsecure ponytails, designs cut into hair, and hair dangling freely. Extensions are authorized but must have the same appearance as the natural hair. Braided hairstyles are authorized but must be conservative and adhere to all other regulations. Any number of braids is permitted. Hair dying is authorized and must look natural and complement skin tone. Hair nets are not authorized. Cosmetics should be in good taste and used conservatively. Fingernails should be clean at all times and extend no more than  $\frac{1}{4}$  inch from the edge of the finger and **NAIL POLISH WILL COMPLEMENT THE SKIN TONE.**



- c. Jewelry regulations are the same for males and females and are as follows. Rings are authorized for one ring per hand excluding the wedding ring, one necklace maybe worn but cannot be visible, one watch and one bracelet are authorized. Males may not wear any types of earrings or piercing while females cannot have more than one piercing per ear, gold or pearl stud in accordance with uniform regulations.
- d. There are several places to get your hair cut. One is Campus Unisex in the basement of the RPI Student Union. They have walk- in hours on Monday and Friday. Another location is Lou's on College Street between 14th and 15th Street next to Moe's. Lou's is open 0800-1700 Wednesday through Friday and variable hours on Saturday. Additionally, your shipmates may be willing to accommodate you, but be aware that this may not always be the best option.



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

### **801. BACKGROUND**

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

### **802. COMMANDER'S CUP COMPETITION**

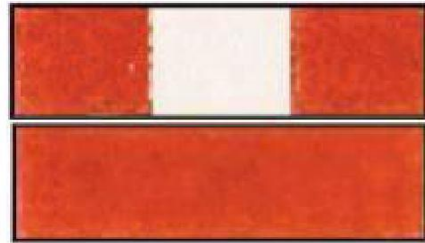
- a. The Commander's Cup Competition takes place each semester between the various Departments in the Ship's Company. It consists of specific athletic, community service, academic, and military events. While the following events are general guidelines, the competition may be changed at the digression of the Midshipman Commanding Officer.
  - (1) Athletic - The athletic competition will be a series of events determined by the Athletics Division Officer.
  - (2) Community Service - The Department with the highest total number of community service hours for the semester per midshipman will win this event.
  - (3) Military - The Department with the highest cumulative score on the midshipman drill cards will win this event.
  - (4) PRT - The Department with the highest average PRT/PFT score will win this event.
  - (5) Academics - The Department with the best grades will in this event.
  - (6) Inspection - The Department with highest overall inspection scores will win this event.
  - (7) Attendance - The Department with the highest number of midshipmen attending additional unit events such as MWR and leadership labs will this event.

### 803. UNIT RIBBON AWARDS

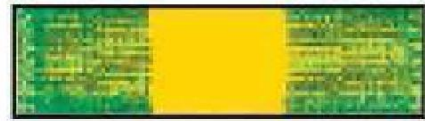
a. All-Around Performance Ribbon.  
Awarded to Midshipman for achieving both 3.75 and above GPA, 95 PRT, and also having completed over 10 community service hours. Midshipmen wear this ribbon for the following semester.



b. Academic Performance/Excellence Ribbon. Awarded to midshipmen who maintain a cumulative GPA of at least 3.5/3.75/4.0 or higher. Midshipmen wear this award for the following semester. Academic Achievement Stars are awarded each semester to midshipmen who have achieved a 4.0 GPA the previous semester.



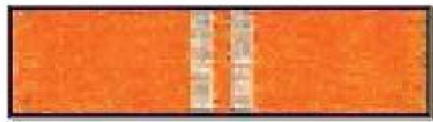
c. Unit Commendation Award. Awarded to midshipmen for earning midshipman of the month as recommended by the MCO, MXO and CMC.



d. Leadership Award. Awarded to a midshipmen who has shown exemplary conduct and leadership, as recommended by the MCO, MXO, and CMC.



e. Community Service Award. Awarded to midshipmen who have completed at least 50 hours of community service hours. A star is authorized after completing 150 hours.



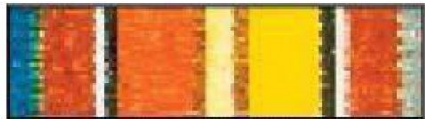
f. Physical Fitness Ribbon. Awarded to those midshipmen who achieve a score of 95 or above on the end of semester PRT or 285 on the PFT. Ribbon is worn for the following semester.



g. Drill Team/Color Guard Ribbon. Awarded to midshipmen who have competed either in two MECs or for having been on each respective team for two semesters.



h. Intramural Sports Ribbon. Awarded after a midshipmen has competed for Skeleton Kru intramural sports teams for six seasons. Note: Multiple seasons can be completed in one semester if competing on multiple teams.



i. Sailing Ribbon. Awarded to midshipmen after competing in a regatta.



j. Marine Corps Association Award. Awarded to the graduating Marine option midshipman who has excelled in terms of academics, military aptitude, and leadership ability.

k. Darlene Branik Memorial Award for Physical Fitness Achievement. Awarded to the outstanding midshipman in the NROTC Unit as reflected in his or her physical fitness achievements during the academic year.

l. Naval Science Award. Awarded to the two second class midshipmen with the highest cumulative GPA in Naval Science courses.

m. Schenectady Council of the Navy League Award. Awarded to the most outstanding Navy option midshipman in each class.

n. Naval Submarine League Award. Awarded to the graduating midshipman who has demonstrated superior academic and military aptitude for entry into the submarine warfare community.

o. Distinguished Graduate Award. This award honors the graduating midshipman who demonstrates the highest standards of leadership and academic and military performance.

#### **804. JOINT - SERVICE INDIVIDUAL AWARDS**

a. Rensselaer Polytechnic Institute Board of Trustees Award. Awarded to the graduating midshipman who has demonstrated superior performance both academically and militarily. The award consists of a sword.

b. American Legion General Military Excellence Awards. Awarded to midshipmen who have demonstrated outstanding qualities of military leadership, discipline, character, and citizenship and stand in the upper 25% of their class.

c. American Legion Scholastic Excellence Awards. Awarded to Midshipmen who stand in the upper 10% of their graduating class and upper 25% of their ROTC class academically, have demonstrated high qualities in military leadership, and are active participants in constructing student activities.

d. Daughters of the American Revolution Award. Awarded to the midshipman who is in the upper 25% of his/her class both in NROTC and scholastically and has demonstrated qualities of dependability and good character, adherence to military discipline, leadership ability, and an understanding of the importance of NROTC training.

e. Daughters of Founders and Patriots of America Award. Awarded to a fourth class midshipman who is in the top 25% of his/her NROTC class, has accomplished a high degree of excellence in Military Aptitude or American History, and has demonstrated a potential for leadership.

f. The Military Order of the World Wars Award. Awarded to midshipmen who show improvement in both military and academic performance.

g. National Sojourners Award. Awarded to a third class midshipman who is in the top 25% of his/her academic class, has encouraged and demonstrated the ideals of Americanism by deed and/or conduct, and has demonstrated a potential for outstanding leadership.

h. Reserve Officer Association Award. Awarded to midshipmen who have demonstrated the most improvement in leadership.

i. Society of the War of 1812 Award. Awarded to the third class midshipman who is in the top 20% of his or her class academically, and in the top 10% of his or her class in Naval Science and in military aptitude.

j. Veterans of Foreign Wars Award. Awarded to a second class midshipman who is in good academic standing, a strong achiever, and who has demonstrated a strong effort militarily and academically.

k. Armed Forces Communication and Electronics Association Award. Awarded to the second class midshipman who possesses a strong moral character and has the highest GPA in one of the following academic majors: Communications Engineering, Electronics, Electrical Engineering, Math, Computer Technology, or Intelligence Systems.

l. American Veterans (AMVETS) Award. Awarded to a second class midshipman who demonstrates outstanding attributes of leadership, dependability, initiative, and officer potential, and achieved an A in Naval Science the previous semester.

## **805. JOINT SERVICE TAYLOR TROPHY**

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

## **806. AWARD PRECEDENCE**

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

### AWARDS (Most to Least Senior)

Captain's Individual Excellence Ribbon  
Armed Forces Communications and Electronics Assoc.  
Award Society of American Engineers Award  
American Legion Scholastic Excellence Award  
American Legion Military Excellence Award  
Reserve Officers Association Award

Society of the War of 1812 Award  
National Sojourners Award  
The Military Order of the World Wars Award  
Daughters of the American Revolution Award  
Sons of the American Revolution Award  
Daughters of Founders and Patriots of America Award  
AMVETS Award  
Veterans of Foreign Wars Award  
Unit Academic Ribbon (3.75)  
Unit Academic Ribbon (3.5)  
Unit Commendation Award  
Unit Leadership Award  
Community Service Ribbon  
Physical Fitness Ribbon  
Drill Team Ribbon  
Color Guard Ribbon  
Intramural Sport Ribbon  
Sailing Team Ribbon

## **807. WEARING OF AWARDS**

The NROTC ribbons listed above will be worn only during activities at the Institute. **During periods of active duty (summer training, official travel outside of the campus) NROTC awards listed above are not authorized to be worn.** Official active duty ribbons/awards may be worn both at and outside of RPI. NROTC and official awards may not be worn together (i.e. SSBN Submarine Deterrent Patrol Pin and drill team ribbon).

## **CHAPTER 9 - PROGRAM REQUIREMENTS**

### **901. PHYSICAL STANDARDS**

Each semester all midshipmen are required to complete a physical fitness examination. For Navy options this means the Physical Readiness Test (PRT). For Marine options this means the Physical Fitness Test (PFT). The PRT consists of; push-ups, sit-ups, and a 1.5 mile run. The three scores for each category are averaged to give the midshipman's overall PRT score. RPI midshipmen are required to score "Good" (60) or higher in each category. The PFT is conducted in a similar manner. The test consists of pull-ups (flexed arm hang for females), sit-ups, and a 3 mile run. The following tables are the scores for the PRT and PFT, respectively.

### **902. PRT SCORES**

#### **MALES: AGE 17 TO 19 YEARS**

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD	450-M
-----	-----	----	----	-----	-----	-----
Maximum	100	109	92	8:15	6:30	6:20
Outstanding	90	102	86	9:00	7:15	7:05
Excellent	75	90	76	9:45	8:30	8:20
Good	60	62	51	11:00	11:15	11:05
Satisfactory	45	50	42	12:30	12:45	12:35
Failure	<45	<50	<42	>12:30	>12:45	>12:35

#### **MALES: AGE 20 TO 24 YEARS**

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD	450-M
-----	-----	----	----	-----	-----	-----
Maximum	100	105	87	8:30	6:30	6:20
Outstanding	90	98	81	9:15	7:30	7:20
Excellent	75	87	71	10:30	8:45	8:35
Good	60	58	47	12:00	11:30	11:20
Satisfactory	45	46	37	13:30	13:00	12:50
Failure	<45	<46	<37	>13:30	>13:00	>12:50

#### **FEMALES: AGE 17 TO 19 YEARS**

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD	450-M
-----	-----	----	----	-----	-----	-----
Maximum	100	109	51	9:29	6:45	6:35
Outstanding	90	102	47	11:30	8:30	8:20
Excellent	75	90	42	12:30	9:45	9:35
Good	60	62	24	13:30	13:00	12:50

Satisfactory	45	50	19	15:00	14:15	14:05
Failure	<45 <b>24</b>	<50	<19	>15:00	>14:15	>14:05

**FEMALES: AGE 20 to YEARS**

PERFORMANCE CATEGORY	POINTS	CURL UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD	450-M
-----	-----	-----	-----	-----	-----	-----
Maximum	100	105	48	9:47	7:15	7:05
Outstanding	90	98	44	11:30	8:45	8:35
Excellent	75	87	39	13:15	10:00	9:50
Good	60	58	21	14:15	13:15	13:05
Satisfactory	45	46	16	15:30	14:30	14:20
Failure	<45	<46	<16	>15:30	>14:30	>14:20

**903. PFT SCORES**

MALE SCORING TABLE:

Points	Pull Ups	Sit Ups	3mile Run	Points	Pull Ups	Sit Ups	3mile Run	Points	Pull Ups	Sit Ups	3mile Run	Points	Pull Ups	Sit Ups	3mile Run
100	20	100	18:00	75	15	75	22:10	50	10	50	26:20	25	5	25	30:30
99		99	18:10	74		74	22:20	49		49	26:30	24		24	30:40
98		98	18:20	73		73	22:30	48		48	26:40	23		23	30:50
97		97	18:30	72		72	22:40	47		47	26:50	22		22	31:00
96		96	18:40	71		71	22:50	46		46	27:00	21		21	31:10
95	19	95	18:50	70	14	70	23:00	45	9	45	27:10	20	4	20	31:20
94		94	19:00	69		69	23:10	44		44	27:20	19		19	31:30
93		93	19:10	68		68	23:20	43		43	27:30	18		18	31:40
92		92	19:20	67		67	23:30	42		42	27:40	17		17	31:50
91		91	19:30	66		66	23:40	41		41	27:50	16		16	32:00
90	18	90	19:40	65	13	65	23:50	40	8	40	28:00	15	3	15	32:10
89		89	19:50	64		64	24:00	39		39	28:10	14		14	32:20
88		88	20:00	63		63	24:10	38		38	28:20	13		13	32:30
87		87	20:10	62		62	24:20	37		37	28:30	12		12	32:40
86		86	20:20	61		61	24:30	36		36	28:40	11		11	32:50
85	17	85	20:30	60	12	60	24:40	35	7	35	28:50	10	2	10	33:00
84		84	20:40	59		59	24:50	34		34	29:00	9		9	33:10
83		83	20:50	58		58	25:00	33		33	29:10	8		8	33:20
82		82	21:00	57		57	25:10	32		32	29:20	7		7	33:30
81		81	21:10	56		56	25:20	31		31	29:30	6		6	33:40
80	16	80	21:20	55	11	55	25:30	30	6	30	29:40	5	1	5	33:50

79		79	21:3 0	54		54	25:4 0	29		29	29:5 0	4		4	34:0 0
78		78	21:4 0	53		53	25:5 0	28		28	30:0 0	3		3	34:3 0
77		77	21:5 0	52		52	26:0 0	27		27	30:1 0	2		2	35:0 0
76		76	22:0 0	51		51	26:1 0	26		26	30:2 0	1		1	36:0 0

FEMALE SCORING TABLE:

Points	Arm H.	Sit Ups	3mil e Run	Points	Arm H.	Sit Ups	3mil e Run	Points	Arm H.	Sit Ups	3mil e Run	Points	Arm H.	Sit Ups	3mil e Run
100	70	100	21:0 0	75		75	25:1 0	50	45	50	29:2 0	25	25	25	33:3 0
99		99	21:1 0	74	57	74	25:2 0	49		49	29:3 0	24	24	24	33:4 0
98	69	98	21:2 0	73		73	25:3 0	48	44	48	29:4 0	23	23	23	33:5 0
97		97	21:3 0	72	56	72	25:4 0	47		47	29:5 0	22	22	22	34:0 0
96	68	96	21:4 0	71		71	25:5 0	46	43	46	30:0 0	21	21	21	34:3 0
95		95	21:5 0	70	55	70	26:0 0	45		45	30:1 0	20	20	20	34:4 0
94	67	94	22:0 0	69		69	26:1 0	44	42	44	30:2 0	19	19	19	34:5 0
93		93	22:1 0	68	54	68	26:2 0	43		43	30:3 0	18	18	18	35:0 0
92	66	92	22:2 0	67		67	26:3 0	42	41	42	30:4 0	17	17	17	35:1 0
91		91	22:3 0	66	53	66	26:4 0	41		41	30:5 0	16	16	16	35:20
90	65	90	22:4 0	65		65	26:5 0	40	40	40	31:0 0	15	15	15	35:30
89		89	22:5 0	64	52	64	27:00	39	39	39	31:1 0	14	14	14	35:40
88	64	88	23:0 0	63		63	27:10	38	38	38	31:2 0	13	13	13	35:50
87		87	23:1 0	62	51	62	27:20	37	37	37	31:3 0	12	12	12	36:00
86	63	86	23:2 0	61		61	27:30	36	36	36	31:4 0	11	11	11	36:10
85		85	23:3 0	60	50	60	27:40	35	35	35	31:5 0	10	10	10	36:20
84	62	84	23:4 0	59		59	27:50	34	34	34	32:0 0	9	9	9	36:30
83		83	23:5 0	58	49	58	28:00	33	33	33	32:1 0	8	8	8	36:40
82	61	82	24:0 0	57		57	28:10	32	32	32	32:2 0	7	7	7	36:50
81		81	24:1 0	56	48	56	28:20	31	31	31	32:3 0	6	6	6	37:00
80	60	80	24:2 0	55		55	28:30	30	30	30	32:4 0	5	5	5	37:10
79		79	24:3 0	54	47	54	28:40	29	29	29	32:5 0	4	4	4	37:20
78	59	78	24:4 0	53		53	28:50	28	28	28	33:0 0	3	3	3	37:30
77		77	24:5 0	52	46	52	29:00	27	27	27	33:1 0	2	2	2	37:40
76	58	76	25:0 0	51		51	29:10	26	26	26	33:2 0	1	1	1	37:50



## 904. HEIGHT/WEIGHT

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

Navy Maximum Weight Standards		
Height (in.)	Max male's Weight	Max female's Weight
55	117	118
56	122	123
57	127	127
58	131	131
59	136	136
60	141	141
61	145	145
62	150	149
63	155	152
64	160	156
65	165	160
66	170	163
67	175	167
68	181	170
69	186	174
70	191	177
71	196	181
72	201	185
73	206	189
74	211	194
75	216	200
76	221	205
77	226	211
78	231	216
79	236	222
80	241	227

Marine Maximum Weight Standards		
Height (in.)	Max male's Weight	Max female's Weight
58	132	120
59	136	124
60	141	128
61	146	132
62	150	137
63	155	141
64	160	146
65	165	150
66	170	155
67	176	160
68	181	164
69	186	169
70	192	174
71	197	179
72	203	184
73	208	189
74	214	195
75	220	200
76	226	205
77	232	211
78	238	216
79	244	222
80	250	228

- b. If you are overweight, you will have your body fat calculated. The Body Mass Index (BMI) tables are too long to list here but if you wish to check yourself, you can use the following website:

(1) [http://www.nhlbi.nih.gov/guidelines/obesity/bmi\\_tbl.pdf](http://www.nhlbi.nih.gov/guidelines/obesity/bmi_tbl.pdf)

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

## 905. SWIMMING QUALIFICATION

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

## 906. ACADEMIC STANDARDS

- a. Academically there are multiple standards that a Midshipman must meet. First, all Midshipman are expected to maintain a Semester

Grade Point Average (SGPA) above 2.5, a Cumulative Grade Point Average (CGPA) about 2.0, and pass every course. Should any Midshipman fail to meet these standards, they will be placed on Academic Warning for the immediate following semester. In order to be removed from Academic Warning, a Midshipman must:

- (1) Achieve a minimum 2.5 SGPA and 2.0 CGPA.
- (2) Pass all courses and maintain satisfactory progress toward your degree within established program time limits.
- (3) Complete a minimum number of hours of Monitored Academic Study (MAS), per week. The number is at the discretion of the Commanding Officer.
- (4) Complete a minimum number of hours of Self-Monitored Academic Study, per week. The number is at the discretion of the Commanding Officer.
- (5) Maintain a study hour log and submit it to the NROTC Midshipman Academics Officer on a weekly basis.
- (6) Develop a time management plan in consultation with the RPI Advising and Learning Assistance Center and your Class Advisor.
- (7) Develop a plan for completing follow-on courses for those classes which you received a "C" or less, in consultation with the RPI Advising and Learning Assistance Center and your Class Advisor.
- (8) Meet on a regular basis with your Class Advisor to review your progress, including a review of your study hour log and time management plan. The rate at which you meet with your Class Advisor is at the Class Advisor's discretion.

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

- b. If any Midshipmen are having difficulty in any of their classes, they are encouraged to seek assistance. The Unit provides tutors for Midshipmen use in multiple subjects. In addition to Unit Tutors, Midshipmen may seek extra help by contacting their Academic Advisor, Class Dean, or Advising and Learning Assistance Center (ALAC) located at 2106 Russell Sage Lab, x6269. A full list of ALAC's available tutoring sessions with times may be found at <http://alac.rpi.edu/>.
- c. Midshipmen are required to complete all courses required for their Academic Major and must earn a degree in four years.
- d. In addition, midshipmen must complete a series of courses specifically required by NROTC:
  - (1) 6 credits of calculus by the end of sophomore year (Navy Options only)
  - (2) 6 credits of calculus-based physics by the end of junior year (Navy Options Only)

- (3) 6 credits of English (writing intensive)
- (4) 3 credits of Cultural Studies/Diversity (Navy Options Only)
- (5) 3 credits of American Military Affairs & National Security Policy
- (6) Some courses may be taken at an outside college or university. Those earned credits must be transferred to RPI. If you plan on doing so, you **MUST FIRST** discuss this with your Class Advisor and Office of the Registrar to ensure the requirements are met.

For an up-to-date list of courses approved to satisfy these requirements, contact your class advisor or visit [http://www.rpi.edu/dept/naval/www/Approved\\_Courses.html](http://www.rpi.edu/dept/naval/www/Approved_Courses.html).

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

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

## 907. SAIL TRAINING

NROTC RPI does not conduct sail training but there are sailing events that midshipmen can participate in. Talk to your chain of command for more information.

## 908. REGULATIONS FOR OFFICER DEVELOPMENT (ROD)

The source documentation for all NROTC regulations and requirements is NSTC MANUAL 1533.2, REGULATIONS FOR OFFICER DEVELOPMENT, and last revised 17 July 2015, which can be found below:

[http://www1.netc.navy.mil/nstc/nstc\\_directives/manuals.asp](http://www1.netc.navy.mil/nstc/nstc_directives/manuals.asp)

## 909. ELECTIVE SURGERIES

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

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

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

### **1001.Q: What is the unit's attendance policy for midshipmen?**

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

Anticipated Absence For an anticipated absence from a drill session, a special request chit shall be submitted to the midshipman's Chain of Command no later than **ten business days** prior to the anticipated absence. Notification of approval will be given to the individual no later than one day prior to the date in question. In emergency cases, a verbal request may be made up the appropriate Chain of Command.

Illness In the event of illness obtain help at the RPI Health Center located in Academy Hall. No excuses for absence due to illness will be accepted unless the midshipman concerned has reported to the Health Center or has otherwise consulted a medical professional and has the attending physician complete a RPI class excusal note. To contact the infirmary by phone call 276-6287. Any midshipman who is admitted to the infirmary shall notify his or her class advisor and Chain of Command as soon as possible. The Unit phone number is 276- 6251.

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

### **1002.Q: Where can I find information on midshipman activities and important documents?**

A: Information for Ship's Company activities and important documents can be found on the bulletin boards. They are located on the third floor Armory (Alumni Sports and Recreation Center) outside of the room AR209. Midshipmen are required to check the boards once every week.

### **1003.Q: How often should I meet with my class advisor?**

A: Midshipmen are required to meet with their advisors at least twice each semester, though some advisors may require more frequent meetings depending on the individual. It is wise to check in with your advisor as often as possible. This informal liaison will facilitate communications between you and aid in the identification of problems before they become more significant problems.

**1004.Q: What should I do if I have an interview with the Commanding Officer?**

A: When a midshipman is required to have an interview with the Unit Commanding Officer, the interview will be scheduled by the student's class advisor or the Administration Office, as appropriate. The midshipman should report to the appropriate advisor prior to the interview and will normally be escorted to the CO's office. The midshipman shall remain at attention in front of the CO's desk until invited to be seated. When business is completed, leave the office in a proper military manner.

**1005.Q: What do I do if I want to make a complaint or suggestion?**

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

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

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

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

**1006.Q: How do I request a meeting?**

A: All personnel are entitled to meet personally with any officer amongst the NROTCU RPI Staff. In particular, any midshipman

may request a personal meeting with his or her Division Officer, Department Head, Midshipman Executive Officer, Midshipman Unit Commanding Officer, the Unit Executive Officer, or the Commanding Officer, to discuss in private any matter he or she so desires. Requests to meet with staff officers should be made through the Chain of Command, although certain exceptional circumstances do not require this.

Individuals requesting a meeting shall not be required to disclose the subject of the request with any person other than the officer with whom the meeting is requested. However, such disclosure is encouraged, since problems can often be dealt with at a lower level of command than the individual may perceive. Individuals desiring to see their advisor shall do so in

accordance with the procedures prescribed by that officer. However, when the subject under discussion might affect the functioning of the Ship's Company, the individual is encouraged to first bring the matter to the attention of his or her midshipman superior.

All such requests will be dealt with expeditiously. No request will be denied; and, under normal circumstances, the requested meeting shall take place within 24 hours of the initiation of the request or as otherwise scheduled. Any delays shall be fully explained to the individual making the request and to the officer with whom the meeting is requested.

**1007.Q: Who is issued ID cards, what are they?**

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

**1008.Q: When should I carry my ID?**

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

**1009.Q: What if I lose my ID card?**

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

**1010.Q: What electronic equipment are midshipmen authorized to use?**

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

**1011.Q: What do I do with issued supplies and equipment?**

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

**1012.Q: What if the school sends me a bill?**

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

**1013.Q: What do I do if I do not receive my stipend or book allowance?**

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

**1014.Q: When does service assignment begin?**

A: Service assignment begins during your junior year. Midshipmen will usually declare their intended community the second semester. It is important to note, that though the process for service assignment begins during junior year, service assignment is dependent on your cumulative performance while in NROTC, not just your junior year. It is imperative to do well in academics, PT, and aptitude throughout your entire time in NROTC as this all goes into service assignment. The most common communities are Surface Warfare (SWO), nuclear (submarines, SWO nuclear, and Naval Reactors), and aviation (pilot or NFO). Other communities include Special Warfare (SEALs) and Explosive Ordnance Disposal (EOD). Contact your advisor for more information concerning service assignment. Marine Option midshipmen do not participate in service assignment while in the NROTC program; Marine Option midshipmen may contact the MOI or AMOI for more information.

**1015.Q: What is service assignment?**

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



**Surface Order of Merit (OOM):**

<b>Criteria</b>	<b>Points available</b>	<b>Computation</b>
CUM GPA (4.0 Scale)	40	$(GPA * 25) * .40$
APTITUDE	30	$(Semester * 20) * .30$
MAJOR	10	$(Tier * .10)$
		Tier 1=100; Tier 2=80; Tier 3=75
PNS POINTS	20	$(Points * .20) (Maxpoints=100)$

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**Pilot/NFOOOM:**

<b>Criteria</b>	<b>Points available</b>	<b>Computation</b>
Surface OOM	60	$(SOOM * .6)$
AQT	15	$(AQT * 11) * .15$
FAR	25	$(PFAR \text{ or } FOFAR * 11) * .25$

**1016. Q: How do the needs of the Navy affect service assignment?**

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

**1017.Q: What is CORTRAMID?**

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

**1018.Q: What other summer training are available to me?**

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

Mountain Warfare School. The Mountain Warfare Leadership course is designed to train in specialized skills needed to operate in a mountain environment. The course stresses leadership and self-discipline in a demanding environment and includes instruction and practical appreciation in tactics, survival techniques, movement techniques, shelter and tent group planning, etc. Marine Options do this instead of their 2/C cruise.

Foreign Exchange Cruises. A highly competitive program, 30-50 midshipmen are selected nationwide to take their 1<sup>st</sup> class summer cruise as an exchange student with an allied navy. Lasting six to eight weeks, cruises with the navies of Japan, Germany, South Korea, Great Britain, Denmark, or Australia are likely. It is preferable that a midshipman know the language of the navy they will be training with.

**1019. Q: What is the Mentoring Program?**

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

The program's intent is two-fold. First, it is designed to provide underclass midshipmen with an experienced "big brother" or "big sister" to help guide them through the pitfalls of life as a midshipman. In this respect, it parallels the program used in the fleet in which young sailors are assigned "sea-dads" to help them adapt to shipboard life. Second, mentors are held somewhat accountable for their protégés, and are expected to know about any issues they are facing. In this second respect, the program is a form of leadership training for upper-class midshipmen.

Most importantly, it should be absolutely clear that there is no chain of command linking a mentor with a protégé. While the relationship is assigned to exist, mentors have no positional authority over their protégée, and protégés are not required to follow the advice of their mentors. Nevertheless, open and honest communication is strongly encouraged, in the hopes of ensuring success of all midshipmen.

Rising 2/C Midshipmen will choose a new mentor as their mentor has graduated and commissioned. The mentor shall be any senior professional whom they are able to meet or talk with throughout the next two years; NROTC staff excluding the CO and XO, commissioned officers, professors, graduate assistants, etc. are examples of acceptable mentors. 1/C and 2/C midshipmen will, at a minimum, meet or talk with their mentor three times per semester. Advisors will track mentor/ protégé interactions during semester advisor counseling.

## Appendices

### Appendix A Standard Chit

#### Special Request Chit Unit RPI

NROTC

NAME: LAST, FIRST MI JONES, JOHN P		CLASS: 3/C	RIN: 660 _____	DEPT – DIVISION- BILLET: MORALE – MWR - CPO
DATE OF REQUEST: 14 SEP 13 (DATE YOU ARE SUBMITTING CHIT)				
REASON FOR REQUEST:  EXAMPLE OF ACADEMIC REQUEST: I, <u>JOHN PAUL JONES</u> , RESPECTFULLY REQUEST TO CHIT OUT OF <u>PHYSICAL TRAINING ON 04 OCT 2013</u> DUE TO <u>TWO ACADEMIC TESTS OR PROJECTS</u> . I HAVE A STRENGTHS OF MATERIALS TEST ONE AT 1000 AND A CHEMICAL REACTOR DESIGN CAPSTONE DESIGN PRESENTATION AT 1400.				
EXAMPLE OF SPECIAL REQUEST: I, <u>JOHN PAUL JONES</u> , RESPECTFULLY REQUEST TO CHIT OUT OF <u>BIRTHDAY BALL ON 02 NOV 2013</u> DUE TO A <u>WEDDING OF A CLOSE FAMILY MEMBER IN VIRGINIA</u> . I WILL TRAVEL BY <u>COMMERCIAL AIR</u> DEPARTING FROM ALBANY INTERNATIONAL AIRPORT ON <u>01 NOV AT 1500</u> AND ARRIVING BACK TO ALBANY INTERNATIONAL AIRPORT ON <u>04 OCT 2013 AT 1800</u> .				
SIGNATURE OF APPLICANT: JOHN PAUL JONES		EMERGENCY CONTACT INFORMATION DUFF, JEAN (MOTHER) (800) 555-5555		
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION				
SIGNATURE OF STANDBY: CHESTY PULLER		BILLET: MORALE – MWR - DM		
RECOMMENDED APPROVAL		SIGNATURE BILLET DATE		
<u>YES</u>	NO	MIDN 2/C DAVID FARRAGUT, DIVISON OFFICER, DD MMM YY		
<u>YES</u>	NO	MIDN 1/C LEE H. OSWALD, DEPARTMENT HEAD, DD MMM YY		
<u>YES</u>	NO	MIDN 1/C MARK BRANTLEY, MXO, DD MMM YY		
YES	<u>NO</u>	LT ADVISOR, X/C ADVISOR, DD MMM YY		
YES	<u>NO</u>	LtCol PATRICK BLANCHARD, XO, DD MMM YY		

## Appendix B

### SOP WDO

#### NROTC UNIT RPI INSTRUCTION

Subj: WARDROOM DUTY OFFICER (WDO) STANDARD OPERATING PROCEDURES (SOP)

- Encl: (1) Wardroom Duty Officer Responsibilities  
(2) Logbook Procedures  
(3) Flag Folding Procedure  
(4) General Orders of the Sentry  
(5) Emergency Situation Procedures  
(6) Bomb Threat Procedures

1. Purpose. Establish the policies and procedures for the NROTC Unit RPI, Wardroom Duty Officer.

2. General. The NROTCU RPI WDO is the Commanding Officer's direct representative after normal working hours. In the Commanding Officer's absence, the WDO carries all of his authority.

When given the order, NROTCU RPI will execute the WDO SOP

3. Mission. in order to enhance the physical security of all NROTCU RPI spaces.

4. Execution.

a. Commander's Intent. My intent for this program is twofold:

(1) To enhance the physical security and the state of police of all NROTCU RPI spaces.

(2) To provide midshipmen a training opportunity by mirroring watch standing procedures they will likely experience in the fleet.

b. Concept of Operations. The Wardroom duty is a rotating billet that consists of one or two personnel: a Wardroom Duty Officer (WDO) and an Assistant Wardroom Duty Officer (AWDO) when applicable. These two watch standers will know the responsibilities of the colors, stand evening watches, complete cleaning, and perform other tasks aimed at maintaining the conditions of the wardroom. In recognition of the importance of the watch, midshipmen must qualify to stand WDO.

c. Tasks.

(1) Midshipman Commanding Officer

(a) Ensure the WDO watch schedule is established at the beginning of each semester.

(b) Ensure night orders are passed to the WDO when necessary.

(c) Train and qualify midshipmen to stand WDO.

(2) Watchstander: Execute WDO duties in accordance with  
Encl (1).

d. Coordinating Instructions.

(1) Uniform. When on duty, the WDO will wear the uniform of  
the day.

(2) Tour of Duty.

(a) Evening Watch. The evening watch is set every  
week of the school year, Monday to Thursday, 1800-2200, and Sunday  
1800-2000. The WDO and AWDO will arrive at 1745 to open the Wardroom.

(b) Off-duty Time. During business hours, the unit  
Staff is responsible for the Wardroom. The WDO will not be expected  
to complete tasks during the day, aside from those listed above.

(3) Area of Responsibility. The WDO is stationed in the  
Wardroom, on the third floor of the Armory on the RPI campus. During the  
evening watch, the WDO/AWDO must tour the spaces each hour, checking all  
the spaces listed below:

- (a) Officers' offices, including CO's (rooms 314, 303,  
305, and the other offices)
- (b) Electronic Classroom
- (c) Snack Room
- (d) Classroom (AR209)
- (e) Color Guard Locker (208)
- (f) Admin and other Navy spaces on the 2<sup>nd</sup> floor (rooms  
201, 202, and 203)
- (g) Supply Lockers (Basement Gym)
- (h) NROTC Library
- (i) NROTC Boathouse and Sailing Locker (Basement Gym)
- (j) Marine Option Supply Locker (Basement Gym)

5. Administration and Logistics.

a. Watch Assignments. Watch assignments will appear in the Plan  
of the Week (POW). Each midshipman is responsible for checking the POW,  
standing watch, and performing assigned tasks. If a conflict arises with an  
assigned duty day, the individual midshipman is responsible for finding a  
replacement, informing the chain of command, and, if the POW has  
not been published, also informing the Assistant Operations Officer.

b. Qualification. To stand WDO, midshipmen must pass a WDO

qualification exam. The Midshipman Commanding Officer will administer the qualification exam. Unqualified midshipmen may stand

c. Materials. The logbook and WDO binder are kept in the Midshipman Staff Office, on the desk by the front door. The keys are kept in the blue lock box on the door of the Wardroom.

d. WDO Binder. At a minimum, the WDO binder will include:

(1) This instruction.

(2) Night Orders. Unit Staff and Midshipman Staff are authorized to add to the WDO's duties any task appropriate for the WDO and AWDO to accomplish in one evening.

(3) Monitored study sign-in sheets. The WDO and AWDO are authorized to sign midshipmen in and out for monitored study, but they must also ensure that midshipmen are actually studying while they are signed in.

(4) Tutoring sign-in sheets. When a tutor is present, the WDO/AWDO will leave these sheets with the tutor, and collect them when the tutor is finished.

(5) The Ship's Company Structure and Directory.

e. Logbook. The logbook serves as an official record of the watch. In the Fleet, the logbook can even be used as evidence in a court of law. Therefore, the NROTCU RPI watch stander must understand the importance of a logbook and learn how to keep one properly and professionally. Encl (2) provides specific instructions.

f. Flag. In all cases, not including any color ceremonies, the flag may be left on the flag pole. Public Safety stores excess flags if the current flag is unsuitable to fly. Encl (3) outlines instructions on folding the flag in case an event should arise and the skill set needed.

## 6. Command and Signal.

The WDO's appointed place of duty is the NROTCU  
a. Command. RPI  
Wardroom.

b. Signal. If required, the WDO will call the following personnel in the order listed below. Encl (5) provides more on emergency procedures.

(1) Emergencies.

(a) Appropriate emergency response agency. See Encl (5) for numbers.

(b) Assistant Marine Officer Instructor

(c) Unit Executive Officer

(2) Non-emergency Situations. Cases not covered by instructions.

- (a) Midshipman Command Master Chief
- (b) Midshipman Executive
- (c) Midshipman Commanding Officer
- (d) Assistant Marine Officer Instructor

c. Ship's Company Directory. A copy of the Ship's Company directory can be found in the back of the WDO binder.

CAPT. D. D. Arensmeyer, USN  
Commanding Officer, NROTCU RPI



## Appendix C Disciplinary Reports

In this appendix all forms included in the MRB process can be found.

### AppendixC.1

#### Midshipman Verbal Counseling Report

#### MIDSHIPMAN VERBAL COUNSELING REPORT

---

Name of Counseled:	Class:	Billet:
	____/C	

---

Offense: CHECK

LIST:

- ☐ **Explain details of offense**  
"You did not do this task by this deadline."
- ☐ **Explain why it is important not to commit said offense.**  
"Deadlines must be met because..."
- ☐ **Ask if the accused has an explanation for his offense.**  
"I did not manage my time properly."
- ☐ **Give recommendations for the midshipman to help him/her not commit the offense again.**  
"Buy a planner and start using it. I want to see it filled out with your class homework due dates, test dates, and any dates for NROTC activities by next week."
- ☐ **Explain what will happen if midshipman commits the offense, or a similar class offense again.**  
"If you miss another deadline or get another class B offense, I will give you written counseling and possible go to MRB."
- ☐ **Ask if the midshipman has any questions.**

---

I have verbally counseled the midshipman on his/her offense and did the best in my power to help him/her learn how not to commit the offense again. I also explained what will happen if another offense is committed.

\_\_\_\_\_  
(Signature of Immediate Superior)

\_\_\_\_\_  
(Date of Counsel)

I have been counseled by my superior on the offense and I understand what the consequences of my actions are if I commit another offense.

\_\_\_\_\_  
(Signature of Counseled)

\_\_\_\_\_  
(Date)

---

Comments of Immediate Superior:

### Appendix C.3

#### Notification of MRB

DD Mmm YY

From: Midshipman Commanding Officer, NROTC Unit Rensselaer  
Polytechnic Institute

To: MIDN X/C John A. Doe, USNR or USMCR

Subj: NOTIFICATION OF MIDSHIPMEN REVIEW BOARD ICO MIDN X/C JOHN  
A. DOE, USNR or USMCR

Ref: (a) SHIPCOMPINST 1533.1A Midshipman Regulations  
(b) NSTC M-1533.2 Regulations for Officer Development

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

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

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

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

a. The right to appear before the board. The unit XO will be informed immediately if the midshipman does not intend to appear before the MRB.

b. You may challenge a member of this panel for cause. The Senior Member of the board will make the final determination of a member's suitability to serve on this board. If you wish to challenge for cause the Senior Member of the board, I will determine the suitability.

c. The right to submit a statement on your behalf.

d. The right to present documents or witnesses on your behalf.

e. The right to review all documents submitted for personnel record.

4. The MRB may recommend that any of the following actions be taken.

Ramifications of these actions are described in reference (a).

a. No action.

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

c. Punitive Letter of Reprimand. The MRB may issue a punitive letter of reprimand that will remain in the accused's file while at NROTCU RPI.

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

5. Contact your Division Officer for a required counseling session prior to the board.

6. Your attendance at the MRB is required. If scheduling conflicts exist you must notify your Chain of Command in writing immediately.

7. You will be provided with a copy of the MRB Report of Proceedings with an endorsement. If you choose to dispute or respond to the findings of the PRB, you must do so within five business days of receipt of the Report of Proceedings.

***Midshipman Commanding Officer***

M. C. OFFICER

Copy to:

Unit XO

Midshipman's Class Advisor

Members of the Board

Student File

Appendix C.4  
MRB Minutes

DD MMM YY			
MEMORANDUM			
From:	Senior Member, Midshipman Review Board		
To:	Executive Officer, NROTC Unit Rensselaer Polytechnic Institute		
Via:	Midshipman's Class Advisor Midshipman Commanding Officer		
Subj:	MIDSHIPMAN REVIEW BOARD ICO MIDN X/C JOHN A. DOE USNR/USMCR, XXX-XX-1234		
Ref:	(b) SHIPCOMPINST 1533.1A Midshipman Regulations (c) NSTC M-1533.2 Regulations for Officer Development		
Encl:	(1) Memorandum, Appointment of Midshipman Review Board ICO MIDN X/C John A. Doe, dtd DD Mmm 2013 (2) Documents presented to board members (3) Documents presented by MIDN Doe		
2.	Per reference (a) the Midshipman Review Board (MRB) directed by enclosure (1) convened on 12 Dec 2012.		
3.	Board members present were:		
	MIDN	Name, USNR	Senior Member (voting)
	MIDN	Name, USNR	Voting Member
	MIDN	Name, USNR	Voting Member
	MIDN	Name, USNR	Advisor(non-voting, recorder)
3.	Student Data:		
	Department:		
	Department	Division:	
	Division	Billet:	
	Billet		
4.	Previous Midshipman Review Boards or counseling records:		
	- None		

5. Board findings:

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

The recorder presented the documents of Enclosure (2), which he/ she had presented and reviewed with MIDN Doe on DD Mmm 2013. MIDN Doe was brought to the PRB for XXX

MRB summary to include pertinent information. Should not be a verbatim report of all dialog, but should be thorough.

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

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

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

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

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

F. M. NAME  
MIDN USNR  
(voting member)

F. M. NAME MIDN  
USNR  
(voting member)

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

## Appendix C.5

### Punitive Letter of Reprimand

#### PUNITIVE LETTER OF REPRIMAND

Date

:

From: \_\_\_\_\_, MCO, NROTCU  
MIDN \_\_\_\_\_/C \_\_\_\_\_ RPI

To: MIDN \_\_\_\_\_/C \_\_\_\_\_, \_\_\_\_\_

Subj

: PUNITIVE LETTER OF REPRIMAND

Ref: (a) Preliminary Inquiry Report  
(b) Midshipman Review Board  
Report  
(b) NROTCURPIINST5400.2M

2. Reference (a) is the record of an investigation into your breaches of discipline. You were party to this investigation and were accorded your rights as such.

3. Offense(s) committed:

---

---

---

---

---

4. Your actions clearly show that you were derelict in the performance of your duties as a midshipman at NROTCU RPI.

5. Pursuant to reference(a), (b) and (c) you are hereby reprimanded for your negligence in the performance of your duty.

**Midshipmen Commanding Officer**

M. C. OFFICER

## **Appendix D**

### **Standard Email**

Standard Email format and example are found within this appendix.

#### **AppendixD.1**

##### **Standard Email Format**

Write to whom the email is going, followed by a comma.  
%  
%  
1. Write the body of your message here.  
%  
2. Separate paragraphs by an empty line  
%  
3. For more than one paragraph, use numbers  
%  
4. The "%" denotes an empty line, and the "\*" denotes a space.  
%  
%  
%  
V/r, or R/, (or Very  
respectfully, or  
Respectfully,) Rank and Name  
Sender's billet

#### **Appendix D.1**

##### **Standard Email Example**

Ship's Company,

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

2. Enjoy your weekend.

Very respectfully,  
MIDN John Jones  
Admin Division Officer

## Appendix E Standard Letter

Standard letter formats and examples are found within this appendix.

### AppendixE.1 Standard Letter Format

DD Mmm YY

%  
MEMORANDUM  
%  
From:\*\*MIDN Your name, your billet, NROTC Unit Rensselaer  
\*\*\*\*\*Polytechnic Institute  
To:\*\*\*\*Commanding Officer, NROTC Unit Rensselaer Polytechnic  
\*\*\*\*\*Polytechnic Institute  
Via:\*\*\*\*Their billet, their command (this is who the memo  
will pass through on its way to the final recipient, and  
the command is needed only if different from the  
recipient's command)  
\*\*\*\*\* Executive Officer, NROTC Unit Rensselaer Polytechnic  
\*\*\*\*\* Institute  
\*\*\*\*\* Second Class Advisor, NROTC Unit Rensselaer Polytechnic  
\*\*\*\*\* Institute  
%  
Subj:\*\*PLAIN PAPER MEMORANDUM  
%  
Ref:\*\*\* (a) \*Document you are citing  
%  
Encl:\*\* (1) \*Documents you have attached  
%  
1.\*\*This is the format used to send documents  
throughout the ship's company, especially when  
communicating with officers.  
%  
%  
%

**John Paul Jones**  
J. P. JONES



**Appendix E.2**  
**Standard Letter Example**

25 Oct 14

MEMORANDUM

From: MIDN John Jones, Admin DM, NROTC Unit  
Rensselaer Polytechnic Institute

To: CAPT James T. Kirk, Commanding Officer NROTC Unit  
Rensselaer Polytechnic Institute

Via: LtCol Matthew Decker, Executive Officer  
Rensselaer Polytechnic Institute  
LT Robert Wesley, Second Class Advisor  
NROTC Unit Rensselaer Polytechnic  
Institute

Subj: STUDY HOURS

Ref: (a) SECNAV MANUAL M-5216.5

Encl: (1) Study hour summary

1. Sir, here is the summary of the study hours completed by the 4/C this semester, as requested.
2. Reference (a) is the navy correspondence manual, which is the reference for the proper format of all Navy correspondence.

**John Paul Jones**  
J. P. JONES

## Appendix E.3

### Standard Letter of Instruction

#### MEMORANDUM

From: MIDN 3/C Doe, NROTC Unit Rensselaer Polytechnic  
To: USMC Marathon Participants

Subj: 2013 MARINE CORPS MARATHON

Situation: NROTCU RPI Midshipmen (MIDN) and staff will run the Marine Corps Marathon on 27 Oct 2013 in Washington, DC.

1. Mission: To participate in the Marine Corps Marathon while representing NROTCU RPI and the Marine Corps scholarship foundation.
2. Execution:
  - a. Commanders Intent:
    - i. The Marine Corps marathon will provide a unique opportunity for the MIDN and staff to enhance and test their physical and mental strength, strengthen unit cohesion, and pay tribute to those that have given the ultimate sacrifice for our country by running on behalf of the USMC Scholarship Foundation. Upon completion of the marathon the MIDN will be able to reflect back on this moment and realize the great accomplishment that they have achieved.
  - b. Concept of Operations: The Marine Corps marathon will be conducted in three phases:
    - i. Phase 1, Departure and Check in to Marine Corps Marathon.
    - ii. Phase 2, Execution, Completion of the 26.2 mile course.
    - iii. Phase 3, Retrograde on Monday, October 28 2013 to RPI for rest and recovery.
  - c. Tasks:
    - i. MIDN 3/C Doe: Coordinate transportation to and from the marathon via Government vans. Coordinate reservations for the staff and MIDN at the Presidential Inn, Andrews Joint Air Base, Ensure safety briefs are given prior to departure of group movement. Maintain

accountability of all personnel at all times.

d. Detailed Event Schedule:

- i. MIDN will depart RPI at 0700 on 26 October, 2013, and travel to the DC Armory located at 2001 E Capitol St. NE, Washington DC 20003. Upon arrival participants will pick up their marathon package that includes their bib and tag. Following the expo, the government vehicles and POVs will convoy to Andrews Joint Air base to check into the billeting accommodation. After check in, MIDN will travel to dinner via government vehicles and POVs. After dinner MIDN will move to the nearest grocery store to obtain breakfast for the next morning. All MIDN will then travel to the hotel.
- ii. MIDN will muster in the hotel lobby at 0500. POVs and unit vans will depart to the Largo Town Center Metro Station and move towards the Marine Corps Scholarship Tent (Roslyn stop on the Blue line). Upon completion of the marathon all MIDN will consolidate at the Marine Corps Scholarship foundation tent for accountability. After finishing the relay MIDN Sullivan will depart from the group to rest and recuperate with his family. At that time further guidance will be given.
- iii. At 0800 Monday, 28 October 2013, MIDN will depart for RPI, Troy NY. Both unit vans and POVs will depart from Andrew's Air Force Base.

e. Transportation:

- i. Transportation to and from the marathon will be conducted through the use of Government vans and Personally Operated Vehicles. A spreadsheet containing information regarding transportation seating has been sent out to each member of the marathon team.

f. Command and Signal:

- i. The OIC for this event is MIDN 3/C Doe
- ii. MIDN Doe can be reached at: [doej@rpi.edu](mailto:doej@rpi.edu) or (123) 456-7894

Very Respectfully,  
MIDN John Doe  
Intramural Sports Division Member

## Appendix F Drill Manual

Standard drill commands and inspection standards can be found within this appendix.

### Appendix F.1 Standard Drill Commands

#### DRILL COMMANDS CARD

Drill Movement	FOOT TO START AND END COMMANDS					
Commands	LEFT	RIGHT	LEFT	RIGHT	LEFT	RIGHT
<b>FROM FORWARD MARCH</b>						
Column Right	COLUMN	RIGHT		MARCH		
Column Left		COLUMN	LEFT		MARCH	
Column Half Right		COLUMN	HALF	RIGHT		MARCH
Column Half Left	COLUMN	HALF	LEFT		MARCH	
Right Flank		BY THE	RIGHT	FLANK		MARCH
Left Flank	BY THE	LEFT	FLANK		MARCH	
March to the Rear	TO THE	REAR		MARCH		
Change Step	CHANGE	STEP		MARCH		
Mark Time	MARK	TIME		MARCH		
Half Step	HALF	STEP		MARCH		
Forward March		FOR	WARD		MARCH	
Close March		CLOSE		MARCH		
Extend March		EX	TEND		MARCH	
Halt (Platoon)	PLA	TOON		HALT		
Halt (Squad)		SQUAD		HALT		
Right Oblique	RIGHT	OBLIQUE				
Left Oblique		LEFT	OBLIQUE		MARCH	
<b>FROM RIGHT OBLIQUE</b>						
In Place Halt	IN	PLACE		HALT		
Resume March	RE	SUME		MARCH		
Forward March		FOR	WARD		MARCH	
<b>FROM LEFT OBLIQUE</b>						
In Place Halt	IN	PLACE		HALT		
Resume March	RE	SUME		MARCH		
Forward March	FOR	WARD		MARCH		

<b>MARCHING MANUAL (FROM RIGHT SHOULDER)</b>						
Port Arms	PORT	ARMS				
Left Shoulder	LEFT	SHOUL	DER		ARMS	
Right Shoulder	RIGHT	SHOUL	DER		ARMS	

## Appendix F.2

### Inspection Commands

Used for forming a department for inspection.

Commands	What to do after calling command
<b>FORMING FOR INSPECTION</b>	
"Open ranks, march."	<input type="checkbox"/> After giving the command, smartly march from the front of the department towards and halt next to the first division leader. The MIDN forming the department for inspection should be looking down the line of first division elements when halted. <input type="checkbox"/> Check for alignment, and make adjustments to division elements if necessary. Continue for all divisions. <input type="checkbox"/> After the last division, march along the division officers, halting after taking three steps in front of the first division officer. Left face after halting.
"Ready, front."	<input type="checkbox"/> Wait for all MIDN in the platoon to go back to the position of attention.
"Cover."	<input type="checkbox"/> After giving the command, smartly march and halt six paces away and centered from the department. The MIDN forming the department for inspection should be facing the department when halted. <input type="checkbox"/> About face and report in.
<b>AFTER INSPECTION</b>	
"Department, attention."	<input type="checkbox"/> Give this command only if all divisions are not at the position of attention.
"Close ranks, march."	<input type="checkbox"/> After giving the command, about face and wait for further instruction.

Note: If there is only one division do not call "cover".

## Appendix F.3 Khaki Inspection Form

MIDN \_\_\_\_/C \_\_\_\_\_

### MIDSHIPMAN KHAKE INSPECTION SHEET

<u>COMPONENT</u>	<u>SCORE</u>
<b>COVER</b>	<b>/5</b>
CLEAN	/1
NAME INSIDE	/1
NO WRINKLES	/1
INSIGNIA SAT	/1
FITS HEAD	/1
<b>SHIRT</b>	<b>/7</b>
CLEAN (W/OUT STAINS/LINT/HAIR)	/1
PROPER CREASES	/1
MILITARY TUCK	/1
NAMETAG (PRESENCE, LOCATION)	/1
RIBBONS (LOCATION, PRECEDENCE)	/1
COLLAR INSIGNIA	/1
CORRECT SHIRT SIZE	/1
<b>TROUSERS</b>	<b>/3</b>
LENGTH (¼ INCH ABOVE WELT OF SHOE)	/1
CLEAN (W/OUT STAINS/LINT/HAIR)	/1
PROPERLY IRONED AND CREASED	/1

ANY UNSATISFACTORY IN ANY CATEGORY WILL  
RESULT IN AN OVERALL UNSAT.

OVERALL SCORE: \_\_\_\_\_

INSPECTOR:  
MIDN \_\_\_\_/C \_\_\_\_\_  
SIGNED \_\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_

<u>COMPONENT</u>	<u>SCORE</u>
<b>SHOES</b>	<b>/3</b>
SHINE	/1
LACES IN	/1
EDGE CONDITION	/1
<b>ACCESSORIES</b>	<b>/4</b>
BELT PRESENT	/1
BUCKLE SHINE	/1
GIG-LINE	/1
ID CARD IN BREAST POCKET	/1
<b>KNOWLEDGE</b>	<b>/4</b>
QUESTION 1	/1
QUESTION 2	/1
QUESTION 3	/1
BEARING	/1
<b>HYGIENE</b>	<b>/2</b>
SHAVE/HAIRCUT (MALE)	/2
BUN (FEMALE)	/2

ITEM	GRADE	U	S	G	E	O
COVER	/5	0-2	3	4	-	5
SHIRT	/7	0-3	4	5	6	7
TROUSERS	/3	0	1	2	-	3
SHOES	/3	0	1	2	-	3
LACES.	/4	0-1	2	3	-	4
KNOW.	/4	0	1	2	3	4
HYGIENE	/2	0-1	-	-	-	2
OVERALL	/28	0-7	8-14	15-22	22-27	28



## Appendix F.4 Service Dress Blues Inspection Form

MIDSHIPMAN SDB INSPECTION SHEET

MIDN \_\_\_\_/C \_\_\_\_\_

COMPONENT	SCORE	COMPONENT	SCORE
<b>COVER</b>	<b>/6</b>	<b>SHOES</b>	<b>/3</b>
CLEAN	/1	FREE OF STAINS	/1
NAME INSIDE	/1	LACES IN	/1
NO WRINKLES	/1	EDGE CONDITION	/1
EGA/ANCHOR CENTERED	/1	<b>ACCESSORIES</b>	<b>/5 or 1</b>
FITS HEAD	/1	BELT PRESENT (MALE)	/1
EAGLES FLYING	/1	BUCKLE SHINE (MALE)	/1
<b>JACKET AND SHIRT</b>	<b>/6</b>	GIG-LINE (MALE)	/1
CLEAN (W/OUT STAINS/LINT/HAIR)	/1	ID CARD	/1
NAMETAG (PRESENCE, LOCATION)	/1	TIE CLIP (MALE)	/1
RIBBONS (LOCATION, PRECEDENCE)	/1	<b>KNOWLEDGE</b>	<b>/3</b>
SLEEVE INSIGNIA	/1	QUESTION 1	/1
CORRECT JACKET SIZE	/1	QUESTION 2	/1
TIE/NECK TAB	/1	BEARING	/1
<b>TROUSERS</b>	<b>/3</b>	<b>HYGIENE</b>	<b>/2</b>
LENGTH (1/4 INCH ABOVE WELT OF SHOE)	/1	SHAVE/HAIRCUT (MALE)	/1
CLEAN (W/OUT STAINS/LINT/HAIR)	/1	BUN (FEMALE)	/1
PROPERLY IRONED AND CREASED	/1		

ANY UNSATISFACTORY IN ANY CATEGORY WILL RESULT  
IN AN OVERALL UNSAT.

OVERALL SCORE: \_\_\_\_\_

INSPECTOR:

MIDN \_\_\_\_/C \_\_\_\_\_  
SIGNED \_\_\_\_\_ | \_\_\_\_/\_\_\_\_/\_\_\_\_

ITEM	GRADE	U	S	G	E	O
COVER	/5	0-2	3	4	-	5
SHIRT	/7	0-3	4	5	6	7
TROUSERS	/3	0	1	2	-	3
SHOES	/3	0	1	2	-	3
LACES.	/4	0-1	2	3	-	4
KNOW.	/4	0	1	2	3	4
HYGIENE	/2	0-1	-	-	-	2
OVERALL	/28	0-7	8-14	15-22	22-27	28

## Appendix F.5

### Summer Whites Inspection Form

MIDSHIPMAN WHITES INSPECTION SHEET

MIDN \_\_\_\_/C

<u>COMPONENT</u>	<u>SCORE</u>
<b>COVER</b>	<b>/5</b>
CLEAN	/1
NAME INSIDE	/1
NO WRINKLES	/1
INSIGNIA SAT	/1
FITS HEAD	/1
<b>SHIRT</b>	<b>/7</b>
CLEAN (W/OUT STAINS/LINT/HAIR)	/1
PROPER CREASES	/1
MILITARY TUCK	/1
NAMETAG (PRESENCE, LOCATION)	/1
RIBBONS (LOCATION, PRECEDENCE)	/1
INSIGNIA	/1
CORRECT SHIRT SIZE	/1
<b>TROUSERS</b>	<b>/3</b>
LENGTH (¾ INCH ABOVE WELT OF SHOE)	/1
CLEAN (W/OUT STAINS/LINT/HAIR)	/1
PROPERLY IRONED AND CREASED	/1

ANY UNSATISFACTORY IN ANY CATEGORY WILL RESULT  
IN AN OVERALL UNSAT.

OVERALL SCORE: \_\_\_\_\_

INSPECTOR:

MIDN \_\_\_\_/C \_\_\_\_\_

SIGNED \_\_\_\_\_ | \_\_\_\_/\_\_\_\_/

<u>COMPONENT</u>	<u>SCORE</u>
<b>SHOES</b>	<b>/3</b>
SHINE	/1
LACES IN	/1
EDGE CONDITION	/1
<b>ACCESSORIES</b>	<b>/4</b>
BELT PRESENT	/1
BUCKLE SHINE	/1
GIG-LINE	/1
ID CARD	/1
<b>KNOWLEDGE</b>	<b>/4</b>
QUESTION 1	/1
QUESTION 2	/1
QUESTION 3	/1
BEARING	/1
<b>HYGIENE</b>	<b>/2</b>
SHAVE/HAIRCUT (MALE)	/2
BUN (FEMALE)	/2

2221q	GRADE	U	S	G	E	O
COVER	/5	0-2	3	4	-	5
SHIRT	/7	0-3	4	5	6	7
TROUSERS	/3	0	1	2	-	3
SHOES	/3	0	1	2	-	3
LACES.	/4	0-1	2	3	-	4
KNOW.	/4	0	1	2	3	4
HYGIENE	/2	0-1	-	-	-	2
OVERALL	/28	0-7	8-14	15-22	22-27	28

