

MIDSHIPMAN HANDBOOK



NROTC UNIT RUTGERS
MIDSHIPMAN HANDBOOK

TABLE OF CONTENTS

CHAPTER I	<u>THE NAVAL ROTC PROGRAM</u> History Mission
CHAPTER II	<u>MIDSHIPMAN ACADEMICS</u> Academic (General Regulations) Scholarship Requirements Required Navy Classes
CHAPTER III	<u>MIDSHIPMAN ADMINISTRATION</u> Special Request/ Authorization Chit Chit Procedure Illness on a Drill Day Passing Word to the Battalion via Email
CHAPTER IV	<u>MIDSHIPMAN PHYSICAL FITNESS</u> Physical Training Forming Up for PT Policy Remedial PT Swimming Requirements
CHAPTER V	<u>MIDSHIPMAN EVALUATION AND APTITUDE</u> General Evaluation Responsibilities Battalion Organization Chart Evaluation Procedure Guidelines Final Aptitude Explanation of Inspection Colors Procedure Folding the National Ensign
CHAPTER VI	<u>UNIFORM AND MILITARY SECTION</u> The Uniform General Uniform Issues Wearing Uniform Personal Appearance and Grooming (Men/Women) Insignia and Measurements

CHAPTER VII

SERVICE SELECTION AND COMMISSIONING

Service Assignment
Eligibility for Commission
Delays in Commissioning
Active Duty
Graduate Study

APPENDIX

A- Acronyms
B- Nutrition and Fitness
C- Dining In/Out Etiquette
D- Rutgers Academic Policy
 a. School of Arts and Sciences
 b. School of Engineering
 c. School of Nursing
E- Navy and Marine Corps Ranks and Rates
F- Summer Training Cruises
G- Military Customs and Courtesies
H- Navy and Marine Corps Physical Readiness Standards
I- Example of Special Request Chit
J- Example of "To The Battalion" Memo
K- Example of Uniform Inspection Checklist
L- Example of POW
M- Example of Battalion Meeting Agenda

LIST OF REFERENCES

CHAPTER I

THE NAVAL ROTC PROGRAM

101. History of the Naval Reserve Officers Training Corps (NROTC)

- A. The Naval Reserve Officers Training Corps was created in 1926 as an avenue to offer college students commissions in the Naval Reserve. The program was established at six universities, offering students the Naval Science courses required to supplement their education and qualify them for commissioning. The initial program was very successful, especially during the years of World War II when the need for well-trained Naval Officers was great.
- B. By the end of World War II, the United States was firmly established as the world's major sea power, and the requirement for a larger corps of regular career officers was readily apparent. To meet this need, Congress enacted the Holloway Plan in 1946. This plan provided for expansion of the NROTC Program to produce additional career officers to supplement those trained at the U.S. Naval Academy.
- C. NROTC at Rutgers was established in 2012 as Unit Number 85 in the program. Instruction is conducted and supervised by the Commanding Officer in his capacity as Head of the Department of Naval Science and Professor of Naval Science (PNS).

102. Mission and Goals of the NROTC Programs

- A. The mission of the NROTC is to develop midshipmen mentally, morally, and physically, and to imbue them with the highest ideals of duty and loyalty, and with the core values of honor, courage, and commitment, in order to commission college graduates as Naval Officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and

CHAPTER II

MIDSHIPMAN ACADEMICS

201. Academics (General Requirements):

- A. Must be enrolled in a minimum of 13 units in addition to Naval Science classes each academic term
- B. Do not schedule yourself for a class that would conflict with afternoon Naval Science Lab (details below)
- C. All required classes will be for credit and letter grade - this means any class required for your major, Naval Science, or Scholarship (details below)
- D. Take classes that satisfy general education requirements first; save the narrowly focused single-topic classes for later. Your academic advisor will assist you, if needed.

202. Scholarship Requirements:

- A. All Scholarship Midshipman must complete:
 - I. 1 term of U.S. History or National Security (before graduation)
 - 1. These courses shall focus on U.S. military history, world military history, U.S. National Security policy, or combinations of these topics.
 - 2. Course must be accepted by your advisor
 - 3. Navy Option Scholarship Midshipmen must complete three semester hours prior to completion of senior year
- B. Navy Option Midshipman (ONLY) must complete:
 - I. 1 year of Calculus (completed by start of Junior year)
 - 1. Navy Option Scholarship Midshipmen must complete six semester hours prior to completion of sophomore year •
 - 2. Accepted calculus courses at Rutgers University:
 - i. MATH 135, 136, 138, 151, 152, 153, 154
 - II. 1 year of Calculus based Physics (completed by start of Senior year)
 - 1. Navy Option Scholarship Midshipmen must complete six semester hours prior to completion of junior year
 - 2. Accepted calculus-based physics courses at Rutgers University:
 - i. PHYS 123, 124, 227, 228, 271, 272
 - III. 1 semester of World Cultures class
 - 1. These courses must have an emphasis on Third World, Far East, and/or Southwest Asia.
 - 2. This academic requirement is designed to expand our future officer corps awareness, knowledge, and sensitivity to world cultures and peoples.
 - 3. Course must be accepted by your advisor.
 - 4. Navy Option Scholarship Midshipmen must complete three semester hours prior to completion of senior year.
 - IV. 1 year of English (by start of Junior year)

1. These courses must concentrate on the areas of grammar and composition and require significant student writings
2. Course must be accepted by your advisor
3. Navy Option Scholarship Midshipmen must complete six semester hours prior to completion of sophomore year

C. Important Information:

- I. Students who complete calculus and physics courses at institutions other than Rutgers University must ensure credits with a letter grade are transferable before use for the Navy Scholarship Program requirement.
- II. Students who have taken calculus or calculus-based physics for college credit in high school, which Rutgers has validated, must complete one additional three semester-hour (or equivalent) college course in each of those areas to satisfy this requirement.
- III. The requirement to complete calculus and physics **CANNOT BE WAIVED**
- IV. Students shall complete calculus by the end of the second year of Naval Science (normally the sophomore year) and physics by the end of the third year of Naval Science (normally the junior year).
- V. An advisor shall place students not completing this requirement or failing to schedule these courses to ensure timely completion on academic LOA pending completion.
- VI. An advisor shall place students who fail calculus or physics a second time on academic LOA and send them to a PRB.
- VII. When a midshipman fails to complete calculus and/or calculus-based physics in the required timeframe, their advisor may authorize completion of these courses in summer school at the student's expense, as long as the courses are accepted for a letter grade by Rutgers University.
- VIII. Prior to advisor authorization, the midshipman must ensure transfer credit approval from the host institution.

203. Required Naval Science Classes:

- A. All freshmen are required to take the following classes:
 - I. Intro to Naval Science, 10:05-11:00 AM - 2 Units
 - II. Drill, 2:00-4:00 PM - 0 Units
- B. These classes are held at the Rutgers University College Avenue Campus and are a required part of every Midshipman's training. Midshipmen will complete additional classes in Naval Science throughout their 4 years in college while participating in NROTC. A detailed list will be provided during their first academic advising session with their advisor.

CHAPTER III

MIDSHIPMAN ADMINISTRATION

301. Special Request/ Authorization (Chit)

- A. Chits are available upon request from the Unit Academic Advisors (an example Chit is provided on the subsequent page). Chits must be used to be excused from any mandatory Battalion activities (drill days, ceremonies, etc.). They are also used to request permission to arrive late, or in order to go on a drill conflict (leave early). If you are not sure if you need a chit to be excused from an event, ask your chain of command. If you are **ONLY** missing Naval Science Class, you can discuss the matter with you NSI without submitting a Chit.

302. Chit Procedure

- A. Steps to Complete Chit:
- I. Fill out the top part of the chit using Microsoft Word, or hand in black ink at least two weeks prior to the date for which you are requesting to be excused. If you are requesting Drill Conflict or a Late Chit, the paperwork should be submitted between the midterm and finals of the prior academic term.
 - II. Squad leaders review the chit for correctness but do NOT sign; note that in case of urgency, squad members can e-mail their platoon commander directly, but they must also cc: their squad leader and platoon commander.
 - III. Platoon Commanders and above must “sign” in the space provided using the “s/NAME” convention (if in hard copy, they sign in black ink). Indicate on the left whether the request is approved or not, and give any amplifying reason in the box provided.
 - IV. Once approved or disapproved by the XO (or CO), a hard copy will be submitted to the CO CDR and the person originating the request.
- B. In an emergency, chits submitted less than two weeks before the date for which you are requesting to be excused must be “walked up” the chain of command. This means that you must use a hard copy **ONLY** and obtain all necessary signatures. Note that any Midshipman who does so without a good excuse will be subject to counseling and disciplinary action.

304. Illness on a Drill Day

- A. Inform your chain of command about any illness; however, occasionally midshipmen fall ill on a drill day. If you are ill on a drill day and cannot make it to drill, you must do the following:
 - I. Inform your Chain of Command as quickly as possible. Call and e-mail your immediate point of contact on the Chain of Command (and at least on subordinate, if applicable)
 - II. Call your Class Advisor. If he or she is not in, leave a message and call back later if possible.
- B. As midshipmen, you are trusted to uphold the Navy Core Values, so a doctor's note is NOT required at Naval Science lab the following week. However, if it is discovered that a midshipmen has lied about an illness to miss drill, serious consequences will result and from then on all midshipmen will be required to present doctor's notes

305. Passing Word to the Battalion via Email

- A. Always start early, as a favor to yourself and your compatriots try to give the midshipmen at least a week to respond. (True, some things can't be helped, but most of the time you can plan ahead.)
- B. Indicate in the subject whether it is "response required" or "response optional".
- C. If it is response required, midshipmen are to report via their chain of command, which will be accountable for ensuring 100% response. Thus "response required" should be used for those issues which response is absolutely necessary by the entire Battalion.
- D. If it is response optional, have midshipmen email or call you directly.
- E. If you only need to hear back from just a few midshipmen, contact them directly.
- F. Include your email address in the memo.
- G. Include a deadline for responses. If it is a "response required" email, after the deadline has elapsed, obtain a list of who hasn't responded. You and/or those midshipmen's Chain of Command need to contact them to get answers.
- H. Minimize attachments. Many midshipmen have difficulty opening attachments; often they can be avoided by placing information directly in the message body.

CHAPTER IV
MIDSHIPMAN PHYSICAL FITNESS

401. Physical Training

- A. While the Navy mandates physical fitness in all of its personnel, it is also important for the following reasons.
- B. *Setting the example.* The NROTC the primary mission is to train midshipmen to be officers in the Navy and Marine Corp. Officers must set a good example of their physical fitness for the men and women they will be leading in the Navy and Marine Corp. That is why it is imperative to start now.
- C. *Operational readiness.* Military operations are physically demanding and it is necessary to have physical fitness to meet those demands. Having high physical fitness will allow you to more easily deal with the stresses of training and combat, and exercise can also help individuals deal with stress in a healthier manner.
- D. *General health and wellness.* Making exercise a lifelong habit helps develop discipline and can also contribute to a longer and higher quality life.

402. Forming Up For PT

- A. PT Commander calls the battalion to fall in and then gives the command of **“Right Face”**
- B. PT Commander marches smartly to the left of the battalion and stands 6 paces away.
- C. PT Commander then sounds off **“From front to rear, count, off”**
 - 1. Each column counts while turning head sharply to the left.
- D. PT Commander then sounds off **“Take interval to the left, march”**
 - 1. Each column begins taking interval to the left (similar to extend march from the halt position)
 - 2. PT Commander calls a 7 count cadence
- E. PT Commander then sounds off **“Arms, down”**
 - 1. Platoon drops arms smartly to the sides
- F. PT Commander then sounds off **“Even Numbers to the right, move”**
 - 2. The even number columns take one right step
- G. PT Commander marches smartly to the right of the battalion and stands 6 paces away. Then sounds off **“Left Face”**
- H. PT Commander precedes with reading the PRAFAQ and then falls out the battalion in preparation for dynamic warm-ups.

403. Policy**A. Consequences for PFA/PRT performance**

- I. Highest Scores. The highest scoring male and female midshipmen on the PRT will be issued a Physical Fitness Excellence Ribbon. If there is not a clear winner (i.e. someone with the highest scores in every category), the winner will be decided using the point totals.
- II. Excellent-High or Above. Midshipmen who score “Excellent-High” or above on the PRT will receive the Physical Fitness Excellence ribbon.
- III. Good-low or Above. A score of “Good-Low” or above constitutes the minimum physical standard in order to be commissioned as an officer.
- IV. Satisfactory. Midshipmen scoring in the “Satisfactory” range (passing but not achieving “Good-Low” will receive a formal counseling and will be required to participate in remedial PT. First-class midshipmen who score below “Good-Low” will be placed on LOA and must achieve at least a “Good-Low” prior to commissioning. Note that while on LOA, one does not receive scholarship or stipend benefits.
- V. Failure. Midshipmen who fail to meet PRT standards for the first time will receive a letter of probation and are required to participate in remedial PT. Subsequent failures will result in a Performance Review Board (PRB), which may result in the midshipmen being placed on LOA. Third failures will result in another PRB. This may result in dis-enrollment and loss of scholarship.

404. Remedial PT

- A. Purpose. Remedial PT is designed to train midshipmen to improve their physical fitness.
- B. Applicability. Remedial PT is mandatory for midshipmen who score “Satisfactory” or below on the PRT. In accordance with references (a) through (d), Midshipmen who pass the PRT with a score of “Good-Low” or above will not be required to perform mandatory PT outside of drill. However, in order to maintain and improve physical fitness as well as set the example for other midshipmen, all midshipmen are expected to constantly improve their own physical standing by exercising at least three times a week.
- C. Implementation. The Command Fitness Leader will coordinate with the midshipmen's Chain of Command in order to establish an exercise regime, which corrects any existing deficiencies. An inventory PRT will be conducted every two weeks to chart the individual's progress.

405. Swimming Requirements

- A. Swim tests shall be given to all first term NROTC Midshipmen. Entering students failing to qualify as swimmer, third class, shall be required to participate in remedial instruction.
- B. Midshipmen must qualify as swimmer, third class, by the start of the third class year.
- C. Third Class Swimmer Test*:
 - I. *Abandon Ship Jump*
 - 1. Body position. Waist must be straight; head held with the neck straight, eyes staring forward.
 - 2. Arms. Arms must be crossed with the hand of the arm closest to the chest pinching the nose with thumb and forefinger and the little finger positioned on the bottom of the jaw beneath the chin. The hand of the arm furthest from the chest grasps the biceps and triceps of the opposing arm.
 - 3. Legs. Legs must be straight and crossed at the ankles.
 - II. *50-yard swim*
 - 1. Swimmers must complete distance without stopping.
 - 2. Any combination of strokes is acceptable.
 - 3. Standards for strokes fairly lax; in most cases any kick is acceptable.
 - 4. Swimmers must complete distance without stopping.
 - 5. Swimmers must appear safe to swim prescribed distance.
 - III. *5 minute prone float*
 - 1. Body position. Any face down posture is acceptable.
 - 2. Arms and Legs. Any arm or leg action is acceptable with no forward or backward swimmer movement.
 - 3. Breathing. Swimmer must inhale from the mouth and exhale from the mouth and nose. Breathing should be slightly above resting rate (*about 20 breaths per minute*). Breathlessness, gasping, erratic breathing or swallowing water is unacceptable.
 - 4. Coordination. Swimmer's arm and leg actions must keep him/her on the surface at all times. Swimmer must stay in the general starting location; excessive forward or backward movement (*swimming*) is unacceptable. Swimmer must appear safe, calm and relaxed.
 - IV. *Shirt and trouser inflation*
 - 1. Trouser Removal. Swimmer must stay near the surface. Back of shirt must contain bubble of air.
 - 2. Trouser inflation. Swimmer must stay on the surface at all times (except blow method). Any method to fill trousers is acceptable. Trousers must be filled sufficiently so the swimmer can float motionless.

D. Second Class Swimmer Test

I. *100 Yard Swim Test*

1. Accomplished without resting on the sides.
2. 25 yards each of Crawl, Breast, Side, and Elementary Back Strokes
3. More Rigorous standards for strokes; appropriate kicks, etc. must be used.
4. Swimmer must appear comfortable when swimming prescribed distance

II. *5 minute prone float, transition to back float*

1. Immediately after 100 yard test without holding on the edge of the pool
2. More rigorous standards for float:
3. Body position. Prone
4. Arms. Arms bent at the elbows, sculling only as needed to lift the head for breathing and to maintain the body at the surface. No forward or backward swimmer movement allowed.
5. Kick. Kicking should be performed only as necessary to keep the body at the surface. No forward or backward swimmer movement allowed.
6. After 5 minutes has elapsed, transition to back float before exiting the water.

- E. CNET 1552/16 requires a life guarding certificate in order to qualify as a swimmer, first class. Contact your chain of command or the Command Fitness Leader for more information.

* Midshipmen must be 3rd class qualified to participate in Summer Cruise

CHAPTER V

MIDSHIPMAN EVALUATION & APTITUDE

501. General

- A. The NROTC Midshipmen evaluation and aptitude determination is a standardized approach for evaluating officer aptitude of NROTC scholarship and college program students during all phases of their officer candidate education. All Midshipmen will be evaluated each semester and during summer training periods. Evaluation reports are the basis for instructor counseling and aptitude grades. These grades provide class rankings and become part of a midshipmen's record. They are used for billet assignments, for summer training assignments and for determining an officer's ranking after commissioning in both the Navy and Marine Corps.
- B. While disenrollment for inaptitude may be necessary in some cases, the correction of deficiencies and improvement in the performance of Midshipmen who are low in aptitude is considered to be of far greater importance. Frank and informal discussion with members of the staff will many times improve a Midshipmen's aptitude. All Midshipmen should be aware of their aptitude marks and are encouraged to discuss any problems or questions with their Class Advisor.

502. Evaluation Responsibilities

- A. Midshipmen billet holders have direct responsibility for evaluating subordinates. They must closely observe the performance of these individuals. All Midshipmen who write evaluations should keep a notebook in which they record the semester performance of their subordinates. The notebook should be on hand at all drill periods and inspections.
- B. The following is a delineation of billet holder responsibilities for Midshipmen evaluations:

<u>Billet</u>	<u>Primary Evaluator</u>	<u>Secondary Evaluator</u>
Squad Member	Squad Leader	Platoon Commander
Squad Leader	Platoon Commander	Company Commander
Platoon Commander	Company Commander	Battalion XO
Company CPO	Company CO	Battalion XO
Company Commander	Battalion XO	Battalion Commander
Battalion CPO	Battalion XO	Battalion Commander
Assistant Operations Officer	Battalion Ops	Battalion XO
All other BTN Staff	Battalion XO	Battalion Commander
Battalion XO	Battalion Commander	MOI
Battalion Commander	MOI	None

- I. Company Commanders will review all evaluations for completeness and accuracy. Any evaluation that is not complete or accurate will be returned to the evaluator to be redone.

- II. Company Commanders will forward all the evaluations to the Battalion XO for review. The Battalion XO will review all the evaluations in the company and forward them to the MOI when they are all accounted for and correct.
- III. The MOI will write an evaluation on the BNCO. The MOI will also review all evaluations and include any appropriate comments. The MOI will then forward the evaluations to the Class Advisors.

503. Evaluation Procedures

- A. Each Midshipman will be observed closely by their Class Advisor and by their Midshipmen superiors. Students will be evaluated particularly from the standpoint of aptitude, performance of duty, leadership, bearing and appearance.
- B. Aptitude evaluations for each semester in which the student is actively involved in the NROTC program involves the following categories:
 - i. Professional performance of military duties (except supervisory).
 - ii. Military behavior.
 - iii. Leadership and supervisory ability.
 - iv. Military appearance.XIII-3
 - v. Overall evaluation.
- C. Evaluations are done using the NROTC Midshipmen evaluation form (page XIII-7, 8). The forms will be either done on the computerized form, typed, or legibly handwritten in black ink. Errors will be corrected by the use of correcting fluid or erasures. No spelling, grammar or punctuation errors are acceptable.
 - I. *Instructions for completing each block:*
 - i. Block 1. Name: Last name first, first name and middle initial, including II, III, or Jr. Example: Jones, Harvey J.II
 - ii. Block 2. Class Year: 1/C, 2/C, 3/C, or 4/C.
 - iii. Block 3. Company: HQ, A or B.
 - iv. Block 4. Occasion for Report: Mark the correct block with an “X” to indicate appropriate semester. Use the other block for a special report.
 - v. Block 7a & 7b. Latest PRT/PFT score, Height/Weight, Date: Enter PRT/PFT score for current semester and date of test in block 7a. Place an “X” in the appropriate box in block 7b indicating whether the individual is within standards (WS) or not (NS) within height/weight standards.
Example 7a: 285 96APR11
 - vi. Block 8. Sail Qualification: Place an “X” in the appropriate box indicating current qualification.
 - vii. Block 9. Swim Qual/Date: Place an “X” in the appropriate box indicating level of swim qualification and date achieved.
 - viii. Block 10a & 10b. Duties Assign/Academic Major: Identify any billet and duties that the midshipman was assigned. Enter academic major of the midshipman.
Example:
10a Alpha Company Commander; Semper Fi; Rifle Pistol.
10b. Chemical Engineering
 - ix. Block 11. Honors/Awards: Identify any honors and awards received. See Article 1402.
 - x. Blocks 12-14. For mid-term counseling use (when completing evaluation,

enter 12 and 13 from counseling record). Have midshipman sign block 14 and 28.

- xi. Block 15-20. Performance Traits – General Instructions: For each trait, place an “X” in one and only one box. The meaning of the trait grades are printed on the form, along with the representative performance standards. The 3.0 grade represents performance to full NROTC standards. The 5.0 grade is reserved for performance which is far above standards, and is notable for its exemplary or leadership quality. The 1.0 grade means generally poor performance which is not improving, or unsatisfactory performance with respect to a single standard. For the majority of Midshipmen, most trait grades should range in the 2.0 to 4.0 range. The primary, secondary, and Officer/Instructor will mark an “X” in the appropriate box.
The primary grader will put their “X” in the box, the secondary grader will put their “X” in the middle box and the Officer/Instructor will place their “X” in the last box. Midterm counseling will be done as directed by PNS and that individual should use the Midterm boxes. Equal Opportunity: Consider all standards for this trait. A 3.0 grade indicates fully satisfactory performance, as stated on the form. Military Bearing/Appearance: Do not grade 5.0 unless the midshipman also meets the other 5.0 standards for this trait. If grading less than 5.0, an excellent or outstanding PRT score should be noted in the comments.
- xii. Block 21. Growth Potential: The primary grader, secondary grader and Officer/Instructor will indicate the growth potential of the rated midshipman.
- xiii. Block 22. Billet Recommendation: Enter one or two billet recommendations. The second recommendation is not required. Do not leave blank. If no recommendation is appropriate, enter NA or NONE in the first block.XIII-4
- xiv. Block 23-24. Comments on Performance: Be concise: Space is limited, bullet style is preferred. Use everyday language: Do not use flowery adjectives or other extremes of style. Let the midshipman’s performance speak louder than your words. Give examples of performance and results. Be specific: Concentrate on verifiable accomplishments. Don’t make everyone sound alike: Each midshipman is unique and deserves to be noted as such. Signature: Type name of grader in lower right corner.
- xv. Block 28. Signature of Midshipman Evaluated. After reviewing the report, the midshipman will sign and date the report. A signature is also required in block 14. A signature does not imply agreement with the report or satisfaction with the counseling; it merely certifies that the midshipman has reviewed the report. If the midshipman wants to make a statement about their evaluation they should check the block and provide a statement to be attached to their evaluation.

504. Guidelines

- A. Midshipmen officers are to carefully screen all evaluation forms sent up the chain of command for compliance with this instruction. Evaluation forms failing to meet these standards are to be returned to the evaluator for correction. **THEY ARE NOT TO BE FORWARDED.**
- B. The average Midshipmen should have an average aptitude mark of 3.5. The battalion average should be 3.5. As a general rule, evaluators want to be sure their top personnel are recognized as such and their poor performers are also clearly identified. The bulk of the Midshipmen should be in the 3.4 to 3.7 range.
- C. Midshipmen should be periodically counseled by their superiors during the semester to identify noted deficiencies and give subordinates the opportunity to improve before final evaluations are completed at the end of the semester.

505. Final Aptitude Mark/Grade & Class Rank

- A. Final Aptitude. A Midshipmen's final aptitude mark is weighted so that 1/3 of the final mark equals the peer rating, while 2/3 of the final mark equals the instructor rating. Thus, Peer Rating (1/3) + Instructor Rating (2/3) = Military Aptitude
- B. Class Rank. Once the military aptitude grade is determined, it and the GPA are used to compute the final class ranking. The GPA is weighted at 65% and military aptitude is weighed at 35% to determine the final ranking on a 5.0 scale.

506. Explanation of Inspection

- A. Form for Inspection.
 - I. Unit Leader will call Battalion to attention.
 - II. Unit Leader will call "open ranks march".
 - III. Unit Leader inspects alignment.
 - IV. Unit Leader reports to Non-Commissioned Officer (NCO) that "Battalion is formed for inspection".
 - 1. Salute
 - 2. Report (Ex: Gunnery Sergeant Battalion is formed for inspection)
 - 3. Cut salute after NCO cuts salute
 - IV. NCO reports to Inspecting Officer
 - V. Unit Leader and NCO follow Inspecting Officer to first squad leader
 - 1. MIDN being inspected salutes and greets Inspecting Officer with proper greeting of the day.
 - 2. Squad leaders of subsequent squads call squads to parade rest in order.
 - 3. When Inspecting Officer finishes inspecting last person in preceding squad, squad leader calls squad to attention
 - 4. Previous squad leader calls squad to parade rest.
 - VI. After last person is inspected, Unit Leader returns to command position and dismisses unit.

507. Colors Procedure

A. General

- I. Midshipmen Required: A minimum of two MIDN are required for the execution of both Morning and Evening colors.
- II. Uniform: The uniform for the MIDN will be specified ahead of time on the POW for the week. The POW will be posted inside the Unit.
- III. Equipment: Speakers, Flag, Crank, Music USB. All items are located either in the MIDN room or in the main room.
- IV. Execution Time: The execution of colors will occur on the specified time on the POW.

B. Preparation

I. Morning

1. Plug in speaker outside the front door (on the right)
2. Place crank in slot making sure the chain is above the crank and the hooks are in reachable distance.
3. Turn volume on Speaker to MAX. Both manual and digital.
4. MIDN will decide who will be commander (MIDN to left of mat), and who will put up the flag (MIDN to the right of mat).
5. Place USB into Speaker (MIDN have 7 seconds before Sound of Attention begins)

II. Evening

1. Plug in speaker outside the front door (on the right)
2. Turn volume on Speaker to MAX. Both manual and digital.
3. MIDN will decide who will be commander (MIDN to left of mat), and who will put up the flag (MIDN to the right of mat).
4. The commander will have the crank in left hand.
5. Place USB into Speaker (MIDN have 7 seconds before Sound of Attention begins)

C. Execution

I. Morning

1. Immediately both MIDN shall position themselves accordingly next to the mat.
2. Sound of Attention plays
3. Immediately after Sound of Attention the commander (MIDN left to mat) will call out command, **Forward March**.
4. Both MIDN will proceed to march towards the pole, in unison, down the steps, and then come to a halt next to the pole. MIDN holding the flag (MIDN right of mat) will hold the flag close to chest, in an upside down triangle, with their right hand over the left. Once the halt is executed, the commander (MIDN left to

mat) will call out the command **Center Face**. Both MIDN should now be facing the pole.

5. The MIDN holding the flag will then proceed to slightly unfold the flag and attach it to the hooks already in place before them. The stars will be placed on the top hook, while the striped end will be placed on the bottom hook. Once finished they shall hold the rest of the flag in hand.
6. National Anthem begins
7. The commander will proceed to start cranking the flag up quickly and swiftly (clockwise rotation), the MIDN holding the flag will continue to hold the flag until the flag leaves their hands. Once this happens the flag holder will render a salute.
8. Once the flag is at the top of the pole, the commander will proceed to take out the crank, place in left hand then render a salute until the Anthem finishes.
9. Anthem finishes
10. The commander will then call out the command **Ready to**. Both MIDN will cut their salutes.
11. Sound of Retreat Plays and Finishes
12. The commander will call out the command **Ready Face, then Forward March**
13. MIDN shall march back up the steps and come to a silent halt once they reach back to the mat.
14. The commander will then call out the command **Fall out**
15. MIDN will place all items back in their prospective locations.

II. Evening

1. Place USB into Speaker (MIDN have 7 seconds before Sound of Attention begins)
2. Immediately both MIDN shall position themselves accordingly next to the mat.
3. Sound of Attention plays
4. Immediately after Sound of Attention the commander (MIDN left to mat) will call out command, **Forward March**.
5. Both MIDN will proceed to march towards the pole, in unison, down the steps, then come to a silent halt next to the pole.
6. Once the halt is executed, the commander (MIDN left to mat) will call out the command **Center Face**. Both MIDN should now be facing the pole. The commander will then place crank into slot.
7. Evening Colors begins
8. The commander will proceed to crank the flag down the pole quickly and swiftly (counter-clockwise rotation), the MIDN waiting for the flag will execute a salute once the song begins.

508. Folding the National Ensign

- A. To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



- B. Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.



- C. Fold the flag again lengthwise with the blue field on the outside.



- D. Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



- E. Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



- F. The triangular folding is continued until the entire length of the flag is folded in this manner.



- G. When the flag is completely folded, only a triangular blue field of stars should be visible.



CHAPTER VI

MIDSHIPMAN UNIFORM AND MILITARY SECTION

601. The Uniform

- A. The uniform is an important element in the morale, pride, discipline and effectiveness of the NROTC program in your school. It is important for NROTC MIDN to maintain a high standard of dress and personal appearance. The key elements are neatness, cleanliness, safety and military image. The purpose of this section in the Handbook is to acquaint you with the wearing of the Navy and Marine Corps uniform.
- B. The uniforms are furnished by the United States government and are the Midshipmen's responsibility to properly maintain. Proper maintenance includes cleaning, proper wear, and responsibility against loss or theft.

602. General

- A. **Smartness.** Wearing the Navy uniform should be a matter of personal pride to all NROTC MDIN. Your dress and conduct shall be such as to reflect credit upon your NROTC unit, your school, your community, the Navy and your country. Covers shall be worn squarely on the head, with the bottom edge horizontal. Shoes shall be kept well-shined and in good repair. No articles, such as pencils, pens, watch chains, jewelry, combs, or similar items shall be worn exposed when in uniform.
- B. **Care of the Uniform.** The maximum service life of the various uniform articles can only be attained by proper care and maintenance. No matter how well-fitting your uniform is when new, it will not continue to look its best or keep its shape unless it is carefully pressed and worn properly. By carrying large or heavy objects in the pockets, you can rapidly destroy the shape of the best uniform made. You should always hang the uniforms on a hanger when not in use. Many items must be dry cleaned instead of washed. Be careful not to damage clothing through improper care. Uniforms shall be kept clean, neat and in good repair. Insignia and devices shall be bright and free from tarnish and corrosion.

603. Uniform Issues

- A. **General.** Upon entering the program, all Midshipmen are provided the necessary uniforms and accessories. Allowances are given in Tabs A and B. The individual Midshipman is responsible for ensuring that he or she has all of the required items and that they are in good condition. Worn or outgrown items may be surveyed by taking them to the Unit Supply Officer for exchange. Uniform items that are lost due to negligence must be replaced at the Midshipman's personal expense.
- B. **Summer Training Uniforms.** In addition to basic uniform clothing, certain summer training items are also provided by the Navy. Each year the Chief of Naval Personnel establishes clothing requirements for each of the various summer cruise programs. Uniforms for these cruises are normally issued in March, April, and May. Midshipmen must wear the uniform insignia appropriate to the cruise to which ordered. Battalion rank insignia and Unit ribbons or awards may not be worn during summer cruises, away from Unit on orientation trips or on leave. Utilities issued for summer training must be returned to the Unit Storekeeper at the beginning of the semester following cruise.

- C. **Name Tags.** Each 4/C Midshipman will receive one nametag. Any additional nametags will be provided at the expense of the Midshipman.
- D. **Items Not Issued.** T-shirts and shirt stays are not issued and must be purchased by the individual Midshipman. Additional items that must be provided at Midshipman expense are listed below.

ITEM	QUANTITY
Kit, shoeshine.....	1
Kit, sewing.....	1
Padlocks.....	2
Towels.....	2
Swim suit.....	1
Underwear	5

604. Wearing the Uniform

- A. All Midshipmen are required to wear uniforms all day on the prescribed uniform day, from the time they leave their residence in the morning through the end of drill and Naval Science classes in the evening. Uniforms are also required for Marine Option drill on prescribed days, as well as for any official NROTC event.
- B. MIDN are to be in a complete uniform and in compliance with the uniform standards described in this handbook anytime they are in uniform. The wearing of partial or incomplete uniforms so that the uniform can be "preserved" for inspection is not permitted. MIDN will meet uniform standards whether they are standing an NROTC inspection or attending other school classes in uniform.

605. Personal Appearance and Grooming

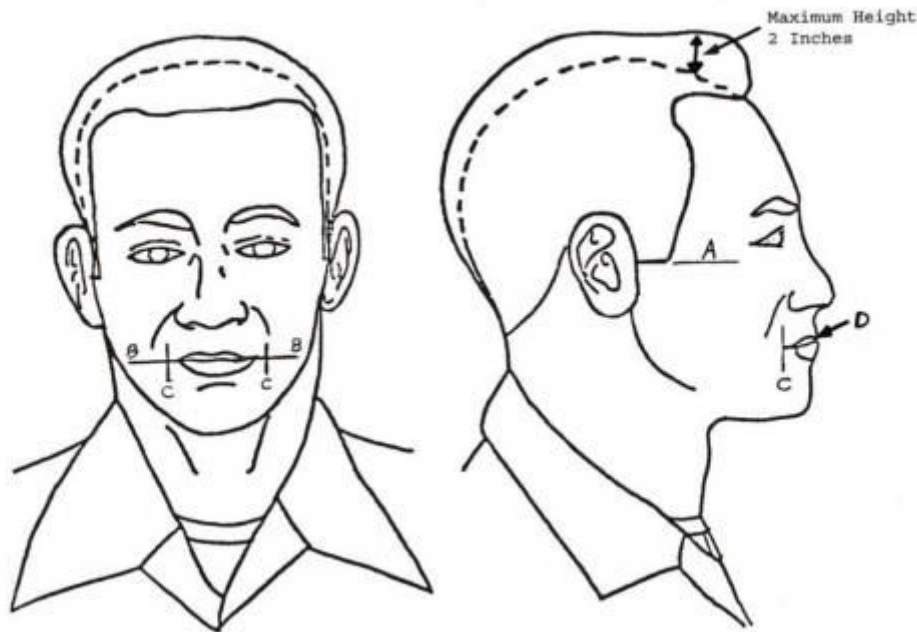
MEN

- A. Neat, clean, trimmed and present a well-groomed appearance. Above the ears and around the neck: must be tapered upwards 3/4-inch and outwards not greater than 3/4-inch. Must not touch the collar. No longer than 4 inches and the bulk shall not exceed 2 inches. (In no case shall the bulk or length of your hair interfere with the proper wearing of your cover. Bulk is defined as the distance that the mass of the hair protrudes from the scalp as indicated by the dashed line in the drawing on the next page). One narrow part in the hair is authorized. This may be cut, clipped, or shaved. 1-3 Plaited or braided hair is unauthorized. Hair may not show under the front brim of any uniform cover. Below are examples of male haircuts which conform to NROTC regulations.



Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized.

GROOMING STANDARDS FOR MEN



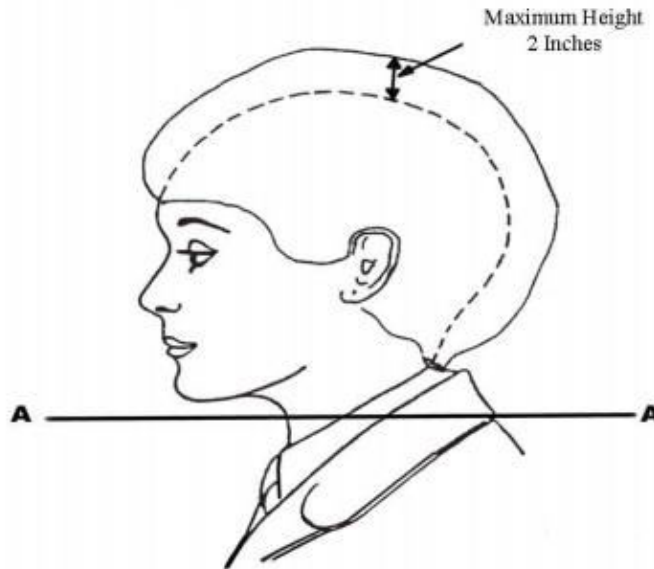
- B. **Sideburns:** Neatly trimmed and tailored as described above. Shall not extend below a point level with the middle of the ear, as indicated by line "A", and shall be of even width (not flared). Shall end with a clean shaven horizontal line.
- C. **Mustaches:** Neat and closely trimmed. No portion shall extend below the upper lip line as indicated by line "D". Shall not be below the horizontal line extending across the corners of the mouth as indicated by line "B". Shall not be more than 1/4-inch beyond a vertical line drawn upward from the corners of the mouth as indicated by line "C". No other facial hair is permitted. 1-4
- D. **Fingernails:** Will not extend past the fingertips.
- E. **Earrings/Studs:** Not authorized in the ear, nose, eyebrows, tongue, lips, or other areas of the face or body visible.

- F. **Necklaces**: Authorized, but shall not be visible
- G. **Rings**: One per hand is authorized.
- H. **Wristwatch/Bracelet**: One of each is authorized, but no ankle bracelets.
- I. **Sunglasses**: Sunglasses are never authorized in military formations.

WOMEN

- A. **Hair**: Clean, neatly shaped, and presents a well-groomed appearance. Lopsided and extremely asymmetrical haircuts and hair styles are not authorized. Braids, if worn, must be neatly and inconspicuously secured at all points to the head, and may not dangle free at any point. May touch, but cannot fall below the horizontal line level with the lower edge of the back of the collar as indicated by line "A" in the drawing below. Must not show under the front brim of and cap. The bulk of the hair shall not exceed approximately 2 inches, nor interfere with the proper wearing of your cover.

GROOMING STANDARDS FOR WOMEN



Note: Ethnic hairstyles are permitted provided they are groomed to fit within the guidelines stated above. Bizarre hairstyles and faddish or outrageous multicolor hair are unauthorized. Below are examples of female hair styles which conform to NROTC regulations.






- B. **Hair Ornaments:** Barrettes, rubber bands, and hairpins are permitted, but they must match the hair color as closely as possible. They should not be extremely large or noticeable. A maximum of two barrettes may be used when pinning up hair. Additional bobby pins or rubber bands matching hair color may be used to hold hair in place, if necessary. Fabric elastics and colored rubber bands/pins are not authorized.
- C. **Cosmetics:** Applied in good taste and colors blend with natural skin tone. Exaggerated or faddish cosmetics are inappropriate. Lipstick should be conservative.
- D. **Fingernails:** Shall not be excessive in length. Nail polish color shall complement the skin tone.
- E. **Earrings/Studs:** One per ear, centered on the earlobe. Must be a small gold or silver ball (post or screw on). Studs are not authorized in the nose, eyebrows, tongue, lips, or other areas of the face or body visible to the naval science instructor.
- F. **Necklaces:** Authorized, but shall not be visible.
- G. **Rings:** One per hand is authorized, plus the engagement ring or the wedding ring.
- H. **Wristwatch/Bracelet:** One of each is authorized, but no ankle bracelets. 1-6
- I. **Sunglasses:** A conservative pair is permitted when authorized by the naval science instructor. Sunglasses are never authorized in military formations. Retainer straps are not authorized.

NOTE: Personal appearance such as the wearing of lip rings, tongue and nose studs, belly rings and other types of bizarre body jewelry, for both males and females when out of uniform, will be determined by the local UNIT or NROTC student dress codes.

606. Insignias and Measurements:**A. Year Group Insignia: Service Dress Blue Sleeve**

- I. Consists of horizontal stripes worn on the left sleeve of blue coat to indicate class. They are centered midway between shoulder and elbow. The insignia should be attached by tacking the corners with needle and string.

NONE			
4/C	3/C	2/C	1/C
FRESHMEN	SOPHOMORES	JUNIORS	SENIORS

B. Shoulder Boards:

- I. Midshipmen shoulder boards will be worn on both the Summer White and Service Dress Blue uniform. Rigid boards will be worn on the Summer White uniform and soft boards will be worn on the Service Dress Blue undershirt. There are two types of shoulder boards: class and officer. Marine Option midshipmen will wear shoulder boards with the fouled anchor replaced by an EGA.

i. Year Group Insignia

1. First Class



2. Second Class



3. Third Class



4. Fourth Class



ii. Officer Insignia:

1. Captain



2. Commander



3. Lieutenet Commander



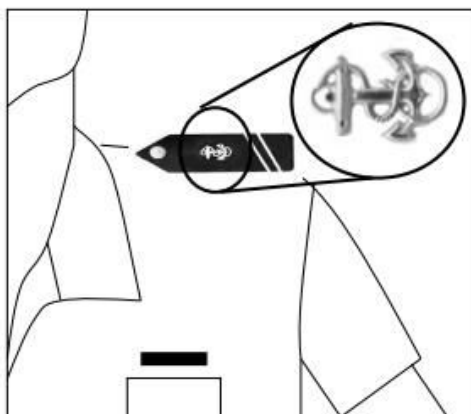
4. Lieutenant



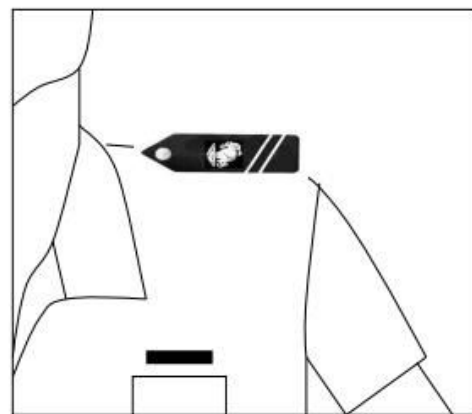
5. Lietenent Juniroy Grade



C. Proper Shoulder Board Placement



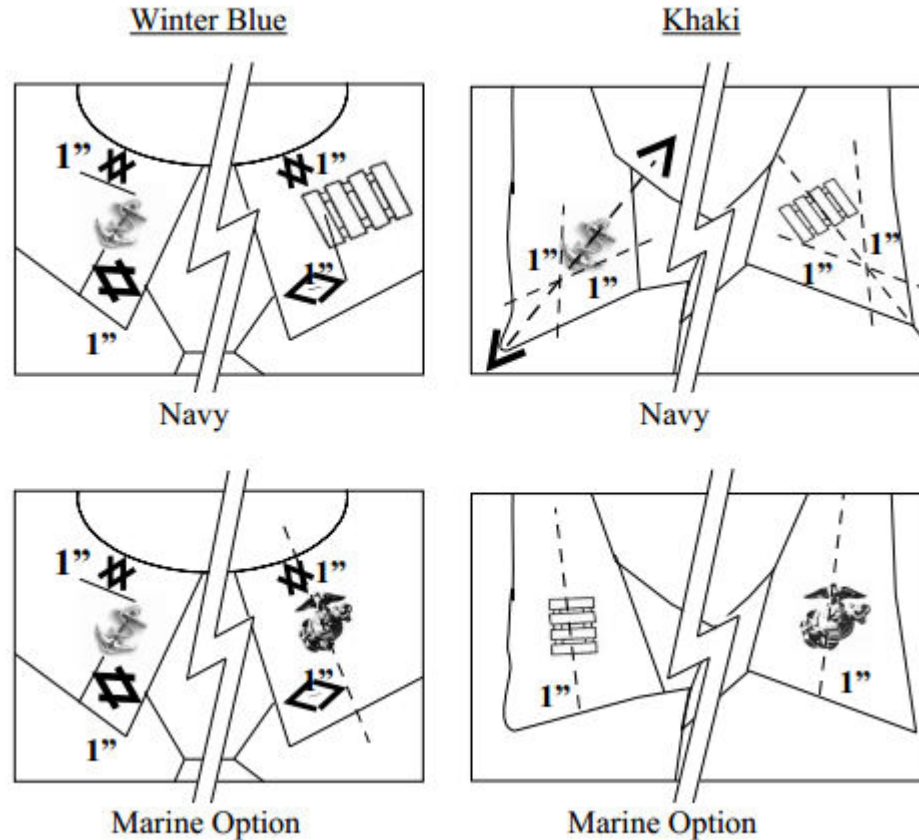
NAVY



MARINE OPTION

D. Collar Insignia Placement

- I. *Khaki Collar Insignia.* Pin the anchor or eagle-anchor insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the loose end of the rope is facing outboard. Marine option midshipmen will replace the anchors with gold enlisted eagle-globe anchor (EGA) devices.



- II. *Collar Anchors for Service Dress Blue/White Collar Insignia.* The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal. Marine Option midshipmen will wear EGA collar devices in a similar manner.



E. Year Group Collar Insignia

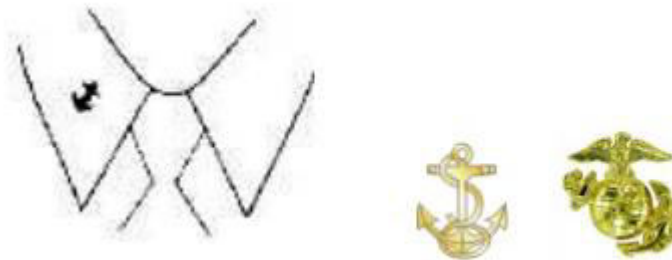
- I. *Midshipmen, First Class.* Wear the eagle-anchor or EGA insignia on both collar points.



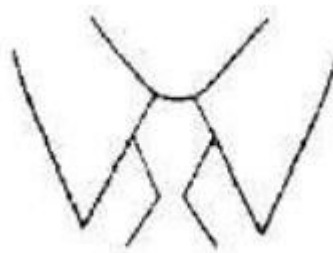
- II. *Midshipmen, Second Class.* Wear the anchor and EGA insignia on both collar points.



- III. *Midshipmen, Third Class.* Wear the anchor and EGA insignia on the right collar point only.



- IV. *Midshipmen, Fourth Class.* Wear no insignia on the collar.



F. Midshipman Officer Insignia

- I. Consists of gold metal bars, on the collar tips to indicate the wearer's rank. On closed collar shirts, pin this insignia on the collar so that the center of the first bar is approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edges of bars are parallel to upper edge of collar. On open collar shirts, all midshipmen, except Captains, center insignia one inch from the front and lower edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Captains wear insignia one quarter inch from the lower and outside edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point.

- i. *Captain*. Six bars



- ii. *Commander*. Five bars



- iii. *Lieutenant Commander*. Four bars



- iv. *Lieutenant*. Three bars



- v. *Lieutenant Junior Grade*. Two bars



- II. Wear stripes of gold nylon braid and a gold star on both sleeves of the blue coat. Stripes are centered on the outer side of the sleeve with lowest stripe 2 inches above and parallel to the edge of the cuff. Center a gold embroidered star, 1 inch across, above the stripes. One ray of the star points down, and the point is $\frac{3}{4}$ inch above the upper stripe.

- i. *Captain*. Six stripes



- ii. *Commander*. Five stripes



- iii. *Lieutenant Commander*. Four stripes



- iv. *Lieutenant*. Three stripes

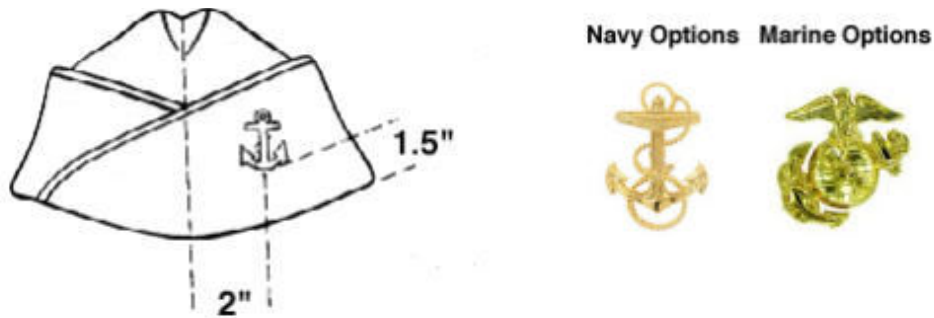


- v. *Lieutenant Junior Grade*. Two stripes

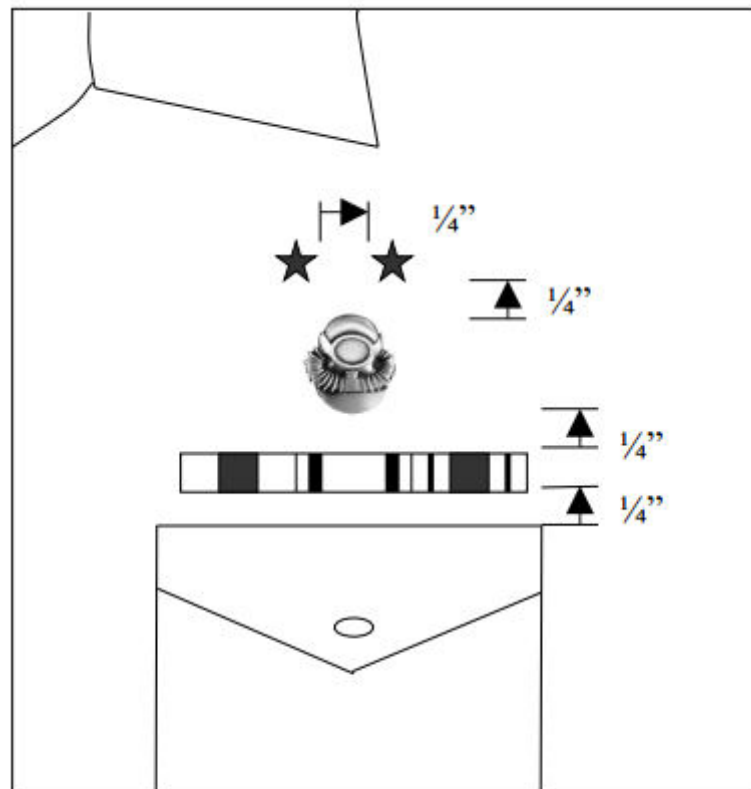


G. Garrison Cap Devices

- I. Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The un-fouled arm of the stock faces front. Pin it to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above bottom edge.



H. Proper Placement of Award Insignia



607. Types of Uniform:**A. NWU's and MARPAT's (Woodland and Desert)**

- I. Uniform consists of the following elements:
 - 1. Covers: Will be parallel with the deck.
 - 2. Belt: For Navy Midshipmen the belt is securely fastened. For Marine Corps Option Midshipmen, the belts are within 2 to 4 inches from the tip of the belt to the buckle.
 - 3. Socks: Will be long, thick, and black.
 - 4. Boot bands: Will be between the first and third eyelet of the boot.

B. Khaki Uniform

- I. Uniform consists of the following elements:
 - 1. Garrison Cap: Emblems on garrison caps are the left side of the cover, one inch from the bottom and one inch and a quarter from the left. Combination covers can also be worn, but with a khaki covering.
 - 2. Name Tags: Are one quarter of an inch above the right hand breast pocket and centered.
 - 3. Belts: For Navy Midshipmen the belt is securely fastened. For Marine Corps Option Midshipmen, the belts are within 2 to 4 inches from the tip of the belt to the buckle. Marine Corp option Midshipmen will wear the webbed belt with this uniform.
 - 4. Socks: Black dress socks will be worn.
 - 5. Undershirt: White
 - 6. Dress Shoes: Will be shined with black shoe polish.
 - 7. Ribbons: Are 1/8th of an inch and centered above the left hand breast pocket.

C. Service Dress Blues Uniform

- I. Uniform consists of the following elements:
 - 1. Combination Covers: Use the white covers and respective service emblems.
 - 2. Bowtie/Tie: CO will dictate which to use.
 - 3. Shoulder Boards: Emblem will point towards the front.
 - 4. Collar Devices: Collar devices are an inch above the lapel and centered. The emblems will be facing inwards.

5. Belt: For Navy Midshipmen the belt is securely fastened. For Marine Corps Option Midshipmen, the belts are within 2 to 4 inches from the tip of the belt to the buckle.
6. Dress Shoes: Use black polish.

D. Summer Whites

- I. Uniform consists of the following elements:
 1. Combination Cover: White covering and respective service emblem.
 2. Belt: White belt. For Navy Midshipmen the belt is securely fastened. For Marine Corps Option Midshipmen, the belts are within 2 to 4 inches from the tip of the belt to the buckle.
 3. Shoes: Dress white shoes. Use CLEAR SHOE POLISH.

CHAPTER VIII
SERVICE ASSIGNMENT AND COMMISSIONING

701. Service Assignment.

A. Service Assignment is a key event in the career of any Navy Officer. Occurring in the senior year, this process determines the initial assignment of each graduate and, to a substantial degree, controls the officer's entire career path. Academics, physical fitness, aptitude, demonstrated leadership ability, personal preference, and the needs of the Navy are all considered for service selection. It is important for midshipmen to perform well in all areas to maximize their competitiveness to receive their first choice. It is equally important for midshipmen to give careful consideration to their second and third service choices because in some cases these choices will be assigned. Approximately nine to twelve months prior to university graduation and commissioning, Navy Midshipmen complete a duty preference/recommendation request form. The Duty Preference/Recommendation request form and a Navy Medical Command approved physical are submitted to NSTC who selects each individual for a Naval Service Community. The selection packages are then forwarded to the respective Unrestricted Line Community Assignment Officers at the Navy Personnel Command. The Assignment Officer matches the needs of the service with duty choices and the Commanding Officer's comments, and issues orders. Orders normally are received about one month before commissioning.

I. Nuclear Propulsion. The Nuclear Propulsion Program is highly selective and competitive. Second Class Midshipmen can apply in the spring of their junior academic year and are screened principally on their academic performance. A minimum GPA of 2.7 in engineering, 3.0 in technical majors (math, physics, or chemistry), or 3.25 in non-technical majors is the approximate standard to be considered for initial screening. Additionally, any grade below C- in any course requires a specific explanation. Final selection is based upon individual academically oriented interviews (in math, physics, and the midshipman's major) at Naval Reactors in Washington, D.C. Those selected by Naval Reactors receive an immediate award of \$15,000 upon accession prior to graduation, \$2,000 upon completion of the one-year Nuclear Power School, and up to \$30,000 annually for additional active service commitment after first commitment.

1. Submarine Program. The Navy's Nuclear Power Submarine program is the NUMBER ONE Officer Accession Program of the Department of Defense. Following commissioning, those officers selected for service in the submarine community attend six months of Nuclear Power School in Charleston, SC, six months of

prototype training in either Charleston, SC or Ballston Spa, NY, and twelve weeks of Submarine School in New London, CT. Upon completion of training, the Officer will be assigned to either a nuclear powered attack submarine, ballistic missile submarine, or guided missile submarine.

2. Surface Nuclear Program. Surface Nuclear designated officers first become a qualified Surface Warfare Officer (SWO) during an initial sea tour on a conventionally powered ship (approximately two years). After achieving their qualification as a SWO, these officers attend Nuclear Power School and then serve a second Division Officer tour as part of the Reactor Department on an aircraft carrier (CVN).

II. Aviation. The Aviation Community is also a very competitive, demanding warfare community. With the advanced technology and avionics enabling aircraft to perform a myriad of warfare functions, the Naval Aviation Community demands men and women of the highest caliber and willing to make a long-term service commitment.

1. Naval Aviator (Pilot). Medical and physical fitness qualifications are the preliminary criteria for entrance into Initial Flight School (IFS) for pilot training. Meeting the physical requirements, midshipmen seeking accession into IFS will have their Virginia Tech academic record, NROTC Program aptitude grades, Class Ranking and the Aviation Standard Test Battery (ASTB) scores reviewed and compared with other candidates to select the best qualified individuals. It should be noted that significant value is placed on the ASTB so it is imperative for aspiring pilots to do well on that test.
2. Naval Flight Officer (NFO). Screening for NFO training is similar to the requirements for a Naval Aviator with slightly less demanding medical and physical condition requirements. NFO applicants are placed in a separate selection process, so those applicants who failed to meet the requirements for pilot flight training are not automatically considered for NFO training.

III. Surface Warfare. Surface Warfare requires highly-motivated individuals ready to lead in dynamic shipboard situations. Early in the Surface Warrior's service as an Ensign, he will serve as a Division Officer responsible for the administrative functions of several Work Centers and may direct twenty or more Sailors to complete technical missions while at the same time serve as a Bridge, Combat Information Center, and Engineering Watch Officer directing the actions of a war-fighting team.

Surface Warriors generally have the earliest opportunities to lead Sailors when considering the other service communities as they transfer directly from the NROTC Unit to their first ship.

- IV. Special Warfare. Special Warfare is a most selective warfare community. The selection process includes a demanding physical fitness test consisting of a swim using only the side, breast, or back stroke; a distance run in combat utilities and boots; push-ups; pull-ups; and sit-ups. Along with these physical requirements, academic GPA is weighted heavily. Opportunities in this field are very limited; therefore the selection process is intense. Women are not eligible for Special Warfare.
- V. Special Operations. The Special Operations community is open to all midshipmen with the community oriented toward diving and explosive ordnance life-cycle management. Selection for Special Operations is highly selective, emphasizing physical fitness and academic excellence.
- VI. Restricted Line. In unusual situations, Restricted Line may be offered on a case-by-case basis to those individuals determined not physically qualified for any of the Unrestricted Line warfare communities.
- VII. Marine Option. All Marine newly commissioned Second Lieutenants report initially to The Basic School (TBS) at Quantico, VA. Overall performance at The Basic School serves as the primary factor in determining the initial branch assignment for Marine Officers, unless guaranteed training in Naval Aviation or Naval Flight Officer. Flight guarantees for prospective Marine Naval Aviators can be applied for during their senior year.
- VIII. Nurse Corps. Only those midshipmen enrolled in the Virginia Tech-Radford University Cross-town NROTC Nurse Option Program may pursue a service selection in this distinct medical field. Nurse Option Midshipmen will complete the Radford Nurse Program prerequisites and NROTC Program Naval Science requirements during the freshman and sophomore academic years at Virginia Tech. Radford University and Virginia Tech have an existing Memorandum of Agreement to accept Virginia Tech course work for acceptance into the prestigious Radford Nursing Program. The final two years of the Bachelor of Science in Nursing program are completed at the Radford University campus.

702. Eligibility for Commission.

A. To gain eligibility for an active commission in the U.S. Navy or U.S. Marine Corps, a NROTC Program Midshipman must complete the required Naval Science and specified academic courses, successfully complete Summer Training Cruise requirements, qualify at a minimum as a Third Class swimmer, meet physical and medical standards, and earn an accredited baccalaureate degree or its equivalent. In addition, the PNS must recommend a candidate for a Naval Service commission and the Secretary of the Navy grants approval. Marine Option candidates must also have a favorable MOI recommendation for a commission.

703. Delays in Commissioning.

A. When it becomes apparent a midshipman will not complete the required university courses as scheduled to graduate, the midshipman may request a voluntary Leave of Absence from the NROTC Program for additional time to fulfill degree requirements. The PNS shall review the circumstances that caused the delay and evaluate the midshipman's potential to complete all requirements for graduation and commissioning. With a favorable finding, the PNS may permit the midshipman to continue university studies without government monetary benefits to complete the requirements. If the finding is unfavorable, the PNS may recommend the midshipman's disenrollment from the NROTC Program.

704. Active Duty.

A. Navy Scholarship Program students will either proceed to active duty directly after commissioning with pay and allowances accruing from the date of commissioning, or they are assigned to the Individual Ready Reserve (IRR) and are given an estimated Active Duty Start Date. Ensigns assigned to the IRR do not receive pay or allowances until they report to their first duty station. Marine Option students will receive pay and allowances beginning the date they report to The Basic School.

705. Graduate Study.

A. Under special circumstances, some midshipmen may require additional academic time due to participation in professional programs that lead to combined undergraduate and master's degrees. A Leave of Absence may be granted to earn a master's degree under certain conditions. A board convened by NSTC makes the final determination on a case-by-case basis.

Appendix A

ACRONYMS

AES- Active Enlisted Service
 AMOI- Assistant Marine Officer Instructor
 ASUPPO- Battalion Assistant Supply Officer
 BNCO- Battalion Commander
 BNMC- Battalion Master Chief Petty Officer
 BN XO- Battalion Executive Officer
 CFT- Combat Fitness Test (USMC)
 CGPA- Cumulative Grade Point Average
 CO- The Unit Commanding Officer
 COB- Close of Business
 COCDR- Company Commander
 COD- Close Order Drill
 Company CPO- Company Chief Petty Officer
 CORTRAMID- Career Orientation and Training for Midshipmen (CORTRAMID)
 EMI- Extra Military Instruction
 LOA- Leave of Absence
 MECEP- Marine Enlisted Commissioning Education Program
 MIDN-Midshipman
 MIR- Midshipman in Ranks
 MOI- Marine Officer Instructor
 N1- Battalion Administration Officer
 N3- Battalion Operations Officer
 N4- Battalion Supply Officer
 N5- Battalion Future Plans Officer
 N6- Battalion Technology Officer
 NASC- Naval Science Course
 NAVADMIN- Naval Administrative Message
 NETC- Naval Education and Training Command
 NROTC- Naval Reserve Officer Training Corps
 NSTC- Naval Science Training Command
 OCS- Officer Candidates School (USMC)
 OPORD- Operation Order
 PAO- Public Affairs Officer
 PFT- Physical Fitness Test (USMC)
 PLD- Parking Lot Duty
 PLTCO- Platoon Commander
 PNS- Professor of Naval Science (Unit Commanding Officer)
 POD- Plan of the Day
 POW-Plan of the Week
 PRB- Performance Review Board
 PRT- Physical Readiness Test (USN)
 SGPA- Semester Grade Point Average
 TBS- The Basic School (USMC)
 UA- Unauthorized Absence
 UCMJ- Uniform Code of Military Justice
 XO- Unit Executive Officer

Appendix B

NUTRITION AND FITNESS

A. Nutrition Resources Overview: Whether you are looking to improve performance, body composition, or general wellbeing, the following tools may be used to put any program or meal plan into perspective. These tools convert scientific evidence into practical applications to improve eating choices.

I. *National Nutrition Guidelines*

i. The 2010 Dietary Guidelines for Americans. Released 31 January 2011, the updated. Guidelines (located at <http://www.health.gov/DietaryGuidelines/>) focus on improving the diet and preventing obesity. Key messages include:

1. Balance Calories to Manage Weight
 - a. Enjoy your food, but eat less
 - b. Avoid oversized portions
2. Food to Increase
 - a. Make half your plate fruits and vegetables
 - b. Make half of all grains “whole” grains. Replace refined grains.
 - c. Switch to fat-free or low fat milk (1%)
3. Foods to Reduce
 - a. Compare sodium in foods like soup, bread, and frozen meals – and choose the foods with lower numbers
 - b. Drink water instead of sugary drinks
4. Building Healthy Eating Patterns
 - a. Select an eating pattern that meets nutritional needs over time
 - b. Account for all food and beverage consumed and assess how they fit within a total healthy eating pattern

II. *ChooseMyPlate.gov*. This free web-based program (located at <http://www.choosemyplate.gov/>) provides sound advice on what and how much to eat. Utilize this website for a personalized meal plan. Other websites may be appealing for tracking food intake, however many are inaccurate in calculating nutrition needs.

B. Guide for Achieving a Healthy Body Weight

I. A healthy body weight takes body fat composition, waist circumference and disease risk into consideration. For decreased risk of disease, abdominal circumference goals are 40 inches or less for males and 35 inches or less for females. A successful individual program utilizes reliable information, referrals to appropriate resources, and incorporates the below elements.

- i. *A Balanced Diet.* An optimal diet has a variety of foods, regular meals/snacks, and meets calorie needs to support a healthy weight. Creating a calorie deficit between 250 - 1000 calories per day should promote 1/2 to 2 pound weight loss per week. Calorie deficit should not place daily calories below 1200 for females and 1500 for males.
- ii. *Regular Physical Activity.* Daily activity of at least 30 minutes per day is recommended for general health. Calories burned during activity contribute to a total calorie deficit.
- iii. *Behavior Change.* In order to promote lasting changes, one must identify what is keeping them from achieving their goals and make permanent changes. In addition to eating habits, activity, stress, and sleep patterns also need to be addressed.
- iv. *Self-monitoring.* Keeping a daily food and activity log significantly increases chances of success. Accountability and self-awareness are key results from this often tedious, but highly beneficial activity.
- v. *Stimulus Control.* Different events may trigger eating unhealthy food or portions. A balanced diet means having desirable foods in moderation over the course of the day to prevent binge eating at a later time.
- vi. *Cognitive Restructuring.* Replacing one untrue fact with a more beneficial one can greatly affect behaviors. If someone can see themselves losing weight or exercising on a daily basis, they are more likely to succeed. If they think “I blew my diet already today, I might as well just give up,” they most likely will. An example of replacing this thought is, “I had more cookies than I planned. “Maybe I can go for an extra walk” or “Maybe I will have a little less at dinner.”
- vii. *Stress Management.* Some stress is normal and can assist in performance, but high-stress levels are a strong predictor of weight regain. Stress produces the hormone cortisol which promotes fat storage. Stress must be addressed and controlled. Some stress relieving options include regular exercise, getting adequate sleep, relaxation techniques, and professional counseling or therapy. Navy resources are located on NMCPHC website http://www.nmcphc.med.navy.mil/Healthy_Living/Psychological_Health/Stress_Management/operandcombatstress.aspx.
- viii. *Social Support.* The most successful Commands are the ones that provide a network (e.g., friends, family, and/or command members) to help support the member with their new eating habits and exercise habits. This help and encouragement has shown to not only increase weight loss, but to help maintain losses by enhancing feelings of control and confidence.

II. *Barriers to Success*

- i. **Diet Modification.** The environment creates a major obstacle with high calorie, inexpensive foods readily available. Members need to plan to ensure healthy food options are available. Serving on the Menu Review Board for the galley and providing input into geedunk items also assists in creating a successful eating environment.
- ii. **Activity.** Many members need to find motivation beyond three days of FEP PT per week. Long-term weight loss will require a lifelong commitment to physical activity. Finding enjoyable activities and different activity options may help build a habit of regular activity.
- iii. **Behavior Strategies.** Lack of self-confidence is a major barrier to change. Whether it is basic nutrition knowledge, cooking, shopping, exercise techniques, stress management, resources are available.
- iv. **Medical Conditions.** In rare cases, an undiagnosed medical condition or particular medication may cause weight gain. Any member experiencing unexplained weight gain or inability to lose weight, despite consistent efforts, needs to see their PCM for evaluation. Know your weight and know when to seek help. CFLs/ACFLs are available for courtesy weigh-ins and BCA measurements.

III. *Why Members Fail to Meet their Weight Loss/Maintenance Goals*

- i. Losing and keeping weight off requires a lifestyle change. “Diets” need to be avoided since they do not promote permanent weight loss. Diets that promote rapid weight loss also cause decreases in metabolism, which leads to regaining all, if not more weight. Members with regular weight fluctuations between PFA cycles should be referred to a Dietitian and/or Shipshape as soon as possible, even if they meet BCA standards by weigh-in. The weight cycling needs to be broken before overall health is affected. Some common examples of ineffective weight loss methods are provided:
 - 1. The Low-fat/Fat-free Label Reader. Does not watch calories and eats anything as long it is low-fat or fat-free. Result: Calorie intake will exceed calorie needs since these foods tend to be high in simple carbohydrates or sugar. These sugars are burned off in 1-2 hours, leaving the member wanting more food. Recommendation: Fat is a healthy part of any diet and assists with feeling full and decreasing overall calorie intake. Focus on moderate portions of healthy fats from plant sources (nuts, seeds, oils).
 - 2. The Non-exercise Dieter. Watches both calories and fat, but does not perform regular exercise. Result: Metabolism will lower with a decrease in calorie intake. Weight will "plateau" after initial weight loss due to the body's adaptive process. Recommendation: The combination of decreased calories and exercise provides the most

effective weight loss strategy. Safe fat loss is 1-2 pounds per week for the average person. Claims that you can lose 5 or more “pounds” in a week are misleading. When somebody does lose this much weight this quickly, the loss is mostly from fluid, not fat loss.

3. The High-activity/Low-calorie Dieter. Greatly increases activity and reduces calories at the same time. This is very common with FEP members following a BCA failure as the next cycle PFA nears. Result: Member is eating too little, calories do not support the metabolic needs of the body and weight loss stops. Recommendation: Exercise and/or calories need to be adjusted. If activity level is adequate, member will need to gradually increase calories until weight loss resumes. Keep a food log/activity log to determine if calories are within a deficit of 250 to 1000 of estimated needs.
4. The Carbo-phobic Dieter. Believes all carbohydrates cause weight gain and avoids foods containing carbohydrates. Result: Rapid fluid loss due to depletion of glycogen (glucose) stores. Energy is compromised as a result of low muscle glycogen that supplies energy for exercise. Lack of alertness and poor attention occurs. Recommendation: Carbohydrates are an important element of the diet, especially during exercise. Focus on unprocessed carbohydrates (whole wheat bread, brown rice, oatmeal, beans and fruit) to provide optimal fuel for the body.
5. The Fad-diet Follower. Follows the latest craze in weight loss ranging from very low calories to eliminating important food groups to high intakes of dietary supplements. Result: Weight cycling. Short term weight loss occurs, which is regained to starting weight or higher once the diet is stopped. Recommendation: Use sound resources. Be wary of fad diets. They come and go because they tend to be easy to follow at first, but do not maintain results in the long run.

IV. *Realistic Weight-loss Goals*

- i. It is important to set goals, both short-term and long-term. A realistic weight-loss goal is 1 - 2 pounds or 1/2 percent body fat per week. Any weight loss beyond 2 pounds per week after the first month should be addressed. Unrealistic goals are an invitation for failure. Goals need to be SMART (Specific, Measureable, Attainable, Realistic and Time-sensitive). It is best to not only set weight -loss goals (lose 5 pounds per month), but to also include dietary changes that will facilitate weight loss and lifestyle

change. For example: Keep a daily food log with a goal of eating 5 fruits and vegetables daily.

V. *Quick Facts for Weight Management*

- i. There is no one program that works for everyone. An effective weight management plan is one that fits your lifestyle and you are able to sustain. The following list is taken from the National Weight Loss Registry and includes seven secrets to success that are consistently found in those who lose and maintain their weight loss.
 1. Sleep 7-8 hours per day (as often as possible). When you can choose to turn off the TV or computer, do so and get some much needed rest.
 2. Eat breakfast every day. What are you eating after morning PT? This is an important time to refuel the body during weight-loss efforts. The goal is to refuel the body within 15 to 60 minutes with a balanced intake of carbohydrates, protein, and healthy fat.
 3. Walk briskly. Daily activity outside of the gym can be just as important in burning calories. Walking is an easy way to get that additional 30-60 minutes a day to promote weight loss. Encourage walking anywhere possible.
 4. Maintain a daily food log. A daily food log increases likelihood of success. Keep your log simple and manageable.
 5. Weigh regularly. FEP members are weighed weekly to track progress and address plateaus or weight gain early on. Limit weighing yourself to no more than one time per day and in the morning if possible. Body weight fluctuates during the day based on fluid and food intake and only leads to frustration. An exception is weighing before and after activity to determine fluid needs.
 6. Find support. Members need a support system. Commands that work together experience the greatest success.
 7. Never give up! Members who play an active role in improving their fitness and seek out resources

VI. *Food Guidance*

- i. How much should I eat? Choose MyPlate.gov and the Navy Operational Fueling Series are different tools that can guide you in appropriate food quantities. The following is general guidance on portion sizes:
 1. Grains. 6 to 8 oz. daily for adults. Eat at least 3 oz. of whole grain bread, cereal, crackers, rice, or pasta every day. Look for the word “whole” as the first ingredient. “Enriched” is never a whole grain.

2. Vegetables. 2½ to 3 cups daily for adults. The more color, the better. Choose dark green, red, purple, or blue and orange vegetables when possible.
3. Fruit. 1½ to 2 cups daily for adults. Choose a variety of fruits each day. Choose fresh, frozen, canned (in its own juices instead of heavy syrup), or dried fruit. Go easy on fruit juice, the calories are comparable to soda and always choose 100% juiced. Milk/Dairy products. 2 to 3 cups daily for adults. Choose fat free or 1 percent. If you don't or can't consume milk, choose lactose free products or other calcium source including yogurt, tofu, soy milk and fortified cereals and orange juice.
4. Meats and Beans. 5 to 6½ oz. for adults daily. Choose low fat or lean meats and poultry. Bake, broil, or grill. Vary your protein choices with more fish, beans, peas, nuts, and seeds.
5. Oil. 5 to 7 teaspoons for adults daily. Choose fat sources from fish, nuts, or vegetable oil. Limit solid fats like butter, margarine, and shortening.
6. Empty Calories. A discretionary calorie level of approximately 10 percent of total calories per day (150-300) allows you to choose foods outside of the above food groups. It is okay to indulge once in a while. If you indulge on a high calorie item, you can make it up by selecting lower calorie food and/or beverages or adding additional activity. Losing weight with the foods you enjoy will assist in keeping weight off. Never having sweets or savory items is unrealistic, but you must establish limits.
7. Size up Servings and Calories. Check serving sizes and number of servings on packages to accurately complete a food log. Be aware that servings listed on the Nutrition Fact Label are set by manufacturers and may be different than ChooseMyPlate.gov.

VII. *Nutrition and Activity*

- i. There are three main reasons why increasing exercise can lead to weight plateau or increased weight gain. Being more aware will help you identify and adjust accordingly.
 1. Exercising makes you hungrier. Make sure the food you eat will fill you up by choosing nutrient dense foods (protein, fiber, healthy fat) vice calorie dense foods (high fat, high sugar items with few nutrients). Our bodies are designed not to starve. If you do not choose lower calorie, filling food, you will naturally compensate for the extra calories burned from exercise. Try filling up on vegetables before or as part of your meal.

2. Exercising can give you a sense of entitlement. “I worked out, so I can have/deserve ____.” Activity helps you burn calories, but only if you do not eat all of those calories back. Track your food intake to ensure you are maintaining a calorie deficit to promote your goals. See the following examples:
 - a. * jogging 60 min = 470 calories = kid size buttered movie theatre popcorn
 - b. * elliptical 45 min = 500 calories = store bought muffin
 - c. *kickboxing 25 min = 275 calories = a tall whole milk latte or 3.5” cookie
3. Calories need to meet minimum requirements. Make sure calories are not decreased below the minimum needed to support your metabolism (approximately 1500 calories for males and 1200 calories for female), because it is very difficult to sustain. A very low calorie diet will ultimately slow your metabolism and weight loss and will encourage rapid weight regain when higher calorie consumption is resumed.

VIII. *Weight Gain Prevention*

- i. Preventing excess weight gain and weight regain is the best weight management approach. The current environment promotes over consumption of calories and under consumption of nutrients. Environments are sustained based on demand. Seek out nutrition information to become a more informed consumer and take actions to set up your environment to help you succeed at your nutrition goals:
 1. Speak with those that can assist in keeping spaces (the home, office, or other space) with healthful foods readily available.
 2. Keep unwanted foods out of sight. Actions such as moving a candy bowl out of reach or sight will significantly decrease calorie intake.
 3. Plan your meals and snacks. Whether eating at the galley, a restaurant, or preparing your own meals, plan what fuel you will need. Do not wait until hunger sets in and then use the excuse that there was nothing else available. Make an attempt to have it available. Keep foods handy, find restaurant nutrition information online, or use apps to make informed food and beverage choices.

IX. *Vulnerable Periods*

- i. Prepare to offset excess calories to prevent excess weight gain. There are certain times when members are most prone to gain weight.
 1. Leave Periods. Taking 30 days or more and eating home cooking with little activity will cause weight gain for most. Try to have

favorite foods in moderation, combine with some lower calorie foods, and find time for activity.

2. On Deployment. With outside food choices limited, dining facilities offer more options. Plan well and always try to follow the 80/20 rule. Eat well 80% of the time and have favorite high-calorie foods and beverages no more than 20% of the time. This can equate to 3 meals per week or using your empty calories daily.
3. Return from Deployment. Returning home to favorite foods and more time with family and friends tends to leave less time for PT. Remember to include activity in your daily routine.
4. High-stress Times. Increased stress can lead to over consuming foods as a temporary relief. If you do not manage the stress more effectively, the overeating will continue. Seek ways to manage your stress. PT is one way.

C. Nutrition for Weight Gain

- I. Utilize the Navy Operational Fueling Series Meal Builder to assist in creating a meal plan that will promote healthy weight gain. Consuming nutrient-dense foods (high calories with high nutrients) vice low nutrient-dense foods (high calories with low nutrients) along with a well-planned cardiovascular and resistance exercise program will assist in increasing desirable lean muscle gain while promoting good health. Nutrient dense foods include nuts, healthy fats (plant oils such as olive oil), olives, and peanut butter.

Appendix C **DINING IN/OUT ETIQUETTE**

A. Arrival at the table

- I. Make sure to greet everyone at your table appropriately
- II. Introduce your companions to the others at your table if they did not meet prior to the dinning event
- III. Wait for everyone to arrive at the table. Once everyone has arrived, everyone may take their seats.

B. Napkin etiquette

- I. Right at the start, take the napkin, unfold it, and place it on your lap.
- II. Do not use the napkin to wipe your face and especially not your nose. There should be another napkin for that purpose. If there is no other napkin, keep that fact in mind and excuse yourself in the event that you need to remove food or other material off your face.
- III. In the event that you need to be excused, fold the napkin neatly and place it to the left or right of your plate. This same rule applies when leaving the event permanently.

C. Eating etiquette

- I. Do not start eating until everybody has received their food. Once everyone has received their food, wait until the hostess or host starts to eat. If there is no particular host or hostess at your table, there should be a mutual agreement to start eating. When in doubt, wait for somebody else to eat first.
- II. To the left should be your bread dish and bread spreader knife. Remember to place those objects to the left at all times.
- III. To the right should be your glasses and drinks. Remember to use your right hand to pick up your drinks and to place them there at all times.
- IV. When eating different courses, use your silverware from the outside in (continue for further explanation)
- V. To the right of your main plate or dish should be your spoons. The last spoon on your right or furthest away from your main plate should be your soup soon. Use your utensils according to the dish that they are assigned to. The next spoon should be your teaspoon. The last exception to this is your knife. Your knife should be the closest object to your plate. This knife should be used for the main course only.
- VI. To the left of your dish should be the forks. The first fork furthest away from your dish or the last fork on the right should be your salad fork. Use this fork for the salad dish only. The next fork should be the dinner fork. Use this fork for the main course of the meal. The last fork closest to your dish should be the dessert fork.
- VII. The golden rule is to work from the outside in.
- VIII. Once you are finished with your utensils, you must never leave them completely on the table again. They must be lying on the side of your dish in the 4:20 position.
- IX. To signal that you are done with the course, rest your fork, tines up, and knife blade in, with the handles resting at five o'clock an tips pointing to ten o'clock on your plate (4:20).
- X. Any leftover silverware can be left on the table.

- XI. There are two styles to eating. The American style of eating is to have the fork in your right hand and the knife in the left. The European style of eating is to have the fork in your left hand and your knife in the right. Remember these two styles for the location you are currently in.

D. General Dinning Etiquette

- I. Remember to properly introduce your companions or yourself to anyone that you or your companions are not acquainted with.
- II. When a female or female preference leaves the table, all the males must stand up until she has completely left. The same rule applies when the female returns to the table. When she returns, all the males must stand up for her until she is seated.
- III. When a female arrives to the table, the male date or a nearby male must pull out the seat for her.
- IV. Make sure to make a proper acknowledgement when excusing yourself or arriving back to the table.
- V. Remember to properly thank the waiters and waitresses. When asking a question always mind your manners. When asking a request always add in the word please.
- VI. Pass the food to the left or right. Do not pass food across the table. Do not intercept an incoming dish.
- VII. Always use serving utensils when food is served in bulk. Do not use your own personal silverware.
- VIII. Do not talk with food in your mouth. Eat in small mouthfuls.
- IX. Before seasoning your food, take a small bite first. The chef has taken proper care to perfect his seasoning for you. It would be rude to season before taking a bite.
- X. Pace yourself while eating.
- XI. Scoop your food away from you.
- XII. Do not blow on a hot dish. Wait until the food properly cools.

E. Wine or Drink

- I. Do not turn your glass upside down. If you are declining a drink, place your hand over the top of your glass.

F. Ending

- II. Make sure to properly thank the host or the hostess for the event.
- III. If you are leaving early, make sure you speak to the host or hostess and let him or her know. One example would be, “Sir/Ma’am thank you for the excellent dinner, and I had a great time. Unfortunately, I need to be excused because of (insert reason). (Once he or she gives the approval) Good evening Sir/Ma’am.”

A. School of Arts and Sciences**I. Academic Review**

1. At the end of each semester, the Committee on Academic Standing, composed of faculty and academic staff, will review and may take action on the record of every student whose semester or cumulative grade-point average is below 2.000. The committee may dismiss students from the School of Arts and Sciences (except at the end of the first semester) or place students on academic warning or probation. All such students are notified via email. However, all students are responsible for monitoring their own academic record and performance, and failure to receive the notification does not nullify the scholastic standing action. In addition, students are encouraged to seek out assistance from the appropriate university resources.
2. For the purpose of scholastic standing, grades reported as TZ, TF, or NG and blank grades may be calculated into the student's semester grade-point average as F. Courses with E (with the exception of TZ and NG grades in potential dismissal cases) and J prefixes are excluded from the formula for grade-point average calculation. Exercising the repeated course option does not negate prior scholastic standing action.

II. Warning

1. Students are placed on academic warning when the semester grade-point average is lower than 2.000 for the first time. Students receive individual email notifications of warning status that include the requirements that must be met for return to good academic standing. Students placed on academic warning are restricted to a maximum of 16 credits for the following semester and required to meet with an academic adviser. Students are returned to good academic standing if they earn a 2.000 semester grade-point average in the following semester.

III. Probation

1. Students are placed on academic probation when the semester grade-point average is lower than 2.000 for two or more consecutive semesters. Students receive individual email notifications of probationary status that include the requirements that must be met for return to good academic standing. Students placed on academic probation are restricted to a maximum of 13 credits for the following semester and required to meet with an academic adviser. Students are returned to good academic standing if they earn a 2.000 semester grade-point average in the following semester.
2. Students placed on academic warning or probation may be required to participate in programs designed to help them return to good academic standing. Failure to comply with the conditions of probation may result in further restrictions on registration or academic dismissal. Students will receive at least one semester of academic probation before the first dismissal.

IV. First Dismissal

1. Academic dismissal is based on the cumulative grade-point

average measured against a graduated standard of increasing expectations in accordance with the number of semesters of enrollment and designated class year. Students' cumulative grade-point averages will be reviewed each year at the end of the spring semester to ensure that all students are making consistent and realistic progress towards graduation standards.

2. A student will be subject to academic dismissal from the School of Arts and Sciences (SAS) when the cumulative grade-point average is less than the figure given below:

at the end of the second semester*	1.500
at the end of the fourth semester*	1.700
at the end of the sixth semester*	1.900
at the end of the eighth or higher semester*	2.000

*Semesters completed at Rutgers University and at other postsecondary institutions are included in the calculation of semesters attended. However, attendance during winter and Summer Sessions is not counted as an additional semester in attendance. For SAS nontraditional-status students, 12 credits on the transcript (earned or attempted) count as one semester for the purposes of these requirements.

- i. First-year and transfer students enrolled in their first semester at Rutgers during a spring semester ARE NOT subject to dismissal, even when the cumulative GPA is below the specified standard for their class year.
 - ii. A notification regarding dismissal is sent to students' permanent address of record and Rutgers email address as soon as possible after the end of the spring semester.
3. Dismissal Policy
 - i. Students whose academic performance has deteriorated to the point of dismissal present myriad reasons for their poor performance. The goal of the dismissal policy is not to punish such students but rather to help guide the student to a pathway for academic success.
4. Specific Options for Continuation of Study following Academic Dismissal
 - i. Students dismissed from the School of Arts and Sciences (SAS) are not considered for immediate readmission, although they may enroll in Summer Session or Winter Session. Students must meet all conditions stipulated by the Committee on Scholastic Standing and explained in the letter of dismissal. Students must be able to demonstrate readiness for successful academic work, the ability to raise their cumulative grade-point average to graduation level, and a realistic plan for completing degree requirements.
 - ii. Students may be readmitted on probation and are expected to earn

a 2.0 in their returning semester by exercising one of the following options:

a. Appeal

- i. Students dismissed from the School of Arts and Sciences by the Committee on Scholastic Standing may appeal, in writing, within 10 days of the date of the letter of dismissal. Grounds for appeal include technical error or extenuating circumstances (e.g., severe medical problems or family crisis). Students are allowed to present information to the committee only in writing. The letter of appeal must be written by the student, must state the reasons for the appeal, and should be accompanied by appropriate documentation. The decision of the committee is final. Students are notified in writing within one week of the committee's decision.

b. Grace Period Remediation

- i. A first or second dismissal may be reversed if a student raises his or her cumulative GPA to the specific standard required by completing coursework during the Rutgers Summer Session immediately following the dismissal.
- ii. Students who are able to sufficiently raise their cumulative average will be taken off of the dismissal list but may be placed on warning or probation as determined by the spring semester GPA.
- iii. In some cases, when the cumulative average is such that the grace period is not sufficient to raise the GPA to the required standard, it may be more beneficial to waive the grace period in favor of Summer Session Conditional Readmission (see below).

c. Summer Session Conditional Readmission

- i. Students dismissed for a first time who are unable to raise their cumulative GPA during the grace period OR by choice waived the grace period in favor of readmission, may accept their dismissal and earn readmission by the following: Students must complete 6 credits (two courses) of coursework for which they have not yet earned during the Rutgers Summer Session, and obtain a Summer Session GPA of 2.75 or higher by the end of the third summer semester. Courses taken during the grace period may count toward readmission. If, however, students choose to enroll in more than 6 credits of summer coursework, the full average for ALL summer coursework must be at least 2.75 to

gain probationary readmission.

- ii. Students who are successfully able to earn conditional readmission will be placed on academic probation with mandatory conditions and restrictions for the following semester of enrollment and a notation of academic dismissal will remain in the student's record.
- iii. Only students dismissed for a first time may utilize this option for continued study.

V. Second Dismissal

- 1. Students may be dismissed a second time for failure to meet the same standards listed for a first dismissal. Students dismissed for a second time ordinarily are not eligible to return to any matriculating program or unit within the School of Arts and Sciences.
- 2. For full-time students, qualification for the Dean's List is determined by a semester grade-point average of 3.500 or better based on no fewer than 12.0 credits with letter grades (Pass/No Credit and E credits are excluded).

VI. Dean's List

- 1. For School of Arts and Sciences (SAS) nontraditional-status students or SAS students officially recognized as part-time, qualification for the Dean's List requires a term grade-point average of 3.500 or better calculated every 12 credits earned with letter grades (Pass/No Credit and E credits are excluded).
- 2. Exercising the repeated course option does not qualify a student for retroactive nomination to the Dean's List.

B. School of Engineering

I. Academic Review:

- 1. At the end of each term, the Committee on Scholastic Standing, composed of elected faculty and representatives of the Deans in the School of Engineering, reviews and may take action on the record of every student whose term GPA, cumulative GPA, or major GPA is 2.0 or less. Students who were placed on probation at the end of the previous term also are reviewed. These students may be given a warning, placed on probation, or dismissed from the School of Engineering.

Note, when doing poorly (i.e. failing or dropping courses), please keep in mind how this may affect your financial aid: <http://www.studentaid.rutgers.edu/ap.aspx>

II. Study Groups And Tutoring

- 1. The Office of Student Development (in Engineering Bldg. Rm B110, across from B100) provides access to academic support in the

classroom through study groups and tutoring. Study groups allow peers to meet weekly to study, prepare, and organize course materials with the support of graduate facilitator. The tutoring program offers group and individual support to help strengthen knowledge of engineering concepts and strategies. To request a Study Group please fill out the Study Group Request Form. To request tutoring for an engineering course please fill out the Tutor Request Form.

III. Probation:

1. Students are placed on probation when the academic record and/or circumstances indicate that the student is in danger of being dismissed unless substantial improvement is shown. Students who have earned less than 2.0 in the term GPA, cumulative GPA, or major GPA are placed on Probation. Students are notified in writing of probationary status and the conditions of probation before the start of the next term.
2. Students placed on probationary status may appeal in writing to the Associate Dean. Grounds for appeal include technical error, changes in temporary grades, extenuating documentable and/or circumstances. Appeals must state the reasons and must be written by the student, although advice from others may be sought in formulating the appeal.
3. While on academic probation, students must consult with their advisers regularly, curtail extracurricular activities, including employment, and attend class regularly. Removal from probation depends on academic performance in the following term, including grades and progress in the major. Once on probation, in order to be removed from it, we are generally looking for a semester gpa, cumulative gpa, and major gpa of 2.0+ along with no D's, F's, or W's in engineering related courses. That does not mean that you cannot drop a class. It is in many cases better to drop a class than get an F. If you drop a class (or get F or D), there is a good chance you will remain on probation for another semester.

IV. Dismissal:

1. Students in their first term may be dismissed if their grade-point average for the term is less than 1.0. Students are notified in writing of academic dismissal. Students dismissed from the school by action of the Committee on Scholastic Standing may appeal their dismissal in writing to the committee chairperson.
2. All other students may be dismissed if:
 - i. the university cumulative grade-point average is 2.0 or less, or
 - ii. the cumulative grade-point average in the major is 2.0 or less, or
 - iii. the term grade-point average is 1.4 or less,
 - iv. there have been two prior terms in which the student was placed on probation, or
 - v. There has been more than 1 term of non-engineering

coursework (see Non-engineering Dismissal below).

3. The dismissal procedure is different after the fall semester than after the spring semester. Because of the short time in between semesters, there is not adequate time for students to make alternate academic plans for the spring.
4. *Dismissal after the fall semester:* Students taking a non-engineering course load and do poorly are dismissed (without deferment) and are not permitted to take courses in the spring (see Non-Engineering Dismissal below). Students pursuing an engineering major are placed on Deferred Dismissal. These students will be given 3 options:
 - i. Withdraw from Rutgers University for the spring semester.
 - ii. Enroll in non-engineering courses for the spring and arrange to transfer out of the School of Engineering by the following fall.
 - iii. Continue enrollment in courses related to engineering and request a review for consideration of reinstatement based on Spring grades
5. *Dismissal after the spring semester:* there is no deferment; students are placed on Dismissal from Rutgers University. These students have to complete coursework outside of Rutgers and/or Rutgers Summer Session courses in order to be eligible for readmission. A Dismissed student usually does not qualify to transfer to another school at RU (2.0 cumulative GPA requirements). How to get back into Rutgers University? Prove that you can succeed in academic coursework. See readmission info below.

V. Non-Engineering Dismissal:

1. The School of Engineering (SOE) allows students to take one semester of non-engineering coursework in preparation for a transfer out of SOE. A student can be dismissed from SOE after completing 1 or more semesters of non-engineering coursework. In special circumstances, with a semester GPA of 2.0+, students can be approved/readmitted for an additional semester of non-engineering coursework in order to continue preparing for a transfer. If the semester GPA is below 2.0, the student will not be allowed to continue studies at Rutgers University in the proceeding term.
2. *Readmission:*
 - i. Students who have been dismissed from the school because of poor academic performance may not apply for readmission until they can produce evidence indicating that the causes of failure have been overcome. Normally, this evidence consists of the satisfactory completion of one year of work at another accredited college in a program of study approved in advance by the Associate Dean of Academic Affairs. If the student wishes to pursue engineering, the program of study should

include at least 24 credits of engineering or engineering-related courses. If the student wishes to pursue a non-engineering (in preparation to transfer out of the School of Engineering), the program of study should include at least 24 credits of coursework from any field. Readmissions options are as follows:

1. Option 1: Take 12-24cr (1-2 semesters) at a county college with a B average (which will NOT help your RU gpa), apply for readmission to SOE (where those interested in leaving eng'g can apply for 1 non-engineering semester, improving the gpa to 2.0, in preparation for a school-to-school transfer).
2. Option 2: Take 2 RU summer courses with B and better (increasing your gpa). Apply for readmission to SOE, (where those interested in leaving eng'g can apply for 1 non-engineering semester, improving your gpa to 2.0, in preparation for a school-to-school transfer).
3. Option 3: Take RU summer classes (this summer, next summer, the summer after that, etc.) until the gpa is above 2.0 and apply directly to SAS or SEBS.

Students are usually not considered for readmission after a second dismissal action. Juniors and seniors are considered for readmission only in special cases with the approval and advice of the Associate Dean of Academic Affairs. Each application for readmission is considered on its own merits. In no case may it be assumed that satisfactory grades at another institution will lead automatically to readmission. Readmission procedures and forms.

*NOTE: Students who were DISMISSED after the spring semester should be aware that your Fall schedule, Housing, Financial Aid, Meal Plan, etc. may be cancelled as a result of the Dismissal even if you are applying for Readmission based on summer courses.

VI. Dean's List:

1. At the end of each term, the Dean's List is published, recognizing those students who have obtained the following term averages with

no grades of F while enrolled in a minimum of 12 credits (with letter grades, Pass/Nocr is not acceptable) of engineering or engineering-related courses:

Seniors - 3.5 or better;
 Juniors - 3.4 or better;
 Sophomores - 3.3 or better;
 First-year students - 3.2 or better.

2. All courses for which a student is enrolled must be completed and grades must be recorded at the time the Dean's List is prepared. Students on the Dean's List receive an email or a letter from the Dean and a special designation on their university transcript.

VII. Graduating with Honors:

1. In order to graduate with honors, high honors, or highest honors, your final cumulative GPA must be 3.200, 3.400, or 3.650 - respectively.

C. Rutgers College of Nursing

I. Grades and Records

1. Grades represent the quality of the student's performance, measured against standards of knowledge, skill, and understanding, as evaluated by the faculty member. Grades are reported to the university registrar at the end of each semester by the following symbols:

Grade	Definition	Numerical Equivalent
A	Outstanding	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Satisfactory	2.0
D	Poor	1.0

2. The College of Nursing employs the grading system that is currently in force within the university. The faculty has approved the use of the following grade conversions:

A = 89.5-100
 B+ = 84.5-89.49
 B = 79.5-84.49
 C+ = 74.5-79.49
 C = 69.5-74.49
 D = 59.5-69.49
 F = 0-59.49

II. Warning Notices

- a. Prior to the end of the seventh week of the semester, faculty are required to report to the registrar the name of each student making unsatisfactory progress in any


nursing course. Students who receive warnings are advised to consult with their academic adviser. Warning notices are to be taken seriously. They may be issued for a variety of reasons, including poor attendance, failure to submit assignments on time, inadequate preparation for the level of coursework expected, or an inability to demonstrate a reasonable grasp of the subject matter.

- b. A warning is not a final determination of a grade. With proper advice and sufficient effort, students receiving such a notice may be able to improve their performance to an acceptable level. On the other hand, failure to receive a warning notice does not imply that a passing grade will be awarded at the end of the semester.





















Appendix E

RANKS AND RATES

Enlisted

	Navy	Marine Corps
E-1	Seaman Recruit	Private
E-2	 Seaman Apprentice	 Private First Class
E-3	 Seaman	 Lance Corporal
E-4	 Petty Officer Third Class	 Corporal
E-5	 Petty Officer Second Class	 Sergeant
E-6	 Petty Officer First Class	 Staff Sergeant
E-7	 Chief Petty Officer	 Gunnery Sergeant
E-8	 Senior Chief Petty Officer	 Master Sergeant
E-8		 First Sergeant
E-9	 Master Chief Petty Officer	 Master Gunnery Sergeant
E-9	 Master Chief Petty Officer of the Navy	 Sergeant Major
E-9		 Sergeant Major of the Marine Corps

Officers

	Navy	Marine Corps
0-1	 Ensign	 Second Lieutenant
0-2	 Lieutenant Junior Grade	 First Lieutenant
0-3	 Lieutenant	 Captain
0-4	 Lieutenant Commander	 Major
0-5	 Commander	 Lieutenant Colonel
0-6	 Captain	 Colonel
0-7	 Rear Admiral (Lower Half)	 Brigadier General
0-8	 Rear Admiral (Upper Half)	 Major General
0-9	 Vice Admiral	 Lieutenant General
0-10	 Admiral	 General

Appendix F
SUMMER TRAINING CRUISES

600. Overview

- A. An annual Summer Training Cruise provides Scholarship Program and First Class Advanced Standing Program Midshipmen the opportunity to gain experience in the practical application of their Naval Science studies. These training periods are normally four to eight weeks in length.

601. General.

- A. Third Class Cruise, Career Orientation Training for Midshipmen (CORTRAMID), for Scholarship Program students only, is a warfare specialty indoctrination period conducted during the summer between the freshman and sophomore academic years. CORTRAMID serves to:
 - I. Familiarize midshipmen with the missions, tasks, and equipment of the various warfare specialties-specifically the surface, submarine, aviation, and Marine Corps communities.
 - II. Introduce midshipmen to the career development pattern within each warfare area.
 - III. Reemphasize the importance of military courtesy and discipline.
- B. Second Class Cruise. For all Scholarship Program students, is normally at-sea training conducted during the summer between the sophomore and junior academic years. Marine Option Scholarship students will normally be sent to Marine Oriented training in lieu of at-sea training. This training consists of a 2-week training package at the Marine Corps Mountain Warfare Training Center in Bridgeport, California. Second Class cruise serves to:
 - I. Familiarize midshipmen with life at sea.
 - II. Familiarize midshipmen with shipboard organization, systems evolutions and safety equipment at sea and in port.
 - III. Develop in midshipmen an appreciation for the tasks, responsibilities, living and working conditions of enlisted personnel onboard ship by assignment to enlisted duties as appropriate.
 - IV. Provide hands-on training in sea going skills (deck, weapons, operations, engineering, and watch standing) through the completion of Personnel Qualification Standards (PQS) or through watch station qualification.
 - V. Demonstrate the importance of military courtesies and discipline.
 - VI. Familiarize Marine Option Midshipmen with Marine specific occupational specialties in particular, basic infantry skills.
- C. First Class Cruise, for Advanced Standing College Program as well as Scholarship Program Midshipmen, is normally conducted the summer before the senior academic year.
 - I. Navy Option First Class cruise is designed to:
 - 1. Prepare midshipmen for commissioned service through active participation in the duties and responsibilities of a junior officer.
 - 2. Afford midshipmen additional at-sea time.

3. Familiarize midshipmen with warfare systems.
4. Reemphasize the importance of maintaining military courtesy and discipline.

II. Marine Option First Class cruise, OCS, is conducted at the U.S. Marine Corps Officer Candidates School, Marine Corps Combat Development Command (MCCDC), Quantico, Virginia. It is designed to:

1. Evaluate Marine Option candidates for potential to serve as commissioned officers in the United States Marine Corps.
2. Screen those candidates who show themselves unfit for commissioned service in the United States Marine Corps.

NOTE: Marine Option Midshipmen who do not complete OCS will appear before a Performance Review Board to ascertain program status. A midshipman disenrolled from OCS may also be disenrolled from the NROTC Program

- B. Uniforms and Equipment. The Naval Service Training Command (NSTC) publishes clothing and equipment requirements for cruises in the annual Midshipman Summer Training Handbook. Midshipmen are issued the handbook prior to cruise and must coordinate with the Summer Cruise Coordinator and Unit Supply Technician to receive the mandatory Navy/Marine Corps uniforms and gear for their respective cruise.
- C. Postponement and Rescheduling of Cruises. Postponement of cruises is not normally permitted. If a midshipman postpones/defers a cruise, the cruise requirement remains and must be fulfilled in the normal sequence. The possibility exists to complete a Summer Training Cruise and complete one summer academic session at Rutgers. A Navy or Marine Option Midshipman will not be commissioned unless he has completed either the Navy First Class cruise or Marine Officer Candidate School.
- D. Academic Year Cruise. Academic year cruises will only be approved in highly unusual circumstances. These cruises may occur during Christmas or Spring Break of the academic year. Strong Nuclear Propulsion Officer Program prospects may receive favorable consideration. The Unit Cruise Coordinator will promulgate information about these cruises. Quotas are extremely limited. An academic year cruise is only an option under the most extreme circumstances.

602. Summer Training Cruise Requirements

- A. Participation in Summer Training Cruise by Scholarship Program Midshipmen is determined by the timing of the appointment to Scholarship Program status. If appointed to scholarship status upon entry to Rutgers beginning the freshmen academic year, a midshipman will participate in three Summer Training periods. Waivers of these Summer Training Cruise requirements will not normally be granted but will be considered by NSTC on a case-by-case basis. If medically qualified and in Good Standing in the program upon completion of the spring semester, midshipmen will participate in a Summer Training Cruise.

- B. Each Advanced Standing Midshipman must participate in the First Class Summer Training Cruise nominally conducted between the junior and senior academic years.
- C. While on Summer Training Cruises, Scholarship and Advanced Standing Midshipmen are considered on active military duty and are subject to all the laws and regulations of the Naval Services, including pertinent ship and/or station orders, special cruise, or training regulations. Midshipmen on active duty are subject to courts-martial for serious breaches of discipline.
- D. Immunizations. If required, appropriate inoculations will be given prior to departing the Unit upon completing the university's spring semester.
- E. Essential Documents for Summer Training. Prior to departing the Unit, the NROTC Unit will provide each midshipman with required documents that must be hand-carried to summer training.

603. Specialized Training

- A. Naval Reactors Sponsored Nuclear Power Program Training Cruises. Naval Reactors sponsors a limited number of training opportunities aboard nuclear-powered aircraft carriers and attack/ballistic missile launching submarines. The NSTC Nuclear Program Officer reviews individual requests and unit nomination packages and selects those midshipmen to participate in these training cruises which may take the place of conventional First Class and Second Class cruises. Criteria for NSTC selection are overall GPA, Calculus and Physics courses GPA, technical majors, and recommendation by the Unit Commanding Officer.
- B. Foreign Exchange Training Programs. To promote an exchange of professional, cultural, and social experience between midshipmen in the U.S. Navy and midshipmen of approximately twenty-five foreign navies, a Foreign Exchange Midshipmen Training Program is normally conducted each summer. A limited number of exemplary career-motivated First Class Midshipmen, who are proficient in the host navy language, will be ordered to training on a ship of a foreign navy in lieu of the normal First Class training period. Marine Corps Option and Advanced Standing Midshipmen are ineligible for foreign exchange cruises (Marine Option First Class Cruise is OCS).
- C. Marine Corps Officer Candidate School. Marine Option Midshipmen complete OCS at the Marine Corps Combat Development Command, Quantico, VA, normally between their junior and senior academic years. OCS is mandatory, and considered a substitute for the First Class At-Sea Summer Training Cruise for Marine Option Midshipmen.
- D. Aviation Cruise. Prospective Naval Aviators may be assigned to the Air Wing aboard an aircraft carrier and rotated through embarked squadrons. This Aviation Cruise takes the place of a normal First Class cruise. Midshipmen must have a current aviation physical and receive aviation physiology and water survival training to be considered eligible for

this training. First Class Midshipmen may also participate in an Aviation Ashore Cruise assigned to an Air Wing and/or squadron at a Naval Air Station facility.

604. Special Training Programs

- A. These training opportunities supplement Summer Training Cruises and are considered substitutes for the standard NSTC-sponsored and organized Summer Training. Interested midshipmen should contact the Unit Cruise Coordinator or Company Advisor for more information on these opportunities.
 - I. Marine Oriented Training. Depending on availability of training personnel, Marine Option 2/C Cruises may involve amphibious oriented training, combined arms training, or mountain warfare training.
 - II. SEAL or EOD Training: Only offered to First Class Midshipmen who are interested in the Special Warfare Community. GPA, academic major, and PFA scores are reviewed prior to attending.

700. Introduction

- A. Naval customs and courtesies are based on traditions that express a respect for your country and shipmates. The world's navies developed them over many years. This lesson provides the knowledge needed to observe the customs and courtesies that are required of you as a member of the U.S. Navy.

701. Customs and Courtesies

A. Definitions of the Terms Customs and Courtesies

- I. Customs--behaviors that have been performed for such a long time that they have become common practice.
- II. Courtesies--Acts or verbal expressions of consideration or respect for others.
 - a. Some courtesies, such as saluting, have become customs.

B. Purpose and Procedures of the Hand Salute

I. Purpose

1. The hand salute is a common way of:
 - a. Giving a courteous greeting.
 - b. Showing respect to officers and the American flag.
2. Symbolizing respect for and pride in the military service and our country.

II. Procedures

1. In uniform, Navy personnel salute the anthem, the flag, and officers as follows:
 - a. Come to attention and raise the right hand and arm smartly.
 - i. The forearm should be inclined at a 45-degree angle and the upper arm should be parallel to the deck; the elbow is slightly in front of the body.
 - ii. The hand and wrist are in a straight line; the palm tilted slightly inward, fingers together and fully extended.
 - iii. The tip of the forefinger should touch the lower part of the headgear just above and to the right of the right eye.
 - b. Complete the salute by dropping the arm to its normal position in one sharp, clean motion.
2. When walking, in a normal meeting situation, salute as follows:
 - a. Move to face or turn your head and eyes toward the person to be saluted.
 - b. Render salute when six paces from the person to be saluted.
 - i. If more than six paces away, salute at the nearest point of approach.
 - ii. Thirty paces is maximum saluting distance.
3. Accompany salute with a verbal greeting (Naval custom).
 - a. Using the person's grade and last name; e.g.,
 - i. "Good Morning Captain (use proper name)" or: Sir or Ma'am; e.g., "Good Morning Sir."

4. Hold salute until person saluted has passed or salute is returned.

C. Who to salute

1. Enlisted personnel must salute all officers:
 - a. United States
 - b. Foreign allied
 - c. U.S. Merchant Marine
 - d. Public Health Service
2. Some civilians, such as the president, because of their position in the chain of command.
3. An enlisted member performing a duty with the authority of an officer; for example, Officer of the Deck (OOD).

D. When to salute

1. Only when covered and in uniform.
2. Aboard ship
 - a. Upon every meeting, salute:
 - i. Commanding Officer.
 - ii. Visiting officers (senior to the Commanding Officer).
 - a. Salute other officers upon the first meeting of the day.
3. In a group
 - b. Not in ranks--All personnel come to attention and salute.
 - c. In ranks--All personnel come to attention and the person in charge salutes.
4. Overtaking an officer
 - o Move to the officer's left.
 - o When at the officer's side (abreast):
 - i. Render a salute and request permission to pass with, "By your leave, sir/ma'am?"
 - ii. The officer responds, "Very well" and returns your salute.
 - iii. Complete salute and continue on your way.
5. Sentries salute all officers approaching, passing close by, or departing.
6. Officers in official vehicles
 - o Staff cars operate with headlights and/or emergency flashers on.
 - o An admiral's staff car will have their personal flag flying from a staff located on the right-front fender.
7. Officers in civilian clothes
 - o Acknowledge them and render a salute with greeting.
 - o This is only done in the United States during peacetime, when in uniform.
8. When in doubt SALUTE!

E. Conditions when Passing Honors, Side Honors, and Gun Salutes are Rendered

1. Passing Honors

- a. Rendered between Two Naval vessels.
- b. The junior vessel salutes the vessel containing the more senior officer.
 - i. Side honors--Rendered to officials or officers as they board and depart a ship.
 - ii. Gun salutes--Rendered to high-ranking individuals, nations, and in celebration of national holidays.

F. Procedures for Performing Military Ceremonies (formal acts to respect our country)

- 1. Colors--The ceremonial hoisting and lowering of the national ensign, our national flag.
 - a. Ceremony is conducted by a colors detail.
 - i. Usually consists of two junior personnel (SR, SA, or SN) and one petty officer.
 - ii. Assigned from within the duty section and is listed on the watchbill.
 - iii. Uniform of the day is worn.
 - b. Every shore command and ship that is not underway performs a colors ceremony twice a day.
 - i. Morning colors--0830.
 - ii. Evening colors--Sunset (listed in the Plan of the Day/Week).
 - iii. The National Ensign is flown in front of the main building on the base or on the fantail of the ship.
 - iv. Ships not underway also hoist and lower the union jack at morning and evening colors.
 - 1. Union jack is a replica of the blue star-studded field of the national ensign.
 - 2. On the jack staff at the ship's bow.
 - v. When a band is available (or audiotape), attention is sounded, followed by the playing of the national anthem.
 - 1. At morning colors, hoisting of the ensign begins when the music starts. Hoist smartly to the top.
 - 2. At evening colors, lowering of the ensign also starts at the beginning of the music, to be completed at the last note of the music.
 - vi. If band or recording is not available, a bugler will play at colors.
 - vii. If a band, recording, or bugler is not available, whistle signals for beginning and ending the hand salute will be sounded.
 - 1. One whistle blast signals "Attention"; render a hand salute.
 - 2. Three whistle blasts signal "Carry On."
 - c. Ships underway do not hold morning or evening colors; the ensign flies day and night.
 - d. During colors, render the following honors:
 - 1. In ranks
 - i. Personnel are called to attention.

- ii. Person in charge of formation salutes until carry-on is sounded.
- 2. Not in ranks, while in uniform
 - i. Face the colors.
 - ii. Render hand salute until carry-on is sounded.
- 3. In a vehicle
 - i. Stop vehicle safely.
 - ii. Sit at attention.
 - iii. Do not salute.
 - iv. When carry-on is sounded, drive on.
- 4. In civilian clothes (or athletic attire)
 - i. Face the colors, standing at attention.
 - ii. Place right hand/hat in hand over your heart until carry on is sounded.
- 5. No flag in sight
 - i. Face direction of music.
 - ii. Render appropriate courtesy until carry on is sounded.

G. Half-masting the ensign--internationally recognized symbol of mourning.

- a. Directed by the President to honor the dead.
- b. At morning colors, national ensign is hoisted smartly to the top of the flagstaff, and then lowered ceremoniously to half-mast.
 - 1. "Attention" is sounded.
 - 2. Face the colors and render a hand salute.
 - 3. Hold salute until carry-on is sounded.
- c. At evening colors, the national ensign is hoisted smartly to the top of the flagstaff from half-mast, and then lowered ceremoniously.
 - 1. Attention is sounded and a hand salute rendered before raising the flag to top of flagstaff from half-mast position.
 - 2. Hold salute until carry on is sounded.

H. Flag honors and national anthem--Honors to the ensign and national anthem are rendered on occasions other than at colors.

- a. Flag honors (when flag is passing)
 - 1. National ensign passes as part of public ceremonies such as a parade, formal ceremony, or sports event.
 - 2. In uniform
 - i. Come to Attention and salute as flag approaches.
 - ii. End salute when flag passes or national anthem ends.
 - 3. In civilian clothes
 - iii. Come to attention and place right hand, or hat in hand, over heart.
 - iv. Complete salute when flag _____/national anthem ends.
- b. Flag honors (when flag is in a fixed position)--When the national anthem is played, as at a ceremony or sporting event, honors are rendered.

1. In uniform, face the national ensign and salute.
2. In civilian clothes, place your right hand or your hat over your heart.
3. Salutes are held from the first note of the anthem to the last.
- c. Flag honors for foreign nations
 1. When a foreign national anthem is played, follow the same courtesy procedures as for the U.S. national anthem.
 2. In a foreign port, U.S. ships play both anthems.
 3. The U.S. national anthem is played first followed by the host country's national anthem.
- d. Boarding, leaving, and crossing Naval vessels
 1. Boarding your ship
 - i. In uniform
 1. When you reach the top of the brow, come to attention and face aft towards the national ensign (if flying) and salute.
 2. Turn and face the Officer of the Deck (OOD) and salute. While holding the salute, show your ID Card and state, "I request permission to come aboard sir/ma'am." If the OOD is enlisted, a salute is still required.
 3. When your salute is returned and permission is granted, proceed aboard.
 - ii. In civilian attire--Procedures are the same _____ for the requirement to salute.
 1. Boarding a ship other than your own or boarding your ship for the first time--In addition to normal boarding procedures, state the purpose of your business; e.g., reporting as ordered.
 2. Leaving your ship
 - i. In uniform
 1. Step onto the quarterdeck, face the Officer of the Deck (OOD), show your I.D. card, and salute.
 2. State, "I request permission to leave the ship, sir/ma'am."
 3. Upon receiving permission, step onto the brow, face aft, and salute the ensign, if flying.
 4. Proceed ashore.
 - ii. In civilian attire--Procedures are the same except for the requirement to cross.
 3. Crossing another ship
 - i. Smaller ships sometimes nest alongside other ships.
 - ii. You may have to cross several ships, side by side, to get to your ship or to reach shore.
 - iii. Procedures are the same; however, you must request permission to crossover.

I. Procedures for Military Etiquette

a. Ship's quarterdeck rules of behavior

1. The quarterdeck is a ceremonial area. It should be treated with respect and honor.
2. When boarding, leaving, or crossing a Naval vessel, you will pass through the quarterdeck.
3. These rules apply:
 - i. Always appear on the quarterdeck in complete uniform of the day, unless departing or returning from leave/liberty.
 - ii. Never smoke, eat, or drink on the quarterdeck.
 - iii. Do not lounge in or around the quarterdeck.
 - iv. Cross the quarterdeck only when necessary.

b. Passing through doorways

1. Let seniors go first.
2. When possible, hold door open.

c. Moving through passageways

1. In passageways step aside for seniors to pass.
2. When other juniors are present, call out "gangway" so everyone can make way for the senior.

d. Juniors show respect to seniors

1. Acknowledge presence, beginning with the most senior ranking person if more than one person is present.
2. Be courteous and respectful in speech and manner.
3. When accompanying officers, juniors walk/sit to the left of seniors.

e. Addressing and introducing Naval personnel

1. Customs, tradition, and social change determine the form of address or introduction of service members.
2. Navy officers are addressed or introduced by the title of their rank preceding their last name.
 - i. When addressing an officer whose rank includes a modifier (for example, lieutenant commander), the modifier (lieutenant) may be dropped.
 - ii. In prolonged conversation where repetition in replying would seem forced or awkward, use "sir" or "ma'am."
3. The Commanding Officer onboard ship is addressed as "Captain" regardless of rank.
4. Petty Officers are addressed and introduced by their respective title followed by their last name.
 - i. Petty Officers in pay grades E-7, E-8, and E-9 are introduced and addressed as "Chief _____," prefixed by "Senior" or "Master" if appropriate.
 - ii. Petty officers in pay grades E-4 through E-6 are addressed and introduced as "Petty Officer _____."
 - iii. Sailors in pay grades E-3 and below are addressed by their last names in informal situations; in formal situations or introductions,

last names are preceded by "Seaman," "Fireman," "Constructionman," or "Airman."

5. Introduce juniors to seniors.
6. The only proper response to an oral order is "Aye, aye, sir/ma'am" (or other applicable title).
 - i. This reply means more than yes.
 - ii. It indicates, "I understand and will obey."

J. Relationship Between Navy Core Values and Military Customs and Courtesies

1. Honor
 - a. Be accountable for your personal and professional behavior. Salute all officers and colors when covered and in uniform.
2. Courage
 - a. Moral and mental strength to do what is right, even in the face of temptation. Salute even when others fail to show respect to officers and the national ensign.
3. Commitment
 - a. A pledge or undertaking in which an individual is completely dedicated to a cause

Appendix H
NAVY AND MARINE CORPS PHYSICAL READINESS STANDARDS

NAVY PHYSICAL READINESS STANDARDS

MALES: AGE 17 TO 19 YEARS							
PERFORMANCE CATEGORY	LEVEL	SIT UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD 450-M		SIT AND REACH
OUTSTANDING	HIGH	109	92	8:15	6:30	6:20	PASS/FAIL
OUTSTANDING	MEDIUM	107	91	8:45	6:45	6:35	
OUTSTANDING	LOW	102	86	9:00	7:15	7:05	
EXCELLENT	HIGH	98	82	9:15	7:45	7:35	
EXCELLENT	MEDIUM	93	79	9:30	8:15	8:05	
EXCELLENT	LOW	90	76	9:45	8:30	8:20	
GOOD	HIGH	81	68	10:00	9:15	9:05	
GOOD	MEDIUM	71	60	10:30	10:30	10:20	
GOOD	LOW	62	51	11:00	11:15	11:05	
SATISFACTORY	HIGH	59	49	12:00	11:45	11:35	
SATISFACTORY	MEDIUM	54	48	12:15	12:15	12:05	
PROBATIONARY		42	42	12:30	12:45	12:35	
FEMALES: AGE 17 TO 19 YEARS							
PERFORMANCE CATEGORY	LEVEL	SIT UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD 450-M		SIT AND REACH
OUTSTANDING	HIGH	109	51	9:29	6:45	6:35	PASS/FAIL
OUTSTANDING	MEDIUM	107	50	11:15	7:45	7:35	
OUTSTANDING	LOW	102	47	11:30	8:30	8:20	
EXCELLENT	HIGH	98	45	11:45	9:00	8:50	
EXCELLENT	MEDIUM	93	43	12:00	9:30	9:20	
EXCELLENT	LOW	90	42	12:30	9:45	9:35	
GOOD	HIGH	81	36	12:45	10:45	10:35	
GOOD	MEDIUM	71	30	13:00	12:00	11:50	
GOOD	LOW	62	24	13:30	13:00	12:50	
SATISFACTORY	HIGH	59	22	14:15	13:15	13:05	
SATISFACTORY	MEDIUM	54	20	14:45	13:45	13:35	
PROBATIONARY		42	19	15:00	14:15	14:05	

MALES: AGE 20 TO 24 YEARS							
PERFORMANCE CATEGORY	LEVEL	SIT UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD 450-M		SIT AND REACH
OUTSTANDING	HIGH	105	87	8:30	6:30	6:20	PASS/FAIL
OUTSTANDING	MEDIUM	103	86	9:00	7:00	6:50	
OUTSTANDING	LOW	98	81	9:15	7:30	7:20	
EXCELLENT	HIGH	94	77	9:45	8:00	7:50	
EXCELLENT	MEDIUM	90	74	10:00	8:15	8:05	
EXCELLENT	LOW	87	71	10:30	8:45	8:35	
GOOD	HIGH	78	64	10:45	9:30	9:20	
GOOD	MEDIUM	66	55	11:30	10:30	10:20	
GOOD	LOW	58	47	12:00	11:30	11:20	
SATISFACTORY	HIGH	54	45	12:45	12:00	11:50	
SATISFACTORY	MEDIUM	50	42	13:15	12:15	12:05	
PROBATIONARY		46	37	13:30	13:00	12:50	
FEMALES: AGE 20 TO 24 YEARS							
PERFORMANCE CATEGORY	LEVEL	SIT UPS	PUSH UPS	1.5-MILE RUN	SWIM 500-YD 450-M		SIT AND REACH
OUTSTANDING	HIGH	105	48	9:47	7:15	7:05	PASS/FAIL
OUTSTANDING	MEDIUM	103	47	11:15	8:00	7:50	
OUTSTANDING	LOW	98	44	11:30	8:45	8:35	
EXCELLENT	HIGH	94	43	12:15	9:15	9:05	
EXCELLENT	MEDIUM	90	40	12:45	9:45	9:35	
EXCELLENT	LOW	87	39	13:15	10:00	9:50	
GOOD	HIGH	78	33	13:30	11:00	10:50	
GOOD	MEDIUM	66	28	13:45	12:15	12:05	
GOOD	LOW	58	21	14:15	13:15	13:05	
SATISFACTORY	HIGH	54	20	15:00	13:45	13:35	
SATISFACTORY	MEDIUM	50	17	15:15	14:00	13:50	
PROBATIONARY		46	16	15:30	14:30	14:20	

EVENT/REQUIREMENT	17-19 YEARS		20-29 YEARS	
	<u>MALE</u>	<u>FEMALE</u>	<u>MALE</u>	<u>FEMALE</u>
Outstanding	278	235	262	226
Excellent	252	199	235	187
Good	227	168	202	154
Satisfactory	188	142	168	125

MARINE CORPS PHYSICAL READINESS STANDARDS

(MALE)REQUIRED MINIMUM ACCEPTABLE PERFORMANCE						
AGE	PULL-UPS	SIT-UPS	3-MILE RUM	SUBTOTAL	ADD POINTS	PASSING SCORE
17-26	3	50	28MIN	105	30	135
27-39	3	45	29MIN	94	16	110
40-45	3	45	30MIN	88	0	88
46+	3	40	33MIN	65	0	65
(MALE)MAXIMUM PERFORMANCE						
AGE	DEAD-HANG PULL-UPS	SIT-UPS	3-MILE RUN	TOTAL		
ALL	20	100	18 MIN	300		

(FEMALE)REQUIRED MINIMUM ACCEPTABLE PERFORMANCE						
AGE	FLEXED ARM HANG	SIT-UPS	3-MILE RUM	SUBTOTAL	ADD POINTS	PASSING SCORE
17-26	15 SEC	50	31MIN	105	30	135
27-39	15 SEC	45	32MIN	94	16	110
40-45	15 SEC	45	33MIN	88	0	88
46+	15 SEC	40	36MIN	65	0	65
(FEMALE)MAXIMUM PERFORMANCE						
AGE	FLEXED ARM HANG	SIT-UPS	3-MILE RUN	TOTAL		
ALL	70 SEC	100	21:00 MIN	300		

(MALE/FEMALE)REQUIRED MINIMUM CLASSIFICATION SCORES				
AGE	UNSAT	3 RD CLASS	2 ND CLASS	1 ST CLASS
17-26	0-134	135	175	225
27-29	0-109	110	150	200
40-45	0-87	88	120	175
46+	64	65	100	150

STANDARDS OF PERFORMANCE-UNITED STATES MARIE CORPS
COMBAT FITNESS TEST

(MALE/FEMALE) REQUIRED MINIMUM CLASSIFICATION SCORES			
AGE/SEX	88 YARD RUN	AMMO LIFTS	MANEUVER UNDER FIRE
MALE 17-26	3:48	45	3:29
FEMALE 17-26	4:34	20	4:57

(MALE/FEMALE) REQUIRED MAXIMUM CLASSIFICATION SCORES			
AGE/SEX	88 YARD RUN	AMMO LIFTS	MANEUVER UNDER FIRE
MALE 17-26	2:45	91	2:14
FEMALE 17-26	3:23	60	3:01

(MALE/FEMALE) CFT CLASSIFICATION SCORES	
1 ST CLASS	270-300
2 ND CLASS	225-269
3 RD CLASS	190-224
FAIL	189-BELOW

Appendix I

EXAMPLE OF SPECIAL REQUEST CHIT

A.1
SPECIAL REQUEST CHIT
SPECIAL REQUEST/AUTHORIZATION
NAVPERS 1136/3 (REV. 9-75)
S/N 0106-LF-063-8633

PRIVACY ACT STATEMENT

The Authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to enable you to make known your desire for one of the four items listed or for some other special consideration or authorization. The information will be used to assist officials and

employees of the Department of the Navy in determining the eligibility for and approving or disapproving the special considerations or authorization being requested. Completion of the chit is mandatory; failure to provide required information may cause a delay in response to or disapproval of your request.

NAME (Last, first, middle initial) LAST, FIRST M		CLASS MIDN x/C	SSN (Leave Blank)
SHIP OR STATION CMUNROTCU			DATE OF REQUEST DDMMYYYY
COMPANY BRAVO COMPANY		SQUAD 1ST SQUAD 1ST FIRETEAM	
NATURE OF REQUEST <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input checked="" type="checkbox"/> OTHER (Below)			
NO. DAYS REQUEST Xx	FROM (Date and Time) DDMMYYYY, 0600	TO (Date and Time) DDMMYYYY, 1630	
DISTANCE (Miles) Xxx	MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS <input checked="" type="checkbox"/> CAR		
LEAVE ADDRESS (Street, Box or route no., City, State, Zip Code) 10307 Dunn Meadow Rd, Vienna, VA, 22182			TELEPHONE NUMBER 412-901-9254
REASON FOR REQUEST I request to miss a week of ROTC events due to required knee surgery at my home of record.			
SIGNATURE OF APPLICANT			
I AM ELIGIBLE AND OBLIGATE MYSELF TO PERFORM ALL DUTIES OF PERSON MAKING APPLICATION			
PERSONNEL OFFICE			
EARNED LEAVE	LEAVE THIS FISCAL YEAR	DATE LAST PAID	
RECOMMENDED APPROVAL	SIGNATURE AND RANK/RATE/TITLE/DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO			
	SIGNATURE AND RANK/RATE/TITLE/DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO			
	SIGNATURE AND RANK/RATE/TITLE/DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO			
	SIGNATURE AND RANK/RATE/TITLE/DATE		
<input type="checkbox"/> YES <input type="checkbox"/> NO			
	SIGNATURE		
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED			
REASON FOR DISAPPROVAL			
LOG OUT AND IN WITH OOD (When required)			
OUT (Hour and date)	Initials OOD	IN (Hour and date)	INITIALS OOD

HITCHHIKING IS PROHIBITED

U.S. GPO: 1988-526-001/611

Appendix J
EXAMPLE OF “TO BATTALION” MEMO

(date aligned right) 27 Sep 00

MEMORANDUM (do not skip a line between date)

From: BCO (use tabs to align the subjects in from-to sections and the memo’s subject)

To: Battalion

Via: (use this if you are sending your memo through someone in your chain)

(skip one line between from-to-via section and Subj line)

Subj: PROPER MEMO FORMAT (always use all capital letters)

(skip one line between Subj section and Ref or Encl section)

Ref: (a) SECNAVINST 5216.5D (use this line if your memo refers to an official document)

(skip one line between Ref section and Encl section, if used)

Encl: (1) 2-1. Standard Letter – First Page

(2) Figure 2-2. Standard Letter – Second page

(3) Figure 2-19. Plain-paper “From-To” Memorandum

(skip one line between Subj, Ref, or Encl section and first paragraph of memo)

- A. (have two spaces between period and first letter) This example shows how memos should be formatted within the Battalion. It conforms to the standards for Department of the Navy memorandums set forth in reference (a). Official examples are included as enclosures (1), (2), and (3). If you use a reference or have enclosures, you should mention them in the body of your memo as in the previous sentence.

B. **Margins**

I. Have one inch margins on all sides

II. When you use subsections like this, take four spaces in from the margin before the first letter. Let following lines carry down to the margin. Skip a line between sections as I have done here.

1. If your memo has paragraphs with different subjects, you can set them apart by underlining the subject at the beginning of the paragraph as I did for this one.

2. There are eight spaces between the margin and the (. *There is only one space between the*) and the first letter.

III. There are two spaces between the period after the letter and the first letter of the sentence.

C. There are other guidelines you need to follow.

I. Don’t start a paragraph (a new numbered section) at the bottom of the page unless you can carry at least two lines over to the next page.

II. Don’t number the first page, but number the second and later pages in the bottom center of those pages.

D. If you have more than one page, on the first line of following pages or need to write the subject again in all capital letters and then skip a line before continuing the memorandum.

E. You will notice that this memo is not signed with “Respectfully” or any other salutation. Superiors writing to subordinates and peers writing to one another do not need to use salutations, only the first two initials and last name in all capital letters. Subordinates writing to superiors however should write “Very Respectfully,” after skipping one line after the last paragraph. Three lines should be skipped after the salutation before writing the first two initials and last name in all capital letters. Salutations and names should

begin at the center of the page.

- F. Use the "Copy to:" section if copies of your memo need to go to people other than those in the "To:" section. You would use this if someone was getting your memo only for informational purposes. For instance, if you were working on a project with another squad, you might send a memo to your platoon commander and send a copy to the other squad leader to keep them informed. This will probably be used rarely.
- G. This information is taken from the Naval Correspondence Manual. You can look it in the Admin Office if you have specific Questions.

("Very respectfully," would go on this line)

(three blank lines between the last line of text and your name)

(with 1" margins, the first letter starts at 3" into the page) J. M. K. BIOLO

(skip one line between name and Copy to: section)

Copy to:


Battalion web site

Appendix K
EXAMPLE OF UNIFORM INSPECTION CHECKLIST


UNIFORM INSPECTION CHECKLIST			
RANK: MIDN X/C	NAME: RODRIGUEZ, K	DATE: XXMONTH20XX	INSPECTOR: CAPT ROOS
UNIFORM: KHAKI			
	COVER	COMMENTS	
	Cleanliness		
	Marking		
	Irish Pennants		
	Chevron or Device (Scratches)		
	GROOMING		
	Haircut		
	Shave		
	CHEVRONS		
	Placement		
	Scratches		
	NAME TAG		
	Placement		
	Scratches		
	BLOUSE		
	Cleanliness		
	Irish Pennants		
	Fit		
	Marking		
	BELT		
	Length		
	Cleanliness		
	Scratches		
	Marking		
	TROUSERS		
	Fit		
	Irish Pennants		
	Creases		
	Cleanliness		
	Marking		
	Length		
	SHOES		
	Cleanliness		
	Shine		

-NROTC Rutgers

Appendix L
EXAMPLE OF POW



Naval Reserve Officer Training Unit
Rutgers, The State University of New Jersey
12 Lafayette Street
New Brunswick, NJ 08901



J. W. CRATE
EXECUTIVE OFFICER

P. H. ROOS
COMMANDING OFFICER

J. W. CRATE
EXECUTIVE OFFICER

MIDN BTN CO, M. BRYAN

MIDN BTN XO, P. PARK


PLAN OF THE WEEK APRIL 1						
	APRIL 1 MONDAY	APRIL 2 TUESDAY	APRIL 3 WEDNESDAY	APRIL 4 THURSDAY	APRIL 5 FRIDAY	APRIL 6 SATURDAY
0600		PT. ENDURANCE 1,4,A		PT. STRENGTH 1,4,A	PT. INCENTIVE 1,4,A	
0830	COLORS DUTY 2,5					
1005	S.P. & M.A. Class 3,8		S.P. & M.A. Class 3,5,9			
1400			CO Inspection 1,5			
1430			NS Lab: Close Order Drill 1,5		COLORS DUTY 5,6	
1700					BTN MEETING 7	
1800					BTN STAFF MEETING 7	


SPECIAL NOTES:

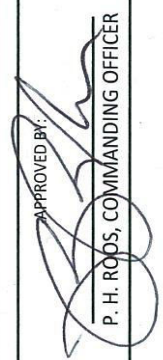
A. ORM ALPHA
B. ORM BRAVO
C. ORM CHARLIE
D. ORM DELTA

GENERAL NOTES:

1. Werblin Gym
2. MIDN Bryan/Oshel
3. Hardenbergh Hall
4. PT Gear
5. Khaki Uniform
6. MIDN Ovelar/Park
7. Busch Dining Hall
8. US Navy and Containment
9. Exam #2

SUBMITTED BY:

MIDN 4/CM. BRYAN

REVIEWED BY:

A. D. RAMEY, OPERATIONS OFFICER

APPROVED BY:

P. H. ROOS, COMMANDING OFFICER

This Plan of the Week Constitutes Official Orders

