

# THE KEEL

THE UNIVERSITY OF NEBRASKA, LINCOLN  
NAVAL RESERVE OFFICER TRAINING CORPS





DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

NROTCUNEINST 5400.2U  
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Subj: THE KEEL

Encl: (1) "The Keel"

1. **Purpose.** To provide Standard Operating Procedures (SOP) for the University of Nebraska - Lincoln (UNL) Naval Reserve Officers Training Corps (NROTC) Unit and Battalion. Members of this Battalion include Navy and Marine Option Midshipmen (scholarship, nurse option, and college program) in the NROTC program, Officer Candidates (OC) in the Seaman-to-Admiral 21 (STA-21) program, and Marines in the Marine Enlisted Commissioning Education Program (MECEP). All members will read and comply with the guidance found in this instruction.

2. **Cancellation.** NROTCUNEINST 5400.2T.

3. **Action.** Enclosure (1) is the principal document governing the administration and training of students assigned to this command. All staff members, Midshipmen, OC and MECEP students are required to be completely familiar with its contents.

4. **Definition of Terms.** The term "Midshipman" when used in this manual is intended to apply to all students assigned to this Battalion regardless of their official officer program or military service status. This is done for simplicity and applicability of this instruction. Likewise, use of the masculine gender in the text is for simplicity only. There are no gender restrictions on any aspect of UNL NROTC.

  
R. E. THOMAS

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List I, List II



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# **CHAPTER ONE: NROTC VISION**

## **1.0 VISION AND GOALS**

1. Vision. To commission Navy and Marine Corps officers of the highest caliber who are prepared to succeed as war fighting leaders.

a. In this pursuit, Midshipmen are trained to strive for academic and professional excellence. They are instilled with the Department of the Navy Core Values of honor, courage, and commitment to guide them in their future roles as military leaders.

b. The UNL NROTC Battalion structure facilitates the command, control, and administration of its members as they are trained and educated in the arts, sciences and aspects of Naval and Marine warfare. Battalion leaders at all levels must commit themselves to the fair treatment of all within the Battalion while offering an environment for practical application of leadership, teamwork, time management, and organizational skills.

c. The Unit Staff will serve as role models and advisors committed to each Midshipman's professional development and academic success. Through considerate observation, both Battalion leaders and Unit Staff will evaluate each member's progress towards the goal of earning a commission as a Navy or Marine Corps Officer.

2. Goals. The goals of NROTC Program for Midshipman are as follows:

a. An understanding of the fundamental concepts and principles of Naval Science.

b. A basic understanding of associated professional knowledge.

c. An appreciation of the requirements for national security.

d. A strong sense of personal integrity, honor, and individual responsibility.

e. An educational background which will allow students to perform successfully in their careers, pursue continuing education in a field of application, and further their interest in the Naval Service.

f. A high state of physical readiness.

## **1.1 CODE OF A NAVAL OFFICER**

"...It is, by no means, enough that an officer of the Navy should be a capable mariner. He must be that, of course, but also a great deal more. He should be, as well, a gentleman of liberal education, refined manner, punctilious courtesy and the nicest sense of personal honor. He should not only be able to express himself clearly and with force in his own

language both with tongue and pen but he should be versed in French and Spanish....

He should be the soul of tact, patience, justice, firmness and charity. No meritorious act of a subordinate should escape his attention or be left to pass without its reward, if even the reward be only one word of approval. Conversely, he should not be blind to a single fault in any subordinate, though at the same time he should be quick and unfailing to distinguish error from malice, thoughtlessness from incompetency, and well-meant shortcoming from heedless or stupid blunder. As he should be universal and impartial in his rewards and approval of merit, so should he be judicial and unbending in his punishment or reproof of misconduct."

John Paul Jones -- 1775  
Before the Maritime Commission

## **1.2 THE HONOR CONCEPT**

The ethical basis of culture within the Naval Service is contained in the Department of the Navy (DoN) Core Values of Honor, Courage and Commitment. "As in our past, we are dedicated to the Core Values of Honor, Courage, and Commitment to build the foundation of trust and leadership upon which our strength is based and victory is achieved. These principles on which the U.S. Navy and the U.S. Marine Corps were founded continue to guide us today. Every member of the Naval Service - active, reserve, and civilian, must understand and live by our Core Values. For more than two hundred years, members of the Naval Service have stood ready to protect our nation and our freedom. We are ready today to carry out any mission; deter conflict around the globe and if called upon to fight, be victorious. We will be faithful to our Core Values of Honor, Courage and Commitment as our abiding duty and privilege." (DoN Core Values Charter, SECNAVINST 5350.15C)

As an application of the DoN Core Values, the Naval ROTC Honor Concept is broad and general rather than specific and detailed in nature. It is predicated on the belief that you must learn to make your own decisions about what to do or say in any situation based on guidelines or principles. Honor Concept principles are:

a. Midshipmen will not lie, cheat, or steal, nor will they mislead or deceive anyone as to known facts. A Midshipman will be truthful, trustworthy, honest and forthright at all times and under all circumstances.

b. Every Midshipman is presumed to be honorable at all times and to possess moral integrity in the fullest sense and will be treated accordingly, unless he or she proves otherwise by their words or actions.

c. A Midshipman should neither permit nor accept anything which is not just, right, and true. He or she should do the right thing because it is right, not because of fear of punishment.

The NROTC Honor Concept further defines violations of these principles by lying, cheating, stealing or misleading or deceiving, as intentional and deliberate acts. The above guidelines should be the basis for your conduct in all places and under all conditions, whether official or personal in nature. The Honor Concept is therefore an all-pervading way of life rather than a set of regulations for which violators will be punished.

In that the NROTC Honor System is a concept, not a code of specifics, and the guidelines or principles are broad and general, individual moral responsibility becomes the obligation of every midshipman. Therefore, you must know and understand the need for the Honor Concept, its principles, and its application. Then, in the situations which you encounter daily, you should, by conscious deliberation or by force of habit, make the decisions or take the actions that are consistent with Honor Concept principles.

The Honor Concept is the responsibility of the Battalion of Midshipmen. Violators of the Concept, if found guilty, may be recommended for separation from the NROTC program.

A dishonorable act must not be excused because of "classmate or unit loyalty." If you observe another in a dishonorable act, you may report the incident through the Midshipman Battalion Chain of Command or to the unit staff directly, or you may prefer to reaffirm your observations and gain the offender's viewpoint through personal questioning prior to reporting the offender, or choose to caution the offender personally. A Midshipman, who observes an honor offense and does not take any of the above actions, has not been dishonorable or committed an honor violation themselves, but has failed in their responsibility to the Honor Concept and to the Battalion.

As a Midshipman and prospective Naval Officer, you must be willing to accept the Honor Concept wholeheartedly and should not be apprehensive at the thought of living under such a Concept. Most Midshipmen have no problem accepting the Honor Concept. The very few who are not able to abide by its principles cannot long remain in the Battalion. Honor and personal integrity are highly prized qualities necessarily imbued in every reliable Naval Officer. In a short time you will find living by the Honor Concept to be a way of life which you will be proud to always maintain.

**HONOR** is the quality which renders you unable to say anything less than the absolute truth in any situation, regardless of the outcome, and it leaves you incapable of any action which would bring reproach upon your integrity. The foundation for the Honor Concept of the United States Navy comes from the words of John Paul Jones when he spoke of "the nicest sense of personal honor" that each Naval Officer should have. The functioning of the Honor Concept contributes directly to the mission of the NROTC, which is, in part, "...to imbue midshipmen with the highest ideals of duty, honor, and loyalty."

Honor, personal integrity, and loyalty are fundamental characteristics essential to every Naval Officer. To develop or enhance these attributes in you is to create in your mind and conscience, lasting awareness of what is right and honorable, as opposed to what is wrong and dishonorable. Through such indoctrination, you will both by habit and by conscious thought, choose the honorable course of action in every situation encountered.

You must understand the need for complete honesty and truthfulness in word and action. You must come to know false or misleading statements or acts in the stress of combat will endanger lives and military success; and that training and non-combat situations here at UNL develop habits and traits that will determine your response under more demanding conditions. Through acceptance and practice of the highest standards of personal conduct, an officer's word has been regarded as their bond, a signature of verification of truth, and thus your actions are assumed to be straightforward and above reproach. It is thus requisite that **YOU** be a person of infallible honor at all times under all conditions.

Important as honor is, it is not the only trait which you must possess to fully develop your character. Of immense significance is **DISCIPLINE**, which implies a prompt, willing responsiveness to commands. Self-discipline is the keystone here; without it, you cannot possibly expect to discipline your subordinates. Remember, they look to you for a good example. You must do what you know is right because you WANT to do what is right, not just because it's the "right thing to do." You must be conditioned to such an extent that there is no choice between the hard right and the easy wrong. Such conditioning requires discipline and fortitude.

The nature of military organization also requires that every individual and unit be responsive immediately to the direction provided at the top. In consequence, there are individuals in every echelon of responsibility who are vested with the necessary authority to carry out whatever requirements issued from above. To see not the person, but the authority clothed therein is the obligation of a military person. You must also possess the cardinal military virtue of instant, instinctive, and openhearted obedience to properly constituted authority.

Remember these words of Lord Jervis (Earl St. Vincent) of the Royal Navy: "Discipline begins in the wardroom. I dread not the seaman. It is the indiscreet conversation of the officers and their presumptuous discussions of the orders they receive that produce all our ills."

Finally, consider **LOYALTY**. A loyal person is one whose being contains true, willing, and unfailing devotion...devotion to your shipmates, Navy, and above all Country. Loyalty implies patriotism of the highest sense. By taking the Oath of a Midshipman you have vowed to support and defend the Constitution of the United States. By adopting the uniform of a Midshipman - an officer - you have publicly announced your allegiance to your country, and the Navy as an instrument by which your country is

protected. Your loyalty will never be questioned; rather, it will always be assumed.

You are joining a remarkable family, one that has been marked by honor, discipline, and loyalty for over two hundred years. As we pass the torch to you, it carries with it the responsibility that honor, above all, will be guarded and cherished as the hallmark of a Naval Officer.

### 1.3 DEFINITIONS

**Lying:** To state a deliberate oral or written untruth. It may be an oral or written statement which is known to be false or a simple response to a question in which the answer is known to be false.

**Misleading or Deceiving:** To misrepresent deliberately the true situation, by being untruthful or withholding, omitting or subtly wording information in such a way as to leave an erroneous or false impression of the known true situation.

**Cheating:** To mislead or defraud intentionally or endeavor to mislead or defraud another, contrary to the confidence placed in the midshipman. To use unauthorized assistance in assignments designated to represent one's own efforts. Similarly, plagiarism, in which work is copied or paraphrased without giving credit by quotation marks and/or footnotes, is cheating. Work submitted by a midshipman shall be his own. Collaboration on individual assignments, other than homework, is permitted only when a faculty member so informs the midshipman. Observing, or attempting to observe, another's examination or quiz is cheating.

**Stealing:** To take, obtain, or withhold property wrongfully from the possession of the true owner with the intention of permanently or temporarily depriving the owner of it.

**Intent:** In lying, cheating, stealing, misleading, or deceiving, the state of mind of the accused midshipman is an integral part of the offense. A guilty state of mind may be established either by direct evidence or inferred from the circumstances and apparent deliberateness with which the dishonorable act was performed.

### 1.4 CODE OF CONDUCT FOR NROTC STUDENTS

a. NROTC students must carry an academic load which classifies them as full-time students (a minimum of 12 hours). Students not classified as full-time will be placed on a leave of absence (LOA) for failure to maintain satisfactory progress toward a degree. Normally, students must take an academic load which enables them to graduate in four years. Students, therefore, need to maintain an average load of 15-18 credits when enrolled in the NROTC program. Students enrolled in programs requiring more than four years should maintain semester academic loads

which will result in graduation and commissioning in the minimum possible time consistent with program requirements, and individual ability.

b. NROTC students must keep informed of institutional policies and requirements for the degree plan in which they enroll by reviewing their undergraduate bulletin and by meeting with their college advisor. Additionally, students shall keep themselves similarly informed about all NROTC program requirements pertaining to the unit. Review of these requirements shall occur during periodic counseling with the NROTC class advisors.

c. NROTC students are expected to perform academically to their full potential and strive to maintain as high a cumulative grade point average as possible; however, each midshipman must keep a term GPA of 2.5 and a cumulative GPA of 2.0 to remain in good standing. Academic performance will be reviewed with the student during each term. In addition, the battalion will promote academic excellence under the supervision of the Battalion Academic Officer who will, among other things, organize tutoring and other academic support for midshipmen.

d. NROTC students shall keep high standards of behavior, bearing, physical fitness and weight control. Uniform and grooming standards are stipulated in the Navy Uniform Regulations and specified in this instruction.

e. NROTC students shall, at all times, keep their NROTC class advisors informed about all matters which affect their performance and degree progress. **A change in major, Tier, dropping or adding a course, taking courses pass/no-pass, and withdrawal from a course must be requested through a special request chit and approved by class advisors or the PNS.** Before registering for semester classes, Midshipmen shall consult with their NROTC class advisor to resolve any conflicts with NROTC program requirements.

f. Midshipmen are responsible for informing their NROTC advisor, the Administrative Assistant (Mr. Pate), and Battalion Administration Officer at once of any changes to personal or academic records such as:

- change of address
- new phone number
- change of academic advisor
- change of major
- change of expected graduation date
- change in four-year plan.
- drop/add of any course

g. NROTC students shall promptly comply with all requests and administrative requirements of the NROTC Unit administrative office.

h. NROTC students shall develop self-discipline and other traits which will enhance their officer potential, particularly on cruise and during other training.

## 1.5 HISTORY OF THE NEBRASKA NROTC UNIT

The Nebraska NROTC Unit was established on 15 August 1945 as one of 25 new NROTC units established under the "Holloway Plan" expansion. The Unit's first campus home was located in the building now called Architectural Hall on the southwest corner of the city campus. Construction of the Military and Naval Science Building began in 1945, but due to construction delays, was not completed until 1948. The building was designed to house only Army and NROTC Units, but the establishment of the Air Force ROTC program in 1948 forced changes to accommodate the new service. At one time the building housed retired military armaments in what is now the well deck. These were removed after a fire in the building during anti-Vietnam War rallies in the early 1970's.

Since the Unit was established, the following officers have served as Commanding Officer and Professor of Naval Science:

Captain M. D. Matthews	1945-1948
Captain W. L. Messmer	1948-1950
Captain T. A. Donovan	1950-1953
Captain W. O. Gallery	1953-1955
Captain T. A. Donovan	1955-1958
Captain J. R. Hansen	1958-1961
Captain W. G. Weber	1961-1964
Captain A. C. Mullen	1964-1968
Captain H. A. Pahl	1968-1973
Captain W. R. Thomas	1973-1976
Captain W. L. Stephens	1976-1979
Captain J. B. LeBlanc	1979-1982
Captain D. C. Troutman	1982-1985
Colonel J. R. Murphy	1985-1986
Colonel C. E. Barnett	1986-1989
Colonel D. P. McKnight	1989-1992
Captain F. H. Tryon, Jr.	1992-1995
Captain S. W. Delaplane	1995-1999
Colonel P. E. Donahue	1999-2001
Colonel R. C. Bamford	2001-2002
Commander C. M. Kennedy	2002-2003
Colonel D. L. Walter	2003-2006
Colonel E. T. Litaker	2006-2009
Captain J. B. Whiting	2009-2013
Captain R. E. Thomas	2013-Present

## **1.6 OATH OF OFFICE**

Each Midshipman will swear the following Oath of Office upon graduating and receiving a commission into the United States Navy or United States Marine Corps.

"I (appointee's full name) do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."

# **CHAPTER TWO: PROFESSIONAL KNOWLEDGE**

## 2.0 PROFESSIONAL KNOWLEDGE REQUIREMENTS

All NROTC Midshipmen are required to memorize the information in this chapter *verbatim* as his/her professional knowledge base. This knowledge will be tested during periodic or spontaneous inspections and exams.

### 2.1 THE NROTC CHAIN OF COMMAND

Fill in the names and rank/titles for each member of your chain of command below. Each Midshipman is responsible for keeping this page up-to-date.

President of the United States

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Secretary of Defense

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Secretary of the Navy

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Chief of Naval Operations (CNO)

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Commander, Naval Education and Training Command (NETC)

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Commander, Naval Service Training Command (NSTC)

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Commanding Officer, NROTC-UNL

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## 2.2 GENERAL ORDERS

Memorize the following 11 General Orders of a Sentry word-for-word for your branch of service.

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

### 2.3 LEADERSHIP PRINCIPLES

Any person in a position of authority over others has a responsibility to follow the following principles. Memorize them.

1. Seek responsibility and take responsibility for your actions and the actions of your people.
2. Know yourself and seek self-improvement.
3. Be technically and tactically proficient. (Know your job.)
4. Set the example.
5. Train your unit as a team.
6. Develop a sense of responsibility among your subordinates.
7. Employ your command in accordance with its capabilities. (Set goals you can reach.)
8. Ensure assigned tasks are understood, supervised, and accomplished.
9. Know your people and look out for their welfare.
10. Keep everyone informed.
11. Make sound and timely decisions.

### 2.4 LEADERSHIP TRAITS

The test of time has shown the following traits to be common among successful leaders. By incorporating them into your personal character, you will improve your chances of becoming a good leader. The acronym **JJ DID TIE BUCKLE** will help you recall them.

- |                  |                   |
|------------------|-------------------|
| 1. Justice       | 8. Enthusiasm     |
| 2. Judgment      | 9. Bearing        |
| 3. Decisiveness  | 10. Unselfishness |
| 4. Integrity     | 11. Courage       |
| 5. Dependability | 12. Knowledge     |
| 6. Tact          | 13. Loyalty       |
| 7. Initiative    | 14. Endurance     |

### 2.5 ARTICLES OF THE CODE OF CONDUCT

The Code of Conduct is a personal conduct mandate for members of the American armed forces throughout the world.

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

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

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

Article IV: If I become a prisoner of war, I will keep faith with my fellow prisoners. I will give no information nor take part in any action which might be harmful to my comrades. If I am senior, I will take command. If not, I will obey the lawful orders of those appointed over me and will back them up in every way.

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

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

## **2.6 THE NROTC MISSION**

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

## **2.7 CORE VALUES**

1. **Honor** is a keen sense of ethical conduct, honesty, integrity, and responsibility. It includes upholding's one's self at all times to the highest personal standards in responsibility and accountability.
2. **Courage** in future officers must meet the demands in the Naval Service and the mission when it is hazardous, demanding, or otherwise difficult. They must make decisions in the best interest of service and nation without regard to personal consequences.
3. **Commitment** is demonstrated with seeking positive change and constant improvement. It is exhibiting the highest of moral character, technical excellence, from our people and ourselves individually and as a team.

# **CHAPTER THREE: UNIT AND BATTALION ORGANIZATION**

### **3.0 THE MIDSHIPMAN BATTALION**

The purpose of the Midshipman Battalion is to stimulate the military development of NROTC students. Students are assigned to specific positions of responsibility to develop leadership skills. Normally, the battalion billet holders shall be chosen from those who have demonstrated the greatest leadership potential during previous academic terms. New battalion billet holders are selected in late-November and early-April in order to facilitate thorough turnovers prior to the semester's conclusion. Billet assignments are made by the Professor of Naval Science; see Policy Note 008 for more information regarding top six level billet assignments.

#### **3.1 BATTALION COMMANDER - MIDN Captain**

a. The Battalion Commander (BNCO) has responsibility for the overall execution of all activities in which the battalion is involved. These responsibilities include:

(1) The planning, accountability, organization, administration, and execution of all battalion functions, to include laboratories, physical training, command sponsored social events, fundraisers, drills, and ceremonies; and

(2) The effective training and performance of the battalion.

b. The BNCO shall supervise the formal performance counseling efforts of individual midshipmen for disciplinary infractions in accordance with Policy Note 009.

c. The BNCO consults with the midshipman battalion advisor (Marine Officer Instructor) to coordinate the development of scheduling procedures and routines to support battalion training.

d. Any other duties as directed by the active duty staff chain of command.

#### **3.2 BATTALION EXECUTIVE OFFICER - MIDN Commander**

The Battalion Executive Officer (BNXO) reports directly to the Midshipman Battalion Commander. The duties of the BNXO are as follows:

a. Assist the Battalion Commander's in the execution of his assigned duties.

b. Supervise the accountability of all battalion personnel and equipment during all events.

c. Coordinate and supervise the efforts of the battalion staff (operations, administration, and company commanders). This includes organizing and supervising both the conduct of the battalion staff meeting and staff synchronization meeting; monitoring the development of key battalion staff products, such as the plan of the week (POW), operations calendar, recruiting events, Tide and Current publication, command sponsored social events, academic reports, physical training plans, etc.

d. Supervise the special request chit endorsement process.

e. Supervise the battalion mentor program.

f. Supervise the conduct of the disciplinary chit policy in accordance with Policy Note 009.

g. Supervise the conduct of all battalion drill and actual recall events (physical formation, virtual text, phone, email, etc.).

h. Supervise the end of term turnover process. Publish a turnover policy and schedule. Inspect turnover binders and ensure all turnovers are completed with rigor.

i. Supervise the local area security and cleanliness of battalion property. This may include, but is not limited to: ensuring the change of the wardroom door combination when students are disenrolled from the program, inspecting local spaces for cleanliness and organization, etc.

j. Endorse accountability reports and distribute them as follows:

(1) One copy to the Battalion Advisor.

(2) One copy to AMOI.

(3) One copy to the BN XO records file.

k. Coordinate with the AMOI regarding all ceremonies or drill events.

l. Act as the battalion commander during his/her absence.

m. Any other duties relating to the function of the battalion staff.

n. Any other duties as directed by the battalion chain of command.

### **3.3 BATTALION OPERATIONS OFFICER – MIDN Lieutenant Commander**

The Battalion Operation Officer (BN OpsO) reports directly to the Battalion Executive Officer. The duties of the Battalion Operations Officer are as follows:

a. Schedule and supervise all operational activities of the Battalion, including the following:

- (1) All labs events.
- (2) All ceremony events.
- (3) All special events.
- (4) All athletic and intramural events.
- (5) All battalion fundraising activities.
- (6) All other events involving battalion participation.

b. Supervise the performance of the Training Officer, Physical Training Officer, and the Community Relations Officer.

c. Work in conjunction with the Marine Officer Instructor (NROTC Unit Operations Officer) to coordinate operations planning and execution efforts.

d. Submit and route a Plan of the Week (POW) in the prescribed format in time to be published on Friday for the following week during each academic term. The Battalion Advisor is to be consulted before the final draft is forwarded to the Commanding Officer for approval and signature.

e. Maintain the battalion calendar on the command's website. Ensure all events are correctly entered and changes are made as required.

f. Produce and maintain the NAVS 100 laboratory schedule. Ensure all events and changes are approved by the NROTC Unit Operations Officer. Publish individual lab session sequence of events (SOE) documents 10 business days prior to each event.

g. Supervise all operations collateral billets held by battalion members, to include: Ball OIC, Mess Night OIC, NROTC Competition OIC, Joint Service Field Meet OIC, etc.

h. Any other duties relating to the operation of the Battalion.

i. Any other duties as directed by the battalion chain of command.

### **3.4 BATTALION ADMINISTRATIVE OFFICER - MIDN Lieutenant Commander**

The Battalion Administration Officer (BN AdminO) reports directly to the Battalion Executive Officer. The Battalion Administration Officer's duties include, but are not limited to the following:

a. Supervise the performance of the battalion's Public Affairs Officer, First Lieutenant, Supply Officer, Academic Officer, and Communications Officer.

b. Act as the Battalion Awards program manager. Maintain a living document tracking all local awards for battalion members. Act as the ceremony liaison for awards presentations to the AMOI. Ensure all awards are forwarded in a timely manner to the Commanding Officer for approval and endorsement. Coordinate with the command's Supply Officer for the distribution of physical ribbons and other awards/medals (as required).

c. Each Fall and Spring Semester, the new Battalion staff shall review, at a minimum, the current policy notes upon taking office. The Battalion Administrative Officer shall coordinate this review. If the review process finds errors or identifies needed changes in current policies, the AdminO shall initiate the revision process and submit recommendations through the chain of command to the PNS. Additionally, the Battalion Administrative Officer shall coordinate a Battalion-wide review of the policy notes at the beginning of each fall term to emphasize important changes.

d. Assign midshipmen to their respective companies and update any changes in accountability rosters. Via the Battalion First Lieutenant, maintain the battalion social roster and publish changes when required (student disenrollments, student new joins, changes in battalion member contact information, etc.)

e. Insert all notices in the notebook designated for Battalion and NROTC Unit policy notes. A copy shall be posted on its respective clipboard in the Wardroom. Additionally, when changes are made to local policies, ensure PDF copies are posted on the website and paper copies are provided to each member.

f. Designate midshipman mailboxes for all battalion members. Maintain the battalion mailbox in Room 103; ensure the box is checked daily and correspondence is distributed as required.

g. Coordinate the distribution and collection of midshipman evaluations per Policy Note 010.

h. Supervise the development of the official battalion website.

i. Supervise the use of battalion communications assets (wardroom computers, printers, phones, etc.).

- j. Carry out all administrative duties as directed by the BNCO and BN XO.
- k. Any other duties relating to the administration of the Battalion.
- l. Any other duties as directed by the battalion chain of command.

### **3.5 COMPANY COMMANDER - MIDN Lieutenant Commander**

The Company Commander reports directly to the Battalion Executive Officer. The duties of the Company Commander are as follows:

- a. Supervise all personnel in the company.
- b. Set the example: uniform appearance, behavior and attendance at Unit activities.
- c. Ensure the proper uniform appearance of company members.
- d. Know the duties of junior billet holders, in order to instruct and correct them when necessary.
- e. Make sure an accurate muster is taken at the beginning of each lab. The company commander is responsible for an accurate muster of all people in his/her company.
- f. Instruct the company in close order drill and prepare them for inspections.
- h. Prepare the company for the semi-annual physical readiness test and swim qualifications.
- i. Supervise the disciplinary chit process for the company.
- j. Ensure that quarterly counseling done on all midshipmen is completed by Squad Leaders.
- k. Any other duties relating to the efficient function of the company.
- l. Prepare members of the company for the semester Keel exams.
- m. Keep the company members informed of all changes to all local operations, administrative policies, etc.
- n. Supervising company PT and the submitting of PT plans to the Physical Training Officer.
- o. Any other duties as directed by the battalion chain of command.

### **3.6 COMPANY EXECUTIVE OFFICER - MIDN Lieutenant**

The Company Executive Officer is responsible to the Company Commander for the accurate and expeditious muster of the company and for any other duties assigned by the Company Commander. He is the Company Commander's primary advisor regarding matters which influence the underclassmen within the company. Other duties of the Company Executive Officer include:

- a. Take a muster of all personnel each lab period.
- b. Record all absences on the daily muster chits.
- c. Confirm each squad has an accurate roster of personnel.
- d. Supervise the squad leaders.
- e. Coordinate with the BN XO and AMOI regarding all ceremonies or drill events.
- f. Organize and supervise the conduct of the company's weekly staff meeting.
- g. Submitting company PT muster reports to the Physical Training Officer.
- h. Act as the company commander during his/her absence.
- i. Any other duties relating to the function of the company.
- j. Any other duties as directed by the battalion chain of command.

### **3.7 BATTALION ACADEMIC OFFICER - MIDN Lieutenant Junior Grade**

The Battalion Academic Officer is responsible to the Battalion Administrative Officer and is responsible for the promotion of academic excellence. The duties of the Battalion Academic Officer are as follows:

- a. Update and publish academic requirements for both the NROTC Unit and the University courses.
- b. Coordinate and manage tutoring efforts for personnel enrolled in MATH 106/107 and PHYS 211/212, to include supervision of the tutor hiring process, compensation procedures, and job performance.

c. Ensure all midshipmen are adequately progressing toward a degree per Policy Note 003 (i.e. credit hours per term, GPA, DCP, etc.). Report discrepancies as required.

d. Track mandatory study session hours for those midshipmen assigned mandatory study hours by the Commanding Officer.

e. Provide a weekly, comprehensive academic report to the military advisors via the battalion chain of command. The report shall include areas of progress or concern noted regarding all midshipmen. Additionally, the Academic Officer shall report individuals failing to meet study or tutor hours requirements.

f. Ensure all midshipmen are registered for Naval Science 100. A list of discrepancies will be given to the Battalion Advisor (as required).

g. Any other duties related to the promotion of academic excellence within the midshipman battalion.

h. Any other duties as directed by the battalion chain of command.

### **3.8 BATTALION SUPPLY AND FISCAL OFFICER – MIDN Lieutenant Junior Grade**

The Supply and Fiscal Officer (SuppO) is responsible to the Battalion Administrative Officer for all financial related concerns, to include:

a. Coordinating the purchase of necessary equipment and supplies for the battalion.

b. Maintain and publish a yearly budget, with accounting updates each week to the Battalion Advisor (revenues, expenditures, payments, discrepancies, etc.).

c. Account for battalion funds (BNCO, BN XO, and SuppO will consult with the NROTC Staff Financial and Battalion Advsiors for all budget and fiscal matters).

d. The SuppO shall ensure that expenditures do not exceed the budget approved by the midshipman battalion staff.

e. Maintain close coordination with the NROTC Supply Officer for all supply related matters.

f. Communicate with battalion members who require uniforms, rank insignia, or other material which complements their midshipman uniform issue.

g. Maintain an inventory of all gear issued to new students or returned material by those departing the NROTC Unit.

h. All other duties relating to the supply department of the battalion.

i. Any other duties as directed by the battalion chain of command.

### **3.9 BATTALION TRAINING OFFICER - MIDN Lieutenant Junior Grade**

The Training Officer (TrainO) reports directly to the Battalion Operations Officer. The primary duty of the Battalion Training Officer is to maintain high professional readiness in the Battalion. This includes:

a. Assisting the Operations Officer in planning and scheduling all lab activities.

b. Monitoring the training progress of individuals in the Battalion by keeping an accurate log of General Military Training (GMT) completed by each Midshipman.

c. Provide a report to the Battalion Advisor at the end of each semester detailing the training status of all Midshipmen.

d. Organizing other training activities and special events/evolutions as directed by the Battalion Operations Officer and Battalion Advisor.

e. All other duties relating to the professional readiness of the Battalion.

f. Any other duties as directed by the battalion chain of command.

### **3.10 BATTALION FIRST LIEUTENANT - MIDN Ensign**

The Battalion First Lieutenant (BFL) reports directly to the Battalion Administrative Officer. The duties are as follows:

a. Train and supervise the Battalion Duty Officer (BDO) and Assistant Battalion Duty Officer (ABDO).

(1) The BFL is directly responsible for the upkeep and cleanliness of the Wardroom/Computer Lab via the BDO and ABDO.

(2) Assign the duties of the BDO.

(3) Ensure that the log book and the BDO status board are filled out correctly.

(4) Ensure all discrepancies noted by the CDO or Staff Duty Officer (SDO) are corrected promptly.

(5) Maintain a current list of clean-up tasks on the inside front cover of the CDO Log book.

b. Ensure the cleanliness and organization of all command spaces (break room, classrooms, lockers, wardroom, library, etc.).

c. Coordinate and publish a battalion social roster, including names, addresses, telephone numbers, and email addresses of all midshipman in the NROTC Unit at least once every semester. Control of this roster shall be maintained in accordance with personally identifiable information (PII) procedures.

d. Assign lockers for all midshipmen.

e. Assist the BN XO in the accountability of all personnel for all occasions (i.e. lab, special events, ceremonies, etc.).

f. All other duties relating to the accountability and physical upkeep of the Battalion.

g. Any other duties as directed by the battalion chain of command.

### **3.11 BATTALION COMMUNICATIONS OFFICER - MIDN Ensign**

The Communications Officer (CommO) is responsible to the Battalion Administrative Officer for the upkeep and maintenance of the wardroom computers and Battalion webpage, to include:

a. Providing software updates and supplies (ink and paper) to battalion communication assets.

b. Preparing media assets for battalion use (i.e. NAVS 100 laboratory, special events, etc.).

c. Uploading media produced by the Public Affairs Officer.

d. Constantly developing the command's website to function as a recruiting tool and battalion information conduit.

### **3.12 BATTALION COMMUNITY RELATIONS OFFICER - MIDN Ensign**

The Community Relations Officer (CRO) reports directly to the Battalion Operations Officer. The duties of the Community Relations Officer are:

- a. Work with and carry out instructions from the NROTC Unit Recruiting Officer. Meet with the NROTC Unit Recruiting Officer on a weekly basis to plan and execute the unit's recruiting plan.
- b. Prepare recruiting letters for mailing.
- c. Periodically post recruiting posters around the University.
- d. Any other duties relating to recruitment of new Midshipmen.
- e. Organizing and coordinating community service events.
- f. Encouraging participation in various forms of community service by members of the Battalion.
- g. Keeping an accurate log of when Midshipmen participate in community service events.
- h. All other duties relating to the Battalion's interaction with the local community.
- i. Any other duties as directed by the battalion chain of command.

### **3.13 BATTALION PUBLIC AFFAIRS OFFICER - MIDN Ensign**

The Public Affairs Officer (PAO) reports to the Battalion Administration Officer and works closely with the NROTC Unit Staff Public Affairs Officer in handling hometown news releases. Specific duties are as follows:

- a. Organize all battalion boards (i.e. chain of command, expected graduates, battalion activities, awards, etc.).
- b. Prepare the Midshipman of the Semester letter and award.
- c. Support the NROTC staff PAO in their duties when called upon.
- d. Work with NROTC Staff PAO to prepare the semiannual newsletter "Tide and Current."
- e. Any other duties relating to the function of public affairs for the battalion.
- f. Act as the battalion photographer as required.
- g. Provide PAO support to all battalion events.
- h. Coordinate the semester battalion photograph.

- i. Any other duties as directed by the battalion chain of command.

### **3.14 BATTALION PHYSICAL TRAINING OFFICER - MIDN Ensign**

The Physical Training Officer (PTO) reports directly to the Battalion Operations Officer. The primary duty of the PTO is to maintain high physical readiness and promote healthy lifestyles within the Battalion. This includes:

- a. Meet with the Command Fitness Leader (CFL) weekly to plan, organize, and execute all battalion physical training related activities, to include the semester physical training program and all test events. Reserve all appropriate equipment and locations for each Battalion PT session. Keep BN OpsO informed on all changes to the Physical Training plan. Supply BN OpsO with PT inputs for the POW.

- b. Organize physical fitness tests and swimming qualifications. This includes publishing the letter of instruction (LOI), ORM worksheets, reserving venues, briefing standards, etc.

- c. Monitor the height and weight of each member of the Battalion to make sure that Navy standards are maintained. Publish a weekly report of those individuals failing to meet height and weight standards to the Command Fitness Leader.

- d. Update each midshipman's physical fitness consolidated scoring matrix following each physical readiness test and swim qualification. Maintain all records for three-years past each individual's commissioning.

- e. Track the progress of those midshipmen failing to meet minimum physical fitness performance standards and inform the CFL of any negative trends.

- f. Organize other athletic activities as directed by the Battalion Advisor.

- g. Supply Battalion athletic equipment for battalion activities. Maintain battalion athletic equipment and check it out as necessary.

- h. Track the documentation found in the physical training log for Navy Option midshipmen accounting for the 3<sup>rd</sup> PT event each week. Report discrepancies to the battalion chain of command.

- i. Organize intramural teams and events if there is sufficient interest within the unit (see Policy Note 012 for more information).

- j. Distribute information which promotes healthy lifestyles by the midshipmen.

k. All other duties relating to the physical readiness of the battalion.

l. Any other duties as directed by the battalion chain of command.

### **3.15 SQUAD LEADER - MIDN Petty Officer**

The Squad Leaders are responsible to their respective company chain of command for:

a. An accurate and expeditious mustering of their squads.

b. The training, performance, uniform appearance, and bearing of their members.

c. Maintain a squad leader's notebook on all personnel, with an accurate account of unexcused absences, infractions, performance, progress in development, etc.

d. Conduct quarterly counseling's with squad members. Document each meeting to support the peer evaluation process.

e. Any other duties relating to the function of the squad.

f. Any other duties as directed by the battalion chain of command.

### **3.16 COLLATERAL DUTIES**

Sections 3.17 through 3.18 are collateral duties. At the discretion of the BNCO, additional collateral duties may be created or removed as needed. Collateral duties are assigned in addition to any company or battalion billet held, or they may be the primary duty of the assigned midshipman. In the case where a midshipman is assigned both a primary billet and collateral duty, the highest rank associated with the assignments will be assigned to the midshipman.

### **3.17 NAVY AND MARINE CORPS BALL OFFICER IN CHARGE**

The Navy and Marine Corps Ball Officer in Charge (OIC) reports the Bn OpsO for all matters relating to the Navy and Marine Corps Ball.

a. The Navy and Marine Corps Ball OIC is responsible for planning and execution of the annual Navy/Marine Corps Birthday Ball held every fall term.

b. Execute operations actions, such as reserve the venue, produce a budget for the event, invite a guest of honor, publish the seating chart, reserve catering and music services, publish the LOI, create the ORM worksheets, etc.

c. Work with the AMOI to develop the ball script and coordinate other ceremonial activities.

d. Coordinate with the battalion chain of command to schedule ball ceremony practices.

e. Deliver a ball etiquette brief prior to the event during NAVS 100.

f. Develop and publish the ball after action report.

g. All other duties relating to the Navy and Marine Corps Ball.

h. Any other duties as directed by the battalion chain of command.

### **3.18 BATTALION MESS NIGHT OFFICER IN CHARGE**

The Mess Night Officer in Charge (OIC) reports to the BN OpsO for all matters relating to Mess Night.

a. The Mess Night OIC is responsible for planning and execution of the annual Mess Night celebration held every spring term.

b. Execute operations actions, such as reserve the venue, produce a budget for the event, invite a guest of honor, publish the seating chart, reserve catering services, publish the LOI, create the ORM worksheets, etc.

c. Work with the AMOI to develop the Mess Night script and coordinate other ceremonial activities.

d. Coordinate with the battalion chain of command to schedule mess night ceremony practices.

e. Deliver a ball etiquette brief prior to the event during NAVS 100.

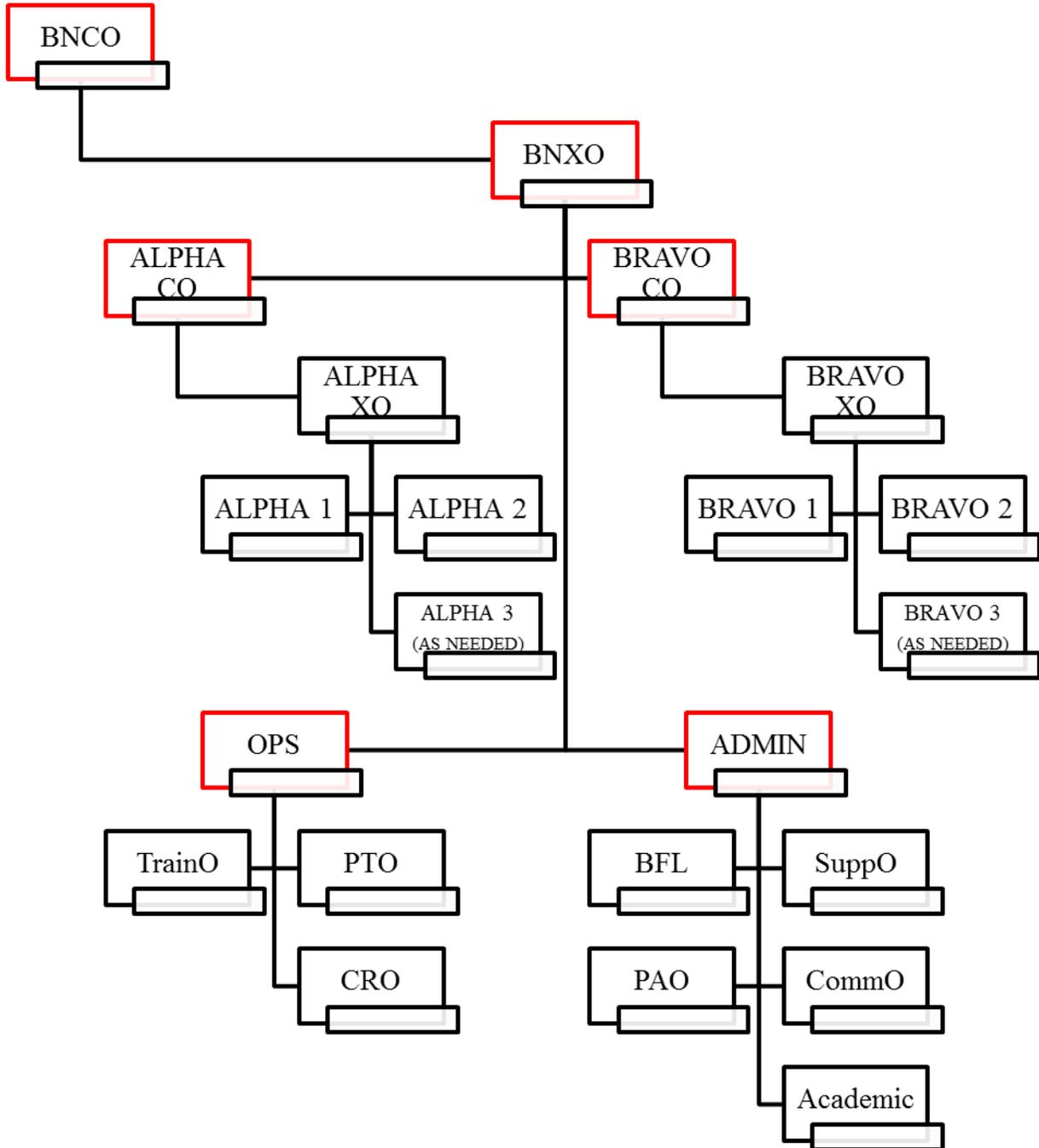
f. Develop and publish the Mess Night after action report.

g. All other duties relating to the Mess Night.

h. Any other duties as directed by the battalion chain of command.

### 3.19 BATTALION ORGANIZATION

The organization of the Midshipman Battalion is shown below.



### 3.20 STUDENT CLASS RANK CRITERIA

Midshipmen, Officer Candidates (OCs), and Marine Enlisted Commissioning and Education Program (MECEPs) are required to complete, and will be held accountable for, all academic and physical requirements and will wear appropriate rank insignia based on their classification listed below (The term 'semester' is not counted for any summer school).

a. Traditional four year Midshipman. Any first semester NROTC student is classified as a 4<sup>th</sup> Class Midshipman. Upon completing their second semester the student is classified as a 3<sup>rd</sup> Class Midshipman. Upon completing their fourth semester the student is classified as a 2<sup>nd</sup> Class Midshipman. Upon completing their sixth semester and any successive semesters the student is classified as a 1<sup>st</sup> Class Midshipman. Calculus requirements must be completed prior to the start of the students fifth semester, and Physics requirements must be completed prior to the start of the student's seventh semester.

b. Non-traditional Midshipmen. (Any entering student with prior college credits) Any first semester NROTC student is classified as a 4<sup>th</sup> Class Midshipmen. During the students first semester the students' classification will be reviewed by the NROTC Staff based on their graduation date, University standing, and any other pertinent information. Upon the NROTC Staff's recommendation of the students' classification, and the Commanding Officer's approval, the student will be informed. All midshipmen must fully understand his/her classification and subsequent requirements.

c. OCs and MECEPs. OCs have thirty-six months and MECEPs have forty-eight months to complete their degrees and be commissioned. All incoming OCs and MECEPs will be classified as freshmen for their first semester in the NROTC program at the University of Nebraska. Upon completion of their first semester OCs and MECEPs will be reassigned to their appropriate classification based on their graduation date.

# **CHAPTER FOUR: UNIFORMS AND GROOMING STANDARDS**

## **4.0 GENERAL INFORMATION**

The United States Navy and Marine Corps are two of the uniformed military services. Their uniforms, displaying indications of rank and specialty, are outward symbols of naval organization and of military rank or rating. The uniform is an important element in the morale, pride, discipline and effectiveness of the naval service. The purpose of a uniform policy is to give guidance for all service activities prescribing uniform wear to present a uniform image world-wide.

Uniforms are property of the US Navy and are issued by the Unit Supply Officer. Midshipmen will wear their uniform to all university classes on Thursdays and on announced occasions. Midshipmen must present a proud and professional appearance that will reflect positively on the individual, the naval service and the United States.

### **4.1 SMARTNESS AND MAINTENANCE OF UNIFORMS**

a. IMAGE. United States Navy personnel must set and maintain the high standards of uniform appearance. The military image reflected by attention to detail is a key element in the public image of the Navy.

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

c. ARTICLES. NO ARTICLES SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM, including items such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes, or similar items. (Jewelry, tie clasps, cuff links, shirt studs and earrings shall be worn as prescribed in the service uniform regulations (<http://www.public.navy.mil/BUPERS-NPC/SUPPORT/UNIFORMS/UNIFORMREGULATIONS/Pages/default.aspx>)). Only cell phones or other communications devices issued for official business may be worn while in uniform.

#### **d. GLASSES**

(1) Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are not authorized except for safety or FOD prevention.

(2) Sunglasses. Conservative sunglasses are permitted, except in military formations. Retainer straps are not authorized except for safety or FOD prevention.

(3) Contact Lenses. Tinted contact lenses must be natural in color (blue, green, brown).

e. UNDERGARMENTS. Appropriate undergarments will be worn to preserve the dignity and appearance of the uniform.

f. MILITARY CREASES. Military creases on shirts for summer, winter, or working uniforms are required since they give the uniform a sharp military appearance.

g. CARE OF THE UNIFORM. The longest service life of the various uniform articles can be attained only by proper care and maintenance. Even new, properly fitted uniforms will not continue to look their best or keep their shape unless you care for them properly. Carrying large or heavy objects in pockets will quickly destroy the shape and appearance of the best uniform. Uniforms should be stored on hangers. If uniforms are to be stored for a long time, they should be cleaned thoroughly, then packed away in an airtight plastic bag with a packet of desiccant (drying agent) for maximum preservation.

## 4.2 SERVICE DRESS BLUES

Service Dress Blues (SDBs) consist of the Navy blue jacket (in Navy terminology: Blouse) which is black in appearance, with six gold buttons (males), or three gold buttons (females). It is worn with the Navy blue trousers (males and females) or blue skirts (females) which are also black in appearance. This uniform takes extra effort to maintain properly. It attracts lint easily. To combat this problem, remove lint immediately after you wear the uniform and then place it in a plastic bag before hanging it in the closet. Nylon brushes or masking tape are effective in lint removal.

### a. Male and Female Components:

#### (1) Male Components:

- Universal combination cover
- Long or short sleeved white shirt with button closure
  - for the collar, worn with a T-shirt
- Black wool tie (tie bar optional but may not show when the blouse is worn)
- Black web belt and brass buckle. (Marine Buckle for MOs. No organizational buckles).
- Black wool trousers and blouse
- Black socks
- Black military style shoes
- Proper insignia (on sleeve and lapel), ribbons and name tag

#### (2) Female Components:

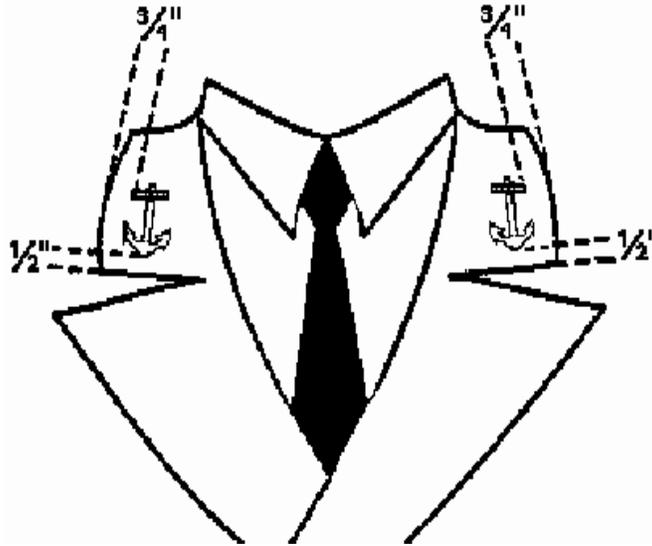


- Universal combination cover
- White shirt
- Blue trousers, belted, or skirt, unbelted
- Black dress shoes
- Hosiery, flesh tone
- Black necktie
- Proper insignia (on sleeve and lapel), ribbons and name tag



Note: Blue slacks, unbelted, and black service shoe may be prescribed on occasion.

b. Anchors Insignia: The lapel anchor is pinned 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 and 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and approximately horizontal. Marine Option Midshipmen will wear the Marine Corps Eagle, Globe and Anchor in place of these anchors.

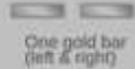


c. Class Insignia: This consists of horizontal stripes worn on the left sleeve of the SDB jacket to indicate class. The gold stripes are 1 and 1/2 inches long and 1/8 inch wide with 1/4 inch spacing between the stripes. They are centered midway between shoulder and elbow.

d. Rank Insignia:

(1) Midshipmen Officers - Consists of a gold star and stripes on both sleeves of the SDB jacket. The stripes measure 1 and 1/2 inches long and 1/8 inch wide, centered on the outer side of the sleeve with the lower stripe 2 inches above and parallel to the edge of the cuff. The stripes are 1/4 inch apart. The five-pointed star is 1 inch across, and should be centered above the stripes. One ray of the star points down, and the point is 3/4 inch above the upper stripe.

# United States Navy Midshipman Class & Rank Insignia

Class Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device
<b>MIDN 4/C</b>	 No stripes with fouled anchor	No stripes  Note: NROTC class sleeve stripes are located midway between the shoulder and the elbow on the left sleeve of the Service Dress Blue coat	No collar device  NROTC: Naval Reserve Officers Training Corps  USNA: United States Naval Academy	<b>MIDN LTJG</b>	 Two horizontal stripes with star	 NROTC: Two stripes with star  USNA: Two stripes with star	 Two gold bars (left & right)
<b>MIDN 3/C</b>	 One diagonal stripe with fouled anchor	NROTC: One stripe  USNA: One diagonal stripe, left sleeve only	 Right Anchor only	<b>MIDN LT</b>	 Three horizontal stripes with star	 NROTC: Three stripes with star  USNA: Three stripes with star	 Three gold bars (left & right)
<b>MIDN 2/C</b>	 Two diagonal stripes with fouled anchor	NROTC: Two stripes  USNA: Two diagonal stripes, left sleeve only	 Right and Left Anchors	<b>MIDN LCDR</b>	 Four horizontal stripes with star	 NROTC: Four stripes with star  USNA: Four stripes with star	 Four gold bars (left & right)
<b>MIDN 1/C</b>	 One horizontal stripe with fouled anchor	NROTC: Three stripes  USNA: One stripe on both sleeves	 Right and Left Anchor & Eagles	<b>MIDN CDR</b>	 Five horizontal stripes with star	 NROTC: Five stripes with star  USNA: Five stripes with star	 Five gold bars (left & right)
<b>NOTE:</b> Marine-Option NROTC Midshipmen wear a gold Marine Corps eagle, globe and anchor insignia in place of collar anchors and on shoulder boards in place of the fouled anchor.							
Rank Insig.	Shoulder Marks	Blue Coat Sleeve	Collar Device	<b>MIDN CAPT</b>	 Six horizontal stripes with star	 NROTC: Six stripes with star  USNA: Six stripes with star	 Six gold bars (left & right)
<b>MIDN ENS</b>	 One horizontal stripe with star	NROTC: One stripe with star  USNA: One stripe with star	 One gold bar (left & right)				

(2) Midshipmen Petty Officers - A badge consisting

of an eagle and anchor is worn, in combination with stars and chevrons, midway between the shoulder and elbow on the right sleeve of the SDB jacket.



(3) Officer Candidates - Place a gold, 1 and 1/4 inch across, five-pointed star on the outboard side of each sleeve of the SDB jacket. The star should be along the centerline of the sleeve, with one ray pointing down, 3 and 3/8 inches above the cuff. The star should be replaced with a staff corps device if appropriate. This is all of the insignia worn on the SDB jacket if the Officer Candidate does not hold a Midshipman officer billet. Officer Candidates holding Midshipman officer billets will wear gold metal bars identical to the shirt collar rank insignia worn on the winter blue uniform, to indicate rank. Center these bars below the point of the star, and parallel to the edge of the sleeve, 3/4 inch below the point of the star. Officer Candidates do not wear class insignia on the SDB jacket.

### 4.3 SERVICE KHAKI

This uniform is worn primarily during Midshipmen Cruises throughout the summer as weather permits. The service khaki is relatively easy to care for as long as you keep it on a hanger.

#### a. Male and Female Components:

##### (1) Male Components:

- Garrison cap, or combination cap with Khaki cover
- Short sleeved, open collar, khaki shirt (military creases optional, required for MOs), worn with a round neck T-shirt
- Khaki trousers
- Khaki web belt with brass buckle (Marine Buckle for MOs)
- Black socks
- Black military style shoes



- Proper insignia on collar, ribbons and name-tags

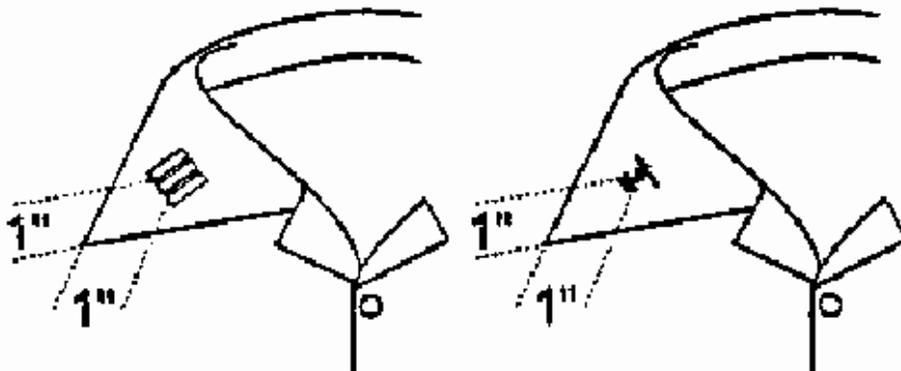
(2) Female Components:

- Khaki summer skirt
- Khaki garrison cap
- Khaki overblouse
- Black dress shoes
- Hosiery, flesh tone
- Khaki belt with gold clip and buckle



Note: Khaki slacks, black service shoes and khaki Garrison cap may be prescribed on occasion.

b. Class and Rank Insignia: The center point of the rank insignia will be 1 inch from each edge of the collar. The distance will be measured creating a parallel angle from each edge of the collar to the center point of the insignia. The vertical axis of the rank insignia will bisect the angle created by the tip of the collar. This applies to the Eagle Globe and Anchor with the center being the center of the Globe.



#### 4.4 SUMMER WHITE

This uniform is worn during the warmer months as directed. It gets dirty easily and does not keep a press very well. Applying a medium starch to it when ironing will help maintain the uniform press.

a. Male and Female Components:

(1) Male Components:

- Combination cap with white cotton cover (no vinyl)
- Short sleeved, open collar, white shirt (military issue), worn with a round neck T-shirt
- White trousers
- White web belt with brass buckle (Marine)



- Buckle for MOs)
- White socks
- White military style shoes
- Proper insignia (shoulder boards), ribbons and name-tag



(2) Female Components

- White shirt w/epaulets
- White belted skirt
- White combination cap
- Hosiery, flesh tone
- White belt w/gold clip and buckle
- Shoulder boards



Note: White slacks and white service shoes may be prescribed on occasion.

b. Class Insignia:

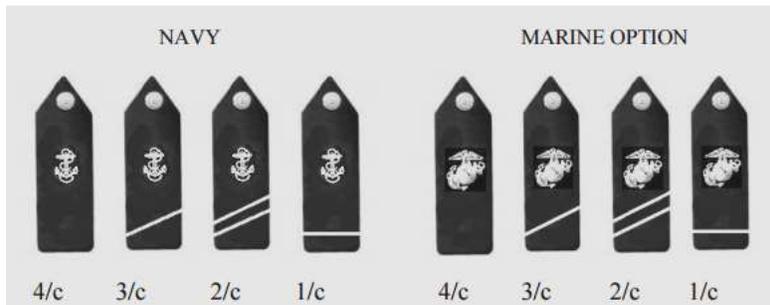
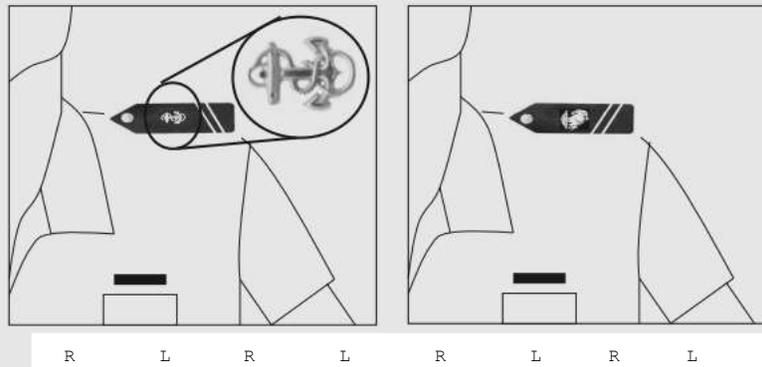
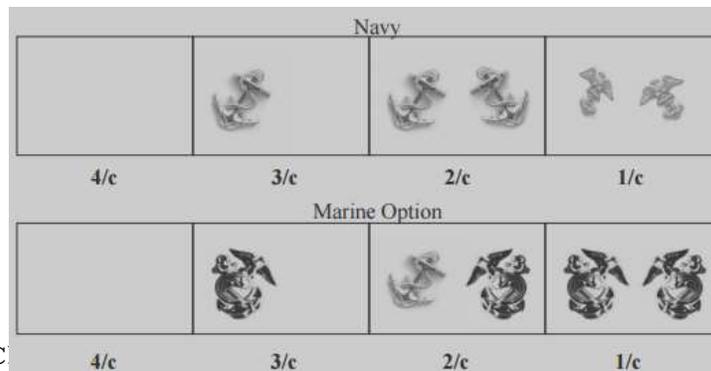


Figure 9-3: Proper Shoulder Board Placement



c. Class Insignia Collar Devices:



C

S

d. Rank Insignia: Battalion Officers will wear shoulder boards with the appropriate number of stripes corresponding to the number of bars of the collar devices.

#### 4.5 NAVY WORKING UNIFORM

Worn in Summer/winter for office work, watch standing, or business ashore when prescribed as uniform of the day

a. Male and Female Components:

(1) Male Components:

- Shirt, NWU
- Trousers, NWU
- Cap, Eight Point
- Boot, Black Leather 9" (Men)
- Socks, Black, Boot
- Undershirt, Cotton, Blue, Crewneck
- Belt, Khaki Cotton or Nylon or rigger belt w/Gold Clip
- Buckle, Gold
- Insignia, Collar (Embroidered)
- Name/U.S. NAVY Service Tapes
- Straps, Blousing



(2) Female Components

- Shirt, NWU
- Trousers, NWU
- Cap, Eight Point
- Boot, Black Leather 9" (Women)
- Socks, Black, Boot
- Undershirt, Cotton, Blue, Crewneck
- Belt, Khaki Cotton or Nylon or rigger belt w/Gold Clip
- Buckle, Gold
- Insignia, Collar (Embroidered) Name/U.S. NAVY Service Tapes
- Straps, Blousing

b. Class and Rank Insignia: Collar devices are worn one inch from the tip and bisecting the collar. Marine emblem will be placed on the open collar of the shirt one inch from and parallel to the leading edge of the collar.

c. No emblem is worn on the NWU cover by NROTC midshipmen.

#### 4.6 DINNER DRESS BLUE

This uniform is worn on formal occasions, such as the Navy and Marine Corps Ball in the fall.

a. Male Components - Same as the Service Dress Blue, except that male midshipmen wear the Dinner Dress Blues (DDBs) with a bow tie and NROTC medals (if applicable). Do not wear a name-tag or ribbons with this uniform; however, devices (parachute wings, submarine patrol badges, etc.) may be worn. Active duty or prior enlisted wear miniature medals with this uniform.

b. Female Components - Same as the Service Dress Blue. Female midshipmen wear NROTC medals (if applicable). Do not wear your name-tag with the Dinner Dress Blues. Also, ribbons are not worn with this uniform; however, badges may be worn. Active duty or prior enlisted wear miniature medals with this uniform. A black clutch handbag may be worn instead of the issued black purse (if approved by the Commanding Officer). Pearl earrings may be worn with this uniform for Navy option midshipmen. Pearl or Diamond studs may be worn with this uniform for Marine options.

c. Mess Dress - Midshipmen are authorized to wear the Mess Dress uniform on an optional basis whenever the Dinner Dress Blue uniform is prescribed.



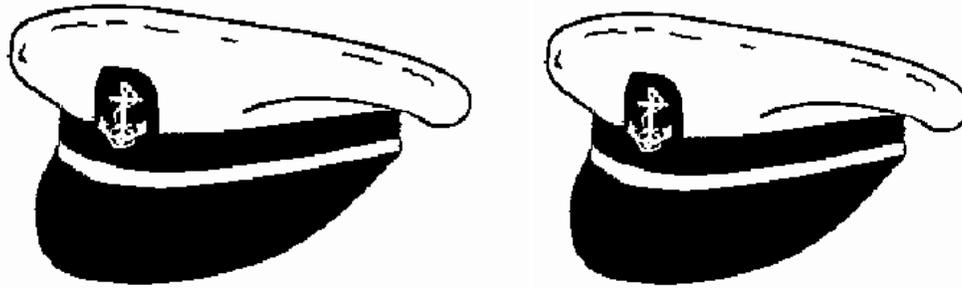
#### 4.7 HEADGEAR

Headgear consists of combination cap and garrison cap. They are to be worn with the proper uniform.

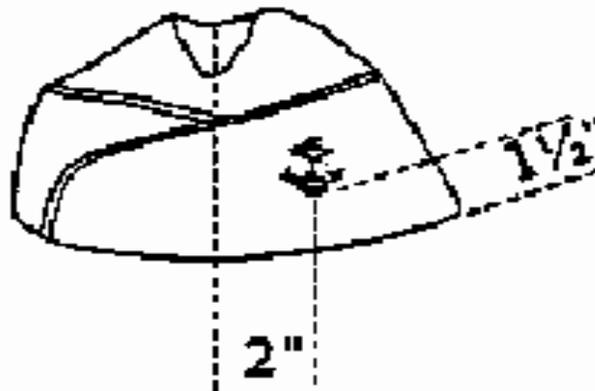
a. Combination Cover - consists of a cap frame, cover, black band with a 2-inch gold anchor, 3/8 inch chin strap and retaining buttons. The cover should be moderately tight. No "smiles" (the seam of the cover shows above the black band) should exist. The anchor should be centered, the chin strap should rest on the bill, and the bill should shine. Marine Options will wear a large gold Marine Corps emblem instead of the gold anchor.

(1) Navy: Cap will be worn parallel to the deck at 1 1/2 inches above the eyebrows.

(2) Marine: Cap will be worn centered and straight with the tip of the visor in line with the eyebrows.



b. Garrison Cap - The insignia on the garrison cap will be worn with the vertical axis placed parallel and 2 inches from the most forward point of the cap and 1 ½ inches from the lowest point of the insignia to the bottom edge of the cap.



#### 4.8 SHOE SHINE

One of the first things you will notice about a well-dressed midshipman is the high shine on his/her shoes. All you need to do to have the same shine is to take some time and effort with a method known as "spit-shining". The materials needed are a good pair of shoes, a good quality shoe wax, some water and a soft cloth. The technique uses water as a lubricant to spread a very thin coat of wax over the leather. To achieve a good shine, apply a small amount of polish to the damp cloth and rub it onto the shoe leather in a circular motion. After the polish has dried, buff the shoes with a soft cloth. Do not get discouraged, the inspection shine will come. Corfram shoes may be worn on an optional basis at the unit. Corfram shoes are not allowed on ships and shall not be worn during summer training.

#### 4.9 BELTS AND BUCKLES

Issued brass buckles and optional anodized Marine uniform buckles are the only ones authorized for midshipmen to wear. The brass of the buckle and the belt tip are covered with a lacquer that should be removed so

that the true shine of the brass may be brought out. Do not apply metal polish of anodized brass, it will remove the shine. The belt tip and buckle should always be kept polished. Organizational buckles are not permitted.

a. Navy: Belts are worn with the buckle in the front at the center of the wearer's waist. For men/women respectively, the brass tipped end of the belt will pass through the buckle to the wearer's left/right and will extend only far enough for the belt tip to show. This is commonly referred to as "wearing brass on brass".

b. Marine: Belts for all uniforms will be worn at the natural waistline with the right edge of the buckle in line with the edge of the fly or coat front. The tip end of the web belt will pass through the buckle to the wearer's left and will extend from 2 to 4 inches beyond the buckle.

#### **4.10 RIBBONS AND MEDALS**

a. Navy: Ribbons are to be worn centered 1/4" above the left pocket and parallel to the top of the pocket. Medals are worn so that the brass hangs to the center of the left pocket. On the Service Dress Blue uniforms ribbons are worn parallel to the deck and 1/4" above the pocket at the closest edge. Personnel authorized to wear Department of Defense ribbons, medals, and other insignia will wear them in accordance with Navy Uniform Regulations. These devices will not be worn in combination with NROTC ribbons or medals.



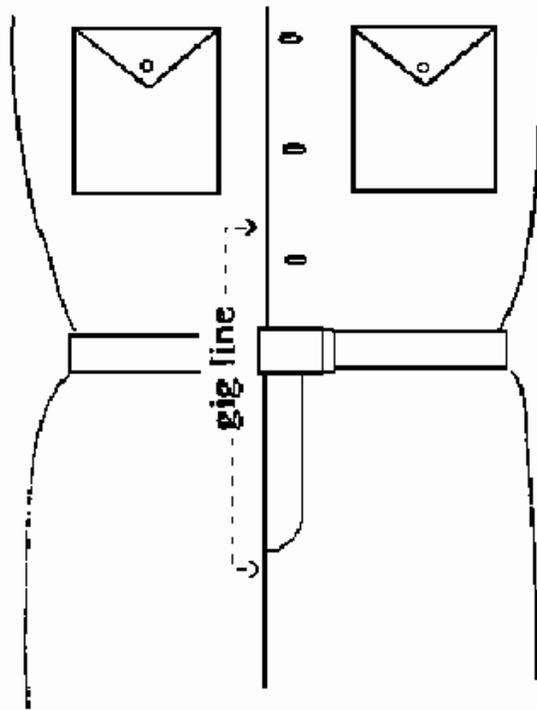
b. Marine: Ribbons/medals are worn 1/8" above and centered on the left breast pocket.

#### **4.11 BREAST INSIGNIA**

Breast Insignias, such as "Dolphins" or "Silver Cutlasses", will be worn on the left breast 1/4" above the ribbons or medals.

#### **4.12 GIG LINE**

A Gig Line is a vertical line made by the edge of your shirt, the edge of your zipper flap, and the right edge of your belt buckle (left edge of belt buckle for females). All three should be in one straight vertical line as shown below.



#### **4.13 NECKTIE**

The black wool necktie will be worn in a Four-in Hand or Full Windsor knot. The tip of the tie should be even with the top of the belt buckle. The ends of the black tie should fall freely.

a. Navy: The tie clip will be worn midway between the knot and the tip of the tie.

b. Marine: The clasp will be placed horizontally on the lower half of the necktie midway between the third and fourth buttons from the top.

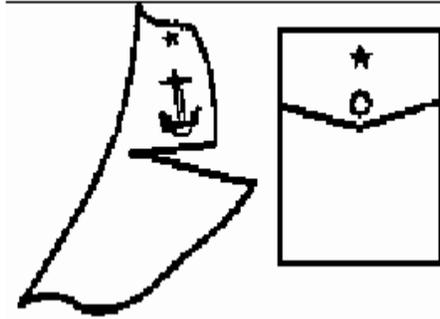
#### **4.14 NAME-TAGS**

The name-tag is worn on the right breast in a position corresponding to that of the ribbons on the left, or 1/4" (Navy) or 1/8" (Marine) above the highest point of the pocket and centered. Name-tags are worn on all uniforms except when medals are worn, such as with the Dinner Dress Blue (DDB).

#### **4.15 ACADEMIC STAR**

a. Service Dress Blue - The stars are placed 1/2" above the top of the lapel device. Two rays of the star will bisect the center line of the device.

b. Service Khaki and Summer Whites - One star is worn centered on the left pocket flap between the top of the button-hole and the top of the pocket flap. The academic star is worn in addition to any other ribbons or medals.



#### **4.16 RAINCOAT**

This is an overcoat with a removable lining also worn during inclement weather. The raincoat can be worn with any uniform and does not require any insignia. The raincoat may be worn with your civilian clothes.

#### **4.17 PT UNIFORM**

The clothing worn during periods of physical training or other activities requiring athletic activity. For Navy Option Midshipmen and STA 21 students, this shall consist of a yellow colored, reflective pullover shirt (short/long sleeved), blue colored "Navy" athletic shorts, ankle-high, white colored socks, and running shoes. For Marine Option Midshipmen and MECEP students, this shall consist of a green colored, short sleeved shirt, green colored athletic shorts, ankle-high, white colored socks, and running shoes. During periods of cold weather, official Navy and Marine Corps sweats may be worn as well as black gloves and black colored watch caps.

#### **4.18 UNIFORM LOCKERS**

Lockers will be assigned to each midshipman by the Battalion First Lieutenant. Midshipmen are responsible for providing a suitable lock and for locker cleanliness. The lockers are intended for convenience in storing uniform items, civilian clothes, books and gym gear. Personal gear left in the Wardroom is considered gear-adrift. Lockers shall be secured at all times.

#### **4.19 INSPECTIONS**

Personnel Inspection - Midshipmen are expected to present a sharp military appearance. The NROTC Unit Commanding Officer and the Battalion Commander conduct formal inspections each semester.

Seabag Inspection - Prior to departing for summer training each midshipman will be issued all uniforms and accessories required for the cruise. Midshipmen are responsible for proper stenciling in accordance with pre-cruise briefing instructions. In order to ensure possession of all required items, and their proper marking, a seabag inspection will be conducted by company commanders.

1. Preparation for Inspection (Service Dress Blue Tips)

a. Combination Cover

(1) Cloth cover: Wash, use bleach. Put on the frame while it's wet and let it dry tightly over a heat register like the dormitory heater or in direct sunlight, etc.

(2) Black band: Line up in the back. Put cover on and line up anchor with center of forehead. Check for "smiles" above the band. Pull cloth cover down and use pins if necessary.

(3) Gold braid: Check for loose threads. Pull down on bill.

(4) Gold post: These can be polished with metal polish. Eagles wings should be parallel to the deck.

(5) Bill: Clean with furniture polish and a soft cloth (not a paper towel as this will scratch the leather). Remove any fingerprints right before inspection. Make sure cover is on straight.

b. Shirt/Tie

(1) Shirt: Must be issued, white shirt (Wear only plain white round neck T-shirts). Make sure collars stay down. Check for loose threads around neck. Naval I.D. card goes in the left breast pocket.

(2) Tie: Knot should be a Four-in-Hand. A dimple is preferred. Use tie clasp. Clean any lint off tie.

b. Blouse

(1) Overall: Dry-cleaned, checked for lint, "Irish pennants, and flying collars.

(2) Buttons: Eagle's wings parallel to the deck.

(3) Ribbons: Centered 1/4" above left pocket and parallel to the deck

(4) Name-tags: Worn on the right side, just under the lapel, in line with top edge of the left pocket. The name-tag should be wiped clean.

(5) Anchors: There is a left and right anchor. The top bar of anchors slant outboard. Do not use metal polish on these anchors. Position: 1/2" up and 3/4" across on collar.

(6) Academic stars: Position 1/2" above anchors, one point should point up.

d. Trousers

(1) Pressing: Crease up front and back.

(2) Length: Within 1/2" of the welt in the rear, and breaking slightly in the front.

(3) Belt: Wear the black belt and a shined buckle.

(4) Overall: Check for lint and loose threads.

e. Skirt (females)

(1) Pressing: No wrinkles.

(2) Overall: Check for lint and loose threads.

f. Shoes/Socks

(1) Leather shoes: Original (factory) finish must be removed. Apply a coat of black shoe dye; let dry. Apply black polish-3 or 4 thin coats. Use a cloth around 1 or 2 fingers. Use a little water with polish. Shoe dressing on the shoe edges is optional but it does make shoes look better.

(2) Corframs: Wear them if you have them

- Clean with window cleaner or corfram cleaner
- Shoe dressing around edges

(3) Socks: Wear issued black socks.

g. Overall

(1) Position of attention: heels together, feet 45 degrees apart, thumbs along trouser seam with fingers in a natural curl, head erect, and eyes straight to the front.

(2) Clean fingernails

(3) Shave

(4) Haircut: Get a "fresh haircut," that is, one that is at most 3 days old.

(5) Brush your teeth and use mouthwash

(6) Clip nose hair

#### **4.20 AUTHORIZED BATTALION UNIFORMS FOR FORMAL FUNCTIONS**

The following describes the authorized uniforms for the Navy Ball, Dinning In, and the Joint Service Ball.

a. Active Duty will wear the following: OCs will wear the Dinner Dress Blue with the proper Officer Candidates Insignia; MECEPs will wear Blue Dress Alpha or Service Alpha if not in possession of the Blue Dress uniform.

b. Prior Active duty midshipman who have been released from active duty will wear the recommended midshipman Dinner Dress Blue uniform.

#### **4.21 GENERAL GROOMING INFORMATION**

Grooming standards are based on several elements including neatness, cleanliness, safety, military image and appearance. The standards established here are not intended to be overly restrictive nor are they designed to isolate Navy personnel from society. The limits set forth are reasonable, enforceable, and insure that personal appearance contributes to a favorable military image. The primary consideration is to have a neatly groomed appearance.

#### **4.22 PERSONAL APPEARANCE (MEN)**

Men shall be well groomed at all times and shall meet the following minimum standards:

a. Hair.

(1) Navy: Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower natural hairline upwards at least 3/4 inch to blend with hairstyle. Hair on the back of the neck must not touch the collar. Hair shall be no longer than four inches and may not touch the ears, collar, extend below eyebrows and when headgear is removed, show under front edge of headgear, or interfere with the proper wearing of military headgear. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish styles and outrageous multicolored hair are not authorized. The unique quality and texture of curled, kinked, waved and straight hair is recognized, and in some cases the 3/4 inch taper at the back of the neck may be difficult to attain. In those cases hair must present a graduated appearance and may combine the taper

with a line at the back of the neck. Varying hairstyles, including Afro, are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with the proper wearing of military headgear. Plaited or braided hair shall not be worn while in uniform or in a duty status.

(2) Marine: Hair will be neat and closely trimmed. The hair may be clipped at the edges of the side and back and will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head. Block-style trimming of hair on the back of the head is not authorized. Hair will not be over 3 inches in length fully extended on the upper portion of the head. The back and sides of the head below the hairline may be shaved to remove body hair. Head hair will be styled so as not to interfere with the proper wear of uniform headgear. Hair, which protrudes from beneath properly worn headgear in an unsightly manner, is considered excessive, regardless of length. No male Marine option will be required to have his hair trimmed to the scalp except while undergoing Officer Candidates School, or when such action is prescribed by a medical officer. This does not prohibit a male Marine option from having his hair clipped to the scalp if he so desires.

b. Sideburns.

(1) Navy: Keep sideburns (if worn) neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the center of the ear, shall be of even width (not flared) and shall end with a clean shaven horizontal line. "Muttonchops", "ship's captain", or similar grooming modes are not authorized.

(2) Marine: Sideburns will not extend below the top of the orifice of the ear. Sideburns will not be styled to taper or flare. The length of an individual hair of the sideburn will not exceed 1/8" when fully extended.

c. Beards and Mustaches: (Navy & Marine) The face will be clean shaven, except that mustaches are permitted. A mustache will be kept neat and closely trimmed. No portion of the mustache shall extend below the lip line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed 1/2 inch. Handlebar mustaches, goatees, beards or eccentricities are not permitted. **For NROTC Midshipman, mustaches are not authorized while in a student status.**

d. Fingernails: Fingernails shall not extend past fingertips. They shall be kept clean.

e. Jewelry: Jewelry is authorized for all male personnel and shall be in good taste while you are in uniform. Eccentricities or faddish styles are not permitted. Jewelry shall not present a safety or FOD hazard. Jewelry shall be worn within the following guidelines:

(1) Rings: While in uniform, only one ring per hand is authorized, plus a wedding ring.

(2) Earrings: Not authorized. Additionally, no article shall be attached to or through the ear, nose or other areas of the body.

(3) Necklaces/Choker:

- Navy: While in uniform only one necklace may be worn but it shall not be visible.
- Marine: Only religious charms, necklaces, etc. may be worn, but it shall not be visible.

(4) Wristwatch/Bracelets:

- Navy: While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.
- Marine: Only inconspicuous wristwatches may be worn while in uniform. Bracelets of any kind are not authorized.

f. Gloves:

(1) Navy: Black gloves may be worn with windbreakers or foul weather coats.

(2) Marine: Only black leather or vinyl gloves may be worn.

g. Umbrellas:

(1) Navy: The use of a black umbrella is authorized.

(2) Marine: The use of a black umbrella is not authorized.

#### **4.23 PERSONAL APPEARANCE (WOMEN)**

Women shall be well groomed at all times and shall meet the following minimum standards:

a. Navy:

(1) Hair. Keep hair clean, neatly shaped, and arranged in an attractive and professional style. Hairstyles with a maximum of two braids may be worn. Faddish and exaggerated styles are prohibited. Ponytails and pigtails are not permitted. When in uniform, hair on back of the head may touch but not fall below the lower edge of the collar. Long hair, including braids, must be neatly and inconspicuously fastened, pinned or secured to the head presenting an attractive hairstyle and may not dangle free at any point. Hair must not show under the front of the brim of the combination hat, garrison cap, or command ball cap. Afro, natural, bouffant and other similar hairstyles which do not interfere with proper wearing of headgear are permitted. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the

mass of the hair protrudes from the scalp. Hair coloring must look natural and complement the individual. Faddish and outrageous multicolored hair is not authorized. Visible hair nets may be worn only if authorized for specific duties such as hospitals or galleys.

(2) Hair Ornaments. Conspicuous rubber bands, combs and pins are not authorized. When worn, hair ornaments shall not present a safety or Foreign Object Damage (FOD) hazard. A maximum of two barrettes, similar to hair color, may be used to pin up hair.

(3) Hair Pieces. While in uniform or duty status, hairpieces or wigs shall be of good quality and fit, present a natural appearance, and conform to the above grooming standards. They shall not interfere with the proper performance of duty, not present a safety or FOD hazard.

(4) Cosmetics. Cosmetics shall be applied in good taste so that colors blends with natural skin tone and enhances natural features. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and shall not be worn. Care should be taken to avoid an artificial appearance. Lipstick shall be conservative in color and compliment the individual. Long false eyelashes shall not be worn when in uniform.

(5) Fingernails. Fingernails shall not exceed 1/4 inch measured from the fingertip. Nail polish colors shall complement the skin tone.

(6) Jewelry. Jewelry is authorized for all female personnel and shall be in good taste while you are in uniform. Eccentricities or faddish styles are not permitted. Jewelry shall not present a safety or FOD hazard. Jewelry shall be worn within the following guidelines:

- Rings: While in uniform, only one ring per hand is authorized, plus an engagement ring (or wedding ring set).
- Earrings: One earring per ear (centered on earlobe) may be worn with any uniform. Nose rings are not authorized. Earrings shall be 6mm ball (approximately 1/4"), plain with brushed matte gold finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms.
- Necklaces/Chokers: While in uniform, only one of each may be worn but it shall not be visible.
- Wristwatch/Bracelet: While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

(7) Gloves: Black or gray gloves may be worn with wind breakers or the working blue jacket.

(8) Umbrella: The use of a black umbrella is authorized.

(9) Handbag: The black and white handbags that are issued are to be worn over the left shoulder with the top of the bag at waist level. A clutch-type purse may be carried with the dinner dress (if authorized by the Commanding Officer).

(10) Pumps: No wedges are allowed. The heels may be from 5/8 to 2 5/8" high measured from the forward edge of the heel. The heel must be less than 1 3/4" wide.

b. Marine:

(1) Hair: Hair may touch the collar, but will not fall below the collar's lower edge. Hair that would fall naturally below the collar's lower edge will be neatly and inconspicuously fastened or pinned. During physical training periods in which physical training clothing is worn, hair will be allowed to fall naturally, without being fastened or pinned. This does not apply when conducting physical training in the utility uniform. Hair will be styled so as not to interfere with the proper wear of the uniform headgear. All headgear will fit snugly and comfortably around the largest part of the head without distortion or excessive gaps. Hairstyles, which do not allow the headgear to be worn in this manner, are prohibited. Faddish and exaggerated styles to include shaved portions of the scalp other than the neckline, designs cut in the hair, unsecured ponytails and styles which are distinctly unbalanced or lopsided are prohibited. Multiple braiding is authorized. If hair extensions are used in the braiding of the hair, the extensions must have the same general appearance as the individual's natural hair. Braided hairstyles will be conservative, and conform to the other guidelines listed herein.

(2) Hair Ornaments and Pieces: Barrettes, combs, rubber bands, etc. are authorized, if concealed by the hair. Inconspicuous hair pins and bobby pins, if required, are authorized. Hair nets will not be worn unless authorized for a specific type of duty. Wigs, if worn in uniform, must look natural and conform to the above regulations.

(3) Cosmetics: Cosmetics, if worn, will be applied conservatively and will complement the individual's complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. If worn, nail polish and non-eccentric shades of red may be worn with all uniforms. Colored nail polish will not be worn with the utility uniform.

(4) Fingernails: Fingernails with multiple colors and decorative ornamentation are prohibited. Nail length will be no longer than 1/4 inch from the tip of the finger.

(5) Jewelry. Jewelry is authorized for all female personnel and shall be in good taste while you are in uniform. Eccentricities or faddish styles are not permitted. Jewelry shall not present a safety or FOD hazard. Jewelry shall be worn within the following guidelines:

- Rings: While in uniform, only one ring per hand is authorized, plus an engagement ring (or wedding ring set).
- Earrings: One earring per ear (centered on earlobe) may be worn with any dress uniform. Earrings are not authorized for wear with the utility uniform. Nose rings and other body rings are not authorized. Earrings shall be 6mm ball (approximately 1/4"), plain with brushed matte finish, screw-on or with posts. Small single pearl or diamond stud earrings are authorized for wear with Dinner and Formal Dress uniforms.
- Necklaces/Chokers: While in uniform, Necklaces/chokers are not authorized. Only religious necklaces and charms may be worn but it shall not be visible.
- Wristwatch/Bracelet: While in uniform, only inconspicuous wristwatches may be worn. Bracelets of any kind are not authorized while in uniform.

(7) Gloves: Leather or vinyl black gloves may be worn in uniform.

(8) Umbrella: The use of a black umbrella is authorized.

(9) Handbag: Females may purchase optional handbags through the Marine Corps Exchange or commercial sources provided they conform to the following guidelines:

- The optional handbag must be of plain natural grain black leather or synthetic leather. Exotic materials such as eel skin, alligator, or ostrich are not authorized. The closure hardware will be brass-plated or gold-colored.

- The handbag will be of rectangular design with a flap. If the flap has a closure, it must be a clasp (no buckles, zippers, or string ties are allowed). The handbag may not have any visible ornamentation, decorative stitching, embossed design, or manufacturer's logo. The handbag will not be any smaller than 7-1/2 inches wide by 5-1/2 inches high by 2 inches deep nor will it be larger than 12 inches wide by 8 inches high by 3-1/2 inches deep.

(10) Pumps: All pumps will be of a conservative cut with closed toes and heel without ornamental stitching or seams. Black smooth or synthetic leather pumps will be worn with evening dress uniforms. Heels will measure from 1 inch to 2-1/2 inches in height. The base of the heel will measure from 3/8 by 3/8 inch to 1/14 to 1/12 inches. Black dress flats are authorized for wear with the dress and service uniforms instead of black pumps or oxfords under certain conditions. They will have a maximum heel height of 7/8 inch. The flats will have heels that are separate and distinct from the sole of the shoe. No wedges are allowed.

#### **4.24 CIVILIAN CLOTHING (MEN AND WOMEN)**

Appropriate Civilian Attire for junior officers traditionally includes a shirt with a collar, and a belt. While on summer cruises, Midshipmen are expected to conform to the standards of Junior Officers. While on campus, the belt may be dispensed with, and T-shirts are permitted. However, when civilian clothing is worn, naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and not bring discredit upon the naval service. Dirty, torn or controversial clothing does not present the image of a professional Naval Officer and therefore, should not be worn. Uniform items will not be worn with civilian attire.

#### **4.25 TATTOOS PIERCING AND BODY ORNAMENTATION**

In accordance with the NROTC Unit Tattoo Policy, all students within the NROTC Unit shall not get ANY tattoos or brands or body ornamentation while assigned to the NROTC Unit. This includes modification of existing tattoos or brands. All tattoos that students have prior to entry to the NROTC program are subject to review and must be approved by Commander, Naval Service and Training Command (NSTC) or for Marines by the Commanding General at Marine Corps Recruiting Command (MCRC). Individuals with brands or tattoos that represent hate groups or gang affiliation are subject to immediate disenrollment and forfeiture of all NROTC scholarship benefits. Students who fail to comply with NROTC Policy will be referred to a PRB for consideration for disenrollment.

Upon enrollment in the NROTC Program, all midshipmen, MECEPs, OCs, and Naval Science students will be required to sign a Statement of Understanding (SOU) regarding the current Program Policy concerning tattoos, branding, and ornamentation for the Navy and the Marine Corps. Students will also be required to complete a Tattoo Screening Form that documents the full extent of all current tattoos, brands, or body ornamentation.

The current Marine Corps policy concerning Tattoos, Branding, and Ornamentation is contained in the MCO P1100.73 and the Marine Corps Uniform Regulations (MCO P1020.34G). The Current Navy policy can be located in NAVPERS 1566.5G.

# **CHAPTER FIVE: ACADEMIC AND TRAINING PROGRAMS**

## **5.0 DEPARTMENT OF NAVAL SCIENCE**

The Department of Naval Science at the University of Nebraska-Lincoln is not a part of any college, but comes under the cognizance of the Chancellor's Office.

Instruction in Naval Science is conducted as prescribed by the Chief of Naval Education and Training and approved by the University of Nebraska-Lincoln. All academic courses taught by the Department of Naval Science are open to all university students.

The head of the Department of Naval Science is the Navy or Marine Corps officer assigned as Commanding Officer (CO) of the NROTC Unit by the Department of the Navy, and approved and designated as Professor of Naval Science by the University.

The officer next senior in rank is the Executive Officer (XO). In addition to his duties as the assistant to the Commanding Officer, he is designated as an Associate Professor by the University. Those officers on the staff who are junior to the XO are given the rank of Assistant Professor.

Enlisted personnel of the Navy and Marine Corps ordered to report to the Commanding Officer for duty are designated as Instructors by the University.

### **5.1 PROGRAMS OF STUDY**

The study program of each midshipman, as well as modification of the program (e.g. drops and adds), must be approved by the Professor of Naval Science via the midshipman's NROTC class advisor. This is to make sure the midshipman is successfully progressing toward a degree.

### **5.2 NAVAL SCIENCE CURRICULUM**

The Naval Science curriculum is prepared by the Chief of Naval Education and Training and is revised as necessary as a result of recommendations from the various units. Units at various colleges and universities may vary in the presentation or sequence of sessions, but in general, the same material is taught at each unit. See Policy Note 003 for program curriculum and sequencing requirements.

### **5.3 COUNSELING**

Each midshipmen class is assigned an officer-advisor who is responsible for checking the students military and academic performance. This includes: beginning, mid-term and end-of-term interviews; term aptitude evaluation; and regular counseling for a midshipman with low aptitude/academic performance.

#### **5.4 ACADEMIC STANDARDS**

A midshipman's first responsibility is academics. When course work falls below the university average, which is a "C" for any given course, the ability to become a commissioned officer is in jeopardy and consequentially examined. Additionally, each college has a cumulative GPA requirement that must be met to be considered as making progress toward a degree. Each midshipman must keep a term GPA of 2.5 and a cumulative GPA of 2.0 to remain in good standing. Normal loading should be between 15 and 18 credit hours per semester, including all NROTC-required course work. All NROTC students must obtain permission to carry less than 15 hours in a given semester from his/her officer-advisor. (Refer to CO's Policy Note 003 for more information on Curriculum Requirements.) **All midshipmen, MECEP, OCs, and Naval Science students are required to attend all classes. Any absences must be approved in advance by their military advisor. Failure to attend classes will result in the convening of a PRB and potentially disenrollment.**

#### **5.5 ACADEMIC STAR**

An academic star may be worn by midshipmen following a semester in which they attain a 3.2 grade point average or above.

#### **5.6 PASS/NO PASS COURSES**

Pass/No pass courses are not desirable under the Naval grading system. Midshipmen should not schedule courses to be taken under the Pass/No pass system without serious discussion with and permission of their Naval Science Advisor. Naval Science courses and required courses for scholarships may **NOT** be taken Pass/No pass.

#### **5.7 CURRICULUM REQUIREMENTS**

See Commanding Officer's Policy Note 003 for each program's current curriculum requirements.

#### **5.8 COURSE VALIDATION**

The Professor of Naval Science may approve validation for certain Naval professional courses. Midshipmen may request validation under the following circumstances:

a. NJROTC graduates - Students who have satisfactorily completed at least three years of Naval Science course work in the NJROTC may be exempt from Introduction to Naval Science (NS 111).

b. Prior Naval Service - Students with prior active duty naval service may be exempt from Introduction to Naval Science (NS 111) upon successful completion of an examination.

## **5.9 SUMMER TRAINING**

Summer training is held annually to furnish NROTC students the opportunity to gain experience in the practical application of their studies in Naval Science. These training periods are normally four to six weeks in length. There are three such summer training programs:

a. Third Class - Conducted between the freshman and sophomore academic year, Scholarship Midshipmen attend Career Orientation Training for Midshipmen (CORTRAMID), a four week period in which they rotate through submarine, surface, aviation and Marine Corps orientation.

b. Second Class - Conducted between the sophomore and junior academic year, Scholarship Midshipmen experience enlisted life at sea to include standing duties/watches and learning shipboard organization, ship systems and safety requirements or the option of attending CORTRAMID if they did not attend 3/C year. Marine Option Midshipmen on scholarship will attend Mountain Warfare School.

c. First Class - Conducted between the junior and senior academic year and is a commissioning requirement for all NROTC students. All Navy option Midshipmen conduct at-sea training, where they learn and experience life as a junior officer as part of the command's wardroom. All Marine Option Midshipmen will attend Marine Corps Officer Candidate School (Bulldog) at the Marine Corps Combat Development Command in Quantico Virginia.

# **CHAPTER SIX: PHYSICAL READINESS**

## 6.0 PHYSICAL READINESS TRAINING

It is essential to the daily effectiveness and combat readiness of the Naval Service that every member be physically fit regardless of duty assignment. Physical readiness is also an indispensable aspect of leadership. The traits of self-discipline and motivation required to gain and maintain a high level of physical fitness are inherent in the Naval Service and must be a part of the character of every member. Accordingly, there is a requirement that every member of the Naval Service, regardless of age, sex, or duty assignment, engage in an effective physical conditioning program on a continuing and progressive basis. At a minimum, all military members shall exercise for at least 30-40 minutes, to include 20 minutes of brisk aerobic exercise, **three times a week**. Midshipmen are strongly encouraged to develop this habit now and make it a lifelong commitment in order to ensure all students meet Physical Fitness commissioning standards.

Navy Option midshipmen must meet physical readiness testing requirements as prescribed by OPNAVINST 6110.1 series. To pass the PRT successfully the member must meet the physical readiness requirements for the sit-ups, push-ups and 1.5 mile run/walk. **FAILURE TO MEET PHYSICAL READINESS STANDARDS FOR ANY ONE OF THESE REQUIREMENTS CONSTITUTES FAILURE OF THE ENTIRE TEST.** Failure to pass the BCA will result in failure of the PFA. PFA includes the BCA and PRT. If failed, the individual will be placed on FEP. Marine Option midshipmen must meet physical readiness testing requirements as prescribed by MARINE CORPS ORDER P6100.13. To pass the PFT successfully each member must meet the physical readiness requirements for the pull-ups/dead hang, crunches and 3.0 mile run. **ACHIEVING THE MINIMUM PERFORMANCE (POINTS) IN EACH EVENT ALONE, WILL NOT MEET THE TOTAL POINTS REQUIRED FOR A PASSING SCORE.**

The PFA/PFT is administered to every midshipman at least once each semester. Any student who fails an official semester physical fitness assessment/test and/or fails to meet required height/weight standards will be assigned aptitude probation and placed on the Fitness Enhancement Program (FEP). If BCA is failed, individual will be placed on FEP and enrolled in nutritional counseling. Any repeat failure could result in a PRB, LOA or disenrollment. Navy option Midshipmen placed on FEP will remain in the program until they have successfully passed two consecutive PFAs administered by the NROTC Staff. Marine option Midshipmen placed on FEP will remain in the program, not to exceed a period of 6 months, until they have successfully passed one PFT/CFT administered by the NROTC Staff. In addition, Marine option Midshipmen must meet appropriate physical appearance standards per reference (e) and monitored by the MOI and AMOI.

Midshipmen are expected to perform to the best of their ability and to show gradual improvement in performance. Every midshipman should set an individual goal of attaining a score of "Outstanding" by the time they become First Class.

Medical excuses from scheduled PRTs or from scheduled remedial PT sessions must be in writing by competent medical authority. The excuse should indicate which event(s) should not be performed and when the excuse expires. Should the PRT or PFT be missed due to medical, the individual will remain in the FEP until a passing score on the PRT or PFT is administered by the NROTC Staff.

## **6.1 COMPANY PT**

The purpose of Company PT is to provide additional physical training time and leadership opportunities within the battalion. In addition, Company PT is designed to instill esprit de corps in the company. The Company Commander may delegate leadership to any member of his company who is in good standing and meets battalion PT standards (Good/225). The monthly PT plan shall include the PT leader, the muster time and location. Battalion staff members not assigned to a location shall attend either company's PT in approximate equal number. The Company XO is responsible for taking accurate muster, to include staff members, and submitting a muster report to the PTO/BFL to ensure all battalion members are accounted for.

## **6.2 PHYSICAL READINESS TEST STANDARDS AND SCORING (NAVY)**

The following PRT standards were developed by a Physical Readiness working group composed of representatives from the fleet. It is designed to bring about long-term improvement, reduce dissatisfiers, and eliminate demotivators while improving the Physical Readiness Program as a whole.

### **1. The Program Includes:**

a. Event standards are established for 5-year age intervals, the PRT Standards tables for each of these intervals are located at the end of this section. Failure of the BCA or any section of the PRT will be placed on FEP.

### **b. PRT SCORING**

(1) PRT Scoring system shall assign points based on performance categories and levels. Scores will be averaged to determine sailor's overall PRT performance.

(2) The following is an overall scoring example: A 25 year-old female completes 91 curl-ups (Excellent) 75 points; 26 push-ups (Good) 60 points; and completes the 1.5 miles run in 15:23 (Satisfactory) 45 points. To compute the overall score, add the individual points (75+60+45), equaling 180 points. The next step is to then divide the 180 by three (finding the average); the resulting number is 60, which equals an overall score of Good.

(3) Members must perform all three events, push-ups, curl-ups, and a cardiovascular event to attain an overall score.

(4) Members who are medically waived from an individual PRT event shall not be assigned an overall score.

### 6.3 PHYSICAL FITNESS TEST STANDARDS AND SCORING (MARINE)

The PFT provides an instrument that measures the collective level of physical fitness Marine Corps wide. It is a measurement of general fitness vice combat readiness and unit/MOS capability. The PFT consists of three events: male Marines will perform dead-hang pull-ups, abdominal crunches, and a 3.0 mile run; female Marines will complete the flexed-arm hang, abdominal crunches, and a 3.0 mile run. These events are designed to test the strength and stamina of the upper body, midsection, and lower body, as well as the efficiency of the cardiovascular system.

The Program includes:

a. Event standards are established for age intervals listed below. The PFT Standards tables for each of these intervals are located in MARINE CORPS ORDER 6100.13.

b. PFT SCORING

(1) PFT Scoring system shall assign points based on performance levels. Scores will be summed to determine a Marine's overall PFT performance.

(2) The following is an overall scoring example: A 25 year-old male completes 13 pull-ups for 65 points; 90 crunches for 90 points; and completes the 3.0 mile run in 23:00 minutes for 70 points. To compute the overall score add the individual points (65+90+70), equaling 225 points. The next step is to determine class level using the table below; the resulting class level is 1<sup>st</sup> Class.

AGE GROUPS				
PFT CLASS	17-26	27-39	40-45	46+
1st	225	200	175	150
2nd	175	150	125	100
3rd	135	110	88	65

Minimum PFT Classification Scores.

(3) Members must perform all three events, pull-ups, crunches, and a cardiovascular event to attain an overall score.

### 6.4 HEIGHT/WEIGHT

The current method for measuring compliance with body fat composition standards is contained in the current edition of OPNAVINST 6110.1. Personnel will first be weighed to determine if they fall within the prescribed weight for their height. If not, body fat measurements will be taken. Personnel who fail the body fat measurement are considered "not within standards" and will be handled with the guidelines of the current edition of OPNAVINST 6110.1. See the table below.

## **6.5 WEIGHT CONTROL**

NROTC students whose weight is more than established standards are required to attend additional physical conditioning and are encouraged to seek professional dietary assistance to reach acceptable standards. Students are not permitted to enter advanced standing or be commissioned unless these standards are met. NROTC students who fail to meet these standards by the beginning of their third class year are placed in an LOA status or recommended for disenrollment as determined by the Commanding Officer. If BCA is failed, individual will be placed on FEP and enrolled in nutritional counseling.

## **6.6 SWIMMING QUALIFICATIONS**

Midshipmen shall qualify as Swimmer, 3rd Class (MILPERSMAN 1414.010), by the end of the Fourth Class Year. Midshipmen qualifying as Swimmer, 2nd Class, are exempt from further testing. Students qualified at lower than Swimmer, 2nd Class, shall re-qualify annually. The minimum requirements include entering the water from a minimum height of five feet, a 50 yard swim, and a five-minute prone (face down) float, and a shirt/trouser or coverall inflation test. Those unable to pass this test will be classified as non-swimmers and will take instruction in fundamental swimming skills. Freshman unable to pass the test will be advised to take a remedial swimming course offered by the University or the American Red Cross. Failure to achieve qualification as Swimmer, 3rd Class, may be grounds for disenrollment from the program.

## **6.7 COMMISSIONING PFA/PFT REQUIREMENTS**

a. Navy option Midshipmen meeting commissioning requirements are those individuals who pass the PFA administered by the NROTC Staff with:

- (1) Navy score of 'Good' or better, overall and on the run event.
- (2) BCA within the required range.

b. Marine option Midshipmen and MECEP students meeting commissioning requirements are those individuals who pass the Physical Fitness Test

(PFT) and the Combat Fitness Test (CFT) administered by the NROTC Staff with:

(1) PFT score of 225 points or greater, with less than a 24:00 3-mile run time.

(2) CFT score of 270 points or greater.

(3) Body weight in accordance with Marine Corps height/weight standards and body fat percentage in accordance with the Marine Corps Body Composition and Military Appearance Program (MCBCMAP), if required.

MAXIMUM WEIGHT FOR HEIGHT SCREENING TABLE

Men Maximum Weight (pounds)	Member's Height (Inches) (fractions rounded up to nearest whole inch)	Women Maximum Weight (pounds)
97	51	102
102	52	106
107	53	110
112	54	114
117	55	118
122	56	123
127	57	127
131	58	131
136	59	136
141	60	141
145	61	145
150	62	149
155	63	152
160	64	156
165	65	160
170	66	163
175	67	167
181	68	170
186	69	174
191	70	177
196	71	181
201	72	185
206	73	189
211	74	194
216	75	200
221	76	205
226	77	211
231	78	216
236	79	222
241	80	227

MAXIMUM ALLOWABLE NAVY BODY FAT LIMITS

Years of Age	17-21	22-29	30-39
Male	22%	23%	24%
Female	33%	34%	35%

NAVY PHYSICAL READINESS TEST STANDARDS

**PRT STANDARDS FOR MALES**

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Males: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	92	8:15	6:30	6:20
Outstanding	90	102	86	9:00	7:15	7:05
Excellent	75	90	76	9:45	8:30	8:20
Good	60	62	51	11:00	11:15	11:05
Satisfactory	45	50	42	12:30	12:45	12:35
Failure	<45	<50	<42	>12:30	>12:45	>12:35
		Males: Age 20-24 years				
"Maximum"	100	105	87	8:30	6:30	6:20
Outstanding	90	98	81	9:15	7:30	7:20
Excellent	75	87	71	10:30	8:45	8:35
Good	60	58	47	12:00	11:30	11:20
Satisfactory	45	46	37	13:30	13:00	12:50
Failure	<45	<46	<37	>13:30	>13:00	>12:50
		Males: Age 25-29 years				
"Maximum"	100	101	84	8:55	6:38	6:28
Outstanding	90	95	77	9:38	7:38	7:28
Excellent	75	84	67	10:52	8:53	8:43
Good	60	54	44	12:53	11:38	11:28
Satisfactory	45	43	34	14:00	13:08	12:58
Failure	<45	<43	<34	>14:00	>13:08	>12:58
		Males: Age 30-34 years				
"Maximum"	100	98	80	9:20	6:45	6:35
Outstanding	90	92	74	10:00	7:45	7:35
Excellent	75	81	64	11:15	9:00	8:50
Good	60	51	41	13:45	11:45	11:35
Satisfactory	45	40	31	14:30	13:15	13:05
Failure	<45	<40	<31	>14:30	>13:15	>13:05
		Males: Age 35-39 years				
"Maximum"	100	95	76	9:25	6:53	6:43
Outstanding	90	88	70	10:08	7:53	7:43
Excellent	75	78	60	11:23	9:08	8:58
Good	60	47	37	14:08	11:53	11:43
Satisfactory	45	37	27	15:00	13:23	13:13
Failure	<45	<37	<27	>15:00	>13:23	>13:13
		Males: Age 40-44 years				
"Maximum"	100	92	72	9:30	7:00	6:50
Outstanding	90	85	67	10:15	8:00	7:50
Excellent	75	76	56	11:45	9:15	9:05
Good	60	44	34	14:30	12:00	11:50
Satisfactory	45	35	24	15:30	13:30	13:20
Failure	<45	<35	<24	>15:30	>13:30	>13:20

NAVY PHYSICAL READINESS TEST STANDARDS

**PRT STANDARDS FOR FEMALES**

"Maximum" is the highest number of points attainable for an event.

Performance Level	Points	Females: Age 17-19 years				
		Curl-ups	Push-ups	1.5-mile run	500-yd swim	450-m swim
"Maximum"	100	109	51	9:29	6:45	6:35
Outstanding	90	102	47	11:30	8:30	8:20
Excellent	75	90	42	12:30	9:45	9:35
Good	60	62	24	13:30	13:00	12:50
Satisfactory	45	50	19	15:00	14:15	14:05
Failure	<45	<50	<19	>15:00	>14:15	>14:05
Females: Age 20-24 years						
"Maximum"	100	105	48	9:47	7:15	7:05
Outstanding	90	98	44	11:30	8:45	8:35
Excellent	75	87	39	13:15	10:00	9:50
Good	60	58	21	14:15	13:15	13:05
Satisfactory	45	46	16	15:30	14:30	14:20
Failure	<45	<46	<16	>15:30	>14:30	>14:20
Females: Age 25-29 years						
"Maximum"	100	101	46	10:17	7:23	7:13
Outstanding	90	95	43	11:45	9:00	8:50
Excellent	75	84	37	13:23	10:15	10:05
Good	60	54	19	14:53	13:30	13:20
Satisfactory	45	43	13	16:08	14:45	14:35
Failure	<45	<43	<13	>16:08	>14:45	>14:35
Females: Age 30-34 years						
"Maximum"	100	98	44	10:46	7:30	7:20
Outstanding	90	92	41	12:00	9:15	9:05
Excellent	75	81	35	13:30	10:30	10:20
Good	60	51	17	15:30	13:45	13:35
Satisfactory	45	40	11	16:45	15:00	14:50
Failure	<45	<40	<11	>16:45	>15:00	>14:50
Females: Age 35-39 years						
"Maximum"	100	95	43	10:51	7:45	7:35
Outstanding	90	88	39	12:08	9:30	9:20
Excellent	75	78	34	13:45	10:45	10:35
Good	60	47	14	15:53	14:00	13:50
Satisfactory	45	37	9	17:00	15:15	15:05
Failure	<45	<37	<9	>17:00	>15:15	>15:05
Females: Age 40-44 years						
"Maximum"	100	92	41	10:56	8:00	7:50
Outstanding	90	85	37	12:15	9:45	9:35
Excellent	75	76	32	14:00	11:00	10:50
Good	60	44	12	16:15	14:15	14:05
Satisfactory	45	35	7	17:15	15:30	15:20
Failure	<45	<35	<7	>17:15	>15:30	>15:20

MARINE CORPS PHYSICAL FITNESS TEST SCORING TABLE - FEMALES

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

\*Round up all values (e.g., 21:01 to 21:09 equals 99 points)

MARINE CORPS PHYSICAL FITNESS TEST SCORING TABLE - MALES

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

\*Round up all values (e.g., 18:01 to 18:09 equals 99 points)

# **CHAPTER SEVEN: COMMANDING OFFICER'S POLICY NOTES**



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000

Ser NROTCUNE/196

AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **COMMANDING OFFICER'S POLICY NOTE SYSTEM (POLICY NOTE 001)**

Encl: (1) Index of Commanding Officer's Policy Notes

1. **Background.** Written command policy is provided to members of an organization to ensure that all hands are aware of, understand, and comply with those policies of primary importance to the Commander. In the case of NROTC, University of Nebraska-Lincoln, command policy serves an additional important function—that of indoctrinating midshipmen with the concepts of leadership and organizational operations. Therefore, written guidance on important aspects of command policies will be provided via "Commanding Officer's Policy Notes." This guidance will be maintained in loose-leaf notebook format, using enclosure (1) as an index. Each separate subject will be identified as "Commanding Officer Policy Note XXX". New Policy Notes shall be added as appropriate.

2. **Action.** Each new policy note or revision will contain instructions for pen and ink updates of enclosure (1). Additionally, enclosure (1) will be reissued annually in August by the Administrative Assistant. Each staff member should review these policy notes annually before commencement of the fall term. Additionally, new Battalion Staff (including company commanders) will review these notes upon taking office, and the fall semester Battalion Commander shall cause a battalion-wide review at the squad or platoon level. The Battalion Administrative Officer will coordinate reviews by the Battalion to ensure completion by the end of September. When the review is complete, the Battalion Administrative Officer will report to the Battalion Commander and Unit Executive Officer by memo.

3. All hands are encouraged to contribute to command policy. Recommendations should be forwarded through the appropriate chain of command.

*Richard E. Thomas*  
R. E. THOMAS

Distribution:  
List I



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000  
Ser NROTCUNE/187

From: Commanding Officer  
To: Distribution

AUG 19 2013

Subj: **PHILOSOPHY OF COMMAND (POLICY NOTE 002)**

1. Our objective is to execute our missions, functions and tasks in an efficient, effective and safe manner. In execution, we shall keep the following three major points in mind.

2. **Mission first... People always!** People are our most valuable resource, and every member of this command is vital to the successful execution of our mission. This command shall have an atmosphere of mutual respect at all times. We train Midshipmen and mentor them. We will tolerate honest mistakes, but do not accept them, and will not repeat them. We will delegate tasks as appropriate, to get the job done, and strive to never waste a minute of our people's time. Our staff, military and civilian, and our families are all part of the University of Nebraska NROTC family, and we will always take care of our family.

3. **Do the right things.** Fundamentally I expect each of you to know your job and to do your job. Take the initiative and do your job without being told. If you are unsure of your job, or how to do it, tell your supervisor. Remember, as you get more senior, you will find you pretty much have to figure out how to do your job on your own. Ensure you know how to do the job of each of your subordinates, and of the person who is your direct supervisor, as you should aspire to do their job, and may have to execute it in their absence. I expect leadership at all levels to set priorities, as all things are not of equal importance, and we want to ensure we are expending precious resources on the right things.

4. **Do things right.** This does not just mean following the procedures and guidance of higher authorities, although that is what is expected at all times. Strive to get things done right the first time. Set high standards for yourself and others, and then routinely exceed them. Give 100% of yourself when carrying out your duties. Have the moral fortitude to do things right, even when no one is watching. Plan for the best; do not just hope for the best. There is an increased appetite to do more with less - DO NOT. Always look for the best way to do things,

and don't forget good ideas can come from anyone, and often from the place you least expect. As your Commanding Officer, I will strive to listen to each of you as we continue to execute our mission, functions and tasks effectively, efficiently and safely.

  
R. E. THOMAS

Distribution:  
List I



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

1500  
Ser NROTCUNE/175  
OCT 28 2015

From: Commanding Officer  
To: Distribution

Subj: **SEQUENCING AND CURRICULUM REQUIREMENTS FOR NAVAL SCIENCE COURSES (POLICY NOTE 003)**

Ref: (a) NSTC M-1533.2A Regulations for Officer Development (ROD) for the Naval Reserve Officers Training Corps (NROTC)

Encl: (1) Curriculum Requirements - Navy Option Scholarship  
(2) Curriculum Requirements - College Program  
(3) Curriculum Requirements - Marine Option  
(4) Curriculum Requirements - Nurse Option  
(5) Curriculum Requirements - Seaman to Admiral 21 (STA-21) / Marine Enlisted Commissioning and Education Program (MECEP)  
(6) World Cultures/Regional Studies Course List  
(7) Blank Degree Completion Plan and Weekly Schedule  
(8) Example Degree Completion Plan and Weekly Schedule  
(9) NSTC Approved Tier listing  
(10) Naval Science Course Offering Plans

1. **Background.** This policy note promulgates the requirements for Navy Option scholarship students, College Program (non-scholarship) students, Marine Option students, Nurse Option students, Seaman to Admiral (STA-21) students, and Marine Enlisted Commissioning and Education Program (MECEP) students. Additionally, this policy details the procedures for developing and modifying degree completion plans, weekly schedules, and executing academic registration.

2. **Action.** Enclosures (1) through (6) provide the current curriculum requirements for commissioning as an Ensign or Second Lieutenant. Students shall keep both their academic and NROTC Unit advisors informed of any changes in course load/major or course scheduling **prior** to the change occurring. NROTC Unit advisors will document a minimum of two advising sessions per semester.

3. **Policy.** All students shall maintain a current degree completion plan (DCP) per enclosures (7) and (8). The DCP shall include all appropriate academic major and naval science course requirements. Students shall coordinate the development, content, and modification of the DCP with both academic and NROTC Unit

Subj: **SEQUENCING AND CURRICULUM REQUIREMENTS FOR NAVAL SCIENCE COURSES (POLICY NOTE 003)**

advisors. Students shall consult with **both** academic and NROTC Unit advisors prior to executing DCP modification tasks, such as adding or dropping courses during registration, withdrawal from a course, and changing of majors. For Navy midshipmen only, changing majors within the same tier, enclosure (8), may be approved by their NROTC Unit Advisor; change of tier requests must be endorsed by the Professor of Naval Science (PNS) and approved, in advance, by NSTC. When developing and modifying the DCP, students shall sequentially follow these procedures:

a. Prior to the beginning of the student's assigned priority semester course registration, reference enclosures (1) through (5) to ensure the DCP contains all naval science course requirements for graduation. All students shall include NS 100 on all DCPs for each fall and spring academic semester.

b. Reference the UNL schedule of classes (<http://unlsched.unl.edu/nusched/index.jsp>) in order to determine the content, location, and time period of each academic course meeting requirements for graduation and to avoid class conflicts. Additionally, use the UNL schedule of classes to choose future elective courses and to forecast future semester degree core requirement course offerings. It is recommended students use the instructor point of contact information for each desired course in the UNL schedule of classes in order to contact instructors to attain syllabus information prior to electing to enroll into a specific course.

c. Meet with academic advisors to ensure the initial development of or changes to the DCP meet all degree academic major requirements and avoid class conflicts. After developing or changing the DCP, students shall request academic advisors to sign the DCP in accordance with enclosures (7) and (8).

d. Meet with NROTC unit advisors to ensure the initial development of or changes to the DCP meet all degree naval science course requirements and avoids class conflicts.

e. Once the DCP receives approval from the NROTC unit advisor, students shall register for classes per their assigned priority registration precedence. This ensures students will avoid attempting to register for classes closed due to full enrollment.

f. Prior to dropping any class after the first calendar day of the academic semester, students shall submit a special request chit, routed through the PNS, in order to receive approval to drop the course.

Subj: **SEQUENCING AND CURRICULUM REQUIREMENTS FOR NAVAL SCIENCE COURSES (POLICY NOTE 003)**

g. **ALL NROTC STUDENTS ARE REQUIRED TO MAINTAIN A MINIMUM OF 12 CREDIT HOURS EACH SEMESTER, EXCLUDING NAVAL SCIENCE CREDITS. DROPPING BELOW 12 CREDITS HOURS IS NOT ACCEPLABLE AND REQUIRES THE STUDENT TO BE PLACED ON LEAVE OF ABSENCE.**

h. All students shall maintain an updated weekly schedule per enclosures (7) and (8). All students shall provide their NROTC advisor with electronic copies of this schedule during initial counseling sessions each semester. Any changes made to these weekly schedules after the initial counseling sessions shall be forwarded to their appropriate advsiors for placement into each student's official record.

4. All Navy Option Midshipmen will complete the following Naval Science requirements:

Fall semester first year: NAVS 111 - Intro to Naval Science  
Spring semester first year: NAVS 112 - Seapower & Maritime Affairs  
Fall semester second year: NAVS 401 - Leadership & Management  
Spring semester second year: NAVS 331 - Navigation  
Fall semester third year: NAVS 222 - Weapons Systems  
Spring semester third year: NAVS 231 - Naval Engineering  
Fall semester fourth year: NAVS 322 - Naval Operations and Seamanship  
Spring semester fourth year: NAVS 412 - Leadership & Ethics

5. All Marine Option Midshipmen will complete the following Naval Science requirements:

Fall semester first year: NAVS 111 - Intro to Naval Science  
Spring semester first year: NAVS 112 - Seapower & Maritime Affairs  
Fall semester second year: NAVS 401 - Leadership & Management  
Fall semester third year: NAVS 321 - Evolution of Warfare  
Spring semester third year: \*\*Natl Security Elective (see below)  
Fall semester fourth year: NAVS 421 - Amphibious Warfare  
Spring semester fourth year: NAVS 412 - Leadership & Ethics

\*\*The National Security elective requirement can be fulfilled by taking one of the following seven courses: POLS 160, 260, 261, 450 or HIST 303, 347, 348 (see enclosure 3).

**6. NAVAL SCIENCE CLASSES SHALL BE TAKEN IN THE ORDER LISTED IN**

Subj: SEQUENCING AND CURRICULUM REQUIREMENTS FOR NAVAL SCIENCE  
COURSES (POLICY NOTE 003)

PARAGRAPHS 4 AND 5, UNLESS PERMISSION TO DEVIATE IS OBTAINED FROM  
THE PNS VIA THE ACADEMIC ADVISOR.

7. All students within the Department of Naval Science, including College Program, OCs, and MECEPs, are required to take NAVS 100 - Naval Science Laboratory during all fall and spring semesters of their academic careers. In addition, all students will take NAVS 412 - Leadership and Ethics in the spring semester closest to their graduation date.

8. Exceptional circumstances where class conflicts arise due to limited course availability for one's degree program can warrant a waiver, which can only be granted at the recommendation of the Naval Science advisor of the respective midshipman, and require PNS approval. Students shall submit special request chits, routed through the commanding officer, in order to be granted a waiver.

  
R. E. THOMAS

Distribution:  
List I

## Navy Option Scholarship Academic Requirements

Title	Semester/Year normally taken	Credit hours
NAVS 100 Naval Science Laboratory	Fall and Spring, All four years	0
NAVS 111 Intro to Naval Science	Fall, Freshman year	2
*NAVS 112 Seapower & Maritime Affairs	Spring, Freshman year	3
MATH 106	Calculus I, Prior to Jr year	
MATH 107	Calculus II, Prior to Jr year	
PHYS 211	General Physics I, Prior to Sr Year	
PHYS 212	General Physics II, Prior to Sr Yr	
NAVS 231 Naval Ship's Systems Engineering	Spring, Junior year	3
NAVS 331 Navigation	Spring, Sophomore year	3
**NAVS 401 Leadership & Management	Fall, Sophomore year	3
NAVS 222 Naval Weapons Systems	Fall, Junior year	3
NAVS 322 Naval Operations & Seamanship	Fall, Senior year	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
TBD	English, Prior to Jr year	
TBD	English, Prior to Jr year	
TBD	World Cultures / Regional Studies	
TBD	Military History & National Security Policy, Jr/Sr year	

## **Navy Option Scholarship Academic Requirements**

### **Calculus and Physics**

The requirement to complete 6 semester hours of both calculus and physics cannot be waived. Note: Calculus and physics shall not be taken as distance learning courses.

Students shall complete calculus by the end of the second year of Naval Science and physics by the end of the third year of Naval Science. Students not completing this requirement will be placed on an academic LOA pending completion. Physics must include a lab.

Students who fail calculus or physics a second time will be placed on academic LOA and participate in a PRB. In addition, students who fail to complete courses prior to the end of their junior year are subject to LOA. Note that passing MATH 106 requires a grade of C or better.

### **English Requirements**

Six credit hours of English, which must concentrate on the areas of grammar and composition and require significant student writings. These must be completed prior to the end of the sophomore year. The following courses at UNL have been approved by the PNS:

JGEN 120 Basic Business Communications

JGEN 200 Technical Writing

ENGL Classes meeting the following requirements:

- Any course between 100 and 199, except 180, 190 and 192
- Any course between 200 and 499 that has a middle digit of "5"

### **World Cultures / Regional Studies**

Three credit hours in a course concerning world cultures / regional studies / religions. The course should be taken as meeting an established humanities, history, or social science requirement already existing as part of the undergraduate course of study. Acceptable courses are found in Enclosure (6).

**Military History & National Security Policy**

Three credit hours in a course concerning National Security Policy or Military History is required. Acceptable courses are:

POLS 160 International Relations  
POLS 260 Problems in International Relations  
POLS 261 Conflict and Conflict Resolution  
HIST 303 US Military History 1607-1917  
HIST 347 History of US Foreign Relations to 1909  
HIST 348 History of US Foreign Relations since 1909  
NAVS 321 Evolution of Warfare  
NAVS 421 Amphibious Warfare

Additional courses may be applied to this requirement with Commanding Officer's permission, obtained by routing a request chit through your academic afvisor.

## Navy Option College Program Academic Requirements

<b>Title</b>	<b>Semester/Year normally taken</b>	<b>Credit hours</b>
NAVS 100 Naval Science Laboratory	Fall and Spring, All four years	0
NAVS 111 Intro to Naval Science	Fall, Freshman year	2
*NAVS 112 Seapower & Maritime Affairs	Spring, Freshman year	3
MATH 106	Calculus I, (Recommended)	
MATH 107	Calculus II, (Recommended)	
PHYS 211	General Physics I, (Recommended)	
PHYS 212	General Physics II, (Recommended)	
NAVS 231 Naval Ship's Systems Engineering	Spring, Junior year	3
NAVS 331 Navigation	Spring, Sophomore year	3
NAVS 222 Naval Weapons Systems	Fall, Junior year	3
**NAVS 401 Leadership & Management	Fall, Sophomore year	3
NAVS 322 Naval Operations & Seamanship	Fall, Senior year	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
TBD	English, Prior to Jr year	
TBD	English, Prior to Jr year	
TBD	World Cultures / Regional Studies	
TBD	Military History & National Security Policy, Jr/Sr year	
TBD	Physical Science Prior to Sr Year	
TBD	College Algebra or Higher Prior to Jr Year	

# **Navy Option College Program Academic Requirements**

## **English Requirements**

Six credit hours of English, which must concentrate on the areas of grammar and composition and require significant student writings. These must be completed prior to the end of the sophomore year. The following courses at UNL have been approved by the PNS:

JGEN 120 Basic Business Communications

JGEN 200 Technical Writing

ENGL Classes meeting the following requirements:

- Any course between 100 and 199, except 180, 190 and 192
- Any course between 200 and 499 that has a middle digit of "5"

## **Math and Physical Science Requirements**

Must complete two semesters of college level study in both math and physical science. Math courses must be at the level of college algebra or higher, but one course may be selected from the fields of computer science or statistics. Science courses shall include appropriate laboratory period. Math courses must be completed by the end of junior year; science by the end of senior year.

## **World Cultures / Regional Studies**

Three credit hours in a course concerning world cultures / regional studies / religion. The course should be taken as meeting an established humanities, history, or social science requirement already existing as part of the undergraduate course of study. Acceptable courses are found in Enclosure (6).

## **Calculus and Physics**

To be competitive for consideration for a scholarship, students are encouraged to complete 6 semester hours of both calculus and physics. These courses cannot be waived.

Note: Calculus and physics shall not be taken as distance learning courses. Physics must include a lab.

**Military History & National Security Policy**

Three credit hours in a course concerning National Security Policy or Military History is required. Acceptable courses are:

POLS 160 International Relations  
POLS 260 Problems in International Relations  
POLS 261 Conflict and Conflict Resolution  
HIST 303 US Military History 1607-1917  
HIST 347 History of US Foreign Relations to 1909  
HIST 348 History of US Foreign Relations since 1909  
NAVS 321 Evolution of Warfare  
NAVS 421 Amphibious Warfare

Additional courses may be applied to this requirement with Commanding Officer's permission, obtained by routing a request chit through your academic afvisor.

## Marine Option Scholarship Academic Requirements

Title	Semester/Year normally taken	Credit hours
NAVS 100 Naval Science Laboratory	Fall and Spring, All four years	0
NAVS 111 Intro to Naval Science	Fall, Freshman year	2
*NAVS 112 Seapower & Maritime Affairs	Spring, Freshman year	3
**NAVS 401 Leadership & Management	Fall, Sophomore year	3
HIST/NAT SEC Elective	Spring, Sophomore/Junior year	3
NAVS 321 Evolution of Warfare	Fall, Junior/Senior year	3
NAVS 421 Amphibious Warfare	Fall, Junior/Senior year	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
TBD	English, Prior to Jr year	
TBD	English, Prior to Jr year	

## **Marine Option Academic Requirements**

### **Military History & National Security Policy Elective**

Three credit hours in an elective course focusing on National Security Policy or Military History are required for commissioning. Acceptable courses are:

POLS 160 International Relations  
POLS 260 Problems in International Relations  
POLS 261 Conflict and Conflict Resolution  
HIST 303 US Military History 1607-1917  
HIST 347 History of US Foreign Relations to 1909  
HIST 348 History of US Foreign Relations since 1909

Additional courses may be applied to this requirement with Commanding Officer's permission, obtained by routing a request chit through your academic advisor.

### **English Requirements**

Six credit hours of English, which must concentrate on the areas of grammar and composition and require significant student writings. These must be completed prior to the end of the sophomore year. The following courses at UNL have been approved by the PNS:

JGEN 120 Basic Business Communications  
JGEN 200 Technical Writing

ENGL Classes meeting the following requirements:

- Any course between 100 and 199, except 180, 190 and 192
- Any course between 200 and 499 that has a middle digit of "5"

### **Change of Option**

When feasible, Marine Option students are encouraged to consider completing the Navy Option calculus, physics, world culture and regional studies, and English courses, so that a change to Navy Option is not precluded by an academic burden.

## Nurse Option Academic Requirements

Title	Semester/Year normally taken	Credit hours
NAVS 100 Naval Science Laboratory	Fall and Spring, All four years	0
NAVS 111 Intro to Naval Science	Fall, Freshman year	2
*NAVS 112 Seapower & Maritime Affairs	Spring, Freshman year	3
**NAVS 401 Leadership and Management	Fall, Junior year	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
TBD	English, Prior to Junior year	
TBD	English, Prior to Junior year	
TBD	World Cultures / Regional Studies, TBD	

# **Nurse Option Academic Requirements**

## **Naval Science Requirements**

Exceptions for Nurse Options: The following courses are NOT required NAVS 331-Navigation, NAVS 222-Weapons Systems, NAVS 231-Naval Engineering, NAVS 322-Naval Operations and Seamanship.

## **English Requirements**

Six credit hours of English, which must concentrate on the areas of grammar and composition and require significant student writings. These must be completed prior to the end of the sophomore year. The following courses at UNL have been approved by the PNS:

JGEN 120 Basic Business Communications

JGEN 200 Technical Writing

ENGL Classes meeting the following requirements:

- Any course between 100 and 199, except 180, 190 and 192
- Any course between 200 and 499 that has a middle digit of "5"

## **World Cultures / Regional Studies**

Three credit hours in a course concerning world cultures / regional studies / religions. The course should be taken as meeting an established humanities, history, or social science requirement already existing as part of the undergraduate course of study. Acceptable courses are found in Enclosure (6).

## **Application to UNMC in Sophomore Year**

Nurse Option students are expected maintain a competitive grade point average to support admission into the UNMC Program during their spring semester of their sophomore year. In order to be competitive, Nurse Option students are required to maintain a minimum cumulative 3.25 GPA and should attain "A" grade scores in core competency medical classes (i.e. biology, anatomy, etc.). Students may need to register for summer courses between freshmen and sophomore years to meet UNMC admissions criteria. The Bachelor of Science in Nursing prerequisites can be found

at [http://www.unmc.edu/nursing/BSN\\_Prerequisite\\_Courses.htm](http://www.unmc.edu/nursing/BSN_Prerequisite_Courses.htm)  
and are summarized below:

English Composition I and II	6
Introduction to Psychology	3
Introduction to Sociology	3
Human Growth and Development	3
Chemistry	4
Statistics	3
Anatomy & Physiology I and II OR	8
Human Anatomy	4
Human Physiology	4
Ethics	3
Microbiology	4
Nutrition	3

One course in in each category below

Humanities	3
Culture/Race/Ethnicity/Gender	3
Family/Human Behavior	3
Political Science/Social Organization	3

Required Elective (Genetics, Immunology or one course from the table above)	3
Free Electives (NAVS 111,112)	7-9

## Seaman to Admiral 21 Academic Requirements

<b>Title</b>	<b>Semester/Year normally taken</b>	<b>Credit hours</b>
NAVS 100 Naval Science Laboratory	Fall and Spring of every year	0
*NAVS 401 Leadership & Management	Spring, Sophomore/Junior year	3
TBD English	Freshman/Sophomore	6
MATH 106 Calculus I	TBD	3
MATH 107 Calculus II	TBD	3
PHYS 211 General Physics I	TBD	3
PHYS 212 General Physics II	TBD	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
TBD World Cultures/Regional Studies	May be required by specific program authorization.	3
TBD American History/National Security Policy	May be required by specific program authorization.	3

## Marine Enlisted Commission Education Program

<b>Title</b>	<b>Semester/Year normally taken</b>	<b>Credit hours</b>
NAVS 100 Naval Science Laboratory	Fall and Spring, All four years	0
NAVS 321 Evolution of Warfare	Fall, TBD	3
NAVS 412 Leadership and Ethics	Spring, Senior year	3
NAVS 421 Amphibious Warfare	Fall, TBD	3

## World Cultures/Regional Studies Course List

Course Number (Cross-listed Course Number)	Course
ANTH 362 (ETHN 362)	People & Cultures of Africa
ANTH 366	People & Cultures of East Asia
EDPS 478 (ANTH, GEOG, HIST, LAMS, MODL, POLS, SOCI 478)	Pro-seminar in Latin-American Studies
ETHN 150 (HIST 150)	African Culture & Civilization
ETHN 171 (HIST 171)	Latin American Culture to Civilization
ETHN 362 (ANTH 362)	People & Cultures of Africa
ETHN 485 (HIST 485)	Africa Since 1800
GEOG 140	Introductory Human Geography
HIST 181 (POLS 171)	Intro to East Asian Civilization
HIST 217 (JUDS, RELG 217)	Israel: The Holy Land
HIST 218	History of Islam
HIST 308 (RELG 308)	Comparative Religion
HIST 331 (CLAS, JUDS, RELG 331)	Ancient Israel
HIST 332 (JUDS, RELG 332)	Jews in the Middle Ages
HIST 333 (JUDS 333)	Jews in the Modern World
HIST 339 (JUDS 339)	The Holocaust
HIST 372	Revolutions in 20th Century Latin America
HIST 381	History of Premodern Japan
HIST 382	History of Modern Japan
HIST 383	History of Premodern China
HIST 410	The Ancient Near East
HIST 421	The German Reformation
POLS 272	Non-Western Politics
POLS 274	Developmental Politics in East Asia
POLS 374	Japanese Politics
POLS 376	Chinese Politics
POLS 477 (JUDS 477)	Israel & the Middle East
RELG 108	World Religions
RELG 181	Judaism, Christianity & Islam
RELG 334 (JUDS 334)	Jews, Christians & the Bible
SPAN 331	Latin American Civilizations

Note: PNS permission, obtained via your academic advisor, is required to meet this requirement using a course not listed above.

## NSTC Approved Tier listing

(Updated 1 Aug 2013)

MAJOR	TIER
Chemical Engineering	1
Electrical Engineering	1
Mechanical Engineering	1
Actuarial Science (ASC)	2
Agricultural Engineering	2
Applied Sciences	2
Architectural Engineering	2
Biochemistry	2
Biological Sciences	2
Biological Systems Engineering	2
Biology Education	2
Chemistry	2
Chemistry Education	2
Civil Engineering	2
Computer Engineering	2
Computer Science	2
Construction Management	2
Economics, Quantitative Emphasis	2
Electronics Engineering	2
Environmental Studies	2
Forensic Science	2
Industrial Management Systems Engineering	2
Mathematics	2
Mathematics Education	2
Microbiology	2
Nursing (RN)	2
Physics	2
Physics Education	2
Plant Biology	2
Textile Sciences	2
Accounting	3
Actuarial Science (CBA)	3

Advertising & Public Relations	3
Agribusiness	3
Agricultural Economics	3
Agricultural Education	3
Agricultural Journalism	3
Agronomy	3
Animal Sciences	3
Anthropology	3
Architecture	3
Art	3
Art History	3
Athletic Training	3
Broadcasting	3
Business Administration	3
Business, Marketing & Information Technology Education	3
Child Development/Early Childhood Education	3
Child, Youth & Family Studies/Journalism and Mass Communications	3
Classic Languages	3
Classics & Religious Studies	3
Communication Studies	3
Criminology & Criminal Justice	3
Culinary Science	3
Dance	3
Dietetics	3
Early Care & Education	3
Earth Science Education	3
Economics	3
Elementary Education	3
English	3
English Education	3
English/Journalism & Mass Communication Education	3
Environmental Restoration Science	3
Ethnic Studies	3
European Studies	3
Family & Consumer Sciences Education	3

Enclosure (7)

Family Science	3
Film Studies	3
Finance	3
Fisheries & Wildlife	3
Food Sciences And Technology	3
Food Technology for Companion Animals	3
French	3
French Education	3
Geography	3
Geology	3
German	3
German Education	3
Global Studies	3
Grassland Ecology & Management	3
Grazing Livestock Systems	3
Great Plains Studies	3
History	3
Horticulture	3
Hospitality, Restaurant & Tourism Management	3
Inclusive Early Childhood Education	3
Individualized Program of Studies	3
Insect Science	3
Interdisciplinary Studies	3
Interior Design	3
International Business	3
Journalism	3
Landscape Architecture	3
Language Arts Education	3
Latin American Studies	3
Latin Education	3
Management	3
Mechanized Systems Management	3
Medieval And Renaissance Studies	3
Merchandising	3
Meteorology-Climatolgy	3

Mild/Moderate Disabilities Education	3
Modern Languages and Literature	3
Music	3
Music Education	3
Natural Resource & Environmental Economics	3
Natural Science Education	3
Nutrition Science	3
Nutrition, Exercise & Health Science	3
PGA Golf Management	3
Philosophy	3
Political Science	3
Psychology	3
Russian	3
Russian Education	3
Social Science Education	3
Sociology	3
Spanish	3
Spanish Education	3
Speech and English Education	3
Speech-Language Pathology	3
Speech-Language Pathology & Audiology	3
Supply Chain Management	3
Technical Education	3
Textile and Apparel Design	3
Textiles, Merchandising & Fashion Design/Communications	3
Theatre and English Education	3
Theatre Arts	3
Turfgrass and Landscape Management	3
University Studies	3
Veterinary Science	3
Veterinary Technology	3
Water Science	3
Women and Gender Studies	3

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

**Specified Courses**

X: Required

+: Advised to make the student competitive for USN Scholarship

2: STA-21 Program Authorizations take precedence over these requirements

3. Other Non-specified Academic Requirements



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

1500  
Ser NROTCUNE/174

OCT 28 2015

From: Commanding Officer  
To: Distribution

Subj: **MANDATORY STUDY HOURS (POLICY NOTE 004)**

1. **Background.** Studying is vital for the successful completion of a college degree. The University recommends that for every hour of class time with which a student is enrolled the student spend a minimum of two hours outside of class studying. This NROTC Unit policy note is designed to help incoming freshmen create solid studying habits, and to aid those students whose grades are below unit standards.

2. **Action.** The following procedures are established.

a. Mandatory Supervised Study Requirements

(1) All first-semester freshman students, regardless of scholarship status or program option, are required to perform ten hours of mandatory study each week.

(2) Students in Math 106 or Physics 211 for the first time are required to perform five hours of weekly mandatory study until released from this requirement by their Naval Science Advisor. Generally, students will have to give evidence of a 'B' or better after the midterm to be released from this requirement.

(3) All students enrolled in Math 106, 107, or Physics 211, 212 will utilize the command-sponsored tutor at least once per week. The tutor's hours will be posted in the Wardroom.

(4) Students taking Math 106, 107, or Physics 211, 212, for a second time will be required to perform ten hours of mandatory study, and meet with the command-sponsored tutor twice each week. The tutor's hours will be posted in the Wardroom.

(5) The command-sponsored tutor must initial the tutor log book with the date and time the midshipman was seen. If a midshipman sees a personal tutor or one provided by the university, the student must provide a slip with the tutor's name and the time

Subj: **MANDATORY STUDY HOURS (POLICY NOTE 004)**

the student saw them. This slip will be turned in to the Academic Officer no later than Thursday of the week during which student met.

(6) The Battalion Academic Officer will collect required study hours sheets and grade reports once a week and provide a summarized report to NROTC Staff Officers. This will provide advisors with sufficient information to assist students who are struggling academically.

b. Procedures for Mandatory Study

(1) Minimum time to be logged in per session must be at least one half hour (30 minutes).

(2) Maximum time to be logged in per session must not exceed five (5) hours.

(3) Hours may be logged from 0700-2200.

(4) Log book verification.

(a) Between the hours of 0800-1600 the NROTC Staff members will initial the logbook for study hours when logging in and out.

(b) Between the hours of 1600-2200 Top Six, Company Chiefs and the Academic Officer will initial the logbook for study hours when logging in and out.

(c) Locations for study hours will normally be restricted to either a University lab, the NROTC classroom or the NROTC library. Students may only use the Wardroom computer lab for academic research, writing papers, or class assigned on-line work. When utilizing University labs (such as the Math Lab), the lab proctor must sign your Study Hours Log.

(d) There will be no listening to CD players, radios, mp-3, I-pods, TV, etc. during study hours. There will also be no pleasure reading of books or magazines. If students want to take a break from studying, they should sign out.

(e) The study hours log sheets are maintained by the individual and will be located on the BDO desk in the Wardroom.

Subj: MANDATORY STUDY HOURS (POLICY NOTE 004)

c. Students on Mandatory Study will be required to submit a weekly grade report to the Academic Officer. The student will record every grade given in each class. The Course Grade Tracker Sheet will be provided to the academic advisor upon request and during the midterm counseling session.

d. All Battalion members who are not on mandatory study will submit a grade report to the Academic Officer on the first Monday of each month.

3. The policy contained herein will be implemented and monitored by the Battalion Academic Officer and the Battalion Staff. The Battalion Academic Officer will provide a list of all mandatory study hour students to the NROTC Staff at the beginning of each semester and report status on a weekly basis.

4. Academic excellence is vital to the career of every Navy and Marine Corps Officer. This study program is designed to support the achievement of academic excellence and intended to instill strong study habits in all students.

  
R. E. THOMAS

Distribution:  
List I

**DEPARTMENT OF THE NAVY**  
**NAVAL RESERVE OFFICERS TRAINING CORPS UNIT**  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

1500  
Ser NROTCUNE/190  
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **ACADEMIC REQUIREMENTS FOR UNIT TEAM PARTICIPATION**  
**(POLICY NOTE 005)**

1. **Background.** Unit teams are those teams which are subsidized by unit funds. These teams include the Rifle and Pistol Team, Drill Team, Endurance Team, and any intramural team sponsored by this command.

2. **Policy.** While participation of all midshipmen in unit activities will be strongly encouraged to fully develop the leadership abilities of each midshipman, **academic success is the priority** at this command. Professional and scholastic development must be balanced to enhance the "whole person" concept of officer training. Therefore, the following policy is established.

a. Midshipmen who participate on a unit team must be in good academic standing and make satisfactory progress toward degree completion.

b. Those midshipmen who are on Academic Probation, Leave of Absence, or who are not full-time students (enrolled in less than 12 hours of course work) are not eligible for unit team participation.

c. Midshipmen receiving an Academic Letter of Warning (semester GPA greater than 2.0 but less than 2.5) are eligible for participation but must comply with the Mandatory Study Hours Policy Note 006. Ultimately, participation in any battalion activities may be revoked by the advisor at anytime if the student's academic performance becomes unsatisfactory.

3. It is the responsibility of all team members and staff advisors to ensure that this policy is fully implemented and monitored. This policy is not designed to restrict midshipmen involvement in unit activities but to ensure the success of our midshipmen as future Naval leaders.

4. Staff advisors will monitor the academic performance of special teams' participants on a monthly and mid-semester basis. Any Midshipman not meeting standards will be unable to continue participation.

Subj: **ACADEMIC REQUIREMENTS FOR UNIT TEAM PARTICIPATION**  
**(POLICY NOTE 005)**

  
R. E. THOMAS

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**UNIVERSITY OF NEBRASKA**  
**LINCOLN, NEBRASKA 68588-0139**

IN REPLY REFER TO:

5355

Ser NROTCUNE/191

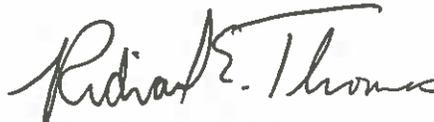
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **SUBSTANCE ABUSE CONTROL (POLICY NOTE 006)**

Ref: (a) OPNAVINST 5350.4D  
(b) NSTC M-1533.2 Regulations for Officer Development  
(ROD)

1. **Background.** In accordance with reference (a), drug or substance use/abuse will not be tolerated by the Naval Service. This unit will comply fully with all existing instructions and fully support the Navy's zero tolerance policy.
2. **Action.** Random urinalysis of all active duty personnel will be utilized to document compliance with this policy. Individuals testing positive will be subject to UCMJ and administrative actions as appropriate.
3. Midshipmen will participate in the urinalysis screening program. Per reference (b), a minimum of 15 percent of all active duty staff and drilling midshipmen will be tested monthly. Any midshipman discovered to be in violation of the Navy's policy shall be processed for disenrollment from the NROTC program. In addition, the University will be notified of violation of student regulations.

  
R. E. THOMAS

Distribution:  
List I



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IN REPLY REFER TO:

5353  
Ser NROTCUNE/192  
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **ALCOHOL USE/CONTROL (POLICY NOTE 007)**

Ref: (a) OPNAVINST 5350.4D

1. **Background.** State law permits alcohol to be legally consumed only by persons 21 years of age or older; and University policies prohibit the consumption of alcohol on campus. Naval ROTC Unit, University of Nebraska-Lincoln, as a university organization, will support both state law and university regulations, as well as Navy regulations as outlined in reference (a).

2. **Action**

a. NROTC Unit, University of Nebraska-Lincoln staff and members of the Battalion shall not permit the illegal consumption or serving of alcoholic beverages to underage personnel at any time, whether at a unit or private function. The use of a false ID to obtain alcohol will be viewed as a violation of the Honor concept.

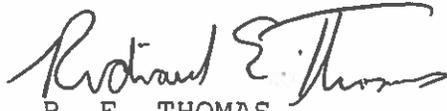
b. Any unit-sponsored function where alcoholic beverages are provided will have a commissioned officer staff member assigned as Officer-in-Charge. This officer will be present for the duration of the function and will ensure compliance with all policies and regulations. Additionally, the unit shall not permit the attendance, at social functions or meetings, of any person impaired by the influence of alcohol.

c. Private abuse of alcohol by midshipmen or staff shall be reported through the chain of command and will be handled in accordance with existing regulations. However, as a matter of policy at this command, incidents of alcohol abuse are considered incompatible with the professionalism and integrity required of Naval Officers.

d. The University of Nebraska Student Government offers and sponsors a 'Free Ride Home' Program. This program offers current UNL students a free taxi ride home if the effects of alcohol inhibits driving ability or for any other safety related occurrence. To use this program, simply call(402)475-7433(RIDE).

Subj: **ALCOHOL USE/CONTROL (POLICY NOTE 007)**

3. **Policy.** NROTCU, University of Nebraska-Lincoln will fully support the Department of the Navy's policy on alcohol use for those members that are 21 years of age or over. That policy is **RESPONSIBLE USE**. Responsible use is self-imposed limitation on time, place and quantity when consuming alcohol. Drinking in moderation and not excessively is paramount. Alcohol consumption is never an excuse for misconduct.

  
R. E. THOMAS

Distribution:  
List I



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IN REPLY REFER TO:

5000  
Ser NROTCUNE/177  
OCT 28 2015

From: Commanding Officer  
To: Distribution

Subj: **TOP SIX BATTALION BILLET SELECTION CRITERIA AND  
PROCEDURES (POLICY NOTE 008)**

Ref: (a) NSTC M-1533.2A  
(b) NROTCUNEINST 5400.2R

1. **Purpose.** To establish criteria and procedures for the selection of the top six battalion positions (battalion commander, battalion executive officer, battalion administration officer, battalion operations officer, and company commanders) at NROTC Unit, University of Nebraska-Lincoln, per references (a) and (b).

2. **Background.** The battalion's organization promotes the military development of NROTC students. All NROTC students act in positions of responsibility prior to commissioning in order to develop leadership skills to meet the challenges of the operating forces.

3. **Policy.** For those students meeting and exceeding NROTC academic, physical fitness, and leadership development standards, assignment to a top six position occurs as early as possible; top six billets are not reserved for seniors. Top six billets represent achievement incentives for those who have demonstrated outstanding performance, maturity, and leadership. Top six billet holders set the example for all others to follow; they hold the ultimate responsibility of setting the conditions for the battalion's success. For this reason, NROTC students failing to meet and exceed the unit's minimum performance standards are not eligible to hold any of the top six billets.

4. **Selection Criteria.** Those failing to meet the following minimum selection standards and restrictions are not eligible to hold any top six billets within the NROTC battalion:

Subj: **TOP SIX BATTALION BILLET SELECTION CRITERIA AND PROCEDURES (POLICY NOTE 008)**

a. Time in Service: Shall have greater than 3 total semesters (fall and spring only) of NROTC unit service.

b. Academics: Shall maintain a cumulative grade point average (GPA) greater than 2.50 and remain off of academic warning and probationary status.

c. Physical Fitness: Shall maintain bi-annual physical readiness test or physical fitness test scores exceeding 225 total points and passing grades on all fitness events for both Navy and Marine Corps students.

d. Unit Enrollment Status: Shall not be in a leave of absence (LOA) or medical leave of absence (MLOA) status.

e. Professional Conduct: Shall maintain the battalion standards of conduct; shall not be the subject of a active performance review board (PRB).

f. Naval Science Lab Registration Status. Shall register for Naval Science Laboratory 100 and shall not maintain a class or activity conflict precluding attendance to Naval Science Laboratory 100.

g. Leadership: Shall demonstrate leadership potential, to include outstanding performance in previous company, special staff, or special project officer billets. NROTC Unit staff member direct observation and military aptitude scores represent the primary subjective and objective indicators of a top six billet candidate's leadership performance.

5. **Selection Procedures**. The following procedures delineate the requirements of the top six billet selection process.

a. Nomination: The potential pool of top six billet candidates shall be formed through the coordinated efforts of active duty staff advisors. After reviewing each eligible student's record, to include class and military aptitude ranking, the midshipmen battalion's active duty staff advisors will nominate a minimum of 10 candidates to

Subj: **TOP SIX BATTALION BILLET SELECTION CRITERIA AND PROCEDURES (POLICY NOTE 008)**

fill the available positions. Candidates are eligible for all top six billets: Battalion Commanding Officer (BNCO), Battalion Executive Officer (BNXO), Administration Officer (AdminO), Operations Officer (OpsO), and one of the two Company Commander positions; however, candidates previously holding a top six billet shall not be eligible to serve in that specific billet on a second occasion. Nominations typically occur three weeks prior to the semester's scheduled change of command event. The active duty staff will inform each candidate of their nomination and direct the candidates to register a time and date to conduct a top six billet selection interview.

b. Interview: All top six billet candidates shall each be interviewed by the midshipman battalion's active duty staff advisors prior to completing the selection process. The interview is designed to highlight the candidate's leadership potential and draw out important information not normally contained in a candidate's formal record of service. The Marine Officer Instructor (MOI), Assistant Marine Officer Instructor (AMOI), Surface Warfare Officer Advisor, and Submarine Officer Advisor shall constitute the interview board. Candidates shall prepare for the interview by thoroughly examining the standard interview questions. Interviews typically occur two week prior to the semester's scheduled change of command event.

c. Interview Questions: All top six billet candidates shall be asked the following questions during the interview process:

(1) What are the names of the billets you most desire to hold in order of precedence from most desirable to least desirable (state a minimum of 2 billets in this list)?

(2) Why do you think you are qualified to hold one of these billets?

(3) What makes you more qualified than others to hold one of these billets?

Subj: **TOP SIX BATTALION BILLET SELECTION CRITERIA AND PROCEDURES (POLICY NOTE 008)**

(4) How will you ensure leadership effectiveness and set the conditions for the battalion's success in one of these billets?

(5) If selected, who would you ideally nominate to join your subordinate staff for these billets (BNCO: choose a BN XO, AdminO, OpsO, and two Company Commanders; BN XO: choose an AdminO, OpsO, AdminO: choose a Public Affairs Officer, Battalion First Lieutenant, Supply Officer, Communications Officer, and Academic Officer ; OpsO: choose a Battalion Athletic Officer, Community Relations Officer, and Training Officer; Company Commanders: choose a company executive officer and three squad leaders)?

(6) What additional information would you like the interview board to consider for your possible selection?

(7) What questions do you have for the interview board at this time?

d. Selection: Following the last interview, the battalion staff advisors shall provide selection recommendations for the top six billets to the NROTC Unit Commanding Officer; the ultimate selection of a candidate to a top six billet rests with the Commanding Officer. Once the Commanding Officer has completed the selection process, the battalion active duty staff advisors will personally inform each candidate of their selection status. Additionally, the active duty staff advisors shall announce the top six billets selection to the battalion one week prior to the scheduled change of command event.

e. Turnover: The battalion advisor (MOI) shall conduct an initial counseling with each new top six billet holder at a time immediately following the selection announcement in order to ensure each new billet holder has a clear understanding of their new billet description, responsibilities, and expectations; the MOI will also provide each new top six billet holders with the names of their newly designated support staff members (special staff officers, special project officers, squad leaders,

Subj: **TOP SIX BATTALION BILLET SELECTION CRITERIA AND PROCEDURES (POLICY NOTE 008)**

etc.). Additionally, new billet holders shall conduct a thorough turnover with previous billet holders beginning prior to the execution of the scheduled change of command ceremony. All billet turnovers shall be complete prior to the university's last date of final exams. All newly appointed top six billet holders shall verbally report to the midshipman battalion advisor (MOI) when their billet turnover is complete.

6. **Responsibilities.**

a. Active Duty Staff Members shall:

(1) Thoroughly review the records of all possible top six billet candidates and nominate a minimum of ten individuals meeting the billet eligibility requirements for the interview process.

(2) Conduct a thorough interview with each candidate through the use of the interview questions set forth in this instruction.

(3) Provide six strong recommendations for individuals to fill the battalion's top six billets to the NROTC Unit Commanding Officer within one working day following the conclusion of the interview process.

(4) Disseminate the results of the Commanding Officer's top six billet selection decision one week prior to the scheduled change of command ceremony.

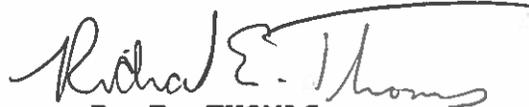
(5) Counsel each new top six billet holder to ensure a clear understanding of the new billet description, responsibilities, and expectations. Additionally, supervise the new billet holder and old billet holder turnover process.

b. Students shall:

(1) Prepare for the top six billet interviews in accordance with this instruction.

Subj: TOP SIX BATTALION BILLET SELECTION CRITERIA AND  
PROCEDURES (POLICY NOTE 008)

(2) Execute a counseling session with the MOI following the selection announcement in order to attain a clear understanding of the new billet description, responsibilities, and expectations; additionally, receive the names of the newly designated battalion and company support staff members.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G  
List I

**DEPARTMENT OF THE NAVY**  
**NAVAL RESERVE OFFICERS TRAINING CORPS UNIT**  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

1600  
Ser NROTCUNE/194  
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **BATTALION DISCIPLINARY SYSTEM (POLICY NOTE 009)**

Ref: (a) NSTC M-1533.2 Regulations for Officer Development (ROD)  
(b) NROTC Unit University of Nebraska-Lincoln Instruction 5400.2  
(c) University of Nebraska-Lincoln Student Code of Conduct and Disciplinary Procedures

Encl: (1) NAVPERS 1616/25 Record of Enlisted Counseling

1. **Authority.** The Commanding Officer, University of Nebraska NROTC Unit, exercises jurisdiction over conduct offenses within the NROTC Unit under the provisions of reference (a) and the regulations of the University of Nebraska per reference (b).

2. **Intent.** This policy details the regulations facilitating the documentation of disciplinary problems UNL NROTC battalion. The policy's procedures enable battalion leaders to document disciplinary problems among individuals and forward correspondence to the Commanding Officer for action (as required). This policy is not intended to and does not authorize UNL NROTC battalion members to levy punishments (written essays, extra military instruction, non-punitive letters of caution, etc.) of any kind against any member for any disciplinary problems.

3. **Background**

a. **Scope.** All members of the NROTC battalion are expected to conduct themselves in accordance with the standards of behavior detailed in the references. For documented trends of disciplinary problems and/or severe single event violations of the policies contained within the references, the Commanding Officer shall initiate Performance Review Boards (PRB) and levy disciplinary action as required.

b. **Responsibility.** Maintaining discipline is the responsibility of every member of the University of Nebraska

Subj: **BATTALION DISCIPLINARY SYSTEM (POLICY NOTE 009)**

Naval ROTC Unit. However, the leaders in the battalion chain of command are obligated to document, counsel, and forward correspondence to the active duty staff for lapses in student discipline.

4. **Policy**. Per the references, the Commanding Officer, University of Nebraska Naval ROTC Unit, establishes a battalion disciplinary system enabling battalion leaders to document and counsel individuals for discipline problems. Additionally, the battalion disciplinary system enables the active duty staff to review and recommend further disciplinary action to the Commanding Officer.

5. **Procedures**

a. For violations of the policies contained within the references by individual members of the battalion, leaders in the offender's chain of command shall document and counsel the individual using enclosure (1).

b. The immediate leader in the chain of command shall generate a record of enlisted counseling sheet to detail the reason(s) for the counseling requirement. All cells on page 1 of enclosure (1) shall be filed out with computer type (excluding the signature blocks).

c. Once the reason(s) for the counseling requirement are properly documented, the leader in the chain of command shall provide a copy to and conduct a private counseling session with the offender. The counselor shall inform the offender of the disciplinary problem and both parties shall develop a plan for corrective action. Following the development of the plan for corrective action, the leader shall use computer type to document the plan on page 2 of enclosure (1)

d. Once the reasons for counseling and the plan of action to correct the problem have been documented, both the counselor and the offender shall sign their names and date the pages of the counseling document in accordance with the appropriate signature blocks.

e. Following the completion of the record of enlisted counseling and the counseling session, the leader shall provide two copies through their appropriate chain of command to the battalion commander. One copy shall be filed in the student's

Subj: **BATTALION DISCIPLINARY SYSTEM (POLICY NOTE 009)**

record by the administrative officer. The second copy shall be forwarded to the battalion advisor within 24 hours by the battalion command.

f. The battalion advisor shall report to the Commanding Officer documented trends of disciplinary problems and/or severe single event violations of the policies contained within the references requiring performance review boards (PRB).

6. **Actions**

a. Counselor. Direct hierarchical supervisors are responsible to document, counsel, and report all disciplinary problems using enclosure (1) within their scope of supervision.

b. Offender. Offenders shall sign the record of counseling per enclosure (1) acknowledging the member has received a written and verbal counseling. This acknowledgement represents an understanding of both the problem and the plan developed for corrective action.

c. Battalion Commander. Responsible for ensuring proper documentation and counseling is conducted by hierarchical leaders for disciplinary problems and forward copies of documentation to the battalion advisor.

d. Administrative Officer. Maintains all jackets for students in the battalion; also responsible for filing a copy of all signed counseling sheets into each student's record book.

7. **Point of emphasis**. Extra military instruction (EMI) represents an unauthorized form of action at UNL NROTC; battalion leaders shall not order other battalion members to conduct EMI-like events under any circumstances. EMI describes the practice of assigning extra tasks to a person who is exhibiting behavioral or performance deficiencies. EMI may come in the form of written essays, incentive physical training, etc. Any battalion leader found to be rendering EMI-like events on other battalion members shall be subject to a PRB and possible disenrollment.

  
R. E. THOMAS

**RECORD OF ENLISTED COUNSELING**

DATE

**PRIVACY ACT STATEMENT**

The authority for requesting the following information is contained in 5 U.S.C. sec. 301, 10 U.S.C. 5947, 44 U.S.C. sec. 3101, and Executive Order No. 9397. This information will be used to document quality force counseling actions not prescribed in other directives. Department of the Navy personnel may also use the information for evaluations and determinations in disciplinary, punitive and/or administrative actions. Disclosure of this information is voluntary.

NAME (Last, First, Middle Initial)

GRADE

SSN

DIVISION/WORK CENTER/DUTY SECTION

NAME/GRADE OF COUNSELOR

**REASON FOR COUNSELING**

PERFORMANCE

RESPONSIBILITIES

OJT PROGRESS

CAREER ADVANCEMENT

SUPPORT OF DEPENDENTS

PRIVATE INDEBTEDNESS

SUBSTANDARD APPEARANCE

PERSONAL BEHAVIOR

OTHER (Specify) \_\_\_\_\_

**REASONS WHICH CAUSED THE COUNSELING REQUIREMENT**

(Give facts, details, sequence of events, specific dates, etc.)

PLAN (DEVELOPED BY THE MEMBER AND COUNSELOR) TO CONTINUE SUPERIOR PERFORMANCE OR TO OVERCOME PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT

(Outline all resolutions discussed and indicate which actions the member has personally elected to pursue.)

[Empty space for outlining resolutions and actions]

\_\_\_\_\_  
Signature of Counselor/Date

\_\_\_\_\_  
Signature of Member/Date

I do/do not desire to make a statement.

\_\_\_\_\_  
Signature of Member/Date



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000

Ser NROTCUNE/178  
OCT 28 2015

From: Commanding Officer, NROTC Unit, University of  
Nebraska

To: Distribution

Subj: **PEER EVALUATION PROCEDURES (POLICY NOTE 010)**

Ref: (a) NSTC M-1533.2A Regulations for Officer  
Development (ROD)  
(b) BUPERS INSTRUCTION 1610.10  
(c) MARINE CORPS ORDER P1610.7 CH2 (PERFORMANCE  
EVALUATION SYSTEM)

Encl: (1) Midshipman Reported on Worksheet (MROW)  
(2) Peer Evaluation Block Instructions  
(3) Peer Evaluation Example

1. **Purpose.** To establish procedures for Peer Evaluations at NROTC Unit, University of Nebraska-Lincoln, per reference (a).

2. **Background.** The purpose of conducting Peer Evaluations is twofold. First, Peer Evaluations enable designated individuals in the battalion chain of command to provide input into Midshipmen fitness reports. Second, the Peer Evaluation process is designed to simulate the fitness reporting process in the operating forces. This provides important pre-commissioning training to students, enabling Midshipman to more effectively develop and write future fitness reports while serving as officers in the United States Navy and Marine Corps.

3. **Terms**

a. Midshipman Reported-On Worksheet (MROW). Per enclosure (1), this document is originated by all non-Marine Enlisted Commissioning and Education Program (MECEP) students in the battalion. The information contained in this document enables the supervisor to initially develop an accurate and professional Peer Evaluation.

Subj: **PEER EVALUATION PROCEDURES (POLICY NOTE 010)**

b. Peer Evaluation (EVAL). Per enclosures (2) and (3), this form documents an individual's performance for a given academic term (fall or spring only). This is originated by the immediate supervisor of the midshipman reported on.

c. Fitness Report (FITREP). This is a peer evaluation form, reviewed by designated personnel in the battalion and signed by the Commanding Officer of NROTCU University of Nebraska-Lincoln. A peer evaluation only transforms into a FITREP with the Commanding Officer's signature.

d. Create. As the originator, complete a (MROW), FITREP, or EVAL to be reviewed per the procedures in this policy note. Use the instructions and examples of each form to ensure the final products are completed using accuracy, standardization, and professionalism.

e. Submit. As the originator, deliver a completed MROW, FITREP, or EVAL for administrative processing per the procedures in this policy note. Only submit products to the designated individuals listed in this policy note.

f. Review. Provide supervision and a detached point of view to ensure consistent, accurate, and unbiased evaluations. Reviews ensure adherence to policy and, as the last supervisor in the normal FITREP chain, are responsible for all subordinate performance evaluation activities. Reviews shall focus on ensuring standardization and policy adherence, eliminating inflated marks, and correcting unwarranted or unclear comments. Only those individuals explicitly designated in this policy note shall conduct reviews.

g. Send. This action simply moves reviewed fitness reports to a central point of collection. Per the procedures in this policy note, the only individual authorized to collect fitness reports following review is the Battalion Administration Officer (BN AdminO).

h. Return. This action is executed when an individual in the FITREP chain (i.e. immediate supervisor, reviewer, etc.) receives incomplete, inaccurate, unprofessional, unclear, or administratively incorrect MROW, FITREP, or EVAL. The objective of a return is for the originator to take corrective action on forms previously submitted.

Subj: **PEER EVALUATION PROCEDURES (POLICY NOTE 010)**

Returns are only executed to the originator; do not return forms to other individuals in the chain of command.

i. Resubmit. This action is executed by an originator following the receipt of a returned form. The originator takes corrective action and re-delivers a completed MROW, FITREP, or EVAL for administrative processing per the procedures in this policy note. Only resubmit products to the designated individuals listed in this policy note.

#### 4. **Responsibilities**

a. All Battalion Members. Create an MROW and submit the form to your immediate supervisor in the chain of command. The Battalion Executive Officer (BNXO) and Battalion Commanding Officer (BNCO) shall submit their MROW's to the Battalion Advisor.

b. Squad Leader. Create a Peer Evaluation for each member of your squad; submit these to your Company XO for review.

c. Company XO. Create a Peer Evaluation for each of your Squad Leaders. Review the Peer Evaluations submitted by your Squad Leader and send final products to BN Admin; return EVALs as required for corrective action. Submit squad leader evaluations to your Company Commander for review.

d. Company Commander Create a Peer Evaluation for your Company XO and submit it to the BNXO for review. Review the squad leader Peer Evaluations submitted by your Company XO and send final products to BN Admin. Return EVALs as required for corrective action.

e. Operations Officer. Create a Peer Evaluation for the Training Officer, Physical Training Officer, and Community Relations Officer and submit these to the BNXO for review.

f. Administrative Officer. Create a Peer Evaluation for the Battalion First Lieutenant, Public Affairs Officer, Supply Officer, Academic Officer, and Communications Office, and submit these to the BNXO for review. Collect all final, reviewed EVALs sent to you by designated members in the battalion chain of command. Compile and present these EVALs during the ranking process.

Subj: **PEER EVALUATION PROCEDURES (POLICY NOTE 010)**

g. BN XO. Create a Peer Evaluation for the Operations Officer, Administrative Officer, and the Company Commanders and submit to the BN CO for review. Review the Peer Evaluations submitted by the Operations Officer, the Administrative Officer, and the Company Commanders; send final products to BN Admin O. Return EVALs as required for corrective action.

h. BN CO. Review the Peer Evaluations submitted by the BN XO; send final products to BN Admin O. Return EVALs as required for corrective action. In collaboration with the Top Six, rank each MIDN in the battalion according to class. Any fifth year students shall be ranked among the seniors. The BN XO and BN CO are not included in the rankings. Send all Battalion Peer Evaluations, to include a separate/distinct ranking summary document, to the appropriate Advisors.

i. Advisors. Conduct a review of all EVALs for your designated class and service; return EVALs as required for corrective action. Add all required academic information for that term. Send final products to the Commanding Officer for final review and signature. Additionally, after receiving signed FITREPs from the Commanding Officer, brief each student on their performance during formal counseling. Ensure each student signs their FITREP. Send student signed copies to the University Office Associate for final processing.

j. Commanding Officer. Conduct a final review of all EVALs; return EVALs as required for corrective action. When satisfied with the EVAL, sign the form in order to transform the document into an official Midshipman FITREP. When complete with this action, return all signed FITREPs to the advisors to conduct formal counseling and obtain student signatures.

h. University Office Associate. Scan all student and Commanding Officer signed FITREPs and load them into each student's electronic record. Return the FITREP paper copies to the advisors for record keeping purposes.

## 5. **Procedures**

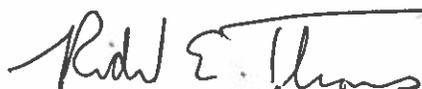
a. Process. The BN CO shall complete and send EVALs and rankings to the Advisors no later than 5 business days

Subj: PEER EVALUATION PROCEDURES (POLICY NOTE 010)

prior to the Battalion change of command end for the fall and spring semesters. BN Admin, with guidance from the BN XO, plans backwards from the Advisor deadline in order to set intermediate deadlines for Battalion-level completion of the Peer Evaluations process. All Peer Evaluations shall be submitted digitally. All MIDN shall follow the guidance in enclosures when completing Peer Evaluations.

b. Collateral Duties. If a battalion member has a non-billeted collateral duty, the Peer Evaluation shall still be drafted by the individual's immediate supervisor in the chain of command. In these cases, the drafter shall request input from the MIDN who supervises the individual in his/her collateral duty. For example, if MIDN Doe is in Squad A-1, and he is also the Mess Night Coordinator, his Peer Evaluation shall be completed by the A-1 Squad Leader, however, the A-1 Squad Leader shall seek input from the Training Officer regarding the individual's performance leading this collateral event. The Squad Leader shall also verify any claims made by the individual on his/her MROW through the Training Officer, as applicable.

c. Rankings. The reporting period's Top 6 staff shall rank each MIDN against their peers, by class. Any fifth year students shall be ranked among the seniors. The BN XO and BN CO are not included in the rankings. Send the rankings in a separate/distinct ranking summary document to all of the Advisors no later than 5 business days prior to the Battalion change of command end for the fall and spring semesters.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G  
List I

## Midshipman Reported on Worksheet (MROW)

Last Name	First Name	MI
NUID	MIDN Rank	Staff Advisor
Period covered: From To	Expected Graduation Date	Class Cohort: 4/C 3/C 2/C 1/C
Reporting Senior / Squad Leader / Top Six	BCA: PRT(PFT/CFT):  Date:	Swim Qualification:  Class: 2 3 None Date:
Major	Sailing Qualification:  Cert:                      Hours:	Summer Cruise Info:
Billet Assignment / Duties Assigned (from Keel):		
Battalion Involvement:		
Major Accomplishments / Awards / Scholarships:		
Community Service / Campus involvement:		
Additional Comments:		

**PEER EVALUATION BLOCK INSTRUCTIONS**

**BLOCK 1: NAME**

Member's last name, first name, middle initial, and if applicable a suffix, separated by spaces. A comma is placed after the last name. Do not show spaces or punctuation within a name.

SMITH, MICHAEL Q  
GRABASANDWICH, JOHN F III  
MARTIN, CHRISTOPHER P JR

**BLOCK 2: GRADE/RATE**

NAVFIT will not allow for MID or MIDN to be entered. Leave blank.

BLANK

**BLOCK 3: DESIG**

Member's class standing during period of report.

SUPER SENIOR 1/C  
SENIOR 1/C  
JUNIOR 2/C  
SOPHOMORE 3/C  
FRESHMEN 4/C

**BLOCK 4: SSN**

Leave this block blank.

**BLOCK 5: DUTY/STATUS**

Place an X in the inactive box for all midshipmen.

INACT

**BLOCK 6: UIC**

Unit Identification Code of member's ship/station.

63223

**BLOCK 7: SHIP/STATION**

Member's abbreviated name of his/her duty station.

NROTC UNIV OF NE

**BLOCK 8: PROMOTION STATUS**

Member's promotion status during the period of report.

REGULAR

**BLOCK 9: DATE REPORTED**

Member's date of first report to the command entered in "yyMONdd" format. This shall be the date of report to New Student Orientation before the first week of classes.

09AUG17

10AUG16

11AUG15

12AUG18

13AUG22

**BLOCK 10-13: OCCASION FOR REPORT**

- PERIODIC
- DETACHMENT OF INDIVIDUAL
- DETACHMENT OF REPORTING SENIOR
- SPECIAL

**BLOCK 14-15: PERIOD OF REPORT**

Period begins on first day of semester (or New Student Orientation for freshmen) and ends on the date of the Change of Command.

Fall Semester: 11AUG15 - 11DEC09

Spring Semester: 12JAN09 - 12APR11

**BLOCK 16: NOT OBSERVED REPORT**

Do not check box. Leave blank.

**BLOCK 17-19: TYPE OF REPORT**

- REGULAR
- CONCURRENT
- OPSCDR

**BLOCK 20: PHYSICAL READINESS**

Enter the one-letter code for the result of the official PRT/PFT's conducted during the reporting period. Only use the most recent PRT/PFT results, do not assess based on past physical fitness scores. Do not use inventory PRT/PFT or BCA that are not part of the official, end of semester, physical readiness test. Reference chart below for code descriptions.

Example: P

M

N

<b>PRT CODE</b>	
P	Passed both Physical Readiness Test and Body Composition Assessment.
B	Passed the BCA but was authorized non-participation in the PRT for other than medical waiver reasons (see code N for non-participation reasons.) Use of this code requires a comment in the comment on performance block 41 with reason for non-participation in the PRT.
F	Overall PFA failure (failed either BCA or PRT).
M	Medically waived from entire PFA (BCA and PRT).
W	Passed BCA but medically waived from 1 or more PRT events.
N	No PFA conducted during reporting period. Use of this code does not require justification for PRT non-participation in comments block.

**BLOCK 21: BILLET SUBCATEGORY**

Does not apply. Select NA from drop-down menu.

**BLOCK 22: REPORTING SENIOR**

Professor of Naval Science, Commanding Officer entered as  
"LAST, FIRSTINITIAL MIDDLEINITIAL".

THOMAS, R E

**BLOCK 23: GRADE**

Grade of reporting senior at time of report.

CAPT

**BLOCK 24: DESIG**

Four digit officer designator of reporting senior at time  
of report.

1110

**BLOCK 25: TITLE**

Reporting senior's title in command.

PROF NAVAL SCI

**BLOCK 26: UIC**

Unit Identification Code. Same code as block 6.

63223

**BLOCK 27: SSN**

Social security number of reporting senior. Leave blank.

**BLOCK 28: COMMAND EMPLOYMENT**

Brief statement in all caps of command employment and significant command achievements over the period of report.

EDUCATION AND TRAINING OF MIDSHIPMEN LEADING TO  
COMMISSION.

**BLOCK 29: PRIMARY/COLLATERAL DUTIES**

Enter STUDENT in all caps in box in top left corner. Enter billet to right of box. If applicable, enter other duties to right of box separated by a semi-colon.

STUDENT	ADMIN OFFICER; ASST BALL COORDINATOR;
---------	---------------------------------------

The remainder of Block 29 will be used for entering physical fitness scores from the most recent semi-annual PRT/PFT/CFA. Indicate the year and cycle for each event conducted in the reporting period, followed by the score.

PFT: 12-1, 290

PFA: 12-1, 265 EXCELLENT OR CFA: 12-1, 275

**BLOCK 30: DATE COUNSELED**

Enter date of last counseling session with military advisor in "yyMONdd" format.

12MAR29

**BLOCK 31: COUNSELOR**

Enter name of midshipman completing the FITREP, the member being reported on superior in the MIDN Chain of Command.

RUSSELL, L.

MILLER, Q.

**BLOCK 32: SIGNATURE OF INDIVIDUAL COUNSELED**

Leave blank. Member will sign form upon FITREP counseling.

**BLOCK 33-38: PERFORMANCE TRAITS**

For each trait place an X in only one box. The meanings of the trait grades are printed on the form, along with representative performance standards. The 3.0 grade represents performance to full Navy standards. 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 Navy personnel, most of the trait grades should be in the 2.0 to 4.0 range. It is important to note that the trait average determines the aptitude mark used for class ranking directly effecting service assignment and scholarship applications.

**BLOCK 33: PERFORMANCE TRAITS**

NS GPA (4.0 scale)	Trait Mark
NS GPA < 1.50	1
1.50 <= NS GPA <= 2.50	2
2.50 <= NS GPA <= 3.15	3
3.15 <= NS GPA <= 3.75	4
3.75 <= NS GPA	5

**BLOCK 34: PERFORMANCE TRAITS**

Use the rubric provided on the form after substituting "NROTC Program retention/attrition" for "Navy retention/reenlistment".

**BLOCK 35: PERFORMANCE TRAITS**

Students on a conduct based warning, probation, or LOA during the reporting period shall not be rated higher than "Progressing", 2.0, on this trait. A Navy PFA outstanding or Marine PFT/CFT of 285 is required to receive "Greatly Exceeds Standards", 5.0 on this trait.

**BLOCK 36: PERFORMANCE TRAITS**

Evaluate per PNS direction consistent with the rubric provided on the form.

**BLOCK 37: PERFORMANCE TRAITS**

This trait should reflect contributions to the battalion's mission to include billet performance and unit participation. However, strong performance and participation cannot come at the cost of their individual responsibility to the program. Students failing to make satisfactory progress toward degree completion and program academic requirements during the reporting period shall not be marked higher than "Progressing", 2.0, on this trait.

**BLOCK 38: PERFORMANCE TRAITS**

Evaluate per PNS direction consistent with the rubric provided on this form.

**BLOCK 39: PERFORMANCE TRAIT: TACTICAL PERFORMANCE**

Does not apply to midshipmen. Check NOB (not observed) box.

**BLOCK 40: CAREER RECOMMENDATIONS**

Enter two billet recommendations in all caps that are appropriate for the member in the upcoming semester. Be realistic; do not recommend billets for a member that is not qualified to serve in a leadership position. If you are recommending only one billet, type recommendation into right hand box, or enter NONE RECOMMENDED.

1 RECOMMENDATION: PHYSICAL TRAINING OFFICER  
2 RECOMMENDATIONS: COMPANY XO PUBLIC AFFAIRS OFFICER

**BLOCK 41: PERFORMANCE COMMENTS**

Use only 10 point Courier New font. Use upper and lower case lettering. Do not underline, boldface, italicize, \*\* center \*\*, or highlight passages. No handwritten comments or additions are to be added.

This is to be used as a lessons learned critique, no other commentary is required. Utilize a bullet format to accurately discuss all performance trait grades. Identify the specific performance trait being discussed in each comment. Specifically discuss all 1.0, 5.0 grades and physical readiness scores. General comments on the remainder of the evaluative blocks are required. You may substantiate more than one block with a single bullet or paragraph, particularly when discussing a deficiency that has impacted several performance traits. Substantiate any promotion recommendation of significant problems and any recommendation against retention.

Each member will be ranked against members of their class. The numerical ranking is not to be mentioned in the comments block. Provide a comment to show if member is ranked highly, average or poorly but do not give the exact ranking.

Do not comment on any of the following:

- Previous failure of selection.
- Judicial or NJP proceedings/investigations that have not yet concluded.
- Marital status, friends or family members.
- Medical reports or summaries.
- Awards/Decorations recommended but not yet received.

**BLOCK 42: PROMOTION RECOMMENDATION**

Rounding up to the next whole person, no more than 20% of a competitive group may be rated as "Early Promote".  
Similarly, up to 40% may be rated as "Must Promote".

**BLOCK 43: SUMMARY**

Does not apply to midshipmen. Leave blank.

**BLOCK 44: REPORTING SENIOR ADDRESS**

COMMANDING OFFICER  
UNIVERSITY OF NEBRASKA NROTC  
103 M & N BUILDING, UNL  
LINCOLN, NE 68588-0139

**BLOCK 45-47: COUNSELING ADMINISTRATIVE BLOCKS**

Will be addressed upon completion of FITREP counseling with military advisor. Do not enter information into these blocks.

# FITNESS REPORT & COUNSELING RECORD (W2-06)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) <b>TEMPLATE, JOHN Q</b>			2. Grade/Rate		3. Desig #/C		4. SSN <b>012-34-5678</b>			
5. ACT <input type="checkbox"/> FTS <input type="checkbox"/> INACT <input checked="" type="checkbox"/> AT/ADSW/265 <input type="checkbox"/>		6. UIC <b>63223</b>		7. Ship/Station <b>NROTC UNIV OF NE</b>			8. Promotion Status <b>REGULAR</b>		9. Date Reported <b>09AUG17</b>	
Occasion for Report					Period of Report					
10. Periodic <input type="checkbox"/>		11. Detachment of Individual <input type="checkbox"/>		12. Detachment of Reporting Senior <input type="checkbox"/>		13. Special <input checked="" type="checkbox"/>		14. From: <b>12JAN09</b>	15. To: <b>12APR11</b>	
16. Not Observed Report <input type="checkbox"/>		17. Type of Report Regular <input checked="" type="checkbox"/>			18. Concurrent <input type="checkbox"/>		19. OpsCdr <input type="checkbox"/>		20. Physical Readiness <b>P</b>	21. Billet Subcategory (if any) <b>NA</b>
22. Reporting Senior (Last, FI MI) <b>WHITING, J B</b>			23. Grade <b>CAPT</b>	24. Desig <b>1110</b>	25. Title <b>PROF NAVAL SCI</b>		26. UIC <b>63223</b>		27. SSN	
28. Command employment and command achievements. <b>EDUCATION AND TRAINING OF MIDSHIPMEN LEADING TO COMMISSION.</b>										
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box) <b>STUDENT</b> BILLET 1; BILLET 2 IF APPLICABLE; PFA: 12-1, EXCELLENT 265 OR PFT: 12-1, 290 CFA: 12-1, 275										
For Mid-term Counseling Use. (When completing FITREP, enter 30 and 31 from counseling worksheet, sign 32)			30. Date Counseled <b>12MAR29</b>		31. Counselor <b>LAST, FIRSTINITIAL.</b>			32. Signature of Individual Counseled		
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.										
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards					
33. PROFESSIONAL EXPERTISE: Professional knowledge, proficiency, and qualifications.  NOB <input type="checkbox"/>	-Lacks basic professional knowledge to perform effectively. -Cannot apply basic skills.  -Fails to develop professionally or achieve timely qualifications.	-	-Has thorough professional knowledge.  -Competently performs both routine and new tasks. -Steadily improves skills, achieves timely qualifications.	-	- Recognized expert, sought after to solve difficult problems. -Exceptionally skilled, develops and executes innovative ideas. -Achieves early/highly advanced qualifications.					
34. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community.  NOB <input type="checkbox"/>	-Actions counter to Navy's retention/reenlistment goals. -Uninvolved with mentoring or professional development of subordinates.  -Actions counter to good order and discipline and negatively affect Command/Organizational climate. -Demonstrates exclusionary behavior. Fails to value differences from cultural diversity.	-	-Positive leadership supports Navy's increased retention goals. Active in decreasing attrition. -Acts adequately encourage/support subordinates' personal/professional growth.  -Demonstrates appreciation for contributions of Navy personnel. Positive influence on Command climate. -Values differences as strengths. Fosters atmosphere of acceptance/inclusion per EO/EEO policy.	-	- Measurably contributes to Navy's increased retention and reduced attrition objectives. -Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. -Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. -The model of achievement. Develops unit cohesion by valuing differences as strengths.					
35. MILITARY BEARING/CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.  NOB <input type="checkbox"/>	-Consistently unsatisfactory appearance. -Unsatisfactory demeanor or conduct. -Unable to meet one or more physical readiness standards. -Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.	-	-Excellent personal appearance. -Excellent demeanor or conduct. -Complies with physical readiness program. -Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT	-	- Exemplary personal appearance. -Exemplary representative of Navy. -A leader in physical readiness  -Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.					
36. TEAMWORK: Contributions toward team building and team results.  NOB <input type="checkbox"/>	-Creates conflict, unwilling to work with others, puts self above team. -Fails to understand team goals or teamwork techniques. -Does not take direction well	-	-Reinforces others' efforts, meets personal commitments to team. -Understands team goals, employs good teamwork techniques. -Accepts and offers team direction.	-	- Team builder, inspires cooperation and progress. -Talented mentor, focuses goals and techniques for team. -The best at accepting and offering team direction					
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning, prioritizing, achieving mission.  NOB <input type="checkbox"/>	-Lacks initiative. -Unable to plan or prioritize. -Does not maintain readiness. -Fails to get the job done.	-	-Takes initiative to meet goals. -Plans/prioritizes effectively. -Maintains high state of readiness. -Always gets the job done	-	- Develops innovative ways to accomplish mission. -Plans/prioritizes with exceptional skill and foresight. -Maintains superior readiness, even with limited resources. -Gets jobs done earlier and far better than expected.					

# FITNESS REPORT & COUNSELING RECORD (W2-O6) (cont 'd)

RCS BUPERS 1610-1

1. Name (Last, First MI Suffix) <b>TEMPLATE, JOHN Q</b>	2. Grade/Rate	3. Desig #/C	4. SSN <b>012-34-5678</b>
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PERFORMANCE TRAITS	1.0* Below Standards	2.0 Pro- gressing	3.0 Meets Standards	4.0 Above Standards	5.0 Greatly Exceeds Standards
<b>38. LEADERSHIP:</b> Organizing, motivating and developing others to accomplish goals.	-Neglects growth/development or welfare of subordinates -Fails to organize, creates problems for subordinates -Does not set or achieve goals relevant to command mission and vision. -Lacks ability to cope with or tolerate stress -Inadequate communicator. -Tolerates hazards or unsafe practices.	- - - - - - -	-Effectively stimulates growth/development in subordinates. -Organizes successfully, implementing process improvements and efficiencies. -Sets/achieves useful realistic goals that support command mission -Performs well in stressful situations. -Clear, timely communicator. -Ensures safety of personnel and equipment.	- - - - - - -	- Inspiring motivator and trainer, subordinates reach highest level of growth and development. - Superb organizer, great foresight, develops process improvements and efficiencies. - Leadership achievements dramatically further command mission and vision. - Perseveres through the toughest challenges and inspires others. - Exceptional communicator. - Makes subordinates safety-conscious, maintains top safety record - Constantly improves the personal and professional lives of others.
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>39. TACTICAL PERFORMANCE:</b> (Warfare qualified officers only) Basic and tactical employment of weapons systems.	-Has difficulty attaining qualification expected for the rank and experience -Has difficulty in ship(s), aircraft or weapons systems employment. Below others in knowledge and employment. -Warfare skills in specialty are below standards compared to others of same rank and experience.	- - - - - - -	-Attains qualifications as required and expected. -Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment. -Warfare skills in specialty equal to others of same rank and experience.	- - - - - - -	- Fully qualified at appropriate level for rank and experience. - Innovatively employs ship(s), aircraft, or weapons systems. Well above others in warfare knowledge and employment. - Warfare skills in specialty exceed others of same rank and experience.
NOB <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

40. I recommend screening this individual for next career milestone(s) as follows (maximum of two) Recommendations may be for competitive schools or duty assignments such as: SCP, Dept Head, XO, OIC, CO, Major Command, War College, PG School.	BILLET CHOICE1	BILLET CHOICE2
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41. COMMENTS ON PERFORMANCE \* All 1.0 marks, three 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be verifiable. Font must be 10 or 12 Pitch (10 or 12 Point) only. Use upper and lower case.

MIDN Template served as a Company Executive Officer with enthusiasm and dependability, and has proven himself capable of additional responsibility in the battalion.

- Excelled as a leader ...
- Displayed exceptional teamwork ...
- Received a 2.0 in MILITARY BEARING/CHARACTER because ...
- ...
- ...
- ...
- ...
- ...
- ...
- ...
- Summer Cruise / Active Duty Training Dates: (Only include if MIDN took December cruise)
- Qualified 2nd Class Swimmer on DDMYY.
- Skipper B Sail qualified.

Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote	Early Promote	44. Reporting Senior Address
42. INDIVIDUAL	X						COMMANDING OFFICER UNIVERSITY OF NEBRASKA NROTC 103 M & N BUILDING, UNL LINCOLN, NE 68588-0139
43. SUMMARY	<del>X</del>	0	0	0	0	0	

45. Signature of Reporting Senior  Date:	46. Signature of Individual evaluated. "I have seen this report, been apprised of my performance, and understand my right to submit a statement" I intend to submit a statement. <input type="checkbox"/> I do not intend to submit a statement. <input type="checkbox"/>  Date:
--	---

Member Trait Average	3.00	Summary Group Average:	3.00	
47. Typed name, grade, command, UIC, and signature of Regular Reporting Senior on Concurrent Report				
Date:				



**DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139**

IN REPLY REFER TO:

5000  
Ser NROTCUNE/196  
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: **HAZING POLICY (POLICY NOTE 011)**

Ref: (a) SECNAV INSTRUCTION 1610.2A, DEPARTMENT OF THE  
NAVY (DON) POLICY ON HAZING  
(b) MCO 1700.28A  
(c) NSTC M-1533.2 Regulations for Officer  
Development (ROD)

Encl: (1) Command Statement for Public Posting

1. **Purpose**. To establish a clear command policy on hazing integrating the Navy and Marine Corps core values, and to prevent hazing at the NROTC University of Nebraska-Lincoln.

2. **Background**. All personnel at the NROTC University of Nebraska-Lincoln shall be afforded the opportunity to be a productive and contributing member of the command, free of hazing and its negative effects. Hazing is not part of our "time honored traditions" and it has no place in the modern Naval Services. As a result, per references, the Navy and Marine Corps have a zero-tolerance policy on hazing.

3. **Policy**

a. Per reference (a), "hazing is defined as, any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator." Taking reprisal against someone who reports hazing is also unlawful.

Subj: **HAZING POLICY (POLICY NOTE 011)**

b. Per reference (b), "hazing can include, but is not limited to, the following: any form of initiation or congratulatory act that involves physically striking another to inflict pain; piercing another's skin in any manner; verbally berating another; encouraging another to excessively consume alcohol or encouraging another to engage in illegal, harmful, demeaning, or dangerous acts, playing abusive or ridiculous tricks; threatening or offering violence or bodily harm to another; striking; branding; taping; tattooing; shaving; greasing; painting; requiring excessive physical exercise beyond what is required to meet standards; 'pinning'; 'tacking on'; 'blood wings'; or forcing or requiring the consumption of food, alcohol, drugs, or any other substance."

c. Per reference (a), hazing does not include command-authorized activities; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command. Examples include New Student Orientation training, conditioning hikes, and close-order drill.

#### 4. Responsibilities

a. All students and staff at the NROTC University of Nebraska-Lincoln shall foster a command climate free of hazing.

b. Any individual who witnesses hazing or suspected hazing shall attempt to stop the situation and immediately report this incident to the chain of command through the Commanding Officer.

5. Hazing is not tolerated in any form at the NROTC University of Nebraska-Lincoln. Per the references, all allegations of hazing shall be fully investigated. This command shall take swift and appropriate corrective action in any substantiated case of hazing.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G  
List I



**DEPARTMENT OF THE NAVY**  
**NAVAL RESERVE OFFICERS TRAINING CORPS UNIT**  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000  
Ser NROTCUNE/197  
AUG 19 2013

From: Commanding Officer, NROTC University of Nebraska

Subj: HAZING POLICY STATEMENT

1. All personnel (staff and students) at the NROTC University of Nebraska shall work to create and maintain an environment free of hazing. Hazing is contrary to our Core Values of Honor, Courage, and Commitment and shall not be tolerated.

2. It is the responsibility of all personnel in the command to ensure hazing, or the perception of hazing does not occur in any form at any level. Every member has the responsibility to immediately make the appropriate authorities aware of any possible violation of this policy. Any actions that may be perceived as hazing by the victim or the public are prohibited. In conjunction with this statement, all personnel in the command shall abide by the University of Nebraska hazing policy.

3. Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Taking reprisal against someone who reports hazing is also unlawful.

4. All personnel at NROTC University of Nebraska shall be afforded the opportunity to be a productive and contributing member free of hazing and its ill effects. Hazing is not part of our "time honored traditions" and it has no place in the modern Naval Services.



R. E. THOMAS

Enclosure (1)



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000  
Ser NROTCUNE/198  
AUG 19 2013

From: Commanding Officer  
To: Distribution

Subj: CLUB AND NCAA SPORTS (POLICY NOTE 012)

Ref: (a) NSTC M-1533.2 Regulations for Officer  
Development (ROD)  
(b) NROTCUNEINST 5400.2S

1. **Purpose.** To establish a clear policy regarding Midshipmen participation in university affiliated sports programs outside of the University of Nebraska-Lincoln (UNL) Naval Reserve Officer Training Corps (NROTC).

2. **Background.** Per the references, your mission at UNL NROTC is to develop morally, mentally, and physically in preparation for service as commissioned officers in the world's finest Navy and Marine Corps. While contributing to mission accomplishment at the UNL NROTC program as a scholarship or college program student, your academics and attendance at NROTC events shall always take priority over participation in university sports, to include intermural, club-sponsored, intramural, and National Collegiate Athletic Association (NCAA) events.

a. Intermural/Club and Intramural Sports

(1) Intermural or club sports are defined as any formal or semi-formal sporting group, which may be sponsored by the University of Nebraska-Lincoln or an outside organization, competing against teams/individuals from outside/external institutions. Examples include, but are not limited to: University Club Sports, University Intermural Sports, and public adult sport leagues.

(2) Intramural sports are defined as any formal or semi-formal sporting group, which may be sponsored by the University of Nebraska-Lincoln or an outside organization, competing against teams/individuals from the same/internal institution. Examples include, but are not limited to: University Dormitory Leagues and University Recreation Center Intramural Sports leagues.

Subj: **CLUB AND NCAA SPORTS (POLICY NOTE 012)**

b. NCAA Sports are defined as any highly competitive, intercollegiate sports teams sponsored by University of Nebraska-Lincoln. These are typically, but not always, sanctioned by the National Collegiate Athletic Association.

3. **Policy.** Per reference (a), if you suffer a medical injury while participating in non-NROTC sponsored athletics (i.e. knee, shoulder, eyes, brain, spine, etc.), you shall report it immediately to your military advisor. If the injury impacts your ability to participate in battalion activities for greater than 30 calendar days, you shall be referred to the Bureau of Naval Medicine (BUMED) for review and may be recommended for disenrollment from the NROTC program. While participation in sports is encouraged for the physical fitness and team building skills they develop, you shall participate safely, and without detrimental effect on your academic or NROTC performance. Thus, students seeking to participate in non-NROTC sponsored sporting events require permission from the Commanding Officer.

a. Participation in Intermural, Club, or Intramural Sports requires a special request chit to be filled out and signed by the Commanding Officer prior to participation. This chit shall include scheduling information, a description of events, a time management plan to deconflict academic and NROTC events. Approval will depend on the Midshipman's military and academic performance as well as the nature of the sporting events.

b. Participation in NCAA sports is extremely demanding of an individual's time and efforts, and has been proven incompatible with NROTC service. Examples of this include, but are not limited to NCAA compliance regulations, practice schedules, external game events (i.e. travel), mandatory workouts, mandatory team meetings, etc. Therefore, University of Nebraska-Lincoln NROTC students shall not participate in NCAA sports.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000

Ser NROTCUNE/057

FEB 19 2014

From: Commanding Officer  
To: Distribution

Subj: **PAINTBALL EQUIPMENT USAGE (POLICY NOTE 013)**

Ref: (a) OPNAV INSTRUCTION 5100.25B Navy Recreation and  
Off-Duty Safety Program

Encl: (1) UNL NROTC Paintball Statement of Understanding  
(2) Recreational Evaluation Guide

1. **Purpose.** To establish a clear policy regarding the use and storage of the Battalion paintball equipment purchased with student funds.

2. **Background.** Paintball equipment purchased by the UNL NROTC student organizations for use by its members will be used in accordance with reference (a) and this policy.

a. Paintball equipment is authorized for student organization use, top side staff shall participate in a supervisory role unless the paintball markers are used as part of an externally coordinated event e.g. paintball tournament at CJ's.

b. Use of paintball equipment is authorized for unit training.

c. Paintball equipment will be stored in the unit armory.

3. **Policy.** Paintball equipment purchased by UNL NROTC student organizations is intended for use in organized activities or events. Paintball equipment will not be checked out to individual organization members for private use.

a. Per reference (a) face, eye, head, chest, throat, and groin protection shall be worn at all times while on the field of play. If padded clothing is worn i.e., winter clothes, this shall satisfy the requirement for chest and groin. If light clothing (i.e., summer clothes) is worn,

Subj: **PAINTBALL EQUIPMENT USAGE (POLICY NOTE 013)**

supplemental chest and groin protection is required. Lifting of your paintball mask from your face while on the field of play shall result in your immediate removal from the game.

b. All participants shall receive a safety brief and weapons handling brief prior to handling the paintball markers. This brief shall be conducted by the event sponsor and shall include at a minimum: Weapons handling rules with emphasis on paintball specific considerations, weapons conditions, the halo rule (minimum of 10 feet), boundaries of the field of play, and the specific rules for each event.

c. Per UNL Police, all paintball markers are required to be stored in the M&N building armory and shall not be used on campus. When paintball markers are being transported between the M&N building and the field of play the following guidelines shall be conformed to:

- (1) Barrel plugs inserted.
- (2) No pressurized gasses attached to the marker.
- (3) Markers and hoppers unloaded of all paintballs
- (4) Markers shall be transported in the trunk or the furthest back portion of the vehicle for vehicles that do not have trunks.
- (5) Markers shall be transported in their container.
- (6) Markers shall not be removed from the vehicle or their containers for any reason between the M&N building and the field of play.

c. When used for student organization activities, MIDN are NOT required to fill out command ORM forms prior to use, however the event organizer is required to fill out enclosure (2) prior to the equipment being checked out from the armory, and all participants are required to read and sign enclosure (1). All student organization paintball events shall take place at a dedicated paintball field (e.g. CJ's) or on private property outside the city limits

Subj: PAINTBALL EQUIPMENT USAGE (POLICY NOTE 013)

of Lincoln with the express consent of the landowner. Under no circumstances are the markers to be used outside an authorized course while in the city limits or in a manner not intended by the manufacturer.

(1) When not used at a commercial paintball establishment (e.g. CJ's) an active duty safety observer/referee is required.

d. Use for unit training events. If the equipment is to be used for unit training, the top side staff in charge of the evolution shall fill out the requisite ORM forms and enclosure (2) prior to use of the equipment being authorized. All participants shall read and sign enclosure (1) prior to handling a paintball marker. Paintball markers will be handled in the same manner as any weapon would be in training and appropriate PPE shall be worn at all times when the markers are charged with compressed gasses. It is incumbent upon the top side staff member in charge to ensure any training areas utilized are approved for use with paintballs and any specific waivers or procedures are satisfied prior to commencing training.

e. Failure to comply with these regulations will result in disciplinary actions for all those involved and could result in the loss of equipment privileges for all Midshipmen.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G



**STATEMENT OF UNDERSTANDING**

**UNIVERSITY OF NEBRASKA LINCOLN NAVAL RESERVE OFFICER TRAINING  
CORPSPOLICY CONCERNING USAGE OF PAINTBALL MARKERS**

1. Purpose. The purpose of this Statement of Understanding (SOU) is to ensure you understand the UNL NROTC policy concerning usage of unit paintball markers and prescribed safety equipment.

2. Policy. The governing policy has been established by the Commanding Officer, UNL NROTC and published as Policy Note 13 in NROTCUNEINST 5400.2T "The Keel"

a. PPE. All prescribed PPE will be worn per Policy Note 13 at all times while on the field of play

b. Transport of Markers. Special care must be taken in the transport of the markers due to their realistic appearance. Markers will be kept in containers in the trunk or out of the reach of driver at all times while in transit. At no times will the markers be removed from their container except at the field of play or in preparation for storage at the Military and Naval Science Building.

c. Injuries While Playing Paintball. There is inherent risk involved in the conduct of paintball evolutions. By signing this document you are acknowledging that you understand these risks and are accepting responsibility for any injuries you may incur due to the actions of other players, the surroundings of the field of play or your own actions.

d. Prohibited Actions. At no time shall any player be on the field of play without full proper PPE to include face shield covering the eyes and face. At no time shall a player shoot at another player who is within ten feet of them. At no time shall a player assume a position on the field of play that is likely to cause harm to themselves or other players (snipers in the trees are prohibited).

3. Certification. I certify that I completely understand the UNL NROTC policy on use of the unit paintball markers as stated in policy note 13 of "The Keel". **I understand that failure to adhere to the guidelines therein will disqualify me from further usage of those systems and could result in punitive actions. I further understand that I am accepting the risk inherent in paintball and agree to not hold UNL NROTC, its staff or owner of the field of play responsible for any injuries I may incur during the use of this equipment.**

\_\_\_\_\_  
(MIDN's Printed Name)

\_\_\_\_\_  
(MIDN's Signature)

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

4. Officer Verification. I certify that this MIDN has read and understands the policy as set forth in "The Keel" and is therefore authorized to use unit paintball equipment.

\_\_\_\_\_  
(Officer's Printed Name)

\_\_\_\_\_  
(Officer's Signature)

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

**RECREATIONAL EVALUATION GUIDE**

**PAINTBALL - Updated 27 Jan 04**

<b>A. <u>Recommendations:</u></b>	<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>NOT OBS</b>
<p>Ref: COMNAVSAFECEN msg 201146Z May 88</p> <p>The American Paintball League</p> <p>a. Do all participants and observers within the area wear ANSI approved safety goggles, head covering such as a watch cap to protect the ears and temple area, and a scarf, towel or other protective clothing in a manner to protect the throat and larynx at all times until the safety observer gives the okay to remove them?</p> <p>b. Is the area secured in a manner which precludes unobserved/uninhibited entrance by non-participants?</p> <p>c. Is there a minimum distance of 10 feet (15 feet with children) between the shooter and victim? (Note: Deliberate head shots shall not be taken.)</p> <p>d. Is a safety briefing including small arms safety precautions and general firing rules given before the start of the game? (Note: Your command's Weapons Safety Officer will be able to give you guidance from OPNAVINST 3591-1 Series, Small Arms Training and Qualifications. Contact Security Officer for OPNAVINST 5530.14 Series, Physical Security, APPENDIX XIII interpretation. The Training Officer should be contacted for guidance on NAVPDTRA 10054.Series, Chapter 10.)</p> <p>e. Before and after each game are barrel plugs in the guns at all times?</p> <p>f. Is there a minimum of 2 acres provided?</p> <p>g. Are areas kept clean?</p> <p>h. Are dangerous areas, such as abandoned wells, rock cliffs, slippery and muddy surfaces and ditches clearly marked and pointed out before each game?</p> <p>h. Is the shooting range at least 100 feet from the</p>				

<p>registration area and clearly marked?</p> <p>i. Are emergency phone numbers posted?</p> <p>j. Are CO2 cylinders stored in a cool dry place where the temperature does not exceed 110 degrees?</p> <p>k. Are personnel responsible for filling and handling CO2 cylinders qualified?</p> <p>l. Are CO2 cylinders secured to prevent falls?</p>				
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DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000  
Ser NROTCUNE/138  
AUG 1 2016

From: Commanding Officer  
To: Distribution

Subj: **FRATERNIZATION POLICY (POLICY NOTE 014)**

Ref: (a) OPNAVINST 5370.2 (Series), Navy fraternization policy  
(b) NSTC M-1533.2 (Series), Regulations for Officer Development (ROD)

1. Purpose. To establish a clear command policy on fraternization, integrating the Navy and Marine Corps core values to prevent fraternization at the NROTC University of Nebraska-Lincoln.

2. Background. All personnel at the NROTC University of Nebraska-Lincoln shall be afforded the opportunity to be a productive and contributing member of the command, free of fraternization and its negative effects.

3. Policy

a. Per reference (a), "fraternization is defined as a personal relationship which contravene the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships and social interaction between officer members as well as between enlisted members, regardless of the service affiliation of the other officer or enlisted member, including members of foreign military services.

b. Historically, and as used in this instruction, fraternization is a gender-neutral concept. Its focus is on the detriment to good order and discipline resulting from the erosion of respect for authority inherent in an unduly familiar senior-subordinate relationship, not the sex of the members involved. In this sense, fraternization is a unique military concept, although abuse of a senior's position for personal gain and actual or perceived

Subj: FRATERNIZATION POLICY (POLICY NOTE 014)

preferential treatment are leadership and management problems which also arise in civilian organizations. In the context of military life, the potential erosion of respect for the authority and leadership position of a senior in grade or rank can have an enormously negative effect on good order and discipline and seriously undermine a unit's effectiveness. Therefore, prohibition of fraternization serves a valid, mission essential purpose.

c. There will be no unduly familiar relationships between officers and enlisted, students and instructors, upperclassmen and underclassmen, or MECEPS/OCs and underclassmen.

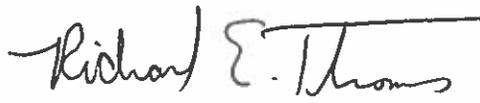
(1) Dating is specifically prohibited between staff and students, MECEPS/OCs and freshmen, or upperclassmen and freshmen.

#### 4. Responsibilities

a. All students and staff at the NROTC University of Nebraska-Lincoln shall foster a command climate free of fraternization.

b. Any individual who witnesses fraternization or suspected fraternization shall immediately report this incident to the chain of command through the Commanding Officer.

5. Fraternization is not tolerated in any form at the NROTC University of Nebraska-Lincoln. Per the references, all allegations of fraternization shall be fully investigated. This command shall take swift and appropriate corrective action in any substantiated case of fraternization.

  
R. E. THOMAS

Distribution:  
NROTCUNEINST 5216.2G  
List I



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO:

5000  
Ser NROTCUNE/157  
OCT 9 2014

From: Commanding Officer, NROTC Unit, University of Nebraska  
To: Distribution List

Subj: WEAPONS HANDLING PROCEDURES (POLICY NOTE 019)

Ref: (a) Policy and Standard Operating Procedures for  
University of Nebraska Indoor Rifle and Pistol Range

1. Situation: The University of Nebraska - Lincoln Naval Reserve Officer Training Corps (UNL NROTC) conducts military training that by necessity utilizes service rifles, training rifles, ceremonial rifles and swords aboard a university in an urban, civilian environment. Weapons handling procedures must be sensitive to the environment in which all training aids will be used.

2. Mission: To establish handling procedures that will mitigate, to the greatest extent possible, any potential for individuals to feel threatened by the transportation and use of training aids in support of UNL NROTC activities.

3. Execution:

a. Militarized Weapons:

(1) The unit owns militarized weapons used for the purposes of marksmanship training and competitive shooting. Handling of militarized weapons will be executed in accordance with reference (a) inside the M&N Bldg.

(a) Storage: Militarized weapons will be stored in the UNL NROTC Armory.

(b) Transport of live weapons, other than to and from the rifle range located within the Military and Naval Science Building, requires written permission by the Commanding Officer.

b. De-Militarized Rifles, Rubber Training Rifles and swords:

(1) The unit owns de-militarized rifles and swords used

for drill and ceremonies, as well as Rubber Training Rifles used for Field Training Exercises (FTX) and Physical Training (PT).

(a) Storage: All de-militarized weapons, rubber training rifles and swords will be stored in the UNL NROTC Armory.

(b) Use: De-militarized, rubber training rifles and swords are only intended for official UNL NROTC training events and ceremonies and require staff supervision.

(c) Transportation and use of any de-militarized rifles, rubber training rifles or swords weapons beyond the confines of campus requires written permission by the Commanding Officer.

c. Transportation:

(1) The use of militarized weapons, de-militarized rifles, rubber training rifles and swords are permitted for training purposes within the confines of the M&N Building. If these training aids are to be used outside of the M&N Building, active duty staff will contact the University of Nebraska Police Department (UNLPD) and any other appropriate local authority to inform them of their planned use prior to transportation. Unit staff will inform authorities of the planned time and method of transportation, location of use, and planned return to the NROTC armory.

(2) Unit staff will contact the governing authority in charge of the planned location of use and verify that the use of the training aid in question is permitted prior to any training event.

(3) Prior to the removal of militarized weapons, de-militarized rifles, rubber training rifles and swords from the M&N Building they shall be enclosed in a carrying case or bag.

(a) At all times while outside of the M&N Building, these training aids shall be escorted by no fewer than two midshipmen. All militarized weapons must be escorted by an active duty staff member in addition to the midshipman.

(b) All training aids will remain secured in their container during all phases of transportation and will not be removed or exposed to plain sight until they arrive at the planned location of use.

(c) At the completion of the training evolution, all training aids will be replaced back in their transportation containers and hidden from plain sight unless carried in formation. Under no circumstance will militarized weapons, demilitarized rifles, rubber training rifles and swords be hand-carried individually away from the area previously designated for weapons use.

(d) All training aids will remain secured in their container during all phases of retrograde and will not be removed or exposed to plain sight until they arrive in the NROTC armory.

(e) At the conclusion of use, the action officer will inform the Unit Operations Officer when all training aids are accounted for and secured in the NROTC armory.

4. Command and Signal:

a. This SOP will be positively communicated annually to all hands.

b. A copy of this SOP will remain posted in the Wardroom.

  
R. E. THOMAS