NROTC UNIT UNIVERSITY OF NEBRASKA INSTRUCTION 5400.2X

From: Commanding Officer, NROTC Unit, University of Nebraska-Lincoln

Subj: THE KEEL

Ref: (a) NSTC M-1533.2(series) Regulations for Officer Development (ROD)
     (b) DODINST 1304.33 Protecting Against Inappropriate Relations During Recruiting and
         Entry-Level Training
     (c) OPNAVINST 6110.1(series) Physical Readiness Program

Encl: (1) Command Philosophy
      (2) Sequencing and Curriculum Requirements for Naval Science Courses
      (3) Mandatory Study
      (4) Academic Requirements for Unit Team Participation
      (5) Substance and Alcohol Use, Abuse, and Control
      (6) Top Six Battalion Billet Selection Criteria and Procedures
      (7) Battalion Disciplinary Procedures
      (8) Peer Evaluation Procedures
      (9) Hazing Policy and Guidance
      (10) Club and NCAA Sports
      (11) Paintball Equipment Usage & Weapons Handling Procedures
      (12) Fraternity Policy and Guidance
      (13) Department of the Navy Core Values Charter
      (14) NROTC Chain of Command

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 5400.2V.
3. **Action.** This 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.

Distribution: (NROTCUNEINST 5216.2G)
List I, List II
# RECORD OF CHANGES

<table>
<thead>
<tr>
<th>CHANGE PARA</th>
<th>DATE OF CHANGE</th>
<th>DATE ENTERED</th>
<th>AUTHORIZED PERSON MAKING CHANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Table of Contents

Table of Contents

<table>
<thead>
<tr>
<th>Chapter One: NROTC Vision</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 MISSION, VISION, AND GOALS</td>
<td>2</td>
</tr>
<tr>
<td>1.1 CODE OF A NAVAL OFFICER</td>
<td>3</td>
</tr>
<tr>
<td>1.2 THE HONOR CONCEPT</td>
<td>3</td>
</tr>
<tr>
<td>1.3 DEFINITIONS</td>
<td>6</td>
</tr>
<tr>
<td>1.4 CODE OF CONDUCT FOR NROTC STUDENTS</td>
<td>6</td>
</tr>
<tr>
<td>1.5 HISTORY OF THE NEBRASKA NROTC UNIT</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Two: Professional Knowledge</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2.0 PROFESSIONAL KNOWLEDGE REQUIREMENTS</td>
<td>10</td>
</tr>
<tr>
<td>2.1 CORE VALUES</td>
<td>10</td>
</tr>
<tr>
<td>2.2 THE OATH OF OFFICE</td>
<td>10</td>
</tr>
<tr>
<td>2.3 THE NROTC CHAIN OF COMMAND</td>
<td>10</td>
</tr>
<tr>
<td>2.4 GENERAL ORDERS</td>
<td>11</td>
</tr>
<tr>
<td>2.5 LEADERSHIP PRINCIPLES</td>
<td>12</td>
</tr>
<tr>
<td>2.6 LEADERSHIP TRAITS</td>
<td>12</td>
</tr>
<tr>
<td>2.7 ADDITIONAL PROFESSIONAL KNOWLEDGE</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Three: Unit and Battalion Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 THE MIDSHIPMAN BATTALION</td>
<td>14</td>
</tr>
<tr>
<td>3.1 BATTALION COMMANDER – MIDN Captain</td>
<td>14</td>
</tr>
<tr>
<td>3.2 BATTALION EXECUTIVE OFFICER – MIDN Commander</td>
<td>14</td>
</tr>
<tr>
<td>3.3 BATTALION OPERATIONS OFFICER – MIDN Lieutenant Commander</td>
<td>16</td>
</tr>
<tr>
<td>3.4 BATTALION ADMINISTRATIVE OFFICER – MIDN Lieutenant Commander</td>
<td>17</td>
</tr>
<tr>
<td>3.5 COMPANY COMMANDER – MIDN Lieutenant Commander</td>
<td>18</td>
</tr>
<tr>
<td>3.6 BATTALION SUPPLY AND FISCAL OFFICER – MIDN Lieutenant Junior Grade</td>
<td>19</td>
</tr>
<tr>
<td>3.7 BATTALION PUBLIC AFFAIRS OFFICER – MIDN Lieutenant Junior Grade</td>
<td>20</td>
</tr>
<tr>
<td>3.8 COMPANY PHYSICAL TRAINING OFFICER – MIDN Ensign</td>
<td>21</td>
</tr>
<tr>
<td>3.9 SQUAD LEADER – MIDN Ensign</td>
<td>22</td>
</tr>
<tr>
<td>3.10 COLLATERAL DUTIES</td>
<td>22</td>
</tr>
<tr>
<td>3.11 NAVY AND MARINE CORPS BALL OFFICER IN CHARGE</td>
<td>23</td>
</tr>
<tr>
<td>3.12 BATTALION MESS NIGHT OFFICER IN CHARGE</td>
<td>23</td>
</tr>
<tr>
<td>3.13 JOINT SERVICE FIELD MEET OFFICER IN CHARGE</td>
<td>24</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>5.2 NAVAL SCIENCE CURRICULUM</td>
<td>50</td>
</tr>
<tr>
<td>5.3 COUNSELING</td>
<td>50</td>
</tr>
<tr>
<td>5.4 ACADEMIC STANDARDS</td>
<td>51</td>
</tr>
<tr>
<td>5.5 ACADEMIC STAR</td>
<td>51</td>
</tr>
<tr>
<td>5.6 PASS/NO PASS COURSES</td>
<td>51</td>
</tr>
<tr>
<td>5.7 CURRICULUM REQUIREMENTS</td>
<td>51</td>
</tr>
<tr>
<td>5.8 COURSE VALIDATION</td>
<td>51</td>
</tr>
<tr>
<td>5.9 SUMMER TRAINING</td>
<td>52</td>
</tr>
<tr>
<td>CHAPTER SIX: PHYSICAL READINESS</td>
<td>53</td>
</tr>
<tr>
<td>6.0 PHYSICAL READINESS TRAINING</td>
<td>54</td>
</tr>
<tr>
<td>6.1 PHYSICAL READINESS TEST STANDARDS AND SCORING (NAVY)</td>
<td>55</td>
</tr>
<tr>
<td>6.2 PHYSICAL FITNESS TEST STANDARDS AND SCORING (MARINE)</td>
<td>55</td>
</tr>
<tr>
<td>6.3 HEIGHT/WEIGHT</td>
<td>56</td>
</tr>
<tr>
<td>6.4 WEIGHT CONTROL</td>
<td>57</td>
</tr>
<tr>
<td>6.5 SWIMMING QUALIFICATIONS</td>
<td>57</td>
</tr>
<tr>
<td>CHAPTER SEVEN: COMMANDING OFFICER’S POLICY ENCLOSURES</td>
<td>67</td>
</tr>
</tbody>
</table>
THIS PAGE LEFT INTENTIONALLY BLANK
CHAPTER ONE: NROTC VISION
1.0 MISSION, VISION, AND GOALS

1. 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. 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.

3. 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 Charter; see enclosure (13). It is the duty of every Naval Officer to uphold the values of Honor, Courage, and Commitment. Midshipmen are expected to know and understand the Core Values Charter.

As an application of the DoN Core Values, the Naval ROTC Concept of Honor 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 Concept of Honor 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 Concept of Honor 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 Concept of Honor is the responsibility of the Battalion of Midshipmen. Violators of the Concept, if found guilty, may be recommended for separation from the NROTC program. Each NROTC Midshipman will sign a NSTC 1533/121 NROTC Concept of Honor from reference (a), witnessed by the Battalion Commanding Officer and retained by the Battalion Admin Officer. A copy will be forwarded to the student’s NROTC advisor for retaining purposes within the Midshipman’s student performance file.

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 2.50 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 Administration 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, 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 (PNS):

CAPT M. D. Matthews 1945-1948 Col J. R. Murphy 1985-1986
CAPT D. C. Troutman 1982-1985 CAPT M. A. Lakamp 2018-
CHAPTER TWO: PROFESSIONAL KNOWLEDGE
2.0 PROFESSIONAL KNOWLEDGE REQUIREMENTS

All NROTC Midshipmen are required to memorize the below information \textit{verbatim} as his/her professional knowledge base. This knowledge will be tested during periodic or spontaneous inspections and exams.

2.1 CORE VALUES

1. \textbf{Honor} is a keen sense of ethical conduct, honesty, integrity, and responsibility. It includes upholding one’s self at all times to the highest personal standards in responsibility and accountability.

2. \textbf{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. \textbf{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.

2.2 THE OATH OF OFFICE

“I ________________________ 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.”

2.3 THE NROTC CHAIN OF COMMAND

See enclosure (14), a fillable form required to be updated and maintained by every Midshipman within their own copy of this document.
2.4 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.
2.5 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.
8. Ensure assigned tasks are understood, supervised, and accomplished.
10. Keep everyone informed.
11. Make sound and timely decisions.

2.6 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
3. Decisiveness  10. Unselfishness
4. Integrity  11. Courage
5. Dependability  12. Knowledge
6. Tact  13. Loyalty

2.7 ADDITIONAL PROFESSIONAL KNOWLEDGE

Midshipmen should continue to utilize other resources including the official websites of the Department of the Navy and their issuances, while training professionally to become Naval and Marine Corps Officers.
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 PNS; see enclosure (6) 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 enclosure (7).

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 enclosure (7).

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 BNXO records file.

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

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

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

(1) The XO is directly responsible for the upkeep and cleanliness of all command spaces (break room, classrooms, lockers, wardroom, library, etc.) through 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 BDO or ABDO.

(5) Maintain a current list of clean-up tasks on the inside front cover of the BDO Log book.
n. Any other duties relating to the function of the battalion staff.

o. 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 Public Affairs Officer and the Physical Training 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. Monitor the training progress of individuals in the Battalion by keeping an accurate log of General Military Training (GMT) completed by each Midshipman.
i. Provide a report to the Battalion Advisor at the end of each semester detailing the training status of all Midshipmen.

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

k. 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 Supply Officer and Academic 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. 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 clip board 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 enclosure (8).
h. Supervise the development of the official battalion website.

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

j. Update and publish academic requirements for both the NROTC Unit and the University courses.

k. 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.

l. Ensure all Midshipmen are adequately progressing toward a degree per enclosure (2) (i.e. credit hours per term, GPA, DCP, etc.). Report discrepancies as required.

m. Track mandatory study session hours for those Midshipmen assigned mandatory study hours by the Commanding Officer.

n. 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 hour requirements.

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

p. Any other duties related to the promotion of academic excellence within the Midshipman battalion.

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

r. Assign lockers to all Midshipmen.

s. Carry out all administrative duties as directed by the BNCO and BNXO.

t. Any other duties relating to the administration of the Battalion.

u. 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 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, BNXO, and SuppO will consult with the NROTC Staff Financial and Battalion Advisors 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.

3.7 BATTALION PUBLIC AFFAIRS OFFICER – MIDN Lieutenant Junior Grade

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. Act as the battalion photographer as required.

b. Provide PAO support to all battalion events.

c. Coordinate the semester battalion photograph.

d. Provide software updates and supplies (ink and paper) to battalion communication assets.

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

f. Organize all battalion boards (i.e. chain of command, expected graduates, battalion activities, awards, etc.).

g. Prepare the Midshipman of the Semester letter and award.

h. Work with NROTC Staff PAO to prepare the semiannual newsletter “Tide and Current.”

i. Continuously develop the command’s website to function as a recruiting tool and battalion information conduit.

j. 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.
k. Organize and coordinate community service events.

l. Encourage participation in various forms of community service by members of the Battalion.

m. Keep an accurate log of when Midshipmen participate in community service events.

n. All other duties relating to the Battalion’s interaction with the local community.

o. All other duties relating to recruitment of new Midshipmen.

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

3.8 COMPANY 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 3rd 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 enclosure (10) 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.

3.9 SQUAD LEADER – MIDN Ensign

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.

3.10 COLLATERAL DUTIES

Sections 3.12 through 3.14 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.
3.11 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.

3.12 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.

3.13 JOINT SERVICE FIELD MEET OFFICER IN CHARGE

The Joint Field Meet Officer in Charge (OIC) reports the Bn OpsO for all matters relating to the Joint Service Field Meet.

a. The Joint Field Meet OIC is responsible for the planning and execution of the Joint Service Field Meet held in the Fall Semester of every year.

b. Execute operations actions, such as reserve the venue, acquire the necessary gear to complete all events, publish the LOI, create the ORM worksheets, etc.

c. Publish the Navy ROTC Joint Service Field Meet roster including the participants, judges, and scorekeepers.

d. In coordination with the BNCO, BNXO, OpsO and PTO; coordinate a JSFM rehearsal to include participant practice in each event, a full narration of the script explaining each event, and a training in proper scorekeeping and judging for each event.

e. Develop and publish the Joint Service Field Meet after action report.

f. All other duties relating to the Joint Service Field Meet.

g. All other duties as directed by the battalion chain of command.
3.14 BATTALION ORGANIZATION

The organization of the Midshipman Battalion is shown below.

3.15 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 4th Class Midshipman. Upon completing their second semester the student is classified as a 3rd Class Midshipman. Upon completing their fourth semester the student is classified as a 2nd Class Midshipman. Upon completing their sixth semester and any successive semesters the student is classified as a 1st 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 4th 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 and reference (a). 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

<table>
<thead>
<tr>
<th>Class Insign.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN 4/C</td>
<td>No stripes with fouled anchor</td>
<td>No script</td>
<td>No collar device</td>
</tr>
<tr>
<td>MIDN 3/C</td>
<td>One diagonal stripe with fouled anchor</td>
<td>NROTC: One stripe</td>
<td>Right Anchor only</td>
</tr>
<tr>
<td>MIDN 2/C</td>
<td>Two diagonal stripes with fouled anchor</td>
<td>NROTC: Two stripes</td>
<td>Right and Left Anchors</td>
</tr>
<tr>
<td>MIDN 1/C</td>
<td>One horizontal stripe with fouled anchor</td>
<td>NROTC: Three stripes</td>
<td>Right and Left Anchor &amp; Eagles</td>
</tr>
</tbody>
</table>

**NOTE:** Marine Option NROTC Midshipmen wear a gold Marine Corps eagle, globe, and anchor insignia in place of the fouled anchor and on shoulder boards in place of the fouled anchor.

<table>
<thead>
<tr>
<th>Rank Insign.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN LTJG</td>
<td>NROTC: Two stripes with star</td>
<td>Two horizontal stripes with star</td>
<td>Two gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN LT</td>
<td>NROTC: Three stripes with star</td>
<td>Three horizontal stripes with star</td>
<td>Three gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN LCDR</td>
<td>NROTC: Four stripes with star</td>
<td>Four horizontal stripes with star</td>
<td>Four gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN CDR</td>
<td>NROTC: Five stripes with star</td>
<td>Five horizontal stripes with star</td>
<td>Five gold bars (left &amp; right)</td>
</tr>
<tr>
<td>MIDN CAPT</td>
<td>NROTC: Six stripes with star</td>
<td>Six horizontal stripes with star</td>
<td>Six gold bars (left &amp; right)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank Insign.</th>
<th>Shoulder Marks</th>
<th>Blue Coat Sleeve</th>
<th>Collar Device</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIDN ENS</td>
<td>One stripe with star</td>
<td>One gold bar (left &amp; right)</td>
<td>USNA: One stripe with star</td>
</tr>
<tr>
<td>MIDN CAPT</td>
<td>Six horizontal stripes with star</td>
<td>Six stripes with star</td>
<td>USNA: Six stripes with star</td>
</tr>
</tbody>
</table>
(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 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:

![Class Insignia Diagram]

Figure 9-3: Proper Shoulder Board Placement

<table>
<thead>
<tr>
<th>Class Insignia Collar Devices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy</td>
</tr>
<tr>
<td>Marine Option</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rank Insignia:</th>
<th>Battalion Officers will wear shoulder boards with the appropriate number of stripes corresponding to the number of bars of the collar devices.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY 4/c</td>
<td></td>
</tr>
<tr>
<td>NAVY 3/c</td>
<td></td>
</tr>
<tr>
<td>NAVY 2/c</td>
<td></td>
</tr>
<tr>
<td>NAVY 1/c</td>
<td></td>
</tr>
<tr>
<td>MARINE OPTION 4/c</td>
<td></td>
</tr>
<tr>
<td>MARINE OPTION 3/c</td>
<td></td>
</tr>
<tr>
<td>MARINE OPTION 2/c</td>
<td></td>
</tr>
<tr>
<td>MARINE OPTION 1/c</td>
<td></td>
</tr>
</tbody>
</table>
4.5 NAVY WORKING UNIFORM (NWU) TYPE III

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, Brown, Crewneck
- Belt, Khaki Cotton or Nylon or rigger belt w/Gold Clip
- Buckle, Gold
- Insignia, Chest Tab (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, Brown, Crewneck
- Belt, Khaki Cotton or Nylon or rigger belt w/Gold Clip
- Buckle, Gold
- Insignia, Chest Tab/U.S. NAVY Service Tapes
- Straps, Blousing

b. Class and Rank Insignia: Traditionally, collar devices on the Navy Working Uniform Type I and Marine combat uniforms 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. Type III Insignia is worn on the lapel chest strip as shown below.
c. No emblem is worn on the NWU cover by NROTC Midshipmen.

d. Midshipman officer rank insignia is worn in place of class rank when appropriate.

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.

![Garrison Cap Diagram](image)

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. Corfam shoes may be worn on an optional basis at the unit. Corfam 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 Executive Officer. 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.

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 a single braid may be worn. Faddish and exaggerated styles are not prohibited. A single braid, French braid, or a single ponytail is authorized. When
in uniform, hair on back of the head may touch but not fall 3 inches 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 width of the head. 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 inch to 1/14 inch 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 PNS 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 PNS 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 enclosure (2) for program curriculum and sequencing requirements.

5.3 COUNSELING

Each Midshipmen class is assigned an officer-advisor who is responsible for checking the student’s 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 consequently 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 2.5 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 enclosure (2) 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 appropriate disciplinary action.

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/NOPASS 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 enclosure (2) for each program’s current curriculum requirements.

5.8 COURSE VALIDATION

The PNS may approve validation for certain naval professional courses. Midshipmen may request validation under the following circumstances:
a. NJROTC graduates - Students who have satisfactory completed at least three years of Naval Science course work in the NJROTC may be exempt from Introduction to Naval Science (NS 111) upon successful completion of an examination.

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 attend SEA TRIALS as a pass/fail event, measuring their mental and physical training readiness through principle tenet areas of Naval Training (e.g. Damage Control, Shipboard Firefighting, Marksmanship, Ship Handling, etc.). It is also possible, if available, for a 2nd Class Midshipman to attend a traditional Second Class Cruise were they experience enlisted life at sea to include standing duties/watches and learning shipboard organization, ship systems and safety requirements. For Midshipman who were selected for a scholarship after their freshman year, there is an option of attending CORTRAMID. Marine Option Midshipmen on scholarship will attend designated training as prescribed by the MOI and NSTC OD guidance.

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 reference (a). To pass the PRT successfully the member must meet the physical readiness requirements for body composition, planks, 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 the Fitness Enhancement Program (FEP). Marine Option Midshipmen must meet physical readiness testing requirements as prescribed by MARINE CORPS ORDER P6100.13 and reference (a). To pass the PFT successfully each member must meet the physical readiness requirements for body composition, 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, unless waived by higher authority. 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 (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.

a. All Midshipmen Physical Readiness scoring will focus on the 20-24 year age group (to include scholarship activations). This rule was developed to ensure Midshipman were being evaluated to the standards upon which they will be commissioning in (the 20-24 year age group).
b. 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.

c. 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.

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

6.1 PHYSICAL READINESS TEST STANDARDS AND SCORING (NAVY)

Per reference (a), all Navy Option Midshipmen must obtain a PFA score of “Good Low”.

   a. The following is an overall scoring example:
      i. A 20 year-old female
         1. Push-ups: 87 (Excellent, Low; 75 Points)
         2. Planks: 2:58 (Excellent, Low; 75 Points)
         3. Run time: 13:15 (Excellent, Low; 75 Points)

         \[ (75+75+75)=225 \rightarrow 225/3=75 \rightarrow \text{Excellent Low} \]

Scholarship activation: All incoming Navy scholarship Midshipmen shall complete the appropriate PFA/PFT as early as possible, preferably during New Student Orientation (NSO), to facilitate scholarship activation. Navy scholarship Midshipmen must obtain a PFA score of “Good Low” as outlined in reference (a). Scoring tables and body composition standards can be found in reference (c).

6.2 PHYSICAL FITNESS TEST STANDARDS AND SCORING (MARINE)

Per reference (a), all Marine Option Midshipmen and MECEPs must obtain a PFT score of 235.

Scholarship activation: All incoming Marine scholarship Midshipmen shall complete the appropriate PFA/PFT as early as possible, preferably during New Student Orientation (NSO), to facilitate scholarship activation. Marine scholarship Midshipmen must obtain a PFT score of “Second Class” as outlined in reference (a).

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 pull up or push up, 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 or plank 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 1st Class.

      | PFT CLASS | ALL AGE GROUPS |
      |-----------|----------------|
      | 1st       | 235-300        |
      | 2nd       | 200-234        |
      | 3rd       | 120-199        |

Minimum PFT Classification Scores.

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

6.3 HEIGHT/WEIGHT

A Body Composition Assessment (BCA) is a weight for height screening and body fat percentage (if required) estimation based on circumference measurements. Utilizing guidance from reference (a), which includes the provided weight for height chart in this chapter, Navy Option Midshipmen are not allowed to have body fat percentages in excess of 23% for males and 34% for females. Marine Corps Order 6110.3 series dictates body fat percentages for Marine Option Midshipmen.
6.4 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.

6.5 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.

6.6 COMMISSIONING PFA/PFT REQUIREMENTS

a. Navy option Midshipmen meeting commissioning requirements are those individuals who pass the PFA administered by the NROTC Staff (considering the 20-24 year age group requirements) with:

   (1) Navy score of 'Good Low' or better, overall and on the run event and BCA within 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 235 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.
# Marine Corps Physical Fitness Test Scoring Table

## Push Up / Pull Up Hybrid Test

All Marines will be given the option to perform either pull-ups or push-ups. If pull-ups are selected and the Marine is not able to perform the minimum number of repetitions, the Marine will then take the push-up test. If the Marine was unable to achieve the minimum score on either the pull-ups or push-ups, the Marine will fail the event.

### Male Pull-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Min</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

### Female Pull-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Min</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min Pts</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

### Male Push-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Min</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

### Female Push-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>Min</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min Pts</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

## Male Push-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Min</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

## Female Push-ups

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
<td>17</td>
</tr>
<tr>
<td>Min</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Min Pts</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>60</td>
</tr>
</tbody>
</table>

---

NROTCUNINEST 5400.2X
10 Dec 20
### Male Crunches

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>105</td>
<td>110</td>
<td>115</td>
<td>115</td>
<td>110</td>
<td>105</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Min</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>65</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

### Female Crunches

<table>
<thead>
<tr>
<th>Reps</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>100</td>
<td>105</td>
<td>110</td>
<td>110</td>
<td>105</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Min</td>
<td>50</td>
<td>55</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>65</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>
## CRUNCHES (continued)

### Male Crunches

<table>
<thead>
<tr>
<th>Score</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>105</td>
<td>110</td>
<td>115</td>
<td>115</td>
<td>110</td>
<td>105</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Min</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>70</td>
<td>65</td>
<td>50</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>MinPts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

### Female Crunches

<table>
<thead>
<tr>
<th>Score</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>100</td>
<td>105</td>
<td>110</td>
<td>105</td>
<td>105</td>
<td>100</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>Min</td>
<td>50</td>
<td>55</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>55</td>
<td>50</td>
<td>40</td>
</tr>
<tr>
<td>MinPts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>
### 3 MILE RUN

#### Male 3 Mile Run

<table>
<thead>
<tr>
<th>Time</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>18:00</td>
<td>18:00</td>
<td>18:00</td>
<td>18:00</td>
<td>18:00</td>
<td>18:30</td>
<td>19:00</td>
<td>19:30</td>
</tr>
<tr>
<td>Min</td>
<td>27:40</td>
<td>27:40</td>
<td>28:00</td>
<td>28:20</td>
<td>28:40</td>
<td>29:20</td>
<td>30:00</td>
<td>33:00</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Female 3 Mile Run

<table>
<thead>
<tr>
<th>Time</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>21:30</td>
<td>22:00</td>
<td>22:30</td>
</tr>
<tr>
<td>Min</td>
<td>30:50</td>
<td>30:50</td>
<td>31:10</td>
<td>31:30</td>
<td>31:50</td>
<td>32:30</td>
<td>33:30</td>
<td>36:00</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>
### Male 3 Mile Run (continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>

### Female 3 Mile Run (continued)

<table>
<thead>
<tr>
<th>Time</th>
<th>17-20</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
</tbody>
</table>
### 3 MILE RUN (continued)

#### Male 3 Mile Run

<table>
<thead>
<tr>
<th>17-25</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>18:00</td>
<td>18:00</td>
<td>18:00</td>
<td>18:00</td>
<td>18:30</td>
<td>19:00</td>
<td>19:30</td>
</tr>
<tr>
<td>Min</td>
<td>27:40</td>
<td>27:40</td>
<td>28:00</td>
<td>28:20</td>
<td>28:40</td>
<td>29:20</td>
<td>30:00</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>31:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>32:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Female 3 Mile Run

<table>
<thead>
<tr>
<th>17-25</th>
<th>21-25</th>
<th>26-30</th>
<th>31-35</th>
<th>36-40</th>
<th>41-45</th>
<th>46-50</th>
<th>51+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>21:00</td>
<td>22:00</td>
<td>22:30</td>
</tr>
<tr>
<td>Min</td>
<td>30:50</td>
<td>31:10</td>
<td>31:30</td>
<td>31:50</td>
<td>32:30</td>
<td>33:00</td>
<td>36:00</td>
</tr>
<tr>
<td>Min Pts</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
<td>40</td>
</tr>
<tr>
<td>34:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>34:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>45</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>44</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:40</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>35:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41</td>
<td></td>
<td></td>
</tr>
<tr>
<td>36:00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Plank, same for male and female, all ages

<table>
<thead>
<tr>
<th>Time</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:20</td>
<td>100</td>
</tr>
<tr>
<td>4:17</td>
<td>99</td>
</tr>
<tr>
<td>4:14</td>
<td>98</td>
</tr>
<tr>
<td>4:11</td>
<td>97</td>
</tr>
<tr>
<td>4:07</td>
<td>96</td>
</tr>
<tr>
<td>4:04</td>
<td>95</td>
</tr>
<tr>
<td>4:01</td>
<td>94</td>
</tr>
<tr>
<td>3:58</td>
<td>93</td>
</tr>
<tr>
<td>3:54</td>
<td>92</td>
</tr>
<tr>
<td>3:51</td>
<td>91</td>
</tr>
<tr>
<td>3:48</td>
<td>90</td>
</tr>
<tr>
<td>3:44</td>
<td>89</td>
</tr>
<tr>
<td>3:41</td>
<td>88</td>
</tr>
<tr>
<td>3:38</td>
<td>87</td>
</tr>
<tr>
<td>3:35</td>
<td>86</td>
</tr>
<tr>
<td>3:31</td>
<td>85</td>
</tr>
<tr>
<td>3:28</td>
<td>84</td>
</tr>
<tr>
<td>3:25</td>
<td>83</td>
</tr>
<tr>
<td>3:21</td>
<td>82</td>
</tr>
<tr>
<td>3:18</td>
<td>81</td>
</tr>
<tr>
<td>3:15</td>
<td>80</td>
</tr>
<tr>
<td>3:12</td>
<td>79</td>
</tr>
<tr>
<td>3:08</td>
<td>78</td>
</tr>
<tr>
<td>3:05</td>
<td>77</td>
</tr>
<tr>
<td>3:02</td>
<td>76</td>
</tr>
<tr>
<td>2:58</td>
<td>75</td>
</tr>
<tr>
<td>2:55</td>
<td>74</td>
</tr>
<tr>
<td>2:52</td>
<td>73</td>
</tr>
<tr>
<td>2:49</td>
<td>72</td>
</tr>
<tr>
<td>2:45</td>
<td>71</td>
</tr>
<tr>
<td>2:42</td>
<td>70</td>
</tr>
</tbody>
</table>
CHAPTER SEVEN: COMMANDING OFFICER’S POLICY ENCLOSURES
**COMMAND PHILOSOPHY**

“Do what’s right – all of the time”

1. Do what’s right by developing yourself and those under you mentally. Leading Sailors and Marines and serving our nation in the United States Navy or Marine Corps requires formal education, professional expertise, and mental toughness. Use your time at the University of Nebraska to develop all three.

2. Do what’s right by developing yourself and those under you morally. “Honor, Courage and Commitment” are more than mere words – they are how we are expected to conduct ourselves in all that we do.

3. Do what’s right by developing yourself and those under you physically. Scoring well on a fitness assessment is just the start. Develop a culture of fitness and a healthy lifestyle. The physical and mental resiliency that result will serve you well.

I have three goals for UNL NROTC:

1. I want every member of Battalion and the unit staff to have the opportunity to meet all of their personal and professional goals.

2. At the end of every day, I want each one of you to be able to say that the Husker Battalion is better (even if just a little bit) because of your actions.

3. When you go out to the fleet as a newly commissioned officer, or a returning staff member, that Sailors and Marines working for you and the officers you work for see you as an exemplary officer and leader.
SEQUENCING AND CURRICULUM REQUIREMENTS FOR NAVAL SCIENCE COURSES

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

2. Students shall keep both their college 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. All students shall maintain a current degree completion plan (DCP) per this enclosure. 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 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 may be approved by their NROTC Unit Advisor; change of tier requests must be endorsed by the 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 this enclosure to ensure the DCP contains all naval science course requirements for graduation. All students shall include NAVS 100 on all DCPs for each fall and spring academic semester.

   b. Reference the UNL schedule of classes 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.
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.

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 AUTHORIZED WITHOUT APPROVAL FROM THE PNS.**

h. All students shall maintain an updated weekly schedule. 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 advisors 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.

6. NAVAL SCIENCE CLASSES SHALL BE TAKEN IN THE ORDER LISTED IN 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.
## Navy Option Scholarship Academic Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Semester/Year normally taken</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS 100 Naval Science Laboratory</td>
<td>Fall and Spring, All four years</td>
<td>0</td>
</tr>
<tr>
<td>NAVS 111 Intro to Naval Science</td>
<td>Fall, Freshman year</td>
<td>2</td>
</tr>
<tr>
<td>*NAVS 112 Seapower &amp; Maritime Affairs</td>
<td>Spring, Freshman year</td>
<td>3</td>
</tr>
<tr>
<td>MATH 106 Calculus I, Prior to Jr year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 107 Calculus II, Prior to Jr year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 211 General Physics I, Prior to Sr Year</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 212 General Physics II, Prior to Sr Yr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAVS 231 Naval Ship’s Systems Engineering</td>
<td>Spring, Junior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 331 Navigation</td>
<td>Spring, Sophomore year</td>
<td>3</td>
</tr>
<tr>
<td>**NAVS 401 Leadership &amp; Management</td>
<td>Fall, Sophomore year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 222 Naval Weapons Systems</td>
<td>Fall, Junior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 322 Naval Operations &amp; Seamanship</td>
<td>Fall, Senior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 412 Leadership and Ethics</td>
<td>Spring, Senior year</td>
<td>3</td>
</tr>
<tr>
<td>TBD</td>
<td>English, Prior to Jr year</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>English, Prior to Jr year</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>World Cultures / Regional Studies</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>Military History &amp; National Security Policy, Jr/Sr year</td>
<td></td>
</tr>
</tbody>
</table>
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 should be completed prior to the end of the sophomore year. If they cannot be completed by the end of sophomore year, a chit shall be routed to the PNS explaining the reasoning. The following courses at UNL have been approved by the PNS:

- JGEN 120  Basic Business Communications
- JGEN 200  Technical Writing
- JGEN 300 Technical Writing II
- BSAD 220 Business Writing
- ENGL Classes meeting the following requirements:
  - Any course between 100 and 199, except 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.

**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 208 History of World War II
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 advisor.
### Navy Option College Program Academic Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Semester/Year normally taken</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAVS 100 Naval Science Laboratory</strong></td>
<td>Fall and Spring, All four years</td>
<td>0</td>
</tr>
<tr>
<td><strong>NAVS 111 Intro to Naval Science</strong></td>
<td>Fall, Freshman year</td>
<td>2</td>
</tr>
<tr>
<td>*NAVS 112 Seapower &amp; Maritime Affairs</td>
<td>Spring, Freshman year</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATH 106 Calculus I, (Recommended)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MATH 107 Calculus II, (Recommended)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHYS 211 General Physics I, (Recommended)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PHYS 212 General Physics II, (Recommended)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NAVS 231 Naval Ship’s Systems Engineering</strong></td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>NAVS 331 Navigation</strong></td>
<td>Spring, Sophomore year</td>
<td>3</td>
</tr>
<tr>
<td><strong>NAVS 222 Naval Weapons Systems</strong></td>
<td>Fall, Junior year</td>
<td>3</td>
</tr>
<tr>
<td><strong>NAVS 401 Leadership &amp; Management</strong></td>
<td>Fall, Sophomore year</td>
<td>3</td>
</tr>
<tr>
<td><strong>NAVS 322 Naval Operations &amp; Seamanship</strong></td>
<td>Fall, Senior year</td>
<td>3</td>
</tr>
<tr>
<td><strong>NAVS 412 Leadership and Ethics</strong></td>
<td>Spring, Senior year</td>
<td>3</td>
</tr>
<tr>
<td><strong>TBD English, Prior to Jr year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TBD English, Prior to Jr year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TBD World Cultures / Regional Studies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TBD Military History &amp; National Security Policy, Jr/Sr year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TBD Physical Science Prior to Sr Year</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TBD College Algebra or Higher Prior to Jr Year</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 should be completed prior to the end of the sophomore year. If they cannot be completed by the end of sophomore year, a chit shall be routed to the PNS explaining the reasoning. The following courses at UNL have been approved by the PNS:

- JGEN 120  Basic Business Communications
- JGEN 200  Technical Writing
- JGEN 300 Technical Writing II
- BSAD 220 Business Writing

**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.

**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 208 History of World War II
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 advisor.
# Marine Option Scholarship Academic Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Semester/Year normally taken</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS 100 Naval Science Laboratory</td>
<td>Fall and Spring, All four years</td>
<td>0</td>
</tr>
<tr>
<td>NAVS 111 Intro to Naval Science</td>
<td>Fall, Freshman year</td>
<td>2</td>
</tr>
<tr>
<td>*NAVS 112 Seapower &amp; Maritime Affairs</td>
<td>Spring, Freshman year</td>
<td>3</td>
</tr>
<tr>
<td>**NAVS 401 Leadership &amp; Management</td>
<td>Fall, Sophomore year</td>
<td>3</td>
</tr>
<tr>
<td>HIST/NAT SEC Elective</td>
<td>Spring, Sophomore/Junior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 321 Evolution of Warfare</td>
<td>Fall, Junior/Senior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 421 Amphibious Warfare</td>
<td>Fall, Junior/Senior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 412 Leadership and Ethics</td>
<td>Spring, Senior year</td>
<td>3</td>
</tr>
<tr>
<td>TBD</td>
<td>English, Prior to Jr year</td>
<td></td>
</tr>
<tr>
<td>TBD</td>
<td>English, Prior to Jr year</td>
<td></td>
</tr>
</tbody>
</table>
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. AP History courses accepted as college credit by The University of Nebraska can fulfill this requirement. Acceptable courses are:

- POLS 160 International Relations
- POLS 260 Problems in International Relations
- POLS 261 Conflict and Conflict Resolution
- HIST 208 History of World War II
- 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. AP English courses accepted as college credit by The University of Nebraska can fulfill this requirement. 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
- JGEN 300 Technical Writing II
- BSAD 220 Business Writing
- ENGL Classes meeting the following requirements:
  - Any course between 100 and 199, except 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.
# Seaman to Admiral 21 Academic Requirements

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

# Marine Enlisted Commission Education Program

<table>
<thead>
<tr>
<th>Title</th>
<th>Semester/Year normally taken</th>
<th>Credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVS 100 Naval Science Laboratory</td>
<td>Fall and Spring, All years</td>
<td>0</td>
</tr>
<tr>
<td>NAVS 321 Evolution of Warfare</td>
<td>Fall, TBD</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 412 Leadership and Ethics</td>
<td>Spring, Senior year</td>
<td>3</td>
</tr>
<tr>
<td>NAVS 421 Amphibious Warfare</td>
<td>Fall, TBD</td>
<td>3</td>
</tr>
</tbody>
</table>
# World Cultures/Regional Studies Course List

<table>
<thead>
<tr>
<th>Course Number (Cross-listed Course Number)</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 237</td>
<td>Ancient Mesoamerica</td>
</tr>
<tr>
<td>ANTH 362 (ETHN 362)</td>
<td>People &amp; Cultures of Africa</td>
</tr>
<tr>
<td>ANTH 366</td>
<td>People &amp; Cultures of East Asia</td>
</tr>
<tr>
<td>CLAS 222</td>
<td>Sparta</td>
</tr>
<tr>
<td>EDPs 478 (ANTH, GEOG, HIST, LAMS, MODL, POLS, SOCI 478)</td>
<td>Pro-seminar in Latin-American Studies</td>
</tr>
<tr>
<td>ETHN 150 (HIST 150)</td>
<td>African Culture &amp; Civilization</td>
</tr>
<tr>
<td>ETHN 171 (HIST 171)</td>
<td>Latin American Culture to Civilization</td>
</tr>
<tr>
<td>ETHN 362 (ANTH 362)</td>
<td>People &amp; Cultures of Africa</td>
</tr>
<tr>
<td>ETHN 485 (HIST 485)</td>
<td>Africa Since 1800</td>
</tr>
<tr>
<td>GEOG 140</td>
<td>Introductory Human Geography</td>
</tr>
<tr>
<td>GEOG 380</td>
<td>Geography of Africa</td>
</tr>
<tr>
<td>HIST 181 (POLS 171)</td>
<td>Intro to East Asian Civilization</td>
</tr>
<tr>
<td>HIST 217 (JUDS, RELG 217)</td>
<td>Israel: The Holy Land</td>
</tr>
<tr>
<td>HIST 218</td>
<td>History of Islam</td>
</tr>
<tr>
<td>HIST 308 (RELG 308)</td>
<td>Comparative Religion</td>
</tr>
<tr>
<td>HIST 331 (CLAS, JUDS, RELG 331)</td>
<td>Ancient Israel</td>
</tr>
<tr>
<td>HIST 332 (JUDS, RELG 332)</td>
<td>Jews in the Middle Ages</td>
</tr>
<tr>
<td>HIST 333 (JUDS 333)</td>
<td>Jews in the Modern World</td>
</tr>
<tr>
<td>HIST 339 (JUDS 339)</td>
<td>The Holocaust</td>
</tr>
<tr>
<td>HIST 372</td>
<td>Revolutions in 20th Century Latin America</td>
</tr>
<tr>
<td>HIST 381</td>
<td>History of Premodern Japan</td>
</tr>
<tr>
<td>HIST 382</td>
<td>History of Modern Japan</td>
</tr>
<tr>
<td>HIST 383</td>
<td>History of Premodern China</td>
</tr>
<tr>
<td>HIST 410</td>
<td>The Ancient Near East</td>
</tr>
<tr>
<td>HIST 421</td>
<td>The German Reformation</td>
</tr>
<tr>
<td>JAPN 101</td>
<td>Intro to Japanese</td>
</tr>
<tr>
<td>POLS 272</td>
<td>Non-Western Politics</td>
</tr>
<tr>
<td>POLS 274</td>
<td>Developmental Politics in East Asia</td>
</tr>
<tr>
<td>POLS 374</td>
<td>Japanese Politics</td>
</tr>
<tr>
<td>POLS 376</td>
<td>Chinese Politics</td>
</tr>
<tr>
<td>POLS 477 (JUDS 477)</td>
<td>Israel &amp; the Middle East</td>
</tr>
<tr>
<td>RELG 108</td>
<td>World Religions</td>
</tr>
<tr>
<td>RELG 181</td>
<td>Judaism, Christianity &amp; Islam</td>
</tr>
<tr>
<td>RELG 334 (JUDS 334)</td>
<td>Jews, Christians &amp; the Bible</td>
</tr>
<tr>
<td>SPAN 201</td>
<td>Spanish I</td>
</tr>
<tr>
<td>SPAN 331</td>
<td>Latin American Civilizations</td>
</tr>
</tbody>
</table>
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 Aug 2017)

<table>
<thead>
<tr>
<th>MAJOR</th>
<th>TIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Aerospace, Aeronautical, Astronautical Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Naval Architecture &amp; Marine/Naval Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Nuclear Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Ocean Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Systems Engineering</td>
<td>1</td>
</tr>
<tr>
<td>Agricultural/Biological Engineering &amp; Bioengineering</td>
<td>2</td>
</tr>
<tr>
<td>Agricultural Engineering/Architectural Engineering Technologies</td>
<td>2</td>
</tr>
<tr>
<td>Astrophysics</td>
<td>2</td>
</tr>
<tr>
<td>Biochemistry, Biophysics &amp; Molecular Biology</td>
<td>2</td>
</tr>
<tr>
<td>Biomathematics &amp; Bioinformatics</td>
<td>2</td>
</tr>
<tr>
<td>Biomedical/Medical Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Biotechnology</td>
<td>2</td>
</tr>
<tr>
<td>Cell/Cellular Biology &amp; Anatomical Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Ceramic Sciences &amp; Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>Civil Engineering/Civil Engineering Technologies</td>
<td>2</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Computer Programming</td>
<td>2</td>
</tr>
<tr>
<td>Computer Science/Information Technology</td>
<td>2</td>
</tr>
<tr>
<td>Construction Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Mechanics</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Physics</td>
<td>2</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>2</td>
</tr>
<tr>
<td>Academic Major</td>
<td>Tier</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>General Engineering</td>
<td>2</td>
</tr>
<tr>
<td>General Science</td>
<td>2</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Mathematics</td>
<td>2</td>
</tr>
<tr>
<td>Metallurgical Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Microbiological Sciences and Immunology</td>
<td>2</td>
</tr>
<tr>
<td>Mining &amp; Mineral Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Nuclear &amp; Industrial Radiologic Technology</td>
<td>2</td>
</tr>
<tr>
<td>Oceanography</td>
<td>2</td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Pharmacology &amp; Toxicology</td>
<td>2</td>
</tr>
<tr>
<td>Physics</td>
<td>2</td>
</tr>
<tr>
<td>Physiology, Pathology &amp; Related Sciences</td>
<td>2</td>
</tr>
<tr>
<td>Polymer/Plastics Engineering</td>
<td>2</td>
</tr>
<tr>
<td>Quantitative Economics</td>
<td>2</td>
</tr>
<tr>
<td>Statistics</td>
<td>2</td>
</tr>
<tr>
<td>Textile Sciences &amp; Engineering</td>
<td>2</td>
</tr>
<tr>
<td>All other academic majors not listed as Tier 1 or Tier 2</td>
<td>3</td>
</tr>
<tr>
<td>Complee By End Of</td>
<td>Scholarship</td>
</tr>
<tr>
<td>------------------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Sem Hrs</td>
</tr>
<tr>
<td>3/C</td>
<td>Calculus</td>
</tr>
<tr>
<td></td>
<td>English</td>
</tr>
<tr>
<td>2/C</td>
<td>Physics (Calculus based)</td>
</tr>
<tr>
<td></td>
<td>College Algebra or Higher</td>
</tr>
<tr>
<td>1/C</td>
<td>American History or National Security Policy</td>
</tr>
<tr>
<td></td>
<td>World Culture and Regional Studies</td>
</tr>
<tr>
<td></td>
<td>Physical Science</td>
</tr>
</tbody>
</table>

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
MANDATORY STUDY

1. 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. 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 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 a UNL sponsored tutor through the departmental resource center at least once per week. See the UNL website for resource center hours and tutor availability.

      (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 a UNL sponsored tutor through the departmental resource center twice each week. See the UNL website for resource center hours and tutor availability. If a Midshipman sees a personal tutor, the student must provide a slip with the tutor’s name and the time 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.

      (5) The UNL sponsored tutor must initial the Midshipman’s study hour log with the date and time the Midshipman was seen.

      (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 any NROTC Staff will initial the logs for study hours when logging in and out.

(b) Between the hours of 1600-2200 Top Six, Company Officers, and the Academic Officer will initial the logs 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 shall sign out.

(e) The study hours log sheets are maintained by the individual.

c. All students in the battalion will submit weekly grade reports to the battalion Academics Officer. Students assigned study hall hours in accordance with this instruction or other guidance will in addition, keep their unit staff advisor apprised of current status within each class as directed by the unit staff advisor. Specific guidance for students on warnings, LOAs or Probations will be assigned directly. The grade report submissions will include a summary for each class in which they fall within a yellow zone grade (70-75%) or a red zone grade (69% or below). Statements made by students in the grade report will include a summarized explanation of the reason for the below standard grade as well as a plan of action to correct the deficiency.
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.
ACADEMIC REQUIREMENTS FOR UNIT TEAM PARTICIPATION

1. 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. 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 are eligible for participation but must comply with the Mandatory Study Hours Policy Note (Enclosure 3). 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.
SUBSTANCE AND ALCOHOL USE, ABUSE, AND CONTROL

1. 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 on drug abuse.

2. 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. 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.

4. 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. Nebraska Naval ROTC, as a university organization, will support both state law and university regulations, as well as Navy regulations. The policy for alcohol use, when legally consumed, is RESPONSIBLE USE. Responsible use is self-imposed limitations on consumption, considering time, place, and quantity of consumption.

   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.

   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).
TOP SIX BATTALION BILLET SELECTION CRITERIA AND PROCEDURES

1. This enclosure establishes 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.

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

   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 an 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. 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 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 unless approved by Topside Staff. 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?

(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; BNXO: 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, 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.

(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.
BATTALION DISCIPLINARY PROCEDURES

1. 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.

2. 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 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. 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 a record of counseling document.

   b. The immediate leader in the chain of command shall generate a record of counseling sheet to detail the reason(s) for the counseling requirement.
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 document the facts and recommendations.

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 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 a record of counseling document within their scope of supervision.

b. Offender. Offenders shall sign the record of counseling 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. 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.
<table>
<thead>
<tr>
<th>TYPE OF CHIT</th>
<th>REASON FOR COUNSELING</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ FORMAL</td>
<td>□ PERFORMANCE</td>
</tr>
<tr>
<td>□ INFORMAL</td>
<td>□ APPEARANCE</td>
</tr>
<tr>
<td></td>
<td>□ PERSONAL BEHAVIOR</td>
</tr>
<tr>
<td></td>
<td>□ BEARING/DISCIPLINE</td>
</tr>
<tr>
<td></td>
<td>□ OTHER (Specify):</td>
</tr>
</tbody>
</table>

REASONS WHICH CAUSED THE COUNSELING REQUIREMENT
(Give facts, details, sequence of events, specific dates, etc.)
<table>
<thead>
<tr>
<th>PLAN (DEVELOPED BY THE MEMBER AND COUNSELOR) TO CONTINUE SUPERIOR PERFORMANCE OR TO OVERCOME PROBLEM(S) AND PRECLUDE FUTURE INVOLVEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Outline all resolutions discussed and indicate which actions the member has personally elected to pursue.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Counselor/Date</th>
<th>Signature of Member/Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I do / do not desire to make a statement.</td>
<td></td>
</tr>
</tbody>
</table>

| Signature of Member/Date |
PEER EVALUATION PROCEDURES

1. 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 Midshipmen to more effectively develop and write future fitness reports while serving as officers in the United States Navy and Marine Corps.

2. Terms.

   a. Midshipman Reported-On Worksheet (MROW). 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.

   b. Peer Evaluation (EVAL). 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. 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.

3. 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 CO for review.

c. Company CO. 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 the BNXO.

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

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

f. Administrative Officer. Create a Peer Evaluation for the Supply Officer, and Academic Officer 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.
g. BNXO. Create a Peer Evaluation for the Operations Officer, Administrative Officer, and the Company Commanders and submit to the BNCO for review. Review the Peer Evaluations submitted by the Operations Officer, the Administrative Officer, and the Company Commanders; send final products to BN AdminO. Return EVALs as required for corrective action.

h. BNCO. Review the Peer Evaluations submitted by the BNXO; send final products to BN AdminO. 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 BNXO and BNCO 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. Scan all student and Commanding Officer signed FITREPS and load them into each student’s electronic record. Send student signed copies to the HRA for final processing and record keeping. FITREPs shall be maintained in the advisor’s Student Performance File for the duration of time the individual student is enrolled in the NROTC program.

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.

k. HRA. Maintain Midshipmen FITREP summary sheets in a separate file from active duty summary sheets and compiled by year for the duration of the students’ enrollment in the NROTC program. Normally, no more than 5 total years.

4. Procedures.

a. Process. The BNCO shall complete and send EVALs and rankings to the Advisors no later than 5 business days prior to the Battalion change of command for the fall and spring semesters. BN Admin, with guidance from the BNXO, 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 BNXO and BNCO are not included in the top six staff rankings, but they will conclude the semester ranking by ranking their staff officers. The BNXO/BNCO will forward the completed rankings for each class 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.
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>MI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squad</td>
<td>MIDN Rank</td>
<td>Staff Advisor</td>
</tr>
<tr>
<td>Period covered: From To</td>
<td>Expected Graduation Date</td>
<td>Class Cohort: 4/C 3/C 2/C 1/C</td>
</tr>
<tr>
<td>Reporting Senior / Squad Leader / Top Six</td>
<td>BCA:</td>
<td>Swim Qualification: Class: None</td>
</tr>
<tr>
<td>Reporting Senior / Squad Leader / Top Six</td>
<td>PRT(PFT/CFT):</td>
<td>Date:</td>
</tr>
<tr>
<td>Major</td>
<td>Sailing Qualification:</td>
<td>Summer Cruise Info:</td>
</tr>
<tr>
<td>Major</td>
<td>Cert:</td>
<td>Hours:</td>
</tr>
<tr>
<td>Billet Assignment / Duties Assigned (from Keel):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Battalion Involvement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Accomplishments / Awards / Scholarships:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Service / Campus involvement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Comments:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Peer Evaluation Block Instructions

It is highly encouraged that the individuals responsible for building the peer evaluations utilize the “Edit Folder” function of NAVFIT98A to build an Evaluation/Fitness Report Template for unit consistency. Many blocks in the template can be filled out once with recurring data and auto populate to every evaluation that follows. This should be the first step.

**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.

**BLOCK 3: DESIG**
Member’s class standing during period of report.

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

**BLOCK 4: SSN**
Fill in with all zeros (ex. 000-00-0000).

**BLOCK 5: DUTY/STATUS**
Place an X in the inactive box for all Midshipmen.

\[\text{INACT}\]
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 “yyMMMd” format. This shall be the date of report to New Student Orientation before the first week of classes.
14 AUG XX
15 AUG XX
16 AUG XX
17 AUG XX
18 AUG XX

BLOCK 10-13: OCCASION FOR REPORT

× 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. Example:
Fall Semester: 18AUG20 – 18DEC09
Spring Semester: 18JAN09 – 18APR28

BLOCK 16: NOT OBSERVED REPORT
Do not check box. Leave blank.
BLOCK 17-19: TYPE OF REPORT

REGULAR

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

<table>
<thead>
<tr>
<th>PRT CODE</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Passed both Physical Readiness Test and Body Composition Assessment.</td>
</tr>
<tr>
<td>F</td>
<td>Overall PFA failure (failed either BCA or PRT).</td>
</tr>
<tr>
<td>M</td>
<td>Medically waived from entire PFA (BCA and PRT).</td>
</tr>
<tr>
<td>N</td>
<td>No PFA conducted during reporting period. Use of this code does not require justification for PRT non-participation in comments block.</td>
</tr>
</tbody>
</table>

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”. → LAKAMP, M A
**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. Fill in with all zeros (ex. 000-00-0000).

**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 a 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

ADMID 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 OR PFA: 12-1, 265 EXCELLENT OR CFA: 12-1, 275
**BLOCK 30: DATE COUNSELED**

Enter date of last counseling session with military advisor in “yyMMMd” format.

18MAR29

**BLOCK 31: COUNSELOR**

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

RUSSELL, L A
MILLER, Q P

**BLOCK 32: SIGNATURE OF INDIVIDUAL COUNSELED**

Leave blank. Member will sign form upon FITREP counseling.

**BLOCK 33-39: 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. Reference (a), Chapter 6 gives explicit guidance on performance trait grading.

**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 RECOMMENDATION: COMPANY XO OR 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, 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. Leave a blank space between each bullet for clarity. 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 or 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.

Last line of the fitrep should contain the following information and read as:

SGPA: X.XX CGPA: X.XX CGPANAVSCI: X.XX PRT: XXX

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)**

<table>
<thead>
<tr>
<th>Name (Last, First M Initial)</th>
<th>John Q</th>
</tr>
</thead>
<tbody>
<tr>
<td>UIC</td>
<td>63223</td>
</tr>
<tr>
<td>Station</td>
<td>NROTC UNIV of NE</td>
</tr>
<tr>
<td>Type of Report</td>
<td>17, Regular</td>
</tr>
<tr>
<td>Grade</td>
<td>CAPT</td>
</tr>
<tr>
<td>Title</td>
<td>PROF NAVAL SCI</td>
</tr>
</tbody>
</table>

**Performance Traits**

- **Professional Expertise**
  - Lacks basic professional knowledge
  - Cannot apply basic skills
  - Fails to develop professionally or achieve timely qualifications

- **Command or Organizational Climatic Opportunity**
  - Actions counter to Navy's retention
  - Unsound or unwise or poorly motivated by subordinates
  - Actions counter to good order and discipline and negatively affect Command Organizational climate
  - Demonstrates exclusivity behavior
  - Fails to value differences in cultural diversity

- **Military Bearing/Character**
  - Consistently unsatisfactory appearance
  - Unprofessional appearance
  - Fails to live up to Navy Core Values: HONOR, COURAGE, COMMITMENT

- **Teamwork**
  - Creates conflict, unwilling to work with others
  - Seems unresponsive to team goals
  - Fails to take direction well

- **Mission Accomplishment and Initiative**
  - Lacks initiative
  - Unable to plan or prioritize
  - Fails to maintain readiness

**For Mid-term Counseling Use**

<table>
<thead>
<tr>
<th>Date Counseled</th>
<th>17OCT15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counselor</td>
<td>LAST, F M</td>
</tr>
</tbody>
</table>

**Additional Notes**

- Recognized expert, sought after to solve difficult problems
- Exceptionally skilled, develops and executes innovative ideas
- Achieves highly advanced qualifications
- Measurably contributes to Navy's mission
- Demonstrates dedication and reduced absenteeism
- Partners with exemplary manner in leadership, growth and development, and development opportunities
- The model of achievement
- Develops and exhibits confidence in values: strengths
- Exemplary appearance and behavior
- Leader in physical fitness
- Exemplifies Navy Core Values
- Honors, Courage, Commitment
- Team builder: interprets expectations and goals to team
- Talented team leader, focuses goals and techniques for team
- The best at accepting and offering team direction
- Demonstrates initiative to accomplish mission
- Plans with exceptional skill and foresight
- Maintains superior readiness even with limited resources
- Gets things done earlier and far better than expected

**Enclosure (8)**
### Example Report

**5400.2X**

**10 Dec 20**

<table>
<thead>
<tr>
<th>NOB</th>
<th></th>
</tr>
</thead>
</table>

### TACTICAL PERFORMANCE
- Has difficulty obtaining qualifications expected for rank and experience.
- Has difficulty in shops, aircraft, or weapons systems employment.
- Weapon skills in specialty are below standards compared to others of same rank and experience.

### Qualifications
- Assumes qualifications as required and expected.
- Capably employs shops, aircraft, or weapons systems.
- Equal to others in warfare knowledge and employment.
- Warfare skills in specialty equal to or better than others of same rank and experience.

### Comments on Performance
- **ACADEMIC ALL-STAR.** Excelled in the incredible demanding [enter engineering program].
- **INITIATIVE.** [Name] maintains a high workload outside of the battalion and excels. She/He is the chaplain president of [enter organization] and has countless other accolades.
- **LEADERSHIP POTENTIAL.** A proven academic track record and time in multiple Battalion billets should allow [Name] to become an integral part of the Battalion.
- **FITNESS LEADER.** [Name] is a proven leader within the Battalion and gets results. His/Her touch fitness regimen and work ethic leaders other midshipmen. Always available to lend a hand to others to their benefit.

---

**SGPA: X.XX  CGPA: X.XX  CGPA NAVSCI: X.XX  PRT: XXX**

### Promotion Recommendation

<table>
<thead>
<tr>
<th>NOB</th>
<th>Significant Problems</th>
<th>Progressing</th>
<th>Promotable</th>
<th>Must Promote</th>
<th>Early Promote</th>
<th>44 Reporting Date Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>42 INDIVIDUAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COMMANDING OFFICER UNIVERSITY OF NEBRASKA NAVTC 103 M &amp; N BUILDING, INL LINCOLN, NE 68588</td>
</tr>
<tr>
<td>23 SUMMARY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

### Signature of Reporting Senior

Date

17. Typed name, grade, commission, UIC, and signature of Regular Reporting Senior on Concurrent Report.
HAZING POLICY AND GUIDANCE

1. 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.

2. Policy.

   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.

   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. 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.

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

4. Hazing is not tolerated in any form at the NROTC University of Nebraska-Lincoln. All allegations of hazing shall be fully investigated. This command shall take swift and appropriate corrective action in any substantiated case of hazing.
CLUB AND NCAA SPORTS

1. 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.

   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.

2. 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 without specific permission from the PNS. Students wishing to participate in both NROTC and NCAA sports shall submit a plan that lays out how the student will meet both NROTC and NCAA sport requirements.
PAINTBALL EQUIPMENT USAGE AND WEAPONS HANDLING PROCEDURES

1. 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.

2. 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, 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 handleings 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 a statement of understanding prior to the equipment being checked out from the armory, and all participants are required to read and sign a waiver. 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 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 active duty staff in charge of the evolution shall fill out the requisite ORM forms and statement of understanding prior to use of the equipment being authorized. All participants shall read and sign a waiver 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.

3. Militarized Weapons. The Naval ROTC unit no longer owns government weapons for the purposes of marksmanship training. However, when club owned/maintained live weapons as well as training weapons (non-firing drilling weapons) are utilized, this enclosure’s policies and guidance shall be followed.

b. Storage. All weapons (including non-firing weapons and swords) will be stored in the UNL NROTC Armory inside of the M&N Building on UNL’s campus.

c. Transport of live weapons, other than to and from the rifle range located within the M&N building, requires written permission by the Commanding Officer.
d. Use of all non-firing weapons and swords are for official training events and ceremonies and require staff supervision.

e. When leaving the M&N Building with any weapons or training weapons, Active Duty Staff will notify the University of Nebraska Police Department (UNLPD) and any other appropriate local authority to inform them of their planned use.

f. When transporting any weapons, firing or non-firing to include swords, they will be enclosed in a carrying case or bag to the full extent possible.

g. All weapons will be escorted outside of the M&N Building by no fewer than two (2) persons at all times. Firing weapons require the presence of Active Duty Staff at all times.
Statement of Understanding

UNIVERSITY OF NEBRASKA LINCOLN NAVAL RESERVE OFFICER TRAINING CORPS SPOLICY
CONCERNING USAGE OF PAINTBALL MARKERS

1. 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. The governing policy has been established by the Commanding Officer, UNL NROTC and published as an enclosure to the NROTCUNEINST 5400.2X, “The Keel”

   a. PPE. All prescribed PPE will be worn 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 enclosure (11) 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)

Enclosure (11)
UNL NROTC Paintball Participant Waiver

-READ BEFORE SIGNING-
RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OR RISK, AND INDEMNITY AGREEMENT (“AGREEMENT”)

In consideration of participating in the SPORT OF PAINTBALL I represent, that I understand the nature of the activity and that I am qualified, in good health, and in proper physical condition to participate in such activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participating in the activity.

I fully understand that this activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, of others participating in the event, the conditions in which the event takes place, or the negligence of the “releases” named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs and damages I incur as a result of my participation in the activity.

I hereby release, discharge, and covenant not to sue UNL NROTC, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the activity takes place, (each considered one of the “RELEASEES” herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence or the “Releases” or otherwise, including negligent rescue operations; and I further agree that if, despite the release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releases, I will indemnify, save and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement and assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to by valid the balance, notwithstanding, shall continue in full force and effect.

_________________________________________ Date Signed: _____________________________
Printed Name of Participant

_________________________________________ Date of Birth: ____________________________
Signature of Participant

Phone#: _________________________________ E-mail: _________________________________

_________________________________________ _______________________________
Address City, State Zip code
FRATERNIZATION POLICY AND GUIDANCE

1. 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.

2. Policy.

   a. Fraternization consists of personal relationships that are unduly familiar, that do not respect and may take advantage of differences in grade or rank or the staff and student relationship, or that are prejudicial to good order and discipline or are service discrediting between staff and Midshipmen/officer candidates, officers and enlisted members, among officers, among enlisted members, between officers or enlisted members and Midshipmen/officer candidates, or among Midshipmen. Examples of conduct that is unduly familiar includes, but is not limited to, the following specific activities:

      (1) Developing or attempting to develop personal, intimate, or sexual relations, romantic, including dating, handholding, kissing, embracing, caressing, or engaging in sexual activities;

      (2) Attempting, arranging, or engaging in personal social engagements that typically lead to sexual, intimate, or romantic relationships;

      (3) Engaging in private business or financial relationships;

      (4) Any non-professional social relationship of a personal nature; and

      (5) Gambling or borrowing of money.

   b. 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 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.

3. 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.

   c. 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.


   a. Reference (b) delineates additional prohibited activities that apply to trainers and trainees, to include NROTC Staff and Midshipmen. Reference (b) includes the Recruit/Trainee prohibited activities acknowledgement forms (DD form 2982, 2983)

      (1) All unit staff shall sign or recertify DD form 2982 prior to the commencement of NSO or on their first day of return to training, whichever comes first.

      (2) All returning Midshipmen participating as NSO staff members shall sign DD form 2982 prior to commencement of NSO.

      (3) Incoming NSO participants shall be briefed on the requirements of reference (d) and they will sign DD form 2983 on the first day of training.

      (4) All Midshipmen and incoming students who did not participate in NSO shall sign DD form 2983 on their first day of training.

   b. Any violation of this notice is punishable under the Uniform Code of Military justice and may result in disciplinary or administrative action.

   c. Midshipmen who violate this notice may be subject to all possible administrative measures to include disenrollment.
Department of the Navy

CORE VALUES CHARTER

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.

---HONOR---

I am accountable for my professional and personal behavior. I will be mindful of the privilege I have to serve my fellow Americans.

I will:
- Abide by an uncompromising code of integrity, taking full responsibility for my actions and keeping my word.
- Conduct myself in the highest ethical manner in relationships with seniors, peers and subordinates.
- Be honest and truthful in my dealings within and outside the Department of the Navy.
- Make honest recommendations to my seniors and peers and seek honest recommendations from junior personnel.
- Encourage new ideas and deliver bad news forthrightly.
- Fulfill my legal and ethical responsibilities in my public and personal life.

---COURAGE---

Courage is the value that gives me the moral and mental strength to do what is right, with confidence and resolution, even in the face of temptation or adversity.

I will:
- Have the courage to meet the demands of my profession and the mission entrusted to me.
- Make decisions and act in the best interest of the Department of the Navy and the nation, without regard to personal consequences.
- Overcome all challenges while adhering to the highest standards of personal conduct and decency.
- Be loyal to my nation by ensuring the resources entrusted to me are used in an honest, careful and efficient way.

---COMMITMENT---

The day-to-day duty of every man and woman in the Department of the Navy is to join together as a team to improve the quality of our work, our people and ourselves.

I will:
- Foster respect up and down the chain of command.
- Care for the professional, personal and spiritual well being of my people.
- Show respect toward all people without regard to race, religion or gender.
- Always strive for positive change and personal improvement.
- Exhibit the highest degree of moral character, professional excellence, quality and competence in all that I do.
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

____________________________________________________________

Secretary of Defense

____________________________________________________________

Secretary of the Navy

____________________________________________________________

Chief of Naval Operations (CNO) (USN)

____________________________________________________________

Commandant of the Marine Corps (CMC) (USMC)

____________________________________________________________

Chief of Naval Personnel (CNP)

____________________________________________________________

Commander, Naval Education and Training Command (NETC)

____________________________________________________________

Commander, Marine Corps Recruiting Command (USMC)

____________________________________________________________
Commander, Naval Service Training Command (NSTC)

Commanding Officer, NROTC-UNL