



University of Virginia NROTC Midshipman Guidebook

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PROFESSOR OF NAVAL SCIENCE

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1. Purpose. To provide a reference University of Virginia NROTC policies and procedures.
2. Cancellation. NROTCUVAINST 5000.1U
3. General. This instruction provides regulations for administration of the Naval Reserve Officers Training Corps (NROTC) Midshipmen Battalion at the University of Virginia. It also provides information and guidance for individual Midshipmen.
4. Action. All Midshipmen will become thoroughly familiar with the regulations and guidance contained herein. Personnel in receipt of this instruction will ensure currency by promptly entering any changes and corrections as may be promulgated.


CHRISTOPHER C. MISNER

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Letter of Promulgation

Record of Changes and Corrections

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CHAPTER 1: BATTALION HISTORY AND ORGANIZATION

101. History of the Program

The Naval Reserve Officers Training Corps (NROTC) was established by an act of Congress in 1925 to offer interested college students the necessary Naval Science courses required to qualify them for commissions in the Naval Reserve. NROTC Units were established in 1926 at six universities. The Marine Corps joined the program in 1932 offering qualified Midshipmen reserve commissions in the United States Marine Corps. The initial program was highly successful and was instrumental in the Navy's expansion from a manpower force of 100,000 officers and men in 1933 to over three and one-half million in 1945. As the United States became the world's leading power, the requirement for a larger regular career officer corps for the Navy became evident. The Holloway Plan, passed in 1946, established the NROTC Regular Program, supplementing the output of the U. S. Naval Academy. In 1972, the Secretary of the Navy authorized 16 women to enroll in the program and in 1992 the first 120 Nurse Corps commissions were authorized. NROTC now consists of the NROTC Scholarship Program and the NROTC College Program, both of which afford graduating Midshipmen active duty commissions in the Navy and Marine Corps.

The University of Virginia requested an NROTC Unit on July 19, 1940. The request was approved and Naval ROTC became the first ROTC Unit at the University. In October 1940, the Unit commenced classes with about 100 Midshipmen. Departmental offices were in the basement of the Rotunda. In August 1941 ground was broken for Maury Hall, which now houses the Department of Naval Science. During World War II, Navy V-5 and V-12 programs also operated at The University for effective cooperation in training naval personnel during the war. Since its establishment, over 2000 University of Virginia NROTC graduates have earned commissions as Ensigns in the Navy or 2nd Lieutenants in the Marine Corps.

102. Mission and Goals of the Program

a. Mission. The mission of the University of Virginia NROTC program is to develop Midshipmen mentally, morally, and physically and imbue them with the highest ideals of duty and loyalty, and with the core values of honor, courage and commitment, in order to commission college graduates as naval officers who possess a basic professional background, are motivated towards careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

b. Goals. The primary goals of the NROTC Program are to provide NROTC students with:

- (1) An understanding of the fundamental concepts and principles of naval science.
- (2) An appreciation for the requirements for national security.
- (3) A basic understanding of associated professional knowledge.
- (4) A strong sense of personal integrity, honor, and individual responsibility.

(5) An educational background which will allow them to successfully undertake, in later periods of their careers, advanced/continuing education in fields of application and interest to the naval service.

(6) A high state of physical fitness for the purposes of health and performance.

103. Unit Organization

a. Military Organization. The Commander of Naval Service Training Command (NSTC), headquartered in Great Lakes, Illinois, administers the NROTC program and exercises military command of the NROTC Unit, University of Virginia, through the NSTC Officer Development (OD) co-located with the Naval Education and Training Command (NETC) in Pensacola, Florida. The Commanding Officer is assigned by the Department of the Navy, and is the senior commissioned officer assigned to duty with the Unit.

b. University Organization. The NROTC Unit constitutes the Department of Naval Science under the control of the University's Office of the Executive Vice President and Provost. The Commanding Officer of the Unit is appointed by the University to serve as Professor of Naval Science and Department Chair. The Executive Officer is appointed Associate Professor and other Navy and Marine Corps officers assigned as instructors receive University appointments as Assistant Professors. Marine Corps Staff Non-Commissioned Officers and Government Civil Servants serve as assistant instructors or in administrative billets and are members of the University Staff.

c. Role of the Marine Officer Instructor (MOI). The MOI is responsible to the Unit CO for the conduct of the Naval Science Lab and acts as the primary advisor to the Midshipman Battalion Staff. The MOI is responsible for assigned Naval Science courses (NASC 4000, 3610 and 3620) and advises Marine Option Midshipmen regarding academic and professional matters. The MOI also serves as the Unit Operations Officer.

d. Role of the Year Group Advisors (YGA). YGAs are members of unit staff assigned to a year group to act as a primary advisor on academic and military matters. The YGAs are responsible to the Unit CO for the conduct of assigned Naval Science courses. YGAs must be thoroughly familiar with student academic requirements and the importance of academic success. To solve Midshipman academic problems, YGAs interact with other University departments and Dean's offices. YGAs advise Midshipmen and closely monitor each individual's progress. YGAs act as professional, academic, and personal counselors, and Midshipmen should consult them with problems or questions.

e. Role of the Assistant Marine Officer Instructor (AMOI). The AMOI is responsible to the Commanding Officer for the general military discipline and physical fitness of the Unit. The AMOI serves as the Assistant Operations Officer, Staff Advisor for drill and physical fitness, and assists the MOI on all Marine Option Midshipmen matters.

f. Administration. The overall supervision of the administrative office is assigned to the Unit Executive Officer, assisted by a civil service Human Resources Assistant.

g. Midshipmen records. Academic and aptitude records are maintained on each Midshipman at the Unit. Service and health records are filed in the administrative office. The NROTC Unit uses a database called OPMIS that tracks each Midshipman's performance. Midshipmen review these records with their YGA at the beginning of each semester.

h. Supply. Fiscal and supply matters are the responsibility of the Executive Officer. He is assisted by a civilian Supply Technician.

104. Definition of Programs

a. National Scholarship Program. Navy and Marine Scholarship NROTC students are selected annually by a national selection board. They are appointed Midshipmen, U. S. Navy or Marine Corps Reserve, and are on inactive duty except while on summer training. Scholarship students receive the benefits provided by law, which include full tuition, uniforms, a book stipend, and a monthly subsistence allowance. Currently, the book stipend is \$750 per year and the monthly allowance is as follows: 1st year/ \$250, 2nd year/ \$300, 3rd year/ \$350 and 4th year/ \$400 per month. Midshipmen on scholarship will generally complete three summer training sessions. Upon graduation, they will be commissioned as active duty officers in the Navy or Marine Corps, to serve at the pleasure of the President of the United States. Navy Option Midshipmen are obligated to serve a minimum of five years active duty after commissioning, while Marine Options must serve a minimum of four years active duty. Additional commitments vary depending on service assignment.

b. Four-Year College Program. College Program NROTC students are civilians who have entered into a contract with the Secretary of the Navy. They are selected by the Commanding Officer, NROTC Unit, from among those students enrolling in the University who apply for the program. College Program students are referred to as Midshipmen, although they do not actually have such appointments. They take the same Naval Science courses, wear the same uniforms and participate in all Unit activities in the same manner as Scholarship students. College Program student benefits include uniforms, Naval Science textbooks, and, during their third and fourth years, a monthly subsistence allowance. The monthly allowance is initiated only after College Program students are qualified for advanced standing (3rd/4th year students). They participate in a first class summer training session and, upon graduation, are commissioned as officers in the Navy or Marine Corps to serve a minimum of three years active duty, depending on their service assignment.

c. Change from College Program to Scholarship Status. The Professor of Naval Science may recommend deserving College Program students for Scholarship status. Selection is based on academic performance and aptitude evaluation. Final approval is vested in the Commander, Naval Service Training Command (NSTC) in Great Lakes, Illinois, via NSTC OD in Pensacola, Florida.

d. Two or Three Year Scholarship Program. The NROTC Two or Three-Year Scholarship Program is open to College Program midshipman, non-affiliated students, Marine to Navy Change of Option request, Nurse to Navy Unrestricted Line (URL) Change of Option requests (Advanced Standing only) who wishes to complete for Scholarship or Advanced Standing. Applicants must have completed at least 30 college semester hours but no more than 90 college

semester hours. Upon acceptance of appointment, selectees must agree, in writing, to complete all program requirements stipulated in the reference for Scholarship or Advanced Standing students as appropriate. NROTC College Program Basic Course. This program is offered to college students who wish to serve their country as commissioned officers, but who have not been awarded any form of NROTC Scholarship. These students are selected from those who have applied for enrollment at the NROTC unit and sign a contract in which they agree to complete.

e. NROTC College Program Advanced Course. Students are considered to be in Advanced Standing if they are selected by NSTC OD2 or Marine Corps Recruiting Command (MCRC) for Advanced Standing, accepted into the Advanced Course by the PNS, found physically qualified by the Department of Defense Medical Review Board and attend the third year of Naval Science courses. Advanced Standing includes the third and fourth year of Naval Science courses and 1/C Summer Training. Every student selected for Advanced Standing must enlist in the Naval or Marine Corps Reserve prior to commencing the Advanced Course. The Navy will provide accepted students with uniforms, Naval Science textbooks, and a subsistence allowance for a maximum of 20 months. Upon completion of Naval Science coursework and graduation, Advanced Standing college program students will be commissioned as an Ensign in the Navy or as a Second Lieutenant in the Marine Corps.

f. Nurse Corps Program. Since 1991, Nursing has been allowed as a major for NROTC Midshipmen. Nursing option students are required to take four of the eight naval science classes and to participate in drill, except where such participation conflicts with required clinicals. Upon graduation, students are commissioned as *Ensign, Nurse Corps, United States Navy*.

g. Five Year Students. Scholarship and College Program Students may pursue fields of study requiring up to five years for a baccalaureate degree whose total workload of degree course requirements, Navy specified course requirements and Naval Science courses exceed a normal four year workload (15-18 hours/semester). Students in this category may apply for additional tuition and subsistence payments or they may elect to take leaves of absence. Leaves of absence are normally taken in the advanced program. During leaves of absence, financial benefits cease. Midshipmen receiving extended financial benefits will participate in normal drill. Applications for extended benefits for engineering students should be made as early as practical.

(1) University policy states that students in the College of Arts and Sciences are allowed no more than eight semesters to complete degree requirements except under extraordinary circumstances. The Navy may assist Midshipmen financially during summer school if the summer session will advance their commissioning dates.

(2) Fifth year benefits do incur additional service obligations equal to the additional time studying and commence at the beginning of the first semester of extended benefits.

h. Naval Science Students. Naval Science Students are University students who have enrolled in a Naval Science course with the approval of the Professor of Naval Science. They have no official connection with the Navy or Marine Corps, and are not required to participate in drills, summer training, or NROTC activities. Naval Science Students receive no financial benefits.

i. Seaman to Admiral 21 (STA-21)

(1) Definition: The Seaman to Admiral 21 (STA-21) program provides highly motivated enlisted Sailors the opportunity to earn a commission. They are given a \$10,000 tuition voucher to use at the NROTC Unit to complete their undergraduate degree in no more than 36 months. STA-21 participants retain their enlisted salary and benefits while attending school full time.

(2) Status of STA-21 Students. STA-21 students are designated as Officer Candidates and participate in all Battalion activities while completing their academic program. STA-21 students retain their enlisted status for pay and advancement purposes, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ). They wear the Navy uniform with Officer Candidate insignia while at drill and are addressed as “Officer Candidate”.

j. Marine Enlisted Commissioning Education Program (MECEP)

(1) Definition. The MECEP is a commissioning program for specifically selected Marine Corps enlisted personnel leading to a baccalaureate degree. Eligible Marines must have earned at least 75 credit hours at an accredited University before applying, and once accepted, they have 18 months to complete a bachelor’s degree.

(2) Status of MECEP Students. MECEP students are active duty enlisted Marines who, during their tour of duty under instruction, retain their active duty status. As such, they receive full pay and allowances, retain all privileges and benefits accruing to active members, and are subject to the Uniform Code of Military Justice (UCMJ). While assigned to the NROTC unit, MECEP students are carried on the roster of the nearest Marine Corps activity but are under the administrative and disciplinary jurisdiction of the Professor of Naval Science. MECEP students wear the Marine enlisted uniform and are referred to by their enlisted rank. Specific guidance on the administration of MECEP students is found in MCO 1560.15.

105. Commissioning and Types of Active Duty

a. Scholarship Program, MECEP, and STA-21 Students. A minimum of five years active duty service is required.

b. Service Requirement. Because of lengths of training, Midshipmen opting for service in aviation, special warfare, submarine warfare, or nuclear surface warfare specialties will have longer tours of active duty. See the Year Group Advisors for specifics.

c. Navy. Newly commissioned Ensigns will be assigned in one of the following areas:

(1) Surface Line. Midshipmen choosing this option will attend 2 months of Basic Division Officers Course (BDOC) in San Diego, CA or Norfolk, VA learning the basics of serving as a Division Officer aboard fleet ships and typically report to their ships within a few months of commissioning.

(2) Submarines or Surface Line (Nuclear). A Midshipman may apply for the nuclear power program after completion of all calculus and physics requirements and within two years of graduation. To increase each student's opportunity, it is encouraged to pursue majors in the Tier 1 and Tier 2 categories, but not required. If accepted, each student will be eligible for the Nuclear Accession Bonus, \$15,000 paid immediately and \$2,000 paid upon completion of the Nuclear Training pipeline. Upon receiving their commissions, applicants for the submarine community attend Nuclear Power School in Charleston, SC, while Surface Line (N) will proceed for fleet duty. Submarine and Surface Nuclear Officers will serve a minimum of five years active duty. For further information contact the Nuclear Power Officer.

(3) Aviation Training. If academically and physically qualified, Midshipmen may request pilot or naval flight officer training. Initial training begins at Pensacola, Florida. Students must take the Aviation Selection Test Battery (ASTB) before the start of their fourth year and meet the minimum requirements for pilot or naval flight officer. Midshipmen selected as Student Naval Aviators will serve a minimum of eight years following completion of flight school while those selected as Student Naval Flight Officers will serve a minimum of six years following completion of flight school.

(4) Special Warfare/ Special Operations. Academically and physically qualified Midshipmen may apply for selection in the SEAL or EOD warfare areas. Initial training begins at Coronado, California for SEAL and Eglin Air Force Base, Florida for EOD. SEAL and EOD officers will serve a minimum of five years active duty.

(5) Restricted Line/Staff Corps. Normally, First Class Midshipmen may apply for a Navy Commission in a Restricted Line or Staff Corps community only if not physically qualified for the Unrestricted Line. For those qualified for Unrestricted Line duty, it is still possible to apply for a Restricted Line or Staff Corps position. However, these positions are highly competitive and selection is rare. For further information contact the Service Assignment Officer.

d. Marine Corps. Upon graduation, newly commissioned Second Lieutenants will attend The Basic School at Quantico, VA for 23 weeks before assignment to a specialist military school or naval aviation training.

CHAPTER 2: PROFESSIONAL DEVELOPMENT

201. Professional Conduct and Aptitude

a. The Concept of Honor. Our nation's naval service, made up of the Navy and Marine Corps, has successfully met every challenge throughout more than 240 years of existence. Between 13 October and 10 November 1775, the Continental Congress authorized a few small warships and two battalions of Marines. Just after New Year's Day in 1776, five companies of Marines embarked aboard these new warships of the Continental Navy in Philadelphia and set sail. Eight weeks later and only 5 months after authorization by the Congress, 230 Marines & 50 Sailors assaulted across the beach in the Bahamas to capture gunpowder and weapons from a British fort. U.S. Sailors & Marines had landed for the first time in history. From those early days of naval expeditionary service, our bedrock principles have remained constant. Our core values of honor, courage, and commitment remain the distinguishing characteristics of the Naval Service.

(1) Honor: "*I will bear true faith and allegiance ...*" I will conduct myself in the highest ethical manner in all that I do. I will abide by an uncompromising code of integrity, taking full responsibility for my actions and my word. I am accountable for my behavior, both professional and personal, and remain ever mindful of the privilege I have to serve my fellow Americans.

(2) Courage: "*I will support and defend ...*" I will demonstrate the courage to meet the demands of naval service; to do what is right at all times, especially in the face of temptation or adversity. I will make decisions in the best interest of the nation without regard for personal consequence. I will adhere to the highest standard of personal conduct and decency. My moral courage will give me the strength to always do what is right.

(3) Commitment: "*I will well and faithfully discharge ...*" I will demonstrate respect up and down the chain of command while caring for the professional and personal well-being of each of our people. I will treat everyone with human dignity and respect. I will work as part of the Navy-Marine Corps team to accomplish each mission assigned and to insure the future of our nation.

b. The Honor Code. A midshipman is a person of integrity and stands for that which is right. I tell the truth and ensure that the full truth is known, I do not lie. I embrace fairness in all actions. I ensure that work submitted as my own is my own, and that assistance received from any source is authorized and properly documented. I do not cheat. I respect the property of others and ensure that others are able to benefit from the use of their own property. I do not steal. For the Naval Reserve Officers Training Corps Midshipman, these obligations are succinctly stated in the following honor code: A Midshipman does not lie, cheat, or steal.

c. The Sailor's Creed.

I am a United States Sailor.

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

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

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

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

202. Summer Training

a. Training periods with operating forces of the U. S. Navy and Marine Corps give NROTC students the opportunity to gain experience through the practical application of naval science. Training sessions are normally four to eight weeks in length.

(1) Career Orientation and Training for Midshipmen (CORTRAMID). Sometimes referred to as Midshipmen Third Class Training, CORTRAMID is a combined aviation, surface, subsurface, and Marine Corps indoctrination period for Scholarship students. The cruise is normally completed between the student's first and second years in either San Diego, CA or Norfolk, VA. One week is spent with each of the major Navy communities (Aviation, Submarines, and Surface Warfare) and the Marine Corps. The objective of the Aviation Training Week is to introduce Midshipmen to the basic concepts of naval aviation through flights in naval aircraft and supporting lectures and demonstrations. The objective of Surface Warfare Training Week is to provide a more complete picture of the Surface Warfare community through two days aboard an underway warship supplemented by tours and lectures during the week. Submarine Training Week is designed to introduce and promote an interest in the Submarine Warfare community through tours and lectures that support two days underway aboard a nuclear-powered submarine. The objective of Marine Training week is to expose Midshipmen to Marine Corps operations, the fundamentals of amphibious warfare, and the complexities of conducting these operations.

(2) Midshipmen Second Class Cruise (Navy). This cruise is conducted aboard a fleet ship or submarine and is normally between the student's second and third years. Midshipmen assume the duties of enlisted personnel regularly assigned to the ship.

(3) Midshipmen First Class Training (Navy)

(a) Surface Cruise. This is a cruise aboard a fleet ship, normally completed by both Scholarship and College Program students between their third and fourth years. Midshipmen are trained in junior officer billets and are given an opportunity to assume the responsibilities of junior officers in as many departments of the ship as practicable.

(b) Foreign Exchange Cruise (FOREX). The Foreign Exchange Cruise program is designed to promote an exchange of professional, cultural, and social experiences between Midshipmen in the United States Navy and Midshipmen of foreign navies. A limited number of exemplary First Class Midshipmen are selected by NSTC to serve their First Class Cruise with a foreign navy in lieu of the normal First Class training cruise. Fluency in a foreign language is normally required. Interested students should see their Year Group Advisor in their third year to apply.

(c) Submarine Cruise. This is an alternative for prospective submariners. As with Foreign Exchange cruises, selections are made on an individual basis by NSTC.

(d) Nuclear Propulsion Cruise. This is an alternative to First Class Cruise for prospective Surface Line (Nuclear). As with Foreign Exchange cruises, selections are made on an individual basis by NSTC. This option is open to male and female midshipmen.

(e) Aviation Cruise. This program is designed to place potential naval aviators in operating fleet squadrons during First Class Cruise attached to either aircraft carriers or ashore with patrol squadrons (VP), helicopter squadrons (HSM/HSC/HM), carrier-based fixed wing (VFA/VAQ) or training squadrons (HT/VT). A limited number of First Class Midshipmen are selected by NSTC for this summer training opportunity.

(f) SEAL Officer Assessment and Selection (SOAS) and Explosive Ordnance Disposal (EOD) Training. This program is designed to introduce the demanding daily routine of the Special Warfare and EOD communities. The rigorous demands of these communities require midshipmen to excel both physically and academically in order to receive a spot on these competitive cruises. Midshipmen must excel during this training in order to be selected as either an EOD Officer or an officer in the Navy SEALs.

(4) Marine Option Summer Training. Marine Option Scholarship Midshipmen participate in CORTRAMID after their first year. After their second year, Marine Option Midshipmen attend an exposure training. After their third year, both Marine Option Scholarship and College Program Advanced Standing students attend Officer Candidates School (6-Week Course) at the Marine Corps Combat Development Command in Quantico, Virginia.

(5) Nurse Training. 3/C Nurse Option Midshipmen are assigned to the Medical Department of a large fleet ship. 1/C Nurse Option Midshipmen are assigned to large naval hospitals to gain experience while shadowing a junior officer.

b. Preparation for Training. Detailed instructions and documentation for the various training periods are available at http://www.nrotc.navy.mil/training_info.aspx. Every year, Unit Staff and Midshipmen who have completed various cruises provide detailed briefings to better explain the opportunities and requirements.

(1) Immunizations. Appropriate inoculations will be given prior to departure from the Unit.

(2) Forms for Summer Training. Students will be provided with the following items prior to departure from the Unit (these forms must be carried during summer training). Orders, travel claim forms, and electronic tickets will be e-mailed prior to cruise.

(a) Common Access Card (CAC)

(b) International Certificates of Vaccination (PHS-731)

(c) Midshipmen Health Records (medical and dental)

(3) Cruise Information. Information regarding cruise may be found at the following website: https://www.nrotc.navy.mil/summer_cruise.aspx. This website also contains current clothing and equipment requirements that Midshipmen participating in a cruise will be issued prior to reporting.

c. Postponement and Rescheduling of Cruises. Postponement of cruises is not normally permitted. If a student is allowed to postpone a cruise, he is still required to take his cruises in the normal sequence. Scheduling of a cruise can sometimes be made around a session of summer school.

d. During summer training, NROTC Midshipmen are on active duty and are therefore subject to the UCMJ. Commanding Officers of training units may assign disciplinary measures appropriate to the offense and, for serious offenses, may award punishment under the UCMJ. These Commanding Officers will report such offenses to the Professor of Naval Science for review and appropriate action.

203. Benefits while on Active Duty for Training

a. Basic Pay. NROTC midshipmen are paid at the same rate as Naval Academy MIDN while on Summer Training. Amounts will differ due to differing amounts withheld for social security (FICA), applicable Serviceman's Group Life Insurance, federal and state income tax, etc. They will receive 80 percent of their estimated basic pay prior to summer training. The remainder will be paid upon their return and completion of a travel claim with actual dates of summer training. Midshipmen are not entitled to additional pay for sea and foreign duty, flight pay, submarine pay, hostile fire pay, or other hazardous duty pay.

b. Travel Allowances. A plane ticket is provided from Charlottesville or home of record to the cruise reporting station and from the cruise detachment station to Charlottesville or home of record. While driving to/from the summer cruise reporting station may be authorized by the Unit Staff, this authorization will usually not be granted due to the lack of parking at most naval bases. In lieu of a plane ticket, the Midshipman is authorized travel in accordance with the travel regulations. Travel options are explained more fully in pre-cruise briefings and the *Midshipmen Summer Training Manual*.

c. Insurance. Government health and life insurance cover NROTC Midshipmen only while on active duty for training (e.g. summer cruises). They are insured for up to \$400,000 term life insurance unless they elect no coverage. A nominal life insurance premium will be deducted from their active duty pay. While attending the university, Midshipmen are covered for a

medical condition incurred in the line of duty while at or traveling to or from military installations, for the purpose of undergoing medical or other examinations, or for purposes of making visits of observation, including participation in service sponsored sports, recreational, and training activities. Midshipmen are also covered for qualifying medical examinations and required immunizations. Midshipmen must ensure they maintain adequate health insurance coverage for those times when they are not in a line of duty status. Specific information is available from the NROTC Unit administrative office.

d. Other Active Duty Privileges. With the Midshipman ID card, Midshipmen may use commissaries, exchanges, and other recreation facilities open to active duty commissioned officers.

204. Field Exercises

a. General. Field exercises will be conducted each semester to promote officer development and motivation for future careers in the Navy and Marine Corps.

b. Navy Field Exercises (Navy FEX). Navy field exercises are a weekend or day long training excursion to a Navy installation or other facility where midshipman have the opportunity for firsthand learning. Navy FEX is planned by the SWO Club Coordinator, and must have the approval of the unit Commanding Officer.

c. Marine Option Field Exercises (MO FEX). Marine option field exercises are conducted each semester to give each marine option midshipman hands on field training experience. MO Fex must be planned with the assistance of the MOI and AMOI and must have the approval of the unit Commanding Officer.

205. Physical Fitness

a. General. The Navy and Marine Corps emphasize physical fitness as a requirement for effective naval officers. As future leaders, Midshipmen are expected to strive to exceed the Navy or Marine Corps minimum fitness standards. Competing in intramural and club sport leagues at the University is encouraged on a not-to-interfere basis with academics and NROTC responsibilities.

b. Physical Conditioning. Every Midshipman is required to pass the Navy Physical Readiness Test (PRT) or Marine Corps Physical Fitness Test (PFT) or Combat Fitness Test (CFT) each semester. Midshipmen who do not meet the “Good” category for a 20-year-old in each section of the Inventory PRT, taken at the beginning of each semester, will participate in a Fitness Enhancement Program (FEP). Students who fail to meet the 20-year-old “Good” in each category in the PRT/PFT or meet height/weight requirements two times within three years are subject to a PRB for leave of absence and disenrollment.

(1) Standards and Scoring. Standards and scoring for the Navy PRT and Marine PFT are listed at www.nrotc.navy.mil/physicalrequirements.

c. Weight Standards. Members who exceed the height/weight standards published will be measured for body fat. Percent body fat should be measured on the same day that height/weight

is measured. The upper allowable Navy limit for body fat is 23 percent for men and 34 percent for women. The upper allowable Marine Corps limit for body fat is 18 percent for men and 26 percent for women.

d. Weight Control. Midshipmen whose body fat is above the established standards for the Body Composition Assessment (BCA) portion of the Official PFA automatically fail the PFA and will be assigned to FEP and be given aptitude probation for their first failure. Students who fail to meet established BCA standards twice within three years will be subject to disenrollment from the NROTC program. First Class Midshipmen who fail to meet established BCA standards by the time of commissioning will be placed in a leave of absence status or recommended for disenrollment as determined by the Unit Commanding Officer.

e. Swimming. The Navy Third Class and Second Class swimming tests are given to NROTC Midshipmen during the first semester of enrollment. Students failing to qualify as Navy Third Class swimmers by the end of their first semester in NROTC are required to participate in University-sponsored instruction. Students qualifying as Second Class swimmers are not required to test annually.

(1) Swimmer, Third Class. Consists of the following maneuvers:

- (a) Deep Water Jump (Minimum height of 5 feet.)
- (b) 5 minute prone float
- (c) 50 yard swim using any basic survival stroke.
- (d) Shirt and Trouser or Coverall Inflation

(2) Swimmer, Second Class. Consists of the following maneuvers:

- (a) All Third Class Qualifications
- (b) 5-minute prone float transitioning to back float
- (c) 100 yard swim using the following four basic survival strokes in order: Crawl, Breast, Side, and Elementary backstrokes

CHAPTER 3: ACADEMIC REQUIREMENTS AND PROCEDURES

301. General

Navy College Program and Scholarship students are encouraged to pursue majors in engineering and the physical sciences. Beginning with the graduating class of 2013, Navy Option Midshipmen on scholarship select their majors prior to matriculation as part of the NROTC Scholarship application process. Declared majors are classified into Academic Tiers 1, 2, and 3. LREC (Language Skills, Regional Expertise and Cultural Awareness) approved academic majors are also subject to specific guidelines. The Year Group Advisors are available to guide Midshipmen in selecting both academic majors and electives. While a background in science and mathematics is important for a Naval Officer, the officer must also be proficient in written and oral skills.

Responsibility for selecting and applying for a major rests with the Midshipman. Since the choice of major, as well as a change in major, may affect a Midshipman's graduation date and status in the program, Midshipmen deciding on a major or contemplating a change in major must consult with their Year Group Advisor. While all University students consult with a University advisor for help in determining a major program, Midshipmen are encouraged to seek additional assistance from members of the Unit Staff.

302. Naval Science (NASC) and Midshipmen Advancement Requirements

a. NASC Overview. Midshipmen are required to take the Naval Science courses appropriate for their year group. Note that not all credits for Naval Science courses may be applicable for graduation credit requirements. The University normally allows 12 credits of Naval Science to be applied towards graduation. Check with your academic advisor to ensure understanding of specific course requirements and policy.

b. Leadership Laboratory (NASC 4000). Midshipmen must take the Naval Science Leadership Laboratory (NASC 4000) during every semester they are enrolled in the Program. Eight semesters of Leadership Laboratory are required to successfully complete the Four Year NROTC Program.

c. Four Year Program. Midshipmen in a four-year academic program normally advance as outlined below. Exceptions to this plan must be approved by the Commanding Officer.

d. Two Year Program. Two-Year College and Scholarship Program students satisfy the NASC 100, 1100, 3100, and 3200, requirements by attending the Naval Science Institute at Newport, RI, prior to entering the NROTC Program.

e. Advancement from Fourth Class to Third Class

(1) Satisfactory grades in NROTC courses NASC 100 and NASC 1100, if required. Note: the University of Virginia does not grant academic credit for NASC 100.

(2) Completion of two semesters of Leadership Lab (NASC 4000).

(3) Completion of appropriate academic courses toward a degree.

(4) Enrollment in NASC 2100 (Leadership and Management).

(5) Completion of CORTRAMID (scholarship) or 3/c cruise (Nurse Option).

(6) Scholarship students with less than a 2.5 cumulative GPA will normally be placed on Leave of Absence (LOA) status, which suspends NROTC program financial benefits.

f. Advancement from Third Class to Second Class

(1) Satisfactory grades in NROTC courses NASC 2100 and NASC 2200 (non-Nurses Navy option).

(2) Completion of four semesters of Leadership Lab (NASC 4000).

(3) Completion of appropriate academic courses toward a major.

(4) Completion of Second Class Summer Training (scholarship), CORTRAMID (optional for 3-year scholarship), or equivalent alternative.

(5) Navy (non-Nurse) Option: enroll in NASC 3200.

(6) Marine Option: enroll in NASC 3610.

(7) College Program Students (basic program) with less than a 2.5 cumulative GPA will not be recommended for advanced standing. Scholarship students with less than a 2.5 cumulative GPA will normally be placed on a Leave of Absence.

g. Advancement from Second Class to First Class

(1) Satisfactory grades in NASC 3100 and NASC 3200 for Navy (non-Nurse) Option students. Marine Options must satisfactorily complete NASC 3610 and NASC 3620.

(2) Completion of six semesters of Leadership Lab (NASC 4000).

(3) Completion of appropriate academic courses toward a major.

(4) Successful completion of First Class Summer Training or Officer Candidate School for Marine Option Midshipmen.

h. Advancement from First Class to Commissioning Candidacy

(1) Satisfactory grades in NROTC courses NASC 4100, if non-Nurse Navy option, and NASC 4200.

(2) Completion of eight semesters of Leadership Lab (NASC 4000).

(3) Completion of First Class Summer Training (if previously waived).

(4) Completion of command billet within the Midshipmen Battalion.

(5) Satisfaction of University degree requirements.

(6) Pass PRT (“Good” or higher in all categories) or PFT for Marine Options (First Class) and be within weight standards.

(7) Medically qualified for assigned designator by BUMED/NAMI.

303. Additional Required Courses

a. Navy Specified Courses. All midshipman must also complete the additional courses listed below by the appropriate time to progress in the unit.

(1) Scholarship Students: Calculus (2 semesters) – APMA 1090, 1110, 2120 or MATH 1210 & 1220, 1310 & 1320. These courses will be completed by end of 2nd year.

(2) Advanced Standing Students: College Algebra or Advanced Trigonometry (2 semesters) will be completed by end of 3rd year.

(3) Scholarship Students: Physics (Calculus based) - PHY1425 and 2415 (2 semesters) and corresponding laboratory classes completed by end of 3rd year.

(4) Advanced Standing Students: Physical Sciences (2 semesters) - Appropriate laboratory classes must be completed by the end of 4th year.

(5) English (2 semesters)

(6) World Culture/Regional Studies (1 semester)

(7) National Security Policy/American Military History (1 semester) – Possible classes include PLIR 3060, 3240, 3400; HIUS 2051, 3031, 3071, 3072, 3455. For a class not listed, talk to your YGA to see if the class satisfies National Security Policy/American Military History requirements.

b. Marine Option Specified Courses.

(1) English (2 semesters)

(2) National Security Policy/American Military History (1 semester) – Possible classes include: PLIR 3060, 3240, 3400; HIUS 2051, 3031, 3071, 3072, 3455. For a class not listed, talk to your YGA to see if the class satisfies National Security Policy/American Military History requirements.

c. Navy College Program students should complete the scholarship calculus and physics requirements cited above early in their academic programs if they wish to be competitive for NETC Two & Three Year Scholarships.

d. The following World Culture/Regional Studies courses are approved:

- (1) Anthropology
 - (a) ANTH 2320 (Anthropology of Religion)
- (2) Asian and Middle Eastern Languages and Culture
 - (a) AMEL 1000+ (Asian and Middle Eastern Languages and Culture)
 - (b) AMTR 3000+ (Asian and Middle Eastern Languages and Culture in Translation)
 - (c) ARAB 1000+ (Arabic)
 - (d) ARTR 3000+ (Arabic Literature in Translation)
 - (e) CHIN 1000+ (Chinese)
 - (f) CHTR 2010 (Legendary Women in Early China)
 - (g) CHTR 3210 (Chinese Literature in Translation)
 - (h) HEBR 1000+ (Hebrew)
 - (i) HIND 1000+ (Hindi)
 - (j) JAPN 1000+ (Japanese)
 - (k) JPTR 3000+ (Japanese Literature in Translation)
 - (l) PERS 1000+ (Persian)
 - (m) PETR 3000+ (Persian Literature in Translation)
 - (n) SANS 1000+ (Sanskrit)
 - (o) SAST 1000+ (South Asian Studies)
 - (p) SATR 2000+ (South Asian Literature in Translation)
 - (q) URDU 2000+ (Urdu)
- (3) Economics
 - (a) ECON 3630 (Economy of the Middle East)
- (4) History
 - (a) HIAF 1000+ (African History)
 - (b) HIEA 1000+ (East Asian History)
 - (c) HIME 1000+ (Middle Eastern History)
 - (d) HISA 1000+ (South Asian History)
- (5) Politics
 - (a) PLCP 2120 (The Politics of Developing Areas)
 - (b) PLCP 3210 (Russian Politics)
 - (c) PLCP 3410 (Politics of the Middle East and North Africa)
 - (d) PLCP 3610 (Chinese Politics)
 - (e) PLCP 3630 (Politics in India and Pakistan)
 - (f) PLCP 4140 (Democracy and Dictatorship)
 - (g) PLIR 3650 (International Relations of the Middle East)
 - (h) PLIR 3750 (South Asia in World Affairs)
 - (i) PLIR 3760 (Russia/USSR in World Affairs)
- (6) Religion
 - (a) RELA 2750 (African Religions)
 - (b) RELA 2850 (Afro-Creole Religions in the Americas)
 - (c) RELA 3900 (Islam in Africa)
 - (d) RELB 2100 (Buddhism)
 - (e) RELB 2054 (Tibetan Buddhist Introduction)
 - (f) RELB 2450 (Zen)
 - (g) RELB 3160 (The Religions of Japan)

- (h) RELH 2090 (Hinduism)
- (i) RELH 3140 (The Jain Tradition)
- (j) RELH 3710 (Hindu Traditions of Devotion)
- (k) RELH 3740 (Hinduism Through its Narrative Literatures)
- (l) RELI 2070 (Classical Islam)
- (m) RELI 3110 (Muhammad and the Qur'an)
- (n) RELI 3900 (Islam in Africa)
- (o) RELG 1040 (Intro to Eastern Religious Traditions)
- (7) Science Technology and Society
 - (a) STS 2500 (Ethics, Protocol, and Practice of International Education)
- (8) Slavic Languages and Literature
 - (a) RUSS 1010+ (Russian Language)
 - (b) RUTR 2400 (Russian Masterpieces)
 - (c) RUTR 2460 (Civilization and Culture of Russia)
 - (d) RUTR 3360 (Russian Culture of the Twentieth Century)
 - (e) POL 1210, 1220 (Introduction to Polish Language)
- (9) Spanish, Portuguese and Italian
 - (a) POTR 4270 (The Civilization of Brazil)

If a Midshipman wishes to count a course not listed above to fulfill this requirement, the Midshipman will submit a special request chit to the Commanding Officer, via the Midshipman's YGA and the Unit Executive Officer.

e. Advanced/Transfer Credit. Calculus and physics course grades taken outside of UVA must be first accepted by the University to satisfy the Navy Scholarship program course requirements. The NROTC program requires a letter grade for Calculus and Physics courses. UVA often does not accept grades given from other institutions and only gives credit for the course. For this reason, Midshipmen are generally required to take Calculus and Physics at UVA to be accepted by the NROTC program. Midshipman failing to complete the Calculus requirement by the end of their Second year and the Physics requirement by the end of their Third year shall be placed on academic Leave of Absence by the PNS.

Students who have taken a calculus or calculus based physics course for college credit in high school, which the University has validated, must complete one additional 3-semester hour course at the University level. Students are strongly encouraged to complete the University courses to improve foundations in these subjects even if they have validated the courses from high school. Advanced Placement credit in history does not validate the National Security Policy/American Military History requirement.

f. Credit Management. It is the student's responsibility to take appropriate and sufficient courses each semester to make satisfactory progress toward graduation. Students will normally be expected to enroll in at least 15 to 18 credit hours per semester toward degree coursework. This includes Naval Science courses. Midshipmen must inform their Year Group Advisor if they intend to drop any courses during the semester. **Final authority to drop below 15 credit hours (including Naval Science) rests with the Professor of Naval Science.** Additionally, Midshipmen must consult with their Year Group Advisor before withdrawing (dropping a course

after the add/drop date) from a course. These stipulations are not meant to prevent students from dropping or withdrawing from courses for which they are academically unsuited. It is intended to ensure the student informs the Unit and consults with his NROTC instructor before dropping a course. **Students who drop below 12 credit hours (full time status not including Naval Science) without the approval of the Professor of Naval Science may be placed on Leave of Absence.** (Prior knowledge by the Commanding Officer does not necessarily constitute approval.)

304. Academic Major Tiers

Navy Option Midshipmen on scholarship will select their majors prior to matriculation as part of the NROTC Scholarship selection process. Declared majors are classified into Academic Tiers 1, 2, and 3. See chart below.

- a. All Midshipmen contemplating a change in major **must** consult with their respective Year Group Advisor before taking any action.
- b. A change between a Tier 1 and Tier 2 major, or vice versa, requires PNS approval.
- c. A change between Tier 1 or 2 and a Tier 3 major requires NSTC OD approval.
- d. Major changes not approved by the PNS or OD (if required) can result in the loss of scholarship benefits.

MAJORS/TIERS

a. Tier 1 Academic Majors.

Aerospace Engineering	Chemical Engineering	Mechanical Engineering
Electrical Engineering		Systems Engineering

b. Tier 2 Academic Majors.

Architecture	Astronomy-Physics	Biology
Biomedical Engineering	Chemistry	Civil Engineering
Computer Engineering	Computer Science	Engineering Science
Environmental Sciences	Human Biology	Mathematics
Nursing	Physics	Statistics

c. Tier 3 Academic Majors. Students interested in pursuing Tier 3 academic majors (all other majors not listed as Tier 1 or Tier 2) should examine the opportunities afforded in the Navy’s Language Skills, Regional Expertise, and Cultural Awareness (LREC) Program. Annually, the Navy will offer this program to 20 – 30 students. Attainment of a specific level of language proficiency is not required by the Navy ROTC LREC program.

d. LREC Program.

The Language, Regional Expertise and Culture (LREC) scholarship program students fall under Tier 3, but are subject to the following guidelines for major and minors. See table below for a complete list of LREC approved majors and minors.

Major	OPMIS CODE	Minor	OPMIS CODE	Qualifying Foreign Language	Qualifies for LREC Scholarship
Middle Eastern Studies	CDK3	Arabic	AFH3	Arabic	Y
Middle Eastern Languages and Literatures	CDJ3	Arabic	AFH3	Arabic	Y
East Asian Studies	AXB3	Chinese	AOO3	Chinese	Y
Chinese Language and Literatures	AOR3	Chinese	AOO3	Chinese	Y
French	BIB3	African Studies	AAX3	French	Y
South Asian Studies	CWS3	Hindi	BNL3	Hindi	Y
South Asian Languages and Literatures	CWR3	Hindi	BNL3	Hindi	Y
East Asian Studies	AXB3	Japanese	BVA3	Japanese	Y
Japanese Language & Literature	BVC3	Japanese	BVA3	Japanese	Y
Middle Eastern Studies	CDK3	Persian	CLI3	Persian	Y
Middle Eastern Languages and Literatures	CDJ3	Persian	CLI3	Persian	Y
Russian Language and Literature	CTB3	Russian	CST3	Russian	Y
Russian and East European Studies	CSX3	Serbo-Croatian	CVH3	Serbo-Croatian	Y
Spanish	CWX3	Latin American Studies	BWT3	Spanish	Y
South Asian Studies	CWS3	Urdu	DCQ3	Urdu	Y

e. All Midshipmen contemplating a change in major **shall** consult with their respective Year Group Advisor before taking any action. Major changes not approved by the PNS or NSTC OD (if required) can result in the loss of scholarship benefits.

305. Grades

a. Good Academic Performance is Mandatory. Midshipman are required to have no failing grade in any subject required for degree completion or commissioning, and to achieve a minimum Term Grade Point Average of 2.5 and an overall Cumulative Grade Point Average of 2.5. Midshipmen are expected to work to their full academic potential and strive to exceed the overall Semester Grade Point Average mean in their College and Year Group. Academic excellence is important for several reasons:

(1) The engineering and weapons systems on current and future ships and aircraft are complex and will require the best educated and trained officers to employ them.

(2) Grades are the major determining factor for the first duty assignment for newly commissioned Naval Officers. An outstanding academic record will enable an officer to qualify for the best and most challenging assignments. This includes not only warfare assignments but postgraduate education and service college assignments as well. For future Naval Officers, relative seniority in a rank, represented by an individual's lineal number, is determined by a formula in which University course grades count 60 percent, and Naval Science grades and military aptitude marks count 20 percent each.

b. Grading System. The University of Virginia grades on a 4.0 scale. This same scale is used for Naval Science courses. At the first class meeting, each instructor will announce his grading methodology such as number of examinations and relative weight of various work assignments.

c. Non-Credit Naval Science Courses. Naval Science courses that do not receive University credit (NASC 100) are still assigned numerical grades (4.0 scale) that are reported to NSTC for lineal standing computations.

306. Academic Probation and Leave of Absence (LOA)

a. Academic Probation. Midshipmen earning a semester or cumulative GPA below 2.5 for the first time, or an "F" or "incomplete" in any course required for completion of degree or commissioning shall be placed on Academic Probation and may be required to appear before a Performance Review Board (PRB).

b. Leave of Absence. Scholarship Midshipmen placed on Leave of Absence lose scholarship benefits for one semester with the possibility of disenrollment from the NROTC program if academic performance does not improve after one semester. A third offense of a semester GPA of less than 2.5 or a cumulative GPA of less than 2.5, a repeat failure of calculus or physics, a failure to correct probation stipulations, enrolling in less than 12 credit hours (excluding Naval Science credit hours) without PNS approval, and not satisfying calculus or physics within the time requirements will all result in a PRB and can also result in a Midshipman being placed in LOA status or disenrolled.

307. Formal Study Program

a. To support Midshipmen in their University studies, NROTC spaces in Maury Hall may be used for private study. Additionally, Midshipmen are encouraged to use the Battalion computers for coursework

b. Midshipmen placed on Academic Warning, Academic Probation or Leave of Absence shall be required to discuss their academic progress during counseling sessions with their YGA as directed by the PNS.

c. MIDN are encouraged to utilize the tutoring services provided by the university academic departments. The NROTC Unit provides a physics tutor in the Wardroom at least twice a week. Use of the physics tutor is mandatory for Midshipmen enrolled in physics courses. Midshipmen are required to utilize and log hours with university-provided calculus tutors while enrolled in calculus courses.

d. The last Midshipman to leave each classroom and the Wardroom each evening is responsible for ensuring that windows have been shut and lights turned off. Midshipmen desiring escort to their dorms or apartments should contact the Safe Ride at 434-242-1122.

308. Graduate Study Program

Various programs are offered to both the Scholarship and College Program Navy Midshipmen for advanced education after graduation. Availability of these programs is dictated by needs of the Navy and budgetary constraints. Several such opportunities open to the superior student at the time of graduation are listed below.

a. Junior Line Officer Advanced Educational Program (Burke Program). A limited number of highly qualified and career-motivated NROTC graduates will be assigned to graduate school after establishing their warfare specialties during their initial operational tour. The objective of this program is to educate a small group of carefully selected officers through the doctoral level. Each PNS nominates one Midshipman, and NSTC selects a total of 15 Midshipmen from across the country.

b. Leave of Absence to Pursue Graduate Studies. A total of 40 Midshipmen nationwide may take a LOA for up to 18 months to pursue a graduate degree. Midshipmen shall submit a letter request to NSTC with a recommendation by the PNS.

c. Other Graduate Opportunities through the Navy. There are many other opportunities for graduate study throughout one's career in the Navy. Most of these programs are available to Navy Officers following their first successful fleet tour. The 1/C Year Group Advisor can provide further information regarding these programs.

309. Summer Session Funding

a. Summer sessions normally are not considered part of the academic year and do not fall under NROTC scholarship benefits. Funding for tuition and fees for summer sessions courses may be paid within authorized benefit entitlement for courses that:

(1) Are an integral part of the major field of study required for the baccalaureate degree, but are not offered during the academic year. In this situation, the course must be required, not an elective, and only offered during the summer.

(2) Will advance the normal commissioning date and will not preclude meeting naval science and cruise requirements.

(3) Are required to be repeated because of injury or illness, which prevented completion of the scheduled course during the academic year, providing such absence was approved by the school officials and the PNS. Retaking a course due to academic failure does not qualify.

(4) Are part of an accelerated program if the institution requires attendance at one or more summer sessions.

If summer session courses fall within these guidelines, Midshipmen must submit a special request chit with supporting documentation to the Commanding Officer, via their Year Group Advisor and the Executive Officer, for funding.

CHAPTER 4: BATTALION STRUCTURE AND BILLETS

401. Concept

a. Midshipman Battalion. The Midshipmen Battalion is divided into two companies and is supported by a Battalion Staff. Each company has two or more platoons with one or more squads. The number of Midshipmen in each platoon and squad varies with the size of the Battalion. The Battalion Line organization is illustrated in Figure 4-1, and The Battalion Staff organization is illustrated in Figure 4-2.

b. Mission. The full mission and goals of University of Virginia Naval ROTC can be found in Section 102: Mission and Goals of the Program. The mission of the Midshipman Battalion is to provide a practical framework within which the following objectives of the NROTC Program can be realized:

- (1) Preparation of Midshipmen with the requisite sense of honor, courage, and commitment for commissioning in the naval service.
- (2) Cultivation of the elements of military leadership.
- (3) Infusion of a strong sense of loyalty and dedication to the naval service and the nation.

c. Leadership Laboratory (NASC 4000). The Midshipmen Battalion conducts leadership oriented training activities to provide an opportunity for the development of leadership qualities, self-confidence, command experience in decision-making, and military bearing.

d. Navy STA-21 and Marine Enlisted Commissioning Education Program (MECEP) Participation. Periodically, the Navy and Marine Corps assign enlisted personnel to the Unit to complete a bachelor's degree and gain commissions. Personnel so assigned will participate in Battalion activities on an equal footing with the Midshipmen. They shall be eligible for Battalion assignments commensurate with MIDN who will graduate in the same year group. STA-21 and MECEP Officer Candidates shall enroll in Leadership Laboratory (NASC 4000).

e. Billet Appointments.

(1) Officer appointments are an integral part of NROTC training. Appointments to Battalion billets are changed each semester to provide the maximum opportunity for Midshipmen to gain leadership experience through service in command and staff billets. Midshipmen on academic probation may not serve as Midshipmen Officers. Additional selection criteria include the following:

- (a) Demonstrated Leadership Ability/Past Billets Held
- (b) Naval Science Aptitude/GPA
- (c) Physical Readiness Score
- (d) Midshipman Battalion Need

(2) Selection Process. The outgoing and incoming Battalion Staff will recommend a slate the semester prior. A board consisting of the Unit Staff Officers will nominate for PNS approval, the Battalion Commander, Battalion Executive Officer, Battalion Operations Officer, and Company Commanders. These billet holders will then select the leaders in their respective departments.

(3) General Responsibilities. Performance of assigned duties significantly impacts subordinate Midshipmen. Billeted midshipmen set the example for all to follow and are charged with:

- (a) Knowing their assignments and responsibilities;
- (b) Knowing the Midshipmen for whom they are responsible, doing the utmost to promote subordinate military and academic welfare through counseling and personal involvement;
- (c) Carrying out the proper orders of Midshipmen senior to them with precision and dispatch;
- (d) Issuing appropriate and timely orders to those Midshipmen junior to them;
- (e) Maintaining proper discipline during drill periods and other Battalion events;
- (f) Setting the example at all times and places.

402. Battalion Triad

The Battalion Triad is composed of the Battalion Commanding Officer (BNCO), Battalion Executive Officer (BNXO), and the Battalion Master Chief (BNMC). Together, the triad acts as the primary means of communication with the unit staff and executes Battalion training and events.

a. Battalion Triad Billet Descriptions.

(1) Battalion Commanding Officer (BNCO). The senior member of the Midshipman Battalion, the Battalion Commanding Officer (BNCO) is responsible for everything the Battalion does or fails to do. Wears the rank of MIDN Commander (five bars). Specific duties include:

- (a) Developing the semester drill schedule through the Battalion Logistics Officer (N4) and guidance from the Unit Staff;
- (b) Providing guidance and direction to the Battalion Staff and Company Commanders to ensure the proper execution of all Battalion activities and the drill schedule;
- (c) Representing the Battalion at joint or University functions;
- (d) If required, conducting weekly liaison with the Unit CO and XO to ensure the efficient and proper functioning of the Battalion;

(2) Battalion Executive Officer (BNXO). The principal assistant and advisor to the BNCO. The BNXO will perform duties in the BN Staff similar to those of a Chief of Staff or Executive Officer in an Operational Command. The BNXO should be prepared to assume command of the Battalion at any time. Wears the rank of MIDN Lieutenant Commander (four bars). Specific duties include:

(a) Supervising and coordinating the efforts of the BN Staff to properly support Battalion activities;

(b) Liaison with the Unit XO to ensure the efficient and proper functioning of the Battalion;

(c) Directing the efforts of commanders and other subordinates in the name of the BNCO when appropriate.

(3) Battalion Master Chief Petty Officer (BNMC). Is the senior Midshipman underclass advisor to the BNCO. Specific duties include:

(a) Supervising all Battalion formations and receiving muster reports and passing them to the Unit Staff via the Battalion Muster Report sheet;

(b) Overseeing the military discipline of the Battalion and maintaining the Battalion duty platoon logbook;

(c) Aiding the supervision and training of the Company 1st Sergeants and Platoon Sergeants.

403. Battalion Line Organization

a. Line Organization. The line organization of the Battalion serves as the organized structure to communicate, conduct accountability, and manage day-to-day Battalion events and training. The responsibilities of each billet holder in the line organization is listed below, and figure 4-1 illustrates the structure, and the class of Midshipman recommended to hold each position.

b. Company Staff Officer Billet Descriptions.

(1) Company Commander (COCO). Works directly for the BNCO and is responsible for all that the company does or fails to do. Wears the rank of MIDN Lieutenant (three bars). Specific duties include:

(a) Ensuring that the Midshipmen in the company are kept informed about Battalion activities;

(b) Supervising all company operations;

(c) Counseling Platoon Commanders in the company, as well as the Company 1st Sergeant;

(d) Ensuring that the Midshipmen in the company are properly counseled throughout the semester on their aptitude, leadership and academic performance;

(e) Reporting to the BNCO on the status of company operations.

(2) Platoon Commander (PLT CDR). Works directly for the Company Commander. A platoon commander is responsible for the duties assigned to the platoon and for the conduct of subordinates, following regulations and orders of the BNCO and other superiors. The platoon commander directs the operation of the platoon through the platoon sergeant. Wears the rank of MIDN Ensign (one bar). Specific duties include:

(a) Scheduling and conducting training for division personnel. Division training should include indoctrination of new personnel, aptitude and fitness related training within the division, and preparation for assignment to midshipman billets;

(b) Assigning personnel to watches and duties within the platoon and develop rotation programs for watches and general duties to ensure the training and proficiency of assigned personnel;

(c) Counseling 1/c and 2/c Midshipman in their platoon during the semester;

(d) Ensuring that the Midshipmen in the platoon are properly counseled throughout the semester on their aptitude, leadership and academic performance;

(e) Responsible for completing and routing all administration of the division including forms, reports, and correspondence originated or maintained by the division. Forwards requests for authorized absences and special privileges with recommendations.

(3) Honor Guard Commander (HGC). Works directly for the BNCO. Assigned for a full academic year, the Honor Guard Platoon Commander is responsible for the Battalion's representation in Color Guard events. Specific duties include:

(a) Training and executing color guard support for University events and in the Charlottesville community.

(b) Performing platoon commander and platoon sergeant duties for Honor Guard.

(c) Working closely with the AMOI to coordinate Color Guard details and ensure proper training.

(d) Ensuring that colors, rifles, and harnesses are inspection-ready and in working condition.

c. Company Staff Non-commissioned Officer Billet Descriptions:

(1) Company 1st Sergeant. Midshipman Company 1st Sergeants are the enlisted advisors to the Company Commanders and are responsible for day-to-day activities of the company. Specific duties include:

- (a) Forming companies for drill and passing word;
- (b) Aiding the Company Commanders in the operations of the company;
- (c) Maintaining all Battalion records and counseling forms;
- (d) Compiling and reporting PRT/PFT scores, remedial PT rosters, and swim qualification rosters;
- (e) Collecting and organizing ORM worksheets for physical training within the Battalion, including Battalion, platoon, and squad PT.

(f) Platoon Sergeant (PLT SGT). The platoon sergeant assists the platoon commander in administering, supervising, and training platoon personnel. The platoon sergeant assigns platoon personnel to tasks and oversees the accomplishment of platoon priorities. Assists by assigning personnel to cleaning stations, and supervising assigned midshipmen in their cleaning duties. Administratively, the platoon sergeant assists the platoon commander with preparation of watchbills, assists in training and qualification of junior midshipmen, and ensures platoon administration is forwarded to the platoon commander for review and forwarding. Finally, the platoon sergeant counsels 3/c and 4/c midshipmen in the platoon.

(2) Squad Leader. Midshipmen squad leaders are responsible for the performance of their squads and are the first line of communication for assigned midshipmen.

(a) Mustering the squad and providing a report to the platoon sergeant at platoon, company, and battalion functions.

(b) Assisting assigned midshipmen in acclimating to the Unit by providing information on policies, procedures and norms.

404. Administration Department

a. Administrative Officer (N1) The BNAO observes and reports to the BN XO on the effectiveness of administrative policies, procedures, and regulations of the battalion. Wears the rank of MIDN Lieutenant (three bars). Specific duties include:

(1) Maintaining a reference library of all publications required for battalion administration, a master list of all publications and their location within the battalion and the battalion's central directives files;

(2) Screen correspondence prepared for the signature or review by BN XO, ensuring that it conforms to SECNAVINST M-5216.5 (series), and pertinent command directives. The N1 maintains the battalion's central correspondence files following SECNAVINST 5210.11 (series);

(3) Supervising preparation of the Plan of the Day (POD) and its review, prior to submission for signature;

(4) Organizing and assembling MIDN FITREPs for BN XO and BN CO review and follow on submission to YGAs.

b. Assistant Administrative Officer (N1A). The N1A assists N1 in managing the department and completion of assigned duties.

c. Communications and Information Systems Officer (CISO). The CISO is responsible for the operation and maintenance of technology used during NROTC events. Specific duties include:

- (1) Loading and operating presentations used for leadership lab and guest speakers,
- (2) Setting up audio/visual systems for special events
- (3) Maintaining the unit website;
- (4) Maintaining Battalion computers and printers in the Computer Lounge;
- (5) Maintaining the NROTC Collab site.

d. Public Affairs Officer (PAO). The PAO is responsible for implementing and maintaining internal information, community outreach and public information programs that are consistent with the guidelines set forth in SECNAVINST 5720.44 (series) and the objectives established by the commanding officer. Specific duties include, but are not necessarily limited to, the following:

- (1) Updating the unit's Facebook, Flickr and Instagram accounts within 48 hours of event completion or as directed;
- (2) Drafting press releases for battalion events;
- (3) Coordinating photography and videography at events as directed.

e. Assistant Public Affairs Officer (APAO). Assists the PAO in carrying out a successful public outreach program for the Battalion.

f. Logbook Editor (LE). Competes, compiles, and edits the annual logbook. At the beginning of each semester, the Logbook Editor will assign articles for Midshipmen to draft and submit within 96 hours of event completion. NLT 01 April of each academic year, the Logbook Editor will submit a draft to N1 for review and forwarding to the Unit Commanding Officer for approval.

405. Operations Department

g. Operations Officer (N3). Is responsible for coordinating all Battalion events. Wears the rank of MIDN Lieutenant (three bars). Specific duties include:

- (1) Preparing event notices and other reports and directives;
- (2) Maintaining and disseminating the Battalion schedule;

(3) Drafting the Duty Platoon watchbill;

(4) Conducting liaison with AROTC and AFROTC representatives as required for joint activities and functions.

(5) Employing the Duty Squad to ensure the maintenance, cleanliness and security of all Midshipmen spaces.

h. Assistant Operations Officer (N3A). The N3A assists N3 in managing his/her department and completion of assigned duties.

i. Drill Master. The Drill Master establishes and trains a platoon of Midshipmen in preparation for the New Student Orientation (NSO) Graduation Ceremony, Family Weekend and NROTC invitational drill competitions.

j. Safety Officer. The safety officer acts as the principal advisor to the BNCO on safety matters. The safety officer oversees the battalion-wide elements of the safety program, ensures timely and accurate submission of required mishap reports to the Unit Staff Safety Officer and conducts training on safety related issues. The Safety Officer will train battalion, company and platoon level leadership on execution of operational risk management (ORM) processes and forms required to be approved before conducting high-risk training.

(1) Morale, Welfare, and Recreation Coordinator (MWR). Develop and conduct programs and services designed to maintain and improve the midshipman morale utilizing the resources that are available. On order, the MWR Coordinator will plan and execute sports competitions and field days.

(2) Physical Training Instructor (PTI). The PTI implements the command Physical Readiness Program including individual and command level Physical Training and the semiannual Physical Readiness Test in accordance with OPNAVINST 6110.1. Specific duties and requirements include:

(a) Being a non-user of any tobacco product;

(b) Maintaining current CPR/AED qualification;

(c) Assisting Unit Staff with conducting the semi-annual PFA per OPNAVINST 6110.1 and the Operating Guide;

(d) Advising Battalion chain of command on Physical Readiness Program matters;

(e) Maintaining responsibility and oversight for command PT and FEP as outlined in the command fitness section of the Operating Guide.

(3) Assistant Physical Training Instructor (APTI). The APTI assists the PTI in managing his/her completion of assigned duties. The APTI must also be a CPR/AED qualified non-user of tobacco products.

(4) Surface Warfare Officer Club Coordinator (SWO Club). Plans and executes a SWO training plan consisting of wardroom training topics, shiphandling training and a Navy Field Exercise held once each semester.

(5) Event Coordinators. Assigned as necessary to coordinate major unit events. Event coordinators shall:

(a) Draft a notice for CO signature to inform the battalion about specific details of each event.

(b) Conduct deliberate ORM for each event.

(c) Coordinate with an assigned Unit Staff advisor on planning, funding and executing the event.

(d) Develop an event budget and funding plan with the Battalion Fund Treasurer.

(e) Publish an after action report for CO review within one week of event completion.

406. Logistics Department

k. Logistics Officer (N4). N4 is responsible for procuring, receiving, storing, issuing, shipping, transferring, selling, accounting for, and, while in their custody, maintaining all stores and equipment of the Battalion, except as otherwise prescribed in these regulations. Wears the rank of MIDN Lieutenant (three bars).

(1) Exercising general supervision over and inspection of the Battalion Fund;

(2) Providing a detailed account of the battalion checking account to the Unit XO each semester, as well as meeting with the Unit XO and the Unit Supply Officer throughout the semester to discuss the financial health of the Battalion Fund;

(3) Liaises with the Unit Supply Officer on general uniform and gear management;

(4) Supervising the collection and reissue of Midshipman insignia each semester.

l. Logistics Assistant (N4A). The N4A assists N4 in managing his/her department and completion of assigned duties.

m. Battalion Fund Treasurer. Manages the Battalion Fund and maintains its records. Specific duties include:

(1) Briefing the battalion at the beginning and end of each semester on the account balance, the current budget, projected account budget and required dues payments by midshipmen.

(2) Drafting and routing the Battalion Budget for approval.

(3) Collecting Battalion Activities Fees and Soda Mess payments.

(4) Tracking the budgetary requirements of events;

(5) Disbursing funds from the Battalion Fund checking account as authorized by the BNCO.

n. Ship Store Manager. Manages the ship's store and maintains its inventory. Specific duties include:

(1) Briefing the Logistics Officer on inventory and orders on a monthly basis.

(2) Ordering and stocking supplies for the soda mess.

(3) Selling ship's store items to midshipmen, family members and alumni.

o. Fundraising Coordinator. Manages events and programs to raise money for the Battalion Fund. Specific duties include:

(1) Planning and executing ticket-taking during home football games.

(2) Providing information to family members and alumni on how to contribute money to the Unit Alumni Funds and Battalion Fund.

p. Battalion Armorer. Accounts for and maintains assigned weapons and equipment. The Battalion Armorer submits a monthly inventory report to the AMOI. The Unit Staff point of contact is the AMOI.

FIGURE 4-1: Battalion Line Organization Structure

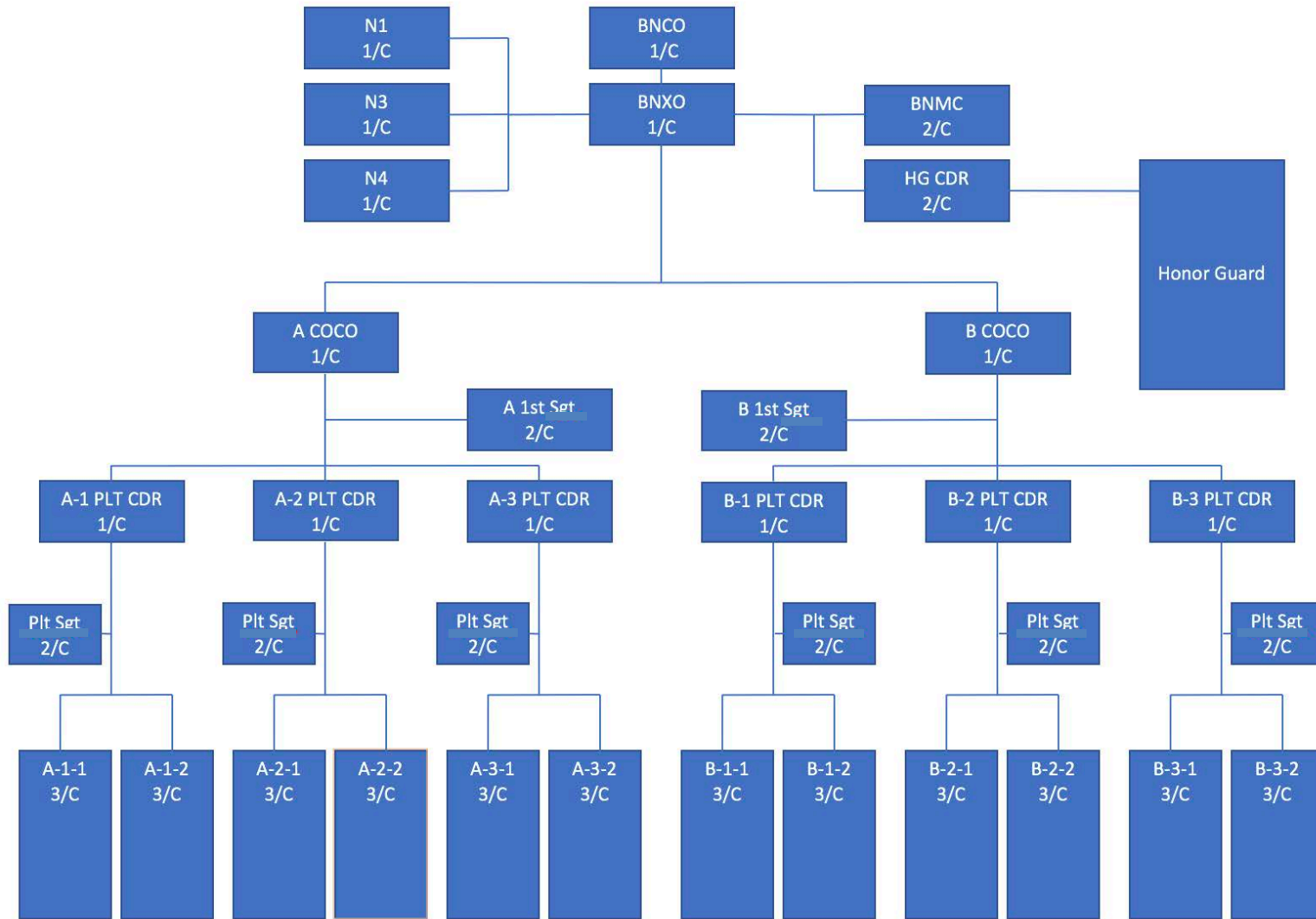
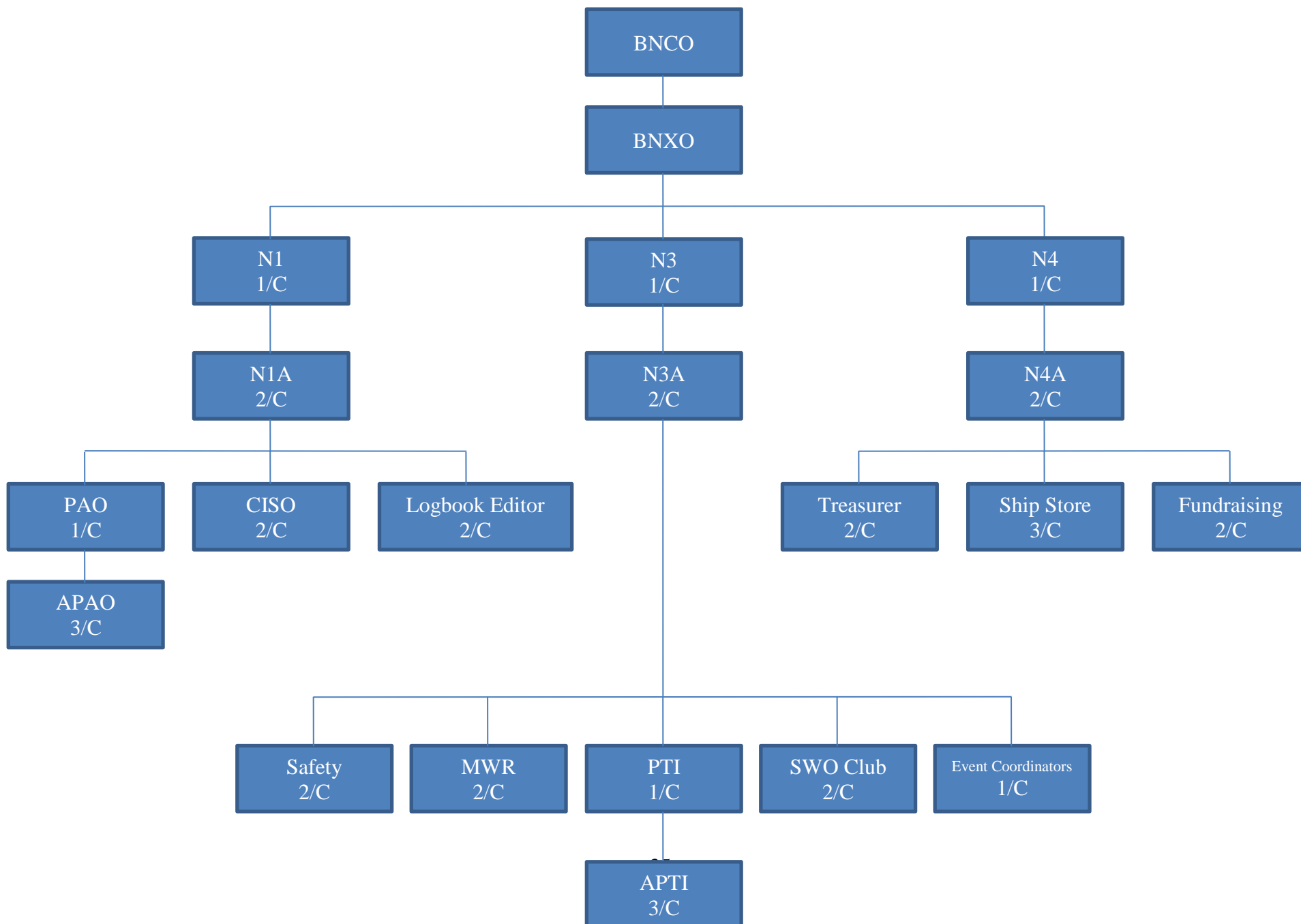


FIGURE 4-2: Battalion Staff Organization Structure



CHAPTER 5: PERFORMANCE EXPECTATIONS, EVALUATION AND COUNSELING

501. Standards of Conduct

a. Purpose. In taking their commission, Naval Officers are given special trust and confidence from the President of the United States and are held to the highest standards of conduct. These standards are derived from both custom and legislation. They are necessary to promote harmony and good order during peacetime and to ensure victory in war. Adherence to naval customs involves development of the virtues of honor, courage, and commitment. Development of these virtues is a lifetime process, and Midshipmen at this NROTC Unit will be expected to adhere to them.

b. Some of the customs of the Naval Service that promote military virtues are as follows:

(1) Saluting. The salute is a long established form of greeting and recognition exchanged between members of the military profession. Midshipmen in uniform shall salute officers of all branches of the Armed Forces, whether or not the senior is in uniform. Salute only when covered. This does not mean that courtesy stops when uncovered. A time of day greeting is always in order regardless of cover. It is customary to exchange a greeting with the salute such as "Good morning, Sir", "Good afternoon, Ma'am", or "Good evening, LT___", if the person is recognized. If two or more officers in a group are met, make your greeting to the senior officer. If there are two or more officers of the senior rank and of the same sex, address them as "gentlemen" or "ladies."

(2) Addressing Officers. Officers of all military services are addressed by their rank with the following exceptions. Officers of the Medical and Dental Corps may be addressed as "Doctor." Officers of the Chaplain Corps may be addressed as "Chaplain." When addressing an officer whose rank includes a modifier, the modifier may be dropped, e.g., Lieutenants (junior grade) may be addressed as "Lieutenant". The use of "Mister" to address an officer is only used to address junior officers, Lieutenant Commander and below.

(3) Courtesy and Deference to Military Seniors. In the Naval establishment, courtesy and deference to military seniors are strictly observed in all circumstances. For example, juniors give way to seniors; juniors walk to the left and slightly to the rear of seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by Midshipmen from Unit Staff or Midshipman officers shall be considered official and executed accordingly. Expressed wishes or desires of a military senior, by tradition, are tantamount to an order to a junior.

(4) Entering a Unit Staff Member's Office. When a Midshipman wishes to enter an Officer's office, the following procedure will be observed:

(a) Knock before you enter. If the officer is occupied, do not interrupt.

(b) When recognized, enter and state, "(Good morning) sir, Midshipman ____ Class, ____ (last name)"

(c) Enter their office, stand at attention (until otherwise ordered by the Officer), and state your business.

(d) When dismissed, give the proper greeting of the day, and walk out.

(5) Classroom Procedure. Military courtesy extends to the Naval Science classroom. When the instructor enters the classroom, the section leader will call the class to attention, unless told otherwise by the instructor. Midshipmen will remain standing until the instructor gives the order to be seated. Midshipmen who are late for class will quietly take the nearest vacant seat, and will explain their tardiness to the instructor immediately after class.

(6) Smoking and Tobacco Use. Per SECNAVINST 5100.13 and UVA Policy SEC-028, personnel may not smoke or consume tobacco products within Maury Hall to include the Pit, the Playground and a 25 foot radius around exits. The term "tobacco products" includes the use of smoking (e.g., cigarettes, cigars, pipes) and smokeless tobacco (e.g., spit, plug, leaf, snuff, dip, chew). Midshipmen will not use tobacco products and walk while in uniform, or under any circumstance prohibited by the State of Virginia or University. All users of tobacco products are encouraged to seek out cessation resources such as those available at Student Health.

(7) Conversing with Officers. The words "Sir" and "Ma'am" are military expressions that shall always be used in connection with "Yes" and "No" and in all conversations with officers. When replying to an officer in acknowledging an order, the term "Aye, Aye, Ma'am/Sir" is used. This signifies that the order is understood and will be obeyed. "Yeah," "Yep," "Nope," and "OK" are not used. The most important characteristic to develop is complete honesty. Evasive answers or half-truths cannot be tolerated in the Naval profession. "I don't know but I will find out," is a common understood response for Naval Officers.

(8) Standards of Etiquette. While etiquette is not a matter of Navy Regulations, officers are judged not only by their professional abilities, but also by their manners in social and official life. An officer is expected to exercise tact and to possess social poise. Midshipmen should avail themselves of every opportunity to learn, through reading and observation, those aspects of gentlemanly or ladylike conduct that will be expected of them as officers. These include procedures at social gatherings and official functions. Accordingly, certain social events are conducted during the year that should be considered mandatory. In all social contact, Midshipmen shall conduct themselves in keeping with good judgment and common sense.

(9) Standards of Dress. Midshipmen shall maintain high standards of personal appearance both while in uniform and in civilian attire. Midshipmen must remember that they are representing the United States Navy and Marine Corps, in uniform and out, when dealing with professors and administrators, civilian classmates, and members of the Battalion. The following direction is provided:

(a) Civilian attire that is torn or ragged in appearance will not be worn. Flip-flops that are designed for regular use may be worn. Shower shoes will not be worn as civilian attire at any time. Midshipmen must exercise good judgment regarding attire when reporting to Unit Staff in civilian attire.

(b) Appropriate civilian attire is mandatory in Maury Hall from Monday to Friday, between 0800 and 1600, or during NASC classes, unless a Midshipman is participating in or about to participate in PT.

(c) Naval grooming standards will be adhered to both in and out of uniform. Refer to the Navy or Marine Corps Uniform Regulations, depending on program option, for grooming requirements.

(10) Use of Alcohol. Midshipmen will comply with local laws and military directives governing the consumption of alcohol. The legal drinking age in Virginia is 21.

(11) Cell Phones. Midshipmen are not authorized to walk and talk, or walk and text while in uniform.

502. Attendance Policy

a. University Classes. Class attendance is of paramount importance to a student's academic welfare, since major determinants of the final grade for many University courses are attendance and participation. Class attendance is also a measure of aptitude for commissioned service: by faithfully executing one's obligations as a student, one demonstrates such aptitude through self-discipline. A Midshipman who receives poor grades because of unauthorized absences in his/her University classes is not fulfilling his/her obligations to the Naval Service or to the University. All NROTC students are expected to attend all classes.

b. Naval Science Courses. Midshipmen absent from Naval Science courses without authorization by the course instructor in any semester will be formally counseled by the course instructor and may be referred to a Disciplinary Review Board or a Performance Review Board.

c. Naval Science Leadership Laboratory

(1) Absence from any Naval Science Leadership Laboratory session or Battalion training event without prior authorization is a disciplinary offense.

(2) Authorization for absence must be obtained in advance from the Marine Officer Instructor via the Midshipman's chain of command.

(3) Excusable absences include:

(a) Illness of the Midshipman;

(b) Death in the family;

(c) Critical illness in the family when the family requests the Midshipman's presence;

(d) Mandatory participation in a University-sponsored activity.

(4) If a conflict between a particular semester's Leadership Lab and a mandatory course required for graduation occurs, it shall be the responsibility of the Midshipman to:

(a) Anticipate the conflict as far in advance as possible in accordance with his/her degree plan;

(b) Seek a resolution with the professor and/or department to work around the conflict. Attempt to find another class that will fulfill the requirement;

(c) Notify his/her Year Group Advisor of the conflict in writing if a resolution cannot be found. This notification shall be completed as early as feasible.

503. Special Request/Authorization Chit

a. Purpose. Special Request/ Authorization Chits are used to request to be absent from a Battalion event. These forms are sent up through the chain of command. Chit requests must be submitted to the chain at the beginning of the semester per NROTCUVAINST 5216.2.

b. Special Circumstances.

(a) Emergency Chit. An emergency chit is sent up due to an emergency illness that prevents a Midshipman from attending a drill period. The Midshipman must only notify his YGA and inform his squad leader that he has sent up an emergency chit.

(b) Medical Chit. A medical chit is a request to miss Battalion event(s) due to injury/illness. All medical chits are sent directly to the Midshipman's YGA. Medical chits must have a doctor's note with a recommended time frame for exclusion from event(s).

504. Fitness Reports (FITREPS)

a. Introduction. The NROTC military performance system is designed to aid determining a Midshipman's suitability for commissioned Naval Service. Scholarship and College Program students are evaluated throughout their education. Report forms are used on a program-wide basis, and performance marks are based upon evaluation by the Midshipman chain of command and Unit Staff. Aptitude evaluations are used for the following:

(1) To provide assessment of individual aptitude of NROTC students with respect to Naval Officer standards;

(2) To identify NROTC students who possess exceptional qualities and potential;

(3) To identify NROTC students who have demonstrated weaknesses in officer-like qualities and potential, thus providing a sound basis for counseling and remedial efforts;

(4) To give each Midshipman experience in observing and evaluating subordinates in a military environment using a format similar to the enlisted evaluation;

(5) To provide data that will be used to assist in the computation of lineal standing of NROTC graduates.

b. Midshipman Counseling Program.

(1) All Midshipmen will be counseled by Battalion chain of command throughout the semester.

(2) Occasions for counseling:

(a) Initial: Introductory standards explained, billets assigned and overall expectations (academics, physical fitness, etc.) of the Midshipmen will be discussed. Goals will be set in each of these areas. The individual counseled should complete the necessary sections before meeting with their evaluator.

(b) Final: Final evaluation signed by the Midshipman being evaluated and by his Primary Midshipman Evaluator.

(3) Midshipmen will also be counseled a minimum of two times by their YGA during the semester.

c. Aptitude Evaluation Periods. An aptitude evaluation is conducted at the completion of each semester for which the student is actively enrolled in the NROTC Program and may be done for periods of summer training. These evaluations are used to determine a Midshipman's final aptitude average that becomes an important component of his or her final class standing. Recognizing the importance of performance feedback, abbreviated mid-term evaluations will be held to inform Midshipmen of their performance.

d. Performance Assessment Areas. The Evaluation & Counseling Record indicates the areas in which a Midshipman's aptitude is assessed. Appendix E provides a template for how to fill out the NAVPERS 1610/2 – Fitness Report and Counseling Record.

e. Procedure

(1) The evaluator will fill out the fitness report and forward it up the chain of command. Evaluators will ensure those counseled sign their name on the counseling form after each session.

(2) The Battalion Administrative Officer (N1) shall conduct a final review of all Evaluation Reports to ensure completeness and consistency and then will forward them to the MOI. Evaluation Reports are due to YGAs no later than the next to last drill (lab) day of the semester or as otherwise noted in the semester schedule. Evaluators will conduct counseling for each Midshipman before the last drill day.

(3) The completed reports with the computed final aptitude grade will be forwarded to the Commanding Officer for final review and signature.

f. Mid-term Counseling Instructions.

(1) The Evaluation & Counseling Record will be used for mid-term counseling of Midshipmen by the end of the seventh week of each semester. Counseling should be a short, open discussion of individual performance.

(2) The primary grader personally counsels each Midshipman that he/she will evaluate. The Evaluation Report & Counseling Record contains multiple blocks to indicate various performance areas. The primary grader marks an "x" in the block under each performance trait. The YGA will either keep the mark the same or change the mark accordingly. The comments section will also be filled out mid-term to cite individual strengths and weaknesses. Evaluators should be honest and upfront in their comments and aim to include specific examples of Midshipmen performance that reflect the numerical scores they received.

(3) Mid-term Counseling Records are working papers kept by the primary grader. At the end of the semester when writing the final evaluation, the grader will review the mid-term counseling and note areas in which performance has changed or stayed the same. Mid-term grades are not transcribed to the Evaluation Report.

(4) The Battalion Commanding Officer is responsible for ensuring his/her chain of command performs and documents the mid-term counseling before the seventh week of each semester. The Year Group Advisor shall also conduct a review.

g. Aptitude Follow-up. The military performance system contains many areas of subjectivity. Therefore, aptitude evaluations must be carefully analyzed, whether for purposes of praise or censure. It is important that persons making aptitude evaluations be as objective as possible.

505. Superior Performance

a. Introduction. Midshipmen who exhibit superior performance in academics, fitness and military aptitude will be recognized at the beginning of each semester.

b. Awards and Scholarships. Through community and university involvement, UVA NROTC is able to present various awards and scholarships throughout the year. These awards and scholarships will be given to deserving Midshipmen who exemplify Navy and Marine Corps values and have performed superior to their fellow Midshipmen.

506. Major and Minor Infractions

a. Major Offenses. Major offenses are those that involve moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of responsibility, or bring discredit upon the Naval Service. Offenses of moral turpitude include, but are not limited to, fraud, theft, assault, cheating, plagiarism, willful disobedience of a lawful order, drug and alcohol abuse, and conduct unbecoming an officer. Midshipmen whose misconduct falls in one of these areas will be seen by the Commanding Officer of the Unit for possible disenrollment. Convictions under the UVA Honor System will result in a recommendation for disenrollment from the NROTC Program.

b. Minor Offenses. Minor offenses are of a less serious nature and generally involve infractions of Midshipmen Battalion rules and regulations. These offenses are normally handled using Midshipmen Battalion counseling procedures. However, repeated minor offenses will result in a Midshipman's appearance before a Disciplinary Review Board (DRB). If the Battalion Commander feels it is necessary, he can recommend that the deficient Midshipman appear before

a Unit Performance Review Board (PRB). Examples of such infractions include, but are not limited to:

- (1) Unauthorized absence (UA) from Drill or other NROTC event
- (2) Tardiness to Drill or other NROTC event
- (3) Uniform appearance not within military regulations (i.e. haircuts, shaves, improper wear of uniform)
- (4) Disrespectful behavior towards superiors and/or subordinates
- (5) Failure to carry out orders

507. Performance Remediation

a. Significant or Routine Deficiencies. If a midshipman shows significant or routine deficiencies in one or more aptitude areas, they will be subject to the Battalion disciplinary system. They may be required to receive Extra Military Instruction, at the discretion of the Unit Staff, to remediate the infraction.

b. Failure to pass PRT/PFT or meet Weight Standards. All midshipmen who fail to achieve a “Good” for a 20-year old on the PRT or less than 225 on the PFT will be required to participate in the Fitness Enhancement Program. Similarly, failure of a command-directed BCA or Inventory PFA will result in an aptitude warning and placement on FEP. Failures of two PFAs/PFTs within three years will result in disenrollment from the NROTC program.

508. Disenrollment from the Program

a. Voluntary. A Four-Year Scholarship student may voluntarily Drop on Request (DOR) from the NROTC Program without obligation at any time prior to the first of September of the second year of NROTC Scholarship aid. The Four-Year College Program student may DOR the NROTC Program without obligation prior to becoming a College Program (Advanced Standing) Midshipman in the third year.

b. Physical. Midshipmen who do not meet the physical standards required for commissioning are disenrolled. Two failures to pass the PFA in a three-year period, or pass the third class swim require disenrollment. The Chief, Bureau of Medicine and Surgery (BUMED) recommends decisions as to physical qualifications to the Commander, NSTC, who ultimately makes the determination.

c. Academic. Unsatisfactory progress toward degree completion may result in disenrollment. A Midshipman who is suspended from the University for academic reasons is automatically disenrolled from the NROTC Program.

d. Aptitude. Midshipmen demonstrating unsatisfactory aptitude for naval service will be disenrolled.

e. Disciplinary. A major breach of discipline or commission of a serious criminal or moral offense may result in disciplinary disenrollment.

f. Active Enlisted Service (AES)/Recoupment. A scholarship program student who has incurred a service obligation and is disenrolled during the *second or third* years for any reason other than physical disqualification may be subject of all tuition money paid or given the option for active enlisted service based on the needs of the Navy or Marine Corps. First Class Navy-Option Midshipmen may further be directed to active enlisted service in lieu of recoupment.

g. MECEP and STA-21 students. MECEP and STA-21 students disenrolled from the NROTC program, either voluntarily or as a result of disciplinary procedures, will be re-assigned to the Fleet to complete obligations under their contract.

APPENDIX A - ACRONYMS

AES- Active Enlisted Service
AMOI- Assistant Marine Officer Instructor
ASUPPO- Battalion Assistant Supply Officer
BCA- Body Composition Assessment
BLUF- Bottom Line Up Front
BN- Battalion
BNCO- Battalion Commander
BNMC/BNSM- Battalion Master Chief Petty Officer/Sergeant Major
BNXO- Battalion Executive Officer
BZ- Well done
CFT- Combat Fitness Test (USMC)
CGPA- Cumulative Grade Point Average
CO- The Unit Commanding Officer
COB- Close of Business
COCDR- Company Commander
COD- Close Order Drill
Company CPO/GYSGT- Company Chief Petty Officer/Gunnery Sergeant
CORTRAMID- Career Orientation and Training for Midshipmen
DRB- Disciplinary Review Board
DUINS- Duty Under Instruction
EMI- Extra Military Instruction
LOA- Leave of Absence
MECEP- Marine Enlisted Commissioning Education Program
MIR- Midshipman in Ranks
MOI- Marine Officer Instructor
N1- Battalion Administration Officer
N3- Battalion Operations Officer
N4- Battalion Supply Officer
N5- Battalion Future Plans Officer
N6- Battalion Technology Officer
NASC- Naval Science Course
NAVADMIN- Naval Administrative Message
NETC- Naval Education and Training Command
NROTC- Naval Reserve Officer Training Corps
NSTC- Naval Service Training Command
OCS- Officer Candidates School (USMC)
OPORD- Operation Order
PAO- Public Affairs Officer
PFA – Physical Fitness Assessment (Navy, consists of both BCA and PRT)
PFT- Physical Fitness Test (USMC)
PLTCO- Platoon Commander
PNS- Professor of Naval Science (Unit Commanding Officer)
POD- Plan of the Day
PRB- Performance Review Board
PRT- Physical Readiness Test (USN)

PTU- Physical Training Uniform
SGPA- Semester Grade Point Average
STA-21- Seaman to Admiral Program
TBS- The Basic School (USMC)
UA- Unauthorized Absence
UCMJ- Uniform Code of Military Justice
UVA- University of Virginia
XO- Unit Executive Officer
YGA- Year Group Advisor

APPENDIX B – BATTALION MUSTER REPORT

a. Definition. The Battalion muster report is a report of attendance at mandatory training events throughout the semester.

b. Purpose. The Battalion muster report serves to provide accurate attendance at physical training, leadership lab, and other mandatory training evolutions to promote accountability and discipline within the Battalion. The muster report will be taken fifteen minutes prior to the start of any Battalion training evolution.

c. Administration. The BNMC is responsible for accurately tracking Battalion muster on Battalion muster sheets in the accountability binder. Muster sheets will be signed by the BNCO or BN XO after every event, and placed in the XO's box in admin at the end of the training evolution.

APPENDIX C – DISCIPLINARY REVIEW BOARD (DRB) GUIDE

a. Disciplinary Review Board (DRB). If company-counseling procedures prove ineffective in dealing with the Midshipman, and if the alleged offense or offenses committed are considered serious enough, a DRB may be conducted by the Battalion Staff. The DRB is an administrative process, not a punitive one. Therefore, it can only result in a recommendation of no action or referral to a PRB conducted by Unit Staff.

(1) The following personnel shall attend a DRB:

(a) Battalion XO (Senior Member)

(b) Battalion Master Chief (2/C and junior)

(c) Two 1/C Midshipmen outside the alleged offender's chain of command.

(d) The alleged offender's chain of command. To include:

1. Company Commander

2. Company 1st Sergeant (2/C and junior)

3. Platoon Commander

4. Platoon Sergeant (2/C and junior)

5. Squad Leader (3/C and junior)

(e) N1 or N1A (non-voting member, recorder)

(f) Alleged offender

(g) Witnesses, as appropriate

(2) Before the Midshipman on report enters, the Senior Member of the Board ensures that all present understand their roles and the privacy rights of the Midshipman on report.

(3) The BN XO or BNMC gives a brief synopsis of why the Midshipman is appearing in front of the board.

(4) The offending Midshipman reports to the board.

(5) The senior member of the board outlines the procedures to the Midshipman on report.

(6) The Midshipman on report is given an opportunity to make a statement. The board may ask questions during this time. Other members of the board who wish to make a statement may also speak at this time.

(7) At the conclusions of the statements, the Midshipman on report will exit the room and the board will deliberate and then conduct a vote.

(8) The Midshipman on report reenters the room and is informed of the board's recommendation. The senior member reminds the Midshipman that this is just a recommendation that will be forwarded to the Commanding Officer via the YGA and Executive Officer for approval/disapproval.

(9) The N1 or N1A will prepare a report of the board's proceedings for BN XO review and signature.

APPENDIX D – EXTRA MILITARY INSTRUCTION (EMI) GUIDE

1. **Definition.** Extra military instruction (EMI) is defined as instruction in a phase of military duty in which an individual is deficient, and is intended for and directed towards the correction of that deficiency. It is a bona fide training technique to be used for improving the efficiency of an individual within a command or unit through the correction of some deficiency in that individual's performance of duty. It may be assigned only if genuinely intended to accomplish that result. It is not to be used as a substitute for a Performance or Disciplinary Review Board, and must be logically related to the deficiency in performance for which it was assigned.

2. **Purpose.** EMI is intended to engage the individual in an activity that is corrective and meaningful in order to correct a shortcoming and prevent a similar occurrence. At no time will EMI stray from this intent. It will not be used in a manner that would constitute hazing, or in a fashion that would humiliate the individual either in public or in private.

3. **Awarding EMI.**

a. Only the Executive Officer may award EMI. Requests for EMI from the MIDN BN will be forwarded to Unit Staff (XO) as a BNCO recommendation, and must be signed by the BNCO and Unit XO.

b. If approved, the XO will inform the BN XO and BN OPS of MIDN assignment to EMI with appropriate instructions for reporting.

c. The BN XO is responsible for directing a MIDN to report for EMI, and briefing the status of MIDN assigned by email to navyrotc@virginia.edu NLT 1500 the day prior to execution of EMI.

4. **Execution.**

a. AMOI is principally responsible for execution of EMI. The Unit Staff Command Duty Officer (CDO) may conduct EMI in the AMOI's absence.

b. EMI will be executed on the first and third Friday of each month as follows:

(1) EMI assigned Midshipmen will report in Navy or Marine Corps PT Uniform to Maury Hall at 0530 for EMI, unless otherwise directed. EMI will consist of additional training to remedy a specific deficiency. If the deficiency is timeliness or communication, military drill is considered appropriate training.

(2) At 0615, EMI Midshipmen will join the duty platoon to assist with Friday morning cleaning.

(3) The AMOI or CDO will dismiss EMI Midshipmen at 0700.

APPENDIX E – INSTRUCTIONS FOR COMPLETING NAVPERS 1610/2

Block 1: Name (Last, First MI Suffix)

Block 2: 1C, 2C, 3C, or 4C – No Slashes

Block 3: Only applies to service assigned 1/C MIDN. Otherwise leave blank.

Block 4: 000-00-0000

Block 5: Leave blank

Block 6: 63317

Block 7: UVA NROTC

Block 8: Select “REGULAR”

Block 9: Check-In Day of NSO for most. Otherwise, first day at the unit. N1 will maintain a list of NSO check in days.

Block 10: Check “Periodic”

Block 14: First day of classes for semester of report

Block 15: Last day of classes for semester of report

Block 16: Check only if MIDN studied abroad during semester of report.

Block 17: Check “Regular”

Block 20:

P	Passed both PRT and BCA
B	Passed BCA but was authorized non-participation in PRT for other than medical reasons. YGA will add comment in Block 41 if applicable.
F	Failed BCA or PRT
M	Medically waived from both BCA and PRT
W	Passed BCA but medically waived from 1 or more PRT events
N	No PRT conducted during reporting period.

Block 21: Select “NA”

Block 22: CO’s Name (Last, FI MI)

Block 23: CAPT

Block 24: CO's Designator

Block 25: CO

Block 26: 63317

Block 27: 000-00-0000

Block 28: To develop midshipmen morally, mentally, and physically and to imbue them with the highest ideals of duty, honor, and loyalty in order to commission college graduates as Naval and Marine Corps officers.

Block 29: Enter billet abbreviation in box (e.g. CISO, N3). Then type PRI: (full billet name, e.g. Communications and Information Systems Officer or Operations Officer). COLL: (any additional billets). PFA: XX-1 (for spring semester, XX being current two-digit year) or XX-2 (for fall semester).

Block 30: Date midterm counseling was conducted with YGA

Block 31: Name of YGA who conducted midterm counseling with MIDN (Last, FI MI)

Block 33-38: MIDN evaluators will leave blank. YGAs are restricted as follows when assigning ratings:

Block 33: Cumulative Naval Science GPA (available in OPMIS)

Block 35: Students on conduct-based warning, probation or LOA during reporting period may not be rated higher than 2.0. Only students that score "Outstanding" on the Navy PRT or higher than 285 on the Marine Corps PFT may be rated 5.0.

Block 37: Students who fail to meet academic standards during reporting period may not be rated higher than 2.0 on this trait.

Block 39: Mark "NOB"

Block 40: Optional field if rater recommends MIDN for additional billets in battalion. "MIR" is not a billet.

Block 41:

Midshipmen may enter comments on the first ten lines. Comments should typically include a ranking among peers in the platoon and should identify specific battalion accomplishments during the reporting period. Example:

#1 OF 6 2/C MIDN IN B2 PLATOON!

- SWO CLUB: MIDN Jones planned and executed 13 Surface Warfare Officer training sessions to improve MIDN knowledge of customs and courtesies, geography and enlisted advancement.
- NAVY FEX: She led a group of 13 MIDN on a Navy Field Exercise to Naval Station Norfolk to visit operational units. Her efforts enabled six 4/C MIDN to embark their first Navy ship!

OR

#1 OF 4 3/C MIDN IN B2 PLATOON

- EMERGING LEADER: MIDN Maury supervised his squad of four MIDN during 14 drill periods and 16 PT sessions throughout the semester.
- EFFECTIVE MENTOR: He quickly established himself as a resource for the six 4/C MIDN in the platoon – offering help with preparing uniforms, choosing classes and standing watch.

The MIDN rater might include a comment on whether the MIDN being rated is ready for additional responsibility.

Example: MIDN 3/C Maury has demonstrated the knowledge and aptitude of a 2/C since the beginning of the semester. He is ready NOW for a high-profile billet within the battalion!

Following the MIDN rater’s remarks add a cutline consisting of tacks (“-“) across the entire page.

Below this line, the YGA will enter the following on a single line:

Class Rank: XX of XX Semester GPA: X.XX Cumulative GPA: X.XX PFA/PFT: Word (XX)

Note: Class rank includes both Navy and Marine Options

Example:

Class Rank: 04 of 20 Semester GPA: 3.20 Cumulative GPA: 3.49 PFA: Excellent (76) (OR PFT/CFT: First-Class (299))

Block 42: YGA will assign a promotion recommendation to each MIDN.

Block 43: Number of MIDN in each promotion recommendation category for a given class.

Block 44:

COMMANDING OFFICER
 NROTC UNIT - MAURY HALL
 UNIVERSITY OF VIRGINIA
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