NROTC AU BURN - TUSKEGEE CONSORTIUM INSTRUCTIONS 1533.2P

From: Commanding Officer, NROTC, Auburn-Tuskegee Consortium
To: Auburn-Tuskegee NROTC Consortium Staff and Students

Subj: AUBURN-TUSKEGEE BATTALION REGULATIONS

Ref: (a) United States Navy Regulations 1990
     (b) OPNAVINST 3120.32C Standard Organization and Regulations Manual (SORM)
     (c) NAVPERS 156651 (Navy Uniform Regulations)
     (d) MCO 1020.34H (Marine Corps Uniform Regulations)
     (e) NSTC M-1533.2C Regulations for Officer Development (ROD)
     (f) OPNAVIST 6110.1J Navy Physical Readiness Program
     (g) MCO 6100.13Ch1 Marine Corps Physical Fitness Program
     (h) NROTC AUTOOTE 1050 Leave and Liberty Policy for Active Duty Personnel
     (i) NROTC AUTOOTE 1533.3T Academic Standards for NROTC Students
     (j) NROTC AUTOOTE 1533.4L Mandatory Study Program Policy

Encl: (1) General Guidelines for Performance Deficiencies
      (2) Special Request/Authorization Form
      (3) Conduct Form 1
      (4) Conduct Form 2
      (5) Conduct Form 3

1. Purpose. To prescribe regulations for the administration and management of the Naval Reserve Officers Training Corps (NROTC) Battalion (BN) at Auburn and Tuskegee Universities pursuant to the authority contained in references (a) through (j).

2. Cancellation. NROTC AUTOOTE 1533.2M.

3. Background. This instruction replaces the previous Midshipmen (MIDN), Officer Candidate (OC), and Marine Corps Enlisted Commissioning Education Program (MECEP) Regulations. It is a complete revision and should be reviewed in its entirety.

4. Action. All NROTC staff personnel and NROTC students are directed to familiarize themselves with the contents of these regulations and abide by them.

5. Administration and Maintenance. NROTC permanent staff shall ensure implementation of the provisions of this instruction. Permanent staff and BN staff will provide for possible improvements and other appropriate changes. The NROTC Auburn-Tuskegee Consortium Commanding Officer (CO) will grant exceptions as required. Recommendations for changes, together with the justification, shall be submitted to the Executive Officer (XO).

W. D. BILLINGSLEA
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CHAPTER 1: INTRODUCTION

1-1 **History.** The Department of the Navy, realizing that a reserve of qualified officers would be needed in an unforeseen emergency, established NROTC in 1926. Units were organized at the University of California, Northwestern University, University of Washington, Harvard University, Yale University, and the Georgia Institute of Technology. The NROTC program has been expanded since then to include 88 NROTC units. The Battalion at Auburn University was established in 1946, and the Battalion at Tuskegee University was established in 2009.

1-2 **Traditions.** The Auburn-Tuskegee Consortium has established a fine reputation in the fleet through the professionalism of our graduates, who have consistently maintained a high standard of performance on summer cruises and on active duty. On campus, the MIDN, OCs, and MECEPs are conspicuous because of their professional display of bearing, conduct, and military courtesy. The NROTC BN, the U.S. Navy (USN), and the U.S. Marine Corps (USMC) will be judged by your actions and manner. In you rests the responsibility to maintain this reputation of excellence. **Your good actions will not revolutionize our reputation, but your bad choices can mar the good name of the USN and USMC.** Act with purpose.

1-3 **NROTC Mission, Goals, and Honor Code**

1. **NROTC Mission.** To develop future officers mentally, morally, and physically, and to instill in them the highest ideals of duty, loyalty, and the core values of Honor, Courage, and Commitment in order to commission college graduates as Naval officers who possess a basic professional background, are motivated toward careers in the Naval Service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship, and government.

2. **Goals.** The primary goals of the NROTC Program are to provide NROTC students with:
   
   a. An understanding of the fundamental concepts and principles of Naval Science.
   
   b. A basic understanding of associated professional knowledge.
   
   c. An appreciation of the requirements for national security.
   
   d. A keen sense of personal integrity, honor, and individual responsibility.
   
   e. An educational background which enables NROTC students to undertake advanced/continuing education in a field of interest to the Naval Service.
   
   f. A high state of physical fitness for the purposes of health and performance.

3. **The Honor Code.** For the NROTC student, those obligations are succinctly stated in the following Honor Code: **MIDN, OCs, and MECEPs do not lie, cheat, or steal.**
1-4 **Core Values.** Throughout its history, the Navy has successfully met all of its challenges. America's Naval Service began during the American Revolution, when, on October 13, 1775, the Continental Congress authorized a few small ships, creating the Continental Navy. Esek Hopkins was appointed commander in chief and twenty-two officers were commissioned, including John Paul Jones. From those early days of Naval Service, three bedrock principles, the Navy's Core Values have carried on today.

1. **Honor:** "I will bear true faith and allegiance..." Accordingly, we will: conduct ourselves in the highest ethical manner in all relationships with peers, superiors, and subordinates; be honest and truthful in our dealings with each other, and with those outside the Navy; be willing to make honest recommendations and accept those of junior personnel; encourage new ideas and deliver the bad news, even when it is unpopular; abide by an uncompromising code of integrity, taking responsibility for our actions and keeping our word; fulfill or exceed our legal and ethical responsibilities in our public and personal lives twenty-four hours a day. Illegal or improper behavior or even the appearance of such behavior will not be tolerated. We are accountable for our professional and personal behavior. We will be mindful of the privilege to serve our fellow Americans.

2. **Courage:** "I will support and defend..." Accordingly, we: will have courage to meet the demands of our profession and the mission when it is hazardous, demanding, or otherwise difficult; make decisions in the best interest of the navy and the nation, without regard to personal consequences; meet these challenges while adhering to a higher standard of personal conduct and decency; be loyal to our nation, ensuring the resources entrusted to us are used in an honest, careful, and efficient way. Courage is the value that gives us the moral and mental strength to do what is right, even in the face of personal or professional adversity.

3. **Commitment:** "I will obey the orders..." Accordingly, we will: demand respect up and down the chain of command; care for the safety, professional, personal, and spiritual well-being of our people; show respect toward all people without regard to race, religion, or gender; treat each individual with human dignity; be committed to positive change and constant improvement; exhibit the highest degree of moral character, technical excellence, quality, and competence in what we have been trained to do. The day-to-day duty of every Naval man and woman is to work together as a team to improve the quality of our work, our people, and ourselves.
CHAPTER 2: NROTC BATTALION ORGANIZATION

2-1 NROTC Battalion

1. NROTC students are organized into a Battalion for the purpose of indoctrination and instruction in military organization, command relationships, discipline, drill, ceremonies, and practice in the exercise of command. Over their time in the BN, students will be given a variety of leadership positions to allow them to become familiar with various responsibilities and ultimately qualify them for positions of leadership.

2. Student billet holders are selected on the basis of aptitude, leadership, scholastic standing, and overall interest in NROTC. The selections are based on the advice and input from the BN staff and permanent advisors and are approved by the Professor of Naval Science (PNS).

3. Billet holders shall have authority over MIDN, OCs, and MECEPs commensurate with their rank and assignment.

2-2 Organization

1. The BN organization shall consist of a BN staff and several lettered companies as delineated in Appendix A. The number and size of these companies can change on approval of the permanent staff depending on the current size of the battalion.

2. The BN shall be guided by the BN Advisor, who shall be the senior ranking officer appointed by the PNS. The BN Advisor may attend BN staff meetings and keep the BN staff advised on the PNS’s expectations. It is emphasized that the student officers, not the permanent staff officers, are completely responsible for the administration and operation of the BN.

2-3 Duties of Billet Holders

1. Battalion Commander (BATCOM). The BATCOM is responsible for the training, morale, and discipline of the BN. He/She are responsible to the BN Advisor in all matters pertaining to drill formations, training, and all other functions in which the BN is to participate. The BATCOM will represent the BN at all times in matters and policies pertaining to the BN. He/She is the NROTC student representative at all boards, meetings, and functions of the Auburn or Tuskegee University student bodies unless otherwise designated.

2. Battalion Executive Officer (BNXO). The BNXO carries out the policies of the organization and supervises the activities of the entire BN staff as directed by the BATCOM. The BNXO acts for the BATCOM on designated matters and assumes command in the BATCOM’s absence.

3. Battalion Master Chief Petty Officer/Sergeant Major (BNMCPO/BNSgtMaj). The BNMCPO/BNSgtMaj is responsible to the BATCOM for the accountability of all NROTC students during drill and community drill events. He/she will demonstrate and foster military discipline, loyalty, and esprit de corps within the BN and provide the BATCOM periodic
appraisal of morale and welfare. Additionally, he/she will ensure the proper upkeep and policing of all BN spaces, and that all orders and policies of the BATCOM are properly carried out and followed.

4. **Battalion Adjutant (BNADJ, N-1).** The BNADJ is the administrative officer of the BN and has the overall responsibility for rosters, phone books, duty lists, and publishing orders. The BNADJ supervises the completion of all administrative projects and duties delegated to him/her by the BNXO. The BNADJ is responsible for obtaining an accurate and complete muster from all companies, reporting all late or absent students by name to the BATCOM at the conclusion of each battalion event, and any other duties assigned by the BNXO. The BNADJ is responsible for the proper maintenance of the BN bulletin boards, ensuring that all orders, both permanent and temporary, are posted in a neat and orderly manner.

5. **Assistant Adjutant (AADJ).** This assistant is responsible to the BNADJ for the completion of any assigned tasks. The AADJ will be available to the battalion PAO and the Librarian when needed for the completion of their assigned duties.

6. **Battalion Public Affairs Officer (BNPAO).** The BNPAO is responsible for all public information matters within the BN. The BNPAO coordinates activities with the Staff PAO to include photographic and news release material pertaining to the activities of the BN. The BNPAO is also responsible for the successful publication of The Anchor, The Helm and the BN Phone Book. Specific duties include assigning stories to assistants, reviewing photographs, coordinating with printing companies, and maintaining the BN Websites with the Communications Officer.

7. **Battalion Librarian.** The BN Librarian is responsible for the maintenance of the Buddy Edwards Memorial Library and its content. He/she ensures that an accurate inventory is kept of all books and materials and that a proper checkout system is implemented and adhered to.

8. **Battalion Operations Officer (BNOPS, N-3).** The BNOPS is responsible for ensuring all operations and training matters within the BN are properly planned, coordinated, approved, and completed. BNOPS works in conjunction with BNADJ in the preparation of all orders pertaining to training and collection of all after action reports/lessons learned. The BNOPS is also responsible for the preparation of written plans (known as a Letter of Instruction, LOI, or 50/50) for all training, parades, reviews, ceremonies, and events within the BN or any portion thereof.

9. **Assistant Operations Officer (AOPS).** This staff officer aids the BNOPS in duties pertaining to the overall operation of BN activities. One primary duty is to prepare all published material required for the operation of the BN such as, the Plan of the Week (POW). This officer coordinates with other officers to obtain resources that may be required for training of the BN. This officer also aids BNOPS in activities related to training.

10. **Battalion Athletics Officer (BNATHO).** The BNATHO is responsible for the BN physical training (PT) plan, organizing all student inter-unit and intramural sports, and organizing and supervising Commander's Cup events. He/She also organizes and supervises the Fitness Enhancement Program (FEP) and is responsible for conducting the biannual Physical Fitness
Assessment (PFA). BNATHO duties include gathering information in regard to the different sports, setting up teams, obtaining scores from games played by NROTC teams, and assisting in the conduct of any BN PT sessions. The BNATHO will supervise all FEP, PT, weight control, and swim workouts, and oversees the respective officers of those programs, listed below. The BNATHO reports to the BNOPS O, but also coordinates directly with the permanent staff Command Fitness Leader (CFL).

11. **Battalion FEP Officer.** The FEP Officer reports to the ATHO and is responsible for all individuals assigned to FEP. He/She will plan and lead FEP PT sessions to increase and maintain cardio respiratory fitness, muscular strength, endurance, flexibility, reduce excess body fat, promote year-round fitness and health, and provide nutritional guidance. FEP PT shall be separate from general BN PT.

12. **Battalion Swim Officer.** The Swim Officer is responsible to the ATHO for the training and testing of MIDN, OCs, and MECEPs for swim qualification. OCs and MECEPs are usually qualified before reporting to the BN; however, this should not be assumed. This officer coordinates the biannual swim tests and the Remedial Swim Program.

13. **Special Projects Officers.** Members assigned to Special Projects are at the disposal of the BATCOM and BN OPS for planning and executing any additional projects that do not fall under the responsibility of any of the other billet holders. Some examples are Commissioning Officer in Charge (OIC) or Navy Ball OIC.

14. **Battalion Community Service Officer (BNCSO).** The BNCSO organizes and manages all BN sponsored community outreach projects.

15. **Battalion Logistics Officer (BNLOGS, N-4).** The BNLOGS works in conjunction with BNOPS to facilitate any equipment issues. The BNLOGS is responsible for the logistical preparation for all BN functions.

16. **Assistant Logistics Officer (ALOGS).** This officer coordinates activities between Operations and Supply and ensures the proper movement of supplies and equipment to the correct location on time.

17. **Battalion Training Officer (BNTRAINO, N-5).** The BNTRAINO is responsible for developing the semester academic training plan, assigning instructors, and supervising the execution of the plan, to include testing. The BN academic training plan is generally centered on, but is not limited to, required General Military Training (GMT), but also should include current events and cultural awareness. Creativity is encouraged. The academic training plan will be routed through the BN Chain of Command (CoC) and approved by the BN Advisor. The BNTRAINO is also responsible for compiling and distribute study hours data and the coordination of the BN tutors.

18. **Assistant Training Officer (ATRAINO).** The ATRAINO is responsible for ensuring that the BN study hours are carried out and that the atmosphere in BN spaces is conducive to studying.
after normal working hours. This officer is also responsible for any additional duties assigned to him/her by the BNTRAINO.

19. **Battalion Communications Officer (BNCOMMO, N-6).** The BNCOMMO is responsible for maintaining the BN’s computer lab and updating the BN website. The BNCOMMO should work closely with the staff PAO.

20. **Assistant Communications Officer (ACOMS).** This officer is responsible for tasking as assigned by the BNCOMMO.

21. **Battalion Safety Officer, N-7.** The BN Safety Officer is responsible for ensuring the safe operation of BN events. He/She is responsible for coordinating corpsmen for all BN events, and planning training to ensure that the BN corpsmen have the opportunity to maintain qualification.

22. **Company Commanders (CCO).** The CCOs are responsible for all that the company does or fails to do. They will exercise command of the companies in all matters by his/her personal leadership and the use of subordinates to accomplish all missions.

23. **Company Executive Officers (CXO).** The CXOs carry out the policies of the CCO and plans all training for the company. They assume command in the CCO’s absence, and are also responsible for maintaining all student training jackets.

24. **Company Chief Petty Officers/Company First Sergeants (CCPO/C1stSgt).** Company level CPOs and 1stSgts are responsible for ensuring that proper muster is taken at every BN function. They are responsible for ensuring that the orders and policies of the Company COs are carried out and followed. Company CPOs/1stSgts provide accurate account of all persons in the company to the BNMCPO/BNSgtMaj.

25. **Platoon Commanders (PC).** The PC is responsible for the performance of the platoon, ensuring comprehensive knowledge of drill, meeting requirements for bearing and dress, and assisting struggling members of the platoon. The PCs are also responsible for evaluating the members of the platoon as well as training them to assume leadership positions in the future.

26. **Mustering Petty Officers/Platoon Sergeants (MPO/PltSgt).** These members are responsible for providing an accurate account of all persons in the platoon to the Company CPO/1stSgt.

27. **Squad Leaders (SL).** The SLs are responsible for the basic leadership and development of the squad, as well as disseminating all command information to its members. The SLs coordinate with their PCs for training the squads and are responsible for evaluating the members of the squad.

2-4 **Battalion Orders**

1. **Types of Orders.** Orders issued by the BATCOM and the BN Staff are restricted to those necessary to carry out orders from higher authority and to administer the BN. Orders which may be issued by the BN Officers are as follows:
a. **BN Directives.** These directives contain material of importance, directive in nature, general in application, of extended duration, and readily adaptable for incorporation into permanent organization regulations such as POW, BATCOM’s Standing Orders, LOIs, etc. All directives will be approved by the BN Advisor. They will be submitted no less than three weeks prior to the date of execution.

b. **BN Memoranda.** These directives contain material which is directive in nature, specific in application, or temporary in duration, (watch lists, clothing issue, etc.). They provide a less formal way to correspond within the BN. Memoranda may be issued via email.

2. **Signing and Posting Orders.** The BATCOM, or in his/her absence, the BNXO, shall sign all students BN directives. Directives shall be in the proper Naval letter format and include the date of issue. BN memoranda may be signed by the BN Staff Officer originating them but will be approved by the BATCOM prior to routing for approval. Issue of any directive or memorandum shall consist of the preparation, signing, and posting of the order in the proper place on the BN website.

3. **BN Website.** Every working day, each student is responsible for all content posted on the BN website.

   a. Auburn NROTC students are encouraged to download the “Canvas Student” application for their phones for convenience. They are also encouraged to adjust the notification settings within Canvas to send notification emails upon the uploading of the POW and other important documents and announcements.

   b. Tuskegee NROTC students are encouraged to utilize Blackboard for BN communication to the max extent practical.

2-5 **Building Security Watch.** The BN spaces are kept open after normal working hours to provide a place where students can study after business hours. The Watch is responsible for the maintenance and security of BN spaces in the Nichols Center at Auburn University and the Old Band Cottage at Tuskegee University. A monthly watchbill will be generated by the BNMCPD/SgtMaj and will be posted no later than the 20th of each month. Specific watchstanding procedures are contained in the BN Security Watch Binder, managed by the BNMCPD/SgtMaj.
CHAPTER 3: BATTALION POLICIES AND REGULATIONS

3-1 Customs and Traditions. The rules for military etiquette are founded on customs and tradition, and their strict observance forms a key factor in the maintenance of discipline. These evidences of respect and courtesy are observed equally by all officers and enlisted personnel in the Naval Service. NROTC students' conformation to these courtesies is expected and are within the scope of their aptitude evaluation.

3-2 Military Courtesy

1. Exchange of Hand Salutes.

   a. The salute by students shall be rendered or returned with the right hand. The proper greeting of the day will be exchanged in conjunction with the salute.

   b. Juniors shall salute first. All salutes received when in uniform and covered shall be returned; at other times, salutes received shall be appropriately acknowledged.

   c. Customs and courtesies are still observed when out of uniform. If one is in uniform, he/she will render a salute and provide the greeting of the day to senior ranking members. If one is not uniform, he/she will provide the greeting of the day. Salutes are not rendered or returned when not in uniform.

2. Occasions for Rendering Hand Salutes.

   a. Salutes shall be rendered to all officer billeted MIDN. This includes the BATCOM, BNXO, BNADJ, BNOP, BNLOGS, BNTRAIMO, BNCOMMO, CCOs, CXOs, and PCs.

   b. All persons shall salute all officers senior to themselves, including officers of all the armed services of the United States, the National Oceanic and Atmospheric Administration, the Public Health Services, and foreign armed services, on each occasion of meeting, overtaking, or passing near or when addressing or being addressed by such officers, except that:

      (1) When such procedure does not conflict with the spirit of these regulations, at crowded gatherings or in congested areas, salutes shall be rendered only by a person addressing or being addressed by an officer who is senior to him or her.

      (2) Persons at work or engaged in games shall salute only when addressed by an officer senior to them and then only if circumstances warrant.

      (3) Persons in formation shall salute only on command.

      (4) Persons operating moving motor vehicles should not render or return salutes. Passengers will render and return salutes.

      (5) Persons not covered should not render or return salutes.
3. **Other Marks of Respect**

   a. Juniors shall show deference to seniors at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

   b. Juniors shall stand at attention, unless seated at mess, or unless circumstances make such action impracticable or inappropriate:

      (1) When addressed by an officer senior to them.

      (2) When an officer of flag or general rank, the CO, or an officer senior to the CO in the CoC, or an officer making an official inspection enters the room, compartment, or deck space where they may be. Exceptions to this rule include the BN wardroom.

   c. Juniors shall walk or ride on the left of seniors whom they are accompanying.

   d. Officers shall enter boats, aircraft, and automobiles in inverse order of rank and shall leave them in order of rank, unless there is special reason to the contrary.

3-3 **General Policies**

1. These regulations are guidelines for behavior in and out of uniform. As members of the Naval Service, students are bound to a high standard of personal conduct.

   a. No person subject to these regulations shall smoke, eat, drink beverages, place hands in pockets, publicly display affection (e.g., hold hands, walk arm-in-arm, embrace, etc.) while walking in uniform.

   b. Hitchhiking, public intoxication, and use of profane or obscene language in uniform are prohibited (and strongly discouraged when not in uniform).

   c. Inappropriate conduct at a public event or toward a civilian instructor, which would bring discredit upon the Naval Service, is not allowed or tolerated.

2. All NROTC students are encouraged to participate in the legitimate University-sanctioned extracurricular activities available on the Auburn and Tuskegee campuses. However, it is expected that NROTC students will, at all times, conduct themselves with restraint and dignity and will do nothing which will reflect adversely on the Naval Service. The PNS, and through him, all personnel associated with this BN, are committed to the full support of any and all policies and regulations issued by the Board of Trustees and the President of Auburn and Tuskegee Universities. Should this commitment result in a conflict of interest for a student, he/she should contact his/her Class Advisor for advice prior to undertaking any public activity.
3. While in uniform, NROTC students are not allowed to participate in any political event. In accordance with Department of Defense (DOD) policy, all members of the armed services are not to display political preference or affiliation in uniform.

4. The BN phonebook is for use by NROTC personnel for official use only. The publication is property of the United States Government and distribution is limited to the members of the Auburn-Tuskegee NROTC Consortium. Information contained therein has been provided on a voluntary basis. Phone numbers of staff and students should not be given to individuals not in the BN without that student/staff member’s consent.

5. BN furniture will only be used in a manner consistent with its manufacture. Keep feet off the furniture and sit only in chairs or on couches.

6. On brief visits, housebroken pets may be brought into the BN spaces on a leash. Pets will not be turned loose to run free in the BN spaces. For long duration visits, e.g., study hall or organizational meetings, pets should be left at home and will not be brought into the BN spaces.

7. Bicycles should be kept in bicycle racks.

8. NROTC students will neither visit nor call Personnel Support Detachment (PSD) Atlanta or (Inspector-Instructor) I&I Montgomery, without permission of their Class Advisor or the Assistant Marine Officer Instructor (AMOI) as appropriate.

9. BN spaces available for use during business hours and during watch standing hours include the Wardroom, Conference Room, Nichols 104, and Nichols 227.

10. Students should limit use of the Nichols Center Locker Room and shower facilities.

11. Students shall enter the NROTC space across the Quarterdeck only. Side doors are reserved for the permanent staff and working parties only.

12. Students should not conduct business or informal meetings in BN passageways. Waiting outside an office should be done quietly.

13. Students shall adhere to the BN dress code whenever they are in the BN spaces (see Appendix C, BN Insignia/Grooming).

3-4 Procedure for Reporting to Permanent Staff Offices. Standing at attention, knock three times on the door (or doorframe if the door is open) and identify yourself and the purpose of your visit. When asked to enter, move to one pace away from the center of the desk, come to the position of attention, and report, “Good Morning/Afternoon, Sir/Ma’am. (Rank and name) reporting as ordered,” or “Good Morning/Afternoon, Sir/Ma’am. (Rank and name) requests permission to speak.” Remain at attention until directed otherwise. Do not sit down until you are invited to do so.

1. These procedures do not apply to the Administrative Office.
2. These procedures are subject to the desires of individual staff members. Unless a staff member specifically communicates such a desire, the above procedure should be utilized every time a student visits their office.

3-5 Physical Fitness

1. **Expectations.** All students are expected to improve their level of physical readiness achievement as they progress through the program. The effort and initiative shown in this regard is a direct measure of aptitude for service as a commissioned officer.

2. **Fitness Tests.** NROTC students are required to participate in BN programs to achieve and maintain physical fitness as measured by an official semiannual PFA or Physical Fitness Test (PFT) and Combat Fitness Test (CFT), as outlined in references (f) and (g), respectively. Failure to maintain height and weight standards contained therein constitutes failure of the PFA or PFT/CFT and requires assignment to FEP until qualified.

3. **Swim Tests.** A swimming test will be administered upon entering the NROTC. Those unable to pass a 2nd Class swim qualification by the end of their first year will be subject to a Performance Review Board (PRB). Those qualifying as Swimmer 1st Class will be exempt from further swimming tests. Those qualifying as Swimmer 3rd Class and below will be required to requalify semiannually.

4. **Fitness Test Standards**

   a. Navy Option MIDN and STA-21 OCs must obtain a PFA score of "Good Low" (utilizing 20-24 year age group for MIDN and appropriate age group for STA-21 OCs) as outlined in reference (f) in all areas. A swim may be substituted for a run only in special cases; if a run is not completed during the first class year, approval is required from NSTC OD4.

   b. Marine Option MIDN and MECEPs must obtain a PFT score of 235 as outlined in reference (g). Although not required, it is recommended that Marine Option students maintain a PFT score of 275 or higher to successfully complete the 6-week OCS course. The CFT minimum score is 235.

   c. All students must meet the applicable standard above during their First Class year in order to commission.

5. **Body Composition Standards.** Navy MIDN are not allowed to have body fat percentages in excess of 23% for males and 34% for females. Reference (g) outlines body fat percentage limits for Marine Option MIDN and MECEPs. Neither PNS nor NSTC OD may waive this requirement.

6. **Correctional Action.** NROTC students are required to complete BN PT sessions in the manner directed by the PNS or be placed on FEP. Students who establish a pattern of physical inaptitude are subject to punitive action as outlined in Enclosure (1). Apparent lack of
motivation in physical training sessions can result in a student's placement on FEP, per the recommendation of the ATHO and the approval of the student's Class Advisor.

3-6 Illness and Physical Disability

1. **Medical Leave of Absence.** When any NROTC student is seriously ill, injured, or convalescing, the PNS may initiate a Medical Leave of Absence (MLOA) status for the student. Further regulations and procedures regarding MLOA can be found in reference (e).

2. **Illness and Missing Events.** It is expected that illness requiring a student to miss a BN event be properly addressed as soon as reasonably possible. Official documentation from a medical professional is required to be submitted through the student's CoC before 1800 the day before the missed event. In extreme and rare situations when a student becomes seriously ill before the event and is unable to meet the deadline for submitting proper documentation, that student is permitted to miss the event provided that the following procedures are followed.

   a. The student must call their SL (or next in the CoC) before the event, notifying them that they will be absent.

   b. Following the missed event, the student’s SL (or next in the CoC) and one other BN member are required to visit the student to ensure that they are not in a state requiring immediate medical attention. Following the visit, the SL will brief the student’s Class Advisor.

   c. The day of the missed event, or as soon as reasonably possible, the student will obtain proper documentation of their condition.

   d. If physically able, the student will bring the documentation to their Class Advisor as soon as reasonably possible. If physically unable, the student’s SL (or next in the CoC) will present the documentation in their stead.

3-7 **Email Requirements.** Students will check their University email and the BN Website a minimum of once every business day, as well as any other method of communication their CoC uses. See Chapter 6 for failure to stay informed.

3-8 **Uniforms**

1. A complete uniform will be worn on campus from the student’s first class period through 1600 (unless attending a laboratory where the uniform might be soiled; e.g., chemistry lab) on drill days and as specified in the POW. The prescribed uniform will be posted in the POW, and changes will be announced in advance of the effective date. The uniform must be worn properly. Under no circumstances will any part of the uniform be worn in a manner that may reflect unfavorably on the USN or USMC. Refer to Appendix C or the Navy Uniform Regulations for further instructions on uniform care.
2. All NROTC students are authorized to wear USN or USMC (as applicable) windbreakers or raincoats while in uniform except during formations. The prescribed outer-gear for the drill period will be promulgated via Standing Orders, if required.

3-9 Permissions and Chits. Students requesting permission to miss a BN event, leave the liberty radius, drop a course, or other actions shall refer to Appendix B and use enclosure (2) as applicable.

3-10 Liberty Radius. MIDN must abide by the liberty radius established in reference (h) between the first and last day of University classes. While attached to the command, all active duty personnel are required to stay within liberty boundaries unless given permission by the PNS. MIDN requesting to depart the liberty radius shall refer to Appendix B.

3-11 External Correspondence. All official correspondence originated by any NROTC student to another command or higher authority will be prepared in the Administrative Office and will be forwarded to the PNS through the XO in all cases. Utilize the Naval Correspondence Manual (SECNAV M-5216.5) when preparing official correspondence.

3-12 Complaints. Any NROTC student having a complaint against any person attached to this BN should report such complaint in writing to the PNS via the CoC. Appointments to speak with the PNS may be scheduled.
CHAPTER 4: ACADEMICS

4-1 Academic Standards. Reference (i) provides extensive detail and explanation for the academic rigors, standards, and expectations of the NROTC Program. Students requesting to drop a course, change majors, or enroll in more or less than required semester hours shall not utilize enclosure (2). Students failing to meet the standards and expectations of reference (i) are subject to punitive action as outlined in Enclosure (1).

4-2 Tutoring Services The NROTC provides paid professional calculus and physics tutors. Tutoring service information will be published each semester by the BN. Tutors will be located in the BN spaces. Tutors are not allowed to hold tutoring sessions outside BN spaces.

4-3 Counseling Sessions. To evaluate academic progress, all Class Advisors will conduct a minimum of two counseling sessions with each of their students during the course of each academic semester. Students in an Academic Warning, Probation, or Leave of Absence (LOA) status may be required to meet more frequently.

4-4 Academic Leave of Absence. Academic LOA entails temporary loss of all financial benefits. A student may be placed on LOA due to unsatisfactory academic performance or when it appears that the student may not complete the requirements of their degree program.

4-5 Mandatory Study Program (Study Hours). Students struggling in academics may be assigned to mandatory study hours in accordance with reference (j). Failure to adhere to the requirements contained therein will be subject to the actions in Chapter 6.
CHAPTER 5: APTITUDE EVALUATION

5-1 Objectives. The NROTC student aptitude evaluation system has been established to provide a systematic assessment of officer potential that is consistent, objective, and equitable. This system parallels the Navy Performance Evaluation System used in the fleet, grading individuals in various areas on a 1.0 to 5.0 scale. The objectives of this system are:

1. To provide an assessment of an individual with respect to peers and naval service standards;

2. To identify students who are weak in officer-like qualities and potential and provide a sound basis for counseling and remedial effort;

3. To identify students who possess exceptional qualities and potential;

4. To give every NROTC student experience in observing and evaluating military subordinates;

5. To provide information and data that will assist in the computation of the final standing ranking of the graduates.

5-2 Academic Term Aptitude Assessment

1. Aptitude assessment is evaluated once per academic term in the areas of equal opportunity; leadership and management; physical fitness; military bearing; personal behavior and character, initiative; and organizational support and teamwork.

2. MIDN Fitness Reports (FITREPs). The performance evaluation system provides a formal process for measuring a student’s aptitude as a future Naval Officer. FITREPs will be completed every semester as directed by the permanent staff and the FITREP trait average is the student’s academic term aptitude score.

5-3 Battalion Training Record Jackets. To aid BN staff billet holders in determining aptitude marks for their subordinates, Battalion training jackets will be maintained for each MIDN, OC, and MECEP. The training jackets will have a full-page entry for each individual in the immediate command and will be used to record all information and comments necessary for proper evaluation, including but not limited to:

1. All documented absences and excusals per the muster report.

2. Student CoC initial, midterm, and final counseling.

3. Training record completions.

4. Conduct Forms 1, 2, and 3 documenting deficient or exemplary conduct.

5. Mentoring records and notes.
6. Approved Special Request Chits.

7. Awards and Ribbons earned.

8. Extracurricular activities and BN involvement.

9. Deficient Study Hours logs.

10. Student biographies.

11. List of billets held, and all written turnovers of those billets to the next billet holder.
CHAPTER 6: BATTALION DISCIPLINARY SYSTEM

6-1 **Objective.** MIDN assigned to the NROTC BN are required to display sufficient aptitude for commissioning. The purpose of this discipline policy is to outline the process for common infractions in order to hold the BN to a high standard of excellence.

6-2 **Authority and Responsibility.** Exercise of authority is granted only to support the fulfillment of assigned duties and responsibilities. This chapter is designed to empower small unit leaders (particularly SL and above) to enforce good order and discipline. Leaders are evaluated on how well they enforce the regulations set forth in this chapter. All leaders, especially billet holders, are expected to use the procedures of this chapter to uphold the highest standards of proper conduct. Student commanders within the battalion (SL, PC, CCOs, BATCOM) have both the authority and an obligation to correct conduct deficiencies in their subordinates, using nonpunitive measures, subject to the limitations of this chapter. The Consortium Commanding Officer delegates the authority to conduct mast at the company and BN level to the permanent staff officers, acting through the Company COs and BATCOM.

6-3 **Spectrum of Severity**

1. It is the responsibility of the student and permanent staff officer CoC to correct conduct deficiencies in accordance with the provisions of this chapter. Several measures are available to the students and permanent staff officers of the BN to correct conduct deficiencies. In order of severity, they are:
   
   a. Formal Counseling
   
   b. Extra Military Instruction (EMI)
   
   c. Withholding Privileges
   
   d. Company-level Punishment
   
   e. BN-level Punishment
   
   f. Recommend for Aptitude LOA
   
   g. Recommend for Disenrollment

2. All counseling issued and corresponding EMI will be submitted to the MIDN’s Class Advisor for awareness/concurrence by the close of business on the third working day following the incident.

3. Nonpunitive censure, EMI, and withholding of privileges are nonpunitive measures, described in section 6-9. Procedures for applying nonpunitive measures, company-level punishment, and BN-level punishment are covered in sections 6-6, 6-7, and 6-8. Aptitude LOA and disenrollment are possible results of a PRB convened by the permanent staff.
6-4 **Sequence of Events.** The sequence of events following an infraction are represented in Figure 6-1. For each step in the process, there are corresponding details in section 6-6, 6-7, and 6-8. All Conduct Forms can be found in enclosures (3) through (5). All disciplinary forms will be retained by the BNADJ until the MIDN commissions or is disenrolled from the program. Once a counseling form is signed by all parties, it may not be altered or destroyed.

6-5 **Infractions and Offenses**

1. **Infraction 1: Lying/Cheating/Stealing**

   a. **Description.** There is zero tolerance for MIDN lying, cheating, or stealing. A BN Mast will be convened to determine the facts.

   b. **First offense.** Chit, immediate BN Mast, and results will be forwarded via the Class Advisor to the Consortium Commanding Officer for retention determination.

2. **Infraction 2: Unintentional false report at an official ROTC event**

   a. **Description.** Unintentional false reporting is when MIDN reports a number or name of personnel on deck or hand that is not consistent with the actual number or name of MIDN on deck or hand at a certain point in time due to negligence. Said MIDN did not intentionally report falsely.
b. **First offense.** Official warning from the battalion staff; report of the infraction has to be approved by battalion staff and, only then, officially documented.

c. **Second offense.** Counseling; meeting with student CoC.

d. **Future offenses.** BN Mast.

3. **Infraction 3: Intentional false report at an official ROTC event**

   a. **Description.** Intentional false reporting is when a MIDN reports a number or name of personnel on deck or hand that is not consistent with actual number or name of MIDN on deck or on hand at a certain point in time while knowing the correct count. Said MIDN purposefully reported incorrect names or numbers.

   b. **First offense.** Counseling and immediate BN Mast. If found guilty of intentionally false reporting at Mast treat as infraction 1.

4. **Infraction 4: Mustering in the incorrect Uniform of the Day (UOD)**

   a. **Description.** Mustering in the incorrect UOD is defined as appearing at a mandatory BN function or watch in a uniform other than the prescribed uniform as delineated in official correspondence such as POWs, emails, or verbal direction from higher authority.

   b. **First offense.** Counseling and mandatory early muster to an official ROTC event decided by his or her CoC.

   c. **Second offense.** Counseling, early muster to an official ROTC event decided by his or her CoC, and essay.

5. **Infraction 5: Failure to meet prescribed deadlines**

   a. **Description.** Failure to meet prescribed deadlines is defined as not completing an order from a superior ranking MIDN by the assigned due date. This applies to any task given to any MIDN (i.e. completing a mandatory survey).

   b. **First offense.** Counseling.

   c. **Second offense.** Counseling and meeting with the BN AMOI.

   d. **Third offense.** Counseling and immediate BN Mast.

6. **Infraction 6: Insubordination**

   a. **Description.** Refusing to perform an action that is unethical or illegal is
not insubordination. Insubordination is defined as willfully disobeying a superior ranking MIDN and/or permanent staff member. Insubordination also includes disrespecting or publicly offending a superior ranking MIDN/permanent staff member. These actions can be committed physically by using gestures or verbally.

b. **First offense.** Counseling by the AMOI, and one hour of service to the BN specific to the needs of the BN.

c. **Second offense.** Counseling, meeting with the NROTC Auburn-Tuskegee Consortium CO, XO, and BATCOM, and two hours of service to the BN specific to the needs of the BN.

7. **Infraction 7: Tardy to an official mandatory ROTC event**

   a. **Description.** A tardy is defined as arriving 15 minutes or less after the official muster time. This includes Naval Science courses.

   b. **First offense.** Counseling by SL.

   c. **Second offense.** Counseling by the BN SgtMaj/CMC and one hour of service to the BN specific to the needs of the BN.

   d. **Future tardiness.** Counseling, one hour of service to the BN specific to the needs of the BN, counseling by the AMOI. Determination will be made whether to recommend to the permanent staff to conduct a PRB, assign to leadership and military probation, or assign to aptitude warning.

8. **Infraction 8: Unauthorized Absence (UA) to an official mandatory ROTC event.**

   a. **Description.** A UA is defined as arriving more than 15 minutes after the official muster time. This includes Naval Science courses.

   b. **First offense.** Counseling by Company CO.

   c. **Future offenses.** Counseling by the BN SgtMaj/CMC and one hour of service to the BN specific to the needs of the BN; determination will be made whether to recommend to the permanent staff to conduct a PRB, assign to leadership and military probation, or assign to aptitude warning.

9. **Infraction 9: Substandard Dress/Appearance**

   a. **Description.** Substandard dress/appearance is defined as receiving an unsatisfactory during a personal inspection. It is also defined as wearing the Navy/Marine Corps uniform outside of the uniform regulations. This includes improper grooming, shaving, and attire when inside the BN spaces or at a mandatory BN function if specified by BN staff.
b. **First offense.** Counseling and inspection before or after drill by the BN SgtMaj/CMC or AMOI in addition to a member of his or her CoC.

c. **Second offense.** Counseling and weekend inspection by the BN SgtMaj/CMC or AMOI in addition to a member of his or her CoC.

10. **Infraction 10: Conduct Unbecoming of an Officer**

   a. **Description.** Public display of offensive behavior/material is defined as actions that are a discredit to the individual, a discredit to the BN, or to the USN. Any MIDN may report observed unacceptable behavior directly to the AMOI in addition to reporting the names of other MIDN in the immediate area of the infraction who witnessed or were complicit with the reported action. The AMOI will then notify the XO of the situation within 24 hours of being notified of such activity.

   b. **First offense.** Warning from BN staff; report of the infraction has to be approved by BN staff, and then reported to the permanent staff.

   c. **Second offense.** Counseling with Class Advisor.

   d. **Future offenses.** Essay and possible PRB.

11. **Infraction 11: Failure to respond within 24 hours**

   a. **Description.** Professional communication includes face-to-face conversing, phone calls, emails, texts, and GroupMe messages. MIDN must abide by the standard response time of 24 hours after professional communication has been initiated by another person.

   b. **First offense.** Warning from billet holder; report of the infraction must be approved by the AMOI and, only then, officially documented.

   c. **Second offense.** Counseling by AMOI and/or Class Advisor.

   d. **Third offense.** Essay.

12. **Infraction 12: Failure to appear for GMT.** Unless there is a major emergency or specific excuse from the BN Advisor, no MIDN is excused from GMT. BN Advisor may excuse MIDN, via the BN CoC and with concurrence from MIDN Class Advisor, for University-sponsored events that are deemed vital to the MIDN's academic success.

13. Drug- and alcohol-related offenses and sexual harassment cases will be referred directly to the permanent staff.

14. MIDN who receive three or more negative counselings, unless otherwise outlined above, will report to a BN Mast convened by the BATCOM.
6-6 Responsibilities

1. **All Hands.** Everyone in the BN is obligated to help maintain a high level of excellence amongst their peers. Anyone can help promote this attitude by approaching their peers when a deficiency in a fellow student is noticed. If that student does not respond well, or continues to repeat the infraction, see the below list of infractions and offenses. Cumulative consideration of the forms as well as improvements over time should be taken into consideration for billet requests and for writing evaluations.

2. **Chain of Command.** To place a student on report, an individual must initiate and sign the Counseling Chit, enclosure (3). The report is then delivered to the alleged offender’s SL.

3. **Accused.** Must sign the Counseling Chit, acknowledging that he/she has been placed on report. This signature is in no way an admission of guilt.

4. **Squad Leader.** The SL must:
   a. Fill out the details of the offense on the Counseling Chit.
   b. Make an initial inquiry into the circumstances of the allegations and offense.
   c. Determine a Course of Action. Unless the SL chooses to refer to the PC for disposition, the Counseling Chit will be given to the student’s Class Advisor, the PC will be notified of the situation and the action taken, and a copy of the Counseling Chit will be placed in the student’s Training Jacket.

   (1) **No further action**

      (a) **No Action.** If the squad leader determines that the allegations were not legitimate and do not warrant remedial action, they may choose not to take action.

      (b) **Formal Counseling.** If allegations were legitimate, the squad leader can determine that a formal counseling session is sufficient to correct the deficiency.

   (2) **Action.** Any combination of the following:

      (a) **Essay.** Completed in accordance with paragraph 6-8b.

      (b) **EMI.** Assign up to 30 minutes of EMI in accordance with paragraph 6-8c.

      (c) **Referral.** Refer to PC for disposition.

4. **Platoon Commander.** The responsibilities of the PC include:

   a. Filling out and signing the Counseling Chit.
b. Making further inquiry into the circumstances of the offense, if necessary.

c. Determining a course of action. Unless the PC chooses to refer to the CCO for disposition, the Counseling Chit will be given to the student’s Class Advisor, the CCO will be notified of the situation and the action taken, and a copy of the Counseling Chit will be placed in the student’s Training Jacket.

(1) No further action

(a) No Action. If the PC determines that the allegations were not legitimate and do not warrant remedial action, they may choose not to act.

(b) Formal Counseling. If allegations were legitimate, the PC can determine that a formal counseling session is sufficient to correct the deficiency.

(2) Action. Any combination of the following:

(a) Essay. Completed in accordance with paragraph 6-8b.

(b) EMI. Assign up to 30 minutes of EMI in accordance with paragraph 6-8c.

(c) Withhold Privileges. Withholding of up to one week of privileges (see 6-8d).

(3) Referral. Refer to CCO for disposition.

5. Company Commander. The responsibilities of the CCO include:

a. Making further inquiry into the circumstances of the offense, if necessary.

b. Determining a course of action. Unless the CCO chooses to refer to the BATCOM for disposition, the Counseling Chit will be given to the student’s Class Advisor, the BATCOM will be notified of the situation and the action taken, and a copy of the Counseling Chit will be placed in the student’s Training Jacket.

(1) No further action

(a) No Action. If the CCO determines that the allegations were not legitimate and do not warrant remedial action, they may choose not to act.

(b) Formal Counseling. If allegations were legitimate, the CCO can determine that a formal counseling session is sufficient to correct the deficiency.

(2) Action. Any combination of the following:

(a) Essay. Completed in accordance with paragraph 6-8b.
(b) **EMI.** Assign up to 30 minutes of EMI in accordance with paragraph 6-8c.

(c) **Withhold Privileges.** Withholding of up to two weeks of privileges (see 6-8d).

3. **Company Mast.** Hold company mast, in accordance with the procedures in section 6-8.

4. **Referral.** Refer to BATCOM for disposition.
   
c. Filling out and signing the Counseling Chit.
   
d. Informing the BATCOM of the action taken.

6. **Battalion Commander.** The responsibilities of the BATCOM include:

   a. Making further inquiry into the circumstances of the offense, if necessary.

   b. Determining a Course of Action. Unless the BATCOM chooses to refer to the permanent staff for disposition, the Counseling Chit will be given to the student’s Class Advisor for filing and a copy of the Counseling Chit will be placed in the student’s Training Jacket.

   (1) **No further action**

   (a) **No Action.** If the BATCOM determines that the allegations were not legitimate and do not warrant remedial action, they may choose not to take action.

   (b) **Formal Counseling.** If allegations were legitimate, the BATCOM can determine that a formal counseling session is sufficient to correct the deficiency.

   (2) **Action.** Any combination of the following:

   (a) **Essay.** Completed in accordance with paragraph 6-8b.

   (b) **EMI.** Assign up to 30 minutes of EMI in accordance with paragraph 6-8c.

   (c) **Withhold Privileges.** Withholding of up to two weeks of privileges (see 6-8d).

   (3) **Battalion Mast.** Hold BN mast, in accordance with the procedures in section 6-7.

   (4) **Referral.** Refer to the permanent staff for disposition.

   c. Filling out and sign Counseling Chit.

   d. Delivering the Counseling Chit to the student’s Class Advisor and filing a copy in the student’s Training Jacket.
7. **Class Advisor.** The responsibilities of the Class Advisor include:

   a. Filing a copy of the finished Counseling Chit in the individual's Training Jacket.

   b. Ensuring the permanent staff CO, XO, and BN Advisor are informed of all Company and BN level conduct action, as reasonable.

6-7 **Conducting Mast**

1. Mast will be scheduled as needed. Those students charged with offenses to be handled at mast must be notified of the requirement to appear as soon as practicable but not less than 24 hours prior to the mast.

   a. **Company Mast.** The CCO will conduct the mast using enclosure (5) as a script. The CXO will assist in conducting the mast. The Class Advisor of the accused will be present as the permanent staff representative.

   (1) Others required to attend are:

      (a) Accused.

      (b) Witnesses, as requested by accused or accuser.

      (c) Immediate student supervisor of accused.

      (d) Class Advisor.

   (2) The uniform for mast is khakis.

   (3) In each case, the CXO will read the charges to the accused, following the script. The CCO will then offer the accused the opportunity to enter his/her plea, make a statement, and call witnesses on his/her own behalf.

   (4) After hearing all testimony, the CCO shall determine one of the following courses of action, as he/she deems appropriate:

      (a) No further action.

      (b) **Action.** Any combination of the following:

         1. **Essay.** Completed in accordance with paragraph 6-8b.

         2. **EMI.** Up to two hours of extra duty in any combination of the following (maximum of one hour per day):

            a. Extra supervised duty in supply.
b. Extra BN Spaces clean-up.

c. Extra van clean-up.

3. **Withhold Privileges.** Withholding of up to two weeks of privileges (see paragraph 6-8d).

4. Up to two weeks of restriction musters with up to three musters per day.

(c) **Referral.** Refer to BATCOM for disposition.

(5) The CCO shall ensure that a report of the mast is submitted to the Class Advisor.

(6) Once the CCO delivers a decision, the accused shall have the right to appeal the decision of the CCO to the BATCOM. If such an appeal is made, the accused will submit his/her appeal in writing within five business days of the date of the company mast. The appeal can address both the severity of punishment and the finding of guilty. In the event of appeal, execution of the punishment awarded will be held in abeyance pending the outcome of the appeal.

b. **Battalion Mast.** The BATCOM will conduct the mast using enclosure (5) as a script. The BNXO will assist him in conducting the mast. The Class Advisor will be present as the permanent staff representative.

(1) Others required to attend are:

(a) Accused.

(b) Witnesses, as requested by accused or accuser.

(c) Immediate student supervisor of the accused.

(d) Class Advisor.

(2) The uniform for the mast is khakis.

(3) In each case, the BNXO will read the charges to the accused, following the script. The BATCOM will then offer the accused the opportunity to enter his/her plea, make a statement and call witnesses on his/her own behalf.

(4) After hearing all testimony, the BATCOM shall determine one of the following courses of action, as he/she deems appropriate:

(a) No further action.
(b) **Action.** Any combination of the following:

1. **Essay.** Completed in accordance with paragraph 6-8b.

2. **EMI.** Up to four hours of extra duty in any combination of the following (maximum of one hour per day):
   
   a. Extra supervised duty in supply.
   
   b. Extra BN spaces clean-up.
   
   c. Extra van clean-up.

3. **Withhold Privileges.** Withholding of up to four weeks of privileges (see paragraph 6-8d).

4. Up to four weeks of restriction musters with up to three musters per day.

(c) **Referral.** Refer to permanent staff for disposition.

(d) In cases of appeal, uphold or overturn the CCO's decision.

(e) BN level punishment may only be issued with the approval of a Class Advisor.

(5) The BATCOM shall ensure that a report of the mast is submitted to the Class Advisor.

(6) Once the BATCOM delivers his/her decision, the accused shall have the right to appeal the decision of the BATCOM to the BN Advisor. If such an appeal is made, the accused will submit his/her appeal in writing within five business days of the mast. The appeal can address both the severity of punishment and the finding of guilty.

c. **Battalion Advisor Review of Appeal.** After reading the appeal and reviewing the circumstances of the case, the BN Advisor will take appropriate action. If the case is referred/appealed to the permanent staff, the BN Advisor will review the case and make recommendations to the PNS. In the event of appeal, execution of the punishment awarded will be held in abeyance pending the outcome of the appeal.

6-8 **Nonpunitive Measures**

1. Students implementing nonpunitive censure, EMI, and withholding of privileges will adhere to the following guidelines:

   a. **Formal Counseling.** Counseling occurs when a superior criticizes a subordinate's conduct or performance of duty. Counseling should be done in a private setting.
b. **Essay.** All essays must be no less than 300 words and written in Standard Naval Letter Format. The word count will only consist of four or more letter words in the body paragraphs. Every 50th word will be circled and numbered so that the body paragraph contains at least six circled words total. Each essay will be approved by a permanent staff member and include:

1. The importance behind enforcing the respective infraction.

2. S.M.A.R.T. (Specific, Measurable, Achievable, Relevant, Time bound) steps to improve his/her unacceptable behavior.

c. **Extra Military Instruction.** EMI is instruction in a phase of military duty in which an individual is deficient and is intended to correct that deficiency. EMI is an administrative measure intended to improve efficiency of a command or unit and must, therefore, be genuinely intended as such. Extra instruction assigned must be logically related to the deficiency to be corrected and approved by a permanent staff member.

1. **Implementation.** EMI shall be implemented, when required, within the following limitations:

   a. EMI will not normally be assigned for more than one hour per day.

   b. EMI may be assigned at a reasonable time outside normal working hours, or outside of class times for the student.

   c. EMI will not be conducted over a period that is longer than necessary to correct the performance deficiency.

   d. EMI should not be assigned on member's Sabbath.

   e. EMI will not be used as a method of depriving normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

2. **Authority.** The authority to impose EMI is delegated by the CO, NROTC Auburn-Tuskegee Consortium to only Class Advisors. The CO must be made aware of all EMI assigned prior to it taking place. This authority may be limited or withdrawn at any time.

3. **Supervision.** EMI must be monitored by an individual of adequate authority to effectively monitor and provide guidance for the instruction required. Usually, this is the individual who has assigned the EMI or someone who is familiar with the deficiency requiring correction. A Class Advisor must be present and monitor all EMI.

4. **Examples of EMI.** To assist with the assignment of the EMI the following examples are provided:

   a. **Late for duty/muster.** EMI assigned should be to reinforce the requirement to be at an appointed place at an appointed time in the proper uniform of the day and could be to take a
name-by-name muster of all personnel at quarters for submission, in writing, to the SL.

(b) Inaccurate/incomplete muster. EMI assigned should be to reinforce the importance of accurate musters and could be to verify verbal and written musters for a period of time to correct the deficiency.

(c) Allowing a government vehicle to run low on oil during use (dereliction of duty). EMI should reinforce need to be attentive to assigned duty and to complete duties pursuant to existing guidance and could be to check all fluid levels of command vehicles prior to liberty.

(d) Dirty/improper uniform. EMI should be directed to reinforce knowledge of uniform requirements and could be to prepare for and stand a “sea bag” or uniform inspection.

(e) Improper military courtesy. EMI should be directed towards reinforcing knowledge of proper military courtesies and customs and could be to write an essay on military courtesy and customs.

(5) Incentive PT is not authorized for offenses because it is unrelated to the service member’s deficiency. As such, physical exercises (such as pushups) are not authorized to correct any aptitude deficiencies identified by the Battalion Chain of Command.

d. Withholding of Privileges. Temporary withholding of privileges is a corrective measure that may be employed by superiors to correct infractions of military regulation or performance deficiencies in their subordinates when punitive action does not appear appropriate due to the minor nature of the infraction or deficiency. A privilege is a benefit, advantage, or favor, provided for the convenience or enjoyment of an individual. Examples of privileges that may be temporarily withheld as administrative corrective measures are special liberty, exchange of duty, special command programs, wardroom and kitchenette usage, participation in BN-sponsored extracurricular activities and computer lab usage. The authority to withhold certain privileges is delegated by the CO, NROTCU Auburn-Tuskegee Consortium to only Class Advisors. The CO must be made aware of all privileges withheld prior to it taking place. This authority may be limited or withdrawn at any time.

6-9 Implementing Battalion and Company Level Punishments

1. Punishment Authority. The authority to administer punishment rests with the CO, NROTCU Auburn-Tuskegee Consortium. To promote good order and discipline, he has delegated to his permanent staff officers the authority to supervise Company and BN masts. No mast will occur without permanent staff officer representation.

2. Restriction Muster. Restriction musters will occur no more than three times per day, at times specified by the awarding authority. Personnel awarded restriction muster will muster with a permanent staff officer for inspection in the uniform of the day. Restriction musters will be scheduled Monday morning through Friday evening and will not occur without prior approval from the Consortium Commanding Officer obtained via the Battalion Advisor.
CHAPTER 7: OPPORTUNITIES, PROGRAMS, ACTIVITIES, AND AWARDS

7-1 Career Opportunities

1. NROTC students are offered many career options in the USN or USMC. The NROTC is primarily an Unrestricted Line Officer commissioning program. These options include Naval Aviation (Pilot or Naval Flight Officer, USN or USMC), Nuclear Power (Surface or Submarine), Surface Warfare, Special Warfare (SEALs), and USMC. MIDN and OCs who are Not Physically Qualified (NPQ) for the Unrestricted Line but are qualified for commissioning, may have options in the Restricted Line/Staff Corps communities. These options include Aviation Maintenance Duty Officer, Cryptology, Naval Intelligence, Oceanography, Fleet Support Engineering Duty, Supply Corps, and Civil Engineering Corps. The major difference between the Restricted and Unrestricted Line is that Unrestricted Line Officers are eligible for command at sea and command of shore stations. Presentations on the eligibility requirements for these fields will be given throughout the four-year program. The members of the staff encourage interested MIDN and OCs to inquire about their specialties.

2. Service assignment requests are normally submitted at the end of the junior year. MIDN and OCs are notified of initial assignment by Officer Development around October of their senior year.

7-2 Enlisted Reserve Status

1. Under the terms for Scholarship Program Students, MIDN must enlist in the USNR or USMCR. In the event they do not meet the terms of their contracts, they may be ordered to active duty in an enlisted status by the SECNAV for a period for no less than two years.

2. Advanced Standing College Program Students are required to enlist in the USNR or USMCR prior to becoming eligible for payment of subsistence (normally at the beginning of the junior year). Students already serving under USN and USMC enlistments will be discharged and reenlisted under Public Law 88.

3. Time spent in the reserve status while enrolled in the NROTC cannot be computed for length of service for a commissioned officer or for the accrual of longevity for pay purposes.

4. At the time of commissioning, MIDN are discharged from the enlisted reserve obligation.

7-3 The NROTC Intramural Program

1. The USN and USMC strongly encourage all NROTC students to maintain a high state of physical readiness. To achieve this, the NROTC Auburn-Tuskegee Consortium offers a varied and active athletic program. The Auburn NROTC annually sponsors flag football, bowling, badminton, volleyball, basketball, softball, and soccer teams in the University's Intramural Program. Intramural competitions for other sports are also available through AU; however, participation by BN members is on an individual basis. TU programs vary yearly and are all
individual basis programs. All NROTC students are eligible to play for the BN at the attending university. Intra-BN athletic competition is also encouraged.

7-4 **Summer Cruise.** Summer training is a requirement of the NROTC; it furnishes MIDN with the opportunity to gain experience in the practical application of their NAVS studies. The requirements differ according to the status of the MIDN. Training periods are generally four weeks in duration. For further details, see ROD Chapter 3.

7-5 **Postgraduate Studies.** Many options are available for MIDN to pursue graduate education either before or after they are commissioned. Marine Option students are not eligible for graduate education scholarships until they have completed The Basic School (TBS). OCs may only apply for the Burke Program. Graduate education programs require additional active duty obligations in accordance with DoD Instruction 1215.08. MIDN who are interested in graduate study shall make their interests known to their Class Advisor before or during service assignment education programs are classified as fully funded, partially funded, or non-funded.

7-6 **Battalion Organizations**

1. **Steerage.** Steerage is the Naval Honorary Society founded to promote a greater degree of unity among NROTC students and to stimulate their participation in student activities. Membership is open to NROTC students in the sophomore, junior, and senior classes who are in good standing in the NROTC BN and to anyone who has shown outstanding leadership qualities in staff billets or by achieving superior grades in their university and NROTC studies. Election to Steerage is governed by the Steerage Constitution.

2. **Semper Fidelis Society.** A USMC professional organization which emphasizes the esprit-de-corps and camaraderie that is unique to the USMC. The activities of this organization are designed to prepare Marine Option MIDN and MECEPs to assume their responsibilities as officers in the USMC. Membership is open to Marine Option MIDN, MECEPs, and by executive invitation.

3. **Drill Team.** The Consortium Drill Teams are volunteer organizations. Each Drill Team usually consists of 25 members, a PLTCDR, and PltSgt. Drill Teams have performed at football games, parades, drill meets, and other activities, and are a credit to the USN/USMCC.

4. **Mariners.** The Mariners are the official women's auxiliary of the NROTC. Membership is open to any woman enrolled as a student at AU. These women support the NROTC during the school year by performing service projects and by serving as hostesses at BN sponsored social functions. Mariners are invited to BN functions as approved by the PNS.

5. **Color Guard.** The Auburn and Tuskegee Color Guard are composed of active duty students and MIDN volunteers. Throughout the year they support numerous functions both on and off campus by posting and retiring the colors. The Color Guard is highly visible and requires the very best from the NROTC BNs.
6. **Trident Society.** Trident Society is a Student Government Association (SGA) chartered professional organization representing MIDN and OCs who are interested in the Naval Nuclear Power Program and submarines. The goal of the Trident Society is to introduce and promote nuclear power to the NROTC BN. Membership is open to civilians and NROTC students in good academic standing and interested in the nuclear field.

7-7 **Navy and Marine Corps Birthday Ball.** Each Fall the USN and USMC Birthdays are celebrated with a formal ball. The uniform prescribed for this occasion is Dress Blue Alphas for Marines and Service Dress Blues for Navy. The ball is conducted with a formal ceremony, a guest speaker, and a dinner. Afterwards, music will be provided for dancing.

7-8 **The Helm.** The purpose of the Helm is to utilize the writing, design, and photographic skills of talented NROTC students to produce a yearbook covering events, functions, and activities of the BN throughout the year. Its goal is to accurately depict life at Auburn and Tuskegee through pictures and articles, and to provide a keepsake for Consortium graduates.

7-9 **The Anchor**

1. The Anchor is the joint Auburn-Tuskegee Consortium’s news periodical. It is published twice a semester in the fall and spring semesters for the benefit of the respective battalions. Many individuals have a flair for writing, designing newspaper layouts, drawing, and cartoon work. MIDN desiring to participate should contact the PAO.

2. The Naval Service requires its officers to be well acquainted with descriptive writing. Working on The Anchor offers an excellent opportunity for future officers to express their views and observations.

7-10 **Awards**

1. The PNS recognizes outstanding performance. Awards and formal recognition to NROTC students is initiated by permanent staff and given for excellence of performance in the categories of academic excellence and performance of duty/military aptitude. A list of awards can be found in ROD Appendix I. The PNS will present the majority of NROTC awards at an annual formal ceremony to which parents and relatives of MIDN and OCs, distinguished members of the local university, civilian, and military communities, and representatives of presenting organizations are invited to attend. Representatives of the presenting organizations will be invited to attend and participate in the ceremonies.

2. Numerous awards are available to outstanding NROTC students. Awards are of several types: BN awards, outside agency awards based on BN nominations, and awards for which the student must apply. Presentations are normally made during scheduled ceremonies such as the Spring Awards Ceremony, and President’s Day Review and Award Ceremony. Additionally, NROTC students are eligible to receive ribbons for special achievements or as members of the BN’s societies. Note that many require the student to submit packages to qualify for the award.
### APPENDIX B: REQUEST CHIT ROUTING MATRIX

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<th>Chit Classification</th>
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<td>Request Excusal from BN Event</td>
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<td>Watch Change</td>
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<td>Departing Liberty Radius</td>
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<td>Reduced Study Hours</td>
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<tr>
<td>Missing All Hands Events*</td>
<td>Advisor (AA) / (S)*</td>
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(I) = For Information  
(S) = Signature Required  
(AA) = Approval Authority

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<td>SL (S)</td>
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<td></td>
<td>BNXO (S)</td>
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**NOTES:**
1. Chits shall be routed TEN calendar days prior to the first day of requested absence.
2. Emergency chits are those that are routed after the ten day deadline. Unlike other chits, the time of submission is considered as grounds for denial. Emergency chits are considered on a case-by-case basis.
3. Each individual in the routing chain is responsible for forwarding the request within TWO business days after receiving the chit to the next person in the routing chain.
4. Originating personnel will put as much information as possible on a chit to minimize questions that may arise during routing. If no event will be missed, the student must specify that on chit.

*All hands BN events include but are not limited to: Commissioning, Navy and Marine Corps Birthday Ball, GMT/ProLab, President’s Day Ceremonies, etc.*
APPENDIX C: UNIFORM INSIGNIA AND GROOMING

C-1 General

1. The uniform regulations apply to all MIDN and OCs. Unless noted, all instructions refer to male and female uniforms. The information contained in this section of the MIDN Regulations was referenced from Chapter 1, 2, and 6 of the United States Navy Uniform Regulation. All MECEP students should refer to the USMC Uniform Regulations for proper insignia wear.

2. Insignia worn by NROTC MIDN and other OC program personnel conform to that prescribed for USNA MIDN. NROTC Marine Option MIDN wear gold enlisted Marine Corps emblems in place of the anchor insignia.

3. Upon commissioning, all MIDN uniforms, regardless of issue source, shall comply with uniform guidelines established for commissioned officers.

C-2 Cap Insignia

1. Combination Cap. Insignia on combination caps consist of a cap device, chin strap and retaining buttons.

   a. Cap Device. The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right.

   b. Chin Strap. The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 1/2 line, Navy eagle, gilt button.

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

C-3 Shoulder Boards

1. General. There are two types of shoulder boards, one indicating class and one indicating rank. Both measure either 5-1/2 inches (men), or 4-1/2 inches (women) long and 1-3/4 inches wide with outer end squared and inner end terminating in a symmetrical peak made of dark blue cloth. They are rigid and attached on the shoulder at the inner end by a 22 1/2-line Navy eagle, gilt button snap fastener. They are worn on the coat of Full Dress White uniforms and on the white tropical shirt. NROTC Marine option MIDN replace the anchor insignia on the shoulder boards with the gold enlisted Marine Corps emblem.

2. Class Shoulder Boards. The insignia for shoulder boards consists of a metal fouled anchor alone or in combination with stripes, indicating the wearer's class.
a. Midshipman, First Class. Center a gold metal fouled anchor, 1-1/16 inches in length, with other dimensions proportionate, on the shoulder board with the crown 2 inches from the squared end and the unfouled arm of the stock to the front. Place one yellow stripe, 1/8 inch wide, with the outer edge 5/8 inch from and parallel to the squared end of the shoulder board (right and left).

b. Midshipman, Second Class. Same as prescribed for MIDN 1/C, except that there are two yellow stripes, 1/8 inch wide, placed diagonally across the shoulder board. The front edge of the bottom stripe is 5/8 inch and the rear edge of the bottom stripe is 1-5/8 inches from the squared end of the board. The stripes are parallel and spaced 1/8 inch apart; lower end to the front (right and left).

c. Midshipman, Third Class. Same as prescribed for MIDN 2/C, but the upper stripe is omitted (right and left).

d. Midshipman, Fourth Class. Same as prescribed for MIDN 1/C, but the stripe is omitted (right and left). For women the anchor crown is 1-1/4 inches from the squared end.

C-4 Outergarment Shoulder Insignia (Officer Candidate Programs)

1. Men. Consist of shoulder boards indicating OC status, worn on the shoulders of white coats. The shoulder board is of the same design and dimensions as for officers. One simulated gold embroidered, symmetrical five-point star, 1-1/4 inches across, is positioned on shoulder board with its center 2 inches from the squared and with one ray pointing toward the squared end of the board.

2. Women. Same as prescribed for wear with garrison cap. Place insignia on each shoulder strap, (right and left), with shank of the anchor lying parallel to and on the long dimension of the strap. The anchor's base is 1 inch from the shoulder seam.

C-5 Coat Collar Anchor Insignia

1. General. Coat collar insignia consists of plain gold anchors indicating MIDN status.

2. Service Dress Blue Coat. A plain gold anchor 17/16 inch long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal.

C-6 Shirt Collar Insignia

1. General. Shirt collar insignia consists of gold fouled anchor, eagle, and bar worn on the collar tips of blue and khaki shirts, to indicate the wearer's class and/or rank.
2. **Insignia Indicating Class.**

   a. **Anchor Insignia.** A gold metal fouled anchor, 5/8 inch (right and left).

   b. **Eagle-Anchor Insignia.** Consists of a spread eagle on gold metal fouled anchor. The device is 11/16 inch (right and left).

   c. **Manner of Wear.** Pin the anchor or eagle-anchor insignia to the collar in a vertical position with the center of the insignia approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The anchor's stock is parallel to the upper edge of the collar and the unfouled arm of the stock faces front.

   (1) **Midshipmen, First Class.** Wear the eagle-anchor insignia on both collar points. Marine Option MIDN wear the gold enlisted Marine Corps emblem on both collar points with anchors pointed inboard.

   (2) **Midshipmen, Second Class.** Wear the anchor insignia on both collar points. Marine Option MIDN wear the gold enlisted Marine Corps emblem on both collar points with anchors pointed inboard.

   (3) **Midshipmen, Third Class.** Wear the anchor insignia on the right collar point only. Marine Option MIDN wear the gold enlisted Marine Corps emblem on the right collar point with the anchor pointed inboard.

   (4) **Midshipmen, Fourth Class.** Wear no insignia on the collar.

3. **Insignia Indicating Class and Petty Officer Rank (Other Officer Candidate Programs).** It is the same as the shirt collar anchor insignia prescribed for USNA and NROTC MIDN. This insignia is worn by all Ocs, on collar points of the khaki shirt in a horizontal position with the crown to the front. The unfouled arm of the stock points up. Officer candidates wear:

   a. **Fourth Classmen.** No insignia.

   b. **Third Classmen.** One anchor, right collar.

   c. **Second Classmen.** One anchor, on each collar.

   d. **First Classmen.** One eagle-anchor on each collar.

4. **Insignia Indicating Midshipman and Officer Candidate Rank.** Consists of gold metal bars, on the collar tips of blue and khaki shirts to indicate the wearer's rank. On closed collar shirts, pin this insignia on the collar so that the center of the first bar is approximately 1 inch from the front edge and 1 inch below the upper edge of the collar. The upper edge of the bar is parallel to upper edge of collar. On open collar shirts, all MIDN, except Captains, center insignia one inch from the front and lower edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Captains wear insignia one
quarter inch from the lower and outside edges of the collar and position it with the vertical axis of the insignia along an imaginary line bisecting the angle of the collar point. Marine Option MIDN will center insignia on the collar one inch from the lower edge of the collar and parallel to the deck.

C-7 Headgear. The cap/hat is an integral part of the uniform. Uniform headgear is not required to be worn when ships are at sea outside harbor limits, except on specific watches or on ceremonial occasions specified by the CO or higher authority. Uniform headgear is required in port, unless safety prohibits wear, e.g., foreign object damage (FOD).

1. Outdoor Wear. Outdoors, personnel remain covered at all times unless ordered to uncover, or during religious services not associated with a military ceremony. Personnel remain covered during invocations at military ceremonies such as changes of command, ship launching and commissioning ceremonies, and military burials, etc.

2. Indoor Wear. Indoors, personnel shall remain uncovered at all times unless directed otherwise by higher authority for a special situation/event.

3. Special Circumstances. A military cover may be removed when riding a bicycle on or off base. A safety helmet is required. Personnel may remove their cap or hat when traveling inside a private automobile.

C-8 Shoes. During drill periods, MIDN and OCs are not authorized to wear brown shoes. Brown shoes are an option with the khaki uniform when not attending drill. Black shoes are worn for drill periods and other prescribed functions in accordance with the POW, with Service Dress Blue and Service Khaki uniforms. White shoes are prescribed for all white uniforms.

C-9 Wearing of Additional Articles With the Uniform

1. Backpacks. Backpacks are authorized to be carried on the shoulders while in uniform; however, they must be double shouldered. They may not be draped over a single shoulder. The packs must be of a solid color (black, tan, brown, olive drab) and conservative in nature with minimal logo presentation (unless issued).

2. Cell Phones. While in uniform, cell phones may not be worn on the belt.

3. Umbrellas. The use of umbrellas is authorized. Umbrellas must be plain black style. They must be carried in the left hand. MECEP students will comply with USMC uniform regulations for appropriate inclement weather apparel (no umbrellas).

4. Sunglasses. Conservative sunglasses may be worn in uniform; however, sunglasses are prohibited while in a drill or unit formation.

5. Bulging Objects. No object that protrudes in an unsightly manner from the uniform or extends out of pockets shall be worn.
6. **Animals.** No animals of any variety are allowed to be stored in the pockets of any uniform.

**C-10 Personal Appearance**

1. **General.** All NROTC students shall be well groomed and meet the following standards; however, it should be noted that these are minimum standards and all MIDN and OCs should never strive to merely meet the minimum standards. The information in the Navy Uniform Regulations illustrates much of the material in the following sections.

2. **Navy Option MIDN and OCs (male)**

   a. **Hair.** Keep hair neat, clean and well groomed. Hair above the ears and around the neck shall be tapered from the lower hairline upwards at least 3/4 inch and outward not greater than 3/4 inch to blend with hairstyle. Hair shall be no longer than four inches and may not touch the ears or collar, not extend below eyebrows when headgear is removed, or interfere with proper wearing of military headgear. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of hair protrudes from the scalp. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized. Varying hairstyles including Afro are permitted if these styles meet the criteria of maximum length and bulk, tapered neck and sides, and do not interfere with proper wearing of military headgear.

   b. **Sideburns.** Keep sideburns neatly trimmed and tailored in the same manner as the haircut. Sideburns shall not extend below the midpoint of the ear canal, shall be of even width (not flared), and shall end with a clean shaven horizontal line. "Muttonchops," "ships captain," or similar grooming modes are not authorized.

   c. **Facial Hair.** The face will be clean-shaven at all times, including leave and special liberty periods. A mustache will be kept neatly and closely trimmed. No portion of the mustache shall extend below the lip-line of the upper lip. In addition, it will not go beyond a horizontal line extending across the corners of the mouth and no more than 1/4 inch beyond a vertical line drawn from the corner of the mouth. The length of an individual mustache hair fully extended will not exceed one-half (1/2) inch. Beards will not be worn except in the cases outlined in section 2201-3 of the Navy Uniform Regulations.

   d. **Hairpieces.** Wigs or hairpieces may be worn for cosmetic reasons (e.g., to cover natural baldness or physical disfiguration). Wigs or hairpieces will be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these Regulations. They will not interfere with the performance of duty.

   e. **Fingernails.** Fingernails will not extend past fingertips. They shall be kept clean.

   f. **Jewelry.** Jewelry shall not present a safety hazard. Jewelry shall be worn within the following guidelines:
1. **Rings.** While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

2. **Earrings.** Earrings are not authorized while in uniform, on a military installation, in a foreign country, or in conjunction with military duties. The Auburn and Tuskegee University campuses are classified as "military installations" for the intents and purposes of this instruction. No article shall be attached to or through the nose.

3. **Necklaces / Choker.** While in uniform, only one necklace may be worn, and it shall not be visible.

4. **Wristwatch or Bracelet.** While in uniform, only one wristwatch will be worn. Bracelets of any kind are not authorized while in uniform, except for POW/MIA bracelets.

3. **Marine Option MIDN and MECEPs (Male).** Adhere to the guidelines set forth in MCO P1020.34H except in the instances outlined below.

   a. **Hair.** The hair clipped at the edges of the side and back will be evenly graduated from zero length at the hairline in the lower portion of the head to the upper portion of the head and will not be over 3 inches in length fully extended on the upper portion of the head. The back and sides of the head below the hairline may be shaved to remove body hair. Hair which protrudes from beneath properly worn headgear in an unsightly manner is considered excessive regardless of length. No Marine will be required to have his chest hair clipped except that which is so long as to protrude in an unsightly manner above the collar of the undershirt.

   b. **Facial Hair.** All facial hair will be kept and groomed in accordance with the regulations as outlined in MCO P1020.34H.

   c. **Hairpieces.** Hairpieces or wigs are not authorized for active duty Marines. Reserve Marines may wear hairpieces or wigs only during periods of inactive duty.

4. **Female MIDN and OCs.** All female members shall abide by the following guidelines of personal appearance.

   a. **Hair.** Keep hair clean, neatly shaped, and arranged in a professional style. When in uniform, hair on back of head may touch but not fall below the lower edge of the collar. It must be neatly and inconspicuously fastened, pinned, or secured to the head. Hair must not show under the front of the brim of the combination cover, garrison cap, or command ball cap. Appropriateness of a hairstyle should be judged on the basis of its appearance when headgear is worn. Afro, natural, bouffant, and other similar hair styles are permitted, but faddish and exaggerated styles which do not allow headgear to fit snugly and comfortably around the largest part of the head are not authorized. The bulk of the hair shall not exceed two inches. Bulk is defined as the distance that the mass of the hair protrudes from the scalp. Ponytails and pigtails are not permitted in uniform. Ends of hair, which are pinned up, may not dangle free. Hair coloring must look natural and compliment the individual. Faddish and outrageous multicolor hair is not authorized. Hairnets are prohibited.
b. **Hair Ornaments.** Conspicuous rubber bands, combs, and pins are not authorized. When worn, hair ornaments shall not present a safety hazard. A maximum of two barrettes similar to hair color may be used to pin up hair.

c. **Hair Pieces.** Hairpieces or wigs are authorized. They should be of good quality and fit, present a natural appearance, and conform to the grooming standards set forth in these regulations.

d. **Cosmetics.** Cosmetics, if worn, will be applied conservatively and will complement the individual’s complexion tone. Exaggerated or faddish cosmetic styles are inappropriate with the uniform and will not be worn. Lipstick and/or nail polish may be worn. If MECEPs choose to wear lipstick or nail polish, it will harmonize with the scarlet shade used in various service and dress uniform items. In all instances lipstick and nail polish colors shall be conservative and compliment the USN and USMC uniforms. False eyelashes are not authorized.

e. **Fingernails.** Fingernails shall not exceed 1/4 inch measured from the fingertip. Nail polish shall compliment the skin tone.

f. **Jewelry.** Wearing jewelry is authorized for all personnel within the following guidelines:

   (1) **Rings.** While in uniform, only one ring per hand is authorized, plus a wedding/engagement ring set. Rings are not authorized for wear on thumbs.

   (2) **Earrings.** One earring per ear may be worn with any uniform. Nose rings are not authorized. Earrings shall be gold 6mm ball (approximately 1/4 inch), plain with brushed matte finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and formal Dinner uniforms.

   (3) **Necklaces/Chokers.** While in uniform, only one necklace may be worn, and it shall not be visible.

   (4) **Wristwatch or Bracelet.** While in uniform, only one of each may be worn. Ankle bracelets are not authorized while in uniform.

5. **Dress Code While Not in Uniform.** You represent the Navy Marine Corps Team at all times. As such, all MIDN and OCs are expected to portray a neat and clean appearance at all times. You will adhere to the following guidelines while on campus and not in uniform:

   a. While in the BN spaces during working hours, males will wear a collared shirt, and females will wear professional attire (no tank tops).

   b. Civilian clothing will be neat, clean, and orderly.

   c. Clothing with excessive holes and tears or excessively frayed cuffs will not be worn.
d. Shirts with contoured tails will be tucked in.

e. Clothing glorifying illicit drug use or alcohol abuse or displaying obscenities or will not be worn.

f. Half shirts will not be worn.

g. Camouflage utilities will not be worn as civilian clothes. This includes all parts of the uniform (cover, field jacket, trousers, etc.).

h. No hat or cap of any type will be worn indoors on campus. Wearing of hats and caps indoors off campus is discouraged.

i. All personnel will conform to grooming standards (e.g., hair, sideburns, facial hair, and fingernail standards) while in a duty status and anytime they are in the Nichols Center. NROTC students are considered to be in a duty status Monday through Friday between the hours of 0800 and 1600 when classes are in session; during final examinations; while on watch; during any ROTC or University-sponsored event; and any time they represent the Navy or Marine Corps in any official capacity.

C-11 Care of the Uniform

1. The Naval uniform is a symbol of membership in an elite organization. It should be worn proudly with dignity and respect. The uniform should always be worn with the correct insignia, proper posture, and kept clean and neat.

2. The blue service coat should be kept neatly pressed and brushed free of lint prior to wearing.

3. Tears in garments will be surveyed if satisfactory repairs cannot be made.

4. Cap bills will be wiped off with a soft cloth prior to wear. The life of a cap bill can be greatly increased if it is not used as a gripping point for placing or removing the cap from the head. Cap covers and crowns must be kept clean of smudges and scratches. Vinyl cap covers are authorized for wear at all times except as otherwise prescribed.

5. All belts should be washed and the buckle cleaned and polished. Belts shall be of cotton web type or Certified Navy Twill (CNT) and worn with the clip end touching the buckle, with no cloth showing. CNT belts are worn with CNT uniforms and the cotton web type belt will be worn with cotton/poly uniforms. Marine Option MIDN and MECEPs, utilizing the USMC belt buckle will allow two to four inches from the buckle to the clip end. Only the regulation brass buckles are authorized for wear by MIDN and OCs.

6. The metal gold devices or insignia of the uniform will be kept clean. Do not use metal polish on the devices as they have a protective coating to prevent tarnish. The cloth gold lace
shall be replaced when tarnished. Shoulder boards must be brushed off prior to wearing. If any insignia becomes dull or tarnished, return them to BN Supply for replacement.

7. Ties must be kept clean of food stains and other marks. Ties will be tied with the four-in-hand, half Windsor or full Windsor knot. No portion of the tie will extend below the top of the belt. The tie may be a clip-on or hand-tied.

8. Shoes must be shined over the entire surface and kept in good condition. A common error is to shine the toe alone. Shoes are laced bridged with the laces left over right. The welt or edge and heel of the shoe will be clean and free of dust and dirt (edge dressing is the preferable means).

9. All personnel are required to wear nametags with all uniforms except full dress uniforms. Only NROTC BN nametags will be worn. They will be centered 1/4 inch (1/8 inch for Marine Option MIDN and MECEPs) above the right pocket. On uniforms without a right breast pocket, place nametags on the right front in a position corresponding to ribbons on the left.

10. Tie clips are to be worn one inch below the center of the tie in a horizontal position (centered between the third and fourth buttons for Marine Option MIDN and MECEP students).

C-12 Special Awards and Insignia

1. U.S. Armed Forces Awards and Decorations
   a. Ribbons. Veterans who through previous service in any of the Armed Forces have earned personal awards or service ribbons are authorized to wear such awards on the appropriate NROTC uniforms.
   b. Breast Insignia. All authorized breast insignia are authorized for wear on all NROTC uniforms. They may be worn with active duty awards or NROTC awards.

2. NROTC BN Awards. The NROTC BN awards consist of ribbons and stars which represent various BN activities, organizations, and outstanding academic and aptitude performance. BN ribbons may not be worn with active duty ribbons and awards nor are they authorized for wear during NROTC summer training or while aboard other armed forces installations.

3. Mariners. As members of the BN, the Mariners are authorized to earn and wear appropriate BN awards; e.g., PRT, Academic Achievement, Athletic Awards, etc. They are also authorized to issue and wear additional ribbons internal to their own organization (e.g., the Color Girl Ribbon).

4. Implementation. BN LOGS is responsible for issuing BN ribbons.

C-13 Physical Training Uniform. During organized PT, Navy MIDN and OCs will wear navy blue shorts and yellow Navy T-shirts. Marines and Marine MIDN will wear olive drab green
shorts and t-shirt. All personnel will wear white socks and running shoes. When “boots and utes” are specified, personnel will wear appropriate t-shirts with utility trousers and issued boots (bloused). During the cold weather months, navy blue (Navy) or green (USMC) sweats are permitted as long as uniformity is maintained.
APPENDIX D: ACRONYMS

IstSgt - First Sergeant
AADJ - Assistant Adjutant
ACOMMO - Assistant Communications Officer
ADJ - Adjutant
ALOGS - Assistant Logistics Officer
AMOI - Assistant Marine Officer Instructor
AOPSO - Assistant Operations Officer
ATHO – Athletics Officer
ATRAINO - Assistant Training Officer
AU - Auburn University
BATCOM - Battalion Commander
BCA - Body Composition Analysis
BN - Battalion
BNXO- Battalion Executive Officer
BUMED - Bureau of Medicine and Surgery
BUPERS - Bureau of Naval Personnel
CEC - Civil Engineer Corps
CFL - Command Fitness Leader
CFT - Combat Fitness Test
CGPA - Cumulative Grade Point Average
CMC - Commandant, U.S. Marine Corps
CNO - Chief of Naval Operations
CO - Commanding Officer
CCO – Company Commander
CoC - Chain of Command
COMMO - Communications Officer
CORTRAMID - Career Orientation Training for Midshipmen
CPO - Chief Petty Officer
CSO - Community Service Officer
CXO – Company Executive Officer
DOD - Department of Defense
DON - Department of the Navy
EMI - Extra Military Instruction
FEP - Fitness Enhancement Program
FITREP - Fitness Report
FTX - Field Training Exercise
GMT - General Military Training
GPA - Grade Point Average
LOA - Leave of Absence
LOGS - Logistics Officer
LOI - Letter of Instruction
MCCDC - Marine Corps Combat Development Command
MCCUU - Marine Corps Combat Utility Uniform
MCPO - Master Chief Petty Officer
MECEP - Marine Corps Enlisted Commissioning Educational Program
MIDN – Midshipman/Midshipmen
MIDN 1/C - First Class Midshipman
MIDN 2/C - Second Class Midshipman
MIDN 3/C - Third Class Midshipman
MIDN 4/C - Fourth Class Midshipman
MOI - Marine Officer Instructor
MPO - Mustering Petty Officer
NAVS - Naval Science
NETC - Naval Education and Training Command
NROTC - Naval Reserve Officers Training Corps
NSI - Naval Science Institute
NSTC - Naval Service Training Command
OC - Officer Candidate
OCS - Officer Candidate School
OPS - Operations Officer
PAO - Public Affairs Officer
PC – Platoon Commander
PFA - Physical Fitness Assessment
PFT - Physical Fitness Test
PLC - Marine Corps Platoon Leaders Class
PNS - Professor of Naval Science
POW - Plan of the Week
PRB - Performance Review Board
ProLab - Professional Laboratory
PRT - Physical Readiness Test
PT - Physical Training
ROD - Regulations for Officer Development
SECDEF - Secretary of Defense
SECNAV - Secretary of the Navy
SgtMaj - Sergeant Major
SL - Squad Leader
SPECOPS - Special Operations
SPECWAR - Special Warfare
STA-21 - Seaman to Admiral-21
SWO - Surface Warfare Officer
TBS - The Basic School
TRAINO - Training Officer
TU - Tuskegee University
USMC - U.S. Marine Corps
USMCR - U.S. Marine Corps Reserve
USN - U.S. Navy
USNA - U.S. Naval Academy
USNR - U.S. Naval Reserve
VA - Veterans Administration
XO - Executive Officer
## General Guidelines for Performance Deficiencies

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<td>Not completing Math in time requirements</td>
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<td>Fail jac. in 12-semester credits</td>
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<td>PNS may grant permission ahead of time</td>
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<td>PNS may grant permission ahead of time</td>
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<td>BCA: Navy M - 234% P - 54% USMC varies w/ score (see Ch. 3)</td>
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<td>Do not commission w/o 1st Official PFA/PFT - Standards</td>
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*Determinations of the appropriate action requires the wisdom and judgment of the PNS and in more serious cases is based on the findings and recommendations of the PRD. The shading provides an idea of the most common decisions of certain infractions.*

*Comments here are reminders of the standards and are not provided to impose severity on any requirement. See appropriate chapter for details.*

More than 1 term of probation for the same area of deficiency requires written appeal from ODT

More than 1 term of LOA for the same area of deficiency requires written appeal from ODT.
SPECIAL REQUEST/AUTHORIZATION

PRIVACY ACT STATEMENT
THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.
THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED.
COMPLETION OF THE FORM IS MANDATORY. FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.

1 NAME
2 RATE

3 SHIP OR STATION
4 DATE OF REQUEST (YYYYMMDD)

5 DEPARTMENT/DIVISION
6 DUTY SECTION/GROUP

7 NATURE OF REQUEST
   □ LEAVE □ SPECIAL LIBERTY □ SPECIAL PAY □ COMMUTED RATIONS □ OTHER (BELOW)

8 NO. OF DAYS REQUESTED FROM (DATE AND TIME)
   TO (DATE AND TIME)

9 DISTANCE (MILES)
   □ CAR □ AIR □ TRAIN □ BUS

10 LEAVE ADDRESS
11 TELEPHONE NUMBER

12 REASON FOR REQUEST

13 SIGNATURE OF APPLICANT (Use CAC for digital signature)

14 I am eligible and obligate myself to perform all duties of person making application

15 RECOMMENDED APPROVAL
   □ YES □ NO

16 RECOMMENDED APPROVAL
   □ YES □ NO

17 RECOMMENDED APPROVAL
   □ YES □ NO

18 RECOMMENDED APPROVAL
   □ YES □ NO

19 RECOMMENDED APPROVAL
   □ YES □ NO

20 RECOMMENDED APPROVAL
   □ YES □ NO

21. □ APPROVED □ DISAPPROVED

22 REASON FOR DISAPPROVAL

NAVPIERS 13363/3 (Rev. 10-2011) FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

Enclosure (2)
Conduct Form 1

RECORD OF COUNSELING DATE: ______________________

PRIVACY ACT STATEMENT: The authority for requesting the following information is contained in 30 USC 8012 and DOD 9397. The data will be used to document quality force counseling actions not prescribed in other directives. When completed, this form may or not become a source document to support administrative separation.

Completion of this form by a counseling officer is mandatory; however, disclosure of information or facts by the member is voluntary. Failure to disclose information or facts may not be in the member’s best interest in the event that administrative, disciplinary, or separation action is subsequently deemed warranted by the member’s commander.

COUNSELEE NAME (LAST, FIRST, MI)/GRADE  COUNSELING OFFICER NAME/GRADE

Reason for Counseling

____ Performance

____ Personal Behavior

____ Substandard dress/appearance

____ Responsibilities

____ Other: ________________________________

Specifics of Deficiency: (Details, dates, names, sequence of events, etc.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

How to Correct the Deficiency: (Solutions directed by counselor or offered by counselee.)

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Counselee’s Comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Counselee’s Signature:  Counseling Officer’s Signature:

__________________________________________________________________________  ____________________________________________________________________________

NAME:  NAME:

Enclosure (3)
Conduct Form 2 (Part One)

REPORT AND DISPOSITION OF OFFENSES

Section A

Accused's Name: __________________________________________ FR SO JR SR

Platoon: _____ Company: _____ Squad: _____ Date of Offense: ______________

Occasion: __________________________________________________

UCMJ Article(s) violated: __________________________________________

Circumstances of Offense:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signature of Accuser: ___________________________ Date: ________________

I hereby acknowledge that I have been placed on report for the above offense.

Signature of Accused: ___________________________ Date: ________________

Section B

Squad Leader's Action

_____ Dismiss Charges

_____ Nonpunitive Measures. Any combination of:

_____ Nonpunitive Censure (Conduct Form 1)

_____ Essay (see paragraph 6-8b)

_____ Assign up to 30 minutes of EMI (see paragraph 6-8c)

_____ Refer to PLTCDR for disposition

Squad Leader Remarks, details of EMI, or recommendations to PLTCDR:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signature of Squad Leader: ___________________________ Date: ______________

Enclosure (4)
Section C

Platoon Commander’s Action

____ Dismiss Charges
____ Refer back to squad leader for further action
____ Nonpunitive Measures. Any combination of:
   ____ Nonpunitive Censure (Conduct Form 1)
   ____ Essay (see paragraph 6-8b)
   ____ Assign up to 30 minutes of EMI (see paragraph 6-8c)
   ____ Withholding of up to one week of privileges (see paragraph 6-8d)
   ____ Refer to Company CO for disposition

Platoon Commander’s Remarks, details of EMI/Withholding of privileges, recommendations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Platoon Commander: ____________________________ Date: ______________

*Return to Company CO and copy to Class Advisor for filing*
Conduct Form 2 (Part Two)

REPORT AND DISPOSITION OF OFFENSES

Section D
Company Commander's Action:

_____ Dismiss Charges

_____ Refer back to Platoon Commander for further action

_____ Hold Company Mast  Scheduled Date of Mast: ________________

_____ Dismiss Charges

or

_____ Nonpunitive Measures. Any combination of:

_____ Nonpunitive Censure (Conduct Form 1)

_____ Assign up to two hours of EMI (see paragraph 6-8c)

_____ Withholding of up to two weeks of privileges (see paragraph 6-8d)

or

_____ CO-Level punishment. Any combination of:

_____ Up to two weeks of Restriction Musters (No more than three per day)

_____ Up to two hours of extra duty (No more than one per day)

_____ Non-punitive censure (Conduct Form 1)

or

_____ Refer to BATCOM for disposition

Company Commander’s remarks, details of action taken, recommendations:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature of Company Commander: ____________________________ Date: ____________

*Return to Company CO and copy to Class Advisor for filing*
Section E
Battalion Commander's Action:

_____ Dismiss Charges
_____ Refer back to Company Commander for further action
_____ Hold Battalion Mast

______ Scheduled Date of Mast: __________________
_____ Dismiss Charges

or

_____ Nonpunitive Measures. Any combination of:

______ Nonpunitive Censure (Conduct Form 1)
______ Assign up to two hours of EMI (see paragraph 6-8c)
______ Withholding of up to four weeks of privileges (see paragraph 6-8d)

or

_____ BN-Level punishment. Any combination of:

______ Up to four weeks of Restriction Musters (No more than three per day)
______ Up to four hours of extra duty (No more than one per day)
______ Non-punitive censure (Conduct Form 1)

or

_____ Refer to BN Advisor/Permanent Staff for disposition

Battalion Commander’s remarks, details of action taken, recommendations:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Signature of Battalion Commander: ____________________________ Date: ____________

Signature of Battalion Advisor: ______________________________ Date: ______________

*Return to Company CO and copy to Class Advisor for filing*
Conduct Form 3 (Side One)

BATTALION OR COMPANY MAST PROCEEDINGS

Company/Battalion Commander reads the following:

"The nature of alleged offenses and the specific UCMJ articles violated are:" [Insert specific articles and circumstances]

CHARGE(S):

SPECIFICATION(S):

"Possible outcomes of this mast are:
   a. Dismissal of charges.
   b. Nonpunitive corrective measures.
   c. Company/battalion level punishment.
   d. Referral to higher authority.
"You have the following rights:
   a. The right to remain silent.
   b. The right to confront witnesses.
   c. The right to call witnesses on your behalf.
   d. The right to examine evidence.
   e. The right to testify on your own behalf.
"You do NOT have the right to legal counsel at this mast, as it is not a judicial proceeding.

"You have the right to appeal a finding of guilty, or to appeal the severity of the punishment; however, if appealed, a higher authority may award a more severe punishment. The appeal authority in this case is __________________. (At Company Mast, insert the Battalion Commander. At Battalion Mast, insert the Battalion Advisor.)

"Do you have any questions about this mast proceeding or your rights, which I have just explained to you?" [Answer questions, if any.]
Conduct Form 3 (Side Two)

BATTALION OR COMPANY MAST PROCEEDINGS

Conduct the mast.

_____ 1. Examine evidence.

_____ 2. Provide the accused the opportunity to testify on his behalf.

_____ 3. Hear witnesses, including witnesses on behalf of the accused.

_____ 4. Provide the accused the opportunity to ask questions.

_____ 5. Make a determination: (specifics are listed on Conduct Form 2)
   a. Dismiss charges
   b. Award non-punitive measures
   c. Award battalion/company level punishment
   d. Refer to higher authority

_____ 6. Inform the accused of your determination.

_____ 7. Remind the accused that he or she has five business days to appeal the results in writing.

_____ 8. Dismiss the accused.

*Return to Company CO and copy to Class Advisor for filing*