



DEPARTMENT OF THE NAVY

CHIEF OF NAVAL EDUCATION AND TRAINING
250 DALLAS ST
PENSACOLA FLORIDA 32508-5220

CNETINST 1533.12G
N79M1

09 AUG 2002

CNET INSTRUCTION 1533.12G

Subj: REGULATIONS FOR THE ADMINISTRATION AND MANAGEMENT OF THE
NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

Ref: (a) DoD Directive 1215.8
(b) OPNAVINST 5450.194B
(c) Title 10, United States Code, Chapter 103 (Section
2101, et seq.) (D)
(d) Title 37, United States Code, Chapter 3 (Section 209)

Encl: (1) Regulations for the Administration and Management of
the NROTC

1. Purpose. To prescribe regulations for the administration
and management of the NROTC per the authority contained in
references (a) through (d).

2. Cancellation. CNETINST 1533.12F

3. Discussion

a. An act of 4 March 1925 originally created the "Contract
NROTC Program." A later act dated 13 August 1946 created the
"Regular NROTC Program" or the "Holloway Plan." A subsequent
act dated 13 October 1964 and modified in reference (c) replaced
these earlier acts without substantive change but changed the
name of the program to the "Senior Reserve Officers Training
Corps Program." The regulations contained in this instruction
are meant to implement references (c) and (d). (D)

b. The Senior NROTC Program is conducted at civilian
universities and colleges and is made up of two types of
students:

(1) NROTC Scholarship Program students who, after
enlistment in the Naval Reserve, are appointed as Midshipman,
U.S. Naval Reserve, pursuant to reference (d); and

(2) NROTC College Program students who have entered into
a contract with the Secretary of the Navy (SECNAV) but who, by
virtue of the terms of the contract, have no military status

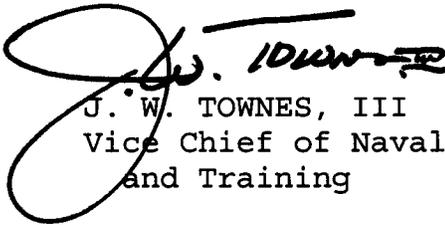
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until they are enlisted in the Naval Reserve prior to the start of the advanced course (commencing their third year of the program).

c. Appointment in any grade other than those indicated above is not authorized.

d. The provisions of subparagraphs 3a through 3c above are meant to be explanatory only. They do not create any rights, entitlement, or benefit not granted by Federal statute.

4. Action. Enclosure (1) implements in detail the laws enacted by references (c) and (d) and various other statutes. Commanding officers are directed to comply with them and are authorized to further implement them through local instructions that do not conflict with the spirit or intent of this directive. These regulations are binding on all personnel assigned to NROTC units and to midshipmen and students enrolled in the NROTC Program.



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Vice Chief of Naval Education
and Training

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**REGULATIONS FOR THE
ADMINISTRATION AND MANAGEMENT
OF THE NROTC**

CNETINST 1533.12G

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CROSS-REFERENCE
(LOCATOR) SHEET

Subj: REGULATIONS FOR THE ADMINISTRATION AND MANAGEMENT OF THE
NAVAL RESERVE OFFICERS TRAINING CORPS (NROTC)

See:

(Enter information as to where this instruction is
is maintained.)

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CHAPTER I

GENERAL PRINCIPLES AND ORGANIZATION

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101. AUTHORIZATION. NROTC was originally established under authority of the Contract NROTC Program Act of 4 March 1925 (Sec. 22) and the Regular NROTC Program Act of 13 August 1946, as amended and reenacted. These acts have been replaced by the Senior Reserve Officers Training Program Act of 13 October 1964 (10 U.S.C. 2101 et seq.) and subsequent amendments.

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102. SUPERVISION

a. In conformity with the provisions of existing law, the NROTC is operated through appropriate directives issued by the Department of the Navy (DoN) and the Department of Defense (DoD).

b. Reference (a) outlines policy for the Senior Reserve Officers Training Corps Programs and provides guidance for the administration and operations of the NROTC Program.

c. The Chief of Naval Education and Training (CNET) prescribes courses for theoretical and practical professional naval education for NROTC units; provides for NROTC units the necessary transportation, equipment, and uniforms; and authorizes such expenditures from proper Navy appropriations as necessary for the efficient maintenance of the NROTC.

d. CNET is the administrative agent for the NROTC Program and exercises military command of all NROTC units.

103. MISSION, GOALS, THE CONCEPT OF HONOR, THE HONOR CODE, AND CORE VALUES

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

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

(1) An understanding of the fundamental concepts and principles of naval science.

(2) A basic understanding of associated professional knowledge.

(3) An appreciation of the requirements for national security.

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(4) A strong sense of personal integrity, honor, and individual responsibility.

(5) An educational background which will allow the NROTC students to perform successfully in later periods of their careers, advanced/continuing education in a field of application, and interest in the naval service.

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

c. The Concept of Honor and The Honor Code

(1) The Concept of Honor. Never before has the individual character of the American Sailor and Marine weighed so heavily on the calculus of potential conflict. For all the intrinsic excellence of our technology, experience demonstrates that its successful employment in battle continues to depend upon the integrity, courage, commitment, and professional excellence of those called upon to bring it to bear in defense of freedom. With ruthless efficiency and finality, the awesome violence of modern warfare distinguishes forces filled with these attributes from those rendered hollow by their absence. Unlike previous conflicts in our history, technology no longer permits us the luxury of awaiting the first battle to determine whether our forces are ready. The pace of conflict will afford us little, if any, chance to profit from our mistakes.

(2) Foundations of Honor. Military systems, which often operate under extreme duress, are built on a foundation of absolute trust and fidelity. Midshipmen do not learn that when they get to the fleet; they take it to the fleet.

(3) The Honor Code. For the NROTC midshipman, those obligations are succinctly stated in the following honor code: A midshipman does not lie, cheat, or steal.

d. Core Values

(1) The Concept of Core Values. Throughout its history, the Navy has successfully operated through reliance on certain values held by its personnel. Naval leaders have attributed these values to be among the most important factors that contributed to the success of our organization and to their own personal success. The "core values" most often exhibited include honor, courage, and commitment. A naval officer must

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exhibit these values, and they must be demonstrated by everyday practice of his or her profession.

(2) Core Values. Primary core values that every midshipman and naval officer should possess include:

(a) Honor. This includes the core values of:

1. Honesty,
2. Integrity, and
3. Responsibility.

(b) Courage. This includes the core values of:

1. Competence,
2. Teamwork, and
3. Concern (respect) for people.

(c) Commitment. This includes the core values of:

1. Loyalty,
2. Patriotism, and
3. Valor.

104. INTENT OF THE NROTC PROGRAM. The intent of NROTC is to act as an officer accession program for the unrestricted line and to provide and maintain naval officer strength by:

a. Qualification of students for appointment as ensigns in the Naval Reserve, or second lieutenants in the Marine Corps Reserve.

b. Increased dissemination of knowledge concerning the Navy and Marine Corps, their purposes, ideals and achievements, thereby gaining and holding increased public interest in the maintenance of adequate naval preparedness.

105. ORGANIZATION OF THE NROTC. The NROTC is composed of naval units established at civilian institutions of higher education of the United States. These units are officially designated as "NROTC Unit, (name of institution)," or in the case of

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consortia, by a term descriptive of the associated institutions, Appendix A.

106. DEPARTMENT OF NAVAL SCIENCE (DNS). Instruction given at any institution per the programs prescribed will be conducted and supervised by the Officer in Charge, DNS.

107. ESTABLISHMENT, CONTINUATION, AND DISESTABLISHMENT OF UNITS

a. Upon approval by SECNAV, an NROTC unit may be established for the purpose of preparing selected students for commissioned service at any accredited civilian educational institution authorized to grant baccalaureate degrees.

b. The establishment, continuation, and disestablishment of a unit shall be per Section 2101, et seq., Title 10, Section 2101, et seq., United States Code, and appropriate DoD and DoN directives. (R)

c. A civilian institution of higher education desiring to establish an NROTC unit must apply to DoN. Decisions concerning establishment are the prerogative of SECNAV. CNET coordinates the application process and maintains forms required for application (Appendix B).

d. The effectiveness and efficiency of each unit will be reviewed annually to assess its viability in terms of established criteria. Units assessed as substandard will be placed in an evaluation status or disestablished per directives issued by DoD and DoN.

108. WITHDRAWAL OF AUTHORITY FOR ESTABLISHMENT OF A UNIT. An institution desiring its NROTC unit be withdrawn will report in writing, giving reasons in full, to CNET at least 3 months prior to the date upon which withdrawal is to be effective. A unit will not be maintained at an institution when the institution, after thorough consideration, desires its withdrawal. Ordinarily a unit will be withdrawn at the end of an academic year. SECNAV may, upon the recommendation of CNET, and upon at least 3 months written notice to the institution, withdraw the unit from an institution. Whenever the authorities of an institution request the withdrawal of a unit, or when in the opinion of the Professor of Naval Science (PNS) a unit should be withdrawn, the PNS shall write to CNET providing details of the situation. In all cases final authority of disestablishment rests with SECNAV.

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109. CROSS-ENROLLMENT

a. Quality students from nearby non-host institutions may cross-enroll in the NROTC Program when the host institution and the non-host institutions create or have in effect written agreements that permit such enrollments.

b. To establish new cross-enrollment agreements, a written request for each agreement must be made to CNET. This request should include a cover letter and a copy of an agreement proposal. Forms for such agreements are available from CNET (Appendix C). The proposed agreement, among other things, must address the acceptance of the naval science courses as college-level study, transfer credit for these courses, and enrollment procedures. Conditions for canceling the agreement, and other matters deemed appropriate, should be made part of the agreement. The parties to the agreement are the NROTC unit, the host institution, and cross-town (non-host) college or university. CNET will make the final decision regarding establishment of cross-town agreements. Units must hold CNET's written approval decision before signing, or allowing university officials to sign, the agreement. Send proposed cross-enrollment agreement packages to CNET (N79).

c. Separate written agreements are required for each non-host institution. Agreements with community or junior colleges should not be negotiated unless the host institution will confirm admission of students upon successful completion of a college transfer program at the non-host institution. Each NROTC unit shall maintain a file of its agreements in effect.

d. Each NROTC unit shall ensure that one copy of each applicable agreement is on file at CNET. When new agreements are negotiated, current agreements are dissolved, or when changes in contractual terms are implemented, CNET must concur and approve such change(s).

e. Successful negotiation of a cross-enrollment agreement does not imply approval of a future NROTC unit. Article 107 addresses the procedures for applying for an NROTC unit.

110. LIMITATION ON NROTC PROGRAM SIZE. Program strength plans are developed based upon projected officer accession requirements established by the Chief of Naval Operations (CNO). These plans are subject to funding constraints and approved strength levels. There is no statutory ceiling on the number of NROTC College Program students.

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111. LAND GRANT INSTITUTIONS. The obligations of land grant institutions to provide military instruction, imposed by the Act of 2 July 1862 (7 U.S.C. 304), are not altered by the enacting law authorizing the NROTC, nor by this instruction. The military training requirements, prescribed by the above act, are considered to be fulfilled by students who have successfully completed 2 years of naval science courses and drills.

112. FACILITIES, EQUIPMENT, AND SERVICES PROVIDED BY THE NROTC UNIT. The NROTC unit and host institution responsibilities, including facilities, equipment, and services provided by the institution, shall be per the terms of established contracts. A sample contract is contained in Appendix B.

113. NJROTC PROGRAM ASSISTANCE

a. General. As part of the NROTC Program, units have an opportunity to serve as a "Big Brother" to one or more of the Naval Junior ROTC (NJROTC) units in the area. CNET will coordinate the assignment process. CNET will also incorporate the practical sponsorship requirements into the NROTC Program, and will serve as the point of contact on all matters relating to the emphasis of the "Big Brother" program.

b. Authorization. NROTC units are authorized and encouraged to use their staffs and/or their midshipmen to support NJROTC units in areas such as:

(1) Sponsorship of NJROTC Activities

(a) Host/conduct on-campus drill and field meets.

(b) Conduct on-campus shoulder/shoulder air rifle matches and serve as range safety officers.

(c) Provide escorts to NJROTC cadets visiting the college campus for orientation, and allow cadets to attend NROTC classes with the midshipmen.

(2) Visits to NJROTC Units

(a) Conduct visits to NJROTC units to acquaint students with the NROTC Scholarship Program.

(b) Disseminate information to the NJROTC cadets concerning the NROTC Program purposes, ideals, and achievements.

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(c) Provide guest speakers to the NJROTC naval science classes.

(d) Assist the NJROTC unit's naval science instructor (NSI) with cadet inspection and other ceremonial events.

(e) Provide assistance with all areas of the NJROTC armed and unarmed drill teams' training and performance.

(f) Provide assistance with NJROTC sailing activities.

(3) Administrative Assistance to NJROTC Units

(a) Share or loan naval science teaching videotapes as requested.

(b) Provide naval training aids and/or equipment as requested.

(c) Provide logistics advice and assistance as needed.

114. FRATERNIZATION. Article 134 and Article 92 of the Uniform Code of Military Justice (UCMJ) addresses fraternization in the United States Navy (USN) and the United States Marine Corps (USMC). OPNAVINST 5370.2B states that unduly familiar personal relationships between staff members and students within Navy training commands are typically prejudicial to good order and discipline and therefore constitute prohibited fraternization under Article 134 and Article 92 of the UCMJ. CNET defines staff member as, "All personnel, other than students, assigned to a CNET training activity. Staff members include all administrative and support personnel as well as instructors."

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CHAPTER II

NROTC UNIT ADMINISTRATION

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201. GENERAL POLICIES

a. Supervision, control, and direction of the NROTC Program will be administered by SECNAV through CNET who is given all necessary authority in these premises.

b. Institution officials have the same academic relationship with the DNS that they ordinarily have with other departments of the institution.

202. COMMUNICATIONS. It shall be the responsibility of the PNS to see that the information promulgated by regulations, manuals, instructions, and notices is properly disseminated to college and university officials, as appropriate.

203. COMMAND SELF-INSPECTIONS/STAFF VISITS

a. Command Inspections

R) (1) Policy. NROTC units will conduct periodic self-inspections of NROTC units and Maritime Academies to ascertain their material condition; effectiveness of management; use of

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resources against mission objectives; and compliance with public law, contracts, directives, and instructions.

(2) Concept. Command self-inspections will be accomplished in a systematic, well-documented, scheduled manner using a variety of methods:

(a) Officer Program Management Information System (OPMIS) information

(b) Reports received

(c) Command Evaluation reviews

(d) Disenrollment packages

(e) Assist visits

(f) On-site inspections

This inspection process will allow a continuing review of the NROTC Program using the programmatic information that is available through the OPMIS system and other communiqué that is received by CNET on a regular basis.

b. Staff Visits. Visits by senior members of the CNET staff may be conducted as required to provide additional command oversight and ensure compliance with CNET regulations regarding headquarters control of command operations. These visits may be scheduled or unscheduled and may be conducted for any specific or general aspect of command operations. These visits will augment the inspections described in paragraph 203a.

204. PROGRAM/UNIT REVIEW. When warranted, a review of the efficiency of the NROTC Program, and/or the effectiveness or efficiency of each NROTC unit, may be made by SECNAV or a designated representative.

205. OFFICER AND ENLISTED PERSONNEL

a. Detailing of Personnel. The detailing of officer and enlisted personnel for duty with NROTC units and relief therefrom is a function of the Bureau of Naval Personnel (BUPERS) or the Marine Corps Recruiting Command (MCRC), as appropriate. (R)

b. NROTC Unit Manning. The number of officers and enlisted personnel assigned to duty with NROTC units will be determined

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by CNO, based upon the needs of the Navy and recommendations from CNET as major claimant. CNET determines unit manning based on CNO and MCRC assigned resources. Requests for changes to allowances should be addressed to CNET for action.

c. Change of Orders. An institution normally will be notified by BUPERS before any change of officer personnel is made. Officers slated for NROTC duty must be acceptable to the institution, prior to final execution of orders.

d. Reports of Fitness of NROTC Commanding Officers (COs). BUPERSINST 1610.10 and Marine Corps Order P1610.7 establish procedures and reporting periods for all officers. To facilitate preparation of a meaningful report, all COs will forward a rough of the NAVPERS 1610/2 to CNET.

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e. Reports of Fitness for NROTC Staff Officers. The provision of BUPERSINST 1610.10 and Marine Corps Order P1610.7 apply as appropriate for NROTC staff officers.

f. Evaluations of NROTC Staff Enlisted Personnel. Procedures for the submission of Navy enlisted personnel evaluations are contained in BUPERSINST 1610.10. Marine Corps enlisted personnel are evaluated per Marine Corps Order P1610.7.

g. Biography Sheets and Photographs. Upon reporting for duty, each NROTC unit CO and executive officer (XO) (both USN and USMC officers) shall submit biographical background information using the change of command narrative style format, a 4x6-inch black and white photograph (full length, in khaki/Charlies), and home telephone number to CNET (N79). These should be updated as required throughout the tour.

206. HEAD OF THE DEPARTMENT OF NAVAL SCIENCE

a. The Head of the DNS at an institution where an NROTC unit is established is the officer ordered by BUPERS or MCRC as CO of the NROTC unit with additional duty as PNS. The PNS shall be the senior commissioned line officer of the Navy or Marine Corps ordered to duty at the NROTC unit at that institution.

b. The PNS is given the academic rank of professor and its associated standing as specified in public law and reference (a). The PNS will have the academic standing that the institution accords the heads of its other major departments. The PNS will be a member of the university or college faculty with

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the appropriate rights and privileges of a faculty member except those pertaining to tenure and financial benefits.

c. The PNS shall be responsible for carrying out policies relative to the administration of the NROTC unit under their command. The PNS is responsible for ensuring that the proper institutional authorities are advised as to the provisions of law and regulations in all matters affecting the conduct of the NROTC unit maintained at the institution.

d. The PNS is the CO of all naval service personnel ordered to the institution for duty.

e. At those NROTC units where students are undertaking graduate courses under the general supervision of the U.S. Naval Postgraduate School, the PNS, as their CO, shall conduct administrative affairs in connection with their military supervision and conduct. The Superintendent of the Postgraduate School will exercise, through the PNS, supervision over educational matters pertaining to such students.

f. NROTC unit COs are authorized to approve their own requests for leave. PNS must keep CNET (N79) informed of planned leave. Unit staffs should be encouraged to take leave insofar as is practical at times when students are on breaks or on vacations.

207. DUTIES OF THE PNS

a. Introduction. The PNS reports directly to CNET for all matters relating to the command and control of a naval activity, and for the professional development of NROTC midshipmen. In their capacity as Head of the DNS, the PNS reports to the college or university officials responsible for academic and institutional matters relating to the instruction of naval science on campus.

b. Major Duties and Responsibilities

(1) Administer and manage the NROTC unit and DNS. Maintain records and file as appropriate for the staff and students assigned, resources allocated, and other matters relating to the command of a naval activity and the supervision of an academic department at an institution. Plan for resource and facilities requirements and execute program resource allocations to meet the objectives and goals of the service and the host institution.

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(2) Supervise and evaluate the teaching of naval science. Plan and implement improvements and changes in courses to meet the requirements of the Navy, Marine Corps, and the host institution. Encourage professional growth of the naval science faculty, establish high standards of teaching effectiveness and student achievement, and evaluate the performance of the naval science faculty. Teach naval science courses and lecture on naval science subjects, as appropriate.

(3) Work with officials of the host institution on NROTC and other matters affecting military education. Serve on committees and boards and participate in planning activities as a faculty member.

(4) Supervise the professional and military development of NROTC midshipmen, ensuring that all qualifications are met for newly commissioned officers in the Navy and the Marine Corps. Maintain high standards of performance for staff and midshipmen. Conduct periodic inspections of attached personnel (staff and midshipmen). Supervise the planning of academic study programs for midshipmen to ensure compatibility with the needs of the service and the midshipmen.

A) (5) Ensure that midshipmen are given mentors and role models through NROTC staff assignments.

(6) Maintain liaison with campus and community organizations, military-related groups, veteran organizations, active and reserve military commands, and other groups or organizations having an interest in the naval service. Seek assistance from and work with these groups and organizations, encouraging their cooperation to improve NROTC and the national defense posture.

(7) Recruit students for NROTC as appropriate to program goals and objectives, serve on selection boards, serve as a member of the recruiting district Navy Scholarship Information Team (NAVSIT) assisting local military recruiters, and participate in recruiting students for the host institution as feasible. Seek ways to improve recruiting, as appropriate.

(8) Conduct senior military area functions and any other duties requested by military command or the host institution.

(9) Support local NJROTC units with activities such as field meets, guest lectures, etc.

(10) Have primary responsibility for the safety and health of military and civilian staff members (and students when in a military duty status as defined in paragraph 216 of this chapter). Ensure all accidents are reported to the Regional Coordinator and/or the Navy Safety Center per OPNAVINST 5100.23E and OPNAVINST 5102.1C. Coordinate with institution safety and health personnel to ensure that classrooms and training devices are also in compliance with institution safety policies and procedures.

(11) Ensure Operational Risk Management (ORM) is used routinely to evaluate all aspects of the Naval Science Program per OPNAVINST 3500.39A and Marine Corps Order 3500.27. (A)

c. Qualifications Desired. Have a broad knowledge of the field of education, both secondary and higher education. Must be technically qualified in the subject area of naval science, capable of teaching at the college level, and have the ability to administer an academic program at a major college or university. A previous command tour is desirable. A graduate degree is considered essential.

208. DUTIES AND STATUS OF ADDITIONAL OFFICERS AND ENLISTED PERSONNEL

a. The XO of the NROTC unit will be assigned responsibilities and duties to include, but not be limited to:

(1) Responsible for the accuracy and timeliness of all administrative actions required by current NROTC Program regulations, directives, notices, and other forms of official correspondence.

(2) All members of the NROTC staff will serve as mentors (A) and role models for midshipmen.

(3) Designated as the NROTC unit OPMIS manager.
(Responsible for the accuracy and timeliness of all data entered into the NROTC Program OPMIS database.)

(4) Perform other duties as assigned by the CO.

b. Officers and enlisted personnel ordered to report to the CO of the NROTC unit for duty shall perform such duties as assigned by the CO.

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c. So that maximum coordination may be achieved between the naval science and other academic departments, it is desired that the officers assigned to the staff of the PNS be made members of the university or college faculty in appropriate ranks and be accorded the rights and privileges, excluding tenure, of faculty members. As such, it is desired that the PNS encourage the institutional authorities, when appropriate, to use these officers on special faculty committees in the same manner as other faculty members. It is further desired that all NROTC staff members accept invitations that may be extended them to join special college faculties within the university and join faculty clubs or societies and faculty student organizations.

209. RESIDENCE AND UNIFORM OF OFFICERS AND ENLISTED PERSONNEL. Officers and enlisted personnel performing duty with NROTC units shall, when practicable, reside at or near the institution in which they are assigned. In the performance of their duties they shall wear the seasonal service uniform prescribed by the PNS or senior naval officer present.

210. ACCEPTANCE BY NROTC STAFF MEMBERS OF PAYMENTS OR OTHER BENEFITS OFFERED BY AN INSTITUTION

a. An NROTC staff member may accept only the following payments or other benefits from an institution:

(1) Reasonable compensation or other benefits specifically for services that are rendered the institution other than during the duty hours of the military staff members of the NROTC unit (such as conducting courses of instruction in other departments, acting as a coach for an athletic team, etc.), provided that services are not part of the member's regularly assigned military duties, do not interfere with the full and effective performance of official military duties, do not bring discredit upon the government, and do not interfere with the customary or regular employment of local civilians in their art, trade, or profession. Established by the PNS, duty hours for individual staff members of an NROTC unit may not vary from the duty hours of the unit simply to permit them to qualify for compensation for services rendered to an institution during the duty hours of the NROTC unit. Such activity should be subject to the concurrence of the PNS and should be conducive to closer liaison with the institution. Further, such activity must not constitute a violation of conflict of interest statutes nor other penal, prohibitory, or restrictive provision of either Federal or local law. In the opinion of the CNET Judge Advocate, a staff member should not be required to sign a contract with the institution

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to serve in the hierarchy of the Corps of Cadets, e.g., Battalion Advisor, Tactical Officer, etc. If the staff member elects to serve in this capacity, such service must comply with paragraph 210 of this instruction and with DoD guidance specific to ROTC programs at Senior Military Colleges. In no case will the teaching of an academic course or provision of other service be considered sufficient reason for modification of orders.

(2) Housing, if a reasonable rental or other compensation is paid therefore. If housing is accepted by a member from an institution at other than a reasonable rental (for example, without charge), the housing will be considered as furnished on behalf of the U.S. Government and the member will not be entitled to a basic allowance for quarters (BAQ).

(3) Reimbursement by the institution for expenses incurred by the member for services that are performed at the request of the institution and, although clearly beyond the scope of regularly assigned military duties, that might have been expected to perform by virtue of the position, such as hosting a social function for visiting dignitaries or conducting an off-campus workshop for faculty or students. Itemized bills for these expenses must be presented to the institution. Whenever practicable, however, arrangements should be made for the institution to be billed for these expenses so that they may be paid directly by the institution. Under no circumstances may a commuted or fixed allowance be accepted from the institution for the purpose of meeting these expenses.

(4) Enrollment in courses by the member or any member of his/her immediate family; tickets to school or school-sponsored activities; parking privileges; books and other supplies and materials from the institution's bookstore; and library privileges, all either without charge or at a reduced rate if offered on the same basis to civilian members of the staff or faculty of the institution.

b. The pursuit of additional education by NROTC staff members is encouraged. Each PNS may take a course of instruction conducted by an educational institution upon approval of CNET; however, in view of the scope of their responsibilities at the unit and with the university, enrollment in a formal program leading to a masters or doctorate degree is, in most cases, not allowed. PNS must receive approval in writing from CNET (N79) before enrollment is initiated. A PNS may authorize officers and enlisted personnel under their command to take courses of instruction at institutions. Courses shall not interfere with

(R)

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the proper discharge of naval duties, which duties at all times shall be considered paramount and authorization shall not be granted where the taking of any course might foreseeably place an officer or enlisted person in an untenable position in carrying out naval duties.

c. Enrollment in courses of study at the institution shall be subject to the regulations of the institution and with the consent of the authorities of the institution.

211. STUDENT IDENTIFICATION CARDS

a. All students in the NROTC Scholarship Program, and the College Program in the advanced course, shall be issued the Armed Forces Identification Card, DD Form 2N (Reserve) or, if a Marine Option student, a DD Form 2MC (Reserve).

b. College Program students in the basic course who are not members of a Reserve Component shall be issued U.S. Government identification (Optional Form 55).

c. NROTC students who are eligible in their own right for a Uniformed Services Identification and Privilege Card, as dependents of members of the uniformed services, will also retain their dependent identification card as well.

212. STUDENT SECURITY CLEARANCES. The provisions of all appropriate directives must be met before permitting any NROTC student access to classified material. For this purpose, all NROTC students, both Scholarship and College Program (Advanced Standing), are considered military personnel and may be granted access to classified information per the appropriate directives.

213. RECREATION FUNDS

a. Expenditures from Navy Recreation Funds must benefit only personnel on active duty and, at certain isolated stations, civilian employees and dependents when specifically authorized by the CO of the NROTC unit. NROTC students are prohibited from participating in such funds.

b. NROTC units may maintain a recreation fund for active duty personnel only. The administration of that fund shall be per current regulations governing Navy Recreation Funds.

c. The establishment of NROTC Student Recreation Funds is authorized. Such a fund, however, must be obtained from local

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sources and separated at all times from the NROTC Unit Recreation Fund. No report of an NROTC Student Recreation Fund needs to be made to BUPERS. (See 613 of this instruction for additional information.)

214. ARMED FORCES DAY OBSERVANCE. The PNS shall cooperate with the naval area commanders and university authorities in the observance of Armed Forces Day, per the instructions issued annually by the Secretary of Defense (SECDEF).

215. REPORT OF DEATH OR INJURY. Reporting procedures in the event of death or injury of an NROTC student are not currently provided for in the Naval Military Personnel Manual (MILPERSMAN) except for those circumstances where the student is serving on active duty as a member of the naval service.

a. A member of the NROTC who is injured or dies from injury in line of duty while performing authorized travel to, from or while attending cruise, practice cruise, training period or engaged in flight instruction is treated as a member of the Navy concerning reporting and casualty assistance procedures (MILPERSMAN 1770-010). Include CNET in the distribution for all such death and injury reports.

b. Reporting the death of an NROTC student that occurs while not in duty status (e.g., not en route to, from or participating in active duty training, etc.) will be accomplished by the submission of a disenrollment report to CNET.

c. When reporting the death or injury of an NROTC student, provide branch of service (Navy or Marine Corps) and program (Scholarship or College Program) and length of duty to which called or ordered if death (injury) occurred while acting as a member of the Navy.

d. Regardless of the Navy duty status of a deceased NROTC student, the NROTC unit concerned should contact the next of kin and provide assistance as appropriate.

216. SPECIAL INCIDENT REPORTING PROCEDURES

a. OPNAVINST 3100.6G promulgates the procedures for worldwide reporting of events and special incidents that may attract national and/or high U.S. interest. The instruction also specifies that OPREP-3 reports will be submitted by the lowest level command that has knowledge of the event and access to a communication network capable of relaying the report to a

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communication system serving the National Military Command Center (NMCC).

b. Among the many reports promulgated by OPNAVINST 3100.6G, only the OPREP-3 Pinnacle Report and the OPREP-3 Navy Blue Report are potentially applicable to NROTC units. These two reports require that in almost all cases the initial report will be a voice report which must be made within 5 minutes of knowledge of an incident, and that there must be at least one message report for each incident within 20 minutes of knowledge of an incident in order to notify other recipients and to serve as a record copy of the incident.

R) c. OPNAVINST 5100.23E, OPNAVINST 5102.1C, and CNETINST 5100.2H promulgate the procedures for reporting "on-duty" mishaps that result in the death of Navy military or civilian personnel, hospitalization of three or more personnel, or any mishap that causes damage to government property in the amount of \$1 million or more. In each case, a telephone report must be made within 8 hours of occurrence to CNET (N00X) and Commander, Naval Safety Center (COMNAVSAFECEN).

d. In the event a decision is made to initiate an OPREP-3 Pinnacle or Navy Blue Report, or it is necessary to initiate a mishap telephone report, the NROTC unit will begin the following procedures:

(1) The initial voice report will be made by the CO of the NROTC unit, or a designated representative, to CNET NROTC Midshipman Administration Branch or CNET duty officer and to CNET (N00X). Use the information provided in Exhibits A and B as a format for the report.

- R)
- (a) CNET NROTC Midshipman Administration Branch
(normal working hours)
DSN 922-4962/4909
Commercial (850) 452-4962/4909
 - (b) CNET (N00X) (normal working hours)
DSN 922-8782/8783/8785
Commercial (850) 452-8782/8783/8785
 - (c) CNET Duty Officer/NAS Command Duty Officer (CDO)
(off duty hours)
DSN 922-4000/4010
Commercial (850) 452-4000/4010
Pager (850) 506-4825

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(2) At the direction of CNET, the CO of the NROTC unit, or their designated representative, shall call the Naval Command Center (NCC).

Primary - DSN 225-0231, Commercial - (202) 695-0231 (R)

Secondary - DSN 223-2006, Commercial - (703) 693-2006

d. CNET NROTC Midshipman Administration Branch or CNET duty officer will transmit the following message report as outlined in Exhibits A and B.

e. Telephone inputs of special incidents will be made to CNET NROTC Midshipman Administration during official working hours (0800-1630 Central Time), and to the CNET duty officer after working hours and during weekends and holidays. Do not delay making the telephone reports to CNET or the NCC to gain additional information. Provide as much information as possible, and follow up to complete additional details as appropriate.

f. In all incidents, follow the voice report with an OPMIS mail message or fax report to CNET (N79) using the same format as Exhibits A and B.

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EXHIBIT A

SAMPLE OPREP-3 PINNACLE MESSAGE

FROM: CNET PENSACOLA FL//N00//

TO: NMCC WASHINGTON DC//JJJ//
CNO WASHINGTON DC//09//

INFO: NAVOPINTCEN SUITLAND MD//JJJ//
NROTC UNIT _____ (Mail)
MCRC WASHINGTON DC (only for incidents involving U.S.
Marine Corps personnel or mission)

(See OPNAVINST 3100.6G for possible additional
addressees)

(classification of message)

MSGID/OPREP-3/CNET/(Serial number of incident)/(month)//

FLAGWORD/PINNACLE/-//

(Zulu time and location of incident)

SUMMARY OF INCIDENT: A brief description of the type of incident to include all known significant details and actions taken by the unit. Include the commanding officer's assessment of the situation, the impact on the unit, the ability of the unit to operate, and an account of personnel and/or equipment losses or damages that are incurred as a result of the incident. When reporting the death or serious injury of U.S. military personnel, names will be withheld pending notification of next of kin unless positive identification is deemed necessary. In such cases, names can be listed provided the following statement is included: "FOR OFFICIAL USE ONLY. NEXT OF KIN HAVE NOT YET BEEN NOTIFIED." Include any comments that would enhance the value of the report and any press interest in the incident or press releases generated from the incident. All OPREP-3 Pinnacle Reports will end with one of the following two phrases: "AMPLIFYING INFO TO FOLLOW" or "LAST OPREP-3 REPORT THIS INCIDENT."

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EXHIBIT B

SAMPLE OPREP-3 NAVY BLUE MESSAGE

FROM: CNET PENSACOLA FL//N00//
 TO: NMCC WASHINGTON DC//JJJ//
 CNO WASHINGTON DC//09//
 CHNAVPERS WASHINGTON DC//JJJ//
 INFO: NAVOPINTCEN SUITLAND MD//JJJ//
 BUMED WASHINGTON DC//JJJ//
 NAVY JAG ALEXANDRIA VA//JJJ//
 NROTC UNIT _____ (Mail)
 MCRC WASHINGTON DC (only for incidents involving U.S.
 Marine Corps personnel or mission)

(See OPNAVINST 3100.6G for possible additional addressees)

(classification of message)

MSGID/OPREP-3/CNET/(Serial number of incident)/(month)//

FLAGWORD/NAVYBLUE/-//

(Zulu time and location of incident)

SUMMARY OF INCIDENT: A brief description of the type of incident to include all known significant details and actions taken by the unit. Include the commanding officer's assessment of the situation, the impact on the unit, the ability of the unit to operate, and an account of personnel and/or equipment losses or damages that are incurred as a result of the incident. When reporting the death or serious injury of U.S. military personnel, names will be withheld pending notification of next of kin unless positive identification is deemed necessary. In such cases, names can be listed provided the following statement is included "FOR OFFICIAL USE ONLY. NEXT OF KIN HAVE NOT YET BEEN NOTIFIED." Include any press interest or releases generated from the incident, if appropriate, and the status of Naval Investigative Service (NIS) notification/participation when an incident results in NIS involvement. Also include the reason for any delay between the incident time and the initial report that exceeds the time frame required for the reports. End the OPREP-3 Navy Blue Report with one of the following two phrases: "AMPLIFYING INFO TO FOLLOW" or "LAST OPREP-3 REPORT THIS INCIDENT."

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217. OFFICER PROGRAM MANAGEMENT INFORMATION SYSTEM. OPMIS supports the NROTC Program by providing a computer link between CNET; each NROTC unit; the Defense Finance and Accounting Service (DFAS); BUPERS; Commander, Naval Recruiting Command (CNRC); and Department of Defense Medical Examining Review Board (DoDMERB). The PNS shall ensure that applicable portions of the OPMIS Users Manual are complied with to efficiently transmit information. OPMIS information shall be transmitted in a timely fashion.

218. PUBLIC AFFAIRS

R) a. Public Affairs Program. Because of its proximity to young people on the college campus, the NROTC unit has a distinct advantage in creating and promoting a favorable image of the United States Navy to those men and women who will shape both the Navy's and the country's future. The presence of NROTC units on campuses across the nation positions the Navy in highly visible areas of public opinion. The impact of the Navy obtaining public support for its overall mission is in direct proportion to the intensity of the unit level public affairs program. Every unit's public affairs program, supporting the Navy's recruiting efforts, is of particular importance in this, the era of the All-Volunteer Force. CNET recognizes this unique opportunity and stands ready to assist each NROTC unit in developing a vigorous public affairs program. Three parties are principals to this end: the CNET Public Affairs Officer (PAO), the unit PAO, and the university or college PAO. Close cooperation with the campus operation will mean better contacts with the public simply by virtue of continuity alone.

b. Public Relations. The NROTC unit's public affairs program should revolve around three core projects: (1) Internal Relations, (2) Community Relations, and (3) Public Information. Using this priority, there are "target audiences" within these core projects that should be identified and addressed.

c. Information Provided to University. The PNS shall furnish the appropriate administrative officials of the parent institution with information about the department and the students enrolled therein as may be required by the rules of that institution or as may be specifically requested. Information relative to special activities and accomplishments of members of the NROTC unit, such as visits to Naval and Marine Corps installations and selections for special programs such as flight, submarine, and nuclear power, may be included if deemed

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appropriate. As appropriate, provide copies of these reports to CNET (N79).

d. VIP Visits. The PNS shall notify CNET (N79S Secretary), in advance, of visits to the NROTC unit by flag/general officers or civilians of the equivalent rank. An after action summary report should be forwarded as soon as possible to CNET (N79S Secretary) following the visit.

e. Media Issues. Units shall contact CNET (N79) when issues arise which appear to have potential media interest. When local media produce items that relate to NROTC or DoD policies, copies should be forwarded to CNET (N79). Fax articles (if available) to CNET (N79) at (850) 452-4054, if the issue is controversial, politically sensitive, or could require CNET action. Use regular mail if the unit does not have access to facsimile facilities and for routine items. Send items to CNET (N79).

219. PROTECTION OF NAVAL PROPERTY

a. Custodian. The PNS will be the custodian of all Navy property. Issuance of and accounting for this property will be per standard Navy practice as provided by the Naval Supply (NAVSUP) Manual, the Navy Comptroller Manual, and NROTC Supply Manual.

b. Care and Safekeeping of Equipment. The PNS is responsible for the care and safekeeping of all equipment that has been issued to them and for seeing that proper precautions are taken to prevent the equipment from being improperly used or from falling into the hands of irresponsible persons. Technical ordnance and electronic equipment shall receive adequate preventive maintenance. Assistance shall be requested for material deficiencies that cannot be corrected locally. Equipment in excess of allowances shall be promptly disposed of per current directives.

c. Responsibility of the Institution. The institution is expected to take the same precautions and to provide the same safeguards for the protection of Navy property as it does for the protection of its own property. The PNS will report to the proper authorities of the institution, in writing, any facts, circumstances, or conditions that they believe to be prejudicial to the proper protection of Navy property against loss through fire, flood, theft, tornado, or other causes. In the event that

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D) proper attention is not paid to such communication, a report will be made to CNET.

d. Report of Inspector on Protective Measures. Inspectors visiting NROTC units will include, within the purview of their inspection, the precautions taken by institutions and their employees to protect government property from loss, destruction, or damage by fire, flood, theft, tornado, or other causes. In each such inspection, the inspector will submit a report to CNET stating whether or not every reasonable precaution is being observed. If an unfavorable report is submitted, the defects will be stated in detail and a copy will be furnished to the head of the institution concerned. Surveying officers will be given the access to all previous reports on government property protection.

e. Fire Insurance. An institution is not required to carry fire insurance on Navy property.

f. Vehicles. Unit allowances are under the cognizance of CNET (N794).

(1) Extreme care shall be taken in maintaining the preventive maintenance schedules on unit vehicles.

(2) Midshipmen are not permitted to drive unit or government vehicles.

(3) U.S. Government license is not required in most states; however, check state regulations.

D)

A) (4) All personnel shall wear seat belts when riding in vehicles owned or leased by the government.

220. EDUCATIONAL SERVICES, MATERIALS, SUPPLIES, AND EQUIPMENT PROVIDED BY THE GOVERNMENT

a. Funds Administered Centrally by CNET. Educational expenses consisting of tuition, fees, books, and laboratory expenses will be procured per this instruction (Chapter VI) and the NROTC Supply Manual.

b. Equipment and Supplies Furnished by Navy Commands

(1) Equipment and supplies normally furnished by the Navy or Marine Corps will be obtained by requisition using current procedures and requisitioning channels.

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(2) Certain items of a technical nature may be obtained by letter request to the cognizant command via CNET per the NAVSUP Manual.

c. NROTC Unit Operation and Maintenance Funds. CNET grants operating targets for operation and maintenance of NROTC units directly to the COs. Estimates of required funds and execution of the annual budget for each NROTC unit will be governed by budget call guidance issued by CNET (N794) annually. General guidance is provided in the NROTC Supply Manual.

d. Payment for Advertising. Per Section 3702, Title 44, United States Code, prior to advertising in newspapers, trade journals, and similar publications, written authority to advertise must be received from SECNAV or from a person who has received written delegation of authority from SECNAV. Such delegation of authority cannot be redelegated. The COs of Navy Recruiting Districts (NRD) have written delegation authority and a separate advertising budget line item for each NROTC unit.

e. Textbooks. Excess naval science textbooks on hand at the unit may be loaned to civilian students as required for naval science study; however, this practice should not create a demand for additional textbooks. Units should establish a process to ensure the materials are returned to the unit upon completion of the course(s). (R)

221. AWARDS

a. Good management practices prescribe public recognition for the achievement of standards of excellence. Consistent with this rationale, the NROTC Program has historically provided opportunities for formal recognition of excellent performance on the part of NROTC staff personnel and NROTC students. Continuation of this practice is desirable.

b. Recognition of excellent performance on the part of NROTC unit staff and students is the responsibility of the PNS. Specific information on awards is provided in the NROTC Administration Manual (NAM).

c. Awards and statements of recognition should, when possible, be presented during formal, public ceremonies with appropriate media coverage.

d. Awards and formal recognition to NROTC students will be given for excellence of performance in these categories:

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- (1) Academic excellence
- (2) Performance of duty/military aptitude

e. Awards and recognition shall be given consistent with rigorous standards. They should never be presented solely on the basis of availability or for the sake of giving them. When a PNS determines that it is inappropriate to give an award or recognition, such award or recognition should not be given.

f. Awards and recognition given to NROTC students should normally be initiated by unit awards boards or similar staff bodies.

222. UNIFORMS AND INSIGNIA

a. Financing. NROTC clothing expenses are financed from the annual appropriation "Reserve Personnel, Navy." An Allotment Authorization (NAVCOMPT Form 372) for clothing issues in kind, alteration and/or renovation is granted to CNET who issues operating targets to COs of the NROTC units to cover clothing purchases and alteration and/or renovation costs. The NROTC Supply Manual provides guidance.

b. Authorized Uniforms

(1) The Uniform Regulations for NROTC students are maintained in U.S. Navy Uniform Regulations (NAVPERS 15665I). Uniform requirements are specifically outlined in CNETINST

R) 1020.4Q.

(2) Nurse Corps Option midshipmen are also to receive nursing uniforms required by their institution (shoes not included). The number of uniforms shall be the number required by the institution or midshipmen usage (three sets are suggested). Purchase where available.

(3) The policy concerning the wearing of local medals and ribbons, not specifically authorized for wear by the U.S. Navy Uniform Regulations (NAVPERS 15665I), shall be determined for each unit by the CO. Such awards, as are deemed appropriate by the CO, may be worn by the NROTC students except when on active duty. These awards shall not be worn after commissioning. From time to time, CNET may designate certain awards that are considered appropriate for use by all NROTC units. If active duty awards are earned, either on active duty or on summer training, they may be worn on the midshipman uniform. A

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midshipman may wear either active duty awards or midshipman awards on the midshipman uniform, but may not wear both active duty and midshipman awards on the same uniform.

c. Academic Achievement Stars. The awarding of academic achievement stars for students of all classes will be authorized according to the university's policy of citation for high academic performance. No limitation shall be placed upon the numbers of stars awarded to any class. Candidates must additionally qualify by achieving satisfactory grades in aptitude and conduct. A star, once awarded, may be worn for as long as the qualifications for the award are maintained by the student.

(D)

223. ALIEN STUDENT PARTICIPATION

a. As provided for by DoD Directive 1215.7, certain non-immigrant and immigrant aliens are eligible for enrollment in the NROTC Program. This eligibility pertains only to participation in the Four-Year College Program. Alien students are excluded from the Scholarship Program by Section 2107 of Title 10, United States Code.

b. Although appointment of immigrant aliens is permitted by law, shipboard assignments of these officers is precluded by Section 6019 of Title 10, United States Code. Enrollment in the NROTC College Program is, therefore, limited to:

(1) Immigrant aliens who, although not yet eligible for naturalization, can produce written evidence that they have filed a Declaration of Intention (INS Form N-300) to become a citizen of the United States and who will fulfill naturalization requirements for U.S. citizenship prior to entering advanced standing, executing an Enlistment Contract (DD Form 4), and receiving subsistence. If the immigrant alien already meets the residence requirements, they must submit written evidence of having applied for naturalization to become a United States citizen.

(2) Nonimmigrant aliens who are qualifying for commissions in the service of certain foreign governments.

(3) Nonimmigrant aliens who are members of a foreign navy. These students participate in NROTC as special naval science students through arrangement with the U.S. Government and the foreign country's government.

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c. Active recruitment of nonimmigrant aliens is not desired.

d. Except in special instances, as determined by CNET, not more than five students from any one foreign country except for those students identified in Article 225b(3) above may be newly enrolled in any one NROTC unit each year.

R) 224. URINALYSIS TESTING. All personnel assigned to or administered by an NROTC unit are subject to urinalysis testing as prescribed by OPNAVINST 5350.4C. Active duty members include staff, Marine Enlisted Commissioning Education Program (MECEP), Enlisted Commissioning Program (ECP), Seaman to Admiral (STA-21), and Duty Under Instruction Students (DUINS). All midshipmen will be tested at least twice per academic year, including once between 1 August and 31 December and once between 1 January and 1 June. Command attention is directed to the importance of ensuring proper procedures and maintenance of meticulous records in administering the urinalysis testing program.

225. HUMAN IMMUNODEFICIENCY VIRUS (HIV). Policy on identification, surveillance, and administration of military members and personnel in officer accession programs for HIV is contained in SECNAVINST 5300.30C, and contains details on retention and counseling of personnel who are HIV antibody positive. The PNS shall be familiar with this instruction. Information on immunization requirements is contained in BUMEDNOTE 6230 of 20 April 1998 and states HIV testing and documentation are neither recommended nor required before administering vaccines or toxoids. Consult current ACIP recommendations for guidance on immunizing patients known to be HIV infected or otherwise immunocompromised.

226. WEAPONS POLICY

a. The NROTC syllabus requires the proper firing and handling of service small arms. NROTC units have a long history of providing midshipmen with marksmanship training and competition opportunities using .22 caliber rifles and pistols. Firearm proficiency is encouraged and will continue to be supported by CNET. However, due to limited facilities at most NROTC campuses, this requirement will be waived on a case-by-case basis.

b. NROTC unit allowances for weapons of greater than .22 caliber, including (but not limited to) M-14s, .45 caliber pistols, high-powered rifles, and shotguns are not authorized.

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The reasons for this include severe limitations on CNET ammunition resources, an absence of syllabus support requirements, security considerations, and risk factors. Unit inventories will be limited to .22 caliber rifles and pistols. Units holding weapons of greater than .22 caliber are to initiate allowance change requests per NAVSEAINST 8370.2. Requests for exceptions will be considered for reasons such as long-standing traditions of providing rifle salutes at important civic or ceremonial functions. Exceptions will not be granted to keep weapons greater than .22 caliber for marksmanship competition, field training exercises, or Bulldog preparatory training. Bulldog preparation includes familiarity with the M-16 but does not require live firing. Such familiarity can be gained with non-fireable training aids and by using assets from nearby military bases or reserve centers. Nothing in this paragraph is intended to preclude letting midshipmen take advantage of training opportunities to fire weapons greater than .22 caliber belonging to other military organizations as long as such opportunities are aboard military installations and do not obligate CNET to reimburse the ammunition expenditure.

c. As used in this instruction, "weapons" does not refer to dummy rifles or to weapons that have been rendered permanently incapable of firing.

227. TRAINING SAFETY

a. Safety Risks. The PNS is totally accountable for the safe conduct of NROTC training under his/her purview. ORM shall be incorporated into unit process per OPNAVINST 3500.39A. Areas (R of potential training risk (e.g., new student orientation, sail or small arms training, etc.) will be identified and assessed in all stages of planning. Wherever possible, risk should be eliminated or ample safeguards and supervision to minimize risk built into the curriculum. Specific guidance concerning training safety for new student orientation is contained in CNETINST 1533.18A.

b. The NROTC unit CO/XO shall:

(1) Be personally involved in high-risk training to the maximum extent possible.

(2) Ensure personnel conducting training are properly qualified per CNETINST 1500.20D.

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(3) Ensure that instructors are thoroughly familiar with the curriculum, training plan, and details of any training evolution to include all inherent risks and safety considerations.

(4) Conduct periodic safety stand downs to review all aspects of the command's safety procedures and report any areas of concern that may impact on the program as a whole.

c. Training Time Out (TTO)

(1) Ensure all students are briefed on TTO policy and procedures prior to each high or moderate-risk evolution or laboratory. For multi-day or all-day evolutions, TTO shall be debriefed prior to the start of training following major breaks, such as mealtimes. Evolution specific TTO procedures should be added where needed. These procedures should be standardized to conform with established fleet distress indicators where appropriate (e.g., standard small arms range procedures, diving distress signals, etc.). Emphasis shall be placed on specific verbal and nonverbal signals to be used by students and instructors.

(2) A TTO may be called in any training situation where a student or instructor expresses concern for personal safety or requests clarification of procedures or requirements. TTO is also an appropriate means for a student to obtain relief if he or she is experiencing pain, heat stress, or other serious physical discomfort.

(3) Instructors are responsible for maintaining situational awareness and shall remain alert to signs of student panic, fear, extreme exhaustion, or lack of confidence that may impair safe completion of the training exercise. Instructors shall cease training immediately when they consider such action appropriate.

(4) Following a TTO, the situation shall be examined and additional explanation and instruction shall be provided as necessary to allow safe resumption of training. Once the lead instructor on scene is fully apprised of the problem, he/she shall direct all training to cease or training with unaffected students to continue, based on the situation.

(5) If a student refuses to participate in training after being instructed or after an unsafe condition has been corrected, or uses TTO excessively to disrupt training, that

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student shall be removed from training and referred for further counseling or administrative processing.

(6) High-Risk Training. Rappelling/Fast Roping: (R)
Rappelling/fast roping will not be conducted nor sponsored by any NROTC unit without permission from CNET.

(7) Moderate-Risk Training

(a) Pistol/Rifle Qualifications: Two qualified people per OPNAVINST 3591.1C--one to function as the range safety officer and the other to act as the small arms instructor.

(b) Swim Test: (Third/First Class) If conducted at (R)
university pool, need two university lifeguards as safety observers and one CPR/basic first aid qualified NROTC staff member who also validates test results and emergency assistance as required. If the unit does not have anyone qualified, they may use two university qualified Red Cross lifeguards. If there is only one staff member qualified, then they can have only five students in the pool at a time with another CPR/first aid qualified unit member standing by. If USN facility is used, the test will be administered per applicable Navy instructions.

(8) Non-High Risk But Requiring Close Supervision (R)

(a) Bulldog Prep: Need two supervisors, both CPR and first aid qualified.

(b) Physical Readiness Test (PRT): Per applicable Navy and Marine Corps instructions.

(c) Drill Meets: Two supervisory personnel will be at all drill meets to ensure no unsafe conditions exist or develop. Recreational activities can be conducted during the meet, but the emphasis is recreational only and participation is strictly voluntary. Any recreational activity is not part of the competition and will not be considered in determining the best drill team.

(d) Freshman Orientation: Will be conducted per CNETINST 1533.18A.

228. MANAGEMENT CONTROL PROGRAM (MCP). CNETINST 5200.6C (R)
indicates the Alternate Management Control Report (AMCR) may be used to report a review of an Assessable Unit through a command

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inspection. Since the triennial command self-inspection will review all aspects of the NROTC Program, a separate management control review by the unit is not required. CNET (N79M1) will use the NROTC self-inspection report to submit a consolidated management control report to the CNET Command Evaluation Officer.

229. COMMAND EVALUATION (CE) PROGRAM. The CE Program is designed as an in-house auditing system to review and evaluate command operations and functions. The unit CO should designate a point of contact who will become familiar with the program and the CE review process. The point of contact will either conduct reviews or coordinate reviews for the CO and forward the results of the review to the CO. The point of contact is also responsible for developing an annual CE Plan and maintaining the CE file. All activities must provide CNET (NOOGR) with names of individuals performing the CE function as changes occur.

230. VIABILITY. Congress requires each military secretary to evaluate ROTC units annually. Specific criteria for evaluation is developed by CNO and provided to NROTC units in CNET policy letters. Certain information is required annually for the viability calculation. Reports required from the units include:

- R) The University Enrollment, Grade Point Average, and Scholastic Assessment Test Report. To be forwarded to CNET (N79A61) no later than November of each year. Report Control Symbol is CNET 1533-47.

The report pertains to university statistics for the fall or spring semester of previous school year (prefer fall semester, if available). Units whose universities will not release that information should notify CNET (N79A61) via letter or OPMIS message.

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CHAPTER III

NROTC MIDSHIPMEN ADMINISTRATION

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301. TYPES OF NROTC STUDENTS

a. Four-Year Scholarship Program. Students are selected from national competition and are appointed Midshipmen, Naval Reserve. They may be granted the compensation and benefits authorized by law during the basic course (not to exceed 20 months) and the advanced course (not to exceed 20 months) for a total period not to exceed 4 years (40 months). During this period of college the Navy pays for tuition, required fees, textbook stipend and provides uniforms and a subsistence allowance as prescribed by law (Chapter VI). Fifth-year benefits are discussed in Article 319. The NROTC Scholarship Program is designed to educate and train well-qualified young men and women for careers as commissioned officers in the Naval Reserves and Marine Corps Reserves. Students participating in the Nurse Corps Option NROTC Scholarship Program are commissioned officers in the Naval Reserve upon graduation. Only men and women reasonably disposed to making the Navy or Marine Corps a career should plan to enter the NROTC Scholarship Program. The primary objective of the NROTC Navy Option Scholarship Program is to educate and train students for eventual appointment in the unrestricted line. Scholarship students who are found unqualified for the unrestricted line during their precommissioning physical exam may be offered a commission as ensign, U.S. Naval Reserve, with a restricted line or staff designator. The offer of such commissions depends on the needs of the service and the qualifications of the individuals concerned.

b. Four-Year College Program. Students are selected from among those applying for enrollment at the NROTC unit. During the first 2 years in the program (basic course), students have the status of civilians who have entered into a contract with the Navy. During this period they may hold concurrent status in the Armed Forces Reserve. Upon enrollment in the advanced course, College Program students enlist in the Naval Reserve under the provision of Section 2104, Title 10, United States Code. The NROTC College Program student, upon graduation and completion of naval science requirements, is commissioned as an ensign in the Naval Reserve or as a second lieutenant in the Marine Corps Reserve. The NROTC College Program exists for those college students who wish to be available to serve their country for a specified period as Reserve officers. These students enter into an agreement with the Navy in which they

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agree to complete certain naval science courses, and complete one summer training period. They enlist in the Naval Reserve prior to commencement of the advanced course. In return, the Navy provides uniforms, naval science textbooks, and a subsistence allowance for a maximum of 20 months (Chapter VI). The primary objective of the NROTC Navy Option College Program is to educate and train students for eventual appointment in the unrestricted line. College Program students who are found not qualified for the unrestricted line during their precommissioning physical exam may be offered a commission as ensign, U.S. Naval Reserve, with a restricted line or staff designator. The offer of such commissions depends on the needs of the service and the qualifications of the individuals concerned.

c. Two-Year Scholarship Program. Students are selected through national competition from applicants with advanced college standing having at least 2 years of academic study remaining for a baccalaureate degree. They are appointed Midshipman, Naval Reserve upon reporting for enrollment in the NROTC advanced course. They qualify for enrollment in the advanced course at colleges and universities in which NROTC units are located by successfully completing summer training as prescribed by CNET. The summer course of instruction, Naval Science Institute (NSI), provides the naval science and drill equivalent of the NROTC basic course. To be eligible students must have taken 1 year (two semesters or three quarters) of differential and integral calculus of one real variable with grades of "C" or better. Program enrollees will be required to complete 1 year of calculus based physics prior to graduation. Those enrolled as Two-Year Scholarship Program students have the same privileges and obligations as those enrolled in the Four-Year Scholarship Program. All 2-year scholarship applicants who desire to pursue a Marine Corps Option in the NROTC Program will submit their applications through an NROTC unit (or NRD if no NROTC unit is within close proximity) vice submitting their application through a Marine Corps Recruiter. The applicant needs to ensure the application is clearly identified for the Marine Option Two-Year Scholarship Program.

d. Two-Year College Program. Students are selected by a board convened by CNET from applicants with advanced college standing having at least 2 years of academic study remaining for a baccalaureate degree. They qualify for enrollment in the advanced course of the NROTC College Program at colleges or universities in which NROTC units are located by successfully completing summer training as prescribed by CNET. The summer course of instruction, called NSI, provides the naval science

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and drill equivalent of NROTC basic course. Those enrolled in the Two-Year College Program will have the same privileges and obligations as those enrolled in the Four-Year College Program; and, except for those remarks concerning the first 2 years in the program, all descriptive data given in paragraph 301b applies also to Two-Year College Program students.

e. The Tweeddale Scholarship Program. The purpose of this program is to provide each NROTC unit PNS with the ability to offer outstanding college/university students, who have not previously been affiliated with the NROTC Program or other accession programs, an NROTC Scholarship. The target college student population is restricted to students who will help meet specific NROTC Program special management interest objectives as R) defined by DoN. CNETINST 1533.19F provides guidance.

f. The Historically Black Colleges (HBC) Scholarship Program. The purpose of this program is to provide each HBC unit PNS with the ability to offer ten NROTC scholarships to outstanding high school and first year college students who have not previously been affiliated with the NROTC Program or other officer accession programs. The target students must meet all the criteria as regular 4-year NROTC scholarship selectees. The NAM and CNET correspondence provide guidance.

g. Nurse Corps Option Scholarship Program. This program was established to provide the Nurse Corps with officer accessions via the NROTC Program. This option is a 4-year scholarship program similar to those described in paragraphs 301a and 301e. Exceptions to academic course requirements and the naval science curriculum are delineated in Chapter IV, paragraph 403.

A) h. NROTC Leadership Scholarship. The NROTC Leadership Scholarship Program provides a mechanism to recruit applicants for the NROTC College Program through a unit-based scholarship, which is to be awarded to the outstanding Navy Option College Program midshipman at each unit/consortium school. The program is not open to Nurse Option or USMC College Program midshipmen due to the limited pre-established production goals. Each NROTC unit may recommend and the PNS may nominate two NROTC scholarships each academic year. (Note: For those units at HBCUs, use of the Leadership Scholarships (two) will automatically decrease the HBCU scholarship allocation to the units by two resulting in no change to the overall unit scholarship allocation.) The program is focused on promoting and supporting recruiting efforts for the NROTC College Program. Attracting high-caliber

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students is contingent on the ability to offer the possibility of a scholarship.

i. CNET-Controlled Scholarship. This program was established to provide an avenue for the PNS to nominate College Program midshipmen who have reflected solid past performance in both academic and non-academic areas and indicate potential for program completion and future commissioned service. The CNET-Controlled Scholarship Board meets twice per year to consider/approve the scholarship nominees. (A)

j. NROTC Student Classification. NROTC students are classified by their standing in the NROTC Program. The number of college credits completed does not bear upon their NROTC standing. Classification is as follows:

(1) Basic Course

(a) Freshman. First year NROTC students who are enrolled in or have completed the first two naval professional academic courses and laboratory periods.

(b) Sophomore. Second year NROTC students who are enrolled in or have completed three or four naval professional academic courses and laboratory periods. A Scholarship Program student incurs obligated service upon initial acceptance of program benefits at the beginning of the second year.

(2) Advanced Course

(a) Junior. Third year NROTC students who are enrolled in or have completed five or six naval professional academic courses and laboratory periods. A College Program student must sign an enlistment contract upon beginning the advanced course and incurs obligated service at that time.

(b) Senior. Fourth year NROTC students who are enrolled in or have completed seven or eight naval professional academic courses and laboratory periods.

302. NAVAL SCIENCE STUDENTS

a. With the approval of the PNS and the university authorities, civilians may enroll in naval science courses because of interest in the subject or as a candidate for enrollment in the NROTC College Program. These civilians are known as naval science students. Such enrollments are permitted provided the

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acceptance of such students will not adversely affect the instruction given to NROTC students. These students are not members of the NROTC. Unless specifically authorized by CNET, they will not be eligible to participate in NROTC summer training, be issued uniforms, have access to classified information, or receive any financial benefits. They are not considered midshipmen and may withdraw at their own request.

b. Naval science students who are eligible in all other respects may be enrolled in the College Program and be credited with NROTC requirements previously completed. However, at least 1 year participation as an enrolled member of the NROTC College or Scholarship Program is required prior to commissioning.

c. Naval science students may, with the permission of the PNS, attend drills in which Scholarship and College Program students participate.

d. An NROTC student who is attending an institution having compulsory military training, and who is disenrolled from the NROTC for reasons other than disciplinary or aptitude prior to the completion of the military requirements of the institution, shall, if he/she so requests and the PNS approves, be enrolled as a naval science student until the military training requirements of the institution have been completed. A student who is disenrolled from NROTC for disciplinary reasons or aptitude may be permitted to enroll as a naval science student at the discretion of the PNS per host institutional policy.

e. Students required or permitted by institutions to undergo military training who are not accepted for formal enrollment in NROTC may receive instruction in naval science courses. A student who has been denied enrollment by reason of refusing to execute the oath or affirmation shall not be permitted to wear an NROTC uniform, and no appropriated funds may be expended for his/her support.

303. ELIGIBILITY FOR ENROLLMENT

a. Each candidate for enrollment in either the NROTC Scholarship or College Program must meet the following, as applicable:

- (1) Be a citizen of the United States and present official certified proof of citizenship. Alien students may be enrolled in the NROTC College Program under certain conditions
- R) as set forth in Article 223 of this instruction.

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(2) Be accepted for admission as a full-time student at a participating NROTC college or university. NROTC students may enroll at schools near host NROTC universities and colleges provided both institutions and the NROTC unit have a CNET-approved cross-enrollment agreement.

(3) Be morally qualified and possess officer-like qualifications and character as evidenced by appearance, scholarship, extracurricular activities, and record in his/her home community. Candidates convicted of any crime involving moral turpitude will not normally be accepted into the program.

(4) Meet the age requirements as discussed in paragraph 303b below.

(5) Be physically qualified or possess an approved waiver per the physical standards set forth in Chapter 15, Manual of the Medical Department (MMD), U.S. Navy. College Program students must meet these standards prior to entering advanced standing. For procedures relative to College Program enrollment in the basic program see Article 304.

(6) Meet DoN requirements concerning prior use of drugs or alcohol per OPNAVINST 5350.4C.

(7) There are no restrictions as to marital status or gender of the candidate. For all officer programs, any single parent who has custody of dependent children must present a complete statement of dependent care arrangements which allows for full attention to service responsibilities during initial training periods and subsequent duty assignments. Single parents must be advised that individuals accepted for naval service are required to maintain a high degree of commitment to professional responsibilities, and that exemptions from personnel policies or preferential treatment for duty assignments are not to be anticipated.

(8) Students who have less than 3 years remaining until graduation are not eligible for enrollment in the College Program. These students must compete for a college program spot via the Two-Year National College Program Selection Board process. If selected, they must satisfactorily complete the NSI program prior to enrollment in the College Program.

b. Applicants for the Four-Year NROTC Scholarship Program must be at least 17 years of age on or before 1 September of the year of enrollment and be less than 27 years of age on 30 June

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of the calendar year in which commissioned (i.e., under 23 on 30 June in year of initial enrollment for a 4-year curriculum and under 22 on 30 June in year of initial enrollment in a 5-year curriculum). Applicants with prior active enlisted service will be granted an age waiver, to exceed the age limit by a period equal to the period the member served on active duty, but only if the member will be under 30 years of age on 30 June of the calendar year of commissioning. These age limitations and waivers for prior active service also apply to applicants for the Two-Year NROTC Scholarship Program. NROTC Scholarship students in the 2-year NROTC programs must also be less than 27 years of age on 30 June of the calendar year in which commissioned. The PNS may waive the minimum age requirements for an NROTC College Program student if the student is 16 years of age on or before 30 June of the year in which he/she is enrolled, and the PNS is personally convinced that the student has sufficient maturity to undertake the naval science courses and drills. Applicants for the NROTC Four-Year and Two-Year College Programs must be less than 27-1/2 years of age on 30 June of the calendar year in which commissioned. PNS may grant a waiver of this age limitation to applicants with prior active service. As with scholarship applicants, the age of a member who has served on active duty in the Armed Forces may exceed the age limit by a period equal to the period the member served on active duty, but only if the member will be under 30 years of age on 30 June of the calendar year of commissioning. A minimum age waiver to apply for the Four-Year NROTC Scholarship Program may be obtained from CNET.

c. National Agency Check with Local Agency and Credit Checks (NACLIC) will be required for NROTC Scholarship students per current directives and should be completed prior to assignment to the first summer training period. College Program students must have an NACLIC upon entry into advanced standing.

d. NROTC College Program students enrolling in the basic course must execute the following oath: "I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I take this obligation freely, without any mental reservation or purpose of evasion." Any student who refuses to execute such oath or affirmation shall be denied enrollment. (The above oath is a part of the NROTC College Program Application, CNET 1533/21.)

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e. A civilian student selected for appointment as Midshipman, Naval Reserve (Scholarship Program), shall be appointed in the name of SECNAV on the day of commencement of classes or NROTC freshman indoctrination, as applicable, at the institution to which he/she was authorized to report, provided he/she is acceptable to that institution on that date. Students selected for appointment who are on active duty in the Regular or Reserve components of the Navy or Marine Corps shall, per appropriate directives, be appointed Midshipman, Naval Reserve, on the day immediately following the date of his/her release from active duty. A nominee enrolled or reporting late shall be appointed Midshipman, Naval Reserve, on the date they actually begin classes. A nominee reporting late will not be appointed unless he/she is acceptable to the institution on the date of reporting and who, under normal conditions, could be expected to satisfactorily complete the academic work of that semester or quarter.

f. An NROTC College Program student may be appointed as Midshipman, Naval Reserve (Scholarship Program), in the name of SECNAV as a CNET Controlled Scholarship selectee when authorized by CNET. Included are Two-Year College Program students who may be nominated for CNET Controlled Scholarship status resulting from outstanding performance at NSI. College Program students selected for the Scholarship Program will be required to obtain their degrees and commissions in the same time they would normally have taken had they remained in their original status. CNET will provide annual criteria/guidelines for making nominations for such scholarship appointments.

g. NROTC applicants who have been nominated for an NROTC scholarship and then enroll in a service academy (Army, Navy, Air Force, Merchant Marine, Coast Guard), a state maritime academy, an ROTC program (Army, Air Force), or any other officer-type training program, are not eligible for that scholarship. College Program candidates who have previously enrolled in a service academy (Army, Navy, Air Force, Merchant Marine, Coast Guard), a state maritime academy, an ROTC program (Army, Navy, Air Force), or any other officer-type training program, may not enroll in the NROTC College Program without specific written approval from CNET. These individuals are not eligible for immediate scholarship benefits through programs such as the Tweeddale or HBC Scholarship programs. They may be nominated for a CNET Controlled Scholarship after all nomination requirements have been met. Letter requests for enrollment with comments and recommendations of the CO, NROTC unit shall be submitted in each case. A DD-785 (Record of Disenrollment From

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Officer Candidate-Type Training) from the previous officer training program should be included with the letter request. An individual who was disenrolled for aptitude or disciplinary reasons, or was not recommended for future officer programs, should not apply.

h. All NROTC students must be released from their present enlistment contract and terminate their affiliation with drilling reserve units, except for College Program students in the basic course. College Program students in the basic course may continue their affiliation with a drilling reserve unit until eligible for benefits upon enrollment in advanced standing. Members of Reserve components must be discharged from their present enlistment contract and enlisted under the provisions of the NROTC Program to facilitate Scholarship or College Program (advanced course) enrollment. They may be enrolled as naval science students pending discharge from such status. NROTC students appointed from enlisted status shall be entitled only to NROTC related compensation and entitlement that is normally provided to other NROTC students. The period of time served in the NROTC Scholarship or College Program shall not be counted in computing longevity, retirement eligibility, retired pay, or for any purpose in computing the length of service of any officer of the Armed Forces. NROTC Scholarship or College Program students in advanced standing may not simultaneously be a member of

R) another officer accession program as set forth in Section 12209, Title 10, United States Code, e.g., Marine Corps Platoon Leaders Course (PLC), Merchant Marine/U.S. Naval Reserve Midshipmen Program, Aviation Reserve Officer Candidate Program, etc.

i. Any person receiving compensation from the Veterans Administration (VA) for disability incurred in military service of the United States, or who has any claim pending under that administration on account of such disability is not eligible for enrollment in the NROTC. Veterans who have previously filed such claims may become eligible for enrollment if: (1) the VA has disallowed the claim or if, (2) the veteran has withdrawn the claim. Procedures for establishing such eligibility shall be per current directives. All such veterans should understand that any such action initiated by them is voluntary on their part. While no individual is required to waive any such claims, enrollment in NROTC is contingent upon fulfilling all entrance requirements.

j. Any person professing to be homosexual will not be allowed to enroll in the NROTC Program. Likewise, homosexual

R) conduct is not allowed in the naval service. Article 314b(4)

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refers to recommended disenrollment for persons who profess to be homosexual. SECNAV makes final decision on recoupment.

304. ENROLLMENT PROCEDURES

a. NROTC Scholarship Students. These students are normally appointed after a nationwide competitive selection procedure. This selection procedure includes applicants for the Four-Year and Two-Year Scholarship Programs. Detailed directives and procedures for applying for these programs are issued periodically. Nominees must subscribe to the following conditions:

(1) Be enlisted in the Naval Reserve or the Marine Corps Reserve for a period of 8 years under the provisions of Section 2107, Title 10, United States Code; those who are enlisted members of a reserve component are required to terminate affiliation with that component upon enlistment in the Naval Reserve or the Marine Corps Reserve. (R)

(2) Agree to the conditions for reimbursement of educational assistance prescribed in the NROTC Scholarship Service Agreement effective for the student's class.

(3) Complete the prescribed naval science courses; Navy specified college courses and summer training of the basic NROTC Program or graduate from NSI in the case of 2-year program selectees prior to enrollment in the NROTC Advanced Course.

(4) Complete the prescribed naval science courses; Navy specified college courses and summer training of the advanced NROTC Program.

(5) Accept an appointment as a commissioned officer in the United States Navy or Marine Corps, if tendered. After 1 October 1996, accept an appointment as a commissioned officer in the Naval Reserve or Marine Corps Reserve.

(6) Serve on active duty for a period of not less than 4 years upon receipt of original commission. Those receiving training schools after commissioning may incur an additional active duty obligation.

(7) Agree upon completion of active duty in the naval service to remain in the ready reserve of the Navy or Marine Corps until the eighth anniversary of commissioning.

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b. CNET Controlled Scholarships. CNET Controlled Scholarships are awarded by CNET based upon a Navy and Marine Corps selection board recommendation. Nominations are submitted by the PNS to CNET for Navy Option scholarships to MCRC for Marine Option scholarships. Criteria and procedures for nomination are contained in paragraph 301c and in the NAM.

c. NROTC Four-Year College Program Students

(1) These students are enrolled by the PNS within numbers specified by CNET. Such students must meet the general qualifications for NROTC enrollees as listed in Article 303 and normally will be in attendance at an NROTC institution. If otherwise qualified, however, a student at an institution that does not have a NROTC unit is eligible to be a member of a unit at a nearby college provided a formal approved cross-enrollment agreement is in effect between both schools and the Navy (see Article 109).

(2) To receive subsistence payments and to be enrolled in the advanced course, authorized NROTC College Program students must enlist in the Naval Reserve or Marine Corps Reserve for a period of 8 years in pay grade E-1 under authority of R) Section 2104 of Title 10, United States Code.

(3) NROTC College Program students in the advanced course are in an inactive status in the Naval Reserve until such time as they are commissioned, disenrolled, discharged for the convenience of the government except for the period of active duty for training during their first class cruise.

(4) The PNS must use a method of selection that will result in the enrollment of the most qualified candidate that also possesses the greatest potential for service as a commissioned officer.

(5) College Program students may be nominated by the PNS for appointment to the Scholarship Program as authorized by paragraph 304b.

(6) Naval science students accepted for enrollment in the NROTC College Program may be credited with naval science courses successfully completed while naval science students.

(7) Meet standards of aptitude, physical fitness, and weight control outlined in Chapter IV of this instruction.

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d. NROTC Two-Year College Program Students

(1) Selection for the NROTC Two-Year College Program is made on a program-wide basis from nominations submitted by the PNS. Those selected must successfully complete NSI prior to enrollment in the NROTC advanced course.

(2) Attendance at NSI may be waived for naval science students who have successfully completed the first 2 years of naval science, including naval science drill, as naval science students.

(3) NROTC Two-Year College Program students may be nominated for the NROTC CNET Controlled Scholarship Program based upon meritorious performance at NSI. In these cases, a selection board convened by CNET will use criteria similar to that contained in the NAM (Chapter II, paragraph 2.4) for CNET Controlled Scholarship selection from the Four-Year College Program.

e. Marine Corps Option. The Marine Corps is authorized a total program enrollment of up to one-sixth of the NROTC Scholarship and College programs. Students enroll in the Marine Corps Option on a voluntary basis. They normally pursue the same course of study as Navy Option students during the basic course, the first 2 years of the NROTC Program. During the advanced course, the last 2 years, Marine Corps courses are substituted for Navy courses. Graduates of the Marine Corps Option will be commissioned as second lieutenants in the Marine Corps Reserve. Application for the Marine Corps Option may be made:

(1) At the time of initial application for the Two-Year or Four-Year NROTC Scholarship Program.

(2) At the time of initial application for the Two-Year College Program or during the freshman year for Four-Year College Program students.

(3) At the time of completion of third class cruise for Four-Year Scholarship Program students.

(4) No later than 7 months prior to the date of commissioning.

f. Transfer Between Options. Transfers for Scholarship and College Program students between Navy and Marine Corps Options

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are authorized only when approved by CNET and MCRC. The PNS must ensure that the midshipman meets all requirements (including physical requirements for the option requested). The only transfer authorized for Nurse Corps Option is transfer to the College Program.

g. Cross-Enrollment. If otherwise qualified, a student at an institution that does not host an NROTC unit is eligible to be a member of a unit at a nearby institution provided a formal cross-enrollment agreement, approved by both institutions and CNET, is in effect. All cross-enrollment agreements between the host school and other nearby institutions must be in writing (see Article 109).

305. RE-ENROLLMENT OF FORMER NROTC STUDENTS. A former NROTC Scholarship or College Program student who desires re-enrollment as a College Program student must submit a written request to CNET. Re-enrollment of students must be approved by CNET.

306. PHYSICAL EXAMINATIONS. Physical standards for the NROTC Program are contained in Chapter 15 of the MMD.

a. Initial Examinations

(1) Entering NROTC Scholarship students need not be physically examined upon arrival, since DoDMERB will have already established their physical qualifications. However, students reporting with known physical defects that may have been incurred subsequent to the DoDMERB physical, which, in the judgment of the PNS, could lead to eventual physical disqualification, should not be appointed until the clinical significance of the defect has been evaluated by Chief, Bureau of Medicine and Surgery (BUMED).

(2) Entering NROTC College Program applicants must complete a Report of Medical History (Standard Form 93) and submit it to the NROTC unit for review. Candidates who have indicated obviously disqualifying conditions on the SF-93 shall not be enrolled. If the SF-93 indicates a possible physical disqualification the applicant should be examined per DoDINST 6130.3 and Chapter 15 of the MMD. For these students to participate in orientation and PRT they must be medically screened. A complete physical is not required but should be equivalent to a university sports physical exam. Examples provided in the NAM may be used for the medical screening. In some cases, College Program applicants may have been previously examined for other programs and have a completed physical on file at DoDMERB.

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Contact DoDMERB (College Scholarship Branch (CSB)) for determination of physical status.

(3) Prior to entering College Program (advanced standing) students must be found physically qualified. (Refer to NAM, Chapter VI, paragraph 6.2 for detailed instructions.)

b. Annual Physical Examinations. NROTC students are not required to complete an annual physical examination. However, the PNS shall require each student to complete an NROTC Annual Certificate of Physical Condition Form (CNET 6220/8) each fall term prior to the first PRT/physical fitness test (PFT), and again during the spring term immediately prior to graduation (see Article 15-23, MMD). In the event a student answers "YES" to question one, the PNS shall submit copies of abstracts of treatment, narrative summaries, or other available medical records pertaining to the injury, illness, or disease resulting in hospitalization or absence from school to BUMED for review. Students answering "YES" to question two must be referred to the nearest federal medical facility or authorized examiner for evaluation of the alleged defect. A copy of the evaluation report is to be submitted to BUMED. Evaluation reports from civilian consultants are acceptable if a federal medical facility is not available. The PNS is responsible for submitting a report to BUMED on any student who at any time becomes disabled for a significant period of time or contracts a disease or injury that may render him/her "Not Physically Qualified" (NPQ) for commissioning. (Refer to the NAM.) (R)

c. Precommissioning Medical Examinations. Graduating students must be given their precommissioning medical examination at least 12 months, and in no case more than 24 months, prior to commissioning. The examination shall be per the provisions of Chapter 15 of the MMD. Embarkation points receiving NROTC students for their first class cruise in special instances may arrange for precommissioning physical examinations to be conducted at the local Navy medical facility. NROTC units should plan to conduct physicals utilizing the closest military medical facility consistent with class schedules, submission date deadline, and the 24-month validity period for precommissioning physical examinations. First class cruise orders shall be endorsed by the unit CO to indicate whether or not a precommissioning physical examination is required at the embarkation point.

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d. Health Records. Health records shall be opened for both Scholarship and College Program (advanced standing) students upon enrollment in the program per the MMD, chapter 16.

R) e. Vaccinations and Inoculations. Appropriate vaccinations and inoculations shall be given to all students expecting to participate in summer training. Upon notification of specific training assignments, consult BUMEDINST 6230.15 and the Midshipman Summer Training Manual (revised annually) to determine the vaccinations and inoculations required for the different geographic areas.

R) f. Report of Illness or Injury. Each student enrolled in the NROTC must report all significant or incapacitating injuries or illnesses to their PNS for action per Article 313. Incapacitating injury or illness is normally that which precludes attendance at classes. In case of doubt, a report should be made. Failure of a student to comply with this paragraph may result in disciplinary action.

g. Travel in Connection with Medical Examinations. COs are authorized to transport NROTC Scholarship students and College Program students in the advanced course to and from installations when it is necessary for them to undergo medical (such as flight physicals) or other examinations, or for physical consultations and observation. The only exception is College Program students in the basic course who need transportation for the advanced course physical exam. The CO shall authorize them travel and "meal tickets" while they are at, or traveling to or from, such installation per the Joint Federal Travel Regulations (JFTR), Chapter 7, Part I, within funds available. Funds to be used will be the local operation maintenance allotment issued to the CO by CNET. Every attempt shall be made to minimize costs, and group travel procedures shall be followed in all cases possible.

R) h. Waivers

(1) All candidates for an NROTC Scholarship must be fully qualified physically for the program. Per DoDINST 6130.4, DoDMERB determines physical qualifications. BUMED serves as the waiver authority. DoDMERB determines the criteria and procedure requirements of physical standards for appointment, enlistment, or induction in the Armed Forces.

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(2) The term "waiver" indicates that a deviation from the standard is allowable. The word "waiver" by itself does not specify the limits of such deviation.

i. Defective Color Vision. Any NROTC student not qualified for a Scholarship/College Program in the Navy due to defective color vision and who has been selected for the Marine Corps Option must sign a statement of intent. The statement as shown below will be typed on the Scholarship or College Program service agreement and signed prior to appointment or enrollment.

"I certify that I fully understand that I am physically qualified for the NROTC Marine Corps Option only and that I will not be allowed to change from this option. I further assert I will accept a commission in the USMCR, if offered."

j. Pregnancy. Applicants who are pregnant cannot be accepted for the NROTC Program. Members of the program who become pregnant may be retained provided the required level of performance is maintained. Students who are unable to satisfactorily perform program requirements may request a leave of absence (LOA) per the procedures outlined in paragraph 313. Students who become pregnant and desire to terminate their enrollment in the program may request to be disenrolled as prescribed in Article 314 for hardship reasons. (R)

k. Civilian Medical Services. A PNS is authorized to procure civilian medical services for NROTC physical examinations, vaccinations, inoculations, etc., for units located in areas where a federal medical facility is not available within a radius of approximately 100 miles or not available because of unrealistic schedules. Entrance physicals shall be conducted by physicians who are under contract to DODMERB.

307. TRANSFER BETWEEN NROTC INSTITUTIONS

a. An NROTC Scholarship or College Program student may request transfer from one NROTC unit to another unit if honorably released by the first host institution, accepted by the second host institution, and the transfer is approved by CNET. Normally, CNET will not take favorable action upon such a request unless it has been favorably recommended by both PNSs, and is in the best interest of the student and the Navy. (Procedures for transfer between NROTC institutions are found in the NAM.)

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b. CNET will view unfavorably those requests for transfer for continuation of undergraduate studies when such transfers are motivated by reason of personal convenience or desires or if requesting a transfer to a significantly higher tuition cost school.

308. APPOINTMENT OF NROTC STUDENTS TO SERVICE ACADEMIES. Any student enrolled in the NROTC who is selected for appointment to one of the service academies or the U.S. Merchant Maritime Academy will, upon his/her actual entrance into the academy, be released from their NROTC contract with SECNAV. (See the NAM.)

309. ENTRY OF NROTC STUDENTS INTO THE U.S. NAVAL ACADEMY (USNA)

a. Eligibility. Members of the NROTC may seek appointments to the USNA under any existing procedure on the same basis as if they were not enrolled in the NROTC. Scholarship and College Program students are also eligible to compete for one of the ten appointments available to members of the NROTC. Each PNS may nominate three NROTC midshipmen for appointment to the USNA 31 January annually. Information requests for application to the USNA should be made to the Academy's admissions office. CNET (N79) is not involved in these nominations.

b. Procedures for Effecting Entry. The entry of NROTC students into the USNA shall be effected per the following procedures:

(1) Candidates will be informed by the Superintendent of the USNA as to the date on which they should report to the USNA. It is expected that the reporting date will generally be about 1 July, or as soon thereafter as the candidates become eligible for call.

(2) Upon sighting evidence from the Superintendent of the USNA that the student has been authorized to report to the USNA to be sworn in as a midshipman, the PNS shall place the student in a LOA status from the NROTC unit effective upon the day on which the student is due to report to the USNA.

(3) Records, accounts, and government clothing and equipment shall be retained at the NROTC unit or activity holding the accounts until receipt of the student's request for disenrollment bearing authenticated endorsement by the Superintendent of the USNA.

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(4) The PNS will be informed by the Superintendent of the USNA of the date upon which the student was appointed midshipman, USNR. The PNS shall then disenroll the student from the NROTC (Drop On Request to accept appointment as USNA) effective on the day prior to date of appointment at the USNA.

c. CNET Approval. The PNS will not be required to obtain approval from CNET prior to taking the actions described in paragraph 309b.

310. PERFORMANCE REVIEW BOARD (PRB)

a. The PRB is an administrative tool available to the CO to review and make recommendations regarding the best course of action to be taken in cases of unsatisfactory performance by midshipmen enrolled in the NROTC Program. Standards of academic, aptitude, and physical performance are discussed in detail in the NAM.

b. Ideally, the NROTC unit staff will identify potential problems in midshipman performance that may lead to a PRB and solve the majority of them through counseling or extra instruction, as appropriate. Also, the unit should consult with and seek the assistance of the university faculty advisor when the midshipman becomes marginal or unsatisfactory in academics.

c. Examples of performance deficiencies that mandate convening a PRB are specified in matrices found in paragraph 5.6 of the NAM.

d. Using the above performance guidelines, a PRB must be convened in the following instances:

(1) Involuntary LOA is contemplated.

(2) Disenrollment is not mandatory but could be recommended.

(3) A midshipman could be ordered to active enlisted service or subject to recoupment action as a result of disenrollment. However, when such a midshipman specifically requests, in writing, immediate assignment to active enlisted service or recoupment, and the CO recommends such assignment, no PRB is required. The midshipman's written request must specifically waive the PRB.

e. A PRB need not be convened in a case in which:

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R) (1) Disenrollment is mandatory (see Article 314) if there is no active enlisted service obligation as a result of the disenrollment.

(2) A prior PRB placed the midshipman on LOA but stated if the individual fails to meet the terms of the LOA he/she will be processed for disenrollment. Refer to the NAM.

(3) A College Program student drops from the NROTC Program at his/her own request. As a matter of current policy, recall to active enlisted service is not contemplated in this situation. (Note: This provision does not apply if the College Program midshipman previously received NROTC Scholarship benefits subsequent to the freshman year prior to transferring to the College Program.)

(4) When the Navy waives recoument and assignment to active enlisted service in those cases where these are the only reasons a PRB is required.

f. In any case, a midshipman may waive the right to a PRB. In all cases in which a midshipman waives the right to a PRB, it must be done in writing.

g. The PRB is not a judicial proceeding, but rather an informal administrative hearing. Because of the legal status of an NROTC midshipman, he/she does not have the same rights which a respondent has in an administrative discharge board hearing. The only rights guaranteed are the fundamental rights of administrative due process: the right to notice and be heard. The midshipman has the right to appear before the board, to submit a written statement, and to present documents or witnesses in his/her behalf. The midshipman will be counseled by the class advisor and may review his/her record prior to the board's convening. Since the PRB is an informal administrative proceeding, the midshipman is not entitled to be represented by an attorney at the hearing.

h. The PRB may make the following recommendations to the CO:

(1) No action

(2) Warning

(3) Probation

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(4) LOA

(5) Disenrollment

i. The PRB's recommendation is advisory only. The PNS is free to take any of the actions listed in the preceding subparagraph, after considering the board's recommendation.

j. The NAM contains detailed guidance on the conduct and documentation of the PRB. CNET (N79A4) is the cognizant authority.

311. PROBATION. The use of probation is at the discretion of the PNS. He/she may decide how, when, and why to use probation for midshipmen at their unit. No notification to CNET, other than an OPMIS entry, is required. Units must have CNET approval for more than two consecutive probationary periods for the same reason.

312. MORAL REMEDIATION AND CHARACTER DEVELOPMENT PROBATION. The Moral Remediation and Character Development Probation involves midshipmen who are retained after being found guilty of a core value misstep that is not of such an egregious offense as to warrant disenrollment, i.e., a felony, or criminal act. Probation is designed to provide an opportunity to nurture and develop core values in the midshipman rather than disenroll for a single offense, and to improve their moral reasoning abilities. The Moral Remediation and Character Development Probation will include the following:

a. The PNS may assign midshipmen to the Moral Remediation and Character Development Probation in lieu of disenrollment if the PNS believes the midshipman can learn from the mistake and correct his/her actions. The PNS will administer the punitive aspects of the probation associated with the remediation probation.

b. The PNS will assign a member of the staff to serve as a mentor for the period of the remediation probation.

c. Assigned mentors will notify midshipmen of their participation in the probation and the attendant requirements. Mentors will meet with their assigned midshipmen at least on a weekly basis to discuss and evaluate their progress and development.

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d. The assigned midshipman should be required to complete additional selected readings during his/her period of remediation that will cause them to reflect on correct values. The midshipman should also be tasked with preparing a written paper relating to ethics and character. The readings and writing project should be tailored to the individual midshipman's specific transgression and reasonably related to the deficiency to be remediated.

e. The midshipman will be required to keep a journal discussing his/her reflections concerning the remediation efforts and progress. The journal should be reviewed jointly by the mentor and the midshipman.

f. Following completion of the remediation period the assigned mentor will recommend one of the following to the PNS:

(1) Based on his/her successful completion of the Moral Remediation and Character Development Probation, I recommend he/she be removed from the Remediation Probation and return to the unit in good standing.

(2) He/she did not successfully complete the probation and I recommend PRB to consider continuation in the NROTC Program.

313. LEAVE OF ABSENCE

a. Definition and Limitations. LOA of both Scholarship and College Program midshipmen is, in effect, a suspension of NROTC benefits and obligations. It is required in some situations and R) may be requested by the midshipman or others. All requests for LOA shall be made on a Request for Leave of Absence form (CNET 1050/1), via the PNS. The following limitations and factors apply:

(1) Financial benefits (scholarship benefits, including subsistence) are not authorized for students on LOA.

(2) Retroactive payments of financial benefits while on LOA are not authorized except as provided in cases of certain R) transitory physical conditions as outlined in Article 313.

(3) Students on LOA do not incur an enlisted service obligation, unless previously enlisted, if they are on LOA at the time such obligation is normally incurred. Such obligation

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is incurred upon acceptance of program benefits when removed from LOA.

(4) Students on LOA may continue to take naval science courses and participate in other NROTC activities as directed by the PNS. Students on an aptitude LOA must participate.

b. Reasons for LOA

(1) Substandard performance. The criteria defining substandard performance will be discussed in detail in Article 407 of this regulation. Normally a midshipman is placed on LOA following review board recommendations in cases of:

(a) Academic deficiency.

(b) Inaptitude for service. This includes failure to adhere to Navy/Marine Corps physical readiness and weight control standards.

(2) LOAs requested by the midshipman

(a) Graduate degrees. Certain students may request LOA to participate in professional programs that lead to a master's degree. If recommended by the PNS and authorized by CNET, such additional time may be allowed. (See the NAM, conditions for receiving an LOA for graduate study.)

(b) Personal LOA. Midshipmen may request LOA for reasons of family or personal hardship or other special reasons. Requests for LOA to make career decisions will not be approved.

(3) LOA required by the situation

(a) Physical

1. The PNS shall immediately place on LOA for physical reasons any student who because of accident, illness, or, as indicated on any physical examination, apparently does not meet the required physical standards for retention in the NROTC. If the student is in the Scholarship Program or the College Program advanced course, DFAS-Cleveland Center shall be notified immediately via an OPMIS data entry.

2. The PNS is authorized to extend the time limits if temporary injury, illness, or other circumstances make such action appropriate.

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3. If a student who has been placed on LOA for physical reasons, other than for physical conditioning, swimming qualifications, or weight control, continues attendance at college and participates in all assigned NROTC classes and laboratory work (with the possible exception of military drill) in anticipation of later being found physically qualified, the PNS, upon receipt of notification of such physical qualification from BUMED, may authorize retroactive payments of all financial benefits (tuition, fees, and subsistence allowance as appropriate) which had been suspended during the LOA. Retroactive payments are not authorized to students placed on LOA for physical conditioning, swimming qualifications, or weight control reasons. The PNS is authorized to place a student on LOA for physical reasons without prior approval of CNET. A student placed on LOA for physical reasons other than for physical conditioning, swimming qualifications, or weight control shall not be removed from LOA without prior determination by BUMED that the student is physically qualified. In requesting authority to remove a student from LOA for physical reasons, a clinical abstract of treatment afforded and any special report requested shall be forwarded to BUMED.

(b) Pregnancy. Students who become pregnant may be retained in the program provided the required level of performance is maintained. Students who are unable to satisfactorily perform program requirements may request an LOA. Upon termination of the pregnancy, the member must undergo a physical examination to determine continuation suitability. BUMED must evaluate the student's physical status before removal from LOA. Normally, the LOA period would be discontinued approximately 6 to 8 weeks after termination of the pregnancy. Further continuation on LOA is subject to the limitation provisions of this R) article. Students desiring to discontinue NROTC training may request disenrollment per the provisions of Article 314. Pregnancy status must be confirmed by the attending physician.

(c) Expiration of Benefits. For various reasons, certain students may require more than 4 years to complete their baccalaureate degrees. This may result in the expiration of their NROTC financial benefits, including any additional R) benefits that may have been authorized (see Article 320). In these cases, the following provisions apply:

1. NROTC students enrolled in a curriculum normally requiring more than 4 years to complete may opt either R) to apply for extended benefits per Article 320, if eligible, or

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to be placed on LOA for all or part of one academic year while completing the degree program. While on LOA, they will not be eligible to receive benefits; however, they may continue to take naval science courses and should participate in other NROTC activities as authorized by the PNS. In general, it is considered advisable for 5-year students to be placed on LOA after completion of the third year of naval science and prior to the fourth year, thereby permitting their scheduling the fourth year of naval science during the last year in college prior to commissioning. In this way, they will be better prepared to assume the duties of a junior officer and will be more readily available to receive the many items of information and counseling given by the CO and their staff during the months just prior to commissioning. A student enrolled in a curriculum normally requiring more than 4 but fewer than 5 years for completion may be placed on LOA during the final fraction of the fifth year instead of during a portion of the fourth year if considered advisable by the PNS in order to facilitate the scheduling of required naval science courses. LOA during the entire last year should be authorized only under unusual circumstances. In some cases, CNET may determine the year during which the student is to be placed on LOA and will so advise the PNS.

2. In the case of students who are regularly enrolled in college cooperative programs requiring alternate periods of employment in industry or business and normally requiring more than 4 years for the completion of a degree, a LOA may be granted during the periods in which a student is engaged in such employment and is not effectively in residence at the institution, or upon completion of the third or fourth year of their academic program if he/she has remained in residence on a part-time basis throughout the program.

(d) Investigation of disciplinary violation. Any midshipman who is being investigated, charged with, or is pending prosecution for any infraction which might lead to a disenrollment on disciplinary grounds under section 314b(2) of this instruction will be placed on LOA until the matter is fully resolved. (R)

(e) Inability to meet requirements for commissioning. If any other condition or circumstance is discovered which would disqualify or make a midshipman ineligible for commissioning, he/she may be placed on LOA.

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c. Authority and Procedure

(1) All requests for LOA from the NROTC Program shall be made on a Request for Leave of Absence From NROTC Program form (CNET 1050/1).

(2) LOA must be approved by CNET (Midshipmen Administration Branch) in the following instances:

(a) LOA for graduate study.

(b) LOA for special reason (personal hardship, etc.).

(c) LOA in those cases involving more than one academic term (except physical LOA due to a medical problem).

(d) LOA in any case where the PNS wishes to continue an existing LOA for an additional academic term.

(3) The PNS is authorized to place an NROTC student on LOA without submitting the request to CNET in the following cases:

(a) Scholarship or College Program students enrolled in curricula requiring more than 4 years for completion and authorized benefits have expired or will expire.

(b) Students who fail to make satisfactory progress toward degree requirements including failure to schedule or complete NROTC naval science or Navy university requirements as required in Article 403, or other required academic work.

(c) Academic LOA.

(d) Physical LOA.

(e) Aptitude LOA, including physical conditioning and weight control.

(f) LOA pending disenrollment.

(g) Participating in overseas study without benefits.

(h) Participating without benefits in an Internship or Research Project.

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(4) In the case of academic LOA, physical LOA, or an inaptitude LOA, including overweight or physical conditioning deficiency, the PNS must notify the student of his/her status in writing as follows:

(a) Reason for the LOA and its length.

(b) Terms for reinstatement.

(c) Possibility of disenrollment, if improvement is not forthcoming.

(5) A student who requests release from NROTC obligations due to conscientious objection will be placed on LOA by the PNS. The request should be endorsed and forwarded expeditiously to BUPERS via CNET. (See the NAM.)

(6) The PNS must ensure that the appropriate OPMIS entries are made and correct pay information is submitted to DFAS-Denver via timely transmission to CNET for all cases involving LOA.

(7) Recommendation for commissioning and other administrative action pertinent to students on LOA shall be forwarded at the same time and in the same manner as for other NROTC students completing the program, even though the student is on LOA at the time of such action.

(8) A student who is about to complete his/her fifth year of college and is on LOA due to expiration of benefits should be reported to CNET by the PNS at the same time they report the names of all other prospective graduating students. Upon completion of their fifth academic year and the granting of the baccalaureate degree, they will be commissioned at the same time and in the same manner as other NROTC students who have completed a normal 4-year course of study.

314. DISENROLLMENT

a. Mandatory Disenrollment. Disenrollment in the categories listed below is considered mandatory. Each PNS shall report such disenrollment to CNET. Disenrollment in these cases does not constitute separation from the naval service until a formal termination of appointment is received from BUPERS, MCRC or CNET, as appropriate, indicating final disposition of the case.

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(1) Involuntary disenrollment by institution. Any NROTC student dropped (i.e., involuntarily disenrolled) by the institution for academic failure or for any other reason shall be immediately disenrolled by the PNS. This includes students who are "suspended," "forced to withdraw," "not permitted to register for the next semester," or who for any similar reason are prevented by the institution from continuing their enrollment either temporarily or permanently. The date of disenrollment shall be reported on the NROTC Student Disenrollment Report under the category "General, dropped by the institution."

(2) Voluntary withdrawal from the institution. Any NROTC student who, although eligible to continue enrollment at the institution, discontinues their enrollment without completing an "own request" disenrollment shall be immediately disenrolled from the NROTC Program by the PNS. Disenrollment will be reported on the NROTC Student Disenrollment Report under the category "Other, failed to enroll in naval science classes."

(3) Appointment to Service Academy or U.S. Merchant Marine Academy.

(4) Disenrollment at own request when not under scholarship obligation.

(5) Physical disqualification.

(a) The PNS will request review of pertinent medical information, records, and/or examinations by BUMED when it is apparent that physically disqualifying problems exist for an NROTC student.

(b) In all cases of physical disenrollment the PNS must ensure that appropriate medical information is included with the disenrollment report and the disenrollment package contains BUMED's letter, endorsed by CNET.

(c) Physical disenrollment will be directed by CNET when notified by BUMED of a physical disqualification determination. The PNS will delay final disenrollment action until receipt of authorization.

(d) Unless occasioned by a medical problem, an inability to meet physical conditioning standards shall be considered a case of inaptitude, and disenrollment may be

R) recommended per Article 314.

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(6) Drug abuse

(A)

(a) Consistent with MILPERSMAN 1910-146, processing is mandatory for the following:

1. Positive urinalysis that was tested and confirmed positive at a Navy Drug Screening Lab (NAVDRUGLAB) or other DoD-approved lab. If the CO determines the urinalysis result was caused by administrative errors (e.g., faulty local chain of custody, evidence of tampering) or the drug use was not wrongful (e.g., prescribed medication, unknowing ingestion), the CO may recommend retention in the command's endorsement to CNET.

2. Admission of drug use.

3. One or more military drug-related offense(s).

4. Nolo contendere, no contest plea in civil courts.

5. Civil conviction for a drug related offense(s).

6. Actions tantamount to findings of guilt in civil courts:

a. Deferred prosecution

b. Entry in pretrial intervention program

(b) Drug related offenses include the following:

1. Drug Abuse - Illegal or wrongful use, possession of controlled substances or attempts to commit drug offenses.

2. Drug Paraphernalia - All equipment, products, and materials that are used, intended for use, or designed for use in injecting, inhaling, or otherwise introducing controlled substances into the human body in violation of law.

3. Drug Trafficking - The sale, transfer, or possession with the intent to sell or transfer controlled substances.

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(7) Death. Disenrollment reports required by reason of death shall be reported in a timely manner.

b. Recommended Disenrollment

(1) Academic

(a) The PNS shall recommend the disenrollment of any NROTC student whose general academic record and/or specific failures make his/her value as an officer doubtful. A willful/not willful statement must be made by the PNS.

(b) Failure to demonstrate an adequate level of proficiency on an NROTC professional competency achievement test, unsatisfactory degree progress, consistently working below academic potential, or unsatisfactory academic results within a major that jeopardizes graduation within a reasonable period may individually be considered grounds for academic disenrollment.

(c) The PNS must exercise judgment in the determination of those students who, in the opinion of the PNS, may be likely to overcome such difficulties. Special consideration in such cases would result in probation or LOA rather than disenrollment.

(d) Students on academic probation or LOA for more than one term (quarter or semester) must be considered for academic disenrollment.

(2) Disciplinary

(a) Disciplinary disenrollment recommendations may include, but are not limited to, any of the following:

1. Major breach of Navy discipline. Cheating should normally be considered a disciplinary and not an inaptitude disenrollment. If, however, low aptitude potential is also evaluated, both reasons should be identified in the notification letter to the midshipman and the board may evaluate both.

2. Criminal and/or moral offenses deemed to be disqualifying by the PNS including violation of standards of honor expected of NROTC midshipmen, alcohol abuse, drug use, (including, but not limited to, those in section 406a of this instruction).

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3. Cumulative unsatisfactory disciplinary record.

4. Unwillingness to schedule required university courses or dropping such courses without approval of the PNS.

5. Refusal to accept commission.

(b) Disciplinary disenrollments become a matter of permanent federal record and may prejudice the disenrollee for future military or civil employment. They may be disqualifying for future federal security clearances that are often necessary for positions in private industry.

(c) The PNS is responsible for ensuring that all relevant facts and evidence are fully and specifically set forth in such cases.

(d) The PNS should consult with host institution authorities in such cases, give their recommendation due consideration, and keep them apprised of the pertinent facts and results.

(e) Board membership will include only those persons not directly involved in any incidents that are the basis of the hearing.

(f) A midshipman will be counseled by their class advisor prior to the review board hearing. Such counseling will be noted in the Student Performance File.

(g) In cases arising from specific incidents of misconduct, an informal investigative report, in the nature of a preliminary inquiry, will be conducted and provided to the midshipman for comment prior to the hearing, and to the board during the hearing. An officer instructor not directly involved in the case must complete this report.

(h) A summarized record of the board proceedings will be made by a person who is not a board member and each board member will sign the record as complete.

(i) Board decisions will be confirmed by written report to the midshipman.

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(j) Appropriate college/university officials shall be notified of the final Navy disposition of all such cases. Disciplinary action may be taken independently by the educational institution without regard to such disposition. The PNS will advise CNET of any such disciplinary action taken by the institution.

(3) Inaptitude/Unsuitability

(a) A PNS shall recommend disenrollment of any NROTC student who has demonstrated a lack of officer aptitude as to make further retention unjustified.

(b) Inaptitude disenrollment recommendations may include, but are not limited to, any of the following:

1. Unsatisfactory leadership qualities.
2. Unsatisfactory acceptance of responsibility.
3. Inability to meet physical conditioning standards or swimming qualification requirements.

(c) A midshipman will be counseled by their class advisor prior to the review board hearing. Such counseling will be noted in the Student Performance File.

(d) A summarized record of the board proceedings will be made by a person who is not a board member and each board member will sign the record as complete.

(e) Board decisions will be confirmed by written report to the midshipman.

(4) Special Reasons (Hardship, Conscientious Objector, and Homosexual)

(a) NROTC students may apply, via the chain of command, for disenrollment for special reasons.

(b) Such special requests will be endorsed only after a personal and thorough investigation of the pertinent facts by the PNS.

(c) Disenrollments for special reasons are to include the following:

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1. Severe financial hardship.
2. Family illness that requires student withdrawal from school.
3. Conscientious objector (see MILPERSMAN 1900- (R 020)).
4. Homosexuality (cases will be processed per (R current policy)).

(5) Own Request

(a) The PNS may recommend disenrollment of NROTC Scholarship and College Program students subject to obligated enlisted service who request separation from the program. Final determination will be made by SECNAV in these cases.

(b) NROTC students should be made fully aware of their probable call to active enlisted service if they breach their contract (agreement).

(c) An NROTC Scholarship or College Program student whose disenrollment is pending, or who would normally be disenrolled or recommended for disenrollment for the reasons specified in subparagraphs b(1) through b(3), shall not be disenrolled at "own request."

(6) Other. Failure to enroll in NROTC courses without completion of "own request" disenrollment. However, when the student has withdrawn from all university courses, see Article 314. (R)

(7) Submission of Recommendations. Recommendations involving students with an active service obligation will be submitted to BUPERS or MCRC via CNET. When no active service obligation is involved, recommendations will be submitted to CNET.

c. PRB. A PRB must be convened for any disenrollment that may result in an active service obligation or any academic, disciplinary, inaptitude/unsuitability, or special reason disenrollment. In the case of a mandatory disenrollment involving an active service obligation, a PRB is not required if the student requests, in writing, to be assigned to active enlisted service and the PNS concurs in that request.

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d. Disenrollment Correspondence. Disenrollment reports or recommendations will include all applicable documents listed in the NAM (Chapter 8).

e. PNS Latitude. The PNS has a great deal of latitude in interpreting disenrollment situations/offenses. It should be noted that disciplinary and inaptitude disenrollments will seriously limit an individual's acceptance into any other officer programs in the future. A prejudicial statement shall be included in the disenrollment package.

f. Recovery of Government Property. Recovery of government property (uniforms, naval science textbooks, etc.) should be effected in a timely manner. The disenrollee is to be held accountable for missing or lost items and will reimburse the government (U.S. Treasury) for any items not returned.

g. Processing of Disenrollments. All disenrollments should be processed per the NAM (Chapter 8). The PNS shall personally sign all disenrollment reports and recommendations for disenrollment, regardless of the reasons. If the report must be signed by the XO due to the absence of the PNS, he/she shall sign as "Acting." However, if the XO signs as acting, he/she cannot be the senior member to the PRB proceedings.

h. Continuation as Naval Science Students. Students disenrolled for other than disciplinary reasons or inaptitude before the end of an academic term may be authorized by the PNS to complete the current term as naval science students.

i. Active Enlisted Service Obligations. NROTC Scholarship students and certain College Program students who refuse to accept their commissions or are determined to have violated
A) their agreements, with the exception of those separated for drug abuse, will normally be placed on active duty in an enlisted status. Students who have breached their contracts will not be ordered to active duty until they would normally complete their undergraduate degree requirements or disenroll from the institution, or are disenrolled by the institution, whichever occurs first. Scholarship Program students who default during their sophomore, junior, or senior years and are ordered to active duty enlisted service are currently required to serve for 2 years. College Program students in the junior and senior years who default will only be called to active enlisted service for a period of 2 years if they previously received more than 1 year of scholarship benefits as scholarship students before changing to the College Program. Scholarship students who

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complete program requirements, but refuse to accept their commissions, may be required to serve for 4 years. Scholarship students who default during their freshman year will not incur an active duty enlisted commitment unless they were active duty enlisted personnel when selected for NROTC Scholarship and were released early for the purpose of accepting the scholarship. These personnel will normally be ordered to active duty at the end of the school term in which they are disenrolled. Normally, they are ordered to duty to complete the active duty obligation remaining from their previous enlistment. Students declared not physically qualified by BUMED will not normally be required to perform active enlisted service. Midshipmen who fail the urinalysis test will not be ordered to active duty. Recoupment will be required to reimburse the government with interest for scholarship or college program costs received by the midshipmen. (A

j. Waivers. Waivers of the requirement for active service or recoupment may be recommended in the following cases:

(1) Disenrollment/separation is for criminal for moral offenses. (Individual is incarcerated and cannot repay tuition or serve AES.)

(2) The individual is not reasonably adaptable to active enlisted service.

(3) Disenrollment/separation is for academic deficiencies not deemed willful on the part of the individual (refer to NAM, Chapter 8).

k. SECNAV makes the final determination of involuntary enlisted service or reimbursement based upon recommendations from BUPERS, CNET, the PNS, or MCRC in the case of Marine Corps Option students.

l. SECNAV may, when in the best interests of the service, release any person from the program and discharge them from naval service. Also, SECNAV may order obligated scholarship students who fail to complete educational requirements to reimburse the government with interest for scholarship costs without serving on active duty.

315. TERMINATION OF APPOINTMENT

a. BUPERS and MCRC will review disenrollment cases and approve or disapprove the recommendation for disenrollment only

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for NROTC students obligated to active service. SECNAV makes the final decision.

b. The effective date of disenrollment is provided by the unit.

c. In the case of an NROTC Scholarship student subject to obligated service whose disenrollment has been recommended, BUPERS or MCRC will normally recommend to SECNAV that the appointment as Midshipman, USNR, be terminated. If approved by SECNAV, the letter of termination of appointment will be prepared by BUPERS or MCRC.

d. CNET has been delegated authority to process and direct disenrollments as long as such cases do not involve an obligation for active enlisted service or recoupment.

e. Disenrollment of NROTC Scholarship or College Program students subject to obligated service requires determination of involuntary active enlisted service as permitted under Section 2105 or 2107, Title 10, United States Code. Such cases shall be reviewed by BUPERS or MCRC and a recommendation made to SECNAV for or against involuntary enlisted service, or, in the case of scholarship students, for reimbursement of scholarship costs.

f. SECNAV makes the final determination of involuntary enlisted service or reimbursement based upon recommendations from BUPERS, CNET, the PNS, or MCRC in the case of Marine Corps Option students.

g. SECNAV may, when in the best interests of the service, release any person from the program and discharge them from naval service. Also, SECNAV may order obligated scholarship students who fail to complete educational requirements to reimburse the government with interest for scholarship costs without serving on active duty.

316. COMMISSIONING PROCEDURE

a. Commissioning documents will be submitted after commissioning per the NAM.

b. NROTC Scholarship or College Program students may be commissioned as an ensign or second lieutenant in the Reserves (Active), in the Navy or Marine Corps, upon successful completion of:

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- (1) prescribed naval science courses,
- (2) summer cruise requirements,
- (3) relevant baccalaureate degree requirements,
- (4) and, if in all other respects qualified.

This is dependent upon the needs of the service, and subject to a review of the recommendation of the PNS, CNET, or MCRC, as appropriate, and final approval by SECNAV. The PNS is responsible for certifying that the midshipman is in all respects qualified for appointment. This certification shall include the midshipman's academic qualifications, aptitude for commissioned service (officer-like qualities), and general ability. Under no circumstances will a student who has not completed all requirements for commissioning be permitted to execute an oral or written acceptance and oath of office.

c. Students will normally be assigned an unrestricted line designator upon commissioning. Specific goals or ceilings and policy regarding assignment to unrestricted and restricted line/staff corps designators are promulgated annually by BUPERS.

d. Applicants for appointment to commissioned rank in the Naval or Marine Corps Reserve who have a claim pending for or are drawing a pension, disability allowance, or disability compensation from the Government of the United States are not eligible for appointment to commissioned rank in the Naval or Marine Corps Reserve, even though found physically qualified by a Board of Medical Examiners and BUMED for appointment.

e. The PNS is authorized and directed to withhold the commission of any student who fails to fulfill all of the requirements for graduation and commissioning. Where the appointment and commission are withheld, the PNS shall return the commission, NAVCRUIT 1000/20 (Acceptance and Oath of Office), to CNRC and the orders to BUPERS. CNET will immediately be notified by electronic mail or fax indicating the reason therefore and making appropriate recommendations concerning extension of the time allowed for completion of the requirements, placing the student on LOA, or disenrollment.

317. COMMISSIONED STATUS UPON COMPLETION

a. Beginning 1 October 1996, all commissionees receive commissions in the reserve component of the Navy or the Marine

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Corps. They may serve as career officers in the Navy or the Marine Corps. Depending upon the needs of the service, resignations may be accepted after certain minimum periods of active duty (currently 4 years or longer depending on commissioned officer program to which appointed, e.g., nuclear officers 5 years). Those who desire to terminate their regular status upon acceptance of their resignations by SECNAV may be appointed as Reserve officers in the Navy or Marine Corps, be released from active duty and remain in that status pursuant to their agreement until the eighth anniversary of their commissioning.

b. NROTC College Program students, if in all respects qualified, may be commissioned as Reserve officers in the Navy or the Marine Corps upon successful completion of the academic and military requirements of the College Program. They may be required to serve on active duty for a period as specified by SECNAV (currently 3 years or longer depending on commissioned officer program to which appointed) and to retain their commissions for a total period of 8 years.

c. In computing the basic pay for a commissioned officer, service as an NROTC midshipman or College Program student is NOT counted.

318. DATE OF RANK AND PRECEDENCE UPON APPOINTMENT

a. The date of rank of officers appointed from the NROTC as ensigns in the Navy or Naval Reserve during May will be the date of graduation of midshipmen from the USNA in that year. The date of rank of such officers appointed at any other time is the date upon which they become fully qualified for appointment to commissioned grade. (See Article 504 for information on date of rank of officers appointed from the NROTC as second lieutenants in the Marine Corps Reserve.)

b. Officers with the same date of rank shall have interim precedence among themselves according to the alphabetical listings of their names until such time as their demonstrated performance at their institutions and in the NROTC Program is computed, after which their precedence will be per such performance.

319. NON-CREDITABILITY OF RESERVE AFFILIATION WHILE A MEMBER OF THE NROTC PROGRAM. Per Title 10, USC, Articles 2106 and 2107, an officer may not be credited with enlisted service performed for the period during which he/she was enrolled and a member of the NROTC Program.

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320. FIFTH-YEAR NROTC PROGRAM BENEFITS. Per Title 10, USC, Article 2107, the Fifth-Year Benefit Program is a financial entitlement in the case of an NROTC student enrolled in an academic program that requires more than 4 academic years for completion of baccalaureate degree requirements, including elective requirements of the Senior ROTC course. Eligibility requirements and application procedures are contained in the NAM.

321. OVERSEAS STUDY. Under certain circumstances NROTC students may be sponsored by their university or college for overseas study. Normally, this study is an elective option for individual degree programs and is not required for graduation. Students may be authorized to study overseas either on LOA or as an active participant with NROTC financial benefits. Eligibility requirements and application procedures are contained in the NAM.

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CHAPTER IV

NROTC MIDSHIPMEN PROFESSIONAL DEVELOPMENT

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401. GENERAL

a. CNET specifies the professional development program for the NROTC within the guidelines of the Professional Core Competencies (PCC) for Officer Accession Programs and per the policies of DoN. The professional development program includes education, training, professional development, and physical conditioning designed to prepare NROTC students for commissioned service in the reserve Navy or Marine Corps. CNET is the responsible agent to ensure appropriate review of the PCC is completed not less than once every 3 years. (R)

b. The NROTC Program is academic in nature. NROTC unit activities should foster that intent and not establish unreasonable distractions. Midshipmen should be encouraged, as a first priority, to get the best education possible and maintain good standing in the unit. During the academic year, other activities should be considered secondary.

c. In most circumstances, midshipmen should be given opportunity to get a full 8 hours of uninterrupted rest each evening. To this end, a minimum of 9 hours between scheduled requirements is mandated. Consideration of reasonable travel requirements for midshipmen may initiate a longer period between events.

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Unit COs may waive the minimum period in unusual, nonrecurring circumstances.

402. RESPONSIBILITIES OF PNS AND DEPARTMENT STAFF FOR PROFESSIONAL DEVELOPMENT

a. PNS

(1) Authority and Role in the University

(a) Because of differences in students, their courses of study, and academic programs, both within and among institutions, a single, standard program of study is not feasible. Therefore, the PNS can structure the most effective program of study to meet individual requirements. However, the PNS is responsible for meeting the instructional objectives specified in the curricula provided by CNET and for offering naval science courses in the recommended sequence.

R) (b) By public law, the senior military officer assigned is given the academic rank of professor. Each PNS is expected to function as an academic department head according to institutional policy. Appropriate information about actions and decisions that affect the NROTC unit and the status of naval science courses and accreditation shall be provided to CNET by separate correspondence.

(c) The PNS structures and sets appropriate performance goals to achieve full academic potential and monitors the program of study to ensure each student meets Navy and university requirements for graduation and commissioning. Appropriate degree plans, academic schedules, grade reports, and checklists are maintained by NROTC instructors in a Student Performance File. Academic counseling will be conducted routinely and appropriate comments will be kept on file. NROTC students are expected to progress and graduate in the minimum time possible consistent with their own abilities and the constraints of program structures and course offerings. Satisfaction of both the institution's requirements for a baccalaureate degree and Navy requirements will constitute the basis of certification for the tender of a commission.

(2) Course Accreditation. The PNS, as head of an academic department, should establish academic accreditation procedures for professional naval science courses. These courses should be accredited academically on terms mutually agreeable to

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the Navy and the institution regardless of whether degree credit is granted for each course.

(3) Credit Status Policy. Credit for NROTC courses shall be reviewed by participating institutions on the same basis as other institutional courses per established DoD policy. If credit is questioned, the institution shall recommend adjustments to make the course credit worthy. Regardless of the amount of credit awarded, NROTC course grades must appear on student transcripts. All courses shall be listed in institutional catalogs in the same manner as other institutional offerings. Each PNS shall continually seek to obtain the most favorable degree status possible.

(4) Academic Excellence. As an academic department head, the PNS shall establish a learning environment conducive to achieving academic excellence. Use of the host university or college learning facilities, such as reading, mathematics, and science laboratories, tutorial assistance, etc., should be maximized. When necessary to raise overall unit performance in calculus and physics, the PNS may procure limited tutorial services for NROTC students. The NROTC Supply Manual provides guidance for funding of tutorial services. A goal of a 3.0 cumulative grade point average (GPA) (on a 4.0 scale) or better for all NROTC students shall be strongly encouraged.

b. NROTC Instructors. Each NROTC instructor is directly linked to the successful fulfillment of the intent and objectives of the NROTC academic and professional program. Accordingly, instructors shall:

(1) Acquire appropriate expertise in subject matter content for the courses assigned.

(2) Achieve and demonstrate competency in teaching methods and techniques of student evaluation. Insofar as possible, all officers ordered to NROTC instructional duty shall attend the NROTC/MMR Instructors Seminar enroute.

(3) Provide formal scheduled counseling and advising at a minimum of twice per academic term to NROTC students. In addition, instructors should make themselves readily available to students during the normal working day. In all situations, the confidential nature of personal and student information must be observed. The NROTC instructor should use these sessions and other situations to accomplish the following officer advisor responsibilities:

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(a) Assist students in setting realistic academic performance goals.

(b) Assist students in evaluating academic performance against goals.

(c) Counsel students on term and cruise aptitude evaluation results.

(d) Assist students in overall academic planning and course scheduling.

(e) Verify entries and ensure OPMIS student records are up-to-date.

(f) Closely monitor student performance on all NROTC Program requirements. Focus special attention on completion of calculus and physics requirements for NROTC Navy Option Scholarship students and completion of mathematics and physical science requirements for NROTC Navy Option College Program students.

(g) Closely monitor performance in physical fitness, swimming, and weight control.

(h) Provide information on naval service career options.

(i) Provide information on NROTC regulations, student personnel administration, and NROTC Program requirements.

(4) Act as a positive role model and representative of the naval service.

(5) Per the applicable provisions of the NAM, maintain a student performance file containing detailed counseling/advising records including appropriate student personal information, transcripts, program status, pertinent correspondence, evaluations, checklists, academic program plans, academic performance goals, and narrative summaries of counseling/advising sessions.

(6) Serve on unit boards and perform collateral duties assigned.

(7) Perform all academic and institutional responsibilities to the highest standards of the teaching profession and be an active member of the academic faculty of the host university.

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(8) Establish and use channels of communication with the appropriate NROTC course coordinator for interchange of course information.

(9) Maintain a comprehensive academic file that includes updated lesson plans, instructional resource listings, and academic records including student grades and test files. This file will be a turnover item.

(10) Participate in conducting NROTC naval laboratory sessions as directed by the PNS.

(11) Prepare students for summer training and commissioning.

(12) Pursue and achieve intellectual and professional growth.

403. NROTC ACADEMIC PROGRAMS

a. General. Scholarship and College Program NROTC students are required to complete the NROTC academic program that consists of three parts:

(1) The institution's baccalaureate degree program with a selected academic major.

(2) Navy-specified courses offered by the institution.

(3) Naval professional courses (naval science courses).

All Navy-specified courses and naval professional courses will be taken for a letter grade and not on a pass/fail grading basis unless specific university policy precludes this.

b. Baccalaureate Degree Programs. During initial meetings with incoming freshmen, information will be provided on the various warfare communities of the Navy and Marine Corps. This information will include the competitive service selection process and will focus upon the need for technologically competent officers in all communities.

(1) Scholarship Program (Navy Option). Students shall be encouraged to pursue majors in engineering, mathematics, or the physical sciences to meet the technological requirements of the modern Navy. Navy Option scholarship midshipmen may elect to pursue any academic major, provided the midshipman also

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completes the required naval science courses and the Navy-specified college courses outlined in Article 403c.

(2) College Program (Navy Option). Although there are no restrictions on academic majors in the College Program, the PNS and naval science department staff shall carefully screen proposed academic majors and advise students on NROTC College Program academic requirements outlined in Article 403c. They will guide them in their choice of academic majors and electives, emphasizing the Navy's need for engineering, mathematics, and science majors. Also, students should be counseled on the advantage of majoring in engineering or science when competing for a CNET Controlled Scholarship.

(3) Scholarship and College Programs (Marine Corps Option). There are no restrictions on academic majors for Marine Corps Option students. However, the PNS, with the assistance of the Marine Officer Instructor (MOI), shall carefully screen proposed academic majors and guide the students to select their field of study in areas considered beneficial to the Marine Corps and to the individual concerned for a career as a Marine Corps officer.

(4) Nurse Option Program. This option provides the same scholarship benefits and stipend as the current Navy Option Program. Scholarship recipients must matriculate at an NROTC-affiliated school with a National League for Nursing-accredited or state-approved baccalaureate degree in Nursing (BSN) program. Physical requirements will be consistent with Restricted Line accession standards.

A) (5) Seaman to Admiral-21 (STA-21). The STA-21 commissioning program is open to all pay grades and ratings who meet eligibility requirements as specified in OPNAVNOTE 1530 of 24 May 01. The STA-21 program replaces several previously available commissioning paths including ECP, STA, Broadened Opportunity for Officer Selection and Training (BOOST), and enlisted applications to the NROTC Scholarship Program. STA-21 is available at the NROTC-affiliated universities listed in enclosure (1) to OPNAVNOTE 1530 (STA-21 Commissioning Program).

c. Navy-Specified Courses Offered by the Institution. The following courses, taught by civilian faculty, are required for NROTC students specified and recommended for all other NROTC students:

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<u>Title</u>	<u>Year Normally Taken</u>	<u>Required/Recommended</u>	<u>Minimum Semester Hours</u>
Calculus	Freshman/Sophomore	Required of all Navy Scholarship students. Recommended for all others. Not required for Nurse Corps candidates.	6
Physics (Calculus-based)	Sophomore/Junior	Required of all Navy Scholarship students. Recommended for all others. Not required for Nurse Corps candidates.	6
College Algebra or Advanced Trigonometry	Freshman-Junior	Required of all Navy College Program students.	6
Physical Science	Freshman-Senior	Required of all Navy College Program students.	6
American Military History/ National Security Policy	Freshman-Senior	Three semester hours required for all Navy scholarship students. Three semester hours required for all Marine students. Not required for Nurse Corps candidates.	3-Navy 3-Marine
Computer Science	Freshman-Senior	Required for all Navy students. Not required for Nurse Corps candidates.	3
English	Freshman-Sophomore	Required for all Navy students.	6

(1) All Navy Scholarship students are required to complete course sequences in calculus and physics equivalent to at

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least 6 semester hours in each area. The calculus sequence will include material through differential and integral calculus of one real variable. The physics sequence shall be calculus-based and cover the traditional topics of mechanics, electricity, magnetism, sound, optics, heat, and other related subject matter. Calculus and physics courses completed at other than the host institution must be transferable for credit to the host institution before they are used to satisfy the Navy Scholarship Program requirement. The requirement to complete calculus and physics cannot be waived. Students shall complete calculus by the end of the second year of naval science (normally the sophomore year) and physics by the end of the third year of naval science (normally the junior year). Students not completing this requirement or failing to schedule these courses to ensure timely completion will normally be placed on an academic LOA pending completion. CNET, in certain instances, may grant a time-of-completion waiver. Students who have taken calculus or calculus-based physics for college credit in high school, which the college has validated, must complete 1 additional three-semester hour (or equivalent) college course in each of those areas, which is validated to satisfy this requirement. In most cases, the PNS should strongly discourage students from validating calculus and physics courses and encourage them to complete the university courses to improve foundations in these subjects. Students who fail calculus or physics a second time will be placed on academic LOA and participate in a PRB.

(2) Navy College Program students must complete 1 year of college level study in both mathematics and physical science as a prerequisite for commissioning. Mathematics courses must be at the level of college algebra or higher. The physical science requirement can be met by completing a 1-year sequence, or two courses, in an area of physical science. Students shall include appropriate laboratory classes in completing the science requirement. Students shall complete the mathematics requirement by the end of the junior year and the science requirement by the end of the senior year. Students not completing this requirement on time shall be placed on academic LOA pending completion. Students who have completed these courses by validation will be considered to have completed the requirement; however, the validation must appear on the transcript.

(3) The National Security Policy/Military History courses will be approved by the PNS and normally taught by civilian faculty.

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(4) The course in computer science required for all Navy Option students shall be at the introductory level, approved by the PNS, and taught by civilian faculty.

(5) The required English courses, which total 6 semester hours or equivalent, must concentrate on the areas of grammar and composition and require significant student writings. The courses should be approved by the PNS and taught by civilian faculty.

(6) Failure of any NROTC Program required university course will result in the midshipman being placed on academic probation until the course is retaken and passed.

d. Recommended Sequence of Naval Professional Courses (Naval Science Courses). The following naval science courses are listed in the recommended order of sequence with each course recommended by CNET for 3 semester hours or the equivalent.

Title

Introduction to Naval Science (NSA) (freshman year)

Sea Power and Maritime Affairs (NSD) (freshman year) (for Nurse Corps only, course may be taken in sophomore year)

Naval Ships Systems I (Engineering) (NSB) (sophomore year) (not required for Nurse and Marine Corps Options)

Naval Ships Systems II (Weapons) (senior year) (NSC) (not required for Nurse and Marine Corps Options)

Navigation I (NSG) (junior year) (not required for Nurse and Marine Corps Options)

Navigation II - Seamanship and Ship Operations (NSH) (junior year) (not required for Nurse and Marine Corps Options)

Evolution of Warfare (NSJ) (sophomore/junior year) (for Marine Option Only) (optional for Navy Option)

Leadership and Management (NSK) (sophomore year) (For Nurse Corps Option only, course may be taken in junior year. Course may be waived if similar course is taught in the nursing school. Requirement for waiver; approval by the dean of the school of nursing and the PNS.)

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Leadership and Ethics (NSL) (senior year)

Amphibious Warfare (junior/senior year) (Marine Option only)

Naval Laboratory 100-400 (given throughout all years).
Recommended for 1 semester hour credit.

Note: Flexibility is authorized for individual unit course sequencing provided that the Introduction to Naval Science course will be the first course taught, Leadership and Ethics shall be the last course taught, and the Navigation and Engineering courses will be presented prior to First Class Cruise. Engineering and Weapons courses should not be presented until the majority of the midshipmen have completed math foundation requirements.

(1) Instruction and Content. The PNS is responsible for the instruction of these courses regardless of the amount of degree or course credit provided by the institution. Students must meet the learning objectives specified by CNET for each course in respective curriculum guides. The use of team approaches to instruction is encouraged. In cases where the institution offers a course that is substantially equivalent to a naval science course, the PNS may permit substitution of that course. In such cases, the PNS shall ensure all relevant competencies and learning objectives specified by CNET are met, using Naval Laboratory sessions to cover material not otherwise addressed.

(2) Curricula Development. The curricula for these courses are developed for the number of semester hours stated. Schools under the quarter system should modify the credits for each course to a quarter basis. Normally, a three-credit semester course would be a five-credit quarter course. A course may be divided over two quarters.

(3) Course Descriptions

(a) Introduction to Naval Science. General introduction to the USN and USMC. Emphasizes organizational structure, warfare components, and assigned roles/missions of USN/USMC. Covers all aspects of naval service from its relative position within DoD, to the specific warfare communities/career paths. Also includes basic elements of leadership/Navy core values. Designed to give student initial exposure to many elements of naval culture. Also provides conceptual

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framework/working vocabulary for student to use on summer cruise. Laboratories are also provided to include alcohol and drug abuse prevention, detection, and control; tobacco use cessation/prevention; suicide and HIV/AIDS prevention; and other mandatory topics. (A)

(b) Sea Power and Maritime Affairs. A study of the U.S. Navy and the influence of sea power upon history. Incorporates both an historical and political science process to explore the major events, attitudes, personalities, and circumstances that have imbued the U.S. Navy with its proud history and rich tradition. It deals with issues of national imperatives in peacetime as well as war, varying maritime philosophies which were interpreted into naval strategies/doctrines, budgetary concerns which shaped force realities, and the pursuit of American diplomatic objectives, concluding with the current search for direction in the post Cold War era.

(c) Leadership and Management. Introduces the student to many of the fundamental concepts of leading Sailors and Marines that will be expanded upon during the continuum of leadership development throughout NROTC. This course develops the elements of leadership vital to the effectiveness of Navy/Marine Corps officers by reviewing the parameters of leadership and management in the naval service and progressing through values development, interpersonal skills, management skills, and application theory. Practical applications are explored through the use of experiential exercises, readings, case studies, and laboratory discussions. (A)

(d) Naval Ships Systems I (Engineering). Detailed study of ship characteristics and types including ship design, hydrodynamic forces, stability, compartmentalization, propulsion, electrical and auxiliary systems, interior communications, ship control, and damage control. Included are basic concepts of theory/design of steam, gas turbine, diesel, and nuclear propulsion. Case studies on leadership/ethical issues in the engineering area are also covered.

(e) Navigation. In-depth study of the theory, principles, procedures, and application of plotting, piloting, and celestial navigation. Students learn piloting techniques, the use of charts, the use of visual and electronic aids, and theory of operation of both magnetic and gyrocompasses. Celestial navigation topics include celestial coordinate system, the navigation triangle, and an overview of the sight reduction process. Students develop practical skills in plotting and

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celestial navigation. Other topics include tides, currents, effects of wind/weather, voyage planning, and application and understanding of international/inland rules of navigation. The course is supplemented with review/analysis of case studies involving actual navigation.

(f) Navigation II (Seamanship and Ship Operations). Study of relative motion, vector-analysis theory, formation tactics, and ship employment. Also included are introductions to naval operations and operations analysis, ship behavior and characteristics in maneuvering, applied aspects of shiphandling, afloat communications, and command and control. This course is supplemented with a review/analysis of case studies involving moral/ethical/leadership issues pertaining to the concepts listed above.

(g) Naval Ships Systems II (Weapons). Outlines theory and employment of weapons systems. Student explores the processes of detection, evaluation, threat analysis, weapon selection, delivery, guidance, and explosives. Fire control systems and major weapons types are discussed including capabilities and limitations. The physical aspects of radar and underwater sound are described. Facets of command, control, communications, computers and intelligence are explored as means of weapons system integration. The tactical and strategic significance of command and control warfare and information warfare is discussed. This course is supplemented with review/analysis of case studies involving the moral and ethical responsibilities of leaders in the employment of weapons. Other major themes in leadership include honor, courage, integrity, loyalty, responsibility, authority, accountability, character development, crisis decision-making, and conflict resolution.

R) (h) Leadership and Ethics. Completes the final preparations of NROTC Ensigns and 2nd Lieutenants. The course integrates an intellectual exploration of Western moral traditions and ethical philosophy with a variety of topics, such as military leadership, core values, and professional ethics; the UCMJ and Navy regulations; and discussions relating to the roles of enlisted members, junior and senior officers, command relationships, and the conduct of warfare. The course provides midshipmen with a foundation of major moral traditions, combined with a discussion of actual current and historical events in the United States Navy and Marine Corps, to prepare them for the role and responsibilities of leadership in the naval service of the 21st century.

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(i) Evolution of Warfare. Traces development of warfare from dawn of recorded history to present, focusing on the impact of major military theorists, strategists, tacticians, and technological developments. Students acquire a basic sense of strategy, develop an understanding of military alternatives, and see the impact of historical precedence on military thought and actions.

(j) Amphibious Warfare. Historical survey of the development of amphibious doctrine and the conduct of amphibious operations. Emphasis is placed on the evolution of amphibious warfare in the 20th century, especially during World War II. Present day potential and limitations on amphibious operations, including the rapid deployment force concept, are explored.

(k) Naval Science Laboratory. Developed to ensure coverage of PCC objectives not included in formal naval science courses. Topics deal with general Navy training, naval warfare doctrine, employment of naval forces, joint operations, and midshipmen professional development.

(l) Naval Science Institute (NSI). NSI is an intensive 7-week professional, academic, and training program conducted each summer by CNET for students entering Two-Year NROTC Programs. Academic work includes Introduction to Naval Science, Naval Ships Systems I, Naval Ships Systems II, and Seapower and Maritime Affairs. Nurse Corps candidates receive training in Leadership and Management and Leadership and Ethics in place of the Naval Ship Systems I and II courses.

(4) Command and Leadership Training (CALT). In addition to the course descriptions in paragraphs (a) through (j) above, all NROTC midshipmen will receive CALT. This training is to be structured in a manner that assures that midshipmen are able to demonstrate officer command and leadership qualities prior to commissioning. CALT places the midshipmen in settings that manifest conditions of stress, time management, personal accountability, management decision making, and command leadership. To the maximum extent practicable CALT will occur in settings that simulate an operational unit. All midshipmen are to receive a minimum of 20 hours of CALT training during each of their last 2 years prior to commissioning. This requirement is separate from participation in summer cruise. At a minimum, the NROTC Program will provide the CALT options described below. Exposure to a range of CALT options is desirable. At least 10 hours (per year) of the required CALT training is to occur in one of the "preferred" options listed below.

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- (a) Drill team (preferred)
- (b) Inter-unit competitive military exercises (preferred)
- (c) Battalion management and administration
- (d) Planning and coordination of major battalion functions

(5) Accreditation Status. CNET maintains records on the status of accreditation of naval science courses relative to university credit and acceptance for degree credit in various majors for all the host institutions and cross-town agreement institutions. Each October, copies of the most recent course credit survey submitted will be returned to NROTC units. Units will update the surveys indicating course sequence or other changes that have occurred, and forward the revised survey form to CNET (N79A3). Where no changes occurred, negative reports are required. In addition, annually, or upon revision, the PNS shall provide one copy of the undergraduate college/university catalogs/bulletins from the host institutions and other colleges and universities which have written cross-enrollment agreements to CNET (N79A6).

(6) Course Exemptions. Students having satisfactorily completed at least 3 years of naval science course work in the NJROTC or Marine Corps JROTC (MCJROTC) may be exempted by the PNS from Introduction to Naval Science. No exemptions are authorized for NJROTC students who completed less than 3 years of naval science in high school.

e. Curriculum Development and Revision

(1) General. Policy guidelines for the professional development of NROTC students are established by the CNO in consultation with the CMC. These guidelines are stated in the PCC for Officer Accession Programs Manual. Using the guidance provided by the PCC Manual, CNET establishes naval science course requirements, prescribes course content, develops courses, and procures necessary texts, references, training aids, and support material. Course objectives, texts and references, support material, and course content are prescribed in the various curriculum guides. Individual lesson guides are contained in the curriculum guides.

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(2) Procedures. All naval science courses used in the NROTC are developed and revised by CNET. Review of each course will be completed not less than once every 3 years. The development and revision processes, anchored on the PCCs, use a systems approach to instructional analysis, design, development, implementation, and control. Using the PCC Manual, appropriate learning objectives and instructional strategies are developed and structured to achieve effective and efficient instruction.

(3) Command Relationships. The procedures used in developing naval science courses result in relationships with NROTC units, other officer accession programs, and various naval technical activities.

(a) NROTC Units. CNET will designate certain NROTC units to serve as course coordinators for specific courses. The course coordinator function is a command responsibility and is in addition to normal unit operations. The unit instructor teaching the course for which the unit is coordinator is normally designated by the CO to be the course coordination action officer. Units so designated serve as a focal point of communication and information for CNET in reviewing, evaluating, and revising the courses assigned. Course coordinator action officers will also chair review and revision panels when assigned. These designees serve as point of contact for the course coordinator and will additionally serve on the staff of the annual NROTC/MMR Instructor's Seminar to train prospective instructors in course content and teaching competencies. Each course coordinator is authorized direct liaison with NROTC units for matters pertaining to the curriculum assigned. Similarly, all NROTC units are authorized direct liaison with the course coordinators. An active exchange of information and ideas is expected. (R)

(b) Other Officer Accession Programs. The PCCs are the baseline for all Navy officer accession programs. Hence, the basic core subjects are similar among these programs. This creates both the opportunity and the necessity for active interchange of thoughts and ideas and for the sharing of expertise. CNET will maintain liaison with the USNA and the Officer Candidate Schools (OCS) for this purpose.

(c) Navy Technical Activities. As appropriate, the resources of the various technical activities throughout the Navy will be used to develop naval science instruction. CNET will determine requirements and establish required liaison.

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(4) Curricular Materials

(a) Curriculum and Lesson Guides. A curriculum guide is prepared for each naval science course. Each curriculum guide contains course objectives, a listing of available instructional aids, the course bibliography, and lesson guides for each course topic. Each lesson guide provides applicable learning objectives, a listing of instructor references and student texts, identification of applicable instructional aids, method and procedures options, and a detailed outline of the presentation of content. The lesson guide is the primary resource for the instructor to prepare the lesson plans.

R) Because of differing circumstances among NROTC schools, it may not be possible to teach each lesson as a specific unit of instruction. Instructors are nevertheless accountable for meeting the learning objectives stated in the curriculum guides.

(b) Lesson Plans. Lesson plans shall be prepared by NROTC instructors for each class in the course they teach. The lesson plan is prepared using the appropriate lesson guide(s), references, and the officer's education, professional training, personal experience, and instructional style. Although personalized, the lesson plans will be systematically prepared to include statements of applicable lesson objectives, specification of instructor and student resources, and a thorough and complete outline of the presentation. The basic format of the lesson guide is recommended for structuring lesson plans. Because teaching to the objectives defined in curriculum guides is a matter of accountability, instructional planning by instructors will be reviewed in detail during command inspections. Detailed and fully documented lesson planning will not only promote effective teaching, but it will also provide relieving instructors with a wealth of turnover material.

(c) Text, Reference, and Instructional Support. CNET provides curriculum guides, references, and instructional aids for each naval science course. Materials in the Navy supply system should be ordered by stock number by the NROTC units. Texts are to be provided only to students enrolled in the NROTC Program. In cases where civilian students enroll in a naval science course, available texts may be loaned to these students. However, this practice should not create a demand for additional texts. Naval science textbooks required by civilian students should be stocked for purchase at the university bookstore.

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(d) Additional Instructional Resources. CNET will provide and support only those texts, references, and instructional aids identified in approved naval science curriculum guides and supporting special informational programs directed by higher authority. Units desiring to use other text, references, etc., shall get approval from CNET (N79A3) and the course coordinator by stating the reasons and advantages for deviation from approved curriculum. Units desiring deviation from approved curriculum may be required to use their unit OPTAR for purchase.

(5) Curriculum Revision. All naval science courses are in a continuous state of review. Revisions of a minor or major nature will be made by CNET as needed. Revisions may be made for any of the following reasons:

(a) Modification of the PCC Manual.

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(b) Desirability or necessity based on course coordinator-unit interaction as approved by CNET.

(c) Revisions of prescribed texts and references.

(d) Changes in technology, operational doctrine, command structure, etc.

(e) Evaluation of data resulting from the NROTC Graduate Feedback System or the performance of NROTC graduates in post-accession training programs.

(f) Other appropriate indicators of the need for change.

f. Evaluation of NROTC Instructional Effectiveness and Students. The evaluation of instruction and instructional programs is imperative. In the NROTC Program, evaluation occurs at both the NROTC unit and program-wide levels.

(1) NROTC Unit-Level Evaluation

(a) Measuring Achievement. Achievement tests shall be used to assess subject matter mastery and student competency. Instructors shall become competent in test construction and make full use of the techniques of test construction and validation. Course syllabi prepared by instructors shall specify the methods used for measuring student achievement and the frequency of such

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testing. Instructor-prepared tests will be reviewed during command inspections.

(b) Evaluating Instruction. As head of the department of naval science responsible for the proper and effective implementation of the NROTC academic and professional program, the PNS shall establish a system to evaluate the instruction provided by NROTC instructors. The PNS and/or the XO shall personally observe and evaluate naval science classes at least once every 6 weeks. Where the institution specifies a system of instructional evaluation, the PNS shall use, but not be limited by, that system.

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(2) Test Security. Test materials provided by CNET must be controlled under strict accountability and must be securely stored at all times. These materials are accountable in the same manner as enlisted advancement examinations and shall remain in the custody of a designated test control officer. Material used frequently shall be inventoried at least annually. PNS shall also develop clear-cut guidelines for security of naval science tests and other sensitive instructional material. Instructors should avoid overuse of the same test questions. Such materials should be afforded the same level of security as provided for an enlisted advancement exam. Test material maintenance and security will be reviewed during command inspections.

(3) NROTC Graduate Feedback Survey. Periodically CNET will survey designated NROTC graduates and ask their opinions of the effectiveness of the NROTC education and training program. Analysis and evaluation of this data will be used to identify problems and substantiate changes.

404. NROTC PROFESSIONAL TRAINING PROGRAMS

a. General. NROTC professional training includes the Naval Science Laboratory, naval science military drill periods, physical fitness training, summer cruises, and field trips or indoctrination visits.

b. Naval Science Laboratory. Naval Science Laboratory should be scheduled for a 2-hour period during weeks when military drill is not held. Normally units schedule Naval Science Laboratory periods during two-thirds of the weeks in each term. Emphasis is placed on professional education and training relative to a wide variety of Navy and Marine Corps topics not normally included in the curriculum of the naval

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science courses. Laboratory periods may also be used on an occasional basis to supplement the naval science courses and provide additional time for projects such as navigation chart work, etc. A list of the topics for the laboratory periods is provided in CNET P1550/12.

c. New Student Orientation. Each PNS is encouraged to conduct new student orientation programs at the beginning of the school year. Such programs permit completion of enrollment processing, uniform and book issue, physical fitness and swim testing, military indoctrination, and an introduction to the NROTC Program. These programs also provide excellent leadership training for upper class NROTC students who are assigned to serve as orientation staff. CNETINST 1533.18A details guidance for conduct of orientation programs.

(1) Scheduling should be compatible with that of the host institution. Programs may be conducted at nearby military facilities, as arranged by the NROTC unit, or on campus, as permitted by the institution.

(2) Enrollment processing for new students will precede other events. Student status at military facilities will be the same as when participating in field trips and indoctrination visits. Unduly hazardous activities should not be scheduled. Hazing and overzealous application of military training shall **NOT** be permitted during these activities. Article 306a discusses medical screening that precedes physical readiness testing and strenuous physical activity. These requirements apply to orientation programs as well.

d. Summer Training

(1) A summer training period is held annually to furnish NROTC midshipmen the opportunity to gain experience in the practical application of their studies in naval science. These training periods normally are 4 to 8 weeks in length. There are summer training programs in each of the three summers a scholarship student is in the NROTC Program.

(a) Third class summer training is conducted between the freshman and sophomore academic years for all scholarship students; it is normally Career Orientation and Training for Midshipmen (CORTRAMID), a warfare community indoctrination. Nurse Corps Option midshipmen do not attend CORTRAMID. The Nurse Corps third class cruise is an at-sea training with the

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midshipman assigned to the Medical Department of the ship. See R) NAVEDTRA 37300 series for additional information.

(b) Second class summer training is conducted between the sophomore and junior academic years for all scholarship students; it is normally at-sea training, furnishing them with basic shipboard orientation and an introduction to enlisted life and the roles of the work center supervisor. Second class midshipmen who did not participate in CORTRAMID as third class midshipmen may do so in lieu of second class cruise if billets are available. If the Nurse Corps Option midshipman did not attend third class cruise, then he/she will participate in the second class at-sea training.

(c) First class summer training is conducted between the junior and senior academic years for all first class NROTC midshipmen; it is normally at-sea training (surface and nuclear) but may be an orientation ashore or afloat and/or a Mini-Buds Special Warfare course for Navy Option midshipmen, providing shipboard junior officer duties, and Bulldog training (equivalent of OCS) at the Marine Corps Combat Development Command, Quantico, Virginia for Marine Option midshipmen. Nurse Corps Option midshipman first class cruise is at a naval hospital, with the primary training objective to learn the organization structure and functions of a naval hospital and to gain appreciation for the concept of the Navy healthcare team.

(2) For Scholarship Program students, the requirement for participation in summer training is determined by the timing of the appointment to scholarship status. All 4-year NROTC Scholarship students will participate each summer according to the schedule listed above in part 1(a) through (c). Those appointed to CNET Controlled 3 or 3-1/2 year scholarships, including Tweeddale Scholarships, prior to commencement of the sophomore year participate only in second and first class summer training periods (which will consist of CORTRAMID, a warfare community indoctrination conducted between the sophomore and the junior year and at-sea training for Navy Option midshipmen, providing shipboard junior officer duties, and Bulldog training (equivalent of OCS) at the Marine Corps Combat Development Command, Quantico, Virginia for Marine Option midshipmen conducted between the junior and the senior year). All those achieving scholarship status after the commencement of their sophomore academic year (2-1/2 and 2-year scholarships) and College Program midshipmen shall participate in first class summer training only. Waivers of these requirements will be

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considered by CNET on a case-by-case basis. First class cruise is mandated and may be postponed, but not waived.

(3) If, for any reason, CNET authorizes a student to postpone a required training period, the training period postponed will be taken before the next training period in the normal sequence. Departure from this sequence to allow a student to take the same training period as his/her classmates, rather than one which was previously postponed, is not authorized.

(4) To promote an exchange of professional, cultural, and social experiences between midshipmen in the U.S. Navy and midshipmen of approximately 25 foreign navies, a Foreign Exchange Training of Midshipman Program (FOREX) normally is conducted each summer. A limited number of exemplary career motivated first class midshipmen, who are preferably proficient in the language involved, will be ordered to training in a ship of one of the foreign navies, in lieu of the normal first class training period, on a voluntary basis. Similarly, a small number of midshipmen of reciprocating navies will undergo at-sea training in ships of the U.S. Navy. (R)

(5) Each NROTC College Program student is required to participate in the first class cruise. College Program students will not participate in third or second class summer training.

(6) Additional periods of training for NROTC students may be authorized by CNET for practice cruises or other special requirements determined to be essential to the professional development of midshipmen.

(7) NROTC Scholarship and College Program students, while on active duty for training, are subject to all laws and regulations of the U.S. naval service, including pertinent ship or station orders, special cruise or training regulations, and the UCMJ.

(8) NROTC students who are members of a varsity or freshman team competing in annual intercollegiate events may request postponement of scheduled summer training in order to permit participation. Athletes who desire to compete in Olympic tryouts or who are selected as members of an Olympic team may request similar postponement. Such postponed training periods may be scheduled later in the same summer, during a subsequent summer, or, if necessary, during the summer immediately

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following the completion of all academic and other naval science requirements for a commission.

e. Sail Training

(1) All Navy students are to complete qualifications as skipper "B" prior to commencement of first class year.

(2) Standards and training are addressed in CNETINST R) 1520.10E. CNET (N79A3) is the point of contact for sail training.

(3) Marine Option students are strongly encouraged to complete sailing qualifications.

(4) Nurse Corps Option students are encouraged to complete sailing qualifications.

(5) Each PNS will designate one NROTC unit staff officer as sail training coordinator. The coordinator will structure, conduct, and evaluate sail training and maintain appropriate records.

f. Indoctrination Field Trips and Visits

(1) General. The professional training of NROTC students extends beyond the study of naval science on campus and summer training. This important aspect of training takes on a variety of forms as allowed by available opportunities. Visits to Navy and Marine Corps bases, surface ship and nuclear submarine field trips, and aviation indoctrination visits are typical events that contribute to motivating and preparing students for future naval service.

(2) Scheduling of Field Trips and Visits. Requests for indoctrination field trips or visits should be made by the CO of the requesting NROTC unit. Request should be addressed to the appropriate fleet commander or training command or designated representative, with information copies to CNET. Because of the time involved in coordination of unit travel, early submission of requests is essential.

(a) Aviation indoctrination visits will be coordinated with the Chief of Naval Air Training (CNATRA (N3)). Information copies of all correspondence should be provided to the CNO (N889) and CNET (N79A3). NROTC units should travel to

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Naval Air Station (NAS) Corpus Christi, Texas or NAS Pensacola, Florida for visits with primary consideration given to minimizing cost. (D)

(b) Requests for nuclear submarine indoctrination field trips should be made by the COs of NROTC units to the appropriate fleet commander geographically closest to his/her unit. Information copies of correspondence should be provided to the respective type commander, BUPERS (PERS-24), and CNET (N79A1).

(c) Requests for surface ship indoctrination field trips should be made by the COs of NROTC units to the appropriate fleet commander. Information copies of all correspondence should be forwarded to the respective surface force commander, CNO (N869), BUPERS (PERS-41), and CNET (N79).

(d) The MCRC coordinates visits to Marine Corps bases. Instructions for these visits are published annually by the MCRC.

(3) Faculty Participation. Cognizant commands are encouraged to authorize participation of a limited number of faculty members, in addition to NROTC midshipmen and staff in an effort to enhance the recruiting value of indoctrination field trips and visits. This participation shall be on a space available basis and per OPNAVINST 4631.2D (Department of the Navy Public Affairs Regulations), SECNAVINST 5720.44A, and guidance provided by CNET. Release from claim of injury is required for each non-NROTC student not otherwise entitled to space available travel under the provisions of OPNAVINST 4631.2D.

(4) Special Provisions. Indoctrination field trips and visits are separate and distinct from "annual training duty," and do not constitute "active duty for training" as defined in the Servicemen's and Veterans' "Survivor's Benefits Act" even though these may, in rare cases, be of more than 14 days duration. Such field trips and visits are provided for by Section 2109, Title 10, United States Code. Entitlement to death and disability benefits while performing such indoctrination under Section 2109, Title 10, is established by Section 8140, Title 5, United States Code. Section 8140, Title 5, United States Code extends, with certain limitations, the death and disability entitlement of Subchapter 1, Chapter 81, Title 5, United States Code to such persons.

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(5) NROTC Student Orders. To provide an official status, NROTC students participating in field trips, visits, orientation programs, and unit sponsored events, including overnight sail training, shall be issued appropriate orders for each period of participation. Chapters 2 and 3 of the NROTC Supply Manual delineate procedures for student orders.

405. MIDSHIPMAN PHYSICAL CONDITIONING AND WEIGHT CONTROL

a. General. The Navy and Marine Corps emphasize optimum physical fitness for purposes of health and performance. An essential part of the mission of the NROTC Program in preparing midshipmen for commissioning and subsequent duty is to ensure that they meet a satisfactory level of physical conditioning and are educated about the need and benefits of continuing personal fitness programs. Accordingly, midshipmen shall be motivated to establish individual fitness programs aimed at achieving increasing levels of endurance and general physical conditioning. In addition, NROTC members are encouraged to participate in college athletics, both varsity and intramural, under the same terms and conditions which govern the participation of other students at the institution. Placing midshipmen on remedial physical training programs is prohibited if the standards contained in this section are achieved.

b. Performance Requirements

R) (1) Physical Readiness

(a) All NROTC midshipmen shall attain appropriate performance levels of physical readiness. Navy Option midshipmen and officer candidates (OCS) shall be expected to attain performance levels in a "Good" category. Midshipmen/OCS who do not meet the "Good" category, but do meet a satisfactory category may remain in the program but must be placed in a remedial program. In the event midshipmen/OCS do not achieve a score in the "Satisfactory" category, they are considered Physical Fitness Assessment (PFA) failures that warrant a more stringent remedial program. Midshipmen/OCS who attain a score of less than "Satisfactory" category will not be automatically disenrolled, but should be placed in an LOA status. Navy Option midshipmen and officer candidates must reach a "Good" category by the start of their first class year. If they do not, a PRB is required and student must be placed on LOA. Prior to commissioning, all students MUST attain a score in a "Good" category. Their commissioning will be delayed until they are able to do so. A swim may be substituted for a run in special cases;

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however, a run (in a "Good" category) must be completed during the first class year. All midshipmen are expected to attain increasing levels 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. If the member is in an "out-of-standards" condition, a medical evaluation must be conducted by a medical representative prior to the PNS assigning remedial PRT.

(b) Marine option midshipmen/OCS shall qualify to equivalent standards as outlined in the Marine Corps Order 6100.3. All Marine Option midshipmen will score a First Class PFT (275) or better by the start of their senior year.

(2) Swimming. Midshipmen must qualify as swimmer, third class (MILPERSMAN 1414.010) by the start of the third class year. Students qualifying as swimmer, first class, are exempt from further testing. Students qualified at lower than swimmer, first class shall requalify annually. The goal for all students is to qualify as swimmer, first class. (R)

(3) Weight Control. NROTC students whose height/weight and/or body fat percentage exceeds established standards contained in OPNAVINST 6110.1F and NAVADMIN message 071/93 shall be required to accomplish additional physical conditioning and shall be encouraged to obtain professional dietary assistance, if necessary, to maintain an acceptable standard. Students shall not be permitted to enter the third class year unless these standards have been met. College Program students shall not be admitted to advanced standing unless these standards are met. (R)

c. Administration and Testing

(1) Physical Fitness

(a) COs shall organize the unit's program to ensure compliance with these physical fitness standards. Each midshipman shall be required to take the PFA or Marine PFT twice each academic year (PFAs shall be conducted at least 4 months and not more than 8 months apart). If a member fails any PFA event, participation in another PFA is not permitted, i.e., no retesting. The results of each test shall be noted in block 7a of the Evaluation Report and Counseling Record and OPMIS student file. (R)

(b) Units are encouraged to provide suitable recognition to midshipmen who demonstrate exceptional progress or

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achievement in the physical fitness program (e.g., for those achieving an Outstanding-High). CNET award for Outstanding Physical Performance (CNET 6110/1) is available for individual
A) students having accumulated 300 points. (See Appendix G for chart.)

(c) The unit shall ensure that all scholarship midshipmen have an OPMIS physical status code of "Q" (Qualified) or "W" (Waiverable) prior to PRT. Any midshipman with a physical status code of "D" (Disqualified) or "R" (Remedial) cannot take the PRT without a letter from a physician stating the student is physically qualified to participate.

(d) Only those students with positive answers on the Risk Factor Screening Questionnaire are referred to medical. College Program (Basic Standing) students must provide a letter from a physician stating student is physically qualified to participate in the PRT/PFT. The letter stating that the student
R) is qualified to participate in the PRT/PFT must be filed in the student record if a medical record is not established.

(2) Swimming

(a) Swim tests shall be given to all first term NROTC students. Entering students failing to qualify as swimmer, third class shall be required to participate in remedial instruction. The results of the swimming test shall be noted in
R) their Fitness Report and Counseling Record.

(b) Units without university swimming facilities available to them shall arrange for suitable public or private facilities. If necessary, funds for this purpose shall be requested from CNET in the annual budget call.

(c) The unit shall ensure that all scholarship midshipmen have an OPMIS physical status code of "Q" (Qualified) or "W" (Waiverable) prior to the swimming test. Any midshipman with a physical status code of "D" (Disqualified) or "R" (Remedial) cannot take the swimming test without a letter from a physician stating the student is physically qualified to participate.

(3) Failures. Consequences for failure to achieve standards of physical fitness, swimming, and weight control are outlined in Article 407.

406. MIDSHIPMAN CONDUCT AND APTITUDE FOR THE SERVICE

a. Standards of Conduct, Offenses, Disciplinary Measures

(1) Standards of Conduct. NROTC students are expected to conduct themselves per the standards of socially acceptable behavior. NROTC students should present a favorable and positive military image at all times.

(2) Conduct Offenses. Conduct offenses are grouped as major and minor offenses.

(a) Major offenses. Generally, major offenses are those offenses which violate the NROTC Honor Code, indicate moral turpitude, a serious breach of discipline, a hardened disregard or contempt for authority, an incorrigible lack of energy and purpose, a culpable lack of sense of responsibility, or actions which bring discredit upon the naval service. Some examples are:

1. Falsehood of any nature, including fraud, cheating, and plagiarism.
2. Theft.
3. Morals offenses, including obscenity.
4. Drug abuse.
5. Insubordination.
6. Assault.
7. Hazing.
8. Destroying or defacing property.
9. Irresponsibility in contracting debt.
10. Repeated intoxication, alcohol, or drug dependency.
11. Aggravated or repeated unauthorized absence.
12. Rape.
13. Sexual harassment.

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(b) Minor offenses are those offenses of a less serious nature that involve comparatively minor infractions of instructions, orders, regulations, or grooming standards. Repeated infractions of a minor nature may be treated as a major offense.

(3) Disciplinary Measures

(a) NROTC students do not fall within the purview of the UCMJ except when they are ordered to active duty for training. When not on ACDUTRA, a PNS may sometimes exercise jurisdiction over offenses of conduct on campus, but this authority may not be defined specifically. The permission to conduct an NROTC Program on campus includes an implicit authority to impose disciplinary measures; the extent of such authority and the type and amount of such measures are subject to college/university approval of local jurisdictional approval. Unit regulations which define procedures and prescribe disciplinary measures for minor offenses should be distributed to appropriate college/university officials and to NROTC students. CNET has the authority to disenroll NROTC students from the NROTC Program for major offenses. In such cases the PNS may recommend disenrollment from the NROTC Program. Discussion of various actions which may be taken for conduct deficiencies is contained in paragraph 407c.

(b) Although not normally bound by the procedures of the UCMJ, comparable procedures and reviews should be followed in preferring charges, conducting hearings and mast, and reviewing cases. For minor offenses, the PNS may designate staff and/or student officers to conduct mast so that he/she can hear appeals and serve as reviewing officer himself/herself. Major offenses shall be referred to a PRB as outlined in Article 310.

(c) During summer training, NROTC students are normally not charged under the UCMJ except for grave offenses. COs may assign corrective measures deemed appropriate for minor offenses. The final decision regarding whether or not to refer a case involving a midshipman to a UCMJ hearing rests with the command to which the midshipman is assigned. The seriousness of the offense should be considered.

b. Aptitude for the Service

(1) General. Aptitude for the service as determined from professional performance reports describes an NROTC student's officer-like qualities, his/her potential as an

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officer, and his/her current performance in relation to his/her contemporaries. In determining the level of such performance, the following factors will be considered:

(a) Development of habits of initiative, achievement, and motivation to enhance officer potential, particularly on cruise and during other training.

(b) Maintenance of high standards of personal honor and ethical behavior, bearing, physical fitness, and weight control as is appropriate for midshipmen. Uniform and grooming standards are stipulated in Navy Uniform Regulations.

(c) Compliance with all requests and administrative requirements of the NROTC Program.

(2) Objectives. The main objectives of the aptitude system are:

(a) To rank NROTC students in their officer-like qualifications for assignments to positions of authority and responsibility.

(b) To identify weaknesses and to provide counsel and guidance to improve the officer-like qualities of NROTC students.

(c) To give each NROTC student experience in observing individual behavior and evaluating it in terms of military activities, including leadership.

(3) Evaluation Procedures. Procedures for midshipman organization chain of command and officer-advisor evaluation are contained in the NAM. Final Evaluation Report and Counseling Record shall be reviewed and signed by the unit CO.

(4) Unsatisfactory Aptitude. An NROTC student displaying a serious lack of those qualities of aptitude for the naval service desired in officer candidates, either due to lack of effort or for other reasons, shall be counseled by the respective officer instructor and, if necessary, the PNS. PNSs shall have the student appear before a unit review board. Actions that may be taken in event of serious or continuing lack of aptitude for the naval service are outlined in Article 407.

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407. STANDARDS OF MIDSHIPMAN PERFORMANCE

a. Academic Standards for NROTC Students

(1) General Academic Standards. The naval profession is rigorous and exacting, and requires that an officer constantly strive to perform to the best of their ability if they are to successfully meet the demands of naval service. All PNSs should encourage their midshipmen to work to the limits of their individual potential in whatever endeavors they may undertake, including academics. Sound academic foundations are necessary to assure that NROTC graduates can satisfactorily complete Navy post-accession training and be professionally competitive in the various warfare communities. To maximize opportunity to achieve these important standards, PNSs may direct mandatory study. However, mandatory study periods should encompass flexibility to encourage individual time management and involve a maximum of 15 hours per week. To ensure that NROTC graduates are properly prepared academically, midshipmen shall meet the following standards:

(a) Have no failing grade in any subject required for completion of degree or commissioning requirements, and maintain a satisfactory cumulative grade point average of 2.0 (4.0 scale).

(b) Maintain satisfactory overall progress toward completion of degree requirements within established program time limits maintaining full-time student status per institution regulations.

(c) Work to full academic potential striving to achieve the NROTC academic goal.

(d) Keep their NROTC class advisors fully informed about all matters that affect performance and degree progress.

(2) Academic Deficiency. Academic deficiency in the NROTC Program is defined as failure to comply with one or more of the standards listed in subparagraph a(1) above.

(3) Actions on Deficiencies. The following sequence of administrative procedures should be pursued in the event a midshipman does not satisfy the academic standards in subparagraph a(1) above.

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(a) Remedial Counseling Without Probation. May be conducted by staff and/or PNS as desired. Written record in student file required.

(b) Probation. An administrative counseling tool, having no bearing on incurring obligation or receipt of benefits. Midshipmen must be notified of their status in writing and shall have the cause, terms, and period of the probation clearly specified. Although continuation of probation beyond the initial term is an option which may be exercised by the PNS, a more appropriate action in cases where the terms of an initial probation are not met is to place the student on LOA. In no case shall an NROTC student be placed on probation for more than two consecutive semesters/three consecutive quarters for the same deficiency without approval of CNET. This is especially applicable in the cases of students who are about to enter obligated status. The use of repeated terms of academic probation for individual midshipmen who continue to perform in a marginal or unsatisfactory manner is inconsistent with program academic excellence goals. Such midshipmen should be placed on LOA or recommended for disenrollment. Probation is directed for those midshipmen who fail NROTC Program required university courses or naval science courses.

(c) LOA. The PNS may deem it necessary to place a student on LOA due to continued unsatisfactory performance and/or specifically when there is genuine anticipation that the student may not be capable of completing the program and is about to incur an active duty obligation. In addition, immediate academic LOA or a recommendation for disenrollment may be included among the options available to the PNS for initial action. Such measures should be reserved for situations of acute academic deficiency that, as determined by the PNS, indicate inability to meet the academic challenge the student has undertaken. Procedures are outlined in the NAM.

1. LOA is directed in all cases where Navy Option scholarship midshipmen fail to enroll in calculus or physics courses, thereby not completing these courses at the times specified in Article 403c. The PNS may authorize completion of these courses in summer school or other program acceptable for credit at the host institution provided they are completed on time. Waivers of time of completion of these requirements are discussed in Article 403c.

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2. LOA is directed in all cases where NROTC students fail to maintain full-time student status without PNS approval, per host institution regulations.

3. If the student is still academically deficient at the end of one term of academic LOA, the PNS will either recommend an extension of LOA or academic disenrollment to CNET.

4. The PNS should make a recommendation for academic disenrollment for any student who has been in academic LOA for more than three consecutive quarters or two consecutive semesters without requisite improvement.

5. Recommendation for continuance of academic LOA beyond the time specified in the preceding subparagraph will be submitted to CNET on the Request for Leave of Absence from NROTC Program (CNET 1050/1). The PNS will include a statement of facts and a copy of the most current academic transcript.

(d) Disenrollment. The PNS shall recommend the disenrollment of any NROTC student whose overall record or specific academic failure(s) makes his/her value as an officer suspect. The PNS should, however, exercise careful and prudent judgment in each case including due consideration of mitigating factors that, if overcome, would result in future satisfactory performance. Care shall be taken to comply with disenrollment procedures specified elsewhere in these regulations.

b. Physical Readiness/Swimming Standards

(1) General Physical Readiness/Swimming Standards. All NROTC midshipmen are expected to strive for higher levels of excellence in personal physical readiness and swimming skill and to maintain optimum height/weight ratio and percentage of body fat. The amount of effort each midshipman dedicates to this goal and the degree of improvement thereby achieved should be used as a measure of individual aptitude for the service that is discussed in Article 406. Minimum standards of performance and weight control are outlined in applicable U.S. Navy and U.S. Marine Corps directives listed in Article 405. Specific actions required in cases of failure to achieve required levels of PRT/swimming performance or maintain weight control standards are outlined below.

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(2) Response to Failure. The sequence of actions to be taken in the swimming failure, PRT failure, or failure to maintain weight control includes:

(a) Probation. This action is directed if an NROTC student fails the first unit PRT or swimming test or fails to meet weight control limits after his or her enrollment as a freshman NROTC student. Probation is required if an NROTC student fails to achieve a "Good" level, but meets the "Satisfactory" level on the PRT. The terms of probation should clearly state the requirement to demonstrate satisfactory physical readiness or swimming performance or achieve weight standards by the end of the academic term of probation. No more than one term of probation shall be allowed.

(b) LOA. Paragraph 5.6 of the NAM lists the LOA requirements should an NROTC student fail to meet any unit PRT, swim or fail to maintain height and weight standards. (Two-year program graduates of NSI should not be enrolled in NROTC until required performance has been demonstrated in the PRT, swimming standards, and the student is within height and weight standards.) The terms of the LOA should clearly state the requirement to demonstrate satisfactory physical readiness or swimming performance or achieve weight standards at the next officially scheduled PRT.

(c) Disenrollment. PNSs may recommend a midshipman for disenrollment on the basis of inaptitude at any time for failure to achieve required standards of physical readiness, swimming, or weight control, especially when it appears the individual in question is not exerting good faith effort to achieve and maintain the standards. In all cases, a recommendation for disenrollment should be forwarded on any individual who, subsequent to the third failure following LOA for physical condition/swimming/weight control, stills fails to demonstrate required performance. (R)

c. Conduct/Aptitude Standards

(1) General. Standards of conduct for NROTC students and a listing of categories of major and minor offenses are contained in Article 406. In addition, Article 406 outlines areas of midshipman performance which, when evaluated together, provide a measure of aptitude for commissioned service. Delineation between satisfactory and substandard aptitude is a responsibility of the PNS.

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(2) Conduct and Aptitude Deficiency. Any NROTC student is deficient in conduct whenever he or she commits a conduct offense. Deficient aptitude performance is determined by PNSs based on analysis of Evaluation Report and Counseling Record, discussion with midshipman chain of command and unit staff, and personal observation.

(3) Action on Deficiencies

(a) Remedial Counseling. Counseling by the officer advisor, XO, or PNS may be sufficient to correct a small aptitude problem or adjudicate a minor offense. Record of such counseling shall be maintained in the Student Performance File, which is maintained by officer advisors.

(b) Probation. Probation is an appropriate course of action in the case of an NROTC student who develops a trend of minor conduct offenses or substandard aptitude. Probation shall be for no more than one term at a time and the terms of the probation should be clearly outlined in the letter placing the individual on probation. After the academic term of probation the individual should be re-evaluated and either dropped from probationary status, continued on probation, aptitude LOA, or referred to a review board with a recommendation for disenrollment as a probable outcome. Continuation on probation is not prohibited but should only be the course of action when reasonable certainty exists that the positive effect of the first period of probation will be multiplied during a second term of probation.

(c) Leave of Absence. PNSs may, following a PRB hearing, place an NROTC student on leave of absence for demonstrated inaptitude for the naval service. In order that his/her performance be observed, the student must agree to maintain full participation in the NROTC Program during the LOA. The student must also acknowledge that such participation will be at his or her own expense without possibility of retroactive reinstatement of benefits. If the student will not agree to these terms, the PNS shall forward a recommendation for disenrollment per the procedures outlined in Article 313.

(d) Disenrollment. In cases of NROTC students who have committed a major conduct offense, a recommendation for disenrollment should be considered as the primary initial course of action following the PRB hearing. In cases of substantiated drug abuse, a recommendation for disenrollment is required. Recommendation for disenrollment shall also be considered

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whenever it is clear that a NROTC student's problems with minor infractions or substandard aptitude for commissioned service are not transitory, or that corrective actions are not resulting in appropriate change in the student's performance or attitude. In all cases where disenrollment is recommended and an obligation for enlisted service exists, the PNS must include a statement assessing the individual's aptitude and fitness for assignment to active enlisted service and potential for satisfactory completion of his or her obligation. Procedures to be followed for preparing and submitting disenrollment recommendations are contained in Article 313 and in the NAM.

408. MIDSHIPMAN MILITARY ORGANIZATION

a. This section provides general guidance to PNSs in structuring the military organization of NROTC midshipmen. The actual military organization of the students of any particular NROTC unit should conform to unit requirements and consider host institution policies as long as they are not inconsistent with NROTC goals. As an example, assuming a strength of approximately 200 midshipmen, will form one battalion, three companies which will be organized, in general, as follows:

- (1) Each company containing three platoons.
- (2) Each platoon containing three or squads.
- (3) Each squad containing 9-10 midshipmen.

b. NROTC student officers will be as follows:

Battalion Staff:

Commander	Midshipman commander
Executive Officer	Midshipman lieutenant commander
Operations Officer	Midshipman lieutenant
Academic Officer	Midshipman lieutenant
Administrative Officer	Midshipman ensign
Supply Officer	Midshipman ensign
Chief Petty Officer	Midshipman chief petty officer

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Color Guard:

National Color Bearer	Midshipman chief petty officer
Battalion Color Bearer	Midshipman chief petty officer
Color Escort	Midshipman petty officer, first class
Color Escort	Midshipman petty officer, first class

Drum and Bugle Corps or Band:

Commander	Midshipman lieutenant (junior grade)
Executive Officer	Midshipman ensign
Chief Petty Officer	Midshipman chief petty officer
Mustering Petty Officer	Midshipman mustering petty officer

Company Staff (three companies):

Commander	Midshipman lieutenant
Executive Officer	Midshipman lieutenant (junior grade)
Chief Petty Officer	Midshipman chief petty officer

Platoon Organization:

Commander	Midshipman ensign
Mustering Petty officer	Midshipman mustering petty officer
Guide	Midshipman petty officer, first class
Squad Leader (each squad)	Midshipman petty officer, first class

c. At some institutions where ROTC units of the Army or Air Force are established, the PNS may consider it advantageous to his/her particular unit to have the NROTC battalion commander appointed to the rank of midshipman captain, with other ranks adjusted accordingly to achieve comparability.

d. Although the military organization outlined makes provision for a drum and bugle corps or band, such items as musical

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instruments, music, and musical supplies for such activities will not be provided at Navy expense.

e. The size of battalion, company, and platoon staffs shown above should not be increased. Instead, collateral duties should be assigned to provide for other areas of responsibility.

f. Units having drill teams may integrate students into regular battalion companies or constitute drill companies as distinct entities within the overall battalion structure. At no time shall NROTC unit drill teams use fixed bayonets, either in practice or during exhibition.

g. The PNS is authorized to deviate from this structure in cases where such action is appropriate, normally for reasons of unit size. Where this is done, the basic intent of establishing a military structure and promoting midshipman professional growth shall be observed. The battalion organizational concept shall be used whenever possible.

h. The intent of the battalion organization is to promote the military development of NROTC students. Each student must be assigned to a position of responsibility prior to commissioning in order to develop leadership skills. Such assignments should be made to students as early as possible, and not reserved for seniors. Special attention should be given to those students whose development indicates a need for both guidance and the opportunity for experience.

i. Academic excellence shall be a concern of the battalion in the same manner as it is of the active duty staff of the unit. The battalion should exercise considerable responsibility in organizing and conducting tutoring, remedial instruction, and other forms of academic assistance. The battalion academic officer shall coordinate these programs.

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CHAPTER V

MARINE CORPS

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501. ADMINISTRATION OF THE MARINE CORPS OPTION

a. General. As part of the NROTC, all Four-Year College Program applicants may, if qualified, enroll as Marine Option students. Navy Option students may apply for change of option to Marine Corps after completion of one academic term of enrollment per procedures specified in paragraph 4.8 of the NAM. CNET will incorporate Marine Corps academic and professional training requirements into NROTC programs. CNRC will publish NROTC recruiting materials for the Four-Year and Two-Year Scholarship Programs (Navy and Marine Corps). CNET and MCRC are responsible for College Program recruiting. Four-Year College Program applicants who are physically disqualified for Navy Option due to color vision will be permitted to enroll as Marine Option students in the College Program.

b. Authorization. The Marine Corps is authorized to select up to one-sixth of the approved strength levels for the Scholarship and College Programs for voluntary Marine Corps Option enrollments. Total Marine Option enrollments, and maximum enrollments by class, are managed by CNET by agreement with MCRC. Marine Option enrollment limitations are based on the total national NROTC enrollment and are independent of enrollment at any individual unit. The PNS is not authorized to establish Marine Option enrollment quotas or limits at their respective NROTC units.

(1) Scholarship Program enrollments are limited to one-sixth of the currently authorized NROTC Scholarship total enrollment level.

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(2) Maximum class size and maximum annual accessions are increased or decreased proportionately with changes to authorized NROTC strength levels.

(3) Marine Corps participation in the Two-Year NROTC Scholarship Program is limited to one-sixth of the students annually selected for this program.

(4) As approved by MCRC, scholarships may be awarded to Marine Corps Option students based upon nominations by the PNS and existing vacancies.

(5) Up to one-sixth of the annual quota for the Two-Year College Program may be allocated to Marine Corps Option students.

(6) Marine Corps Option students classified as fifth-year students are included in the overall one-sixth allocation.

(7) CNET will determine the number of vacancies for the Marine Corps Option by class for the Scholarship Program and overall for the College Program within the Marine Corps authorizations. Determination of the number of vacancies will be a continuing process conducted by CNET based upon the actual count of Marine Corps Option midshipmen enrolled at any time.

(8) The CG, MCRC (Code ON) is the approving authority R) for PNS/Marine Option scholarships. Nomination packages are forwarded to MCRC.

c. Status of Candidates. Candidates for Marine Corps commissions will retain their status as NROTC students and will wear Marine Option uniform items, as authorized by Chapter 4 of the U.S. Navy Uniform Regulations. The NAM (Chapter IV) provides amplifying instructions concerning the administration of Marine Corps Option students who will, unless otherwise directed, be administered in the same manner as other students. Students who have been accepted as candidates for the Marine Corps Option will be enlisted per the procedures prescribed in the NAM.

d. Application Procedures

(1) NROTC Scholarship applicants may apply for the Marine Corps Option at the time of application per instructions in the current NROTC Bulletin.

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(2) Incoming freshman College Program students may enroll as Marine Corps Option. Navy College Program students may apply for Marine Corps Option after completing one semester of enrollment in the NROTC Program.

(3) Navy Scholarship students may apply for Marine Corps Option after completing one semester of enrollment in the NROTC Program.

(4) All applications for change of option must be submitted prior to service selection.

(5) Procedures to change from the Naval Reserve to the Marine Corps Reserve or vice versa are contained in the NAM.

e. Special Consideration. NROTC students who, after starting instruction under the Marine Corps Option program, become ineligible for a USMCR commission will normally be disenrolled from the NROTC Program. They may, however, apply for the Navy and, if eligible and accepted, they will be permitted to continue in the NROTC Program to complete Navy commissioning requirements. They must, however, complete all Navy Option academic and cruise requirements.

502. INSTRUCTION OF MARINE CORPS CANDIDATES

a. Marine Corps Option Courses. Candidates for Marine Corps commissions are required to complete successfully a total of 4 years of naval science and Marine Corps Option courses prior to graduation, except that Two-Year Program students may substitute the NSI for the first 2 years of instruction. During the third and fourth years of NROTC instruction, they will undergo instruction in Marine Corps Option courses. Waiver of Marine Corps Option naval science courses, if required, will be at the discretion of MCRC based on input provided by the PNS. When such courses are waived, the PNS will ensure that the student has taken university courses that provide the student with a similar base of knowledge.

b. Laboratory Periods. Except for the laboratory periods devoted to battalion drills, or occasions deemed by the PNS to be of interest to all students of the unit, the Marine Corps Option students may be given separate instruction peculiar to the Marine Corps during the weekly drill periods.

c. Summer Training. For first class cruise, Marine Corps Option students undergo a 6-week training and evaluation period at Officer Candidate School, Marine Corps Combat Development

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Center, Quantico, Virginia. This requirement for completion of Marine Corps summer training will not be waived.

d. Administrative Procedures for Summer Training

(1) Pay and Allowances. Candidates for Marine Corps commissions are entitled to the same pay, quarters, subsistence, and transportation authorized for all other members of the NROTC Program.

(2) Training. The pay, traveling expenses, cost of subsistence, and all other expenses of Scholarship and College Program students while in training at a Marine Corps station are chargeable to the appropriation "Reserve Personnel, Navy" per procedures prescribed by CNET.

(3) Medical Treatment

(a) A precommissioning physical or a DoDMERB physical (if less than 2 years old) is required to be submitted to MCRC no later than 30 March of the year the candidate will be attending Bulldog.

(b) If any student is found NPQ for duty upon reporting for summer training, they will be retained on station and a full report of medical examination will be forwarded to MCRC for final determination as to the physical qualifications of the student concerned and for final disposition of the case. MCRC will coordinate with CNET on the action to be taken in the case of each student found NPQ for training.

(c) In the event that any NROTC student is injured or becomes physically disqualified during the course of training to such extent that release from active duty cannot be made, MCRC shall be notified immediately and a full written report of the examinee's physical condition shall be forwarded to CNET with a copy to MCRC and the appropriate PNS.

(d) Students who have not received required inoculations during the current year will receive all immunizations required for personnel on active duty for training.

(4) Discipline

(a) NROTC students, while on active duty for training, are subject to all the laws and regulations of the naval service.

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(b) Breaches of discipline warranting disciplinary action shall be reported to MCRC, with copy to CNET and cognizant PNS, giving full details.

(5) Clothing and Equipment

(a) Articles of Marine Corps clothing as outlined in "Marine Corps Individual Clothing Regulations (MCO P10120.28)" will be issued by the Marine Corps for the duration of summer training (Bulldog).

(b) Equipment required for the training of all NROTC students at summer training will be issued by the Marine Corps and accounted for as prescribed by current directives.

(6) Reports - Aptitude. The final average and numerical standing of each graduate of the Bulldog summer training program will be reported by MCRC to the PNS for use in computing the summer training aptitude grade.

503. APPOINTMENT TO COMMISSIONED RANK IN THE MARINE CORPS

a. Qualified scholarship and college program NROTC graduates who make application for appointment in the U.S. Marine Corps Reserve will be commissioned as second lieutenants, Marine Corps Reserve. Each applicant must be recommended by the PNS. Pay and allowances accrue beginning with the commencement of travel per the JFTR commensurate with the starting date of the Basic School class to which assigned following commissioning.

b. The following requirements must be met for appointment to commissioned grade in the Marine Corps:

(1) Age. As prescribed in paragraph 303b of this instruction.

(2) Physical Qualifications. Be physically qualified for appointment to commissioned rank in the Marine Corps Reserve per the physical standards set forth in the MMD.

(3) Academic Qualifications. Completion of required naval science courses and receipt of a baccalaureate degree.

504. DATES OF RANK

a. The date of rank of officers appointed from the NROTC as second lieutenants in the Marine Corps Reserve from 1 May

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through 30 June of any year will be the date of graduation of midshipmen from the Naval Academy in that year.

b. The date of rank of such officers appointed in months other than May or June of each year will be the actual date of appointment.

505. CLOTHING FOR MARINE CORPS CANDIDATES. Candidates for Marine Corps commissions will be issued articles of clothing normally issued to all other NROTC students for duty at the NROTC unit, plus appropriate Marine Corps insignia and specific uniform items.

506. MARINE CORPS PERSONNEL ASSIGNMENTS

a. As determined by MCRC (ON), BUPERS, and insofar as practicable, the following rank or grade of Marine Corps personnel will be assigned to the NROTC Program:

(1) PNS - colonels - as appropriate.

(2) XO - lieutenant colonels - as appropriate.

(3) MOIs - majors or captains - as appropriate.

(4) Assistant MOIs (AMOI) - staff noncommissioned officers - as appropriate.

b. Periodic routine visits to NROTC units by representatives of Headquarters, U.S. Marine Corps for the purpose of discussing Marine Corps matters with MOIs are authorized. Notification of such routine visits will be made to the CO of the unit concerned announcing visits with copy of letter of notification to CNET.

c. Marine Corps personnel assigned to NROTC units are required periodically to participate in Marine Corps Inspector General (IG) inspections as conducted by MCRC. COs shall extend every effort to make Marine Corps personnel available for these inspections provided participation does not have a detrimental effect on the operation of the NROTC unit.

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CHAPTER VI

PAY, ALLOWANCES, AND BENEFITS

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 601. <u>GENERAL BENEFITS</u>	

a. Financial benefits and subsistence payments are authorized for those courses required to receive an undergraduate degree in an appropriate field of study and for naval science courses. Benefits are not authorized for courses not required by the degree or the NROTC Program.

b. Financial benefits and subsistence payments are not authorized for students on LOA or for pursuing graduate study.

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c. Entitlement for Scholarship Program students is authorized for the length of the scholarship award subject to the following limitations:

(1) Entitlements cannot exceed 20 months during the basic course (first 2 years of naval science) and 20 months during the advanced course (last 2 years of naval science) for a total period not exceeding 40 months. (The 40 months is not a requirement, but an envelope within which to execute the program.) In addition, the entitlement cannot exceed a maximum of 10 months per year.

(2) For students transferring from the College Program to the Scholarship Program, the length of the scholarship award is predicated upon class standing in naval science. Students will receive scholarship benefits only for the months remaining until their class would graduate. If additional benefits are necessary midshipmen should apply for fifth year benefits per Article 319.

(3) Entitlement during the advanced course may be extended for up to a total of 30 months if authorized per the provisions of Article 319.

d. Students must be participating in regularly scheduled activities (drills, laboratory periods, courses, etc.) to receive benefits. Exceptions are permitted for enrollment in naval science courses as required by the program of studies developed by the PNS for each student per Article 403.

e. Financial benefits and subsistence payments are not authorized for courses required for the second degree in a dual-degree program.

f. Financial benefits are not authorized for the retaking of courses for which payment was made in previous terms (e.g., second tries at courses previously failed, re-enrollment in courses dropped after the Navy was financially obligated to pay tuition, etc.).

R) 602. SUBSISTENCE ALLOWANCES

a. General Entitlement. Except while performing summer training or at-sea training, Scholarship Program students and College Program students (advanced course only) are entitled to a stipend at the rate of \$250 for freshmen and sophomores, \$300 for juniors, and \$350 for seniors per month, beginning 1 October

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2001. Beginning 1 October 2002 stipends shall be \$250 freshmen, \$300 sophomores, \$350 junior, and \$400 senior and fifth year students.

(1) For Scholarship Program students in the first 2 years (basic course) of a 4-year program, the entitlement begins on the day appointed as Midshipman, USNR, but no earlier than the first day of the college term, or on the first day of freshman orientation, as applicable. In no event can the entitlement exceed 20 months or be paid during summer vacation between the traditional academic school years.

(2) Scholarship and College Program students enrolled in the last 2 years (advanced course) of a 4-year program are entitled to receive the allowance beginning on the day advanced training commences. Subsistence is paid during the summer between the junior and senior year. In no event can the entitlement exceed 20 months, unless extended benefits are authorized per the provisions of Article 320. (R)

(3) Entitlements are calculated on a daily basis.

b. Limitations

(1) Deduction for Period of Summer Training or At-Sea Training

(a) At institutions operating on a normal academic calendar year, students will not accrue entitlement to subsistence allowance during the period of the prescribed summer training or at-sea training even though the student does not attend this training.

(b) At institutions operating an accelerated program or cooperative study programs, students who register and participate in NROTC unit training during summer terms may be paid the subsistence allowance during such period subject to the limitations for the basic and advanced courses.

(2) Vacations

(a) Basic Course Enrollees. An NROTC student enrolled in the first 2 years of a 4-year program (basic course) is not entitled to subsistence allowance for periods between the traditional academic years (for example, summer vacations after the first and second years).

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(b) Advanced Course Enrollees. Enrollees in the last 2 years (advanced course) are entitled to subsistence allowance during the summer vacation period between the junior and senior year after entering the training and during the time they remain enrolled in the program, less the period of summer training or at-sea training attended or scheduled. Payment is authorized for only one summer vacation period. Payments are not authorized while on LOA.

c. Maritime Administration Student Incentive Payment (SIP). NROTC Scholarship or College Program students enrolled at maritime academies who receive subsistence payments lose all eligibility for the Maritime Administration SIP commencing with the first date they become eligible for subsistence payments. Loss of SIP remains in effect for the remainder of the student's enrollment in NROTC. Simultaneous participation in more than one officer accession program is prohibited.

603. ACTIVE DUTY PAY

a. Basic Pay. A member (Scholarship and College Program students) or an applicant (NSI attendees) for membership in the NROTC is entitled to pay at the rate established for USNA midshipmen while attending summer or at-sea training. Pay status begins on the day of arrival at the training site or on the effective date of orders, whichever is later, and ends on the day the member or applicant is relieved from such training. There is no entitlement to basic pay while performing authorized travel to or from the training site. A member or an applicant for membership is not entitled to longevity increases.

b. Special and Incentive Pay. A member or applicant for membership in the NROTC Program is not entitled to special or incentive pay. Accession bonuses are not affected by this provision.

c. Allowances. A member or applicant for membership in the NROTC Program is not entitled to allowances while performing field training or at-sea training except as authorized in paragraph d below.

d. Travel and Transportation Allowances. A member or applicant for membership in the NROTC Program may be furnished travel and transportation allowances as prescribed in the JFTR.

e. Deductions. The basic pay of a member or applicant for membership in the NROTC Program is taxable income subject to

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withholding for Federal income tax and Federal Insurance Contributions Act taxes (FICA).

f. Subsistence in Kind. All members of the NROTC shall be furnished subsistence in kind while embarked on a naval vessel for at-sea training or while undergoing summer training ashore. When members of the NROTC are subsisted in a mess other than a general mess, payment for their subsistence will be made by the disbursing officer to the mess treasurer per existing instructions contained in the Navy Comptroller Manual.

604. PAYMENTS AND OTHER BENEFITS IN CASES OF DISABILITY OR DEATH

a. Entitlement. A member or applicant for membership in the NROTC who suffers disability from an injury incurred in the line of duty while performing summer training or at-sea training under Chapter 103 of Title 10, United States Code, is entitled to:

(1) Pay at the rates prescribed through the day prior to the day he/she becomes totally disabled (permanent or temporary if disability exceeds 21 days), or through the third day of temporary total disability if the period of total disability does not exceed 21 days. Benefits under the Federal Employees Compensation Act (FECA) may be payable during the period of disability for which the rates in the DoD Military Pay and Allowances Entitlement Manual are not applicable.

(2) Subsistence, quarters, and necessary medical and surgical care, including hospitalization, while at, or traveling to or from, an installation for medical treatment or examination.

b. Members Injured While En Route to or from Summer Training or At-Sea Training. A member of the NROTC who is injured and hospitalized in the line of duty while enroute to or from summer training or at-sea training under Chapter 103 of Title 10, United States Code, is entitled to a subsistence allowance through the day prior to the day he/she becomes disabled for a period of 21 days or more, or through the third day of disability if the period of disability does not exceed 21 days. FECA benefits may apply to the disability period under these circumstances.

c. Suspension of Benefits on Return to Active Duty. Disability benefits payable under paragraphs a and b above are

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suspended if the member or applicant returns or enters on active duty with the Armed Forces. They may be reinstated after the member's release from active duty.

d. Payments on Behalf of Deceased Members. Beneficiaries of any member or applicant for membership in the NROTC who suffers death under the conditions specified in the DoD Military Pay and Allowances Entitlement Manual are entitled to:

(1) Death gratuity

(2) Unpaid pay and allowances

(3) Servicemen's Group Life Insurance (SGLI). Public Law 89-214, 29 September 1965, as amended by Public Law 91-291, effective 25 June 1970, provides for SGLI coverage to ROTC members if death occurs while performing summer training, or enroute to or from such training.

Note: SECNAVINST 1770.3B contains additional information regarding disability and death benefits for Navy and Marine Corps Reservists.

R) 605. SERVICE DISABLED VETERANS. Any member of the NROTC who is separated under other than dishonorable conditions with a service connected disability may be eligible for Service Disabled Veterans Insurance (S-DVI). More information can be obtained at www.insurance.va.gov/buying/buying.htm. Disability is determined by the VA.

606. TRAVEL AND TRANSPORTATION ALLOWANCES. The regulations governing entitlement of NROTC students to travel and transportation allowances are contained in the JFTR and Navy Travel Instructions. Detailed travel instructions for summer training, both afloat and ashore, will be issued each year by CNET.

607. SPACE AVAILABLE AND REDUCED FARE TRAVEL

a. Under certain conditions NROTC students may be eligible for reduced fares offered by some commercial carriers.

b. All NROTC Scholarship students, due to their status as midshipmen, Naval Reserve, and those College Program students who are members of the Naval or Marine Corps Reserve are eligible to travel on government aircraft within the United States on a space available basis upon presentation of a valid Armed Forces Identification Card. Those students who are not members

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of the Naval or Marine Corps Reserve are not eligible to travel on a space available basis.

c. Students should be advised that travel performed in government aircraft, ship, or vehicle is not reimbursable whether obtained on space available basis or not.

608. FEDERAL TAXES

a. Federal Income Tax. Active duty pay received constitutes gross income to the recipients. Subsistence allowances are excluded from gross income. Amounts paid by the DoN for medical care, tuition, fees, books, laboratory expenses, and uniforms are excluded from the student's gross income.

b. FICA. The basic pay of all NROTC students while engaged in summer training duty of 14 days or more is subject to FICA taxes.

609. UNIFORM ALLOWANCES. Upon first reporting for active duty, both Regular and Reserve Officers, commissioned upon completion of NROTC training after 12 October 1964, are entitled to initial active duty uniform allowances. The procedures for payment of these allowances are contained in the Navy Pay and Personnel Procedures Manual (NAVSO P-3050).

610. EDUCATIONAL EXPENSES

a. General Financial Assistance. Financial assistance for educational expense is subject to limitations for the basic and advanced courses and the length of the scholarship award as set forth in Article 601. This assistance is not a separate entitlement, and is authorized only while receiving subsistence payments.

b. Specific Financial Assistance. Scholarship students will be furnished limited financial assistance for educational expenses toward a baccalaureate degree as follows:

(1) Tuition, book stipend, including registration, matriculation, graduation, and fees, as applicable, will be for the number of academic years and scholarship funding type prescribed in the scholarship award. Public Law 96-357 requires individuals to reimburse the government for the costs of education in the event they do not complete their active duty obligation. Education expenses include tuition, book stipend, and fees.

(R)

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(2) Usual health, student activity, athletic, library, student union, transcript, and similar fees payable to the institution that are required by the institution of all full-time undergraduate students attending the institution and are not optional or cannot be rejected by the student. It is critical that command management ensures that only those fees required of all students are funded.

(3) Payments are not authorized for special interest elective courses requiring additional fees, such as physical education courses for mountain climbing, skiing, horseback riding, etc., and courses in elective options for academic majors that require additional fees, e.g., flying instruction.

R) (4) A textbook stipend will be provided.

(5) An academic year is based on the normal two-semester or three-quarter year, including intervening mini-terms, if applicable, during which the midshipman is expected to complete one-fourth of the academic requirements for a baccalaureate under a 4-year curriculum or one-fifth of the requirements under a 5-year curriculum.

(6) Summer sessions normally are not considered part of the academic year. Benefits may be paid within authorized benefit entitlement for courses that:

(a) Are an integral part of the major field of study required for the baccalaureate degree, but are not offered during the academic year.

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

R) (c) Are required to be repeated because of injury or illness that prevented completion of the scheduled courses during the academic year, providing such absence was approved by the school officials and the PNS.

(d) Are part of an accelerated program if the institution requires attendance at one or more summer sessions. See Article 602 for limitations.

(7) Tuition/fees (excluding travel and living expenses) for off-campus courses that are part of a degree program and are mandatory requirements for graduation. The cost will not exceed that which would be paid for an on-campus course.

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(8) Fees for advanced placement examinations only if the examination results in credit for courses that are included in the student's degree program, or will advance the commissioning date of the individual concerned.

c. Long Life Cycle Equipment

(1) Purchase of equipment such as typewriters, computers, and cameras is not authorized regardless of the requirements of the institution. (R)

(2) An exception is granted for Nurse Corps Option midshipmen for required medical items such as stethoscopes and surgical scissors that are available through the Navy supply system. These items will be considered organizational issue. (R)

d. Dual Benefits. The Veterans Education and Training Amendments Act of 1970 (Public Law 91-219) removed the statutory limitation against dual payments for educational assistance to veterans. NROTC students, if otherwise eligible, may be able to receive educational assistance from the VA in addition to benefits from the Navy. (D)

e. Expenses Paid by the Individual Student

(1) Expendable supplies such as pencils, pens, films, art supplies, etc.

(2) Refundable fees such as breakage or required deposits for use of apparatus; breakage charges incurred.

(3) Delinquent fees assessed by the institution for failure to comply with institutional requirements.

(4) Tuition charges and fees for work undertaken as a result of past academic deficiencies or failures.

(5) Board, lodging, and other living expenses, including travel not under orders.

(6) Tuition and fees not covered by the scholarship program type.

(7) Textbook costs not covered by the textbook stipend. (A)

611. RECORD OF EDUCATION EXPENSES. Permanent records of all costs attributable to tuition, book stipend, and fees paid by

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the government, either directly to Scholarship Program students, or on their behalf, must be maintained at the unit for each student. CNET 1533/50, Individual NROTC Education Program Costs, must be used. Information for administering this record is contained in the NAM (Chapter V, paragraph 5.11).

612. PROCEDURES FOR PAYING EDUCATION EXPENSES. Guidance for paying costs attributable to tuition, book stipend, and fees for Scholarship Program students to host and non-host institutions with written cross-town agreements is contained in the Supply Manual. Payment is normally accomplished through the use of Education Service Agreements. The PNS shall personally certify each tuition bill submitted for payment. This review must include the required submission of the list of charges for each student, by name. A copy of each tuition related DD 1155 with the PNS certification and the list of midshipmen names will be forwarded to CNET (N794) at the same time that the original bill with the list of midshipmen names is sent directly to Naval Education and Training Professional Development and Technology Center (NETPDTC) for payment.

613. NON-GOVERNMENT FUNDS

a. Funds allocated to the NROTC unit by the institution will be administered using the policies and procedures of the institution.

b. Midshipman Funds. The preferred option is that midshipman organizations which involve nongovernment funds be linked to the institution in a manner similar to other student organizations. This linkage usually requires adherence to policies and procedures prescribed by the institution. If such organizational alignment is not possible, the following general guidelines should be followed:

(1) Unit staff personnel should try to keep a reasonable "arm's length" from fund accounting and execution.

(2) Do not keep cash on hand; require use of a bank account.

(3) Require maintenance of audit trails (double entry accounting system or single entry journal with a record of each transaction).

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(4) Require monthly reconciliation of bank statements, matching statement, and journal entries. Document reconciliation in a memorandum.

(5) Use numbered receipts for all collections. Keep copies.

(6) Have the fund audited by someone not affiliated with the organization. Audits should be completed no less than annually and if possible quarterly.

c. Contributions to midshipmen funds must not be required as a condition to continue in the NROTC Program.

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APPENDIX A

(R)

NROTC UNITS

University of Arizona
1042 E. South Campus Drive
Tucson, AZ 85721-0032

The George Washington University
2035 F Street NW
Washington, DC 20052-0000

Atlanta Region Consortium
Morehouse College
Box 10 830 Westview Dr. SW
Atlanta, GA 30314-5506

Hampton Roads Consortium
5214 Bluestone Ave.
Norfolk, VA 23529-0120

Auburn University
William F. Nichols Center
Auburn University, AL 36849-5512

The College of the Holy Cross
P.O. Box E
Worcester, MA 01610-2389

Boston University-MIT NROTC
Consortium
116 Bay State Road
Boston, MA 02215-1796

Houston Consortium
Rice University, MS-556
6100 Main Street
Houston, TX 77005-1892

University of California,
Berkeley
152 Hearst Gymnasium
Berkeley, CA 94720-3640

University of Illinois
505 E. Armory St. (Rm. 236B)
Champaign, IL 61820-6288

Carnegie Mellon University
4615 Forbes Avenue
Pittsburgh, PA 15213-3597

Iowa State University
Ames, IA 50011-3035

Chicago Area Consortium
617 Haven Street
Evanston, IL 60208-4140

Jacksonville University
2800 University Blvd. North
Jacksonville, FL 32211-3394

The Citadel
171 Moultrie Street
Charleston, SC 29409-0770

University of Kansas
Military Science Bldg. (Rm. 115)
Lawrence, KS 66045-2528

University of Colorado
374 UCB
Boulder, CO 80309-0374

Los Angeles Consortium
University of Southern California
3560 Watt Way, Ped 101
Los Angeles, CA 90089-0654

Cornell University
Barton Hall
Ithaca, NY 14853-1701

Maine Maritime Academy
P.O. Box 137 Pleasant Street
Castine, ME 04421-0137

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Embry-Riddle Aeronautical
University
600 South Clyde Morris Blvd.
Datona, FL 32114-3900

University of Florida
P.O. Box 118537
Gainesville, FL 32611-8537

Florida A&M University
P.O. Box 6508
Tallahassee, FL 32314-6508

Miami University
67 Millett Hall
Oxford, OH 45056-1698

Mid-South Region Consortium
University of Memphis
120 Hayden Hall
Memphis, TN 38152-3410

University of Missouri
105 Crowder Hall
Columbia, MO 65211-4090

University of New Mexico
720 Yale Blvd. NE
Albuquerque, NM 87131-1556

Norwich University
158 Harmon Drive
Northfield, VT 05663-1097

The Ohio State University
2121 Tuttle Park Place
Columbus, OH 43210-1169

Oregon State University
Naval Armory
Corvallis, OR 97331-5401

Philadelphia Consortium
3000 South Street
Philadelphia, PA 19104-6399

Marquette University
Naval Science Department
Gymnasium 102
P.O. Box 1881
Milwaukee, WI 53201-1881

University of Michigan
1105 N. University Avenue
Ann Arbor, MI 48109-1085

University of Minnesota
203 Armory Bldg. 15 Church St. SE
Minneapolis, MN 55455-0108

University of Nebraska
103 M&N Building
Lincoln, NE 68588-0139

North Carolina Piedmont Region
North Bldg. Research Dr.
Durham, NC 27708-0456

University of Notre Dame
Notre Dame, IN 46556-5601

University of Oklahoma
290 West Brooks Street
Armory Room 10
Norman, OK 73019-0220

Pennsylvania State University
315 Wagner Bldg.
University Park, PA 16802-3893

Purdue University
1513 Armory Building
West Lafayette, IN 47907-1513

University of Rochester
RC Box 270436
Rochester, NY 14627-0436

Savannah State College
P.O. Box 20299
Savannah, GA 31404-9701

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Rensselaer Polytechnic Institute
and State University
110 8th Street
Troy, NY 12180

University of South Florida
4202 East Fowler Avenue
Tampa, FL 33620-9951

San Diego Consortium
University of San Diego
5998 Alcalá Park
San Diego, CA 92110-2496

Southern University and A&M
College
P.O. Box 9214
Baton Rouge, LA 70813-9214

University of South Carolina
Columbia, SC 29208-0064

University of Texas
RAS 104
Austin, TX 78712-1184

State University of New York
Maritime College
Fort Schuyler, 6 Pennyfield Ave.
Bronx, NY 10465-4198

Tulane University
6823 St. Charles Avenue
New Orleans, LA 70118-5698

Texas A&M University
P.O. Box 2920
Austin, TX 77841-2920

Vanderbilt University
University Plaza Suite 360
112 21st Avenue South
Nashville, TN 37203-2427

University of Utah
110 S. 1452 East Front
Salt Lake City, UT 84112-0430

Virginia Military Institute
Lexington, VA 24450-2697

University of Virginia
Maury Hall P.O. Box 400158
Charlottesville, VA 22904-4158

University of Washington
Naval Science-Naval ROTC
Box 353840, 305 Clark Hall
Seattle, WA 98195-3840

Virginia Polytechnic Institute
and State University
419 Femoyer Hall
Blacksburg, VA 24061-0241

University of Wisconsin
1610 University Avenue
Madison, WI 53705-4086

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APPENDIX B

(R)

APPLICATION FOR ESTABLISHMENT OF A
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT_____
Date

From:

To: Chief of Naval Education and Training (N79)
250 Dallas Street, Pensacola, FL 32508-5220Subj: APPLICATION FOR ESTABLISHMENT OF A NAVAL RESERVE OFFICERS
TRAINING CORPS UNIT

Ref: (a) CNETINST 1533.12G

1. Per reference (a) and by direction of the governing authorities of _____, application is hereby submitted for the establishment of a Naval Reserve Officers Training Corps Unit at this institution.

2. Should the Secretary of the Navy approve this application, this institution agrees to:

a. Establish an academic department of naval science staffed by naval personnel.

b. Adopt a 4-year program of naval science instruction, as outlined in Naval Reserve Officers Training Corps Regulations, equal in standing with major programs in other departments.

c. Grant academic credit for naval science courses on the same basis as courses offered in other departments.

d. Record naval science course grades on transcripts, and include as courses credited for a baccalaureate degree.

e. Designate the senior naval officer assigned with the academic rank of professor, and designate other officer teaching faculty with academic rank appropriate to their seniority.

3. This institution agrees to provide facilities and appropriate furniture for a normal size unit of 300 per the following specifications:

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a. Classrooms. Outfitted with appropriate furniture and available at convenient times and locations.

(1) Two with a normal capacity of 35 students.

(2) One with a normal capacity of 25 students.

(3) One with a normal capacity of 50 students.

(4) One outfitted with drafting-type tables suitable for navigation chart work for 25 students.

b. Offices. Outfitted with appropriate furniture in a manner equal to other faculty and support personnel of comparable stature. Minimum floor space required:

<u>Position</u>	<u>Number</u>	<u>Area (Sq. ft.)</u>
Commanding Officer and Professor of Naval Science	1	200
Executive Officer and Associate Professor of Naval Science	1	150
Marine Officer Instructor and Assistant	1	150
Navigation/Operations Instructor and Assistant	1	150
Naval Science Instructors	3	120
Administrative Assistant and two clerical assistants	1	300
Wardroom/Midshipmen Battalion Offices	1	400

c. Storage Area. An appropriately configured, conveniently located area of at least 1,000 square feet for storage and issue of clothing, textbooks, supplies, drill rifles, instructional aids, etc. This area should provide adequate physical security for government property and a working space for the financial/logistics assistant.

d. Drill Areas. Available at convenient times and locations.

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(1) An indoor assembly area of approximately 4,000 square feet.

(2) An outdoor field, level and unobstructed, grass or other appropriate cover, with an area of approximately 8,000 square yards.

e. Athletic Facilities. Available at convenient times and locations.

(1) Swimming pool.

(2) Gymnasium for indoor sports with locker and shower facilities.

(3) Outdoor athletic fields for sports activities.

f. Auditorium. Conveniently located and available for assembly of the entire unit on a scheduled basis.

g. Parking Space. Available for government vehicles at no cost, and to unit personnel on a basis comparable to other faculty and support personnel.

4. To provide annual operating funds and adequate secretarial, janitorial, communication services, printing and publications, building and grounds maintenance, and utilities on the same basis as is provided other departments within this institution.

5. It is understood that the effectiveness and efficiency of a unit are required to be reviewed annually. This review is based upon factors relating to quality, costs, productivity, and supportiveness of the host institution.

6. This institution agrees to promote and further the objectives of the Naval Reserve Officers Training Corps and to conform to the regulations of the Department of the Navy relating to the operation of the unit and to the care, use, safekeeping, and accounting for such government property as may be issued for use by the unit.

7. This institution does not discriminate with respect to admission or subsequent treatment of students on the basis of race, religion, color, national origin, or sex.

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8. The following data is provided to support this application.

a. General Information

(1) Name of Institution _____

(2) Mailing Address _____

(3) President or Institution Head _____

Telephone _____

(4) Designated Point of Contact _____

Telephone _____

(5) Type of Institution

State _____ Established _____

State (Land Grant) _____ Established _____

Private (Nonsectarian) _____ Established _____

Private (Church Related) _____ Established _____

(6) Governing Body

Official Designation _____

Number of Members _____

How Selected _____

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(7) Physical Facilities

Size of Campus: _____ Acres

New Construction Last 10 Years (Value) _____

List Principal Items _____

New Construction Scheduled _____

List Items (Value) _____

(8) Library

Construction Date of Current Building(s) _____

Additional Construction Scheduled - Yes ___/No ___

Volumes _____

Annual Additions _____

Bound Periodicals _____

(9) Tuition and Other Student Costs (Next School Year)

Tuition - Resident _____ Nonresident _____
Year _____

Room and Board _____
Year _____

Other Fees _____
Year _____

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b. Academic Considerations

(1) Regional and State Accreditation (List Agencies)

(2) Professionally Accredited Curricula (List Curricula)

(3) Institutional Membership in Professional Associations
(List)

(4) Academic Schedule

System - Semester _____ Quarter _____ Trimester _____
Length - (Exclusive of Vacation Periods) _____

(5) Degrees Conferred Last School Year

	<u>BS/BA</u>	<u>Master's</u>	<u>Doctor's</u>
Arts and Sciences	_____	_____	_____
Engineering	_____	_____	_____
Business Administration	_____	_____	_____

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Education _____
 Other _____

(6) Number of Students Enrolled in other Military Programs:

Army ROTC _____
 Air Force ROTC _____
 Others _____

c. Enrollments (most recent academic year--actual or estimated)

(1) Full-time Undergraduates

	<u>Total</u> <u>(M/F)</u>	<u>Caucasian</u> <u>(M/F)</u>	<u>Black</u> <u>(M/F)</u>	<u>Hispanic</u> <u>(M/F)</u>
U.S. Citizen	____/____	____/____	____/____	____/____
Foreign	____/____	____/____	____/____	____/____

(2) Full-time Undergraduates (Engineering)

	<u>Total</u>	<u>(Male/Female)</u>
U.S. Citizen	_____	_____/____
Foreign	_____	_____/____

(3) Part-time Undergraduates

<u>Total</u>	_____
<u>(Male/Female)</u>	_____/____

(4) Full-time Graduates

<u>Total</u>	_____
--------------	-------

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(Male/Female) _____/_____

(5) Part-time Graduates

Total _____

(Male/Female) _____/_____

(6) Characteristics of Entering Freshmen

Rank in High School Graduation Class

Top Quartile _____%

Second Quartile _____%

Third Quartile _____%

Fourth Quartile _____%

Percentages expressed as part of total
freshman class)

SAT Scores (Math and Verbal)

1200 _____%

1100 _____%

1000 _____%

900 _____%

(Percentages expressed as part of total
freshman class exceeding this value)

Specific requirements such as required high school
subjects and units _____

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(7) Student Body Housing

Live on campus _____%

Live in fraternities _____%

Live off campus _____%

(8) Student Activities

Fraternities (Societies (Honorary)) - List

Is an academic honors system employed? Yes___No___

List major intramural programs sponsored by the university/college.

(9) Student Assistance Programs Available (current school year)

Academic Scholarships (approximate number and dollar value)

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Athletic Scholarships (approximate number and dollar value)

Grants in Aid (approximate dollar value)

Student Loans (identify and dollar value)

Part-Time Employment - On Campus (number and dollar value)

Medical Assistance Available to Students (describe briefly)

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(10) Evidence of Scholarship and Academic Excellence

Honors Bestowed at Last Graduation

Scholarships _____

Fellowships _____

Grants in Aid _____

(11) Percentage of Graduates Entering Graduate Schools

d. Faculty

(1) Number Full-Time Faculty Members

Men _____ Women _____ Total _____

(2) Academic Rank Structure

Professors _____ Instructors _____

Associate Professors _____

Teaching Assistants _____

Assistant Professors _____ Part-Time _____

(3) Degrees Held by Full-Time Faculty Members

Doctor's _____ Master's _____

Bachelor's _____ Professional _____

(4) Salary Range, Full-Time, Assistant Professor and

Higher

(5) In what manner do faculty members participate in the formulation of university/college policy and decision making?

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(6) List the principal university/college committees that contain faculty representatives as members.

(7) Faculty turnover rate (annually) _____

(President)

(Name of Institution)

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APPENDIX C

COLLABORATIVE AGREEMENT TO PROVIDE NROTC INSTRUCTION
TO STUDENTS OF _____

THIS AGREEMENT is among the governing institutional authorities of _____ (hereinafter known as Institution A) which hosts a NROTC Unit, the governing authorities of _____ (hereinafter known as Institution B) which does not host an NROTC Unit, and the Professor of Naval Science, NROTC Unit, _____ . It is the purpose of this agreement to make the NROTC Program available to students of Institution B who meet the requirements of the program and who desire to earn appointment as commissioned officers in the United States Navy.

AGREEMENT

1. The Professor of Naval Science, NROTC Unit at Institution A will:

a. Provide instruction in naval science to students from Institution B enrolled in the NROTC Program concurrently and on the same basis as to students who are enrolled in the NROTC Program from Institution A.

b. Provide the following academic instruction, normally at Institution A, in naval science to students of Institution B enrolled in the NROTC Program.

- (1) Introduction to Naval Science
- (2) Seapower and Maritime Affairs
- (3) Naval Ships Systems I (Engineering)
- (4) Naval Ships Systems II (Weapons)
- (5) Navigation I
- (6) Navigation II - Seamanship and Ship Operations
- (7) Evolution of Warfare
- (8) Leadership and Management

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(9) Leadership and Ethics

(10) Amphibious Warfare

(11) Naval Laboratory 100-400

c. Provide the required uniforms and naval science textbooks, at no cost to the student, to those students from Institution B enrolled in the NROTC Program.

d. Ensure that subsistence payments are provided per existing regulations to eligible midshipmen from Institution B enrolled in the NROTC Program.

2. The governing institutional authorities at Institution A will accept for instruction in naval science those students from Institution B enrolled in the NROTC Program.

3. The governing institutional authorities in Institution B will:

a. Accept all grades awarded by the Department of Naval Science for inclusion in the student's official grade record at Institution B.

b. Assign appropriate credit hours for naval science courses, include these credits in GPA computations, and accept appropriate course credits toward degree requirements at Institution B for naval science courses taught at Institution A per this agreement.

4. It is understood by Institution A, Institution B, and the Professor of Naval Science, NROTC Unit, _____, that:

a. The NROTC Program will be administered by the Professor of Naval Science, NROTC Unit at Institution A under the guidance and direction of the regulations established by the Department of the Navy.

b. Students from Institution B may enroll in naval science courses at Institution A per existing procedures at Institutions A and B.

c. Membership in drill team, rifle team or other professional development and enrichment activities conducted by the

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NROTC Unit at Institution A will be open to students from Institution B enrolled in the NROTC Program.

d. Chief of Naval Education and Training scholarships based on nominations by the Professor of Naval Science, NROTC Unit at Institution A are available on an equally competitive basis to students of either institution who are enrolled in the NROTC Program.

e. Students at Institution B enrolled in the NROTC Program will be subject to the provisions of NROTC regulations, and infractions of certain of those regulations will be grounds for leave of absence or disenrollment from the NROTC Program. Placement of a student in a leave of absence or disenrolled status will automatically disallow any claim the student or Institution B may have for reimbursement for tuition, fees, and textbooks subsequent to the effective date of that action and until the student is restored to active status.

f. Students at Institution B are responsible for making their own arrangements for transportation to and from Institution B for those NROTC activities requiring their attendance.

g. Students at Institution B will complete the summer training cruises required by NROTC regulations.

h. With the exception of cruises, students at Institution B if enrolled in cooperative work programs will normally be placed on leave of absence while working off campus.

i. Normally naval science courses will be taught at Institution A. However, Naval Science courses may be taught at Institution B when schedule differences or class size cause instruction at Institution A to be inefficient or impractical. Under these circumstances Institution B agrees to provide clerical assistance and faculty offices, and to schedule classrooms as required based upon the number of NROTC enrollees and teaching staff available to the Professor of Naval Science.

5. This agreement may be revised or amended at any time upon consent of the signatories or their authorized representatives. Further, this agreement may be terminated unilaterally by any of the signatories with at least 1 year written notification.

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This agreement is approved and becomes effective on

_____.

FOR _____ FOR _____

Name _____ Name _____

Title _____ Title _____

FOR THE NROTC UNIT

PROFESSOR OF NAVAL SCIENCE

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APPENDIX D

(R)

CURRICULUM GUIDES

<u>TITLE</u>	<u>CNET PUB NUMBER</u>
Introduction to Naval Science	P1550/5 (Rev. 4-96)
Naval Ships Systems I (Engineering)	P1550/4 (Rev. 4-96)
Naval Ships Systems II (Weapons)	P1550/1 (Rev. 4-96)
Seapower and Maritime Affairs	P1550/6 (Rev. 4-95)
Navigation I	P1550/3 (Rev. 4-96)
Navigation II - Seamanship and Ship Operations	P1550/2 (Rev. 4-96)
Leadership and Management	P1550/11 (Rev. 4-96)
Leadership and Ethics	P1550/8 (Rev. 4-96)
Evolution of Warfare	P1550/7 (Rev. 3-94)
Amphibious Warfare	P1550/10 (Rev. 11-93)
Naval Science for the Merchant Marine Officer	P1550/13 (Rev. 8-97)
Naval Science for the Merchant Marine Reservist I	P1550/14 (Rev. 8-97)
Naval Science for the Merchant Marine Reservist II	P1550/15 (Rev. 8-97)
Naval Science Laboratory	P1550/12 (Rev. 6-96)

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Waivers of Physical Exams	306h
Weapons Policy	226
Weight Control	405b(3)
Withdrawal of Authority for Establishment of a Unit	108

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APPENDIX F

LIST OF FREQUENTLY USED ACRONYMS IN THIS INSTRUCTION

<u>ACRONYM</u>	<u>MEANING</u>
AMOI	Assistant Marine Officer Instructor
BAQ	Basic Allowance for Quarters
BUMED	Chief, Bureau of Medicine and Surgery
BUPERS	Bureau of Naval Personnel
CE	Command Evaluation
CMC	Commandant of the Marine Corps
CNATRA	Chief of Naval Air Training
CNET	Chief of Naval Education and Training
CNO	Chief of Naval Operations
CNRC	Commander, Navy Recruiting Command
CO	Commanding Officer
COMNAVSUPSYSCOM	Commander, Naval Supply Systems Command
CORTRAMID	Career Orientation and Training for Midshipmen
CSB	College Scholarship Branch
DFAS	Defense Finance and Accounting Service
DNS	Department of Naval Science
DoD	Department of Defense
DoDMERB	Department of Defense Medical Examining Review Board
DoN	Department of the Navy
DUINS	Duty Under Instruction Students
ECP	Enlisted Commissioning Program
FECA	Federal Employees Compensation Act
FICA	Federal Insurance Contribution Act
FOREX	Foreign Exchange Midshipman Training Program
GPA	Grade Point Average
HBC	Historically Black College
HIV	Human Immunodeficiency Virus
IG	Inspector General
JFTR	Joint Federal Travel Regulations
LOA	Leave of Absence
MCJROTC	Marine Corps Junior Reserve Officers Training Corps
MCP	Management Control Program
MCRC	Marine Corps Recruiting Command
MECEP	Marine Corps Enlisted Commissioning Program
MMD	Manual of the Medical Department
MMR	Measles-Mumps-Rubella
MOI	Marine Officer Instructor
MPCC	Minimum Professional Core Competencies (replaced by PCC)

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APPENDIX G

PFA EXCEL SPREADSHEET INSTRUCTIONS

This spreadsheet is designed for a midshipman that is between the ages of 17-29 using the <5000 ft above sea level PFA data tables. It is designed for a 500-yard swim test. If you are using a 450-meter swimming pool, you will have to adjust the run and swim tab in the worksheet. This spreadsheet is not available on the CNET web site, but may be obtained by calling CNET (N79A3) at (850)452-9554, DSN 922-9554.

Enter data into the following columns:

- Column A: Name of midshipman
- Column B: Age of midshipman at time of PFA
- Column C: Indicate whether midshipman is a male (M) or female (F).
- Column D: Height of midshipman
- Column E: Weight of midshipman
- Column H: Indicate whether midshipman passed sit-reach. (Y) for yes, (N) for no.
- Column I: Number of curl-ups midshipman achieved
- Column J: Number of pushups midshipman achieved
- Column K: Indicate run time of midshipman. Enter the data as a number, not a time (if they ran it in 10:25, indicate time as 1025). If the midshipman swam instead of ran, leave this cell blank.
- Column L: Indicate swim time of midshipman. Enter the data as a number, not a time (if they swam it in 9:42, indicate time as 942). If the midshipman ran instead of swam, leave this cell blank.

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The Excel spreadsheet will provide you the following information:

- Column G: Body Fat - The spreadsheet will tell you whether the midshipman is within weight standards (w/s) or not within weight standards (n/s). If a midshipman is not within standards and has to be measured, the spreadsheet is not designed to take this measurement information.
- Column N: Overall Score - The spreadsheet will tell you the overall Navy classification for the PFA.
- Column P: This gives you the overall points for curl-ups.
- Column Q: This gives you the overall points for pushups.
- Column R: This gives you the overall points for the run/swim.
- Column S: This is the overall numerical score for the PFA. This is a summation of the curl-up, pushup, and run/swim points. Maximum score is 300.

Sliding Scale Example: If someone scores anywhere within the same category, they would receive the same point value (i.e., 94-97 sit-ups all count for 85 points because they are all Excellent High).

Sliding Scale

OH	100 POINTS
OM	95 POINTS
OL	90 POINTS
EH	85 POINTS
EM	80 POINTS
EL	75 POINTS
GH	70 POINTS
GM	65 POINTS
GL	60 POINTS
SH	55 POINTS
SM	50 POINTS
SL	45 POINTS
UNSAT	20 POINTS

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	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S		
1																				
2																				
3	MIDN's Name	AGE	M/F	Ht	Wt	Max	BF	S/R	C/U	P/U	Run	Swim	Score	NUMERICAL SCORE FOR EVALUATIONS						
4														SitUps	Pushups	Run/Swim	Overall			
5																				
6	Name#1	19	M	71	196	196	w/s	Y	45	86		915	FAIL	20	90	70	180			
7	Name#2	24	M	71	196	196	w/s	Y	98	86		959	GM	90	95	65	250			
8	Name#3	17	M	73	207	206	n/s	Y	100	81	1000		GH	85	80	70	235			
9	Name#4	20	M	74	181	211	w/s	Y	100	81	1000		EM	90	90	80	260			
10	Name#5	18	F	67	162	167	w/s	Y	82	47	1155		GH	70	90	80	240			
11	Name#6	20	F	69	175	174	n/s	Y	82	47	1155		GH	70	95	85	250			
12	Name#7	19	F	68	179	170	n/s	Y	107	45	1225		EL	95	85	75	255			
13	Name#8	23	F	73	153	188	w/s	Y	107	45	1225		EM	100	90	80	270			
14						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
15						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
16						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
17						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
18						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
19						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
20						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
21						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
22						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
23						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
24						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		
25						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A		

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S	
1																			
2																			
3	MIDN's Name	AGE	M/F	Ht	Wt	Max	BF	S/R	C/U	P/U	Run	Swim	Score	NUMERICAL SCORE FOR EVALUATIONS					Overall
26															SitUps	Pushups	Run/Swim		
27						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
28						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
29						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
30						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
31						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
32						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
33						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
34						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
35						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
36						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
37						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
38						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
39						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
40						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
41						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
42						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
43						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
44						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
45						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
46						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
47						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	
48						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A	#N/A	

	A	B	C	D	E	F	G	H	I	J	K	L	N	O	P	Q	R	S	
1	Soprano																		
2	Soprano																		
3	Soprano																		
	MIDN's Name	AGE	M/F	Ht	Wt	Max	BF	S/R	C/U	P/U	Run	Swim	Score	SitUps	Pushups	Run/Swim	Overall		
49																			
50	Soprano					#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
51						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
52						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
53						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
54						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
55						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
56						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
57						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
58						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
59						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
60						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
61						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
62						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
63						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
64						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
65																			
66	Soprano																		
67						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
68						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
69						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
70						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
71						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
72						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
73						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
74						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
75						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
76						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
77						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
78						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		
79						#N/A	#N/A						#N/A	#N/A	#N/A	#N/A	#N/A		

