



DEPARTMENT OF THE NAVY

NROTC UNIT  
UNIVERSITY OF SOUTH CAROLINA  
COLUMBIA, SC 29208

NROTCUSCINST 5400.2V

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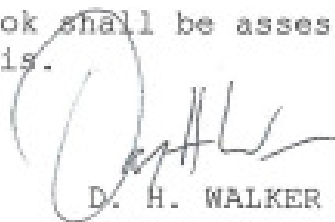
NROTC UNIT, UNIVERSITY OF SOUTH CAROLINA INSTRUCTION 5400.2V

Subj: MIDSHPMAN GUIDEBOOK

Ref: (a) NSTC M-1533.2A  
(b) NAVPERS 15665I  
(c) MCO P1020.34G  
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Encl: (1) Guidebook for Battalion Members

1. Purpose. To promulgate the NROTC Unit, University of South Carolina Guidebook for Battalion Members.
2. Cancellation. NROTCUSCINST 5400.2U.
3. Applicability. This instruction applies to all Midshipmen, STA-21 students, and MECEP Marines assigned to the NROTC Unit, University of South Carolina.
4. Action. All NROTC Unit Staff members, Midshipmen, STA-21 students, and MECEP Marines shall be familiar with the contents of this guidebook.
5. Maintenance. This guidebook shall be assessed for maintenance and updates on an annual basis.

  
D. H. WALKER

Distribution:  
NROTC Unit Staff  
Midshipman Battalion  
E-Copy to Unit Webmaster

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## CHAPTER 1

### Purpose, History, Mission, Organization

#### 1-1 Purpose of the Guidebook

The guidebook for midshipman is designed to inform and advise Naval Reserve Officer Training Corps midshipman, Officer Candidates (OCs), and Marine Enlisted Commissioning Education Program (MECEP) students enrolled at the University of South Carolina of the regulations, customs & traditions of the NROTC unit, academic curricula, and requirements leading to an undergraduate degree and commission in the United States Naval Service. This publication shall act as the Standard Operating Procedure (SOP) for NROTC unit students.

#### 1-2 Mission and Objectives of the NROTC

1. The mission of the Naval Reserve Officers Training Corps is to develop midshipman morally, mentally, 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 and Marine Corps Officers who possess a basic professional background, are motivated toward careers in the naval service, and have a potential for future development in mind and character so as to assume the highest responsibilities of command, citizenship and government.

2. The specific objectives of the Department of Naval Science in carrying out the above mission are as follows.

a. To provide students with a well-rounded course in basic naval subjects which, in conjunction with a baccalaureate degree, will qualify them for a commission in the naval service of the United States.

b. To develop an interest in naval service through an understanding of naval customs, traditions, and practices.

c. To develop a capacity for leadership through precept and example.

d. To introduce students to the naval way of life through practical experience.

e. To develop midshipmen, OC students, and MECEP students morally, mentally, and physically.

#### 1-3 History of the NROTC

1. The Naval Reserve Officers Training Corps was first established in 1926 to offer certain college students the necessary Naval Science courses required to qualify them for commissions in the Naval Reserve.

NROTC Units were established at six universities. The initial program was highly successful as evidenced by an expansion from manpower force of 100,000 officers and men in 1933 to over three and one-half million in 1945. As the U.S. Navy became the world's leading sea power, the requirements for a larger regular career officer corps became apparent.

2. The mission of the NROTC was greatly increased in 1946 with the passage of the Holloway Plan. This created the Regular NROTC, currently known as the Navy-Marine Scholarship Program. The program was established to produce well-trained and educated junior officers to supplement the output of the U.S. Naval Academy. The original NROTC concept continues as a Reserve Officer Procurement program and is referred to as the Contract NROTC or more specifically, the Navy-Marine College Program.

#### 1-4 History of the Reserve Officers Training Corps Unit at the University of South Carolina

1. The NROTC Unit at the University of South Carolina was organized in September 1940 and placed in commission by Captain R.A. Hall, USN. One room was assigned as an office until November 1940, at which time the Unit moved to the basement of McKissick Library, where one office and a classroom were assigned. In September 1940, 100 students were assigned to the Naval Officer Program.

2. Two months after the Japanese attack on Pearl Harbor, the NROTC unit became part of the Navy's V-12 Program. In May 1942, 55 NROTC students made a five-week training cruise out of Charleston, and at the end of the school year the first group to complete NROTC training at USC was graduated and commissioned. All new officers reported immediately for active service. At this time the accelerated pace of the war made changes in the program necessary. The regular academic summer vacation was suspended in 1943. The Unit began the new term in July after a brief practice cruise at Charleston for 115 trainees. An accelerated program was begun on a trimester basis, with the men quartered and subsisted on campus. In October 1943, the program graduated the second group of USC trainees, ten men, commissioned as Ensigns in the USNR. The third group was graduated in February 1944 and the number of graduates jumped to 61. During the year, approximately 800 young Americans received training under one of the Navy's programs at USC. From 1 July 1943 to 1 July 1946, a total of 1,944 men were trained at the University. In September 1973 the NROTC office and classroom facilities were moved from Hamilton College to Flinn Hall while the facilities in the Naval Armory were retained. In the summer of 2006, the unit moved yet again to what was the Naval Reserve Center on the corner of Wheat and Pickens Streets.

#### 1-5 Unit Organization

The head of the Department of Naval Science is designated as Commanding Officer of the NROTC Unit and the Professor of Naval

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Science (PNS). They are the senior commissioned line officer ordered to duty at this Unit. Other officers and enlisted men and women are assigned to assist the Commanding Officer in carrying out the mission of the Unit and perform duties as assigned by the Commanding Officer.

1-6 Unit Administration

The NROTC Unit is administered under regulations set forth by the U.S. Navy and U.S. Marine Corps. Copies of the Regulations for Officer Development (ROD) and Navy Regulations are available for review in the Administrative Officers office. The NROTC unit also conforms to University regulations and procedures.



## CHAPTER 2

### NROTC Programs, Options, and Curriculum

#### 2-1 NROTC Programs

1. Navy-Marine Scholarship Program. Upon their selection scholarship students are appointed Midshipman, U.S. Naval Reserve, and are on inactive duty except while on training cruises. Scholarship students receive the benefits provided by law, which at the present time include tuition, regular fees, uniforms, books, and monthly subsistence pay. These students make three summer cruises and upon graduation are commissioned as officers of the Navy or Marine Corps.

2. Navy-Marine College Program. Upon their selection College program students are referred to as a midshipman, although they do not actually carry such appointments. They take the same Naval Science courses, wear the same uniform and participate in all Unit activities in the same manner as Scholarship students. College Program students receive the benefits prescribed by law, which consists of uniforms, Naval Science textbooks. Upon obtaining advanced standing status, monthly subsistence allowance is received during their third and fourth years. If scholarship status is obtained, midshipmen will receive all appointments and benefits prescribed by the scholarship. They take one cruise between the junior and senior year and upon graduation are commissioned in the Navy or Marine Corps.

3. Naval Science Students. Naval Science students are university students who have enrolled in a Naval Science course with the approval of the Professor of Naval Science. They have no official connection with the Navy or Marine Corps, and they are not required to participate in any drills, cruises, or NROTC activities, although they may request permission from the PNS to engage in particular events. Naval Science students receive no financial benefits from the Navy with the exception of Naval Science textbooks.

#### 2-2 Options

1. Marine Corps. Midshipmen (Scholarship or College Program) may volunteer and apply for the Marine Option Program any time after their first semester in the NROTC program and up to seven months prior to commissioning.

2. Requests for option change will be initiated by the midshipman through their class adviser to the Battalion Advisor for final approval by the Commanding Officer. Applications for enrollment from College Program Juniors will be accepted throughout the academic year. Applications from seniors must be made prior to October of their senior year. The requests will then be forwarded to the chief of Naval Education and Training and the Commanding General, Marine Corps Recruiting Command for final disposition and acceptance. Midshipmen

accepted as Marine Options pursue NROTC course requirements listed in paragraph 203.2. Graduates of the Marine Option Program will be commissioned as Second Lieutenants in the Marine Corps Reserve. Further questions about the Marine Option program should be directed to the Marine Officer Instructor or Assistant Marine Officer Instructor.

3. Designator Assignment. Warfare/Occupational Designators available to Navy Option Midshipman upon commissioning include, but are not limited to:

- a. Surface Warfare Officer
- b. Naval Aviation (Pilot or Naval Flight Officer)
- c. Nuclear Power (Surface or Submarines)
- d. Special Operations (Diving and Salvage/EOD)
- e. Special Warfare (Navy SEALs/Underwater Demolition Team)

4. Military Occupational Specialty (MOS) for Marine Options. Marine Option Midshipman will be commissioned as either ground (MOS 9901) or aviation (MOS 7599) officers. Primary MOSs will be assigned at The Basic School (TBS) for ground officers and at Naval Flight School for aviation officers. To be commissioned as an aviation (MOS 7599) officer, Marine Options must receive a guaranteed flight contract. Contact the Marine Officer Instructor for information.

## 2-3 Curriculum

1. Required University Courses. Reference the Regulations for Officer Development [Ref A] or Appendix F of this guidebook, to see a detailed guide to required courses for all Naval ROTC students. In addition to those courses listed there, it is the responsibility of all members of the NROTC Battalion to register for NAVY 111 Drill, the professional laboratory. All potential class conflicts will be brought to the attention of the midshipman chain of command and Staff Academic Advisor.

2. Summer Cruise. All scholarship students participate in at-sea indoctrination during the summer following their freshman year. This indoctrination, known as CORTRAMID (Career Orientation training for midshipman), includes Surface, Aviation, Nuclear Power, and Marine Corps introduction. Continued community specific trainings and Mountain Warfare Training then occur during the summer following their sophomore year. All Navy Option Scholarship and Advanced Standing students participate in at-sea indoctrination (First Class Cruise), after completing their junior year. Marine Option Scholarship and Advanced Standing students attend Marine Corps Officer Candidate School at Quantico, Virginia following their junior year. The normal duration of summer training is six weeks. MECEPs normally will attend

Officer Candidate School prior to coming to their first academic year in the program, unless indicated otherwise.

3. Navy Grading System and Class Attendance. Regardless of University policy, students in the NROTC Battalion are expected to attend all of their scheduled classes. This is a professional responsibility. Excessive missed classes will result in appearance before a Battalion Commander's Review Board with further action possible, to include a Performance Review Board (PRB) and dis-enrollment from the NROTC program.

## CHAPTER 3

### Student Battalion

#### 3-1 General

NROTC midshipman, OCs, and MECEP Marines are organized into a military unit using a billet and rank structure similar to an infantry battalion. The purpose of such an organization is as follows:

1. To develop qualities of leadership and a sense of responsibility through practical experience.
2. To indoctrinate midshipmen in the operations and functions of a typical military organization.
3. To facilitate administration, accountability, command, and control during the academic year.

#### 3-2 Organization

1. The Student Battalion is organized into separate and equal companies headed by a Battalion Staff. The actual number of companies and platoons will depend on the number of midshipmen in the Battalion. Each company is divided into two platoons of three squads each.
2. The Battalion Advisor is the staff supervisor and non-academic advisor for the Battalion. The advisor prescribes the operations and administers the organization and discipline of the Battalion. The Assistant Marine Officer Instructor (AMOI) is the Assistant Battalion Advisor for the Battalion.

#### 3-3 Battalion Rank Structure

1. Any member of the battalion holding a MIDN Officer Billet (regardless of class) shall receive the appropriate customs and courtesies (i.e. rendering a hand salute accompanied by the greeting of the day).
2. Seniority in the battalion is determined by class; those who are junior in class shall give the appropriate greeting of the day to those who are senior in class. However a salute will only be rendered if the member holds a MIDN Officer Rank.
3. In the event a MECEP or OC student holds a billet, current enlisted or officer candidate rank will be worn, but the appropriate customs and courtesies associated with the billet will still apply.
4. The following is a listing of the student battalion command and primary staff billets, and the designated midshipman rank with which it is associated:

**Battalion Staff**

<u>Billet</u>	<u>Rank</u>	<u>Abbreviation</u>
Commanding Officer	Midshipman Captain/Colonel	MIDN CAPT/COL
Executive Officer	Midshipman Commander/Lieutenant Colonel	MIDN CDR/LTCOL
Operations Officer	Midshipman Lieutenant Commander/Major	MIDN LCDR/MAJ
Administrative Officer	Midshipman Lieutenant Commander/Major	MIDN LCDR/MAJ
Assistant Operations Officer	Midshipman Lieutenant/Captain	MIDN LT/CAPT
Planning Officer	Midshipman Lieutenant/Captain	MIDN LT/CAPT
Supply Officer	Active Duty	Active Duty
Medical Officer	Midshipman Lieutenant/Captain	MIDN LT/CAPT
Athletics Officer	Midshipman Lieutenant Junior Grade/First Lieutenant	MIDN LTJG/1stLt
Public Affairs Officer	Midshipman Ensign/Second Lieutenant	MIDN ENS/2ndLt
Academics Officer	Midshipman Lieutenant Junior/1stLt	MIDN LTJG/1stLt
Information Officer	Midshipman Ensign/2ndLt	MIDN ENS/2ndLt
Battalion Command Master Chief Petty Officer/Sergeant Major	Midshipman Master Chief Petty Officer/Sergeant Major	MIDN CMC/SgtMaj

**Company Staff**

<u>Billet</u>	<u>Rank</u>	<u>Abbreviation</u>
Company Commander	Midshipman Lieutenant/Captain	MIDN LT/CAPT
Company Executive Officer	Midshipman Lieutenant Junior Grade/First Lieutenant	MIDN LTJG/1stLt
Company First Sergeant	Midshipman Senior Chief Petty Officer/1stSgt	MIDN SCPO/1stSgt

**Platoon Organization**

<u>Billet</u>	<u>Rank</u>	<u>Abbreviation</u>
Platoon Commander	Midshipman Ensign/Second Lieutenant	MIDN ENS/2ndLt
Platoon Sergeant	Midshipman	MIDN
Platoon Guide	Midshipman	MIDN
Squad Leader	Midshipman	MIDN

3-4 Battalion Officer Responsibilities

Specific responsibilities and tasks of the Student Battalion Commander, their staff, and subordinate officers are defined as follows. All billets are required to maintain a turnover binder. Turnover folders consist of pertinent information (notes and recommendations), which will assist billet holders in carrying out their responsibilities.

1. Battalion Commander

a. Responsible to the Commanding Officer and Battalion Advisor for the overall performance of the Student Battalion.

b. Act as liaison between the midshipmen and the Commanding Officer (through the Battalion Advisor) on matters concerning the Student Battalion.

c. Meet with Unit Staff at Battalion Advisor's discretion.

d. Ultimately responsible for the organization and direction of all scheduled drill periods and other functions in which the Student Battalion is involved.

e. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

## 2. Battalion Executive Officer

a. Assist the Battalion Commander.

b. Assume command of the Battalion in the absence of the Battalion Commander.

c. Direct, coordinate, and supervise the Battalion Staff and coordinate the activities of the Special Staff Officers.

d. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

e. Responsible to the Battalion Commander for the maintenance and cleanliness of the Naval Armory.

f. Execute Color Platoon completion within the battalion.

g. Coordinate and supervise the execution of the watch.

h. Coordinate with Tally-Ho to ensure it is operating in good nature.

i. Write up Midshipman of the Month citations for review by AMOI.

j. Complete Evaluation Report and Counseling Record forms for subordinates in accordance with Appendix A.

## 3. Battalion Operations Officer

a. Responsible for the detailed planning, execution, and supervision of all events the Battalion executes.

b. Responsible for the creation of a regular "Plan of the Week" and relevant "Letter of Information" and presentation of said documents at the weekly Unit Command Briefings.

c. Plan, organize, coordinate, and supervise all award ceremonies and award details.

d. Plan, coordinate, and review all appropriate midshipman staff turnover folders.

e. Directly supervise the following special staff officers: Battalion Athletics Officer, Battalion Supply Officer, and Battalion Planning Officer.

f. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

4. Battalion Administrative Officer

a. Responsible for maintaining an accurate roster of Battalion personnel.

b. Maintain an accurate account of those midshipmen absent from a required unit event.

c. Coordinate, update, and publish the midshipman alpha roster and Battalion Organizational Roster throughout each semester.

d. Maintain midshipman personnel folders, consisting of PRT scores and volunteering. Keep records for any members of the Battalion who have academic class conflicts with NAVY 111.

e. Coordinate the distribution and collection of Student Battalion aptitude evaluation forms.

f. Directly supervise the Battalion Public Affairs Officer, Battalion Academics Officer Battalion Medical Officer and Battalion Information Officer.

g. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

5. Assistant Operations Officer

a. Responsible for assisting the Operations Officer in whatever capacity deemed necessary.

b. Required to sit in on weekly Unit Command Briefings in order to operate the projector.

6. Battalion Planning Officer

a. Responsible for organizing and coordinating Battalion events.

b. Make appropriate preparations for Battalion events and special drill periods.

c. Reserve facilities for Battalion events and special drill periods.

d. Perform any other appropriate duties assigned by the Battalion Operations Officer.

7. Battalion Supply Officer

a. Billet will be held only by an active duty Officer Candidate or MECEP student. Billet will be held for the duration of the academic year.



- b. Accomplish and supervise the supply functions of the Battalion.
- c. Oversee SRF Representatives and conduct representative and battalion wide votes.
- d. Maintain the NROTC SRF records, under the supervision of the SRF Custodian. Ensure that records are reviewed by the SRF Custodian each semester and when a supply officer turnover takes place.
- e. Publish the SRF budget each semester on the bulletin board and regularly update the Battalion Staff of the status of the SRF budget.

8. Battalion Medical Officer

- a. Responsible to the Battalion Commander for the medical status of all members of the Battalion.
- b. Assist the Unit's Medical Representative in any capacity deemed necessary.
- c. Act as liaison between the Battalion and Unit Staff for medical matters.
- d. Coordinate with the Operations Officer the required medical representation at all Battalion events.
- e. Conduct medical training as required by the Operations Officer.

9. Battalion Athletics Officer/Physical Training Instructor

- a. Plan, organize, and supervise the Battalion Physical Readiness program, to include make-up Physical Readiness test (PRT) and remedial programs. Maintain PRT performance records and remedial physical training records.
- b. Brief the Battalion Commander on remedial physical training weekly.
- c. Plan, organize and administer the Battalion PRTs (initial, mid and final) each semester and publish the results thereof.
- d. Coordinate inter-battalion athletics including Tri-service field meet.
- e. Provide an athletic equipment inventory status to the on-coming Athletics Officer when turnover takes place.
- f. Maintain accountability of midshipman athletic equipment.
- g. Perform any other appropriate duties assigned by the Battalion Operations Officer.

10. Battalion Public Affairs Officer

- a. Under the supervision of the Unit Public Affairs Officer prepare news releases for distribution to the Daily Gamecock and Garnet and Black.
- b. Design and creation of the Battalion newsletter, Gamecox'n, for publication at the end of each academic year.
- c. Serve as midshipman liaison for organizing and administering tours of the NROTC Unit.
- d. Serve as the Battalion photographer for personnel head shots, "Faces of Fitness" head shots, drill periods, extracurricular activities, special events, etc.
- e. Responsible for regularly updating the photographs and general content on the walls of the NROTC building, to include the Midshipman of the Month Awardee Section and the Club Shadow Boxes.
- f. Responsible for maintenance of unit social media accounts and is responsible for timely posting of photos with the approval of the AMOI
- g. Perform any other appropriate duties assigned by the Battalion Administrative Officer.

11. Battalion Academics Officer

- a. Responsible for the supervision and monitoring of the Battalion Mandatory Academic Program.
- b. Responsible for the collection and submission of the battalion mid-semester progress reports to the Unit Academics Officer.
- c. Report to the unit academics officer with study hour statuses and delinquencies.
- d. Organize and supervise the Battalion tutoring service in addition to maintaining a list of all midshipmen in the Battalion and their majors.
- e. Perform any other appropriate duties assigned by the Battalion Administrative Officer.

12. Battalion Information Officer

- a. Responsible for the maintenance and troubleshooting of all electronic equipment owned by the battalion.
- b. Maintain and update the unit website, listserv, and Dropbox.
- c. Assist the Battalion Administrative Officer with the development and implementation of the GMT GoogleDoc Program.

d. Assist in the setup and use of all electronic equipment used during Battalion events.

13. Command Master Chief Petty Officer or Battalion Sergeant Major

a. Meet with the AMOI weekly regarding any midshipman and enlisted matters.

b. Assist in the organizational procedures of all scheduled drill periods and other functions in which Student Battalion is involved.

c. Assist the Battalion Staff as required in the organization and coordination of all Battalion events and functions.

d. Assist in the execution of Battalion events in the absence of any Battalion officers.

e. Responsible for executing all Battalion formations and for obtaining an accurate account of those midshipmen absent from required unit events.

f. Brief the Battalion Commander and AMOI weekly on unit event absentees (excused and not excused).

g. Participate in Midshipman of the Month boards as required.

h. Directly responsible for the coordination and execution of all weekly duty platoon activities and functions to include Battalion maintenance and cleanliness of Battalion common areas.

i. Responsible for overseeing OOD and BDO spot checks are being carried out.

j. Execute Battalion Watch as directed by the Battalion Executive Officer.

k. Enforce a strict adherence to discipline regarding all rules and regulations in accordance with the Naval Reserve Officer Training Corps Battalion Guidebook.

14. Company Commander

a. Responsible for the training, performance, and appearance of company personnel.

b. Ensure the proficiency and effectiveness of the Platoon Commanders and Company Executive Officer.

c. Responsible for the morale, discipline, military knowledge, and physical readiness of the company.

d. Carry out all orders as directed by the Battalion Commander.

e. Publish the OOD and BDO watch rosters taking class schedules into account.

f. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

15. Company Executive Officer

a. Coordinate company participation in all Battalion Activities.

b. Act as planner and supervisor for all the responsibilities required of the duty platoon.

c. Take charge of the company in the absence of the Company Commander.

d. Organize, coordinate, and supervise midshipman evaluations for the company.

e. Perform all duties as directed by the Company Commander.

f. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with appendix A.

16. Company First Sergeant

a. Assist the Company Commander in their duties and in the instruction and discipline of the platoon.

b. Take muster of the company at Battalion events.

c. Assist the Platoon Commanders in their duties.

d. Responsible for all duties assigned to their company.

17. Platoon Commander

a. Responsible to the Company Commander for the morale, discipline, training, appearance and performance of the platoon.

b. Ensure that the platoon has proper knowledge of Battalion procedures and policies.

c. Ensure that the Chain of Command procedures are properly carried out.

d. Perform all duties as directed by the Company Commander.

e. Supervise platoon's midshipman evaluation forms.

f. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

g. Plan, coordinate, and supervise close order drill practices for platoon in accordance with the Drill and Ceremonies Manual.

18. Platoon Sergeant

a. Assist the Platoon Commander in their duties and in the instruction of the platoon.

b. Take the muster of the platoon and submit accurate platoon reports.

c. Organize and supervise the platoon police details.

d. Responsible to the Platoon Commander for the care and maintenance of any platoon equipment.

e. Responsible for any special duties assigned to their platoon.

f. Be prepared to assume the duties of Platoon Commander in the event of their absence.

g. Commands platoon during Drill events and practices.

19. Squad Leader

a. Carry out all orders of Platoon Commander.

b. Responsible for the appearance, discipline, and welfare of their squad members.

c. Responsible for the care and condition of all the equipment issued to members of their squad.

d. Responsible for the accomplishment of all assigned police details.

e. Complete Evaluation Report & Counseling Record forms for subordinates in accordance with Appendix A.

20. Squad Member

a. Responsible for their own appearance, military bearing, and physical fitness.

b. Responsible for the care and condition of all equipment issued.

c. Perform any duties assigned by their squad.

3-5 Assignment of Billets

1. Assignments of billets will be determined on the basis of demonstrated leadership ability, aptitude, class ranking, and the need to provide further leadership training through experience. Billet assignments will be made prior to the end of the current semester for

the following semester. Members of the battalion are nominated for billets by the Battalion Staff. The Battalion Advisor will meet with the Active Duty Staff to generate billet nominations to be forwarded to the Executive Officer for approval.

2. Battalion members not in good standing are subject to removal from a billet at the discretion of the AMOI.
3. All Battalion members will be assigned at least two leadership positions while attached to the Gamecock Battalion.

### 3-6 Duties of Battalion Officers

1. Each Battalion Member appointed as an officer must be aware of the obligations and responsibilities of their office. They are directly responsible for meeting and maintaining the high standards required of commissioned officers in the United States Navy or Marine Corps.

2. Each officer is entrusted with the following responsibilities:

- a. Understanding the requirements of their job; this means knowing those things that directly and indirectly concern the assignment and responsibilities of their particular office.

- b. Knowing the midshipmen under their supervision and doing their utmost to promote their military and academic welfare.

- c. Carrying out the orders received from higher authority in the execution of assigned duties.

- d. Issuing appropriate and timely orders to subordinates in the execution of assigned duties and ensuring that they are executed as intended.

- e. Maintaining a high state of discipline during drill periods and other events involving the Student Battalion.

- f. Ensuring that all applicable Navy and Marine Corps regulations and customs are observed and practiced by all midshipmen.

- g. Being alert of outstanding as well as unsatisfactory performance of subordinates.

- h. Setting the example in leadership, observing military regulations, customs and courtesies, and maintaining a neat, well-groomed appearance in military or civilian attire.

- i. Counseling all midshipmen under their supervision regarding their performance of duty and assisting and instructing the midshipmen as needed.

## CHAPTER 4

### CONDUCT AND DISCIPLINE

#### 4-1 Standards of Conduct

1. Purpose. A goal of the NROTC program is for each midshipman, OC, and MECEP student to recognize and adhere to all standards of conduct for Naval and Marine Corps Officers. The standards of conduct for Naval Officers derive from customs and legislations. These standards are necessary to promote harmony and good order during peacetime and to ensure victory in time of war. Adherence to naval customs involves development of the virtues of honor, courage, and commitment, as well as personal integrity, dedication to duty, and loyalty. Impeccable conduct and high standards of discipline are essential in the military community, and acts or actions of misconduct or discourtesy which might be overlooked elsewhere are unacceptable in the United States Navy and Marine Corps.

2. Guidelines. Some specific areas of Military Discipline and Courtesy are as follows:

a. Saluting. The salute is a long established form of greeting and recognition exchanged between members of the military profession. All students in uniform shall render the salute to officers of all branches of the Armed Forces. A salute shall be rendered within six to thirty paces of an officer when passing head-on, or at the nearest point of recognition. It is customary to exchange a greeting with the salute, such as "Good Morning Sir/Ma'am." When passing from behind, a salute will be rendered along with "By your leave, Sir/Ma'am."

b. Courtesy and Deference to Military Seniors. In the Naval establishment, courtesy and deference to military seniors is strictly observed under all circumstances. For example, juniors give way to seniors; juniors walk to the left of, and slightly behind, seniors when in company; juniors do not interrupt seniors except in emergencies. All orders received by students from Unit personnel or Battalion officers shall be considered official and executed accordingly.

c. Conversing with Officers. The words "Sir" and "Ma'am" are military expressions, which shall always be used in connection with "Yes" and "No" and in all conversations with officers. "Yeah" is not a proper response to a question by an officer. When replying to an officer in acknowledging an order, the term "Aye, Aye, Sir/Ma'am" is used. This signifies that the order is understood and will be obeyed.

d. Addressing Enlisted Personnel. All active duty enlisted personnel will be addressed by their designated rate/rank (e.g. Gunnery Sergeant JONES, Senior Chief SMITH).

e. Standards of Dress. Standards of dress shall conform to the regulations set forth in Chapter 7.

f. Classroom Procedures. Military courtesy extends to the classroom. When the instructor enters, the section leader will call the class to attention. Students will remain standing until the instructor gives the order to be seated. Midshipmen will never miss class and always be on time. If it is inevitable to be late, the student will take the nearest vacant seat and explain their tardiness to the instructor immediately after class.

g. Class Attendance. When a student enrolls in any course of instruction, they incur an obligation to complete the assigned work. The University allows a certain number of non-excused absences from each course of instruction; however, it is the responsibility of all members of the battalion to attend all classes. Reasonable exceptions to this policy are acceptable, such as sickness, etc. Students requiring an excuse for missing classes as a result of a Navy sponsored function shall report to the NROTC administrative office to obtain excuses. Official excuses will be provided for all classes missed.

(1) In the event a midshipman is absent from a military lab or drill period, their immediate supervisor will investigate the matter. Depending on the outcome of that investigation, appropriate disciplinary action may be taken.

(2) Students who are unable to attend Naval Science Laboratory or Military Drill sessions for any reason must inform their chain of command, as soon as circumstances permit.

(3) For drill excuse procedures see Appendix H (Special Request Chits).

h. Tobacco Products. Midshipmen in uniform shall not smoke or chew tobacco anywhere while in uniform unless in a designated area meant for such actions. This includes the Battalion Duty Officer on watch.

i. Public Display of Affection. While in uniform, there will be no public display of affection. While in civilian attire, proper professional decorum shall be maintained while in public.

j. Bicycle Riding. Bicycle riding is authorized while in uniform. A helmet must be worn at all times. The rider may tuck the cuffs of their trouser legs into their socks while taking great care not to wrinkle the uniform.

#### 4-2 Disciplinary System

1. Disciplinary Policy. The disciplinary policies for the Student Battalion as set forth below will follow as closely as possible to the current policies being used in the active Naval Service. The purpose



of the disciplinary system within the Battalion is to promote and build professionalism in all members. While occasions of lapses in this professionalism may happen and appropriate corrective action needed to restore this pursuit of professionalism, infractions of moral turpitude shall not be tolerated. Acts of lying, cheating or stealing, or enabling these actions in others, will not be tolerated.

2. Discipline. Discipline will be maintained through the chain of command to the individual midshipman. Leaders are not only responsible for the action of subordinates, but must set a personal example which supports discipline. This will permit the midshipmen officers to lead the Battalion in the accomplishment of assigned goals and reduce internal disciplinary problems. Midshipman holding officer billets in the battalion will utilize the following guidelines in maintaining internal discipline.

a. Set a high standard through personal example. This includes physical fitness, personal appearance, and professionalism. Profane language shall not be used when addressing subordinates.

b. Properly instruct your people.

c. Know your people and display a personal interest in them.

d. Refer to the chain of command when all means for solving a problem have been exhausted or when the nature of the misconduct so indicates.

3. Breaches. To ensure that each midshipman is properly prepared to assume the responsibilities of a commissioned officer, it is necessary to take official notice and corrective action for breaches of regulations, customs, and standards of conduct. Breaches of regulations, customs, and good conduct are divided into two categories: Major and Minor Offenses. These offenses are discussed in detail in the Regulations for Officer Development [Ref A]. All disciplinary matters are processed and administered through the midshipmen chain of command. If required, the Unit Staff, for disciplinary matters, will hold a Performance Review Board (PRB). For more information on PRBs, see Chapter 5: Warning, Probation, Leave of Absence, Disenrollment, and Academic Study Hall.

#### 4-3 Student Battalion Commanding Officer's Counseling Board

The Student Battalion Commander will convene a counseling board investigate disciplinary cases and to recognize meritorious performance. The counseling board will be governed as follows:

1. A report sheet will be submitted prior to the board on those midshipmen that are to appear before the Battalion Commanding Officer.

2. The Battalion Commanding Officer's council will consist of individuals at their discretion. It will typically include the

Battalion Executive Officer and the Battalion Sergeant Major/Command Master Chief.

3. The midshipman in question may request an individual from their company chain of command and/or an individual from their platoon chain of command to appear before the board as a witness or character reference. The board may also request relevant personnel to appear as witnesses, should the need arise.

4. The board shall be conducted as follows:

a. The Battalion Commander will convene the board with the chosen members.

b. The board will discuss the issue with regards to the midshipman to be counseled.

c. The midshipman being counseled will enter and report in to the Battalion Commander.

d. The Battalion Commander will briefly state the basis for holding the board and then a member of the board (generally the Battalion Sergeant Major/Command Master Chief) will present the facts surrounding the situation, to include any relevant witness statements.

e. The midshipman being counseled will be afforded the opportunity to make a statement on their own behalf. At any point any member of the board may ask the midshipman or witnesses to clarify statements brought before the board or to answer additional questions.

f. Once the Battalion Commander is satisfied with the proceedings, they will call the midshipman being counseled to attention and will instruct them to leave the room to wait for the results.

g. The board will discuss the counseling, but the Battalion Commander will have the final say in determining the outcome. Any specific punishments or assignments of Extra Military Instruction must be approved by the AMOI before being implemented.

h. The midshipman in question will be called back into the room to receive the decision and then will be formally dismissed.

5. In disciplinary cases, the Battalion Commanding Officer will either provide written constructive guidance to the midshipman, or recommend in writing to the AMOI, that the midshipman in question be considered for a PRB. All disciplinary reports will also be provided to the appropriate Staff Advisor for inclusion in the student's record. The outcomes from this board include, but are not limited to:

a. No further counseling required. Guidance issued by the Battalion Commander is considered satisfactory.



## CHAPTER 5

### **Warning, Probation, Leave Of Absence, Disenrollment, and Academic Study Hall**

#### 5-1 Discussion

From time to time NROTC students may encounter difficulties, whether for academic, physical, medical reasons, or instances where they may lack an aptitude for Naval Service. The Professor of Naval Science is authorized to act in these cases through Unit Probation, Leave of Absence (LOA), disenrollment, or Mandatory Academic Study Hall as discussed in the following paragraphs. In every instance, the best interests of the individual, the NROTC Unit, and the Naval Service are considered prior to any action being taken.

#### 5-2 Definitions

1. Warning. Official notification to a NROTC midshipman that they are working below their potential and that continuation of present trend in performance, usually academic, may result in further action.
2. Probation. Official notification to a NROTC midshipman that they are not meeting academic, physical fitness, aptitude, or other NROTC program requirements. This action is normally taken for minor deficiencies and provides the student the opportunity to correct the deficiency.
3. Leave of Absence. Official suspension of midshipman from compensatory benefits of the NROTC Program. This action is normally taken for more serious deficiencies or failure to correct minor deficiencies. It normally provides a midshipman one last opportunity to remain in the program. A NROTC midshipman may request LOA under certain circumstances.
4. Disenrollment. The termination or separation of a midshipman from the NROTC Program. A NROTC student may also request their own disenrollment from the NROTC program.
5. Mandatory Academic Study Hall. Required study issued to students for failure to achieve requirements as stated by their respective commissioning program.

#### 5-3 Performance Review Boards

1. A Performance Review Board (PRB) shall be convened when it is the determination of the Class Advisor that one is required.
2. Each student will be given at least five working days notification of the time, place, membership, and basis for the PRB. If the student does not intend to appear at the PRB, the student shall submit a

written notification to the Battalion Advisor within the seven-day notification period.

3. Each student may present oral or written statements on their behalf bring their parent(s) or a personal representative to the PRB. Failure to appear at the PRB after being properly notified will result in "in absentia" proceedings.

4. The student may retain counsel at their own expense. However, any counsel may not actively participate in the PRB proceedings. In order to have counsel or any other observers present during the proceedings, that student must notify the AMOI in writing no later than 48 hours before the start of the board.

5. Each student will receive a copy of the PRB report and will have five days to provide a written statement, if desired.

#### 5-4 Mandatory Academic Study Hall

1. All midshipmen who receive a semester GPA below a 2.5, an "F" in any class or the grade of "D" in any Naval Science class will be required to participate in mandatory study hours consisting of unit/university supervised hours for the entire next semester. Students will also be subject to a PRB and may be placed on academic probation. The Academic Advisor may place students on mandatory study hours at their discretion.

2. All Navy Option midshipmen enrolled in calculus or physics courses that fulfill Navy requirements will be assigned two tutor hours per week, per class. These hours differ from Study Hall hours as they must be completed and signed in the presence of a unit tutor or 1/C midshipman who has completed the class with a B or higher.

3. The Battalion Academics Officer shall supervise and monitor the study hall program. The Academics Officer will maintain a binder with all completed and reviewed copies of Form (HOURS-LOG) as well as the copy for the current week. However, each midshipman shall keep the Academics Officer advised of academic performance, progress, and tutorial services.

4. Midshipmen assigned to Study Hall are required to have a Unit Staff, Battalion Staff, Unit tutor or Duty member sign for start and end times to document completion of study hours. Spot checks shall be performed by Battalion staff or Duty as directed by the Academics Officer. The study hall week runs from Monday thru Friday, 1700 to 2000. Study hours are assigned by the midshipman Advisors. All study hall forms from the previous week will be turned in to the Battalion Academics Officer by 0800 Monday morning.

5. A study hall log issued and approved by the Academics Officer will be maintained in the Academics Officer binder and be located in the Study Hall Classroom. The Study Hall Classroom shall normally be 513 Pickens Street (The ROTC Center) Room 203 or at an alternate location

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specifically designated in writing by the Academics Officer. It is the responsibility of each midshipman assigned to mandatory academic study hall to ensure that the log is accurately completed upon commencement or completion of each study session.

6. If any lack of integrity is detected regarding the completion of assigned mandatory study hall, the student will be brought up on charges of honor code violation, taken to a PRB and be subject to disenrollment.

7. If the weekly Study Hall requirement is not met, the violation will result in a Battalion Commanding Officer's Review Board.

## CHAPTER 6

### Pay, Equipment, Administration

#### 6-1 Pay of Midshipmen

1. Scholarship. Scholarship midshipmen have military pay records maintained by the Defense Finance and Accounting Service, Cleveland, Ohio. Upon enrollment as a scholarship student, a form will be provided for the student to furnish information regarding their checking or savings account where they desire their subsistence to be electronically deposited. Monthly stipends are as follows: freshmen- \$250, sophomores- \$300, juniors- \$350, and seniors- \$400. Subsistence deposits will be split and made on the 15th and 30th each month of the academic year (10-month maximum per year). Subsistence will not be paid through summer, except for 1/C midshipmen. If the school year ends during the middle of a month, midshipmen receive pay covering only those days that the university was in session, not for the entire month. Travel pay for scholarship midshipmen reporting to the NROTC unit is computed according to Navy Regulations.

2. Advanced Standing. Advanced status (junior and senior) College Program students also have pay records maintained by DFAS. Upon entering advanced status, they also must provide their banking information in order that their pay may be electronically deposited on the 15th and 30th of the month at the rate of their respective year listed in Section A. They receive a subsistence allowance their third and fourth academic years (10 months maximum per year). The period of entitlement normally begins on the first day of classes of the fall semester of the third year and then continues through graduation, except during the period when midshipmen are on First Class cruise.

3. Pay Notification. Midshipmen can obtain a copy of their Leave and Earnings Statement through the MyPay website for each pay period. Questions regarding this statement should be brought to the attention of the Human Resources Assistant.

4. Cruise Pay. Active duty pay commences the day of reporting for the cruise and terminates the day of detachment. Active duty pay for all NROTC students is at the rate of one-half of an E-5's monthly basic pay per month. Subsistence is provided in kind without charge. Once a cruise is assigned, and advance of training pay is requested (80%) that will be deposited into the respective midshipman's account. The remaining 20% will be paid upon return from cruise after orders and travel claims have been returned to the Human Resources Assistant. Travel pay will be paid in accordance with current Navy regulations and standards.

5. Withholding Tax. Subsistence allowance is not subject to taxation; however, money earned on summer training is taxable and

federal income tax will be withheld from pay. A W-2 form will be issued at the end of the school year reflecting this tax withheld.

#### 6-2 Textbooks and Equipment

1. Scholarship midshipmen will receive a book stipend of \$375 per semester to help support the cost of university course textbooks.

2. Naval science class materials, textbooks, and minor equipment such as slide rules and drawing instruments, will be drawn from the Supply Assistant. All naval science books and equipment remain the property of the United States government and must be returned to the unit at the end of each academic term. If reuse of books and equipment is not feasible because of misuse or mutilation, the midshipman responsible shall replace them in kind or make restitution in the form of a money order made payable to the Treasurer of the United States.

#### 6-3 Tuition and Fees

The Navy pays tuition and fees for scholarship midshipmen for four full years of academic enrollment, excluding summer school sessions. The Navy may provide tuition support for required courses which are offered only in summer session, and for any summer courses of instruction which would advance a midshipman's commissioning date but would not preclude their meeting all Naval Science and cruise requirements. The Navy will not provide tuition for any summer course work undertaken because of previous academic deficiency. College Program midshipmen, STA-21, and MECEP must pay their own fees and tuition.

#### 6-4 Room and Board

Arrangements for room and board while attending the University of South Carolina are the responsibility of each midshipman, OC, or MECEP student.



## CHAPTER 7

### Uniforms

#### 7-1 Purpose

The uniforms issues to members of the Battalion must be treated with a great deal of care and pride. United States Navy personnel must set and maintain the high standards of smartness in uniform appearance. The military image reflected by attention to detail while wearing the uniform is a key element in the public image of the Navy and Marine Corps.

#### 7-2 General

1. This chapter applies to the insignias and uniforms worn by personnel in officer accession programs.
2. Insignia worn by NROTC midshipmen and other officer candidate program personnel conform to that prescribed for U.S. Naval Academy midshipmen. NROTC Marine Option midshipmen wear gold, Eagle Globe and Anchor emblems in place of the anchor insignia.
3. Upon commissioning, all midshipmen uniforms, regardless of issue source, shall comply with uniform guidelines established for commissioned officers.

#### 7-3 Issue and Personal Procurement

1. Issue. Upon entering the NROTC program all midshipmen, both Scholarship and College Program, are provided an initial issue of clothing. These items remain the property of the U. S. Government until commissioning, whereupon they become the property of the individual concerned, except for midshipmen insignia, which must be returned. Upon disenrollment from the program for any cause, all uniform items must be turned into the Unit Storekeeper. All uniform items returned must be clean and ready for re-issue. Missing items or items damaged as a result of misuse will be replaced by cash restitution in the form of a money order made payable to the NROTC Unit. Students will sign a custody receipt for all uniform items received.
2. Civilian Attire. NROTC male and female midshipmen will furnish at their own expense all articles of civilian attire.

#### 7-4 Alterations, Care and Replacement of Uniforms

1. Alterations. In order to insure proper fit a designated civilian tailor, at the Navy's expense, will perform any alterations needed for all uniforms. All uniforms issued during the week of Freshman Orientation, will be taken to and picked up from the tailor by the Unit Staff. Any uniform articles issued at later dates must be taken

to the tailor and picked up by the individual needing the alterations. In all cases, coordinate alterations of uniform clothing with the Unit Supply Officer.

2. Replacements. When midshipmen gain or lose weight, alterations will be made when justified. However, in some cases a replacement uniform may be issued at Navy expense. The midshipman desiring a replacement uniform will present themselves with the uniform accompanied by a Uniform Exchange Request Form to the Battalion Supply Officer.

3. Cleanliness. Uniforms shall be kept clean, devices and insignia bright and free from tarnish and corrosion.

4. Care of the Uniform. All laundry and dry cleaning of clothing items is at the expense of the individual midshipman.

5. Military Creases. Although Navy regulations state that military creases are optional, all members of the Gamecock Battalion are required to have military creases on shirts and trousers for the summer, winter and working uniforms.

6. Insignia. Insignia will be issued as required. All insignia remains the property of the U.S. Government and must be returned upon promotion, commissioning, or disenrollment.

7. Lost Equipment. Equipment lost during the school year or on summer cruise will be replaced by the midshipman in kind, or by cash restitution in the form of a money order made payable to the NROTC Unit. Any equipment or uniforms lost during Summer Cruise will be reported to the Unit's Supply Officer as soon as possible.

#### 7-5 Wearing of the Uniform

1. Uniform of the Day. The uniform of the day is that uniform prescribed by the Commanding Officer, NROTC Unit and will be posted in the Plan of the Week. The uniform is to be worn from the beginning of the Drill Period until. Military Physical Training (PT) clothing is not authorized for wear while attending classes or outside of PT sessions.

#### 2. Glasses

a. Prescription Glasses. No eccentric or faddish glasses are permitted. Retainer straps are authorized for FOD prevention and safety only. If retainer straps are required, they shall be plain, black, and worn snugly against the back of the head.

b. Sunglasses. Conservative Sunglasses are permitted, except in military formation. Must be completely black and without mirrored lenses.

3. Articles. NO ARTICLES, such as pencils, pens, watch chains, key chain fobs, pins, jewelry, handkerchiefs, combs, large wallets, cigars, cigarettes, pipes, or similar items, SHALL PROTRUDE FROM OR BE VISIBLE ON THE UNIFORM. Necklaces, crosses, pendants, etc. shall not be visible when in uniform. Wristwatches, bracelets and rings are permitted with all uniforms; however these items shall be in good taste while in uniform. Eccentricities or faddishness is not permitted. Jewelry will not be worn in areas where it would present a safety hazard.

a. Backpacks. Backpacks that are black in color may be worn while in uniform, but must be worn with straps over both shoulders. All other backpacks will be carried in the left hand.

b. Jewelry. While in uniform, only one ring per hand is authorized, excluding the wedding ring/engagement rings. One wristwatch may be worn. One necklace may be worn provided it is not visible. Ankle bracelets are not authorized while in uniform.

c. Earrings. Earrings are not authorized for males. Females may wear one earring per ear (centered on the earlobe) in uniform. Earrings shall be 4mm-6mm ball (approximately 1/8"- 1/4"), plain gold with shiny or brushed matte finish, screw-on or with posts. Small single pearl earrings are authorized for wear with Dinner and Formal Dress uniforms. No other body piercing is authorized.

#### 4. General Information and Civilian Clothing

a. Articles of civilian clothing shall not be worn in conjunction with the uniform, nor will articles of the uniform be worn with civilian attire. Navy regulations do cite that it is appropriate for midshipman, both male and female, to carry plain black umbrellas.

b. Chewing gum, putting hands in any pockets, smoking in public and public displays of affection while in uniform are improper actions and are prejudicial to good order, discipline, and morals of the Naval Service.

c. Talking or texting on a cell phone while in uniform is permissible while standing still. Walking while using a cell phone (talking or texting) in uniform is unprofessional and not authorized. Midshipmen will not consume food or drink items while walking in uniform.

d. Members will have clean hands and fingernails, a regulation haircut and males will have a fresh shave at all times. This includes all unit events and spaces.

e. Prohibited civilian attire:

(1) Non leather flip flops/shower shoes.

(2) Sleeveless shirts/ tank tops

(3) Clothing containing offensive or inappropriate language or graphics

(4) Any articles that may constitute unmilitary like appearance

(5) White undershirts worn as outerwear

f. All military grooming standards still apply when in civilian attire. Refer to U.S. Navy Uniform Regulations [Ref B].

g. Tattoos/Body Art/Brands. Refer to U.S. Navy Uniform Regulations [Ref B].

5. Types of Uniforms. The following designated uniforms are extracted from U.S. Navy Uniform Regulations [Ref B].

**Summer Whites: Male**  
**Category: Service**



1. Required:

Shirt, Summer White  
Trousers, Summer White  
Cap, Combination, White  
Shoes, Service White  
Socks, Dress, White  
Undershirt, White  
Undershorts, White  
Belt, Summer, White w/Gold Tip  
Buckle, Gold (Open Faced for  
Marine options)  
Shoulder Boards (Hard)  
Name Tag  
Ribbons

2. Prescribable:

Coat, All-Weather, Blue Jacket,  
Relaxed Fit, Black

3. Optional:

Umbrella, Black

4. Correct Wear:

Slacks shall hang approximately  
2 inches from the floor at  
the back of the shoe. Slacks  
should be tailored to include  
a 2-inch hem to provide  
material for adjustments.

*Figure 7-1 Summer Whites, Male*

**Summer Whites: Female**  
**Category: Service**



*Figure Error! No text of specified style in document.-2 Summer Whites, Female*

1. Required:

Shirt, Summer, White  
Slacks, Summer, White  
Cap, Combination, White  
Shoes, Service, White  
Socks, Dress, White  
Brassiere  
Undershirt, White  
Underpants, White  
Belt, Summer, White w/Gold Tip  
Buckle, Gold (open faced for  
Marine Options)  
Shoulder Boards (Hard)  
Name Tag  
Ribbons

2. Prescribable:

Coat, All-Weather, Blue Jacket,  
Relaxed Fit, Black  
Optional:  
Earrings, Ball, Gold  
Handbag, White (Liberty Only)  
Skirt, Belted, White  
Shoes, Dress, White (Pump)  
Hosiery, Flesh Tone  
Slip  
Umbrella, Black

3. Correct Wear:

Slacks shall hang approximately  
2 inches from the floor at  
the back of the shoe. Slacks  
should be tailored to include  
a 2-inch hem to provide  
material for adjustments.

**Service Dress Blues: Male**  
**Category: Service**



1. Required:  
Coat, Service Dress, Blue  
Shirt, Dress, White  
Trousers, Dress, Blue  
Cap, Combination, White  
Shoes, Service, Black  
Socks, Dress, Black  
Undershirt, Crew Neck  
Undershorts, White  
Belt, Nylon, Black w/Gold  
Tip  
Buckle, Gold  
Necktie, Windsor, Black  
Tie Clasp, Gold  
Shoulder Boards (Soft)  
Lapel Anchors/ EGAs  
Ribbons
2. Prescribable:  
  
Name Tag  
Coat, All-Weather, Blue  
Overcoat, Blue  
Scarf (With Overcoat only)  
Gloves, Leather, Black  
Gloves, Stretch, White
3. Optional:  
  
Reefer, Blue  
Cuff Links, Gold  
Umbrella, Black

*Figure 7-3 Service Dress Blues,  
Male*

**Service Dress Blues: Female**  
**Category: Service**



1. Required:  
Coat, Service Dress, Blue  
Shirt, Dress, White  
Slacks, Unbelted, Blue  
Cap, Combination, White  
Shoes, Service, Black  
Socks, Dress, Black  
Brassiere  
Undershirt, White  
Underpants  
Neck tap, Crossover, Black  
Shoulder Boards (Soft)  
Lapel Anchors/ EGAs  
Ribbons

2. Prescribable:  
  
Name Tag  
Coat, All-Weather, Blue  
Overcoat, Blue  
Scarf (with Overcoat only)  
Gloves, Leather, Black  
Gloves, Stretch, White

3. Optional:  
  
Earrings, Ball, Gold  
Reefer, Blue  
Handbag, Black (Liberty  
Only)  
Skirt, Unbelted, Black  
Shoes, Dress, Black (Pump)  
Hosiery, Flesh Tone  
Slip  
Umbrella, Black

*Figure 7-4 Service Dress Blues,  
Female*



**Dinner Dress Blues: Male**  
**Category: Dinner Dress**



1. Required:  
Coat, Service Dress, Blue  
Shirt, Dress, White  
Trousers, Dress, Blue  
Cap, Combination, White  
Shoes, Dress, Black  
Socks, Dress, Black  
Undershirt, White  
Undershorts  
Belt, Nylon, Black w/Gold Tip  
Buckle, Gold  
Necktie, Bow, Black  
Tie Clasp, Gold  
Shoulder Boards (Soft)  
Lapel Anchors/ EGAs  
Ribbons
2. Prescribable:  
  
Coat, All-Weather, Blue  
Overcoat, Blue  
Scarf (with Overcoat only)  
Gloves, Leather, Black (with  
Overcoat)  
Gloves, Stretch, White
3. Optional:  
  
Umbrella, Black

*Figure 7-5 Dinner Dress Blues,  
Male*

**Dinner Dress Blues: Female**  
**Category: Dinner Dress**



1. Required:
  - Coat, Service Dress, Blue
  - Shirt, Dress, White
  - Slacks, Unbelted, Blue
  - Cap, Combination, White
  - Shoes, Dress, Black
  - Socks, Dress, Black
  - Brassiere
  - Undershirt, White
  - Underpants
  - Neck tap, Crossover, Black
  - Shoulder Boards (Soft)
  - Lapel Anchors/ EGAs
  - Ribbons
  
2. Prescribable:
  - Coat, All-Weather, Blue
  - Overcoat, Blue
  - Scarf (With Overcoat only)
  - Gloves, Leather, Black (With Overcoat)
  - Gloves, Stretch, White
  
3. Optional:
  - Earrings, Pearl/ Gold
  - Skirt, Unbelted, Blue
  - Shoes, Dress, Black (Pump)
  - Hosiery, Flesh Tone
  - Slip
  - Handbag, Black (Liberty Only)
  - Umbrella, Black

*Figure 7-6 Dinner Dress Blues,  
Female*

**Service Khaki: Male/Female**  
**Category: Service**



*Figure 7-7 Service Khaki,  
Male/Female*

1. Required:  
Shirt, Service, Khaki  
Trousers, Service, Khaki  
Cap, Garrison, Khaki  
Shoes, Service, Black  
Undershirt  
Underpants  
Brassiere (females only)  
Belt, Khaki w/Gold Tip  
Buckle, Gold (Open faced for  
Marine Options)  
Collar Insignia  
Name Tag  
Ribbons
2. Prescribable:  
  
Coat, All-Weather, Blue  
Jacket, Relaxed Fit, Black  
Cap, Combination, Khaki  
Gloves, Leather, Black
3. Optional:  
  
Earrings, Ball, Gold (females  
only)  
Sweater, V-Neck, Black  
Umbrella, Black
4. Correct Wear:  
  
Slacks shall hang  
approximately 2 inches from  
the floor at the back of the  
shoe. Slacks should be  
tailored to include a 2-inch  
hem to provide material for  
adjustments.

**Jacket, Relaxed Fit, Black**  
**Category: Service**



1. Required:  
Jacket, Relaxed Fit, Black  
Metal Shoulder Insignia
2. Prescribable:  
None
3. Optional:  
Gloves, Leather, Black
4. Occasions for Wear:  
When weather conditions  
dictate in the following  
uniforms:  
  
Service Khaki  
Summer White
5. Correct Wear:  
  
Close zipper at least  $\frac{3}{4}$  of the  
way

*Figure 7-8 Service Khaki with  
Jacket, Relaxed Fit*

**Navy Working Uniform (NWU)  
Type I: Male/Female  
Category: Working**



1. Required:  
Blouse, NWU  
Trousers, NWU  
Cap, Eight Point, NWU  
Boot, Steel Toed 9", Black  
Socks, Black, Boot  
Straps, Blousing  
Brassiere, Athletic (females only)  
Undershirt, Crewneck, Blue  
Underpants  
Belt, Web, Khaki w/Gold Tip  
Buckle, Gold  
Collar Insignia  
Name Tape  
U.S. NAVY Tape
2. Prescribable:  
  
Coat, Parka  
Gloves, Black Leather  
Mock neck
3. Optional:  
Gloves, Black, Non-Leather  
Earrings, Gold Ball (females only)  
Handbag, Black  
Cap, Knit Watch
4. Correct Wear:  
  
Sleeves can be worn rolled as prescribed

*Figure 7-9 Navy Working Uniform  
(NWU)*

**Marine Corps Combat Utility Uniform-Woodland  
Male/Female  
Category: Working**



1. Required:
  - Coat, combat utility, woodland MARPAT
  - Trousers, combat utility, woodland MARPAT
  - Cap, Eight Point, woodland MARPAT
  - Boot, Marine Corps Combat
  - Socks, Coyote
  - Straps, Blousing
  - Brassiere, Athletic (females only)
  - Undershirt, Olive Green
  - Underpants
  - Belt, Web, Khaki w/Gold Tip Buckle, Gold (Open Faced)
  - Collar Insignia
  - Tape, name, combat utility woodland
2. Prescribable:
  - Top, Sweat
  - Cap, knit (Watch), coyote
3. Correct Wear:
  - Sleeves can be worn rolled as prescribed

*Figure 7-10 Marine Corps Combat Utility Uniform, Woodland*

**Marine Corps Combat Utility Uniform-Desert  
Male/Female  
Category: Working**



1. Required:  
Coat, combat utility, desert MARPAT  
Trousers, combat utility, desert MARPAT  
Cap, Eight Point, desert MARPAT  
Boot, Marine Corps Combat  
Socks, Coyote  
Straps, Blousing  
Brassiere, Athletic (females only)  
Undershirt, Olive Green  
Underpants  
Belt, Web, Khaki w/Gold Tip  
Buckle, Gold (Open Faced)  
Collar Insignia  
Tape, name, combat utility, desert
2. Prescribable:  
Top, Sweat  
Cap, knit (Watch), coyote

*Figure 7-11 Marine Corps Combat Utility Uniform, Desert*

**Navy Physical Training Uniform (PTU)  
Male/Female  
Category: Working**



1. Required:  
Shirt, PTU (Short Sleeve),  
Gold  
Shorts, PTU, Blue  
Shoes, (Sneakers), Athletic  
Socks, Athletic  
Brassiere (females only)
2. Prescribable:  
Glow Belt  
Cap, Knit (Watch)  
Shirt, Sweat, Navy  
Pants, Sweat, Navy
3. Optional:  
Shorts, Compression, Navy  
Blue/Black

*Figure 7-12 Navy Physical Training  
Uniform*



**Marine Corps Physical Training Uniform (PTU)  
Male/Female  
Category: Working**



1. Required:
  - Shirt, PTU, Olive Green
  - Shorts, PTU, Olive Green
  - Shoes, (Sneakers), Athletic
  - Socks, Athletic, White
  - Brassiere (females only)Prescribable:
  - Glow Belt
  - Cap, Knit (Watch)
  - Shirt, Sweat
  - Pants, Sweat
  
2. Optional:
  - Shorts, Compression, Olive Drab/Black

*Figure 7-13 Marine Corps Physical Training Uniform*

**Physical Training Uniform (PTU), Cold Weather  
Male/Female  
Category: Working**



Figure 7-14 Marine Corps Physical Training Uniform, Cold Weather



Figure 7-15 Navy Physical Training Uniform, Cold Weather

6. Special notes for Navy Working Uniform (NWU)/Marine Corps Combat Utility Uniform (MCCUU)

- a. Refer to U.S. Navy Uniform Regulations [Ref B].
- b. Refer to Marine Corps Uniform Regulations [Ref C].

c. Unit Specific. Camouflage Utilities (the NWU or MCCUU) will be worn on designated summer training, during designated Battalion training, and during designated Semper Fi training. Midshipmen will wear the appropriate NROTC collar insignia for their rank or class at all times during the school year. Navy Option midshipmen will wear name tapes on the NWU as soon as they become available. Marine Option midshipmen will only wear name tapes on the MCCUU after successful completion of OCS. Active duty Marines and Sailors will wear their appropriate rank insignia. When it is designated that the utility blouse not be worn, no cover will be worn. Utilities will be worn with authorized issued boots; black combat boots with the NWU and brown boots with the MCCUU. Trousers will be bloused at the top of the boot, between the second and third eyelet. Utilities will be worn with authorized 1 1/4" wide khaki web belts only, with the tip of the belt passing through the buckle to the wearer's left and extending from 2 to 4 inches beyond the buckle.

## 7. Battalion Physical Fitness Uniform

a. General. The Battalion PT uniform is to be worn for all prescribed Battalion PT events and may be worn for personal exercise as well. It is not appropriate for wear in an academic or office setting and should only be worn when actively engaged in exercise. The PT uniform is authorized for travel to and from Battalion activities. No extra accoutrements are authorized (sweatbands, etc.) and any additional undergarments worn must not be visible, and should be black in color.

b. T-shirts. The PT uniform shirt shall be the one issued to the member during freshman orientation. During Battalion PT events, all members shall wear the Unit PT shirt.

c. Socks. Navy Option midshipmen are authorized to wear black or white socks, while Marine Option midshipmen shall wear white socks. Socks must be conservative in length (mid-ankle), and athletic in nature.

d. Shorts. The only shorts authorized for wear with the PT uniform are the blue (or green for Marine Option midshipmen) issue shorts. No undergarment shall be visible when wearing the PT shorts.

e. Sweat Suit. The only sweat suit authorized for wear during Battalion PT is the official blue Navy sweatshirt and blue Navy sweatpants. Marine Option midshipmen shall wear the official green USMC sweat suit.

f. Footwear. Appropriate running shoes will be worn with laces properly secured at all times.

g. Gloves. Black gloves are authorized for wear when prescribed.

h. Cover. The watch cap is authorized for wear when prescribed, and will be worn in a smart and military manner. For Navy Options, the

watch cap will be solid black, will have 1-2 rolls taken from the bottom. For Marine Options, the watch cap will be black or coyote in color.

8. General Uniform Guidance

a. All buttons must be buttoned.

b. Shirts must be freshly cleaned and free of Irish Pennants (loose threads).

c. Nametags. Nametags will be provided to the midshipmen through the Unit Supply Officer at the beginning of the fall semester. The nametag will be centered 1/4 inch above the top of the right breast pocket for Navy Options and 1/8 inch for Marine Options. Navy Options will wear black nametags with white lettering, while Marine Options will wear red nametags with white letters.

d. Ribbons. Ribbons will be worn in accordance with the instructions and U.S. Navy Uniform Regulations [Ref B]. For Marine Options: Marine Corps Uniform Regulation [Ref C]

(1) Authorized unit ribbons will be issued for various occasions.

(2) Unit ribbons will not be worn with any uniform on summer cruises.

(3) Prior to graduation or departure from this Unit or because of disenrollment for any reason, all issued insignia, ribbons and holding bars will be returned to the Battalion Supply Officer.

(4) Ribbon Precedence is located in Chapter 9.

(5) NROTC ribbons will not be worn with any active duty insignia.

e. Other Items (Male only). The wearing of plain white undershirts is required with all uniforms. It may have a V-neck or crew neck.

f. Other Items (Female only)

(1) Proper wear of skirts is as follows: Length may range from 1-1/2 inches above to 1-1/2 inches below the crease behind the knee.

(2) Proper wear of pumps is as follows: Plain black, brown or white dress pumps made of smooth leather or synthetic leather, with closed heels and toes. Heels shall be no higher than approximately 2-5/8 inches nor less than approximately 5/8 inch measured from the forward edge, and no wider than approximately 1-3/4 inches at the base. Sole shall be no thicker than approximately 1/4 inch. Wedge heels are not authorized.

## 7-6 Covers

1. Combination Cap. Insignia on combination caps consist of a cap device, chin strap and retaining buttons.
2. Cap Device. The insignia is a gold, fouled anchor. The length of the anchor, including the fouling, measures 1-13/16 inches; 1-1/8 inches wide at flukes; 1-1/8 inches wide at the stock with other dimensions proportionate. Attach the device to the mount of the cap band, with the unfouled arm of the stock facing the wearer's right.



*Figure 7-16 Midshipman Cap Devices*

3. Chin Strap. The chin strap is 3/8 inch wide, faced with gold lace and fastened at each end by a 22 ½ line, Navy eagle, and gilt button.
4. Garrison Cap. Insignia is a gold metal fouled anchor 1-1/16 inches in length with other dimensions proportionate. The unfouled arm of the stock faces front. Pin it to the left side of the cap in an upright position with the center 2 inches from the front seam and 1-1/2 inches above bottom edge.

## 7-7 Shoulder Boards

1. General. There are two types of shoulder boards, one indicating class and one indicating rank. Both measure either 5-1/2 inches (men), or 4-1/2 inches (women) long and 1-3/4 inches wide with outer end squared and inner end terminating in a symmetrical peak made of dark blue cloth. They are rigid and attached on the shoulder at the inner end by a 22 ½-line Navy eagle, gilt button snap fastener. They are worn on the coat of Full Dress White uniforms, the blue overcoat, reefer, Dinner dress jacket and on the white tropical shirt. NROTC Marine Option midshipmen replace the anchor insignia on the shoulder boards with the gold, Marine Corps emblem.
2. Class Shoulder Boards. The insignia for shoulder boards consists of a metal fouled anchor alone or in combination with stripes, indicating the wearer's class. Refer to Insignia Chart 7-12.
3. Rank Shoulder Marks. Refer to Insignia Chart 7-12.

## 7-8 Coat Collar Anchor Insignia and Coat Collar Star Insignia.

1. General. Coat collar insignia consists of plain gold anchors indicating midshipman status and gold stars indicating distinguished midshipman worn on the collars of the bluecoats.
2. Service Dress Blue Coat

a. Anchor Insignia. A plain gold anchor 1-7/16 inch long, the stock, 3/4 inch wide, and the flukes 1-1/17 inches wide. The stock inclines at an angle of 8 degrees from the horizontal (right and left). Pin it on each collar tip of the coat so the anchor's crown is 1/2 inch above the notch of the lapel (males), 1 inch from the bottom and midway between the two sides (females), and the center line of the shank is parallel to and approximately 3/4 inch from the collar's outer edge. The lower end of the stock is outboard and the stock approximately horizontal.

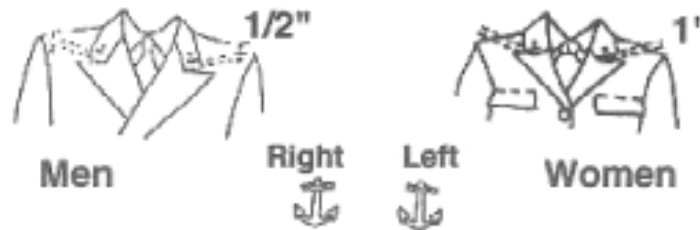


Figure 7-17 Midshipman SDB Insignia Placement

(1) Marine Option midshipmen wear their respective eagle globe and anchor insignia at the same measurements with the anchors pointing inboard.

b. Shoulder Insignia. Consists of enlarged versions of the shirt collar insignia consisting of a gold anchor, or eagle globe and anchor worn centered on the shoulder straps of Navy All Weather Coat or Relaxed Fit jacket.

(1) Manner of Wear. Shall be worn centered on the shoulder straps of All-Weather coat and Relaxed Fit Jacket. The outer edge of the devices will be placed 3/4 inch from the squared end of the shoulder strap.

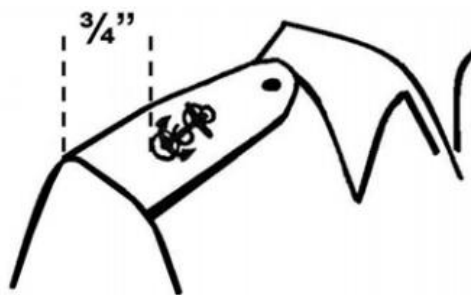
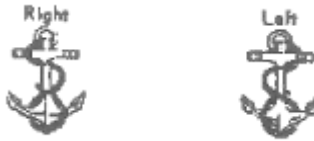


Figure 7-18 Should Insignia Placement

## 7-9 Shirt Collar Insignia

1. General. Shirt collar insignia consists of gold fouled anchor, eagle, or bars worn on the collar tips of khaki shirts, to indicate the wearer's class and/or rank.

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



*Figure 7-19 Midshipman Anchor Insignia*

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



*Figure 7-20 Midshipman Eagle Anchor Insignia*

4. Eagle-Globe-and Anchor (EGA) Insignia. Consist of a spread eagle on gold globe, superimposed on a gold anchor. These insignia are worn in place of the Anchor and Eagle-Anchor Insignia by Marine-Option midshipmen.



*Figure 7-21 Midshipman Eagle, Globe, and Anchor Placement*

5. Insignia Indicating Class (USNA and NROTC)

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

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



*Figure 7-22 Midshipman Eagle Anchor Insignia Placement*

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

(1) Midshipman, First Class of other than Officer Rank. Wear the eagle-anchor insignia on both collar points.



*Figure 7-23 Midshipman 1/C Insignia*

(2) Midshipman, Second Class of other than Officer Rank. Wear the anchor insignia on both collar points.



*Figure 7-24 Midshipman 2/C Insignia*

(3) Midshipman, Third Class of other than Officer Rank. Wear the anchor insignia on the right collar point only.



*Figure 7-25 Midshipman 3/C Insignia*

(4) Midshipman, Fourth Class of other than Officer Rank. Wear no insignia on the collar.

#### 7-10 Summer Cruise Uniforms

1. Organizational Clothing. In addition to basic uniform clothing issued upon entering the program, certain cruise clothing items are also provided. The term "Organizational Clothing" means that such clothing belongs to the NROTC Unit and upon commissioning, does not become the individual's property.

2. Cruise clothing requirements. Each year the Chief of Naval Education and Training establishes cruise clothing requirements for each of the various cruises. Organizational clothing for cruise is normally issued in late April. The Navy will have the alterations done. Laundry and dry cleaning costs must be borne by the individual midshipman. Marine Option students will draw their clothing for



summer training after reporting to Officer Candidate School (OCS). It will be the responsibility of each midshipman to ensure they have the total uniform requirements for their particular cruise.

a. Battalion officer rank insignia will not be worn while on active duty (i.e., during summer training). Only class insignia will be worn.






























b. NROTC awards and decorations are not authorized for wear during active duty training.

c. Return of organizational clothing. All organizational clothing must be returned to the Storeroom when directed, usually after the beginning of the fall semester. In some cases, certain items will be retained for subsequent cruises, but in any event must be returned prior to leaving the Unit upon graduation. Organizational clothing lost due to the fault of the individual must be replaced or paid for by that individual.

#### 7-11 Grooming Standards and Personal Appearance

1. Navy midshipmen refer to U.S. Navy Uniform Regulations [Ref B].
2. Marine Option midshipmen refer to Marine Corps Uniform Regulation [Ref C].

7-12 Insignia Chart

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

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## CHAPTER 8

### Unit Organizations and Activities

#### 8-1 Overview Mission Goals

The unit sponsors a variety of professional clubs that enrich the student NROTC experience through activities relating to the specific service specialties. These clubs offer a unique opportunity for students to socialize and learn more about naval professions and career options.

#### 8-2 The Semper Fidelis Society

1. Semper Fidelis is a University organization composed of students who are enrolled in programs leading to a commission as an officer in the U. S. Marine Corps and other University students who show a pronounced interest in the Marine Corps.

2. Purpose. The Purpose of the Semper Fidelis Society is to introduce the values, traditions and history of the United States Marine Corps to midshipmen in the Gamecock Battalion. All Marines and Marine Option midshipmen participate in the Semper Fidelis Society through various activities including physical fitness training and Marine specific club day events.

3. Mission and Objectives. The mission of the Semper Fidelis Society is to physically and mentally prepare members of the Battalion for the rigors of Marine Corps Officer Candidates School, The Basic School and a continued physically demanding life in the Fleet Marine Force. Additionally, club day events serve as Professional Military Education (PME) in order to introduce the society to the rich history and traditions of the Marine Corps.

#### 4. Club Organization

a. The Marine Officer instructor is designated as the advisor to the Semper Fidelis president.

b. The Semper Fidelis Society is operated by one OCS complete, senior class Marine or Marine Option midshipman. This ensures that all training events are planned utilizing their invaluable experience at Officer Candidate School.

c. Administration. The Semper Fidelis Club President works directly with the MOI and AMOI to ensure all administrative needs of the society are addressed as well as coordinate the safety and planning of physical training evolutions.

#### 8-3 The Blue and Gold Society

1. Purpose. The purpose of the NROTC Blue and Gold club is to assist in the professional development of Navy Option midshipmen and Officer Candidates. Emphasis is to be placed on the cultivation of leadership skills that will be relevant to the careers of future officers in the US Navy. Blue and Gold Society is meant to provide information and professional development opportunities for those NROTC midshipmen and OCs who are interested in pursuing a career in Naval Surface Warfare.

2. Mission and Objectives

a. Mentoring from senior midshipmen and Officer Candidates to lower-class midshipmen.

b. Participate in professional development training days and unit Club days.

c. Represent and advertise the discipline and doctrine of the US Navy among the ROTC battalions.

3. Club Organization

a. The staff Executive Officer or Surface Warfare Officer is designated as the advisor to the Blue and Gold Club President.

b. A member of the battalion is designated as the Blue and Gold Club president and is in charge of the operations of the club to include Club Days, movie nights, and any other leadership and professional development activities as are deemed appropriate. The Blue and Gold Club president reports directly to the Student Battalion Operations Officer in matters involving activities held during times allotted for Battalion Events.

4. Administration. The Blue and Gold Club is administered under regulations set forth by the US Navy. Copies of the Regulations for Officer Development (ROD) and Navy Regulations are available for review in the Administrative Officer's office. The Blue and Gold club also conforms to University regulations and procedures.

8-4 The Cockpit Club

1. Purpose. The purpose of the USC NROTC Cockpit club is to provide information and professional development opportunities for those NROTC midshipmen and OCs who are interested in pursuing a career in Naval Aviation.

2. Mission and Objectives

a. The mission of the NROTC Cockpit Club is to provide information, study aid, and opportunities to interact with pilots and aircraft of the Navy and Marine Corps so that midshipmen and OCs may make educated decisions on pursuing selections as Naval pilots or Naval Flight Officers (NFOs) and successfully transition to initial flight training.

b. The specific objectives of the Cockpit Club laid out in the above mission are:

(1) To prepare midshipmen and OCs for the Aviation Selection Test Battery (ASTB) through test preparation study groups and test scheduling.

(2) To provide knowledge of naval aircraft platforms by visiting static displays of Navy and Marine Corps aircraft.

(3) To provide opportunities for professional development by taking trips to various air stations where military flight is taking place and learning about the daily lives of pilots and air crew.

(4) To introduce students to the aviation career pipeline and opportunities of Navy and Marine Corps pilots and NFOs through briefings and question and answer sessions by the NROTC aviation advisor and other unit pilot advisors.

### 3. Cockpit Club Organization

a. The head of the Cockpit Club is the president and shall be a motivated upper class midshipman, or OC, who is dedicated to securing a selection as a pilot or NFO. They shall be ultimately responsible for organizing battalion club days and other professional development events.

b. The Cockpit Club president may appoint club members as they see fit to assist with duties. These officers may include but are not limited to: Club Vice-President, Secretary, and Events Coordinator. The president shall appoint a midshipman, or OC, who has scored well on the ASTB to organize study groups for those midshipmen, OCS, and MECEPS who have not yet taken the test.

c. The Cockpit Club president reports directly to the Student Battalion Operations Officer in matters involving activities held during times allotted for Battalion Events.

d. The advisor to the president of the Cockpit Club is the staff aviation advisor. Any questions or authorization requests the president should be directed toward this advisor.

4. Administration. The Cockpit Club is administered under regulations set forth by the Regulations for Officer Development (ROD) and U.S. Navy Regulations. These directions are available for review in the Administrative Officers office. The Cockpit Club also conforms to University regulations and procedures.

### 8-5 Nuclear Power Club

1. Purpose. The purpose of the USC NROTC Nuclear Power Club is to provide information and professional development opportunities for

those NROTC midshipmen and OCs who are interested in pursuing a career in Naval Nuclear Program.

## 2. Mission and Objectives

a. The mission of the NROTC Nuclear Power Club is to provide information, study aid for those pursuing selections as Submarine Warfare/Surface Warfare Officer (Nuclear) and successfully transition to initial Nuclear Power training.

b. The specific objectives of the Nuclear Power Club laid out in the above mission are:

(1) To prepare midshipmen and OCs for the Nuclear Accessions Interview.

(2) To provide knowledge of submarines and aircraft carriers.

(3) To provide opportunities for professional development by taking trips to submarine bases, or civilian power plants.

(4) To introduce students to the nuclear career pipeline and opportunities of Navy Submarine Warfare/Surface Warfare Officer (Nuclear).

## 3. Nuclear Power Club Organization

a. The head of the Nuclear Power Club is the president and shall be a motivated upper class midshipman or OC who is dedicated to securing a selection to a nuclear billet. They shall be ultimately responsible for organizing battalion club days and other professional development events.

b. The Nuclear Power Club president may appoint club members as they see fit to assist with duties. These officers may include but are not limited to: Club Vice-President, Secretary, and Events Coordinator. The president shall appoint a midshipman or OC who has taken and passed the Nuclear Accessions Interview to organize study groups for those midshipmen and OCs who have not yet been accepted into the Naval Nuclear Propulsion.

c. The Nuclear Power Club president reports directly to the Student Battalion Operations Officer in matters involving activities held during times allotted for Battalion Events.

d. The advisor to the president of the Nuclear Power Club is the Staff Nuclear Power advisor. Any questions or authorization requests the president should be directed toward this advisor.

4. Administration. The Nuclear Power Club is administered under regulations set forth by the Regulations for Officer Development (ROD) and U.S. Navy Regulations. These directions are available for review

in the Administrative Officer's office. The Nuclear Power Club also conforms to University regulations and procedures.

#### 8-6 OCS Preparatory Training

1. Purpose. The purpose of the OCS Prep is to physically and mentally challenge the Marine Option midshipmen who are preparing to enter the Marine Corps Officer Candidates School (OCS).

2. Mission and Objectives. The mission of OCS Prep is to ensure that all members of the Gamecock Battalion successfully complete OCS. Members of OCS Prep meet only during the semester immediately prior to OCS. OCS Prep is directed in order to conduct rigorous physical training, and teach the academic and tactical military knowledge expected of Marine Corps Officer Candidates.

#### 3. Organization

a. The Marine Officer Instructor or the Assistant Marine Officer Instructor is designated the advisor of OCS Prep.

b. OCS Prep is led by a senior class Marine or Marine Option midshipman who has successfully completed OCS.

4. Administration. The OCS Prep President implements a physical training and academic plan that is approved by the MOI and AMOI. All administrative needs are coordinated through the Unit Staff via the OCS Prep President.

#### 8-7 Drill Team

1. Purpose. The purpose of the USC NROTC Drill Team is to represent the Gamecock Battalion at any function requiring a drill team or color guard. The Drill Team regularly performs at university functions and drill competitions held around the United States. The Drill Team is open to all members of the student battalion and helps to instill discipline, promote unit cohesion, and demonstrate an efficient manner of moving a unit.

#### 2. Mission and Objectives

a. The mission of the USC NROTC Drill Team is to provide proper training in drill for future officers in the United States Naval Services. The Drill Team performs in numerous events throughout the year to provide opportunities for everyone on the Drill Team to represent the unit at a function.

b. The specific objectives of the Drill Team to carry out the mission above are:

(1) To provide students with proper knowledge of Navy and Marine Corps Drill and Ceremonies Manual.

(2) To represent the Gamecock Battalion at university functions such as varsity sporting events.

(3) To represent the Gamecock Battalion at national events such as NROTC Drill Competitions.

### 3. Drill Team Organization

a. The Assistant Marine Officer Instructor (AMOI) is designated as the advisor to the Drill Team.

b. The Drill Team Commander is in charge of training the Drill Team in all Platoon, Squad, and individual levels of drill.

c. The Color Guard Commander is tasked with training of the Color Guard and preparing for events, such as university sporting events.

### 4. Administration

a. The Drill Team is administered under regulations set forth by the United States Navy. Copies of the Regulations for officer Development (ROD), Navy regulations, and Navy and Marine Corps Drill and Ceremonies Manual are available for review in the AMOI's Office.

### 8-8 NROTC Unit Publications

The GAMECOX'N is the Unit's Newsletter, published at the end of each academic year. The midshipman PAO has the responsibility for publishing the newsletter.

### 8-9 Unit Activities

1. Awards Ceremony. A Tri-Service Award Ceremony of the three ROTC Units is conducted late each spring in which the awards are given to distinguished midshipmen, MECEPS, and OCs. Battalion CMC/ SgtMaj and company 1stSgt will work with Unit staff members to determine the selection of award recipients.

2. Pass-in-Review. Battalion Pass-in-Reviews are normally conducted during drill sessions to commemorate special occasions or for visiting dignitaries. The Alumni Pass-in-Review held in the fall semester and recognizes the alumni and friends of the Gamecock Battalion.

3. Social Activities. Several social functions are conducted during each academic year, sponsored in whole or part by SRF. The formal balls for all midshipmen are conducted. A formal ball is held in the fall honoring the birthdays of the U.S. Navy and U.S. Marine Corps. A second formal ball (Mess Night) is held in the spring, honoring the members of the Battalion who are being commissioned that year. These and other social activities are called "command functions," meaning participation by each member of the unit is expected.



4. Color Platoon Competition. As a result of Platoon competition in athletics, drill, and other activities, a Color Platoon will be designated at the end of each Semester. For more detailed information, refer to Appendix C.

5. Tally-Ho/Tailgate. Conducted before every South Carolina home football game in Seawells parking lot. Alcohol will be provided for those of legal age and non-alcoholic for all others. Attendance is optional but highly recommended. A Tally-Ho coordinator will be assigned and ensure good order while having a good time. Members of Tally-Ho crew are responsible for the set-up and break down of the tailgate, as well as cooking responsibilities. Members are chosen for the entire season and are exempt from participation in Stadium Clean Up.

6. Stadium Clean Up. On the morning following all University of South Carolina home football games the Battalion cleans up Williams Brice Stadium. The University pays the Battalion a considerable amount of money for its efforts. The money is deposited into the SRF account and is used to fund Battalion activities. Attendance is required by all midshipman, STA-21, and MECEP students unless otherwise approved by an Academic Advisor.

#### 8-10 Motorcycle Safety

1. Background. The Navy and Marine Corps emphasize the necessity for maintaining a motorcycle training program. Midshipmen who ride motorcycles, mopeds, scooters, sidecars, three wheeled vehicles, dirt bikes, all-terrain vehicles and similar motor vehicles other than automobiles are required to comply with the policies discussed in this section. The Battalion motorcycle safety program is designed to ensure midshipmen have the skills and assistance they need not only to be a successful rider but a safe rider. The Assistance Marine Officer Instructor is designated as the command Traffic Safety Coordinator (TSC) and Motor Safety Representative (MSR).

2. Action. The MSR is the key individual for the success of the motorcycle safety program and is an integral component of the overall command safety. Violations of the provisions of this section by midshipmen may subject them to disciplinary action or administrative action. The MSR will ensure all midshipmen who ride a motorcycle comply with the following requirements:

a. Administration. Midshipmen who own and ride motorcycles shall ensure the MSR Has current information to include: type of motorcycle owned; state driver's license information; vehicle registration; and proof of insurance. The MSR will provide the commanding officer with motorcycle safety status report each academic semester.

b. Training and Mentorship. Midshipmen are encouraged to complete a professional motorcycle safety course.

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c. Personal Protective Equipment (PPE). Midshipmen shall wear the PPE as prescribed by local law.

## CHAPTER 9

### Awards and Decorations

#### 9-1 Awards and Decorations of Honor

Award nominees and recipients are selected by the Battalion and Unit staffs, and approved by the Commanding Officer. Selections will be based on criteria for the award and class ranking.

#### 9-2 NROTC Unit Ribbons

1. Unit ribbons are decorations awarded to midshipmen through the chain of command. Authorization for wear and precedence of these ribbons is provided by NSTC Notice 1530, Appendix S.

a. All Around Performance. Awarded annually to midshipmen for the most outstanding performance in the field of academics, physical fitness training, community service, and military criteria. The recipient is to be chosen from a pool of the years' Midshipman of the Month recipients.

b. Academic Excellence. Red and White stripe ribbon awarded for achieving a GPA between 3.75 and 4.0 during a given semester. Always worn once awarded.

c. Academic Achievement. Solid red ribbon awarded for achieving a semester GPA between 3.5 and 3.75 during a given semester. Always worn once awarded.

d. Commendation Award. Awarded to midshipmen for recognition of meritorious achievements and upon receiving the Midshipman of the Month Award.

e. Leadership Award. Awarded to midshipmen who has exemplified superior leadership while members of the staff. Midshipmen may be nominated for the award at any time by the Battalion chain of command through a naval letter to the AMOI. The AMOI will have final determination whether or not the award is warranted.

f. Community Service Award. Awarded to midshipmen who have distinguished themselves through service to the local community. Midshipmen may be nominated for the award at any time by the Battalion chain of command through a naval letter to the AMOI. The AMOI will have final determination whether or not the award is warranted.

g. Physical Fitness. Awarded as recognition for achieving a score of Outstanding on the PRT, or a 285 or higher on the PFT.

h. Drill Team. Awarded for one academic year of participation on the drill team.

i. Color Guard. Awarded for completion of one semester of active service with the color guard.

j. Intramural Ribbon. Awarded for one year of participation in Battalion intramurals and will be worn for one semester after awarded.

k. Rifle/Pistol Team. Awarded to any member of the rifle/pistol team for one academic semester.

l. Sailing Award. Awarded to midshipmen to qualify as Skippers B, Crewmen or part of a team.

m. Recruiting. Awarded to midshipmen instrumental in the enrollment of new NROTC recruits after the completion of one open house event or two unit tours or at the discretion of the unit Recruiting Officer.

n. Cruise Award. Awarded to midshipmen who achieved excellent grades on cruises.

#### 9-3 Ribbon Attachments

1. Ribbon devices denote subsequent awards. Authorized attachments are as follows:

- a. Star, Gold. Wear gold stars for second and subsequent awards.
- b. Star, Silver. Wear silver stars in lieu of five gold stars.

#### 2. Manner of Wear

- a. Center a single star on the ribbon with two rays pointing down.
- b. Place multiple stars in the horizontal line close to and symmetrically above the center of the ribbon.

#### 9-4 Notes

1. The NROTC awards and decorations are not authorized for wear during active duty training (i.e. summer cruise).

2. The NROTC awards and decorations are not to be worn with Active Duty Ribbons. Special qualification insignia (i.e., jump wings, nuclear patrol pin, etc.) may be worn with NROTC ribbons.

9-5 Navy ROTC Ribbons

**NAVY ROTC Ribbons:  
(In order of precedence)**



All Around Performance



Academic Excellence



Academic Achievement



Commendation Award



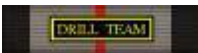
Leadership Award



Community Service



Physical Fitness



Drill team



Color Guard



Intramural



Rifle / Pistol Team



Sailing Award



Recruiting



Cruise



Ribbon Attachments

## CHAPTER 10

### Medical

#### 10-1 General

1. All students are required to complete a Department of Defense Medical Examination Review Board (DoDMERB) physical and Commissioning physical while participating in the NROTC program. The requirements for physical examinations in the maintenance of health records for midshipmen, OCs, and MECEPs are contained in the Physical Standards for Enlistment, Apportionment, and Induction (DoD Directive 6130.4) and the manual of the Medical Department (NAVMED P117, Chapters 15 and 16). DoDMERB is a Department of Defense agency responsible for the determinations of medical acceptability of applicants for appointment of the United States Armed Forces. DoDMERB determines medical acceptability for NROTC Scholarship and Advanced Standing students. No student shall be commissioned unless physically qualified for their respective designator.

2. Chief, Bureau of Medicine and Surgery (BUMED), Department of the Navy (DoD), reviews requests for waivers of physical standards for all applicants seeking entry into the U.S. Navy or Marine Corps and forwards waiver recommendations to Officer Development (OD). OD is the approving authority for all medical waivers.

#### 10-2 Health and Dental Records

All records are maintained by the Battalion Medical Officer. Health and Dental records contain Privacy Act information and shall be secured accordingly.

#### 10-3 Sick Chits

If a battalion member is sick or injured and cannot participate in all required events, including Physical Training, said member must submit two copies of this sick chit to the Battalion Medical Officer (Figure 10-1). Medical personnel will determine the activity capacity of the battalion member, i.e. light duty, sick in quarters. A copy of this chit must be carried by the member at all times.

## University of South Carolina NROTC Sick call Report

Name - Rank-

Date- Circle appropriately – AD /Scholarship /Non-Scholarship

Date of Illness or Injury –

Please provide a written description of events leading to the injury (Only applies to injuries).

**(Please have doctor fill out information below.)**

Doctor's Diagnosis –

Check the appropriate Box.

- Light Duty
- Sick in Quarters

Check appropriate Boxes. If light duty/ Sick in Quarters provide extent (e.g. Full, No Running, No Push-ups etc.)

- |  |  |
|--|--|
| <input type="checkbox"/> Exempt from PT                  | <input type="checkbox"/> Exempt from Upper Body Exercise |
| <input type="checkbox"/> Exempt from running             | <input type="checkbox"/> Exempt All Activity             |
| <input type="checkbox"/> Exempt from Outside Activity    | <input type="checkbox"/> Participate in Classroom Only   |
| <input type="checkbox"/> Exempt from Lower Body Exercise | <input type="checkbox"/> Bed Rest                        |

Estimated Date of Resolution or Follow up (write specific date) \_\_\_\_\_.

Please provide a written description of student's treatment plan.

Signature of doctor completing form

\_\_\_\_\_

Attach Doctors Documentation to this form.

*Figure 10-1 Sick Call Chit*

## APPENDIX A

### Counseling and Evaluation

#### A-1 Purpose of Counseling

1. Developing people to their highest potential is a basic leadership responsibility. Counseling is one means of accomplishing this goal. It involves two-way communication between a senior and a junior to help both achieve and maintain the highest possible level of personal and unit performance.
2. The counseling process involves supporting and reinforcing good performance as well as correcting deficiencies. It is a positive, forward-looking process that focuses on improving performance.

#### A-2 Counseling Sessions

1. Counseling can occur at any time; it need not be limited to formal counseling, or to scheduled follow-on sessions. A junior or senior should initiate a counseling session as soon as possible when there needed. See Table A-1 for chain of command.
2. Every semester, students will meet with their advisor for counseling to review how well the semester is going and discuss the student's performance.
  - a. All Marine midshipmen and MECEP students will be advised by the Marine Officer Instructor.
  - b. All freshmen Navy midshipmen will be advised by the freshman advisor.
  - c. All sophomore Navy midshipmen and Nuclear Contract OCs will be advised by the sophomore advisor.
  - d. All junior Navy midshipmen and Core Contract OCs will be advised by the junior advisor.
  - e. All senior Navy midshipmen will be advised by the Unit Executive Officer.
3. It is important to remember that a counseling session can be an occasion for praise as well as for dealing with a problem; it is a means of reinforcing an individual's strengths as well as deficiencies.
4. However brief or informal a counseling session may be, it serves to keep personnel aware of their supervisor's interest and concern. It also gives the senior and junior an opportunity to deal with problems before they become serious.



### A-3 Counseling Process

1. Informal counseling. These sessions may occur at any time, and can be initiated by either party. They are normally brief in duration with no written documentation to be placed into the student's record. It is recommended seniors keep a memorandum notebook with key points regarding each of their assigned personnel, and make notes there about informal counseling sessions.

#### 2. Formal counseling

a. This counseling process is conducted in formal, planned sessions, and is documented in the midshipman's service record.

(1) Performance counseling conducted outside of periodic evaluations will utilize the Performance Counseling Form (Figure A-1). The form must be routed through those listed on the bottom of the form upon the completion of the counseling.

b. Primary Graders shall conduct formal counseling with their subordinates once every semester, utilizing the current version of the Evaluation Report & Counseling Report (figure A-2), which is available on the unit website.

3. Approaches to counseling. There are three types of approaches to conducting counseling: Directive, Non-Directive, and Collaborative.

a. Directive counseling. The senior analyzes the situation, develops a solution or plan for improvement, and tells the junior what to do.

b. Non-directive counseling. The senior asks questions, listens, and helps the junior analyze the situation in order to develop the solution or plan for improvement for themselves. This approach helps the junior become more mature and develop personal resources.

c. Collaborative counseling. Both the senior and junior work as a team to diagnose and solve the junior's problem.

### A-4 Counseling Practices

1. Identify specific achievements or deficiencies and make special note of them during the counseling session. Let the person being counseled know specifically what they are being counseled for and the reasons for concern.

2. Find productive and creative ways to solve the problem that may be affecting the member's overall effectiveness. The more contribution the junior makes to the solution, the more effective it is likely to be.

3. Set objectives and target goals for the individual to achieve. The objectives should be measurable and a specific completion rate

must be established. The objectives should be challenging, but attainable.

4. Dismiss the individual from a counseling session on a positive note. Positive reinforcement remains as a strong and effective leadership tool.

#### A-5 Benefits of the Counseling Process

1. When counseling is carried out properly, it benefits the senior, the junior, and the entire unit as a whole.

2. The senior benefits by knowing that the expectations are understood, that guidance has been provided toward meeting those expectations, and that there has been a significant contribution made to the development of the individual.

3. The junior benefits by knowing where the senior stands, what the senior thinks of the junior's performance (good or bad) and what must be done to reach their full potential.

4. The unit benefits when all of its members give continuous attention to the effectiveness of their performance and work to improve performance.

**PERFORMANCE COUNSELING SHEET**

Name: \_\_\_\_\_ Company/Platoon: \_\_\_\_\_  
Date: \_\_\_\_\_  
Type of Counseling: Academic Aptitude Physical Fitness  
Number of times counseled for similar offense: \_\_\_\_\_  
Counseled by: \_\_\_\_\_ Position: \_\_\_\_\_  
Specific Reason for Counseling: \_\_\_\_\_

Counselor's Statement:

Midshipman's Statement:

Proposed Corrective Action:

Further Action Recommended:  
None: yes/no Further Counseling: yes/no  
Extra Military Instruction: yes/no  
Battalion Commanding Officer's Review Board: yes/no  
AMOI Counseling: yes/no  
Battalion Advisor Counseling: yes/no  
(1) Billet Removal: yes/no (2) Probation: yes/no  
(2) Disenrollment: yes/no  
Notes: (1) Requires Battalion Advisor Approval  
(2) Requires PNS Approval

Secondary Counselor's Statement:

---

Midshipman's Signature/Date \_\_\_\_\_  
Counselor's Signature/Date \_\_\_\_\_  
Routing:  
Platoon Commander:  
Company Commander:  
Battalion SgtMaj  
Battalion Commanding Officer:  
Advisor:

*Figure A-1 Performance Counseling Sheet*

FITNESS REPORT & COUNSELING RECORD (E7 - O6)					RCS BUPERS 1610-1										
1. Name (Last, First MI Suffix)					2. Grade/Rate		3. Desig		4. SSN						
5. ACT		TAR		SI/ACT		AT/ADSW/285		6. UIC		7. Ship/Station		8. Promotion Status		9. Date Reported	
Occasion for Report					Period of Report										
10. Periodic		11. Detachment of Individual		12. Detachment of Reporting Senior		13. Special		14. From:		15. To:					
16. Not Observed Report		17. Regular					18. Concurrent		19. On Cdr		20. Physical Readiness		21. Billet Subcategory (if any)		
22. Reporting Senior (Last, FI MI)					23. Grade		24. Desig		25. Title		26. UIC		27. SSN		
28. Command employment and command achievements.															
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.)															
For Mid-term Counseling Use. (When completing FITREP enter 30 and 31 from counseling worksheet sign 32.)					30. Date Counseled		31. Counselor			32. Signature of Individual Counseled					
PERFORMANCE TRAITS: 1.0 - Below standards/not progressing or UNSAT in any one standard; 2.0 - Does not yet meet all 3.0 standards; 3.0 - Meets all 3.0 standards; 4.0 - Exceeds most 3.0 standards; 5.0 - Meets overall criteria and most of the specific standards for 5.0. Standards are not all inclusive.															
PERFORMANCE TRAITS	1.0* Below Standards			2.0 Progressing	3.0 Meets Standards			4.0 Above Standards	5.0 Greatly Exceeds Standards						
33. PROFESSIONAL EXPERTISE: Professional knowledge, proficiency, and qualifications.	- Lacks basic professional knowledge to perform effectively. - Cannot apply basic skills. - Fails to develop professionally or achieve timely qualifications.			-	- Has thorough professional knowledge. - Competently performs both routine and new tasks. - Steadily improves skills, achieves timely qualifications.			-	- Recognized expert, sought after to solve difficult problems. - Exceptionally skilled, develops and executes innovative ideas. - Achieves early/highly advanced qualifications.						
NOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
34. COMMAND OR ORGANIZATIONAL CLIMATE/EQUAL OPPORTUNITY: Contributing to growth and development, human worth, community.	- Actions counter to Navy's relation/readiness goals. - Uninvolved with mentoring or professional development of subordinates. - Actions counter to good order and discipline and negatively affect Command/Organizational climate. - Demonstrate exclusionary behavior. Fails to value differences from cultural diversity.			-	- Positive leadership supports Navy's increased relation goals. Active in decreasing attrition. - Actions adequately encourage/support subordinates' personal/professional growth. - Demonstrate appreciation for contributions of Navy personnel. Positive influence on Command climate. - Value differences as strengths. Foster acceptance of acceptance/inclusion per EO/EEO policy.			-	- Measurably contributes to Navy's increased relation and reduced attrition objectives. - Proactive leader/exemplary mentor. Involved in subordinates' personal development leading to professional growth/sustained commitment. - Initiates support programs for military, civilian, and families to achieve exceptional Command and Organizational climate. - The model of achievement. Develops unit cohesion by valuing differences as strengths.						
NOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
35. MILITARY BEARING/CHARACTER: Appearance, conduct, physical fitness, adherence to Navy Core Values.	- Consistently unsatisfactory appearance. - Unsatisfactory demeanor or conduct. - Unable to meet one or more physical readiness standards. - Fails to live up to one or more Navy Core Values: HONOR, COURAGE, COMMITMENT.			-	- Excellent personal appearance. - Excellent demeanor or conduct. - Complies with physical readiness program. - Always lives up to Navy Core Values: HONOR, COURAGE, COMMITMENT.			-	- Exemplary personal appearance. - Exemplary representative of Navy. - A leader in physical readiness. - Exemplifies Navy Core Values: HONOR, COURAGE, COMMITMENT.						
NOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
36. TEAMWORK: Contributions towards team building and team results.	- Causes conflict, unwilling to work with others, puts self above team. - Fails to understand team goals or teamwork techniques. - Does not take direction well.			-	- Reinforces others' efforts, meets personal commitments to team. - Understands team goals, employs good teamwork techniques. - Accepts and offers team direction.			-	- Team builder, inspires cooperation and progress. - Talented mentor, focuses goals and techniques for team. - The best at accepting and offering team direction.						
NOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
37. MISSION ACCOMPLISHMENT AND INITIATIVE: Taking initiative, planning/prioritizing, achieving mission.	- Lacks initiative. - Unable to plan or prioritize. - Does not maintain readiness. - Fails to get the job done.			-	- Takes initiative to meet goals. - Plans/prioritizes effectively. - Maintains high state of readiness. - Always gets the job done.			-	- Develops innovative ways to accomplish mission. - Plans/prioritizes with exceptional skill and foresight. - Maintains superior readiness, even with limited resources. - Gets jobs done earlier and far better than expected.						
NOB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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Figure A-2 Fitness Report & Counseling Record

**EVALUATION REPORT AND COUNSELING**

REPORTING CHAIN OF COMMAND

<b>Unit Member Being Counseled</b>	<b>Primary Grader</b>	<b>Secondary Grader</b>
Battalion CO	AMOI	MOI
Battalion XO	Battalion CO	AMOI
Battalion Operations Officer	Battalion XO	Battalion CO
Battalion Admin Officer	Battalion XO	Battalion CO
Battalion Sergeant Major/Master Chief	Battalion CO	Battalion CO
Assistant Operations Officer	Battalion Operations Officer	Battalion XO
Battalion Planning Officer	Battalion Operations Officer	Battalion XO
Battalion Athletics Officer	Battalion Operations Officer	Battalion XO
Semper Fi PTI	Battalion Operations Officer	Battalion XO
Battalion Supply Officer	Battalion Operations Officer	Battalion XO
Battalion Medical Officer	Battalion Admin Officer	Battalion XO
Battalion Academics Officer	Battalion Admin Officer	Battalion XO
Battalion Public Affairs Officer	Battalion Admin Officer	Battalion XO
Battalion Information Officer	Battalion Admin Officer	Battalion XO
Company CO	Battalion XO	Battalion CO
Company XO	Company CO	Battalion CO

Company 1stSgt	Company CO	Battalion CO
Platoon Commander	Company CO	Battalion CO
Platoon Sergeant	Platoon Commander	Company CO
Squad Leader	Platoon Commander	Company CO
Squad Member	Squad Leader	Platoon Commander

Table A-1 Evaluation Report and Counseling

## APPENDIX B

### **Physical Fitness Standards, Swim Qualifications, Weight Control, and Remedial Physical Training**

#### B-1 Physical Readiness Test

1. The Physical Readiness Test (PRT) will be administered at least once per semester for Navy Option midshipmen and STA-21 OCs.
2. Navy Option midshipmen and STA-21 OCs must attain minimum performance level in the "Good" category in all events in accordance with the Regulations for Officer Development [Ref A]. Failure attain minimum performance level in the "Good" category in all events will result in a Student Battalion Commanding Officer's Review Board with possible recommendation for a Performance Review Board (PRB).
3. Navy Option midshipmen and STA-21 OCs who do not attain minimum performance level of "Excellent" in all categories of the PFA are eligible for the Physical Training (PT) Incentive Program set forth by the Athletics Officer/PTI. Participation in the PT Incentive Program will be at the discretion of the Command Fitness Leader (CFL).

#### B-2 Physical Fitness Test

1. The Physical Fitness Test (PFT) will be administered at least once per semester for Marine Option midshipmen and MECEP students.
2. Marine Option midshipmen and MECEP students must achieve a "First Class" score of 225 in accordance with the Regulations for Officer Development [Ref A]. It is recommended that Marine Option students maintain a PFT score of 275 or higher to successfully complete the 6-week Officer Candidate School (OCS) course. Failure to achieve a "Third Class" score of 185 will result in a Student Battalion Commanding Officer's Review Board with possible recommendation for a Performance Review Board (PRB).
3. Marine Option midshipmen and MECEP students who do not achieve a "First Class" score of 275 are eligible for the Physical Training (PT) Incentive Program set forth by the Athletics Officer/PTI. Participation in the PT Incentive Program will be at the discretion of the Marine Officer Instructor (MOI).

#### B-3 Swim Qualification Standards

The swimming test will utilize the current edition of NETC P1552/16 [Ref D].

#### B-4 Height/Weight and Body Fat Measurements

All members of the Battalion will be measured for height/weight in conjunction with the semi-annual PFA/PFT. Members of the Battalion

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with unusual medical circumstances that will not be taking the PFA/PFT will still take the Height/Weight measurements. See the NROTC excerpt of OPNAVINST 6110.1J [Ref E] for specific requirements.

#### B-5 Remedial PT Program

The Remedial PT program will meet at the discretion of Athletics Officer/PTI as directed by the CFL or MOI. A member will be assigned to remedial PT by the Athletic Officer/PTI, if the requirements of "Excellent" in all categories or a score of 275 are not met, but may be removed when these requirements are met. A member may be added to the Remedial program at the direction of the CFL or MOI. Remedial Training will take place one day a week at the discretion of the CFL.



## APPENDIX C

### Color Platoon Competition

#### C-1 General

1. The Color Platoon Competition is designed to both promote healthy intra-Battalion competition and recognize and reward the most outstanding platoon each semester. The areas of competition can vary from semester to semester but typically include the following: Drill Competitions, Personnel Inspections, Midshipman of the Month, Battalion PT events, and any additional event as determined by the Battalion Staff. The platoon with the highest number of points awarded in these areas will be designated the Color Platoon.

2. Drill Competition. In determining the drill standing of the platoons, each platoon will compete in an evaluated sequence oriented toward individual movements, platoon movements and pass in review. The drill competition will be based on a maximum of 100 points for drill; each platoon's score will come from the average of the two grader's cards.

3. Personnel Inspection. During the semester designated officers from the NROTC staff will conduct a personnel inspection to determine the level of personal appearance and knowledge of each individual in each platoon. Emphasis will be placed on the fit and neatness of the uniform, proper grooming standards, and general military appearance. There are seven possible grades midshipmen may receive for an inspection. An average of the grades will determine the platoon's personnel inspection points.

4. Midshipman of the Month. The platoon that the Midshipman of the Month is a part of will be awarded points towards color platoon.

5. Battalion PT Events. Over the course of the semester, there will be a variety of competitive Battalion PT events. These events may include, but are not limited to: Insurgent Runs, Relay Races, Fitness Challenges, and any other physically demanding and team building competitions that the Battalion Staff may see fit.

6. Academics. Points will be based on the combined average of the platoon's semester GPA.

#### C-2 Determination of Color Platoon

1. The total number of points accumulated by each platoon will determine the winner of the Color Platoon. The guidelines above may be altered by the Battalion Staff. Current standings of points will be posted publicly throughout each semester in the computer lounge. In addition, the Battalion Staff may enact rules or guidelines that allow for the removal of points for unsatisfactory actions. These may

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include unwarranted absences, aptitude violations, failure to comply with orders, or other unacceptable behaviors.

## APPENDIX D

### Midshipman of the Month

#### D-1 Purpose

Midshipman of the Month is awarded to recognize a member of the Battalion, whose professional and personal performance during the previous month has been determined to have been the most outstanding in the unit.

#### D-2 Responsibility

The Battalion Executive Officer is responsible for the general planning, regulation, and supervision of the Midshipman of the Month Award.

#### D-3 Eligibility

All student members of the NROTC Unit, who are in good standing, are eligible for the Midshipman of the Month Award.

#### D-4 Selection Process

1. Each platoon's Midshipman of the Month nominee is selected by the Platoon Commander or staff department head as they see fit. Platoon Commanders will then forward a Nomination Form (Figure D-1) to their Company Commander. Staff department heads will forward this form to the Battalion XO.
2. The Battalion Executive Officer will hold a deliberate board consisting of the Battalion Commander, Battalion Master Chief/Sergeant Major, and anyone else deemed necessary, for Midshipman of the Month nominees. Utilizing the Interviewer's Appraisal Form (Figure E-2), the board shall select the Midshipman of the Month. The Battalion Executive Officer shall then seek final approval of the Midshipman of the Month from the MOI and Unit Commanding officer.
3. The Battalion Executive Officer will draft an appropriate award citation and forward it to the Marine Officer Instructor.
4. The award winner is eligible to wear the Midshipman of the Month ribbon, and is eligible for Midshipman of the Year.

#### D-5 Midshipman of the Month Interviews

1. The purpose of the interview is to evaluate accurately and impartially the characteristics of the candidate to determine their suitability for selection as Midshipman of the Month.
2. Discussion topics should engage the applicant. Suggested topics include; NROTC programs and operations, service life, school

experiences, personal interests, goals in life, and any others suggested by a nominee's recommendation package.

**Nomination Form**

Date: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Subj: MIDSIPMAN OF THE MONTH NOMINATION

Ref: (a) NROTCUSCINST 5400.2s

Encl: (1) Proposed Citation

1. Per reference (a), \_\_\_\_\_ is recommended for consideration as \_\_\_\_\_ nominee for Midshipman of the month for \_\_\_\_\_.

2. The following information is provided:

a. Name: \_\_\_\_\_  
(Last, First, MI)

b. Class: \_\_\_\_\_

c. Major: \_\_\_\_\_

d. Cumulative GPA: \_\_\_\_\_

e. Latest PRT/PFT Score: \_\_\_\_\_

f. Swim Qual Level: \_\_\_\_\_

3. Brief synopsis of significant professional achievements during award period that warrants selection:

a. Billets Held:  
\_\_\_\_\_

b. Awards:  
\_\_\_\_\_

c. Nominee's University and local community involvement:  
\_\_\_\_\_

Figure D-1 Nomination Form

d. Any other information to distinguish nominee from contemporaries:

Lined area for providing additional information to distinguish the nominee from contemporaries. The area contains 18 horizontal lines. A large, light gray watermark reading "SAMPLE" is oriented diagonally across the page.

\_\_\_\_\_  
(Initiator's Signature)

*Figure D-2 Nomination Form*

**NROTC MIDSHIPMAN OF THE MONTH  
INTERVIEWER'S APPRAISAL SHEET**

Candidate's Name: \_\_\_\_\_  
Company/Platoon: \_\_\_\_\_

Consider the applicant as a Midshipman of the Month candidate and evaluate them on the following, utilizing a grading scale from 1 to 5 (1 being poor and 5 being outstanding).

CATEGORY	SCORE	COMMENTS	
Appearance and Poise			
Oral Communication and Expression of Ideas			
Level of Knowledge			
Motivation			
Leadership Quality			
Goal Setting			
Total Score		Ranking	

General Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Interviewer                      Print Name                      Date

Figure D-3 Interviewer Form

## APPENDIX E

### Guidance for STA-21 and MECEP Students

#### E-1 Seaman to Admiral 21 Program (STA-21)

1. Purpose. Seaman to Admiral 21 Program (STA-21) is a program for outstanding enlisted personnel, leading to a baccalaureate degree and commissioning in the U.S. Navy. These personnel exhibited the potential for a successful career as a commissioned officer. The program provides for up to thirty-six months for pursuit and completion of a baccalaureate degree.

2. General. STA-21 students (core option) report to the junior advisor and nuclear contract STA-21 students report to the Nuclear Power Officer, for administrative and military matters including academic progress and integration within the NROTC Battalion.

#### E-2 Marine Corps Enlisted Commissioning Education Program (MECEP)

1. Purpose. MECEP is a college program for specifically selected Marine Corps enlisted personnel leading to a baccalaureate degree and a commission as a Second Lieutenant in the United States Marine Corps.

2. General. All MECEPs report to the Marine Officer Instructor for military matters including academics, physical fitness, and integration within the NROTC Battalion, and to Inspector/Instructor F Company, 4th LAR, 4th Marine Division for administrative matters. They are under the administrative and disciplinary jurisdiction of the CO, NROTC unit.

#### E-3 Further Guidance

Additional instruction and guidance pertinent to STA-21 and MECEP students not in this appendix can be found in Sec. 309 of the Regulations for Officer Development Manual [Ref A].

**APPENDIX F**

**Academic Requirements Checklists**

F-1 General

1. The following lists academic requirements of the Department of Naval Science and the NROTC Unit. Academic advisors will counsel each member of the Battalion to ensure proper progress is being made with regard to completion of Naval Science requirements. See table G-1 for further guidance.

2. Requirements for Navy option College Program students refer to Regulations for Officer Development Manual [Ref A].





## NROTC PROGRAM CURRICULUM REQUIREMENTS CHECKLIST

UNIVERSITY OF SOUTH CAROLINA

(For reference use only. Any course changes must be approved by the PNS.)



NAVAL SCIENCE COURSES (Table 4-2 of CNSTCINST 1533.2 (ROD))	Year Normally Completed	NAVY OPTION		MARINE OPTION		NURSE OPTION		STA-21	
		Required	Complete	Required	Complete	Required	Complete	Required	Complete
Navy 101 - Fundamentals of Naval Science	Freshman	X							
Navy 102 - U.S. Military History	Freshman	X		X				X*	
Navy 201 - Naval Ship Systems I	Junior	X				X		X*	
Navy 202 - Naval Ship Systems II	Junior	X						X*	
Navy 301 - Navigation/Naval Operations I	Sophomore	X						X*	
Navy 301L - Associated Lab	Sophomore	X						X*	
Navy 302 - Navigation/Naval Operations II	Senior	X						X*	
Navy 302L - Associated Lab	Senior	X						X*	
Navy 303 - Evolution of the Art of War	Sophomore/Junior			X					
Navy 401 - Naval Leadership and Management I	Sophomore	X		X&		X		X	
Navy 402 - Naval Leadership and Ethics	Senior	X		X		X		X	
Navy 403 - Amphibious Warfare	Junior/Senior			X					
<b>NROTC-SPECIFIC COURSES</b> (Table 4-1 of CNSTCINST 1533.2 (ROD))									
<b>PNS Approved Courses</b>									
College Algebra or Advanced Trigonometry	Freshman-Junior			\$					X#
Physical Science	Freshman-Senior			\$					X#
Calculus I (MATH 141)	Freshman/Sophomore			XA		A			X#
Calculus II (MATH 142)	Sophomore/Junior			XA		A			X#
Calc-based Physics I (PHYS 211 + L)	Sophomore			XA		A			X#
Calc-based Physics II (PHYS 212 + L)	Junior			XA		A			X#
English Grammar and Composition (ENGL 101)	Freshman/Sophomore			X		A		X	
English Grammar and Composition (ENGL 102)	Freshman/Sophomore			X		A		X	
American Military History/National Security Policy	Freshman-Senior			X		X&			X#
POLI 340, 341, 342 or HIST 404, 406, 435, 468	Freshman-Senior			X		A		X	
Regional Studies/World Culture (3rd World)	Freshman-Senior			X		A		X	
HIST 104, 105, 106, 386, 420, 421, 468 or LASP 301, 311, 342, 351, 454, 455 or RELG 110, 351, 352, 354, 381 or NUURS 226	Freshman-Senior			X		A		X	

\* = Required, however, taken at NSI  
 # = Required by specific warfare designations via STA-21 program authorization  
 \$ = Required for Navy Option College Program Students  
 & = Not a required course for MECEP students  
 A=Advised to ease change to USN scholarship status  
 Refer to Chapter 4: Professional Development, Section 404 & 405 of the ROD for further guidance

File Name: G:/Forms/USC NROTC Acad Requirements  
 Location: Share drive  
 Updated: 02 Sep 09

Table F-1 - NROTC Academic Requirements

## APPENDIX G

### Student Recreation Program

#### G-1 Background

The members of the Battalion are authorized to establish a Student Recreation Fund (SRF) by the Commanding Officer, NROTC Unit, and University of South Carolina for the purpose of providing general recreational funding for student activities throughout the academic term. These funds are collected from the members of the Battalion through the work of cleaning Williams-Brice Stadium. Funds are to be disbursed in accordance with the desires of members of the Battalion, subject to the approval of the SRF Custodian and the Battalion Supply Officer.

#### G-2 Responsibility

1. Commanding Officer. The Commanding Officer, NROTC Unit, University of South Carolina has overall responsibility for the administration of the SRF.
2. SRF Custodian. The SRF Custodian will be a member of the NROTC Unit Staff and will be designated in writing by the Commanding Officer. The duties of the SRF Custodian will be those of Staff Custodian to the Battalion's recreation representation and supervision of the administration of the Student Recreation Fund.
3. The Students. The individual members of the Battalion are responsible for the contribution of funds and/or fundraising efforts, initiation of student activities, and the accompanying disbursement of those funds in support of their recreation program.
  - a. The members are further responsible for the organization of student battalion representation and the administration of the SRF in accordance with procedures outlined in this Appendix.
  - b. Any member of the Battalion writing bad checks to the Student Recreation Fund will be charged the amount penalized by the banking institution to the SRF. That member will also be unable to write checks to the SRF for a period of one (1) year or a time period deemed sufficient by the SRF Custodian.

#### G-3 Student Organization

The membership of the Student Recreation organization will be the NROTC student Battalion, University of South Carolina. All members of the Student Recreation organization will be required to participate in Battalion fundraising initiatives. The Student Recreation Funds collected are to be utilized in support of the membership of the NROTC Battalion and disbursed in its collective interest.

G-4 Student Recreation Officer

1. Basic Function. The Battalion Supply Officer is assigned as Student Recreation Officer and will exercise administrative and executive control of the Student Recreation program and is charged with the accountability associated therewith. The Student Recreation program shall be conducted in accordance with the provisions of this Appendix.

2. Duties, Responsibilities, and Authority

a. Supervise the preparation of and insure the timely submission of required reports concerning meetings and activities with SRF representatives.

b. Administer the use of recreation funds in accordance with this Appendix.

c. Supervise the purchase, maintenance, and disposition of all recreation property and equipment required to support the recreation program, including the issuance and utilization of all recreation equipment.

d. Maintain liaison with other units, stations, and civilian communities with respect to available recreation programs and facilities.

e. Receive, review, and submit Student Sub-account requests to the SRF Custodian for final approval and disbursement of funds in a timely manner.

f. Serve as a non-voting member, except in the case of a tie, of and maintain close liaison with the Student Recreation representatives.

g. Conduct votes of SRF representatives in matters totaling less than \$250, while obtaining an electronic Battalion wide vote of matters totaling more than \$250. Before this vote can occur opposing parties must have the opportunity to set forth the pros and cons of dispersing funds. This Battalion wide vote cannot be taken via a show of hands. Those items that are budgeted on an annual basis do not require an annual vote for funds approval.

h. Maintain a turnover file of materials pertaining to the administration of the Student Recreation Program.

i. Establish necessary internal controls for the proper receipt, safe-keeping, deposit, disbursement, and accountability for the Student Recreation Fund. All appropriate reports required shall be prepared, submitted and maintained by the Battalion Supply Officer.

j. Prepare and post a Student Recreation Fund financial statement at each semester and at such other times as may be required by the SRF Custodian or Commanding Officer.

#### G-5 Student Recreation Representatives

1. Purpose. SRF Representatives are chosen to ensure the representation of all members of the Battalion in matters concerning the Student Recreation Program and to make recommendations regarding the conduct of that program to the Commanding Officer.

2. Organization. Each semester two SRF representatives are chosen from each class to ensure representation of all battalion members in decisions of the SRF.

3. Responsibilities. As proctored by the Student Recreation Officer (Battalion Supply Officer), representatives vote on SRF requests totaling less than \$250. The intent of the program is for the representatives to get input from other members of the Battalion in their respective classes and vote on the prevailing desires for the dispersement of Student Recreation Funds. It is incumbent upon the SRF Representatives to liaison with the members of their class as appropriate.

#### 4. Procedure

a. The SRF representatives and Battalion members shall be afforded all proper means for reviewing the condition of the recreation fund via copies of the most current yearly budget.

b. Each NROTC Battalion Club shall be afforded an independent budget as determined by the Student Recreation Officer as delineated in the yearly SRF budget. Expenditures within the budget of the specific club need only the approval of the Student Recreation Officer and the SRF Custodian via a Student Sub-account request form.

c. Other yearly events or evolutions requiring Student Recreation Funds delineated in and approved SRF yearly budget need only the approval of the Student Recreation Officer and SRF Custodian.

d. All other proposals concerning the social or recreational activities of the battalion, reallocation of funds to within a sub-account, and requiring financial support from the SRF not already accounted for in an approved yearly budget will be voted upon by representatives, dependent on amount, before forwarding the request for withdrawal of funds to the SRF Custodian.

e. A report of minutes shall be prepared by the Student Recreation Officer and forwarded to the SRF Custodian for dissemination within the unit.

f. The report of the SRF representative minutes shall include when/where convened, members attending, summary of financial

statement, and recommendations with indication of the number of affirmative and negative votes on each issue. Comments from supporting and dissenting members are encouraged.

g. Any member of the Battalion may be present at SRF meetings and make proposals to that body. However, only the Student Recreation representatives may vote.

h. Student recreation meetings shall be convened not less than (3) times during the academic year and each such meeting shall be announced in the Battalion Plan of the Week.

5. Records and Accounts. The Student Recreation Officer, under the supervision of SRF Custodian, shall be responsible for maintenance of accurate records and accounts. Specifically, the Student Recreation Officer shall maintain the following records and accounts for a period of three years.

a. Meeting Minutes Record. A chronological file of signed minutes of the Student Recreation meetings and battalion Commander's signed endorsements and recommendations.

b. Financial Statements Record. A chronological file of all financial statements issued and all Audit reports prepared on the Student Recreation Fund.

c. Bank Statement Record. A chronological file of "verified" bank statements with the cleared checks.

d. Expenditure Vouchers Record. A serial file of expenditure vouchers. Each expenditure voucher shall reflect a consecutive serial number, a description of the purpose of the expenditure, specific amount, the signature of the Student Recreation Officer, and counter-signatures of the SRF Custodian. A sub-account request form is required for all expenditures and must have an approved voucher before funds are to be withdrawn. This form shall be available to members of the Battalion via the Unit website, and is seen in section G-7.

e. Receipt and Expenditure (R&E) Ledger. A ledger recording all cash receipts as income and all cash disbursements as expenses. The R&E Ledger will be chronological with the time of each transaction and will contain the following:

- (1) Date of Transaction
- (2) Brief Description
- (3) Check Number
- (4) Voucher Number
- (5) Budget Category

- (6) Credits (Deposits)
- (7) Debits (Expenditures)
- (8) Balance

(9) NOTE: Cash receipts, including all cash or checks, will be recorded in the Credit column of the R&E Ledger as income at the time of receipt. All Expenditures will be recorded in the Debits column of the R&E Ledger as expense at the time of disbursement. Expenditures will be made by pre-numbered checks, authorized debit transactions by the Custodian or Student Recreation Officer, and SRF approval. Balances for making financial reports to the Recreation

f. Receipts File. A chronological file of all receipts or bills annotated with the date paid, applicable check number and voucher serial number.

#### G-6 Reports and Audits

1. Financial Statement. Throughout the academic term, the Student Recreation Officer will provide a financial statement to the SRF Custodian, the Battalion chain of command, and to Student Recreation Representatives. This report will include:

- a. Beginning Balance. Cash on hand as of last report.
- b. Total Receipts. A single amount may be identified for all receipts for a particular event (i.e., SRF dues...etc.) All other expenditures will be listed separately.
- c. Total expenditures. A single amount may be identified for all expenditures for a particular event (i.e., Ball, Luncheons...etc.). All other expenditures will be listed separately.
- d. Current Cash Balance
- e. Projected Receipts. Any anticipated receipts.
- f. Projected Expenditures. Any major events approved and/or planned but have not yet had funds released.
- g. Date the last bank statement was received and date verified.

2. After Action Report. At the end of each academic term a report will be procured entailing a comprehensive chronological order of major events pertaining to SRF. Additionally, this report will contain any recommendations for the betterment of the Student Recreation Fund.

3. Bank Statement Verification. The Bank Statement shall be verified with the checkbook each month and any discrepancies shall be brought to the attention of the SRF Custodian. The bank statement will be

annotated as verified with the date and signature of the Supply Officer or SRF Custodian.

4. Audits. Upon change of Student recreation Officer, or at such times as the Commanding Officer or SRF Custodian may direct, an audit will be conducted of all Student Recreation Fund accounts and records. An audit board shall be convened in cases of discrepancies or as the Commanding Officer may direct. The audit board shall consist of the Unit Executive Officer (senior member), the SRF Custodian and one other officer from the unit staff. A report of audit will be forwarded to the Commanding Officer.

G-7 Sub-account Request Form

The Sub-account Request Form can be found on the NROTC website, and an example provided below.



**Funds Request Form**

Date of Request: \_\_\_\_\_

Type of Request:  Funds Release  Reimbursement

Detailed Description of the Use for the Money:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated / Actual Total Cost: \$ \_\_\_\_\_  
CIRCLE ONE

Make Check Payable to: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Print: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Battalion Supply Officer Disposition:**

Approved  
 Disapproved      Date: \_\_\_\_\_      Funds Available: \$ \_\_\_\_\_

\_\_\_\_\_  
Supply Officer

---

Check Released: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

\_\_\_\_\_  
MOI

*Figure G-1 - Sub Account Request Form*



## APPENDIX H

### Special Request Chits

#### H-1 Purpose

A student requesting permission to be excused from any battalion function, requesting to travel more than 250 miles in a 2-day weekend or travel greater than 350 miles in a 3-day weekend must submit a Special Request Chit (Figure H-1).

#### H-2 Request Process

1. The request chit should be submitted at least five (5) working days before the requested date of leave.
2. The student requesting leave must notify their chain of command of their intent to be excused.
3. The request chit must follow either the enlisted or officer chain depending on the billet held by the battalion member. Enlisted personnel (Squad members, Squad leaders, Platoon sergeants etc.) chits will be signed by the Platoon sergeant, company 1st Sgt, BN CMC/Sgt.Maj. and Battalion CO. Officer personnel (Platoon Commanders, Company Commanders, etc.) chits will be signed by the Company Commander, BN XO and Battalion CO. The chit is then routed to the Assistant Marine Officer Instructor (AMOI).

a. The person signing the request chit must continue to route the form whether they suggest approval or denial. The AMOI has the final decision on whether the chit is approved or denied.

b. The chit shall not take more than five (5) working days to be completely routed, and a final decision to be made on the status of the chit.

#### H-3 Active Duty Personnel

1. All active duty personnel that are members of the student battalion must submit a Special Request Chit in addition to an official leave chit.
2. Each service member shall route their leave chit through the Unit Staff.
3. All Marines route their chits through the AMOI and MOI.
4. All Navy personnel route their chits through their advisor. The AMOI will initial Navy leave chits prior to routing to the class advisor.

SPECIAL REQUEST/AUTHORIZATION			
<small>           PRIVACY ACT STATEMENT            THE AUTHORITY TO REQUEST THIS INFORMATION IS CONTAINED IN 5 USC 301.            THE PRINCIPLE PURPOSE OF THE INFORMATION IS TO ENABLE YOU TO MAKE KNOWN YOUR DESIRE FOR ITEMS LISTED OR FOR SOME OTHER SPECIAL CONSIDERATION OR AUTHORIZATION. THE INFORMATION WILL BE USED TO ASSIST OFFICIALS AND EMPLOYEES OF THE DEPARTMENT OF THE NAVY IN DETERMINING YOUR ELIGIBILITY FOR AND APPROVING OR DISAPPROVING THE SPECIAL CONSIDERATION OR AUTHORIZATION BEING REQUESTED. COMPLETION OF THE FORM IS MANDATORY, FAILURE TO PROVIDE REQUIRED INFORMATION MAY RESULT IN DELAY IN RESPONSE TO OR DISAPPROVAL OF YOUR REQUEST.         </small>			
1. NAME:		2. RATE:	
3. SHIP OR STATION:		4. DATE OF REQUEST: (YYYYMMDD)	
5. DEPARTMENT/DIVISION:		6. DUTY SECTION/GROUP:	
7. NATURE OF REQUEST: <input type="checkbox"/> LEAVE <input type="checkbox"/> SPECIAL LIBERTY <input type="checkbox"/> SPECIAL PAY <input type="checkbox"/> COMMUTED RATIONS <input type="checkbox"/> OTHER (BELOW)			
8. NO. OF DAYS REQUESTED:	FROM (DATE AND TIME):		TO (DATE AND TIME):
9. DISTANCE (MILES):	MODE OF TRAVEL: <input type="checkbox"/> CAR <input type="checkbox"/> AIR <input type="checkbox"/> TRAIN <input type="checkbox"/> BUS		
10. LEAVE ADDRESS:			11. TELEPHONE NUMBER:
12. REASON FOR REQUEST:			
13. SIGNATURE OF APPLICANT: (Use CAC for digital signature)			
14. I am eligible and obligate myself to perform all duties of person making application.		SIGNATURE OF STANDBY:	DUTY STATION:
15. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
16. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
17. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
18. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
19. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
20. RECOMMENDED APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	RANK/RATE/TITLE:	SIGNATURE:	DATE:
21. <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		SIGNATURE:	
22. REASON FOR DISAPPROVAL:			

NAVPERS 1336/3 (Rev. 10-2011)

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Figure H-1 Special Liberty Chit

## APPENDIX I

### Gamecock Battalion Duty and Watch Standing Procedures

#### I-1 Purpose

Duty and watch standing will be conducted to build proficiency, attention to detail and good habits as log keepers, daily color detail, and space rovers; meant to foster some understanding of, and acclimation to the responsibilities of manning a fleet level watch.

#### I-2 Background

The responsibility of each individual assigned to the permanent Unit Staff is to ensure the proper control/security over all government and University property assigned to this unit as well as to be a ready point of contact for NROTC matters in the local community. Due to this need, it is imperative that this Unit maintain a 24-hour duty. Based upon compliance with instructions set forth in MCO 5530.14A, it is imperative that these duties be taken seriously and are followed according this Standard Operating Procedure (SOP).

#### I-3 Duty Section

The duty section will consist of an Officer of the Deck (OOD), Battalion Duty Officer (BDO), and a two person color detail. Duty will turnover daily, and run Monday through Friday of fall and spring terms. All students in the Gamecock Battalion (BN) will stand BDO (including seniors and battalion staff) with the exception of OC's, MECEP's and battalion staff. Company Commanders (C.C), Company XO's, Company 1st Sgt's, Platoon Commanders (P.C.) will not stand BDO, but will be the sole personnel in the OOD rotation. Company Commander's will write duty watch bills for each semester. Each alternating calendar month will be assigned to Alpha or Bravo Company. Within a given month, the C.C. may assign duty and colors at their discretion based on company members' class schedules. Duty turnover will be conducted at 0720 with the off going BDO, oncoming BDO and two person color detail present with the Officer Of the Deck (OOD). Morning colors will commence immediately following duty turnover with first call sounding at 0730, and evening colors will commence at sunset during both the fall and spring semesters. Duty personnel will be dismissed from morning PT by 0645 by the Battalion Sergeant Major or Command Master Chief for hygiene purposes. It is the OOD's responsibility to ensure hygiene time is granted.

#### I-4 Uniform

The uniform for all duty section personnel is khakis for midshipmen and OC's, and Service "C" for MECEP's, while on deck, unlocking and locking the unit. If a BDO is unlocking on a morning that Physical Training (PT) is taking place, the BDO may unlock in PT Gear.

I-5 OOD

The OOD watch will replace the position of supernumerary. Only Company Commanders, Company XOs, Company 1st Sgt's and Platoon Commanders may stand OOD. The OOD will be the top of the student chain of command for a duty section and will report to the AMOI on all matters concerning duty. The OOD is responsible to ensure any incident outside of normal daily routine is reported to the Battalion CMC/1st SGT for student chain of command notification purposes. The OOD will conduct duty turnover at 0720 and remain on call to assist the BDO until 0720 the following day. Only the oncoming OOD will be present at turnover. At 2000, the off-going OOD will call the next-day's OOD and report "all secure" or relay any information of concern. At this time the off going BDO will also send a message to the oncoming BDO as a reminder and status update. The OOD may, at any time, conduct a BDO post report. This includes a personnel inspection of the BDO, and an inquiry of duty information such as "What are the sources of written guidance for the BDO?"

I-6 BDO

1. The BDO will be posted in the NROTC computer lab of the armory building from 1700-2000. The duties of the BDO are to be carried out with all 11 general orders of a sentry in practice, but will pay special attention to developing skills applicable to general order 1, order 2, order 3, order 7, and order 10. The duty binder contains specific check-lists and examples for use and reference and includes directions for action in the case of an actual emergency. When in doubt during an actual emergency call 911, and then call the AMOI, and finally make a status report to the OOD. The duties of the BDO are as follows, with the applicable general order noted:

a. Maintain a proper deck log under the conditions of a "For Official Use Only" document, which requires it to be kept secured when not in use. The following minimum essential events must be logged as well as any event the BDO determines necessary. (G.O. 2, 3):

b. Assumption of command and familiarization with pertinent orders.

c. Results of security roves.

d. Content of all official calls received on the duty phone. (Any phone in an NROTC space, or the BDO's cell phone when official business.)

e. All information regarding the activation of the Weapons Vault or fire alarm.

f. All information pertaining to any casualty call.

g. All patrons of the computer lab between 1700 and 2000.

- h. Execution of morning and evening colors.
- i. Opening and closure of the armory.
- j. Relieving entry.

2. Conduct physical security roves of all NROTC spaces to ensure safety, to note material discrepancies, personnel present, and to secure lights, hatches, windows, cabinets, and other components of the spaces as necessary. The first rove of the calendar day will be conducted at 0500 by the off going BDO as they unlock the unit. The last rove of the calendar day will be conducted at 2000 during Unit lock up. At least one additional rove will take place between the hours of 1700 and 2000. When opening (prior to 0500) and securing the unit (at 2000) the BDO will sign the Armory Security Log and ensure it is secured at that time. The closing rove (conducted at 2000) must include accountability of gym equipment. If any discrepancies are present the BDO must notify the OOD. Give special emphasis to the following areas: (G.O. 1, 2, 3, 7, 8, 9, and 11).

- a. Weapons Armory/Vault (sign security log).
- b. Office spaces including room #'s 125, 127, 128, 130, 132, 133, 134, 135, 136, 137, 138, 139, and 201 through 206.
- c. Gate at Pickens St. entrance (secure at 2000).
- d. Parking Lot
  - (1) Blue Van license plate 0994D
  - (2) Gray Van license plate 0995D
  - (3) White trailer with NROTC seal decal on both sides.
- e. All exterior hatches, on the Navy side.

3. Present the post as requested by the battalion CO, XO, Officer of the Deck (OOD), or any permanent Unit Staff only (G.O. 1, 10).

a. Stand at attention, render a salute and report: "Good afternoon sir/ma'am. MIDN name standing by as Battalion Duty Officer. All conditions normal."

b. If something out of the ordinary had occurred or is scheduled to occur, report: "All conditions normal with the exception of..." (I.E. fire alarm repair men conduct work in the armory P-way, leaking faucet that won't stop, door won't lock, etc.).

c. Present the deck log and stand by for a uniform inspection and general inquiry about the watch as these items are at the discretion of the officer conducting the post report to ensure watch stander development and proficiency.

4. Conduct sweepers, housekeeping and minor daily cleaning in the following spaces at least once during the watch (G.O. 1, 2):

- a. Computer lab
- b. Male and female locker rooms
- c. Armory gym (to include stowing weights properly)
- d. Armory mailroom/lounge

5. Unlock and secure building doors. No later than 0500 the off-going BDO will unlock all exterior doors to the main NROTC building and the annex building. The BDO will open the parking lot gate on the Pickens St. side. At 2000, the BDO will lock all doors and secure the Pickens St. parking lot gate.

#### I-7 Colors

Colors detail will consist of the BDO, and two other assigned personnel. Morning colors will be conducted after duty turnover with first call sounding at 0730. Evening colors will be conducted at sunset in both the spring and fall semester. The process of raising and lowering the flag properly is demonstrated in video on the NROTC website and outlined in the duty binder.

#### I-8 Duty Turnover

Turnover will be conducted in the tri-service lounge at 0720. Ten minutes prior to turn over the ongoing and off-going BDO will conduct a joint rove and discuss any pertinent business. The OOD will conduct turnover and commence a brief personnel inspection. If a member of the duty is found unsatisfactory during the inspection, the OOD will fill in for that individual until the issue is corrected (I.E. if a color detail body didn't shave, the OOD will do morning colors unless the individual could shave in time). The duty section will form up in front of the OOD from their left to right as follows: Off-going BDO, Oncoming BDO, Colors 1, Colors 2. The OOD will call the duty to attention and conduct turnover as follows:

- a. OOD. "Duty section attention. " "Report."
- b. Off-going BDO renders a salute. "NROTC all secure." (if something had occurred during the watch day report it and present the log. ) "I \_\_name\_\_ have been properly relieved as battalion duty officer by Midshipman \_\_Oncoming Name\_\_."
- c. OOD evaluates any items of concern and when satisfied that the BN is in a secure state returns salute. "Very well."
- d. Oncoming BDO renders a salute. "I \_\_name\_\_ assume all duties and responsibilities as battalion duty officer."

- e. OOD returns salute. "Very well."
- f. Color 1 salutes. "MIDN \_name\_ reporting for color detail."
- g. OOD returns salute. "very well."
- h. Color 2 salutes. "MIDN \_name\_ reporting for color detail."
- i. OOD returns salute. "very well."

j. OOD puts out any pertinent word in accordance with the latest command policies and guidance, paying close attention to the POW and recent word passed at unit evolutions; and then posts the duty section. "Duty section, post."

#### I-9 Watch Bill and Duty Swaps

1. The Battalion CMC, or SgtMaj will serve as Watch bill Coordinator, in accordance with the Midshipman Guidebook para 302. b. 11. i, and be responsible to the Battalion XO for establishing the watch.
2. CMC/SgtMaj will: Assign each Company alternating months and establish days of "none duty", such as holidays, as necessary.
3. Company Commanders will: Within the time line set by the Operations Officer, submit watch bills to the CMC/SgtMaj for approval and routing. Under instruction (UI) watches may be scheduled, two persons per day.
4. Duty swaps may be approved by Company CO's but the CMC/SgtMaj must be informed for BN accountability and consistency. Further reporting up the chain of command will be at the discretion of the BNCO considering the nature of the duty swap.
5. To minimize duty swaps and increase efficiency of duty, watch bills should be drafted with consideration given to graphical schedules and other pertinent academic constraints of each member of the battalion.

#### I-10 Summer and Holiday Duty

Active duty (AD) members (OC's, MECEP's, Ensigns or Second Lieutenants) of the Battalion will stand all summer and holiday duty. The senior active duty member present during the given time period will serve as the watch bill coordinator. Consideration to leave periods and approved leave requests shall be given when drafting the AD watch bill. Duty days and times will be established by the command holiday routine calendar during the given time period. During summer months, from the day after the last day of spring finals to the first day of fall classes, AD duty will commence Monday through Friday from 0700 to 1700 or in the discretion of the Commanding Officer. Rather than posting the BDO in the computer lab, the daily routine will be carried out and the watch log and binder will remain with the BDO.

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All reports, duty swaps, and other administrative or unusual business will be submitted to the AMOI for action. The uniform of the day is appropriate civilian attire.



**APPENDIX J**

**Commanding Officer Standing Policies**

J-1 Purpose

To outline the standing policies of the Commanding Officer as directed by higher authority

J-2 Background

The responsibility of each individual assigned whether active duty or current student it is your responsibility to ensure the proper dignity and respect is given to all people that you come in contact with on a daily basis.

J-3 Attachments

The following pages are the standing policies of the Naval ROTC Unit, University of South Carolina.

### **HAZING POLICY STATEMENT**

The practice of hazing will not be condoned in Naval Reserve Officers Training Corps Unit, University of South Carolina. It has no useful purpose and is not in keeping with the traditional indoctrination of seafarers. In addition to being juvenile, it debases personal dignity, can result in injury, and is contrary to good order and discipline. Additionally, it constitutes military misconduct, weighs against "pride and professionalism", and deters from mission readiness.

Hazing is most likely to occur in connection with various impromptu and unsupervised "initiations" or activities, and is the result of the erroneous perception that the event gives license to subject an individual to personal abuse. Examples include, but are not limited to: branding; taping; verbally berating; tattooing; "pinning"; "greasing" (application of grease, oil, or other noxious substances on the body of a person incident to "initiation"); threatening bodily harm; forcing or taunting an individual to ingest beverages or other items; requiring personnel to perform certain actions under circumstances which present a risk of personal injury; and other actions directed toward personnel which, while possibly considered humorous by observers, hold up an individual to ridicule or embarrassment. Such conduct is more repugnant if based on race, sex, religion, or national origin.

It is the responsibility of all to avoid and report any suspected or real violation of this policy. Hazing of any manner will not be tolerated in this command. We will take swift and appropriate corrective action when incidents of hazing occur.

**EXTREMIST/HATE GROUP POLICY STATEMENT**

Creating and sustaining an environment of equal opportunity and fair treatment is an absolute necessity for continued success of our unit. Involvement with, or participation in, extremist/hate groups is incompatible with this precept. Therefore, I expect every member of this command to reject participation in organizations which practice any of the following:

- Espouse supremacist causes;
- Attempt to foster illegal discrimination based on race, creed, color, gender, religion, age, disability, or national origin; or,
- Advocate the use of force, violence, or other means to deprive individuals of their civil rights.

Actively supporting an extremist/hate group includes, but is not limited to:

- Publicly demonstration or rallying on behalf of such a group;
- Engaging in fund raising activities, recruiting and training members, gaining or maintaining membership in such a group, distributing literature or information on behalf of such a group, and organizing such organizations; or,
- Activities in direct support of groups or organizations, which seek to deny basic constitutional protections to any sector of our populations, are in direct conflict with the principles upon which our country was founded, are inappropriate for those who serve our nation.

Recognizing and fostering the inherent individual worth and value of every member of our team requires the personal commitment of everyone at this command. I expect nothing less than your full support and cooperation in creating and maintaining an environment where every individual is treated with dignity and respect.

### **FRATERNIZATION POLICY STATEMENT**

Fraternization is the term traditionally used to identify personal relationships that contravene the customary bounds of acceptable senior-subordinate relationships. Although it has most commonly been applied to officer-enlisted relationships, fraternization also includes improper relationships between officers, enlisted members and DoD Civilians with Midshipmen.

Personal relationships between Officer, Enlisted members, DoD Civilians and Midshipmen that are unduly familiar, and that do not respect difference in grade or rank, are prohibited. Senior Enlisted members (E-7/8/9) are a separate and distinct category of leaders within their assigned command. Due to this unique responsibility, relationships between senior enlisted members, junior personnel (E-1 to E-6), and Midshipmen that are unduly familiar, and do not respect differences in grade or rank, are prohibited. Prejudice to good order and discipline may result from, but is not limited to, circumstances which:

- Call into question a senior's objectivity, or result in actual or apparent preferential treatment;
- Undermine the authority of a senior; or,
- Compromise the chain of command.

The responsibility for preventing inappropriate relationships rest primarily with the senior, however, while the senior party is expected to control and preclude the development of inappropriate relationships, both parties are accountable for their own conduct. Fraternization is not excused or mitigated by the subsequent marriage of those engaging in fraternization.

I expect all personnel to support and comply with this policy. We must set the example.

### **SEXUAL HARASSMENT POLICY STATEMENT**

All military and civilian personnel in the Department of the Navy have a responsibility for maintaining high standards of honesty, integrity, impartiality, and conduct to ensure proper performance of business and maintenance of public trust. Sexual harassment violates those standards, especially with regard to the principles of equal opportunity. Specific acts of such misconduct may be subject to disciplinary action.

Sexual harassment is defined as influencing, offering to influence, or threatening the career, pay, or job of another person in exchange for sexual favors; deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature, in a work or work-related environment; and, conduct that interferes with performance, or creates and intimidating, hostile, or offensive environment.

Specifically, any supervisor who uses implicit or explicit sexual behavior to control, influence, or effect the career, pay, or job of an employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated offensive verbal comments, gestures, or physical contact, of a sexual nature, in the work environment, is also engaging in sexual harassment.

Individuals who are sexually harassed by supervisors, co-workers, or peers should make it clear that such behavior is offending and report the harassment to the appropriate supervisory level. The appropriate supervisor will examine the matter and take actions necessary to ensure a work environment free from sexual harassment. Sexual harassment is unacceptable conduct; it undermines the integrity of the employment relationship, debilitates moral, and interferes with the work productivity of an organization. Violators will be subject to disciplinary action.

Finally, any military member or civilian employee of the Department of the Navy who engages in sexual harassment while conducting business with military or civilian personnel or with other members of the public is violating standards of conduct and will be subject, as appropriate, to disciplinary action.

The chain of command shall be fully used. Further, it is the responsibility of every supervisor and manager, military and civilian, to ensure that every instance of sexual harassment is dealt with swiftly, fairly, and effectively. Complaints of sexual harassment may be filed through Equal Opportunity, Equal Employment Opportunity, Captain's Mast, or brought to the attention of the Inspector General. Substantiated complaints will result in appropriate action.

I know that all members of the Department of the Navy team fully support a continuing commitment to exhibiting the highest professional behavior and courtesy as we accomplish our mission.

## **SAFETY POLICY STATEMENT**

For more than two centuries our Navy and Marine Corps have provided on-call expeditionary combat power to our nation's leaders in support of our national interests. We have a proud history and have created a service culture of mission accomplishment. While mission accomplishment is paramount, safety is a critical component of any successful evolution. We cannot prevail in combat or any other endeavor if we needlessly hazard our personnel and resources.

The policy of the Naval ROTC Unit at the University of South Carolina is to provide a safe training environment for the future leaders of our Navy and Marine Corps. Our mission is to graduate top-notch Navy and Marine Corps Officers. While it is impossible to eliminate all risk, we will implement the Navy's Operational Risk Management (ORM) process to identify hazards and implement risk mitigation measures in order to create this safe training environment.

The Navy and Marine Corps Operational Risk Management process provides a framework for understanding hazards and making risk decisions. Principles of ORM are: accept no unnecessary risk, accept risk only when the benefit justifies the risk, manage risk by planning and making decisions at the appropriate level. Steps involved in the planning process are to identify and assess hazards, make risk decisions, implement controls to mitigate the risk and finally supervise the activity to ensure compliance and to react to unforeseen factors.

Implementation of the Navy and Marine Corps Operational Risk Management process here at South Carolina NROTC will not only reduce the potential for injury to personnel or damage to equipment, but will also provide a foundation for our future leaders to make sound risk decisions when they report to the Fleet.

**EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The policy of the United States Government is to provide equal employment opportunity for all persons, regardless of race, color, national origin, religion, sex, age, or non-disqualifying physical or mental handicapping conditions. The Department of the Navy's equal employment opportunity goals and objective, and those of this command, both fully support this policy.

I am fully committed to equal employment opportunity principle. Likewise, military and civilian managers at every level are expected to demonstrate their personal support to opportunity for everyone by allowing them to rise to the highest level of responsibility as possible. This will depend only on individual talent and diligence to make military and civilian service at the Naval ROTC Unit at the University of South Carolina a model of equal opportunity for all, regardless of race, color, national origin, religion, sex, age, or non-disqualifying physical or mental handicapping conditions.

The responsibility for carrying out a successful equal employment opportunity policy rests with each of us. In recent years we have made considerable improvement in the representation of minorities, women, and handicapped persons in all occupations. Further, we have provided every employee, regardless of race, color, national origin, religion, sex, age, or non-disqualifying physical or mental handicapping conditions, the opportunity to rise to their full potential.

We are all, collectively and individually, responsible for achieving positive equal employment opportunity goals. We must strive to contribute to the improvement of our society by greater utilization of our human resources. This is vital if we are to maintain an efficient, highly competent work force to support our mission.

I need your full support and cooperation to ensure equal employment opportunity goals and objectives are achieved.